

*CITY OF MILTON-FREEWATER,
OREGON*



FISCAL YEAR 2019 BUDGET

CITY OF MILTON-FREEWATER
FISCAL 2019 BUDGET COMMITTEE

Mayor: *Lewis Key*

Councilors: *Steve Irving*
Brad Humbert
Orrin Lyon
Ed Chesnut
Verl Pressnall

Budget Committee: *Lindsay Winsor*
Wes Koklich
Suni Danforth

Budget Officer: *Linda Hall*

TABLE OF CONTENTS
2019 Fiscal Year

INTRODUCTORY SECTION

Budget Message	1
Budget Calendar	6

SUMMARY SECTION

Summary Tables

Summary of Expenditures, All Funds.....	8
Sources of Funding between Funds	9

BUDGET DETAIL SECTION

Governmental Fund Types

General Fund Revenues Graph	12
General Fund Expenditure Graph.....	13
General Fund Revenues Narrative	14
City Council	20
City Manager	22
City Attorney	26
Municipal Court	28
Accounting & Billing	30
Human Resource Admin.....	32
Economic Development-Planning.....	36
Police	42
Fire.....	52
Public Works	56
City Hall.....	66
Engineering	68

Special Revenue Funds

Street Fund.....	72
Street Improvement Fund.....	76
Library Fund.....	78
Public Transportation Services	82
9.1.1.	86

Debt Service Fund

General Obligation Bonds	90
--------------------------------	----

Proprietary Fund Types

Enterprise Funds

Electric Fund	94
Electric Capital Replacement Reserve Fund	116
Electric Operating & Maintenance Reserve Fund	118
Water Fund	120
Sewer Fund	128
Sewer Plant Improvement Fund	136

Proprietary Fund Types

Enterprise Funds (continued)

Solid Waste Fund.....	140
Landfill Closure Reserve	150
Golf Course Fund.....	152

Internal Service Funds

Warehouse Fund	160
Vehicle Maintenance Fund	164
Vehicle Replacement Fund.....	170
Sick Leave Liability.....	174
Risk Management	176

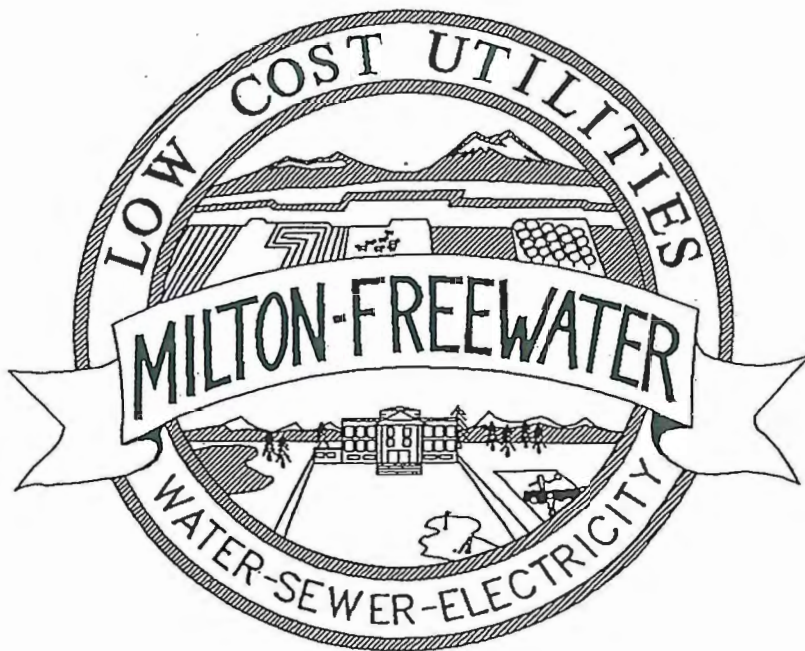
Miscellaneous Information

Legal Debt Limit Computation	178
Personnel Summary - Distribution by Fund	179

Authorizing Resolution

Resolution Declaring the City of Milton-Freewater's Election to Receive State Revenue.....	182
---	-----

Resolution Adopting Budget, Making Appropriations and Levying the Ad Valorem Property Tax	183
--	-----





CITY OF
MILTON-FREEWATER

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

April 2, 2018

TO: Honorable Mayor, City Councilors,
Budget Committee Members, and Citizens of Milton-Freewater

FROM: City Manager

SUBJECT: Proposed Budget for Fiscal Year 2019

EXECUTIVE SUMMARY

"I can't change the direction of the wind, but I can adjust my sails to always reach my destination." ...Jimmy Dean

For those of you who have been reading these budget summaries for the last 11 years, you may notice that I assign a theme to each budget year.

This year the theme was easily apparent: CHANGE. The reason why? Because this budget year will be representing a LOT of change and will be quite different. The budget you hold in your hands has arguably the most numerous amounts of changes, re-organizations and new budget programs that I have seen in 25 years with our city.

Here are just a few of those:

- We have added a new utility operation to public works! We now are in the recycling business!
- The budget has not one but two local option taxes proposed---in addition to our transportation option tax, we are proposing a parks and recreation local option tax as well this spring.
- This budget contains \$3,671,592 of grant monies in its total! A record even for us!!!!
- This budget year finds us with over 20 brand new (or new to their position) employees on board---this year has seen the highest number of recruitments we have ever had in recent memory.
- Organizational changes as a result of staff changes---Transportation is now being done by the Planning Department---Human Resources will now be a stand-alone job, and not combined---We have added a rotational crew member to our public works team to assist with the additional work load on all the crews in that department---the Electric Department crew now has a groundman

to assist on that busy crew's work schedule—Warehouse duties have now been divided up to individual employees and are no longer a stand-alone program—etc. etc.

WHY ALL THIS CHANGE?

Before you think I just went crazy and decided to mix everything up, hear me out! Many of the changes that you will see in this budget are a consequence of the wave of retirements that we have seen in the last two years. Many of our long-tenured employees have reached their retirement eligibility years and have all gone to enjoy their well-deserved retirements.

While we all will certainly miss our veteran co-workers and the huge contributions that they brought to their jobs here at the city, we must use this opportunity to look to the future and how those jobs or positions have changed over the years and may need to be modified or restructured. Take Public Transportation as an example. When the City first started to offer these services back in April of 1971, the program was relatively simple, the service was relatively small, and it was a “project” taken on by the City Manager’s secretary. Now 47 years later, those programs are federally and state regulated, must conform to hundreds of laws and regulations, including Americans with Disabilities Act, Civil Liberties, and local, state and federal purchasing, contract and procurement laws! We have also been included in the federal planning organization of the Walla Walla Valley Metropolitan Planning Organization which adds many more layers of work and responsibilities to the mix! Teresa Dutcher has done a phenomenal job at keeping up with all these additional duties all the while expanding our public transportation programs to include new services such as para-transit capabilities and additional service routes and hours of operation. Hats off to Teresa! But she will now be leaving us as this budget takes effect July 1st to her well-deserved retirement.

So while change is certainly scary and can be stressful, we are determined to make the most of these changes and seize the opportunities they present to better ourselves and our service to the citizens of Milton Freewater. Because, as Mr. Dean says---we cannot change the direction of the wind, but we CAN adjust our sails to reach our destination of excellent service for the citizens of Milton Freewater!

BUDGET HIGHLIGHTS

We are pleased to present a budget totaling \$33,975,917. This is higher than in years past; because it includes a very large number of grant dollars we are hoping to reap for the benefit of our citizens---\$3,671,592 in grant dollars included in this budget.

There are some very exciting things proposed in this year’s budget that we hope to be able to bring to reality.

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. This is one of the reasons we are proposing a parks and recreation local option tax of \$100,000 per year for five years. While this is a drop in a very large bucket compared to our needs for fixing and improving our antiquated and worn out recreational facilities, we hope to use the tax dollars to match much larger grants through the state and federal sources to accomplish quite large projects.

Another long-time 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 3rd 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. In a study of the utility's strategic plan and financial health, we have discovered an inequity in service availability charges. It has been the practice that all customers, whether small residential or huge industrial or commercial customers, all paid the same service availability charge. In order to restore equity and fairness for our customers, we are proposing to adjust the service availability charge to industrial (by \$35 per month) and commercial customers (\$10 per month) only and leave residential charges the same. By doing this, we are hoping to avoid large overall rate increases to all customers, but even with these adjustments, in order to keep the fund solvent, we are proposing a 3% overall rate increase. This was in part due to the low water year which affects our surplus power sale revenues, and to help mitigate a 5% increase from BPA in our power purchasing costs.

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 is concentrating on paying off the debt service associated with our recently completed 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 the cost of our neighboring cities. NO RATE INCREASE IS PROPOSED FOR THIS YEAR.

SOLID WASTE

This fund will see a major change in its operations as it takes on the difficult challenge of operating a recycling program for our citizens and business owners. Our neighbors far and near have been dropping this from their list of services like a hot potato. We are cautiously optimistic about taking it on after our long tenured contractor; Horizon Project Inc. gave us notice last fall that they were calling it quits. We have scaled the service back from curbside pick up to two depots where customers bring their recyclables to us, but still we will be watching the financial bottom line like a hawk to be sure this program is sustainable. If it starts to drag the solid waste utility's financial health down, we will have to re-evaluate our plan. While we are NOT PROPOSING ANY INCREASE IN FEES OR RATES AT THIS TIME, we may have to revisit this sooner rather than later.

LIBRARY FUND

This fund has seen many happy changes in the last few years as our Library Director Erin Wells has added many new programs that are increasing patronage at our library. Her children's' programs and events have grown in popularity by such large numbers that she and her staff have had to move some of the events to larger venues like the community building to accommodate all the participants! Erin is also working on expansion of adult programs as well, having added an adult book club as well as a separate area for adult computer usage away from the teens and children. Even though taxing district revenues fall critically short of fully funding library services to the extent our citizens have come to enjoy, we remain committed to general fund support of the Library. The general fund makes a transfer of over \$130,000 this fiscal year in order to maintain the same level of services enjoyed by its 12,000 patrons.

GOLF COURSE

This enterprise fund continues to be a struggle to keep in the black. Golf Courses across the country are seeing similar struggles as families find other sources of entertainment. Our staff, Council members and I continue to strategize on what options can be employed to keep it in operation. The aforementioned parks and recreation ballot measure for a local option tax to support not only the golf course, but other parks and recreational jewels of our community, will be critical to this

fund. 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.

CONCLUSION

So while we are certainly facing many (sometimes) scary and (often) 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!

And to go back to our quote at the beginning of this message, the Council, staff and I will be adjusting our sails and we WILL reach our destination together!

I would like to conclude by extending a special thank you to my loyal and dedicated Finance Director Dave Richmond, and his loyal and dedicated "right hand woman" Luke Billings, with whom I have had the distinct pleasure of working with to protect the City's financial health for the last 16 years they have been a financial team.

THANK YOU DAVE AND LUKE!

Respectfully submitted,



Linda Hall
City Manager

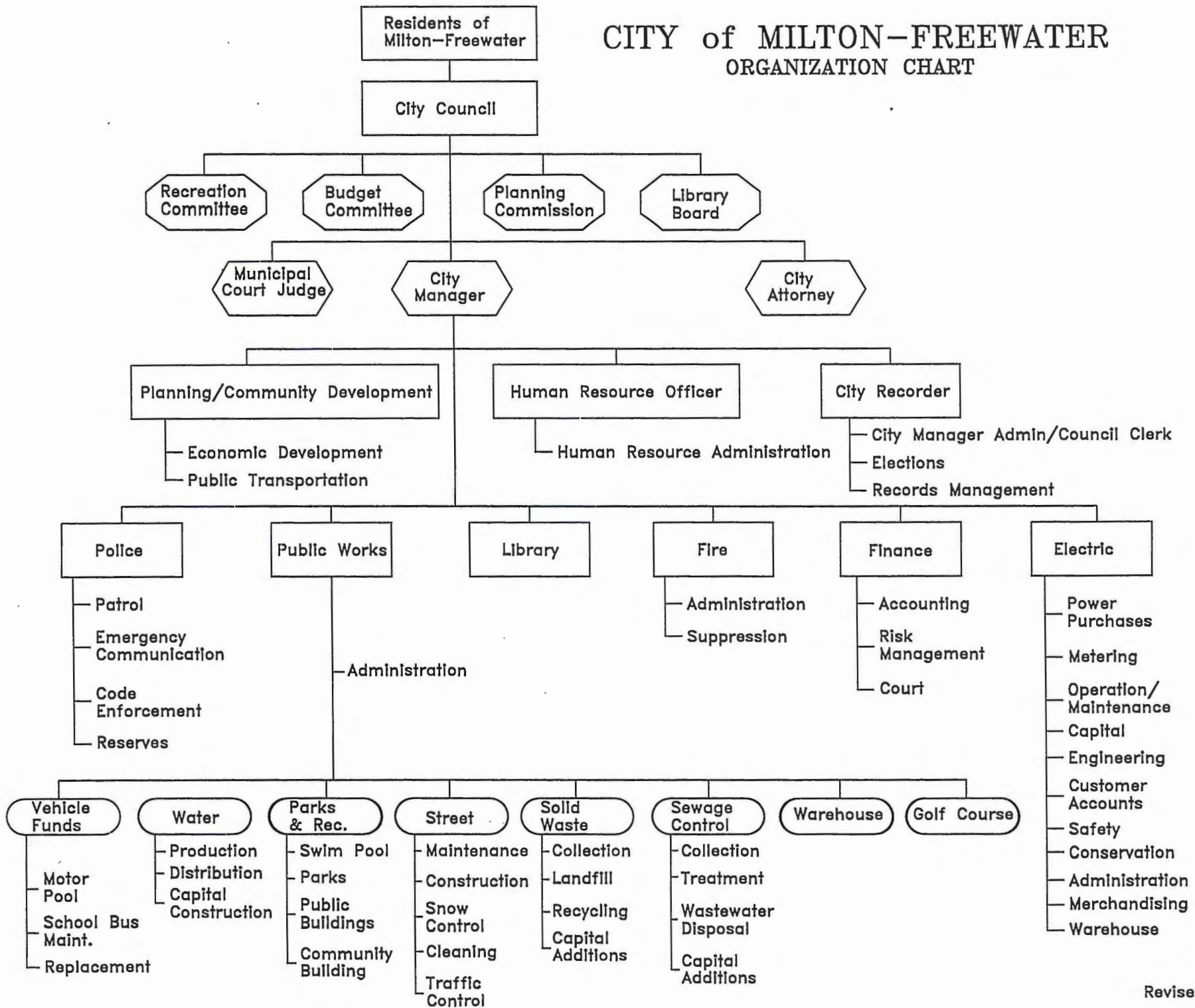
CITY OF MILTON-FREEWATER, OREGON

Budget Calendar Fiscal 2019

- 01/16 Worksheets distributed to Department Heads.
- 02/16 Last day to submit Departmental Budget requests to the Finance Director. Department Heads are responsible for meeting this deadline.
- 03/19 Finance Director will begin meetings with the City Manager to review, revise and balance budgets. Department heads will be on call March 19-23 for budget questions if needed.
- 03/26 Finance Dept. begins compiling revised budgets and balances all funds.
- 03/30** Notice of first Budget meeting to paper (include City web site address).
- 04/02 City Manager to complete the budget message.
- 04/02 Begin printing budget.
- 04/06* 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.)
- 04/16 Complete preliminary budget, assemble and bind copies
- 04/16 Deliver budget books to council, department heads and budget committee.
- 04/26 **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.
- 05/21** Send budget summaries and notice of Council hearing to paper.
- 05/25* 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. We also will post on the Cities website.
- 06/11 Budget Hearing before the City Council.
- 06/11 Budget proposed for adoption at this time.
- 06/25 Budget and proper state budget forms submitted to County Assessor.
- * Publishing dates
** Newspaper deadline dates

CITY of MILTON-FREEWATER

ORGANIZATION CHART



CITY OF MILTON-FREEWATER
SOURCES OF FUNDING BETWEEN FUNDS

For Fiscal Year 2018-2019

ADMINISTRATIVE TRANSFERS

General Fund

Expenditures	Total		Electric		Water		Sewer		Solid Waste		General		Street		Vehicle Maintenance		Warehouse		Golf Course	9.1.1 Library	Sick Leave
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	\$	\$
City Council	28,641	52%	15,029	14%	4,010	5%	1,432	5%	1,432	19%	5,577	2%	573	1%	301	1%	286	0%	0		
City Manager/Recorder	340,693	55%	187,381	14%	47,697	5%	17,035	5%	17,035	17%	57,918	2%	6,814	1%	3,407	1%	3,407	0%	0		
Safety	0	50%	0	14%	0	5%	0	5%	0	22%	0	2%	0	1%	0	1%	0	0%	0		
City Recorder	0	50%	0	14%	0	5%	0	5%	0	22%	0	2%	0	1%	0	1%	0	0%	0		
City Attorney	20,000	52%	10,400	14%	2,800	5%	1,000	5%	1,000	20%	4,000	2%	400	1%	200	1%	200	0%	0		
Municipal Court	106,510	0%	0	0%	0	0%	0	0%	0	100%	106,510	0%	0	0%	0	0%	0	0%	0		
Accounting & Billing	895,615	51%	456,764	14%	125,386	10%	89,562	10%	89,562	10%	89,563	2%	17,912	2%	17,912	1%	8,956	0%	0		
Human Resource Admin	108,197	51%	55,180	14%	15,148	10%	10,820	10%	10,820	10%	10,821	2%	2,164	2%	2,164	1%	1,082	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	142,655	33%	47,076	25%	35,664	25%	35,664	10%	14,266	7%	9,986	0%	0	0%	0	0%	0	0%	0		
Planning	79,980	22%	17,596	22%	17,596	22%	17,596	10%	7,998	22%	17,597	2%	1,600	0%	0	0%	0	0%	0		
Building Inspection	6,367	0%	0	0%	0	0%	0	0%	0	100%	6,367	0%	0	0%	0	0%	0	0%	0		
Police Patrol	1,596,811	0%	0	0%	0	0%	0	0%	0	100%	1,596,811	0%	0	0%	0	0%	0	0%	0		
Emergency Communication	564,125	22%	124,108	15%	84,619	15%	84,619	0%	0	48%	270,780	0%	0	0%	0	0%	0	0%	0		
Code Enforcement	55,899	0%	0	0%	0	0%	0	0%	0	100%	55,899	0%	0	0%	0	0%	0	0%	0		
Reserves	1,100	0%	0	0%	0	0%	0	0%	0	100%	1,100	0%	0	0%	0	0%	0	0%	0		
Fire Administration	169,600	0%	0	0%	0	0%	0	0%	0	100%	169,600	0%	0	0%	0	0%	0	0%	0		
Fire Suppression	181,220	0%	0	0%	0	0%	0	0%	0	100%	181,220	0%	0	0%	0	0%	0	0%	0		
Aquatic Center	292,257	0%	0	0%	0	0%	0	0%	0	100%	292,257	0%	0	0%	0	0%	0	0%	0		
Parks	534,775	0%	0	0%	0	0%	0	0%	0	100%	534,775	0%	0	0%	0	0%	0	0%	0		
Public Buildings	195,033	25%	48,758	25%	48,758	20%	39,007	15%	29,255	15%	29,254	0%	0	0%	0	0%	0	0%	0		
Community Building	29,327	0%	0	0%	0	0%	0	0%	0	100%	29,327	0%	0	0%	0	0%	0	0%	0		
Public Works Admin.	390,179	0%	0	29%	113,152	29%	113,152	17%	66,330	0%	0	14%	54,625	10%	39,018	1%	3,902	0%	0		
Civil Engineering	42,195	0%	0	40%	16,878	40%	16,878	0%	0	0%	0	20%	8,439	0%	0	0%	0	0%	0		
City Hall less Contingency	141,500	25%	35,375	20%	28,300	20%	28,300	11%	15,565	19%	26,884	2%	2,830	2%	2,830	1%	1,415	0%	0		
Transfers	131,913	25%	32,978	15%	19,787	15%	19,787	11%	14,510	29%	38,254	2%	2,638	2%	2,638	1%	1,319	0%	0		
Loan/building/eco devo	1,418	0%	0	0%	0	0%	0	0%	0	100%	1,418	0%	0	0%	0	0%	0	0%	0		
Contingency	50,000	0%	0	0%	0	0%	0	0%	0	100%	50,000	0%	0	0%	0	0%	0	0%	0		
Total	6,106,010		1,030,645		559,795		474,852		267,774		3,585,916		97,995		68,471		20,567		0 *	0	0

OTHER TRANSFERS

Warehouse Operations			-28,418		-9,306		-2,327								0		40,051					
Shop Rent			0				0		0						0							
Warehouse rent			0		0		0		0		0						0					
Sick Leave Liability			-2,631		-500		-605		-500		-1,600		-300		-300		0		-100		-240	6,776
Library							0				-130,313									130,313		
9.1.1											0										0	
Special Assessment											0										0	
Transfers In			0		0		0		0		0		0		0		40,051		0		130,313	6,776
Transf. out			31,049		9,806		2,932		500		131,913		300		300		0		100		240	0

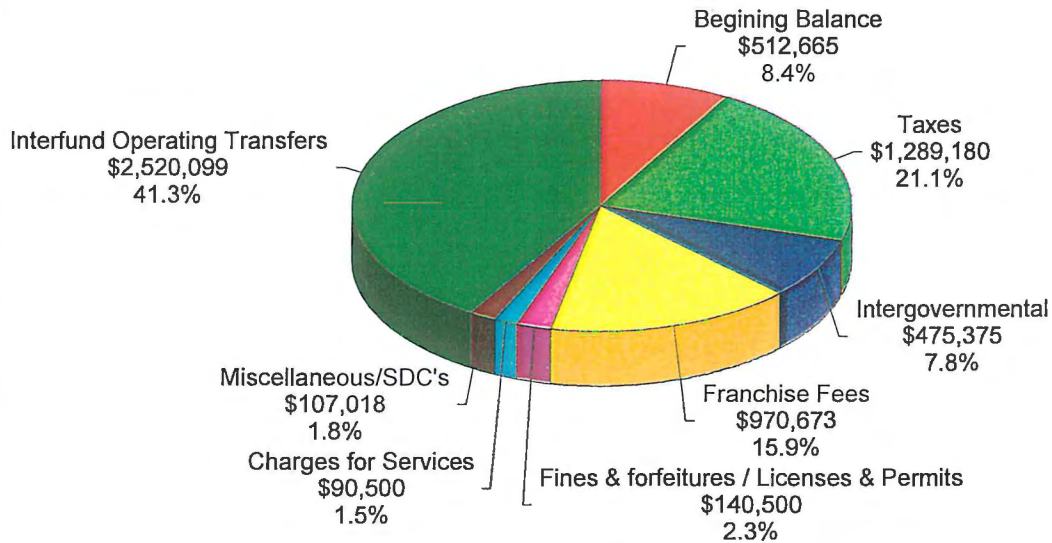


GENERAL FUND

The General Fund is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

CITY OF MILTON-FREEWATER

General Fund Revenues



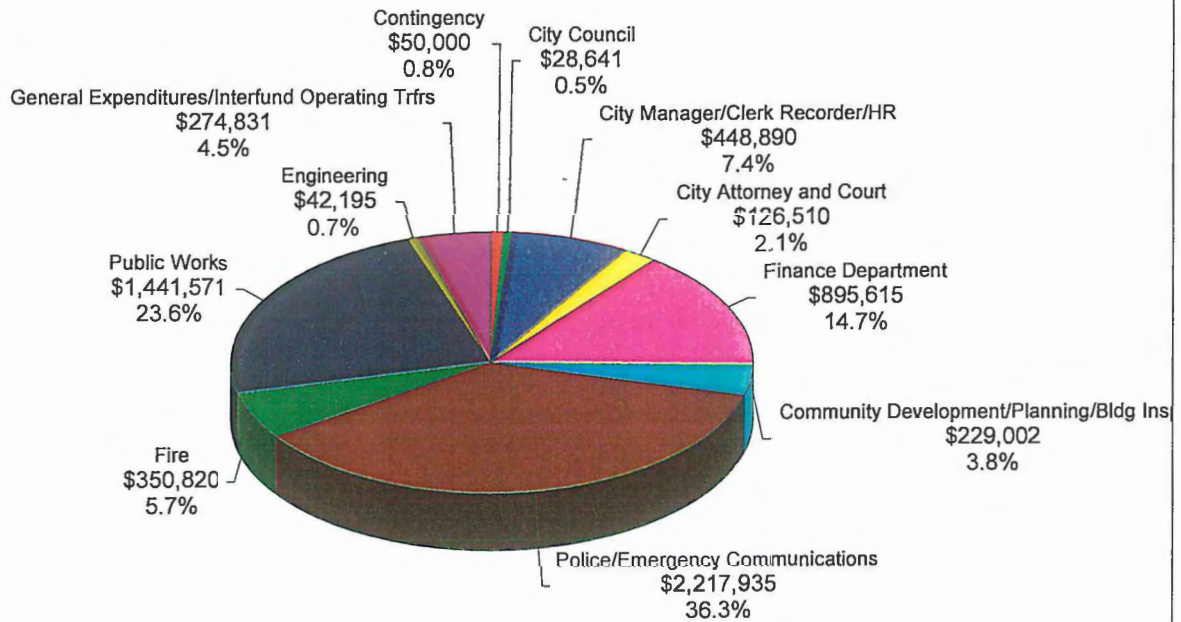
2019 Fiscal Year

Source	Amount
Beginning Balance	\$512,665
Taxes	1,289,180
Intergovernmental	475,375
Franchise Fees	970,673
Fines & forfeitures / Licenses & Permits	140,500
Charges for Services	90,500
Miscellaneous/SDC's	107,018
Interfund Operating Transfers	2,520,099
Total	\$6,106,010

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.

CITY OF MILTON-FREEWATER

General Fund Expenditures



2019 Fiscal Year

Use	Amount
Contingency	\$50,000
City Council	28,641
City Manager/Clerk Recorder/HR	448,890
City Attorney and Court	126,510
Finance Department	895,615
Community Development/Planning/Bldg Inspect	229,002
Police/Emergency Communications	2,217,935
Fire	350,820
Public Works	1,441,571
Engineering	42,195
General Expenditures/Interfund Operating Trfrs	274,831
Total	\$6,106,010

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 2019

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.

Taxes: 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 2019 budget year. This is computed on the electric bill for customers in the City limits. The proceeds are earmarked for public safety expenditure.

Intergovernmental Revenue: 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.

Franchise Fees: 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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
GENERAL FUND							
TAXES/ASSESSMENTS							
100-400-01	PROPERTY TAX - CURRENT	953,291	944,431	997,190	1,028,180	1,028,180	1,028,180
100-400-02	PROPERTY TAX - PRIOR YEAR	25,053	31,843	30,500	31,000	31,000	31,000
100-400-03	LOCAL OPTION TAX-PARKS & AQ CT	0	0	0	85,000	85,000	85,000
100-400-30	UTILITY USER FEE	145,708	155,295	141,000	145,000	145,000	145,000
TOTAL TAXES/ASSESSMENTS		1,124,052	1,131,569	1,168,690	1,289,180	1,289,180	1,289,180
INTERGOVERNMENTAL REVENUE							
100-410-12	LIQUOR TAX	101,503	108,314	116,900	114,500	114,500	114,500
100-410-13	STATE REVENUE SHARING	69,651	75,119	52,400	57,300	57,300	57,300
100-410-15	CIGARETTE TAX	9,322	8,985	8,400	6,000	6,000	6,000
100-410-16	911 DISPATCH CONSOLE GRANT	0	0	25,000	0	0	0
100-410-18	TRANSIENT TAX	26,639	16,933	15,310	17,050	17,050	17,050
100-410-28	BULLETPROOF VEST PARTNERSHIP	0	0	2,967	0	0	0
100-410-30	THE COLLINS FOUNDATION GRANT	20,000	0	0	0	0	0
100-410-31	NATN'L ENDOWMENT FOR ARTS GRN	60,760	14,240	0	0	0	0
100-410-32	OREGON ARTS COMMISSION GRANT	7,000	0	0	0	0	0
100-410-33	ODOT SPEED GRANT - RADAR EQUIP	0	5,225	4,625	4,625	4,625	4,625
100-410-34	TSS SEATBELT GRANT	0	0	2,000	0	0	0
100-410-35	HIDTA OVERTIME REIMBURSEMENT	0	9,309	7,160	8,500	8,500	8,500
100-410-37	EURUS GRANT	0	0	10,000	0	0	0
100-410-40	OREGON DEPT TRANS SPEED GRAN	0	0	2,000	2,400	2,400	2,400
100-410-41	WILDHORSE FOUNDATION GRANT	0	10,000	0	0	0	0
100-410-42	MCLOUGHLIN HS SRO PARTICIPAT'N	0	0	25,000	0	0	0
100-410-43	COPS GRANT	0	0	75,000	0	0	0
100-410-44	OREGON PARKS & REC DEPT GRANT	0	0	0	265,000	265,000	265,000
100-410-45	OREGON ST DEPT FORESTRY GRAN	0	0	3,850	0	0	0
TOTAL INTERGOVERNMENTAL REVE		294,875	248,124	350,612	475,375	475,375	475,375
FRANCHISE REVENUE							
100-420-01	COMMUNICATIONS FRANCHISE	15,428	13,937	11,331	12,500	12,500	12,500
100-420-02	CABLE TV FRANCHISE FEES	49,565	50,150	35,000	35,000	35,000	35,000
100-420-03	GAS FRANCHISE FEES	22,610	23,761	25,000	21,000	21,000	21,000
100-420-10	ELECTRIC FRANCHISE FEES	544,065	574,481	591,361	619,990	619,990	619,990
100-420-11	WATER FRANCHISE FEES	98,819	100,675	105,040	107,167	107,167	107,167
100-420-12	SEWER FRANCHISE FEES	111,449	110,790	103,674	102,051	102,051	102,051
100-420-13	SOLID WASTE FRANCHISE FEES	73,127	76,525	68,368	72,965	72,965	72,965
TOTAL FRANCHISE REVENUE		915,062	950,319	939,774	970,673	970,673	970,673

REVENUE BUDGET NARRATIVE
Fiscal Year 2019

FUND: GENERAL

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

Licenses: 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.

Charges for Services: 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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
GENERAL FUND						
FINES & FORFEITURES						
100-430-01 NON-TRAFFIC FINES	17,555	17,239	20,500	20,000	20,000	20,000
100-430-02 TRAFFIC FINES	80,932	84,660	88,000	85,000	85,000	85,000
100-430-03 INDIGENT ATTRNY REIMBURSEMENT	6,028	4,142	6,000	6,000	6,000	6,000
100-430-04 VIOLATION OFFENSE SURCHARGE	561	702	1,200	1,000	1,000	1,000
100-430-05 POLICE TRAINING ASSESSMENT	3,590	3,307	3,700	3,600	3,600	3,600
100-430-06 DIVERSION ADMIN FEE	0	0	100	50	50	50
100-430-10 JAIL ASSESSMENTS	750	675	1,000	900	900	900
100-430-15 JAIL LODGING FEE	992	1,179	1,500	1,300	1,300	1,300
100-430-20 VEHICLE IMPOUND FEE	6,500	2,775	5,000	4,000	4,000	4,000
100-430-25 COURT RESTITUTION	0	0	100	0	0	0
TOTAL FINES & FORFEITURES	116,908	114,679	127,100	121,850	121,850	121,850
LICENSES & PERMITS						
100-440-01 DOG LICENSES	4,413	3,181	2,600	3,100	3,100	3,100
100-440-03 LIQUOR LICENSES	1,010	935	1,600	1,600	1,600	1,600
100-440-04 BUSINESS LICENSES	7,680	7,590	9,750	10,750	10,750	10,750
100-440-10 ZONING PERMITS	2,810	3,385	2,200	2,200	2,200	2,200
100-440-20 YARD SALE PERMITS	800	805	950	1,000	1,000	1,000
TOTAL LICENSES & PERMITS	16,713	15,896	17,100	18,650	18,650	18,650
SERVICES						
100-450-16 RENTAL INCOME-COMMUNITY BLDG	7,850	6,625	6,500	4,000	4,000	4,000
100-450-20 AQUATIC CENTER PASSES	16,264	10,985	14,800	10,500	10,500	10,500
100-450-21 AQUATIC CENTER DAILY FEES	61,774	57,689	62,000	40,000	40,000	40,000
100-450-22 AQUATIC CENTER RENTALS	4,933	2,677	4,000	3,000	3,000	3,000
100-450-23 AQUATIC CENTER CONCESSIONS	32,552	29,444	33,000	25,000	25,000	25,000
100-450-24 AQUATIC CENTER LESSONS	7,325	7,285	6,000	6,000	6,000	6,000
100-450-25 AQUATIC CENTER WATER AEROBICS	1,223	870	900	2,000	2,000	2,000
100-450-26 AQUATIC CENTER LOCKER RENT	0	2	0	0	0	0
100-450-30 RECREATION FEES	1,850	1,575	0	0	0	0
TOTAL SERVICES	133,770	117,152	127,200	90,500	90,500	90,500
MISCELLANEOUS						
100-470-20 INTEREST EARNED	4,163	2,507	7,000	6,000	6,000	6,000
100-470-25 LOAN PROCEEDS	0	4,984	1,418	1,418	1,418	1,418
100-470-41 OTHER DONATIONS	0	7,950	100	100	100	100
100-470-45 SERVICE FEES	79,524	76,186	81,000	83,500	83,500	83,500
100-470-99 MISCELLANEOUS	10,327	17,585	15,000	15,000	15,000	15,000
TOTAL MISCELLANEOUS	94,014	109,212	104,518	106,018	106,018	106,018

REVENUE BUDGET NARRATIVE
Fiscal Year 2019

FUND: GENERAL

Interfund Operating Transfers: 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:

A Parks and Recreation Local Option Tax will be put before voters in May 2018. Top priorities for this funding is for the aquatic center facility. To repair the leaks, resurface the bottom, replace heating system and make other structural improvements to the blue slide and structure as well as the exterior and interior of the bathhouse.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>OTHER REVENUE SOURCES</u>							
100-480-20	DISPATCH CONSOLE LOAN PROCEE	0	0	40,000	0	0	0
	TOTAL OTHER REVENUE SOURCES	0	0	40,000	0	0	0
<u>SYSTEM DEVELOPMENT CHARGES</u>							
100-485-10	PARK SDC'S	1,050	0	200	1,000	1,000	1,000
	TOTAL SYSTEM DEVELOPMENT CHA	1,050	0	200	1,000	1,000	1,000
<u>TRANSFERS</u>							
100-490-21	TRANSFER FROM STREET	86,732	91,180	97,831	97,995	97,995	97,995
100-490-24	DUE FROM URA	527,319	0	0	0	0	0
100-490-51	TRANSFER FROM ELECTRIC	957,861	948,140	992,872	1,030,645	1,030,645	1,030,645
100-490-52	TRANSFER FROM WATER	507,196	534,010	562,950	559,795	559,795	559,795
100-490-53	TRANSFER FROM SEWER	421,389	449,869	475,187	474,852	474,852	474,852
100-490-54	TRANSFER FROM SOLID WASTE	234,257	245,867	251,348	267,774	267,774	267,774
100-490-61	TRANSFER FROM WAREHOUSE	17,957	18,729	19,456	20,567	20,567	20,567
100-490-62	TRANSFER FROM VEHICLE MAINT	61,935	64,225	66,052	68,471	68,471	68,471
	TOTAL TRANSFERS	2,814,646	2,352,020	2,465,696	2,520,099	2,520,099	2,520,099
<u>BEGINNING FUND BALANCE</u>							
100-499-10	FUND BALANCE	0	0	625,621	512,665	512,665	512,665
	TOTAL BEGINNING FUND BALANCE	0	0	625,621	512,665	512,665	512,665
	TOTAL REVENUE	5,511,091	5,038,970	5,966,511	6,106,010	6,106,010	6,106,010

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

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.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY COUNCIL</u>						
<u>PERSONNEL SERVICES</u>						
100-5100-101 REGULAR SERVICES- CITY COUNCIL	12,271	12,271	12,271	12,271	12,271	12,271
100-5100-120 EMPLOYEE BENEFITS	959	957	1,225	1,220	1,220	1,220
TOTAL PERSONNEL SERVICES	13,230	13,228	13,496	13,491	13,491	13,491
<u>OPERATING</u>						
100-5100-200 OPERATING SUPPLIES	238	95	150	150	150	150
100-5100-230 PRINTING AND BINDING	66	147	100	100	100	100
100-5100-333 MILEAGE / FUEL	1,254	925	1,800	1,800	1,800	1,800
100-5100-340 MEMBERSHIPS / SUBSCRIPTIONS	5,021	5,155	5,500	6,000	6,000	6,000
100-5100-341 MEETINGS / CONFERENCES	5,109	3,747	4,500	5,000	5,000	5,000
100-5100-371 COMMUNITY SUPPORT	509	328	500	500	500	500
100-5100-390 MISCELLANEOUS	33	59	100	100	100	100
100-5100-395 PLAQUES AND AWARDS	733	678	1,500	1,500	1,500	1,500
TOTAL OPERATING	12,963	11,135	14,150	15,150	15,150	15,150
TOTAL CITY COUNCIL	26,193	24,363	27,646	28,641	28,641	28,641

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: ADMINISTRATION **STAFF LEVEL 2019** 1.80 FTE
DEPARTMENT: CITY MANAGER/RECORDER **STAFF LEVEL 2018** 1.80 FTE
FUND: GENERAL

MISSION STATEMENT: *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>	<u>2019 FTE</u>	<u>2018 FTE</u>
City Manager	0.80	0.80
City Recorder	1.00	1.00
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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>CITY MANAGER</u>							
<u>PERSONNEL SERVICES</u>							
100-5210-101	REGULAR SERVICES- CITY MANAGE	190,558	193,569	203,987	214,568	214,568	214,568
100-5210-120	EMPLOYEE BENEFITS	103,583	108,808	123,770	111,713	111,713	111,713
TOTAL PERSONNEL SERVICES		294,141	302,377	327,757	326,281	326,281	326,281
<u>OPERATING</u>							
100-5210-200	OFFICE SUPPLIES	849	775	850	850	850	850
100-5210-225	MINOR EQUIPMENT	45	0	100	100	100	100
100-5210-230	PRINTING AND BINDING	0	35	50	50	50	50
100-5210-250	ADVERTISING	579	630	500	500	500	500
100-5210-255	ELECTION COSTS	54	0	100	50	50	50
100-5210-260	COMMUNICATION	2,071	1,956	2,020	2,062	2,062	2,062
100-5210-280	REPAIR AND MAINTENANCE	44	0	200	200	200	200
100-5210-333	MILEAGE / FUEL	7,200	7,522	8,000	4,600	4,600	4,600
100-5210-340	MEMBERSHIPS / DUES	1,140	1,178	1,400	1,200	1,200	1,200
100-5210-341	MEETINGS / CONFERENCES	1,054	733	1,300	3,300	3,300	3,300
100-5210-390	MISCELLANEOUS	341	319	300	500	500	500
TOTAL OPERATING		13,378	13,149	14,820	13,412	13,412	13,412
<u>CAPITAL</u>							
100-5210-420	FURNITURE AND TECHNOLOGY	350	0	500	1,000	1,000	1,000
TOTAL CAPITAL		350	0	500	1,000	1,000	1,000
TOTAL CITY MANAGER		307,869	315,526	343,077	340,693	340,693	340,693

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: SAFETY PROGRAM **STAFF LEVEL 2019:** 0.00 FTE
DEPARTMENT: CITY MANAGER **STAFF LEVEL 2018:** 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Building Specialist	0.00	0.30
Planning/Fire Assistant	<u>0.00</u>	<u>0.05</u>
Total	0.00	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.

SIGNIFICANT BUDGET CHANGES:

The General Fund Safety budget is being integrated into the Electric Fund safety FY19 budget.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>SAFETY</u>						
<u>PERSONNEL SERVICES</u>						
100-5220-101	REGULAR SERVICES- SAFETY	18,858	18,525	22,428	0	0
100-5220-102	PART TIME	867	941	1,686	0	0
100-5220-120	EMPLOYEE BENEFITS	14,460	11,714	18,252	0	0
	TOTAL PERSONNEL SERVICES	34,185	31,181	42,366	0	0
<u>OPERATING</u>						
100-5220-200	OPERATING SUPPLIES	85	25	300	0	0
100-5220-320	PROFESSIONAL SERVICE	82	285	500	0	0
100-5220-341	MEETINGS / CONFERENCES	0	136	500	0	0
100-5220-390	MISCELLANEOUS	64	58	100	0	0
	TOTAL OPERATING	231	503	1,400	0	0
	TOTAL SAFETY	34,416	31,684	43,766	0	0

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

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 \$150/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 www.mfcity.com.

CITY OF MILTON-FREEWATER
 EXPENDITURE SUMMARY
 FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY ATTORNEY</u>						
<u>OPERATING</u>						
100-5410-320 CITY ATTORNEY	13,076	5,888	21,000	20,000	20,000	20,000
TOTAL OPERATING	13,076	5,888	21,000	20,000	20,000	20,000
TOTAL CITY ATTORNEY	13,076	5,888	21,000	20,000	20,000	20,000

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM:	MUNICIPAL COURT	STAFF LEVEL 2019:	.63 FTE
DEPARTMENT:	FINANCE	STAFF LEVEL 2018:	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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Judge	0.13	0.13
Court Clerk	<u>0.50</u>	<u>1.00</u>
Total	.63	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.

SIGNIFICANT BUDGET CHANGE:

50% of the court clerks salary & benefits were moved to accounting & billing.

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.

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues	161,564	152,765	119,464	107,492	116,908	114,679
Operating Expenses	153,661	124,843	133,127	141,364	147,550	139,428
Percentage	105%	122%	.90%	.76%	.79%	.82%

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>MUNICIPAL COURT</u>							
<u>PERSONNEL SERVICES</u>							
100-5420-101	REGULAR SERVICES-MUNICIPAL CRT	64,860	67,277	69,560	45,293	45,293	45,293
100-5420-120	EMPLOYEE BENEFITS	34,498	36,110	38,333	19,917	19,917	19,917
	TOTAL PERSONNEL SERVICES	99,357	103,387	107,893	65,210	65,210	65,210
<u>OPERATING</u>							
100-5420-200	OPERATING SUPPLIES	132	88	150	150	150	150
100-5420-320	PROFESSIONAL SERVICES	24,754	16,563	21,400	19,200	19,200	19,200
100-5420-322	LEGAL SERVICES	22,800	18,400	22,400	21,200	21,200	21,200
100-5420-340	MEMBERSHIPS/ SUBSCRIPTIONS	50	75	150	150	150	150
100-5420-341	MEETINGS / CONFERENCES	400	834	500	500	500	500
100-5420-390	MISCELLANEOUS	57	82	100	100	100	100
	TOTAL OPERATING	48,194	36,041	44,700	41,300	41,300	41,300
	TOTAL MUNICIPAL COURT	147,551	139,428	152,593	106,510	106,510	106,510

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: ACCOUNTING & BILLING **STAFF LEVEL 2019:** 6.50 FTE
DEPARTMENT: FINANCE **STAFF LEVEL 2018:** 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
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
Court Clerk	.50	.00
Payroll Clerk	<u>1.00</u>	<u>1.00</u>
Total	6.50	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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>ACCOUNTING & BILLING</u>							
<u>PERSONNEL SERVICES</u>							
100-5510-101	REGULAR SERVICES-ACCTG & BILLG	361,232	392,880	399,736	433,824	433,824	433,824
100-5510-105	OVERTIME	144	685	500	900	900	900
100-5510-110	ALLOWANCES	3,621	3,611	3,600	3,600	3,600	3,600
100-5510-120	EMPLOYEE BENEFITS	226,520	238,380	244,398	267,371	267,371	267,371
	TOTAL PERSONNEL SERVICES	591,517	635,556	648,234	705,695	705,695	705,695
<u>OPERATING</u>							
100-5510-200	OPERATING SUPPLIES	14,536	12,215	12,970	12,970	12,970	12,970
100-5510-225	MINOR EQUIPMENT	296	286	400	400	400	400
100-5510-230	PRINTING AND BINDING	86	105	105	110	110	110
100-5510-250	ADVERTISING	0	0	200	0	0	0
100-5510-260	COMMUNICATION	3,975	4,588	3,800	4,800	4,800	4,800
100-5510-265	POSTAGE	34,767	32,449	36,800	34,500	34,500	34,500
100-5510-280	REPAIR AND MAINTENANCE	27,945	31,948	38,775	27,000	27,000	27,000
100-5510-320	PROFESSIONAL SERVICES	53,876	62,093	60,900	61,400	61,400	61,400
100-5510-321	AUDIT	40,038	36,995	38,800	39,900	39,900	39,900
100-5510-330	VEHICLE REPLACEMENT / RENT	840	840	840	840	840	840
100-5510-333	MILEAGE / FUEL	100	0	100	100	100	100
100-5510-340	MEMBERSHIPS / SUBSCRIPTIONS	548	638	680	700	700	700
100-5510-341	MEETINGS / CONFERENCES	1,942	2,802	2,800	2,800	2,800	2,800
100-5510-390	MISCELLANEOUS	479	586	600	600	600	600
	TOTAL OPERATING	179,426	185,544	197,770	186,120	186,120	186,120
<u>CAPITAL</u>							
100-5510-420	FURNITURE AND TECHNOLOGY	1,420	3,192	3,800	3,800	3,800	3,800
	TOTAL CAPITAL	1,420	3,192	3,800	3,800	3,800	3,800
	TOTAL ACCOUNTING & BILLING	772,363	824,291	849,804	895,615	895,615	895,615

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: HUMAN RESOURCE
DEPARTMENT: CITY MANAGER
FUND: GENERAL

STAFF LEVEL 2019: 1.00 FTE
STAFF LEVEL 2018: 0.25 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:

<u>TITLE</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Human Resource Officer	<u>1.00</u>	<u>0.25</u>
Total	1.00	0.25

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.

FURNITURE AND TECHNOLOGY (Acct. 420) provides funding to replace a 15-year old ergonomic desk chair where the employee is frequently required to sit and work at a computer station for lengthy periods of time.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
GENERAL FUND						
HUMAN RESOURCE ADMINISTRATION						
PERSONNEL SERVICES						
100-5520-101 REGULAR SERVICES- PERSONNEL	16,194	18,891	16,011	61,368	61,368	61,368
100-5520-120 EMPLOYEE BENEFITS	0	0	0	43,579	43,579	43,579
TOTAL PERSONNEL SERVICES	16,194	18,891	16,011	104,947	104,947	104,947
OPERATING						
100-5520-200 OPERATING SUPPLIES	160	283	150	150	150	150
100-5520-225 MINOR EQUIPMENT	0	0	50	50	50	50
100-5520-250 ADVERTISING	281	252	250	250	250	250
100-5520-260 COMMUNICATION	64	50	100	100	100	100
100-5520-280 REPAIR AND MAINTENANCE	0	0	50	50	50	50
100-5520-320 PROFESSIONAL SERVICE	100	0	150	150	150	150
100-5520-333 MILEAGE / FUEL	294	389	400	400	400	400
100-5520-340 MEMBERSHIPS / SUBSCRIPTIONS	190	199	200	200	200	200
100-5520-341 MEETINGS / CONFERENCES	752	975	700	700	700	700
TOTAL OPERATING	1,841	2,148	2,050	2,050	2,050	2,050
CAPITAL						
100-5520-420 FURNITURE AND TECHNOLOGY	0	0	0	1,200	1,200	1,200
TOTAL CAPITAL	0	0	0	1,200	1,200	1,200
TOTAL HUMAN RESOURCE ADMINIST	18,035	21,039	18,061	108,197	108,197	108,197

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: METER READING
DEPARTMENT: FINANCE
FUND: GENERAL

STAFF LEVEL 2019: .00 FTE
STAFF LEVEL 2018: .00 FTE

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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Part Time Meter Reader	<u>.00</u>	<u>.00</u>
Total	<u>.00</u>	<u>.00</u>

Budget Comments

No budget for Fiscal Year 2019.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>METER READING</u>						
<u>OPERATING</u>						
100-5530-330 VEHICLE REPLACEMENT / RENT	3,072	0	0	0	0	0
TOTAL OPERATING	3,072	0	0	0	0	0
TOTAL METER READING	3,072	0	0	0	0	0

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: ECONOMIC DEVELOPMENT **STAFF LEVEL 2019:** 1.15 FTE
DEPARTMENT: COMMUNITY DEVELOPMENT **STAFF LEVEL 2018:** 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Community Development Supervisor	1.00	1.00
Assistant	0.10	0.10
City Planner	<u>0.05</u>	<u>0.10</u>
Total	1.15	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.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>COMMUNITY DEVELOPMENT</u>						
<u>PERSONNEL SERVICES</u>						
100-5610-101 REGULAR SERVICES-ECONOMIC DE	64,837	66,808	72,491	74,340	74,340	74,340
100-5610-102 PART TIME	2,158	4,114	4,727	0	0	0
100-5610-120 EMPLOYEE BENEFITS	43,008	42,256	50,459	49,615	49,615	49,615
TOTAL PERSONNEL SERVICES	110,003	113,178	127,677	123,955	123,955	123,955
<u>OPERATING</u>						
100-5610-200 OPERATING SUPPLIES	532	349	700	1,000	1,000	1,000
100-5610-250 ADVERTISING	380	190	500	500	500	500
100-5610-260 COMMUNICATION	645	1,059	1,540	1,600	1,600	1,600
100-5610-280 REPAIR AND MAINTENANCE	0	0	250	250	250	250
100-5610-320 PROFESSIONAL SERVICES	115	62	250	250	250	250
100-5610-333 MILEAGE / FUEL	3,600	3,600	3,600	3,600	3,600	3,600
100-5610-341 MEETINGS / CONFERENCES	892	972	1,000	1,000	1,000	1,000
100-5610-371 ECO DEVO/TOURISM	6,033	5,445	7,500	10,000	10,000	10,000
100-5610-375 SKY OVER MILTON - PRODUCTION	86,954	17,190	0	0	0	0
TOTAL OPERATING	99,151	28,867	15,340	18,200	18,200	18,200
<u>CAPITAL</u>						
100-5610-420 FURNITURE AND TECHNOLOGY	395	0	500	500	500	500
TOTAL CAPITAL	395	0	500	500	500	500
TOTAL COMMUNITY DEVELOPMENT	209,549	142,046	143,517	142,655	142,655	142,655

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: PLANNING **STAFF LEVEL 2019:** 0.80 FTE
DEPARTMENT: COMMUNITY DEVELOPMENT **STAFF LEVEL 2018:** 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, daily administration of the Zoning Code and Development Code relating to residential, commercial and industrial developments, as well as signs, fences, transportation planning, 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:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
City Planner	0.40	0.86
Assistant	<u>0.40</u>	<u>0.50</u>
Total	0.80	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.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PLANNING</u>						
<u>PERSONNEL SERVICES</u>						
100-5620-101	REGULAR SERVICES- PLANNING	54,269	55,612	54,570	46,134	46,134
100-5620-102	PART TIME	21,826	22,378	21,930	0	0
100-5620-120	EMPLOYEE BENEFITS	44,377	48,432	50,194	26,996	26,996
	TOTAL PERSONNEL SERVICES	120,472	126,422	126,694	73,130	73,130
<u>OPERATING</u>						
100-5620-200	OFFICE SUPPLIES	569	487	700	700	700
100-5620-225	MINOR EQUIPMENT	95	0	100	100	100
100-5620-250	ADVERTISING	264	606	480	650	650
100-5620-260	COMMUNICATION	437	488	600	600	600
100-5620-320	PROFESSIONAL SERVICE	1,046	715	1,000	1,000	1,000
100-5620-333	MILEAGE / FUEL	284	415	500	500	500
100-5620-340	MEMBERSHIPS / DUES	240	355	350	350	350
100-5620-341	MEETINGS / CONFERENCES	1,393	1,934	2,000	2,500	2,500
100-5620-390	MISCELLANEOUS	70	38	100	150	150
	TOTAL OPERATING	4,398	5,037	5,830	6,550	6,550
<u>CAPITAL</u>						
100-5620-420	FURNITURE AND TECHNOLOGY	0	3,915	0	300	300
	TOTAL CAPITAL	0	3,915	0	300	300
	TOTAL PLANNING	124,870	135,374	132,524	79,980	79,980

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: BUILDING INSPECTION **STAFF LEVEL 2019:** 0.05 FTE
DEPARTMENT: PLANNING/BLDG INSPECTION **STAFF LEVEL 2018:** 0.10 FTE
FUND: 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
City Planner	0.00	0.04
Building Specialist	0.05	0.05
Total	0.05	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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>BUILDING INSPECTION</u>							
<u>PERSONNEL SERVICES</u>							
100-5630-101	REGULAR SERVICES-BLDG INSPECT	3,932	3,692	5,705	3,632	3,632	3,632
100-5630-120	EMPLOYEE BENEFITS	2,964	2,530	4,693	2,235	2,235	2,235
	TOTAL PERSONNEL SERVICES	6,896	6,221	10,398	5,867	5,867	5,867
<u>OPERATING</u>							
100-5630-200	OPERATING SUPPLIES	50	26	100	100	100	100
100-5630-225	MINOR EQUIPMENT	0	39	100	100	100	100
100-5630-260	COMMUNICATION	29	74	100	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	0	0	50	50	50	50
	TOTAL OPERATING	79	139	500	500	500	500
	TOTAL BUILDING INSPECTION	6,975	6,360	10,898	6,367	6,367	6,367

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: POLICE PATROL **STAFF LEVEL 2019:** 11.0 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2018:** 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. We partner with the Blue Mountain Narcotics Enforcement Team (BENT). This gives us access to shared multi-agency resources and investigative manpower and expertise in helping address narcotics issues in the Umatilla and Morrow County areas.

Two supervisors (Sergeants) and a Chief are funded to maintain quality of services in patrol, including investigations, report writing, and the handling of property and evidence.

PERSONNEL:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Police Chief	1.00	1.00
Police Sergeant	2.00	2.00
Police Corporal	0.00	0.00
Police Officers	<u>8.00</u>	<u>8.00</u>
Total	11.00	11.00

BUDGET COMMENTS:

REGULAR SERVICES (Acct. 101) Funds the wages for the sworn members of the Police Department.

EMPLOYEE BENEFITS (Acct. 120) Funds health, medical, and retirement benefits provided by the City. This line shows an increase which reflects the general trend of the rising costs of employee benefits in public sector employment.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE PATROL</u>						
<u>PERSONNEL SERVICES</u>						
100-5820-101 REGULAR SERVICES-POLICE PATRO	714,809	727,820	834,834	832,277	832,277	832,277
100-5820-105 OVERTIME	35,553	38,762	45,000	45,000	45,000	45,000
100-5820-120 EMPLOYEE BENEFITS	485,089	496,480	590,311	554,997	554,997	554,997
TOTAL PERSONNEL SERVICES	1,235,450	1,263,061	1,470,145	1,432,274	1,432,274	1,432,274

CRIMINAL INVESTIGATION SUPPLY (Acct. 201) Funds the purchase of evidence processing supplies, investigation supplies, as well as evidentiary tows and storage of vehicles prior to processing where secure, enclosed impoundment is required, and where daily fees accrue.

AMMUNITION & RANGE SUPPLIES (Acct. 205) Funds the purchase and/or maintenance of department issued weapons, as well as the purchase of ammunition.

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.

RADIO REPAIR AND REPLACEMENT (Acct. 282) Used for replacement or maintenance of police radios and related equipment. Reflects an increase due to the need to begin replacing department handheld police radios. Current radios are ten years old. Beginning with this budget cycle, a plan is in place to replace a few radios each year until all radios are newer. For the fiscal 2019 year, three radios are requested.

UNIFORM MAINTENANCE (Acct. 300) Funds the purchase and maintenance of police uniforms and uniform related items.

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.

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.

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) Funds our department subscription to Lexipol, as well as a membership to the Oregon Association of Chiefs of Police. An increase is reflected due to an increase in the annual Lexipol subscription fee, 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.

MISCELLANEOUS (Acct. 390) Allows for various minor purchases such as stickers, and other technically non police, but sometimes needed items.

FURNITURE AND TECHNOLOGY (Acct. 420) Reflects budgeted monies to replace two laptop mobile data computers used in police vehicles to interface with our computer aided dispatch system. The current computers are approaching five years of use.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE PATROL</u>						
<u>OPERATING</u>						
100-5820-200 OPERATING SUPPLIES	1,046	961	1,300	1,300	1,300	1,300
100-5820-201 CRIMINAL INVESTIGATION SUPPLY	1,007	1,802	2,200	2,200	2,200	2,200
100-5820-205 AMMUNITION & RANGE SUPPLIES	3,715	2,824	4,000	4,000	4,000	4,000
100-5820-220 PERSONAL PROTECTIVE EQUIPMEN	0	0	5,980	0	0	0
100-5820-225 MINOR EQUIPMENT	650	76	5,275	650	650	650
100-5820-230 PRINTING AND BINDING	792	914	875	875	875	875
100-5820-260 COMMUNICATION	4,789	5,046	5,100	5,800	5,800	5,800
100-5820-265 POSTAGE	4,316	4,322	4,300	4,300	4,300	4,300
100-5820-280 REPAIR AND MAINTENANCE	1,810	913	1,500	1,500	1,500	1,500
100-5820-282 RADIO REPAIR AND REPLACEMENT	253	646	850	2,900	2,900	2,900
100-5820-300 UNIFORM MAINTENANCE	1,944	5,456	7,000	5,500	5,500	5,500
100-5820-315 JAIL OPERATIONS	904	700	900	900	900	900
100-5820-320 PROFESSIONAL SERVICE	2,632	1,415	2,800	2,800	2,800	2,800
100-5820-330 VEHICLE REPLACEMENT / RENT	84,151	94,656	95,700	105,787	105,787	105,787
100-5820-333 MILEAGE / FUEL	2,322	2,999	4,000	4,000	4,000	4,000
100-5820-340 MEMBERSHIPS / SUBSCRIPTIONS	2,650	2,675	7,547	9,300	9,300	9,300
100-5820-341 MEETINGS / CONFERENCES	6,001	6,060	7,500	7,500	7,500	7,500
100-5820-390 MISCELLANEOUS	516	909	825	825	825	825
TOTAL OPERATING	119,499	132,374	157,652	160,137	160,137	160,137
<u>CAPITAL</u>						
100-5820-420 FURNITURE AND TECHNOLOGY	42,071	38,662	1,000	4,400	4,400	4,400
TOTAL CAPITAL	42,071	38,662	1,000	4,400	4,400	4,400
TOTAL POLICE PATROL	1,397,020	1,434,097	1,628,797	1,596,811	1,596,811	1,596,811

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: EMERGENCY COMMUNICATIONS **STAFF LEVEL 2019:** 6.00 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2018:** 6.00 FTE
FUND: GENERAL

BASELINE BUDGET DESCRIPTION:

The 911 center is staffed by six DPSST certified communications specialists who provide twenty-four hour police, fire, and ambulance dispatch services to the citizens of the City of Milton-Freewater. The center also provides services for an out of city service population of approximately 10,200 people, dispatching for Rural Fire/EMS, as well as other 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 New World, a law enforcement computer records and network system.

PERSONNEL:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Communications Specialist	<u>6.00</u>	<u>6.00</u>
Total	6.00	6.00

BUDGET COMMENTS:

PERSONNEL COSTS Are budgeted out of the general fund, and also reflect monies to support use of an on call part time dispatcher if needed.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>EMERGENCY COMMUNICATIONS</u>							
<u>PERSONNEL SERVICES</u>							
100-5830-101	REGULAR SERVICES-EMERGENCY C	271,188	285,148	315,326	321,810	321,810	321,810
100-5830-102	PART TIME	6,246	620	5,000	5,000	5,000	5,000
100-5830-105	OVERTIME	18,930	15,784	16,000	16,000	16,000	16,000
100-5830-120	EMPLOYEE BENEFITS	202,920	214,009	228,150	221,315	221,315	221,315
	TOTAL PERSONNEL SERVICES	499,285	515,561	564,476	564,125	564,125	564,125
<u>CAPITAL</u>							
100-5830-420	FURNITURE AND TECHNOLOGY	0	0	83,800	0	0	0
	TOTAL CAPITAL	0	0	83,800	0	0	0
	TOTAL EMERGENCY COMMUNICATIO	499,285	515,561	648,276	564,125	564,125	564,125

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: CODE ENFORCEMENT **STAFF LEVEL 2019:** 0.60 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2018:** 0.60 FTE
FUND: GENERAL

BASELINE BUDGET DESCRIPTION:

This program provides for enforcement of City ordinances relating to graffiti, abandoned vehicles, debris, rubbish, noxious vegetation, and on a limited basis, animal control. The Code Enforcement Officer is a full time position shared between the Police Department and Public Works Department, which is primarily under the supervision of the police department.

PERSONNEL:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Code Enforcement Officer	0.60	0.60
Total	0.60	0.60

BUDGET COMMENTS:

REGULAR SERVICES: (Acct. 101) Funds a full time Code Enforcement Officer shared between the Public Works Department (40%), and the Police Department, (60%).

MINOR EQUIPMENT: (Acct. 225) Provides for the purchase of small equipment items such as leashes, catchpoles, etc. Requested is a substantial increase to fund the purchase of a hand held radio. Until recently, the Code Officer had been borrowing a police handheld in the absence of full time staffing in the police department.

UNIFORM MAINTENANCE: (Acct 300) Provides for clothing needed by the Code Enforcement 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, operation and maintenance of the city code vehicle.

MEETINGS / CONFERENCES: (Acct 341) Funds a modest amount of training for the CEO.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CODE ENFORCEMENT</u>						
<u>PERSONNEL SERVICES</u>						
100-5840-101 REGULAR SERVICES-CODE ENFORC	21,294	14,088	27,019	27,766	27,766	27,766
100-5840-105 OVERTIME	0	67	150	150	150	150
100-5840-120 EMPLOYEE BENEFITS	21,431	9,351	23,242	19,616	19,616	19,616
TOTAL PERSONNEL SERVICES	42,725	23,506	50,411	47,532	47,532	47,532
<u>OPERATING</u>						
100-5840-200 OPERATING SUPPLIES	34	151	350	350	350	350
100-5840-225 MINOR EQUIPMENT	20	0	250	750	750	750
100-5840-230 PRINTING AND BINDING	86	89	150	150	150	150
100-5840-300 UNIFORM MAINTENANCE	58	120	450	450	450	450
100-5840-320 PROFESSIONAL SERVICES	245	126	200	200	200	200
100-5840-327 ANIMAL CONTROL	700	100	700	700	700	700
100-5840-330 VEHICLE REPLACEMENT / RENT	3,060	6,132	5,517	5,517	5,517	5,517
100-5840-341 MEETINGS / CONFERENCES	0	0	250	250	250	250
TOTAL OPERATING	4,202	6,718	7,867	8,367	8,367	8,367
TOTAL CODE ENFORCEMENT	46,927	30,223	58,278	55,899	55,899	55,899

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: POLICE VOLUNTEERS **STAFF LEVEL 2019:** 2.00
DEPARTMENT: POLICE
FUND: GENERAL **STAFF LEVEL 2018:** 2.00

BASELINE BUDGET DESCRIPTION:

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

VIPS personnel have traditionally 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. For various reasons, there currently are no active VIPS participants in our program (though two are reflected under "PERSONNEL", they have simply not officially tendered their resignation). VIPS can be a valuable volunteer asset to public safety within the city.

This budget is also intended to support a Reserve Police Officer program. There currently is no active Reserve program. City officials have recently expressed a desire to have this aspect of volunteerism within the police department revisited and revitalized.

This budget remains open for future utilization, and demonstrates an effort to maintain the potential and possibility for the above programs to be reinstated in the future to again be supplements to the paid sworn public safety component of the City.

PERSONNEL:

<u>Title</u>	<u>2019 VOLUNTEER</u>	<u>2018 VOLUNTEER</u>
Reserve Police Officer	0.00	0.00
Volunteer Police Chaplain	0.00	0.00
Citizen Corps volunteers	<u>2.00</u>	<u>2.00</u>
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 Volunteer in Police Services members, as well as a limited number of new volunteers who might join the department's reserve force in the future.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE RESERVES</u>						
<u>PERSONNEL SERVICES</u>						
100-5850-120 EMPLOYEE BENEFITS-POLICE RESR	80	106	300	300	300	300
TOTAL PERSONNEL SERVICES	80	106	300	300	300	300
<u>OPERATING</u>						
100-5850-300 UNIFORM MAINTENANCE	0	100	500	500	500	500
100-5850-341 MEETINGS / CONFERENCES	0	0	200	200	200	200
TOTAL OPERATING	0	100	700	700	700	700
<u>CAPITAL</u>						
100-5850-420 FURNITURE AND TECHNOLOGY	0	0	100	100	100	100
TOTAL CAPITAL	0	0	100	100	100	100
TOTAL POLICE RESERVES	80	206	1,100	1,100	1,100	1,100

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: FIRE ADMINISTRATION **Staff Level 2019:** 1.00 FTE
DEPARTMENT: FIRE **Staff Level 2018:** 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 6th, houses two fire apparatus, a training room, and the Fire Chief's office. The South Fire Station #2 located at 13 SE 9th, houses five fire apparatus. All fire apparatus and equipment require annual tests, maintenance, and as needed, replacement.

PERSONNEL:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Fire Chief	1.00	1.00
Assistant	<u>0.00</u>	<u>0.05</u>
Total	1.00	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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>FIRE ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
100-5910-101 REGULAR SERVICES- FIRE ADMIN	84,863	86,759	90,000	95,000	95,000	95,000
100-5910-102 PART TIME	1,071	946	3,000	0	0	0
100-5910-110 MILEAGE ALLOWANCE	3,621	3,611	3,600	3,600	3,600	3,600
100-5910-120 EMPLOYEE BENEFITS	55,691	57,383	62,719	62,500	62,500	62,500
TOTAL PERSONNEL SERVICES	145,247	148,698	159,319	161,100	161,100	161,100
<u>OPERATING</u>						
100-5910-200 OPERATING SUPPLIES	0	151	250	250	250	250
100-5910-260 COMMUNICATION	859	845	1,000	1,000	1,000	1,000
100-5910-270 UTILITIES	5,072	4,956	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	40	13	300	250	250	250
100-5910-341 MEETINGS / CONFERENCES	0	0	50	100	100	100
100-5910-370 CITY FUNCTIONS	1,001	913	1,500	1,500	1,500	1,500
100-5910-390 MISCELLANEOUS	56	0	250	250	250	250
TOTAL OPERATING	7,027	6,879	8,500	8,500	8,500	8,500
<u>CAPITAL</u>						
100-5910-420 FURNITURE AND TECHNOLOGY	380	0	0	0	0	0
TOTAL CAPITAL	380	0	0	0	0	0
TOTAL FIRE ADMINISTRATION	152,654	155,576	167,819	169,600	169,600	169,600

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM:	FIRE SUPPRESSION	Staff Level 2019: 21.00 Part-Time
DEPARTMENT:	FIRE	Firefighters
FUND:	GENERAL	Staff Level 2018: 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>	<u>2019 PTE</u>	<u>2018 PTE</u>
Part-time paid Firefighters	<u>21.00</u>	<u>21.00</u>
Total	21.00	21.00

BUDGET COMMENTS:

Personnel Services (Acct. 102-120): Monthly retainer and limited benefits of 21 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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>FIRE SUPPRESSION</u>							
<u>PERSONNEL SERVICES</u>							
100-5920-102	VOLUNTEER FIREFIGHTERS	73,322	67,939	77,760	76,320	76,320	76,320
100-5920-120	EMPLOYEE BENEFITS	17,557	17,627	19,000	20,500	20,500	20,500
	TOTAL PERSONNEL SERVICES	90,879	85,566	96,760	96,820	96,820	96,820
<u>OPERATING</u>							
100-5920-200	OPERATING SUPPLIES	144	62	500	500	500	500
100-5920-220	PERSONAL PROTECTIVE EQUIP	3,025	11,978	14,000	12,000	12,000	12,000
100-5920-225	MINOR EQUIPMENT	10,422	2,632	14,850	10,000	10,000	10,000
100-5920-280	REPAIR AND MAINTENANCE	600	586	1,000	1,000	1,000	1,000
100-5920-282	RADIO REPAIR AND REPLACEMENT	0	1,060	1,500	1,000	1,000	1,000
100-5920-300	UNIFORM MAINTENANCE	0	221	500	500	500	500
100-5920-320	PROFESSIONAL SERVICE	6,938	8,110	8,000	9,000	9,000	9,000
100-5920-330	VEHICLE REPLACEMENT / RENT	44,639	49,308	50,800	49,400	49,400	49,400
100-5920-333	MILEAGE / FUEL	0	0	250	250	250	250
100-5920-341	MEETINGS / CONFERENCES	231	40	500	500	500	500
100-5920-390	MISCELLANEOUS	121	0	250	250	250	250
	TOTAL OPERATING	66,119	73,998	92,150	84,400	84,400	84,400
	TOTAL FIRE SUPPRESSION	156,999	159,564	188,910	181,220	181,220	181,220

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: AQUATIC CENTER
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2019: 5.03 FTE
STAFF LEVEL 2018: 5.03 FTE

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:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Parks & Recreation Supervisor	0.04	0.04
Parks Maintenance Worker	0.15	0.15
Manager	0.56	0.56
Lead Lifeguard	0.28	0.28
Lifeguards	3.00	3.00
Cashier/Concessions	<u>1.00</u>	<u>1.00</u>
Total	<u>5.03</u>	<u>5.03</u>

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.

CAPITAL EXPENSES (Acct. 410) is planned to provide funding through the Parks and Recreation Local Option Tax put before voters in May 2018. Top priorities for this facility are to repair the leaks, resurface the bottom, replace heating system and make other structural improvements to the blue slide and structure as well as the exterior and interior of the bathhouse.

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>AQUATIC CENTER</u>						
<u>PERSONNEL SERVICES</u>						
100-6130-101 REGULAR SERVICES- AQUATIC CNTR	7,366	7,324	9,630	9,841	9,841	9,841
100-6130-102 PART TIME	107,642	102,794	110,725	106,369	106,369	106,369
100-6130-105 OVERTIME	3,413	2,101	4,100	3,000	3,000	3,000
100-6130-120 EMPLOYEE BENEFITS	19,208	17,955	25,750	21,403	21,403	21,403
TOTAL PERSONNEL SERVICES	137,630	130,174	150,205	140,613	140,613	140,613
<u>OPERATING</u>						
100-6130-200 OPERATING SUPPLIES	22,151	19,570	24,000	20,000	20,000	20,000
100-6130-210 CONCESSION SUPPLIES	21,309	20,197	26,000	14,000	14,000	14,000
100-6130-225 MINOR EQUIPMENT	0	157	400	400	400	400
100-6130-250 ADVERTISING	0	49	400	400	400	400
100-6130-260 COMMUNICATION	890	1,336	1,000	1,300	1,300	1,300
100-6130-270 UTILITIES	5,710	13,708	18,000	18,540	18,540	18,540
100-6130-280 REPAIR AND MAINTENANCE	5,213	6,045	7,000	7,000	7,000	7,000
100-6130-320 PROFESSIONAL SERVICE	1,011	900	1,050	1,100	1,100	1,100
100-6130-330 VEHICLE REPLACEMENT / RENT	1,404	1,404	1,450	1,404	1,404	1,404
100-6130-390 MISCELLANEOUS	845	452	500	500	500	500
TOTAL OPERATING	58,533	63,818	79,800	64,644	64,644	64,644
<u>CAPITAL</u>						
100-6130-410 CAPITAL EXPENSES	0	0	0	85,000	85,000	85,000
100-6130-420 FURNITURE AND TECHNOLOGY	350	495	2,000	2,000	2,000	2,000
TOTAL CAPITAL	350	495	2,000	87,000	87,000	87,000
TOTAL AQUATIC CENTER	196,513	194,487	232,005	292,257	292,257	292,257

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: PARKS
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2019: 2.31 FTE
STAFF LEVEL 2018: 2.31 FTE

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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Parks & Recreation Supervisor	0.22	0.22
Utility Worker	0.00	0.00
Parks Maintenance Worker	1.29	1.29
Laborer	<u>0.80</u>	<u>0.80</u>
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.

CAPITAL EXPENSES (Acct. 410) funds are included with the anticipation of securing funding from two (2) separate Local Government Grants through the State of Oregon Parks and Recreation Department. One grant is for rehabilitation projects at Yantis Park in the amount of \$225,000 and the other is for planning which would encompass a Parks and Recreation Master Plan in the amount of \$40,000.

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
GENERAL FUND						
PARKS						
PERSONNEL SERVICES						
100-6140-101 REGULAR SERVICES- PARKS	75,296	71,200	75,400	76,704	76,704	76,704
100-6140-102 PART TIME	8,859	6,636	13,000	7,842	7,842	7,842
100-6140-105 OVERTIME	546	484	1,050	1,050	1,050	1,050
100-6140-120 EMPLOYEE BENEFITS	54,117	52,619	61,300	62,168	62,168	62,168
TOTAL PERSONNEL SERVICES	138,818	130,940	150,750	147,764	147,764	147,764
OPERATING						
100-6140-200 OPERATING SUPPLIES	7,354	6,671	10,000	10,000	10,000	10,000
100-6140-220 PERSONAL PROTECTIVE EQUIP	1,879	1,244	1,500	1,500	1,500	1,500
100-6140-225 MINOR EQUIPMENT	948	1,740	1,500	1,500	1,500	1,500
100-6140-260 COMMUNICATION	360	360	360	360	360	360
100-6140-270 UTILITIES	56,811	49,017	55,000	65,000	65,000	65,000
100-6140-280 REPAIR AND MAINTENANCE	6,486	8,845	8,200	8,200	8,200	8,200
100-6140-300 UNIFORM MAINTENANCE	0	204	200	300	300	300
100-6140-320 PROFESSIONAL SERVICES	0	187	300	0	0	0
100-6140-330 VEHICLE REPLACEMENT / RENT	30,312	30,312	30,319	31,751	31,751	31,751
100-6140-340 MEMBERSHIPS/ SUBSCRIPTIONS	0	0	0	200	200	200
100-6140-341 MEETINGS / CONFERENCES	0	52	300	300	300	300
100-6140-390 MISCELLANEOUS	366	418	400	400	400	400
TOTAL OPERATING	104,515	99,050	108,079	119,511	119,511	119,511
CAPITAL						
100-6140-410 CAPITAL EXPENSE	0	0	0	265,000	265,000	265,000
100-6140-480 IMPROVEMENTS OTHER THAN BLDG	2,385	1,584	12,500	2,500	2,500	2,500
TOTAL CAPITAL	2,385	1,584	12,500	267,500	267,500	267,500
TOTAL PARKS	245,718	231,575	271,329	534,775	534,775	534,775

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: PUBLIC BUILDINGS **STAFF LEVEL 2019:** 0.64 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2018:** 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:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Parks & Recreation Supervisor	0.34	0.32
Parks Maintenance Worker	0.30	0.30
Laborer	<u>0.00</u>	<u>0.20</u>
Total	0.64	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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PUBLIC BUILDINGS</u>						
<u>PERSONNEL SERVICES</u>						
100-6210-101 REGULAR SERVICES- PUBLIC BLDGS	36,814	35,358	37,350	37,814	37,814	37,814
100-6210-102 PART TIME	0	189	2,600	0	0	0
100-6210-105 OVERTIME	29	287	500	500	500	500
100-6210-120 EMPLOYEE BENEFITS	24,178	25,258	27,350	27,474	27,474	27,474
TOTAL PERSONNEL SERVICES	61,021	61,092	67,800	65,788	65,788	65,788
<u>OPERATING</u>						
100-6210-200 OPERATING SUPPLIES	6,034	5,806	8,000	8,000	8,000	8,000
100-6210-220 PERSONAL PROTECTIVE EQUIP	323	189	200	200	200	200
100-6210-225 MINOR EQUIPMENT	52	48	0	0	0	0
100-6210-270 UTILITIES	36,701	39,496	45,575	45,575	45,575	45,575
100-6210-280 REPAIR AND MAINTENANCE	9,808	9,852	8,250	8,250	8,250	8,250
100-6210-300 UNIFORM MAINTENANCE	2,458	2,177	2,500	5,000	5,000	5,000
100-6210-323 JANITORIAL SERVICES	43,535	44,270	48,230	47,625	47,625	47,625
100-6210-330 VEHICLE REPLACEMENT / RENT	2,496	2,496	2,500	3,595	3,595	3,595
TOTAL OPERATING	101,407	104,333	115,255	118,245	118,245	118,245
<u>CAPITAL</u>						
100-6210-405 BUILDING	11,982	7,081	11,000	11,000	11,000	11,000
TOTAL CAPITAL	11,982	7,081	11,000	11,000	11,000	11,000
TOTAL PUBLIC BUILDINGS	174,410	172,506	194,055	195,033	195,033	195,033

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: COMMUNITY BUILDING **STAFF LEVEL 2019:** 0.05 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2018:** 0.05 FTE
FUND: GENERAL FUND

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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Parks & Recreation Supervisor	0.01	0.01
Parks Maintenance Worker	<u>0.04</u>	<u>0.04</u>
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 funded to cover repairs to the entrance area of the building in need of repairs.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>COMMUNITY BUILDING</u>						
<u>PERSONNEL SERVICES</u>						
100-6220-101 REGULAR SERVICES-COMMUNITY BL	1,950	1,970	2,580	2,541	2,541	2,541
100-6220-105 OVERTIME	3	21	50	50	50	50
100-6220-120 EMPLOYEE BENEFITS	1,443	1,480	2,120	1,980	1,980	1,980
TOTAL PERSONNEL SERVICES	3,396	3,471	4,750	4,571	4,571	4,571
<u>OPERATING</u>						
100-6220-200 OPERATING SUPPLIES	816	988	1,000	1,000	1,000	1,000
100-6220-270 UTILITIES	11,625	12,945	13,600	14,008	14,008	14,008
100-6220-280 REPAIR AND MAINTENANCE	2,094	2,678	2,500	3,000	3,000	3,000
100-6220-323 JANITORIAL SERVICES	4,446	4,599	4,780	4,888	4,888	4,888
100-6220-330 VEHICLE REPLACEMENT / RENT	1,356	1,356	1,360	1,360	1,360	1,360
TOTAL OPERATING	20,338	22,565	23,240	24,256	24,256	24,256
<u>CAPITAL</u>						
100-6220-405 BUILDING	0	0	0	500	500	500
TOTAL CAPITAL	0	0	0	500	500	500
TOTAL COMMUNITY BUILDING	23,734	26,036	27,990	29,327	29,327	29,327

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2019: 3.00 FTE
STAFF LEVEL 2018: 3.35 FTE

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; recycling; water production and distribution; sewage collection, treatment and wastewater disposal land application 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, recycling and golf course; 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; 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, wastewater quality and solid waste operations including recycling.

PERSONNEL:

SIGNIFICANT CHANGES: Previously the Technician was allocated primarily to the Warehouse Fund. Utilities (Electric, Sewer and Water) now staff the duties of the warehouse and the Technician is now able to focus on technical work as part of the administrative staff of Public Works. Utility workers have been reallocated to their appropriate programs.

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Public Works Superintendent	1.00	1.00
Assistant/Project Aide	1.00	1.00
Technician II	1.00	0.15
Utility Worker	<u>0.00</u>	<u>1.20</u>
Total	3.00	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).

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PUBLIC WORKS ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
100-6410-101 REGULAR SERVICES- PUB WRKS AD	170,878	216,349	234,500	220,470	220,470	220,470
100-6410-102 PART TIME	0	5,599	0	0	0	0
100-6410-105 OVERTIME	0	0	150	0	0	0
100-6410-110 MILEAGE ALLOWANCE	3,621	3,021	3,600	0	0	0
100-6410-120 EMPLOYEE BENEFITS	105,813	115,006	144,415	153,609	153,609	153,609
TOTAL PERSONNEL SERVICES	280,312	339,976	382,665	374,079	374,079	374,079
<u>OPERATING</u>						
100-6410-200 OPERATING SUPPLIES	1,146	924	1,000	1,000	1,000	1,000
100-6410-220 PERSONAL PROTECTIVE EQUIPMEN	0	96	150	150	150	150
100-6410-225 MINOR EQUIPMENT	61	585	750	750	750	750
100-6410-260 COMMUNICATION	1,594	1,094	1,700	2,000	2,000	2,000
100-6410-280 REPAIR AND MAINTENANCE	2,676	2,575	3,000	1,500	1,500	1,500
100-6410-320 PROFESSIONAL SERVICES	174	212	250	250	250	250
100-6410-330 VEHICLE REPLACEMENT / RENT	2,016	2,016	2,016	3,900	3,900	3,900
100-6410-333 MILEAGE / FUEL	0	0	4,200	4,200	4,200	4,200
100-6410-340 MEMBERSHIPS / SUBSCRIPTIONS	353	425	600	600	600	600
100-6410-341 MEETINGS / CONFERENCES	0	544	1,950	750	750	750
100-6410-390 MISCELLANEOUS	511	528	500	500	500	500
TOTAL OPERATING	8,531	8,999	16,116	15,600	15,600	15,600
<u>CAPITAL</u>						
100-6410-420 FURNITURE AND TECHNOLOGY	0	436	4,400	500	500	500
TOTAL CAPITAL	0	436	4,400	500	500	500
TOTAL PUBLIC WORKS ADMINISTRAT	288,843	349,411	403,181	390,179	390,179	390,179

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

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 loan that the former URA made to golf course fund. 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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY HALL</u>						
<u>OPERATING</u>						
100-6500-320	PROFESSIONAL SERVICES	11,222	1,544	2,500	1,500	1,500
100-6500-370	CITY FUNCTIONS	4,073	4,645	5,000	5,000	5,000
100-6500-380	LIABILITY AND FIRE INSURANCE	109,000	119,684	125,700	130,000	130,000
100-6500-381	UNEMPLOYMENT INSURANCE	5,789	0	5,000	5,000	5,000
	TOTAL OPERATING	130,083	125,873	138,200	141,500	141,500
<u>CAPITAL</u>						
100-6500-405	URA LOANS/ BUILDING/ ECO DEVO	0	0	1,418	1,418	1,418
	TOTAL CAPITAL	0	0	1,418	1,418	1,418
<u>TRANSFERS</u>						
100-6500-722	TRANSFER TO LIBRARY	116,949	125,012	131,878	130,313	130,313
100-6500-764	TRANSFER TO SICK LEAVE	1,600	1,600	1,600	1,600	1,600
	TOTAL TRANSFERS	118,549	126,612	133,478	131,913	131,913
<u>CONTINGENCY & RESERVES</u>						
100-6500-998	CONTINGENCY	0	0	18,312	50,000	50,000
	TOTAL CONTINGENCY & RESERVES	0	0	18,312	50,000	50,000
	TOTAL CITY HALL	248,632	252,485	291,408	324,831	324,831

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: CIVIL ENGINEERING
DEPARTMENT: ENGINEERING
FUND: GENERAL

STAFF LEVEL 2019: 0.25 FTE
STAFF LEVEL 2018: 0.60 FTE

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:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Engineering Technician	0.25	0.60
Total	0.25	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 another reduction in the FTE.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CIVIL ENGINEERING</u>						
<u>PERSONNEL SERVICES</u>						
100-6610-101	REGULAR SERVICES- CIVIL ENGR	35,498	39,065	44,452	19,361	19,361
100-6610-102	PART TIME	6,109	0	0	0	0
100-6610-105	OVERTIME	0	486	0	0	0
100-6610-120	EMPLOYEE BENEFITS	28,484	30,668	33,365	13,874	13,874
	TOTAL PERSONNEL SERVICES	70,091	70,219	77,817	33,235	33,235
<u>OPERATING</u>						
100-6610-200	OPERATING SUPPLIES	792	453	600	600	600
100-6610-225	MINOR EQUIPMENT	1,046	1,279	1,000	500	500
100-6610-260	COMMUNICATION	933	824	1,000	1,000	1,000
100-6610-320	PROFESSIONAL SERVICE	1,863	1,863	25,000	4,000	4,000
100-6610-330	VEHICLE REPLACEMENT / RENT	859	864	860	860	860
100-6610-341	MEETINGS / CONFERENCES	0	1,895	2,000	1,000	1,000
100-6610-390	MISCELLANEOUS	182	442	500	500	500
	TOTAL OPERATING	5,676	7,620	30,960	8,460	8,460
<u>CAPITAL</u>						
100-6610-420	FURNITURE AND TECHNOLOGY	1,208	2,517	1,700	500	500
	TOTAL CAPITAL	1,208	2,517	1,700	500	500
	TOTAL CIVIL ENGINEERING	76,974	80,356	110,477	42,195	42,195



SPECIAL REVENUE FUND

Special revenue funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes.

REVENUE BUDGET NARRATIVE
Fiscal Year 2019

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>STREET</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
210-410-11	STATE GAS TAX	417,988	422,950	400,000	420,000	420,000	420,000
	TOTAL INTERGOVERNMENTAL REVE	417,988	422,950	400,000	420,000	420,000	420,000
<u>MISCELLANEOUS</u>							
210-470-20	INTEREST EARNED	1,428	2,295	1,000	3,000	3,000	3,000
210-470-99	MISCELLANEOUS	1,432	921	0	0	0	0
	TOTAL MISCELLANEOUS	2,860	3,215	1,000	3,000	3,000	3,000
<u>BEGINNING FUND BALANCE</u>							
210-499-10	FUND BALANCE	0	0	160,636	179,752	179,752	179,752
	TOTAL BEGINNING FUND BALANCE	0	0	160,636	179,752	179,752	179,752
	TOTAL REVENUE	420,848	426,165	561,636	602,752	602,752	602,752

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: STREET MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: STREET

STAFF LEVEL 2019: 2.05 FTE
STAFF LEVEL 2018: 2.20 FTE

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:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Water & Streets Supervisor	0.13	0.13
Parks & Recreation Supervisor	0.20	0.20
Utility Worker	0.78	0.68
Parks Maintenance Worker	0.54	0.54
Code Enforcement Officer	0.40	0.40
Laborer	<u>0.00</u>	<u>0.25</u>
Total	2.05	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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>STREET</u>						
<u>STREET MAINTENANCE</u>						
<u>PERSONNEL SERVICES</u>						
210-6810-101	REGULAR SERVICES- STREET MAINT	82,117	89,307	123,500	90,729	90,729
210-6810-102	PART TIME	11,239	7,079	5,500	0	0
210-6810-105	OVERTIME	449	1,249	2,500	1,500	1,500
210-6810-120	EMPLOYEE BENEFITS	53,788	64,047	95,600	68,003	68,003
	TOTAL PERSONNEL SERVICES	147,593	161,682	227,100	160,232	160,232
<u>OPERATING</u>						
210-6810-200	OPERATING SUPPLIES	7,359	6,360	10,500	10,500	10,500
210-6810-220	PERSONAL PROTECTIVE EQUIP	1,680	620	1,000	1,000	1,000
210-6810-225	MINOR EQUIPMENT	4,861	2,011	4,800	4,800	4,800
210-6810-260	COMMUNICATION	360	360	300	360	360
210-6810-270	UTILITIES	41,119	41,692	50,800	52,324	52,324
210-6810-280	REPAIR AND MAINTENANCE	7,293	5,160	6,500	6,500	6,500
210-6810-300	UNIFORM MAINTENANCE	1,031	965	2,350	2,000	2,000
210-6810-320	PROFESSIONAL SERVICES	4,216	11,847	10,000	12,000	12,000
210-6810-330	VEHICLE REPLACEMENT / RENT	52,812	52,812	52,813	53,260	53,260
210-6810-341	MEETINGS / CONFERENCES	214	42	500	500	500
210-6810-390	MISCELLANEOUS	183	587	600	600	600
	TOTAL OPERATING	121,128	122,454	140,163	143,844	143,844
<u>TRANSFERS</u>						
210-6810-701	TRANSFER TO GENERAL	86,732	91,180	97,831	97,995	97,995
210-6810-721	TRANSFER TO STREET IMPROVEME	100,000	60,000	0	0	0
210-6810-764	TRANSFER TO SICK LEAVE	300	300	300	300	300
	TOTAL TRANSFERS	187,032	151,480	98,131	98,295	98,295
<u>CONTINGENCY & RESERVES</u>						
210-6810-998	CONTINGENCY	0	0	96,242	200,381	200,381
	TOTAL CONTINGENCY & RESERVES	0	0	96,242	200,381	200,381
	TOTAL STREET MAINTENANCE	455,753	435,617	561,636	602,752	602,752

BUDGET NARRATIVE
Fiscal Year 2019

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:

CAPITAL IMPROVEMENTS (Account 410) provides for street and pedestrian improvements as funded by Oregon House Bill 2017 –“Keep Oregon Moving” allotment.

IMPROVEMENTS OTHER THAN BUILDINGS (Account 480) provides for street paving and/or overlaying of North Main Street from 11th Avenue north, Chestnut Street from SE 12th south to Thorn Avenue and NE 1st Avenue from Highway 11 east to end and/or NW 2nd Avenue paving improvements and/or SW 12th Avenue sidewalk construction.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

<u>STREET IMPROVEMENT</u>	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>INTERGOVERNMENTAL REVENUE</u>						
211-410-01 EPA STORMWATER GRANT	130,903	0	0	0	0	0
211-410-16 OR STATE STP ALLOCATION	0	0	172,000	170,610	170,610	170,610
211-410-22 ODOT GRANT / HB2017	0	0	0	3,000,000	3,000,000	3,000,000
TOTAL INTERGOVERNMENTAL REVE	130,903	0	172,000	3,170,610	3,170,610	3,170,610
<u>LICENSES & PERMITS</u>						
211-440-30 LAND USE FEES	780	720	500	600	600	600
TOTAL LICENSES & PERMITS	780	720	500	600	600	600
<u>MISCELLANEOUS</u>						
211-470-20 INTEREST EARNED	759	2,158	500	1,000	1,000	1,000
TOTAL MISCELLANEOUS	759	2,158	500	1,000	1,000	1,000
<u>TRANSFERS</u>						
211-490-21 TRANSFER FROM STREET	100,000	60,000	0	0	0	0
TOTAL TRANSFERS	100,000	60,000	0	0	0	0
<u>BEGINNING FUND BALANCE</u>						
211-499-10 FUND BALANCE	0	0	104,446	109,676	109,676	109,676
TOTAL BEGINNING FUND BALANCE	0	0	104,446	109,676	109,676	109,676
TOTAL REVENUE	232,442	62,878	277,446	3,281,886	3,281,886	3,281,886
<u>CAPITAL</u>						
211-6840-410 CAPITAL EXPENSES	0	0	0	3,000,000	3,000,000	3,000,000
211-6840-430 EPA STORMWATER EXPENSE	77,426	1,004	0	0	0	0
211-6840-480 IMPROVEMENTS OTHER THAN BLDG	0	308,879	277,446	170,610	170,610	170,610
TOTAL CAPITAL	77,426	309,884	277,446	3,170,610	3,170,610	3,170,610
<u>CONTINGENCY & RESERVES</u>						
211-6840-998 CONTINGENCY	0	0	0	111,276	111,276	111,276
TOTAL CONTINGENCY & RESERVES	0	0	0	111,276	111,276	111,276
TOTAL STREET CONSTRUCTION	77,426	309,884	277,446	3,281,886	3,281,886	3,281,886

Revenue Budget Narrative
Fiscal Year 2019

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 \$1200 to develop and improve early literacy services to children under 5.

FINES AND FORFEITURES: 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, rental income from library meeting rooms, and payments for out of district library patrons

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>LIBRARY</u>						
<u>INTERGOVERNMENTAL REVENUE</u>						
220-410-01 LIBRARY DISTRICT REVENUES	190,231	201,089	199,514	205,000	205,000	205,000
220-410-02 READY 2 LEARN REVENUE	0	0	2,960	0	0	0
220-410-03 STATE GRANTS-LIBRARY	1,204	1,246	1,100	1,200	1,200	1,200
220-410-06 SUMMER READING GRANT	1,000	0	1,000	0	0	0
220-410-35 WILDHORSE GRANT	0	0	2,300	0	0	0
TOTAL INTERGOVERNMENTAL REVE	192,435	202,335	206,874	206,200	206,200	206,200
<u>FINES & FORFEITURES</u>						
220-430-50 LIBRARY FINES	3,714	4,307	3,500	3,600	3,600	3,600
TOTAL FINES & FORFEITURES	3,714	4,307	3,500	3,600	3,600	3,600
<u>SERVICES</u>						
220-450-14 RENTAL INCOME	5,625	5,625	5,625	6,165	6,165	6,165
TOTAL SERVICES	5,625	5,625	5,625	6,165	6,165	6,165
<u>MISCELLANEOUS</u>						
220-470-20 INTEREST EARNED	145	390	50	200	200	200
220-470-41 DONATIONS	4,225	6,192	10,500	4,000	4,000	4,000
220-470-50 COPIES	3,589	3,890	3,200	4,000	4,000	4,000
220-470-99 MISCELLANEOUS	1,082	897	980	1,500	1,500	1,500
TOTAL MISCELLANEOUS	9,041	11,370	14,730	9,700	9,700	9,700
<u>TRANSFERS</u>						
220-490-10 FROM GENERAL	116,949	125,012	131,878	130,313	130,313	130,313
TOTAL TRANSFERS	116,949	125,012	131,878	130,313	130,313	130,313
<u>BEGINNING FUND BALANCE</u>						
220-499-10 FUND BALANCE	0	0	27,081	38,000	38,000	38,000
TOTAL BEGINNING FUND BALANCE	0	0	27,081	38,000	38,000	38,000
TOTAL REVENUE	327,764	348,648	389,688	393,978	393,978	393,978

Expenditure Budget Narrative
Fiscal Year 2019

Fund: Library

Staff Level 2019: 3.93 FTE
Staff Level 2018: 3.96 FTE

PERSONNEL:

Title	2019 FTE	2018 FTE
Library Director	1.00	1.00
Library Associate	<u>2.93</u>	<u>2.96</u>
Total	3.93	3.96

LIBRARY USE AND VALUE

In 2017 the library had an estimated 30,000 visits with 507 new card holders joining the 4000 library card holders already 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 2017 the library checked out over 56,000 items, community members utilized library computers more than 5000 times and library staff facilitated 160 programs that brought in nearly 3000 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 \$1,050,000.

For every tax dollar spent on library services the community receives \$3.21 worth of services in addition to the benefits our citizens both young and old gain from increased literacy skills.

BUDGET COMMENTS

Personnel Costs

- Personnel level has decreased due to loss of on-call library staff member.
- \$1800 has been budgeted to account for library staff overtime.

Expenses:

- Programming Expenses (acct 325) has increased due to an increased demand of children's library programs, and to purchase supplies for library programs for adults.
- Early Literacy / Summer Reading (acct 348) has increased due to an increased demand for our Summer Reading program. This line item has also increased do an anticipated grant for the Ready2Learn program.
- Operating supplies (acct 200) has increased due to the high cost for library processing supplies, and to purchase new library patron cards.
- Library Books (acct 235) has increased due to an increased demand for library materials.
- Furniture and Technology (acct 420) has increased to replace aging library staff computers, and for a leased copy machine.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>LIBRARY</u>						
<u>LIBRARY</u>						
<u>PERSONNEL SERVICES</u>						
220-6600-101	REGULAR SERVICES- LIBRARY	140,585	147,179	153,745	162,683	162,683
220-6600-102	PART TIME	33,269	34,709	37,403	35,045	35,045
220-6600-105	OVERTIME	0	0	0	1,800	1,800
220-6600-120	EMPLOYEE BENEFITS	109,232	114,272	131,265	131,995	131,995
	TOTAL PERSONNEL SERVICES	283,087	296,160	322,413	331,523	331,523
<u>OPERATING</u>						
220-6600-200	OPERATING SUPPLIES	4,759	4,725	10,450	7,000	7,000
220-6600-235	LIBRARY BOOKS	17,313	18,099	19,500	24,500	24,500
220-6600-260	COMMUNICATION	2,557	2,501	2,600	2,700	2,700
220-6600-280	REPAIR AND MAINTENANCE	519	168	700	500	500
220-6600-325	PROGRAMMING	3,899	2,063	4,660	4,000	4,000
220-6600-333	MILEAGE / FUEL	822	526	950	1,050	1,050
220-6600-340	MEMBERSHIPS / DUES	500	525	525	525	525
220-6600-341	MEETINGS / CONFERENCES	304	517	1,200	700	700
220-6600-348	EARLY LIT/SUMMER READING	0	2,608	5,450	6,959	6,959
220-6600-390	MISCELLANEOUS	2,052	1,606	1,500	1,700	1,700
	TOTAL OPERATING	32,724	33,339	47,535	49,634	49,634
<u>CAPITAL</u>						
220-6600-410	CAPITAL	1,186	0	0	0	0
220-6600-420	FURNITURE AND TECHNOLOGY	521	2,326	7,500	4,000	4,000
	TOTAL CAPITAL	1,707	2,326	7,500	4,000	4,000
<u>TRANSFERS</u>						
220-6600-764	TRANSFER TO SICK LEAVE	240	240	240	240	240
	TOTAL TRANSFERS	240	240	240	240	240
<u>CONTINGENCY & RESERVES</u>						
220-6600-998	CONTINGENCIES	0	0	12,000	8,581	8,581
	TOTAL CONTINGENCY & RESERVES	0	0	12,000	8,581	8,581
	TOTAL LIBRARY	317,758	332,065	389,688	393,978	393,978

REVENUE NARRATIVE
Fiscal Year 2019

FUND: PUBLIC TRANSPORTATION 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 and must reside in the service area, which includes the city and 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 and is a fixed-route system with designated times and stops. Currently the City owns a 2010 11-passenger van, and both a 2008 & 2016 14-passenger bus. We contract with a private vendor for a driver to provide the service and absorb fuel costs, and runs Monday thru 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 subsequent 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. During FY2017, \$18,345 was received in this account, which is match for the FTA Elevator grant.

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.

STATE TRANSPORTATION IMPROVEMENT FUNDS (STIF) Acct 230-410-56 are State funds generated through payroll taxes under HB2017 and are to provide stabilized funding for public transportation programs. These funds are still in the rule-making stage, but ODOT/RPTD is on track to have applications available in November 2018 and funding available in April 2019.

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.

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.

ADA ELEVATOR LOAN PROCEEDS Acct.230-480-20 represents loan funds to pay the remaining cost after the FTA grant, to pay all costs associated with constructing a stand-alone elevator for City Hall.

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>						
<u>TAXES/ASSESSMENTS</u>						
230-400-01	PROPERTY TAX - CURRENT	56,774	56,855	53,000	57,000	57,000
230-400-02	PROPERTY TAX - PRIOR YEAR	1,774	2,066	1,500	1,500	1,500
	TOTAL TAXES/ASSESSMENTS	58,547	58,921	54,500	58,500	58,500
<u>INTERGOVERNMENTAL REVENUE</u>						
230-410-50	SPECIAL TRANSIT GRANT	50,000	61,845	35,000	35,000	35,000
230-410-51	STATE TRANSIT GRANT	118,711	124,503	127,330	125,867	125,867
230-410-53	FEDERAL TRANSIT GRANT	3,057	0	24,000	20,000	20,000
230-410-54	FED TRANSIT GRANT - CAPITAL	0	52,558	0	0	0
230-410-55	FED TRANSIT GRANT - ADA ELEV	0	0	171,000	167,500	167,500
230-410-56	STATE TRANSIT - STIF GRANT	0	0	0	50,000	50,000
	TOTAL INTERGOVERNMENTAL REVE	171,768	238,906	357,330	398,367	398,367
<u>SERVICES</u>						
230-450-70	SENIOR CITIZEN PAYMENTS	5,895	5,195	6,000	6,000	6,000
230-450-71	GENERAL RIDERSHIP BUS FARE	3,984	229	0	0	0
	TOTAL SERVICES	9,879	5,424	6,000	6,000	6,000
<u>MISCELLANEOUS</u>						
230-470-20	INTEREST EARNED	1,228	1,703	1,500	2,500	2,500
	TOTAL MISCELLANEOUS	1,228	1,703	1,500	2,500	2,500
<u>SOURCE 480</u>						
230-480-20	ADA ELEVATOR LOAN PROCEEDS	0	0	384,000	501,334	501,334
	TOTAL SOURCE 480	0	0	384,000	501,334	501,334
<u>BEGINNING FUND BALANCE</u>						
230-499-10	FUND BALANCE	0	0	180,000	180,000	180,000
	TOTAL BEGINNING FUND BALANCE	0	0	180,000	180,000	180,000
	TOTAL REVENUE	241,423	304,953	983,330	1,146,701	1,146,701

EXPENDITURE NARRATIVE

Fiscal Year 2019

FUND: PUBLIC TRANSPORTATION SERVICES

STAFF LEVEL 2019: 1.25 FTE

STAFF LEVEL 2018: 0.95 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Human Resource Officer	0.00	0.75
City Manager	0.20	0.20
City Planner	0.55	0.00
Assistant	<u>0.50</u>	<u>0.00</u>
	1.25	0.95

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) covers a portion of the cost of phone expenses.

REPAIR & MAINTENANCE (Acct. 280) accounts for shop hourly rate expenses for repair and maintenance of both of the city's 14-passenger mini busses which are 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 the 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 averages \$6,857 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).

VEHICLE REPLACEMENT (Acct. 330) budgets the cost to purchase new vehicles. It is not planned to purchase a vehicle during this fiscal year.

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

MPO MEMBERSHIP DUES (Acct. 340) reflects membership dues with the 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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>						
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
230-7600-101 REGULAR SERVICES- SENIOR/DISAB	67,074	78,197	78,619	114,444	114,444	114,444
230-7600-120 EMPLOYEE BENEFITS	38,520	43,449	44,783	64,405	64,405	64,405
TOTAL PERSONNEL SERVICES	105,593	121,646	123,402	178,849	178,849	178,849
<u>OPERATING</u>						
230-7600-200 OPERATING SUPPLIES	239	125	400	400	400	400
230-7600-225 MINOR EQUIPMENT	970	0	0	100	100	100
230-7600-250 ADVERTISING- SENIOR/ DISABLED	507	283	900	900	900	900
230-7600-260 COMMUNICATION	75	153	500	500	500	500
230-7600-280 REPAIR AND MAINTENANCE	2,679	5,457	5,000	4,000	4,000	4,000
230-7600-320 PROFESSIONAL SERVICES	146,239	140,111	141,900	154,281	154,281	154,281
230-7600-330 VEHICLE REPLACEMENT / RENT	0	61,833	0	0	0	0
230-7600-333 MILEAGE / FUEL	506	395	500	4,100	4,100	4,100
230-7600-340 MPO MEMBERSHIP DUES	5,300	2,800	3,000	3,000	3,000	3,000
230-7600-341 MEETINGS / CONFERENCES	111	0	750	1,200	1,200	1,200
TOTAL OPERATING	156,626	211,158	152,950	168,481	168,481	168,481
<u>CAPITAL</u>						
230-7600-410 CAPITAL - ADA ELEVATOR	0	560	575,000	687,440	687,440	687,440
TOTAL CAPITAL	0	560	575,000	687,440	687,440	687,440
<u>CONTINGENCY & RESERVES</u>						
230-7600-998 CONTINGENCY	0	0	131,978	111,931	111,931	111,931
TOTAL CONTINGENCY & RESERVES	0	0	131,978	111,931	111,931	111,931
TOTAL ADMINISTRATION	262,219	333,364	983,330	1,146,701	1,146,701	1,146,701

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

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 replacement costs of supplies and materials. For the 911 center.

MINOR EQUIPMENT (Acct. 225) Funds purchases of smaller equipment items, in this case, the line item amount is increased to purchase two older dispatch computers.

REPAIR AND MAINTENANCE (Acct. 280) Funds used to cover the anticipated costs of repair, maintenance, or replacement of office systems such as copiers. 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. Reflects an increase due to recent DPSST requirements mandating more training hours per year for dispatchers in Oregon to maintain certification.

FURNITURE AND TECHNOLOGY (Acct. 420) When requested funds go toward upgrade and improvement of essential 911 center technologies.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>911</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
270-410-14	911 TELEPHONE TAX	34,700	35,514	35,500	35,500	35,500	35,500
	TOTAL INTERGOVERNMENTAL REVE	34,700	35,514	35,500	35,500	35,500	35,500
<u>MISCELLANEOUS</u>							
270-470-20	INTEREST EARNED	5	75	50	150	150	150
	TOTAL MISCELLANEOUS	5	75	50	150	150	150
<u>BEGINNING FUND BALANCE</u>							
270-499-10	FUND BALANCE	0	0	2,200	5,000	5,000	5,000
	TOTAL BEGINNING FUND BALANCE	.0	0	2,200	5,000	5,000	5,000
	TOTAL REVENUE	34,705	35,589	37,750	40,650	40,650	40,650
<u>911 OPERATING</u>							
<u>OPERATING</u>							
270-5830-200	OPERATING SUPPLIES	1,778	2,232	2,500	2,500	2,500	2,500
270-5830-225	MINOR EQUIPMENT	4,381	2,144	2,000	4,500	4,500	4,500
270-5830-260	COMMUNICATION	7,085	7,509	10,000	10,500	10,500	10,500
270-5830-280	REPAIR AND MAINTENANCE	7,870	8,106	17,550	15,450	15,450	15,450
270-5830-300	UNIFORM MAINTENANCE	443	301	600	600	600	600
270-5830-320	PROFESSIONAL SERVICE	723	0	650	650	650	650
270-5830-341	MEETINGS / CONFERENCES	2,007	2,897	4,000	4,000	4,000	4,000
270-5830-390	MISCELLANEOUS	565	420	450	450	450	450
	TOTAL OPERATING	24,852	23,610	37,750	38,650	38,650	38,650
<u>CAPITAL</u>							
270-5830-420	FURNITURE AND TECHNOLOGY	0	0	0	2,000	2,000	2,000
	TOTAL CAPITAL	0	0	0	2,000	2,000	2,000
	TOTAL 911 OPERATING	24,852	23,610	37,750	40,650	40,650	40,650



DEBT SERVICE FUND

The debt service fund is used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.

BUDGET NARRATIVE
Fiscal Year 2019

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 30th, 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 <u>Year</u>	Interest <u>Rate</u>	Maturity <u>Date</u>	Principal <u>Required</u>	Interest <u>Required</u>	Total <u>Required</u>
2015-16	3.75%	8/1/15	0	0	0

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GENERAL OBLIGATION BONDS</u>							
<u>TAXES/ASSESSMENTS</u>							
310-400-01	PROPERTY TAX - CURRENT	111,853	0	0	0	0	0
310-400-02	PROPERTY TAX - PRIOR YEAR	2,554	0	0	0	0	0
	TOTAL TAXES/ASSESSMENTS	114,407	0	0	0	0	0
<u>MISCELLANEOUS</u>							
310-470-20	INTEREST EARNED	1	0	0	0	0	0
	TOTAL MISCELLANEOUS	1	0	0	0	0	0
	TOTAL REVENUE	114,408	0	0	0	0	0
<u>BONDED DEBT - AQUATIC CENTER</u>							
<u>DEBT SERVICE</u>							
310-8611-500	BOND PRINCIPAL- AQUATIC CENTER	120,000	0	0	0	0	0
310-8611-501	BOND INTEREST- AQUATIC CENTER	2,250	0	0	0	0	0
	TOTAL DEBT SERVICE	122,250	0	0	0	0	0
	TOTAL BONDED DEBT - AQUATIC CE	122,250	0	0	0	0	0



ENTERPRISE FUNDS.

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises -- where the intent of the government's council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the government's council has decided that periodic determination of net income is appropriate for accountability purposes.

REVENUE BUDGET NARRATIVE

Fiscal Year 2019

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. 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 water year with estimated income of \$190,000.

CONSERVATION:

The revenue from this account is expected to be \$110,000. 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 will have a 3% increase in our per KWH charge.

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.

MISCELLANEOUS REVENUE:

The revenue for this account is expected to be \$368,000. 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 Vehicle Maintenance and the Warehouse will be discontinued this year.

ELECTRIC FUND		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>TAXES/ASSESSMENTS</u>							
510-400-10	WTHRZTN ASSMT LOAN REV #903	12,205	32,477	25,000	30,000	30,000	30,000
510-400-30	WTHZTN LONG-TERM LOAN REV #93	1,076	0	0	0	0	0
TOTAL TAXES/ASSESSMENTS		13,281	32,477	25,000	30,000	30,000	30,000
<u>SURPLUS POWER SALES</u>							
510-415-10	POWER SALES - NONFIRM	287,396	338,516	220,543	189,614	189,614	189,614
TOTAL SURPLUS POWER SALES		287,396	338,516	220,543	189,614	189,614	189,614
<u>SERVICES</u>							
510-450-45	CONSERVATION	76,945	79,866	85,000	110,000	110,000	110,000
TOTAL SERVICES		76,945	79,866	85,000	110,000	110,000	110,000
<u>UTILITY SALES</u>							
510-451-10	RESIDENTIAL SALES	3,780,474	4,116,342	3,998,148	4,169,090	4,169,090	4,169,090
510-451-11	COMMERCIAL SALES	762,007	851,711	878,767	973,950	973,950	973,950
510-451-12	INDUSTRIAL SALES	1,385,448	1,438,890	1,600,326	1,700,891	1,700,891	1,700,891
510-451-13	RENTAL LIGHTS	67,233	69,125	73,691	76,657	76,657	76,657
510-451-14	IRRIGATION	537,579	447,254	583,484	566,645	566,645	566,645
510-451-15	AIR FANS	8,694	8,694	8,694	8,694	8,694	8,694
510-451-16	PUBLIC STREET LIGHTS	31,583	31,394	31,509	32,423	32,423	32,423
510-451-17	INTER-DEPARTMENT	87,778	79,214	80,701	83,128	83,128	83,128
510-451-18	LAGOON SUB SALES	14,047	13,177	13,879	13,801	13,801	13,801
510-451-19	GREEN POWER	1,288	1,134	1,500	1,000	1,000	1,000
TOTAL UTILITY SALES		6,676,131	7,056,937	7,270,699	7,626,279	7,626,279	7,626,279
<u>MERCHANDISING</u>							
510-455-71	MERCHANDISING	61,346	34,249	20,000	20,000	20,000	20,000
TOTAL MERCHANDISING		61,346	34,249	20,000	20,000	20,000	20,000
<u>MISCELLANEOUS</u>							
510-470-20	INTEREST EARNED	6,550	10,046	8,000	18,000	18,000	18,000
510-470-21	ELEC INFRASTRUCTURE FEE	124,679	124,079	122,820	123,600	123,600	123,600
510-470-41	BPA LOOKBACK/REP CSTMR REFUN	132,498	132,519	132,500	132,500	132,500	132,500
510-470-60	POLE RENTAL	10,070	9,855	10,070	10,000	10,000	10,000
510-470-63	RECONNECTION FEES	4,044	4,550	5,000	4,000	4,000	4,000
510-470-64	NEW SERVICE FEES	24,200	30,288	239,936	75,000	75,000	75,000
510-470-99	MISCELLANEOUS	8,176	4,133	5,000	5,000	5,000	5,000
TOTAL MISCELLANEOUS		310,217	315,470	523,326	368,100	368,100	368,100
<u>TRANSFERS</u>							
510-490-61	TRANSFER FROM WAREHOUSE	6,480	6,480	6,480	0	0	0
510-490-62	TRANSFER FROM VEHICLE MAINT	3,964	3,964	3,964	0	0	0
TOTAL TRANSFERS		10,444	10,444	10,444	0	0	0
<u>BEGINNING FUND BALANCE</u>							
510-499-10	FUND BALANCE	0	0	1,627,400	1,560,000	1,560,000	1,560,000
TOTAL BEGINNING FUND BALANCE		0	0	1,627,400	1,560,000	1,560,000	1,560,000
TOTAL REVENUE		7,435,761	7,867,959	9,782,412	9,903,993	9,903,993	9,903,993

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

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.

Cost/KWH	Source of Firm Power		Avg.
	Demand	Energy	
BPA	16,196 KW (100%)	79,061,092 KWH (75%)	\$.0473
Grant County	0 KW	25,732,000 KWH (24%)	\$.0273
Total	16,196 KW (100%)	104,793.092 KWH (100%)	\$.0406

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 \$686,124. The total cost associated with the Grant County power is expected to be \$702,468 which amounts to 27.3 mils per KWH. The City's billed purchases from BPA are budgeted at 16,196 KW of demand and 79,061,092 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 \$3,738,205, which is 47.3 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 \$189,614. The net cost of Purchased Power to the City is estimated at \$4,251,059 or 40.6 mils per KWH.

BUDGET COMMENTS:

The impact of BPA's 2018 rate case to the City of Milton-Freewater is 5.48%, as of October 2017. We would normally pass the entire increase onto our retail customers but this year we are only increasing our rates by 3%; and increasing the service availability fee to commercial customers by \$10 per month and our industrial customers by \$35 per month. These service availability fees represent the cost to serve these types of loads. We continue to serve our customers with reliable inexpensive power.

In the future, weather, stream flows, environmental concerns, politics, and snow pack will continue to influence our wholesale power rates.

SIGNIFICANT BUDGET CHANGES:

The City of Milton-Freewater will have a 3% increase in our power rates across all rate schedules and an increase in the service availability charge to commercial and industrial customers.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>POWER PURCHASES</u>						
<u>OPERATING</u>						
510-7110-352 GRANT CO OPERATION	696,714	621,111	738,120	702,468	702,468	702,468
510-7110-353 BPA POWER - DEMAND	149,016	192,169	153,422	190,520	190,520	190,520
510-7110-354 BPA POWER - ENERGY	2,717,517	2,885,722	3,062,910	3,053,787	3,053,787	3,053,787
510-7110-355 TRANSMISSION DEMAND	402,887	413,804	408,951	410,118	410,118	410,118
510-7110-356 TRANSMISSION ENERGY	81,444	86,434	81,739	83,780	83,780	83,780
TOTAL OPERATING	4,047,578	4,199,240	4,445,142	4,440,673	4,440,673	4,440,673
TOTAL POWER PURCHASES	4,047,578	4,199,240	4,445,142	4,440,673	4,440,673	4,440,673

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: DISTRIBUTION/OPERATIONS AND
 MAINTENANCE
FUND: ELECTRIC

STAFF LEVEL 2019: 3.99 FTE
STAFF LEVEL 2018: 3.00 FTE

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 14th 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, 3,534 are residential with an average usage of 1320 KWH per month. Approximately 1,022 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:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Line Technicians	2.29	2.38
Groundsman	0.60	0.00
Working Line Supervisor	0.53	0.60
Engineering Techs	0.55	0.00
Building Specialist	<u>0.02</u>	<u>0.02</u>
Total	3.99	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. 101 & 120 the addition of a Groundsman & adding a portion of Engineering Techs FTE to this program to better reflect time spent in this program.

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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>OPERATION/ MAINTENANCE</u>						
<u>PERSONNEL SERVICES</u>						
510-7310-101	REGULAR SERVICES- ELEC OP/MAIN	355,491	332,199	300,869	379,301	379,301
510-7310-105	OVERTIME	19,074	14,288	16,500	16,500	16,500
510-7310-120	EMPLOYEE BENEFITS	191,589	184,397	185,418	232,091	232,091
	TOTAL PERSONNEL SERVICES	566,154	530,883	502,787	627,892	627,892
<u>OPERATING</u>						
510-7310-200	OPERATING SUPPLIES	607	1,483	1,200	1,400	1,400
510-7310-225	MINOR EQUIPMENT	1,912	1,423	2,000	2,000	2,000
510-7310-226	SUBSTATION REPAIRS	2,380	2,227	5,000	5,000	5,000
510-7310-229	SMALL TOOLS	2,625	2,590	4,000	4,000	4,000
510-7310-260	COMMUNICATION	900	1,348	1,500	2,000	2,000
510-7310-270	UTILITIES	5,780	5,057	6,500	6,500	6,500
510-7310-280	REPAIR AND MAINTENANCE	12,005	3,525	10,000	8,000	8,000
510-7310-320	PROFESSIONAL SERVICE	5,827	3,005	25,000	25,000	25,000
510-7310-330	VEHICLE REPLACEMENT / RENT	68,671	69,102	71,025	71,705	71,705
510-7310-341	MEETINGS / CONFERENCES	1,190	2,289	5,000	5,000	5,000
510-7310-390	MISCELLANEOUS	2,525	4,912	2,500	2,500	2,500
	TOTAL OPERATING	104,422	96,961	133,725	133,105	133,105
<u>CAPITAL</u>						
510-7310-420	FURNITURE AND TECHNOLOGY	0	0	3,600	1,500	1,500
	TOTAL CAPITAL	0	0	3,600	1,500	1,500
	TOTAL OPERATION/ MAINTENANCE	670,576	627,844	640,112	762,497	762,497

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: DISTRIBUTION-METERING
FUND: ELECTRIC

STAFF LEVEL 2019: 0.58 FTE
STAFF LEVEL 2018: 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:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Line Technician	0.48	0.71
Engineering Technician	0.10	0.10
Total	0.58	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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>METERING EXPENSE</u>						
<u>PERSONNEL SERVICES</u>						
510-7340-101	REGULAR SERVICES- ELEC METERN	54,546	67,209	77,354	57,127	57,127
510-7340-105	OVERTIME	0	741	0	0	0
510-7340-120	EMPLOYEE BENEFITS	34,919	40,909	48,100	34,428	34,428
	TOTAL PERSONNEL SERVICES	89,465	108,859	125,454	91,555	91,555
<u>OPERATING</u>						
510-7340-200	OPERATING SUPPLIES	183	1,053	1,500	1,000	1,000
510-7340-225	MINOR EQUIPMENT	4,540	1,407	5,000	5,000	5,000
510-7340-260	COMMUNICATION	506	668	500	1,500	1,500
510-7340-280	REPAIR AND MAINTENANCE	0	588	2,000	2,000	2,000
510-7340-285	EQUIPMENT TESTING	556	750	1,500	1,500	1,500
510-7340-320	PROFESSIONAL SERVICES	0	0	3,000	3,000	3,000
510-7340-330	VEHICLE REPLACEMENT / RENT	13,956	13,956	12,515	12,515	12,515
510-7340-341	MEETINGS / CONFERENCES	1,723	113	3,000	3,000	3,000
	TOTAL OPERATING	21,464	18,536	29,015	29,515	29,515
<u>CAPITAL</u>						
510-7340-420	FURNITURE AND TECHNOLOGY	1,345	112	1,000	1,000	1,000
	TOTAL CAPITAL	1,345	112	1,000	1,000	1,000
	TOTAL METERING EXPENSE	112,274	127,507	155,469	122,070	122,070

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: SAFETY
FUND: ELECTRIC

STAFF LEVEL 2019: 0.54 FTE
STAFF LEVEL 2018: 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, safe daily work habits, and renewal of current required certifications.

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:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Line Technicians	0.10	0.10
Working Line Supervisor	0.02	0.02
Building Specialist	0.32	0.03
Engineering Technician	0.04	0.03
Electric Assistant	0.02	0.01
Electric Superintendent	0.02	0.02
Groundsman	<u>0.02</u>	<u>0.00</u>
Total	0.54	0.21

BUDGET COMMENTS:

Labor & Benefits (Acct. 101 & 120) the City Safety Program expense is being transferred from the General Fund to the Electric Safety Program.

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.

SIGNIFICANT BUDGET CHANGES:

The General Fund Safety budget is being integrated into the Electric Fund safety FY19 budget.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>SAFETY</u>						
<u>PERSONNEL SERVICES</u>						
510-7350-101	REGULAR SERVICES- ELEC SAFETY	5,437	11,405	19,348	43,232	43,232
510-7350-120	EMPLOYEE BENEFITS	3,141	7,109	12,079	30,046	30,046
	TOTAL PERSONNEL SERVICES	8,577	18,514	31,427	73,278	73,278
<u>OPERATING</u>						
510-7350-220	PERSONAL PROTECTIVE EQUIP	13,070	7,357	11,000	10,000	10,000
510-7350-285	EQUIPMENT TESTING	1,716	2,320	2,000	2,000	2,000
510-7350-320	PROFESSIONAL SERVICE	18,222	18,768	19,330	19,720	19,720
510-7350-341	MEETINGS / CONFERENCES	70	154	200	200	200
	TOTAL OPERATING	33,078	28,599	32,530	31,920	31,920
	TOTAL SAFETY	41,655	47,113	63,957	105,198	105,198

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: CUSTOMER ACCOUNTS
FUND: ELECTRIC

STAFF LEVEL 2019: .25 FTE
STAFF LEVEL 2018: .25 FTE

BASELINE BUDGET DESCRIPTION:

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:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Working Line Supervisor	0.02	0.02
Line Technician	0.23	0.23
Total	0.25	0.25

BUDGET COMMENTS:

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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>CUSTOMER ACCOUNTS</u>							
<u>PERSONNEL SERVICES</u>							
510-7510-101	REGULAR SERVICES- ELEC CUST AC	10,832	14,071	24,836	25,740	25,740	25,740
510-7510-105	OVERTIME	448	92	2,000	550	550	550
510-7510-120	EMPLOYEE BENEFITS	6,400	8,380	15,152	15,043	15,043	15,043
	TOTAL PERSONNEL SERVICES	17,680	22,543	41,988	41,333	41,333	41,333
<u>OPERATING</u>							
510-7510-330	VEHICLE REPLACEMENT / RENT	3,984	3,984	5,480	5,480	5,480	5,480
	TOTAL OPERATING	3,984	3,984	5,480	5,480	5,480	5,480
<u>TRANSFERS</u>							
510-7510-701	TRANSFER TO GENERAL	387,866	406,449	422,244	456,764	456,764	456,764
	TOTAL TRANSFERS	387,866	406,449	422,244	456,764	456,764	456,764
	TOTAL CUSTOMER ACCOUNTS	409,530	432,976	469,712	503,577	503,577	503,577

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: CONSERVATION
FUND: ELECTRIC

STAFF LEVEL 2019: 0.81 FTE
STAFF LEVEL 2018: 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Building Specialist	0.61	0.60
Electric Assistant	0.20	0.20
Total	0.81	0.80

BUDGET COMMENTS:

The City administers current BPA sponsored energy conservation programs and the City's Energy Loan Program, which is in its twelfth 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 Energy Efficiency budget from BPA has increased by about 10% for fiscal years 19 and 20.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CONSERVATION</u>						
<u>PERSONNEL SERVICES</u>						
510-7520-101 REGULAR SERVICES- ELEC CONSRV	46,610	47,881	49,588	52,592	52,592	52,592
510-7520-120 EMPLOYEE BENEFITS	31,616	31,465	35,960	35,570	35,570	35,570
TOTAL PERSONNEL SERVICES	78,226	79,345	85,548	88,162	88,162	88,162
<u>OPERATING</u>						
510-7520-200 OPERATING SUPPLIES	338	294	600	600	600	600
510-7520-225 MINOR EQUIPMENT	182	504	600	600	600	600
510-7520-250 ADVERTISING	9,592	6,602	7,000	7,000	7,000	7,000
510-7520-320 PROFESSIONAL SERVICE	53,127	55,225	93,000	100,000	100,000	100,000
510-7520-322 ENERGY LOAN PROGRAM	47,512	20,521	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	10	364	700	700	700	700
TOTAL OPERATING	113,281	86,031	144,420	151,420	151,420	151,420
<u>CAPITAL</u>						
510-7520-420 FURNITURE AND TECHNOLOGY	1,014	0	300	300	300	300
TOTAL CAPITAL	1,014	0	300	300	300	300
TOTAL CONSERVATION	192,521	165,377	230,268	239,882	239,882	239,882

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: MERCHANDISING
FUND: ELECTRIC

STAFF LEVEL 2019: .15 FTE
STAFF LEVEL 2018: .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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Line Technicians	0.12	0.12
Working Line Supervisor	0.03	0.03
Total	0.15	0.15

BUDGET COMMENTS:

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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>MERCHANDISING</u>						
<u>PERSONNEL SERVICES</u>						
510-7530-101	REGULAR SERVICES- ELEC MERCHN	4,668	3,949	15,078	15,628	15,628
510-7530-105	OVERTIME	24,228	5,694	10,000	10,000	10,000
510-7530-120	EMPLOYEE BENEFITS	9,857	5,518	12,492	12,447	12,447
	TOTAL PERSONNEL SERVICES	38,752	15,161	37,570	38,075	38,075
<u>OPERATING</u>						
510-7530-280	REPAIR AND MAINTENANCE	1,530	297	2,000	2,000	2,000
	TOTAL OPERATING	1,530	297	2,000	2,000	2,000
	TOTAL MERCHANDISING	40,283	15,458	39,570	40,075	40,075

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: ADMINISTRATION
FUND: ELECTRIC

STAFF LEVEL 2019: 1.99 FTE
STAFF LEVEL 2018: 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, transformer bid evaluation, SCADA and load management system operation. It also provides for membership in various power associations and staff attendance at meetings.

PERSONNEL:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Electric Assistant	0.78	0.79
Electric Superintendent	0.95	0.95
Engineering Technician	<u>0.26</u>	<u>1.27</u>
Total	1.99	3.01

BUDGET COMMENTS:

Regular Services (101 & 120) reduction of Engineering Tech's FTE to better reflect time spent in other programs.

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 \$6,000.

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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

<u>ELECTRIC FUND</u>		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
<u>ADMINISTRATION</u>		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>PERSONNEL SERVICES</u>							
510-7600-101	REGULAR SERVICES- ELEC ADMIN	212,589	311,663	262,722	188,333	188,333	188,333
510-7600-105	OVERTIME	0	0	300	300	300	300
510-7600-110	MILEAGE ALLOWANCE	3,621	3,611	3,600	3,600	3,600	3,600
510-7600-120	EMPLOYEE BENEFITS	137,856	173,405	174,643	117,843	117,843	117,843
TOTAL PERSONNEL SERVICES		354,067	488,678	441,265	310,076	310,076	310,076
<u>OPERATING</u>							
510-7600-200	OPERATING SUPPLIES	1,380	1,730	2,000	2,000	2,000	2,000
510-7600-225	MINOR EQUIPMENT	1,961	1,848	2,000	2,000	2,000	2,000
510-7600-250	ADVERTISING	6,021	5,827	8,000	8,000	8,000	8,000
510-7600-260	COMMUNICATION	4,833	4,626	5,300	6,000	6,000	6,000
510-7600-320	PROFESSIONAL SERVICE	33,084	24,932	55,000	20,000	20,000	20,000
510-7600-322	LEGAL SERVICES	0	0	5,000	2,000	2,000	2,000
510-7600-330	VEHICLE REPLACEMENT / RENT	3,437	3,432	3,440	3,440	3,440	3,440
510-7600-333	MILEAGE / FUEL	1,132	1,385	1,500	1,500	1,500	1,500
510-7600-340	MEMBERSHIPS / SUBSCRIPTIONS	49,540	42,446	45,000	47,000	47,000	47,000
510-7600-341	MEETINGS / CONFERENCES	4,676	6,550	7,500	8,000	8,000	8,000
510-7600-360	FRANCHISE EXPENSE	544,065	574,481	591,361	619,990	619,990	619,990
510-7600-365	ENERGY ASSISTANCE	5,130	7,638	5,500	6,000	6,000	6,000
510-7600-371	COMMUNITY SUPPORT	22,416	20,925	30,000	30,000	30,000	30,000
510-7600-380	LIABILITY AND FIRE INSURANCE	15,000	15,000	20,000	21,000	21,000	21,000
510-7600-390	MISCELLANEOUS	1,635	2,645	1,500	1,500	1,500	1,500
TOTAL OPERATING		694,311	713,464	783,101	778,430	778,430	778,430
<u>CAPITAL</u>							
510-7600-420	FURNITURE AND TECHNOLOGY	3,533	15,517	4,000	4,000	4,000	4,000
TOTAL CAPITAL		3,533	15,517	4,000	4,000	4,000	4,000
<u>TRANSFERS</u>							
510-7600-701	TRANSFER TO GENERAL	569,995	541,691	570,628	573,881	573,881	573,881
510-7600-761	TRANSFER TO WAREHOUSE	99,737	99,737	99,737	28,418	28,418	28,418
510-7600-764	TRANSFER TO SICK LEAVE	2,631	2,631	2,631	2,631	2,631	2,631
TOTAL TRANSFERS		672,363	644,059	672,996	604,930	604,930	604,930
<u>CONTINGENCY & RESERVES</u>							
510-7600-998	CONTINGENCY	0	0	1,069,259	1,141,076	1,141,076	1,141,076
TOTAL CONTINGENCY & RESERVES		0	0	1,069,259	1,141,076	1,141,076	1,141,076
TOTAL ADMINISTRATION		1,724,274	1,861,718	2,970,621	2,838,512	2,838,512	2,838,512

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: CAPITAL NEW
FUND: ELECTRIC

STAFF LEVEL 2019: 1.83 FTE
STAFF LEVEL 2018: 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Electric Superintendent	0.03	0.03
Line Technicians	0.90	0.45
Working Line Supervisor	0.20	0.10
Engineering Tech	0.50	0.00
Groundsman	0.20	0.00
Total	1.83	0.58

BUDGET COMMENTS:

Regular Services & Benefits (Acct. 101 &120) change in FTEs due to new Groundsman position and time spent in this program by Engineer Techs.

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 \$15,000 to install new poles and material for new projects.

Overhead Conductors (Acct. 440) includes \$12,000 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 \$7,500 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. Possible projects include a subdivision on Milton Hill, a possible wine incubator at the old Blue Mtn Growers site, and high density loads servicing cryptocurrency servers.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CAPITAL - NEW</u>						
<u>PERSONNEL SERVICES</u>						
510-8100-101	REGULAR SERVICES- ELEC CAP NE	28,734	57,455	97,487	170,345	170,345
510-8100-102	PART TIME	0	38	0	0	0
510-8100-120	EMPLOYEE BENEFITS	13,495	29,904	45,293	103,552	103,552
	TOTAL PERSONNEL SERVICES	42,229	87,397	142,780	273,897	273,897
<u>OPERATING</u>						
510-8100-330	VEHICLE REPLACEMENT / RENT	20,361	20,466	21,548	21,698	21,698
	TOTAL OPERATING	20,361	20,466	21,548	21,698	21,698
<u>CAPITAL</u>						
510-8100-410	SUBSTATION	3,355	1,905	12,000	10,000	10,000
510-8100-420	FURNITURE AND TECHNOLOGY	0	1,129	11,000	2,000	2,000
510-8100-430	POLES & FIXTURES	2,400	2,507	20,000	15,000	15,000
510-8100-435	METERS	5,781	2,486	15,000	7,000	7,000
510-8100-440	OVERHEAD CONDUCTORS	6,660	13,771	25,200	12,000	12,000
510-8100-441	UNDERGROUND CONDUCTORS	10,691	8,633	74,200	25,000	25,000
510-8100-450	LINE TRANSFORMERS	23,941	32,564	43,000	60,000	60,000
510-8100-455	STREET LIGHTS	16,335	2,921	10,000	7,500	7,500
510-8100-460	TOOLS	14,666	4,102	8,000	8,000	8,000
	TOTAL CAPITAL	83,829	70,018	218,400	146,500	146,500
	TOTAL CAPITAL - NEW	146,419	177,881	382,728	442,095	442,095

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: CAPITAL REPLACEMENT
FUND: ELECTRIC

STAFF LEVEL 2019: 1.56 FTE
STAFF LEVEL 2018: 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.

PERSONNEL:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Line Technicians	0.88	1.01
Working Line Supervisor	0.20	0.23
Groundsman	0.18	0.00
Engineering Techs	0.30	0.00
Total	1.56	1.24

BUDGET COMMENTS:

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

Substation (Acct. 410) totals \$20,000 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 \$30,000 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 \$20,000 for replacement of faulted transformers and replacement of small ground substations with pad mount transformers.

Street Lights (Acct. 455) includes \$20,000 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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CAPITAL - REPLACEMENT</u>						
<u>PERSONNEL SERVICES</u>						
510-8200-101 REGULAR SERVICES- ELEC CAP RPL	55,303	77,252	124,468	148,109	148,109	148,109
510-8200-105 OVERTIME	0	111	0	0	0	0
510-8200-120 EMPLOYEE BENEFITS	29,965	42,383	74,294	88,984	88,984	88,984
TOTAL PERSONNEL SERVICES	85,268	119,746	198,762	237,093	237,093	237,093
<u>OPERATING</u>						
510-8200-330 VEHICLE REPLACEMENT / RENT	28,725	28,902	30,071	30,321	30,321	30,321
TOTAL OPERATING	28,725	28,902	30,071	30,321	30,321	30,321
<u>CAPITAL</u>						
510-8200-405 BUILDING	8,981	16,709	15,000	15,000	15,000	15,000
510-8200-410 SUBSTATION	34,098	(7,514)	40,000	20,000	20,000	20,000
510-8200-420 FURNITURE AND TECHNOLOGY	0	273	0	2,000	2,000	2,000
510-8200-430 POLES & FIXTURES	1,445	190	20,000	30,000	30,000	30,000
510-8200-435 METERS	4,164	942	6,000	5,000	5,000	5,000
510-8200-440 OVERHEAD CONDUCTORS	21,904	36,425	15,000	15,000	15,000	15,000
510-8200-441 UNDERGRD CONDUCTORS	5,894	4,376	10,000	10,000	10,000	10,000
510-8200-450 LINE TRANSFORMERS	68,710	74,198	30,000	20,000	20,000	20,000
510-8200-455 STREET LIGHTS	8,186	5,328	15,000	20,000	20,000	20,000
510-8200-460 TOOLS	1,349	1,276	5,000	5,000	5,000	5,000
TOTAL CAPITAL	154,731	132,204	156,000	142,000	142,000	142,000
TOTAL CAPITAL - REPLACEMENT	268,725	280,852	384,833	409,414	409,414	409,414

BUDGET NARRATIVE
Fiscal Year 2019

FUND: ELECTRIC CAPITAL REPLACEMENT RESERVE

BUDGET COMMENTS:

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>ELEC CAPITAL REPLCMNT RESERVE</u>						
<u>MISCELLANEOUS</u>						
511-470-20 INTEREST EARNED	8,029	12,802	12,000	25,000	25,000	25,000
TOTAL MISCELLANEOUS	8,029	12,802	12,000	25,000	25,000	25,000
<u>BEGINNING FUND BALANCE</u>						
511-499-10 FUND BALANCE	0	0	1,667,600	1,690,489	1,690,489	1,690,489
TOTAL BEGINNING FUND BALANCE	0	0	1,667,600	1,690,489	1,690,489	1,690,489
TOTAL REVENUE	8,029	12,802	1,679,600	1,715,489	1,715,489	1,715,489
<u>CAPITAL</u>						
511-9700-410 PLANT IN SERVICE	0	0	1,679,600	1,715,489	1,715,489	1,715,489
TOTAL CAPITAL	0	0	1,679,600	1,715,489	1,715,489	1,715,489
TOTAL CAPITAL	0	0	1,679,600	1,715,489	1,715,489	1,715,489

BUDGET NARRATIVE
Fiscal Year 2019

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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>ELEC OPERATING & MAINT RESERVE</u>							
<u>MISCELLANEOUS</u>							
512-470-20	INTEREST EARNED	12,954	20,655	20,000	40,000	40,000	40,000
	TOTAL MISCELLANEOUS	12,954	20,655	20,000	40,000	40,000	40,000
<u>BEGINNING FUND BALANCE</u>							
512-499-10	FUND BALANCE	0	0	2,690,600	2,729,200	2,729,200	2,729,200
	TOTAL BEGINNING FUND BALANCE	0	0	2,690,600	2,729,200	2,729,200	2,729,200
	TOTAL REVENUE	12,954	20,655	2,710,600	2,769,200	2,769,200	2,769,200
<u>OPERATIONS & MAINTENANCE</u>							
<u>CAPITAL</u>							
512-9700-410	PLANT IN SERVICE	0	0	2,710,600	2,769,200	2,769,200	2,769,200
	TOTAL CAPITAL	0	0	2,710,600	2,769,200	2,769,200	2,769,200
	TOTAL OPERATIONS & MAINTENANC	0	0	2,710,600	2,769,200	2,769,200	2,769,200

REVENUE BUDGET NARRATIVE
Fiscal Year 2019

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.**

INTERGOVERNMENTAL REVENUE:

SAFE DRINKING WATER REVOLVING LOAN FUND

Funding for the Locust and Outwest Motel water line extension. The city is the pass through grant recipient for this project.

UTILITY SALES:

This category is for residential, commercial and industrial sales.

MERCHANDISING:

These revenue funds come from inventory stock sales.

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>WATER</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
520-410-02	SAFE DRINKING WATER LOAN FUND	0	0	0	442,000	442,000	442,000
	TOTAL INTERGOVERNMENTAL REVE	0	0	0	442,000	442,000	442,000
<u>SERVICES</u>							
520-450-60	WATER METER SALES	5,710	7,331	2,000	2,000	2,000	2,000
	TOTAL SERVICES	5,710	7,331	2,000	2,000	2,000	2,000
<u>UTILITY SALES</u>							
520-451-10	RESIDENTIAL SALES	947,108	979,555	980,000	963,549	963,549	963,549
520-451-11	COMMERCIAL SALES	217,761	202,246	209,000	258,762	258,762	258,762
520-451-12	INDUSTRIAL SALES	30,366	36,633	44,000	37,279	37,279	37,279
	TOTAL UTILITY SALES	1,195,235	1,218,434	1,233,000	1,259,590	1,259,590	1,259,590
<u>MERCHANDISING</u>							
520-455-71	MERCHANDISING	529	2,074	500	500	500	500
	TOTAL MERCHANDISING	529	2,074	500	500	500	500
<u>MISCELLANEOUS</u>							
520-470-20	INTEREST EARNED	2,199	3,014	1,500	3,000	3,000	3,000
520-470-99	MISCELLANEOUS	3,741	1,927	0	1,000	1,000	1,000
	TOTAL MISCELLANEOUS	5,941	4,941	1,500	4,000	4,000	4,000
<u>SYSTEM DEVELOPMENT CHARGES</u>							
520-485-20	WATER SDC'S	5,410	4,850	2,000	2,100	2,100	2,100
520-485-21	UTILITY SURCHARGE	40,000	40,000	80,000	80,000	80,000	80,000
	TOTAL SYSTEM DEVELOPMENT CHA	45,410	44,850	82,000	82,100	82,100	82,100
<u>BEGINNING FUND BALANCE</u>							
520-499-10	FUND BALANCE	0	0	413,940	375,811	375,811	375,811
	TOTAL BEGINNING FUND BALANCE	0	0	413,940	375,811	375,811	375,811
	TOTAL REVENUE	1,252,825	1,277,630	1,732,940	2,166,001	2,166,001	2,166,001

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: WATER PRODUCTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2019: 0.70 FTE
STAFF LEVEL 2018: 0.65 FTE

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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Water & Street Supervisor	0.32	0.32
Utility Worker	0.30	0.25
Parks Maintenance Worker	0.08	0.08
Total	0.70	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.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>WATER</u>						
<u>PRODUCTION</u>						
<u>PERSONNEL SERVICES</u>						
520-7100-101 REGULAR SERVICES- WATER PRODC	32,068	32,001	43,500	42,734	42,734	42,734
520-7100-105 OVERTIME	48	200	400	400	400	400
520-7100-120 EMPLOYEE BENEFITS	23,346	23,885	33,200	30,140	30,140	30,140
TOTAL PERSONNEL SERVICES	55,463	56,086	77,100	73,274	73,274	73,274
<u>OPERATING</u>						
520-7100-200 OPERATING SUPPLIES	6,452	9,372	8,000	18,000	18,000	18,000
520-7100-220 PERSONAL PROTECTIVE EQUIPMEN	236	341	500	500	500	500
520-7100-225 MINOR EQUIPMENT	2,684	1,858	500	500	500	500
520-7100-260 COMMUNICATION	421	412	800	420	420	420
520-7100-270 UTILITIES	97,582	90,270	112,527	121,870	121,870	121,870
520-7100-280 REPAIR AND MAINTENANCE	7,151	12,634	8,000	10,000	10,000	10,000
520-7100-320 PROFESSIONAL SERVICES	2,637	11,814	20,000	20,000	20,000	20,000
520-7100-330 VEHICLE REPLACEMENT / RENT	3,996	3,996	3,996	3,993	3,993	3,993
520-7100-340 MEMBERSHIPS / DUES	873	718	1,000	1,000	1,000	1,000
520-7100-341 MEETINGS / CONFERENCES	750	586	1,000	1,000	1,000	1,000
520-7100-390 MISCELLANEOUS	659	511	500	500	500	500
TOTAL OPERATING	123,442	132,513	156,823	177,783	177,783	177,783
<u>TRANSFERS</u>						
520-7100-701 TRANSFER TO GENERAL	507,196	534,010	562,950	559,795	559,795	559,795
520-7100-761 TRANSFER TO WAREHOUSE	24,636	24,636	24,636	9,306	9,306	9,306
520-7100-764 TRANSFER TO SICK LEAVE	500	500	500	500	500	500
TOTAL TRANSFERS	532,332	559,146	588,086	569,601	569,601	569,601
TOTAL PRODUCTION	711,236	747,745	822,009	820,658	820,658	820,658

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: WATER DISTRIBUTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2019: 2.36 FTE
STAFF LEVEL 2018: 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Water & Street Supervisor	0.42	0.42
Utility Worker	1.38	1.33
Parks Maintenance Worker	0.23	0.23
Rotational Crew Member	<u>0.33</u>	<u>0.00</u>
Total	2.36	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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>WATER</u>						
<u>DISTRIBUTION/ COLLECTION</u>						
<u>PERSONNEL SERVICES</u>						
520-7300-101	REGULAR SERVICES- WTR DIST/COL	121,418	126,086	120,100	125,104	125,104
520-7300-105	OVERTIME	145	1,209	600	600	600
520-7300-120	EMPLOYEE BENEFITS	97,925	99,418	105,200	94,295	94,295
	TOTAL PERSONNEL SERVICES	219,488	226,713	225,900	219,999	219,999
<u>OPERATING</u>						
520-7300-200	OPERATING SUPPLIES	17,251	11,612	10,000	18,000	18,000
520-7300-220	PERSONAL PROTECTIVE EQUIPMEN	615	834	800	800	800
520-7300-225	MINOR EQUIPMENT	762	1,425	2,000	2,000	2,000
520-7300-280	REPAIR AND MAINTENANCE	2,678	4,365	5,000	5,000	5,000
520-7300-320	PROFESSIONAL SERVICES	18,744	33,111	30,000	30,000	30,000
520-7300-330	VEHICLE REPLACEMENT / RENT	31,740	31,740	31,734	29,434	29,434
520-7300-341	MEETINGS / CONFERENCES	333	270	400	400	400
520-7300-360	FRANCHISE EXPENSE	98,819	100,675	105,040	107,167	107,167
520-7300-390	MISCELLANEOUS	473	908	1,000	1,000	1,000
	TOTAL OPERATING	171,414	184,938	185,974	193,801	193,801
<u>CONTINGENCY & RESERVES</u>						
520-7300-910	RESERVE FOR CONSTRUCTION	0	0	150,000	150,000	150,000
520-7300-998	CONTINGENCY	0	0	125,949	279,543	279,543
	TOTAL CONTINGENCY & RESERVES	0	0	275,949	429,543	429,543
	TOTAL DISTRIBUTION/ COLLECTION	390,902	411,651	687,823	843,343	843,343

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

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.

BUDGET COMMENTS:

CAPITAL EXPENSES (Acct. 410) \$60,000 is budgeted to cover costs of painting the exterior of the North Reservoir and Well No. 6 electrical upgrades.

IMPROVEMENTS OTHER THAN BUILDINGS (Acct. 480) is funded this year for the Locust and Outwest Motel water line extension. The city is the pass through grant recipient for this project.

LOAN PRINCIPAL-WATER LOAN (Acct. 510) and LOAN INTEREST-WATER LOAN (Acct. 511) the loan for the high elevation water project was paid in full in FY 2018.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>WATER</u>						
<u>CAPITAL - NEW</u>						
<u>CAPITAL</u>						
520-8100-410 CAPITAL EXPENSES	0	56,843	78,000	60,000	60,000	60,000
520-8100-480 IMPROVEMENTS OTHER THAN BLDG	0	0	0	442,000	442,000	442,000
TOTAL CAPITAL	0	56,843	78,000	502,000	502,000	502,000
TOTAL CAPITAL - NEW	0	56,843	78,000	502,000	502,000	502,000
<u>DEBT SERVICE</u>						
520-8600-510 LOAN PRINCIPAL- WATER LOAN	125,902	131,948	138,067	0	0	0
520-8600-511 LOAN INTEREST- WATER LOAN	20,067	13,771	7,041	0	0	0
TOTAL DEBT SERVICE	145,969	145,719	145,108	0	0	0
TOTAL DEBT SERVICE	145,969	145,719	145,108	0	0	0

REVENUE BUDGET NARRATIVE
Fiscal Year 2019

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 18. **NO RATE INCREASE.**

INTERGOVERNMENTAL REVENUE:

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

UTILITY REVENUE:

Utility revenues account for 68% 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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>SEWER</u>							
<u>UTILITY SALES</u>							
530-451-10	RESIDENTIAL SALES	1,033,309	1,019,871	980,275	964,275	964,275	964,275
530-451-11	COMMERCIAL SALES	156,276	161,996	154,650	161,650	161,650	161,650
530-451-12	INDUSTRIAL SALES	18,026	19,153	20,000	19,000	19,000	19,000
	TOTAL UTILITY SALES	1,207,610	1,201,020	1,154,925	1,144,925	1,144,925	1,144,925
<u>MERCHANDISING</u>							
530-455-71	MERCHANDISING	127	0	0	0	0	0
	TOTAL MERCHANDISING	127	0	0	0	0	0
<u>MISCELLANEOUS</u>							
530-470-20	INTEREST EARNED	2,104	4,560	2,000	3,000	3,000	3,000
530-470-65	FARM INCOME	50,457	49,387	46,000	50,210	50,210	50,210
530-470-99	MISCELLANEOUS	855	104	0	500	500	500
	TOTAL MISCELLANEOUS	53,416	54,052	48,000	53,710	53,710	53,710
<u>SYSTEM DEVELOPMENT CHARGES</u>							
530-485-21	UTILITY SURCHARGE	134,193	134,358	95,000	80,000	80,000	80,000
	TOTAL SYSTEM DEVELOPMENT CHA	134,193	134,358	95,000	80,000	80,000	80,000
<u>BEGINNING FUND BALANCE</u>							
530-499-10	FUND BALANCE	0	0	523,896	409,515	409,515	409,515
	TOTAL BEGINNING FUND BALANCE	0	0	523,896	409,515	409,515	409,515
	TOTAL REVENUE	1,395,346	1,389,429	1,821,821	1,688,150	1,688,150	1,688,150

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: SEWAGE COLLECTION **STAFF LEVEL 2019:** 1.17 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2018:** 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.

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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Wastewater Supervisor	0.04	0.04
Water & Street Supervisor	0.11	0.11
Parks Maintenance Worker	0.17	0.17
Utility Worker	0.51	0.51
Rotational Crew Member	<u>0.34</u>	<u>0.00</u>
Total	1.17	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.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
SEWER						
COLLECTION						
PERSONNEL SERVICES						
530-7320-101	REGULAR SERVICES- SEWER COLLC	46,812	49,522	47,800	58,840	58,840
530-7320-105	OVERTIME	0	36	500	500	500
530-7320-120	EMPLOYEE BENEFITS	32,380	31,776	36,800	43,449	43,449
	TOTAL PERSONNEL SERVICES	79,192	81,335	85,100	102,789	102,789
OPERATING						
530-7320-200	OPERATING SUPPLIES	991	568	2,000	2,000	2,000
530-7320-220	PERSONAL PROTECTIVE EQUIP	635	349	650	650	650
530-7320-225	MINOR EQUIPMENT	435	758	700	700	700
530-7320-280	REPAIR AND MAINTENANCE	744	4,525	5,000	5,000	5,000
530-7320-300	UNIFORM MAINTENANCE	0	0	400	400	400
530-7320-320	PROFESSIONAL SERVICES	3,153	4,219	2,500	2,500	2,500
530-7320-330	VEHICLE REPLACEMENT / RENT	26,448	26,448	27,334	26,680	26,680
530-7320-360	FRANCHISE EXPENSE	111,449	110,790	103,674	102,051	102,051
530-7320-390	MISCELLANEOUS	172	583	500	500	500
	TOTAL OPERATING	144,027	148,240	142,758	140,481	140,481
TRANSFERS						
530-7320-701	TRANSFER TO GENERAL	421,389	449,869	475,187	474,852	474,852
530-7320-761	TRANSFER TO WAREHOUSE	5,286	5,286	5,286	2,327	2,327
530-7320-764	TRANSFER TO SICK LEAVE	605	605	605	605	605
530-7320-793	TRANSFER TO SEWER PLANT IMPRV	250,000	135,544	323,156	0	0
	TOTAL TRANSFERS	677,280	591,304	804,234	477,784	477,784
CONTINGENCY & RESERVES						
530-7320-998	CONTINGENCY	0	0	335,852	533,924	533,924
	TOTAL CONTINGENCY & RESERVES	0	0	335,852	533,924	533,924
	TOTAL COLLECTION	900,499	820,879	1,367,944	1,254,978	1,254,978

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: SEWAGE TREATMENT
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2019: 1.61 FTE
STAFF LEVEL 2018: 1.61 FTE

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 5th 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Wastewater Supervisor	0.86	0.86
Utility Worker	0.66	0.66
Parks Maintenance Worker	<u>0.09</u>	<u>0.09</u>
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 costs for 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.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>SEWER</u>						
<u>TREATMENT</u>						
<u>PERSONNEL SERVICES</u>						
530-7330-101	REGULAR SERVICES- SEWER TRTMN	89,612	92,143	97,200	100,505	100,505
530-7330-105	OVERTIME	55	83	100	100	100
530-7330-120	EMPLOYEE BENEFITS	55,097	59,199	63,400	61,152	61,152
	TOTAL PERSONNEL SERVICES	144,764	151,425	160,700	161,757	161,757
<u>OPERATING</u>						
530-7330-200	OPERATING SUPPLIES	32,355	27,404	45,000	35,000	35,000
530-7330-220	PERSONAL PROTECTIVE EQUIP	484	715	450	450	450
530-7330-225	MINOR EQUIPMENT	487	7,681	2,500	2,500	2,500
530-7330-260	COMMUNICATION	878	824	1,000	1,000	1,000
530-7330-270	UTILITIES	17,025	36,838	46,000	34,161	34,161
530-7330-280	REPAIR AND MAINTENANCE	6,932	10,829	5,000	5,000	5,000
530-7330-320	PROFESSIONAL SERVICE	7,496	18,138	13,500	13,500	13,500
530-7330-330	VEHICLE REPLACEMENT / RENT	11,052	11,052	13,113	11,056	11,056
530-7330-340	MEMBERSHIPS / SUBSCRIPTIONS	0	825	345	350	350
530-7330-341	MEETINGS / CONFERENCES	973	1,028	900	1,000	1,000
	TOTAL OPERATING	77,682	115,334	127,808	104,017	104,017
	TOTAL TREATMENT	222,445	266,759	288,508	265,774	265,774

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: WASTEWATER LAND APPLICATION **STAFF LEVEL 2019:** 1.01 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2018:** 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 31st 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Wastewater Supervisor	0.10	0.10
Parks & Recreation Supervisor	0.03	0.03
Utility Worker	<u>0.88</u>	<u>0.88</u>
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.

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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>SEWER</u>						
<u>LAND APPLICATION</u>						
<u>PERSONNEL SERVICES</u>						
530-7410-101	REGULAR SERVICES- SEWER LND A	53,364	55,348	56,100	57,847	57,847
530-7410-105	OVERTIME	0	717	450	450	450
530-7410-120	EMPLOYEE BENEFITS	39,270	42,748	45,210	44,979	44,979
	TOTAL PERSONNEL SERVICES	92,634	98,813	101,760	103,276	103,276
<u>OPERATING</u>						
530-7410-200	OPERATING SUPPLIES	575	781	1,200	1,200	1,200
530-7410-220	PERSONAL PROTECTIVE EQUIPMEN	0	124	300	300	300
530-7410-225	MINOR EQUIPMENT	23	398	400	400	400
530-7410-260	COMMUNICATION	411	353	450	450	450
530-7410-270	UTILITIES	14,047	13,177	17,100	17,613	17,613
530-7410-280	REPAIR AND MAINTENANCE	3,077	1,611	4,500	4,500	4,500
530-7410-320	PROFESSIONAL SERVICES	20,907	4,216	18,750	18,750	18,750
530-7410-330	VEHICLE REPLACEMENT / RENT	18,912	18,912	18,909	18,909	18,909
530-7410-390	MISCELLANEOUS	85	85	0	0	0
	TOTAL OPERATING	58,037	39,657	61,609	62,122	62,122
<u>TRANSFERS</u>						
530-7410-754	TRANSFER TO SOLIDWASTE	5,000	5,000	2,000	2,000	2,000
	TOTAL TRANSFERS	5,000	5,000	2,000	2,000	2,000
	TOTAL LAND APPLICATION	155,671	143,470	165,369	167,398	167,398

REVENUE BUDGET NARRATIVE
Fiscal Year 2019

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: is not funded.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>SEWER PLANT IMPROVEMENT</u>						
<u>INTERGOVERNMENTAL REVENUE</u>						
531-410-78 OREGON IFA DIGESTER LOAN (1)	1,040,100	0	0	0	0	0
531-410-79 COMMUNITY DEV BLOCK GRANT (1)	1,731,253	248,170	0	0	0	0
531-410-80 OREGON IFA DIGESTER LOAN (2)	0	121,447	0	0	0	0
531-410-81 OREGON IFA DIGESTER GRANT (2)	567,291	182,709	0	0	0	0
TOTAL INTERGOVERNMENTAL REVE	3,338,644	552,326	0	0	0	0
<u>MISCELLANEOUS</u>						
531-470-20 INTEREST EARNED	3,898	6,030	2,000	4,000	4,000	4,000
TOTAL MISCELLANEOUS	3,898	6,030	2,000	4,000	4,000	4,000
<u>SYSTEM DEVELOPMENT CHARGES</u>						
531-485-20 SEWER SDC'S	5,580	17,635	2,000	2,000	2,000	2,000
TOTAL SYSTEM DEVELOPMENT CHA	5,580	17,635	2,000	2,000	2,000	2,000
<u>TRANSFERS</u>						
531-490-53 TRANSFER FROM SEWER	250,000	135,544	323,156	0	0	0
TOTAL TRANSFERS	250,000	135,544	323,156	0	0	0
<u>BEGINNING FUND BALANCE</u>						
531-499-10 FUND BALANCE	0	0	727,608	928,332	928,332	928,332
TOTAL BEGINNING FUND BALANCE	0	0	727,608	928,332	928,332	928,332
TOTAL REVENUE	3,598,122	711,535	1,054,764	934,332	934,332	934,332

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

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.

SEWER PLANT IMPROVEMENTS OTHER THAN BUILDINGS (Acct. 480) includes funding to rebuild the lift station that serves the Braeburn Subdivision.

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 annual principal loan payment.

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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>SEWER PLANT IMPROVEMENT</u>						
<u>CAPITAL - NEW</u>						
<u>CAPITAL</u>						
531-8100-410 PLANT IN SERVICE	3,485,106	419,996	0	0	0	0
531-8100-480 SEWER PLNT IMP OTHER THAN BLD	0	0	200,000	200,000	200,000	200,000
TOTAL CAPITAL	3,485,106	419,996	200,000	200,000	200,000	200,000
<u>CONTINGENCY & RESERVES</u>						
531-8100-998 CONTINGENCY	0	0	0	534,231	534,231	534,231
TOTAL CONTINGENCY & RESERVES	0	0	0	534,231	534,231	534,231
TOTAL CAPITAL - NEW	3,485,106	419,996	200,000	734,231	734,231	734,231
<u>DEBT SERVICE</u>						
531-8600-501 LOAN INTEREST	0	16,596	0	0	0	0
531-8600-509 LOAN 2 PRINCIPLE	0	0	93,647	115,836	115,836	115,836
531-8600-510 LOAN PRINCIPAL	0	0	706,894	32,793	32,793	32,793
531-8600-511 LOAN INTEREST	2,382	46,583	51,548	50,301	50,301	50,301
531-8600-512 LOAN 2 INTEREST	0	0	2,675	1,171	1,171	1,171
TOTAL DEBT SERVICE	2,382	63,179	854,764	200,101	200,101	200,101
TOTAL DEBT SERVICE	2,382	63,179	854,764	200,101	200,101	200,101

REVENUE BUDGET NARRATIVE
Fiscal Year 2019

DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

MISSION STATEMENT:

To provide uninterrupted solid waste services to our citizens and to provide and promote the opportunity to recycle in order to aim to be environmentally responsible 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.

UTILITY SALES (Acct. 451-33) this account is for fees charged for recycling from all city refuse customers.

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
<u>UTILITY SALES</u>							
540-451-30	LANDFILL RECEIPTS	48,016	63,813	60,600	50,000	50,000	50,000
540-451-31	REFUSE COLLECTION	776,828	798,676	740,000	649,990	649,990	649,990
540-451-32	DROP BOX REVENUE	89,241	94,070	75,000	94,000	94,000	94,000
540-451-33	RECYCLING SERVICE REVENUE	0	0	46,200	108,066	108,066	108,066
	TOTAL UTILITY SALES	914,084	956,558	921,800	902,056	902,056	902,056
<u>MISCELLANEOUS</u>							
540-470-10	SCRAP REVENUE	0	0	18,500	0	0	0
540-470-20	INTEREST EARNED	3,015	5,284	8,500	5,000	5,000	5,000
540-470-32	SALE OF RECYCLABLES	0	0	0	10,000	10,000	10,000
	TOTAL MISCELLANEOUS	3,015	5,284	27,000	15,000	15,000	15,000
<u>TRANSFERS</u>							
540-490-53	TRANSFER FROM SEWER	5,000	5,000	2,000	2,000	2,000	2,000
	TOTAL TRANSFERS	5,000	5,000	2,000	2,000	2,000	2,000
<u>BEGINNING FUND BALANCE</u>							
540-499-10	FUND BALANCE	0	0	485,289	594,391	594,391	594,391
	TOTAL BEGINNING FUND BALANCE	0	0	485,289	594,391	594,391	594,391
	TOTAL REVENUE	922,099	966,843	1,436,089	1,513,447	1,513,447	1,513,447

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: COLLECTION **STAFF LEVEL 2019:** 2.29 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2018:** 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Water & Street Supervisor	0.02	0.02
Sanitation Truck Driver	1.00	1.00
Utility Worker	0.72	0.72
Parks Maintenance Worker	0.22	0.22
Rotational Crew Member	<u>0.33</u>	<u>0.00</u>
Total	2.29	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. This is increased this year to include the vehicle rental rate for a new bin roll off truck as proposed in this current fiscal year budget.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>COLLECTION</u>						
<u>PERSONNEL SERVICES</u>						
540-7320-101	REGULAR SERVICES- SW COLLECTN	97,082	98,892	113,400	124,458	124,458
540-7320-105	OVERTIME	0	171	400	400	400
540-7320-120	EMPLOYEE BENEFITS	60,554	62,904	75,910	84,397	84,397
	TOTAL PERSONNEL SERVICES	157,637	161,967	189,710	209,255	209,255
<u>OPERATING</u>						
540-7320-200	OPERATING SUPPLIES	181	138	2,000	2,000	2,000
540-7320-220	PERSONAL PROTECTIVE EQUIPMEN	259	180	200	200	200
540-7320-250	ADVERTISING	0	0	200	0	0
540-7320-260	COMMUNICATION	346	410	450	425	425
540-7320-280	REPAIR AND MAINTENANCE	500	0	1,000	1,000	1,000
540-7320-320	PROFESSIONAL SERVICES	0	125	0	0	0
540-7320-330	VEHICLE REPLACEMENT / RENT	92,148	92,148	92,148	118,108	118,108
540-7320-360	FRANCHISE EXPENSE	73,127	76,525	68,368	72,965	72,965
	TOTAL OPERATING	166,561	169,525	164,366	194,698	194,698
<u>TRANSFERS</u>						
540-7320-701	TRANSFER TO GENERAL	234,257	245,867	251,348	267,774	267,774
540-7320-702	TRANSFER TO LANDFILL CLOSURE	4,000	4,000	4,000	4,000	4,000
540-7320-764	TRANSFER TO SICK LEAVE	500	500	500	500	500
	TOTAL TRANSFERS	238,757	250,367	255,848	272,274	272,274
<u>CONTINGENCY & RESERVES</u>						
540-7320-998	CONTINGENCY	0	0	283,423	506,339	506,339
	TOTAL CONTINGENCY & RESERVES	0	0	283,423	506,339	506,339
	TOTAL COLLECTION	562,955	581,859	893,347	1,182,566	1,182,566

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM:	LANDFILL	STAFF LEVEL 2019: 1.13 FTE
DEPARTMENT:	PUBLIC WORKS	STAFF LEVEL 2018: 1.13 FTE
FUND:	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.

We strive to maintain our facility in a sanitary manner with an increased focus on litter control at the landfill by constructing blow fences and weekly pickup of litter along the perimeter of the landfill facility as to keep it from littering adjacent properties.

PERSONNEL:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>LANDFILL</u>						
<u>PERSONNEL SERVICES</u>						
540-7420-101 REGULAR SERVICES- LANDFILL	55,577	56,032	64,150	64,410	64,410	64,410
540-7420-105 OVERTIME	33	262	500	500	500	500
540-7420-120 EMPLOYEE BENEFITS	47,374	48,790	58,250	55,273	55,273	55,273
TOTAL PERSONNEL SERVICES	102,984	105,084	122,900	120,183	120,183	120,183
<u>OPERATING</u>						
540-7420-200 OPERATING SUPPLIES	1,610	2,609	2,000	2,000	2,000	2,000
540-7420-220 PERSONAL PROTECTIVE EQUIPMEN	298	279	600	500	500	500
540-7420-270 UTILITIES	481	512	600	600	600	600
540-7420-280 REPAIR AND MAINTENANCE	422	1,965	1,500	2,000	2,000	2,000
540-7420-300 UNIFORM MAINTENANCE	258	254	400	750	750	750
540-7420-318 PERMIT FEES	5,130	9,016	6,500	6,500	6,500	6,500
540-7420-320 PROFESSIONAL SERVICES	14,145	11,362	25,000	25,000	25,000	25,000
540-7420-326 RECYCLING	0	3,300	6,000	7,000	7,000	7,000
540-7420-330 VEHICLE REPLACEMENT / RENT.	70,020	70,020	70,017	48,017	48,017	48,017
540-7420-340 MEMBERSHIPS / SUBSCRIPTIONS	0	0	125	0	0	0
540-7420-341 MEETINGS / CONFERENCES	0	0	200	200	200	200
540-7420-390 MISCELLANEOUS	138	90	200	200	200	200
TOTAL OPERATING	92,503	99,407	113,142	92,767	92,767	92,767
TOTAL LANDFILL	195,487	204,491	236,042	212,950	212,950	212,950

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM:	WASTE RECYCLING	STAFF LEVEL 2019: 0.73 FTE
DEPARTMENT:	PUBLIC WORKS	STAFF LEVEL 2018: 0.73 FTE
FUND:	SOLID WASTE	

BASELINE BUDGET DESCRIPTION:

Not only is recycling required by the Oregon Department of Environmental Quality as part of our landfill operating permit, but we as both citizens and employees aim to promote waste recovery and meet recovery goals by providing our citizens the opportunity to recycle.

This past winter our long time curbside recycling contractor, Horizon Project, Inc., notified us they were no longer to continue such services. Their decision was primarily driven by the fact that labor requirements have gotten tougher and much more costly as well as the fact that the sale of collected recyclables has reduced to virtually nothing resulting in the decision to terminate such service contract with the City after several decades.

With this being a worldwide dilemma, we are not alone but we have made changes to our recycling program in order to keep our rates down for our citizens yet still provide the opportunity to recover recyclables and protect our landfill for future sustainability!

In an effort to continue to recover recyclable waste from going to our landfill we will continue to offer our citizens the opportunity to recycle, but they will need to haul their materials to one of our recycling drop off depots and sort items accordingly. There are around 50 commercial customers the city plans to continue collecting flattened corrugated cardboard from during times when the depots are not staffed or open.

PERSONNEL:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Rotational Crew Member	<u>0.73</u>	<u>0.73</u>
Total	0.73	0.73

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) covers supplies such as paper, pens, and other materials needed for tracking and reporting of recyclables.

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

COMMUNICATION (Acct. 250) covers the cost of cellular phone for communication by the RCM recycling employee.

REPAIR & MAINTENANCE (Acct. 280) for repairs as needed and fuel for the recycling vehicle and trailer.

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

PROFESSIONAL SERVICES (Acct. 320) provides funds for printing and distribution of education and promotion materials.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the cost of a portion of the bin roll off truck used to haul full bins of recyclable materials.

MEETINGS/CONFERENCES (Acct. 341) provides minimal funding to attend meetings pertaining to recycling.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>RECYCLING</u>						
<u>PERSONNEL SERVICES</u>						
540-7430-101	REGULAR SERVICES- SW RECYCLIN	0	0	0	40,138	40,138
540-7430-102	PART TIME	0	0	9,900	0	0
540-7430-105	OVERTIME	0	0	0	200	200
540-7430-120	EMPLOYEE BENEFITS	0	0	5,900	39,413	39,413
	TOTAL PERSONNEL SERVICES	0	0	15,800	79,751	79,751
<u>OPERATING</u>						
540-7430-200	OPERATING SUPPLIES	0	0	0	1,500	1,500
540-7430-220	PERSONAL PROTECTIVE EQUIPMEN	0	0	0	300	300
540-7430-225	MINOR EQUIPMENT	0	0	0	200	200
540-7430-260	COMMUNICATION	0	0	0	480	480
540-7430-280	REPAIR AND MAINTENANCE	0	0	0	1,000	1,000
540-7430-300	UNIFORM MAINTENANCE	0	0	0	300	300
540-7430-320	PROFESSIONAL SVCS- RECYCLING	76,186	108,066	110,000	1,500	1,500
540-7430-330	VEHICLE REPLACEMENT / RENT	0	0	0	2,300	2,300
540-7430-341	MEETINGS / CONFERENCES	0	0	0	300	300
540-7430-390	MISCELLANEOUS	0	0	0	300	300
	TOTAL OPERATING	76,186	108,066	110,000	8,180	8,180
<u>CAPITAL</u>						
540-7430-410	RECYCLING CAPITAL EXPENSES	0	0	52,000	0	0
	TOTAL CAPITAL	0	0	52,000	0	0
	TOTAL RECYCLING	76,186	108,066	177,800	87,931	87,931

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: CAPITAL ADDITIONS
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

BASELINE BUDGET DESCRIPTION:

This program provides for capital outlay for the Solid Waste Fund. Funds are budgeted for the purchase of additional garbage containers.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>CAPITAL - NEW</u>						
<u>CAPITAL</u>						
540-8100-410 SOLIDWASTE CAPITAL NEW	9,737	27,985	34,500	0	0	0
540-8100-480 CAPITAL	5,628	0	94,400	30,000	30,000	30,000
TOTAL CAPITAL	15,365	27,985	128,900	30,000	30,000	30,000
TOTAL CAPITAL - NEW	15,365	27,985	128,900	30,000	30,000	30,000

BUDGET NARRATIVE
Fiscal Year 2019

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>LANDFILL CLOSURE RESERVE</u>						
<u>MISCELLANEOUS</u>						
541-470-15 LANDFILL POSTCLOSURE REVENUE	0	0	0	700	700	700
541-470-20 INTEREST	614	1,012	600	1,000	1,000	1,000
TOTAL MISCELLANEOUS	614	1,012	600	1,700	1,700	1,700
<u>TRANSFERS</u>						
541-499-54 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
<u>BEGINNING FUND BALANCE</u>						
541-499-10 FUND BALANCE	0	0	132,150	140,616	140,616	140,616
TOTAL BEGINNING FUND BALANCE	0	0	132,150	140,616	140,616	140,616
TOTAL REVENUE	4,614	5,012	136,750	146,316	146,316	146,316
<u>CAPITAL - NEW</u>						
<u>CONTINGENCY & RESERVES</u>						
541-8100-954 RESERVE FOR LANDFILL CLOSURE	0	0	136,750	146,316	146,316	146,316
TOTAL CONTINGENCY & RESERVES	0	0	136,750	146,316	146,316	146,316
TOTAL CAPITAL - NEW	0	0	136,750	146,316	146,316	146,316

REVENUE BUDGET NARRATIVE
Fiscal Year 2019

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.**

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GOLF COURSE</u>						
<u>SERVICES</u>						
550-450-13 BUILDING RENT	2,450	4,200	4,200	4,200	4,200	4,200
550-450-40 GOLF GREENS FEES	100,261	83,343	102,649	102,649	102,649	102,649
550-450-41 GOLF PASSES	28,985	29,950	33,174	31,000	31,000	31,000
550-450-42 GOLF CART SHEDS	9,735	10,682	12,875	13,000	13,000	13,000
550-450-43 GOLF CART USAGE FEES	7,367	8,061	8,446	8,098	8,098	8,098
550-450-44 FOOT GOLF	0	0	0	4,548	4,548	4,548
550-450-46 GOLF PUNCH CARDS	19,858	14,187	21,115	21,115	21,115	21,115
TOTAL SERVICES	168,655	150,423	182,459	184,610	184,610	184,610
<u>MISCELLANEOUS</u>						
550-470-20 INTEREST EARNED	9	0	0	0	0	0
TOTAL MISCELLANEOUS	9	0	0	0	0	0
<u>BEGINNING FUND BALANCE</u>						
550-499-10 FUND BALANCE	0	0	3,027	800	800	800
TOTAL BEGINNING FUND BALANCE	0	0	3,027	800	800	800
TOTAL REVENUE	168,664	150,423	185,486	185,410	185,410	185,410

EXPENDITUE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: ADMINISTRATION **STAFF LEVEL 2019:** 1.16 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2018:** 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. In 2016 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Parks & Recreation Supervisor	0.14	0.14
Parks Maintenance Worker	0.42	0.50
Laborer	<u>0.60</u>	<u>1.00</u>
Total	1.16	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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GOLF COURSE</u>						
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
550-7600-101	REGULAR SERVICES-GOLF CRSE AD	31,332	29,667	44,419	28,997	28,997
550-7600-102	PART TIME	0	723	4,000	11,763	11,763
550-7600-105	OVERTIME	94	272	200	200	200
550-7600-120	EMPLOYEE BENEFITS	23,856	22,553	29,379	26,847	26,847
	TOTAL PERSONNEL SERVICES	55,281	53,215	77,998	67,807	67,807
<u>OPERATING</u>						
550-7600-200	OPERATING SUPPLIES	9,281	11,890	7,000	9,000	9,000
550-7600-225	MINOR EQUIPMENT	473	541	200	200	200
550-7600-250	ADVERTISING	210	0	200	200	200
550-7600-270	UTILITIES	7,991	7,587	7,500	7,725	7,725
550-7600-280	REPAIR AND MAINTENANCE	4,282	4,655	5,000	8,500	8,500
550-7600-320	PROFESSIONAL SERVICE	4,654	4,371	4,200	4,200	4,200
550-7600-330	VEHICLE REPLACEMENT / RENT	18,672	18,672	18,698	19,818	19,818
	TOTAL OPERATING	45,563	47,716	42,798	49,643	49,643
<u>DEBT SERVICE</u>						
550-7600-511	LOAN INTEREST	1,689	1,418	1,418	1,418	1,418
	TOTAL DEBT SERVICE	1,689	1,418	1,418	1,418	1,418
<u>TRANSFERS</u>						
550-7600-764	TRANSFER TO SICK LEAVE	100	100	100	100	100
	TOTAL TRANSFERS	100	100	100	100	100
<u>CONTINGENCY & RESERVES</u>						
550-7600-998	CONTINGENCY	0	0	404	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	404	0	0
	TOTAL ADMINISTRATION	102,633	102,449	122,718	118,968	118,968

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

PROGRAM: CLUBHOUSE
DEPARTMENT: PUBLIC WORKS
FUND: GOLF COURSE

STAFF LEVEL 2019: 0.05 FTE
STAFF LEVEL 2018: 0.05 FTE

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 9th fairway are also included in this program. Greens fees are collected by the clubhouse operator.

This program is in its 15th 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Parks & Recreation Supervisor	0.02	0.00
Utility Worker	0.00	0.02
Parks Maintenance Worker	<u>0.03</u>	<u>0.03</u>
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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>GOLF COURSE</u>						
<u>GOLF COURSE CLUB HOUSE</u>						
<u>PERSONNEL SERVICES</u>						
550-7610-101	REGULAR SERVICES- GC CLUB HSE	1,959	1,835	2,690	2,842	2,842
550-7610-105	OVERTIME	12	30	0	0	0
550-7610-120	EMPLOYEE BENEFITS	1,561	1,363	2,142	2,076	2,076
	TOTAL PERSONNEL SERVICES	3,531	3,228	4,832	4,918	4,918
<u>OPERATING</u>						
550-7610-200	OPERATING SUPPLIES	196	495	2,659	5,138	5,138
550-7610-270	UTILITIES	4,365	4,326	4,945	5,093	5,093
550-7610-280	REPAIR AND MAINTENANCE	3,194	384	1,000	2,000	2,000
550-7610-320	PROFESSIONAL SERVICES	46,500	46,965	49,332	49,293	49,293
	TOTAL OPERATING	54,255	52,170	57,936	61,524	61,524
	TOTAL GOLF COURSE CLUB HOUSE	57,786	55,397	62,768	66,442	66,442



INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing of goods or services provided by one department or agency to other governments or agencies of the government and to other government units, on a cost reimbursement basis.

REVENUE BUDGET NARRATIVE
Fiscal Year 2019

DEPARTMENT: PUBLIC WORKS
FUND: WAREHOUSE

MISSION STATEMENT:

To ensure that the benefiting utilities have the materials they need on hand and the inventory stock levels match the true needs as to not slow utility work, both planned and unplanned.

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 benefiting department. 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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>WAREHOUSE</u>						
<u>MISCELLANEOUS</u>						
610-470-20 INTEREST EARNED	564	797	200	200	200	200
610-470-99 MISCELLANEOUS	715	304	100	100	100	100
TOTAL MISCELLANEOUS	1,279	1,102	300	300	300	300
<u>TRANSFERS</u>						
610-490-51 TRANSFER FROM ELECTRIC	99,737	99,737	99,737	28,418	28,418	28,418
610-490-52 TRANSFER FROM WATER	24,636	24,636	24,636	9,306	9,306	9,306
610-490-53 TRANSFER FROM SEWER	5,286	5,286	5,286	2,327	2,327	2,327
TOTAL TRANSFERS	129,659	129,659	129,659	40,051	40,051	40,051
<u>BEGINNING FUND BALANCE</u>						
610-499-10 FUND BALANCE	0	0	38,613	42,363	42,363	42,363
TOTAL BEGINNING FUND BALANCE	0	0	38,613	42,363	42,363	42,363
TOTAL REVENUE	130,938	130,761	168,572	82,714	82,714	82,714

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

DEPARTMENT: PUBLIC WORKS
FUND: WAREHOUSE

STAFF LEVEL 2019: 0.00 FTE
STAFF LEVEL 2018: 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.

SIGNIFICANT CHANGES:

Labor and benefit costs associated with warehousing operations has been restructured beginning this fiscal year. Electric related inventory labor is now handled by the Groundman position as part of their duties funded directly by the Electric Department. Water and Sewer inventory is now handled by a Utility Worker position as part of their duties and is funded directly by the Public Works Department.

PERSONNEL:

<u>Title</u>	<u>2019 FTE</u>	<u>2018 FTE</u>
Technician	0.00	0.85
Utility Worker	<u>0.00</u>	<u>0.02</u>
Total	0.00	0.87

OBJECTIVES:

To acquire and issue materials in an organized manner by the benefiting utility.

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) primarily covers the costs of basic operating supplies for the facility such as light bulbs, requisition forms, 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.

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

CAPITAL-NEW (Acct. 410) includes funding to replace the old forklift for warehouse operations.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>WAREHOUSE</u>						
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
610-7600-101 REGULAR SERVICES- WAREHOUSE	53,717	55,393	55,991	0	0	0
610-7600-105 OVERTIME	0	28	100	0	0	0
610-7600-120 EMPLOYEE BENEFITS	29,780	30,792	38,720	0	0	0
TOTAL PERSONNEL SERVICES	83,497	86,212	94,811	0	0	0
<u>OPERATING</u>						
610-7600-200 OPERATING SUPPLIES	501	886	1,300	1,350	1,350	1,350
610-7600-220 PERSONAL PROTECTIVE EQUIPMEN	0	0	100	0	0	0
610-7600-225 MINOR EQUIPMENT	0	239	400	0	0	0
610-7600-260 COMMUNICATION	453	412	700	500	500	500
610-7600-270 UTILITIES	16,791	23,110	19,250	19,828	19,828	19,828
610-7600-280 REPAIR AND MAINTENANCE	8,841	35,894	8,000	5,000	5,000	5,000
610-7600-320 PROFESSIONAL SERVICES	474	0	300	0	0	0
610-7600-330 VEHICLE REPLACEMENT / RENT	3,024	3,024	3,024	0	0	0
610-7600-341 MEETINGS / CONFERENCES	0	10	1,150	0	0	0
610-7600-390 MISCELLANEOUS	63	167	100	0	0	0
TOTAL OPERATING	30,147	63,742	34,324	26,678	26,678	26,678
<u>CAPITAL</u>						
610-7600-405 BUILDING	715	0	1,000	1,000	1,000	1,000
610-7600-410 CAPITAL EXPENSES	0	0	0	15,000	15,000	15,000
610-7600-480 FURNITURE AND FIXTURES	0	0	2,200	0	0	0
TOTAL CAPITAL	715	0	3,200	16,000	16,000	16,000
<u>TRANSFERS</u>						
610-7600-701 TRANSFER TO GENERAL	17,957	18,729	19,456	20,567	20,567	20,567
610-7600-750 TRANSFER TO ELECTRIC	6,480	6,480	6,480	0	0	0
610-7600-764 TRANSFER TO SICK LEAVE	350	350	350	0	0	0
TOTAL TRANSFERS	24,787	25,559	26,286	20,567	20,567	20,567
<u>CONTINGENCY & RESERVES</u>						
610-7600-998 CONTINGENCY	0	0	9,951	19,469	19,469	19,469
TOTAL CONTINGENCY & RESERVES	0	0	9,951	19,469	19,469	19,469
TOTAL ADMINISTRATION	139,146	175,514	168,572	82,714	82,714	82,714

REVENUE BUDGET NARRATIVE
Fiscal Year 2019

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 77 pieces of motor pool-owned equipment and vehicles; 98 pieces of city department-owned non-motor pool equipment, three 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.

Thanks to a long-standing public-public partnership and intergovernmental agreement, the School District gains certified mechanic services for their bus fleet and the City is able to afford a second mechanic position to assist in our own fleet maintenance. Revenues fluctuate from this intergovernmental agreement from year to year depending upon the number of repairs needed in the bus fleet.

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>						
<u>SERVICES</u>						
620-450-51 INTER DP EQUIP REPAIR	6,977	9,407	8,500	8,500	8,500	8,500
620-450-52 SCHOOL BUS REPAIR	50,476	42,122	48,000	51,000	51,000	51,000
620-450-70 VEHICLE RENT	481,372	477,008	485,491	488,678	488,678	488,678
TOTAL SERVICES	538,825	528,538	541,991	548,178	548,178	548,178
<u>MISCELLANEOUS</u>						
620-470-20 INTEREST EARNED	1,371	2,146	1,000	2,200	2,200	2,200
620-470-99 MISCELLANEOUS	1,017	3,164	0	0	0	0
TOTAL MISCELLANEOUS	2,388	5,310	1,000	2,200	2,200	2,200
<u>BEGINNING FUND BALANCE</u>						
620-499-10 FUND BALANCE	0	0	171,155	268,451	268,451	268,451
TOTAL BEGINNING FUND BALANCE	0	0	171,155	268,451	268,451	268,451
TOTAL REVENUE	541,213	533,848	714,146	818,829	818,829	818,829

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: MOTOR POOL **STAFF LEVEL 2019:** 1.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2018:** 1.50 FTE
FUND: 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 175 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	<u>2019 FTE</u>	<u>2018 FTE</u>
Lead Mechanic	0.75	0.75
Mechanic	<u>0.75</u>	<u>0.75</u>
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 the mechanics computer as well as 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.

INSURANCE EXPENSE (Acct. 380) provides for vehicle insurance. This was previously paid through the City Hall fund.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>VEHICLE MAINTENANCE</u>							
<u>MOTOR POOL</u>							
<u>PERSONNEL SERVICES</u>							
620-7700-101	REGULAR SERVICES- MOTOR POOL	115,155	116,521	112,163	112,500	112,500	112,500
620-7700-105	OVERTIME	25	352	750	1,220	1,220	1,220
620-7700-110	TOOL ALLOWANCES	1,811	1,730	1,800	1,800	1,800	1,800
620-7700-120	EMPLOYEE BENEFITS	70,769	60,680	74,588	71,000	71,000	71,000
	TOTAL PERSONNEL SERVICES	187,760	179,282	189,301	186,520	186,520	186,520
<u>OPERATING</u>							
620-7700-200	OPERATING SUPPLIES/FUEL	75,392	78,090	135,000	130,000	130,000	130,000
620-7700-220	PERSONAL PROTECTIVE EQUIP	0	0	400	500	500	500
620-7700-225	MINOR EQUIPMENT	948	4,178	4,000	5,000	5,000	5,000
620-7700-260	COMMUNICATION	437	412	1,000	1,360	1,360	1,360
620-7700-280	REPAIR AND MAINTENANCE	71,193	64,414	80,000	88,000	88,000	88,000
620-7700-282	RADIO REPAIR AND REPLACEMENT	0	0	1,000	1,000	1,000	1,000
620-7700-300	UNIFORM MAINTENANCE	1,232	973	1,300	1,300	1,300	1,300
620-7700-320	PROFESSIONAL SERVICES	0	125	500	500	500	500
620-7700-330	VEHICLE REPLACEMENT / RENT	2,928	2,928	3,500	3,030	3,030	3,030
620-7700-341	MEETINGS / CONFERENCES	0	21	850	1,000	1,000	1,000
	TOTAL OPERATING	152,131	151,141	227,550	231,690	231,690	231,690
<u>TRANSFERS</u>							
620-7700-701	TRANSFER TO GENERAL	49,548	51,380	52,842	54,776	54,776	54,776
620-7700-750	TRANSFER TO ELECTRIC	3,561	3,561	3,561	0	0	0
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	0
	TOTAL TRANSFERS	203,359	55,191	56,653	55,026	55,026	55,026
<u>CONTINGENCY & RESERVES</u>							
620-7700-998	CONTINGENCY	0	0	144,723	250,526	250,526	250,526
	TOTAL CONTINGENCY & RESERVES	0	0	144,723	250,526	250,526	250,526
	TOTAL MOTOR POOL	543,250	385,614	618,227	723,762	723,762	723,762

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2019

PROGRAM: SCHOOL BUS MAINTENANCE **STAFF LEVEL 2019:** 0.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2018:** 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>	<u>2019 FTE</u>	<u>2018 FTE</u>
Lead Mechanic	0.25	0.25
Mechanic	<u>0.25</u>	<u>0.25</u>
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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>						
<u>SCHOOL BUS MAINTENANCE</u>						
<u>PERSONNEL SERVICES</u>						
620-7710-101	REGULAR SERVICES- SCHL BUS MNT	29,081	30,455	38,054	39,001	39,001
620-7710-105	OVERTIME	8	118	400	400	400
620-7710-120	EMPLOYEE BENEFITS	18,446	15,206	24,352	23,511	23,511
	TOTAL PERSONNEL SERVICES	47,534	45,779	62,806	62,912	62,912
<u>OPERATING</u>						
620-7710-225	MINOR EQUIPMENT	225	766	1,000	1,200	1,200
620-7710-290	SCHOOL BUS PARTS	12,343	8,265	16,000	15,000	15,000
620-7710-300	UNIFORM MAINTENANCE	1,234	1,089	1,200	1,200	1,200
620-7710-330	VEHICLE REPLACEMENT / RENT	972	972	1,250	1,010	1,010
	TOTAL OPERATING	14,773	11,092	19,450	18,410	18,410
<u>TRANSFERS</u>						
620-7710-701	TRANSFER TO GENERAL	12,387	12,845	13,210	13,695	13,695
620-7710-750	TRANSFER TO ELECTRIC	403	403	403	0	0
620-7710-764	TRANSFER TO SICK LEAVE	50	50	50	50	50
	TOTAL TRANSFERS	12,840	13,298	13,663	13,745	13,745
	TOTAL SCHOOL BUS MAINTENANCE	75,147	70,169	95,919	95,067	95,067

REVENUE BUDGET NARRATIVE
Fiscal Year 2019

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 19 replacement fees included in the budget are \$176,438. 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 19 depreciation adjustment fees included in the budget are \$17,644 for a total depreciation of \$194,082.

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>						
<u>SERVICES</u>						
630-450-50 REPLACEMENT FEES	167,064	187,462	185,469	194,082	194,082	194,082
TOTAL SERVICES	167,064	187,462	185,469	194,082	194,082	194,082
<u>MISCELLANEOUS</u>						
630-470-20 INTEREST EARNED	1,200	1,564	500	1,500	1,500	1,500
TOTAL MISCELLANEOUS	1,200	1,564	500	1,500	1,500	1,500
<u>TRANSFERS</u>						
630-490-62 TRANSFER FROM VEHICLE MAINT	150,000	0	0	0	0	0
TOTAL TRANSFERS	150,000	0	0	0	0	0
<u>BEGINNING FUND BALANCE</u>						
630-499-10 FUND BALANCE	0	0	125,338	174,000	174,000	174,000
TOTAL BEGINNING FUND BALANCE	0	0	125,338	174,000	174,000	174,000
TOTAL REVENUE	318,264	189,026	311,307	369,582	369,582	369,582

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2019

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 2019:

<i>New Bin Roll Off Truck</i>	<u>\$225,000.00</u>
TOTAL:	\$225,000.00

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2018-19

		2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>							
<u>ADMINISTRATION</u>							
<u>CAPITAL</u>							
630-7600-470	VEHICLE REPLACEMENT	238,688	358,424	141,000	225,000	225,000	225,000
	TOTAL CAPITAL	238,688	358,424	141,000	225,000	225,000	225,000
<u>CONTINGENCY & RESERVES</u>							
630-7600-970	RESERVE FOR REPLACE	0	0	170,307	144,582	144,582	144,582
	TOTAL CONTINGENCY & RESERVES	0	0	170,307	144,582	144,582	144,582
	TOTAL ADMINISTRATION	238,688	358,424	311,307	369,582	369,582	369,582

BUDGET NARRATIVE
Fiscal Year 2019

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

		2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SICKLEAVE LIABILITY</u>							
<u>MISCELLANEOUS</u>							
640-470-20	INTEREST EARNED	309	503	300	500	500	500
640-470-41	DONATIONS TO SICK LEAVE BANK	0	0	1,200	500	500	500
TOTAL MISCELLANEOUS		309	503	1,500	1,000	1,000	1,000
<u>TRANSFERS</u>							
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	0	0	0
640-490-62	TRANSFER FROM VEHICLE MAINT	300	300	300	300	300	300
TOTAL TRANSFERS		7,126	7,126	7,126	6,776	6,776	6,776
<u>BEGINNING FUND BALANCE</u>							
640-499-10	FUND BALANCE	0	0	65,630	48,200	48,200	48,200
TOTAL BEGINNING FUND BALANCE		0	0	65,630	48,200	48,200	48,200
TOTAL REVENUE		7,435	7,629	74,256	55,976	55,976	55,976
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
640-7600-101	REGULAR SERVICES- SICKLEAVE LB	2,943	23,988	45,900	34,705	34,705	34,705
640-7600-102	PART TIME- SICKLEAVE LIABILITY	0	0	10,000	7,200	7,200	7,200
640-7600-120	EMPLOYEE BENEFITS	0	1,176	18,356	14,071	14,071	14,071
TOTAL PERSONNEL SERVICES		2,943	25,163	74,256	55,976	55,976	55,976
TOTAL ADMINISTRATION		2,943	25,163	74,256	55,976	55,976	55,976

BUDGET NARRATIVE
Fiscal Year 2019

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2018-19

	2015-16 FISCAL ACTUAL	2016-17 FISCAL ACTUAL	2017-18 FISCAL BUDGET	2018-19 CITY MGR PROPOSED	2018-19 BUD COMM APPROVED	2018-19 COUNCIL ADOPTED
<u>RISK MANAGEMENT</u>						
<u>MISCELLANEOUS</u>						
650-470-10 CIS REFUND	23,870	28,231	10,000	10,000	10,000	10,000
650-470-20 INTEREST EARNED	330	410	300	500	500	500
TOTAL MISCELLANEOUS	24,199	28,642	10,300	10,500	10,500	10,500
<u>BEGINNING FUND BALANCE</u>						
650-499-10 FUND BALANCE	0	0	61,350	44,001	44,001	44,001
TOTAL BEGINNING FUND BALANCE	0	0	61,350	44,001	44,001	44,001
TOTAL REVENUE	24,199	28,642	71,650	54,501	54,501	54,501
<u>ADMINISTRATION</u>						
<u>OPERATING</u>						
650-7600-382 UNANTICIPATED CLAIMS	37,431	54,289	71,650	54,501	54,501	54,501
TOTAL OPERATING	37,431	54,289	71,650	54,501	54,501	54,501
TOTAL ADMINISTRATION	37,431	54,289	71,650	54,501	54,501	54,501

CITY OF MILTON-FREEWATER
 COMPUTATION OF LEGAL DEBT LIMIT
 June 30, 2017

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		\$351,916,966
Debt Limit Rate	x	<u>3%</u>
Maximum Allowable Debt		10,557,509
Less General Bonded Debt		<u>0</u>
Legal Debt Margin		<u>\$ 10,557,509</u>
Total net bonded debt applicable to the limit as a percentage of debt limit		0%

Property Tax Summary
 Fiscal Year 2019

	2016 Budget	2017 Budget	2018 Adopted	2019 Proposed	2019 Approved	2019 Adopted
*****	*****					
Operating Estimate *	990,566	1,000,145	1,027,690	1,038,162	1,038,162	1,038,162
Rate Levy **	3.7499	3.7499	3.7499	3.7499	3.7499	3.7499
Debt Service	120,000	-0-	-0-	-0-	-0-	-0-
Local Option Tax						
Senior Trans	60,000	60,000	60,000	60,000	60,000	60,000
Parks & Rec	-0-	-0-	-0-	100,000	100,000	100,000
TOTAL TAXES	<u>\$1,170,566</u>	<u>\$1,060,145</u>	<u>\$1,087,690</u>	<u>\$1,198,162</u>	<u>\$1,198,162</u>	<u>\$1,198,162</u>

*The amount is an estimate based on the rate levied and the estimated assessed value.

PERSONNEL SUMMARY
Fiscal Year 2019 By Department

	<u>2019</u>	<u>2018</u>	<u>2017</u>	
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>Position</u>
				GENERAL FUND
				CITY COUNCIL
*	1.00	1.00	1.00	Mayor
*	6.00	6.00	6.00	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
	0.00	0.30	0.30	Building Specialist
	0.00	0.05	0.05	Planning/Fire Assistant
	1.80	2.15	2.15	
				MUNICIPAL COURT
	0.13	0.13	0.13	Judge
	0.50	1.00	1.00	Court Clerk
	0.63	1.13	1.13	
				ACCOUNTING & BILLING
	1.00	1.00	1.00	Finance Director
	1.00	1.00	1.00	Accounting Supervisor
	1.00	1.00	1.00	Utility Billing Clerk
	2.50	2.00	2.00	Account Clerk(s) /Court Clerk
	0.00	0.00	0.00	Part-Time Meter Reader
	1.00	1.00	1.00	Payroll Clerk
	6.50	6.00	6.00	
				HUMAN RESOURCE ADMINISTRATION
	1.00	0.25	0.30	Human Resource Officer
	1.00	0.30	0.30	
				ECONOMIC DEVELOPMENT
	1.00	1.00	1.00	Community Development Supervisor
	0.10	0.10	0.10	Assistant
	0.05	0.10	0.10	City Planner
	1.15	1.20	1.20	
				PLANNING / BUILDING INSPECTIONS
	0.40	0.90	0.90	City Planner
	0.05	0.05	0.05	Building Specialist
	0.40	0.50	0.50	Planning/Fire Assistant (prior Secretary)
	0.85	1.45	1.45	
				POLICE
	1.00	1.00	1.00	Chief
	0.00	0.00	1.00	Corporals
	2.00	2.00	1.00	Sergeant
	8.00	9.00	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
*	2.00	2.00	2.00	Citizen Corp Volunteers
*	0.00	0.00	0.00	Reserves
	19.60	20.60	19.60	

* Number of positions, not expressed in FTE's

PERSONNEL SUMMARY (Continued)
By Department

<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>Position</u>
<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	
			FIRE
1.00	1.00	1.00	Chief
0.00	0.05	0.05	Planning/Fire Assistant (Prior Secretary)
* 1.00	1.00	1.00	Assistant Chief
* 0.00	0.00	0.00	Secretary/Recorder
* 4.00	4.00	4.00	Captains
* <u>16.00</u>	<u>16.00</u>	<u>16.00</u>	Firefighters
<u>22.00</u>	<u>22.05</u>	<u>22.05</u>	
			PUBLIC WORKS
1.00	1.00	1.00	Public Works Superintendent
0.61	0.59	0.00	Parks & Recs Supervisor
1.00	1.00	1.00	Public Works Assistant/Project Aide
0.00	1.20	1.79	Utility Workers
1.78	1.78	1.78	Parks Maintenance Worker
1.00	0.15	0.15	Technician
3.00	3.00	3.00	Lifeguard
0.56	0.56	0.56	Aquatic Center Manager
0.28	0.28	0.28	Lead Lifeguards
1.00	1.00	1.00	Concession
0.80	1.00	1.00	Laborer
<u>11.03</u>	<u>11.56</u>	<u>11.56</u>	
			ENGINEERING AND PLANNING
0.25	0.60	0.60	Engineering Technician(s)
<u>0.25</u>	<u>0.60</u>	<u>0.60</u>	
			STREET FUND
0.13	0.13	0.00	Water & Streets Supervisor
0.20	0.20	0.00	Park & Recs Supervisor
0.54	0.54	0.54	Parks Maintenance Worker
0.00	0.25	0.25	Laborer
0.40	0.40	0.40	Code Enforcement Officer
0.78	0.68	1.01	Utility Workers
<u>2.05</u>	<u>2.20</u>	<u>2.20</u>	
			LIBRARY FUND
1.00	1.00	1.00	Library Director
2.93	2.96	2.93	Library Associate
<u>3.93</u>	<u>3.96</u>	<u>3.93</u>	
			SENIOR/ DISABLED TRANSPORTATION FUND
0.00	0.75	0.70	Human Resource Officer
0.55	0.00	0.00	City Planner
0.50	0.00	0.00	Planning Assistant
0.20	0.20	0.20	City Manager
<u>1.25</u>	<u>0.95</u>	<u>0.90</u>	
			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
1.75	1.40	1.40	Engineering Technician
0.95	0.65	0.65	Building Specialist
1.00	0.00	0.00	Groundsman
1.00	1.00	1.00	Working Line Supervisor
<u>11.70</u>	<u>10.05</u>	<u>10.05</u>	

* Number of positions, not expressed in FTE's

PERSONNEL SUMMARY (Continued)
By Department

<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>Position</u>
<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	
WATER FUND			
0.74	0.74	0.00	Water & Streets Supervisor
0.31	0.31	0.31	Parks Maintenance Worker
0.33	0.00	0.00	Rotational Crew Member
<u>1.58</u>	<u>1.58</u>	<u>2.32</u>	Utility Workers
3.06	2.63	2.63	
SEWER FUND			
2.05	2.05	2.19	Utility Workers
0.11	0.11	0.00	Water & Streets Supervisor
0.03	0.03	0.00	Parks & Recs Supervisor
0.26	0.26	0.26	Parks Maintenance Worker
0.34	0.00	0.00	Rotational Crew Member
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	Waste Water Supervisor/Plant Operator
3.79	3.45	3.45	
SOLID WASTE FUND			
1.00	1.00	1.00	Sanitation Truck Driver
0.02	0.02	0.00	Water & Streets Supervisor
0.58	0.58	0.58	Parks Maintenance Worker
1.06	0.00	0.00	Rotational Crew Member
<u>1.49</u>	<u>1.49</u>	<u>1.51</u>	Utility Worker
4.15	3.09	3.09	
GOLF COURSE FUND			
0.45	0.53	0.53	Parks Maintenance Worker
0.16	0.16	0.00	Parks & Rec Supervisor
0.00	0.00	0.16	Utility Worker
<u>0.60</u>	<u>1.00</u>	<u>1.00</u>	Laborer
1.21	1.69	1.69	
WAREHOUSE FUND			
0.00	0.85	0.85	Engineering Technician
0.00	0.02	0.00	Parks & Rec Suprvisor
<u>0.00</u>	<u>0.00</u>	<u>0.02</u>	Utility Worker
0.00	0.87	0.87	
VEHICLE MAINTENANCE FUND			
1.00	1.00	1.00	Senior Mechanic
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	Mechanic
2.00	2.00	2.00	
** 74.95	74.85	73.85	Total FTE's

** Council, Police Reserves, and Fire not included in Total FTE's.

City of Milton-Freewater
RESOLUTION NO. 2369

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

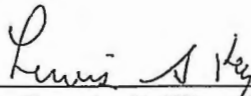
WHEREAS, the City of Milton-Freewater is anticipating to receive an estimated \$57,300 in state revenue sharing; and

WHEREAS, during two public hearings on this subject, one held, April 26, 2018 and the other held June 11, 2018, 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,

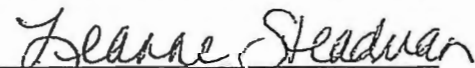
THEREFORE, be it RESOLVED, the City of Milton-Freewater hereby elects to receive state revenues for fiscal year 2018-2019.

PASSED BY THE COMMON COUNCIL and APPROVED by the Mayor this 11th day of June, 2018.



Lewis S. Key, Mayor

I certify that a public hearing before the Budget Committee was held on April 26, 2018, and a public hearing before the City Council was held on June 11, 2018 giving citizens an opportunity to comment on the use of state revenue sharing funds.



Leanne Steadman, City Recorder

CITY OF MILTON-FREEWATER

RESOLUTION NO. 2370

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, 2018

BE IT RESOLVED;

Section 1. That the City Council of the City of Milton-Freewater hereby adopts the budget for fiscal year 2018-2019 in the sum of \$33,975,917 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, \$100,000 Local Option Tax for parks & recreation; and that these taxes are hereby imposed and categorized for tax year 2018-2019 upon the assessed value of all taxable property within the district.

	<u>General Government</u>	<u>Excluded from the Limitation</u>
General Fund	\$3.7499/\$1,000	
Bonded Debt		-0-
Local Option Tax Sen/Trans	\$ 60,000	
Local Option Tax Park/Rec	\$100,000	

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.

Section 4. That the City Council makes appropriations for the purposes as follows:

GENERAL FUND

City Council	\$ 28,641
City Manager/Human Resources/Safety	448,890
City Attorney	20,000
Municipal Court	106,510
Finance	895,615
Planning/Eco Devo/Bldg Inspect	229,002
Police/Emergency Communications	2,217,935
Fire	350,820
Public Works	1,441,571
Engineering	42,195
City Hall	142,918
Transfers to Other Funds	131,913
Contingency	<u>50,000</u>
Total	\$6,106,010

Resolution No. 2370, Page 1 of 4

STREET FUND

Personnel Services	\$160,232
Materials and Services	143,844
Transfer to Other Funds	98,295
Contingency	<u>200,381</u>
	\$ 602,752

STREET IMPROVEMENT FUND

Capital	\$3,170,610
Contingency	<u>\$ 111,276</u>
	\$3,281,886

LIBRARY FUND

Personnel Services	\$331,523
Materials and Services	49,634
Capital	4,000
Transfer to Other Funds	240
Contingency	<u>8,581</u>
	\$393,978

SENIOR/DISABLED TRANSPORTATION SERVICES FUND

Personnel Services	\$178,849
Materials and Services	168,481
Total Capital Outlay	687,440
Contingency	<u>111,931</u>
	1,146,701

DRUG ENFORCEMENT FUND

Materials and Services	\$ -0-
	<u>\$ -0-</u>

GENERAL OBLIGATION BOND FUND

Debt Service	\$ -0-
Reserves	<u>-0-</u>
	\$ -0-

ELECTRIC FUND

Personnel Services	\$1,781,361
Materials and Services	5,624,562
Capital Outlay	295,300
Transfer to Other Funds	1,061,694
Contingency	<u>1,141,076</u>
	\$9,903,993

ELECTRIC CAPITAL REPLACEMENT RESERVE FUND

Capital	\$ 1,715,489
---------	--------------

ELECTRIC OPERATING/MAINTENANCE RESERVE FUND

Transfers	\$ -0-
Capital	<u>2,769,200</u>
	\$2,769,200

WATER FUND

Personnel Services	\$ 293,273
Materials and Services	371,584
Capital Outlay	502,000
Debt Service	-0-
Transfer to Other Funds	569,601
Contingency/Reserve	<u>429,543</u>
	\$2,166,001

SEWER FUND

Personnel Services	\$ 367,822
Materials and Services	306,620
Capital Outlay	-0-
Debt Service	-0-
Transfer to Other Funds	479,784
Contingencies	<u>533,924</u>
	\$1,688,150

SEWER PLANT IMPROVEMENT FUND

Capital Outlay	200,000
Debt Service	200,101
Contingencies	<u>534,231</u>
	\$ 934,332

SOLID WASTE

Personnel Services	\$409,189
Materials and Services	295,645
Capital Outlay	30,000
Transfer to Other Funds	272,274
Contingency	<u>506,339</u>
	\$1,513,447

GOLF COURSE FUND

Personnel Services	\$ 72,725
Materials and Services	111,167
Debt Service	1,418
Transfer to Other Funds	100
Contingency	<u>-0-</u>
	\$185,410

LANDFILL CLOSURE RESERVE FUND

Reserves	\$146,316
----------	-----------

9.1.1.

Materials and Services	\$40,650
Capital Outlay	-0-
Transfer to Other Funds	<u>-0-</u>
	\$ 40,650

WAREHOUSE FUND

Personnel Services	\$ -0-
Materials and Services	26,678
Capital Outlay	16,000
Total Transfers	20,567
Contingency	19,469
	<u>\$ 82,714</u>

VEHICLE MAINTENANCE

Personnel Services	\$249,432
Materials and Services	250,100
Transfers	68,771
Contingency	250,526
	<u>\$818,829</u>

VEHICLE REPLACEMENT FUND

Materials and Services	\$ -0-
Capital Outlay	225,000
Debt Service	-0-
Transfers	-0-
Reserve for Replacement	144,582
	<u>\$369,582</u>

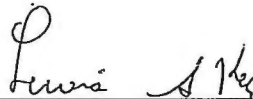
SICK LEAVE LIABILITY FUND

Personnel Services	\$ 55,976
--------------------	-----------

RISK MANAGEMENT

Materials and Services	\$ 54,501
------------------------	-----------

PASSED by the Common Council and APPROVED by the Mayor this 11th day of June, 2018



Lewis S. Key, Mayor