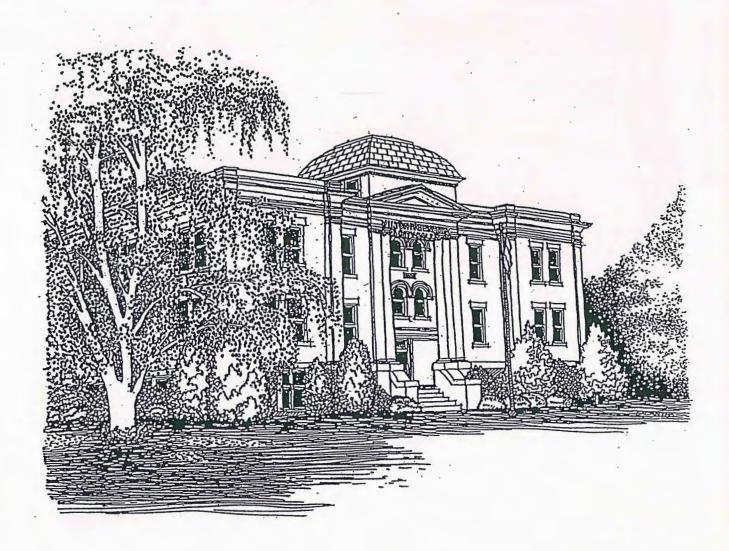
# CITY OF MILTON-FREEWATER, OREGON



FISCAL YEAR 2018 BUDGET

# CITY OF MILTON-FREEWATER FISCAL 2018 BUDGET COMMITTEE

Mayor:

Lewis Key

Councilors:

Steve Irving Brad Humbert Jeff Anliker Orrin Lyon Ed Chesnut Verl Pressnall

**Budget Committee:** 

Lindsay Winsor Wes Koklich Donavan Phillips Suni Danforth

Budget Officer:

Linda Hall

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P.O. Box 6, Milton-Freewater, OR 97862 • Phone (541)938-5531 • Fax (541)938-8224

April 3, 2017

TO:

Honorable Mayor, City Councilors,

Budget Committee Members, and Citizens of Milton-Freewater

FROM:

City Manager

SUBJECT:

Proposed Budget for Fiscal Year 2018

#### **EXECUTIVE SUMMARY (AND PERSONAL OBSERVATIONS)**

For those of you who have been reading these budget summaries for the last 10 years, you will immediately notice that this one is quite different in its format. I do not normally include "personal" comments or observations in my budget message, but this year is not an ordinary year.

The reason why? Because this budget year will be representing a LOT of change and will be quite different. Here is why...

As I type this in early spring of 2017 my heart is heavy with the very real chance that within 30 to 90 days I will see the loss of at least a dozen long-tenured department heads, senior supervisors and key personnel.

Both Utility Department Heads---Dave Bradshaw (28 years with our city) and Rick Rambo (33 years with our city) have indicated to me that they will be retiring from service most likely before this budget goes to final print.

My Finance Director, Dave Richmond, (15 years with the City) and his next-in-command, Luke Billings (35 years with the City) are also extremely likely to be walking out the door in retirement mode as well in the very near future.

Virtually every department in the City will be affected by the sudden departure of at least one or two senior employees.

So what has caused this mass exodus and in such a short period of time?

The Oregon State Legislature is considering several bills during this session which in essence would result in such dramatically negative effects on the retirement of these long-tenured employees, that they have no choice but to retire before the proposed changes could take effect, or risk losing at least HALF of their retirement that they have worked their whole careers to earn. The bills proposed, if adopted in their entirety would not only slash the retirement benefits of long-tenured Tier 1 employees, but would also reduce benefits for all public employees in the PERS system.

Will it save money for public employers? On the surface, yes....BUT, the effect of the loss of that many senior employees at once will almost certainly have a very negative and costly effect on city operations. Those long-tenured employees carry institutional memory and knowledge of city operations and history in their minds that is almost impossible to reproduce or fully preserve. They have been doing their jobs for so long that I believe many folks in our fair city have come to take for granted that they will always be there to ask, to help and to do. I am probably at the head of that list.

Without exception, these same department heads and key team leaders have been extremely active in the community as volunteers---in the Chamber, in the MFDA, in Rotary, in Kiwanis, Frazier Farmstead, Community Development Partnership, the list goes on and on.

The void that they will leave, not only in the working administration of the City of Milton-Freewater, but potentially in the community and lifeblood of the city, is cavernous.

I will personally not only miss their work skills, partnership and talents, but also their senses of humor, their dedication, their loyalty and the sense of comradery that we have shared for all these years.

My hat is off to each and every one of them. I thank them for their decades of service, for the long days and short nights, for being beside me working for the citizens and customers of the City of Milton-Freewater for literally decades without losing their passion for or commitment to the City.

Thank you for allowing me to share some personal thoughts about this new and sudden reality we are finding ourselves facing. However, business does go on, and even the loss of these long-time teammates of mine will not stop that. Here are the highlights for this budget:

## **BUDGET HIGHLIGHTS**

We are pleased to present a budget totaling \$29,742,416.

This is a DECREASE of \$2,436,248 from last year's budget total!

There are some very exciting things proposed in this year's budget as well.

#### **GENERAL FUND**

This fund is the hardest to balance as it contains the largest amount of public services within its programs and receives the lowest (and permanently capped) revenues. Police protection, fire protection, emergency dispatch services, planning, community development, economic development, parks and recreational services, city administration and finance to name just a few of the services and programs that our public has come to expect to be provided from this fund.

So far we have been able to keep the same levels of service in these programs, but I am unsure of the sustainability of this practice without some new revenue sources.

We are proposing some exciting changes to a few of these programs, despite our budgetary constraints, thanks to some great grant writing and unique opportunities.

In the Police world, we will be updating the dispatch console for our 24/7 emergency dispatch service operations. This console, which is expected to cost \$80,000, is long overdue and very critical to keeping up with the ever-changing technological advances in emergency communications and efficiencies. In an operation where seconds literally mean the difference in saving someone's life, we want to make sure that we are availing ourselves of every tool we can afford to continue to provide the exemplary services our dispatchers are known for.

Another exciting proposal within this fund is the potential addition of a School Resource Officer in the police ranks. Thanks to a grant written by our Police Chief, Doug Boedigheimer and the potential financial partnership of the School District, we believe we can re-institute this highly valuable program to the community. The Officer would spend approximately 20 hours a week in the Schools during the school year and the remainder of the time supplementing patrols in the city.

Another long goal that this budget may see realized is the construction of an ADA accessible elevator for city hall! Teresa Dutcher, our Human Resource Officer, has written a grant and been awarded a \$171,000 grant to help fund this over-due safety improvement to our City Hall building and we plan to match it with a low interest long term loan from a local lending institution. We are hoping that this project will also lead to the refurbishment of the 3<sup>rd</sup> floor auditorium so our citizens will be able to enjoy this beautiful building and meeting space.

# ELECTRIC FUND

Our Electric Utility is the oldest municipal electric utility in the state of Oregon, and offers some of the lowest consumer rates in the nation. We continue to seek every avenue to improve our system and remain committed to exemplary customer service. Recently we have been troubled by outages in our BPA power feed from the north and will be having some frank discussions with BPA on why this is happening and what can be done to improve this. Due to this being a very good "water year" we are estimating that our surplus power sales revenues continue to track as estimated, and therefore NO OVERALL RATE INCREASE IS BEING PROPOSED THIS YEAR!

However, we are proposing an increase of \$5.00 per month to our service availability charge. This is the charge that is accessed to cover the costs of having the power available to the customer, regardless of the amount used. These costs continue to escalate while our constant efforts at helping customers conserve power and increase their energy efficiencies to lower their power bills by decreasing the amount of kilowatt hours they consume.

### WATER FUND

Those of you who have been reading my messages for a while are familiar with my belief that water will be the GOLD of the near future. This is becoming more and more evident as our area faces a very real possibility of being designated as a "SERIOUS WATER MANAGEMENT PROBLEM AREA" by the State Water Resource Department. This is due to the fact that our basaltic aquifer is shrinking by 3 to 4 feet every year as more water is being taken out than can naturally be replenished. The City will continue to protect this valuable resource and do our best to aid in the best solutions to protect the entire valley's water basin. NO RATE INCREASE IS BEING PROPOSED THIS YEAR.

### **SEWER FUND**

This utility has just recently completed a major construction project to repair and improve the efficiency and operations of our wastewater treatment plant. This \$4.3 million dollar project was paid for predominantly through grants with the remainder being funded by low interest loans enabling us to keep our sewer rates down to a level that is a fraction of a cost of our neighboring cities. NO RATE INCREASE IS PROPOSED FOR THIS YEAR.

#### SOLID WASTE

Although this utility continues to be hammered by additional unfunded mandates and skyrocketing fees and expenses associated with our landfill, <u>NO RATE INCREASE IS BEING PROPOSED FOR THIS YEAR.</u> This is largely thanks to the efficiency of the program and Public Works employees who work hard to keep costs to a minimum.

## LIBRARY FUND

This fund has always been a challenge to keep in the black. Taxing district revenues fall critically short of fully funding library services to the extent our citizens have come to enjoy. We are discovering that our beautiful and much larger library building has a definite impact on budget expenditures. Not only are utilities and labor costs higher for the larger building, but upkeep and maintenance costs are substantially higher as well. Added to these woes is the fact that materials for the library continue to be more and more expensive. The general fund makes a transfer of over \$131,000 this fiscal year in order to maintain the same level of services enjoyed by its 12,000 patrons. I have to make the cautionary statement that I am not sure we will be able to continue such a large subsidy from the general fund if the general fund's shrinking revenues continue to dwindle.

## **GOLF COURSE**

This enterprise fund has reached the critical point. Our staff, Council members and I have been strategizing on what options can be employed to keep it in operation. We will be pursuing a ballot measure for a local option tax to support not only the golf course, but other parks and recreational jewels of our community. This will likely be on the ballot in the spring of 2018. Even if such a measure is approved by our voters, the monies would not be received within this budget year, but rather the following one. We are grateful to have the restaurant operator at the clubhouse who is building that business back up and is dependable and consistent. We are also, at Council's request, implementing a point of sale software improvements to the Golf Course Pro Shop to aid in better tracking and knowledge of sales trends and information. Still major problems with the Course's irrigation system and pumps have caused us to recommend a small (3%) increase in some user fees just to bring it into the black…barely.

## PUBLIC TRANSPORTATION

We offer two primary public transportation services in our small city---a senior and disabled taxi service which offers door to door service, and a general ridership intercity bus program which runs a fixed route service all through Milton Freewater and onto Walla Walla. We fund these programs all with grant funds, matched by the loyal and generous taxpayers who fund a special transportation option tax levy for \$60,000 per year. Our staff person in charge of these programs, Teresa Dutcher leverages those taxpayer funds to bring in grant funding!

## CONCLUSION

So while we are certainly facing many scary and sad changes, I am buoyed and grateful by the fact that Milton-Freewater's city government is in very sound overall financial health. This provides our citizens with the steady, stable foundation on which we can build a bright future and weather many storms, if need be. While we will always have challenges---every city does---I remain optimistic about our future. Challenges and problems are just opportunities to grow and improve. We have a lot to be thankful for and proud of!

I would like to conclude by extending a special thank you to my loyal and dedicated Finance Director Dave Richmond, whom I have had the distinct pleasure of serving side by side to protect the City's financial health for the last 15 years he has been in that role. We all owe Dave a debt of gratitude for doing a fantastic job building our city's investment portfolio, keeping close track of the "bottom line" of our funds and staying soundly within the confines of our city's financial strategic mantras of conservative growth and safe investment. THANK YOU DAVE. You will surely be missed.

Respectfully submitted,

Linda Hall City Manager

# CITY OF MILTON-FREEWATER, OREGON

# Budget Calendar Fiscal 2018

01/17	Worksheets distributed to Department Heads.
02/15	Last day to submit Departmental Budget requests to the Finance Director. Department Heads are responsible for meeting this deadline.
03/20	Finance Director will begin meetings with the City Manager to review, revise and balance budgets. Department heads will be on call March 20-24 for budget questions if needed.
03/27	Finance Dept. begins compiling revised budgets and balances all funds.
03/31**	Notice of first Budget meeting to paper (include City web site address).
04/03	City Manager to complete the budget message.
04/03	Begin printing budget.
04/07*	Publish first notice of first budget committee meeting and also post on City web site. (Not less than 5 days before meeting, or more than 30 days.) Include notice of State Revenue Sharing Hearing before Budget Committee. (at least 10 days prior to hearing.)
04/17	Complete preliminary budget, assemble and bind copies
04/17	Deliver budget books to council, department heads and budget committee.
04/27	First Budget Committee meeting and State Revenue Sharing Budget Hearing. Additional meetings will be scheduled as needed. (Normally Tuesday or Thursday)
May	Additional Budget Committee meetings if needed. At the final meeting the budget and the tax levy should be approved.
05/22**	Send budget summaries and notice of Council hearing to paper.
05/26*	Publish notice of hearing before the City Council. (Not less than 5 days and not more than 30 days.) Publish Budget summaries and all other required State of Oregon Dept.of Revenue forms.
06/12	Budget Hearing before the City Council.
06/12	Budge: piroposed for adoption at this time.
06/26	Budget and proper state budget forms submitted to County Assessor.
*	Publishing dates Newspaper deadline dates

## BUDGET SUMMARY FOR FISCAL YEAR 2018

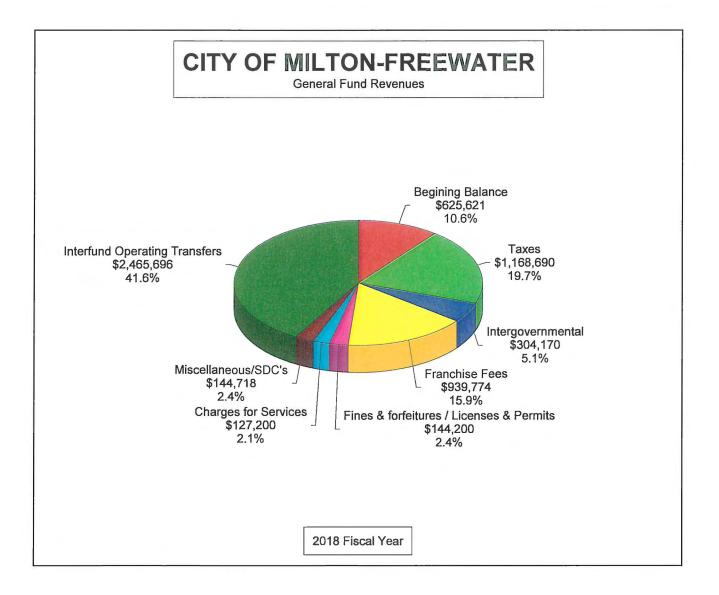
		General Fund	Electric Funds	Water Funds	Sewer Funds	Solid Waste Funds	Golf Course Funds	Special Revenue Funds	Internal Service Funds	Debt Service Funds	Total Budget
	Beginning Balance	625,621	5,985,600	413,940	1,251,504	617,439	3,027	474,363	462,086	0	9,833,580
	Revenues	2,828,752	7,976,632		1,301,925	857,700	182,459	1,627,349	741,060	0	16,834,877
	Transfers In	2,465,696	10,444	0	323,156	6,000	0	131,878	136,785	0	3,073,959
	Transiers III	2,400,000	10,444	Ū	020,100	0,000	Ü	101,070	100,700	Ü	0,070,000
	Total Resources	5,920,069	13,972,676	1,732,940	2,876,585	1,481,139	185,486	2,233,590	1,339,931	0	29,742,416
	City Council	27,646									27,646
	City Manager	386,843									386,843
	HR	18,061									18,061
	City Attorney	20,000									20,000
	Municipal Court	152,593									152,593
	Finance	827,929									827,929
	Planning/Build Inspect/Comm Dev	286,939				4=					286,939
	Police/Emergency Communications	2,281,046									2,281,046
	Fire	352,879									352,879
	Public Works	1,108,760									1,108,760
•	City Hall	138,200									138,200
•	Civil Engineering	109,277									109,277
	Electric	,	11,808,177								11,808,177
	Water		,000,	705,797							705,797
	Sewer			100,101	879,735						879,735
	Golf Course				010,100		183,564				183,564
	Solid Waste					770,118	100,004				770,118
	Special Revenue Uses					770,110		1,894,999			1,894,999
								1,094,999	882,448		882,448
	Internal Services			145 100	054 704		4 440			0	
	Debt Service			145,108	854,764		1,418		0	0	1,001,290
	Total Expenditures	5,710,173	11,808,177	850,905	1,734,499	770,118	184,982	1,894,999	882,448	0	23,836,301
	Transfers Out	133,478	1,095,240	588,086	806,234	255,848	100	98,371	96,602		3,073,959
	Contingency	75,000	1,069,259	143,949	335,852	318,423	404	240,220	159,574		2,342,681
	Reserves		0	150,000		136,750			201,307	0	488,057
	URA Loans/Building/Eco Devo	1,418									1,418
									1940		
	Total Other Uses	209,896	2,164,499	882,035	1,142,086	711,021	504	338,591	457,483	0	5,906,115
	Total Expenditures & Other Uses	5,920,069	13,972,676	1,732,940	2,876,585	1,481,139	185,486	2,233,590	1,339,931	0	29,742,416
	Fund Total	0	0	0	0	0	0	0	0	0	0

 $\infty$ 

# CITY OF MILTON-FREEWATER SOURCES OF FUNDING BETWEEN FUNDS

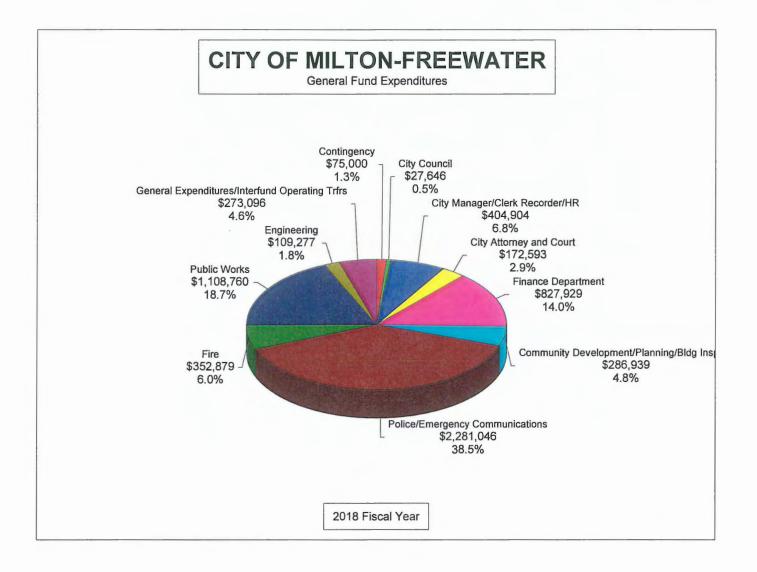
For Fiscal Year 2017-2018

									or i iscar	1 Car 2	011-2010										
ADMINISTRATIVE TRANSFERS General Fund	S							Solid						,	Vehicle				Golf	9.1.1	Sick
General Fand	Total	Elec	etric	Wa	ter	Sewe	r	Waste		G	eneral		Street		Maintenand	ce	Warehouse		Course		Leave
Expenditures	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	\$	;
City Council	27,646	52%	14,507	11%	3,041	3%	871	3%	871	27%	7,498	1%	290	1%	290	1%	276	0%	0		
City Manager/Recorder	343,077	55%	188,692	11%	37,738	3%	10,292	3%	10,292	25%	85,769	1%	3,431	1%	3,431	1%	3,431	0%	0		
Safety	43,766	50%	21,883	11%	4,814	3%	1,313	3%	1,313	30%	13,131	1%	438	1%	438	1%	438	0%	0		
City Recorder	0	50%	0	11%	0	3%	0	3%	0	30%	0	1%	0	1%	0	1%	0	0%	0		
City Attorney	20,000	52%	10,400	11%	2,200	4%	800	4%	800	26%	5,200	1%	200	1%	200	1%	200	0%	0		
Municipal Court	152,593	0%	0	0%	0	0%	0	0%	0	100%	152,593	0%	0	0%	0	0%	0	0%	0		
Accounting & Billing	827,929	51%	422,244	14%	115,910	10%	82,793	10%	82,793	11%	91,073	1%	8,279	2%	16,559	1%	8,279	0%	0		
Human Resource Admin	18,061	51%	9,211	14%	2,529	10%	1,806	10%	1,806	11%	1,988	1%	181	2%	361	1%	181	0%	0		
Meter Reading	0	74%	0	26%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0		
Community Development	143,517	33%	47,361	25%	35,879	25%	35,879	10%	14,352	7%	10,046	0%	0	0%	0	0%	0	0%	0		
Planning	132,524	22%	29,155	22%	29,155	22%	29,155	10%	13,252	22%	29,156	2%	2,650	0%	0	0%	0	0%	0		
Building Inspection	10,898	0%	0	0%	0	0%	0	0%		100%	10,898	0%	0	0%	0	0%	0	0%	0		
Police Patrol	1,617,192	0%	0	0%	0	0%	0	0%	0	100%		0%	0	0%	0	0%	0	0%	0		
Emergency Communication	604,476	22%	132,985	14%	84,627	14%	84,627	0%	0	50%	302,238	0%	0	0%	0	0%	0	0%	0		
Code Enforcement	58,278	0%	0	0%	0	0%	0	0%	-	100%	58,278	0%	0	0%	0	0%	0	0%	0		
Reserves	1,100	0%	0	0%	0	0%	0	0%		100%	1,100	0%	0	0%	0	0%	0	0%	0		
Fire Administration	167,819	0%	0	0%	0	0%	0	0%		100%	167,819	0%	0	0%	0	0%	0	0%	0		
Fire Suppression	185,060	0%	0	0%	0	0%	0	0%			185,060	0%	0	0%	0	0%	0	0%	0		
Aquatic Center	232,005	0%	0	0%	0	0%	0	0%		100%	232.005	0%	0	0%	0	0%	0	0%	0		
Parks	261,329	0%	0	0%	0	0%	0	0%	_	100%	261,329	0%	0	0%	0	0%	0	0%	0		
Public Buildings	194,055	25%	48,514	25%	48.514	15%	29.108	15%	29,108	20%	38,810	0%	0	0%	0	0%	0	0%	0		
Community Building	27,990	0%	0,014	0%	0,014	0%	20,100	0%	0	100%	27,990	0%	0	0%	0	0%	0	0%	0		
Public Works Admin.	393,381	0%	0	29%	114.080	29%	114,080	17%	66.875	0%	0	14%	55.073	10%	39,338	1%	3,934	0%	0		
Civil Engneering	109,277	0%	0	40%	43,711	40%	43,711	0%	0,0,00	0%	0	20%	21,855	0%	00,000	0%	0	0%	0		
City Hall less Contingency	138,200	25%	34,550	15%	20,730	15%	20,730	11%	15,202	29%	40,077	2%	2,764	2%	2,764	1%	1,382	0%	0		
Transfers	133,478	25%	33,370	15%	20,022	15%	20,730	11%	14.683	29%	38,708	2%	2,670	2%	2,670	1%	1,335	0%	0		
Loan/building/eco devo	1,418	0%	00,070	0%	0	0%	0	0%	,	100%	1,418	0%	2,0,0	0%	2,0,0	0%	0	0%	0		
Contingency	75,000	0%	0	0%	0	0%	0	0%		100%	75,000	0%	0	0%	0	0%	0	0%	0		
Total	5,920,069		992,872		562,950		475,187		251,348		3,454,374		97,831		66,052		19,456		0 '	0	
OTHER TRANSFERS																					
Warehouse Operations			-99,737		-24,636		-5,286								0		129,659				
Shop Rent			3,964		,		-2,000		2,000						-3,964						
Warehouse rent			6,480		0		0		0		0						-6,480				
Sick Leave Liability			-2,631		-500		-605		-500		-1,600		-300		-300		-350		-100	-240	7,12
Library			2,001		000		0		000		-131,878				-					131,878	
9.1.1							9				0 (01,01									0	
Special Assessment											0										
Opecial Assessine it	Transfers In		10,444		0		0		5,000		0		0		0		129,659		0	131,878	
	Transfers in		102,368		25,136		10,891		500		133,478		300		4,264		6,830		100	240	
	Hansi. Out		102,300		25,130		10,091		300		133,470		300		4,204		0,000		100	240	



Source	Amount
Begining Balance	\$625,621
Taxes	1,168,690
Intergovernmental	304,170
Franchise Fees	939,774
Fines & forfeitures / Licenses & Permits	144,200
Charges for Services	127,200
Miscellaneous/SDC's	144,718
Interfund Operating Transfers	2,465,696
Total	\$5,920,069

The largest portion of the General Fund revenues are the transfer of funds from utilities to the General Fund to pay for the cost of providing services such as accounting, billing, engineering, etc.



Use	Amount
Contingency	\$75,000
City Council	27,646
City Manager/Clerk Recorder/HR	404,904
City Attorney and Court	172,593
Finance Department	827,929
Community Development/Planning/Bldg Inspect	286,939
Police/Emergency Communications	2,281,046
Fire	352,879
Public Works	1,108,760
Engineering	109,277
General Expenditures/Interfund Operating Trfrs	273,096
Total	\$5,920,069

Besides the services performed for the utilities, of which costs are directly reimbursed by the utilities, Public Safety and Public Works are the next two largest expenditure areas of the General Fund.

#### REVENUE BUDGET NARRATIVE Fiscal Year 2018

**FUND:** GENERAL

#### **BUDGET COMMENTS:**

Following is a list of General Revenues with a short description of each. Budget estimates are based on historical data unless noted otherwise.

<u>Taxes:</u> Program #400. The property tax levy can be no greater than the fixed rate 3.7499 per \$1,000 applied towards the assessed property value. Each assessed value can not increase by more than 3% unless a major change or new structure is built. This is due to measure 47/50. Additional levies can be approved, but only after meeting certain criteria outlined in measure 47/50.

The Utility User's fee is 3.3% for the 2017 budget year. This is computed on the electric bill for customers in the City limits. The proceeds are earmarked for public safety expenditure.

<u>Intergovernmental Revenue:</u> Program #410. The State distributes a portion of the liquor and telephone tax to the City. Part of the Liquor Control Commission revenues are distributed to local governments in the form of the State Revenue Sharing program. The State distributions are based on State projected per capita figures.

<u>Franchise Fees:</u> Program #420. The City grants the right to franchise, for certain services to conduct business within the city limits. A fee is charged for the franchise based on the gross revenues of the business. For most franchises, the rate is 8% of the gross sales.

<u>Fines and Forfeits:</u> Program #430. Revenues in this category are generated by the Municipal Court and the Police Department.

# REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
TAXES/ASSESSMEN	its						
100-400-01	PROPERTY TAX - CURRENT	933,140	953,291	968,145	997,190	997,190	997,190
100-400-02	PROPERTY TAX - PRIOR YEAR	33,818	25,053	32,000	30,500	30,500	30,500
100-400-30	UTILITY USER FEE	139,828	145,708	139,000	141,000	141,000	141,000
	TOTAL TAXES/ASSESSMENTS	1,106,786	1,124,052	1,139,145	1,168,690	1,168,690	1,168,690
INTERGOVERNMEN	TAL REVENUE						
100-410-12	LIQUOR TAX	101,703	101,503	116,914	116,900	116,900	116,900
100-410-13	STATE REVENUE SHARING	70,728	69,651	52,400	52,400	52,400	52,400
100-410-15	CIGARETTE TAX	9,425	9,322	8,401	8,400	8,400	8,400
100-410-18	TRANSIENT TAX	7,431	26,639	12,500	15,310	15,310	15,310
100-410-30	THE COLLINS FOUNDATION GRANT	0	20,000	0	0	0	0
100-410-31	NATN'L ENDOWMENT FOR ARTS GRN	0	60,760	20,000	0	0	0
100-410-32	OREGON ARTS COMMISSION GRANT	0	7,000	0	0	0	0
100-410-34	TSS SEATBELT GRANT	1,890	0	2,400	2,000	2,000	2,000
100-410-35	HIDTA OVERTIME REIMBURSEMENT	7,158	0	0	7,160	7,160	7,160
100-410-37	EURUS GRANT	0	0	10,000	0	0	0
100-410-40	OREGON DEPT TRANS SPEED GRAN	0	0	0	2,000	2,000	2,000
100-410-42	MCLOUGHLIN HS SRO PARTICIPAT'N	0	0	0	25,000	25,000	25,000
100-410-43	COPS GRANT	0	0	0	75,000	75,000	75,000
	TOTAL INTERGOVERNMENTAL REVE	198,334	294,875	222,615	304,170	304,170	304,170
FRANCHISE REVENU	UE						
100-420-01	COMMUNICATIONS FRANCHISE	14,673	15,428	12,500	11,331	11,331	11,331
100-420-02	CABLE TV FRANCHISE FEES	49,123	49,565	35,000	35,000	35,000	35,000
100-420-03	GAS FRANCHISE FEES	24,765	22,610	25,000	25,000	25,000	25,000
100-420-10	ELECTRIC FRANCHISE FEES	525,467	544,065	587,489	591,361	591,361	591,361
100-420-11	WATER FRANCHISE FEES	100,181	98,819	105,440	105,040	105,040	105,040
100-420-12	SEWER FRANCHISE FEES	110,415	111,449	107,248	103,674	103,674	103,674
100-420-13	SOLID WASTE FRANCHISE FEES	72,166	73,127	66,766	68,368	68,368	68,368
	TOTAL FRANCHISE REVENUE	896,789	915,062	939,443	939,774	939,774	939,774
FINES & FORFEITUR	ES						
100-430-01	NON-TRAFFIC FINES	21,188	17,555	19,500	20,500	20,500	20,500
100-430-02	TRAFFIC FINES	72,768	80,932	100,000	88,000	88,000	88,000
100-430-03	INDIGENT ATTRNY REIMBURSEMENT	3,511	6,028	7,500	6,000	6,000	6,000
100-430-04	VIOLATION OFFENSE SURCHARGE	799	561	2,000	1,200	1,200	1,200
100 420 05	POLICE TRAINING ASSESSMENT	2,627	3,590	4,200	3,700	3,700	3,700
100-430-05		_	0	200	100	100	100
100-430-06	DIVERSION ADMIN FEE	0	•				
	DIVERSION ADMIN FEE JAIL ASSESSMENTS	1,108	750	1,200	1,000	1,000	1,000
100-430-06				1,200 1,600	1,000 1,500	1,000 1,500	
100-430-06 100-430-10	JAIL ASSESSMENTS	1,108	750				1,500
100-430-06 100-430-10 100-430-15	JAIL ASSESSMENTS JAIL LODGING FEE	1,108 1,113	750 992	1,600	1,500	1,500	1,000 1,500 5,000 100

#### REVENUE BUDGET NARRATIVE Fiscal Year 2018

**FUND:** GENERAL

<u>Licenses:</u> Program #440. The City charges fees for licenses it grants, e.g. dog, business and liquor licenses. The City also charges for zoning and yard sale permits.

<u>Charges for Services:</u> Program #450. These charges are for services the City provides where the user can be easily identified. The Aquatic Center receipts are based on the proposed rates and estimated attendance for the coming season.

Miscellaneous Revenue: Program #470. Miscellaneous revenue is mostly comprised of interest earned, electronic lien search fees and service fees.

# REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
LICENSES & PERMI	тѕ						
100-440-01	DOG LICENSES	3,095	4,413	2,500	2,600	2,600	2,600
100-440-03	LIQUOR LICENSES	1,450	1,010	1,600	1,600	1,600	1,600
100-440-04	BUSINESS LICENSES	7,565	7,680	6,500	9,750	9,750	9,750
100-440-10	ZONING PERMITS	2,350	2,810	2,000	2,200	2,200	2,200
100-440-20	YARD SALE PERMITS	1,040	800	1,000	950	950	950
	TOTAL LICENSES & PERMITS	15,500	16,713	13,600	17,100	17,100	17,100
SERVICES							
100-450-16	RENTAL INCOME-COMMUNITY BLDG	8,765	7,850	7,000	6,500	6,500	6,500
100-450-20	AQUATIC CENTER PASSES	18,503	16,264	17,000	14,800	14,800	14,800
100-450-21	AQUATIC CENTER DAILY FEES	81,003	61,774	74,000	62,000	62,000	62,000
100-450-22	AQUATIC CENTER RENTALS	3,878	4,933	4,500	4,000	4,000	4,000
100-450-23	AQUATIC CENTER CONCESSIONS	42,141	32,552	39,000	33,000	33,000	33,000
100-450-24	AQUATIC CENTER LESSONS	9,242	7,325	6,000	6,000	6,000	6,000
100-450-25	AQUATIC CENTER WATER AEROBICS	1,228	1,223	500	900	900	900
100-450-26	AQUATIC CENTER LOCKER RENT	23	0	0	0	0	0
100-450-30	RECREATION FEES	2,075	1,850	200	0	0	0
	TOTAL SERVICES	166,856	133,770	148,200	127,200	127,200	127,200
MISCELLANEOUS							
100-470-20	INTEREST EARNED	1,794	4,163	7,000	7,000	7,000	7,000
100-470-25	LOAN PROCEEDS	0	0	1,418	1,418	1,418	1,418
100-470-41	OTHER DONATIONS	0	0	100	100	100	100
100-470-45	SERVICE FEES	77,893	79,524	75,000	81,000	81,000	81,000
100-470-99	MISCELLANEOUS	17,458	10,327	15,000	15,000	15,000	15,000
	TOTAL MISCELLANEOUS	97,145	94,014	98,518	104,518	104,518	104,518
OTHER REVENUE S	OURCES						
100-480-20	DISPATCH CONSOLE LOAN PROCEE	0	0	0	40,000	40,000	40,000
	TOTAL OTHER REVENUE SOURCES	0	0	0	40,000	40,000	40,000
SYSTEM DEVELOPM	MENT CHARGES						
100-485-10	PARK SDC'S	0	1,050	200	200	200	200
	TOTAL SYSTEM DEVELOPMENT CHA	0	1,050	200	200	200	200

#### REVENUE BUDGET NARRATIVE Fiscal Year 2018

FUND: GENERAL

<u>Interfund Operating Transfers:</u> Program #490. Since the City performs many functions for the other Funds, money is transferred to the General fund to cover the cost of performing accounting and billing functions, general and administrative functions.

Resources Forward: Program #499. These are funds carried over from the previous year that were not spent. This amount is necessary to maintain operations until tax revenues begin to be collected and submitted by the county.

#### SIGNIFICANT BUDGET CHANGES:

Budgeting to reinstate the School Resource Officer program, which is a joint budgetary effort between the City and the School District.

# REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
TRANSFERS							
100-490-21	TRANSFER FROM STREET	84,312	86,732	91,180	97,831	97,831	97,831
100-490-24	DUE FROM URA	0	527,319	0	0	0	0
100-490-51	TRANSFER FROM ELECTRIC	943,419	957,861	948,140	992,872	992,872	992,872
100-490-52	TRANSFER FROM WATER	495,840	507,196	534,010	562,950	562,950	562,950
100-490-53	TRANSFER FROM SEWER	403,691	421,389	449,869	475,187	475,187	475,187
100-490-54	TRANSFER FROM SOLID WASTE	226,351	234,257	245,867	251,348	251,348	251,348
100-490-61	TRANSFER FROM WAREHOUSE	17,663	17,957	18,729	19,456	19,456	19,456
100-490-62	TRANSFER FROM VEHICLE MAINT	60,619	61,935	64,225	66,052	66,052	66,052
	TOTAL TRANSFERS	2,231,895	2,814,646	2,352,020	2,465,696	2,465,696	2,465,696
BEGINNING FUND B	ALANCE						
100-499-10	FUND BALANCE	0	0	504,044	625,621	625,621	625,621
	TOTAL BEGINNING FUND BALANCE	0	0	504,044	625,621	625,621	625,621
	TOTAL REVENUE	4,821,246	5,511,091	5,561,285	5,920,069	5,920,069	5,920,069

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

**DEPARTMENT:** 

CITY COUNCIL

**FUND:** 

**GENERAL** 

#### BASELINE BUDGET DESCRIPTION:

The Mayor and six City Councilors are elected by the citizens to provide policy direction for all City operations.

**PERSONNEL** / **BENEFITS** (Acct. 101/120) This budget provides stipends and associated expenses for the Mayor and six City Councilors. The Mayor receives \$3,163 annually, and each Councilor receives \$1,518 annually.

OPERATING SUPPLIES (Acct. 200) funds minimal office supplies for Council meetings.

PRINTING AND BINDING (Acct. 230) provides for printing and binding of Council's official actions and legislation.

ADVERTISING (Acct. 250) has been eliminated in a cost savings measure.

COMMUNICATION (Acct. 260) has been eliminated in a cost savings measure.

PROFESSIONAL SERVICES (Acct. 320) has been eliminated in a cost savings measure.

**TRANSPORTATION** (Acct. 333) provides for mileage payments for Mayor and City Councilors when attending meetings other than Council meetings.

MEMBERSHIPS / SUBSCRIPTIONS (Acct. 340) funds the Mayor's membership to Oregon Mayor's Association, Eastern Oregon Mayor's Coalition, and the City's membership in the League of Oregon Cities.

MEETINGS / CONFERENCES (Acct. 341) provides for attendance at the League of Oregon Cities conference by the Mayor and members of the Council, the Mayor's expenses as representative of the City at meetings by the Mayor at L.O.C. Legislative Committee meetings, Energy Advisory Council meetings and Council member's attendance at League workshops and training conferences.

COMMUNITY SUPPORT (Acct. 371) funds unanticipated community events. The majority of the Council's community support projects have been moved to the Electric Department's community support program budget. They include the Pioneer Posse Court sponsorship, the contract with US Fish/Wildlife for pigeon control services, some youth recreation activities, plus any minor unanticipated requests for community projects, and sponsorship of any Council directed community events. The \$500 in this fund is reserved to fund scholarships for the youth in government representatives, if this position is filled.

MISCELLANEOUS (Acct. 390) is intended to cover any expenses that are not anticipated at the time the budget is adopted.

PLAQUES AND AWARDS (Acct. 395) funds the Employee of the Month program, the Council's "Spruce Up Award" program and any other appreciation plaques and awards.

FURNITURE / FIXTURES (Acct. 420) Funds the purchase of any replacement fixtures for Council's meeting room. No expenditures are anticipated this year.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
CITY COUNCIL							
PERSONNEL SERVI	CES						
100-5100-101	REGULAR SERVICES- CITY COUNCIL	11,891	12,271	12,271	12,271	12,271	12,271
100-5100-120	EMPLOYEE BENEFITS	918	959	1,225	1,225	1,225	1,225
	TOTAL PERSONNEL SERVICES	12,809	13,230	13,496	13,496	13,496	13,496
OPERATING							
100-5100-200	OPERATING SUPPLIES	100	238	150	150	150	150
100-5100-230	PRINTING AND BINDING	0	66	175	100	100	100
100-5100-333	MILEAGE / FUEL	1,543	1,254	1,800	1,800	1,800	1,800
100-5100-340	MEMBERSHIPS / SUBSCRIPTIONS	5,340	5,021	5,500	5,500	5,500	5,500
100-5100-341	MEETINGS / CONFERENCES	3,973	5,109	4,500	4,500	4,500	4,500
100-5100-371	COMMUNITY SUPPORT	1,581	509	500	500	500	500
100-5100-390	MISCELLANEOUS	109	33	50	100	100	100
100-5100-395	PLAQUES AND AWARDS	944	733	1,500	1,500	1,500	1,500
	TOTAL OPERATING	13,590	12,963	14,175	14,150	14,150	14,150
	TOTAL CITY COUNCIL	26,399	26,193	27,671	27,646	27,646	27,646

#### EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2018

PROGRAM:

**ADMINISTRATION** 

STAFF LEVEL 2018 1.80 FTE

**DEPARTMENT:** CITY MANAGER/RECORDER

STAFF LEVEL 2017 1.80 FTE

**FUND:** 

GENERAL

<u>MISSION STATEMENT</u>: To provide innovative, ethical and competent leadership and direction of the day-to-day operations of the city, ensuring quality, cost effective public services while respecting and valuing our employees and customers.

#### **BASELINE BUDGET DESCRIPTION:**

The City Manager serves as the Chief Administrative Officer of the City of Milton-Freewater. The CM appoints and serves as the immediate supervisor to all City Department Heads as well as additional employees. Resolves a variety of difficult and complex management problems. Is responsible for the day to day operations of the administration of the City's government.

The City Recorder is the "hub" of the city's governmental operations. The position serves as the clerk to the City Council as well as the City Manager, is responsible for records management, Council agendas, ordinances, resolutions and minutes, elections, public requests, and a wide variety of complex and highly responsible tasks.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
City Manager	0.80	0.80
City Recorder	1 <u>.00</u>	1 <u>.00</u>
Total	1.80	1.80

#### **BUDGET COMMENTS:**

REGULAR SERVICES (Acct. 101) reflects personnel costs.

**OPERATING SUPPLIES (Acct. 200)** includes software programs as well as general office supplies, i.e. pens, paper, ink cartridges.

MINOR EQUIPMENT (Acct. 225) includes computer parts, desks, files, etc.

PRINTING AND BINDING (Acct. 230) covers the binding of the permanent copies of council minutes, resolutions and ordinances

ADVERTISING (Acct. 250) covers the cost of advertising public hearings and legal notices.

COMMUNICATION (Acct. 260) covers phone and internet costs.

REPAIR AND MAINTENANCE (Acct. 280) covers minor repairs of office equipment.

MEMBERSHIP/DUES (Acct. 340) provides for ICMA, OCCMA, Municipal Recorders Association dues and subscriptions, and Rotary Club dues.

MEETINGS/CONFERENCES (Acct. 341) covers the attendance at professional conferences and trainings to keep current on legal and professional knowledge and skills to better serve the public. This budget has been purposely underspent for the last years, but is maintained this year to enable staff to get caught up on legislative briefings and training.

MISCELLANEOUS (Acct. 390) covers unanticipated minor expenditures during the year.

FURNITURE AND FIXTURES (Acct. 420) covers cost of minor furniture purchases.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
CITY MANAGER							
PERSONNEL SERVICE	CES						
100-5210-101	REGULAR SERVICES- CITY MANAGE	114,914	190,558	175,396	203,987	203,987	203,987
100-5210-120	EMPLOYEE BENEFITS	36,545	103,583	130,074	123,770	123,770	123,770
	TOTAL PERSONNEL SERVICES	151,459	294,141	305,470	327,757	327,757	327,757
OPERATING							
100-5210-200	OFFICE SUPPLIES	79	849	850	850	850	850
100-5210-225	MINOR EQUIPMENT	0	45	100	100	100	100
100-5210-230	PRINTING AND BINDING	0	0	50	50	50	50
100-5210-250	ADVERTISING	0	579	600	500	500	500
100-5210-255	ELECTION COSTS	0	54	0	100	100	100
100-5210-260	COMMUNICATION	812	2,071	2,020	2,020	2,020	2,020
100-5210-280	REPAIR AND MAINTENANCE	0	44	200	200	200	200
100-5210-333	MILEAGE / FUEL	3,885	7,200	7,200	8,000	8,000	8,000
100-5210-340	MEMBERSHIPS / DUES	992	1,140	1,400	1,400	1,400	1,400
100-5210-341	MEETINGS / CONFERENCES	947	1,054	1,300	1,300	1,300	1,300
100-5210-390	MISCELLANEOUS	280	341	300	300	300	300
	TOTAL OPERATING	6,996	13,378	14,020	14,820	14,820	14,820
CAPITAL							
100-5210-420	FURNITURE AND TECHNOLOGY	32	350	395	500	500	500
	TOTAL CAPITAL	32	350	395	500	500	500
	TOTAL CITY MANAGER	158,487	307,869	319,885	343,077	343,077	343,077

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM: DEPARTMENT:

SAFETY PROGRAM

CITY MANAGER

STAFF LEVEL 2018: 0.35 FTE STAFF LEVEL 2017: 0.35 FTE

**FUND:** 

**GENERAL** 

#### **BASELINE BUDGET DESCRIPTION:**

An overall Safety Committee was established in order to coordinate all safety training, promotion, regulation and education of all City employees. The Committee consists of one peer-elected representative from each of the City's bargaining units. Representatives meet once a month and serve two year staggered terms. Additionally, the City Manager appoints at least two members to serve indefinite terms.

#### **PERSONNEL:**

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Building Specialist	0.30	0.30
Planning/Fire Assistant	0.05	0.05
Total	0.35	0.35

#### **BUDGET OBJECTIVES:**

- 1. To advise management on work organization and practices for safety, and contribute to the overall success of the City's Loss Prevention Program.
- 2. To provide leadership in protecting the safety and health of all City employees.
- 3. To recommend programs, procedures and actions for the safety and health of all employees.
- 4. Monitoring the programs and work procedures designed for safety and health.
- 5. Dealing with employee safety complaints and suggestions.
- 6. Participating in the investigations of employee accidents and "near misses".
- 7. Following up on all safety recommendations.

#### **BUDGET COMMENTS:**

Acct. 200 provides for minimal office supplies.

Acct. 320 funds for transportation expenses.

Acct. 341 funds training for up to two committee members at conferences in Pendleton or Tri-Cities.

Acct. 390 funds any unanticipated expenses.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
SAFETY							
PERSONNEL SERVI	CES						
100-5220-101	REGULAR SERVICES- SAFETY	19,471	18,858	21,881	22,428	22,428	22,428
100-5220-102	PART TIME	793	867	1,645	1,686	1,886	1,686
100-5220-120	EMPLOYEE BENEFITS	14,355	14,460	17,058	18,252	18,252	18,252
	TOTAL PERSONNEL SERVICES	34,619	34,185	40,584	42,366	42,366	42,366
OPERATING							
100-5220-200	OPERATING SUPPLIES	19	85	300	300	300	300
100-5220-320	PROFESSIONAL SERVICE	292	82	500	500	500	500
100-5220-341	MEETINGS / CONFERENCES	0	0	500	500	500	500
100-5220-390	MISCELLANEOUS	32	64	100	100	100	100
	TOTAL OPERATING	343	231	1,400	1,400	1,400	1,400
	TOTAL SAFETY	34,962	34,416	41,984	43,766	43,766	43,766

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		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
CITY RECORDER							
PERSONNEL SERVI	CES						
100-5300-101	REGULAR SERVICES-CITY RECORDE	71,438	0	0	0	0	0
100-5300-120	EMPLOYEE BENEFITS	44,636	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	116,074	0	0	0	0	0
OPERATING							
100-5300-200	OPERATING SUPPLIES	145	0	0	0	0	0
100-5300-250	ADVERTISING	606	0	0	0	0	0
100-5300-260	COMMUNICATION	458	0	0	0	0	0
100-5300-333	MILEAGE / FUEL	3,600	0	0	0	0	0
100-5300-340	MEMBERSHIPS / SUBSCRIPTIONS	205	0	0	0	0	0
100-5300-341	MEETINGS / CONFERENCES	261	0	0	0	0	0
100-5300-390	MISCELLANEOUS	139	0	0	0	0	0
	TOTAL OPERATING	5,415	0	0	0	0	0
	TOTAL CITY RECORDER	121,489	0	0	0	0	0

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

**DEPARTMENT:** CITY ATTORNEY

**FUND:** GENERAL

#### **BASELINE BUDGET DESCRIPTION:**

The City Attorney is the Chief Legal Officer of the City who provides legal advice to the City Manager, all departments, the Mayor and City Council. Doug Hojem of Corey, Byler, Rew, Lorenzen and Hojem had served in that role since October 1, 1980 but with his retirement on December 31, 2016, the City Council appointed David Blanc of the same firm the City Attorney at their January 9, 2017 meeting. Mr. Blanc is on an hourly fee for services basis. This saves the City thousands of dollars per year over the cost of hiring a full time staff attorney.

The City Manager occasionally consults with an attorney specializing in specific areas, for example labor relations or environmental law.

#### **BUDGET COMMENTS:**

Since it is impossible to forecast with accuracy the amount of time the attorney will be called upon to act on the City's behalf, the amount budgeted for professional services is based on historic levels of activity adjusted for changes in hourly rates.

The current billing rate is \$195/hour plus costs for David Blanc, which is a discounted rate much below his regular billing rate.

This budget also includes funding for the hiring of specialist attorneys who practice law in specific areas of expertise. In this complicated and litigious world, the City has found itself in need of these expensive attorneys on several occasions recently.

This budget also accounts for the cost of codification services for our Municipal code, which is the City's overall collection of governing laws and ordinances. These are bound in hard back books used by all staff members as well as the City Attorney, Municipal Court Judge and City Manager. The code is also available on the City's website <a href="https://www.mfcity.com">www.mfcity.com</a>.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
CITY ATTORNEY							
OPERATING							
100-5410-320	CITY ATTORNEY	9,264	13,076	20,000	20,000	20,000	20,000
	TOTAL OPERATING	9,264	13,076	20,000	20,000	20,000	20,000
	TOTAL CITY ATTORNEY	9,264	13,076	20,000	20,000	20,000	20,000

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM:

MUNICIPAL COURT

STAFF LEVEL 2018: 1.13 FTE

**DEPARTMENT:** 

FINANCE

STAFF LEVEL 2017: 1.13 FTE

FUND:

GENERAL

#### BASELINE BUDGET DESCRIPTION:

The Municipal Court handles all violations of city ordinances, schedules all tickets written by City Police for court action, provides follow up on fine collection, calls jurors, fills out state required forms for alcohol related tickets. Municipal Court is held once a week, on Thursday, in the afternoon. Additional trials are scheduled and held as needed depending on the case. The Court must provide attorneys to represent indigent persons charged with offenses. Indigent attorney fees and prosecution attorney fees are paid from the Municipal Court budget.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Judge	0.13	0.13
Court Clerk	1.00	<u>1.00</u>
Total	1.13	1.13

#### **BUDGET COMMENTS:**

PROFESSIONAL SERVICES (Acct. 320) covers the prosecuting attorney fees. The City Attorney must prosecute violations of city ordinances in Municipal Court. Services are provided by Patrick Gregg of Corey, Byler, Rew, Lorenzen and Hojem, on a fee basis of \$140 per hour plus expenses.

LEGAL SERVICES (Acct. 322) funds the costs for attorneys fees for indigent representations.

MEETINGS / CONFERENCES (Acct. 341) covers costs for the Judge and the Court Clerk to attend training to stay current on legal requirements.

The revenues generated by Municipal Court are shown in the General Fund revenues in the Fines and Forfeits program. The following chart is a summary of revenues as a percentage of Court expenditures for the last six years.

	2011	2012	2013	2014	2015	2016
Revenues	176,510	161,564	152,765	119,464	107,492	116,908
Operating Expenses	137,728	153,661	124,843	133,127	141,364	147,550
Percentage	128%	105%	122%	.90%	.76%	.79%

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
MUNICIPAL COURT							
PERSONNEL SERVIO	CES						
100-5420-101	REGULAR SERVICES-MUNICIPAL CRT	61,514	64,860	68,263	69,560	69,560	69,560
100-5420-120	EMPLOYEE BENEFITS	32,779	34,498	37,662	38,333	38,333	38,333
	TOTAL PERSONNEL SERVICES	94,292	99,357	105,925	107,893	107,893	107,893
OPERATING							
100-5420-200	OPERATING SUPPLIES	279	132	150	150	150	150
100-5420-320	PROFESSIONAL SERVICES	23,805	24,754	22,800	21,400	21,400	21,400
100-5420-322	LEGAL SERVICES	22,800	22,800	23,400	22,400	22,400	22,400
100-5420-340	MEMBERSHIPS/ SUBSCRIPTIONS	100	50	150	150	150	150
100-5420-341	MEETINGS / CONFERENCES	0	400	500	500	500	500
100-5420-390	MISCELLANEOUS		57	100	100	100	100
	TOTAL OPERATING	47,072	48,194	47,100	44,700	44,700	44,700
	TOTAL MUNICIPAL COURT	141,364	147,551	153,025	152,593	152,593	152,593

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

**PROGRAM:** 

ACCOUNTING & BILLING

STAFF LEVEL 2018: 6.00 FTE

**DEPARTMENT:** 

**FINANCE** 

STAFF LEVEL 2017: 6.00 FTE

FUND:

GENERAL.

#### Mission Statement:

Our mission is to serve the citizens of Milton-Freewater by providing leadership and support for the management of the City's financial affairs in an efficient, responsive, professional manner from the finance department team.

#### PROGRAM DESCRIPTION:

This department administers all financial operations of the City, such as general ledger, payroll, accounts payable, utility billings, collections, special assessments, and general receipts. It maintains the computer network that city departments are connected to. The network provides E-mail, file storage, and the programs that perform the financial functions of the department. The Finance Director works under the direction of the City Manager. The Director has a major role in the Budget process, and is responsible for the CAFR. Internal controls are monitored by the Director to insure compliance with the budget adopted by the City Council.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Finance Director	1.00	1.00
Accounting Supervisor	1.00	1.00
Utility Billing Clerk	1.00	1.00
Account Clerk	2.00	2.00
Payroll Clerk	1.00	<u>1.00</u>
Total	6.00	6.00

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** provides for copy paper, computer paper, envelopes, other various office supplies, printed forms, payroll checks, a/p checks, and other printed office supplies for Finance Department as well as for all other departments.

REPAIR AND MAINTENANCE (Acct. 280) is for monthly and quarterly maintenance costs for HP printers, postage machine, copier, Caselle software updates, network and computer repair and postage meter rental charges. PROFESSIONAL SERVICES (Acct. 320) provides for inserting utility bills, envelopes and other items for mailing, Local Government Investment Pool service fees and credit card fees. Last year we took in two million dollars in credit/debit card and internet check payments.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers vehicle rent.

MILEAGE (Acct. 333) mileage reimbursement to employees when a personal vehicle is used.

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) covers dues for the Government Finance Officers Association (GFOA), Oregon Municipal Finance Officers Association (OMFOA) and the CAFR review.

MEETINGS/CONFERENCES (Acct. 341) OMFOA training for certification requirements, Caselle users training, budget updates, Wage, Hour and PERS Seminars, City County Insurance seminar and miscellaneous local college training

FURNITURE AND TECHNOLOGY(Acct. 420) is continuing to update computers and printers for finance staff

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
ACCOUNTING & BIL	LING						
PERSONNEL SERVI	CES						
100-5510-101	REGULAR SERVICES-ACCTG & BILLG	350,018	361,232	379,605	399,736	399,736	399,736
100-5510-105	OVERTIME	1,249	144	400	500	500	500
100-5510-110	ALLOWANCES	3,611	3,621	3,600	3,600	3,600	3,600
100-5510-120	EMPLOYEE BENEFITS	199,404	226,520	242,949	244,398	244,398	244,398
	TOTAL PERSONNEL SERVICES	554,282	591,517	626,554	648,234	648,234	648,234
OPERATING							
100-5510-200	OPERATING SUPPLIES	10,831	14,536	12,970	12,970	12,970	12,970
100-5510-225	MINOR EQUIPMENT	109	296	400	400	400	400
100-5510-230	PRINTING AND BINDING	0	86	75	105	105	105
100-5510-250	ADVERTISING	84	0	200	200	200	200
100-5510-260	COMMUNICATION	4,562	3,975	3,800	3,800	3,800	3,800
100-5510-265	POSTAGE	39,092	34,767	35,940	36,800	36,800	36,800
100-5510-280	REPAIR AND MAINTENANCE	25,881	27,945	25,800	25,800	25,800	25,800
100-5510-320	PROFESSIONAL SERVICES	49,859	53,876	44,290	52,000	52,000	52,000
100-5510-321	AUDIT	34,409	40,038	38,110	38,800	38,800	38,800
100-5510-330	VEHICLE REPLACEMENT / RENT	840	840	840	840	840	840
100-5510-333	MILEAGE / FUEL	0	100	100	100	100	100
100-5510-340	MEMBERSHIPS / SUBSCRIPTIONS	675	548	680	680	680	680
100-5510-341	MEETINGS / CONFERENCES	2,360	1,942	2,800	2,800	2,800	2,800
100-5510-390	MISCELLANEOUS		479	600	600	600	600
	TOTAL OPERATING	169,146	179,426	166,605	175,895	175,895	175,895
CAPITAL							
100-5510-420	FURNITURE AND TECHNOLOGY	1,215	1,420	3,800	3,800	3,800	3,800
	TOTAL CAPITAL	1,215	1,420	3,800	3,800	3,800	3,800
	TOTAL ACCOUNTING & BULLING	704.040	770.000	700.050	007 000	997.090	007.000
	TOTAL ACCOUNTING & BILLING	724,643	772,363	796,959	827,929	827,929	827,929

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM:

HUMAN RESOURCE

STAFF LEVEL 2018: 0.25 FTE

DEPARTMENT: FUND:

CITY MANAGER

GENERAL

STAFF LEVEL 2017: 0.30 FTE

#### MISSION STATEMENT:

To respond to employee needs and concerns in a timely, compassionate manner to ensure a happy, well educated and healthy work force to serve the needs of the citizens of our city.

#### **BASELINE BUDGET DESCRIPTION:**

Goals and responsibilities in this program are employee resource programs such as training, evaluations, incentive programs, recruitments, wellness programs, worker's compensation issues, employee concerns, investigations, pay issues, etc.

#### PERSONNEL:

TITLE	<b>2018</b> FTE	<b>2017 FTE</b>
Human Resource Officer	0.25	0.30
Total	0.25	0.30

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** covers expenses for day-to-day supplies such as paper, pens, toner and ink cartridges, notebooks, computer supplies and computer programs.

MINOR EQUIPMENT (Acct. 225) covers the cost of minor equipment.

ADVERTISING (Acct. 250) covers the cost of advertising for recruitments in vocational publications and newspapers.

COMMUNICATIONS (Acct. 260) covers phone, e-mail and fax costs.

REPAIRS/MAINTENANCE (Acct. 280) covers repair costs for the printer and computer equipment.

PROFESSIONAL SERVICES (Acct. 320) covers the cost of professional staff training.

MILEAGE (Acct. 333) covers mileage reimbursement when a personal vehicle must be used to attend Seminars and Meetings.

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) covers membership to professional organizations and periodicals.

MEETINGS/CONFERENCES (Acct. 341) covers the Human Resource Officer's attendance to Seminars and Conferences.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
HUMAN RESOURCE	ADMINISTRATION						
PERSONNEL SERVICE	CES						
100-5520-101	REGULAR SERVICES- PERSONNEL	18,135	16,194	18,745	16,011	16,011	16,011
	TOTAL PERSONNEL SERVICES	18,135	16,194	18,745	16,011	16,011	16,011
OPERATING							
100-5520-200	OPERATING SUPPLIES	160	160	150	150	150	150
100-5520-225	MINOR EQUIPMENT	0	0	50	50	50	50
100-5520-250	ADVERTISING	490	281	250	250	250	250
100-5520-260	COMMUNICATION	0	64	100	100	100	100
100-5520-280	REPAIR AND MAINTENANCE	0	0	50	50	50	50
100-5520-320	PROFESSIONAL SERVICE	0	100	150	150	150	150
100-5520-333	MILEAGE / FUEL	307	294	350	400	400	400
100-5520-340	MEMBERSHIPS / SUBSCRIPTIONS	235	190	230	200	200	200
100-5520-341	MEETINGS / CONFERENCES	729	752	750	700	700	700
	TOTAL OPERATING	1,921	1,841	2,080	2,050	2,050	2,050
	TOTAL HUMAN RESOURCE ADMINIST	20,056	18,035	20,825	18,061	18,061	18,061

PROGRAM:

METER READING

STAFF LEVEL 2018: .00 FTE

**DEPARTMENT:** 

**FINANCE** 

STAFF LEVEL 2017: .00 FTE

**FUND:** 

**GENERAL** 

#### **BASELINE BUDGET DESCRIPTION:**

This program provides meter reading for all water and electric meters. The city has replaced water and electric meters that were read by hand to be read remotely. There are four cycles of billing per month, with a portion of meters read each week. All meters are read and billed each month. The electric & water departments are trouble shooting meters that are not being read remotely.

#### **PERSONNEL:**

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Part Time Meter Reader	.00	.00
Total	.00	.00

#### **Budget Comments**

No budget for Fiscal Year 2018.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
METER READING							
PERSONNEL SERVI	CES						
100-5530-101	REGULAR SERVICES-METER READIN	21,287	0	0	0	0	0
100-5530-120	EMPLOYEE BENEFITS	10,429	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	31,716	0	0	0	0	0
OPERATING							
100-5530-200	OPERATING SUPPLIES	114	0	0	0	0	0
100-5530-260	COMMUNICATION	156	0	0	0	0	0
100-5530-330	VEHICLE REPLACEMENT / RENT	3,072	3,072	0	0	0	0
	TOTAL OPERATING	3,342	3,072	0	0	0	0
	TOTAL METER READING	35,058	3,072	0	0	0	0

PROGRAM: DEPARTMENT:

ECONOMIC DEVELOPMENT COMMUNITY DEVELOPMENT

STAFF LEVEL 2018: 1.20 FTE STAFF LEVEL 2017: 1.20 FTE

**FUND:** GENERAL

#### **BASELINE BUDGET DESCRIPTION:**

This program brings together a variety of resources for the purpose of coordinating and promoting economic development. The City's role is to coordinate and facilitate the efforts of volunteers and the numerous Federal, State, Regional and local agencies with involvement in economic development. The Department of Community Development incorporates Planning, Tourism/Marketing and Economic Development into a department that reflects the changes in federal, state and county funding and goals. It enables the City to coordinate its activities to help create a sustainable and livable community. This work is done under the direction of the Community Development Supervisor.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Community Development Supervisor	1.00	1.00
Assistant	0.10	0.10
City Planner	0.10	0.10
Total	1.20	1.20

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES:**(Acct. 200) covers office supplies for the department, such as toner cartridges, paper, etc.

**ADVERTISING:**(Acct. 250) will increase exposure of economic opportunities for companies locating in Milton-Freewater.

**COMMUNICATION:**(Acct. 260) covers cell phone/telephone expenses for the department.

REPAIR AND MAINTENANCE:(Acct. 280) covers any repair costs that might be incurred during the year.

PROFESSIONAL SERVICES: (Acct. 320) covers software, training, and support.

MEETINGS/CONFERENCES:(Acct. 341) allows for attendance at the annual Governor's Conference on Tourism, monthly UCTC meetings, and monthly Chamber of Commerce General Meetings. Also has a small reserve for hosting visitors (Travel Writers, Business Recruitment Opportunities, etc.) and marketing materials for the Governor's Conference on Tourism.

**ECO DEVO/TOURISM:** (Acct. 371) supports tourism and the M-F Chamber of Commerce from Transient Tax revenues. The Chamber receives 25% of net Transient Tax revenues.

FURNITURE AND TECHNOLOGY: (Acct. 420) small reserve to cover the replacement of furniture and fixtures for the department.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
COMMUNITY DEVEL	OPMENT						
PERSONNEL SERVI	CES						
100-5610-101	REGULAR SERVICES-ECONOMIC DE	47,178	64,837	71,070	72,491	72,491	72,491
100-5610-102	PART TIME	2,020	2,158	4,635	4,727	4,727	4,727
100-5610-120	EMPLOYEE BENEFITS	29,378	43,008	49,470	50,459	50,459	50,459
	TOTAL PERSONNEL SERVICES	78,577	110,003	125,175	127,677	127,677	127,677
OPERATING							
100-5610-200	OPERATING SUPPLIES	682	532	700	700	700	700
100-5610-250	ADVERTISING	0	380	500	500	500	500
100-5610-260	COMMUNICATION	690	645	1,140	1,540	1,540	1,540
100-5610-280	REPAIR AND MAINTENANCE	44	0	250	250	250	250
100-5610-320	PROFESSIONAL SERVICES	0	115	250	250	250	250
100-5610-333	MILEAGE / FUEL	0	3,600	3,600	3,600	3,600	3,600
100-5610-341	MEETINGS / CONFERENCES	1,808	892	1,000	1,000	1,000	1,000
100-5610-371	ECO DEVO/TOURISM	6,524	6,033	7,500	7,500	7,500	7,500
100-5610-375	SKY OVER MILTON - PRODUCTION	0	86,954	20,000	0	0	0
	TOTAL OPERATING	9,747	99,151	34,940	15,340	15,340	15,340
CAPITAL							
100-5610-420	FURNITURE AND TECHNOLOGY	0	395	500	500	500	500
	TOTAL CAPITAL	0	395	500	500	500	500
	TOTAL COMMUNITY DEVELOPMENT	88,324	209,549	160,615	143,517	143,517	143,517

PROGRAM:

**PLANNING** 

STAFF LEVEL 2018: 1.36 FTE

**DEPARTMENT:** 

COMMUNITY DEVELOPMENT

STAFF LEVEL 2017: 1.36 FTE

**FUND:** 

**GENERAL** 

#### MISSION STATEMENT:

The Planning Department strives to increase understanding of the planning process and to increase public participation in planning, ensuring that development is in compliance with the Zoning and Development Codes while considering the diverse interests of the community.

#### **BASELINE BUDGET DESCRIPTION:**

The Planning Program is charged with long range comprehensive planning and also is responsible for the daily administration of the Zoning Code and Development Code relating to residential, commercial and industrial developments, as well as signs, fences, and other land use issues. The Planning staff works with citizens and businesses on land use issues in an attempt to promote area growth, while at the same time preserving and enhancing the beauty and natural resources of our community. In addition, the Planning staff also administers the City's business license program.

#### PERSONNEL:

Title	<b>2018 FTE</b>	<b>2017 FTE</b>
City Planner	0.86	0.86
Assistant	0.50	0.50
Total	1.36	1.36

#### **BUDGET COMMENTS:**

OPERATING SUPPLIES (Acct. 200) covers all office supplies needed by the department.

MINOR EQUIP (Acct. 225) covers minor equipment expenses.

ADVERTISING (Acct. 250) covers required advertising costs for public hearings.

COMMUNICATIONS (Acct. 260) covers telephone expenses for the department.

PROFESSIONAL SERVICES (Acct. 320) contains computer software and support for the mapping program for the department and the Planning Commission's expense for Oregon Government Ethics Commission fees.

MILEAGE (Acct. 333) covers transportation costs.

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) covers dues in professional associations.

MEETINGS/CONFERENCES (Acct. 341) covers costs of the Planning Commission dinners and training for the annual conferences for the City Planner, and a planning seminar for the Planning Assistant.

MISCELLANEOUS (Acct. 390) is a small reserve for miscellaneous expenditures that may be needed throughout the year.

#### **SIGNIFICANT BUDGET CHANGES:**

There are no significant changes in this budget.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
PLANNING							
PERSONNEL SERVI	CES						
100-5620-101	REGULAR SERVICES- PLANNING	57,062	54,269	53,500	54,570	54,570	54,570
100-5620-102	PART TIME	20,922	21,826	21,500	21,930	21,930	21,930
100-5620-120	EMPLOYEE BENEFITS	44,720	44,377	49,000	50,194	50,194	50,194
	TOTAL PERSONNEL SERVICES	122,704	120,472	124,000	126,694	126,694	126,694
OPERATING							
100-5620-200	OFFICE SUPPLIES	601	569	700	700	700	700
100-5620-225	MINOR EQUIPMENT	115	95	100	100	100	100
100-5620-250	ADVERTISING	302	264	350	480	480	480
100-5620-260	COMMUNICATION	510	437	550	600	600	600
100-5620-320	PROFESSIONAL SERVICE	961	1,046	1,000	1,000	1,000	1,000
100-5620-333	MILEAGE / FUEL	354	284	450	500	500	500
100-5620-340	MEMBERSHIPS / DUES	310	240	350	350	350	350
100-5620-341	MEETINGS / CONFERENCES	1,675	1,393	2,000	2,000	2,000	2,000
100-5620-390	MISCELLANEOUS	106	70	100	100	100	100
	TOTAL OPERATING	4,935	4,398	5,600	5,830	5,830	5,830
CAPITAL							
100-5620-420	FURNITURE AND TECHNOLOGY	0	0	300	0	0	0
	TOTAL CAPITAL	0	0	300	0	0	0
	TOTAL PLANNING	127,639	124,870	129,900	132,524	132,524	132,524

PROGRAM: **DEPARTMENT:**  **BUILDING INSPECTION** 

STAFF LEVEL 2018: 0.09 FTE STAFF LEVEL 2017: 0.09 FTE

**FUND:** 

PLANNING/BLDG INSPECTION **GENERAL** 

BASELINE BUDGET DESCRIPTION:
The Building Inspection program provides for abatement or repair of dilapidated, defective buildings which endanger life, health, property and public safety and a pro-active approach to enforce the City's Zoning Code.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
City Planner	0.04	0.04
Building Specialist	0.05	0.05
Total	0.09	0.09

#### **BUDGET COMMENTS:**

Budget for this program is limited to hold down expenses while keeping the accounts active. If abatement procedures were required, a request for funds would be required.

**OPERATING SUPPLIES:** (Acct. 200) provides for various office supplies and printer cartridges.

MINOR EQUIPMENT: (Acct. 225) provides for minor equipment used in the abatement process.

BUILDING ABATEMENT: (Acct. 328) abatement or repair of dilapidated buildings.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
BUILDING INSPECTI	ON						
PERSONNEL SERVIO	CES						
100-5630-101	REGULAR SERVICES-BLDG INSPECT	4,074	3,932	5,566	5,705	5,705	5,705
100-5630-120	EMPLOYEE BENEFITS	2,999	2,964	4,386	4,693	4,693	4,693
	TOTAL PERSONNEL SERVICES	7,073	6,896	9,952	10,398	10,398	10,398
OPERATING							
100-5630-200	OPERATING SUPPLIES	51	50	100	100	100	100
100-5630-225	MINOR EQUIPMENT	0	0	100	100	100	100
100-5630-260	COMMUNICATION	50	29	75	100	100	100
100-5630-328	BUILDING ABATEMENT	0	0	100	100	100	100
100-5630-333	MILEAGE / FUEL	0	0	50	50	50	50
100-5630-341	MEETINGS / CONFERENCES			50	50	50	50
	TOTAL OPERATING	101	79	475	500	500	500
	TOTAL BUILDING INSPECTION	7,174	6,975	10,427	10,898	10,898	10,898

PROGRAM:

POLICE PATROL

STAFF LEVEL 2018: 12.0 FTE

**DEPARTMENT:** 

**POLICE** 

STAFF LEVEL 2017: 11.0 FTE

**FUND:** 

**GENERAL** 

#### MISSION STATEMENT:

The mission of the Milton-Freewater Police Department is to work with and for members of our culturally diverse community to enforce the law in a fair, firm and friendly manner, to provide and maintain a high level of professionalism in the performance of our duties, to preserve the peace, prevent crime, and strive to keep the public safe and secure. The goal of this department is to improve the quality of life in the community by actively participating in a partnership with the citizenry to keep our families and our neighborhoods safe and free of crime.

#### **BASELINE BUDGET DESCRIPTION:**

Patrol provides public safety by enforcing state and local laws. Patrol answers calls for service, conducts investigations, controls civil unrest, controls violent situations, attends community meetings and works with citizens to resolve criminal problems. As in the past as we currently partner with the Blue Mountain Narcotics Enforcement Team (BENT). This give us access to shared multi-agency resources and investigative manpower and expertise in helping address narcotics issues in the Umatilla and Morrow County areas.

Three supervisors are funded to maintain quality of services in patrol, including investigations, report writing, and the handling of property and evidence.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Police Chief	1.00	1.00
Police Sergeant	2.00	2.00
Police Corporal	0.00	0.00
Police Officers	9.00	8.00
Total	12.00	11.00

#### **BUDGET COMMENTS:**

REGULAR SERVICES (Acct. 101) Funds the wages for the sworn members of the Police Department. This line item shows an increase due to the department being approved to seek a new federal COPS hiring grant to allow the hiring of a new officer position, bringing total staffing of sworn personnel to twelve (12). This opens the possibility of reinstating a School Resource Officer program in the future, which would be a joint budgetary effort between the City and the School District.

EMPLOYEE BENEFITS (Acct. 120) Funds health, medical, and retirement benefits provided by the City. This line item shows a significant increase aside from the normally anticipated increase in costs of benefits, due to the benefits anticipated for the hiring of the new officer position mentioned.

		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
		FISCAL	FISCAL	FISCAL	CITY MGR	<b>BUD COMM</b>	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
GENERAL FUND							
POLICE PATROL							
PERSONNEL SERVI	CES						
100-5820-101	REGULAR SERVICES-POLICE PATRO	674,232	714,809	719,603	834,834	834,834	834,834
100-5820-101 100-5820-105		674,232 42,616	714,809 35,553	719,603 41,000	834,834 45,000	834,834 45,000	834,834 45,000
	OVERTIME				•	•	•

CRIMINAL INVESTIGATION SUPPLY (Acct. 201) Funds the purchase of evidence processing supplies, as well as evidence tows and storage of vehicles prior to processing where secure, enclosed impoundment is required, and where daily fees accrue. This line shows a slight increase, due help in the purchase of a solid core door for the detectives office (a security consideration, and an inexpensive laptop for use during major crime callouts (writing warrants, looking up case law in the crime room, etc.

AMMUNITION & RANGE SUPPLIES (Acct. 205) Funds the purchase and/or maintenance of department weapons, as well as the purchase of ammunition. Reflects an increase to assure adequate funds exist for the purchase of ammunition and range supplies.

MINOR EQUIPMENT (Acct. 225) Funds/purchases various types of equipment as needed.

**COMMUNICATION** (Acct. 260) Funds the cellular phone plan for patrol and supervisory personnel, as well as the data plans for three mobile data computers.

UNIFORM MAINTENANCE (Acct. 300) Funds the purchase and maintenance of police uniforms and uniform related items. Shows an increase to cover the purchase of a new ballistic vest for the officer anticipated to be hired under the COPS hiring grant. The vest will be purchased initially by the City, then reimbursed at approximately 50% under the federal ballistic vest grant program. The increase also provides funds needed to fully outfit and uniform this grant officer.

**PROFESSIONAL SERVICE (Acct. 320)** Funds services of local professionals such as the City Prosecutor, medical personnel used in the pre-employment screening of candidates, as well as the Oregon Association of Chiefs of Police who provide standardized written testing materials for police officer hiring processes.

**VEHICLE REPLACEMENT/RENT (Acct. 330)** Funds the maintenance and fuel for our fleet of department vehicles. This budget also reflects the purchase of a new police SUV.

MILEAGE (Acct. 333) Pays for fuel used by the department BENT detective, as well as provides fuel reimbursement for officers who use personal vehicles to travel to and from department authorized training. This budget line shows an increase due to the department's reengagement with the BENT team in September of 2016 (for a period of about a year and a half to two years, we had not been a participating agency with BENT).

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) Funds our department subscription to Lexipol, as well as a membership to the Oregon Association of Chiefs of Police. A substantial increase is reflected due to an increase in the annual Lexipol subscription fee, an increase in the dues for the OACP membership, with the lion share of the increase due to the patrol contribution of paying for the annual maintenance contract with Tyler Industries, the vendor and provider of our recently acquired updated New World records and dispatch management system.

MEETINGS/CONFERENCES (Acct. 341) Funds the cost of training tuition, fees and lodging necessary to comply with required DPSST maintenance training for officers & supervisors. Reflects a noticeable increase due to increasing costs associated with the ongoing training requirements for officers.

FURNITURE AND TECHNOLOGY (Acct. 420) Has been the budget line from which the purchase and fees associated with the New World records and dispatch system have been budgeted for and taken. No projected monies requested for this fiscal year.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
POLICE PATROL							
OPERATING							
100-5820-200	OPERATING SUPPLIES	1,731	1,046	1,100	1,300	1,300	1,300
100-5820-201	CRIMINAL INVESTIGATION SUPPLY	920	1,007	1,800	2,200	2,200	2,200
100-5820-205	AMMUNITION & RANGE SUPPLIES	4,007	3,715	3,000	4,000	4,000	4,000
100-5820-225	MINOR EQUIPMENT	575	650	1,000	650	650	650
100-5820-230	PRINTING AND BINDING	717	792	800	875	875	875
100-5820-260	COMMUNICATION	4,831	4,789	5,000	5,100	5,100	5,100
100-5820-265	POSTAGE	2,160	4,316	4,500	4,300	4,300	4,300
100-5820-280	REPAIR AND MAINTENANCE	1,552	1,810	1,600	1,500	1,500	1,500
100-5820-282	RADIO REPAIR AND REPLACEMENT	721	253	800	850	850	850
100-5820-300	UNIFORM MAINTENANCE	3,876	1,944	5,000	7,000	7,000	7,000
100-5820-315	JAIL OPERATIONS	696	904	850	900	900	900
100-5820-320	PROFESSIONAL SERVICE	2,745	2,632	2,800	2,800	2,800	2,800
100-5820-330	VEHICLE REPLACEMENT / RENT	70,044	84,151	84,650	95,700	95,700	95,700
100-5820-333	MILEAGE / FUEL	3,087	2,322	3,250	4,000	4,000	4,000
100-5820-340	MEMBERSHIPS / SUBSCRIPTIONS	2,865	2,650	2,450	7,547	7,547	7,547
100-5820-341	MEETINGS / CONFERENCES	3,238	6,001	5,000	7,500	7,500	7,500
100-5820-390	MISCELLANEOUS	688	516	500	825	825	825
	TOTAL OPERATING	104,454	119,499	124,100	147,047	147,047	147,047
CAPITAL							
100-5820-420	FURNITURE AND TECHNOLOGY	0	42,071	25,968	0	0	0
	TOTAL CAPITAL	0	42,071	25,968	0	0	0
	TOTAL POLICE PATROL	1,270,623	1,397,020	1,396,855	1,617,192	1,617,192	1,617,192

PROGRAM: EMERGENCY COMMUNICATIONS STAFF LEVEL 2018: 6.00 FTE DEPARTMENT: POLICE STAFF LEVEL 2017: 6.00 FTE

FUND: GENERAL

#### **BASELINE BUDGET DESCRIPTION:**

The communications center traditionally has been staffed with six communications specialists who have provided twenty-four hour police and fire dispatch services to the citizens of the City of Milton-Freewater. Our center also provides dispatch services for a surrounding service area of approximately 10,200 people, dispatching for Rural Fire/EMS, as well as general essential services provided by the City, such as City Public Works and City Electric services. Duties include emergency and non-emergency dispatching and routing of business calls. Fire, burglary, robbery and water alarms are also monitored.

The center dispatches code enforcement and after-hour calls for city utility crews. Other duties include assisting walk-in business customers at the police front counter, maintaining police records, monitoring prisoners, and issuing receipts for municipal court and city utility reconnect payments. In addition to multiple regular business lines, the center houses an E911 response line and is connected with the Law Enforcement Data System (LEDS), the National Crime Information Center (NCIC) and the Walla Walla Police Department via the AEGIS Law Enforcement Computer Records and Network System.

#### **PERSONNEL:**

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Communications Specialist	<u>6.00</u>	6.00
Total	6.00	6.00

#### **BUDGET COMMENTS:**

**PERSONNEL COSTS** Are budgeted out of the general fund, and this year reflect an addition of monies to support use of a part time dispatcher as needed.

Operating supplies, communication, repair and maintenance, meetings and conferences, and furniture and fixtures are budgeted out of the 911 fund.

FURNITURE AND TECHNOLOGY (Acct. 420) These funds go toward upgrading and improvement of technologies in the dispatch center, and the back-up dispatch center. Specifically for this budget year, these funds will go toward the purchase of an upgraded dispatch console and related voice recorder, the two remaining older pieces of technology from our dispatch center of the last fifteen years. The amount is approximately 50% the total cost of the project, the remaining monies being from grants and other sources.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
EMERGENCY COMM	IUNICATIONS						
PERSONNEL SERVI	CES						
100-5830-101	REGULAR SERVICES-EMERGENCY C	255,092	271,188	305,000	315,326	315,326	315,326
100-5830-102	PART TIME	602	6,246	5,000	5,000	5,000	5,000
100-5830-105	OVERTIME	14,746	18,930	15,000	16,000	16,000	16,000
100-5830-120	EMPLOYEE BENEFITS	168,253	202,920	199,489	228,150	228,150	228,150
	TOTAL PERSONNEL SERVICES	438,693	499,285	524,489	564,476	564,476	564,476
CAPITAL							
100-5830-420	FURNITURE AND TECHNOLOGY	0	0	0	40,000	40,000	40,000
	TOTAL CAPITAL	0	0	0	40,000	40,000	40,000
	TOTAL EMERGENCY COMMUNICATIO	438,693	499,285	524,489	604,476	604,476	604,476

**PROGRAM:** 

CODE ENFORCEMENT

STAFF LEVEL 2018: 0.60 FTE

**DEPARTMENT:** 

POLICE

STAFF LEVEL 2017: 0.60 FTE

**FUND:** 

**GENERAL** 

#### **BASELINE BUDGET DESCRIPTION:**

This program provides for enforcement of City ordinances relating to abatement of graffiti, abandoned vehicles, debris, rubbish, noxious vegetation, and on a limited basis, animal control. Beginning this fiscal year, the Code Enforcement Officer is a shared full time position which primarily falls under the supervision of the police department. Sworn personnel also share in the responsibilities of this program.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Code Enforcement Officer	0.60	0.60
Total	0.60	0.60

#### **BUDGET COMMENTS:**

**REGULAR SERVICES:** (Acct. 101) Helps fund a full time Code Enforcement Officer which is shared between the Public Works Department (40% of the cost), and the Police Department, (60% of the cost).

UNIFORM MAINTENANCE: (Acct 300) Provides for the necessary uniform and clothing needed by the Code Enforcement Officer. A slight increase anticipating the necessity of fully outfitting a new code officer.

**PROFESSIONAL SERVICES:** (Acct 320) Funds emergency veterinary services for animals found in need of life saving or humane pain relieving treatment when an owner is unknown or unreachable.

ANIMAL CONTROL (Acct. 327) Funds the cost of impounding dangerous or vicious dogs that pose an imminent threat to citizens or other animals.

**VEHICLE REPLACEMENT/RENT: (Acct. 330)** Funds the purchase, fuel, repair, and general maintenance on the newer city code vehicle, a Ford Explorer, which is shared between Public Works and the Police Department.

MEETINGS / CONFERENCES: (Acct 341) Funds for a minimal amount of training.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
CODE ENFORCEME	NT						
PERSONNEL SERVI	CES						
100-5840-101	REGULAR SERVICES-CODE ENFORC	16,387	21,294	23,151	27,019	27,019	27,019
100-5840-105	OVERTIME	0	0	150	150	150	150
100-5840-120	EMPLOYEE BENEFITS	8,251	21,431	20,643	23,242	23,242	23,242
	TOTAL PERSONNEL SERVICES	24,638	42,725	43,944	50,411	50,411	50,411
OPERATING							
100-5840-200	OPERATING SUPPLIES	214	34	200	350	350	350
100-5840-225	MINOR EQUIPMENT	319	20	200	250	250	250
100-5840-230	PRINTING AND BINDING	200	86	150	150	150	150
100-5840-300	UNIFORM MAINTENANCE	198	58	400	450	450	450
100-5840-320	PROFESSIONAL SERVICES	381	245	150	200	200	200
100-5840-327	ANIMAL CONTROL	600	700	700	700	700	700
100-5840-330	VEHICLE REPLACEMENT / RENT	3,061	3,060	5,517	5,517	5,517	5,517
100-5840-341	MEETINGS / CONFERENCES			0	250	250	250
	TOTAL OPERATING	4,972	4,202	7,317	7,867	7,867	7,867
	TOTAL CODE ENFORCEMENT	29,610	46,927	51,261	58,278	58,278	58,278

PROGRAM:

POLICE VOLUNTEERS

**STAFF LEVEL 2018: 2.00** 

**DEPARTMENT:** 

POLICE

**STAFF LEVEL 2017: 2.00** 

**FUND:** GENERAL

#### **BASELINE BUDGET DESCRIPTION:**

This budget has supported, in totality, the Volunteer in Police Services (VIPS), a program registered with U.S. Citizen Corps. The VIPS traditionally have supported police patrol when the need for non-sworn community services has exceeded the staffing capabilities of the department's sworn personnel.

VIPS performed non-enforcement functions such as home and business checks, speed surveys in school zones, special event traffic control, neighborhood observation patrols and other special assignments. VIPS have been a valuable volunteer asset to our city.

This budget is also intended to support a Reserve Police Officer program. There currently is no Reserve program, nor has there been in the last nine years. City officials have recently expressed a desire to have this aspect of volunteerism within the police department revisited and revitalized. This budget reflects fiscal steps in planning for re-implementation of a Reserve program.

#### PERSONNEL:

<u>Title</u>	<b>2018 VOLUNTEER</b>	<b>2017 VOLUNTEER</b>
Reserve Police Officer	0.00	0.00
Volunteer Police Chaplain	0.00	0.00
Citizen Corps volunteers	2.00	2.00
Total	2.00	2.00

#### **BUDGET COMMENTS:**

EMPLOYEE BENEFITS: (Acct. 120) Covers workers compensation costs for volunteers.

Budgeted funds provide for a minimum amount of supplies, equipment and training to support a two (2) current Volunteer in Police Services, as well as a limited number of new volunteers who might join the department's reserve force in the future.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
POLICE RESERVES							
PERSONNEL SERVI	CES						
100-5850-120	EMPLOYEE BENEFITS-POLICE RESR	72	80	100	300	300	300
	TOTAL PERSONNEL SERVICES	72	80	100	300	300	300
OPERATING							
100-5850-300 100-5850-341	UNIFORM MAINTENANCE	0	0	100	500	500	500
100-5850-341	MEETINGS / CONFERENCES		0	0	200		200
045-11	TOTAL OPERATING			100	700	700	700
CAPITAL							
100-5850-420	FURNITURE AND TECHNOLOGY		0	50	100	100	100
	TOTAL CAPITAL	0	0	50	100	100	100
	TOTAL POLICE RESERVES	72	80	250	1,100	1,100	1,100

PROGRAM:

FIRE ADMINISTRATION

Staff Level 2018: 1.05 FTE

**DEPARTMENT:** 

FIRE

Staff Level 2017: 1.05 FTE

**FUND:** 

**GENERAL** 

#### MISSION STATEMENT:

To save lives, reduce injury, and limit property loss from fire are the main priorities of the City of Milton-Freewater Fire Department. The City of Milton-Freewater Fire Department will continue its efforts in emergency management, disaster preparedness, and hazard mitigation through community outreach, education, and participation.

#### **BASELINE BUDGET DESCRIPTION:**

The Fire Department has two stations. The Herb Saager Station #1, located at 101 NE 6<sup>th</sup>, houses two pieces of fire apparatus, a training room, and the Fire Chief's office. The South Fire Station #2 located at 13 SE 9<sup>th</sup>, houses five pieces of fire apparatus. All fire apparatus and equipment require annual tests, maintenance, and as needed, replacement.

#### **PERSONNEL:**

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Fire Chief	1.00	1.00
Assistant	0.05	0.05
Total	1.05	1.05

#### **BUDGET COMMENTS:**

Personnel Services: (Accts. 101-120): Covers the cost of salary and benefits for the Fire Chief and a part time assistant.

Operating Supplies (Acct. 200): Office supplies; pens paper etc.

Communication (Acct. 260): Phone and fax charges.

Utilities (Acct. 270): Covers water and electricity charges for the Fire Department buildings.

Repair and Maintenance (Acct. 280): Includes repairs to office equipment.

Memberships/Subscription (Acct. 340): Includes membership to the Oregon Volunteer Firefighters Association, National Fire Protection Association and magazine subscriptions that relate to the fire service.

Meetings/Conference (Acct. 341): Covers the cost of training and meetings for the Fire Chief.

City Functions (Acct. 370): Funds the Fire Department Christmas party.

Miscellaneous (Acct. 390): Covers the cost of unforeseen expenditures.

Furniture and Fixtures (Acct. 420): Covers the cost of chairs, desks, filing cabinets etc.

#### **SIGNIFICANT BUDGET CHANGES:**

#### None

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
FIRE ADMINISTRATI	ON						
PERSONNEL SERVI	CES						
100-5910-101	REGULAR SERVICES- FIRE ADMIN	78,749	84,863	86,172	90,000	90,000	90,000
100-5910-102	PART TIME	1,844	1,071	3,000	3,000	3,000	3,000
100-5910-110	MILEAGE ALLOWANCE	3,611	3,621	3,600	3,600	3,600	3,600
100-5910-120	EMPLOYEE BENEFITS	50,724	55,691	58,113	62,719	62,719	62,719
	TOTAL PERSONNEL SERVICES	134,928	145,247	150,885	159,319	159,319	159,319
OPERATING							
100-5910-200	OPERATING SUPPLIES	207	0	250	250	250	250
100-5910-260	COMMUNICATION	1,149	859	600	1,000	1,000	1,000
100-5910-270	UTILITIES	4,042	5,072	5,000	5,000	5,000	5,000
100-5910-280	REPAIR AND MAINTENANCE	0	0	150	150	150	150
100-5910-340	MEMBERSHIPS / SUBSCRIPTIONS	200	40	300	300	300	300
100-5910-341	MEETINGS / CONFERENCES	50	0	50	50	50	50
100-5910-370	CITY FUNCTIONS	807	1,001	1,500	1,500	1,500	1,500
100-5910-390	MISCELLANEOUS	115	56	250	250	250	250
	TOTAL OPERATING	6,571	7,027	8,100	8,500	8,500	8,500
CAPITAL							
100-5910-420	FURNITURE AND TECHNOLOGY	0	380	0	0	0	0
	TOTAL CAPITAL	0	380	0	0	0	0
	TOTAL FIRE ADMINISTRATION	141,499	152,654	158,985	167,819	167,819	167,819

PROGRAM:

FIRE SUPPRESSION

Staff Level 2018: 21.00 Part-Time

**DEPARTMENT:** 

FIRE

Firefighters

**FUND:** 

GENERAL

Staff Level 2017: 21.00 Part-Time

Firefighters

#### MISSION STATEMENT:

The City of Milton-Freewater Fire Department is dedicated to the safety of those living in and visiting our community. All within the scope and limitations of the budgetary resources provided. We take great pride in the excellence with which we provide these services.

#### **BASELINE BUDGET DESCRIPTION:**

The Fire Suppression Program consists of 21 part-time paid firefighters as follows: One Assistant Chief, four Captains and sixteen firefighters. A monthly retainer is provided to all firefighters. All firefighters are provided with a radio pager system, and personal protective equipment that meets applicable standards. This equipment is repaired or replaced as needed, and according to these standards.

The Fire Department provides training opportunities for firefighters, in order to allow them to advance their skill level continuously.

#### **PERSONNEL:**

<u>Title</u>	<b>2018 PTE</b>	<b>2017 PTE</b>
Part-time paid Firefighters	21.00	21.00
Total	21.00	21.00

#### **BUDGET COMMENTS:**

Personnel Services (Acct. 102-120): Monthly retainer and limited benefits of 23 part time paid firefighters.

Operating Supplies (Acct. 200): Provides daily supplies needed for normal operations.

Personal Protective Equipment (Acct. 220): Equipment such as turnouts, gloves, helmets, boots, and breathing equipment.

Minor Equipment (Acct. 225): Includes equipment such as fire hose, tools, and nozzles.

Communication (Acct. 260): Covers the cost of telephone and faxes.

Repair and Maintenance (Acct. 280): Includes repairs of fire suppression equipment.

Radio Repair and Maintenance (Acct. 282): Radios, pagers, and batteries.

Uniform Maintenance (Acct. 300): Covers the cost of uniforms for firefighters.

Professional Services (Acct. 320): Flow testing of SCBA, pulmonary and respirator fit testing for firefighters, and fire hose and ground ladder testing.

Vehicle Replacement/Rent (Acct. 330): Motor pool costs for the replacement, maintenance, repair and fuel of fire apparatus.

Meetings/Conference (Acct. 341): Covers the cost of training that cannot be completed at regularly scheduled drills, such as HAZMAT training and advanced or specialized training.

Miscellaneous (Acct. 390): Covers unanticipated expenditures.

#### **SIGNIFICANT BUDGET CHANGES:**

#### None

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
FIRE SUPPRESSION							
PERSONNEL SERVIO	CES						
100-5920-102	VOLUNTEER FIREFIGHTERS	71,085	73,322	73,500	77,760	77,760	77,760
100-5920-120	EMPLOYEE BENEFITS	15,350	17,557	18,400	19,000	19,000	19,000
	TOTAL PERSONNEL SERVICES	86,436	90,879	91,900	96,760	96,760	96,760
OPERATING							
100-5920-200	OPERATING SUPPLIES	132	144	250	500	500	500
100-5920-220	PERSONAL PROTECTIVE EQUIP	14,450	3,025	14,000	14,000	14,000	14,000
100-5920-225	MINOR EQUIPMENT	10,834	10,422	11,500	11,000	11,000	11,000
100-5920-260	COMMUNICATION	23	0	0	0	0	0
100-5920-280	REPAIR AND MAINTENANCE	689	600	1,000	1,000	1,000	1,000
100-5920-282	RADIO REPAIR AND REPLACEMENT	421	0	1,500	1,500	1,500	1,500
100-5920-300	UNIFORM MAINTENANCE	374	0	500	500	500	500
100-5920-320	PROFESSIONAL SERVICE	6,652	6,938	8,000	8,000	8,000	8,000
100-5920-330	VEHICLE REPLACEMENT / RENT	41,304	44,639	54,641	50,800	50,800	50,800
100-5920-333	MILEAGE / FUEL	0	0	250	250	250	250
100-5920-341	MEETINGS / CONFERENCES	150	231	500	500	500	500
100-5920-390	MISCELLANEOUS	96	121	250	250	250	250
	TOTAL OPERATING	75,126	66,119	92,391	88,300	88.300	88,300
	TOTAL FIRE SUPPRESSION	161,562	156,999	184,291	185,060	185,060	185,060

PROGRAM:

AQUATIC CENTER

STAFF LEVEL 2018: 5.03 FTE

DEPARTMENT:

PUBLIC WORKS

STAFF LEVEL 2017: 5.03 FTE

**FUND:** 

**GENERAL** 

#### MISSION STATEMENT:

To ensure that the citizens of Milton-Freewater have opportunities to engage in recreational activities of their choice that are clean and safe.

#### **BASELINE BUDGET DESCRIPTION:**

The aquatic center is located in the City's Yantis Park at the corner of DeHaven and SW 2nd, in the west central part of the City. The facility was constructed in the fall of 1995 and spring of 1996.

The center includes a 25 meter six lane pool, 170' flume water slide, bathhouse, concession stand and other various amenities. The center staff consists of manager(s), head lifeguard(s), lifeguards, cashier(s) and concession stand staff, who are all seasonal temporary employees.

The center is planned to be open to the public with morning lessons, aerobics and evening rentals. This facility is used continuously from the end of the school year in June through the beginning of school in August from early morning to evening each day.

#### PERSONNEL:

Title	<b>2018 FTE</b>	<b>2017 FTE</b>	% Change
Parks & Recreation Supervisor	0.04	0.00	
Parks Maintenance Worker	0.15	0.15	
Utility Worker	0.00	0.04	
Manager	0.56	0.56	
Lead Lifeguard	0.28	0.28	
Lifeguards	3.00	3.00	
Cashier/Concessions	<u>1.00</u>	1.00	
Total	5.03	5.03	0%

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** primarily covers the purchase of chemicals to maintain required water quality as well as supplies such as season passes, minimal office supplies and restroom paper products.

CONCESSION SUPPLIES (Acct. 210) covers costs of concession food and beverage service items.

MINOR EQUIPMENT (Acct. 225) funds small equipment items such as cash registers, microwaves, etc required to operate the facility.

ADVERTISING (Acct. 250) covers advertisements to promote the facility as well as extended recruitment fees.

**COMMUNICATION (Acct. 260)** covers costs primarily for phone services.

UTILITIES (Acct. 270) costs for electric, sewer and solid waste services.

REPAIR AND MAINTENANCE (Acct. 280) provides for repairs needed.

PROFESSIONAL SERVICES (Acct. 320) provides lifeguard training for successful scholarship recipients.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the cost for city-owned vehicles.

MISCELLANEOUS (Acct. 390) for those minor expenses that do not fit well into any of the other categories.

FURNITURE & FIXTURES (Acct. 420) provides funding for maintenance at the facility.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
AQUATIC CENTER							
PERSONNEL SERVIO	CES						
100-6130-101	REGULAR SERVICES- AQUATIC CNTR	6,835	7,366	9,350	9,630	9,630	9,630
100-6130-102	PART TIME	101,461	107,642	107,500	110,725	110,725	110,725
100-6130-105	OVERTIME	2,129	3,413	4,000	4,100	4,100	4,100
100-6130-120	EMPLOYEE BENEFITS	16,429	19,208	25,000	25,750	25,750	25,750
	TOTAL PERSONNEL SERVICES	126,854	137,630	145,850	150,205	150,205	150,205
OPERATING							
100-6130-200	OPERATING SUPPLIES	21,335	22,151	24,000	24,000	24,000	24,000
100-6130-210	CONCESSION SUPPLIES	25,337	21,309	27,000	26,000	26,000	26,000
100-6130-225	MINOR EQUIPMENT	154	0	400	400	400	400
100-6130-250	ADVERTISING	0	0	400	400	400	400
100-6130-260	COMMUNICATION	944	890	950	1,000	1,000	1,000
100-6130-270	UTILITIES	6,608	5,710	15,500	18,000	18,000	18,000
100-6130-280	REPAIR AND MAINTENANCE	7,006	5,213	6,000	7,000	7,000	7,000
100-6130-320	PROFESSIONAL SERVICE	306	1,011	1,050	1,050	1,050	1,050
100-6130-330	VEHICLE REPLACEMENT / RENT	1,404	1,404	1,450	1,450	1,450	1,450
100-6130-390	MISCELLANEOUS	845	845	500	500	500	500
	TOTAL OPERATING	63,940	58,533	77,250	79,800	79,800	79,800
CAPITAL							
100-6130-420	FURNITURE AND TECHNOLOGY	1,500	350	2,000	2,000	2,000	2,000
	TOTAL CAPITAL	1,500	350	2,000	2,000	2,000	2,000
	TOTAL AQUATIC CENTER	192,294	196,513	225,100	232,005	232,005	232,005

PROGRAM:

**PARKS** 

STAFF LEVEL 2018: 2.31 FTE

**DEPARTMENT:** 

PUBLIC WORKS

STAFF LEVEL 2017: 2.31 FTE

**FUND:** 

**GENERAL** 

#### MISSION STATEMENT:

To ensure that the citizens of Milton-Freewater have opportunities to engage in recreational activities of their choice that are clean and safe.

#### **BASELINE BUDGET DESCRIPTION:**

Maintenance of the parks as well as public buildings landscaping is funded through this account. This account provides mowing lawns from March through October, weed control, fertilization, irrigation, equipment and building maintenance. There are 10 facilities maintained under this program as follows: Yantis Park, 32.00 acres; Freewater Park, 2.15 acres; Morello Park, .15 acres; Marie Dorion Park, 3.50 acres; Orchard Park (leased property); Rotary Sports Complex, 4.50 acres; Memorial Field, 1.5 acres; City Hall, Library and two fire stations. All parks cover approximately 52 acres.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Parks & Recreation Supervisor	0.22	0.00
Utility Worker	0.00	0.22
Parks Maintenance Worker	1.29	1.29
Laborer	0.80	0.80
Total	2.31	2.31

#### **OBJECTIVES:**

- 1. Conduct seven day per week inspection and maintenance of restrooms, March through October, including repairs, and a patrol to pick up refuse and repair equipment that is damaged.
- 2. Lawns to be mowed once per week from March through October. All grounds are aerated and fertilized twice per year.
- 3. Continue our campaign to lessen the degree of graffiti in parks by immediate identification, reporting and covering by painting.

#### **BUDGET COMMENTS:**

OPERATING SUPPLIES (Acct. 200) for purchasing herbicides, grass seed, fertilizer, restroom facility supplies as well as property taxes.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the replacement of worn coats and coveralls, steel toed boots, safety glasses, etc.

MINOR EQUIPMENT (Acct. 225) funds small equipment items such as tools, shovels, rakes, etc.

COMMUNICATION (Acct. 260) covers cellular phone usage by the crew lead.

UTILITIES (Acct. 270) costs for electric, sewer, water and solid waste services.

REPAIR & MAINTENANCE (Acct. 280) provides for repairs needed.

UNIFORM MAINTENANCE (Acct. 300) provides laundry service for staff shirts.

PROFESSIONAL SERVICES (Acct. 320) funds necessary immunizations and CDL physical examinations as required.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city-owned vehicles.

MEETINGS/CONFERENCES (Acct. 341) covers conference attendance associated with park maintenance and recreation.

MISCELLANEOUS (Acct. 390) covers costs for those minor expenses that do not fit well into any of the other categories.

IMPROVEMENTS OTHER THAN BLDG (Acct. 480) funds included are for necessary repairs.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
PARKS							
PERSONNEL SERVI	CES						
100-6140-101	REGULAR SERVICES- PARKS	73,891	75,296	73,290	75,400	75,400	75,400
100-6140-102	PART TIME	10,064	8,859	12,500	13,000	13,000	13,000
100-6140-105	OVERTIME	504	546	1,000	1,050	1,050	1,050
100-6140-120	EMPLOYEE BENEFITS	50,170	54,117	54,100	61,300	61,300	61,300
	TOTAL PERSONNEL SERVICES	134,630	138,818	140,890	150,750	150,750	150,750
OPERATING							
100-6140-200	OPERATING SUPPLIES	8,294	7,354	9,700	10,000	10,000	10,000
100-6140-220	PERSONAL PROTECTIVE EQUIP	855	1,879	1,500	1,500	1,500	1,500
100-6140-225	MINOR EQUIPMENT	508	948	1,500	1,500	1,500	1,500
100-6140-260	COMMUNICATION	360	360	360	360	360	360
100-6140-270	UTILITIES	50,447	56,811	54,000	55,000	55,000	55,000
100-6140-280	REPAIR AND MAINTENANCE	7,600	6,486	8,200	8,200	8,200	8,200
100-6140-300	UNIFORM MAINTENANCE	0	0	0	200	200	200
100-6140-320	PROFESSIONAL SERVICES	95	0	300	300	300	300
100-6140-330	VEHICLE REPLACEMENT / RENT	30,312	30,312	30,319	30,319	30,319	30,319
100-6140-341	MEETINGS / CONFERENCES	37	0	300	300	300	300
100-6140-390	MISCELLANEOUS	386	366	400	400	400	400
	TOTAL OPERATING	98,894	104,515	106,579	108,079	108,079	108,079
CAPITAL							
100-6140-480	IMPROVEMENTS OTHER THAN BLDG	0	2,385	12,500	2,500	2,500	2,500
	TOTAL CAPITAL	0	2,385	12,500	2,500	2,500	2,500
	TOTAL BARKS	200 504	245 740	250.000	204 222	264 222	264 220
	TOTAL PARKS	233,524	245,718	259,969	261,329	261,329	261,329

PROGRAM:

PUBLIC BUILDINGS

STAFF LEVEL 2018: 0.82 FTE

**DEPARTMENT:** 

PUBLIC WORKS

STAFF LEVEL 2017: 0.82 FTE

**FUND:** 

**GENERAL** 

#### MISSION STATEMENT:

To provide well maintained buildings to encourage good employee morale and provide presentable facilities to customers.

#### BASELINE BUDGET DESCRIPTION:

The Public Buildings program consists of janitorial services and maintenance of City Hall, Carnegie Library Building basement employee gym, Library, Herb Saager Fire Station, South Fire Station, and Public Works and Electrical Offices located at the City Warehouse. The grounds are maintained under the Parks Program.

#### PERSONNEL:

Title	<b>2018 FTE</b>	<b>2017 FTE</b>
Parks & Recreation Supervisor	0.32	0.00
Utility Worker	0.00	0.32
Parks Maintenance Worker	0.30	0.30
Laborer	0.20	0.20
Total	0.82	0.82

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** for light bulbs, cleaning supplies, paper products and other various building supplies as well as property taxes.

**PERSONAL PROTECTIVE EQUIP (Acct. 220)** covers the replacement of worn coats and coveralls, steel toed boots, safety glasses, etc.

UTILITIES (Acct. 270) costs for electric, sewer, water and solid waste services.

**REPAIR & MAINTENANCE (Acct. 280)** provides for repairs needed and maintenance of HVAC systems.

UNIFORM MAINTENANCE (Acct. 300) provides laundry service for floor mats and uniforms.

JANITORIAL SERVICES (Acct. 323) provides for contracted cleaning services of City Hall, Library and Warehouse facilities.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the cost for city-owned vehicles.

CAPITAL, BUILDING (Account # 405) includes funding for repairs to the auditorium on the third floor of City Hall.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
PUBLIC BUILDINGS							
PERSONNEL SERVI	CES						
100-6210-101	REGULAR SERVICES- PUBLIC BLDGS	35,807	36,814	36,430	37,350	37,350	37,350
100-6210-102	PART TIME	0	0	2,600	2,600	2,600	2,600
100-6210-105	OVERTIME	181	29	200	500	500	500
100-6210-120	EMPLOYEE BENEFITS	23,446	24,178	26,600	27,350	27,350	27,350
	TOTAL PERSONNEL SERVICES	59,434	61,021	65,830	67,800	67,800	67,800
OPERATING							
100-6210-200	OPERATING SUPPLIES	7,325	6,034	8,000	8,000	8,000	8,000
100-6210-220	PERSONAL PROTECTIVE EQUIP	175	323	200	200	200	200
100-6210-225	MINOR EQUIPMENT	42	52	0	0	0	0
100-6210-270	UTILITIES	37,312	36,701	44,250	45,575	45,575	45,575
100-6210-280	REPAIR AND MAINTENANCE	9,195	9,808	8,000	8,250	8,250	8,250
100-6210-300	UNIFORM MAINTENANCE	1,960	2,458	2,500	2,500	2,500	2,500
100-6210-323	JANITORIAL SERVICES	42,950	43,535	46,825	48,230	48,230	48,230
100-6210-330	VEHICLE REPLACEMENT / RENT	2,496	2,496	2,500	2,500	2,500	2,500
100-6210-340	MATERIALS AND SERVICES	12	0	0	0	0	0
	TOTAL OPERATING	101,468	101,407	112,275	115,255	115,255	115,255
CAPITAL							
100-6210-405	BUILDING	892	11,982	11,000	11,000	11,000	11,000
	TOTAL CAPITAL	892	11,982	11,000	11,000	11,000	11,000
	TOTAL DUDING DUM DINGS	404.707	474.440	400.405	404.055	404.055	404.055
	TOTAL PUBLIC BUILDINGS	161,795	174,410	189,105	194,055	194,055	194,055

PROGRAM:

COMMUNITY BUILDING

STAFF LEVEL 2018: 0.05 FTE

DEPARTMENT: FUND:

PUBLIC WORKS GENERAL FUND STAFF LEVEL 2017: 0.05 FTE

## BASELINE BUDGET DESCRIPTION:

The Community Building is owned by the City and serves as a meeting place for civic groups, as well as numerous activities such as dancing, wedding receptions, etc. on a fee basis. The City maintains the building and oversees reservations, cleaning, etc.

#### **PERSONNEL**:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Parks & Recreation Supervisor	0.01	0.00
Utility Worker	0.00	0.01
Parks Maintenance Worker	0.04	0.04
Total	0.05	0.05

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** provides toilet tissue, cleaning supplies, etc. to keep the facility neat and orderly.

UTILITIES (Acct. 270) costs for water, sewer, electricity and solid waste.

REPAIR & MAINTENANCE (Acct. 280) provides for repairs needed and annual HVAC maintenance.

PROFESSIONAL SERVICES (Acct. 320) covers plumbing and electrical repairs to the facility.

JANITORIAL SERVICES (Acct. 323) covers contracted cleaning costs.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the cost for city-owned vehicles.

CAPITAL-BUILDING (Acct. 405) is not funded this fiscal year.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
COMMUNITY BUILDI	NG						
PERSONNEL SERVI	CES						
100-6220-101	REGULAR SERVICES-COMMUNITY BL	1,774	1,950	2,470	2,580	2,580	2,580
100-6220-105	OVERTIME	8	3	50	50	50	50
100-6220-120	EMPLOYEE BENEFITS	1,247	1,443	2,030	2,120	2,120	2,120
	TOTAL PERSONNEL SERVICES	3,029	3,396	4,550	4,750	4,750	4,750
OPERATING							
100-6220-200	OPERATING SUPPLIES	1,444	816	1,000	1,000	1,000	1,000
100-6220-270	UTILITIES	10,431	11,625	13,500	13,600	13,600	13,600
100-6220-280	REPAIR AND MAINTENANCE	2,077	2,094	2,100	2,500	2,500	2,500
100-6220-323	JANITORIAL SERVICES	4,337	4,446	4,780	4,780	4,780	4,780
100-6220-330	VEHICLE REPLACEMENT / RENT	1,356	1,356	1,360	1,360	1,360	1,360
	TOTAL OPERATING	19,646	20,338	22,740	23,240	23,240	23,240
	TOTAL COMMUNITY BUILDING	22,674	23,734	27,290	27,990	27,990	27,990

PROGRAM: DEPARTMENT: ADMINISTRATION PUBLIC WORKS

STAFF LEVEL 2018: 3.35 FTE STAFF LEVEL 2017: 3.35 FTE

**FUND:** 

**GENERAL** 

#### MISSION STATEMENT:

To serve the community by providing efficient oversight on all the activities described in the baseline budget.

#### **BASELINE BUDGET DESCRIPTION:**

The Public Works Administration office is located at the City Warehouse at 501 Lamb. The program provides technical service and supervision for all City utilities and facilities, except electrical. Utilities include solid waste collection; landfill; water production and distribution; sewage collection, treatment and wastewater disposal facility operations. Other programs include the aquatic center; golf course; parks, buildings and street maintenance as well as motor pool operations. The expenses of this program are charged to the benefiting department or fund on a percentage basis as indicated in the summary of expenditures section of the budget.

Some activities of this department include planning and tracking of maintenance and/or construction projects associated with public buildings, community building, aquatic center, parks, streets, water, sewer, solid waste, golf course and warehouse operations; tracking of automotive maintenance of city-owned vehicles and equipment as well as depreciation and replacement schedules; preparation of estimates and work orders for new services; maintains and tracks inventory for water, sewer and electric utilities; approves and enters accounts payable, accounts receivable and payroll timekeeping records in computer; responds to customer complaints and compliments; ensures permit compliance and oversees monitoring and reporting of water and wastewater quality.

#### **PERSONNEL:**

Title	<b>2018 FTE</b>	<b>2017 FTE</b>
Public Works Superintendent	1.00	1.00
Assistant/Project Aide	1.00	1.00
Technician	0.15	0.15
Utility Worker	<u>1.20</u>	<u>1.20</u>
Total	3.35	3.35

**OPERATING SUPPLIES (Acct. 200)** covers costs for office supplies such as paper, pens, binders, computer program updates, etc.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers costs of equipment to enhance ergonomics for office staff.

MINOR EQUIPMENT (Acct. 225) includes office equipment such as fax machines, printers, calculators, etc. as they need replaced.

**COMMUNICATION** (Acct. 260) covers costs primarily for phone and e-mail.

**REPAIR & MAINTENANCE (Acct. 280)** provides for minor repairs to equipment and/or furniture as well as monthly photocopier lease payments.

PROFESSIONAL SERVICES (Acct. 320) covers costs associated with training and/or programming.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the cost for city-owned vehicles. MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) provides for memberships to organizations such as American Water Works Association and American Public Works Association.

MEETINGS/CONFERENCES (Acct. 341) covers costs for attending conferences and training for continuing education credits to maintain certifications.

MISCELLANEOUS (Acct. 390) for those minor expenses that do not fit well into any of the other categories. FURNITURE & FIXTURES (Acct. 420) for updating aged department furniture such as desk(s) and chair(s).

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
PUBLIC WORKS ADI	MINISTRATION						
PERSONNEL SERVI	CES						
100-6410-101	REGULAR SERVICES- PUB WRKS AD	176,611	170,878	227,630	234,500	234,500	234,500
100-6410-105	OVERTIME	0	0	150	150	150	150
100-6410-110	MILEAGE ALLOWANCE	3,611	3,621	3,600	3,600	3,600	3,600
100-6410-120	EMPLOYEE BENEFITS	98,235	105,813	143,500	144,415	144,415	144,415
	TOTAL PERSONNEL SERVICES	278,456	280,312	374,880	382,665	382,665	382,665
OPERATING							
100-6410-200	OPERATING SUPPLIES	872	1,146	1,000	1,000	1,000	1,000
100-6410-220	PERSONAL PROTECTIVE EQUIPMEN	0	0	150	150	150	150
100-6410-225	MINOR EQUIPMENT	699	61	750	750	750	750
100-6410-260	COMMUNICATION	1,739	1,594	1,700	1,700	1,700	1,700
100-6410-280	REPAIR AND MAINTENANCE	3,229	2,676	1,500	1,500	1,500	1,500
100-6410-320	PROFESSIONAL SERVICES	95	174	250	250	250	250
100-6410-330	VEHICLE REPLACEMENT / RENT	2,016	2,016	2,016	2,016	2,016	2,016
100-6410-340	MEMBERSHIPS / SUBSCRIPTIONS	383	353	600	600	600	600
100-6410-341	MEETINGS / CONFERENCES	0	0	750	750	750	750
100-6410-390	MISCELLANEOUS	693	511	500	500	500	500
	TOTAL OPERATING	9,727	8,531	9,216	9,216	9,216	9,216
CAPITAL							
100-6410-420	FURNITURE AND TECHNOLOGY	241	0	1,500	1,500	1,500	1,500
	TOTAL CAPITAL	241	0	1,500	1,500	1,500	1,500
	TOTAL PUBLIC WORKS ADMINISTRAT	288,424	288,843	385,596	393,381	393,381	393,381
	TOTAL FUBLIC WORKS ADMINISTRAT	200,424	200,043	202,280	393,301	333,301	

**DEPARTMENT:** CITY HALL **FUND:** GENERAL

#### **BASELINE BUDGET DESCRIPTION:**

This budget provides for a variety of expenses not properly chargeable against any individual program.

#### **BUDGET COMMENTS:**

CITY FUNCTIONS (Acct. 370) provides for the City's annual Christmas dinner for the employees.

**LIABILITY AND FIRE INSURANCE (Acct. 380)** is for Liability, Auto Physical Damage and Property Insurance premiums. The employee performance bond is also charged from this account.

UNEMPLOYMENT INSURANCE (Acct. 381) unemployment claims are extremely variable from year to year. Because the City has certain categories of part-time employees who are eligible for unemployment, the possibility for claims presents a liability to the City. Therefore, the funding request is proposed at a level based on past history charges.

URA LOANS/BUILDING/ECO DEVO (Acct. 405) This line item accounts for the repayment of loans that the former URA made to various benefitting City departments. The URA has been retired, so the Agency's assets, liabilities and records have been transferred to the City.

#### INTERFUND TRANSFERS: (Acct. 722, 725, and 764)

The transfer to the Sick Leave Fund is necessary to maintain funds that will be available if temporary help is needed due to an extended illness.

#### SIGNIFICANT BUDGET CHANGES:

Insurance expense has increased due to City's claim history.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
CITY HALL							
OPERATING							
100-6500-320	PROFESSIONAL SERVICES	481	11,222	2,500	2,500	2,500	2,500
100-6500-370	CITY FUNCTIONS	4,718	4,073	5,000	5,000	5,000	5,000
100-6500-380	LIABILITY AND FIRE INSURANCE	103,500	109,000	119,790	125,700	125,700	125,700
100-6500-381	UNEMPLOYMENT INSURANCE	1,200	5,789	6,000	5,000	5,000	5,000
	TOTAL OPERATING	109,899	130,083	133,290	138,200	138,200	138,200
CAPITAL							
100-6500-405	URA LOANS/ BUILDING/ ECO DEVO	0	0	1,418	1,418	1,418	1,418
	TOTAL CAPITAL	0	0	1,418	1,418	1,418	1,418
TRANSFERS							
100-6500-722	TRANSFER TO LIBRARY	125,942	116,949	125,012	131,878	131,878	131,878
100-6500-764	TRANSFER TO SICK LEAVE	1,600	1,600	1,600	1,600	1,600	1,600
	TOTAL TRANSFERS	127,542	118,549	126,612	133,478	133,478	133,478
CONTINGENCY & RE	SERVES						
100-6500-998	CONTINGENCY	0	0	129,917	75,000	75,000	75,000
	TOTAL CONTINGENCY & RESERVES	0	0	129,917	75,000	75,000	75,000
	TOTAL CITY HALL	237,441	248,632	391,237	348,096	348,096	348,096

PROGRAM: DEPARTMENT:

CIVIL ENGINEERING

STAFF LEVEL 2018: 0.60 FTE STAFF LEVEL 2017: 0.60 FTE

FUND:

ENGINEERING GENERAL

#### **BASELINE BUDGET DESCRIPTION:**

The Civil Engineering program provides technical service and support for all city utilities and facilities except electrical distribution. Utilities include solid waste collection; landfill; water production and distribution; sewage collection, treatment, disposal; and farm operations. Other programs are recreation, swim pool, golf course, parks and buildings maintenance, street construction and street maintenance.

Activities of this department include daily maintenance and development of the Geographic Information System, operation of the Water Control System, and other projects related to the Public Works utilities as requested.

#### PERSONNEL:

Title	<b>2018 FTE</b>	2017 FTE
Engineering Technician	0.60	0.60
Total	0.60	0.60

#### **BUDGET COMMENTS:**

Operating supplies (Acct. 200) provides for supplies such as ink jet bond paper, printer cartridges for the plotter and other misc. items.

Minor equipment (Acct. 225) this account includes funds for any tools or minor equipment that are needed during the year.

Communication (Acct. 260) includes costs for the telephone system & service, as well as a portion of any radio costs.

Professional Service (Acct. 320) includes funds for GIS and Water Control System programming. This account also pays for one-half of the yearly site license for the SCADA software.

Transportation (Acct. 330) provides funds for 20% of the engineering vehicle.

Meetings/Conferences (Acct. 341) includes funds to send the Engineering Technicians to AutoCAD Training, Schweitzer Relay School, and Aclara Users Group meetings.

Furniture & Technology (Acct. 420) provides for computer monitor and software.

#### **BUDGET COMMENTS:**

Last year there was a reduction in the amount of time allocated for the Engineering Technicians work on Public Work projects due to the Public Works Department having their own Engineering Technician. This budget reflects the same FTE as last years.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL FUND							
CIVIL ENGINEERIN	G						
PERSONNEL SER\	/ICES						
100-6610-101	REGULAR SERVICES- CIVIL ENGNR	42,311	35,498	39,732	44,452	44,452	44,452
100-6610-102	PART TIME	0	6,109	0	0	0	0
100-6610-120	EMPLOYEE BENEFITS	23,267	28,484	30,524	33,365	33,365	33,365
	TOTAL PERSONNEL SERVICES	65,579	70,091	70,256	77,817	77,817	77,817
OPERATING							
100-6610-200	OPERATING SUPPLIES	489	792	600	600	600	600
100-6610-225	MINOR EQUIPMENT	998	1,046	1,000	1,000	1,000	1,000
100-6610-260	COMMUNICATION	709	933	850	1,000	1,000	1,000
100-6610-320	PROFESSIONAL SERVICE	1,920	1,863	10,000	25,000	25,000	25,000
100-6610-330	VEHICLE REPLACEMENT / RENT	1,932	859	860	860	860	860
100-6610-341	MEETINGS / CONFERENCES	450	0	1,000	2,000	2,000	2,000
100-6610-390	MISCELLANEOUS	215	182	500	500	500	500
	TOTAL OPERATING	6,712	5,676	14,810	30,960	30,960	30,960
CAPITAL							
100-6610-420	FURNITURE AND TECHNOLOGY	0	1,208	500	500	500	500
	TOTAL CAPITAL	0	1,208	500	500	500	500
	TOTAL CIVIL ENGINEERING	72,291	76,974	85,566	109,277	109,277	109,277

# REVENUE BUDGET NARRATIVE Fiscal Year 2018

**DEPARTMENT:** 

PUBLIC WORKS

**FUND:** 

**STREET** 

#### MISSION STATEMENT:

To maintain the existing excellent streets and provide motorists the safest streets possible.

#### **BASELINE BUDGET DESCRIPTION:**

The Street Fund receives revenues from three different sources. Following is a listing and a short description:

#### 1. INTERGOVERNMENTAL REVENUES:

A portion of the gas tax collected by the State is distributed on a per capita basis to the City for streets.

#### 2. MISCELLANEOUS AND MERCHANDISING REVENUE:

Some revenues are not large enough to require a separate category.

#### 3. BEGINNING FUND BALANCE:

This category accounts for funds remaining at the end of the previous budget year due to funds budgeted, but not spent.

## REVENUE SUMMARY FISCAL YEAR 2017-18

	2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
TAL REVENUE						
STATE GAS TAX	407,737	417,988	369,000	400,000	400,000	400,000
TOTAL INTERGOVERNMENTAL REVE	407,737	417,988	369,000	400,000	400,000	400,000
MERCHANDISING	582	0	0	0	0	0
TOTAL MERCHANDISING	582	0	0	0	0	0
INTEREST EARNED	1,736	1,428	1,000	1,000	1,000	1,000
MISCELLANEOUS	39	1,432	0	0	0	0
TOTAL MISCELLANEOUS	1,774	2,860	1,000	1,000	1,000	1,000
ALANCE						
FUND BALANCE	0	0	177,816	160,636	160,636	160,636
TOTAL BEGINNING FUND BALANCE	0	0	177,816	160,636	160,636	160,636
TOTAL REVENUE	410,093	420,848	547,816	561,636	561,636	561,636
	STATE GAS TAX  TOTAL INTERGOVERNMENTAL REVE  MERCHANDISING  TOTAL MERCHANDISING  INTEREST EARNED MISCELLANEOUS  TOTAL MISCELLANEOUS  ALANCE  FUND BALANCE  TOTAL BEGINNING FUND BALANCE	TAL REVENUE  STATE GAS TAX 407,737  TOTAL INTERGOVERNMENTAL REVE 407,737  MERCHANDISING 582  TOTAL MERCHANDISING 582  INTEREST EARNED 1,736 MISCELLANEOUS 39  TOTAL MISCELLANEOUS 1,774  ALANCE  FUND BALANCE 0  TOTAL BEGINNING FUND BALANCE 0	FISCAL   ACTUAL   ACTUAL	FISCAL   ACTUAL   ACTUAL   BUDGET	FISCAL   ACTUAL   FISCAL   BUDGET   PROPOSED	FISCAL   ACTUAL   SUDGET   CITY MGR   APPROVED

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM:

STREET MAINTENANCE

STAFF LEVEL 2018: 2.20 FTE

**DEPARTMENT:** 

PUBLIC WORKS

STAFF LEVEL 2017: 2.20 FTE

FUND: STREET

#### **BASELINE BUDGET DESCRIPTION:**

Required levels of maintenance include filling cracks, chip seals, overlaying, etc. The proposed program provides maintenance on all streets up to the time they are 40 years old, at which time they may be reconstructed.

Also included in this budget is the maintenance of Highway 11 landscaping areas at the north end of town as well as wages for Code Enforcement Officer to conduct weed and debris abatement program.

#### **PERSONNEL:**

Title	<b>2018 FTE</b>	<b>2017 FTE</b>
Water & Streets Supervisor	0.13	0.00
Parks & Recreation Supervisor	0.20	0.00
Utility Worker	0.68	1.01
Parks Maintenance Worker	0.54	0.54
Code Enforcement Officer	0.40	0.40
Laborer	0.25	0.25
Total	2.20	2.20

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** funds street signs, alley maintenance, snow control materials, etc. This account also provides for payment of property taxes for the parcel of land on Chuckhole Lane.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the replacement of coveralls, steel toed boots, safety vests, safety glasses, rain gear, etc.

MINOR EQUIPMENT (Acct. 225) provides funds for tools, etc. required to maintain streets and signage.

COMMUNICATION (Acct. 260) covers cellular phone usage by crew lead.

UTILITIES (Acct. 270) covers costs of street lighting electrical expenses.

REPAIR & MAINTENANCE (Acct. 280) provides for minor repairs needed to department equipment and streets.

PROFESSIONAL SERVICES (Acct. 320) primarily funds our street marking program.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city-owned vehicles.

MEETINGS/CONFERENCES (Acct. 341) covers the cost of required continuing education.

MISCELLANEOUS (Acct. 390) covers costs for those minor expenses that do not fit well into any of the other categories.

TRANSFER TO STREET IMPROVEMENT (Acct. 721) funds street improvement projects in addition to funding received from the State of Oregon allotted Surface Transportation Program (STP) funding.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
STREET							
STREET MAINTENA	NCE						
PERSONNEL SERVI	CES						
210-6810-101	REGULAR SERVICES- STREET MAINT	61,906	82,117	98,300	123,500	123,500	123,500
210-6810-102	PART TIME	6,573	11,239	5,000	5,500	5,500	5,500
210-6810-105	OVERTIME	430	449	500	2,500	2,500	2,500
210-6810-120	EMPLOYEE BENEFITS	44,749	53,788	74,200	95,600	95,600	95,600
	TOTAL PERSONNEL SERVICES	113,659	147,593	178,000	227,100	227,100	227,100
OPERATING							
210-6810-200	OPERATING SUPPLIES	4,835	7,359	10,500	10,500	10,500	10,500
210-6810-220	PERSONAL PROTECTIVE EQUIP	533	1,680	1,000	1,000	1,000	1,000
210-6810-225	MINOR EQUIPMENT	6,957	4,861	4,800	4,800	4,800	4,800
210-6810-260	COMMUNICATION	360	360	300	300	300	300
210-6810-270	UTILITIES	44,255	41,119	50,800	50,800	50,800	50,800
210-6810-280	REPAIR AND MAINTENANCE	4,650	7,293	6,500	6,500	6,500	6,500
210-6810-300	UNIFORM MAINTENANCE	1,012	1,031	2,350	2,350	2,350	2,350
210-6810-320	PROFESSIONAL SERVICES	9,118	4,216	10,000	10,000	10,000	10,000
210-6810-330	VEHICLE REPLACEMENT / RENT	52,812	52,812	52,813	52,813	52,813	52,813
210-6810-341	MEETINGS / CONFERENCES	20	214	500	500	500	500
210-6810-390	MISCELLANEOUS	558	183	600	600	600	600
	TOTAL OPERATING	125,110	121,128	140,163	140,163	140,163	140,163
TRANSFERS							
210-6810-701	TRANSFER TO GENERAL	84,312	86,732	91,180	97,831	97,831	97,831
210-6810-721	TRANSFER TO STREET IMPROVEME	80,000	100,000	60,000	0	0	0
210-6810-764	TRANSFER TO SICK LEAVE	300	300	300	300	300	300
	TOTAL TRANSFERS	164,612	187,032	151,480	98,131	98,131	98,131
CONTINGENCY & RE	ESERVES						
210-6810-998	CONTINGENCY	0	0	78,173	96,242	96,242	96,242
	TOTAL CONTINGENCY & RESERVES	0	0	78,173	96,242	96,242	96,242
	TOTAL STREET MAINTENANCE	403,381	455,753	547,816	561,636	561,636	561,636
	TO THE OTHER I WANTE LIMITOR		+50,703				

## BUDGET NARRATIVE Fiscal Year 2018

**PROGRAM:** STREET CONSTRUCTION

**DEPARTMENT:** PUBLIC WORKS

**FUND:** STREET IMPROVEMENT

#### **BASELINE BUDGET DESCRIPTION:**

This program provides the funds for the construction of any new streets or the reconstruction of existing streets.

#### **REVENUES:**

IMPROVEMENTS OTHER THAN BUILDINGS (Account 480) provides for street paving and/or overlaying of North Main Street from 11<sup>th</sup> Avenue north, Chestnut Street from SE 12<sup>th</sup> south to Thorn Avenue and NE 1<sup>st</sup> Avenue from Highway 11 east to end and other streets from priority list.

## REVENUE SUMMARY FISCAL YEAR 2017-18

			2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
STREE	T IMPROVEM	ENT						
INTERG	SOVERNMEN	TAL REVENUE						
	211-410-01 211-410-16	EPA STORMWATER GRANT OR STATE STP ALLOCATION	98,476 160,247	130,903 0	0 158,703	0 172,000	0 172,000	0 172,000
		TOTAL INTERGOVERNMENTAL REVE	258,723	130,903	158,703	172,000	172,000	172,000
LICENS	SES & PERMIT	rs						
	211-440-30	LAND USE FEES	1,333	780	500	500	500	500
		TOTAL LICENSES & PERMITS	1,333	780	500	500	500	500
MISCEL	LANEOUS							
	211-470-20	INTEREST EARNED	216	759	400	500	500	500
		TOTAL MISCELLANEOUS	216	759	400	500	500	500
TRANS	FERS							
	211-490-21	TRANSFER FROM STREET	80,000	100,000	60,000	0	0	0
		TOTAL TRANSFERS	80,000	100,000	60,000	0	0	0
BEGINN	IING FUND BA	ALANCE						
	211-499-10	FUND BALANCE	0	0	101,916	104,446	104,446	104,446
		TOTAL BEGINNING FUND BALANCE	0	0	101,916	104,446	104,446	104,446
		TOTAL REVENUE	340,271	232,442	321,519	277,446	277,446	277,446
STREE	T CONSTRUC	TION						
CAPITA	.L							
	11-6840-430	EPA STORMWATER EXPENSE IMPROVEMENTS OTHER THAN BLDG	103,289 168,366	77,426 0	10,000 311,519	0 277,446	0 277,446	0 277,446
		TOTAL CAPITAL	271,655	77,426	321,519	277,446	277,446	277,446
	•	TOTAL STREET CONSTRUCTION	271,655	77,426	321,519	277,446	277,446	277,446

# Revenue Budget Narrative Fiscal Year 2018

Fund: Library

#### **BASELINE BUDGET DESCRIPTION**

Through an intergovernmental agreement with the Umatilla County Special Library district, the city provides library services to the approximately 12,000 residents of the Milton-Freewater area and to residents of the Library District. The Library District agrees to provide funding for operational expenses such as salaries, materials, and supplies to assist the city in meeting the Standards for Public Libraries set from the Oregon Library Association, and the State Library of Oregon. Although funds received from the Umatilla County Special Library District are a significant source of funding for the library it is not enough funding to meet the needs of our residents, nor is it enough to even meet the minimum levels of service set by the Oregon Library Association. Due to this, the city agrees to provide and maintain a facility to house the library, and to provide funds for salaries, services, and materials which allow the library to meet or exceed established Library Standards.

#### **GRANT FUNDING**

- The library anticipates a Ready to Read grant from the state library for approximately \$1100 to develop and improve early literacy services to children under 5.
- A Summer Reading grant of approximately \$1000 is anticipated to partially fund the annual Summer Reading program.

#### 2016-2017 ACOMPLISHMENTS FUNDED BY GRANTS AND DONATIONS

- Implemented RFID which provides rapid checkout, better theft detection, and lessens the amount of time spent on circulation procedures, freeing staff for enhanced customer service.
- Purchased a planetary scanner and have begun scanning our archive of historical newspapers to be used by the public.
- Replaced carpet in all of the library, Added ADA Accessible doors, and replaced 27 failed light fixtures.
- Doubled our children's play area size and created a new Storytime and reading area for children
- Gave five \$1000 scholarships to children under five for participating in the Ready2Learn program at our library. These scholarships were paid for by the Oregon College Savings Plan.
- Had the largest Summer Reading program in many years that helped participating children read over 2500 hours over 9 weeks. This was paid for by grants and local business donations.

<u>FINES AND FORFEITURES:</u> These are payments from library borrowers to repair or replace lost or damaged materials, and fines for overdue materials

**COPIES:** These are payments from library patrons for photocopies and computer printouts

MISCELLANEOUS: This includes donations, rental income from library meeting rooms, and payments for out of district library patrons

## REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
LIBRARY							
INTERGOVERNMEN	TAL REVENUE						
220-410-01	LIBRARY DISTRICT REVENUES	187,011	190,231	189,334	195,014	195,014	195,014
220-410-03	STATE GRANTS-LIBRARY	1,258	1,204	1,204	1,100	1,100	1,100
220-410-06	SUMMER READING GRANT	1,000	1,000	1,000	1,000	1,000	1,000
220-410-07	M-F AREA FOUNDATION GRANT	10,460	0	0	0	0	0
220-410-37	EURUS LIBRARY GRANT	5,840	0	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	205,569	192,435	191,538	197,114	197,114	197,114
FINES & FORFEITUR	RES						
220-430-50	LIBRARY FINES	2,091	3,714	3,000	3,500	3,500	3,500
	TOTAL FINES & FORFEITURES	2,091	3,714	3,000	3,500	3,500	3,500
SERVICES							
220-450-14	RENTAL INCOME	5,625	5,625	5,625	5,625	5,625	5,625
	TOTAL SERVICES	5,625	5,625	5,625	5,625	5,625	5,625
MISCELLANEOUS							
220-470-20	INTEREST EARNED	165	145	20	50	50	50
220-470-41	DONATIONS	2,283	4,225	2,500	4,000	4,000	4,000
220-470-50	COPIES	2,707	3,589	3,200	3,200	3,200	3,200
220-470-99	MISCELLANEOUS	1,396	1,082	800	980	980	980
	TOTAL MISCELLANEOUS	6,550	9,041	6,520	8,230	8,230	8,230
TRANSFERS							
220-490-10	FROM GENERAL	125,942	116,949	125,012	131,878	131,878	131,878
	TOTAL TRANSFERS	125,942	116,949	125,012	131,878	131,878	131,878
BEGINNING FUND BA	ALANCE						
220-499-10	FUND BALANCE	0	0	19,756	27,081	27,081	27,081
	TOTAL BEGINNING FUND BALANCE	0	0	19,756	27,081	27,081	27,081
	TOTAL REVENUE	345,777	327,764	351,451	373,428	373,428	373,428

#### Expenditure Budget Narrative Fiscal Year 2018

Fund:

Library

Staff Level 2018: 3.96 FTE Staff Level 2017: 3.93 FTE

#### PERSONNEL:

Title

	<b>2017 FTE</b>	2018 FTE
Library Director	1.00	1.00
Library Associate	2.93	2.97
Total	3.93	3.96

#### LIBRARY USE AND VALUE

In 2016 the library had an estimated 30,000 visits with 578 new card holders joining the over 4000 library card holders already actively using the library. The library provides access to books, Audiobooks, DVDs, eBooks, computers, WiFi, computer and technical help, reference services, and Interlibrary loan from over one million items from the SAGE library system.

In 2016 the library checked out over 52,000 items, community members utilized library computers more than 5000 times and library staff facilitated 190 programs that brought in 2300 people which reached children, teens, adults, and adults with special needs. For community members to pay for these materials and services on their own it would cost over \$920,000. For every tax dollar spent on library services the community receives \$2.90 worth of services in addition to the benefits our citizens both young and old gain from increased literacy skills.

#### **BUDGET COMMENTS**

#### **Personnel Costs:**

An on-call staff member has been brought on to help the library fill in for staff absences, which has resulted in a .03 increase in FTE staff level

#### **Expenses:**

- Miscellaneous (acct 390) has increased to \$1500 due to an anticipation of \$1000 payment to the county for taxes on the old Carnegie library
- Programming Expenses (acct 325) has increased to \$600 due to an increased demand from the public for library programs
- Library Books (acct 235) has increased \$500 due to an increase in library circulation
- Furniture and Technology (acct 420) has increased \$500 to purchase new computers for library patron use

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
LIBRARY							
LIBRARY							
	CES						
PERSONNEL SERVI	CES						
220-6600-101	REGULAR SERVICES- LIBRARY	142,358	140,585	146,769	153,745	153,745	153,745
220-6600-102	PART TIME	24,485	33,269	34,899	37,403	37,403	37,403
220-6600-110	MILEAGE ALLOWANCE	675	0	0	0	0	0
220-6600-120	EMPLOYEE BENEFITS	93,490	109,232	120,737	131,265	131,265	131,265
	TOTAL PERSONNEL SERVICES	261,009	283,087	302,405	322,413	322,413	322,413
OPERATING							
220-6600-200	OPERATING SUPPLIES	5,500	4,759	5,000	5,000	5,000	5,000
220-6600-235	LIBRARY BOOKS	14,131	17,313	19,000	19,500	19,500	19,500
220-6600-260	COMMUNICATION	2,565	2,557	2,500	2,600	2,600	2,600
220-6600-280	REPAIR AND MAINTENANCE	220	519	700	700	700	700
220-6600-320	PROFESSIONAL SERVICES	983	0	0	0	0	0
220-6600-325	PROGRAMMING	0	3,899	1,200	1,800	1,800	1,800
220-6600-333	MILEAGE / FUEL	333	822	950	950	950	950
220-6600-340	MEMBERSHIPS / DUES	680	500	500	525	525	525
220-6600-341	MEETINGS / CONFERENCES	324	304	500	500	500	500
220-6600-348	EARLY LIT/SUMMER READING	0	0	3,200	3,200	3,200	3,200
220-6600-390	MISCELLANEOUS	8,583	2,052	500	1,500	1,500	1,500
	TOTAL OPERATING	33,318	32,724	34,050	36,275	36,275	36,275
CAPITAL							
220-6600-410	CAPITAL	1,376	1,186	0	0	0	0
220-6600-420	FURNITURE AND TECHNOLOGY	10,838	521	2,000	2,500	2,500	2,500
	TOTAL CAPITAL	12,214	1,707	2,000	2,500	2,500	2,500
TRANSFERS							
220-6600-764	TRANSFER TO SICK LEAVE	240	240	240	240	240	240
	TOTAL TRANSFERS	240	240	240	240	240	240
CONTINGENCY & RE	ESERVES						
220-6600-998	CONTINGENCIES	0	o	12,756	12,000	12,000	12,000
	TOTAL CONTINGENCY & RESERVES	0	0	12,756	12,000	12,000	12,000
	TOTAL LIBRARY	200 704	047.750	054 454	970 400	070 400	970 400
	TOTAL LIBRARY	306,781	317,758	351,451	373,428	373,428	373,428

#### REVENUE NARRATIVE Fiscal Year 2018

**FUND:** PUBLIC TRANSPORATION SERVICES

#### **BASELINE BUDGET DESCRIPTION:**

This fund was created to accumulate revenues dedicated to both the City's public transportation programs—the Senior/Disabled Transportation Program, which originated in 1971, and the general ridership bus program which was reestablished in February of 2005. The senior/disabled taxi transportation service is available to seniors 60 years of age and older and/or disabled individuals of any age. The senior citizen or disabled individual must be a resident of the City of Milton-Freewater, or the extended service area, to use the taxi service. The extended service area includes a five-mile radius from the City's center. The service is contracted out to a private vendor.

The City's general ridership bus program provides transportation for any citizen to and from Walla Walla, Washington. It is a fixed-route system with designated times and stops. Currently the City owns a 2010 11-passenger van, a 2008 14-passenger bus and a 2016 14-passenger bus. We contract for a driver to provide the service and absorb fuel costs. The service is contracted to a private vendor and runs Monday through Friday providing three round trips each day.

Because grants are becoming much more difficult to rely on and obtain, and the cost of the program continues to escalate, staff proposed a five year local option tax on the ballot in November of 2004. To our grateful delight, the voters not only approved this levy, they approved two subsequence ballots, providing us with a stable source of funding for the cash matches needed to seek the grants which keep these transportation programs alive.

#### **BUDGET COMMENTS:**

#### TAXES AND ASSESSMENTS

**PROPERTY TAX CURRENT Acct. 230-400-01** is the local option tax revenue referred to above. The levy is for \$60,000 per year, however not all taxes are collected, so we budget for 88%.

PROPERTY TAX PRIOR YEAR Acct. 230-400-02 is the account for "back taxes" which are paid late.

#### INTERGOVERNMENTAL REVENUE

SPECIAL TRANSIT GRANT Acct 230-410-50 is a state grant received through Umatilla County Special Transportation Committee Fund.

STATE TRANSIT GRANTS Acct. 230-410-51 is the receipt of federal 5310 grants applied for through the Oregon State Department of Transportation.

ARRA TRANSIT GRANTS Acct. 230-410-52 are funds that have been exhausted.

**FEDERAL TRANSIT-OPERATE Acct 230-410-53** are funds directly allocated and received through 5307 Federal Transportation Administration grant funds for operations of the City's public transportation programs.

**FEDERAL TRANSIT-CAPITAL Acct 230-410-54** are funds directly allocated and received through 5307 Federal Transportation Administration grant funds for capital purchase, such as shelters and buses.

**FEDERAL TRANSIT-ADA ELEVATOR Acct 230-410-55** are funds allocated and received through 5307 Federal Transportation Administration grant funds for a construction project.

#### **SERVICES**

**SENIOR CITIZEN PAYMENTS Acct. 230-450-70** represents the revenue generated from taxi tickets sold for \$1.00 or \$2.00 each. (Outside City limit customers pay the higher price.) These rates for patrons are kept low due to the local option tax supplementing program revenues.

**GENERAL RIDERSHIP BUS FARE Acct. 230-450-71** represents the revenue generated from the bus' fare box and the sale of monthly bus passes. ALL bus fares are \$1.00 and monthly passes sell for \$30.00 each. Qualifying Senior & Persons with Disabilities are \$0.50.

#### **MISCELLANEOUS**

INTEREST EARNED Acct. 230-470-20 is the interest we receive from the grants and revenues invested in the local government pool prior to having them released for payment of services and goods.

MISCELLANEOUS Acct. 230-470-99 is maintained to cover costs for those minor expenses that do not fit well into any of the other categories.

## REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
PUBLIC TRANSPOR	TATION SERVICES						
TAXES/ASSESSMEN	ITS						
230-400-01	PROPERTY TAX - CURRENT	57,591	56,774	53,000	53,000	53,000	53,000
230-400-02	PROPERTY TAX - PRIOR YEAR	2,733	1,774	1,500	1,500	1,500	1,500
	TOTAL TAXES/ASSESSMENTS	60,324	58,547	54,500	54,500	54,500	54,500
INTERGOVERNMEN	TAL REVENUE						
230-410-50	SPECIAL TRANSIT GRANT	38,992	50,000	68,345	35,000	35,000	35,000
230-410-51	STATE TRANSIT GRANT	20,212	118,711	108,708	127,330	127,330	127,330
230-410-53	FEDERAL TRANSIT GRANT	56,443	3,057	24,000	24,000	24,000	24,000
230-410-54	FED TRANSIT GRANT - CAPITAL	0	0	59,500	0	0	0
230-410-55	FED TRANSIT GRANT - ADA ELEV	0	0	171,000	171,000	171,000	171,000
	TOTAL INTERGOVERNMENTAL REVE	115,647	171,768	431,553	357,330	357,330	357,330
SERVICES							
230-450-70	SENIOR CITIZEN PAYMENTS	6,246	5,895	7,000	6,000	6,000	6,000
230-450-71	GENERAL RIDERSHIP BUS FARE	3,867	3,984	4,000	0	0	0
	TOTAL SERVICES	10,113	9,879	11,000	6,000	6,000	6,000
MISCELLANEOUS							
230-470-20	INTEREST EARNED	1,628	1,228	1,500	1,500	1,500	1,500
	TOTAL MISCELLANEOUS	1,628	1,228	1,500	1,500	1,500	1,500
SOURCE 480							
230-480-20	ADA ELEVATOR LOAN PROCEEDS	0	0	0	384,000	384,000	384,000
	TOTAL SOURCE 480	0	0	0	384,000	384,000	384,000
BEGINNING FUND B	ALANCE						
230-499-10	FUND BALANCE	0	0	210,000	180,000	180,000	180,000
	TOTAL BEGINNING FUND BALANCE	0	0	210,000	180,000	180,000	180,000
	TOTAL DEVENUE	407.740	044 400	700 550	000 000	000 000	000 000
	TOTAL REVENUE	187,712	241,423	708,553	983,330	983,330	983,330

# EXPENDITURE NARRATIVE Fiscal Year 2018

FUND: PUBLIC TRANSPORTATION SERVICES STAFF:

STAFF LEVEL 2018: 0.95 FTE STAFF LEVEL 2017: 0.90 FTE

#### **BASELINE BUDGET DESCRIPTION:**

Beginning in February of 2005, the City once again began supplying two public transportation programs—the senior and disabled taxi ticket program and the general ridership connector/fixed-route bus program. The bus program has had a "stop and go" history with the City, as funding for it has been unstable. In November of 2004 funding for both programs was solidified by the passage of a five year local option tax to help support both programs, and then in November of 2008 and 2012 another five-year local option tax was passed by the voters. The City owns the bus and contracts for the driver and fuel. It is a fixed-route system going back and forth to Walla Walla, Washington. The taxi program is for seniors aged 60 and over and disabled patrons of any age. It is a door-to-door service which includes a lot of personal assistance for patrons. The City has been providing senior/disabled taxi service to its residents since 1971. This program is contracted out to a private carrier for service.

#### **PERSONNEL:**

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Human Resource Officer	0.75	0.70
City Manager	0.20	0.20
	0.95	0.90

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** covers expenses for day-to-day supplies such as paper, pens, notebooks, file folders and hanging file folders, and computer software. This is increased to reflect estimated costs for requirements under the new MPO.

MINOR EQUIPMENT (Acct. 225) budgets the cost of computer, computer software and equipment.

ADVERTISING (Acct. 250) budgets the cost of printing tickets as ride tokens and advertising the service.

COMMUNICATION (Acct. 260) accounts for the cost of phone expenses.

REPAIR & MAINTENANCE (Acct. 280) accounts for shop hourly rate expenses for repair and maintenance of the city's 14-passenger mini bus which is used to provide general ridership transportation between Milton-Freewater and Walla Walla, Washington, and also the city's wheel-chair access van. The cost to service both vehicles is increasing.

**PROFESSIONAL SERVICES (Acct. 320)** accounts for the cost of both the taxi and bus contracts to provide rides to patrons. The bus contract is approximately \$5,400 per month and the taxi contract is \$6,000 per month. An additional \$200 is budgeted for extra bus services (i.e. using bus to transport council in Christmas parade), and annual fees to Federal Motor Carriers.

VEHICLE REPLACEMENT (Acct. 330) budgets the cost to purchase a new bus in addition to our existing bus, which will become the fixed-route back-up vehicle.

MILEAGE/FUEL (Acct. 333) covers travel expenses to meetings and training.

MPO MEMBERSHIP DUES (Acct. 340) reflects membership dues in the newly established MPO.

MEETINGS/CONFERENCES (Acct. 341) accounts for the cost of attending training meetings and seminars. This is increased due to MPO requirement and program training.

CAPITAL-ADA ELEVATOR (Acct. 410) A grant will pay up to 31% of the total cost for a capital investment at city hall to provide an ADA accessible elevator to enable all community members access to city hall. The balance of the elevator cost will be a loan.

IMPROVEMENTS OTHER THAN BUILDING (Acct 480) there are no scheduled projects for this fiscal year.

CONTINGENCY (Acct. 998) is the fund which pays for any unanticipated costs after the budget is adopted.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
PUBLIC TRANSPOR	TATION SERVICES						
ADMINISTRATION							
PERSONNEL SERVI	CES						
230-7600-101	REGULAR SERVICES- SENIOR/DISAB	66,137	67,074	68,643	78,619	78,619	78,619
230-7600-120	EMPLOYEE BENEFITS	41,407	38,520	41,066	44,783	44,783	44,783
	TOTAL PERSONNEL SERVICES	107,544	105,593	109,709	123,402	123,402	123,402
OPERATING							
230-7600-200	OPERATING SUPPLIES	288	239	400	400	400	400
230-7600-225	MINOR EQUIPMENT	1,705	970	0	0	0	0
230-7600-250	ADVERTISING- SENIOR/ DISABLED	278	507	900	900	900	900
230-7600-260	COMMUNICATION	286	75	500	500	500	500
230-7600-280	REPAIR AND MAINTENANCE	4,970	2,679	5,000	5,000	5,000	5,000
230-7600-320	PROFESSIONAL SERVICES	115,431	146,239	140,000	141,900	141,900	141,900
230-7600-330	VEHICLE REPLACEMENT / RENT	0	0	70,000	0	0	0
230-7600-333	MILEAGE / FUEL	227	506	500	500	500	500
230-7600-340	MPO MEMBERSHIP DUES	7,828	5,300	5,800	3,000	3,000	3,000
230-7600-341	MEETINGS / CONFERENCES	168	111	750	750	750	750
	TOTAL OPERATING	131,181	156,626	223,850	152,950	152,950	152,950
CAPITAL							
230-7600-410	CAPITAL - ADA ELEVATOR	0	0	191,000	575,000	575,000	575,000
	TOTAL CAPITAL	0	0	191,000	575,000	575,000	575,000
CONTINGENCY & RE	ESERVES						
230-7600-998	CONTINGENCY	0	0	183,994	131,978	131,978	131,978
	TOTAL CONTINGENCY & RESERVES	0	0	183,994	131,978	131,978	131,978
	TOTAL ADMINISTRATION	220 725	262 240	708,553	983,330	983,330	983,330
	TOTAL ADMINISTRATION	238,725	262,219	700,353	303,330		

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

**FUND:** 

9 1 1 OPERATING

#### **BASELINE BUDGET DESCRIPTION:**

This fund was established to account for 911 telephone tax revenues. These revenues can only be expended on 911 emergency service expenditures. Operating expenses other than wages and benefits are paid for from this fund.

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** Funds anticipated actual costs of materials replacement as estimated with current vendor costs.

MINOR EQUIPMENT (Acct. 225) Funds purchases of small equipment items.

REPAIR AND MAINTENANCE (Acct. 280) Funds used to cover the anticipated costs of repair, maintenance, or replacement of office systems such as copiers, and repair of the dispatch console if necessary. Covers the annual maintenance service agreement for our records management/computer aided dispatch system (New World). This line item pays 50% of this service agreement, while patrol pays the remaining 50% from its memberships/subscriptions line. This line item is slightly reduced (\$2500), with those monies being reallocated to the meetings and conferences line item, which is used for training.

**PROFESSIONAL SERVICES (Acct. 320)** Pays for DPSST medical exams required as part of the pre-employment screening process.

MEETINGS AND CONFERENCES (Acct. 341) These funds pay for continuing training for communications personnel as mandated by the state. Viable training for dispatchers in Eastern Oregon is not readily available. In order to meet the DPSST training requirements for dispatch personnel, it is often necessary to send employees to more populous parts of the state. An apparent increase of \$1500 due to the reallocation of some money from the repair and maintenance line.

FURNITURE AND TECHNOLOGY (Acct. 420) These funds go toward upgrading and improvement of technologies in the dispatch center, as well as the back-up dispatch center.

## REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
911		-					
INTERGOVERNMEN	TAL REVENUE						
270-410-14 270-410-20	911 TELEPHONE TAX OREGON EMERGENCY MGMT GRANT	32,668 10,293	34,700 0	35,500	35,500	35,500 0	35,500 0
	TOTAL INTERGOVERNMENTAL REVE	42,961	34,700	35,500	35,500	35,500	35,500
MISCELLANEOUS							
270-470-20	INTEREST EARNED	0	5	0	50	50	50
	TOTAL MISCELLANEOUS	0	5	0	50	50	50
BEGINNING FUND BA	ALANCE						
270-499-10	FUND BALANCE	0	0	0	2,200	2,200	2,200
	TOTAL BEGINNING FUND BALANCE	0	0	0	2,200	2,200	2,200
	TOTAL REVENUE	42,961	34,705	35,500	37,750	37,750	37,750
911 OPERATING							
OPERATING							
270-5830-200 270-5830-225	OPERATING SUPPLIES MINOR EQUIPMENT	2,526 2,368	1,778 4,381	2,500 2,000	2,500 2,000	2,500 2,000	2,500 2,000
270-5830-260	COMMUNICATION	9,566	7,085	10,000	10,000	10,000	10,000
270-5830-280 270-5830-300	REPAIR AND MAINTENANCE UNIFORM MAINTENANCE	7,264	7,870	14,000 600	17,550 600	17,550 600	17,550 600
270-5830-300	PROFESSIONAL SERVICE	352 242	443 723	650	650	650	650
270-5830-341	MEETINGS / CONFERENCES	2,306	2,007	2,500	4,000	4,000	4,000
270-5830-390	MISCELLANEOUS	394	565	450	450	450	450
	TOTAL OPERATING	25,018	24,852	32,700	37,750	37,750	37,750
CAPITAL							
270-5830-420	FURNITURE AND TECHNOLOGY	9,406	0	2,800	0	0	C
	TOTAL CAPITAL	9,406	0	2,800	0	0	

#### BUDGET NARRATIVE Fiscal Year 2018

FUND:

GENERAL OBLIGATION BONDED DEBT

#### BASELINE BUDGET DESCRIPTION:

The City of Milton-Freewater will consider debt financing when long-term capital improvements are desired by its citizens, and it is determined that future citizens will receive a benefit from the improvements. General Obligation Bonds require voter approval for implementation. Debt will be financed by conservatively projecting revenue sources which finance the debt. The time frame of the debt will not be longer than the useful life of the improvement.

Revenues to pay the City's General Obligation Bonds are collected in this fund. A bond issue for \$1,500,000 for construction of an Aquatic Center was passed by voters in May, 1995. Construction of the Aquatic Center began in December, 1995 and was completed in June 1996. This bond issue was refunded January 2005 to save interest. An updated debt service schedule reflects the refunding. The balance as of June 30<sup>th</sup>, 2016 for the Aquatic Center issue is zero. **This bond for the aquatic center was totally paid off in 2016.** 

#### STATEMENT OF BOND INTEREST & RETIREMENT REQUIREMENTS

AQUATIC CENTER (Issued 7/25/95 - Interest payable Feb. and Aug.)

Tax	Interest	Maturity	Principal	Interest	Total
Year	Rate	Date	Required	Required	Required
2015-16	3.75%	8/1/15	0	0	0

## REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GENERAL OBLIGATI	ON BONDS						
TAXES/ASSESSMEN	ITS						
310-400-01	PROPERTY TAX - CURRENT	115,190	111,853	0	0	0	0
310-400-02	PROPERTY TAX - PRIOR YEAR	4,694	2,554	0	0	0	0
	TOTAL TAXES/ASSESSMENTS	119,885	114,407	0	0	0	0
MISCELLANEOUS							
310-470-20	INTEREST EARNED	8	1	0	0	0	0
	TOTAL MISCELLANEOUS	8	1	0	0	0	0
	TOTAL REVENUE	119,893	114,408	0	0	0	0
BONDED DEBT - AC	UATIC CENTER						
DEBT SERVICE							
310-8611-500	BOND PRINCIPAL- AQUATIC CENTER	120,000	120,000	0	0		0
310-8611-501	BOND INTEREST- AQUATIC CENTER	6,750	2,250	0	0	0	0
	TOTAL DEBT SERVICE	126,750	122,250	0	0	0	0
	TOTAL BONDED DEBT - AQUATIC CE	126,750	122,250	0	0	0	0

#### REVENUE BUDGET NARRATIVE Fiscal Year 2018

**FUND:** 

**ELECTRIC** 

#### MISSION STATEMENT:

Milton-Freewater City Light & Power.

We strive to provide reliable, quality electric power service through a well-maintained and equipped system. We will be a friendly and supportive member of the community and will always attempt to maintain the low electric rates that have been part of our history.

#### **BASELINE BUDGET DESCRIPTION:**

Revenues for the Electric Fund are based on historical data unless otherwise noted.

#### **SURPLUS POWER SALES:**

The City has a contract with the Bonneville Power Administration (BPA) for Service and Exchange, which states the terms for the exchange of our power allotment from the Grant County contracts. The largest development in many years in this program was the renegotiation of the Priest Rapids and Wanapum Dam contracts. The new contracts that were negotiated will only provide 70% of the previous contract shares. The new Wanapum Dam contract took effect in November, 2009. Bonneville Power has also drastically increased the amount that is deducted from Surplus Power Sales to pay for our Canadian Entitlement obligation. The changes in these two contracts have resulted in decreases in the share of power from the dams, and increased cost in administration. A major change in the method that BPA calculates surplus power was instituted in October 2011. Under the new procedure, BPA subtracts our Grant County resource from our total purchases. This in effect, eliminates firm surplus power sales revenue, but also reduces the amount of power to be purchased from BPA by a similar amount. Non-firm or secondary power is now the only surplus power sales revenue source. We believe this year will be an average to slightly above average water year.

#### **CONSERVATION:**

The revenue from this account is expected to be \$75,000. Revenue estimates are based on the estimated completion of 12 heat pump installations, weatherization of 30 electrically heated homes, 6 commercial buildings and 4 agricultural projects. The revenue will come from reimbursements from BPA for energy conservation achieved and from principal and interest from the Energy Loan Program.

#### **UTILITY REVENUE:**

This is the revenue from the sales of electricity and the service availability fee to all classes of electric customers. The sales of electricity can be greatly influenced by the weather patterns throughout the year. This year we have increased the service availability fee by \$5 per month. This charge pays for the infrastructure to serve each service whether any electricity is used. This is a more reliable income source and is not weather dependent.

#### **MERCHANDISING:**

The revenue from Merchandising is expected to be \$20,000, less than 1% of Electric Revenue. This is for labor and materials for work done at customers' expense.

#### MISCELLENEOUS REVENUE:

The revenue for this account is expected to be \$334,000. This includes earned interest, pole rental (communication companies), orchard revenue, Electric Infrastructure Fees, BPA Lookback Credit, and after-hours reconnect fees. Fees paid by customers for line extensions and/or new services is included in this category.

#### INTERFUND OPERATING TRANSFERS:

The transfers from Venicle Maintenance and the Warehouse are for rent of the shop facility.

## REVENUE SUMMARY FISCAL YEAR 2017-18

ELECTRIC FUND		2014-15 FISCAL	2015-16 FISCAL	2016-17 FISCAL	2017-18 CITY MGR	2017-18 BUD COMM	2017-18 COUNCIL ADOPTED
TAXES/ASSESSMEN	TS	ACTUAL -	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOFTED
510-400-10 510-400-30	WTHRZTN ASSMT LOAN REV #903 WTHZTN LONG-TERM LOAN REV #93	7,648	12,205 1,076	12,000	25,000	25,000	25,000
	TOTAL TAXES/ASSESSMENTS	7,648	13,281	12,000	25,000	25,000	25,000
SURPLUS POWER S	ALES						
510-415-10	POWER SALES - NONFIRM	314,619	287,396	221,550	220,543	220,543	220,543
SERVICES	TOTAL SURPLUS POWER SALES	314,619	287,396	221,550	220,543	220,543	220,543
510-450-45	CONSERVATION	51,159	76,945	85,000	75,000	75,000	75,000
	TOTAL SERVICES	51,159	76,945	85,000	75,000	75,000	75,000
UTILITY SALES							
	DECIDENTIAL CALEGO	0.504.040	0.700.474	0.000.570	0.000.440	0.000.440	2 000 440
510-451-10	RESIDENTIAL SALES	3,591,816	3,780,474	3,930,573	3,998,148	3,998,148	3,998,148
510-451-11	COMMERCIAL SALES	745,792	762,007	865,662	878,767	878,767	878,767
510-451-12	INDUSTRIAL SALES	1,378,242	1,385,448	1,609,892	1,600,326	1,600,326	1,600,32
510-451-13	RENTAL LIGHTS	60,839	67,233	72,818	73,691	73,691	73,69
510-451-14	IRRIGATION	521,660	537,579	601,730	583,484	583,484	583,48
510-451-15	AIR FANS	8,266	8,694	9,204	8,694	8,694	8,69
510-451-16	PUBLIC STREET LIGHTS	31,505	31,583	31,509	31,509	31,509	31,50
510-451-17	INTER-DEPARTMENT	89,909	87,778	85,851	80,701	80,701	80,70
510-451-18	LAGOON SUB SALES	14,559	14,047	13,724	13,879	13,879	13,87
510-451-19	GREEN POWER	1,712	1,288	1,720	1,500	1,500	1,50
	TOTAL UTILITY SALES	6,444,300	6,676,131	7,222,683	7,270,699	7,270,699	7,270,699
MERCHANDISING							
510-455-71	MERCHANDISING	28,701	61,346	20,000	20,000	20,000	20,000
	TOTAL MERCHANDISING	28,701	61,346	20,000	20,000	20,000	20,000
MISCELLANEOUS							
510-470-20	INTEREST EARNED	7,689	6,550	8,000	8,000	8,000	8,00
510-470-21	ELEC INFRASTRUCTURE FEE	124,033	124,679	122,280	122,820	122,820	122,82
510-470-41	BPA LOOKBACK/REP CSTMR REFUN	132,219	132,498	132,500	132,500	132,500	132,50
510-470-60	POLE RENTAL	8,843	10,070	9,398	10,070	10,070	10,07
510-470-63	RECONNECTION FEES	5,340	4,044	5,000	5,000	5,000	5,00
510-470-64	NEW SERVICE FEES	46,426	24,200	40,000	50,000	50,000	50,00
510-470-99	MISCELLANEOUS	1,451	8,176	5,000	5,000	5,000	5,00
TRANSFERS	TOTAL MISCELLANEOUS	326,001	310,217	322,178	333,390	333,390	333,39
510,100,01	TRANSFER FROM WARFUGUES	0.480	C 490	6.400	6,480	6,480	6,48
510-490-61	TRANSFER FROM WAREHOUSE TRANSFER FROM VEHICLE MAINT	6,480 3,964	6,480 3,964	6,480 3,964	3,964	3,964	3,96
510-490-62	TRANSFER FROM VEHICLE MAINT						
	TOTAL TRANSFERS	10,444	10,444	10,444	10,444	10,444	10,444
510-499-10	FUND BALANCE	0	0	1,845,700	1,627,400	1,627,400	1,627,400
	TOTAL BEGINNING FUND BALANCE	0	0	1,845,700	1,627,400	1,627,400	1,627,400
	TOTAL DEVENUE	7 402 974	7,435,761	9,739,555	9,582,476	9,582,476	9,582,476
	TOTAL REVENUE	7,182,871	1,430,701	0,700,000	5,502,710	5,002,710	-,,

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

**PROGRAM:** 

POWER PURCHASES

**FUND:** 

ELECTRIC

#### **BASELINE BUDGET DESCRIPTION:**

The City's power supply comes from two sources. The City has a contract with Grant County PUD to provide a percentage share of the output of Priest Rapids and Wanapum Dams. The City has a contract with BPA to supply the balance of the City's requirements. In October 2005, the original Priest Rapids contract expired. On October 31, 2009, the Wanapum contract expired. Those contracts have been replaced with agreements that provide the City with .42 of one percent of the output of both dams, which is 70% of our previous share.

	Source	e of Firm Power		
	Demand	Energy	Avg.	
Cost/KWH				
BPA	13,013 KW (100%)	78,699,721 KWH (75%)		\$.0471
Grant County	0 KW	25,868,000 KWH (24%)		\$.0285
Total	13,013 KW (100%)	104,567,721 KWH (100%)		\$.0404

BPA delivers the Grant County power to the City's two substations. BPA had charged for the use of BPA facilities, but the City has purchased those substations, eliminating that charge. We are charged wheeling charges (meaning transmission of the power from the dams to Milton-Freewater). These charges are based on the amount of power wheeled. The City also pays .42 of one percent of the operating budgets of Priest Rapids and Wanapum Dams. The total payment to Grant County is budgeted at \$721,590. The total cost associated with the Grant County power is expected to be \$738,120 which amounts to 28.5 mils per KWH. The City's billed purchases from BPA are budgeted at 13,013 KW of demand and 78,699,721 KWH of Priority Firm Power. Per our contract with BPA, we are charged only for the BPA portion of our total requirement at the current BPA Load Shaping rate. This cost is expected to be \$3,707,022, which is 47.1 mils per KWH. The City is credited for our Grant County secondary power at the current BPA Load Shaping rate. This credit is expected to be \$220,543. The net cost of Purchased Power to the City is estimated at \$4,244,599 or 40.4 mils per KWH.

#### **BUDGET COMMENTS:**

Due to the cost of power on the open market, requirements placed on BPA from outside sources, and the cost to implement these requirements, BPA's wholesale power prices to the City of Milton-Freewater will increase from 3 to 9 % this year. These costs would normally be passed on to our customers, but at this time, we have chosen not to have a rate increase. We will monitor the effects of these future rates on our department revenues, as we search for alternate power sources and other ways to reduce future rate increases.

Factors that influence the cost of our wholesale power are the weather, minimum stream flows, environmental conditions and concerns, snow pack and politics.

During FY02, the City signed new long-term power contracts with Grant County PUD. These contracts are for a smaller share of power than we had previously purchased, but will still provide a low-cost source of power for the future.

#### SIGNIFICANT BUDGET CHANGES:

BPA is in the middle of its BP-18 rate case which will take effect in October of 2017. The rate has not been finalized but the range of increase has been projected from 3% to 9%.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELECTRIC FUND							
POWER PURCHASE	S						
OPERATING							
510-7110-352	GRANT CO OPERATION	739,028	696,714	760,446	738,120	738,120	738,120
510-7110-353	BPA POWER - DEMAND	213,549	149,016	164,760	153,422	153,422	153,422
510-7110-354	BPA POWER - ENERGY	2,729,604	2,717,517	3,057,103	3,062,910	3,062,910	3,062,910
510-7110-355	TRANSMISSION DEMAND	436,789	402,887	423,622	408,951	408,951	408,951
510-7110-356	TRANSMISSION ENERGY	79,385	81,444	43,742	81,739	81,739	81,739
	TOTAL OPERATING	4,198,355	4,047,578	4,449,673	4,445,142	4,445,142	4,445,142
	TOTAL POWER PURCHASES	4,198,355	4,047,578	4,449,673	4,445,142	4,445,142	4,445,142

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM: DISTRIBUTION/OPERATIONS AND STAFF LEVEL 2018: 3.00 FTE

MAINTENANCE STAFF LEVEL 2017: 3.00 FTE

**FUND:** ELECTRIC

#### **BASELINE BUDGET DESCRIPTION:**

The City receives power from Bonneville Power Administration (BPA) lines at two substations located on Cobb Road and Highway 11 at South 14<sup>th</sup> Street. Power is supplied from a 69,000 volt transmission loop from Walla Walla. The City installed and owns approximately 6-1/2 miles of this system. Relays and remote-controlled circuit switches are installed on this line to automatically isolate fault conditions for service continuity. The 69,000 volt supply is transformed to 13,200 volts and is distributed over 13 feeders controlled by power circuit breakers, which are designed to prevent prolonged outages due to transient faults. The City has a third point of transmission delivery at the Lagoon Substation, located near the City Landfill and City-owned wastewater storage lagoons 5 miles west of the City. This substation transforms the 69,000 volt transmission delivery down to 12,470 volts for distribution purposes. This distribution voltage is used to operate the pumps for the City wastewater disposal property.

The majority of the City's distribution system is overhead, although an increasing amount is underground. The City maintains approximately 81 miles of overhead lines and 14 miles of underground lines with 3,000 poles and 2,000 transformers. Our past construction and maintenance programs have enabled us to have among the lowest system losses (5%) of any utility in the BPA Snake River Area and one of the most reliable systems anywhere. The City serves approximately 4,603 customers. Of these, 3,511 are residential with an average usage of 1320 KWH per month. Approximately 1,008 of these customers are outside the city limits. The system is divided so that the Freewater Substation carries about 65% of the total load and the Milton Substation carries about 35%. Five feeders from each substation are looped to provide interconnection capability during emergency situations. The maintenance and operation of the substations is now the responsibility of the City.

## **PERSONNEL:**

Title	<b>2018 FTE</b>	<b>2017 FTE</b>
Line Technicians	2.38	2.38
Working Line Supervisor	0.60	0.60
Building Specialist	0.02	0.02
Total	3.00	3.00

#### **OBJECTIVES:**

Operate and maintain the distribution system and substations; do tree trimming, test approximately 500 poles per year and replace as needed; perform system-wide facility inspections; do infrared scan of overhead main feeder conductors and substations; testing and maintenance by contractor of all substation voltage regulators, 12 substation breakers, 3 substation transformers.

#### **BUDGET COMMENTS:**

Acct. 225 upgrades and maintains line tools and purchases of any new radios for the electric department vehicles.

Acct. 260 covers communications expenses for the line crew.

Acct. 280 provides non-inventory equipment and hardware as well as parts and repairs for non-motor pool equipment.

Acct. 320 provides for SCADA upgrades, lab testing of new primary underground cable, orchard expenses, funding for the maintenance of a major piece of equipment and commercial driver's license physicals.

Acct. 341 covers attendance at training & conferences for line personnel and foreman training.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELECTRIC FUND							
OPERATION/ MAINTI	ENANCE						
PERSONNEL SERVIC	CES						
510-7310-101	REGULAR SERVICES- ELEC OP/MAIN	329,599	355,491	309,659	300,869	300,869	300,869
510-7310-105	OVERTIME	11,261	19,074	11,000	16,500	16,500	16,500
510-7310-120	EMPLOYEE BENEFITS	172,406	191,589	162,820	185,418	185,418	185,418
	TOTAL PERSONNEL SERVICES	513,265	566,154	483,479	502,787	502,787	502,787
OPERATING							
510-7310-200	OPERATING SUPPLIES	2,001	607	1,200	1,200	1,200	1,200
510-7310-225	MINOR EQUIPMENT	364	1,912	2,000	2,000	2,000	2,000
510-7310-226	SUBSTATION REPAIRS	9,405	2,380	5,000	5,000	5,000	5,000
510-7310-229	SMALL TOOLS	1,451	2,625	4,000	4,000	4,000	4,000
510-7310-260	COMMUNICATION	978	900	1,500	1,500	1,500	1,500
510-7310-270	UTILITIES	5,226	5,780	6,500	6,500	6,500	6,500
510-7310-280	REPAIR AND MAINTENANCE	6,793	12,005	10,000	10,000	10,000	10,000
510-7310-285	EQUIPMENT TESTING	0	0	2,000	0	0	(
510-7310-320	PROFESSIONAL SERVICE	2,870	5,827	8,000	25,000	25,000	25,000
510-7310-330	VEHICLE REPLACEMENT / RENT	64,356	68,671	69,425	71,025	71,025	71,025
510-7310-341	MEETINGS / CONFERENCES	2,906	1,190	5,000	5,000	5,000	5,000
510-7310-390	MISCELLANEOUS	3,779	2,525	2,500	2,500	2,500	2,500
	TOTAL OPERATING	100,129	104,422	117,125	133,725	133,725	133,725
CAPITAL							
510-7310-420	FURNITURE AND TECHNOLOGY	0	0	0	3,600	3,600	3,600
	TOTAL CAPITAL	0	0	0	3,600	3,600	3,600
	TOTAL OPERATION/ MAINTENANCE	613,394	670,576	600,604	640,112	640,112	640,112

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM: DISTRIBUTION-METERING STAFF LEVEL 2018: 0.81 FTE FUND: ELECTRIC STAFF LEVEL 2017: 0.81 FTE

#### BASELINE BUDGET DESCRIPTION:

The primary function of the Meter Department is to maintain revenue metering installations at the high level of accuracy specified by City policy and regulatory requirements. This program provides for labor, transportation and training for the electric meter department. Included are costs for minor equipment and repair, maintenance parts, and programming of meters.

Costs associated with this program are based on meter department personnel, history of maintenance expenses and anticipated training programs.

# PERSONNEL: Title 2018 FTE 2017 FTE Line Technician 0.71 0.71 Engineering Technician 0.10 0.10 Total 0.81 0.81

## **OBJECTIVES:**

- 1. To install, test, and maintain meters, instrument transformers and other associated equipment, and verification of the complete installations to assure accurate metering.
- 2. Each substation is visited weekly to monitor and record its operation. Maintenance of all high voltage equipment, instrument transformers, relays, and load management equipment is included in this budget category.
- 3. Install and repair electrical equipment used by the City and all its electric customers.
- 4. Maintain current Advanced Metering Infrastructure (AMI).

#### **BUDGET COMMENTS:**

Repair and maintenance (Acct. 280) provides meter repair parts and communication modules.

Equipment testing (Acct. 285) provides for contracted testing of meters, relays and test equipment.

**Professional services (Acct. 320)** provides rebate funds to customers who participate in our program to move their meter to an accessible location and to change out our 12S meter bases with 15S meter bases, and any contracted testing.

Meetings/Conferences (Acct. 341) provides for sending one line technician to Meter School, and one line technician to Relay Training.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELECTRIC FUND							
METERING EXPENSI	<u> </u>						
PERSONNEL SERVIC	CES						
510-7340-101	REGULAR SERVICES- ELEC METERN	52,426	54,546	75,367	77,354	77,354	77,354
510-7340-120	EMPLOYEE BENEFITS	27,079	34,919	43,540	48,100	48,100	48,100
	TOTAL PERSONNEL SERVICES	79,505	89,465	118,907	125,454	125,454	125,454
OPERATING							
510-7340-200	OPERATING SUPPLIES	1,569	183	1,500	1,500	1,500	1,500
510-7340-225	MINOR EQUIPMENT	50	4,540	5,000	5,000	5,000	5,000
510-7340-260	COMMUNICATION	378	506	500	500	500	500
510-7340-280	REPAIR AND MAINTENANCE	251	0	4,000	2,000	2,000	2,000
510-7340-285	EQUIPMENT TESTING	375	556	1,500	1,500	1,500	1,500
510-7340-320	PROFESSIONAL SERVICES	500	0	3,000	3,000	3,000	3,000
510-7340-330	VEHICLE REPLACEMENT / RENT	13,956	13,956	10,765	12,515	12,515	12,515
510-7340-341	MEETINGS / CONFERENCES	1,644	1,723	3,000	3,000	3,000	3,000
	TOTAL OPERATING	18,725	21,464	29,265	29,015	29,015	29,015
CAPITAL							
510-7340-420	FURNITURE AND TECHNOLOGY	0	1,345	800	1,000	1,000	1,000
	TOTAL CAPITAL	0	1,345	800	1,000	1,000	1,000
	TOTAL METERING EXPENSE	98,230	112,274	148,972	155,469	155,469	155,469

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM: SAFETY STAFF LEVEL 2018: 0.21 FTE FUND: ELECTRIC STAFF LEVEL 2017: 0.21 FTE

#### **BASELINE BUDGET DESCRIPTION:**

The City has contracted with Columbia Rural Electric, who has hired a professional safety instructor to provide an OSHA recognized safety program consisting of 12 formal safety training meetings for department employees. Columbia REA has tailored their training program to meet OSHA requirements. The course content satisfies the subject matter and the frequency of training on each subject that is required by law and keeps required certifications current.

#### PROGRAM OBJECTIVES:

Provide an in-depth professional safety training program to equip each employee with complete electrical safety awareness and safe daily work habits.

Provide funds for personal protective equipment such as safety glasses, hard hats, rubber gloves, rain gear, winter liners, etc.; and dielectric testing of rubber goods and equipment.

#### **PERSONNEL:**

Title	<b>2018 FTE</b>	<b>2017 FTE</b>
Line Technicians	0.10	0.10
Working Line Supervisor	0.02	0.02
Building Specialist	0.03	0.03
Engineering Technician	0.03	0.03
Electric Assistant	0.01	0.01
Electric Superintendent	0.02	0.02
Total	0.21	0.21

#### **BUDGET COMMENTS:**

**Personal Protective Equipment (Acct. 220)** provides for personal protective gear such as safety glasses, gloves, rubber blankets, hard hats and fire-retardant clothing. Safety standard changes for climbing equipment, and bucket harnesses has increased the cost of PPE.

Equipment Testing (Acct. 285) provides for dielectric testing of rubber goods and equipment.

**Professional Service (Acct. 320)** provides for the City's membership and services with Columbia REA. Columbia REA provides a complete safety training program tailored to meet the yearly OSHA requirements.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELECTRIC FUND							
SAFETY							
PERSONNEL SERVI	CES						
510-7350-101	REGULAR SERVICES- ELEC SAFETY	7,349	5,437	18,665	19,348	19,348	19,348
510-7350-120	EMPLOYEE BENEFITS	4,703	3,141	11,210	12,079	12,079	12,079
	TOTAL PERSONNEL SERVICES	12,052	8,577	29,875	31,427	31,427	31,427
OPERATING							
510-7350-220	PERSONAL PROTECTIVE EQUIP	10,207	13,070	9,000	11,000	11,000	11,000
510-7350-285	EQUIPMENT TESTING	1,610	1,716	2,000	2,000	2,000	2,000
510-7350-320	PROFESSIONAL SERVICE	17,819	18,222	18,768	19,330	19,330	19,330
510-7350-341	MEETINGS / CONFERENCES	70	70	150	200	200	200
	TOTAL OPERATING	29,706	33,078	29,918	32,530	32,530	32,530
	TOTAL SAFETY	41,758	41,655	59,793	63,957	63,957	63,957

#### EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

**PROGRAM:** CUSTOMER ACCOUNTS

**FUND:** ELECTRIC

STAFF LEVEL 2018: .25 FTE

STAFF LEVEL 2017: .25 FTE

<u>BASELINE BUDGET DESCRIPTION:</u>
This program provides for the Electric Department's share of the Finance Department's operating budget.

The accounting and billing costs are a transfer to the General Fund.

PERSONNEL:		
Title	<b>2018 FTE</b>	<b>2017 FTE</b>
Working Line Supervisor	0.02	0.02
Line Technician	0.23	0.23
Total	$\overline{0.25}$	$\overline{0.25}$

<u>BUDGET COMMENTS:</u>
This program provides labor and transportation funds for service connections and collections.

Vehicle Replacement/Rent (Acct. 330) provides for the expenses of Electric Department vehicles used for disconnect orders.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELECTRIC FUND							
CUSTOMER ACCOU	NTS						
PERSONNEL SERVICE	CES						
510-7510-101	REGULAR SERVICES- ELEC CUST AC	19,406	10,832	24,746	24,836	24,836	24,836
510-7510-105	OVERTIME	186	448	2,000	2,000	2,000	2,000
510-7510-120	EMPLOYEE BENEFITS	10,665	6,400	13,556	15,152	15,152	15,152
	TOTAL PERSONNEL SERVICES	30,257	17,680	40,302	41,988	41,988	41,988
OPERATING							
510-7510-330	VEHICLE REPLACEMENT / RENT	3,984	3,984	4,780	5,480	5,480	5,480
	TOTAL OPERATING	3,984	3,984	4,780	5,480	5,480	5,480
TRANSFERS							
510-7510-701	TRANSFER TO GENERAL	378,793	387,866	406,449	422,244	422,244	422,244
	TOTAL TRANSFERS	378,793	387,866	406,449	422,244	422,244	422,244
	TOTAL CUSTOMER ACCOUNTS	413,034	409,530	451,531	469,712	469,712	469,712

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM: CONSERVATION
FUND: ELECTRIC
STAFF LEVEL 2018: 0.80 FTE
STAFF LEVEL 2017: 0.80 FTE

#### **BASELINE BUDGET DESCRIPTION:**

The Conservation Program provides technical assistance, rebates and loan financing for Residential, Commercial, Industrial, and Agricultural Energy Conservation Programs. Technical assistance and financial incentives will be provided for approximately 12 Heat Pump installations, weatherization for 30 electrically heated homes, 6 commercial buildings, 4 agricultural projects and 30 energy efficient appliances.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Building Specialist	0.60	0.60
Electric Assistant	0.20	0.20
Total	$\overline{0.80}$	$\overline{0.80}$

#### **BUDGET COMMENTS:**

The City administers current BPA sponsored energy conservation programs and the City's Energy Loan Program, which is in its eleventh year. These programs enable the City to offer nine different Energy Conservation options for customers to receive technical assistance and help with the financing of their project.

**Professional Service (Acct. 320)** provides funds to customers and contractors for the installation of conservation measures, a cooperative low income program with CAPECO, and a rebate program for water heaters, clothes washers, dishwashers and refrigerators.

Energy Loan Program (Acct. 322) provides funding for the Energy Loan Program.

Meetings/Conferences (Acct. 341) provides funding for training of the Building Specialist.

#### **PROGRAM OBJECTIVES:**

The City will continue to promote all energy conservation programs through incentives, loans and technical assistance. Additional expense and revenue accounts have been added to the Conservation budget to track activity in the Energy Loan Program.

#### SIGNIFICANT BUDGET CHANGES:

Funding for the Energy Loan Program will remain the same. All conservation expenditures in line item 510-7520-320 will be reimbursed by BPA dollar for dollar as well as a twenty percent administrative reimbursement on invoices submitted to BPA.

The City will continue to focus on energy conservation projects in the commercial/industrial sectors as per BPA's directive in the Sixth Power Plan.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELECTRIC FUND							
CONSERVATION							
PERSONNEL SERVIC	CES						
510-7520-101	REGULAR SERVICES- ELEC CONSRV	43,837	46,610	48,362	49,588	49,588	49,588
510-7520-120	EMPLOYEE BENEFITS	30,230	31,616	39,025	35,960	35,960	35,960
	TOTAL PERSONNEL SERVICES	74,067	78,226	87,387	85,548	85,548	85,548
OPERATING							
510-7520-200	OPERATING SUPPLIES	108	338	600	600	600	600
510-7520-225	MINOR EQUIPMENT	( 132)	182	600	600	600	600
510-7520-250	ADVERTISING	6,567	9,592	7,000	7,000	7,000	7,000
510-7520-320	PROFESSIONAL SERVICE	32,777	53,127	75,000	75,000	75,000	75,000
510-7520-322	ENERGY LOAN PROGRAM	9,252	47,512	40,000	40,000	40,000	40,000
510-7520-330	VEHICLE REPLACEMENT / RENT	2,520	2,520	2,520	2,520	2,520	2,520
510-7520-341	MEETINGS / CONFERENCES	944	10	700	700	700	700
	TOTAL OPERATING	52,037	113,281	126,420	126,420	126,420	126,420
CAPITAL							
510-7520-420	FURNITURE AND TECHNOLOGY	0	1,014	300	300	300	300
	TOTAL CAPITAL	0	1,014	300	300	300	300
	TOTAL CONSERVATION	126,104	192,521	214,107	212,268	212,268	212,268

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM: MERCHANDISING
FUND: ELECTRIC
STAFF LEVEL 2018: .15 FTE
STAFF LEVEL 2017: .15 FTE

#### BASELINE BUDGET DESCRIPTION:

This account includes funds to cover the expense of labor and materials for work done at customer expense, such as after hour service calls and damage to the electric system due to automobile accidents.

## PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Line Technicians	0.12	0.12
Working Line Supervisor	0.03	0.03
Total	0.15	0.15

#### **BUDGET COMMENTS:**

Regular Services & Overtime (Acct. 101 & 105) – In 2016, we sent three linemen and two trucks to Inland Power in the Spokane, WA area to assist them in repairing damage done by high winds in a November storm that took out approximately 80% of their service area.

Repair and maintenance (Acct. 280) provides funding for work performed for customers at their expense. It includes facilities damaged in auto accidents, after hour service calls, and overtime call-outs that turn out to be the customer's own problem. This fund also includes invoices on repairs and parts to customers.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELECTRIC FUND							
MERCHANDISING							
PERSONNEL SERVI	CES						
510-7530-101	REGULAR SERVICES- ELEC MERCHN	2,002	4,668	24,692	15,078	15,078	15,078
510-7530-105	OVERTIME	352	24,228	5,000	10,000	10,000	10,000
510-7530-120	EMPLOYEE BENEFITS	1,033	9,857	11,338	12,492	12,492	12,492
	TOTAL PERSONNEL SERVICES	3,387	38,752	41,030	37,570	37,570	37,570
OPERATING							
510-7530-280	REPAIR AND MAINTENANCE	0	1,530	2,000	2,000	2,000	2,000
	TOTAL OPERATING	0	1,530	2,000	2,000	2,000	2,000
	TOTAL MERCHANDISING	3,387	40,283	43,030	39,570	39,570	39,570

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM: ADMINISTRATION STAFF LEVEL 2018: 3.01 FTE FUND: ELECTRIC STAFF LEVEL 2017: 3.01 FTE

#### BASELINE BUDGET DESCRIPTION:

This fund provides administration for the Electric Department. The Electric Superintendent, the Engineering Technicians and part of the Assistant's time appears under this program. The electrical engineering portion provides technical service of mapping and record keeping on the Geographic Information System, staking and estimates for work orders, cost of service and rate forecasting, transformer bid evaluation, SCADA and load management system operation. It also provides for membership in various power associations and staff attendance at meetings.

#### PERSONNEL:

Title	<b>2018 FTE</b>	<b>2017 FTE</b>
Electric Assistant	0.79	0.79
Electric Superintendent	0.95	0.95
Engineering Technician	1.27	_1.27
Total	3.01	3.01

#### **BUDGET COMMENTS:**

Advertising (Acct. 250) covers the advertising/marketing expenses to promote the City, electrical programs, safety, and the City newsletter.

Communication (Acct. 260) provides the Electric Department share of the telephone and radio expenses.

**Professional Service (Acct. 320)** contains funding for a SCADA software support agreement, SCADA programming, GIS programming, technical support and maintenance of our meter reading system and general consulting.

Legal Services (Acct. 322) provides for our portion of Grant County proceedings and other required legal services.

Memberships/Subscriptions (Acct. 340) covers dues to Chamber, OMEU, PPC, NRU, NWPPA, APPA, and Oregon Energy Office.

Meetings/Conferences (Acct. 341) provides funds for attendance at meetings with these organizations, conferences, and training.

Franchise Expense (Acct. 360) is 8% of gross utility revenue, transferred to the General Fund. Energy Assistance (Acct. 365) matches funds donated by our customers for low income energy assistance bill paying up to a maximum of \$5,500.

Community Support (Acct. 371) covers various sponsorships, youth organizations, service clubs, charities, and promotes growth and development within our utility and City.

Liability and Fire Insurance (Acct. 380) provides insurance for the major electric department facilities.

Miscellaneous (Acct. 390) covers various miscellaneous expenses and the Electric Department share of the coffee supplies.

Furniture & Technology (Acct. 420) includes new computer hardware & software to replace older unsupported technology.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELECTRIC FUND							
ELECTRIC FOND							
ADMINISTRATION							
PERSONNEL SERVI	CES						
510-7600-101	REGULAR SERVICES- ELEC ADMIN	230,295	212,589	250,445	262,722	262,722	262,722
510-7600-105	OVERTIME	220	0	0	300	300	300
510-7600-110	MILEAGE ALLOWANCE	3,611	3,621	3,600	3,600	3,600	3,600
510-7600-120	EMPLOYEE BENEFITS	139,086	137,856	171,693	174,643	174,643	174,643
	TOTAL PERSONNEL SERVICES	373,212	354,067	425,738	441,265	441,265	441,265
OPERATING							
510-7600-200	OPERATING SUPPLIES	1,635	1,380	2,000	2,000	2,000	2,000
510-7600-225	MINOR EQUIPMENT	954	1,961	2,000	2,000	2,000	2,000
510-7600-250	ADVERTISING	5,912	6,021	8,000	8,000	8,000	8,000
510-7600-260	COMMUNICATION	4,725	4,833	5,300	5,300	5,300	5,300
510-7600-280	REPAIR AND MAINTENANCE	51	0	1,000	0	0	0
510-7600-320	PROFESSIONAL SERVICE	6,629	33,084	22,000	30,000	30,000	30,000
510-7600-322	LEGAL SERVICES	0	0	5,000	5,000	5,000	5,000
510-7600-330	VEHICLE REPLACEMENT / RENT	2,364	3,437	3,440	3,440	3,440	3,440
510-7600-333	MILEAGE / FUEL	684	1,132	1,750	1,500	1,500	1,500
510-7600-340	MEMBERSHIPS / SUBSCRIPTIONS	32,826	49,540	43,000	45,000	45,000	45,000
510-7600-341	MEETINGS / CONFERENCES	3,750	4,676	7,000	7,500	7,500	7,500
510-7600-360	FRANCHISE EXPENSE	525,467	544,065	587,489	591,361	591,361	591,361
510-7600-365	ENERGY ASSISTANCE	7,916	5,130	5,500	5,500	5,500	5,500
510-7600-371	COMMUNITY SUPPORT	11,258	22,416	30,000	30,000	30,000	30,000
510-7600-380	LIABILITY AND FIRE INSURANCE	15,000	15,000	15,000	20,000	20,000	20,000
510-7600-390	MISCELLANEOUS	1,651	1,635	1,500	1,500	1,500	1,500
	TOTAL OPERATING	620,822	694,311	739,979	758,101	758,101	758,101
CAPITAL							
510-7600-420	FURNITURE AND TECHNOLOGY	2,875	3,533	2,000	4,000	4,000	4,000
	TOTAL CAPITAL	2,875	3,533	2,000	4,000	4,000	4,000
TRANSFERS							
510-7600-701	TRANSFER TO GENERAL	564,626	569,995	541,691	570,628	570,628	570,628
510-7600-761	TRANSFER TO WAREHOUSE	99,737	99,737	99,737	99,737	99,737	99,737
510-7600-764	TRANSFER TO SICK LEAVE	2,631	2,631	2,631	2,631	2,631	2,631
	TOTAL TRANSFERS	666,994	672,363	644,059	672,996	672,996	672,996
CONTINGENCY & RE	ESERVES						
510-7600-998	CONTINGENCY	0	0	1,326,671	1,069,259	1,069,259	1,069,259
	TOTAL CONTINGENCY & DECERVES			1 226 674	1.060.250	1.060.250	1 060 250
	TOTAL CONTINGENCY & RESERVES		0	1,326,671	1,069,259	1,069,259	1,069,259
	TOTAL ADMINISTRATION	1,663,903	1,724,274	3,138,447	2,945,621	2,945,621	2,945,621

PROGRAM: CAPITAL NEW STAFF LEVEL 2018: 0.58 FTE FUND: ELECTRIC STAFF LEVEL 2017: 0.58 FTE

#### **BASELINE BUDGET DESCRIPTION:**

This program provides funds for labor and transportation costs associated with new capital outlay projects. This program also provides for capital outlay for new additions and equipment to the Electric Department and electric system. It includes such items as transformers, meters, tools, substation equipment, poles, and line extensions (overhead and underground). A ½ % growth factor is used to estimate the new projects and/or new extensions.

This program is to install new primary and secondary lines and equipment to serve new commercial and residential developments in our electric service area.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Electric Superintendent	0.03	0.03
Line Technicians	0.45	0.45
Working Line Supervisor	0.10	0.10
Total	0.58	0.58

#### **BUDGET COMMENTS:**

Substation (Acct. 410) includes funding for any new equipment necessary at a substation. This year, a 69 KV disconnect switch for our transmission line at our BPA tap at Pleasant View and a new relay and breaker for the new Feeder 14

Furniture & Technology (Acct. 420) includes a laptop or tablet for electronic mapping.

Poles & Fixtures (Acct. 430) includes \$20,000 to install new poles and material for new projects.

Overhead Conductors (Acct. 440) includes \$10,000 to install new overhead wire and fittings.

Underground Conductors (Acct. 441) to provide funding for installation of underground cable and conduit to new projects.

Line Transformers (Acct. 450) provides transformers for new construction and one new three-phase capacitor bank.

Street Lights (Acct. 455) includes \$10,000 for new street lights, rental light fixtures, and new LED fixtures. The LED's are more expensive upfront but save on energy use over time.

Tools (Acct. 460) includes \$8,000 for new tools.

#### **BUDGET COMMENTS:**

Poles and fixtures, underground conductors, transformers and street lights all contain funding for new subdivisions. If the projects are not built, these expenses will not be necessary, and there will be a corresponding decrease in New Service Fees revenue. Development continues to be slow but the number of inquiries has risen. Possible projects include subdivisions on South Walnut and on Milton Hill, as well as a possible wine incubator at the old Blue Mtn Growers site.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELECTRIC FUND							
CAPITAL - NEW							
PERSONNEL SERVI	CES						
510-8100-101	REGULAR SERVICES- ELEC CAP NE	54,277	28,734	57,628	59,137	59,137	59,137
510-8100-120	EMPLOYEE BENEFITS	32,499	13,495	30,985	35,107	35,107	35,107
	TOTAL PERSONNEL SERVICES	86,776	42,229	88,613	94,244	94,244	94,244
OPERATING							
510-8100-330	VEHICLE REPLACEMENT / RENT	17,280	20,361	21,148	21,548	21,548	21,548
	TOTAL OPERATING	17,280	20,361	21,148	21,548	21,548	21,548
CAPITAL							
510-8100-410	SUBSTATION	0	3,355	15,000	12,000	12,000	12,000
510-8100-420	FURNITURE AND TECHNOLOGY	35,250	0	1,000	0	0	0
510-8100-430	POLES & FIXTURES	16,051	2,400	24,000	20,000	20,000	20,000
510-8100-435	METERS	13,232	5,781	12,000	10,000	10,000	10,000
510-8100-440	OVERHEAD CONDUCTORS	19,250	6,660	10,000	10,000	10,000	10,000
510-8100-441	UNDERGROUND CONDUCTORS	16,317	10,691	25,000	20,000	20,000	20,000
510-8100-450	LINE TRANSFORMERS	12,333	23,941	20,000	20,000	20,000	20,000
510-8100-455	STREET LIGHTS	11,609	16,335	10,000	10,000	10,000	10,000
510-8100-460	TOOLS	2,988	14,666	12,000	8,000	8,000	8,000
510-8100-480	AMI/SMART GRID	30,039	0	0	0	0	0
	TOTAL CAPITAL	157,069	83,829	129,000	110,000	110,000	110,000
	TOTAL CAPITAL - NEW	261,125	146,419	238,761	225,792	225,792	225,792

PROGRAM: CAPITAL REPLACEMENT
FUND: ELECTRIC
STAFF LEVEL 2018: 1.24 FTE
STAFF LEVEL 2017: 1.24 FTE

#### BASELINE BUDGET DESCRIPTION:

This program provides funds for labor and transportation costs associated with capital replacement projects. This program also provides for capital purchases made to replace items in the electric system and warehouse. Such items include transformers, poles, line rebuilds (overhead and underground), substation equipment, meters, tools and warehouse repairs and upgrades.

ľ	ERSONNEL:		
	Title	<b>2018 FTE</b>	2017 FTE
	Line Technicians	1.01	1.01
	Working Line Supervisor	0.23	0.23
	Total	1.24	$\overline{1.24}$

#### **BUDGET COMMENTS:**

Building (Acct. 405) includes repairs and improvements to the City Warehouse complex.

Substation (Acct. 410) totals \$40,000 for substation projects; including funds to replace aging line and load disconnect switches, aging substation insulators and one substation breaker to upgrade the Lagoon Substation.

Poles & Fixtures (Acct. 430) includes \$20,000 for replacing aging poles on the North Fork line and routine rotten pole replacement.

Overhead Conductors (Acct. 440) includes \$15,000 for general overhead conductor replacement projects.

Underground Conductors (Acct. 441) includes \$10,000 to replace general faulted underground cable or cable in a general replacement project, and to begin cable replacement in a manufactured home park.

Line Transformers (Acct. 450) includes \$30,000 for replacement of faulted transformers and replacement of small ground substations with pad mount transformers.

Street Lights (Acct. 455) includes \$15,000 for replacement of some existing lights with LED fixtures which are more expensive to purchase but save energy over their useful life. Our current policy is to replace the older lights as they fail or need repairs.

#### **OBJECTIVES COMPLETED:**

The major projects in recent years for this program have been the complete renovation and rebuild of the Milton Substation including a new power transformer, and major improvements to the Freewater Substation, including new voltage regulators, gang operated switches, new substation batteries and new computerized circuit breaker controllers. These projects were done entirely in-house and will provide infrastructure to serve our customers reliably and provide growth capability well into the future. We continue to upgrade and improve our substations and lines as equipment ages and technology improves.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELECTRIC FUND							
CAPITAL - REPLACE	MENT						
PERSONNEL SERVIO	CES						
510-8200-101	REGULAR SERVICES- ELEC CAP RPL	76,652	55,303	121,278	124,468	124,468	124,468
510-8200-120	EMPLOYEE BENEFITS	42,649	29,965	64,838	74,294	74,294	74,294
	TOTAL PERSONNEL SERVICES	119,302	85,268	186,116	198,762	198,762	198,762
OPERATING							
510-8200-330	VEHICLE REPLACEMENT / RENT	18,576	28,725	29,521	30,071	30,071	30,071
	TOTAL OPERATING	18,576	28,725	29,521	30,071	30,071	30,071
CAPITAL							
510-8200-405	BUILDING	9,131	8,981	15,000	15,000	15,000	15,000
510-8200-410	SUBSTATION	2,058	34,098	40,000	40,000	40,000	40,000
510-8200-420	FURNITURE AND TECHNOLOGY	0	0	1,000	0	0	(
510-8200-430	POLES & FIXTURES	2,232	1,445	24,000	20,000	20,000	20,000
510-8200-435	METERS	5,263	4,164	9,000	6,000	6,000	6,000
510-8200-440	OVERHEAD CONDUCTORS	442	21,904	15,000	15,000	15,000	15,000
510-8200-441	UNDERGRD CONDUCTORS	690	5,894	15,000	10,000	10,000	10,000
510-8200-450	LINE TRANSFORMERS	18,486	68,710	40,000	30,000	30,000	30,000
510-8200-455	STREET LIGHTS	4,059	8,186	15,000	15,000	15,000	15,000
510-8200-460	TOOLS	3,112	1,349	5,000	5,000	5,000	5,000
	TOTAL CAPITAL	45,473	154,731	179,000	156,000	156,000	156,000
	TOTAL CAPITAL - REPLACEMENT	183,350	268,725	394,637	384,833	384,833	384,833

#### **BUDGET NARRATIVE** Fiscal Year 2018

**FUND:** 

ELECTRIC CAPITAL REPLACEMENT RESERVE

<u>BUDGET COMMENTS:</u>
This fund was created to accumulate necessary funds for major capital replacements needed by the Electric Utility.

The City has transferred the money from the Electric Fund to the Electric Capital Replacement Reserve Fund so that sufficient funds will be available for these major capital replacements that may be needed due to a natural disaster or from normal use and aging.

The remaining funds are reserved until such time as they are needed.

It is the intent of the Electric Department to replace its aging 50 year old Power Transformer #1 at Freewater Substation in the near future.

### REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELEC CAPITAL REPI	CMNT RESERVE						
MISCELLANEOUS							
511-470-20	INTEREST EARNED	8,907	8,029	9,500	12,000	12,000	12,000
	TOTAL MISCELLANEOUS	8,907	8,029	9,500	12,000	12,000	12,000
BEGINNING FUND B	ALANCE						
511-499-10	FUND BALANCE	0	0	1,665,500	1,667,600	1,667,600	1,667,600
	TOTAL BEGINNING FUND BALANCE	0	0	1,665,500	1,667,600	1,667,600	1,667,600
	TOTAL REVENUE	8,907	8,029	1,675,000	1,679,600	1,679,600	1,679,600
CAPITAL							
511-9700-410	PLANT IN SERVICE	0	0	1,675,000	1,679,600	1,679,600	1,679,600
	TOTAL CAPITAL	0	0	1,675,000	1,679,600	1,679,600	1,679,600
	TOTAL CAPITAL	0	0	1,675,000	1,679,600	1,679,600	1,679,600

#### BUDGET NARRATIVE Fiscal Year 2018

**FUND:** 

ELECTRIC OPERATING & MAINTENANCE RESERVE

#### **BUDGET COMMENTS:**

This fund was created to accumulate necessary funds for operating and maintenance costs that cannot be foreseen by the Electric Utility.

The City has transferred the money from the Electric Fund to the Electric Operating & Maintenance Reserve Fund so that sufficient funds will be available for the unanticipated costs of operating and maintenance that may be needed.

This fund paid for a new Automated Metering Infrastructure (AMI) program, materials, and services necessary for the Smart Grid Demonstration Project.

The funds in this reserve will be reserved until such time as they are needed.

## REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
ELEC OPERATING 8	MAINT RESERVE						
INTERGOVERNMEN	TAL REVENUE						
512-410-01	BATTELLE SMART GRID REIMBRSMT	44,311	0	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	44,311	0	0	0	0	0
MISCELLANEOUS							
512-470-20	INTEREST EARNED	14,215	12,954	15,000	20,000	20,000	20,000
	TOTAL MISCELLANEOUS	14,215	12,954	15,000	20,000	20,000	20,000
BEGINNING FUND B	ALANCE						
512-499-10	FUND BALANCE	0	0	2,685,500	2,690,600	2,690,600	2,690,600
	TOTAL BEGINNING FUND BALANCE		0	2,685,500	2,690,600	2,690,600	2,690,600
	TOTAL REVENUE	58,526	12,954	2,700,500	2,710,600	2,710,600	2,710,600
OPERATIONS & MAI	NTENANCE						
CAPITAL							
512-9700-410	PLANT IN SERVICE	0	0	2,700,500	2,710,600	2,710,600	2,710,600
	TOTAL CAPITAL	0	0	2,700,500	2,710,600	2,710,600	2,710,600
	TOTAL OPERATIONS & MAINTENANC	0	Q.	2,700,500	2,710,600	2,710,600	2,710,600

#### REVENUE BUDGET NARRATIVE Fiscal Year 2018

DEPARTMENT:

**PUBLIC WORKS** 

**FUND:** 

WATER

#### MISSION STATEMENT:

To ensure the community has the best quality of drinking water that is possible with uninterrupted supply.

#### **BASELINE BUDGET DESCRIPTION:**

Revenues are generally from water sales and meters sold to the customer. NO RATE INCREASE.

#### **UTILITY SALES:**

This category is for residential and industrial sales.

#### **MERCHANDISING:**

These revenue funds come from water meter sales, irrigation inspection fees and system development charges.

#### MISCELLANEOUS REVENUE:

As always, when you categorize, some transactions do not fit in any of the categories. These are all placed in the miscellaneous category.

#### **SYSTEM DEVELOPMENT CHARGES:**

These revenue funds come from a flat rate utility surcharge for infrastructure improvements.

#### **BEGINNING FUND BALANCE:**

This category accounts for the working capital balance (current assets minus current liabilities) at the beginning of the year.

## REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
WATER							
INTERGOVERNMEN	TAL REVENUE						
520-410-01	BATTELLE SMART GRID REIMBRSMT	4,995	0	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	4,995	0	0	0	0	0
SERVICES							
520-450-60	WATER METER SALES	3,332	5,710	2,000	2,000	2,000	2,000
	TOTAL SERVICES	3,332	5,710	2,000	2,000	2,000	2,000
UTILITY SALES							
520-451-10 520-451-11 520-451-12	RESIDENTIAL SALES COMMERCIAL SALES INDUSTRIAL SALES	969,902 217,800 44,554	947,108 217,761 30,366	1,023,000 209,000 44,000	980,000 209,000 44,000	980,000 209,000 44,000	980,000 209,000 44,000
	TOTAL UTILITY SALES	1,232,256	1,195,235	1,276,000	1,233,000	1,233,000	1,233,000
MERCHANDISING							
520-455-71	MERCHANDISING	669	529	500	500	500	500
	TOTAL MERCHANDISING	669	529	500	500	500	500
MISCELLANEOUS							
520-470-20 520-470-99	INTEREST EARNED MISCELLANEOUS	2,318 928	2,199 3,741	1,500	1,500	1,500	1,500 0
	TOTAL MISCELLANEOUS	3,246	5,941	1,500	1,500	1,500	1,500
SYSTEM DEVELOPM	ENT CHARGES						
520-485-20 520-485-21	WATER SDC'S UTILITY SURCHARGE	20,000	5,410 40,000	2,000 40,000	2,000 80,000	2,000 80,000	2,000 80,000
	TOTAL SYSTEM DEVELOPMENT CHA	20,000	45,410	42,000	82,000	82,000	82,000
BEGINNING FUND BA	ALANCE						
520-499-10	FUND BALANCE	0	0	381,328	413,940	413,940	413,940
	TOTAL BEGINNING FUND BALANCE	0	0	381,328	413,940	413,940	413,940

PROGRAM: DEPARTMENT:

WATER PRODUCTION

PUBLIC WORKS

STAFF LEVEL 2018: 0.65 FTE STAFF LEVEL 2017: 0.65 FTE

**FUND:** 

WATER

#### **BASELINE BUDGET DESCRIPTION:**

The water production system consists of seven city-owned wells. In addition, there are three reservoirs, one 1 million and two 2 million gallon, with transmission lines, recorders, chlorinators, etc. This fund covers all maintenance of operations from the water source up to and including the reservoirs.

This fund allows for production of high quality potable water in sufficient quantity for drinking, residential, commercial and industrial use and to meet fire protection needs of the community.

#### **PERSONNEL:**

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Water & Street Supervisor	0.32	0.00
Utility Worker	0.25	0.57
Parks Maintenance Worker	0.08	0.08
Total	0.65	0.65

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** funds the purchase chlorine for wells and other basic items for well house operation.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the replacement of coveralls, steel toed boots, safety glasses, rain gear, etc.

MINOR EQUIPMENT (Acct. 225) provides funding for tools, fans, pumps, etc required to maintain and keep the city's seven wells in good operation.

COMMUNICATION (Acct. 260) covers costs associated with phone and computer ties.

UTILITIES (Acct. 270) covers electricity costs for well pumps.

REPAIR & MAINTENANCE (Acct. 280) for repairs as needed to wells.

**PROFESSIONAL SERVICES (Acct. 320)** provide services for reservoir inspections, electrical services and some water quality testing as required by the Oregon Health Division.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city-owned vehicles.

MEMBERSHIPS/DUES (Acct. 340) covers membership to American Water Works Association.

MEETINGS/CONFERENCES (Acct. 341) for continuing education as required by the Oregon Health Division Drinking Water Program.

MISCELLANEOUS (Acct. 390) for those minor expenses that do not fit well into any of the other categories.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
WATER							
PRODUCTION							
PERSONNEL SERVI	CES						
520-7100-101	REGULAR SERVICES- WATER PRODC	29,276	32,068	41,080	43,500	43,500	43,500
520-7100-105	OVERTIME	57	48	400	400	400	400
520-7100-120	EMPLOYEE BENEFITS	21,329	23,346	32,600	33,200	33,200	33,200
	TOTAL PERSONNEL SERVICES	50,662	55,463	74,080	77,100	77,100	77,100
OPERATING							
520-7100-200	OPERATING SUPPLIES	7,792	6,452	7,000	8,000	8,000	8,000
520-7100-220	PERSONAL PROTECTIVE EQUIPMEN	256	236	500	500	500	500
520-7100-225	MINOR EQUIPMENT	343	2,684	500	500	500	500
520-7100-260	COMMUNICATION	355	421	800	800	800	800
520-7100-270	UTILITIES	96,607	97,582	112,527	112,527	112,527	112,527
520-7100-280	REPAIR AND MAINTENANCE	2,687	7,151	6,000	8,000	8,000	8,000
520-7100-320	PROFESSIONAL SERVICES	19,150	2,637	20,000	20,000	20,000	20,000
520-7100-330	VEHICLE REPLACEMENT / RENT	3,996	3,996	3,993	3,996	3,996	3,996
520-7100-340	MEMBERSHIPS / DUES	787	873	1,000	1,000	1,000	1,000
520-7100-341	MEETINGS / CONFERENCES	235	750	1,000	1,000	1,000	1,000
520-7100-390	MISCELLANEOUS	304	659	500	500	500	500
	TOTAL OPERATING	132,512	123,442	153,820	156,823	156,823	156,823
TRANSFERS							
520-7100-701	TRANSFER TO GENERAL	495,840	507,196	534,010	562,950	562,950	562,950
520-7100-761	TRANSFER TO WAREHOUSE	24,636	24,636	24,636	24,636	24,636	24,636
520-7100-764	TRANSFER TO SICK LEAVE	500	500	500	500	500	500
	TOTAL TRANSFERS	520,976	532,332	559,146	588,086	588,086	588,086
	TOTAL PRODUCTION	704,150	711,236	787,046	822,009	822,009	822,009

PROGRAM: DEPARTMENT:

WATER DISTRIBUTION

STAFF LEVEL 2018: 1.98 FTE

FUND:

PUBLIC WORKS WATER STAFF LEVEL 2017: 1.98 FTE

#### BASELINE BUDGET DESCRIPTION:

The water distribution system has approximately 35 miles of mains ranging from 2" to 20" diameters. Approximately 25 percent (25%) are old steel mains dated prior to 1946 including 2,673 water services, valves and fire hydrants.

This fund covers all operating and maintenance from the reservoir outlet to the meter of the customer. The program also includes routine leak detection, valve exercising, and flushing.

Funds are required for replacement of facilities or new additions to the distribution system and are provided in Water Fund Capital Additions.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Water & Street Supervisor	0.42	0.00
Utility Worker	1.33	1.75
Parks Maintenance Worker	0.23	0.23
Total	1.98	1.98

### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** provides funds for maintaining the water system and services. This account pays for materials from the warehouse.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the replacement of coveralls, steel toed boots, safety glasses, rain gear, etc.

MINOR EQUIPMENT (Acct. 225) funds for tools, etc. required to maintain and keep the city's water system in good operating condition.

REPAIR & MAINTENANCE (Acct 280) covers costs for repairs to the water system and services.

**PROFESSIONAL SERVICES (Acct. 320)** provides for contracting the Backflow Prevention Program, weekly distribution line water quality testing, legal fees as well as fees for locate notices from Utility Notification Center. Also included is funding for monthly general IT support for automated metering software through *ElectSolve* and annual support through *Aclara*.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city-owned vehicles.

MEETINGS/CONFERENCES (Acct. 341) for continuing education as required by the Oregon Health Division Drinking Water Program.

MISCELLANEOUS (Acct. 390) for those minor expenses that do not fit well into any of the other categories.

RESERVE FOR CONSTRUCTION (Acct. 910) reserve for major infrastructure capital replacement.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
WATER							
DISTRIBUTION/ COL	LECTION						
PERSONNEL SERVI	CES						
520-7300-101	REGULAR SERVICES- WTR DIST/COL	111,387	121,418	116,950	120,100	120,100	120,100
520-7300-105	OVERTIME	190	145	600	600	600	600
520-7300-120	EMPLOYEE BENEFITS	85,878	97,925	99,600	105,200	105,200	105,200
	TOTAL PERSONNEL SERVICES	197,455	219,488	217,150	225,900	225,900	225,900
OPERATING							
520-7300-200	OPERATING SUPPLIES	7,916	17,251	13,000	10,000	10,000	10,000
520-7300-220	PERSONAL PROTECTIVE EQUIPMEN	228	615	800	800	800	800
520-7300-225	MINOR EQUIPMENT	553	762	2,000	2,000	2,000	2,000
520-7300-280	REPAIR AND MAINTENANCE	2,187	2,678	5,000	5,000	5,000	5,000
520-7300-320	PROFESSIONAL SERVICES	56,078	18,744	40,000	30,000	30,000	30,000
520-7300-330	VEHICLE REPLACEMENT / RENT	31,740	31,740	31,734	31,734	31,734	31,734
520-7300-341	MEETINGS / CONFERENCES	470	333	400	400	400	400
520-7300-360	FRANCHISE EXPENSE	100,181	98,819	105,440	105,040	105,040	105,040
520-7300-390	MISCELLANEOUS	892	473	1,000	1,000	1,000	1,000
	TOTAL OPERATING	200,244	171,414	199,374	185,974	185,974	185,974
CONTINGENCY & RE	ESERVES						
520-7300-910	RESERVE FOR CONSTRUCTION	0	0	150,000	150,000	150,000	150,000
520-7300-998	CONTINGENCY		0	164,039	143,949	143,949	143,949
	TOTAL CONTINGENCY & RESERVES	0	0	314,039	293,949	293,949	293,949
	TOTAL DISTRIBUTION/ COLLECTION	397,699	390,902	730,563	705,823	705,823	705,823

PROGRAM:

WATER CAPITAL ADDITIONS

**DEPARTMENT:** 

PUBLIC WORKS

**FUND:** 

WATER

#### **BASELINE BUDGET DESCRIPTION:**

The Water Capital Addition consists of those planned projects or equipment that will be funded by proceeds from user fees and cash reserves.

#### **CAPITAL BREAKDOWN:**

IMPROVEMENTS OTHER THAN BUILDINGS (Acct. 480) is not funded this year.

#### **BUDGET COMMENTS:**

CAPITAL EXPENSES (Acct. 410) \$60,000 is budgeted to cover costs of painting the exterior of the North Reservoir, reservoir cleaning and well rehabilitation.

LOAN PRINCIPAL-WATER LOAN (Acct. 510) accounts for the loan principal payment for the high elevation water project.

LOAN INTEREST-WATER LOAN (Acct. 511) accounts for the loan interest payment for the high elevation water project.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
WATER							
CAPITAL - NEW							
CAPITAL							
520-8100-410	CAPITAL EXPENSES	20,000	0	40,000	60,000	60,000	60,000
	TOTAL CAPITAL	20,000	0	40,000	60,000	60,000	60,000
	TOTAL CAPITAL - NEW	20,000	0	40,000	60,000	60,000	60,000
DEBT SERVICE							
520-8600-510 520-8600-511	LOAN PRINCIPAL- WATER LOAN LOAN INTEREST- WATER LOAN	119,906 26,063	125,902 20,067	131,948 13,771	138,067 7,041	138,067 7,041	138,067 7,041
	TOTAL DEBT SERVICE	145,969	145,969	145,719	145,108	145,108	145,108
	TOTAL DEBT SERVICE	145,969	145,969	145,719	145,108	145,108	145,108

#### REVENUE BUDGET NARRATIVE Fiscal Year 2018

**DEPARTMENT:** 

PUBLIC WORKS

**FUND:** 

**SEWER** 

#### MISSION STATEMENT:

To ensure uninterrupted service to all customers and treat the wastewater to the best environmental standards possible.

#### BASELINE BUDGET DESCRIPTION:

Revenues are based on five categories as defined below and are based on sales for the past year and experienced during the first six months of FY 17. NO RATE INCREASE.

#### **INTERGOVERNMENTAL REVENUE:**

The Conservation Reserve Program is in its fifth year of a ten year contract, which was renewed in October 2012.

#### **UTILITY REVENUE:**

Utility revenues account for 65% of the total revenues.

#### **MISCELLANEOUS:**

In January 2010 the City entered into a custom farming contract with JC Farming of Milton-Freewater, Oregon. The City continues to receive quarterly lease payments in exchange for crops that were previously grown and sold. We also receive bi-annual reimbursement for electric usage as well as annual payment for CRP ground from JC Farming.

#### **BEGINNING FUND BALANCE:**

Unexpended funds are included in this category.

### REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
SEWER							
UTILITY SALES							
530-451-10	RESIDENTIAL SALES	998,193	1,033,309	980,275	980,275	980,275	980,275
530-451-11	COMMERCIAL SALES	151,340	156,276	154,650	154,650	154,650	154,650
530-451-12	INDUSTRIAL SALES	25,197	18,026	20,000	20,000	20,000	20,000
	TOTAL UTILITY SALES	1,174,730	1,207,610	1,154,925	1,154,925	1,154,925	1,154,925
MERCHANDISING							
530-455-71	MERCHANDISING	399	127	0	0	0	0
	TOTAL MERCHANDISING	399	127	0	0	0	0
MISCELLANEOUS							
530-470-20	INTEREST EARNED	1,652	2,104	1,300	2,000	2,000	2,000
530-470-65	FARM INCOME	50,769	50,457	46,000	46,000	46,000	46,000
530-470-99	MISCELLANEOUS	304	855	0	0	0	0
	TOTAL MISCELLANEOUS	52,725	53,416	47,300	48,000	48,000	48,000
SYSTEM DEVELOPM	ENT CHARGES						
530-485-21	UTILITY SURCHARGE	154,388	134,193	135,544	95,000	95,000	95,000
	TOTAL SYSTEM DEVELOPMENT CHA	154,388	134,193	135,544	95,000	95,000	95,000
BEGINNING FUND BA	ALANCE						
530-499-10	FUND BALANCE	0	0	349,183	523,896	523,896	523,896
	TOTAL BEGINNING FUND BALANCE	0	0	349,183	523,896	523,896	523,896
	TOTAL REVENUE	1,382,242	1,395,346	1,686,952	1,821,821	1,821,821	1,821,821

PROGRAM:

SEWAGE COLLECTION

STAFF LEVEL 2018: 0.83 FTE

**DEPARTMENT:** 

PUBLIC WORKS

STAFF LEVEL 2017: 0.83 FTE

**FUND:** SEWER

#### **BASELINE BUDGET DESCRIPTION:**

The sewage collection system consists of approximately 24 miles of predominantly 8" cement tile, gravity flow collector lines. There are two sewage lift or pump stations. One is located on Lamb Street (Old Walla Walla Highway) and the other is in the Braeburn Addition that transports sewage from the northerly 20% of the City to the treatment plant. The systems collection lines were built in 1947 with no major improvements since its construction other than replacement of several collector lines. The system also includes an industrial sewer collection system to handle wastes created from canneries and fruit packing, etc. This system is on a separate line and is combined with domestic plant effluent on the outfall line at the treatment plant. Electric standby generators were installed at the lift station and treatment plant in 1999.

All collection lines are cleaned on an annual basis with several problem areas requiring cleaning two or three times per year. As the system ages more of the mains and service branches require replacement at significant costs.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Wastewater Supervisor	0.04	0.04
Water & Street Supervisor	0.11	0.00
Utility Worker	0.51	0.62
Parks Maintenance Worker	0.17	0.17
Total	0.83	0.83

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** covers costs associated with maintaining the sewer collection system. This account pays for materials from the warehouse.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the replacement of coveralls, steel toed boots, safety glasses, etc.

MINOR EQUIPMENT (Acct. 225) covers replacement of worn out equipment such as signs, tools, etc.

REPAIR & MAINTENANCE (Acct. 280) provides for repairs as needed.

UNIFORM MAINTENANCE (Acct. 300) provides laundry service for staff shirts and coveralls.

**PROFESSIONAL SERVICES (Acct. 320)** cover costs associated with CDL physical examinations as well as fees from Utility Notification Center for locate notifications.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city equipment and vehicles.

MISCELLANEOUS (Acct. 390) for those minor expenses that do not fit well into any of the other categories.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
SEWER							
COLLECTION							
PERSONNEL SERVI	CES						
530-7320-101	REGULAR SERVICES- SEWER COLLC	42,808	46,812	46,100	47,800	47,800	47,800
530-7320-105	OVERTIME	0	0	500	500	500	500
530-7320-120	EMPLOYEE BENEFITS	29,096	32,380	36,400	36,800	36,800	36,800
	TOTAL PERSONNEL SERVICES	71,904	79,192	83,000	85,100	85,100	85,100
OPERATING							
530-7320-200	OPERATING SUPPLIES	1,007	991	2,000	2,000	2,000	2,000
530-7320-220	PERSONAL PROTECTIVE EQUIP	621	635	650	650	650	650
530-7320-225	MINOR EQUIPMENT	910	435	700	700	700	700
530-7320-280	REPAIR AND MAINTENANCE	605	744	5,000	5,000	5,000	5,000
530-7320-300	UNIFORM MAINTENANCE	0	0	400	400	400	400
530-7320-320	PROFESSIONAL SERVICES	2,869	3,153	2,000	2,500	2,500	2,500
530-7320-330	VEHICLE REPLACEMENT / RENT	27,545	26,448	27,334	27,334	27,334	27,334
530-7320-360	FRANCHISE EXPENSE	110,415	111,449	107,248	103,674	103,674	103,674
530-7320-390	MISCELLANEOUS	577	172	500	500	500	500
	TOTAL OPERATING	144,550	144,027	145,832	142,758	142,758	142,758
TRANSFERS							
530-7320-701	TRANSFER TO GENERAL	403,691	421,389	449,869	475,187	475,187	475,187
530-7320-761	TRANSFER TO WAREHOUSE	5,286	5,286	5,286	5,286	5,286	5,286
530-7320-764	TRANSFER TO SICK LEAVE	605	605	605	605	605	605
530-7320-793	TRANSFER TO SEWER PLANT IMPRV	198,095	250,000	135,544	323,156	323,156	323,156
	TOTAL TRANSFERS	607,677	677,280	591,304	804,234	804,234	804,234
CONTINGENCY & RE	ESERVES						
530-7320-998	CONTINGENCY	0	0	437,244	335,852	335,852	335,852
	TOTAL CONTINGENCY & RESERVES	0	0	437,244	335,852	335,852	335,852
	TOTAL GOLLEGIAN	001.101	000 100	4.057.00-	4.027.24	4.007.04	4.007.511
	TOTAL COLLECTION	824,131	900,499	1,257,380	1,367,944	1,367,944	1,367,944

PROGRAM: DEPARTMENT: SEWAGE TREATMENT

STAFF LEVEL 2018: 1.61 FTE

DEPARTMENT

PUBLIC WORKS

STAFF LEVEL 2017: 1.61 FTE

**FUND:** SEWER

#### **BASELINE BUDGET DESCRIPTION:**

Treatment is one of four sewage control programs. Treatment includes the sanitary sewer treatment plant and related pumping equipment and structures.

The wastewater treatment plant is located along County Road west of NW 5<sup>th</sup> Avenue and west of the City Warehouse. The plant design capacity is .86 million gallons per day. Flows presently average 0.4 to 0.5 million gallons per day.

The method of treatment employed at the plant includes primary and secondary sedimentation clarifiers with digestion, sludge removal and trickling filter along with chlorination. Treated wastewater is used as irrigation water at the land disposal site five miles west of Milton-Freewater. Sludge disposal is at the solid waste landfill located four miles northwest of Milton-Freewater. Monitoring is done through sampling and lab analysis of wastewater effluent, disposal fields and groundwater to ensure environmental protection.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Wastewater Supervisor	0.86	0.86
Utility Worker	0.66	0.66
Parks Maintenance Worker	0.09	0.09
Total	1.61	1.61

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Account #200)** primarily covers the cost of chlorine to treat wastewater and any other materials necessary.

PERSONAL PROTECTIVE EQUIP (Account #220) covers the replacement of coveralls, steel toed boots, safety glasses, etc.

MINOR EQUIPMENT (Account #225) covers cost of a new computer at wastewater treatment plant office and small tools primarily for routine maintenance.

COMMUNICATION (Account #260) pays for telephone charges and radio repairs and/or upgrades as necessary as well as cellular telephones.

UTILITIES (Account #270) covers costs associated with electrical, sewer, water and solid waste service.

REPAIR & MAINTENANCE (Account #280) provides for repairs as needed.

PROFESSIONAL SERVICES (Account #320) covers costs for lab testing as required by our permit with Oregon Department of Environmental Quality and shipping services to send the samples to the labs.

VEHICLE REPLACEMENT/RENT (Account #330) covers the costs of equipment and vehicles.

MEMBERSHIPS / SUBSCRIPTIONS (Account #340) covers operator certification renewal fees.

MEETINGS / CONFERENCES (Acct. 341) covers costs associated with training for education requirements as required by Oregon Department of Environmental Quality for operator certifications.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
EWER							
REATMENT							
ERSONNEL SERVIO	CES						
530-7330-101	REGULAR SERVICES- SEWER TRTMN	101,666	89,612	96,100	97,200	97,200	97,200
530-7330-105	OVERTIME	79	55	100	100	100	100
530-7330-120	EMPLOYEE BENEFITS	71,140	55,097	59,600	63,400	63,400	63,400
	TOTAL PERSONNEL SERVICES	172,885	144,764	155,800	160,700	160,700	160,700
PERATING							
530-7330-200	OPERATING SUPPLIES	37,145	32,355	41,000	45,000	45,000	45,000
530-7330-220	PERSONAL PROTECTIVE EQUIP	666	484	450	450	450	450
530-7330-225	MINOR EQUIPMENT	777	487	2,500	2,500	2,500	2,500
530-7330-260	COMMUNICATION	843	878	1,300	1,000	1,000	1,000
530-7330-270	UTILITIES	24,939	17,025	30,000	46,000	46,000	46,000
530-7330-280	REPAIR AND MAINTENANCE	1,846	6,932	5,000	5,000	5,000	5,000
530-7330-320	PROFESSIONAL SERVICE	9,375	7,496	13,500	13,500	13,500	13,500
530-7330-330	VEHICLE REPLACEMENT / RENT	13,606	11,052	13,113	13,113	13,113	13,113
530-7330-340	MEMBERSHIPS / SUBSCRIPTIONS	240	0	250	345	345	345
530-7330-341	MEETINGS / CONFERENCES	746	973	900	900	900	900
	TOTAL OPERATING	90,183	77,682	108,013	127,808	127,808	127,808
	TOTAL TREATMENT	263,068	222,445	263,813	288,508	288,508	288,508

PROGRAM: WASTEWATER LAND APPLICATION STAFF LEVEL 2018: 1.01 FTE DEPARTMENT: PUBLIC WORKS STAFF LEVEL 2017: 1.01 FTE

FUND: SEWER

#### **BASELINE BUDGET DESCRIPTION:**

The program consists of operation and maintenance of the 670 acres of farm ground that serves as a site for irrigation of sanitary and industrial wastewater. The site is composed of 550 acres owned by the Sewage Control utility coupled with 120 acres leased from the Solid Waste utility. This will be the 30<sup>th</sup> year of City ownership/operation of the wastewater disposal facility.

Beginning January 1, 2010 the City entered into a custom farming lease of the farm land with JC Farming of Milton-Freewater, Oregon. We are responsible for applying the treated wastewater and our contractor is responsible for farming the land according to contract. Lease payments are due each quarter plus the contractor is responsible for the cost of utilities.

#### **PERSONNEL:**

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Wastewater Supervisor	0.10	0.10
Parks & Recreation Supervisor	0.03	0.00
Utility Worker	0.88	0.91
Total	1.01	1.01

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** covers basic costs of operating the pivots and wheel lines at the facility as well as property taxes.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the replacement of coveralls, steel toed boots, safety glasses, etc.

MINOR EQUIPMENT (Acct. 225) covers costs of small tools primarily for routine maintenance.

COMMUNICATION (Acct. 260) covers cell phone expenses for staff that work at the land application facility west of town.

UTILITIES (Acct. 270) covers costs associated with electrical services at the facility, which we will be reimbursed as per terms of our lease.

REPAIR & MAINTENANCE (Acct. 280) provides for repairs needed.

**PROFESSIONAL SERVICES (Acct. 320)** provides for laboratory analysis as required and the cost of shipping samples. Also included this fiscal year is funding to disassemble an irrigation pivot in a field no longer used and move it to another field and reassemble with a pivot that has exceeded its useful life and is in disrepair.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city equipment and vehicles.

MISCELLANEOUS (Acct. 390) for those minor expenses that do not fit well into any of the other categories.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
SEWER							
LAND APPLICATION							
PERSONNEL SERVI	CES						
530-7410-101	REGULAR SERVICES- SEWER LND A	49,105	53,364	55,200	56,100	56,100	56,100
530-7410-105	OVERTIME	51	0	150	450	450	450
530-7410-120	EMPLOYEE BENEFITS	36,904	39,270	43,600	45,210	45,210	45,210
	TOTAL PERSONNEL SERVICES	86,060	92,634	98,950	101,760	101,760	101,760
OPERATING							
530-7410-200	OPERATING SUPPLIES	755	575	1,200	1,200	1,200	1,200
530-7410-220	PERSONAL PROTECTIVE EQUIPMEN	217	0	300	300	300	300
530-7410-225	MINOR EQUIPMENT	294	23	400	400	400	400
530-7410-260	COMMUNICATION	425	411	450	450	450	450
530-7410-270	UTILITIES	14,559	14,047	17,100	17,100	17,100	17,100
530-7410-280	REPAIR AND MAINTENANCE	3,880	3,077	4,500	4,500	4,500	4,500
530-7410-320	PROFESSIONAL SERVICES	3,825	20,907	18,750	18,750	18,750	18,750
530-7410-330	VEHICLE REPLACEMENT / RENT	18,912	18,912	18,909	18,909	18,909	18,909
530-7410-390	MISCELLANEOUS	97	85	200	0		0
	TOTAL OPERATING	42,964	58,037	61,809	61,609	61,609	61,609
TRANSFERS							
530-7410-754	TRANSFER TO SOLIDWASTE	5,000	5,000	5,000	2,000	2,000	2,000
	TOTAL TRANSFERS	5,000	5,000	5,000	2,000	2,000	2,000
	TOTAL LAND APPLICATION	134,025	155,671	165,759	165,369	165,369	165,369

#### REVENUE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM:

SEWER PLANT IMPROVEMENT

**DEPARTMENT:** 

PUBLIC WORKS

**FUND:** 

**SEWER** 

### **BASELINE BUDGET DESCRIPTION:**

This is a fund to maintain and account for funds needed to improve the sewage system.

Revenues include funds from interest earnings, transfers from the regular Sewer Fund and cash reserves.

#### **INTERGOVERNMENTAL REVENUE:**

We are extremely pleased to report that the wastewater treatment facility improvements were complete in Fiscal Year 2017!

### REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
SEWER PLANT IMPR	ROVEMENT						
INTERGOVERNMEN	TAL REVENUE						
531-410-78	OREGON IFA DIGESTER LOAN (1)	241,000	1,040,100	938,852	0	0	0
531-410-79	COMMUNITY DEV BLOCK GRANT (1)	20,577	1,731,253	1,480,115	0	0	0
531-410-80	OREGON IFA DIGESTER LOAN (2)	0	0	320,547	0	0	0
531-410-81	OREGON IFA DIGESTER GRANT (2	0	567,291	750,000	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	261,577	3,338,644	3,489,514	0	0	0
MISCELLANEOUS							
531-470-20	INTEREST EARNED	6,312	3,898	2,500	2,000	2,000	2,000
	TOTAL MISCELLANEOUS	6,312	3,898	2,500	2,000	2,000	2,000
SYSTEM DEVELOPM	ENT CHARGES						
531-485-20	SEWER SDC'S	0	5,580	2,000	2,000	2,000	2,000
	TOTAL SYSTEM DEVELOPMENT CHA	0	5,580	2,000	2,000	2,000	2,000
TRANSFERS							
531-490-53	TRANSFER FROM SEWER	198,095	250,000	135,544	323,156	323,156	323,156
	TOTAL TRANSFERS	198,095	250,000	135,544	323,156	323,156	323,156
BEGINNING FUND BA	ALANCE						
531-499-10	FUND BALANCE	0	0	412,243	727,608	727,608	727,608
	TOTAL BEGINNING FUND BALANCE	0	0	412,243	727,608	727,608	727,608
	TOTAL REVENUE	465,984	3,598,122	4,041,801	1,054,764	1,054,764	1,054,764

PROGRAM:

SEWER PLANT IMPROVEMENT

**DEPARTMENT:** 

PUBLIC WORKS

**FUND:** 

SEWER

#### BASELINE BUDGET DESCRIPTION:

This is a fund to maintain and account for expenditures to improve the sewage system.

#### **BUDGET COMMENTS:**

PLANT IN SERVICE (Acct. 410) is not funded this year, as improvements to the wastewater treatment facility were complete in Fiscal Year 2017.

SEWER PLANT IMPROVEMENTS OTHER THAN BUILDINGS (Acct. 480) includes funding to rebuild the lift station that serves the Braeburn Subdivision and/or the costs associated with inspection of sewer lines via camera and/or a building for sewer equipment storage (such as sewer jet truck, etc.), specifically in the winter months, where these vehicles must be stored out of the elements.

### **DEBT SERVICE**

#### LOAN PRINCIPAL

OREGON IFA DIGESTER LOAN 2 # Y14003 (Acct. 509) is funded to pay off the principal owed on the second loan.

OREGON IFA DIGESTER LOAN 1 #Y14003 (Acct. 510) is funded to make the principal loan payment and a substantial payment on the loan.

#### LOAN INTEREST

OREGON IFA DIGESTER LOAN 1 # Y14003 (Acct. 511) is funded to make the annual loan interest payment.

OREGON IFA DIGESTER LOAN 2 #Y14003 (Acct. 512) is funded to make the annual loan interest payment.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
SEWER PLANT IMPI	ROVEMENT						
CAPITAL - NEW							
CAPITAL							
531-8100-410	PLANT IN SERVICE	275,827	3,485,106	3,916,206	0	0	0
531-8100-480	SEWER PLNT IMP OTHER THAN BLD	172,087	0	0	200,000	200,000	200,000
	TOTAL CAPITAL	447,914	3,485,106	3,916,206	200,000	200,000	200,000
	TOTAL CAPITAL - NEW	447,914	3,485,106	3,916,206	200,000	200,000	200,000
DEBT SERVICE							
531-8600-509	LOAN 2 PRINCIPLE	0	0	34,000	93,647	93,647	93,647
531-8600-510	LOAN PRINCIPAL	0	0	31,547	706,894	706,894	706,894
531-8600-511	LOAN INTEREST	0	2,382	51,548	51,548	51,548	51,548
531-8600-512	LOAN 2 INTEREST	0	0	8,500	2,675	2,675	2,675
	TOTAL DEBT SERVICE	0	2,382	125,595	854,764	854,764	854,764
	TOTAL DEBT SERVICE	0	2,382	125,595	854,764	854,764	854,764

#### REVENUE BUDGET NARRATIVE Fiscal Year 2018

**DEPARTMENT:** 

**FUND:** 

PUBLIC WORKS SOLID WASTE

#### MISSION STATEMENT:

To ensure that all solid waste customers receive uninterrupted service on a weekly basis or as needed in the most cost effective manner possible.

#### **BASELINE BUDGET DESCRIPTION:**

The revenues are from the collection of solid waste as described below. The landfill receipts are funds received from the drop box system. **NO RATE INCREASE.** 

#### **BUDGET COMMENTS:**

UTILITY SALES (Acct. 451-30, 451-31, and 451-32) these are fees charged for collection from residential and commercial customers and the large industrial 10-yard to 40-yard drop box containers.

MISCELLANEOUS REVENUES (Acct. 470-20) as always, some revenues do not fit any major categories.

INTERFUND OPERATING TRANSFERS (Acct. 490-53) this utility rents a portion of the landfill site to the Sewage Control Fund for effluent disposal.

BEGINNING FUND BALANCE (Acct. 499-10) this category accounts for funds remaining at the end of the previous budget year.

## REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
SOLIDWASTE							
UTILITY SALES							
540-451-30	LANDFILL RECEIPTS	41,337	48,016	39,600	39,600	39,600	39,600
540-451-31	REFUSE COLLECTION	775,309	776,828	720,000	740,000	740,000	740,000
540-451-32	DROP BOX REVENUE	85,423	89,241	75,000	75,000	75,000	75,000
	TOTAL UTILITY SALES	902,070	914,084	834,600	854,600	854,600	854,600
MISCELLANEOUS							
540-470-20	INTEREST EARNED	2,936	3,015	1,800	2,500	2,500	2,500
	TOTAL MISCELLANEOUS	2,936	3,015	1,800	2,500	2,500	2,500
TRANSFERS							
540-490-53	TRANSFER FROM SEWER	5,000	5,000	5,000	2,000	2,000	2,000
	TOTAL TRANSFERS	5,000	5,000	5,000	2,000	2,000	2,000
BEGINNING FUND BA	ALANCE						
540-499-10	FUND BALANCE	0	0	449,383	485,289	485,289	485,289
	TOTAL BEGINNING FUND BALANCE	0	0	449,383	485,289	485,289	485,289
	TOTAL REVENUE	910,006	922,099	1,290,783	1,344,389	1,344,389	1,344,389

PROGRAM: DEPARTMENT:

COLLECTION PUBLIC WORKS STAFF LEVEL 2018: 1.96 FTE STAFF LEVEL 2017: 1.96 FTE

**FUND:** 

SOLID WASTE

#### BASELINE BUDGET DESCRIPTION:

Residential refuse is picked up once a week. Routes are defined to equally distribute the workload with some commercial customers receiving two to five pickups per week. Collected materials are deposited at the City-owned landfill. The program includes the collection of leaves during the fall, the annual spring and fall Clean Up events and the collection of Christmas trees.

All residential customers have 90-gallon containers furnished by the City and all commercial customers that request them are furnished with 300-gallon containers. Two trucks are equipped with hydraulic arms to pick up the container without the operator leaving the truck and also include a drop box truck for large accounts and compactors.

The program provides for two well-received clean up events, one in the fall and one in the spring. A scale was installed at the City-owned landfill in the summer of 2006 enabling the events to be moved to the landfill, which have cut the City's costs of the event substantially. Customers are issued a ticket for one free load (up to 800 pounds) to take to the landfill.

#### **PERSONNEL:**

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Water & Street Supervisor	0.02	0.00
Sanitation Truck Driver	1.00	1.00
Utility Worker	0.72	0.74
Parks Maintenance Worker	0.22	0.22
Total	1.96	1.96

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** cover costs for clean up event ticket printing and inserting in garbage customer's only utility bills, weigh tickets and minor office supplies used for preparation of reports and projects.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the replacement of coveralls, steel toed boots, safety glasses, rain gear, etc.

**ADVERTISING** (Acct. 250) allows for adequate advertising of city-sponsored events such as Leaf Pick Up, spring and fall Clean Up Events, Christmas Tree Pick up, etc.

COMMUNICATION (Acct. 260) covers the cost of the sanitation truck cellular telephone.

REPAIR & MAINTENANCE (Acct. 280) for repairs as needed.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city equipment and vehicles.

		FISCAL ACTUAL	FISCAL ACTUAL	FISCAL BUDGET	CITY MGR PROPOSED	BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
SOLIDWASTE							
COLLECTION							
PERSONNEL SERVIC	CES						
540-7320-101	REGULAR SERVICES- SW COLLECTN	90,421	97,082	110,200	113,400	113,400	113,400
540-7320-105	OVERTIME	21	0	0	400	400	400
540-7320-120	EMPLOYEE BENEFITS	53,303	60,554	72,400	75,910	75,910	75,910
	TOTAL PERSONNEL SERVICES	143,745	157,637	182,600	189,710	189,710	189,710
OPERATING							
540-7320-200	OPERATING SUPPLIES	642	181	1,900	2,000	2,000	2,000
540-7320-220	PERSONAL PROTECTIVE EQUIPMEN	308	259	200	200	200	200
540-7320-250	ADVERTISING	0	0	200	200	200	200
540-7320-260	COMMUNICATION	319	346	450	450	450	450
540-7320-280	REPAIR AND MAINTENANCE	12	500	1,000	1,000	1,000	1,000
540-7320-320	PROFESSIONAL SERVICES	95	0	0	0	0	0
540-7320-330	VEHICLE REPLACEMENT / RENT	92,148	92,148	91,908	92,148	92,148	92,148
540-7320-360	FRANCHISE EXPENSE	72,166	73,127	66,766	68,368	68,368	68,368
	TOTAL OPERATING	165,690	166,561	162,424	164,366	164,366	164,366
TRANSFERS							
540-7320-701	TRANSFER TO GENERAL	226,351	234,257	245,867	251,348	251,348	251,348
540-7320-702	TRANSFER TO LANDFILL CLOSURE	4,000	4,000	4,000	4,000	4,000	4,000
540-7320-764	TRANSFER TO SICK LEAVE	500	500	500	500	500	500
	TOTAL TRANSFERS	230,851	238,757	250,367	255,848	255,848	255,848
CONTINGENCY & RE	SERVES						
540-7320-998	CONTINGENCY	0	0	316,150	318,423	318,423	318,423
	TOTAL CONTINGENCY & RESERVES	0	0	316,150	318,423	318,423	318,423
	TOTAL COLLECTION	540,285	562,955	911,541	928,347	928,347	928,347

PROGRAM: LANDFILL
DEPARTMENT: PUBLIC WORKS

STAFF LEVEL 2018: 1.13 FTE STAFF LEVEL 2017: 1.13 FTE

FUND: SOL

SOLID WASTE

#### **BASELINE BUDGET DESCRIPTION:**

The landfill serves all waste generated by the City that is collected by City crews. It is not open to the public as a result of tonnage limitations.

The crew is trying to maintain an increased focus on litter control at the landfill by constructing blow fences and weekly pickup of litter that leaves the landfill facility.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>		
Utility Worker	0.77	0.77		
Parks Maintenance Worker	0.36	0.36		
Total	1.13	1.13		

#### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** covers expenses such as the portable restroom facility at the landfill as well as basic supplies, such as pens, etc.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the replacement of coveralls, steel toed boots, safety glasses, rain gear, etc.

UTILITIES (Acct. 270) covers the cost of electricity to the CAT shed.

REPAIR & MAINTENANCE (Acct. 280) for repairs as needed.

UNIFORM MAINTENANCE (Acct. 300) provides laundry service for uniforms.

**PERMIT FEES (Acct. 318)** provides funding for Oregon Department of Environmental Quality assessments on waste disposed at the landfill.

PROFESSIONAL SERVICES (Acct. 320) provides funds for additional required sampling, permit fees, annual environmental monitoring reporting and consultant fees as required by our operating permit issued by Oregon Department of Environmental Quality.

**RECYCLING** (Acct. 326) provides funding for paying recycling companies to pick up white goods and tires.

VEHICLE REPLACEMENT/RENT (Acct. 330) funding is for heavy equipment necessary for maintaining and operating our landfill.

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) provides funding for pesticide certification renewals.

MEETINGS/CONFERENCES (Acct. 341) provides funding for attending continuing education classes as required.

MISCELLANEOUS (Acct. 390) covers costs for those minor expenses that do not fit well into any of the other categories.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
SOLIDWASTE							
LANDFILL							
PERSONNEL SERVICE	CES						
540-7420-101	REGULAR SERVICES- LANDFILL	41,637	55,577	62,200	64,150	64,150	64,150
540-7420-105	OVERTIME	135	33	100	500	500	500
540-7420-120	EMPLOYEE BENEFITS	35,917	47,374	52,600	58,250	58,250	58,250
	TOTAL PERSONNEL SERVICES	77,689	102,984	114,900	122,900	122,900	122,900
OPERATING							
540-7420-200	OPERATING SUPPLIES	1,518	1,610	1,800	2,000	2,000	2,000
540-7420-220	PERSONAL PROTECTIVE EQUIPMEN	154	298	300	600	600	600
540-7420-270	UTILITIES	299	481	600	600	600	600
540-7420-280	REPAIR AND MAINTENANCE	97	422	1,300	1,500	1,500	1,500
540-7420-300	UNIFORM MAINTENANCE	253	258	400	400	400	400
540-7420-318	PERMIT FEES	4,999	5,130	6,000	6,500	6,500	6,500
540-7420-320	PROFESSIONAL SERVICES	19,539	14,145	25,000	25,000	25,000	25,000
540-7420-326	RECYCLING	0	0	6,000	6,000	6,000	6,000
540-7420-330	VEHICLE REPLACEMENT / RENT	70,020	70,020	70,017	70,017	70,017	70,017
540-7420-340	MEMBERSHIPS / SUBSCRIPTIONS	0	0	125	125	125	125
540-7420-341	MEETINGS / CONFERENCES	12	0	200	200	200	200
540-7420-390	MISCELLANEOUS		138	200	200	200	200
	TOTAL OPERATING	96,922	92,503	111,942	113,142	113,142	113,142
	TOTAL LANDFILL	174,612	195,487	226,842	236,042	236,042	236,042

**PROGRAM:** 

WASTE RECYCLING

**DEPARTMENT:** 

PUBLIC WORKS

FUND:

SOLID WASTE

#### **BASELINE BUDGET DESCRIPTION:**

Solid Waste Recycling will be in its 30<sup>th</sup> year. Oregon cities with a population over 4,000 must offer monthly curbside recycling according to Oregon Revised Statutes 459A (ORS 459A).

ORS 459A, as implemented by the Department of Environmental Quality has set numerous rules, which basically include:

- 1. Minimum of once a month on-route collection of ferrous and non-ferrous metals, newspaper, glass, aluminum, corrugated cardboard and tin cans.
- 2. Public education promotion programs which might include the radio, addressing schools and civic groups and messages on utility bills.

The Oregon Legislature passed a comprehensive law that cities our size must implement three measures of a list of eight measures as follows:

- 1. Weekly residential pickups; (implemented)
- 2. Expanded education & promotion; (implemented)
- 3. Durable recycling containers; (implemented)
- 4. Multi-family complex recycling of at least four recyclable materials;
- 5. Effective residential yard debris collection and composting program;
- 6. Commercial & institutional recycling; (implemented)
- 7. Expanded recycling drop-off depots; and (implemented)
- 8. Reduced collection rates for smaller containers/fixed rate for large containers.

#### **BUDGET COMMENTS:**

PROFESSIONAL SERVICES (Acct. 320) covers the costs associated with our contract with Horizon Project, Inc. to provide weekly commercial and residential recycling pickups and processing.

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
SOLIDWASTE							
RECYCLING							
OPERATING							
540-7430-320	PROFESSIONAL SVCS- RECYCLING	76,186	76,186	82,400	110,000	110,000	110,000
	TOTAL OPERATING	76,186	76,186	82,400	110,000	110,000	110,000
	TOTAL RECYCLING	76,186	76,186	82,400	110,000	110,000	110,000

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM:

CAPITAL ADDITIONS

DEPARTMENT: FUND:

PUBLIC WORKS SOLID WASTE

### **BASELINE BUDGET DESCRIPTION:**

This program provides for capital outlay for the Solid Waste Fund. At the time of budget preparation staff has included several capital projects as follows (in no specific order):

- 300 gallon garbage cans
- Drop box container(s)

### EXPENDITURE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
SOLIDWASTE							
CAPITAL - NEW							
CAPITAL							
540-8100-410	SOLIDWASTE CAPITAL NEW	12,040	9,737	20,000	20,000	20,000	20,000
540-8100-480	CAPITAL	0	5,628	50,000	50,000	50,000	50,000
	TOTAL CAPITAL	12,040	15,365	70,000	70,000	70,000	70,000
	TOTAL CAPITAL - NEW	12,040	15,365	70,000	70,000	70,000	70,000

### BUDGET NARRATIVE Fiscal Year 2018

**FUND:** 

LANDFILL CLOSURE RESERVE

### BASELINE BUDGET DESCRIPTION:

This fund was established to account for funds that the Governmental Accounting Standards Board is requiring municipalities to have to cover the closure and post-closure costs associated to the landfill operation.

The revenues are an expense paid from the Solid Waste Fund to the reserve fund and interest that the funds will earn. The funds will be held in reserve to cover the costs associated with the closure and post-closure care that must be performed when the landfill is no longer in operation.

### REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
LANDFILL CLOSURE	RESERVE						
MISCELLANEOUS							
541-470-20	INTEREST	632	614	600	600	600	600
	TOTAL MISCELLANEOUS	632	614	600	600	600	600
TRANSFERS							
541-490-54	TRANSFER FROM SOLID WASTE	4,000	4,000	4,000	4,000	4,000	4,000
	TOTAL TRANSFERS	4,000	4,000	4,000	4,000	4,000	4,000
BEGINNING FUND BA	ALANCE						
541-499-10	FUND BALANCE	0	0	127,550	132,150	132,150	132,150
	TOTAL BEGINNING FUND BALANCE	0	0	127,550	132,150	132,150	132,150
	TOTAL REVENUE	4,632	4,614	132,150	136,750	136,750	136,750
CAPITAL - NEW							
CONTINGENCY & RE	SERVES						
541-8100-954	RESERVE FOR LANDFILL CLOSURE	0	0	132,150	136,750	136,750	136,750
	TOTAL CONTINGENCY & RESERVES	0	0	132,150	136,750	136,750	136,750
	TOTAL CAPITAL - NEW	0	0	132,150	136,750	136,750	136,750

### REVENUE BUDGET NARRATIVE Fiscal Year 2018

**DEPARTMENT:** 

PUBLIC WORKS

**FUND:** 

**GOLF COURSE** 

### MISSION STATEMENT:

To ensure that the citizens of Milton-Freewater have opportunities to engage in recreational activities of their choice, that the amenities are clean and safe.

### **REVENUES:**

Building rent from Golf Course Clubhouse Restaurant tenants.

Golf Course revenues are primarily from user fees. Daily greens fees make up the major revenue source, followed by season passes. A three percent (3%) rate increase is included for golf play rates (greens fees, daily play fees, passes, punch cards and trail fees) as well as footgolf.

## REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GOLF COURSE							
SERVICES							
550-450-13	BUILDING RENT	3,300	2,450	4,200	4,200	4,200	4,200
550-450-40	GOLF GREENS FEES	93,325	100,261	99,660	102,649	102,649	102,649
550-450-41	GOLF PASSES	32,380	28,985	32,208	33,174	33,174	33,174
550-450-42	GOLF CART SHEDS	10,204	9,735	12,500	12,875	12,875	12,875
550-450-43	GOLF CART USAGE FEES	7,499	7,367	8,200	8,446	8,446	8,446
550-450-46	GOLF PUNCH CARDS	20,500	19,858	22,222	21,115	21,115	21,115
	TOTAL SERVICES	167,208	168,655	178,990	182,459	182,459	182,459
MISCELLANEOUS							
550-470-20	INTEREST EARNED	16	9	0	0	0	0
	TOTAL MISCELLANEOUS	16	9	0	0	0	0
BEGINNING FUND BA	ALANCE						
550-499-10	FUND BALANCE	0	0	0	3,027	3,027	3,027
	TOTAL BEGINNING FUND BALANCE	0	0	0	3,027	3,027	3,027
	TOTAL REVENUE	167,225	168,664	178,990	185,486	185,486	185,486

# EXPENDITUE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM: DEPARTMENT:

ADMINISTRATION PUBLIC WORKS

STAFF LEVEL 2018: 1.64 FTE STAFF LEVEL 2017: 1.64 FTE

**FUND:** 

**GOLF COURSE** 

#### **BASELINE BUDGET DESCRIPTION:**

Milton-Freewater's golf course is located west of Catherine Street in the west central part of the city. The course is an 18-hole par 60 with the longest hole being No. 5, 305 yards on the valley floor. Nine holes are located on the west rim of Milton Hill with a panoramic view of the Walla Walla Valley. Late last summer and fall 18 holes of footgolf were put into play and we are excited to see what play trends are upon us. The clubhouse is located on Catherine Street and offers food and beverages, golf cart rental, and golf cart storage. Greens fees are collected by the clubhouse operator.

This program provides for maintenance of the well-played golf course facilities for the community.

### **PERSONNEL:**

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Parks & Recreation Supervisor	0.14	0.00
Utility Worker	0.00	0.14
Parks Maintenance Worker	0.50	0.50
Laborer	<u>1.00</u>	<u>1.00</u>
Total	1.64	1.64

### **BUDGET COMMENTS:**

**OPERATING SUPPLIES** (Acct. 200) funding provides for the purchase of flags, cups, fertilizer, sand and other needed supplies for the golf course as well as property taxes.

MINOR EQUIPMENT (Acct. 225) for tools, shovels, rakes, etc.

ADVERTISING (Acct. 250) covers expenses associated with advertising in the yellow pages.

COMMUNICATION (Acct. 260) is not funded this fiscal year.

UTILITIES (Acct. 270) covers utility expenses for the facility.

REPAIR & MAINTENANCE (Acct. 280) covers any necessary repairs.

**PROFESSIONAL SERVICES (Acct. 320)** provides for credit card processing services.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city equipment and vehicles.

LOAN PRINCIPAL (Acct. 510) is not funded this year, as we have been allowed to defer the principal payment.

LOAN INTEREST (Acct. 511) covers the cost of the interest to pay back the loan for the irrigation system over a 20-year period.

### EXPENDITURE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GOLF COURSE							
ADMINISTRATION							
PERSONNEL SERVI	CES						
550-7600-101	REGULAR SERVICES-GOLF CRSE AD	40,408	31,332	43,399	44,419	44,419	44,419
550-7600-102	PART TIME	1,519	0	4,000	4,000	4,000	4,000
550-7600-105	OVERTIME	381	94	200	200	200	200
550-7600-120	EMPLOYEE BENEFITS	30,418	23,856	26,173	29,379	29,379	29,379
	TOTAL PERSONNEL SERVICES	72,727	55,281	73,772	77,998	77,998	77,998
OPERATING							
550-7600-200	OPERATING SUPPLIES	9,488	9,281	7,000	7,000	7,000	7,000
550-7600-220	PERSONAL PROTECTIVE EQUIP	52	0	0	0	0	0
550-7600-225	MINOR EQUIPMENT	249	473	200	200	200	200
550-7600-250	ADVERTISING	264	210	200	200	200	200
550-7600-270	UTILITIES	7,701	7,991	6,500	7,500	7,500	7,500
550-7600-280	REPAIR AND MAINTENANCE	7,427	4,282	5,000	5,000	5,000	5,000
550-7600-320	PROFESSIONAL SERVICE	4,247	4,654	4,200	4,200	4,200	4,200
550-7600-330	VEHICLE REPLACEMENT / RENT	18,672	18,672	18,698	18,698	18,698	18,698
	TOTAL OPERATING	48,101	45,563	41,798	42,798	42,798	42,798
DEBT SERVICE							
550-7600-510	LOAN PRINCIPAL	26,904	0	0	0	0	0
550-7600-511	LOAN INTEREST	1,953	1,689	1,418	1,418	1,418	1,418
	TOTAL DEBT SERVICE	28,857	1,689	1,418	1,418	1,418	1,418
TRANSFERS							
550-7600-764	TRANSFER TO SICK LEAVE	100	100	100	100	100	100
	TOTAL TRANSFERS	100	100	100	100	100	100
CONTINGENCY & RE	ESERVES						
550-7600-998	CONTINGENCY	0	0	703	404	404	404
	TOTAL CONTINGENCY & RESERVES	0	0	703	404	404	404
	TOTAL ADMINISTRATION	149,784	102,633	117,791	122,718	122,718	122,718
	TO THE ADMINIOTRATION		102,033	111,131	122,110	122,110	122,110

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM: DEPARTMENT: CLUBHOUSE PUBLIC WORKS STAFF LEVEL 2018: 0.05 FTE STAFF LEVEL 2017: 0.05 FTE

**FUND:** 

**GOLF COURSE** 

### BASELINE BUDGET DESCRIPTION:

Milton-Freewater's golf course clubhouse is on Catherine Street and offers food and beverages as well as golf cart and golf club rentals. Golf cart storage rentals, 36 units on Catherine Street and 30 units against the 9<sup>th</sup> fairway are also included in this program. Greens fees are collected by the clubhouse operator.

This program is in its 15<sup>th</sup> year and serves to separate the clubhouse and the professional services expenses from the routine maintenance of the golf course.

This program accounts for maintenance to the clubhouse building, cart sheds and contractual services.

### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Parks & Recreation Supervisor	0.02	0.00
Utility Worker	0.00	0.02
Parks Maintenance Worker	0.03	0.03
Total	0.05	0.05

### **BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** primarily for the purchase of restroom supplies as well as property taxes.

UTILITIES (Acct. 270) pay for utility expenses for the facility.

REPAIR & MAINTENANCE (Acct. 280) provides for necessary repairs and maintenance to the city-owned kitchen equipment.

PROFESSIONAL SERVICES (Acct. 320) provides the management fee for the clubhouse operator.

### EXPENDITURE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
GOLF COURSE							
GOLF COURSE CLU	B HOUSE						
PERSONNEL SERVI	CES						
550-7610-101	REGULAR SERVICES- GC CLUB HSE	1,924	1,959	2,610	2,690	2,690	2,690
550-7610-105	OVERTIME	24	12	0	0	0	0
550-7610-120	EMPLOYEE BENEFITS	1,411	1,561	2,090	2,142	2,142	2,142
	TOTAL PERSONNEL SERVICES	3,359	3,531	4,700	4,832	4,832	4,832
OPERATING							
550-7610-200	OPERATING SUPPLIES	165	196	2,659	2,659	2,659	2,659
550-7610-270	UTILITIES	4,345	4,365	4,945	4,945	4,945	4,945
550-7610-280	REPAIR AND MAINTENANCE	676	3,194	1,000	1,000	1,000	1,000
550-7610-320	PROFESSIONAL SERVICES	44,844	46,500	47,895	49,332	49,332	49,332
	TOTAL OPERATING	50,029	54,255	56,499	57,936	57,936	57,936
	TOTAL GOLF COURSE CLUB HOUSE	53,389	57,786	61,199	62,768	62,768	62,768

### REVENUE BUDGET NARRATIVE Fiscal Year 2018

DEPARTMENT: FUND:

PUBLIC WORKS WAREHOUSE

#### MISSION STATEMENT:

To ensure that the benefiting utilities have the materials they need when requested and the inventory levels match the true needs.

### BASELINE BUDGET DESCRIPTION:

Purchases made for electric, sewer and water utilities for stock warehouse items are paid for directly from their own budget accounts. Inventory levels are monitored through the warehouse. When quantities reach the minimum set stock levels items are ordered to restock and ensure minimum operating stock is available.

Transfers support the overhead and maintenance of the warehouse based on inventory held and purchased for the different enterprise funds.

The beginning fund balance includes the inventory value on hand within the warehouse.

### REVENUE SUMMARY FISCAL YEAR 2017-18

	2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
INTEREST EARNED	742	564	200	200	200	200
MISCELLANEOUS	539	715	100	100	100	100
TOTAL MISCELLANEOUS	1,281	1,279	300	300	300	300
TRANSFER FROM ELECTRIC	99,737	99,737	99,737	99,737	99,737	99,737
TRANSFER FROM WATER	24,636	24,636	24,636	24,636	24,636	24,636
TRANSFER FROM SEWER	5,286	5,286	5,286	5,286	5,286	5,286
TOTAL TRANSFERS	129,659	129,659	129,659	129,659	129,659	129,659
ALANCE						
FUND BALANCE	0	0	70,422	38,613	38,613	38,613
TOTAL BEGINNING FUND BALANCE	0	0	70,422	38,613	38,613	38,613
TOTAL REVENUE	130,940	130,938	200,381	168,572	168,572	168,572
	TOTAL MISCELLANEOUS  TRANSFER FROM ELECTRIC TRANSFER FROM WATER TRANSFER FROM SEWER  TOTAL TRANSFERS  ALANCE  FUND BALANCE  TOTAL BEGINNING FUND BALANCE	FISCAL   ACTUAL	FISCAL   ACTUAL   A	FISCAL   FISCAL   ACTUAL   BUDGET	FISCAL	FISCAL   ACTUAL   FISCAL   BUDGET   PROPOSED   BUD COMM   APPROVED

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

**DEPARTMENT:** PUBLIC WORKS **STAFF LEVEL 2018:** 0.87 FTE **FUND:** WAREHOUSE **STAFF LEVEL 2017:** 0.87 FTE

### **BASELINE BUDGET DESCRIPTION:**

To provide materials and supplies for the electric, water and sewer utilities and to maintain some items for other City departments. Materials stored are kept at minimum levels and have previously been selected by the department using the material. A complete physical inventory is conducted annually, with physical spot counts taken regularly. Records are kept daily to account for each item whether new, salvaged, or scrapped.

### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Technician	0.85	0.85
Parks & Recreation Supervisor	0.02	0.00
Utility Worker	0.00	0.02
Total	0.87	0.87

### **OBJECTIVES:**

To acquire and check out materials to benefiting city departments in an organized manner so as not to impede other departments.

### **BUDGET COMMENTS:**

OPERATING SUPPLIES (Acct. 200) primarily covers the costs of basic operating supplies such as pens, paper, printer ink, inventory software, etc.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the cost of gloves, ear plugs, etc.

MINOR EQUIPMENT (Acct. 225) covers the costs of shelving, storage bins, etc.

COMMUNICATION (Acct. 260) covers costs associated with phone and computer ties.

UTILITIES (Acct. 270) pays for water, sewer, electric and refuse services to the facility.

REPAIR & MAINTENANCE (Acct. 280) covers annual HVAC maintenance to the facility as well as minor parts to make small repairs to the facility as a more preventative approach. Also included is funding to repair asphalt in parking areas.

**PROFESSIONAL SERVICES (Acct. 320)** pays for minor professional consultations such as for the Technician's CDL physical and forklift certification training.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city-owned vehicles.

MEETINGS/CONFERENCES (Acct. 341) pays for attending seminars and conferences that focus on warehousing products.

MISCELLANEOUS (Acct. 390) for those minor expenses that do not fit well into any of the other categories.

CAPITAL-BUILDING (Acct. 405) includes funding to repair the facility.

CAPITAL-FURNITURE AND FIXTURES (Acct. 480) includes funding for items such as the purchase and/or repair overhead doors and openers.

### EXPENDITURE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
WAREHOUSE							
ADMINISTRATION							
PERSONNEL SERVI	CES						
610-7600-101	REGULAR SERVICES- WAREHOUSE	52,341	53,717	54,150	55,991	55,991	55,991
610-7600-105 610-7600-120	OVERTIME EMPLOYEE BENEFITS	25,293	0 29,780	100 35,200	100 38,720	38,720	100 38,720
	TOTAL PERSONNEL SERVICES	77,643	83,497	89,450	94,811	94,811	94,811
OPERATING							
610-7600-200	OPERATING SUPPLIES	559	501	1,300	1,300	1,300	1,300
610-7600-220	PERSONAL PROTECTIVE EQUIPMEN	0	0	100	100	100	100
610-7600-225	MINOR EQUIPMENT	0	0	400	400	400	400
610-7600-260	COMMUNICATION	540	453	700	700	700	700
610-7600-270	UTILITIES	16,252	16,791	19,250	19,250	19,250	19,250
610-7600-280	REPAIR AND MAINTENANCE	5,113	8,841	35,000	5,000	5,000	5,000
610-7600-320	PROFESSIONAL SERVICES	85	474	300	300	300	300
610-7600-330	VEHICLE REPLACEMENT / RENT	3,024	3,024	3,024	3,024	3,024	3,024
610-7600-341	MEETINGS / CONFERENCES	0	0	450	450	450	450
610-7600-390	MISCELLANEOUS		63	100	100	100	100
	TOTAL OPERATING	25,582	30,147	60,624	30,624	30,624	30,624
CAPITAL							
610-7600-405	BUILDING	16,000	715	1,000	1,000	1,000	1,000
610-7600-480	FURNITURE AND FIXTURES	314	0	1,000	1,000	1,000	1,000
	TOTAL CAPITAL	16,314	715	2,000	2,000	2,000	2,000
TRANSFERS							
610-7600-701	TRANSFER TO GENERAL	17,663	17,957	18,729	19,456	19,456	19,456
610-7600-750	TRANSFER TO ELECTRIC	6,480	6,480	6,480	6,480	6,480	6,480
610-7600-764	TRANSFER TO SICK LEAVE	350	350	350	350	350	350
	TOTAL TRANSFERS	24,493	24,787	25,559	26,286	26,286	26,286
CONTINGENCY & RE	ESERVES						
610-7600-998	CONTINGENCY	0	0	22,748	14,851	14,851	14,851
	TOTAL CONTINGENCY & RESERVES	0	0	22,748	14,851	14,851	14,851
	TOTAL ADMINISTRATION	144,032	139,146	200,381	168,572	168,572	168,572

### REVENUE BUDGET NARRATIVE Fiscal Year 2018

**DEPARTMENT:** 

PUBLIC WORKS

**FUND:** 

VEHICLE MAINTENANCE

#### MISSION STATEMENT:

To ensure all of the fleet users have well maintained and safe vehicles to perform their jobs.

#### **BASELINE BUDGET DESCRIPTION:**

This program provides the method of controlling the revenues and expenditures to operate the vehicle maintenance program. The revenues are based upon rates that are charged to other funds for use of vehicles and equipment. The rates are computed from the previous years cost analysis. This program covers 93 pieces of motor pool-owned equipment and vehicles; 81 pieces of city department-owned non-motor pool equipment, two public transportation vehicles, 41+- Milton-Freewater Unified School District vehicles and equipment, 10+- Umatilla-Morrow County Head Start buses and vehicles and 8+- Oregon Child Development Coalition buses. The revenues for the Vehicle Maintenance Department are derived from the following sources:

#### **CHARGES FOR SERVICES:**

- 1. The Vehicle Maintenance fund records all the costs of City vehicles. The other funds rent the vehicles from this fund. The monthly rate is established by using the estimated cost of fuel, parts, labor, overhead and other operating costs based on operational experience. Revenues are also generated by the repair work done by the mechanics on school buses and City equipment.
- 2. Agreements have been made with Milton-Freewater Unified School District No. 7, Oregon Child Development Coalition and Umatilla-Morrow County Head Start for repairs and maintenance of all school buses. This service includes all labor, materials and overhead to maintain the functions of the program.
- 3. Non-Motor Pool equipment repair is also provided for in the vehicle maintenance program. Service for this equipment includes all labor, materials and overhead.

#### **MISCELLANEOUS REVENUES:**

Interest is calculated on the estimated cash balance average invested throughout the year.

### **BEGINNING FUND BALANCE:**

This category accounts for funds left at the end of the budget year due to unexpected revenues for funds budgeted, but not spent.

### REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
VEHICLE MAINTENA	NCE						
SERVICES							
620-450-51	INTER DP EQUIP REPAIR	18,602	6,977	8,500	8,500	8,500	8,500
620-450-52	SCHOOL BUS REPAIR	52,883	50,476	48,000	48,000	48,000	48,000
620-450-70	VEHICLE RENT	474,028	481,372	466,238	485,491	485,491	485,491
	TOTAL SERVICES	545,513	538,825	522,738	541,991	541,991	541,991
MISCELLANEOUS							
620-470-20	INTEREST EARNED	1,533	1,371	1,000	1,000	1,000	1,000
620-470-30	SALE OF FIXED ASSETS	601	0	0	0	0	0
620-470-99	MISCELLANEOUS		1,017	0	0	0	0
	TOTAL MISCELLANEOUS	2,134	2,388	1,000	1,000	1,000	1,000
BEGINNING FUND BA	ALANCE						
620-499-10	FUND BALANCE	0	0	151,796	171,155	171,155	171,155
	TOTAL BEGINNING FUND BALANCE	0	0	151,796	171,155	171,155	171,155
	TOTAL REVENUE	547,646	541,213	675,534	714,146	714,146	714,146

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM: DEPARTMENT: MOTOR POOL PUBLIC WORKS STAFF LEVEL 2018: 1.50 FTE STAFF LEVEL 2017: 1.50 FTE

FUND: VE

VEHICLE MAINTENANCE

### **BASELINE BUDGET DESCRIPTION:**

The Vehicle Maintenance Department provides vehicles and equipment used by all departments. Labor and parts for repair, maintenance and fuel necessary for approximately 174 pieces of equipment ranging from a landfill cat; garbage trucks and man lifts; to lawn and golf course equipment; down to sedans and compact pickups. This equipment is on a monthly rental basis which is designed to break even on the cost of operation. Maintenance is provided for small equipment owned by other departments, which will be charged directly to the proper account on a cost basis.

The motor pool tries to maintain City-owned equipment so that they can perform the function with less than 50 man hours per year lost by the users from mechanical failure.

### **PERSONNEL:**

Title	<b>2018 FTE</b>	<b>2017 FTE</b>
Lead Mechanic	0.75	0.75
Mechanic	0.75	0.75
Total	1.50	1.50

### **BUDGET COMMENTS:**

**OPERATING SUPPLIES/FUEL (Acct. 200)** primarily covers the cost of fuel as well as tires, batteries and other dispensable products needed.

PERSONAL PROTECTIVE EQUIP (Acct. 220) provides gloves, ear plugs and eye protection.

MINOR EQUIPMENT (Acct. 225) funds small tools and equipment used by various departments.

COMMUNICATION (Acct. 260) covers costs for phone and internet connections.

REPAIR & MAINTENANCE (Acct. 280) covers costs of parts related to maintenance.

RADIO REPAIR AND REPLACEMENT (Acct. 282) covers repairs and or replacement of radios in vehicles.

UNIFORM MAINTENANCE (Acct. 300) provides laundry service for uniforms and shop towels.

PROFESSIONAL SERVICES (Acct. 320) covers CDL physicals and hearing testing for our mechanics.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of the shop vehicle.

MEETINGS/CONFERENCES (Acct. 341) provides for vehicle certification training.

### EXPENDITURE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
VEHICLE MAINTENA	NCE						
MOTOR POOL							
PERSONNEL SERVI	CES						
620-7700-101	REGULAR SERVICES- MOTOR POOL	112,125	115,155	114,996	112,163	112,163	112,163
620-7700-105	OVERTIME	0	25	750	750	750	750
620-7700-110	TOOL ALLOWANCES	1,805	1,811	1,800	1,800	1,800	1,800
620-7700-120	EMPLOYEE BENEFITS	67,584	70,769	73,447	74,588	74,588	74,588
	TOTAL PERSONNEL SERVICES	181,514	187,760	190,993	189,301	189,301	189,301
OPERATING							
620-7700-200	OPERATING SUPPLIES/FUEL	94,993	75,392	135,000	135,000	135,000	135,000
620-7700-220	PERSONAL PROTECTIVE EQUIP	54	0	250	400	400	400
620-7700-225	MINOR EQUIPMENT	179	948	3,500	4,000	4,000	4,000
620-7700-260	COMMUNICATION	355	437	1,000	1,000	1,000	1,000
620-7700-280	REPAIR AND MAINTENANCE	65,681	71,193	80,000	80,000	80,000	80,000
620-7700-282	RADIO REPAIR AND REPLACEMENT	0	0	1,000	1,000	1,000	1,000
620-7700-300	UNIFORM MAINTENANCE	883	1,232	1,300	1,300	1,300	1,300
620-7700-320	PROFESSIONAL SERVICES	178	0	500	500	500	500
620-7700-330	VEHICLE REPLACEMENT / RENT	2,928	2,928	2,925	3,500	3,500	3,500
620-7700-341	MEETINGS / CONFERENCES	20	0	850	850	850	850
	TOTAL OPERATING	165,271	152,131	226,325	227,550	227,550	227,550
TRANSFERS							
620-7700-701	TRANSFER TO GENERAL	48,495	49,548	51,380	52,842	52,842	52,842
620-7700-750	TRANSFER TO ELECTRIC	3,561	3,561	3,561	3,561	3,561	3,561
620-7700-764	TRANSFER TO SICK LEAVE	250	250	250	250	250	250
620-7700-796	TRNSFR TO VEHICLE MAJR RPR RSV		150,000	0	0	0	0
	TOTAL TRANSFERS	52,306	203,359	55,191	56,653	56,653	56,653
CONTINGENCY & RE	ESERVES						
620-7700-998	CONTINGENCY	0	0	104,787	144,723	144,723	144,723
	TOTAL CONTINGENCY & RESERVES	0	0	104,787	144,723	144,723	144,723
	TOTAL MOTOR POOL	399,092	543,250	577,296	618,227	618,227	618,227

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

PROGRAM:

SCHOOL BUS MAINTENANCE

STAFF LEVEL 2018: 0.50 FTE

**DEPARTMENT:** 

PUBLIC WORKS

STAFF LEVEL 2017: 0.50 FTE

**FUND:** 

VEHICLE MAINTENANCE

### BASELINE BUDGET DESCRIPTION:

This program maintains a staff of two mechanics, shop facilities and equipment adequate to maintain school buses operated by Milton-Freewater Unified School District No. 7, Umatilla-Morrow County Head Start and Oregon Child Development Coalition.

The available services include repairs, maintenance and towing requested by the school districts.

This program includes all labor, materials and overhead to maintain the functions of this program.

#### PERSONNEL:

<u>Title</u>	<b>2018 FTE</b>	<b>2017 FTE</b>
Lead Mechanic	0.25	0.25
Mechanic	0.25	0.25
Total	0.50	0.50

### **BUDGET COMMENTS:**

Shown in the School Bus Maintenance program is administrative cost charged to the Vehicle Maintenance Fund. This cost covers the expenses of ordering parts, processing work orders, purchase orders, picking up parts, acquiring estimates and picking up and delivering buses. The balance is in the Motor Pool program.

MINOR EQUIPMENT (Acct. 225) provides funding for small tools and equipment used for bus maintenance/repairs.

SCHOOL BUS PARTS (Acct. 290) covers costs for bus parts.

UNIFORM MAINTENANCE (Acct. 300) provides laundry service for uniforms and shop towels.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the cost the shop vehicle.

MEETING/CONFERENCES (Acct. 341) is not funded.

### EXPENDITURE SUMMARY FISCAL YEAR 2017-18

			2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
VEHI	ICLE MAINTENA	NCE						
SCH	OOL BUS MAIN	renance						
PER	SONNEL SERVI	CES						
	620-7710-101	REGULAR SERVICES- SCHL BUS MNT	28,780	29,081	39,332	38,054	38,054	38,054
	620-7710-105	OVERTIME	0	8	150	400	400	400
	620-7710-120	EMPLOYEE BENEFITS	17,157	18,446	26,483	24,352	24,352	24,352
		TOTAL PERSONNEL SERVICES	45,936	47,534	65,965	62,806	62,806	62,806
OPE	RATING							
	620-7710-225	MINOR EQUIPMENT	544	225	800	1,000	1,000	1,000
	620-7710-290	SCHOOL BUS PARTS	14,929	12,343	16,000	16,000	16,000	16,000
	620-7710-300	UNIFORM MAINTENANCE	851	1,234	1,200	1,200	1,200	1,200
	620-7710-330	VEHICLE REPLACEMENT / RENT	972	972	975	1,250	1,250	1,250
		TOTAL OPERATING	17,296	14,773	18,975	19,450	19,450	19,450
TRAN	NSFERS							
	620-7710-701	TRANSFER TO GENERAL	12,124	12,387	12,845	13,210	13,210	13,210
	620-7710-750	TRANSFER TO ELECTRIC	403	403	403	403	403	403
	620-7710-764	TRANSFER TO SICK LEAVE	50	50	50	50	50	50
		TOTAL TRANSFERS	12,577	12,840	13,298	13,663	13,663	13,663
		TOTAL SCHOOL BUS MAINTENANCE	75,810	75,147	98,238	95,919	95,919	95,919

### REVENUE BUDGET NARRATIVE Fiscal Year 2018

**DEPARTMENT:** 

PUBLIC WORKS

**FUND:** 

VEHICLE REPLACEMENT

#### MISSION STATEMENT:

To ensure all of the fleet users have well-maintained and safe vehicles to perform their jobs.

### BASELINE BUDGET DESCRIPTION:

The Vehicle Replacement fund is designed to acquire the necessary capital revenues to purchase replacement vehicles for the city fleet as required. Revenue is derived from the monthly charges assessed for each vehicle calculated on the cost of each vehicle plus depreciation.

### **REPLACEMENT FEES:**

Each vehicle in the department has been assigned a useful life from this schedule. Funds are set aside based on monthly use by the utility or department that actually uses the equipment. FY 18 replacement fees included in the budget are \$168,645. Due to the ever increasing cost of replacement vehicles a 10 percent (10%) depreciation adjustment has been added to vehicles that are not yet fully depreciated in an effort to cover those costs. FY 18 depreciation adjustment fees included in the budget are \$16,824 for a total depreciation of \$185,469.

### **SALE OF USED VEHICLES:**

Surplus vehicles and/or equipment that have exceeded their useful life are no longer needed are sold and become another source of revenue.

### **BEGINNING FUND BALANCE:**

This category accounts for funds remaining at the end of the budget year due to unexpected revenues or funds budgeted but not spent.

### REVENUE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
VEHICLE REPLACEM	IENT						
SERVICES							
630-450-50	REPLACEMENT FEES	143,160	167,064	187,462	185,469	185,469	185,469
	TOTAL SERVICES	143,160	167,064	187,462	185,469	185,469	185,469
MISCELLANEOUS							
630-470-20	INTEREST EARNED	927	1,200	500	500	500	500
630-470-30	SALE OF FIXED ASSETS	11,861	0	0	0	0	C
630-470-99	MISCELLANEOUS REVENUES	0	0	500	0	0	0
	TOTAL MISCELLANEOUS	12,788	1,200	1,000	500	500	500
TRANSFERS							
630-490-62	TRANSFER FROM VEHICLE MAINT	0	150,000	0	0	0	0
	TOTAL TRANSFERS	0	150,000	0	0	0	0
BEGINNING FUND BA	ALANCE						
630-499-10	FUND BALANCE	0	0	269,883	125,338	125,338	125,338
	TOTAL BEGINNING FUND BALANCE	0	0	269,883	125,338	125,338	125,338
	TOTAL REVENUE	155,948	318,264	458,345	311,307	311,307	311,307

# EXPENDITURE BUDGET NARRATIVE Fiscal Year 2018

**DEPARTMENT:** 

PUBLIC WORKS

**FUND:** 

VEHICLE REPLACEMENT

### **BASELINE BUDGET DESCRIPTION:**

This fund provides funds for purchasing new equipment. Maintenance costs and the associated revenues to cover those costs are in the Vehicle Maintenance Budget.

Replacement and new vehicles proposed for Fiscal Year 2018:

TOTAL.	£110 000 00
Used Trim Mower	\$20,000.00
New Police All-Wheel Drive Sport Utility Vehicle	\$30,000.00
New or Used Full Size 4-Wheel Drive Pickup Truck	\$30,000.00
Used Greens Mower	\$30,000.00

TOTAL: \$110,000.00

### EXPENDITURE SUMMARY FISCAL YEAR 2017-18

		2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
VEHICLE REPLACE	MENT						
ADMINISTRATION							
CAPITAL							
630-7600-470	VEHICLE REPLACEMENT	109,300	238,688	376,815	110,000	110,000	110,000
	TOTAL CAPITAL	109,300	238,688	376,815	110,000	110,000	110,000
CONTINGENCY & RE	ESERVES						
630-7600-970	RESERVE FOR REPLACE	0	0	81,530	201,307	201,307	201,307
	TOTAL CONTINGENCY & RESERVES	0	0	81,530	201,307	201,307	201,307
	TOTAL ADMINISTRATION	109,300	238,688	458,345	311,307	311,307	311,307

### BUDGET NARRATIVE Fiscal Year 2018

FUND:

SICK-LEAVE LIABILITY

### **BASELINE BUDGET DESCRIPTION:**

This fund is used to set aside resources to cover cost of part-time help needed to replace employees who are out on extended sick-leave or family leave issues. It is also to provide funds for sick-leave payout for retiring employees who qualify.

City employees, normally, build up a reserve for sick-leave and as the length of service increases so does the amount of sick-leave that an employee can have accumulated to use. If an employee is unable to work for an extended period of time and has accumulated sick-leave, there are no funds available in the operating budget to hire a temporary replacement. This fund provides the City with a source of funds for temporary help.

### **BUDGET COMMENTS:**

Revenues consist of interfund transfers from the General Fund, Enterprise Funds, Special Revenue Funds and Internal Service Funds that have payroll expenditures. Interest also contributes to the revenues.

Expenditures are budgeted at a level to cover anticipated temporary replacement wages that may be charged against this fund. Actual amounts charged against this fund will depend on the salary level and amount of time the temporary personnel may be hired to cover an employee who is out on an extended sick-leave and/or the cost of a retiring employees sick-leave payout.

The City has a sick leave bank policy. Once a year employees have the opportunity to donate 4 to 16 hours of their personal vacation or comp time to the bank. These banked hours are available to any permanent regular employee who has an FMLA qualifying event and has run out of paid leave. The employee will complete an application form to make a withdrawal from the bank hours. The Sick Leave Bank Board will approve or deny each application.

### REVENUE SUMMARY FISCAL YEAR 2017-18

		FISCAL ACTUAL	FISCAL ACTUAL	FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
SICKLEAVE LIABILITY	Υ						
MISCELLANEOUS	_						
640-470-20	INTEREST EARNED	381	309	300	300	300	300
640-470-41	DONATIONS TO SICK LEAVE BANK	0	0	1,200	1,200	1,200	1,200
	TOTAL MISCELLANEOUS	381	309	1,500	1,500	1,500	1,500
TRANSFERS							
640-490-10	TRANSFER FROM GENERAL	1,600	1,600	1,600	1,600	1,600	1,600
640-490-21	TRANSFER FROM STREET	300	300	300	300	300	300
640-490-22	TRANSFER FROM LIBRARY	240	240	240	240	240	240
640-490-51	TRANSFER FROM ELECTRIC	2,631	2,631	2,631	2,631	2,631	2,631
640-490-52	TRANSFER FROM WATER	500	500	500	500	500	500
640-490-53	TRANSFER FROM SEWER	605	605	605	605	605	605
640-490-54	TRANSFER FROM SOLID WASTE	500	500	500	500	500	500
640-490-55	TRANSFER FROM GOLF COURSE	100	100	100	100	100	100
640-490-61	TRANSFER FROM WAREHOUSE	350	350	350	350	350	350
640-490-62	TRANSFER FROM VEHICLE MAINT	300	300	300	300	300	300
	TOTAL TRANSFERS	7,126	7,126	7,126	7,126	7,126	7,126
BEGINNING FUND BA	ALANCE						
640-499-10	FUND BALANCE	0	0	62,056	65,630	65,630	65,630
	TOTAL BEGINNING FUND BALANCE	0	0	62,056	65,630	65,630	65,630
	TOTAL REVENUE	7,507	7,435	70,682	74,256	74,256	74,256
ADMINISTRATION							
PERSONNEL SERVI	CES						
640-7600-101	REGULAR SERVICES- SICKLEAVE LB	42,552	2,943	50,682	45,900	45,900	45,900
640-7600-102		0	0	10,000	10,000	10,000	10,000
640-7600-120	EMPLOYEE BENEFITS	6,480	0	10,000	18,356	18,356	18,356
	TOTAL PERSONNEL SERVICES	49,031	2,943	70,682	74,256	74,256	74,256
	TOTAL ADMINISTRATION	49,031	2,943	70,682	74,256	74,256	74,256

### BUDGET NARRATIVE Fiscal Year 2018

**FUND:** 

RISK MANAGEMENT

### **BASELINE BUDGET DESCRIPTION:**

This fund was established new in 1996 to account for refunds that are received from City County Insurance and SAIF.

This fund will allow the City a greater source of funding for costs associated with unanticipated costs for unemployment, insurance costs and claims.

### **BUDGET COMMENTS:**

By keeping these resources in a risk management fund it allows the City to cover unanticipated costs for claims, deductibles, provide a well-ness program and/or coverage costs.

## REVENUE SUMMARY FISCAL YEAR 2017-18

	2014-15 FISCAL ACTUAL	2015-16 FISCAL ACTUAL	2016-17 FISCAL BUDGET	2017-18 CITY MGR PROPOSED	2017-18 BUD COMM APPROVED	2017-18 COUNCIL ADOPTED
_						
CIS REFUND	42,900	23,870	10,000	10,000	10,000	10,000
INTEREST EARNED	405	330	300	300	300	300
TOTAL MISCELLANEOUS	43,305	24,199	10,300	10,300	10,300	10,300
ALANCE						
FUND BALANCE	0	0	73,500	61,350	61,350	61,350
TOTAL BEGINNING FUND BALANCE	0	0	73,500	61,350	61,350	61,350
TOTAL REVENUE	43,305	24,199	83,800	71,650	71,650	71,650
UNANTICIPATED CLAIMS	32,980	37,431	83,800	71,650	71,650	71,650
TOTAL OPERATING	32,980	37,431	83,800	71,650	71,650	71,650
TOTAL ADMINISTRATION	32,980	37,431	83,800	71,650	71,650	71,650
	CIS REFUND INTEREST EARNED  TOTAL MISCELLANEOUS  ALANCE  FUND BALANCE  TOTAL BEGINNING FUND BALANCE  TOTAL REVENUE  UNANTICIPATED CLAIMS  TOTAL OPERATING	CIS REFUND 42,900 INTEREST EARNED 405  TOTAL MISCELLANEOUS 43,305  ALANCE FUND BALANCE 0  TOTAL BEGINNING FUND BALANCE 0  TOTAL REVENUE 43,305  UNANTICIPATED CLAIMS 32,980  TOTAL OPERATING 32,980	FISCAL   ACTUAL   ACTUAL	FISCAL ACTUAL FISCAL BUDGET  CIS REFUND	FISCAL ACTUAL FISCAL BUDGET PROPOSED  CIS REFUND 42,900 23,870 10,000 10,000 1000 1000 1000 1000 100	FISCAL ACTUAL FISCAL BUDGET PROPOSED APPROVED  CIS REFUND 42,900 23,870 10,000 10,000 10,000 300 300 300 300 300 300 300 300 30

#### COMPUTATION OF LEGAL DEBT LIMIT

June 30, 2016

ORS 287.004 requires a debt limit equal to 3% of the true cash value of all taxable property within the city limits.

Real Market Value Debt Limit Rate	\$311,551,824 x3%
Maximum Allowable Debt	9,346,555
Less General Bonded Debt	0
Legal Debt Margin	\$ 9,346,555
Total net bonded debt applicable to the limit as a percentage of debt limit	0%

### Property Tax Summary Fiscal Year 2018

	2015 Budget	2016 Budget	2017 Adopted	2018 Proposed	2018 Approved	2018 Adopted
******	******	******	*****	*****	*****	****
Operating	\$957,880	\$990,566	\$1,000,145	\$1,027,690	\$1,027,690	\$1,027,690
Estimate *						
Rate Levy **	3.7499	3.7499	3.7499	3.7499	3.7499	3.7499
Debt Service	110,000	120,000	-0-	-0-	-0-	-0-
Local Option Tax Senior Trans	60,000	60,000	60,000	60,000	60,000	60,000

### TOTAL TAXES \$1,137,880 \$1,170,566 \$1,060,145 \$1,087,690 \$1,087,690 \$1,087,690

<sup>\*</sup>The amount is an estimate based on the rate levied and the estimated assessed value.

<sup>\*\*</sup>As of 2005 fiscal year a rate per \$1,000 or an amount is used for the levy.

# PERSONNEL SUMMARY Fiscal Year 2018 By Department

	2018	2017	2016	
	FTE	FTE	FTE	Position
				GENERAL FUND
.1.	1 00	1 00	1 00	CITY COUNCIL
*	1.00	1.00	1.00	Mayor
*	$\frac{6.00}{7.00}$	$\frac{6.00}{7.00}$	$\frac{6.00}{7.00}$	Councilors
	7.00	7.00	7.00	CITY MANAGER
	0.80	0.80	0.80	City Manager
	1.00	1.00	1.00	City Recorder
	0.30	0.30	0.30	Building Specialist
	$\frac{0.05}{2.15}$	$\frac{0.05}{2.15}$	$\frac{0.05}{2.15}$	Planning/Fire Assistant
	2.15	2.15	2.15	
				MUNICIPAL COURT
	0.13	0.13	0.13	Judge
	$\frac{1.00}{1.13}$	$\frac{1.00}{1.13}$	$\frac{1.00}{1.13}$	Court Clerk
	1.13	1.13	1.13	ACCOUNTING & BILLING
	1.00	1.00	1.00	Finance Director
	1.00		1.00	Accounting Supervisor
	1.00		1.00	Utility Billing Clerk
	2.00	2.00	2.00	Account Clerk(s)
	0.00	0.00	0.37	Part-Time Meter Reader
	1.00	1.00	1.00	Payroll Clerk
	6.00	6.00	6.37	
				HUMAN RESOURCE ADMINISTRATION
	$\frac{0.25}{0.25}$	$\frac{0.30}{0.30}$	$\frac{0.30}{0.30}$	Human Resource Officer
	0.23	0.30	0.30	ECONOMIC DEVELOPMENT
	1.00	1.00	1.00	Community Development Supervisor
	0.10	0.10	0.10	Assistant
	0.10	0.10	0.10	City Planner
	1.20	1.20	1.20	
				PLANNING / BUILDING INSPECTIONS
	0.90	0.90	0.90	City Planner
	0.05	0.05	0.05	Building Specialist
	$\frac{0.50}{1.45}$	$\frac{0.50}{1.45}$	$\frac{0.50}{1.45}$	Planning/Fire Assistant (prior Secretary)
	1.40	1.45	1.45	
				POLICE
	1.00	1.00	1.00	Chief
	0.00	1.00	0.00	Corporals
	2.00	1.00	2.00	Sergeant
	9.00	8.00	8.00	Patrol Officers
	0.60	0.60	0.60	Code Enforcement Officer
	0.00	0.00	0.00	E9-1-1/PSAP Manager
*	6.00	6.00	6.00	Communication Specialist
*	0.00	0.00	0.00	Volunteer Police Chaplain
*	0.00	0.00	4.00	Citizen Corp Volunteers Reserves
	20.60	$\frac{0.00}{19.60}$	21.60	VCPCT ACP

<sup>\*</sup> Number of positions, not expressed in FTE's

# PERSONNEL SUMMARY (Continued) By Department

	2018	2017	2016	
	FTE	FTE	FTE	<u>Position</u>
				FIRE
	1.00	1.00	1.00	Chief
	0.05 1.00	0.05	0.05	Planning/Fire Assistant (Prior Secretary)
*		1.00	1.00	Assistant Chief
*	0.00		0.00	Secretary/Recorder
		4.00		Captains
^	22.05	$\frac{16.00}{22.05}$	$\frac{18.00}{24.05}$	Firefighters
	22.03	22.03	24.03	PUBLIC WORKS
	1.00	1.00	1.00	Public Works Superintendent
	0.59	0.00	0.00	Parks & Recs Supervisor
	1.00		1.00	Public Works Assistant/Project Aide
	1.20	1.79	1.79	Utility Workers
			1.78	Parks Maintenance Worker
			0.15	Technician
			3.00	Lifeguard
		0.56	0.56	Aquatic Center Manager
	0.28		0.28	Lead Lifeguards
	1.00		1.00	Concession
	1.00	1.00	1.00	Laborer
	$1\overline{1.56}$	11.56	11.56	
				ENGINEERING AND PLANNING
	0.60	0.60	0.60	Engineering Technician(s)
	0.60	0.60	0.60	
	0 12	0 00	0 00	STREET FUND
	0.13	0.00	0.00	Water & Streets Supervisor
	0.20		0.00 0.54	Park & Recs Supervisor Parks Maintenance Worker
	0.25		0.25	Laborer
	0.40		0.40	Code Enforcement Officer
	0.68	1.01	1.01	Utility Workers
	$\frac{0.00}{2.20}$	$\frac{1.01}{2.20}$	$\frac{1.01}{2.20}$	otility workers
				LIBRARY FUND
	1.00	1.00	1.00	Library Director
	2.93	2.93	2.93	Library Associate
	3.93	3.93	3.93	
				SENIOR/ DISABLED TRANSPORTATION FUND
	0.75	0.70	0.70	Human Resource Officer
	0.20	$\frac{0.20}{0.90}$	0.20	City Manager
	0.95	0.90	0.90	
	1 00	1 00	1 00	ELECTRIC FUND
	1.00	1.00	1.00	Electric Superintendent
	1.00	1.00	1.00	Electric Assistant
	5.00	5.00	5.00	Line Technicians
	1.40	1.40	1.40	Engineering Technician
			0.65	Building Specialist Working Line Supervisor
	$\frac{1.00}{10.05}$	$\frac{1.00}{10.05}$	$\frac{1.00}{10.15}$	MOTERING TIME Substition
	10.00	TO.02	10.10	

<sup>\*</sup> Number of positions, not expressed in FTE's

# PERSONNEL SUMMARY (Continued) By Department

2018		2016	
FTE	FTE	FTE	Position
0 74	0 00	0 00	WATER FUND
0.74		0.00 0.31	Water & Streets Supervisor Parks Maintenance Worker
			Utility Workers
$\frac{1.58}{2.63}$	$\frac{2.32}{2.63}$	$\frac{2.32}{2.63}$	otility workers
2.03	2.05	2.03	SEWER FUND
2.05	2.19	2.19	Utility Workers
0.11			Water & Streets Supervisor
0.03			Parks & Recs Supervisor
0.26			Parks Maintenance Worker
1.00	1.00		Waste Water Supervisor/Plant Operator
3.45		3.45	
			SOLID WASTE FUND
1.00		1.00	Sanitation Truck Driver
0.02		0.00	Water & Streets Supervisor
0.58		0.58	Parks Maintenance Worker
1.49	1.51	1.51	Utility Worker
3.09	3.09	3.09	
			GOLF COURSE FUND
0.53		0.53	Parks Maintenance Worker
0.16		0.00	Parks & Rec Supervisor
0.00		0.16	Utility Worker
1.00		1.00	Laborer
1.69	1.69	1.69	
0.05	0 05	0.05	WAREHOUSE FUND
0.85		0.85	Engineering Technician
0.02			Parks & Rec Suprvisor
0.00		$\frac{0.02}{0.87}$	Utility Worker
0.07	0.07	0.07	VEHICLE MAINTENANCE FUND
1.00	1.00	1.00	Senior Mechanic
1.00		1.00	Mechanic
$\frac{2.00}{2.00}$		2.00	
* 74.85	73.85	74.22	Total FTE's

<sup>\*\*</sup> Council, Police Reserves, and Fire not included in Total FTE's.

# City of Milton-Freewater RESOLUTION NO. 2345

## A Resolution Declaring the City of Milton-Freewater Election to Receive State Revenues

WHEREAS, the City of Milton-Freewater must maintain a balanced and scrutinized budget to the citizens and Council members; and

WHEREAS, the City Council of the City of Milton-Freewater believes that public safety is a very crucial service to provide to the citizens; and

WHEREAS, state shared revenues have been proposed to be used for this purpose; and

WHEREAS, the City of Milton-Freewater is anticipating to receive an estimated \$52,400 in state revenue sharing; and

WHEREAS, during two public hearings on this subject, one held, April 27, 2017 and the other held June 12, 2017, no objections or comments were heard from citizens regarding this proposed use,

WHEREAS, pursuant to ORS 221.770, the City is following the mandates of the State in order to receive these funds,

THEREFORE, be it RESOLVED, the City of Milton-Freewater hereby elects to receive state revenues for fiscal year 2017-2018.

PASSED BY THE COMMON COUNCIL and APPROVED by the Mayor this 12<sup>th</sup> day of June, 2017.

Lewis S. Key, Mayor

I certify that a public hearing before the Budget Committee was held on April 27, 2017, and a public hearing before the City Council was held on June 12, 2017 giving citizens an opportunity to comment on the use of state revenue sharing funds.

Leanne Steadman, City Recorder

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RESOLUTION NO. 2346

A RESOLUTION OF THE CITY OF MILTON-FREEWATER ADOPTING
THE BUDGET; MAKING APPROPRIATIONS; AND IMPOSING AND CATEGORIZING TAXES
FOR THE FISCAL YEAR BEGINNING JULY 1, 2017

#### BE IT RESOLVED;

<u>Section 1.</u> That the City Council of the City of Milton-Freewater hereby adopts the budget for fiscal year 2017-2018 in the sum of \$29,742,416 now on file at City Hall.

Section 2. That the City Council of Milton-Freewater hereby levies the taxes provided for in the adopted budget at the rate of \$3.7499 per \$1,000 of assessed value for operations, and \$60,000 Local Option Tax for senior transportation; and that these taxes are hereby imposed and categorized for tax year 2017-2018 upon the assessed value of all taxable property within the district.

Excluded from

	General Government	the Limitation
General Fund	\$3.7499/\$1,000	
Bonded Debt		-0-
Local Option Tax	\$60,000	

Section 3. That the Budget Officer is directed to certify the levies herein to the County Clerk and Assessor, and to the Department of Revenue. A copy of the adopted budget as adopted is to be filed with each agency.

<u>Section 4.</u> That the City Council makes appropriations for the purposes as follows:

#### GENERAL FUND

City Council	\$ 27,646
City Recorder/Manager/Human Resources/Safety	404,904
City Attorney	20,000
Municipal Court	152,593
Finance	827,929
Planning/Eco Devo/Bldg Inspect	286,939
Police/Emergency Communications	2,281,046
Fire	352,879
Public Works	1,108,760
Engineering	109,277
City Hall	139,618
Transfers to Other Funds	133,478
Contingency	75,000
Total	\$5,920,069

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CMDEEM DVIID	
STREET FUND	4000 400
Personnel Services	\$227,100
Materials and Services	140,163
Transfer to Other Funds	98,131
Contingency	96,242
	\$ 561,636
STREET IMPROVEMENT FUND	
Capital	\$ 277,446
Contingency	\$ -0-
	\$ 277,446 \$ -0- \$ 277,446
LIBRARY FUND	
Personnel Services	\$322,413
Materials and Services	36,275
Capital	2,500
Transfer to Other Funds	240
Contingency	12,000
concingency	
	\$373,428
CONTOR ARTERIOR MEANCEONMANTON CERTIFIC	TEC TIME
SENIOR/DISABLED TRANSPORTATION SERVICE	
Personnel Services	\$123,402
Materials and Services	152,950
Total Capital Outlay	575,000
Contingency	131,978
	\$983,330
DRUG ENFORCEMENT FUND	
Materials and Services	\$ <u>-0-</u>
	\$ -0-
GENERAL OBLIGATION BOND FUND	
Debt Service	\$ -0-
Reserves	-0- s · -0-
	\$0-
•	
ELECTRIC FUND	
Personnel Services	\$1,559,045
Materials and Services	5,584,032
Capital Outlay	274,900
Transfer to Other Funds	1,095,240
Contingency	1,069,259
00110111901101	\$9,582,476
ELECTRIC CAPITAL REPLACEMENT RESERVE	
Capital	\$ 1,679,600
Capitai	\$ 1,079,000
ELECTRIC ODERATING /MATHEMANICE RECERT	E EUND
ELECTRIC OPERATING/MAINTENANCE RESERV	\$ 0_
Capital	
Capital	2,710,600 \$2,710,600
	72, 110, 600

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WATER FUND  Personnel Services  Materials and Services  Capital Outlay  Debt Service  Transfer to Other Funds  Contingency/Reserve	\$ 303,000 342,797 60,000 145,108 588,086 293,949 \$1,732,940
Personnel Services Materials and Services Capital Outlay Debt Service Transfer to Other Funds Contingencies	\$ 347,560 332,175 -0- -0- 806,234 335,852 \$1,821,821
SEWER PLANT IMPROVEMENT FUND Capital Outlay Debt Service Contingencies	200,000 854,764 -0- \$1,054,764
Personnel Services  Materials and Services Capital Outlay Transfer to Other Funds Contingency	\$312,610 387,508 70,000 255,848 318,423 \$1,344,389
GOLF COURSE FUND  Personnel Services  Materials and Services  Debt Service  Transfer to Other Funds  Contingency	\$ 82,830 100,734 1,418 100 404 \$185,486
LANDFILL CLOSURE RESERVE FUND Reserves	\$136,750
9.1.1.  Materials and Services Capital Outlay Transfer to Other Funds	\$37,750 -0- -0- \$ 37,750

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WAREHOUSE FUND	
Personnel Services Materials and Services Capital Outlay Total Transfers Contingency	\$ 94,811 30,624 2,000 26,286 14,851 \$168,572
VEHICLE MAINTENANCE  Personnel Services  Materials and Services  Transfers  Contingency	\$252,107 247,000 70,316 144,723 \$714,146
VEHICLE REPLACEMENT FUND  Materials and Services Capital Outlay Debt Service Transfers Reserve for Replacement  SICK LEAVE LIABILITY FUND	\$ -0- 110,000 -0- -0- 201,307 \$311,307
Personnel Services  RISK MANAGEMENT  Materials and Services	\$ 74,256 \$ 71,650

PASSED by the Common Council and APPROVED by the Mayor this 12th day of June, 2017

Lewis S. Key, Mayor

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