

CITY OF MILTON-FREEWATER, OREGON



FISCAL YEAR 2020 BUDGET

CITY OF MILTON-FREEWATER
FISCAL 2020 BUDGET COMMITTEE

Mayor: *Lewis Key*

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

Budget Committee: *Lindsay Winsor*
Wes Koklich

Budget Officer: *Linda Hall*

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Since 1889

CITY OF

MILTON-FREEWATER

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

March 27, 2019

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

FROM: City Manager

SUBJECT: Proposed Budget for Fiscal Year 2020

EXECUTIVE SUMMARY

Every year for the past decade or two, City Managers have been struggling to balance the general fund and bring it forward with proper contingencies. This sounds so simple, and yet it is very very difficult. Our city is not unique in this struggle; cities all over Oregon are in the same leaky boat.

The primary culprit (in my opinion and our city's case) is the fact that we as Oregonians have voted to permanently cap property taxes which were supposed to be the primary funding source for general fund programs that citizens rely on so heavily: police and fire protection, emergency 9-1-1 dispatch services, parks and recreation facilities and programs, and basic government services such as zoning, planning, licensing and permitting, and code enforcement.

In Milton Freewater's case, we believe that our tax rate of \$3.7499 per \$1,000 of assessed value has not been substantially increased since Milton and Freewater were consolidated in 1950. Meanwhile, we are providing all the services AND MUCH MORE that we were providing in the 1950's---69 YEARS LATER.

And the costs for providing those services have increased by over a thousand percent! For example in 1953 the Police Department consisted of one Chief and two officers. The Chief made \$400 a month and the officers were paid \$290 per month. There was no overtime budgeted for any employees. Obviously we did not have 24/7 coverage. Today we have a paid Chief and 10 sworn officers and we do provide 24 hour a day, 7 day a week police protection in the city, and our officers often have trouble keeping up with the call load for service.

So how have we managed to do this and not be millions of dollars in debt? We have a few things helping. One, the assessed value of Milton Freewater properties is

obviously higher than in 1953. Two, we have a larger (although not substantially larger) number of lots and properties in the city. But most importantly, we have learned to be extremely efficient in managing budgets, bringing in other revenue sources and keeping expenditures down as much as possible.

But despite all these things and our best efforts, this budget was tighter than ever, and for the first time in a long while, I noticed that it was not just the general fund that was struggling. Our electric utility showed a lower beginning fund balance than we have seen in previous years which has us concerned.

These trends have prompted us to take some measures that we have discussed previously but never implemented.

Here are just a few examples:

- This budget contains the addition of NO NEW PERSONNEL OR POSITIONS.
- This budget has not one but two local option taxes in the revenue budgets---in addition to our transportation option tax, citizens approved a parks and recreation local option tax as well last year.
- This budget contains \$4,347,587 of grant monies in its total! A record amount even higher than last year's record high!
- We will be taking on some tasks in-house that we previously contracted out to perform. For example, the graveyard dispatchers will be stuffing our utility billing envelopes instead of paying someone else to do so.
- We are going to be more restrictive in the forgiving of fees. For example, we have subsidized or forgiven many community event fees such as street closures, parade permits, mobile vendor fees for festivals, community building rentals, etc. We can no longer afford to forego these revenues when our expenditures to maintain the facilities, or staff the parades and festivals, etc. have done nothing but increase.
- We will be seeking bids from additional vendors for contracts to be absolutely certain we cannot get a better price for a similar product or service.

BUDGET HIGHLIGHTS

We are presenting you with a balanced budget totaling \$36,022,418. Following is a summary of each major fund and the primary things you need to know about its financial status.

GENERAL FUND

As stated earlier in this message, this fund is the hardest to balance as it contains the largest amount of public services within its programs and receives the lowest (and permanently capped) revenues. Police protection, fire protection, emergency dispatch services, planning, community development, economic development, parks and recreational services, city administration and finance to name just a few of the

services and programs that our public has come to expect to be provided from this fund.

So far we have been able to keep the same levels of service in these programs, but I am unsure of the sustainability of this practice without some new revenue sources. We have some minor relief in the form of the local option tax for parks and recreation facilities that was passed in May of 2018—thank you voters!

We also are encouraged by the annexation of approximately 41 acres of property on our south hill, and the approval of some housing sub-divisions to our southern boundary. More roof-tops help raise more revenue to support programs needed in the city.

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. However as mentioned earlier in this message, I am concerned with some shrinking beginning fund balances in this fund. This is attributable to a continuing rise in the cost of power purchases and transmission costs as well as a drop in some revenues due to milder weather on average than we used to have in previous years. Also of concern in this utility fund is the loss of \$130,000 annual revenue due to the retirement of a credit revenue we received from BPA known as the “lookback credit”.

This budget is presented with NO RATE INCREASE...HOWEVER we make it very clear that if the proposed BPA power purchase rate increase of 4.07% becomes a reality in October of 2019, we will be carefully evaluating the financial bottom line of the utility and may be forced to implement a mid-year rate increase in December. We try very hard to avoid rate increases, and keep our rates as low as possible, but we must maintain financial solvency with the public’s utility.

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. We will see an increase in water revenues predicted this year when we complete the water line extension to our north which was 100% funded by the State of Oregon Safe Drinking Water Program. Those customers who will receive these services will be charged double the regular rates as they are not city limit residents. 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 now has over a year of operations with each newest leg---recycling. We took over this program in the spring of 2018. I have been pleasantly surprised at how well the operation is proceeding and meeting its goals to pay for itself. My hat is off to the Public Works team who has worked hard and continues to do so to make this important service available to the public and keep the fund in the black financially. We are **NOT PROPOSING ANY INCREASE IN FEES OR RATES AT THIS TIME.**

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. I am also pleased to say Ms. Wells has brought home several large grants that have helped to update and maintain the building such as grants to replace windows and doors that are worn out and defective. Still, public works budgets are strained by the continuing maintenance and utilities of this huge building which is starting to show its age. Taxing district revenues fall critically short of fully funding library services to the extent our citizens have come to enjoy, requiring general fund support of the Library. In addition to the payment of utilities and major maintenance items, 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.

PUBLIC TRANSPORTATION

This fund provides for our two public transportation programs—the bus to and from Walla Walla and the senior and disabled door to door taxi service. Both these programs are enjoyed and depended upon heavily by our citizens. However since our mandatory inclusion in the Walla Walla Valley MPO forced us to come under the provisions and regulations of a federal transit authority we are struggling to keep up with the huge amount of paperwork and new requirements and filings that seem to be ever increasingly thrust upon us. To make matters worse, at the same time that the paperwork and administrative requirements increase, we are seeing the LOSS of some of our funding sources. This year we were told that there would be a substantial loss of an operations grant from the State Special Transportation Fund which supports our programs. We are hoping that we can regain some of this loss by the new HEJ 2017 funds, but we won't know that until we see how those funds are allocated by the State.

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. As fewer folks are golfing, we were forced to recommend a small (3%) user fee increase just to bring the fund into the black...barely.

CONCLUSION

So while we are certainly facing many challenges, I am a firm believer that challenges are opportunities for improvement. And despite all the challenges ahead of us, we are still financially stable, sound and able to weather the storms. We have no long term debt as I write this message, we are looking at the potential development of two major sub-divisions for housing, we are presenting the public with a balanced budget without dipping into cash reserves, our reserves are healthy (over \$10 million) and we see many exciting things happening for the betterment of Milton Freewater to our south and northern boundaries. We have a lot to be thankful for and proud of!

I would like to conclude by extending a special thank you to our loyal and dedicated Finance Director Dave Richmond, and his loyal and dedicated "right hand woman" Luke Billings, as well as all our department heads who work hard every day to provide exemplary services to our city and its citizens. And I would be remiss not to thank our City Council members, who allocate proper resources, set great policy and then allow us to do our jobs!

THANK YOU TO ALL!

Respectfully submitted,



Linda Hall
City Manager

CITY OF MILTON-FREEWATER, OREGON

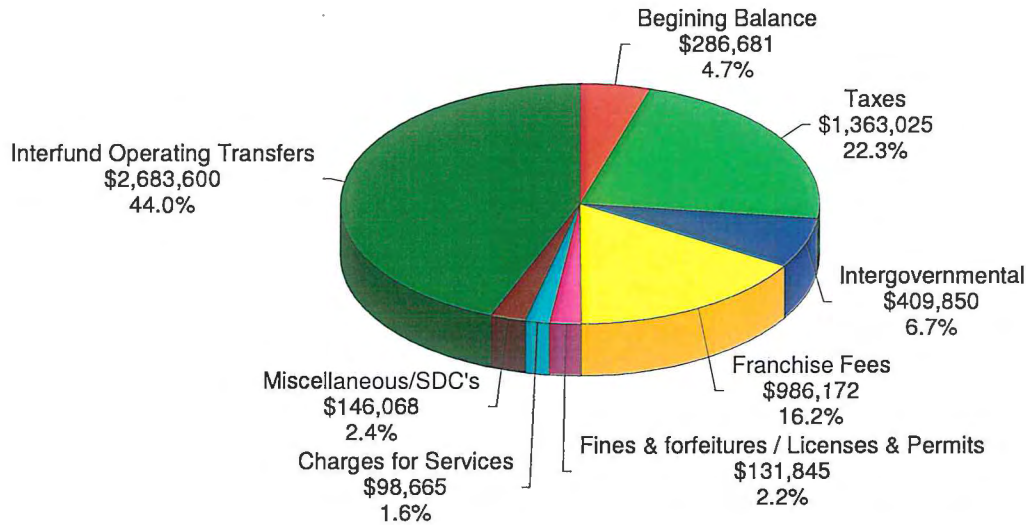
Budget Calendar Fiscal 2020

- 01/15 Worksheets distributed to Department Heads.
- 02/15 Last day to submit Departmental Budget requests to the Finance Director. Department Heads are responsible for meeting this deadline.
- 03/19 Finance Director will begin meetings with the City Manager to review, revise and balance budgets. Department heads will be on call March 19-22 for budget questions if needed.
- 03/25 Finance Dept. begins compiling revised budgets and balances all funds.
- 03/30** Notice of first Budget meeting to paper (include City web site address).
- 04/01 City Manager to complete the budget message.
- 04/01 Begin printing budget.
- 04/05* 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.)
- 04/15 Complete preliminary budget, assemble and bind copies
- 04/15 Deliver budget books to council, department heads and budget committee.
- 04/25 **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.
- 05/20** Send budget summaries and notice of Council hearing to paper.
- 05/24* 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.
- 06/10 Budget Hearing before the City Council.
- 06/10 Budget proposed for adoption at this time.
- 06/24 Budget and proper state budget forms submitted to County Assessor.
- * Publishing dates
** Newspaper deadline dates



CITY OF MILTON-FREEWATER

General Fund Revenues



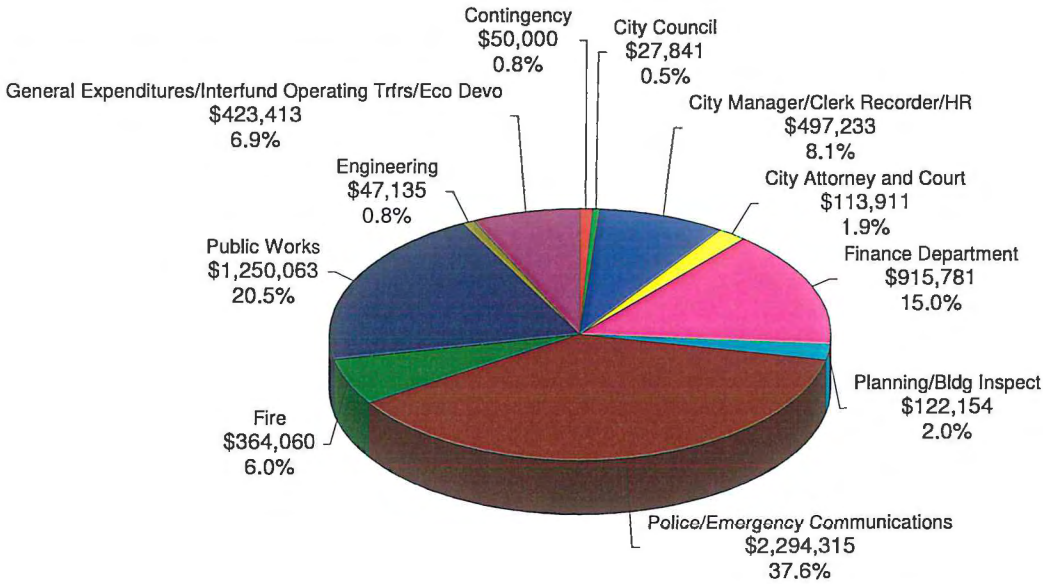
2020 Fiscal Year

Source	Amount
Beginning Balance	\$286,681
Taxes	1,363,025
Intergovernmental	409,850
Franchise Fees	986,172
Fines & forfeitures / Licenses & Permits	131,845
Charges for Services	98,665
Miscellaneous/SDC's	146,068
Interfund Operating Transfers	2,683,600
Total	\$6,105,906

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



2020 Fiscal Year

Use	Amount
Contingency	\$50,000
City Council	27,841
City Manager/Clerk Recorder/HR	497,233
City Attorney and Court	113,911
Finance Department	915,781
Planning/Bldg Inspect	122,154
Police/Emergency Communications	2,294,315
Fire	364,060
Public Works	1,250,063
Engineering	47,135
General Expenditures/Interfund Operating Trfrs/Eco Devo	423,413
Total	\$6,105,906

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 2020

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.

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

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
GENERAL FUND							
TAXES/ASSESSMENTS							
100-400-01	PROPERTY TAX - CURRENT	944,431	968,825	1,028,180	1,089,025	1,089,025	1,089,025
100-400-02	PROPERTY TAX - PRIOR YEAR	31,843	35,632	31,000	33,000	33,000	33,000
100-400-03	LOCAL OPTION TAX-PARKS & AQ CT	0	0	85,000	91,500	91,500	91,500
100-400-30	UTILITY USER FEE	155,295	156,906	145,000	149,500	149,500	149,500
TOTAL TAXES/ASSESSMENTS		1,131,569	1,161,364	1,289,180	1,363,025	1,363,025	1,363,025
INTERGOVERNMENTAL REVENUE							
100-410-12	LIQUOR TAX	108,314	112,718	114,500	137,766	137,766	137,766
100-410-13	STATE REVENUE SHARING	75,119	79,169	57,300	75,700	75,700	75,700
100-410-15	CIGARETTE TAX	8,985	8,727	6,000	8,384	8,384	8,384
100-410-16	911 DISPATCH CONSOLE GRANT	0	25,000	0	0	0	0
100-410-18	TRANSIENT TAX	16,933	22,302	17,050	17,000	17,000	17,000
100-410-31	NATN'L ENDOWMENT FOR ARTS GRN	14,240	0	0	0	0	0
100-410-33	ODOT SPEED GRANT - RADAR EQUIP	5,225	4,625	4,625	0	0	0
100-410-35	HIDTA OVERTIME REIMBURSEMENT	9,309	11,886	8,500	9,000	9,000	9,000
100-410-38	WINE PRODUCTION FACILITY	0	0	0	150,000	150,000	150,000
100-410-40	OREGON DEPT TRANS SPEED GRAN	0	0	2,400	0	0	0
100-410-41	WILDHORSE FOUNDATION GRANT	10,000	0	0	0	0	0
100-410-44	OREGON PARKS & REC DEPT GRANT	0	0	265,000	0	0	0
100-410-45	OREGON ST DEPT FORESTRY GRAN	0	0	0	12,000	12,000	12,000
TOTAL INTERGOVERNMENTAL REVE		248,124	264,427	475,375	409,850	409,850	409,850
FRANCHISE REVENUE							
100-420-01	COMMUNICATIONS FRANCHISE	13,937	11,965	12,500	12,000	12,000	12,000
100-420-02	CABLE TV FRANCHISE FEES	50,150	49,164	35,000	35,000	35,000	35,000
100-420-03	GAS FRANCHISE FEES	23,761	21,463	21,000	21,000	21,000	21,000
100-420-10	ELECTRIC FRANCHISE FEES	574,481	577,368	619,990	622,195	622,195	622,195
100-420-11	WATER FRANCHISE FEES	100,675	105,206	107,167	117,881	117,881	117,881
100-420-12	SEWER FRANCHISE FEES	110,790	113,091	102,051	102,056	102,056	102,056
100-420-13	SOLID WASTE FRANCHISE FEES	76,525	81,659	72,965	76,040	76,040	76,040
TOTAL FRANCHISE REVENUE		950,319	959,915	970,673	986,172	986,172	986,172
FINES & FORFEITURES							
100-430-01	NON-TRAFFIC FINES	17,239	16,083	20,000	18,000	18,000	18,000
100-430-02	TRAFFIC FINES	84,660	61,431	85,000	80,000	80,000	80,000
100-430-03	INDIGENT ATTRNY REIMBURSEMENT	4,142	4,881	6,000	5,500	5,500	5,500
100-430-04	VIOLATION OFFENSE SURCHARGE	702	421	1,000	1,000	1,000	1,000
100-430-05	POLICE TRAINING ASSESSMENT	3,307	2,393	3,600	3,500	3,500	3,500
100-430-06	DIVERSION ADMIN FEE	0	0	50	50	50	50
100-430-10	JAIL ASSESSMENTS	675	577	900	700	700	700
100-430-15	JAIL LODGING FEE	1,179	532	1,300	1,000	1,000	1,000
100-430-20	VEHICLE IMPOUND FEE	2,775	2,325	4,000	3,000	3,000	3,000
100-430-25	COURT RESTITUTION	0	865	0	0	0	0
TOTAL FINES & FORFEITURES		114,679	89,509	121,850	112,750	112,750	112,750

REVENUE BUDGET NARRATIVE
Fiscal Year 2020

FUND: GENERAL

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>LICENSES & PERMITS</u>						
100-440-01 DOG LICENSES	3,181	6,922	3,100	3,100	3,100	3,100
100-440-03 LIQUOR LICENSES	935	980	1,600	1,600	1,600	1,600
100-440-04 BUSINESS LICENSES	7,590	10,725	10,750	10,750	10,750	10,750
100-440-10 ZONING PERMITS	3,385	2,645	2,200	2,645	2,645	2,645
100-440-20 YARD SALE PERMITS	805	815	1,000	1,000	1,000	1,000
TOTAL LICENSES & PERMITS	15,896	22,087	18,650	19,095	19,095	19,095
<u>SERVICES</u>						
100-450-14 RENT - 815 S MAIN	0	0	0	6,165	6,165	6,165
100-450-16 RENTAL INCOME-COMMUNITY BLDG	6,625	5,690	4,000	7,500	7,500	7,500
100-450-17 RENT INCOME (HVAC REIMBRSEMEN	0	9,500	0	0	0	0
100-450-20 AQUATIC CENTER PASSES	10,985	12,974	10,500	9,000	9,000	9,000
100-450-21 AQUATIC CENTER DAILY FEES	57,689	35,395	40,000	40,000	40,000	40,000
100-450-22 AQUATIC CENTER RENTALS	2,677	1,285	3,000	2,500	2,500	2,500
100-450-23 AQUATIC CENTER CONCESSIONS	29,444	21,384	25,000	25,000	25,000	25,000
100-450-24 AQUATIC CENTER LESSONS	7,285	4,050	6,000	6,000	6,000	6,000
100-450-25 AQUATIC CENTER WATER AEROBICS	870	1,593	2,000	2,000	2,000	2,000
100-450-26 AQUATIC CENTER LOCKER RENT	2	0	0	500	500	500
100-450-30 RECREATION FEES	1,575	850	0	0	0	0
TOTAL SERVICES	117,152	92,721	90,500	98,665	98,665	98,665
<u>MISCELLANEOUS</u>						
100-470-10 CIS REFUND	0	4,750	0	0	0	0
100-470-20 INTEREST EARNED	2,507	2,787	6,000	5,000	5,000	5,000
100-470-25 LOAN PROCEEDS	4,984	1,418	1,418	1,418	1,418	1,418
100-470-30 SALE OF FIXED ASSETS	0	0	0	40,000	40,000	40,000
100-470-41 OTHER DONATIONS	7,950	75	100	100	100	100
100-470-45 SERVICE FEES	76,186	81,633	83,500	83,500	83,500	83,500
100-470-99 MISCELLANEOUS	17,585	14,041	15,000	15,000	15,000	15,000
TOTAL MISCELLANEOUS	109,212	104,704	106,018	145,018	145,018	145,018
<u>SYSTEM DEVELOPMENT CHARGES</u>						
100-485-10 PARK SDC'S	0	1,050	1,000	1,050	1,050	1,050
TOTAL SYSTEM DEVELOPMENT CHA	0	1,050	1,000	1,050	1,050	1,050

REVENUE BUDGET NARRATIVE
Fiscal Year 2020

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: Intergovernmental Revenue. A state of Oregon Strategic Reserve Wine Production Facility grant for \$80,000 in FY19 and \$150,000 for FY20.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>TRANSFERS</u>						
100-490-21 TRANSFER FROM STREET	91,180	97,831	97,995	115,640	115,640	115,640
100-490-51 TRANSFER FROM ELECTRIC	948,140	992,872	1,030,645	1,062,936	1,062,936	1,062,936
100-490-52 TRANSFER FROM WATER	534,010	562,950	559,795	588,053	588,053	588,053
100-490-53 TRANSFER FROM SEWER	449,869	475,187	474,852	498,228	498,228	498,228
100-490-54 TRANSFER FROM SOLID WASTE	245,867	251,348	267,774	325,792	325,792	325,792
100-490-61 TRANSFER FROM WAREHOUSE	18,729	19,456	20,567	21,410	21,410	21,410
100-490-62 TRANSFER FROM VEHICLE MAINT	64,225	66,052	68,471	71,541	71,541	71,541
TOTAL TRANSFERS	2,352,020	2,465,696	2,520,099	2,683,600	2,683,600	2,683,600
<u>BEGINNING FUND BALANCE</u>						
100-499-10 FUND BALANCE	0	0	512,665	286,681	286,681	286,681
TOTAL BEGINNING FUND BALANCE	0	0	512,665	286,681	286,681	286,681
TOTAL REVENUE	5,038,970	5,161,472	6,106,010	6,105,906	6,105,906	6,105,906

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY COUNCIL</u>						
<u>PERSONNEL SERVICES</u>						
100-5100-101 REGULAR SERVICES- CITY COUNCIL	12,271	11,891	12,271	12,271	12,271	12,271
100-5100-120 EMPLOYEE BENEFITS	957	926	1,220	1,220	1,220	1,220
TOTAL PERSONNEL SERVICES	13,228	12,818	13,491	13,491	13,491	13,491
<u>OPERATING</u>						
100-5100-200 OPERATING SUPPLIES	95	71	150	150	150	150
100-5100-230 PRINTING AND BINDING	147	0	100	100	100	100
100-5100-333 MILEAGE / FUEL	925	494	1,800	2,000	2,000	2,000
100-5100-340 MEMBERSHIPS / SUBSCRIPTIONS	5,155	5,310	6,000	6,000	6,000	6,000
100-5100-341 MEETINGS / CONFERENCES	3,747	3,911	5,000	5,500	5,500	5,500
100-5100-371 COMMUNITY SUPPORT	328	0	500	0	0	0
100-5100-390 MISCELLANEOUS	59	117	100	100	100	100
100-5100-395 PLAQUES AND AWARDS	678	1,700	1,500	500	500	500
TOTAL OPERATING	11,135	11,602	15,150	14,350	14,350	14,350
TOTAL CITY COUNCIL	24,363	24,419	28,641	27,841	27,841	27,841

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY MANAGER</u>						
<u>PERSONNEL SERVICES</u>						
100-5210-101 REGULAR SERVICES- CITY MANAGE	193,569	206,783	214,568	225,418	225,418	225,418
100-5210-120 EMPLOYEE BENEFITS	108,808	119,539	111,713	139,848	139,848	139,848
TOTAL PERSONNEL SERVICES	302,377	326,323	326,281	365,266	365,266	365,266
<u>OPERATING</u>						
100-5210-200 OFFICE SUPPLIES	775	684	850	850	850	850
100-5210-225 MINOR EQUIPMENT	0	0	100	100	100	100
100-5210-230 PRINTING AND BINDING	35	0	50	100	100	100
100-5210-250 ADVERTISING	630	487	500	500	500	500
100-5210-255 ELECTION COSTS	0	63	50	50	50	50
100-5210-260 COMMUNICATION	1,956	2,032	2,062	2,100	2,100	2,100
100-5210-280 REPAIR AND MAINTENANCE	0	0	200	200	200	200
100-5210-333 MILEAGE / FUEL	7,522	7,431	4,600	4,600	4,600	4,600
100-5210-340 MEMBERSHIPS / DUES	1,178	1,550	1,200	1,500	1,500	1,500
100-5210-341 MEETINGS / CONFERENCES	733	1,036	3,300	3,300	3,300	3,300
100-5210-390 MISCELLANEOUS	319	318	500	500	500	500
TOTAL OPERATING	13,149	13,600	13,412	13,800	13,800	13,800
<u>CAPITAL</u>						
100-5210-420 FURNITURE AND TECHNOLOGY	0	442	1,000	1,000	1,000	1,000
TOTAL CAPITAL	0	442	1,000	1,000	1,000	1,000
TOTAL CITY MANAGER	315,526	340,364	340,693	380,066	380,066	380,066

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: SAFETY PROGRAM
DEPARTMENT: CITY MANAGER
FUND: GENERAL

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>SAFETY</u>						
<u>PERSONNEL SERVICES</u>						
100-5220-101	REGULAR SERVICES- SAFETY	18,525	23,363	0	0	0
100-5220-102	PART TIME	941	1,006	0	0	0
100-5220-120	EMPLOYEE BENEFITS	11,714	13,415	0	0	0
	TOTAL PERSONNEL SERVICES	31,181	37,784	0	0	0
<u>OPERATING</u>						
100-5220-200	OPERATING SUPPLIES	25	140	0	0	0
100-5220-320	PROFESSIONAL SERVICE	285	268	0	0	0
100-5220-341	MEETINGS / CONFERENCES	136	670	0	0	0
100-5220-390	MISCELLANEOUS	58	80	0	0	0
	TOTAL OPERATING	503	1,157	0	0	0
	TOTAL SAFETY	31,684	38,941	0	0	0

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

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 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY ATTORNEY</u>							
<u>OPERATING</u>							
100-5410-320	CITY ATTORNEY	5,888	20,706	20,000	15,000	15,000	15,000
	TOTAL OPERATING	5,888	20,706	20,000	15,000	15,000	15,000
	TOTAL CITY ATTORNEY	5,888	20,706	20,000	15,000	15,000	15,000

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>MUNICIPAL COURT</u>						
<u>PERSONNEL SERVICES</u>						
100-5420-101	REGULAR SERVICES-MUNICIPAL CRT	67,277	68,537	45,293	45,180	45,180
100-5420-120	EMPLOYEE BENEFITS	36,110	36,646	19,917	16,831	16,831
	TOTAL PERSONNEL SERVICES	103,387	105,183	65,210	62,011	62,011
<u>OPERATING</u>						
100-5420-200	OPERATING SUPPLIES	88	167	150	150	150
100-5420-320	PROFESSIONAL SERVICES	16,563	12,705	19,200	16,000	16,000
100-5420-322	LEGAL SERVICES	18,400	19,100	21,200	20,000	20,000
100-5420-340	MEMBERSHIPS/ SUBSCRIPTIONS	75	0	150	150	150
100-5420-341	MEETINGS / CONFERENCES	834	0	500	500	500
100-5420-390	MISCELLANEOUS	82	131	100	100	100
	TOTAL OPERATING	36,041	32,103	41,300	36,900	36,900
	TOTAL MUNICIPAL COURT	139,428	137,286	106,510	98,911	98,911

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>ACCOUNTING & BILLING</u>						
<u>PERSONNEL SERVICES</u>						
100-5510-101	REGULAR SERVICES-ACCTG & BILLG	392,880	385,688	433,824	442,000	442,000
100-5510-105	OVERTIME	685	1,461	900	900	900
100-5510-110	ALLOWANCES	3,611	3,461	3,600	3,600	3,600
100-5510-120	EMPLOYEE BENEFITS	238,380	246,687	267,371	279,271	279,271
	TOTAL PERSONNEL SERVICES	635,556	637,297	705,695	725,771	725,771
<u>OPERATING</u>						
100-5510-200	OPERATING SUPPLIES	12,215	11,850	12,970	12,970	12,970
100-5510-225	MINOR EQUIPMENT	286	213	400	400	400
100-5510-230	PRINTING AND BINDING	105	0	110	100	100
100-5510-260	COMMUNICATION	4,588	4,587	4,800	5,200	5,200
100-5510-265	POSTAGE	32,449	30,082	34,500	33,800	33,800
100-5510-280	REPAIR AND MAINTENANCE	31,948	37,717	27,000	31,000	31,000
100-5510-320	PROFESSIONAL SERVICES	62,093	54,935	61,400	56,400	56,400
100-5510-321	AUDIT	36,995	38,745	39,900	41,500	41,500
100-5510-330	VEHICLE REPLACEMENT / RENT	840	840	840	940	940
100-5510-333	MILEAGE / FUEL	0	97	100	100	100
100-5510-340	MEMBERSHIPS / SUBSCRIPTIONS	638	806	700	700	700
100-5510-341	MEETINGS / CONFERENCES	2,802	2,194	2,800	2,800	2,800
100-5510-390	MISCELLANEOUS	586	2,262	600	600	600
	TOTAL OPERATING	185,544	184,330	186,120	186,510	186,510
<u>CAPITAL</u>						
100-5510-420	FURNITURE AND TECHNOLOGY	3,192	2,155	3,800	3,500	3,500
	TOTAL CAPITAL	3,192	2,155	3,800	3,500	3,500
	TOTAL ACCOUNTING & BILLING	824,291	823,781	895,615	915,781	915,781

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>HUMAN RESOURCE ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
100-5520-101	REGULAR SERVICES- PERSONNEL	18,891	13,636	61,368	67,927	67,927	67,927
100-5520-120	EMPLOYEE BENEFITS	0	0	43,579	45,940	45,940	45,940
	TOTAL PERSONNEL SERVICES	18,891	13,636	104,947	113,867	113,867	113,867
<u>OPERATING</u>							
100-5520-200	OPERATING SUPPLIES	283	215	150	150	150	150
100-5520-225	MINOR EQUIPMENT	0	0	50	50	50	50
100-5520-250	ADVERTISING	252	399	250	250	250	250
100-5520-260	COMMUNICATION	50	141	100	200	200	200
100-5520-280	REPAIR AND MAINTENANCE	0	0	50	100	100	100
100-5520-320	PROFESSIONAL SERVICE	0	0	150	150	150	150
100-5520-333	MILEAGE / FUEL	389	0	400	600	600	600
100-5520-340	MEMBERSHIPS / SUBSCRIPTIONS	199	0	200	400	400	400
100-5520-341	MEETINGS / CONFERENCES	975	338	700	900	900	900
	TOTAL OPERATING	2,148	1,092	2,050	2,800	2,800	2,800
<u>CAPITAL</u>							
100-5520-420	FURNITURE AND TECHNOLOGY	0	0	1,200	500	500	500
	TOTAL CAPITAL	0	0	1,200	500	500	500
	TOTAL HUMAN RESOURCE ADMINIST	21,039	14,729	108,197	117,167	117,167	117,167

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: ECONOMIC DEVELOPMENT
DEPARTMENT: COMMUNITY DEVELOPMENT
FUND: GENERAL

BUDGET COMMENTS:

SIGNIFICANT: The budget for Economic Development has been combined with Planning.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>COMMUNITY DEVELOPMENT</u>							
<u>PERSONNEL SERVICES</u>							
100-5610-101	REGULAR SERVICES-ECONOMIC DE	66,808	67,667	74,340	0	0	0
100-5610-102	PART TIME	4,114	2,284	0	0	0	0
100-5610-120	EMPLOYEE BENEFITS	42,256	42,487	49,615	0	0	0
	TOTAL PERSONNEL SERVICES	113,178	112,437	123,955	0	0	0
<u>OPERATING</u>							
100-5610-200	OPERATING SUPPLIES	349	775	1,000	0	0	0
100-5610-250	ADVERTISING	190	500	500	0	0	0
100-5610-260	COMMUNICATION	1,059	1,189	1,600	0	0	0
100-5610-280	REPAIR AND MAINTENANCE	0	72	250	0	0	0
100-5610-320	PROFESSIONAL SERVICES	62	0	250	0	0	0
100-5610-333	MILEAGE / FUEL	3,600	3,600	3,600	0	0	0
100-5610-341	MEETINGS / CONFERENCES	972	1,050	1,000	0	0	0
100-5610-371	ECO DEVO/TOURISM	5,445	7,768	10,000	0	0	0
100-5610-375	SKY OVER MILTON - PRODUCTION	17,190	0	0	0	0	0
	TOTAL OPERATING	28,867	14,954	18,200	0	0	0
<u>CAPITAL</u>							
100-5610-420	FURNITURE AND TECHNOLOGY	0	175	500	0	0	0
	TOTAL CAPITAL	0	175	500	0	0	0
	TOTAL COMMUNITY DEVELOPMENT	142,046	127,566	142,655	0	0	0

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM:	PLANNING	STAFF LEVEL 2020:	0.95 FTE
DEPARTMENT:	PLANNING	STAFF LEVEL 2019:	1.95 FTE
FUND:	GENERAL		

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:

Title	<u>2020 FTE</u>	<u>2019 FTE</u>
Community Development Supervisor	0.0	1.0
City Planner	0.45	0.45
Assistant	<u>0.50</u>	<u>0.50</u>
Total	0.95	1.95

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 subscriptions 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.

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

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

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

SIGNIFICANT BUDGET CHANGES:

Planning and Community Development budgets combined to one page.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PLANNING</u>						
<u>PERSONNEL SERVICES</u>						
100-5620-101	REGULAR SERVICES- PLANNING	55,612	55,699	46,134	58,075	58,075
100-5620-102	PART TIME	22,378	24,590	0	0	0
100-5620-120	EMPLOYEE BENEFITS	48,432	41,138	26,996	38,679	38,679
	TOTAL PERSONNEL SERVICES	126,422	121,427	73,130	96,754	96,754
<u>OPERATING</u>						
100-5620-200	OFFICE SUPPLIES	487	710	700	800	800
100-5620-225	MINOR EQUIPMENT	0	94	100	100	100
100-5620-250	ADVERTISING	606	54	650	600	600
100-5620-260	COMMUNICATION	488	556	600	2,200	2,200
100-5620-280	REPAIR AND MAINTENANCE	0	0	0	250	250
100-5620-320	PROFESSIONAL SERVICE	715	536	1,000	1,550	1,550
100-5620-333	MILEAGE / FUEL	415	91	500	4,100	4,100
100-5620-340	MEMBERSHIPS / DUES	355	295	350	350	350
100-5620-341	MEETINGS / CONFERENCES	1,934	1,094	2,500	3,500	3,500
100-5620-371	ECO DEVO/TOURISM	0	0	0	4,500	4,500
100-5620-390	MISCELLANEOUS	38	113	150	150	150
	TOTAL OPERATING	5,037	3,544	6,550	18,100	18,100
<u>CAPITAL</u>						
100-5620-420	FURNITURE AND TECHNOLOGY	3,915	0	300	500	500
	TOTAL CAPITAL	3,915	0	300	500	500
	TOTAL PLANNING	135,374	124,971	79,980	115,354	115,354

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>BUILDING INSPECTION</u>						
<u>PERSONNEL SERVICES</u>						
100-5630-101 REGULAR SERVICES-BLDG INSPECT	3,692	4,193	3,632	3,840	3,840	3,840
100-5630-120 EMPLOYEE BENEFITS	2,530	2,459	2,235	2,460	2,460	2,460
TOTAL PERSONNEL SERVICES	6,221	6,652	5,867	6,300	6,300	6,300
<u>OPERATING</u>						
100-5630-200 OPERATING SUPPLIES	26	90	100	100	100	100
100-5630-225 MINOR EQUIPMENT	39	0	100	100	100	100
100-5630-260 COMMUNICATION	74	62	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	139	152	500	500	500	500
TOTAL BUILDING INSPECTION	6,360	6,804	6,367	6,800	6,800	6,800

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: POLICE PATROL
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2020: 11.0 FTE
STAFF LEVEL 2019: 11.0 FTE

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>2020 FTE</u>	<u>2019 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 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD' COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>POLICE PATROL</u>							
<u>PERSONNEL SERVICES</u>							
100-5820-101	REGULAR SERVICES-POLICE PATRO	727,820	782,986	832,277	860,000	860,000	860,000
100-5820-105	OVERTIME	38,762	38,703	45,000	51,000	51,000	51,000
100-5820-120	EMPLOYEE BENEFITS	496,480	518,583	554,997	578,500	578,500	578,500
TOTAL PERSONNEL SERVICES		1,263,061	1,340,272	1,432,274	1,489,500	1,489,500	1,489,500

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. For fiscal year 2020, 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. This also funds the patrol portion of the annual maintenance contract with Tyler Industries, the vendor for our New World records and dispatch management system.

MEETINGS/CONFERENCES (Acct. 341) Funds the cost of training necessary to comply with required DPSST maintenance training for officers & supervisors.

MISCELLANEOUS (Acct. 390) Allows for various minor purchases such as stickers, and helps budget for participation in our City's National Night Out event held in August.

FURNITURE AND TECHNOLOGY (Acct. 420) Budgeted money to replace one mobile data computer (laptop) used in one of our police vehicles. Also reflects the patrol contribution to pay our share of the computer aided dispatch system server upgrade to be done by the Walla Walla Police Department. Also pays for the upgrade to the Windows 10 operating system on six computers in our patrol room, a requirement of the State of Oregon in order for compliance with criminal justice security regulation and law.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE PATROL</u>						
<u>OPERATING</u>						
100-5820-200 OPERATING SUPPLIES	961	1,079	1,300	1,100	1,100	1,100
100-5820-201 CRIMINAL INVESTIGATION SUPPLY	1,802	1,215	2,200	1,800	1,800	1,800
100-5820-205 AMMUNITION & RANGE SUPPLIES	2,824	3,631	4,000	3,000	3,000	3,000
100-5820-220 PERSONAL PROTECTIVE EQUIPMEN	0	5,980	0	0	0	0
100-5820-225 MINOR EQUIPMENT	76	5,028	650	900	900	900
100-5820-230 PRINTING AND BINDING	914	477	875	800	800	800
100-5820-260 COMMUNICATION	5,046	5,764	5,800	6,000	6,000	6,000
100-5820-265 POSTAGE	4,322	3,835	4,300	2,500	2,500	2,500
100-5820-280 REPAIR AND MAINTENANCE	913	836	1,500	1,000	1,000	1,000
100-5820-282 RADIO REPAIR AND REPLACEMENT	646	211	2,900	2,000	2,000	2,000
100-5820-300 UNIFORM MAINTENANCE	5,456	1,915	5,500	3,500	3,500	3,500
100-5820-315 JAIL OPERATIONS	700	632	900	900	900	900
100-5820-320 PROFESSIONAL SERVICE	1,415	2,724	2,800	2,000	2,000	2,000
100-5820-330 VEHICLE REPLACEMENT / RENT	94,656	80,116	105,787	100,270	100,270	100,270
100-5820-333 MILEAGE / FUEL	2,999	2,996	4,000	3,000	3,000	3,000
100-5820-340 MEMBERSHIPS / SUBSCRIPTIONS	2,675	6,909	9,300	9,300	9,300	9,300
100-5820-341 MEETINGS / CONFERENCES	6,060	5,732	7,500	6,000	6,000	6,000
100-5820-390 MISCELLANEOUS	909	828	825	1,200	1,200	1,200
TOTAL OPERATING	132,374	129,905	160,137	145,270	145,270	145,270
<u>CAPITAL</u>						
100-5820-420 FURNITURE AND TECHNOLOGY	38,662	577	4,400	17,000	17,000	17,000
TOTAL CAPITAL	38,662	577	4,400	17,000	17,000	17,000
TOTAL POLICE PATROL	1,434,097	1,470,755	1,596,811	1,651,770	1,651,770	1,651,770

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: EMERGENCY COMMUNICATIONS **STAFF LEVEL 2020:** 6.00 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2019:** 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>2020 FTE</u>	<u>2019 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 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>EMERGENCY COMMUNICATIONS</u>							
<u>PERSONNEL SERVICES</u>							
100-5830-101	REGULAR SERVICES-EMERGENCY C	285,148	305,081	321,810	341,810	341,810	341,810
100-5830-102	PART TIME	620	956	5,000	1,000	1,000	1,000
100-5830-105	OVERTIME	15,784	17,237	16,000	14,000	14,000	14,000
100-5830-120	EMPLOYEE BENEFITS	214,009	204,815	221,315	227,333	227,333	227,333
TOTAL PERSONNEL SERVICES		515,561	528,089	564,125	584,143	584,143	584,143
<u>CAPITAL</u>							
100-5830-420	FURNITURE AND TECHNOLOGY	0	83,763	0	0	0	0
TOTAL CAPITAL		0	83,763	0	0	0	0
TOTAL EMERGENCY COMMUNICATIO		515,561	611,852	564,125	584,143	584,143	584,143

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: CODE ENFORCEMENT **STAFF LEVEL 2020:** 0.60 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2019:** 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>2020 FTE</u>	<u>2019 FTE</u>
Code Enforcement Officer	<u>0.60</u>	<u>0.60</u>
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.

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 training for the CEO.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>CODE ENFORCEMENT</u>							
<u>PERSONNEL SERVICES</u>							
100-5840-101	REGULAR SERVICES-CODE ENFORC	14,088	15,141	27,766	28,239	28,239	28,239
100-5840-105	OVERTIME	67	0	150	150	150	150
100-5840-120	EMPLOYEE BENEFITS	9,351	18,638	19,616	20,971	20,971	20,971
	TOTAL PERSONNEL SERVICES	23,506	33,779	47,532	49,360	49,360	49,360
<u>OPERATING</u>							
100-5840-200	OPERATING SUPPLIES	151	119	350	400	400	400
100-5840-225	MINOR EQUIPMENT	0	140	750	750	750	750
100-5840-230	PRINTING AND BINDING	89	44	150	175	175	175
100-5840-300	UNIFORM MAINTENANCE	120	130	450	500	500	500
100-5840-320	PROFESSIONAL SERVICES	126	0	200	200	200	200
100-5840-327	ANIMAL CONTROL	100	0	700	800	800	800
100-5840-330	VEHICLE REPLACEMENT / RENT	6,132	6,132	5,517	5,517	5,517	5,517
100-5840-341	MEETINGS / CONFERENCES	0	0	250	300	300	300
	TOTAL OPERATING	6,718	6,564	8,367	8,642	8,642	8,642
	TOTAL CODE ENFORCEMENT	30,223	40,343	55,899	58,002	58,002	58,002

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE RESERVES</u>						
<u>PERSONNEL SERVICES</u>						
100-5850-120 EMPLOYEE BENEFITS-POLICE RESR	106	107	300	200	200	200
TOTAL PERSONNEL SERVICES	106	107	300	200	200	200
<u>OPERATING</u>						
100-5850-300 UNIFORM MAINTENANCE	100	0	500	100	100	100
100-5850-341 MEETINGS / CONFERENCES	0	0	200	50	50	50
TOTAL OPERATING	100	0	700	150	150	150
<u>CAPITAL</u>						
100-5850-420 FURNITURE AND TECHNOLOGY	0	0	100	50	50	50
TOTAL CAPITAL	0	0	100	50	50	50
TOTAL POLICE RESERVES	206	107	1,100	400	400	400

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: FIRE ADMINISTRATION
DEPARTMENT: FIRE
FUND: GENERAL

Staff Level 2020: 1.00 FTE
Staff Level 2019: 1.00 FTE

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>2020 FTE</u>	<u>2019 FTE</u>
Fire Chief	1.00	1.00
Total	1.00	1.00

BUDGET COMMENTS:

Personnel Services (Acct. 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 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>FIRE ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
100-5910-101	REGULAR SERVICES- FIRE ADMIN	86,759	89,359	95,000	102,100	102,100	102,100
100-5910-102	PART TIME	946	1,006	0	0	0	0
100-5910-110	MILEAGE ALLOWANCE	3,611	3,461	3,600	3,600	3,600	3,600
100-5910-120	EMPLOYEE BENEFITS	57,383	60,201	62,500	67,000	67,000	67,000
TOTAL PERSONNEL SERVICES		148,698	154,027	161,100	172,700	172,700	172,700
<u>OPERATING</u>							
100-5910-200	OPERATING SUPPLIES	151	68	250	250	250	250
100-5910-260	COMMUNICATION	845	978	1,000	1,200	1,200	1,200
100-5910-270	UTILITIES	4,956	4,384	5,000	5,000	5,000	5,000
100-5910-280	REPAIR AND MAINTENANCE	0	212	150	250	250	250
100-5910-340	MEMBERSHIPS / SUBSCRIPTIONS	13	176	250	300	300	300
100-5910-341	MEETINGS / CONFERENCES	0	0	100	250	250	250
100-5910-370	CITY FUNCTIONS	913	826	1,500	1,500	1,500	1,500
100-5910-390	MISCELLANEOUS	0	0	250	250	250	250
TOTAL OPERATING		6,879	6,645	8,500	9,000	9,000	9,000
TOTAL FIRE ADMINISTRATION		155,576	160,672	169,600	181,700	181,700	181,700

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: FIRE SUPPRESSION **Staff Level 2020:** 21.00 Part-Time
DEPARTMENT: FIRE **Firefighters**
FUND: GENERAL **Staff Level 2019:** 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>2020 PTE</u>	<u>2019 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 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		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	67,939	67,242	76,320	77,000	77,000	77,000
100-5920-120	EMPLOYEE BENEFITS	17,627	18,230	20,500	20,500	20,500	20,500
	TOTAL PERSONNEL SERVICES	85,566	85,472	96,820	97,500	97,500	97,500
<u>OPERATING</u>							
100-5920-200	OPERATING SUPPLIES	62	358	500	500	500	500
100-5920-220	PERSONAL PROTECTIVE EQUIP	11,978	7,140	12,000	12,500	12,500	12,500
100-5920-225	MINOR EQUIPMENT	2,632	5,536	10,000	9,000	9,000	9,000
100-5920-280	REPAIR AND MAINTENANCE	586	612	1,000	1,000	1,000	1,000
100-5920-282	RADIO REPAIR AND REPLACEMENT	1,060	1,050	1,000	1,000	1,000	1,000
100-5920-300	UNIFORM MAINTENANCE	221	394	500	500	500	500
100-5920-320	PROFESSIONAL SERVICE	8,110	8,458	9,000	10,000	10,000	10,000
100-5920-330	VEHICLE REPLACEMENT / RENT	49,308	50,196	49,400	49,360	49,360	49,360
100-5920-333	MILEAGE / FUEL	0	0	250	250	250	250
100-5920-341	MEETINGS / CONFERENCES	40	420	500	500	500	500
100-5920-390	MISCELLANEOUS	0	100	250	250	250	250
	TOTAL OPERATING	73,998	74,264	84,400	84,860	84,860	84,860
	TOTAL FIRE SUPPRESSION	159,564	159,736	181,220	182,360	182,360	182,360

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: AQUATIC CENTER **STAFF LEVEL 2020:** 5.03 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2019:** 5.03 FTE
FUND: GENERAL

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

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

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

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

PERSONNEL:

<u>Title</u>	<u>2020 FTE</u>	<u>2019 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	5.03	5.03

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) funding is provided through the Parks and Recreation Local Option Tax put before voters in May 2018. This fiscal year staff anticipates spending 75 percent (75%) of the forecasted revenue from such tax towards further improvements at the aquatic center facility, which was determined by staff, citizens and council as the top priority for use of such funds. In FY 19 staff began work on updating and upgrading the bathhouse and concession stand interior areas and plans to address the exterior when weather allows. Staff also plans to replace the heating system, resurface the bottom and make other structural improvements to the blue slide and structure.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>AQUATIC CENTER</u>						
<u>PERSONNEL SERVICES</u>						
100-6130-101	REGULAR SERVICES- AQUATIC CNTR	7,324	7,796	9,841	10,450	10,450
100-6130-102	PART TIME	102,794	98,667	106,369	110,869	110,869
100-6130-105	OVERTIME	2,101	1,401	3,000	3,000	3,000
100-6130-120	EMPLOYEE BENEFITS	17,955	17,434	21,403	21,997	21,997
	TOTAL PERSONNEL SERVICES	130,174	125,297	140,613	146,316	146,316
<u>OPERATING</u>						
100-6130-200	OPERATING SUPPLIES	19,570	12,506	20,000	10,000	10,000
100-6130-210	CONCESSION SUPPLIES	20,197	14,646	14,000	14,000	14,000
100-6130-225	MINOR EQUIPMENT	157	185	400	400	400
100-6130-250	ADVERTISING	49	0	400	400	400
100-6130-260	COMMUNICATION	1,336	933	1,300	1,300	1,300
100-6130-270	UTILITIES	13,708	8,399	18,540	12,000	12,000
100-6130-280	REPAIR AND MAINTENANCE	6,045	7,133	7,000	5,000	5,000
100-6130-320	PROFESSIONAL SERVICE	900	1,190	1,100	1,100	1,100
100-6130-330	VEHICLE REPLACEMENT / RENT	1,404	1,500	1,404	1,401	1,401
100-6130-390	MISCELLANEOUS	452	226	500	500	500
	TOTAL OPERATING	63,818	46,718	64,644	46,101	46,101
<u>CAPITAL</u>						
100-6130-410	CAPITAL EXPENSES	0	0	85,000	63,750	63,750
100-6130-420	FURNITURE AND TECHNOLOGY	495	0	2,000	1,000	1,000
	TOTAL CAPITAL	495	0	87,000	64,750	64,750
	TOTAL AQUATIC CENTER	194,487	172,016	292,257	257,167	257,167

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: PARKS
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2020: 2.31 FTE
STAFF LEVEL 2019: 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>2020 FTE</u>	<u>2019 FTE</u>
Parks & Recreation Supervisor	0.22	0.22
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 as well as insurance, fuel and repairs for one parks departmentally owned vehicle and various equipment.

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 for one Local Government Grant through the State of Oregon Parks and Recreation Department for a Parks and Recreation Master Plan in the amount of \$40,000. The remaining \$20,000 budgeted is from Parks and Recreation Local Option Tax Revenues to begin repairs at the Mel Bennett Memorial Tennis Courts located in Yantis Park.

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PARKS</u>						
<u>PERSONNEL SERVICES</u>						
100-6140-101	REGULAR SERVICES- PARKS	71,200	80,237	76,704	84,025	84,025
100-6140-102	PART TIME	6,636	7,951	7,842	7,900	7,900
100-6140-105	OVERTIME	484	496	1,050	500	500
100-6140-120	EMPLOYEE BENEFITS	52,619	61,592	62,168	67,949	67,949
	TOTAL PERSONNEL SERVICES	130,940	150,276	147,764	160,374	160,374
<u>OPERATING</u>						
100-6140-200	OPERATING SUPPLIES	6,671	8,948	10,000	10,600	10,600
100-6140-220	PERSONAL PROTECTIVE EQUIP	1,244	1,739	1,500	1,500	1,500
100-6140-225	MINOR EQUIPMENT	1,740	752	1,500	1,500	1,500
100-6140-260	COMMUNICATION	360	360	360	360	360
100-6140-270	UTILITIES	49,017	51,306	65,000	64,000	64,000
100-6140-280	REPAIR AND MAINTENANCE	8,845	7,838	8,200	8,485	8,485
100-6140-300	UNIFORM MAINTENANCE	204	132	300	300	300
100-6140-320	PROFESSIONAL SERVICES	187	0	0	0	0
100-6140-330	VEHICLE REPLACEMENT / RENT	30,312	31,458	31,751	30,437	30,437
100-6140-340	MEMBERSHIPS/ SUBSCRIPTIONS	0	0	200	200	200
100-6140-341	MEETINGS / CONFERENCES	52	299	300	300	300
100-6140-390	MISCELLANEOUS	418	162	400	400	400
	TOTAL OPERATING	99,050	102,992	119,511	118,082	118,082
<u>CAPITAL</u>						
100-6140-410	CAPITAL EXPENSE	0	0	265,000	60,000	60,000
100-6140-480	IMPROVEMENTS OTHER THAN BLDG	1,584	0	2,500	2,500	2,500
	TOTAL CAPITAL	1,584	0	267,500	62,500	62,500
	TOTAL PARKS	231,575	253,268	534,775	340,956	340,956

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: PUBLIC BUILDINGS **STAFF LEVEL 2020:** 0.64 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2019:** 0.64 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 of City Hall, Carnegie Library Building basement employee gym, Library and Public Works and Electrical Offices located at the City Warehouse. The grounds are maintained under the Parks Program with the exception of the Public Works and Electrical Offices located at the City Warehouse, which are maintained under the Warehouse Program.

PERSONNEL:

<u>Title</u>	<u>2020 FTE</u>	<u>2019 FTE</u>
Parks & Recreation Supervisor	0.34	0.34
Parks Maintenance Worker	<u>0.30</u>	<u>0.30</u>
Total	0.64	0.64

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, doors, fire alarms and extinguisher maintenance as well.

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 City Hall roof.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PUBLIC BUILDINGS</u>						
<u>PERSONNEL SERVICES</u>						
100-6210-101	REGULAR SERVICES- PUBLIC BLDGS	35,358	36,545	37,814	39,577	39,577
100-6210-102	PART TIME	189	1,157	0	0	0
100-6210-105	OVERTIME	287	59	500	500	500
100-6210-120	EMPLOYEE BENEFITS	25,258	29,364	27,474	30,810	30,810
	TOTAL PERSONNEL SERVICES	61,092	67,125	65,788	70,887	70,887
<u>OPERATING</u>						
100-6210-200	OPERATING SUPPLIES	5,806	6,837	8,000	8,500	8,500
100-6210-220	PERSONAL PROTECTIVE EQUIP	189	180	200	250	250
100-6210-225	MINOR EQUIPMENT	48	10	0	0	0
100-6210-270	UTILITIES	39,496	40,968	45,575	41,000	41,000
100-6210-280	REPAIR AND MAINTENANCE	9,852	12,237	8,250	12,500	12,500
100-6210-300	UNIFORM MAINTENANCE	2,177	4,704	5,000	5,000	5,000
100-6210-323	JANITORIAL SERVICES	44,270	46,220	47,625	49,054	49,054
100-6210-330	VEHICLE REPLACEMENT / RENT	2,496	2,228	3,595	1,732	1,732
	TOTAL OPERATING	104,333	113,384	118,245	118,036	118,036
<u>CAPITAL</u>						
100-6210-405	BUILDING	7,081	19,678	11,000	20,000	20,000
	TOTAL CAPITAL	7,081	19,678	11,000	20,000	20,000
	TOTAL PUBLIC BUILDINGS	172,506	200,187	195,033	208,923	208,923

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: COMMUNITY BUILDING
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL FUND

STAFF LEVEL 2020: 0.05 FTE
STAFF LEVEL 2019: 0.05 FTE

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

<u>Title</u>	<u>2020 FTE</u>	<u>2019 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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>COMMUNITY BUILDING</u>						
<u>PERSONNEL SERVICES</u>						
100-6220-101	REGULAR SERVICES-COMMUNITY BL	1,970	2,034	2,541	2,711	2,711
100-6220-102	PART TIME	0	831	0	100	100
100-6220-105	OVERTIME	21	10	50	50	50
100-6220-120	EMPLOYEE BENEFITS	1,480	1,587	1,980	2,235	2,235
	TOTAL PERSONNEL SERVICES	3,471	4,462	4,571	5,096	5,096
<u>OPERATING</u>						
100-6220-200	OPERATING SUPPLIES	988	1,304	1,000	1,300	1,300
100-6220-270	UTILITIES	12,945	12,269	14,008	12,000	12,000
100-6220-280	REPAIR AND MAINTENANCE	2,678	3,458	3,000	6,000	6,000
100-6220-323	JANITORIAL SERVICES	4,599	4,704	4,888	5,059	5,059
100-6220-330	VEHICLE REPLACEMENT / RENT	1,356	1,356	1,360	1,360	1,360
	TOTAL OPERATING	22,565	23,091	24,256	25,719	25,719
<u>CAPITAL</u>						
100-6220-405	BUILDING	0	0	500	500	500
	TOTAL CAPITAL	0	0	500	500	500
	TOTAL COMMUNITY BUILDING	26,036	27,553	29,327	31,315	31,315

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: ADMINISTRATION **STAFF LEVEL 2020:** 3.00 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2019:** 3.00 FTE
FUND: GENERAL

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

The Public Works Administration office is located at the City Warehouse at 501 Lamb. The program provides technical service and supervision for all City utilities and facilities, except electrical. Utilities include solid waste collection; landfill; 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:

<u>Title</u>	<u>2020 FTE</u>	<u>2019 FTE</u>
Public Works Superintendent	1.00	1.00
Assistant/Project Aide	1.00	1.00
Technician II	<u>1.00</u>	<u>1.00</u>
Total	3.00	3.00

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, e-mail and website hosting cost share fees.

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 and technology.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PUBLIC WORKS ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
100-6410-101	REGULAR SERVICES- PUB WRKS AD	216,349	182,371	220,470	238,322	238,322
100-6410-102	PART TIME	5,599	140	0	0	0
100-6410-105	OVERTIME	0	87	0	0	0
100-6410-110	MILEAGE ALLOWANCE	3,021	0	0	0	0
100-6410-120	EMPLOYEE BENEFITS	115,006	113,121	153,609	156,930	156,930
	TOTAL PERSONNEL SERVICES	339,976	295,718	374,079	395,252	395,252
<u>OPERATING</u>						
100-6410-200	OPERATING SUPPLIES	924	1,557	1,000	1,000	1,000
100-6410-220	PERSONAL PROTECTIVE EQUIPMEN	96	37	150	150	150
100-6410-225	MINOR EQUIPMENT	585	527	750	750	750
100-6410-260	COMMUNICATION	1,094	1,640	2,000	2,000	2,000
100-6410-280	REPAIR AND MAINTENANCE	2,575	2,714	1,500	1,500	1,500
100-6410-320	PROFESSIONAL SERVICES	212	87	250	250	250
100-6410-330	VEHICLE REPLACEMENT / RENT	2,016	1,504	3,900	3,900	3,900
100-6410-333	MILEAGE / FUEL	0	3,826	4,200	4,200	4,200
100-6410-340	MEMBERSHIPS / SUBSCRIPTIONS	425	560	600	600	600
100-6410-341	MEETINGS / CONFERENCES	544	1,950	750	1,000	1,000
100-6410-390	MISCELLANEOUS	528	444	500	500	500
	TOTAL OPERATING	8,999	14,846	15,600	15,850	15,850
<u>CAPITAL</u>						
100-6410-420	FURNITURE AND TECHNOLOGY	436	4,326	500	600	600
	TOTAL CAPITAL	436	4,326	500	600	600
	TOTAL PUBLIC WORKS ADMINISTRAT	349,411	314,890	390,179	411,702	411,702

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

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.

BUILDING/ECO DEVO (Acct. 405) This line item is for the expenditure for a state of Oregon wine production facility grant.

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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>CITY HALL</u>							
<u>OPERATING</u>							
100-6500-320	PROFESSIONAL SERVICES	1,544	1,480	1,500	1,500	1,500	1,500
100-6500-370	CITY FUNCTIONS	4,645	4,178	5,000	5,000	5,000	5,000
100-6500-380	LIABILITY AND FIRE INSURANCE	119,684	125,000	130,000	130,000	130,000	130,000
100-6500-381	UNEMPLOYMENT INSURANCE	0	0	5,000	5,000	5,000	5,000
	TOTAL OPERATING	125,873	130,658	141,500	141,500	141,500	141,500
<u>CAPITAL</u>							
100-6500-405	BUILDING/ ECO DEVO	0	0	1,418	150,000	150,000	150,000
	TOTAL CAPITAL	0	0	1,418	150,000	150,000	150,000
<u>TRANSFERS</u>							
100-6500-722	TRANSFER TO LIBRARY	125,012	131,878	130,313	130,313	130,313	130,313
100-6500-764	TRANSFER TO SICK LEAVE	1,600	1,600	1,600	1,600	1,600	1,600
	TOTAL TRANSFERS	126,612	133,478	131,913	131,913	131,913	131,913
<u>CONTINGENCY & RESERVES</u>							
100-6500-998	CONTINGENCY	0	0	50,000	50,000	50,000	50,000
	TOTAL CONTINGENCY & RESERVES	0	0	50,000	50,000	50,000	50,000
	TOTAL CITY HALL	252,485	264,136	324,831	473,413	473,413	473,413

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: CIVIL ENGINEERING
DEPARTMENT: ENGINEERING
FUND: GENERAL

STAFF LEVEL 2020: 0.25 FTE
STAFF LEVEL 2019: 0.25 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>2020 FTE</u>	<u>2019 FTE</u>
Engineering Technician	<u>0.25</u>	<u>0.25</u>
Total	0.25	0.25

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 upgrades as well as furniture and technology upgrades associated with the City Hall elevator project.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>CIVIL ENGINEERING</u>							
<u>PERSONNEL SERVICES</u>							
100-6610-101	REGULAR SERVICES- CIVIL ENGNR	39,065	36,105	19,361	19,400	19,400	19,400
100-6610-105	OVERTIME	486	149	0	0	0	0
100-6610-120	EMPLOYEE BENEFITS	30,668	21,846	13,874	14,555	14,555	14,555
	TOTAL PERSONNEL SERVICES	70,219	58,100	33,235	33,955	33,955	33,955
<u>OPERATING</u>							
100-6610-200	OPERATING SUPPLIES	453	554	600	750	750	750
100-6610-225	MINOR EQUIPMENT	1,279	60	500	750	750	750
100-6610-260	COMMUNICATION	824	923	1,000	1,320	1,320	1,320
100-6610-320	PROFESSIONAL SERVICE	1,863	25,827	4,000	5,000	5,000	5,000
100-6610-330	VEHICLE REPLACEMENT / RENT	864	864	860	860	860	860
100-6610-341	MEETINGS / CONFERENCES	1,895	491	1,000	2,000	2,000	2,000
100-6610-390	MISCELLANEOUS	442	326	500	1,000	1,000	1,000
	TOTAL OPERATING	7,620	29,045	8,460	11,680	11,680	11,680
<u>CAPITAL</u>							
100-6610-420	FURNITURE AND TECHNOLOGY	2,517	1,578	500	1,500	1,500	1,500
	TOTAL CAPITAL	2,517	1,578	500	1,500	1,500	1,500
	TOTAL CIVIL ENGINEERING	80,356	88,723	42,195	47,135	47,135	47,135

REVENUE BUDGET NARRATIVE

Fiscal Year 2020

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 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>STREET</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
210-410-11	STATE GAS TAX	422,950	455,953	420,000	440,000	440,000	440,000
	TOTAL INTERGOVERNMENTAL REVE	422,950	455,953	420,000	440,000	440,000	440,000
<u>MISCELLANEOUS</u>							
210-470-20	INTEREST EARNED	2,295	4,390	3,000	3,000	3,000	3,000
210-470-99	MISCELLANEOUS	921	635	0	750	750	750
	TOTAL MISCELLANEOUS	3,215	5,025	3,000	3,750	3,750	3,750
<u>BEGINNING FUND BALANCE</u>							
210-499-10	FUND BALANCE	0	0	179,752	441,197	441,197	441,197
	TOTAL BEGINNING FUND BALANCE	0	0	179,752	441,197	441,197	441,197
	TOTAL REVENUE	426,165	460,977	602,752	884,947	884,947	884,947

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: STREET MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: STREET

STAFF LEVEL 2020: 2.05 FTE
STAFF LEVEL 2019: 2.05 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>2020 FTE</u>	<u>2019 FTE</u>
Water & Streets Supervisor	0.13	0.13
Parks & Recreation Supervisor	0.20	0.20
Utility Worker	0.78	0.78
Parks Maintenance Worker	0.54	0.54
Code Enforcement Officer	<u>0.40</u>	<u>0.40</u>
Total	2.05	2.05

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) funds street signs, alley maintenance, snow control materials, etc.

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. Funding is included this year to acquire a new plate compactor.

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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>STREET</u>							
<u>STREET MAINTENANCE</u>							
<u>PERSONNEL SERVICES</u>							
210-6810-101	REGULAR SERVICES- STREET MAINT	89,307	92,233	90,729	95,606	95,606	95,606
210-6810-102	PART TIME	7,079	541	0	0	0	0
210-6810-105	OVERTIME	1,249	310	1,500	1,500	1,500	1,500
210-6810-120	EMPLOYEE BENEFITS	64,047	56,983	68,003	75,832	75,832	75,832
	TOTAL PERSONNEL SERVICES	161,682	150,066	160,232	172,938	172,938	172,938
<u>OPERATING</u>							
210-6810-200	OPERATING SUPPLIES	6,360	7,091	10,500	10,500	10,500	10,500
210-6810-220	PERSONAL PROTECTIVE EQUIP	620	1,125	1,000	1,000	1,000	1,000
210-6810-225	MINOR EQUIPMENT	2,011	1,952	4,800	4,800	4,800	4,800
210-6810-260	COMMUNICATION	360	360	360	360	360	360
210-6810-270	UTILITIES	41,692	42,287	52,324	45,000	45,000	45,000
210-6810-280	REPAIR AND MAINTENANCE	5,160	9,047	6,500	6,500	6,500	6,500
210-6810-300	UNIFORM MAINTENANCE	965	1,670	2,000	2,000	2,000	2,000
210-6810-320	PROFESSIONAL SERVICES	11,847	11,179	12,000	12,000	12,000	12,000
210-6810-330	VEHICLE REPLACEMENT / RENT	52,812	52,860	53,260	53,260	53,260	53,260
210-6810-341	MEETINGS / CONFERENCES	42	713	500	500	500	500
210-6810-390	MISCELLANEOUS	587	305	600	600	600	600
	TOTAL OPERATING	122,454	128,589	143,844	136,520	136,520	136,520
<u>TRANSFERS</u>							
210-6810-701	TRANSFER TO GENERAL	91,180	97,831	97,995	115,640	115,640	115,640
210-6810-721	TRANSFER TO STREET IMPROVEME	60,000	0	0	0	0	0
210-6810-764	TRANSFER TO SICK LEAVE	300	300	300	300	300	300
	TOTAL TRANSFERS	151,480	98,131	98,295	115,940	115,940	115,940
<u>CONTINGENCY & RESERVES</u>							
210-6810-998	CONTINGENCY	0	0	200,381	459,549	459,549	459,549
	TOTAL CONTINGENCY & RESERVES	0	0	200,381	459,549	459,549	459,549
	TOTAL STREET MAINTENANCE	435,617	376,787	602,752	884,947	884,947	884,947

BUDGET NARRATIVE

Fiscal Year 2020

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/EXPENDITURES:

ODOT GRANT/HB2017 - CAPITAL IMPROVEMENTS (Account 211-410-22 & Account 211-6840-410) provides for street and pedestrian improvements as funded by Oregon House Bill 2017 –“Keep Oregon Moving” in the amount of \$3,000,000.

ODOT GRANT/SAFE ROUTES TO SCHOOL - CAPITAL IMPROVEMENTS (Account 211-410-02 & Account 211-6840-440) provides for pedestrian improvements through the Oregon Department of Transportation Safe Routes To School Grant in the amount of \$249,599.

OR STATE STP ALLOCATION - IMPROVEMENTS OTHER THAN BUILDINGS (Account 211-410-16 & Account 211-6840-480) provides for street paving and/or overlaying, chip sealing, crack sealing, etc. through State of Oregon Fund Exchange Agreement.

CITY OF MILTON-FREEWATER
REVENUE SUMMARY
FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>STREET IMPROVEMENT</u>						
<u>INTERGOVERNMENTAL REVENUE</u>						
211-410-02 ODOT SAFE RTE TO SCHOOL GRANT	0	0	0	249,599	249,599	249,599
211-410-16 OR STATE STP ALLOCATION	0	152,337	170,610	258,321	258,321	258,321
211-410-22 ODOT GRANT / HB2017	0	0	3,000,000	3,000,000	3,000,000	3,000,000
TOTAL INTERGOVERNMENTAL REVE	0	152,337	3,170,610	3,507,920	3,507,920	3,507,920
<u>LICENSES & PERMITS</u>						
211-440-30 LAND USE FEES	720	1,116	600	1,200	1,200	1,200
TOTAL LICENSES & PERMITS	720	1,116	600	1,200	1,200	1,200
<u>MISCELLANEOUS</u>						
211-470-20 INTEREST EARNED	2,158	1,775	1,000	1,000	1,000	1,000
TOTAL MISCELLANEOUS	2,158	1,775	1,000	1,000	1,000	1,000
<u>TRANSFERS</u>						
211-490-21 TRANSFER FROM STREET	60,000	0	0	0	0	0
TOTAL TRANSFERS	60,000	0	0	0	0	0
<u>BEGINNING FUND BALANCE</u>						
211-499-10 FUND BALANCE	0	0	109,676	70,189	70,189	70,189
TOTAL BEGINNING FUND BALANCE	0	0	109,676	70,189	70,189	70,189
TOTAL REVENUE	62,878	155,228	3,281,886	3,580,309	3,580,309	3,580,309
<u>STREET CONSTRUCTION</u>						
<u>CAPITAL</u>						
211-6840-410 CAPITAL EXPENSES	0	0	3,000,000	3,000,000	3,000,000	3,000,000
211-6840-430 EPA STORMWATER EXPENSE	1,004	0	0	0	0	0
211-6840-440 SAFE ROUTES TO SCHOOL	0	0	0	249,599	249,599	249,599
211-6840-480 IMPROVEMENTS OTHER THAN BLDG	308,879	9,722	170,610	258,321	258,321	258,321
TOTAL CAPITAL	309,884	9,722	3,170,610	3,507,920	3,507,920	3,507,920
<u>CONTINGENCY & RESERVES</u>						
211-6840-998 CONTINGENCY	0	0	111,276	72,389	72,389	72,389
TOTAL CONTINGENCY & RESERVES	0	0	111,276	72,389	72,389	72,389
TOTAL STREET CONSTRUCTION	309,884	9,722	3,281,886	3,580,309	3,580,309	3,580,309

Revenue Budget Narrative
Fiscal Year 2020

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>LIBRARY</u>						
<u>INTERGOVERNMENTAL REVENUE</u>						
220-410-01 LIBRARY DISTRICT REVENUES	201,089	208,639	205,000	220,880	220,880	220,880
220-410-02 READY 2 LEARN REVENUE	0	2,959	0	0	0	0
220-410-03 STATE GRANTS-LIBRARY	1,246	1,257	1,200	1,200	1,200	1,200
220-410-35 WILDHORSE GRANT	0	2,324	0	0	0	0
TOTAL INTERGOVERNMENTAL REVE	202,335	215,179	206,200	222,080	222,080	222,080
<u>FINES & FORFEITURES</u>						
220-430-50 LIBRARY FINES	4,307	4,190	3,600	4,000	4,000	4,000
TOTAL FINES & FORFEITURES	4,307	4,190	3,600	4,000	4,000	4,000
<u>SERVICES</u>						
220-450-14 RENTAL INCOME	5,625	5,839	6,165	0	0	0
TOTAL SERVICES	5,625	5,839	6,165	0	0	0
<u>MISCELLANEOUS</u>						
220-470-20 INTEREST EARNED	390	921	200	300	300	300
220-470-41 DONATIONS	6,192	10,800	4,000	4,000	4,000	4,000
220-470-50 COPIES	3,890	4,519	4,000	4,000	4,000	4,000
220-470-99 MISCELLANEOUS	897	684	1,500	1,500	1,500	1,500
TOTAL MISCELLANEOUS	11,370	16,925	9,700	9,800	9,800	9,800
<u>TRANSFERS</u>						
220-490-10 FROM GENERAL	125,012	131,878	130,313	130,313	130,313	130,313
TOTAL TRANSFERS	125,012	131,878	130,313	130,313	130,313	130,313
<u>BEGINNING FUND BALANCE</u>						
220-499-10 FUND BALANCE	0	0	38,000	46,894	46,894	46,894
TOTAL BEGINNING FUND BALANCE	0	0	38,000	46,894	46,894	46,894
TOTAL REVENUE	348,648	374,010	393,978	413,087	413,087	413,087

Expenditure Budget Narrative
Fiscal Year 2020

Fund: Library

Staff Level 2019: 3.93 FTE
Staff Level 2020: 3.93 FTE

PERSONNEL:

Title	2019 FTE	2020 FTE
Library Director	1.00	1.00
Library Assistant	1.00	1.00
Library Associate	<u>1.93</u>	<u>1.93</u>
Total	3.93	3.93

LIBRARY USE AND VALUE

In 2018 the library had 24,000 visits with 540 new card holders joining the 4100 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 2018 the library checked out over 56,000 items, community members utilized library computers more than 4500 times and library staff facilitated 165 programs that brought in over 4000 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 \$1,066,000.

For every tax dollar spent on library services the community receives \$3.17 worth of services in addition to the benefits our citizens both young and old gain from increased literacy skills.

BUDGET COMMENTS

Expenses:

- Programming Expenses (acct 325) has increased due to an increased demand of library programs, and to pay for expenses for monthly library programs for teens
- Furniture and Technology (acct 420) has increased to replace aging library patron computers.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>LIBRARY</u>						
<u>LIBRARY</u>						
<u>PERSONNEL SERVICES</u>						
220-6600-101	REGULAR SERVICES- LIBRARY	147,179	153,228	162,683	170,540	170,540
220-6600-102	PART TIME	34,709	38,275	35,045	39,500	39,500
220-6600-105	OVERTIME	0	55	1,800	0	0
220-6600-120	EMPLOYEE BENEFITS	114,272	115,197	131,995	139,000	139,000
	TOTAL PERSONNEL SERVICES	296,160	306,754	331,523	349,040	349,040
<u>OPERATING</u>						
220-6600-200	OPERATING SUPPLIES	4,725	7,872	7,000	7,000	7,000
220-6600-235	LIBRARY BOOKS	18,099	18,600	24,500	25,000	25,000
220-6600-260	COMMUNICATION	2,501	2,607	2,700	2,700	2,700
220-6600-280	REPAIR AND MAINTENANCE	168	279	500	500	500
220-6600-325	PROGRAMMING	2,063	2,814	4,000	5,800	5,800
220-6600-333	MILEAGE / FUEL	526	842	1,050	1,000	1,000
220-6600-340	MEMBERSHIPS / DUES	525	525	525	525	525
220-6600-341	MEETINGS / CONFERENCES	517	1,281	700	700	700
220-6600-348	EARLY LIT/SUMMER READING	2,608	4,250	6,959	4,300	4,300
220-6600-390	MISCELLANEOUS	1,606	1,809	1,700	700	700
	TOTAL OPERATING	33,339	40,879	49,634	48,225	48,225
<u>CAPITAL</u>						
220-6600-410	CAPITAL	0	151	0	0	0
220-6600-420	FURNITURE AND TECHNOLOGY	2,326	4,797	4,000	6,000	6,000
	TOTAL CAPITAL	2,326	4,948	4,000	6,000	6,000
<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	8,581	9,582	9,582
	TOTAL CONTINGENCY & RESERVES	0	0	8,581	9,582	9,582
	TOTAL LIBRARY	332,065	352,821	393,978	413,087	413,087

REVENUE NARRATIVE

Fiscal Year 2020

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.

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.

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.

STATE TRANSPORTATION IMPROVEMENT FUNDS (STIF) FORMULARY Acct 230-410-57 are State funds that are formulary.

STATE TRANSPORTATION IMPROVEMENT FUNDS (STIF) FORMULARY Acct. 230-410-58 are State funds that are formulary for the ADA elevator

STATE TRANSPORTATION IMPROVEMENT FUNDS (STIF) FORMULARY Acct. 230-410-59 **DISCRETIONARY** are State funds for route planning and administrative costs.

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>						
<u>TAXES/ASSESSMENTS</u>						
230-400-01	PROPERTY TAX - CURRENT	58,855	58,362	57,000	57,000	57,000
230-400-02	PROPERTY TAX - PRIOR YEAR	2,066	2,112	1,500	2,000	2,000
	TOTAL TAXES/ASSESSMENTS	58,921	58,473	58,500	59,000	59,000
<u>INTERGOVERNMENTAL REVENUE</u>						
230-410-50	SPECIAL TRANSIT GRANT	61,845	35,000	35,000	28,876	28,876
230-410-51	STATE TRANSIT GRANT	124,503	115,733	125,867	124,604	124,604
230-410-53	FEDERAL TRANSIT GRANT	0	3,780	20,000	0	0
230-410-54	FED TRANSIT GRANT - CAPITAL	52,558	0	0	0	0
230-410-55	FED TRANSIT GRANT - ADA ELEV	0	157	167,500	167,500	167,500
230-410-56	STATE TRANSIT - STIF GRANT	0	0	50,000	0	0
230-410-57	STIF FORMULA GRANT	0	0	0	91,644	91,644
230-410-58	STIF ADA ELEVATOR GRANT	0	0	0	50,000	50,000
230-410-59	STIF DISCRETIONARY GRANT	0	0	0	84,164	84,164
	TOTAL INTERGOVERNMENTAL REVE	238,906	154,670	398,367	546,788	546,788
<u>SERVICES</u>						
230-450-70	SENIOR CITIZEN PAYMENTS	5,195	5,671	6,000	6,200	6,200
230-450-71	GENERAL RIDERSHIP BUS FARE	229	0	0	0	0
	TOTAL SERVICES	5,424	5,671	6,000	6,200	6,200
<u>MISCELLANEOUS</u>						
230-470-20	INTEREST EARNED	1,703	2,877	2,500	3,000	3,000
	TOTAL MISCELLANEOUS	1,703	2,877	2,500	3,000	3,000
<u>SOURCE 480</u>						
230-480-20	ADA ELEVATOR LOAN PROCEEDS	0	0	501,334	501,334	501,334
	TOTAL SOURCE 480	0	0	501,334	501,334	501,334
<u>BEGINNING FUND BALANCE</u>						
230-499-10	FUND BALANCE	0	0	180,000	225,576	225,576
	TOTAL BEGINNING FUND BALANCE	0	0	180,000	225,576	225,576
	TOTAL REVENUE	304,953	221,691	1,146,701	1,341,898	1,341,898

EXPENDITURE NARRATIVE
Fiscal Year 2020

FUND: PUBLIC TRANSPORTATION SERVICES

STAFF LEVEL 2020: 1.15 FTE
STAFF LEVEL 2019: 1.25 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>2020 FTE</u>	<u>2019 FTE</u>
City Manager	0.10	0.20
City Planner	0.55	0.55
Assistant	<u>0.50</u>	<u>0.50</u>
	1.15	1.25

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>						
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
230-7600-101	REGULAR SERVICES- SENIOR/DISAB	78,197	72,493	114,444	92,680	92,680
230-7600-120	EMPLOYEE BENEFITS	43,449	21,941	64,405	43,042	43,042
	TOTAL PERSONNEL SERVICES	121,646	94,433	178,849	135,722	135,722
<u>OPERATING</u>						
230-7600-200	OPERATING SUPPLIES	125	976	400	400	400
230-7600-225	MINOR EQUIPMENT	0	510	100	100	100
230-7600-250	ADVERTISING- SENIOR/ DISABLED	283	464	900	900	900
230-7600-260	COMMUNICATION	153	234	500	500	500
230-7600-280	REPAIR AND MAINTENANCE	5,457	2,529	4,000	4,000	4,000
230-7600-320	PROFESSIONAL SERVICES	140,111	137,680	154,281	156,074	156,074
230-7600-330	VEHICLE REPLACEMENT / RENT	61,833	0	0	0	0
230-7600-333	MILEAGE / FUEL	395	311	4,100	4,100	4,100
230-7600-340	MPO MEMBERSHIP DUES	2,800	3,000	3,000	3,000	3,000
230-7600-341	MEETINGS / CONFERENCES	0	891	1,200	1,200	1,200
230-7600-380	INSURANCE	0	0	0	4,529	4,529
	TOTAL OPERATING	211,158	146,595	168,481	174,803	174,803
<u>CAPITAL</u>						
230-7600-410	CAPITAL - ADA ELEVATOR	560	560	687,440	762,440	762,440
	TOTAL CAPITAL	560	560	687,440	762,440	762,440
<u>CONTINGENCY & RESERVES</u>						
230-7600-998	CONTINGENCY	0	0	111,931	268,933	268,933
	TOTAL CONTINGENCY & RESERVES	0	0	111,931	268,933	268,933
	TOTAL ADMINISTRATION	333,364	241,589	1,146,701	1,341,898	1,341,898

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

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.

REPAIR AND MAINTENANCE (Acct. 280) Funds used to cover the anticipated costs of repair, maintenance, or replacement of office machines 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.

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) Funds go toward upgrade and improvement of essential 911 center technologies. Shows a substantial increase due to the need to pay our share of the costs to upgrade the computer aided dispatch system servers which are housed and maintained by the City of Walla Walla.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>9 1 1</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
270-410-14	911 TELEPHONE TAX	35,514	36,169	35,500	38,225	38,225	38,225
	TOTAL INTERGOVERNMENTAL REVE	35,514	36,169	35,500	38,225	38,225	38,225
<u>MISCELLANEOUS</u>							
270-470-20	INTEREST EARNED	75	340	150	500	500	500
	TOTAL MISCELLANEOUS	75	340	150	500	500	500
<u>BEGINNING FUND BALANCE</u>							
270-499-10	FUND BALANCE	0	0	5,000	14,075	14,075	14,075
	TOTAL BEGINNING FUND BALANCE	0	0	5,000	14,075	14,075	14,075
	TOTAL REVENUE	35,589	36,509	40,650	52,800	52,800	52,800
<u>911 OPERATING</u>							
<u>OPERATING</u>							
270-5830-200	OPERATING SUPPLIES	2,232	1,215	2,500	2,500	2,500	2,500
270-5830-225	MINOR EQUIPMENT	2,144	341	4,500	4,500	4,500	4,500
270-5830-260	COMMUNICATION	7,509	7,419	10,500	10,500	10,500	10,500
270-5830-280	REPAIR AND MAINTENANCE	8,106	5,445	15,450	19,500	19,500	19,500
270-5830-300	UNIFORM MAINTENANCE	301	312	600	450	450	450
270-5830-320	PROFESSIONAL SERVICE	0	183	650	650	650	650
270-5830-341	MEETINGS / CONFERENCES	2,897	2,298	4,000	4,000	4,000	4,000
270-5830-390	MISCELLANEOUS	420	525	450	700	700	700
	TOTAL OPERATING	23,610	17,737	38,650	42,800	42,800	42,800
<u>CAPITAL</u>							
270-5830-420	FURNITURE AND TECHNOLOGY	0	0	2,000	10,000	10,000	10,000
	TOTAL CAPITAL	0	0	2,000	10,000	10,000	10,000
	TOTAL 911 OPERATING	23,610	17,737	40,650	52,800	52,800	52,800

REVENUE BUDGET NARRATIVE

Fiscal Year 2020

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 \$160,000.

CONSERVATION:

Revenue estimates are based on the estimated completion of 15 heat pump installations, weatherization of 30 electrically heated homes, 3 commercial buildings and 1 agricultural projects and 400 LED streetlight installations. The revenue will come from reimbursements from BPA for energy conservation achieved and from principal and interest from the Energy Loan Program and includes rebates from BPA for city LED streetlight installations.

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. We will not have an increase in our per KWH charge this fiscal year.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>TAXES/ASSESSMENTS</u>							
510-400-10	WTHRZTN ASSMT LOAN REV #903	32,477	28,250	30,000	15,000	15,000	15,000
510-400-30	WTHZTN LONG-TERM LOAN REV #93	0	0	0	1,000	1,000	1,000
TOTAL TAXES/ASSESSMENTS		32,477	28,250	30,000	16,000	16,000	16,000
<u>SURPLUS POWER SALES</u>							
510-415-10	POWER SALES - NONFIRM	338,516	287,254	189,614	160,673	160,673	160,673
TOTAL SURPLUS POWER SALES		338,516	287,254	189,614	160,673	160,673	160,673
<u>SERVICES</u>							
510-450-45	CONSERVATION	79,866	140,696	110,000	220,000	220,000	220,000
TOTAL SERVICES		79,866	140,696	110,000	220,000	220,000	220,000
<u>UTILITY SALES</u>							
510-451-10	RESIDENTIAL SALES	4,116,342	4,181,573	4,169,090	4,249,008	4,249,008	4,249,008
510-451-11	COMMERCIAL SALES	851,711	821,732	973,950	959,093	959,093	959,093
510-451-12	INDUSTRIAL SALES	1,438,890	1,401,857	1,700,891	1,673,641	1,673,641	1,673,641
510-451-13	RENTAL LIGHTS	69,125	70,673	76,657	78,109	78,109	78,109
510-451-14	IRRIGATION	447,254	467,333	566,645	546,625	546,625	546,625
510-451-15	AIR FANS	8,694	7,434	8,694	7,682	7,682	7,682
510-451-16	PUBLIC STREET LIGHTS	31,394	31,493	32,423	32,373	32,373	32,373
510-451-17	INTER-DEPARTMENT	79,214	85,078	83,128	86,649	86,649	86,649
510-451-18	LAGOON SUB SALES	13,177	16,287	13,801	19,611	19,611	19,611
510-451-19	GREEN POWER	1,134	969	1,000	900	900	900
TOTAL UTILITY SALES		7,056,937	7,084,428	7,626,279	7,653,691	7,653,691	7,653,691

REVENUE BUDGET NARRATIVE

Fiscal Year 2020

FUND: ELECTRIC

MERCHANDISING:

This is for labor and materials for work done at customers' expense.

MISCELLANEOUS REVENUE:

This includes earned interest, pole rental (communication companies), orchard revenue, Electric Infrastructure Fees 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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>MERCHANDISING</u>							
510-455-71	MERCHANDISING	34,249	7,163	20,000	20,000	20,000	20,000
	TOTAL MERCHANDISING	34,249	7,163	20,000	20,000	20,000	20,000
<u>MISCELLANEOUS</u>							
510-470-20	INTEREST EARNED	10,046	17,624	18,000	20,000	20,000	20,000
510-470-21	ELEC INFRASTRUCTURE FEE	124,079	125,402	123,600	123,750	123,750	123,750
510-470-41	BPA LOOKBACK/REP CSTMR REFUN	132,519	132,378	132,500	33,000	33,000	33,000
510-470-60	POLE RENTAL	9,855	9,836	10,000	10,000	10,000	10,000
510-470-63	RECONNECTION FEES	4,550	3,775	4,000	4,000	4,000	4,000
510-470-64	NEW SERVICE FEES	30,288	278,514	75,000	175,000	175,000	175,000
510-470-99	MISCELLANEOUS	4,133	31,915	5,000	5,000	5,000	5,000
	TOTAL MISCELLANEOUS	315,470	599,443	368,100	370,750	370,750	370,750
<u>TRANSFERS</u>							
510-490-61	TRANSFER FROM WAREHOUSE	6,480	6,480	0	0	0	0
510-490-62	TRANSFER FROM VEHICLE MAINT	3,964	3,964	0	0	0	0
	TOTAL TRANSFERS	10,444	10,444	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
510-499-10	FUND BALANCE	0	0	1,560,000	1,773,173	1,773,173	1,773,173
	TOTAL BEGINNING FUND BALANCE	0	0	1,560,000	1,773,173	1,773,173	1,773,173
	TOTAL REVENUE	7,867,959	8,157,678	9,903,993	10,214,287	10,214,287	10,214,287

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: POWER PURCHASES
FUND: ELECTRIC

BASELINE BUDGET DESCRIPTION:

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

	Source of Firm Power		
Cost/KWH	Demand	Energy	Avg.
BPA	26,578 KW (100%)	78,750,654 KWH (75%)	\$.0506
Grant County	0 KW	26,103,000 KWH (25%)	\$.0306
Total	16,196 KW (100%)	104,793.092 KWH (100%)	\$.0441

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 \$781,266. The total cost associated with the Grant County power is expected to be \$798,888 which amounts to 30.6 mils per KWH. The City's billed purchases from BPA are budgeted at 26,578 KW of demand and 78,750,654 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 \$3,988,219 which is 50.6 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 \$160,686. The net cost of Purchased Power to the City is estimated at \$4,626,421 or 44.1 mils per KWH.

BUDGET COMMENTS:

The impact of BPA's 2018 rate case to the City of Milton-Freewater is 4.07%, as of October 2019. This budget does not reflect any of this potential cost increase being passed onto our customers, but the financial impact will be reviewed in December and a mid-year increase may be required.

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>POWER PURCHASES</u>							
<u>OPERATING</u>							
510-7110-352	GRANT CO OPERATION	621,111	678,001	702,468	781,266	781,266	781,266
510-7110-353	BPA POWER - DEMAND	192,169	134,677	190,520	285,720	285,720	285,720
510-7110-354	BPA POWER - ENERGY	2,885,722	2,981,215	3,053,787	3,167,711	3,167,711	3,167,711
510-7110-355	TRANSMISSION DEMAND	413,804	431,031	410,118	432,007	432,007	432,007
510-7110-356	TRANSMISSION ENERGY	86,434	84,825	83,780	102,781	102,781	102,781
	TOTAL OPERATING	4,199,240	4,309,749	4,440,673	4,769,485	4,769,485	4,769,485
	TOTAL POWER PURCHASES	4,199,240	4,309,749	4,440,673	4,769,485	4,769,485	4,769,485

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: DISTRIBUTION/OPERATIONS AND
MAINTENANCE
FUND: ELECTRIC

STAFF LEVEL 2020: 3.55 FTE
STAFF LEVEL 2019: 3.99 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>2020 FTE</u>	<u>2019 FTE</u>
Line Technicians	2.40	2.29
Groundsman	0.51	0.60
Working Line Supervisor	0.53	0.53
Engineering Techs	0.00	0.55
Building Specialist	<u>0.02</u>	<u>0.02</u>
Total	3.46	3.99

OBJECTIVES:

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

BUDGET COMMENTS:

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

Acct. 260 covers communications expenses for the line crew.

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

Acct. 320 provides for SCADA upgrades, lab testing of new primary underground cable, orchard expenses, SW 8th radio tower maintenance, 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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>OPERATION/ MAINTENANCE</u>						
<u>PERSONNEL SERVICES</u>						
510-7310-101 REGULAR SERVICES- ELEC OP/MAIN	332,199	274,614	379,301	360,165	360,165	360,165
510-7310-105 OVERTIME	14,288	15,657	16,500	16,500	16,500	16,500
510-7310-120 EMPLOYEE BENEFITS	184,397	158,930	232,091	222,502	222,502	222,502
TOTAL PERSONNEL SERVICES	530,883	449,201	627,892	599,167	599,167	599,167
<u>OPERATING</u>						
510-7310-200 OPERATING SUPPLIES	1,483	2,899	1,400	1,500	1,500	1,500
510-7310-225 MINOR EQUIPMENT	1,423	1,536	2,000	2,000	2,000	2,000
510-7310-226 SUBSTATION REPAIRS	2,227	2,219	5,000	5,000	5,000	5,000
510-7310-229 SMALL TOOLS	2,590	4,586	4,000	4,500	4,500	4,500
510-7310-260 COMMUNICATION	1,348	2,205	2,000	4,900	4,900	4,900
510-7310-270 UTILITIES	5,057	3,740	6,500	6,500	6,500	6,500
510-7310-280 REPAIR AND MAINTENANCE	3,525	18,656	8,000	10,000	10,000	10,000
510-7310-320 PROFESSIONAL SERVICE	3,005	12,948	25,000	15,000	15,000	15,000
510-7310-330 VEHICLE REPLACEMENT / RENT	69,102	71,052	71,705	71,705	71,705	71,705
510-7310-341 MEETINGS / CONFERENCES	2,289	3,284	5,000	6,000	6,000	6,000
510-7310-390 MISCELLANEOUS	4,912	2,840	2,500	3,000	3,000	3,000
TOTAL OPERATING	96,961	125,964	133,105	130,105	130,105	130,105
<u>CAPITAL</u>						
510-7310-420 FURNITURE AND TECHNOLOGY	0	1,297	1,500	2,000	2,000	2,000
TOTAL CAPITAL	0	1,297	1,500	2,000	2,000	2,000
TOTAL OPERATION/ MAINTENANCE	627,844	576,462	762,497	731,272	731,272	731,272

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: DISTRIBUTION-METERING
FUND: ELECTRIC

STAFF LEVEL 2020: 0.64 FTE
STAFF LEVEL 2019: 0.58 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>2020 FTE</u>	<u>2019 FTE</u>
Line Technician	0.52	0.48
Engineering Technician	0.08	0.10
Working Line Supervisor	0.04	0.00
Total	0.64	0.58

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 for contractor meter testing and programming.

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>METERING EXPENSE</u>						
<u>PERSONNEL SERVICES</u>						
510-7340-101 REGULAR SERVICES- ELEC METERN	67,209	55,678	57,127	67,445	67,445	67,445
510-7340-105 OVERTIME	741	0	0	0	0	0
510-7340-120 EMPLOYEE BENEFITS	40,909	33,968	34,428	42,188	42,188	42,188
TOTAL PERSONNEL SERVICES	108,859	89,646	91,555	109,633	109,633	109,633
<u>OPERATING</u>						
510-7340-200 OPERATING SUPPLIES	1,053	668	1,000	1,200	1,200	1,200
510-7340-225 MINOR EQUIPMENT	1,407	315	5,000	5,000	5,000	5,000
510-7340-260 COMMUNICATION	668	1,110	1,500	3,600	3,600	3,600
510-7340-280 REPAIR AND MAINTENANCE	588	396	2,000	2,000	2,000	2,000
510-7340-285 EQUIPMENT TESTING	750	750	1,500	1,500	1,500	1,500
510-7340-320 PROFESSIONAL SERVICES	0	0	3,000	2,000	2,000	2,000
510-7340-330 VEHICLE REPLACEMENT / RENT	13,956	12,516	12,515	12,515	12,515	12,515
510-7340-341 MEETINGS / CONFERENCES	113	430	3,000	6,000	6,000	6,000
TOTAL OPERATING	18,536	16,184	29,515	33,815	33,815	33,815
<u>CAPITAL</u>						
510-7340-420 FURNITURE AND TECHNOLOGY	112	676	1,000	1,200	1,200	1,200
TOTAL CAPITAL	112	676	1,000	1,200	1,200	1,200
TOTAL METERING EXPENSE	127,507	106,506	122,070	144,648	144,648	144,648

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: SAFETY
FUND: ELECTRIC

STAFF LEVEL 2020: 0.54 FTE
STAFF LEVEL 2019: 0.54 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>2020 FTE</u>	<u>2019 FTE</u>
Line Technicians	0.10	0.10
Working Line Supervisor	0.02	0.02
Building Specialist	0.32	0.32
Engineering Technician	0.04	0.04
Electric Assistant	0.02	0.02
Electric Superintendent	0.02	0.02
Groundsman	<u>0.02</u>	<u>0.02</u>
Total	0.54	0.54

BUDGET COMMENTS:

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>SAFETY</u>						
<u>PERSONNEL SERVICES</u>						
510-7350-101	REGULAR SERVICES- ELEC SAFETY	11,405	8,596	43,232	44,926	44,926
510-7350-120	EMPLOYEE BENEFITS	7,109	6,578	30,046	30,175	30,175
	TOTAL PERSONNEL SERVICES	18,514	15,174	73,278	75,101	75,101
<u>OPERATING</u>						
510-7350-220	PERSONAL PROTECTIVE EQUIP	7,357	9,201	10,000	12,000	12,000
510-7350-285	EQUIPMENT TESTING	2,320	2,021	2,000	2,000	2,000
510-7350-320	PROFESSIONAL SERVICE	18,768	19,343	19,720	23,000	23,000
510-7350-341	MEETINGS / CONFERENCES	154	75	200	200	200
	TOTAL OPERATING	28,599	30,640	31,920	37,200	37,200
	TOTAL SAFETY	47,113	45,813	105,198	112,301	112,301

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: CUSTOMER ACCOUNTS
FUND: ELECTRIC

STAFF LEVEL 2020: .25 FTE
STAFF LEVEL 2019: .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>2020 FTE</u>	<u>2019 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 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>CUSTOMER ACCOUNTS</u>							
<u>PERSONNEL SERVICES</u>							
510-7510-101	REGULAR SERVICES- ELEC CUST AC	14,071	12,868	25,740	27,130	27,130	27,130
510-7510-105	OVERTIME	92	187	550	550	550	550
510-7510-120	EMPLOYEE BENEFITS	8,380	7,985	15,043	17,984	17,984	17,984
	TOTAL PERSONNEL SERVICES	22,543	21,039	41,333	45,664	45,664	45,664
<u>OPERATING</u>							
510-7510-330	VEHICLE REPLACEMENT / RENT	3,984	5,484	5,480	5,480	5,480	5,480
	TOTAL OPERATING	3,984	5,484	5,480	5,480	5,480	5,480
<u>TRANSFERS</u>							
510-7510-701	TRANSFER TO GENERAL	406,449	422,244	456,764	467,048	467,048	467,048
	TOTAL TRANSFERS	406,449	422,244	456,764	467,048	467,048	467,048
	TOTAL CUSTOMER ACCOUNTS	432,976	448,767	503,577	518,192	518,192	518,192

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: CONSERVATION
FUND: ELECTRIC

STAFF LEVEL 2020: 0.81 FTE
STAFF LEVEL 2019: 0.81 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>2020 FTE</u>	<u>2019 FTE</u>
Building Specialist	0.61	0.61
Electric Assistant	0.20	0.20
Total	0.81	0.81

BUDGET COMMENTS:

The City administers current BPA sponsored energy conservation programs and the City's Energy Loan Program, which was implemented in 2001. 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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CONSERVATION</u>						
<u>PERSONNEL SERVICES</u>						
510-7520-101	REGULAR SERVICES- ELEC CONSRV	47,881	50,136	52,592	57,855	57,855
510-7520-120	EMPLOYEE BENEFITS	31,465	33,280	35,570	41,298	41,298
	TOTAL PERSONNEL SERVICES	79,345	83,416	88,162	99,153	99,153
<u>OPERATING</u>						
510-7520-200	OPERATING SUPPLIES	294	96	600	600	600
510-7520-225	MINOR EQUIPMENT	504	327	600	600	600
510-7520-250	ADVERTISING	6,602	6,325	7,000	7,000	7,000
510-7520-320	PROFESSIONAL SERVICE	55,225	98,267	100,000	100,000	100,000
510-7520-322	ENERGY LOAN PROGRAM	20,521	32,225	40,000	40,000	40,000
510-7520-330	VEHICLE REPLACEMENT / RENT	2,520	2,520	2,520	2,520	2,520
510-7520-341	MEETINGS / CONFERENCES	364	262	700	700	700
	TOTAL OPERATING	86,031	140,022	151,420	151,420	151,420
<u>CAPITAL</u>						
510-7520-420	FURNITURE AND TECHNOLOGY	0	0	300	300	300
	TOTAL CAPITAL	0	0	300	300	300
	TOTAL CONSERVATION	165,377	223,438	239,882	250,873	250,873

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: MERCHANDISING
FUND: ELECTRIC

STAFF LEVEL 2020: .18 FTE
STAFF LEVEL 2019: .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>2020 FTE</u>	<u>2019 FTE</u>
Line Technicians	0.15	0.12
Working Line Supervisor	0.03	0.03
Total	0.18	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 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>MERCHANDISING</u>							
<u>PERSONNEL SERVICES</u>							
510-7530-101	REGULAR SERVICES- ELEC MERCHN	3,949	7,269	15,628	19,716	19,716	19,716
510-7530-105	OVERTIME	5,694	1,331	10,000	10,000	10,000	10,000
510-7530-120	EMPLOYEE BENEFITS	5,518	4,071	12,447	15,571	15,571	15,571
TOTAL PERSONNEL SERVICES		15,161	12,671	38,075	45,287	45,287	45,287
<u>OPERATING</u>							
510-7530-280	REPAIR AND MAINTENANCE	297	349	2,000	2,000	2,000	2,000
TOTAL OPERATING		297	349	2,000	2,000	2,000	2,000
TOTAL MERCHANDISING		15,458	13,020	40,075	47,287	47,287	47,287

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: ADMINISTRATION
FUND: ELECTRIC

STAFF LEVEL 2020: 3.61 FTE
STAFF LEVEL 2019: 1.99 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>2020 FTE</u>	<u>2019 FTE</u>
Electric Assistant	0.78	0.78
Electric Superintendent	0.95	0.95
Engineering Technicians	1.63	0.26
Groundsman	0.15	0.00
City Manager	<u>0.10</u>	<u>0.00</u>
Total	3.61	1.99

BUDGET COMMENTS:

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

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

Professional Service (Acct. 320) contains funding for a SCADA software support agreement, SCADA programming, GIS programming, technical support and maintenance of our meter reading system, demand response units 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 Dept. of Energy.

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 \$7,000.

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 a small increase to cover expenses associated with City Hall elevator project.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
510-7600-101	REGULAR SERVICES- ELEC ADMIN	311,663	219,970	188,333	328,897	328,897
510-7600-105	OVERTIME	0	198	300	300	300
510-7600-110	MILEAGE ALLOWANCE	3,611	161	3,600	0	0
510-7600-120	EMPLOYEE BENEFITS	173,405	105,178	117,843	210,089	210,089
	TOTAL PERSONNEL SERVICES	488,678	325,506	310,076	539,286	539,286
<u>OPERATING</u>						
510-7600-200	OPERATING SUPPLIES	1,730	1,514	2,000	2,500	2,500
510-7600-225	MINOR EQUIPMENT	1,848	169	2,000	2,500	2,500
510-7600-250	ADVERTISING	5,827	7,325	8,000	8,500	8,500
510-7600-260	COMMUNICATION	4,626	5,164	6,000	7,100	7,100
510-7600-320	PROFESSIONAL SERVICE	24,932	56,899	20,000	25,000	25,000
510-7600-322	LEGAL SERVICES	0	2,917	2,000	2,000	2,000
510-7600-330	VEHICLE REPLACEMENT / RENT	3,432	3,432	3,440	3,440	3,440
510-7600-333	MILEAGE / FUEL	1,385	4,421	1,500	5,100	5,100
510-7600-340	MEMBERSHIPS / SUBSCRIPTIONS	42,446	52,013	47,000	47,000	47,000
510-7600-341	MEETINGS / CONFERENCES	6,550	9,326	8,000	9,000	9,000
510-7600-360	FRANCHISE EXPENSE	574,481	577,368	619,990	622,195	622,195
510-7600-365	ENERGY ASSISTANCE	7,638	8,722	6,000	7,000	7,000
510-7600-371	COMMUNITY SUPPORT	20,925	27,666	30,000	30,000	30,000
510-7600-380	LIABILITY AND FIRE INSURANCE	15,000	20,000	21,000	22,000	22,000
510-7600-390	MISCELLANEOUS	2,645	6,820	1,500	2,000	2,000
	TOTAL OPERATING	713,464	783,757	778,430	795,335	795,335
<u>CAPITAL</u>						
510-7600-420	FURNITURE AND TECHNOLOGY	15,517	2,037	4,000	5,000	5,000
	TOTAL CAPITAL	15,517	2,037	4,000	5,000	5,000
<u>TRANSFERS</u>						
510-7600-701	TRANSFER TO GENERAL	541,691	570,628	573,881	595,888	595,888
510-7600-761	TRANSFER TO WAREHOUSE	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
	TOTAL TRANSFERS	644,059	672,996	604,930	626,937	626,937
<u>CONTINGENCY & RESERVES</u>						
510-7600-998	CONTINGENCY	0	0	1,141,076	719,213	719,213
	TOTAL CONTINGENCY & RESERVES	0	0	1,141,076	719,213	719,213
	TOTAL ADMINISTRATION	1,861,718	1,784,297	2,838,512	2,685,771	2,685,771

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: CAPITAL NEW
FUND: ELECTRIC

STAFF LEVEL 2020: 1.03 FTE
STAFF LEVEL 2019: 1.83 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).

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>2020 FTE</u>	<u>2019 FTE</u>
Electric Superintendent	0.01	0.03
Line Technicians	0.70	0.90
Working Line Supervisor	0.18	0.20
Engineering Tech	0.00	0.50
Groundsman	0.14	0.20
Total	1.03	1.83

BUDGET COMMENTS:

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

Furniture & Technology (Acct. 420) includes a slight increase in the budget due to the elevator project at City Hall.

Poles & Fixtures (Acct. 430) provides for new poles and material for new projects.

Overhead Conductors (Acct. 440) provides for new overhead wire and fittings.

Underground Conductors (Acct. 441) increase in funding to provide funding for installation of underground cable and conduit to two new residential projects on the south hill.

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

Street Lights (Acct. 455) provides 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) provides 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 production facility, and high density loads servicing cryptocurrency servers.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CAPITAL - NEW</u>						
<u>PERSONNEL SERVICES</u>						
510-8100-101	REGULAR SERVICES- ELEC CAP NE	57,455	106,882	170,345	108,301	108,301
510-8100-102	PART TIME	38	0	0	0	0
510-8100-120	EMPLOYEE BENEFITS	29,904	50,820	103,552	67,028	67,028
	TOTAL PERSONNEL SERVICES	87,397	157,702	273,897	175,329	175,329
<u>OPERATING</u>						
510-8100-330	VEHICLE REPLACEMENT / RENT	20,466	21,552	21,698	21,698	21,698
	TOTAL OPERATING	20,466	21,552	21,698	21,698	21,698
<u>CAPITAL</u>						
510-8100-410	SUBSTATION	1,905	0	10,000	10,000	10,000
510-8100-420	FURNITURE AND TECHNOLOGY	1,129	10,967	2,000	3,000	3,000
510-8100-430	POLES & FIXTURES	2,507	13,525	15,000	15,000	15,000
510-8100-435	METERS	2,486	13,230	7,000	8,000	8,000
510-8100-440	OVERHEAD CONDUCTORS	13,771	25,141	12,000	15,000	15,000
510-8100-441	UNDERGROUND CONDUCTORS	8,633	36,784	25,000	92,000	92,000
510-8100-450	LINE TRANSFORMERS	32,564	3,007	60,000	110,000	110,000
510-8100-455	STREET LIGHTS	2,921	506	7,500	7,500	7,500
510-8100-460	TOOLS	4,102	9,851	8,000	8,500	8,500
	TOTAL CAPITAL	70,018	113,011	146,500	269,000	269,000
	TOTAL CAPITAL - NEW	177,881	292,265	442,095	466,027	466,027

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: CAPITAL REPLACEMENT
FUND: ELECTRIC

STAFF LEVEL 2020: 1.28 FTE
STAFF LEVEL 2019: 1.56 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>2020 FTE</u>	<u>2019 FTE</u>
Electric Superintendent	0.02	0.00
Line Technicians	0.90	0.88
Working Line Supervisor	0.18	0.20
Groundsman	0.18	0.18
Engineering Techs	<u>0.00</u>	<u>0.30</u>
Total	1.28	1.56

BUDGET COMMENTS:

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

Substation (Acct. 410) provides 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) provides for replacing aging poles on the North Fork line and routine rotten pole replacement.

Overhead Conductors (Acct. 440) provides for general overhead conductor replacement projects.

Underground Conductors (Acct. 441) provides replacement of general faulted underground cable or cable in a general replacement project.

Line Transformers (Acct. 450) provides for replacement of faulted transformers and replacement of small ground substations with pad mount transformers.

Street Lights (Acct. 455) provides for replacement of existing lights with LED fixtures which are more expensive to purchase but save energy over their useful life. A rebate from BPA will offset the investment, with a total return on investment of 2 years.

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CAPITAL - REPLACEMENT</u>						
<u>PERSONNEL SERVICES</u>						
510-8200-101	REGULAR SERVICES- ELEC CAP RPL	77,252	106,763	148,109	134,103	134,103
510-8200-105	OVERTIME	111	0	0	0	0
510-8200-120	EMPLOYEE BENEFITS	42,383	62,980	88,984	83,007	83,007
	TOTAL PERSONNEL SERVICES	119,746	169,742	237,093	217,110	217,110
<u>OPERATING</u>						
510-8200-330	VEHICLE REPLACEMENT / RENT	28,902	30,060	30,321	30,321	30,321
	TOTAL OPERATING	28,902	30,060	30,321	30,321	30,321
<u>CAPITAL</u>						
510-8200-405	BUILDING	16,709	2,472	15,000	7,500	7,500
510-8200-410	SUBSTATION	(7,514)	7,996	20,000	20,000	20,000
510-8200-420	FURNITURE AND TECHNOLOGY	273	6,397	2,000	2,500	2,500
510-8200-430	POLES & FIXTURES	190	12,627	30,000	35,000	35,000
510-8200-435	METERS	942	8,918	5,000	5,000	5,000
510-8200-440	OVERHEAD CONDUCTORS	36,425	32,032	15,000	15,000	15,000
510-8200-441	UNDERGRD CONDUCTORS	4,376	14,376	10,000	10,000	10,000
510-8200-450	LINE TRANSFORMERS	74,198	6,166	20,000	20,000	20,000
510-8200-455	STREET LIGHTS	5,328	6,152	20,000	120,000	120,000
510-8200-460	TOOLS	1,276	2,320	5,000	6,000	6,000
	TOTAL CAPITAL	132,204	99,456	142,000	241,000	241,000
	TOTAL CAPITAL - REPLACEMENT	280,852	299,258	409,414	488,431	488,431

BUDGET NARRATIVE
Fiscal Year 2020

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELEC CAPITAL REPLCMNT RESERVE</u>						
<u>MISCELLANEOUS</u>						
511-470-20 INTEREST EARNED	12,802	23,390	25,000	35,000	35,000	35,000
TOTAL MISCELLANEOUS	12,802	23,390	25,000	35,000	35,000	35,000
<u>BEGINNING FUND BALANCE</u>						
511-499-10 FUND BALANCE	0	0	1,690,489	1,703,879	1,703,879	1,703,879
TOTAL BEGINNING FUND BALANCE	0	0	1,690,489	1,703,879	1,703,879	1,703,879
TOTAL REVENUE	12,802	23,390	1,715,489	1,738,879	1,738,879	1,738,879
 <u>CAPITAL</u>						
<u>CAPITAL</u>						
511-9700-410 PLANT IN SERVICE	0	0	1,715,489	1,738,879	1,738,879	1,738,879
TOTAL CAPITAL	0	0	1,715,489	1,738,879	1,738,879	1,738,879
TOTAL CAPITAL	0	0	1,715,489	1,738,879	1,738,879	1,738,879

BUDGET NARRATIVE
Fiscal Year 2020

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.

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

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>ELEC OPERATING & MAINT RESERVE</u>							
<u>MISCELLANEOUS</u>							
512-470-20	INTEREST EARNED	20,655	37,737	40,000	60,000	60,000	60,000
	TOTAL MISCELLANEOUS	20,655	37,737	40,000	60,000	60,000	60,000
<u>BEGINNING FUND BALANCE</u>							
512-499-10	FUND BALANCE	0	0	2,729,200	2,749,011	2,749,011	2,749,011
	TOTAL BEGINNING FUND BALANCE	0	0	2,729,200	2,749,011	2,749,011	2,749,011
	TOTAL REVENUE	20,655	37,737	2,769,200	2,809,011	2,809,011	2,809,011
<u>OPERATIONS & MAINTENANCE</u>							
<u>CAPITAL</u>							
512-9700-410	PLANT IN SERVICE	0	0	2,769,200	2,809,011	2,809,011	2,809,011
	TOTAL CAPITAL	0	0	2,769,200	2,809,011	2,809,011	2,809,011
	TOTAL OPERATIONS & MAINTENANC	0	0	2,769,200	2,809,011	2,809,011	2,809,011

REVENUE BUDGET NARRATIVE
Fiscal Year 2020

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

Included this Fiscal Year is the remaining funding for the Locust and Outwest Motel water line extension construction and construction engineering. 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 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>WATER</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
520-410-02	SAFE DRINKING WATER LOAN FUND	0	0	442,000	388,000	388,000	388,000
	TOTAL INTERGOVERNMENTAL REVE	0	0	442,000	388,000	388,000	388,000
<u>SERVICES</u>							
520-450-60	WATER METER SALES	7,331	20,307	2,000	2,000	2,000	2,000
	TOTAL SERVICES	7,331	20,307	2,000	2,000	2,000	2,000
<u>UTILITY SALES</u>							
520-451-10	RESIDENTIAL SALES	979,555	1,024,418	963,549	1,080,559	1,080,559	1,080,559
520-451-11	COMMERCIAL SALES	202,246	213,137	258,762	261,350	261,350	261,350
520-451-12	INDUSTRIAL SALES	36,633	37,519	37,279	41,007	41,007	41,007
	TOTAL UTILITY SALES	1,218,434	1,275,073	1,259,590	1,382,916	1,382,916	1,382,916
<u>MERCHANDISING</u>							
520-455-71	MERCHANDISING	2,074	813	500	500	500	500
	TOTAL MERCHANDISING	2,074	813	500	500	500	500
<u>MISCELLANEOUS</u>							
520-470-20	INTEREST EARNED	3,014	4,519	3,000	5,000	5,000	5,000
520-470-99	MISCELLANEOUS	1,927	2,047	1,000	1,000	1,000	1,000
	TOTAL MISCELLANEOUS	4,941	6,566	4,000	6,000	6,000	6,000
<u>SYSTEM DEVELOPMENT CHARGES</u>							
520-485-20	WATER SDC'S	4,850	5,040	2,100	2,100	2,100	2,100
520-485-21	UTILITY SURCHARGE	40,000	80,000	80,000	80,000	80,000	80,000
	TOTAL SYSTEM DEVELOPMENT CHA	44,850	85,040	82,100	82,100	82,100	82,100
<u>BEGINNING FUND BALANCE</u>							
520-499-10	FUND BALANCE	0	0	375,811	587,001	587,001	587,001
	TOTAL BEGINNING FUND BALANCE	0	0	375,811	587,001	587,001	587,001
	TOTAL REVENUE	1,277,630	1,387,799	2,166,001	2,448,517	2,448,517	2,448,517

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: WATER PRODUCTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2020: 0.70 FTE
STAFF LEVEL 2019: 0.70 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>2020 FTE</u>	<u>2019 FTE</u>
Water & Street Supervisor	0.32	0.32
Utility Worker	0.30	0.30
Parks Maintenance Worker	<u>0.08</u>	<u>0.08</u>
Total	0.70	0.70

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. Also included this year is funding for the purchase of a computer for the Water & Street Supervisor.

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 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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>WATER</u>						
<u>PRODUCTION</u>						
<u>PERSONNEL SERVICES</u>						
520-7100-101	REGULAR SERVICES- WATER PRODC	32,001	31,205	42,734	44,707	44,707
520-7100-105	OVERTIME	200	80	400	400	400
520-7100-120	EMPLOYEE BENEFITS	23,885	21,875	30,140	33,511	33,511
	TOTAL PERSONNEL SERVICES	56,086	53,161	73,274	78,618	78,618
<u>OPERATING</u>						
520-7100-200	OPERATING SUPPLIES	9,372	12,714	18,000	18,000	18,000
520-7100-220	PERSONAL PROTECTIVE EQUIPMEN	341	494	500	500	500
520-7100-225	MINOR EQUIPMENT	1,858	2,261	500	2,800	2,800
520-7100-260	COMMUNICATION	412	695	420	800	800
520-7100-270	UTILITIES	90,270	97,415	121,870	125,000	125,000
520-7100-280	REPAIR AND MAINTENANCE	12,634	2,607	10,000	10,000	10,000
520-7100-320	PROFESSIONAL SERVICES	11,814	4,558	20,000	20,000	20,000
520-7100-330	VEHICLE REPLACEMENT / RENT	3,996	3,996	3,993	3,996	3,996
520-7100-340	MEMBERSHIPS / DUES	718	420	1,000	1,000	1,000
520-7100-341	MEETINGS / CONFERENCES	586	783	1,000	1,000	1,000
520-7100-390	MISCELLANEOUS	511	451	500	500	500
	TOTAL OPERATING	132,513	126,394	177,783	183,596	183,596
<u>TRANSFERS</u>						
520-7100-701	TRANSFER TO GENERAL	534,010	562,950	559,795	588,053	588,053
520-7100-761	TRANSFER TO WAREHOUSE	24,636	24,636	9,306	9,306	9,306
520-7100-764	TRANSFER TO SICK LEAVE	500	500	500	500	500
	TOTAL TRANSFERS	559,146	588,086	569,601	597,859	597,859
	TOTAL PRODUCTION	747,745	767,641	820,658	860,073	860,073

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: WATER DISTRIBUTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2020: 2.36 FTE
STAFF LEVEL 2019: 2.36 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>2020 FTE</u>	<u>2019 FTE</u>
Water & Street Supervisor	0.42	0.42
Utility Worker	1.38	1.38
Parks Maintenance Worker	0.23	0.23
Rotational Crew Member	<u>0.33</u>	<u>0.33</u>
Total	2.36	2.36

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>WATER</u>						
<u>DISTRIBUTION/ COLLECTION</u>						
<u>PERSONNEL SERVICES</u>						
520-7300-101	REGULAR SERVICES- WTR DIST/COL	126,086	114,082	125,104	133,289	133,289
520-7300-105	OVERTIME	1,209	437	600	600	600
520-7300-120	EMPLOYEE BENEFITS	99,418	86,540	94,295	101,604	101,604
	TOTAL PERSONNEL SERVICES	226,713	201,059	219,999	235,493	235,493
<u>OPERATING</u>						
520-7300-200	OPERATING SUPPLIES	11,612	17,036	18,000	18,000	18,000
520-7300-220	PERSONAL PROTECTIVE EQUIPMEN	834	335	800	800	800
520-7300-225	MINOR EQUIPMENT	1,425	864	2,000	2,000	2,000
520-7300-280	REPAIR AND MAINTENANCE	4,365	3,625	5,000	5,000	5,000
520-7300-320	PROFESSIONAL SERVICES	33,111	23,661	30,000	30,000	30,000
520-7300-330	VEHICLE REPLACEMENT / RENT	31,740	31,740	29,434	29,436	29,436
520-7300-341	MEETINGS / CONFERENCES	270	273	400	400	400
520-7300-360	FRANCHISE EXPENSE	100,675	105,206	107,167	117,881	117,881
520-7300-390	MISCELLANEOUS	908	425	1,000	1,000	1,000
	TOTAL OPERATING	184,938	183,165	193,801	204,517	204,517
<u>CONTINGENCY & RESERVES</u>						
520-7300-910	RESERVE FOR CONSTRUCTION	0	0	150,000	150,000	150,000
520-7300-998	CONTINGENCY	0	0	279,543	392,434	392,434
	TOTAL CONTINGENCY & RESERVES	0	0	429,543	542,434	542,434
	TOTAL DISTRIBUTION/ COLLECTION	411,651	384,224	843,343	982,444	982,444

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

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) This year we are aiming to be able to complete the following projects:

- Contract the painting of north reservoir for approximately \$18,000.
- Upgrade the electrical components of Wells 1 and 3 for an estimated \$100,000.
- Contract for the connection of the water main to be completed on County Road for an estimated \$50,000.
- Abandon an old water main and the installation of new services on North Elizabeth to connect to the new 12 inch (12" water main extension being installed north to the Outwest Motel. This will replace approximately 12 residential services and a fire hydrant connection for approximately \$50,000.

IMPROVEMENTS OTHER THAN BUILDINGS (Acct. 480) is funded this year for the Locust and Outwest Motel water line extension construction. Design engineering was completed in Fiscal Year 2019. The city is the pass through grant recipient for this project, which is targeted to be complete by the end of summer.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>WATER</u>						
<u>CAPITAL - NEW</u>						
<u>CAPITAL</u>						
520-8100-410 CAPITAL EXPENSES	56,843	76,165	60,000	218,000	218,000	218,000
520-8100-480 IMPROVEMENTS OTHER THAN BLDG	0	0	442,000	388,000	388,000	388,000
TOTAL CAPITAL	56,843	76,165	502,000	606,000	606,000	606,000
TOTAL CAPITAL - NEW	56,843	76,165	502,000	606,000	606,000	606,000
<u>DEBT SERVICE</u>						
520-8600-510 LOAN PRINCIPAL- WATER LOAN	131,948	138,067	0	0	0	0
520-8600-511 LOAN INTEREST- WATER LOAN	13,771	7,041	0	0	0	0
TOTAL DEBT SERVICE	145,719	145,108	0	0	0	0
TOTAL DEBT SERVICE	145,719	145,108	0	0	0	0

REVENUE BUDGET NARRATIVE

Fiscal Year 2020

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 19. **NO RATE INCREASE.**

INTERGOVERNMENTAL REVENUE:

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

UTILITY REVENUE:

Utility revenues account for 50% 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 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>SEWER</u>							
<u>UTILITY SALES</u>							
530-451-10	RESIDENTIAL SALES	1,019,871	1,041,389	964,275	947,000	947,000	947,000
530-451-11	COMMERCIAL SALES	161,996	163,186	161,650	161,000	161,000	161,000
530-451-12	INDUSTRIAL SALES	19,153	19,163	19,000	21,500	21,500	21,500
	TOTAL UTILITY SALES	1,201,020	1,223,738	1,144,925	1,129,500	1,129,500	1,129,500
<u>MERCHANDISING</u>							
530-455-71	MERCHANDISING	0	54	0	0	0	0
	TOTAL MERCHANDISING	0	54	0	0	0	0
<u>MISCELLANEOUS</u>							
530-470-20	INTEREST EARNED	4,560	9,133	3,000	15,000	15,000	15,000
530-470-65	FARM INCOME	49,387	52,497	50,210	50,710	50,710	50,710
530-470-99	MISCELLANEOUS	104	1,636	500	500	500	500
	TOTAL MISCELLANEOUS	54,052	63,266	53,710	66,210	66,210	66,210
<u>SYSTEM DEVELOPMENT CHARGES</u>							
530-485-21	UTILITY SURCHARGE	134,358	95,771	80,000	80,000	80,000	80,000
	TOTAL SYSTEM DEVELOPMENT CHA	134,358	95,771	80,000	80,000	80,000	80,000
<u>BEGINNING FUND BALANCE</u>							
530-499-10	FUND BALANCE	0	0	409,515	995,563	995,563	995,563
	TOTAL BEGINNING FUND BALANCE	0	0	409,515	995,563	995,563	995,563
	TOTAL REVENUE	1,389,429	1,382,829	1,688,150	2,271,273	2,271,273	2,271,273

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: SEWAGE COLLECTION
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2020: 1.17 FTE
STAFF LEVEL 2019: 1.17 FTE

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>2020 FTE</u>	<u>2019 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>0.34</u>
Total	1.17	1.17

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>SEWER</u>						
<u>COLLECTION</u>						
<u>PERSONNEL SERVICES</u>						
530-7320-101 REGULAR SERVICES- SEWER COLLC	49,522	48,499	58,840	68,500	68,500	68,500
530-7320-105 OVERTIME	36	4	500	500	500	500
530-7320-120 EMPLOYEE BENEFITS	31,776	31,214	43,449	49,258	49,258	49,258
TOTAL PERSONNEL SERVICES	81,335	79,716	102,789	118,258	118,258	118,258
<u>OPERATING</u>						
530-7320-200 OPERATING SUPPLIES	568	2,101	2,000	2,500	2,500	2,500
530-7320-220 PERSONAL PROTECTIVE EQUIP	349	725	650	700	700	700
530-7320-225 MINOR EQUIPMENT	758	1,016	700	700	700	700
530-7320-280 REPAIR AND MAINTENANCE	4,525	4,612	5,000	6,000	6,000	6,000
530-7320-300 UNIFORM MAINTENANCE	0	132	400	400	400	400
530-7320-320 PROFESSIONAL SERVICES	4,219	3,894	2,500	2,500	2,500	2,500
530-7320-330 VEHICLE REPLACEMENT / RENT	26,448	26,448	26,680	25,730	25,730	25,730
530-7320-360 FRANCHISE EXPENSE	110,790	113,091	102,051	102,056	102,056	102,056
530-7320-390 MISCELLANEOUS	583	318	500	500	500	500
TOTAL OPERATING	148,240	152,337	140,481	141,086	141,086	141,086
<u>TRANSFERS</u>						
530-7320-701 TRANSFER TO GENERAL	449,869	475,187	474,852	498,228	498,228	498,228
530-7320-761 TRANSFER TO WAREHOUSE	5,286	5,286	2,327	2,327	2,327	2,327
530-7320-764 TRANSFER TO SICK LEAVE	605	605	605	605	605	605
530-7320-793 TRANSFER TO SEWER PLANT IMPRV	135,544	323,156	0	0	0	0
TOTAL TRANSFERS	591,304	804,234	477,784	501,160	501,160	501,160
<u>CONTINGENCY & RESERVES</u>						
530-7320-998 CONTINGENCY	0	0	533,924	1,057,339	1,057,339	1,057,339
TOTAL CONTINGENCY & RESERVES	0	0	533,924	1,057,339	1,057,339	1,057,339
TOTAL COLLECTION	820,879	1,036,287	1,254,978	1,817,843	1,817,843	1,817,843

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: SEWAGE TREATMENT
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2020: 1.61 FTE
STAFF LEVEL 2019: 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>2020 FTE</u>	<u>2019 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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>SEWER</u>						
<u>TREATMENT</u>						
<u>PERSONNEL SERVICES</u>						
530-7330-101 REGULAR SERVICES- SEWER TRTMN	92,143	95,790	100,505	103,981	103,981	103,981
530-7330-105 OVERTIME	83	77	100	200	200	200
530-7330-120 EMPLOYEE BENEFITS	59,199	59,312	61,152	68,249	68,249	68,249
TOTAL PERSONNEL SERVICES	151,425	155,179	161,757	172,430	172,430	172,430
<u>OPERATING</u>						
530-7330-200 OPERATING SUPPLIES	27,404	21,023	35,000	35,000	35,000	35,000
530-7330-220 PERSONAL PROTECTIVE EQUIP	715	424	450	450	450	450
530-7330-225 MINOR EQUIPMENT	7,681	2,015	2,500	2,500	2,500	2,500
530-7330-260 COMMUNICATION	824	1,136	1,000	2,000	2,000	2,000
530-7330-270 UTILITIES	36,838	36,136	34,161	36,000	36,000	36,000
530-7330-280 REPAIR AND MAINTENANCE	10,829	1,537	5,000	5,000	5,000	5,000
530-7330-320 PROFESSIONAL SERVICE	18,138	12,724	13,500	13,500	13,500	13,500
530-7330-330 VEHICLE REPLACEMENT / RENT	11,052	11,052	11,056	12,006	12,006	12,006
530-7330-340 MEMBERSHIPS / SUBSCRIPTIONS	825	0	350	350	350	350
530-7330-341 MEETINGS / CONFERENCES	1,028	785	1,000	1,000	1,000	1,000
TOTAL OPERATING	115,334	86,833	104,017	107,806	107,806	107,806
TOTAL TREATMENT	266,759	242,012	265,774	280,236	280,236	280,236

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: WASTEWATER LAND APPLICATION **STAFF LEVEL 2020:** 1.01 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2019:** 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 32nd 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>2020 FTE</u>	<u>2019 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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>SEWER</u>						
<u>LAND APPLICATION</u>						
<u>PERSONNEL SERVICES</u>						
530-7410-101 REGULAR SERVICES- SEWER LND A	55,348	56,110	57,847	59,891	59,891	59,891
530-7410-105 OVERTIME	717	484	450	500	500	500
530-7410-120 EMPLOYEE BENEFITS	42,748	42,823	44,979	48,150	48,150	48,150
TOTAL PERSONNEL SERVICES	98,813	99,417	103,276	108,541	108,541	108,541
<u>OPERATING</u>						
530-7410-200 OPERATING SUPPLIES	781	1,291	1,200	1,200	1,200	1,200
530-7410-220 PERSONAL PROTECTIVE EQUIPMEN	124	338	300	300	300	300
530-7410-225 MINOR EQUIPMENT	398	443	400	400	400	400
530-7410-260 COMMUNICATION	353	380	450	450	450	450
530-7410-270 UTILITIES	13,177	16,287	17,613	18,141	18,141	18,141
530-7410-280 REPAIR AND MAINTENANCE	1,611	2,901	4,500	4,500	4,500	4,500
530-7410-320 PROFESSIONAL SERVICES	4,216	4,178	18,750	18,750	18,750	18,750
530-7410-330 VEHICLE REPLACEMENT / RENT	18,912	18,912	18,909	18,912	18,912	18,912
530-7410-390 MISCELLANEOUS	85	0	0	0	0	0
TOTAL OPERATING	39,657	44,730	62,122	62,653	62,653	62,653
<u>TRANSFERS</u>						
530-7410-754 TRANSFER TO SOLIDWASTE	5,000	2,000	2,000	2,000	2,000	2,000
TOTAL TRANSFERS	5,000	2,000	2,000	2,000	2,000	2,000
TOTAL LAND APPLICATION	143,470	146,147	167,398	173,194	173,194	173,194

REVENUE BUDGET NARRATIVE
Fiscal Year 2020

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 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>SEWER PLANT IMPROVEMENT</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
531-410-79	COMMUNITY DEV BLOCK GRANT (1)	248,170	0	0	0	0	0
531-410-80	OREGON IFA DIGESTER LOAN (2)	121,447	0	0	0	0	0
531-410-81	OREGON IFA DIGESTER GRANT (2)	182,709	0	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	552,326	0	0	0	0	0
<u>MISCELLANEOUS</u>							
531-470-20	INTEREST EARNED	6,030	12,672	4,000	4,000	4,000	4,000
	TOTAL MISCELLANEOUS	6,030	12,672	4,000	4,000	4,000	4,000
<u>SYSTEM DEVELOPMENT CHARGES</u>							
531-485-20	SEWER SDC'S	17,635	5,625	2,000	2,000	2,000	2,000
	TOTAL SYSTEM DEVELOPMENT CHA	17,635	5,625	2,000	2,000	2,000	2,000
<u>TRANSFERS</u>							
531-490-53	TRANSFER FROM SEWER	135,544	323,156	0	0	0	0
	TOTAL TRANSFERS	135,544	323,156	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
531-499-10	FUND BALANCE	0	0	928,332	660,320	660,320	660,320
	TOTAL BEGINNING FUND BALANCE	0	0	928,332	660,320	660,320	660,320
	TOTAL REVENUE	711,535	341,453	934,332	666,320	666,320	666,320

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

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 in the amount of \$200,000 as well as \$15,000 to complete the sewer connection/improvements to the City property adjacent to Key Boulevard.

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 2019-20

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SEWER PLANT IMPROVEMENT</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
531-8100-410	PLANT IN SERVICE	419,996	15,101	0	0	0	0
531-8100-480	SEWER PLNT IMP	0	6,797	200,000	215,000	215,000	215,000
TOTAL CAPITAL		419,996	21,898	200,000	215,000	215,000	215,000
<u>CONTINGENCY & RESERVES</u>							
531-8100-998	CONTINGENCY	0	0	534,231	259,951	259,951	259,951
TOTAL CONTINGENCY & RESERVES		0	0	534,231	259,951	259,951	259,951
TOTAL CAPITAL - NEW		419,996	21,898	734,231	474,951	474,951	474,951
<u>DEBT SERVICE</u>							
531-8600-501	LOAN INTEREST	16,596	0	0	0	0	0
531-8600-509	LOAN 2 PRINCIPLE	0	4,442	115,836	107,146	107,146	107,146
531-8600-510	LOAN PRINCIPAL	0	31,547	32,793	34,089	34,089	34,089
531-8600-511	LOAN INTEREST	46,583	51,548	50,301	49,007	49,007	49,007
531-8600-512	LOAN 2 INTEREST	0	1,073	1,171	1,127	1,127	1,127
TOTAL DEBT SERVICE		63,179	88,609	200,101	191,369	191,369	191,369
TOTAL DEBT SERVICE		63,179	88,609	200,101	191,369	191,369	191,369

REVENUE BUDGET NARRATIVE
Fiscal Year 2020

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 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
<u>UTILITY SALES</u>							
540-451-30	LANDFILL RECEIPTS	63,813	83,282	50,000	70,000	70,000	70,000
540-451-31	REFUSE COLLECTION	798,676	777,362	649,990	650,500	650,500	650,500
540-451-32	DROP BOX REVENUE	94,070	93,763	94,000	85,000	85,000	85,000
540-451-33	RECYCLING SERVICE REVENUE	0	45,994	108,066	130,000	130,000	130,000
	TOTAL UTILITY SALES	956,558	1,000,401	902,056	935,500	935,500	935,500
<u>MISCELLANEOUS</u>							
540-470-10	SCRAP REVENUE	0	18,483	0	0	0	0
540-470-20	INTEREST EARNED	5,284	9,536	5,000	5,000	5,000	5,000
540-470-32	SALE OF RECYCLABLES	0	1,852	10,000	10,000	10,000	10,000
	TOTAL MISCELLANEOUS	5,284	29,871	15,000	15,000	15,000	15,000
<u>TRANSFERS</u>							
540-490-53	TRANSFER FROM SEWER	5,000	2,000	2,000	2,000	2,000	2,000
	TOTAL TRANSFERS	5,000	2,000	2,000	2,000	2,000	2,000
<u>BEGINNING FUND BALANCE</u>							
540-499-10	FUND BALANCE	0	0	594,391	827,057	827,057	827,057
	TOTAL BEGINNING FUND BALANCE	0	0	594,391	827,057	827,057	827,057
	TOTAL REVENUE	966,843	1,032,273	1,513,447	1,779,557	1,779,557	1,779,557

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: COLLECTION
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

STAFF LEVEL 2020: 2.29 FTE
STAFF LEVEL 2019: 1.96 FTE

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. We also have a new bin roll-off truck for large accounts and trash compactors. The older roll-off truck was retained to serve both solid waste collection as well as hauling recycling bins as needed to provide for times when the primary truck is undergoing maintenance and/or we are experiencing high volumes of requests for services, as to serve our customers as efficiently as possible. Our solid waste hauling trucks are all motor pool owned vehicles that the solid waste utility pays monthly rental/replacement fees on. The garbage truck is next slated for replacement in FY 2025.

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. City solid waste customers are issued a ticket for one free load (up to 800 pounds) to take to the landfill during these events.

PERSONNEL:

<u>Title</u>	<u>2020 FTE</u>	<u>2019 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	0.33	0.00
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.

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, primarily our garbage and bin roll-of trucks.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>COLLECTION</u>						
<u>PERSONNEL SERVICES</u>						
540-7320-101	REGULAR SERVICES- SW COLLECTN	98,892	100,249	124,458	131,251	131,251
540-7320-105	OVERTIME	171	63	400	400	400
540-7320-120	EMPLOYEE BENEFITS	62,904	64,263	84,397	94,906	94,906
	TOTAL PERSONNEL SERVICES	161,967	164,575	209,255	226,557	226,557
<u>OPERATING</u>						
540-7320-200	OPERATING SUPPLIES	138	1,479	2,000	2,000	2,000
540-7320-220	PERSONAL PROTECTIVE EQUIPMEN	180	300	200	200	200
540-7320-260	COMMUNICATION	410	547	425	425	425
540-7320-280	REPAIR AND MAINTENANCE	0	218	1,000	1,000	1,000
540-7320-320	PROFESSIONAL SERVICES	125	0	0	0	0
540-7320-330	VEHICLE REPLACEMENT / RENT	92,148	92,368	118,108	120,468	120,468
540-7320-360	FRANCHISE EXPENSE	76,525	81,659	72,965	76,040	76,040
	TOTAL OPERATING	169,525	176,571	194,698	200,133	200,133
<u>TRANSFERS</u>						
540-7320-701	TRANSFER TO GENERAL	245,867	251,348	267,774	325,792	325,792
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	250,367	255,848	272,274	330,292	330,292
<u>CONTINGENCY & RESERVES</u>						
540-7320-998	CONTINGENCY	0	0	506,339	695,906	695,906
	TOTAL CONTINGENCY & RESERVES	0	0	506,339	695,906	695,906
	TOTAL COLLECTION	581,859	596,994	1,182,566	1,452,888	1,452,888

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

PROGRAM: LANDFILL **STAFF LEVEL 2020:** 1.13 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2019:** 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>2020 FTE</u>	<u>2019 FTE</u>
Utility Worker	0.77	0.77
Parks Maintenance Worker	<u>0.36</u>	<u>0.36</u>
Total	1.13	1.13

BUDGET COMMENTS:

OPERATING SUPPLIES/FUEL (Acct. 200) covers expenses such as the portable restroom facility at the landfill as well as basic supplies, such as pens, etc. Funds are also included for fuel to operate the scraper at the landfill, as it is non-motor pool equipment owned by the Solid Waste Facility.

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 which include repairs to the scraper.

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. Quarterly tipping fees increased in April 2019 that are paid based on tons disposed.

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>LANDFILL</u>						
<u>PERSONNEL SERVICES</u>						
540-7420-101	REGULAR SERVICES- LANDFILL	56,032	60,781	64,410	66,870	66,870
540-7420-105	OVERTIME	262	429	500	500	500
540-7420-120	EMPLOYEE BENEFITS	48,790	50,807	55,273	56,485	56,485
	TOTAL PERSONNEL SERVICES	105,084	112,017	120,183	123,855	123,855
<u>OPERATING</u>						
540-7420-200	OPERATING SUPPLIES	2,609	2,443	2,000	3,000	3,000
540-7420-220	PERSONAL PROTECTIVE EQUIPMEN	279	585	500	500	500
540-7420-225	MINOR EQUIPMENT	0	815	0	0	0
540-7420-270	UTILITIES	512	610	600	750	750
540-7420-280	REPAIR AND MAINTENANCE	1,965	8,910	2,000	5,000	5,000
540-7420-300	UNIFORM MAINTENANCE	254	505	750	500	500
540-7420-318	PERMIT FEES	9,016	8,779	6,500	10,000	10,000
540-7420-320	PROFESSIONAL SERVICES	11,362	15,213	25,000	25,000	25,000
540-7420-326	RECYCLING	3,300	6,350	7,000	0	0
540-7420-330	VEHICLE REPLACEMENT / RENT	70,020	55,356	48,017	48,017	48,017
540-7420-341	MEETINGS / CONFERENCES	0	39	200	200	200
540-7420-390	MISCELLANEOUS	90	5,195	200	200	200
	TOTAL OPERATING	99,407	104,801	92,767	93,167	93,167
	TOTAL LANDFILL	204,491	216,817	212,950	217,022	217,022

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>RECYCLING</u>						
<u>PERSONNEL SERVICES</u>						
540-7430-101	REGULAR SERVICES- SW RECYCLIN	0	0	40,138	40,521	40,521
540-7430-102	PART TIME	0	8,590	0	0	0
540-7430-105	OVERTIME	0	0	200	200	200
540-7430-120	EMPLOYEE BENEFITS	0	3,336	39,413	41,846	41,846
	TOTAL PERSONNEL SERVICES	0	11,926	79,751	82,567	82,567
<u>OPERATING</u>						
540-7430-200	OPERATING SUPPLIES	0	416	1,500	2,000	2,000
540-7430-220	PERSONAL PROTECTIVE EQUIPMEN	0	120	300	300	300
540-7430-225	MINOR EQUIPMENT	0	0	200	200	200
540-7430-260	COMMUNICATION	0	0	480	480	480
540-7430-270	UTILITIES	0	0	0	1,000	1,000
540-7430-280	REPAIR AND MAINTENANCE	0	513	1,000	1,000	1,000
540-7430-300	UNIFORM MAINTENANCE	0	0	300	0	0
540-7430-320	PROFESSIONAL SVCS- RECYCLING	108,066	70,460	1,500	1,500	1,500
540-7430-330	VEHICLE REPLACEMENT / RENT	0	0	2,300	0	0
540-7430-341	MEETINGS / CONFERENCES	0	0	300	300	300
540-7430-390	MISCELLANEOUS	0	0	300	300	300
	TOTAL OPERATING	108,066	71,509	8,180	7,080	7,080
<u>CAPITAL</u>						
540-7430-410	RECYCLING CAPITAL EXPENSES	0	40,913	0	0	0
	TOTAL CAPITAL	0	40,913	0	0	0
	TOTAL RECYCLING	108,066	124,348	87,931	89,647	89,647

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

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 in the amount of \$20,000.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
540-8100-410	SOLIDWASTE CAPITAL NEW	27,985	30,379	0	0	0	0
540-8100-480	CAPITAL	0	86,837	30,000	20,000	20,000	20,000
	TOTAL CAPITAL	27,985	117,216	30,000	20,000	20,000	20,000
	TOTAL CAPITAL - NEW	27,985	117,216	30,000	20,000	20,000	20,000

BUDGET NARRATIVE
Fiscal Year 2020

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>LANDFILL CLOSURE RESERVE</u>						
<u>MISCELLANEOUS</u>						
541-470-15	0	0	700	0	0	0
541-470-20	1,012	1,936	1,000	3,000	3,000	3,000
TOTAL MISCELLANEOUS	1,012	1,936	1,700	3,000	3,000	3,000
<u>TRANSFERS</u>						
541-490-54	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	0	0	140,616	147,954	147,954	147,954
TOTAL BEGINNING FUND BALANCE	0	0	140,616	147,954	147,954	147,954
TOTAL REVENUE	5,012	5,936	146,316	154,954	154,954	154,954
<u>CAPITAL - NEW</u>						
<u>CONTINGENCY & RESERVES</u>						
541-8100-954	0	0	146,316	154,954	154,954	154,954
TOTAL CONTINGENCY & RESERVES	0	0	146,316	154,954	154,954	154,954
TOTAL CAPITAL - NEW	0	0	146,316	154,954	154,954	154,954

REVENUE BUDGET NARRATIVE
Fiscal Year 2020

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 as well as footgolf.**

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GOLF COURSE</u>						
<u>SERVICES</u>						
550-450-13 BUILDING RENT	4,200	4,200	4,200	4,200	4,200	4,200
550-450-40 GOLF GREENS FEES	83,343	91,924	102,649	102,649	102,649	102,649
550-450-41 GOLF PASSES	29,950	28,476	31,000	31,000	31,000	31,000
550-450-42 GOLF CART SHEDS	10,682	10,595	13,000	13,000	13,000	13,000
550-450-43 GOLF CART USAGE FEES	8,061	7,454	8,098	9,500	9,500	9,500
550-450-44 FOOT GOLF	0	0	4,548	3,000	3,000	3,000
550-450-46 GOLF PUNCH CARDS	14,187	12,792	21,115	21,115	21,115	21,115
TOTAL SERVICES	150,423	155,441	184,610	184,464	184,464	184,464
<u>MISCELLANEOUS</u>						
550-470-99 MISCELLANEOUS	0	5,628	0	0	0	0
TOTAL MISCELLANEOUS	0	5,628	0	0	0	0
<u>BEGINNING FUND BALANCE</u>						
550-499-10 FUND BALANCE	0	0	800	0	0	0
TOTAL BEGINNING FUND BALANCE	0	0	800	0	0	0
TOTAL REVENUE	150,423	161,069	185,410	184,464	184,464	184,464

EXPENDITUE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: GOLF COURSE

STAFF LEVEL 2020: 1.16 FTE
STAFF LEVEL 2019: 1.16 FTE

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. 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>2020 FTE</u>	<u>2019 FTE</u>
Parks & Recreation Supervisor	0.14	0.14
Parks Maintenance Worker	0.42	0.42
Laborer	<u>0.60</u>	<u>0.60</u>
Total	1.16	1.16

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 and promotions.

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GOLF COURSE</u>						
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
550-7600-101	REGULAR SERVICES-GOLF CRSE AD	29,667	29,926	28,997	35,393	35,393
550-7600-102	PART TIME	723	1,622	11,763	3,000	3,000
550-7600-105	OVERTIME	272	87	200	200	200
550-7600-120	EMPLOYEE BENEFITS	22,553	22,206	26,847	26,182	26,182
	TOTAL PERSONNEL SERVICES	53,215	53,841	67,807	64,775	64,775
<u>OPERATING</u>						
550-7600-200	OPERATING SUPPLIES	11,890	11,580	9,000	9,000	9,000
550-7600-225	MINOR EQUIPMENT	541	0	200	200	200
550-7600-250	ADVERTISING	0	0	200	200	200
550-7600-270	UTILITIES	7,587	7,655	7,725	7,976	7,976
550-7600-280	REPAIR AND MAINTENANCE	4,655	10,561	8,500	9,700	9,700
550-7600-320	PROFESSIONAL SERVICE	4,371	3,295	4,200	4,200	4,200
550-7600-330	VEHICLE REPLACEMENT / RENT	18,672	17,524	19,818	17,470	17,470
	TOTAL OPERATING	47,716	50,616	49,643	48,746	48,746
<u>DEBT SERVICE</u>						
550-7600-511	LOAN INTEREST	1,418	1,418	1,418	1,418	1,418
	TOTAL DEBT SERVICE	1,418	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
	TOTAL ADMINISTRATION	102,449	105,975	118,968	115,039	115,039

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: CLUBHOUSE **STAFF LEVEL 2020:** 0.05 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2019:** 0.05 FTE
FUND: GOLF COURSE

BASELINE BUDGET DESCRIPTION:

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

This program is in its 16th 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>2020 FTE</u>	<u>2019 FTE</u>
Parks & Recreation Supervisor	0.02	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) pays 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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>GOLF COURSE</u>						
<u>GOLF COURSE CLUB HOUSE</u>						
<u>PERSONNEL SERVICES</u>						
550-7610-101 REGULAR SERVICES- GC CLUB HSE	1,835	2,180	2,842	2,954	2,954	2,954
550-7610-105 OVERTIME	30	15	0	0	0	0
550-7610-120 EMPLOYEE BENEFITS	1,363	1,517	2,076	2,315	2,315	2,315
TOTAL PERSONNEL SERVICES	3,228	3,711	4,918	5,269	5,269	5,269
<u>OPERATING</u>						
550-7610-200 OPERATING SUPPLIES	495	511	5,138	5,138	5,138	5,138
550-7610-270 UTILITIES	4,326	4,630	5,093	5,246	5,246	5,246
550-7610-280 REPAIR AND MAINTENANCE	384	3,428	2,000	3,000	3,000	3,000
550-7610-320 PROFESSIONAL SERVICES	46,965	47,857	49,293	50,772	50,772	50,772
TOTAL OPERATING	52,170	56,427	61,524	64,156	64,156	64,156
TOTAL GOLF COURSE CLUB HOUSE	55,397	60,138	66,442	69,425	69,425	69,425
<u>CAPITAL - NEW</u>						
<u>CAPITAL</u>						
550-8100-410 CAPITAL EXPENSES	0	11,620	0	0	0	0
TOTAL CAPITAL	0	11,620	0	0	0	0
TOTAL CAPITAL - NEW	0	11,620	0	0	0	0

REVENUE BUDGET NARRATIVE
Fiscal Year 2020

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 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>WAREHOUSE</u>							
<u>MISCELLANEOUS</u>							
610-470-20	INTEREST EARNED	797	1,167	200	1,200	1,200	1,200
610-470-99	MISCELLANEOUS	304	1,106	100	100	100	100
	TOTAL MISCELLANEOUS	1,102	2,272	300	1,300	1,300	1,300
<u>TRANSFERS</u>							
610-490-51	TRANSFER FROM ELECTRIC	99,737	99,737	28,418	28,418	28,418	28,418
610-490-52	TRANSFER FROM WATER	24,636	24,636	9,306	9,306	9,306	9,306
610-490-53	TRANSFER FROM SEWER	5,286	5,286	2,327	2,327	2,327	2,327
	TOTAL TRANSFERS	129,659	129,659	40,051	40,051	40,051	40,051
<u>BEGINNING FUND BALANCE</u>							
610-499-10	FUND BALANCE	0	0	42,363	42,513	42,513	42,513
	TOTAL BEGINNING FUND BALANCE	0	0	42,363	42,513	42,513	42,513
	TOTAL REVENUE	130,761	131,931	82,714	83,864	83,864	83,864

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

DEPARTMENT: PUBLIC WORKS

FUND: WAREHOUSE

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.

OBJECTIVE:

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, coffee, first aid cabinet supplies, 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.

CAPITAL-BUILDING (Acct. 405) includes funding to repair the facility such as parking lot improvements and/or gate, fencing and security improvements.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>WAREHOUSE</u>						
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
610-7600-101	REGULAR SERVICES- WAREHOUSE	55,393	34,444	0	0	0
610-7600-105	OVERTIME	28	0	0	0	0
610-7600-120	EMPLOYEE BENEFITS	30,792	19,068	0	0	0
	TOTAL PERSONNEL SERVICES	86,212	53,512	0	0	0
<u>OPERATING</u>						
610-7600-200	OPERATING SUPPLIES	886	1,968	1,350	1,500	1,500
610-7600-220	PERSONAL PROTECTIVE EQUIPMEN	0	120	0	0	0
610-7600-225	MINOR EQUIPMENT	239	175	0	0	0
610-7600-260	COMMUNICATION	412	498	500	600	600
610-7600-270	UTILITIES	23,110	19,910	19,828	20,423	20,423
610-7600-280	REPAIR AND MAINTENANCE	35,894	7,919	5,000	5,000	5,000
610-7600-330	VEHICLE REPLACEMENT / RENT	3,024	2,260	0	0	0
610-7600-341	MEETINGS / CONFERENCES	10	1,101	0	0	0
610-7600-390	MISCELLANEOUS	167	22	0	0	0
	TOTAL OPERATING	63,742	33,974	26,678	27,523	27,523
<u>CAPITAL</u>						
610-7600-405	BUILDING	0	0	1,000	12,000	12,000
610-7600-410	CAPITAL EXPENSES	0	0	15,000	0	0
610-7600-480	FURNITURE AND FIXTURES	0	2,161	0	0	0
	TOTAL CAPITAL	0	2,161	16,000	12,000	12,000
<u>TRANSFERS</u>						
610-7600-701	TRANSFER TO GENERAL	18,729	19,456	20,567	21,410	21,410
610-7600-750	TRANSFER TO ELECTRIC	6,480	6,480	0	0	0
610-7600-764	TRANSFER TO SICK LEAVE	350	350	0	0	0
	TOTAL TRANSFERS	25,559	26,286	20,567	21,410	21,410
<u>CONTINGENCY & RESERVES</u>						
610-7600-998	CONTINGENCY	0	0	19,469	22,931	22,931
	TOTAL CONTINGENCY & RESERVES	0	0	19,469	22,931	22,931
	TOTAL ADMINISTRATION	175,514	115,932	82,714	83,864	83,864

REVENUE BUDGET NARRATIVE

Fiscal Year 2020

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 80 pieces of motor pool-owned equipment and vehicles; 183 pieces of city department-owned non-motor pool equipment, three public transportation vehicles, 35+- Milton-Freewater Unified School District vehicles and equipment, 3+- Umatilla-Morrow County Head Start buses and vehicles and 3 +- 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 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>							
<u>SERVICES</u>							
620-450-51	INTER DP EQUIP REPAIR	9,407	26,238	8,500	17,500	17,500	17,500
620-450-52	SCHOOL BUS REPAIR	42,122	56,875	51,000	52,530	52,530	52,530
620-450-70	VEHICLE RENT	477,008	453,798	488,678	480,470	480,470	480,470
	TOTAL SERVICES	528,538	536,912	548,178	550,500	550,500	550,500
<u>MISCELLANEOUS</u>							
620-470-20	INTEREST EARNED	2,146	4,679	2,200	2,200	2,200	2,200
620-470-30	SALE OF FIXED ASSETS	0	400	0	0	0	0
620-470-99	MISCELLANEOUS	3,164	0	0	0	0	0
	TOTAL MISCELLANEOUS	5,310	5,079	2,200	2,200	2,200	2,200
<u>BEGINNING FUND BALANCE</u>							
620-499-10	FUND BALANCE	0	0	268,451	369,849	369,849	369,849
	TOTAL BEGINNING FUND BALANCE	0	0	268,451	369,849	369,849	369,849
	TOTAL REVENUE	533,848	541,990	818,829	922,549	922,549	922,549

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM:	MOTOR POOL	STAFF LEVEL 2020:	1.50 FTE
DEPARTMENT:	PUBLIC WORKS	STAFF LEVEL 2019:	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>2020 FTE</u>	<u>2019 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.

CAPITAL EXPENSE (Acct. 410) provides for the purchase and installation of a new four post lift in the shop to replace the existing underground hoist that is quite dated as well as a trailer for hauling vehicles, motors, etc. that cannot be towed or hauled in the bed of the shop vehicle.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>						
<u>MOTOR POOL</u>						
<u>PERSONNEL SERVICES</u>						
620-7700-101	REGULAR SERVICES- MOTOR POOL	116,521	113,135	112,500	119,413	119,413
620-7700-105	OVERTIME	352	834	1,220	1,220	1,220
620-7700-110	TOOL ALLOWANCES	1,730	1,730	1,800	2,400	2,400
620-7700-120	EMPLOYEE BENEFITS	60,680	67,745	71,000	74,521	74,521
	TOTAL PERSONNEL SERVICES	179,282	183,444	186,520	197,554	197,554
<u>OPERATING</u>						
620-7700-200	OPERATING SUPPLIES/FUEL	78,090	100,632	130,000	125,000	125,000
620-7700-220	PERSONAL PROTECTIVE EQUIP	0	548	500	500	500
620-7700-225	MINOR EQUIPMENT	4,178	3,410	5,000	5,000	5,000
620-7700-260	COMMUNICATION	412	665	1,360	1,360	1,360
620-7700-280	REPAIR AND MAINTENANCE	64,414	84,386	88,000	88,000	88,000
620-7700-282	RADIO REPAIR AND REPLACEMENT	0	496	1,000	1,000	1,000
620-7700-300	UNIFORM MAINTENANCE	973	1,178	1,300	800	800
620-7700-320	PROFESSIONAL SERVICES	125	125	500	500	500
620-7700-330	VEHICLE REPLACEMENT / RENT	2,928	2,960	3,030	3,500	3,500
620-7700-341	MEETINGS / CONFERENCES	21	0	1,000	1,000	1,000
620-7700-380	LIABILITY AND VEH INSURANCE	0	0	0	28,000	28,000
	TOTAL OPERATING	151,141	194,399	231,690	254,660	254,660
<u>CAPITAL</u>						
620-7700-410	CAPITAL EXPENSE	0	0	0	15,000	15,000
	TOTAL CAPITAL	0	0	0	15,000	15,000
<u>TRANSFERS</u>						
620-7700-701	TRANSFER TO GENERAL	51,380	52,842	54,776	57,232	57,232
620-7700-750	TRANSFER TO ELECTRIC	3,561	3,561	0	0	0
620-7700-764	TRANSFER TO SICK LEAVE	250	252	250	250	250
	TOTAL TRANSFERS	55,191	56,655	55,026	57,482	57,482
<u>CONTINGENCY & RESERVES</u>						
620-7700-998	CONTINGENCY	0	0	250,526	299,550	299,550
	TOTAL CONTINGENCY & RESERVES	0	0	250,526	299,550	299,550
	TOTAL MOTOR POOL	385,614	434,499	723,762	824,246	824,246

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2020

PROGRAM: SCHOOL BUS MAINTENANCE **STAFF LEVEL 2020:** 0.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2019:** 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>2020 FTE</u>	<u>2019 FTE</u>
Lead Mechanic	0.25	0.25
Mechanic	0.25	0.25
Total	0.50	0.50

BUDGET COMMENTS:

Shown in the School Bus Maintenance program is administrative cost charged to the Vehicle Maintenance Fund. This cost covers the expenses of ordering parts, processing work orders, purchase orders, picking up parts, acquiring estimates and picking up and delivering buses. The balance is in the Motor Pool program.

MINOR EQUIPMENT (Acct. 225) provides funding for small tools and equipment used for bus maintenance/repairs.

SCHOOL BUS PARTS (Acct. 290) covers costs for bus parts.

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

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the cost the shop vehicle.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>						
<u>SCHOOL BUS MAINTENANCE</u>						
<u>PERSONNEL SERVICES</u>						
620-7710-101	REGULAR SERVICES- SCHL BUS MNT	30,455	31,390	39,001	39,804	39,804
620-7710-105	OVERTIME	118	241	400	400	400
620-7710-120	EMPLOYEE BENEFITS	15,206	17,928	23,511	24,840	24,840
	TOTAL PERSONNEL SERVICES	45,779	49,559	62,912	65,044	65,044
<u>OPERATING</u>						
620-7710-225	MINOR EQUIPMENT	766	873	1,200	1,200	1,200
620-7710-290	SCHOOL BUS PARTS	8,265	14,278	15,000	15,000	15,000
620-7710-300	UNIFORM MAINTENANCE	1,089	1,351	1,200	1,200	1,200
620-7710-330	VEHICLE REPLACEMENT / RENT	972	984	1,010	1,500	1,500
	TOTAL OPERATING	11,092	17,487	18,410	18,900	18,900
<u>TRANSFERS</u>						
620-7710-701	TRANSFER TO GENERAL	12,845	13,210	13,695	14,309	14,309
620-7710-750	TRANSFER TO ELECTRIC	403	403	0	0	0
620-7710-764	TRANSFER TO SICK LEAVE	50	50	50	50	50
	TOTAL TRANSFERS	13,298	13,663	13,745	14,359	14,359
	TOTAL SCHOOL BUS MAINTENANCE	70,169	80,708	95,067	98,303	98,303

REVENUE BUDGET NARRATIVE
Fiscal Year 2020

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 20 replacement fees included in the budget are \$164,222. 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 20 depreciation adjustment fees included in the budget are \$16,422 for a total depreciation of \$180,644.

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 2019-20

		2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>							
<u>SERVICES</u>							
630-450-50	REPLACEMENT FEES	187,462	185,472	194,082	193,931	193,931	193,931
	TOTAL SERVICES	187,462	185,472	194,082	193,931	193,931	193,931
<u>MISCELLANEOUS</u>							
630-470-20	INTEREST EARNED	1,564	2,008	1,500	1,500	1,500	1,500
630-470-30	SALE OF FIXED ASSETS	0	43,169	0	0	0	0
	TOTAL MISCELLANEOUS	1,564	45,177	1,500	1,500	1,500	1,500
<u>BEGINNING FUND BALANCE</u>							
630-499-10	FUND BALANCE	0	0	174,000	68,563	68,563	68,563
	TOTAL BEGINNING FUND BALANCE	0	0	174,000	68,563	68,563	68,563
	TOTAL REVENUE	189,026	230,649	369,582	263,994	263,994	263,994

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2020

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.

No replacement or new vehicles are proposed for Fiscal Year 2020.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>						
<u>ADMINISTRATION</u>						
<u>CAPITAL</u>						
630-7600-470 VEHICLE REPLACEMENT	358,424	133,533	225,000	0	0	0
TOTAL CAPITAL	358,424	133,533	225,000	0	0	0
<u>CONTINGENCY & RESERVES</u>						
630-7600-970 RESERVE FOR REPLACE	0	0	144,582	263,994	263,994	263,994
TOTAL CONTINGENCY & RESERVES	0	0	144,582	263,994	263,994	263,994
TOTAL ADMINISTRATION	358,424	133,533	369,582	263,994	263,994	263,994

BUDGET NARRATIVE
Fiscal Year 2020

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>SICKLEAVE LIABILITY</u>						
<u>MISCELLANEOUS</u>						
640-470-20 INTEREST EARNED	503	719	500	800	800	800
640-470-41 DONATIONS TO SICK LEAVE BANK	0	0	500	500	500	500
TOTAL MISCELLANEOUS	503	719	1,000	1,300	1,300	1,300
<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	0	0	0	0
640-490-62 TRANSFER FROM VEHICLE MAINT	300	302	300	300	300	300
TOTAL TRANSFERS	7,126	7,128	6,776	6,776	6,776	6,776
<u>BEGINNING FUND BALANCE</u>						
640-499-10 FUND BALANCE	0	0	48,200	56,300	56,300	56,300
TOTAL BEGINNING FUND BALANCE	0	0	48,200	56,300	56,300	56,300
TOTAL REVENUE	7,629	7,847	55,976	64,376	64,376	64,376
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
640-7600-101 REGULAR SERVICES- SICKLEAVE LB	23,988	4	34,705	37,736	37,736	37,736
640-7600-102 PART TIME- SICKLEAVE LIABILITY	0	0	7,200	7,200	7,200	7,200
640-7600-120 EMPLOYEE BENEFITS	1,176	(201)	14,071	19,440	19,440	19,440
TOTAL PERSONNEL SERVICES	25,163	(197)	55,976	64,376	64,376	64,376
TOTAL ADMINISTRATION	25,163	(197)	55,976	64,376	64,376	64,376

BUDGET NARRATIVE
Fiscal Year 2020

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 2019-20

	2016-17 FISCAL ACTUAL	2017-18 FISCAL ACTUAL	2018-19 FISCAL BUDGET	2019-20 CITY MGR PROPOSED	2019-20 BUD COMM APPROVED	2019-20 COUNCIL ADOPTED
<u>RISK MANAGEMENT</u>						
<u>MISCELLANEOUS</u>						
650-470-10 CIS REFUND	28,231	39,913	10,000	10,000	10,000	10,000
650-470-20 INTEREST EARNED	410	547	500	800	800	800
TOTAL MISCELLANEOUS	28,642	40,461	10,500	10,800	10,800	10,800
<u>BEGINNING FUND BALANCE</u>						
650-499-10 FUND BALANCE	0	0	44,001	30,626	30,626	30,626
TOTAL BEGINNING FUND BALANCE	0	0	44,001	30,626	30,626	30,626
TOTAL REVENUE	28,642	40,461	54,501	41,426	41,426	41,426
<u>ADMINISTRATION</u>						
<u>OPERATING</u>						
650-7600-382 UNANTICIPATED CLAIMS	54,289	41,818	54,501	41,426	41,426	41,426
TOTAL OPERATING	54,289	41,818	54,501	41,426	41,426	41,426
TOTAL ADMINISTRATION	54,289	41,818	54,501	41,426	41,426	41,426

CITY OF MILTON-FREEWATER

COMPUTATION OF LEGAL DEBT LIMIT

June 30, 2018

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	\$362,474,475
Debt Limit Rate	x <u>3%</u>
Maximum Allowable Debt	10,874,234
Less General Bonded Debt	<u>0</u>
Legal Debt Margin	<u>\$ 10,874,234</u>
Total net bonded debt applicable to the limit as a percentage of debt limit	0%

Property Tax Summary
Fiscal Year 2020

	2017 Budget	2018 Budget	2019 Adopted	2020 Proposed	2020 Approved	2020 Adopted

Operating Estimate *	1,000,145	1,027,690	1,038,162	1,089,160	1,089,160	1,089,160
Rate Levy **	3.7499	3.7499	3.7499	3.7499	3.7499	3.7499
Debt Service	-0-	-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-	100,000	100,000	100,000	100,000
TOTAL TAXES	<u>\$1,060,145</u>	<u>\$1,087,690</u>	<u>\$1,198,162</u>	<u>\$1,249,160</u>	<u>\$1,249,160</u>	<u>\$1,249,160</u>

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

**PERSONNEL SUMMARY
Fiscal Year 2020 By Department**

	<u>2020</u>	<u>2019</u>	<u>2018</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
*	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	
				CITY MANAGER
	0.80	0.80	0.80	City Manager
	1.00	1.00	1.00	City Recorder
	0.00	0.00	0.30	Building Specialist
	0.00	0.00	0.05	Planning/Fire Assistant
	<u>1.80</u>	<u>1.80</u>	<u>2.15</u>	
				MUNICIPAL COURT
	0.13	0.13	0.13	Judge
	0.50	.50	1.00	Court Clerk
	<u>0.63</u>	<u>0.63</u>	<u>1.13</u>	
				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	2.50	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
	<u>6.50</u>	<u>6.50</u>	<u>6.00</u>	
				HUMAN RESOURCE ADMINISTRATION
	1.00	1.00	0.25	Human Resource Officer
	<u>1.00</u>	<u>1.00</u>	<u>0.25</u>	
				ECONOMIC DEVELOPMENT
	0.00	1.00	1.00	Community Development Supervisor
	0.00	0.10	0.10	Assistant
	0.00	0.05	0.10	City Planner
	<u>0.00</u>	<u>1.15</u>	<u>1.20</u>	
				PLANNING / BUILDING INSPECTIONS
	0.45	0.40	0.90	City Planner
	0.05	0.05	0.05	Building Specialist
	0.50	0.40	0.50	Planning/Fire Assistant (prior Secretary)
	<u>1.00</u>	<u>0.85</u>	<u>1.45</u>	
				POLICE
	1.00	1.00	1.00	Chief
	0.00	0.00	0.00	Corporals
	2.00	2.00	2.00	Sergeant
	8.00	8.00	9.00	Patrol Officers
	0.60	0.60	0.60	Code Enforcement Officer
	0.00	0.00	0.00	E9-1-1/PSAP Manager
	6.00	6.00	6.00	Communication Specialist
*	0.00	0.00	0.00	Volunteer Police Chaplain
*	0.00	2.00	2.00	Citizen Corp Volunteers
*	0.00	0.00	0.00	Reserves
	<u>17.60</u>	<u>19.60</u>	<u>20.60</u>	

* Number of positions, not expressed in FTE's

PERSONNEL SUMMARY (Continued)
By Department

<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>Position</u>
<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	
			FIRE
1.00	1.00	1.00	Chief
0.00	0.00	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>22.00</u>	<u>22.05</u>	
			PUBLIC WORKS
1.00	1.00	1.00	Public Works Superintendent
0.61	0.61	0.59	Parks & Recs Supervisor
1.00	1.00	1.00	Public Works Assistant/Project Aide
0.00	0.00	1.20	Utility Workers
1.78	1.78	1.78	Parks Maintenance Worker
1.00	1.00	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	0.80	1.00	Laborer
<u>11.03</u>	<u>11.03</u>	<u>11.56</u>	
			ENGINEERING AND PLANNING
<u>0.25</u>	<u>0.25</u>	<u>0.60</u>	Engineering Technician(s)
0.25	0.25	0.60	
			STREET FUND
0.13	0.13	0.13	Water & Streets Supervisor
0.20	0.20	0.20	Park & Recs Supervisor
0.54	0.54	0.54	Parks Maintenance Worker
0.00	0.00	0.25	Laborer
0.40	0.40	0.40	Code Enforcement Officer
0.78	0.78	0.68	Utility Workers
<u>2.05</u>	<u>2.05</u>	<u>2.20</u>	
			LIBRARY FUND
1.00	1.00	1.00	Library Director
1.00	0.00	0.00	Library Assistant
<u>1.93</u>	<u>2.93</u>	<u>2.96</u>	Library Associate
3.93	3.93	3.96	
			SENIOR/ DISABLED TRANSPORTATION FUND
0.00	0.00	0.75	Human Resource Officer
0.55	0.55	0.00	City Planner
0.50	0.50	0.00	Planning Assistant
<u>0.10</u>	<u>0.20</u>	<u>0.20</u>	City Manager
1.15	1.25	0.95	
			ELECTRIC FUND
1.00	1.00	1.00	Electric Superintendent
0.10	0.00	0.00	City Manager
1.00	1.00	1.00	Electric Assistant
5.00	5.00	5.00	Line Technicians
1.75	1.75	1.40	Engineering Technician
0.95	0.95	0.65	Building Specialist
1.00	1.00	0.00	Groundsman
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	Working Line Supervisor
<u>11.80</u>	<u>11.70</u>	<u>10.05</u>	

* Number of positions, not expressed in FTE's

PERSONNEL SUMMARY (Continued)
By Department

<u>2020</u> <u>FTE</u>	<u>2019</u> <u>FTE</u>	<u>2018</u> <u>FTE</u>	<u>Position</u>
WATER FUND			
0.74	0.74	0.74	Water & Streets Supervisor
0.31	0.31	0.31	Parks Maintenance Worker
0.33	0.33	0.00	Rotational Crew Member
<u>1.68</u>	<u>1.58</u>	<u>1.58</u>	Utility Workers
3.06	3.06	2.63	
SEWER FUND			
2.05	2.05	2.05	Utility Workers
0.11	0.11	0.11	Water & Streets Supervisor
0.03	0.03	0.03	Parks & Recs Supervisor
0.26	0.26	0.26	Parks Maintenance Worker
0.34	0.34	0.00	Rotational Crew Member
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	Waste Water Supervisor/Plant Operator
3.79	3.79	3.45	
SOLID WASTE FUND			
1.00	1.00	1.00	Sanitation Truck Driver
0.02	0.02	0.02	Water & Streets Supervisor
0.58	0.58	0.58	Parks Maintenance Worker
0.33	1.06	0.00	Rotational Crew Member
<u>2.49</u>	<u>1.49</u>	<u>1.49</u>	Utility Worker
4.42	4.15	3.09	
GOLF COURSE FUND			
0.45	0.45	0.53	Parks Maintenance Worker
0.16	0.16	0.16	Parks & Rec Supervisor
0.00	0.00	0.00	Utility Worker
<u>0.60</u>	<u>0.60</u>	<u>1.00</u>	Laborer
1.21	1.21	1.69	
WAREHOUSE FUND			
0.00	0.00	0.85	Engineering Technician
0.00	0.00	0.02	Parks & Rec Suprvisor
0.00	0.00	0.00	Utility Worker
<u>0.00</u>	<u>0.00</u>	<u>0.87</u>	
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	
** 74.22	74.95	74.85	Total FTE's

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

City of Milton-Freewater
RESOLUTION NO. 2394

**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

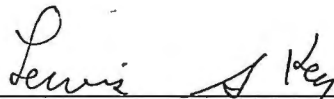
WHEREAS, the City of Milton-Freewater is anticipating to receive an estimated \$75,700 in state revenue sharing; and

WHEREAS, during two public hearings on this subject, one held, April 25, 2019 and the other held June 10, 2019, 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 2019-2020.

PASSED BY THE COMMON COUNCIL and APPROVED by the Mayor this 10th day of June, 2019.



Lewis S. Key, Mayor

I certify that a public hearing before the Budget Committee was held on April 25, 2019, and a public hearing before the City Council was held on June 10, 2019 giving citizens an opportunity to comment on the use of state revenue sharing funds.


Leanne Steadman, City Recorder

CITY OF MILTON-FREEWATER

RESOLUTION NO. 2395

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, 2019

BE IT RESOLVED;

Section 1. That the City Council of the City of Milton-Freewater hereby adopts the budget for fiscal year 2019-2020 in the sum of \$36,022,418 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 2019-2020 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	\$ 27,841
City Manager/Human Resources/Safety	497,233
City Attorney	15,000
Municipal Court	98,911
Finance	915,781
Planning/Bldg Inspect	122,154
Police/Emergency Communications	2,294,315
Fire	364,060
Public Works	1,250,063
Engineering	47,135
City Hall	291,500
Transfers to Other Funds	131,913
Contingency	<u>50,000</u>
Total	\$6,105,906

Resolution No. 2395, Page 1 of 4

STREET FUND

Personnel Services	\$172,938
Materials and Services	136,520
Transfer to Other Funds	115,940
Contingency	459,549
	<u>\$ 884,947</u>

STREET IMPROVEMENT FUND

Capital	\$3,507,920
Contingency	\$ 72,389
	<u>\$3,580,309</u>

LIBRARY FUND

Personnel Services	\$349,040
Materials and Services	48,225
Capital	6,000
Transfer to Other Funds	240
Contingency	9,582
	<u>\$413,087</u>

SENIOR/DISABLED TRANSPORTATION SERVICES FUND

Personnel Services	\$135,722
Materials and Services	174,803
Total Capital Outlay	762,440
Contingency	268,933
	<u>1,341,898</u>

DRUG ENFORCEMENT FUND

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

GENERAL OBLIGATION BOND FUND

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

ELECTRIC FUND

Personnel Services	\$1,905,730
Materials and Services	5,976,859
Capital Outlay	518,500
Transfer to Other Funds	1,093,985
Contingency	719,213
	<u>\$10,214,287</u>

ELECTRIC CAPITAL REPLACEMENT RESERVE FUND

Capital	\$ 1,738,879
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ELECTRIC OPERATING/MAINTENANCE RESERVE FUND

Transfers	\$ -0-
Capital	2,809,011
	<u>\$2,809,011</u>

WATER FUND

Personnel Services	\$ 314,111
Materials and Services	388,113
Capital Outlay	606,000
Debt Service	-0-
Transfer to Other Funds	597,859
Contingency/Reserve	542,434
	<u>\$2,448,517</u>

SEWER FUND

Personnel Services	\$ 399,229
Materials and Services	311,545
Capital Outlay	-0-
Debt Service	-0-
Transfer to Other Funds	503,160
Contingencies	1,057,339
	<u>\$2,271,273</u>

SEWER PLANT IMPROVEMENT FUND

Capital Outlay	215,000
Debt Service	191,369
Contingencies	259,951
	<u>\$ 666,320</u>

SOLID WASTE

Personnel Services	\$432,979
Materials and Services	300,380
Capital Outlay	20,000
Transfer to Other Funds	330,292
Contingency	695,906
	<u>\$1,779,557</u>

GOLF COURSE FUND

Personnel Services	\$ 70,044
Materials and Services	112,902
Debt Service	1,418
Transfer to Other Funds	100
Contingency	-0-
	<u>\$184,464</u>

LANDFILL CLOSURE RESERVE FUND

Reserves	\$154,954
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9.1.1.

Materials and Services	\$42,800
Capital Outlay	10,000
Transfer to Other Funds	-0-
	<u>\$ 52,800</u>

WAREHOUSE FUND

Personnel Services	\$ -0-
Materials and Services	27,523
Capital Outlay	12,000
Total Transfers	21,410
Contingency	22,931
	<u>\$ 83,864</u>

VEHICLE MAINTENANCE

Personnel Services	\$262,598
Materials and Services	273,560
Capital Outlay	15,000
Transfers	71,841
Contingency	299,550
	<u>\$922,549</u>

VEHICLE REPLACEMENT FUND

Materials and Services	\$ -0-
Capital Outlay	-0-
Debt Service	-0-
Transfers	-0-
Reserve for Replacement	263,994
	<u>\$263,994</u>

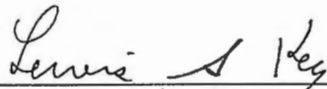
SICK LEAVE LIABILITY FUND

Personnel Services	\$ 64,376
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RISK MANAGEMENT

Materials and Services	\$ 41,426
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PASSED by the Common Council and APPROVED by the Mayor this 10th day of June, 2019



Lewis S. Key, Mayor