

CITY OF MILTON-FREEWATER, OREGON



FISCAL YEAR 2021 BUDGET

CITY OF MILTON-FREEWATER
FISCAL 2021 BUDGET COMMITTEE

Mayor: *Lewis Key*

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

Budget Committee: *Don Phillips*
Lindsay Winsor
Wes Koklich

Budget Officer: *Linda Hall*

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If 2020 was
a slide...





CITY OF
MILTON-FREEWATER

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

April 20, 2020

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

FROM: City Manager

SUBJECT: Proposed Budget for Fiscal Year 2021

EXECUTIVE SUMMARY

In my over 27 years of working for the City of Milton-Freewater, I have seen many unusual and unprecedented (at least to our city!) events....but in all this time, I have never ever seen anything that could compare with the events of the first 4 months of 2020.

In early February, unpredicted, and “out of the blue” we found ourselves fighting ‘round the clock for three days and nights against a 150+ year flood event carrying a torrent of raging river waters the likes of which our city had never seen in anyone’s memory. Experts have stated that the flood waters topped at least 10,000 cfs---to put that in terms the layperson can easily picture—that is the equivalent of almost 4.5 MILLION GALLONS EVERY MINUTE. On one of the days of the three day event, the flows were constant at FOUR MILLION GALLONS PER MINUTE.

Thanks to the quick actions of local (heroes) contractors and city crews, our city sustained very little damages in a flood event that wiped out whole neighborhoods and business parks in many of the cities located in the area. Our electric utility, which has boundaries that extend outside city corporate limits several miles, sustained damages to lines and services up the south and north forks of the Walla Walla River. Our water utility, which has a well located near the Walla Walla River, sustained some damages to a water main which was nearly washed away.

But we count ourselves very lucky as we did not have any loss of life or major property damage as a result. We did secure state emergency relief funds to assist with paying the contractors who saved the town from flooding and to pay for our own utility damage repairs.

We were not fully recovered from the flood event crisis when we found ourselves faced with the world-wide unprecedented pandemic Coronavirus also known as COVID-19. This has changed our lives, our processes, our protocols, our relationships, our way of doing business, and, as you are about to see when you read through this document, our financial budget picture.

The budget you now hold in your hands, or see before you on your computer screen, is vastly different from what the budget was forecasted to be when our department heads turned their budgets into our finance director in February, which seems like a lifetime ago. So very much has changed in two months.

The budget PRE-COVID-19 was substantially larger. It had purchases of vehicles and equipment as per our rotating replacement schedules. It had capital improvement projects. It had revenues at least as large as previous years, and in some cases, a little larger. There were two planned utility rate increases, one in electric and one in solid waste to bring those two vital utilities into a healthier financial balance. Those rate increases will still be required, but we could not in good conscience ask them to be implemented when so many businesses and citizens have been hit so hard by the economic impacts of COVID-19 closures, restrictions and losses. So this POST-COVID-19 budget contains NO RATE INCREASES in any of our utilities. But I want to strongly state that this in no way should be interpreted that these rate increases are not needed, or will not be coming in the future---quite the opposite. We just wanted to wait until the economy starts re-bounding and businesses are back open, people return to their jobs (hopefully). So while there are no rate increases contained in this budget document to date, we will very likely need to implement those later on in this fiscal year.

Here are just a few examples of how we scaled the budget down in order to bring you a balanced budget in these extremely uncertain times:

- This budget contains the addition of NO NEW PERSONNEL OR POSITIONS, and the elimination of many temporary positions.
- This budget estimates flat lined tax revenues as we fear that those will be either delayed or defaulted.
- While the budget does contain the projection of a public transportation local option tax, this may be optimistic as the election takes place in May and people may not approve it as they have for several consecutive decades due to COVID-19 caused economic impacts.
- This budget is \$604,674 lower than the previous year's budget and contains over a million dollars less in anticipated grant monies—all due to the COVID-19 pandemic.

- This budget anticipates substantially less interest earnings from reserve and contingency accounts due to the interest rate plummeting.
- As stated earlier, it contains no capital purchases.
- For now, in the interest of keeping the city in good financial condition and maintaining solvency while still providing all the essential services that our public is accustomed to and depending on (full utility services, 24/7 police coverage, 24/7 emergency dispatch services, parks, recreation, code enforcement, planning, public transportation, stable governmental services, etc.) we are being ultra conservative in all purchasing and business practices, and have instituted a temporary hiring freeze.

There IS some hopeful news in all of this uncertainty and craziness.

There are Milton Freewater businesses that have actually seen a boost to their sales and employment through this crisis. Our grocery stores, drug store, hardware store and others that have been able to remain open are very busy.

We are working with a development company that is still moving optimistically forward with residential developments on our south hill.

Our golf course, which has been the most challenging to keep in the black, has been able to remain open by adopting strict and carefully monitored safety social distancing protocols. It has been bringing in more revenue lately than it has in the past decade.

People are starting to see the crucial importance of shopping locally and supporting their neighbors.

I think generally speaking, people are more appreciative of their blessings, kind, and polite. I believe that times like these are good reminders for all of us to pull together, support each other and be cognizant of the needs of others. I remain a loyal fan of this city, and believe that we will pull out of this stronger than ever and more committed to our fellow citizens.

In conclusion, we are proud to be able to present you with a balanced budget totaling \$35,417,744. We remain committed to providing excellent services and keeping our citizens served in the most efficient effective manner possible. We are reaping the benefits of our fiscal conservative practices now with having healthy emergency reserves (over \$10 million) and not having to depend upon operating loans to see us through until tax revenues come in. We also have an extremely low debt load, which is another reason that we are in a great position to weather this current storm. We WILL make it through this, and we WILL come out stronger and more resilient on the other side. 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! I LOVE MILTON FREEWATER!!!!

Respectfully submitted,



Linda Hall
City Manager

UPDATE AND CLARIFICATION:
MAY 18, 2020

After the preliminary budget was printed and had been distributed publicly, we received word that the City may be receiving up to \$647,389 for our public transportation program fund through the Federal CARES Act Appropriation. These monies have been appropriated by the Federal Government in response to the world-wide pandemic we are experiencing during the year 2020. We literally received word that we may receive this funding the day of the Budget Committee hearing May 18, 2020. On the chance that this money does come into the City coffers, we included it in the City Manager’s oral budget summary the night of the hearing, and amended our budget total to include it. This brings the total city budget to \$36,065,133. This new total and the detail behind it, will also be presented to the final budget adoption public hearing before the City Council scheduled for June 8, 2020.

CITY OF MILTON-FREEWATER, OREGON

Budget Calendar Fiscal 2021

- 01/14 Worksheets distributed to Department Heads.
- 02/14 Last day to submit Departmental Budget requests to the Finance Director. Department Heads are responsible for meeting this deadline.
- 04/13 Finance Director will begin meetings with the City Manager to review, revise and balance budgets. Department heads will be on call March 24-27 for budget questions if needed.
- 04/17 Finance Dept. begins compiling revised budgets and balances all funds.
- 04/20 City Manager to complete the budget message.
- 04/20 Begin printing budget.
- 04/27** Notice of first Budget meeting to paper (include City web site address).
- 05/01* 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.)
- 05/06 Complete preliminary budget, assemble and bind copies
- 05/06 Deliver budget books to council, department heads and budget committee.
- 05/18 **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.
- 05/19** Send budget summaries and notice of Council hearing to paper.
- 05/22* 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.
- 06/08 Budget Hearing before the City Council.
- 06/08 Budget proposed for adoption at this time.
- 06/26 Budget and proper state budget forms submitted to County Assessor.

* Publishing dates

** Newspaper deadline dates

DATE CHANGES DUE TO COVID-19

**CITY OF MILTON-FREEWATER
SOURCES OF FUNDING BETWEEN FUNDS**

For Fiscal Year 2020-2021

ADMINISTRATIVE TRANSFERS

General Fund

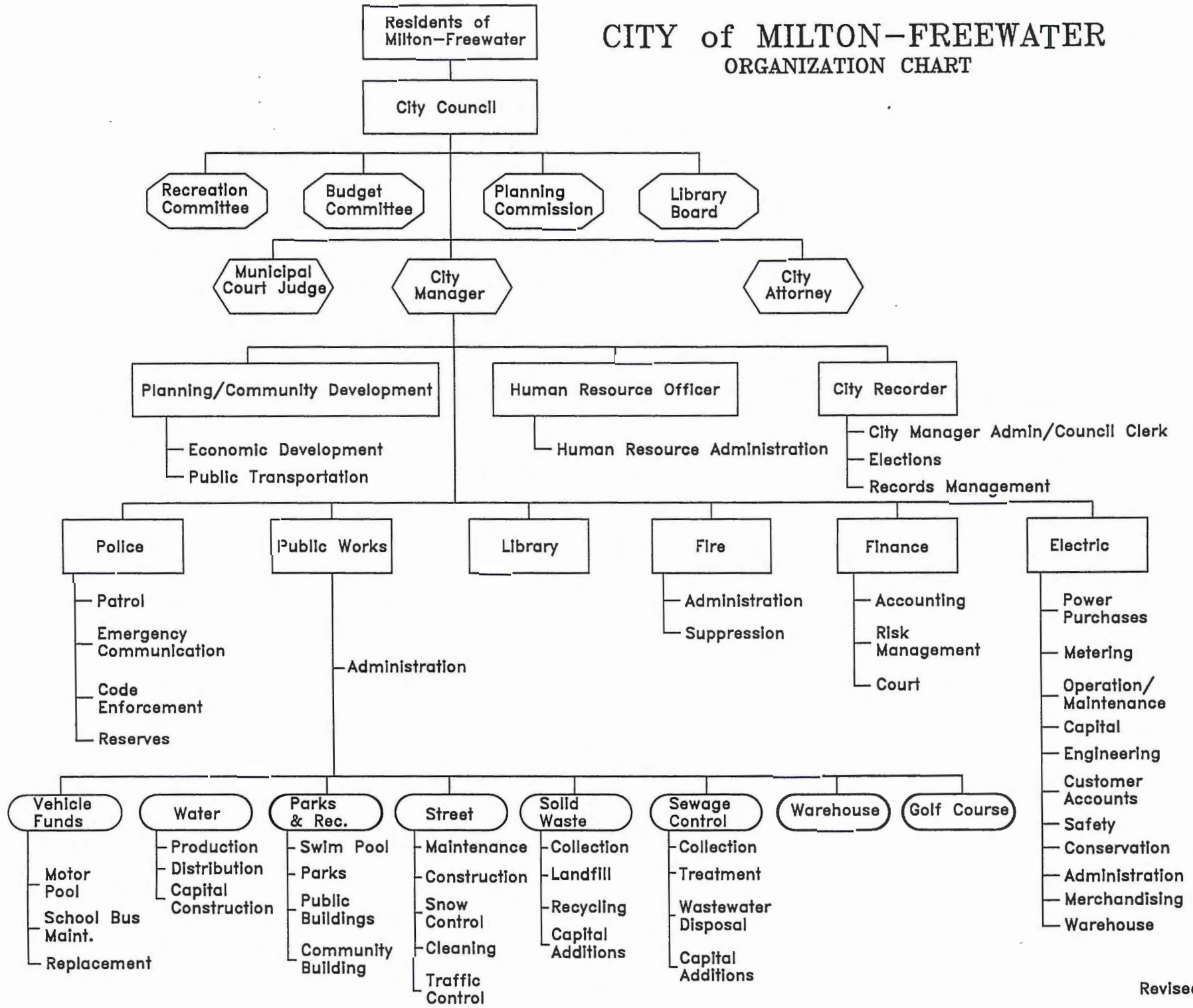
Expenditures	Total	Electric	Water		Sewer		Solid Waste		General		Street		Vehicle Maintenance		Warehouse	Golf Course	9.1.1 Library	Sick Leave		
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	\$	\$	\$		
City Council	28,341	52%	14,872	14%	3,968	5%	1,417	5%	1,417	19%	5,518	2%	567	1%	298	1%	283	0%	0	
City Manager/Recorder	396,837	55%	218,260	14%	55,557	5%	19,842	5%	19,842	17%	67,462	2%	7,937	1%	3,968	1%	3,968	0%	0	
Safety	0	50%	0	14%	0	5%	0	5%	0	22%	0	2%	0	1%	0	1%	0	0%	0	
City Recorder	0	50%	0	14%	0	5%	0	5%	0	22%	0	2%	0	1%	0	1%	0	0%	0	
City Attorney	15,000	52%	7,800	14%	2,100	5%	750	5%	750	20%	3,000	2%	300	1%	150	1%	150	0%	0	
Municipal Court	99,053	0%	0	0%	0	0%	0	0%	0	100%	99,053	0%	0	0%	0	0%	0	0%	0	
Accounting & Billing	926,992	51%	472,766	14%	129,779	10%	92,699	10%	92,699	10%	92,700	2%	18,540	2%	18,540	1%	9,270	0%	0	
Human Resource Admin	120,201	51%	61,303	14%	16,828	10%	12,020	10%	12,020	10%	12,021	2%	2,404	2%	2,404	1%	1,202	0%	0	
Meter Reading	0	74%	0	26%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	
Community Development	0	33%	0	25%	0	25%	0	10%	0	7%	0	0%	0	0%	0	0%	0	0%	0	
Planning	119,747	33%	39,517	25%	29,937	25%	29,937	10%	11,975	5%	5,988	2%	2,395	0%	0	0%	0	0%	0	
Building Inspection	7,795	0%	0	0%	0	0%	0	0%	0	100%	7,795	0%	0	0%	0	0%	0	0%	0	
Police Patrol	1,695,655	0%	0	0%	0	0%	0	0%	0	100%	1,695,655	0%	0	0%	0	0%	0	0%	0	
Emergency Communication	601,567	25%	150,392	20%	120,313	20%	120,313	10%	60,157	23%	138,360	2%	12,031	0%	0	0%	0	0%	0	
Code Enforcement	58,577	0%	0	0%	0	0%	0	0%	0	100%	58,577	0%	0	0%	0	0%	0	0%	0	
Reserves	200	0%	0	0%	0	0%	0	0%	0	100%	200	0%	0	0%	0	0%	0	0%	0	
Fire Administration	379,850	0%	0	0%	0	0%	0	0%	0	100%	379,850	0%	0	0%	0	0%	0	0%	0	
Fire Suppression	0	0%	0	0%	0	0%	0	0%	0	100%	0	0%	0	0%	0	0%	0	0%	0	
Aquatic Center	229,509	0%	0	0%	0	0%	0	0%	0	100%	229,509	0%	0	0%	0	0%	0	0%	0	
Parks	329,527	0%	0	0%	0	0%	0	0%	0	100%	329,527	0%	0	0%	0	0%	0	0%	0	
Public Buildings	217,134	25%	54,284	25%	54,284	20%	43,427	15%	32,570	15%	32,569	0%	0	0%	0	0%	0	0%	0	
Community Building	32,887	0%	0	0%	0	0%	0	0%	0	100%	32,887	0%	0	0%	0	0%	0	0%	0	
Public Works Admin.	437,922	0%	0	29%	126,997	29%	126,997	17%	74,447	0%	0	14%	61,309	10%	43,792	1%	4,379	0%	0	
Civil Engineering	47,529	0%	0	40%	19,012	40%	19,012	0%	0	0%	0	20%	9,506	0%	0	0%	0	0%	0	
City Hall less Contingency	159,058	25%	39,765	20%	31,812	20%	31,812	11%	17,496	19%	30,220	2%	3,181	2%	3,181	1%	1,591	0%	0	
Transfers	163,615	25%	40,904	15%	24,542	15%	24,542	11%	17,998	29%	47,447	2%	3,272	2%	3,272	1%	1,636	0%	0	
Loan/building/eco devo	134,000	0%	0	0%	0	0%	0	0%	0	100%	134,000	0%	0	0%	0	0%	0	0%	0	
Contingency	50,000	0%	0	0%	0	0%	0	0%	0	100%	50,000	0%	0	0%	0	0%	0	0%	0	
Total	6,250,996		1,099,863		615,129		522,768		341,272		3,452,336		121,442		75,606		22,479	0	15,000	0

OTHER TRANSFERS

Warehouse Operations			-29,271		-9,585		-2,397							0		41,253					
Shop Rent			0				0		0					0							
Warehouse rent			0		0		0		0		0					0					
Sick Leave Liability			-2,631		-500		-605		-500		-1,600		-300		-300		0		-100	-240	6,776
Library							0				-130,313									130,313	
9.1.1											0									0	
Special Assessment											0										0
Transfers In			0		0		0		0		0		0		0		41,253		0	12,213	6,776
Transf. out			31,902		10,085		3,002		500		131,913		300		300		0		100	240	0

CITY of MILTON-FREEWATER

ORGANIZATION CHART

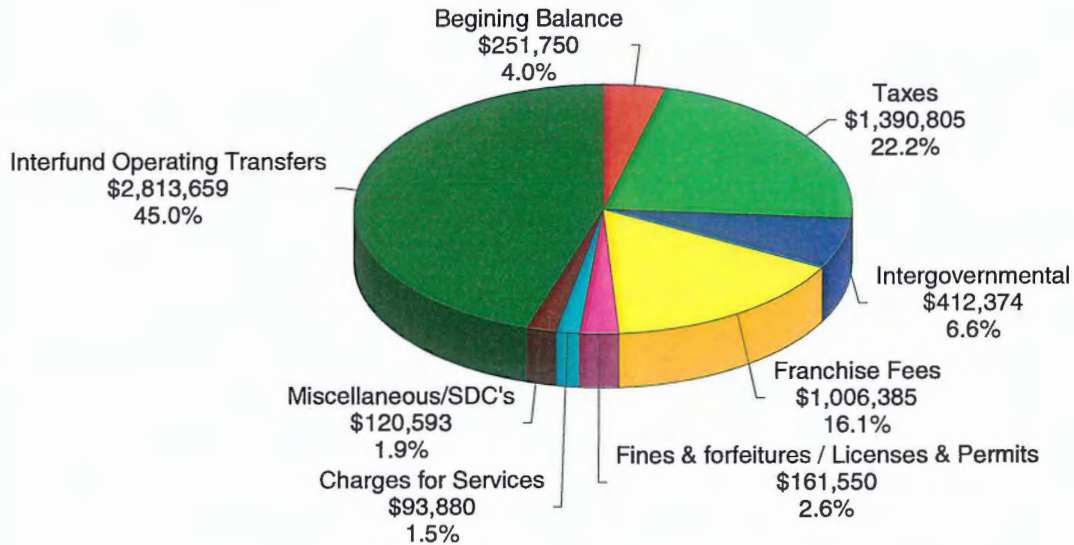


GENERAL FUND

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

CITY OF MILTON-FREEWATER

General Fund Revenues



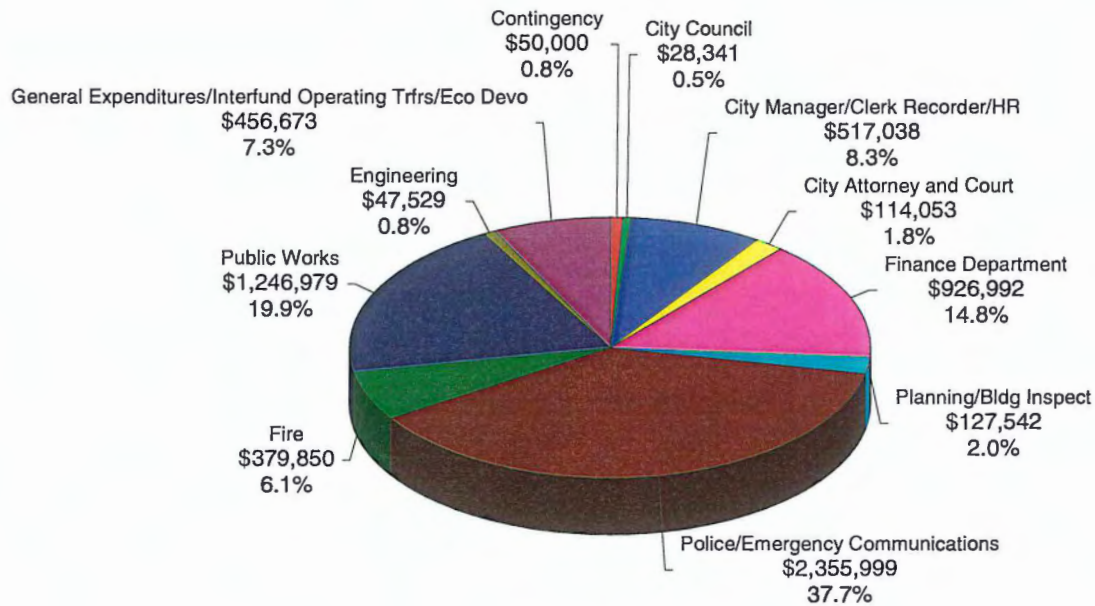
2021 Fiscal Year

Source	Amount
Begining Balance	\$251,750
Taxes	1,390,805
Intergovernmental	412,374
Franchise Fees	1,006,385
Fines & forfeitures / Licenses & Permits	161,550
Charges for Services	93,880
Miscellaneous/SDC's	120,593
Interfund Operating Transfers	2,813,659
Total	\$6,250,996

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



2021 Fiscal Year

Use	Amount
Contingency	\$50,000
City Council	28,341
City Manager/Clerk Recorder/HR	517,038
City Attorney and Court	114,053
Finance Department	926,992
Planning/Bldg Inspect	127,542
Police/Emergency Communications	2,355,999
Fire	379,850
Public Works	1,246,979
Engineering	47,529
General Expenditures/Interfund Operating Trfrs/Eco Devo	456,673
Total	\$6,250,996

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 2021

FUND: GENERAL

BUDGET COMMENTS:

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

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

The Utility User's fee is 3.3% for the 2019 budget year. This is computed on the electric bill for customers in the City limits. The proceeds are earmarked for public safety expenditure.

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

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

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>TAXES/ASSESSMENTS</u>						
100-400-01 PROPERTY TAX - CURRENT	968,825	1,001,475	1,089,025	1,110,805	1,110,805	1,110,805
100-400-02 PROPERTY TAX - PRIOR YEAR	35,632	34,773	33,000	34,000	34,000	34,000
100-400-03 LOCAL OPTION TAX-PARKS & AQ CT	0	94,960	91,500	92,500	92,500	92,500
100-400-04 PRIOR YR LOCAL OPTN TAX PARKS	0	0	0	1,500	1,500	1,500
100-400-30 UTILITY USER FEE	156,906	165,797	149,500	152,000	152,000	152,000
TOTAL TAXES/ASSESSMENTS	1,161,364	1,297,005	1,363,025	1,390,805	1,390,805	1,390,805
<u>INTERGOVERNMENTAL REVENUE</u>						
100-410-12 LIQUOR TAX	112,718	107,094	137,766	141,400	141,400	141,400
100-410-13 STATE REVENUE SHARING	79,169	79,194	75,700	82,900	82,900	82,900
100-410-15 CIGARETTE TAX	8,727	8,150	8,384	8,074	8,074	8,074
100-410-16 911 DISPATCH CONSOLE GRANT	25,000	0	0	0	0	0
100-410-18 TRANSIENT TAX	22,302	20,280	17,000	13,000	13,000	13,000
100-410-28 BULLETPROOF VEST PARTNERSHIP	0	2,967	0	2,000	2,000	2,000
100-410-33 ODOT SPEED GRANT - RADAR EQUIP	4,625	0	0	0	0	0
100-410-34 TSS SEATBELT GRANT	0	0	0	3,000	3,000	3,000
100-410-35 HIDTA OVERTIME REIMBURSEMENT	11,886	7,940	9,000	10,000	10,000	10,000
100-410-38 WINE PRODUCTION FACILITY	0	0	150,000	134,000	134,000	134,000
100-410-41 WILDHORSE FOUNDATION GRANT	0	0	0	15,000	15,000	15,000
100-410-43 COPS GRANT	0	0	0	3,000	3,000	3,000
100-410-45 OREGON ST DEPT FORESTRY GRAN	0	3,850	12,000	0	0	0
TOTAL INTERGOVERNMENTAL REVE	264,427	229,476	409,850	412,374	412,374	412,374
<u>FRANCHISE REVENUE</u>						
100-420-01 COMMUNICATIONS FRANCHISE	11,965	10,718	12,000	12,000	12,000	12,000
100-420-02 CABLE TV FRANCHISE FEES	49,164	38,247	35,000	36,000	36,000	36,000
100-420-03 GAS FRANCHISE FEES	21,463	21,525	21,000	21,000	21,000	21,000
100-420-10 ELECTRIC FRANCHISE FEES	577,368	611,841	622,195	647,168	647,168	647,168
100-420-11 WATER FRANCHISE FEES	105,206	107,052	117,881	112,800	112,800	112,800
100-420-12 SEWER FRANCHISE FEES	113,091	108,595	102,056	105,217	105,217	105,217
100-420-13 SOLID WASTE FRANCHISE FEES	81,659	80,831	76,040	72,200	72,200	72,200
TOTAL FRANCHISE REVENUE	959,915	978,809	986,172	1,006,385	1,006,385	1,006,385

REVENUE BUDGET NARRATIVE
Fiscal Year 2021

FUND: GENERAL

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

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

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

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

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
GENERAL FUND							
FINES & FORFEITURES							
100-430-01	NON-TRAFFIC FINES	16,083	15,242	18,000	16,000	16,000	16,000
100-430-02	TRAFFIC FINES	61,431	84,212	80,000	110,000	110,000	110,000
100-430-03	INDIGENT ATTRNY REIMBURSEMENT	4,881	6,550	5,500	6,000	6,000	6,000
100-430-04	VIOLATION OFFENSE SURCHARGE	421	791	1,000	800	800	800
100-430-05	POLICE TRAINING ASSESSMENT	2,393	3,124	3,500	3,700	3,700	3,700
100-430-06	DIVERSION ADMIN FEE	0	0	50	50	50	50
100-430-10	JAIL ASSESSMENTS	577	442	700	600	600	600
100-430-15	JAIL LODGING FEE	532	1,478	1,000	2,000	2,000	2,000
100-430-20	VEHICLE IMPOUND FEE	2,325	3,425	3,000	2,500	2,500	2,500
100-430-25	COURT RESTITUTION	865	0	0	0	0	0
TOTAL FINES & FORFEITURES		89,509	115,262	112,750	141,650	141,650	141,650
LICENSES & PERMITS							
100-440-01	DOG LICENSES	6,922	6,963	3,100	3,000	3,000	3,000
100-440-03	LIQUOR LICENSES	980	1,220	1,600	1,600	1,600	1,600
100-440-04	BUSINESS LICENSES	10,725	10,275	10,750	10,500	10,500	10,500
100-440-10	ZONING PERMITS	2,645	9,455	2,645	4,000	4,000	4,000
100-440-20	YARD SALE PERMITS	815	780	1,000	800	800	800
TOTAL LICENSES & PERMITS		22,087	28,693	19,095	19,900	19,900	19,900
SERVICES							
100-450-14	RENT - 815 S MAIN	0	0	6,165	6,480	6,480	6,480
100-450-16	RENTAL INCOME-COMMUNITY BLDG	5,690	9,885	7,500	9,400	9,400	9,400
100-450-17	RENT INCOME (HVAC REIMBRSEMEN	9,500	0	0	0	0	0
100-450-20	AQUATIC CENTER PASSES	12,974	11,696	9,000	4,500	4,500	4,500
100-450-21	AQUATIC CENTER DAILY FEES	35,395	32,967	40,000	40,000	40,000	40,000
100-450-22	AQUATIC CENTER RENTALS	1,285	1,535	2,500	2,500	2,500	2,500
100-450-23	AQUATIC CENTER CONCESSIONS	21,384	22,041	25,000	22,500	22,500	22,500
100-450-24	AQUATIC CENTER LESSONS	4,050	3,090	6,000	6,500	6,500	6,500
100-450-25	AQUATIC CENTER WATER AEROBICS	1,593	758	2,000	2,000	2,000	2,000
100-450-26	AQUATIC CENTER LOCKER RENT	0	0	500	0	0	0
100-450-30	RECREATION FEES	850	1,225	0	0	0	0
TOTAL SERVICES		92,721	83,197	98,665	93,880	93,880	93,880
MISCELLANEOUS							
100-470-10	CIS REFUND	4,750	0	0	0	0	0
100-470-20	INTEREST EARNED	2,787	7,397	5,000	5,000	5,000	5,000
100-470-25	LOAN PROCEEDS	1,418	0	1,418	13,493	13,493	13,493
100-470-30	SALE OF FIXED ASSETS	0	66,288	40,000	0	0	0
100-470-41	OTHER DONATIONS	75	500	100	100	100	100
100-470-45	SERVICE FEES	81,633	81,648	83,500	86,500	86,500	86,500
100-470-99	MISCELLANEOUS	14,041	13,661	15,000	13,500	13,500	13,500
TOTAL MISCELLANEOUS		104,704	169,494	145,018	118,593	118,593	118,593

REVENUE BUDGET NARRATIVE
Fiscal Year 2021

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 FY20 crossed over into FY21 budget.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>SYSTEM DEVELOPMENT CHARGES</u>							
100-485-10	PARK SDC'S	1,050	2,100	1,050	2,000	2,000	2,000
	TOTAL SYSTEM DEVELOPMENT CHA	1,050	2,100	1,050	2,000	2,000	2,000
<u>TRANSFERS</u>							
100-490-21	TRANSFER FROM STREET	97,831	97,995	115,640	121,442	121,442	121,442
100-490-27	TRANSFER FROM 9.1.1.	0	0	0	15,000	15,000	15,000
100-490-51	TRANSFER FROM ELECTRIC	992,872	1,030,645	1,062,936	1,099,863	1,099,863	1,099,863
100-490-52	TRANSFER FROM WATER	562,950	559,795	588,053	615,129	615,129	615,129
100-490-53	TRANSFER FROM SEWER	475,187	474,852	498,228	522,768	522,768	522,768
100-490-54	TRANSFER FROM SOLID WASTE	251,348	267,774	325,792	341,372	341,372	341,372
100-490-61	TRANSFER FROM WAREHOUSE	19,456	20,567	21,410	22,479	22,479	22,479
100-490-62	TRANSFER FROM VEHICLE MAINT	66,052	68,471	71,541	75,606	75,606	75,606
	TOTAL TRANSFERS	2,465,696	2,520,099	2,683,600	2,813,659	2,813,659	2,813,659
<u>BEGINNING FUND BALANCE</u>							
100-499-10	FUND BALANCE	0	0	286,681	251,750	251,750	251,750
	TOTAL BEGINNING FUND BALANCE	0	0	286,681	251,750	251,750	251,750
	TOTAL REVENUE	5,161,472	5,424,136	6,105,906	6,250,996	6,250,996	6,250,996

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

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. Examples of these expenditures include sponsorship of community festival events, support for Frazier Farmstead, the Milton Freewater Junior Show, Pioneer Posse Court sponsorship, some youth recreation activities, plus any minor unanticipated requests for community projects, and sponsorship of any Council directed community events.

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 appreciation plaques and awards for Council members' service and any special community recognition 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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY COUNCIL</u>							
<u>PERSONNEL SERVICES</u>							
100-5100-101	REGULAR SERVICES- CITY COUNCIL	11,891	12,271	12,271	12,271	12,271	12,271
100-5100-120	EMPLOYEE BENEFITS	926	1,189	1,220	1,220	1,220	1,220
	TOTAL PERSONNEL SERVICES	<u>12,818</u>	<u>13,460</u>	<u>13,491</u>	<u>13,491</u>	<u>13,491</u>	<u>13,491</u>
<u>OPERATING</u>							
100-5100-200	OPERATING SUPPLIES	71	33	150	150	150	150
100-5100-230	PRINTING AND BINDING	0	42	100	100	100	100
100-5100-333	MILEAGE / FUEL	494	1,217	2,000	2,000	2,000	2,000
100-5100-340	MEMBERSHIPS / SUBSCRIPTIONS	5,310	5,518	6,000	6,000	6,000	6,000
100-5100-341	MEETINGS / CONFERENCES	3,911	3,836	5,500	5,500	5,500	5,500
100-5100-390	MISCELLANEOUS	117	0	100	500	500	500
100-5100-395	PLAQUES AND AWARDS	1,700	0	500	600	600	600
	TOTAL OPERATING	<u>11,602</u>	<u>10,646</u>	<u>14,350</u>	<u>14,850</u>	<u>14,850</u>	<u>14,850</u>
	TOTAL CITY COUNCIL	<u>24,419</u>	<u>24,107</u>	<u>27,841</u>	<u>28,341</u>	<u>28,341</u>	<u>28,341</u>

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: ADMINISTRATION **STAFF LEVEL 2021** 1.80 FTE
DEPARTMENT: CITY MANAGER/RECORDER **STAFF LEVEL 2020** 1.80 FTE
FUND: GENERAL

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

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2021 FTE</u>	<u>2020 FTE</u>
City Manager	0.80	0.80
City Recorder	1.00	1.00
Total	1.80	1.80

BUDGET COMMENTS:

REGULAR SERVICES (Acct. 101) reflects personnel costs.

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

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

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

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

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

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

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

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

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

FURNITURE AND FIXTURES (Acct. 420) covers cost of minor furniture purchases. This budget includes funds for a new laptop for a power point projector to be used for Council meetings and other public presentations.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY MANAGER</u>						
<u>PERSONNEL SERVICES</u>						
100-5210-101 REGULAR SERVICES- CITY MANAGE	206,783	211,710	225,418	234,384	234,384	234,384
100-5210-120 EMPLOYEE BENEFITS	119,539	112,235	139,848	147,603	147,603	147,603
TOTAL PERSONNEL SERVICES	326,323	323,945	365,266	381,987	381,987	381,987
<u>OPERATING</u>						
100-5210-200 OFFICE SUPPLIES	684	794	850	850	850	850
100-5210-225 MINOR EQUIPMENT	0	0	100	100	100	100
100-5210-230 PRINTING AND BINDING	0	0	100	100	100	100
100-5210-250 ADVERTISING	487	843	500	500	500	500
100-5210-255 ELECTION COSTS	63	0	50	0	0	0
100-5210-260 COMMUNICATION	2,032	1,897	2,100	2,100	2,100	2,100
100-5210-280 REPAIR AND MAINTENANCE	0	0	200	200	200	200
100-5210-333 MILEAGE / FUEL	7,431	3,993	4,600	4,600	4,600	4,600
100-5210-340 MEMBERSHIPS / DUES	1,550	1,320	1,500	1,600	1,600	1,600
100-5210-341 MEETINGS / CONFERENCES	1,036	658	3,300	3,300	3,300	3,300
100-5210-390 MISCELLANEOUS	318	440	500	500	500	500
TOTAL OPERATING	13,600	9,945	13,800	13,850	13,850	13,850
<u>CAPITAL</u>						
100-5210-420 FURNITURE AND TECHNOLOGY	442	92	1,000	1,000	1,000	1,000
TOTAL CAPITAL	442	92	1,000	1,000	1,000	1,000
TOTAL CITY MANAGER	340,364	333,982	380,066	396,837	396,837	396,837

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: SAFETY PROGRAM
DEPARTMENT: CITY MANAGER
FUND: GENERAL

SIGNIFICANT BUDGET CHANGES:

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>SAFETY</u>						
<u>PERSONNEL SERVICES</u>						
100-5220-101 REGULAR SERVICES- SAFETY	23,363	0	0	0	0	0
100-5220-102 PART TIME	1,006	0	0	0	0	0
100-5220-120 EMPLOYEE BENEFITS	13,415	0	0	0	0	0
TOTAL PERSONNEL SERVICES	37,784	0	0	0	0	0
<u>OPERATING</u>						
100-5220-200 OPERATING SUPPLIES	140	0	0	0	0	0
100-5220-320 PROFESSIONAL SERVICE	268	0	0	0	0	0
100-5220-341 MEETINGS / CONFERENCES	670	0	0	0	0	0
100-5220-390 MISCELLANEOUS	80	0	0	0	0	0
TOTAL OPERATING	1,157	0	0	0	0	0
TOTAL SAFETY	38,941	0	0	0	0	0

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

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.

In January of 2020 David Blanc joined his son in their own firm, The Blanc Firm, and the City is still being represented by him as our City Attorney. He is honoring the same discounted billing rate.

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 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY ATTORNEY</u>						
<u>OPERATING</u>						
100-5410-320 CITY ATTORNEY	20,706	5,541	15,000	15,000	15,000	15,000
TOTAL OPERATING	20,706	5,541	15,000	15,000	15,000	15,000
TOTAL CITY ATTORNEY	20,706	5,541	15,000	15,000	15,000	15,000

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM:	MUNICIPAL COURT	STAFF LEVEL 2021:	.63 FTE
DEPARTMENT:	FINANCE	STAFF LEVEL 2020:	.63 FTE
FUND:	GENERAL		

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

<u>Title</u>	<u>2021 FTE</u>	<u>2020 FTE</u>
Judge	0.13	0.13
Court Clerk	<u>0.50</u>	<u>0.50</u>
Total	.63	.63

BUDGET COMMENTS:

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

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

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

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

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	119,464	107,492	116,908	114,679	89,509	115,262
Operating Expenses	133,127	141,364	147,550	139,428	137,286	91,302
Percentage	.90%	.76%	.79%	.82%	.65%	1.26%

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>MUNICIPAL COURT</u>						
<u>PERSONNEL SERVICES</u>						
100-5420-101 REGULAR SERVICES-MUNICIPAL CRT	68,537	45,457	45,180	47,053	47,053	47,053
100-5420-120 EMPLOYEE BENEFITS	36,646	12,121	16,831	16,600	16,600	16,600
TOTAL PERSONNEL SERVICES	105,183	57,578	62,011	63,653	63,653	63,653
<u>OPERATING</u>						
100-5420-200 OPERATING SUPPLIES	167	195	150	150	150	150
100-5420-320 PROFESSIONAL SERVICES	12,705	13,107	16,000	13,000	13,000	13,000
100-5420-322 LEGAL SERVICES	19,100	20,300	20,000	21,500	21,500	21,500
100-5420-340 MEMBERSHIPS/ SUBSCRIPTIONS	0	0	150	150	150	150
100-5420-341 MEETINGS / CONFERENCES	0	0	500	500	500	500
100-5420-390 MISCELLANEOUS	131	122	100	100	100	100
TOTAL OPERATING	32,103	33,724	36,900	35,400	35,400	35,400
TOTAL MUNICIPAL COURT	137,286	91,302	98,911	99,053	99,053	99,053

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: ACCOUNTING & BILLING **STAFF LEVEL 2021:** 6.50 FTE
DEPARTMENT: FINANCE **STAFF LEVEL 2020:** 6.50 FTE
FUND: GENERAL

Mission Statement:

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

PROGRAM DESCRIPTION:

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

PERSONNEL:

<u>Title</u>	<u>2021 FTE</u>	<u>2020 FTE</u>
Finance Director	1.00	1.00
Accounting Supervisor	1.00	1.00
Utility Billing Clerk	1.00	1.00
Account Clerk	2.00	2.00
Court Clerk	.50	.50
Payroll Clerk	<u>1.00</u>	<u>1.00</u>
Total	6.50	6.50

BUDGET COMMENTS:

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

REPAIR AND MAINTENANCE (Acct. 280) is for monthly and quarterly maintenance costs for HP printers, postage machine, copier, Caselle software updates, network and computer repair and postage meter rental charges.

PROFESSIONAL SERVICES (Acct. 320) provides for inserting utility bills, envelopes and other items for mailing, Local Government Investment Pool service fees and credit card fees. Last year we took in two million dollars in credit/debit card and internet check payments.

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

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

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

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

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>ACCOUNTING & BILLING</u>						
<u>PERSONNEL SERVICES</u>						
100-5510-101 REGULAR SERVICES-ACCTG & BILLG	385,688	414,562	442,000	447,064	447,064	447,064
100-5510-102 PART TIME	0	801	0	0	0	0
100-5510-105 OVERTIME	1,461	207	900	900	900	900
100-5510-110 ALLOWANCES	3,461	3,600	3,600	3,600	3,600	3,600
100-5510-120 EMPLOYEE BENEFITS	246,687	251,753	279,271	283,058	283,058	283,058
TOTAL PERSONNEL SERVICES	637,297	670,923	725,771	734,622	734,622	734,622
<u>OPERATING</u>						
100-5510-200 OPERATING SUPPLIES	11,850	12,112	12,970	12,970	12,970	12,970
100-5510-225 MINOR EQUIPMENT	213	366	400	400	400	400
100-5510-230 PRINTING AND BINDING	0	86	100	100	100	100
100-5510-260 COMMUNICATION	4,587	4,655	5,200	5,300	5,300	5,300
100-5510-265 POSTAGE	30,082	29,448	33,800	35,200	35,200	35,200
100-5510-280 REPAIR AND MAINTENANCE	37,717	31,730	31,000	32,000	32,000	32,000
100-5510-320 PROFESSIONAL SERVICES	54,935	56,107	63,300	56,800	56,800	56,800
100-5510-321 AUDIT	38,745	39,830	41,500	41,900	41,900	41,900
100-5510-330 VEHICLE REPLACEMENT / RENT	840	840	940	0	0	0
100-5510-333 MILEAGE / FUEL	97	63	100	100	100	100
100-5510-340 MEMBERSHIPS / SUBSCRIPTIONS	806	692	700	700	700	700
100-5510-341 MEETINGS / CONFERENCES	2,194	1,259	2,800	2,800	2,800	2,800
100-5510-390 MISCELLANEOUS	2,262	841	600	600	600	600
TOTAL OPERATING	184,330	178,028	193,410	188,870	188,870	188,870
<u>CAPITAL</u>						
100-5510-420 FURNITURE AND TECHNOLOGY	2,155	1,677	3,500	3,500	3,500	3,500
TOTAL CAPITAL	2,155	1,677	3,500	3,500	3,500	3,500
TOTAL ACCOUNTING & BILLING	823,781	850,629	922,681	926,992	926,992	926,992

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM:	HUMAN RESOURCE	STAFF LEVEL 2020:	1.00 FTE
DEPARTMENT:	CITY MANAGER	STAFF LEVEL 2021:	1.00 FTE
FUND:	GENERAL		

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

<u>TITLE</u>	<u>2021 FTE</u>	<u>2020 FTE</u>
Human Resource Officer	<u>1.00</u>	<u>1.00</u>
Total	1.00	1.00

BUDGET COMMENTS:

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

MINOR EQUIPMENT (Acct. 225) covers the cost of replacing desk equipment if required such as calculator and phone headset.

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

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

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

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

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

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

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

FURNITURE AND TECHNOLOGY (Acct. 420) provides funding to replace and or update the computer should the efficiency of the current model become faulty in performance and processing.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		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	13,636	65,656	67,927	72,050	72,050	72,050
100-5520-120	EMPLOYEE BENEFITS	0	37,510	45,940	44,751	44,751	44,751
	TOTAL PERSONNEL SERVICES	13,636	103,167	113,867	116,801	116,801	116,801
<u>OPERATING</u>							
100-5520-200	OPERATING SUPPLIES	215	68	150	150	150	150
100-5520-225	MINOR EQUIPMENT	0	0	50	50	50	50
100-5520-250	ADVERTISING	399	128	250	350	350	350
100-5520-260	COMMUNICATION	141	200	200	400	400	400
100-5520-280	REPAIR AND MAINTENANCE	0	0	100	150	150	150
100-5520-320	PROFESSIONAL SERVICE	0	0	150	150	150	150
100-5520-333	MILEAGE / FUEL	0	313	600	600	600	600
100-5520-340	MEMBERSHIPS / SUBSCRIPTIONS	0	0	400	400	400	400
100-5520-341	MEETINGS / CONFERENCES	338	436	900	900	900	900
	TOTAL OPERATING	1,092	1,144	2,800	3,150	3,150	3,150
<u>CAPITAL</u>							
100-5520-420	FURNITURE AND TECHNOLOGY	0	0	500	250	250	250
	TOTAL CAPITAL	0	0	500	250	250	250
	TOTAL HUMAN RESOURCE ADMINIST	14,729	104,311	117,167	120,201	120,201	120,201

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		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 DEV	67,667	7,658	0	0	0	0
100-5610-102	PART TIME	2,284	0	0	0	0	0
100-5610-120	EMPLOYEE BENEFITS	42,487	3,758	0	0	0	0
	TOTAL PERSONNEL SERVICES	112,437	11,416	0	0	0	0
<u>OPERATING</u>							
100-5610-200	OPERATING SUPPLIES	775	753	0	0	0	0
100-5610-250	ADVERTISING	500	50	0	0	0	0
100-5610-260	COMMUNICATION	1,189	1,135	0	0	0	0
100-5610-280	REPAIR AND MAINTENANCE	72	0	0	0	0	0
100-5610-320	PROFESSIONAL SERVICES	0	141	0	0	0	0
100-5610-333	MILEAGE / FUEL	3,600	3,600	0	0	0	0
100-5610-341	MEETINGS / CONFERENCES	1,050	82	0	0	0	0
100-5610-371	ECO DEVO/TOURISM	7,768	8,077	0	0	0	0
	TOTAL OPERATING	14,954	13,837	0	0	0	0
<u>CAPITAL</u>							
100-5610-420	FURNITURE AND TECHNOLOGY	175	0	0	0	0	0
	TOTAL CAPITAL	175	0	0	0	0	0
	TOTAL COMMUNITY DEVELOPMENT	127,566	25,253	0	0	0	0

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM:	PLANNING	STAFF LEVEL 2021:	0.95 FTE
DEPARTMENT:	PLANNING	STAFF LEVEL 2020:	0.95 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>2021 FTE</u>	<u>2020 FTE</u>
City Planner	0.45	0.45
Assistant	<u>0.50</u>	<u>0.50</u>
Total	0.95	0.95

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:

No significant budget changes.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PLANNING</u>						
<u>PERSONNEL SERVICES</u>						
100-5620-101 REGULAR SERVICES- PLANNING	55,699	44,886	58,075	68,337	68,337	68,337
100-5620-102 PART TIME	24,590	0	0	0	0	0
100-5620-105 OVERTIME	0	0	0	400	400	400
100-5620-120 EMPLOYEE BENEFITS	41,138	26,543	38,679	38,410	38,410	38,410
TOTAL PERSONNEL SERVICES	121,427	71,429	96,754	107,147	107,147	107,147
<u>OPERATING</u>						
100-5620-200 OFFICE SUPPLIES	710	671	800	700	700	700
100-5620-225 MINOR EQUIPMENT	94	0	100	100	100	100
100-5620-250 ADVERTISING	54	210	600	600	600	600
100-5620-260 COMMUNICATION	556	557	2,200	1,500	1,500	1,500
100-5620-280 REPAIR AND MAINTENANCE	0	0	250	0	0	0
100-5620-320 PROFESSIONAL SERVICE	536	551	1,550	1,000	1,000	1,000
100-5620-333 MILEAGE / FUEL	91	149	4,100	3,600	3,600	3,600
100-5620-340 MEMBERSHIPS / DUES	295	225	350	350	350	350
100-5620-341 MEETINGS / CONFERENCES	1,094	1,272	3,500	1,200	1,200	1,200
100-5620-371 ECO DEVO/TOURISM	0	0	4,500	3,000	3,000	3,000
100-5620-390 MISCELLANEOUS	113	162	150	150	150	150
TOTAL OPERATING	3,544	3,796	18,100	12,200	12,200	12,200
<u>CAPITAL</u>						
100-5620-420 FURNITURE AND TECHNOLOGY	0	0	500	400	400	400
TOTAL CAPITAL	0	0	500	400	400	400
TOTAL PLANNING	124,971	75,225	115,354	119,747	119,747	119,747

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM:	BUILDING INSPECTION	STAFF LEVEL 2021: 0.05 FTE
DEPARTMENT:	PLANNING/BLDG INSPECTION	STAFF LEVEL 2020: 0.05 FTE
FUND:	GENERAL	

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

<u>Title</u>	<u>2021 FTE</u>	<u>2020 FTE</u>
City Planner	0.00	0.00
Building Specialist	<u>0.05</u>	<u>0.05</u>
Total	0.05	0.05

BUDGET COMMENTS:

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

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

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

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>BUILDING INSPECTION</u>						
<u>PERSONNEL SERVICES</u>						
100-5630-101 REGULAR SERVICES-BLDG INSPECT	4,193	2,141	3,840	4,000	4,000	4,000
100-5630-120 EMPLOYEE BENEFITS	2,459	1,341	2,460	3,295	3,295	3,295
TOTAL PERSONNEL SERVICES	6,652	3,482	6,300	7,295	7,295	7,295
<u>OPERATING</u>						
100-5630-200 OPERATING SUPPLIES	90	22	100	100	100	100
100-5630-225 MINOR EQUIPMENT	0	0	100	100	100	100
100-5630-260 COMMUNICATION	62	75	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	152	97	500	500	500	500
TOTAL BUILDING INSPECTION	6,804	3,579	6,800	7,795	7,795	7,795

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: POLICE PATROL
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2021: 11.0 FTE
STAFF LEVEL 2020: 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.

Currently one sergeant and a Chief are in place to maintain quality of services in patrol, including investigations, report writing, and the handling of property and evidence.

PERSONNEL:

<u>Title</u>	<u>2021 FTE</u>	<u>2020 FTE</u>
Police Chief	1.00	1.00
Police Sergeant	1.00	2.00
Police Corporal	0.00	0.00
Police Officers	<u>9.00</u>	<u>8.00</u>
Total	11.00	11.00

BUDGET COMMENTS:

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

EMPLOYEE BENEFITS (Acct. 120) Funds health, medical, and retirement benefits provided by the City.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE PATROL</u>						
<u>PERSONNEL SERVICES</u>						
100-5820-101	REGULAR SERVICES-POLICE PATROL	782,986	831,156	860,000	878,197	878,197
100-5820-105	OVERTIME	38,703	48,595	51,000	49,658	49,658
100-5820-120	EMPLOYEE BENEFITS	518,583	550,784	578,500	610,970	610,970
	TOTAL PERSONNEL SERVICES	1,340,272	1,430,535	1,489,500	1,538,825	1,538,825

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 maintenance of department weapons, ammunition, and firearms training supplies. Increased this year to allow the phasing out of our older .40 caliber side-arms, then the purchase of new 9mm side-arms in a "buy back" program offered by Glock Arms. Modern research by the FBI now shows that most officers shoot the 9mm caliber more proficiently, and it is now shown that the 9mm is as effective as a duty round as larger calibers such as the .40 Smith & Wesson.

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. Also projected to pay for monthly fees associated with a phone line between the public works building and the radio building on the tower site on 8th Street, which is to help improve communications in a new repeater/voter system.

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. Increased to enable the department to fully outfit a new officer.

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

VEHICLE REPLACEMENT/RENT (Acct. 330) Funds the maintenance and fuel for our fleet of department vehicles. Reflects a new police SUV projected to be purchased this fiscal year.

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, and the Chief.

TRAINING SUBSCRIPTIONS (Acct. 346) Zeroed out for the 2021 budget year.

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 mobile data computers used in 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, sometime between January and March of 2021.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE PATROL</u>						
<u>OPERATING</u>						
100-5820-200	OPERATING SUPPLIES	1,079	1,414	1,100	100	100
100-5820-201	CRIMINAL INVESTIGATION SUPPLY	1,215	1,284	1,800	1,800	1,800
100-5820-205	AMMUNITION & RANGE SUPPLIES	3,631	3,597	3,000	5,000	5,000
100-5820-220	PERSONAL PROTECTIVE EQUIPMENT	5,980	0	0	0	0
100-5820-225	MINOR EQUIPMENT	5,028	698	900	700	700
100-5820-230	PRINTING AND BINDING	477	520	800	800	800
100-5820-260	COMMUNICATION	5,764	5,550	6,000	7,000	7,000
100-5820-265	POSTAGE	3,835	4,098	2,500	2,000	2,000
100-5820-280	REPAIR AND MAINTENANCE	836	1,578	1,000	1,000	1,000
100-5820-282	RADIO REPAIR AND REPLACEMENT	211	13	2,000	2,000	2,000
100-5820-300	UNIFORM MAINTENANCE	1,915	3,260	3,500	4,500	4,500
100-5820-315	JAIL OPERATIONS	632	436	900	800	800
100-5820-320	PROFESSIONAL SERVICE	2,724	320	2,000	1,700	1,700
100-5820-330	VEHICLE REPLACEMENT / RENT	80,116	100,272	100,270	94,730	94,730
100-5820-333	MILEAGE / FUEL	2,996	2,754	3,000	3,000	3,000
100-5820-340	MEMBERSHIPS / SUBSCRIPTIONS	6,909	7,020	9,300	10,000	10,000
100-5820-341	MEETINGS / CONFERENCES	5,732	5,152	6,000	7,000	7,000
100-5820-390	MISCELLANEOUS	828	1,092	1,200	1,200	1,200
	TOTAL OPERATING	129,905	139,058	145,270	143,330	143,330
<u>CAPITAL</u>						
100-5820-420	FURNITURE AND TECHNOLOGY	577	7,340	17,000	13,500	13,500
	TOTAL CAPITAL	577	7,340	17,000	13,500	13,500
	TOTAL POLICE PATROL	1,470,755	1,576,933	1,651,770	1,695,655	1,695,655

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: EMERGENCY COMMUNICATIONS **STAFF LEVEL 2021:** 6.00 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2020:** 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 public works/electric department 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>2021 FTE</u>	<u>2020 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 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>EMERGENCY COMMUNICATIONS</u>						
<u>PERSONNEL SERVICES</u>						
100-5830-101 REGULAR SERVICES-EMERGENCY C	305,081	326,533	341,810	351,361	351,361	351,361
100-5830-102 PART TIME	956	0	1,000	5,000	5,000	5,000
100-5830-105 OVERTIME	17,237	10,250	14,000	11,053	11,053	11,053
100-5830-120 EMPLOYEE BENEFITS	204,815	205,314	227,333	234,153	234,153	234,153
TOTAL PERSONNEL SERVICES	528,089	542,097	584,143	601,567	601,567	601,567
<u>CAPITAL</u>						
100-5830-420 FURNITURE AND TECHNOLOGY	83,763	0	0	0	0	0
TOTAL CAPITAL	83,763	0	0	0	0	0
TOTAL EMERGENCY COMMUNICATIO	611,852	542,097	584,143	601,567	601,567	601,567

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		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	15,141	25,948	28,239	29,238	29,238	29,238
100-5840-105	OVERTIME	0	0	150	200	200	200
100-5840-120	EMPLOYEE BENEFITS	18,638	17,838	20,971	21,519	21,519	21,519
	TOTAL PERSONNEL SERVICES	33,779	43,786	49,360	50,957	50,957	50,957
<u>OPERATING</u>							
100-5840-200	OPERATING SUPPLIES	119	258	400	450	450	450
100-5840-225	MINOR EQUIPMENT	140	464	750	500	500	500
100-5840-230	PRINTING AND BINDING	44	88	175	250	250	250
100-5840-300	UNIFORM MAINTENANCE	130	0	500	500	500	500
100-5840-320	PROFESSIONAL SERVICES	0	0	200	200	200	200
100-5840-327	ANIMAL CONTROL	0	625	800	800	800	800
100-5840-330	VEHICLE REPLACEMENT / RENT	6,132	5,708	5,517	4,620	4,620	4,620
100-5840-341	MEETINGS / CONFERENCES	0	0	300	300	300	300
	TOTAL OPERATING	6,564	7,143	8,642	7,620	7,620	7,620
	TOTAL CODE ENFORCEMENT	40,343	50,929	58,002	58,577	58,577	58,577

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM:	POLICE VOLUNTEERS	STAFF LEVEL 2021: 0.00
DEPARTMENT:	POLICE	
FUND:	GENERAL	STAFF LEVEL 2020: 2.00

BASELINE BUDGET DESCRIPTION:

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

VIPS personnel have traditionally performed non-enforcement functions such as home and business checks, speed surveys in school zones, special event traffic control, neighborhood observation patrols and other special assignments. For various reasons, there currently are no active VIPS participants in our program (though two are reflected under "PERSONNEL", they have simply not officially tendered their resignation). VIPS can be a valuable volunteer asset to public safety within the city.

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

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

PERSONNEL:

<u>Title</u>	<u>2021 VOLUNTEER</u>	<u>2020 VOLUNTEER</u>
Reserve Police Officer	0.00	0.00
Volunteer Police Chaplain	0.00	0.00
Citizen Corps volunteers	<u>0.00</u>	<u>2.00</u>
Total	0.00	2.00

BUDGET COMMENTS:

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

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE RESERVES</u>						
<u>PERSONNEL SERVICES</u>						
100-5850-120 EMPLOYEE BENEFITS-POLICE RESR	107	79	200	100	100	100
TOTAL PERSONNEL SERVICES	107	79	200	100	100	100
<u>OPERATING</u>						
100-5850-300 UNIFORM MAINTENANCE	0	0	100	50	50	50
100-5850-341 MEETINGS / CONFERENCES	0	0	50	25	25	25
TOTAL OPERATING	0	0	150	75	75	75
<u>CAPITAL</u>						
100-5850-420 FURNITURE AND TECHNOLOGY	0	0	50	25	25	25
TOTAL CAPITAL	0	0	50	25	25	25
TOTAL POLICE RESERVES	107	79	400	200	200	200

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: FIRE ADMINISTRATION

Staff Level 2021: 1.00 FTE

Staff Level 2021: 21.00 PTE

DEPARTMENT: FIRE

Staff Level 2020: 1.00 FTE

FUND: GENERAL

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 Department has two stations. Station #1, located at 101 NE 6th, houses two fire apparatus, a training room, and the Fire Chief's office. 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. Fire Department personnel consists of a Full Time Fire Chief and, 21 part-time paid firefighters as follows: One Assistant Chief, four Captains and sixteen firefighters. A monthly retainer is provided to all firefighters.

PERSONNEL:

<u>Title</u>	<u>2021 FTE</u>	<u>2020 FTE</u>
Fire Chief	1.00	1.00
Total	1.00	1.00

<u>Title</u>	<u>2021 PTE</u>	<u>2020 PTE</u>
Part-time paid Firefighters	21.00	0.00
Total	21.00	0.00

BUDGET COMMENTS:

Personnel Services (Accts. 101-120): Covers the cost of salary and benefits for the Fire Chief and 21 volunteer firefighters.

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

Personal Protective Equipment (Acct. 220): Protective coats, pants, gloves, helmets, boots, and breathing equipment.

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

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): Repair and maintenance to Fire Department equipment.

Radio Repair and Maintenance (Acct. 282): Replacement and repair of radios, pagers, and batteries

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

Professional Services (Acct. 320): Third party testing such as, flow testing of SCBA, fire hose, and ground ladder testing.

Vehicle Replacement/Rent (Acct. 330): Replacement, maintenance, and repair of fire apparatus.

Memberships/Subscription (Acct. 340): Includes membership to Firefighters associations and subscriptions.

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

City Functions (Acct. 370): Funds Fire Department events.

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

Furniture and Technology (Acct. 420): Covers the cost of computers, chairs, desks, etc.

SIGNIFICANT BUDGET CHANGES:

Accounts 100-5920-102 through 100-5920-390 have been combined with accounts 100-5910-102 through 100-5910-390 in order to streamline the Fire Department fiscal budget.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		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	89,359	93,496	102,100	105,000	105,000	105,000
100-5910-102	PART TIME	1,006	0	0	71,000	71,000	71,000
100-5910-110	MILEAGE ALLOWANCE	3,461	3,600	3,600	3,600	3,600	3,600
100-5910-120	EMPLOYEE BENEFITS	60,201	60,112	67,000	94,000	94,000	94,000
TOTAL PERSONNEL SERVICES		154,027	157,208	172,700	273,600	273,600	273,600
<u>OPERATING</u>							
100-5910-200	OPERATING SUPPLIES	68	154	250	1,000	1,000	1,000
100-5910-220	PERSONAL PROTECTIVE EQUIP	0	0	0	10,000	10,000	10,000
100-5910-225	MINOR EQUIPMENT	0	0	0	10,000	10,000	10,000
100-5910-260	COMMUNICATION	978	988	1,200	1,500	1,500	1,500
100-5910-270	UTILITIES	4,384	5,259	5,000	5,000	5,000	5,000
100-5910-280	REPAIR AND MAINTENANCE	212	0	250	1,500	1,500	1,500
100-5910-282	RADIO REPAIR AND REPLACEMENT	0	0	0	1,000	1,000	1,000
100-5910-300	UNIFORM MAINTENANCE	0	0	0	500	500	500
100-5910-320	PROFESSIONAL SERVICES	0	0	0	10,000	10,000	10,000
100-5910-330	VEHICLE REPLACEMENT / RENT	0	0	0	61,600	61,600	61,600
100-5910-333	MILEAGE / FUEL	0	0	0	500	500	500
100-5910-340	MEMBERSHIPS / SUBSCRIPTIONS	176	158	300	450	450	450
100-5910-341	MEETINGS / CONFERENCES	0	0	250	1,000	1,000	1,000
100-5910-370	CITY FUNCTIONS	826	793	1,500	1,200	1,200	1,200
100-5910-390	MISCELLANEOUS	0	159	250	500	500	500
TOTAL OPERATING		6,645	7,511	9,000	105,750	105,750	105,750
<u>CAPITAL</u>							
100-5910-420	FURNITURE AND TECHNOLOGY	0	0	0	500	500	500
TOTAL CAPITAL		0	0	0	500	500	500
TOTAL FIRE ADMINISTRATION		160,672	164,719	181,700	379,850	379,850	379,850

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM:	FIRE SUPPRESSION	Staff Level 2021: 0.00 Part-Time
DEPARTMENT:	FIRE	Firefighters
FUND:	GENERAL	Staff Level 2020: 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>2021 PTE</u>	<u>2020 PTE</u>
Part-time paid Firefighters	<u>0.00</u>	<u>21.00</u>
Total	0.00	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): Purchases and repair of 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 advanced or specialized training.

Miscellaneous (Acct. 390): Covers unanticipated expenditures.

SIGNIFICANT BUDGET CHANGES:

Accounts 100-5920-102 through 100-5920-390 have been combined with accounts 100-5910-102 through 100-5910-390 in order to streamline the Fire Department fiscal budget.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>FIRE SUPPRESSION</u>						
<u>PERSONNEL SERVICES</u>						
100-5920-102 VOLUNTEER FIREFIGHTERS	67,242	70,755	77,000	0	0	0
100-5920-120 EMPLOYEE BENEFITS	18,230	16,148	20,500	0	0	0
TOTAL PERSONNEL SERVICES	85,472	86,903	97,500	0	0	0
<u>OPERATING</u>						
100-5920-200 OPERATING SUPPLIES	358	284	500	0	0	0
100-5920-220 PERSONAL PROTECTIVE EQUIP	7,140	5,758	12,500	0	0	0
100-5920-225 MINOR EQUIPMENT	5,536	14,404	9,000	0	0	0
100-5920-280 REPAIR AND MAINTENANCE	612	674	1,000	0	0	0
100-5920-282 RADIO REPAIR AND REPLACEMENT	1,050	555	1,000	0	0	0
100-5920-300 UNIFORM MAINTENANCE	394	450	500	0	0	0
100-5920-320 PROFESSIONAL SERVICE	8,458	7,346	10,000	0	0	0
100-5920-330 VEHICLE REPLACEMENT / RENT	50,196	49,356	49,360	0	0	0
100-5920-333 MILEAGE / FUEL	0	0	250	0	0	0
100-5920-341 MEETINGS / CONFERENCES	420	290	500	0	0	0
100-5920-390 MISCELLANEOUS	100	0	250	0	0	0
TOTAL OPERATING	74,264	79,117	84,860	0	0	0
TOTAL FIRE SUPPRESSION	159,736	166,021	182,360	0	0	0

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: AQUATIC CENTER **STAFF LEVEL 2021:** 1.75 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2020:** 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, 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 from Memorial Day weekend through Labor Day weekend this year.

SIGNIFICANT CHANGES:

Early in 2020 staff worked with the YMCA in Walla Walla to provide professional services to our facility in for lifeguarding staff. Lifeguards have been hard to come by in the past few years resulting in having to shorten our season as well as turn away rentals and other services. By contracting with the YMCA the City will staff our regular full-time employees, pool manager and cashier/concessions staff only. The YMCA will provide for lifeguard staffing. Lifeguarding costs have been reallocated to professional services (Acct. 320) below.

PERSONNEL:

<u>Title</u>	<u>2021 FTE</u>	<u>2020 FTE</u>
Parks & Recreation Supervisor	0.04	0.04
Parks Maintenance Worker	0.15	0.15
Manager	0.56	0.56
Lead Lifeguard	0.00	0.28
Lifeguards	0.00	3.00
Cashier/Concessions	<u>1.00</u>	<u>1.00</u>
Total	1.75	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 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.

ADVERTISING (Acct. 250) covers advertisements to promote the facility.

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 contract services with the YMCA in Walla Walla to provide trained and certified lifeguards to staff our facility.

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. In FY 19 staff began work on updating and upgrading the bathhouse and concession stand. In FY 20 staff began working on a plan to upgrade the mechanical room and replace the heating system and covers.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>AQUATIC CENTER</u>							
<u>PERSONNEL SERVICES</u>							
100-6130-101	REGULAR SERVICES- AQUATIC CNTR	7,796	8,783	10,450	11,026	11,026	11,026
100-6130-102	PART TIME	98,667	95,691	110,869	35,398	35,398	35,398
100-6130-105	OVERTIME	1,401	1,522	3,000	500	500	500
100-6130-120	EMPLOYEE BENEFITS	17,434	17,277	21,997	15,583	15,583	15,583
TOTAL PERSONNEL SERVICES		125,297	123,273	146,316	62,507	62,507	62,507
<u>OPERATING</u>							
100-6130-200	OPERATING SUPPLIES	12,506	10,362	10,000	1,000	1,000	1,000
100-6130-210	CONCESSION SUPPLIES	14,646	17,004	14,000	14,000	14,000	14,000
100-6130-225	MINOR EQUIPMENT	185	375	400	400	400	400
100-6130-250	ADVERTISING	0	0	400	400	400	400
100-6130-260	COMMUNICATION	933	1,641	1,300	1,300	1,300	1,300
100-6130-270	UTILITIES	8,399	6,286	12,000	10,000	10,000	10,000
100-6130-280	REPAIR AND MAINTENANCE	7,133	6,555	5,000	500	500	500
100-6130-320	PROFESSIONAL SERVICE	1,190	325	1,100	87,000	87,000	87,000
100-6130-330	VEHICLE REPLACEMENT / RENT	1,500	1,392	1,401	902	902	902
100-6130-390	MISCELLANEOUS	226	464	500	500	500	500
TOTAL OPERATING		46,718	44,404	46,101	116,002	116,002	116,002
<u>CAPITAL</u>							
100-6130-410	CAPITAL EXPENSES	0	31,827	63,750	50,000	50,000	50,000
100-6130-420	FURNITURE AND TECHNOLOGY	0	1,186	1,000	1,000	1,000	1,000
TOTAL CAPITAL		0	33,013	64,750	51,000	51,000	51,000
TOTAL AQUATIC CENTER		172,016	200,690	257,167	229,509	229,509	229,509

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: PARKS
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2021: 2.31 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 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) is not funded this year.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PARKS</u>						
<u>PERSONNEL SERVICES</u>						
100-6140-101 REGULAR SERVICES- PARKS	80,237	79,361	84,025	86,346	86,346	86,346
100-6140-102 PART TIME	7,951	3,479	7,900	3,100	3,100	3,100
100-6140-105 OVERTIME	496	487	500	500	500	500
100-6140-120 EMPLOYEE BENEFITS	61,592	57,863	67,949	70,100	70,100	70,100
TOTAL PERSONNEL SERVICES	150,276	141,189	160,374	160,046	160,046	160,046
<u>OPERATING</u>						
100-6140-200 OPERATING SUPPLIES	8,948	10,299	10,600	10,600	10,600	10,600
100-6140-220 PERSONAL PROTECTIVE EQUIP	1,739	1,414	1,500	1,500	1,500	1,500
100-6140-225 MINOR EQUIPMENT	752	699	1,500	1,500	1,500	1,500
100-6140-260 COMMUNICATION	360	360	360	360	360	360
100-6140-270 UTILITIES	51,306	44,737	64,000	64,000	64,000	64,000
100-6140-280 REPAIR AND MAINTENANCE	7,838	9,210	8,485	9,000	9,000	9,000
100-6140-300 UNIFORM MAINTENANCE	132	0	300	300	300	300
100-6140-330 VEHICLE REPLACEMENT / RENT	31,458	31,248	30,437	28,821	28,821	28,821
100-6140-340 MEMBERSHIPS/ SUBSCRIPTIONS	0	50	200	200	200	200
100-6140-341 MEETINGS / CONFERENCES	299	48	300	300	300	300
100-6140-390 MISCELLANEOUS	162	334	400	400	400	400
TOTAL OPERATING	102,992	98,399	118,082	116,981	116,981	116,981
<u>CAPITAL</u>						
100-6140-410 CAPITAL EXPENSE	0	5,235	72,990	50,000	50,000	50,000
100-6140-480 IMPROVEMENTS OTHER THAN BLDG	0	15,642	2,500	2,500	2,500	2,500
TOTAL CAPITAL	0	20,877	75,490	52,500	52,500	52,500
TOTAL PARKS	253,268	260,465	353,946	329,527	329,527	329,527

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM:	PUBLIC BUILDINGS	STAFF LEVEL 2021: 0.64 FTE
DEPARTMENT:	PUBLIC WORKS	STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 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 both City Hall and Library elevators, 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 as well as security improvements to the Finance Department work area.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PUBLIC BUILDINGS</u>						
<u>PERSONNEL SERVICES</u>						
100-6210-101 REGULAR SERVICES- PUBLIC BLDGS	36,545	39,473	39,577	41,410	41,410	41,410
100-6210-102 PART TIME	1,157	0	0	0	0	0
100-6210-105 OVERTIME	59	218	500	500	500	500
100-6210-120 EMPLOYEE BENEFITS	29,364	28,362	30,810	31,616	31,616	31,616
TOTAL PERSONNEL SERVICES	67,125	68,053	70,887	73,526	73,526	73,526
<u>OPERATING</u>						
100-6210-200 OPERATING SUPPLIES	6,837	8,374	8,500	8,500	8,500	8,500
100-6210-220 PERSONAL PROTECTIVE EQUIP	180	216	250	250	250	250
100-6210-225 MINOR EQUIPMENT	10	0	0	0	0	0
100-6210-270 UTILITIES	40,968	42,227	41,000	45,100	45,100	45,100
100-6210-280 REPAIR AND MAINTENANCE	12,237	13,054	12,500	12,500	12,500	12,500
100-6210-300 UNIFORM MAINTENANCE	4,704	4,466	5,000	5,000	5,000	5,000
100-6210-323 JANITORIAL SERVICES	46,220	47,653	49,054	50,526	50,526	50,526
100-6210-330 VEHICLE REPLACEMENT / RENT	2,228	1,728	1,732	1,732	1,732	1,732
TOTAL OPERATING	113,384	117,718	118,036	123,608	123,608	123,608
<u>CAPITAL</u>						
100-6210-405 BUILDING	19,678	8,297	20,000	20,000	20,000	20,000
TOTAL CAPITAL	19,678	8,297	20,000	20,000	20,000	20,000
TOTAL PUBLIC BUILDINGS	200,187	194,068	208,923	217,134	217,134	217,134

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

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

STAFF LEVEL 2021: 0.05 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>COMMUNITY BUILDING</u>							
<u>PERSONNEL SERVICES</u>							
100-6220-101	REGULAR SERVICES-COMMUNITY BL	2,034	2,559	2,911	2,866	2,866	2,866
100-6220-102	PART TIME	831	58	100	100	100	100
100-6220-105	OVERTIME	10	17	50	50	50	50
100-6220-120	EMPLOYEE BENEFITS	1,587	1,858	2,235	2,300	2,300	2,300
	TOTAL PERSONNEL SERVICES	4,462	4,493	5,296	5,316	5,316	5,316
<u>OPERATING</u>							
100-6220-200	OPERATING SUPPLIES	1,304	1,257	1,300	1,300	1,300	1,300
100-6220-270	UTILITIES	12,269	12,969	12,000	13,200	13,200	13,200
100-6220-280	REPAIR AND MAINTENANCE	3,458	8,707	6,000	6,000	6,000	6,000
100-6220-323	JANITORIAL SERVICES	4,704	4,687	5,059	5,211	5,211	5,211
100-6220-330	VEHICLE REPLACEMENT / RENT	1,356	1,356	1,360	1,360	1,360	1,360
	TOTAL OPERATING	23,091	28,976	25,719	27,071	27,071	27,071
<u>CAPITAL</u>							
100-6220-405	BUILDING	0	0	500	500	500	500
	TOTAL CAPITAL	0	0	500	500	500	500
	TOTAL COMMUNITY BUILDING	27,553	33,468	31,515	32,887	32,887	32,887

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2021: 3.00 FTE
STAFF LEVEL 2020: 3.00 FTE

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2021 FTE</u>	<u>2020 FTE</u>
Public Works Superintendent	1.00	1.00
Assistant/Project Aide	1.00	1.00
Technician II	1.00	1.00
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 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PUBLIC WORKS ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
100-6410-101 REGULAR SERVICES- PUB WRKS AD	182,371	221,262	238,322	256,463	256,463	256,463
100-6410-102 PART TIME	140	0	0	0	0	0
100-6410-105 OVERTIME	87	0	0	0	0	0
100-6410-120 EMPLOYEE BENEFITS	113,121	137,521	156,930	164,509	164,509	164,509
TOTAL PERSONNEL SERVICES	295,718	358,783	395,252	420,972	420,972	420,972
<u>OPERATING</u>						
100-6410-200 OPERATING SUPPLIES	1,557	1,035	1,000	1,000	1,000	1,000
100-6410-220 PERSONAL PROTECTIVE EQUIPMENT	37	150	150	150	150	150
100-6410-225 MINOR EQUIPMENT	527	652	750	750	750	750
100-6410-260 COMMUNICATION	1,640	1,474	2,000	2,000	2,000	2,000
100-6410-280 REPAIR AND MAINTENANCE	2,714	1,853	1,500	2,000	2,000	2,000
100-6410-320 PROFESSIONAL SERVICES	87	125	250	250	250	250
100-6410-330 VEHICLE REPLACEMENT / RENT	1,504	3,900	3,900	3,900	3,900	3,900
100-6410-333 MILEAGE / FUEL	3,826	4,200	4,200	4,200	4,200	4,200
100-6410-340 MEMBERSHIPS / SUBSCRIPTIONS	560	225	600	600	600	600
100-6410-341 MEETINGS / CONFERENCES	1,950	565	1,000	1,000	1,000	1,000
100-6410-390 MISCELLANEOUS	444	720	500	500	500	500
TOTAL OPERATING	14,846	14,899	15,850	16,350	16,350	16,350
<u>CAPITAL</u>						
100-6410-420 FURNITURE AND TECHNOLOGY	4,326	546	600	600	600	600
TOTAL CAPITAL	4,326	546	600	600	600	600
TOTAL PUBLIC WORKS ADMINISTRATI	314,890	374,228	411,702	437,922	437,922	437,922

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

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) The line item in FY20 was for the expenditure for a state of Oregon wine production facility grant, this grant crossed over budget years.

INTERFUND TRANSFERS: (Acct. 722, 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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		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	1,480	1,388	1,500	1,500	1,500	1,500
100-6500-370	CITY FUNCTIONS	4,178	3,454	5,000	5,000	5,000	5,000
100-6500-380	LIABILITY AND FIRE INSURANCE	125,000	130,742	130,000	136,500	136,500	136,500
100-6500-381	UNEMPLOYMENT INSURANCE	0	1,179	5,000	5,000	5,000	5,000
	TOTAL OPERATING	130,658	136,762	141,500	148,000	148,000	148,000
<u>CAPITAL</u>							
100-6500-405	BUILDING/ ECO DEVO	0	0	150,000	134,000	134,000	134,000
100-6500-406	FLOOD RECOVERY ACTIVITIES	0	0	350,000	0	0	0
	TOTAL CAPITAL	0	0	500,000	134,000	134,000	134,000
<u>DEBT SERVICE</u>							
100-6500-525	INTER FUND LOAN	0	0	0	11,058	11,058	11,058
	TOTAL DEBT SERVICE	0	0	0	11,058	11,058	11,058
<u>TRANSFERS</u>							
100-6500-722	TRANSFER TO LIBRARY	131,878	130,313	130,313	130,313	130,313	130,313
100-6500-723	TRANSFER TO SENIOR/DISABLED	0	0	0	31,702	31,702	31,702
100-6500-764	TRANSFER TO SICK LEAVE	1,600	1,600	1,600	1,600	1,600	1,600
	TOTAL TRANSFERS	133,478	131,913	131,913	163,615	163,615	163,615
<u>CONTINGENCY & RESERVES</u>							
100-6500-998	CONTINGENCY	0	0	35,900	50,000	50,000	50,000
	TOTAL CONTINGENCY & RESERVES	0	0	35,900	50,000	50,000	50,000
	TOTAL CITY HALL	264,136	268,675	809,313	506,673	506,673	506,673

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: CIVIL ENGINEERING
DEPARTMENT: ENGINEERING
FUND: GENERAL

STAFF LEVEL 2021: 0.25 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CIVIL ENGINEERING</u>							
<u>PERSONNEL SERVICES</u>							
100-6610-101	REGULAR SERVICES- CIVIL ENGNR	36,105	18,305	19,400	20,082	20,082	20,082
100-6610-105	OVERTIME	149	113	0	0	0	0
100-6610-120	EMPLOYEE BENEFITS	21,846	12,660	14,555	14,977	14,977	14,977
	TOTAL PERSONNEL SERVICES	58,100	31,078	33,955	35,059	35,059	35,059
<u>OPERATING</u>							
100-6610-200	OPERATING SUPPLIES	554	363	750	750	750	750
100-6610-225	MINOR EQUIPMENT	60	107	750	750	750	750
100-6610-260	COMMUNICATION	923	1,464	1,320	1,500	1,500	1,500
100-6610-320	PROFESSIONAL SERVICE	25,827	3,680	5,000	4,000	4,000	4,000
100-6610-330	VEHICLE REPLACEMENT / RENT	864	864	860	720	720	720
100-6610-341	MEETINGS / CONFERENCES	491	1,922	2,000	2,000	2,000	2,000
100-6610-390	MISCELLANEOUS	326	305	1,000	1,000	1,000	1,000
	TOTAL OPERATING	29,045	8,706	11,680	10,720	10,720	10,720
<u>CAPITAL</u>							
100-6610-420	FURNITURE AND TECHNOLOGY	1,578	1,062	1,500	1,750	1,750	1,750
	TOTAL CAPITAL	1,578	1,062	1,500	1,750	1,750	1,750
	TOTAL CIVIL ENGINEERING	88,723	40,846	47,135	47,529	47,529	47,529



SPECIAL REVENUE FUND

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

REVENUE BUDGET NARRATIVE

Fiscal Year 2021

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:

- **INTERGOVERNMENTAL REVENUES:**
A portion of the gas tax collected by the State that is distributed on a per capita basis to the City for streets.
- **MISCELLANEOUS AND MERCHANDISING REVENUE:**
Some revenues are not large enough to require a separate category.
- **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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>STREET</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
210-410-11	STATE GAS TAX	455,953	519,804	440,000	420,000	420,000	420,000
	TOTAL INTERGOVERNMENTAL REVE	455,953	519,804	440,000	420,000	420,000	420,000
<u>MERCHANDISING</u>							
210-455-71	MERCHANDISING	0	262	0	0	0	0
	TOTAL MERCHANDISING	0	262	0	0	0	0
<u>MISCELLANEOUS</u>							
210-470-20	INTEREST EARNED	4,390	10,687	3,000	3,000	3,000	3,000
210-470-25	LOAN PROCEEDS	0	0	0	4,234	4,234	4,234
210-470-30	SALE OF FIXED ASSETS	0	28,186	0	0	0	0
210-470-99	MISCELLANEOUS	635	490	750	300	300	300
	TOTAL MISCELLANEOUS	5,025	39,362	3,750	7,534	7,534	7,534
<u>BEGINNING FUND BALANCE</u>							
210-499-10	FUND BALANCE	0	0	441,197	587,149	587,149	587,149
	TOTAL BEGINNING FUND BALANCE	0	0	441,197	587,149	587,149	587,149
	TOTAL REVENUE	460,977	559,428	884,947	1,014,683	1,014,683	1,014,683

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: STREET MAINTENANCE **STAFF LEVEL 2021:** 2.05 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2020:** 2.05 FTE
FUND: STREET

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2021 FTE</u>	<u>2020 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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		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	92,233	91,077	95,606	119,878	119,878	119,878
210-6810-102	PART TIME	541	0	0	0	0	0
210-6810-105	OVERTIME	310	269	1,500	1,000	1,000	1,000
210-6810-120	EMPLOYEE BENEFITS	56,983	62,968	75,832	90,978	90,978	90,978
TOTAL PERSONNEL SERVICES		150,066	154,314	172,938	211,856	211,856	211,856
<u>OPERATING</u>							
210-6810-200	OPERATING SUPPLIES	7,091	8,224	10,500	12,000	12,000	12,000
210-6810-220	PERSONAL PROTECTIVE EQUIP	1,125	832	1,000	1,000	1,000	1,000
210-6810-225	MINOR EQUIPMENT	1,952	3,710	4,800	4,800	4,800	4,800
210-6810-260	COMMUNICATION	360	360	360	360	360	360
210-6810-270	UTILITIES	42,287	42,197	45,000	45,000	45,000	45,000
210-6810-280	REPAIR AND MAINTENANCE	9,047	5,343	6,500	6,500	6,500	6,500
210-6810-300	UNIFORM MAINTENANCE	1,670	948	2,000	2,000	2,000	2,000
210-6810-320	PROFESSIONAL SERVICES	11,179	8,463	12,000	12,000	12,000	12,000
210-6810-330	VEHICLE REPLACEMENT / RENT	52,860	53,260	53,260	27,372	27,372	27,372
210-6810-341	MEETINGS / CONFERENCES	713	186	500	500	500	500
210-6810-390	MISCELLANEOUS	305	231	600	600	600	600
TOTAL OPERATING		128,589	123,754	136,520	112,132	112,132	112,132
<u>TRANSFERS</u>							
210-6810-701	TRANSFER TO GENERAL	97,831	97,995	115,640	121,442	121,442	121,442
210-6810-721	TRANSFER TO STREET IMPROVEME	0	0	0	175,000	175,000	175,000
210-6810-764	TRANSFER TO SICK LEAVE	300	300	300	300	300	300
TOTAL TRANSFERS		98,131	98,295	115,940	296,742	296,742	296,742
<u>CONTINGENCY & RESERVES</u>							
210-6810-998	CONTINGENCY	0	0	459,549	393,953	393,953	393,953
TOTAL CONTINGENCY & RESERVES		0	0	459,549	393,953	393,953	393,953
TOTAL STREET MAINTENANCE		376,787	376,363	884,947	1,014,683	1,014,683	1,014,683

BUDGET NARRATIVE

Fiscal Year 2021

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 \$2,948,000.

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 2020-21

STREET IMPROVEMENT	2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
	FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
	ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>INTERGOVERNMENTAL REVENUE</u>						
211-410-02 ODOT SAFE RTE TO SCHOOL GRANT	0	0	249,599	0	0	0
211-410-16 OR STATE STP ALLOCATION	152,337	0	258,321	57,422	57,422	57,422
211-410-22 ODOT GRANT / HB2017	0	0	3,000,000	2,948,000	2,948,000	2,948,000
TOTAL INTERGOVERNMENTAL REVE	152,337	0	3,507,920	3,005,422	3,005,422	3,005,422
<u>LICENSES & PERMITS</u>						
211-440-30 LAND USE FEES	1,116	2,158	1,200	1,200	1,200	1,200
TOTAL LICENSES & PERMITS	1,116	2,158	1,200	1,200	1,200	1,200
<u>MISCELLANEOUS</u>						
211-470-20 INTEREST EARNED	1,775	1,709	1,000	1,000	1,000	1,000
211-470-41 DONATIONS	0	8,053	0	0	0	0
TOTAL MISCELLANEOUS	1,775	9,763	1,000	1,000	1,000	1,000
<u>TRANSFERS</u>						
211-490-21 TRANSFER FROM STREET	0	0	0	175,000	175,000	175,000
TOTAL TRANSFERS	0	0	0	175,000	175,000	175,000
<u>BEGINNING FUND BALANCE</u>						
211-499-10 FUND BALANCE	0	0	70,189	27,304	27,304	27,304
TOTAL BEGINNING FUND BALANCE	0	0	70,189	27,304	27,304	27,304
TOTAL REVENUE	155,228	11,920	3,580,309	3,209,926	3,209,926	3,209,926
<u>STREET CONSTRUCTION</u>						
<u>CAPITAL</u>						
211-6840-410 CAPITAL EXPENSES	0	0	3,000,000	2,948,000	2,948,000	2,948,000
211-6840-440 SAFE ROUTES TO SCHOOL	0	0	249,599	0	0	0
211-6840-480 IMPROVEMENTS OTHER THAN BLDG	9,722	134,836	258,321	57,422	57,422	57,422
TOTAL CAPITAL	9,722	134,836	3,507,920	3,005,422	3,005,422	3,005,422
<u>DEBT SERVICE</u>						
211-6840-525 INTER FUND LOAN	0	0	0	27,669	27,669	27,669
TOTAL DEBT SERVICE	0	0	0	27,669	27,669	27,669
<u>CONTINGENCY & RESERVES</u>						
211-6840-998 CONTINGENCY	0	0	72,389	176,835	176,835	176,835
TOTAL CONTINGENCY & RESERVES	0	0	72,389	176,835	176,835	176,835
TOTAL STREET CONSTRUCTION	9,722	134,836	3,580,309	3,209,926	3,209,926	3,209,926

Revenue Budget Narrative
Fiscal Year 2021

Fund: Library

BASELINE BUDGET DESCRIPTION

Through an intergovernmental agreement with the Umatilla County Special Library District, the City provides library services to approximately 12,000 residents of the Milton-Freewater area and to residents of the UCSLD. The UCSLD 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 UCSLD 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 level of services 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 of Oregon for approximately \$1300 to develop and improve early literacy services to children under age five.

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 print-outs.

MISCELLANEOUS: This includes rental income from library meeting rooms and payments for our out-of-district library patrons.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>LIBRARY</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
220-410-01	LIBRARY DISTRICT REVENUES	208,639	218,071	220,880	225,297	225,297	225,297
220-410-02	READY 2 LEARN REVENUE	2,959	2,096	0	0	0	0
220-410-03	STATE GRANTS-LIBRARY	1,257	4,240	1,200	1,300	1,300	1,300
220-410-07	M-F AREA FOUNDATION GRANT	0	3,750	0	0	0	0
220-410-35	WILDHORSE GRANT	2,324	1,000	0	0	0	0
TOTAL INTERGOVERNMENTAL REVE		215,179	229,157	222,080	226,597	226,597	226,597
<u>FINES & FORFEITURES</u>							
220-430-50	LIBRARY FINES	4,190	4,437	4,000	4,000	4,000	4,000
TOTAL FINES & FORFEITURES		4,190	4,437	4,000	4,000	4,000	4,000
<u>SERVICES</u>							
220-450-14	RENTAL INCOME	5,839	6,480	0	0	0	0
TOTAL SERVICES		5,839	6,480	0	0	0	0
<u>MISCELLANEOUS</u>							
220-470-20	INTEREST EARNED	921	1,683	300	500	500	500
220-470-41	DONATIONS	10,800	30,190	4,000	4,000	4,000	4,000
220-470-50	COPIES	4,519	4,313	4,000	4,000	4,000	4,000
220-470-99	MISCELLANEOUS	684	970	1,500	1,000	1,000	1,000
TOTAL MISCELLANEOUS		16,925	37,156	9,800	9,500	9,500	9,500
<u>TRANSFERS</u>							
220-490-10	FROM GENERAL	131,878	130,313	130,313	130,313	130,313	130,313
TOTAL TRANSFERS		131,878	130,313	130,313	130,313	130,313	130,313
<u>BEGINNING FUND BALANCE</u>							
220-499-10	FUND BALANCE	0	0	46,894	50,462	50,462	50,462
TOTAL BEGINNING FUND BALANCE		0	0	46,894	50,462	50,462	50,462
TOTAL REVENUE		374,010	407,543	413,087	420,872	420,872	420,872

Expenditure Budget Narrative
Fiscal Year 2021

Fund: Library

Staff Level 2021: 3.93 FTE

Staff Level 2020: 3.93 FTE

PERSONNEL:

Title	2021 FTE	2020 FTE
Library Director	1.00	1.00
Library Assistant	.00	1.00
Library Associate	<u>2.93</u>	<u>1.93</u>
Total	3.93	3.93

LIBRARY USE AND VALUE

In 2019 the library had 4,197 card holders; 1/3 of the 12,000 designated library service population are using the library. Library provides access to 32,300 books, audiobooks, DVD's, Spanish-language material, 76,240 downloadable eBooks and audiobooks, 14 public computers, WiFi, reference services, large children's play area, genealogy and local history library, computer classes, weekly preschool story time, monthly evening activities for school-age children, monthly teen and adult art classes, game nights, and the Sage Library consortium offers our patrons access to over a million loanable items.

In 2019 the library checked out more than 53,000 items, added more than 2,800 physical items to our collections, hosted 85 events for children and teens, hosted 56 adult events and had a total program attendance of 3,586. The library is an undeniable asset to our community and provides early literacy development skills, engages school-age children with activities, and encourages adults to become life-long users of the library.

BUDGET COMMENTS

Expenses:

- **Operating Supplies (Acct. 200)** covers general office supplies, paper & toner for public printing, materials such as plastic book jackets, laminating tape, and other misc. supplies to process the 2,800 items added yearly. Amount has been increased \$1000 this year in expectation of rising costs.
- **Communication (Acct. 260)** covers phone and internet (including WiFi); increased 3% over this year's cost.
- **Building Repair & Maintenance (Acct. 280)** covers misc. needs of the library including: blinds replacement, carpet cleaning, paint, hardware, & keys.
- **Programming (Acct. 325)** covers program supplies for 52 story times, 24 evening activities for children, 12 teen art and 12-24 adult art classes. Supplies include glue, paint, paper, canvas, and food. This also includes teen summer reading prizes.
- **Mileage/Fuel (Acct. 333)** covers mileage to and from work-associated trips & meetings. Future use is expected to drop and amount has been reduced.
- **Membership/Dues (Acct 340)** covers the increased price of membership to LEO which supplies the eBook & audiobook app Libby, by Overdrive. Agreement with Municode to maintain our databases for newspapers and obituaries is an additional expense.
- **Meetings/Conferences (Acct. 341)** covers travel expenses during work-related trips. Future use is expected to drop and amount has been reduced.
- **Early Literacy/Summer Reading (Acct. 348)** covers Ready to Read grant, and 9 weeks of children's summer reading program including craft supplies, prizes, and food; covers adult summer reading prizes.
- **Miscellaneous (Acct. 700)** covers items not easily categorized by other line items.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>LIBRARY</u>							
<u>LIBRARY</u>							
<u>PERSONNEL SERVICES</u>							
220-6600-101	REGULAR SERVICES- LIBRARY	153,228	161,872	170,540	168,754	168,754	168,754
220-6600-102	PART TIME	38,275	34,879	39,500	37,450	37,450	37,450
220-6600-105	OVERTIME	55	123	0	100	100	100
220-6600-120	EMPLOYEE BENEFITS	115,197	123,740	139,000	140,509	140,509	140,509
	TOTAL PERSONNEL SERVICES	306,754	320,614	349,040	346,813	346,813	346,813
<u>OPERATING</u>							
220-6600-200	OPERATING SUPPLIES	7,872	8,642	7,000	7,000	7,000	7,000
220-6600-235	LIBRARY BOOKS	18,600	26,553	25,000	25,000	25,000	25,000
220-6600-260	COMMUNICATION	2,607	2,820	2,700	3,125	3,125	3,125
220-6600-280	REPAIR AND MAINTENANCE	279	475	500	500	500	500
220-6600-325	PROGRAMMING	2,814	5,586	5,800	5,800	5,800	5,800
220-6600-333	MILEAGE / FUEL	842	66	1,000	500	500	500
220-6600-340	MEMBERSHIPS / DUES	525	655	525	1,200	1,200	1,200
220-6600-341	MEETINGS / CONFERENCES	1,281	814	700	400	400	400
220-6600-348	EARLY LIT/SUMMER READING	4,250	3,596	4,300	4,300	4,300	4,300
220-6600-390	MISCELLANEOUS	1,809	1,293	700	700	700	700
	TOTAL OPERATING	40,879	50,501	48,225	48,525	48,525	48,525
<u>CAPITAL</u>							
220-6600-410	CAPITAL	151	34,661	0	0	0	0
220-6600-420	FURNITURE AND TECHNOLOGY	4,797	6,103	6,000	6,000	6,000	6,000
	TOTAL CAPITAL	4,948	40,765	6,000	6,000	6,000	6,000
<u>DEBT SERVICE</u>							
220-6600-525	INTER FUND LOAN	0	0	0	3,425	3,425	3,425
	TOTAL DEBT SERVICE	0	0	0	3,425	3,425	3,425
<u>TRANSFERS</u>							
220-6600-764	TRANSFER TO SICK LEAVE	240	240	240	240	240	240
	TOTAL TRANSFERS	240	240	240	240	240	240
<u>CONTINGENCY & RESERVES</u>							
220-6600-998	CONTINGENCIES	0	0	9,582	15,869	15,869	15,869
	TOTAL CONTINGENCY & RESERVES	0	0	9,582	15,869	15,869	15,869
	TOTAL LIBRARY	352,821	412,119	413,087	420,872	420,872	420,872

REVENUE NARRATIVE
Fiscal Year 2021

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 95%.

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.

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.

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.

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.

TRANSFER FROM GENERAL TO SERVICE ELEVATOR LOAN Acct. 230-490-10

MAJOR CHANGES

FEDERAL TRANSIT GRANT – CARES ACT ALLOCATION Acct 230-410-60

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>							
<u>TAXES/ASSESSMENTS</u>							
230-400-01	PROPERTY TAX - CURRENT	56,362	56,684	57,000	57,500	57,500	57,500
230-400-02	PROPERTY TAX - PRIOR YEAR	2,112	2,053	2,000	2,000	2,000	2,000
	TOTAL TAXES/ASSESSMENTS	58,473	58,737	59,000	59,500	59,500	59,500
<u>INTERGOVERNMENTAL REVENUE</u>							
230-410-50	SPECIAL TRANSIT GRANT	35,000	26,250	28,876	28,910	28,910	28,910
230-410-51	STATE TRANSIT GRANT	115,733	104,165	124,604	112,296	112,296	112,296
230-410-53	FEDERAL TRANSIT GRANT	3,780	0	0	54,457	54,457	54,457
230-410-55	FED TRANSIT GRANT - ADA ELEV	157	0	167,500	0	0	0
230-410-57	STIF FORMULA GRANT	0	0	91,644	25,000	25,000	25,000
230-410-58	STIF ADA ELEVATOR GRANT	0	0	50,000	0	0	0
230-410-59	STIF DISCRETIONARY GRANT	0	0	84,164	0	0	0
230-410-60	FED TRANSIT GRANT - CARES ACT	0	0	0	0	0	647,389
	TOTAL INTERGOVERNMENTAL REVE	154,670	130,415	546,788	220,663	220,663	868,052
<u>SERVICES</u>							
230-450-70	SENIOR CITIZEN PAYMENTS	5,671	6,080	6,200	5,000	5,000	5,000
	TOTAL SERVICES	5,671	6,080	6,200	5,000	5,000	5,000
<u>MISCELLANEOUS</u>							
230-470-20	INTEREST EARNED	2,877	4,102	3,000	3,000	3,000	3,000
	TOTAL MISCELLANEOUS	2,877	4,102	3,000	3,000	3,000	3,000
<u>OTHER REVENUE SOURCES</u>							
230-480-20	ADA ELEVATOR LOAN PROCEEDS	0	0	501,334	0	0	0
	TOTAL OTHER REVENUE SOURCES	0	0	501,334	0	0	0
<u>TRANSFERS</u>							
230-490-10	TRANSFER FROM GENERAL	0	0	0	31,702	31,702	31,702
	TOTAL TRANSFERS	0	0	0	31,702	31,702	31,702
<u>BEGINNING FUND BALANCE</u>							
230-499-10	FUND BALANCE	0	0	225,576	160,000	160,000	160,000
	TOTAL BEGINNING FUND BALANCE	0	0	225,576	160,000	160,000	160,000
	TOTAL REVENUE	221,691	199,333	1,341,898	479,865	479,865	1,127,254

EXPENDITURE NARRATIVE
Fiscal Year 2021

FUND: PUBLIC TRANSPORTATION SERVICES

STAFF LEVEL 2021: 1.15 FTE
STAFF LEVEL 2020: 1.15 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>2021 FTE</u>	<u>2020 FTE</u>
City Manager	0.10	0.10
City Planner	0.55	0.55
Assistant	0.50	0.50
	1.15	1.15

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.

FURNITURE AND TECHNOLOGY (Acct. 420) small reserve to cover the purchase of a new computer.

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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
230-7600-101	REGULAR SERVICES- SENIOR/DISAB	72,493	96,990	92,680	104,125	104,125	144,125
230-7600-120	EMPLOYEE BENEFITS	21,941	40,006	43,042	45,176	45,176	55,176
	TOTAL PERSONNEL SERVICES	94,433	136,996	135,722	149,301	149,301	199,301
<u>OPERATING</u>							
230-7600-200	OPERATING SUPPLIES	976	228	400	400	400	1,400
230-7600-225	MINOR EQUIPMENT	510	0	100	100	100	15,100
230-7600-250	ADVERTISING- SENIOR/ DISABLED	464	266	900	900	900	900
230-7600-260	COMMUNICATION	234	344	500	500	500	2,500
230-7600-280	REPAIR AND MAINTENANCE	2,529	3,323	4,000	6,000	6,000	21,000
230-7600-320	PROFESSIONAL SERVICES	137,680	162,066	156,074	160,044	160,044	460,044
230-7600-333	MILEAGE / FUEL	311	3,300	4,100	4,100	4,100	4,100
230-7600-340	MPO MEMBERSHIP DUES	3,000	3,000	3,000	3,300	3,300	3,300
230-7600-341	MEETINGS / CONFERENCES	891	930	1,200	1,200	1,200	6,200
230-7600-380	INSURANCE	0	0	4,529	4,384	4,384	4,384
	TOTAL OPERATING	146,595	173,457	174,803	180,928	180,928	518,928
<u>CAPITAL</u>							
230-7600-410	CAPITAL - ADA ELEVATOR	560	40,558	762,440	0	0	0
230-7600-480	IMPROVEMENTS	0	0	0	0	0	100,000
	TOTAL CAPITAL	560	40,558	762,440	0	0	100,000
<u>DEBT SERVICE</u>							
230-7600-510	LOAN PRINC - ELEVATOR CITY HAL	0	0	0	21,382	21,382	63,382
230-7600-511	LOAN INT - ELEVATOR CITY HALL	0	0	0	10,320	10,320	10,320
	TOTAL DEBT SERVICE	0	0	0	31,702	31,702	73,702
<u>CONTINGENCY & RESERVES</u>							
230-7600-998	CONTINGENCY	0	0	268,933	117,934	117,934	235,323
	TOTAL CONTINGENCY & RESERVES	0	0	268,933	117,934	117,934	235,323
	TOTAL ADMINISTRATION	241,589	351,011	1,341,898	479,865	479,865	1,127,254

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

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 and the logging recorder. It covers the annual maintenance service agreement for our records management/computer aided dispatch system (New World). This line item pays 50% of this service agreement, while patrol pays the remaining 50% from its memberships/subscriptions line. This line item is increased to begin paying for the new annual maintenance agreement for our radio system installed by Day Wireless.

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

MEETINGS AND CONFERENCES (Acct. 341) This fund pays 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 an increase due to the need to pay the 911 Center's share of the costs to upgrade the computer aided dispatch system servers which are housed and maintained by the City of Walla Walla. This upgrade is slated to occur between January and March of 2021.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>911</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
270-410-14	911 TELEPHONE TAX	36,169	36,663	38,225	38,645	38,645	38,645
	TOTAL INTERGOVERNMENTAL REVE	36,169	36,663	38,225	38,645	38,645	38,645
<u>MISCELLANEOUS</u>							
270-470-20	INTEREST EARNED	340	1,027	500	750	750	750
	TOTAL MISCELLANEOUS	340	1,027	500	750	750	750
<u>BEGINNING FUND BALANCE</u>							
270-499-10	FUND BALANCE	0	0	14,075	36,737	36,737	36,737
	TOTAL BEGINNING FUND BALANCE	0	0	14,075	36,737	36,737	36,737
	TOTAL REVENUE	36,509	37,690	52,800	76,132	76,132	76,132
<u>911 OPERATING</u>							
<u>OPERATING</u>							
270-5830-200	OPERATING SUPPLIES	1,215	2,474	2,500	3,000	3,000	3,000
270-5830-225	MINOR EQUIPMENT	341	3,545	4,500	4,500	4,500	4,500
270-5830-260	COMMUNICATION	7,419	7,166	10,500	10,500	10,500	10,500
270-5830-280	REPAIR AND MAINTENANCE	5,445	14,497	19,500	19,500	19,500	19,500
270-5830-300	UNIFORM MAINTENANCE	312	297	450	450	450	450
270-5830-320	PROFESSIONAL SERVICE	183	68	650	650	650	650
270-5830-341	MEETINGS / CONFERENCES	2,298	2,401	4,000	4,000	4,000	4,000
270-5830-390	MISCELLANEOUS	525	452	700	850	850	850
	TOTAL OPERATING	17,737	30,900	42,800	43,450	43,450	43,450
<u>CAPITAL</u>							
270-5830-420	FURNITURE AND TECHNOLOGY	0	0	10,000	17,682	17,682	17,682
	TOTAL CAPITAL	0	0	10,000	17,682	17,682	17,682
<u>TRANSFERS</u>							
270-5830-701	TRANSFER TO GENERAL	0	0	0	15,000	15,000	15,000
	TOTAL TRANSFERS	0	0	0	15,000	15,000	15,000
	TOTAL 911 OPERATING	17,737	30,900	52,800	76,132	76,132	76,132



ENTERPRISE FUNDS

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

REVENUE BUDGET NARRATIVE
Fiscal Year 2021

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 \$154,000.

CONSERVATION:

Revenue estimates are based on the estimated completion of 15 heat pump installations, weatherization of 30 electrically heated homes, 5 commercial buildings and 2 agricultural projects. The revenue will come from reimbursements from BPA for energy conservation achieved and from principal and interest from the Energy Loan Program.

UTILITY REVENUE:

This is the revenue from the sales of electricity and the service availability fee to all classes of electric customers. The sales of electricity can be greatly influenced by the weather patterns throughout the year.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>TAXES/ASSESSMENTS</u>							
510-400-10	WTHRZTN ASSMT LOAN REV #903	28,250	21,587	15,000	23,000	23,000	23,000
510-400-30	WTHZTN LONG-TERM LOAN REV #93	0	624	1,000	1,000	1,000	1,000
TOTAL TAXES/ASSESSMENTS		28,250	22,212	16,000	24,000	24,000	24,000
<u>SURPLUS POWER SALES</u>							
510-415-10	POWER SALES - NONFIRM	287,254	155,321	160,673	154,534	154,534	154,534
TOTAL SURPLUS POWER SALES		287,254	155,321	160,673	154,534	154,534	154,534
<u>SERVICES</u>							
510-450-45	CONSERVATION	140,696	65,513	220,000	140,000	140,000	140,000
TOTAL SERVICES		140,696	65,513	220,000	140,000	140,000	140,000
<u>UTILITY SALES</u>							
510-451-10	RESIDENTIAL SALES	4,181,573	4,313,743	4,249,008	4,401,083	4,401,083	4,401,083
510-451-11	COMMERCIAL SALES	821,732	964,821	959,093	1,015,716	1,015,716	1,015,716
510-451-12	INDUSTRIAL SALES	1,401,857	1,561,629	1,673,641	1,811,345	1,811,345	1,811,345
510-451-13	RENTAL LIGHTS	70,673	72,809	78,109	78,293	78,293	78,293
510-451-14	IRRIGATION	467,333	466,016	546,625	523,824	523,824	523,824
510-451-15	AIR FANS	7,434	7,607	7,682	6,259	6,259	6,259
510-451-16	PUBLIC STREET LIGHTS	31,493	31,850	32,373	32,373	32,373	32,373
510-451-17	INTER-DEPARTMENT	85,078	84,427	86,649	77,162	77,162	77,162
510-451-18	LAGOON SUB SALES	16,287	19,781	19,611	18,727	18,727	18,727
510-451-19	GREEN POWER	969	892	900	888	888	888
TOTAL UTILITY SALES		7,084,428	7,523,575	7,653,691	7,965,670	7,965,670	7,965,670

REVENUE BUDGET NARRATIVE

Fiscal Year 2021

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. Also, fees paid by customers for line extensions and/or new services are 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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>MERCHANDISING</u>							
510-455-71	MERCHANDISING	7,163	19,521	20,000	20,000	20,000	20,000
	TOTAL MERCHANDISING	7,163	19,521	20,000	20,000	20,000	20,000
<u>MISCELLANEOUS</u>							
510-470-20	INTEREST EARNED	17,624	30,900	20,000	15,000	15,000	15,000
510-470-21	ELEC INFRASTRUCTURE FEE	125,402	124,434	123,750	123,930	123,930	123,930
510-470-25	LOAN PROCEEDS	0	0	0	2,616	2,616	2,616
510-470-41	BPA LOOKBACK/REP CSTMR REFUND	132,378	132,084	33,000	0	0	0
510-470-60	POLE RENTAL	9,836	9,964	10,000	10,000	10,000	10,000
510-470-63	RECONNECTION FEES	3,775	3,000	4,000	4,000	4,000	4,000
510-470-64	NEW SERVICE FEES	278,514	103,910	175,000	175,000	175,000	175,000
510-470-99	MISCELLANEOUS	31,915	18,300	5,000	8,000	8,000	8,000
	TOTAL MISCELLANEOUS	599,443	422,592	370,750	338,546	338,546	338,546
<u>TRANSFERS</u>							
510-490-61	TRANSFER FROM WAREHOUSE	6,480	0	0	0	0	0
510-490-62	TRANSFER FROM VEHICLE MAINT	3,964	0	0	0	0	0
	TOTAL TRANSFERS	10,444	0	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
510-499-10	FUND BALANCE	0	0	1,773,173	1,568,196	1,568,196	1,568,196
	TOTAL BEGINNING FUND BALANCE	0	0	1,773,173	1,568,196	1,568,196	1,568,196
	TOTAL REVENUE	8,157,678	8,208,735	10,214,287	10,210,946	10,210,946	10,210,946

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: POWER PURCHASES
FUND: ELECTRIC

BASELINE BUDGET DESCRIPTION:

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

Cost/KWH	Source of Firm Power		Avg.
	Demand	Energy	
BPA	29,437 KW (100%)	84,098,618 KWH (76%)	\$.0475
Grant County	0 KW	25,748,000 KWH (24%)	\$.0291
Total	29,437 KW (100%)	109,846,618 KWH (100%)	\$.0418

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 \$732,077. The total cost associated with the Grant County power is expected to be \$749,274 which amounts to 29.1 mils per KWH. The City's billed purchases from BPA are budgeted at 29,437 KW of demand and 84,098,618 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 \$3,997,787 which is 47.5 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 \$154,534. The net cost of Purchased Power to the City is estimated at \$4,592,527 or 41.8 mils per KWH.

BUDGET COMMENTS:

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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>POWER PURCHASES</u>							
<u>OPERATING</u>							
510-7110-352	GRANT CO OPERATION	678,001	750,923	781,266	732,078	732,078	732,078
510-7110-353	BPA POWER - DEMAND	134,677	200,483	285,720	311,872	311,872	311,872
510-7110-354	BPA POWER - ENERGY	2,981,215	2,916,026	3,167,711	3,109,262	3,109,262	3,109,262
510-7110-355	TRANSMISSION DEMAND	431,031	394,798	432,007	462,888	462,888	462,888
510-7110-356	TRANSMISSION ENERGY	84,825	83,318	102,781	113,765	113,765	113,765
	TOTAL OPERATING	4,309,749	4,345,548	4,769,485	4,729,865	4,729,865	4,729,865
	TOTAL POWER PURCHASES	4,309,749	4,345,548	4,769,485	4,729,865	4,729,865	4,729,865

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: DISTRIBUTION/OPERATIONS AND
 MAINTENANCE
FUND: ELECTRIC

STAFF LEVEL 2021: 3.44 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 FTE</u>
Line Technicians	2.40	2.40
Groundsman	0.51	0.51
Working Line Supervisor	0.51	0.53
Building Specialist	0.02	0.02
Total	3.44	3.46

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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>OPERATION/ MAINTENANCE</u>							
<u>PERSONNEL SERVICES</u>							
510-7310-101	REGULAR SERVICES- ELEC OP/MAIN	274,614	457,878	360,165	387,563	387,563	387,563
510-7310-105	OVERTIME	15,657	16,701	16,500	16,500	16,500	16,500
510-7310-120	EMPLOYEE BENEFITS	158,930	265,108	222,502	220,025	220,025	220,025
	TOTAL PERSONNEL SERVICES	449,201	739,687	599,167	624,088	624,088	624,088
<u>OPERATING</u>							
510-7310-200	OPERATING SUPPLIES	2,899	2,153	1,500	2,000	2,000	2,000
510-7310-225	MINOR EQUIPMENT	1,536	916	2,000	2,000	2,000	2,000
510-7310-226	SUBSTATION REPAIRS	2,219	3,274	5,000	5,000	5,000	5,000
510-7310-229	SMALL TOOLS	4,586	4,172	4,500	4,500	4,500	4,500
510-7310-260	COMMUNICATION	2,205	3,913	4,900	4,900	4,900	4,900
510-7310-270	UTILITIES	3,740	4,691	6,500	6,500	6,500	6,500
510-7310-280	REPAIR AND MAINTENANCE	18,656	9,082	10,000	10,000	10,000	10,000
510-7310-320	PROFESSIONAL SERVICE	12,948	9,543	15,000	15,000	15,000	15,000
510-7310-330	VEHICLE REPLACEMENT / RENT	71,052	71,724	71,705	102,275	102,275	102,275
510-7310-341	MEETINGS / CONFERENCES	3,284	4,481	6,000	6,000	6,000	6,000
510-7310-390	MISCELLANEOUS	2,840	4,089	3,000	3,000	3,000	3,000
	TOTAL OPERATING	125,964	118,037	130,105	161,175	161,175	161,175
<u>CAPITAL</u>							
510-7310-420	FURNITURE AND TECHNOLOGY	1,297	1,940	2,000	2,500	2,500	2,500
	TOTAL CAPITAL	1,297	1,940	2,000	2,500	2,500	2,500
	TOTAL OPERATION/ MAINTENANCE	576,462	859,665	731,272	787,763	787,763	787,763

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: DISTRIBUTION-METERING
FUND: ELECTRIC

STAFF LEVEL 2021: 0.70 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 FTE</u>
Line Technician	0.52	0.52
Engineering Technician	0.08	0.08
Working Line Supervisor	0.10	0.04
Total	0.70	0.64

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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>METERING EXPENSE</u>							
<u>PERSONNEL SERVICES</u>							
510-7340-101	REGULAR SERVICES- ELEC METERN	55,678	53,407	67,445	77,292	77,292	77,292
510-7340-105	OVERTIME	0	277	0	0	0	0
510-7340-120	EMPLOYEE BENEFITS	33,968	28,167	42,188	44,953	44,953	44,953
	TOTAL PERSONNEL SERVICES	89,646	81,851	109,633	122,245	122,245	122,245
<u>OPERATING</u>							
510-7340-200	OPERATING SUPPLIES	668	534	1,200	1,200	1,200	1,200
510-7340-225	MINOR EQUIPMENT	315	1,846	5,000	5,000	5,000	5,000
510-7340-260	COMMUNICATION	1,110	2,148	3,600	3,600	3,600	3,600
510-7340-280	REPAIR AND MAINTENANCE	396	0	2,000	2,500	2,500	2,500
510-7340-285	EQUIPMENT TESTING	750	750	1,500	1,700	1,700	1,700
510-7340-320	PROFESSIONAL SERVICES	0	0	2,000	2,000	2,000	2,000
510-7340-330	VEHICLE REPLACEMENT / RENT	12,516	12,516	12,515	11,465	11,465	11,465
510-7340-341	MEETINGS / CONFERENCES	430	699	6,000	8,000	8,000	8,000
	TOTAL OPERATING	16,184	18,492	33,815	35,465	35,465	35,465
<u>CAPITAL</u>							
510-7340-420	FURNITURE AND TECHNOLOGY	676	1,119	1,200	1,200	1,200	1,200
	TOTAL CAPITAL	676	1,119	1,200	1,200	1,200	1,200
	TOTAL METERING EXPENSE	106,506	101,463	144,648	158,910	158,910	158,910

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: SAFETY
FUND: ELECTRIC

STAFF LEVEL 2021: 0.54 FTE
STAFF LEVEL 2020: 0.54 FTE

BASELINE BUDGET DESCRIPTION:

The City has contracted with Northwest Safety, a professional safety instructor to provide an OSHA recognized safety program consisting of 12 formal safety training meetings for department employees. Northwest Safety 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>2021 FTE</u>	<u>2020 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 Northwest Safety. Northwest Safety provides a complete safety training program tailored to meet the yearly OSHA requirements.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>SAFETY</u>							
<u>PERSONNEL SERVICES</u>							
510-7350-101	REGULAR SERVICES- ELEC SAFETY	8,596	28,729	44,926	46,758	46,758	46,758
510-7350-120	EMPLOYEE BENEFITS	6,578	18,231	30,175	30,530	30,530	30,530
	TOTAL PERSONNEL SERVICES	15,174	46,960	75,101	77,288	77,288	77,288
<u>OPERATING</u>							
510-7350-220	PERSONAL PROTECTIVE EQUIP	9,201	9,408	12,000	14,000	14,000	14,000
510-7350-285	EQUIPMENT TESTING	2,021	1,529	2,000	2,000	2,000	2,000
510-7350-320	PROFESSIONAL SERVICE	19,343	19,887	23,000	15,000	15,000	15,000
510-7350-341	MEETINGS / CONFERENCES	75	122	200	200	200	200
	TOTAL OPERATING	30,640	30,946	37,200	31,200	31,200	31,200
	TOTAL SAFETY	45,813	77,906	112,301	108,488	108,488	108,488

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: CUSTOMER ACCOUNTS
FUND: ELECTRIC

STAFF LEVEL 2021: .25 FTE
STAFF LEVEL 2020: .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>2021 FTE</u>	<u>2020 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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		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	12,868	7,893	27,130	28,706	28,706	28,706
510-7510-105	OVERTIME	187	185	550	550	550	550
510-7510-120	EMPLOYEE BENEFITS	7,985	5,175	17,984	15,636	15,636	15,636
	TOTAL PERSONNEL SERVICES	21,039	13,252	45,664	44,892	44,892	44,892
<u>OPERATING</u>							
510-7510-330	VEHICLE REPLACEMENT / RENT	5,484	5,484	5,480	4,880	4,880	4,880
	TOTAL OPERATING	5,484	5,484	5,480	4,880	4,880	4,880
<u>TRANSFERS</u>							
510-7510-701	TRANSFER TO GENERAL	422,244	456,764	467,048	472,766	472,766	472,766
	TOTAL TRANSFERS	422,244	456,764	467,048	472,766	472,766	472,766
	TOTAL CUSTOMER ACCOUNTS	448,767	475,500	518,192	522,538	522,538	522,538

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: CONSERVATION
FUND: ELECTRIC

STAFF LEVEL 2021: 0.81 FTE
STAFF LEVEL 2020: 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 15 Heat Pump installations, weatherization for 30 electrically heated homes, 5 commercial buildings, 2 agricultural projects, 50 rental lights and 20 energy efficient appliances.

PERSONNEL:

<u>Title</u>	<u>2021 FTE</u>	<u>2020 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 is in its nineteenth year. These programs enable the City to offer nine different Energy Conservation options for customers to receive technical assistance and help with the financing of their project.

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

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

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

PROGRAM OBJECTIVES:

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

SIGNIFICANT BUDGET CHANGES:

Funding for the Energy Loan Program will remain the same. All conservation expenditures in line item 510-7520-320 will be reimbursed by BPA dollar for dollar as well as a \$0.04 per kWh savings in administrative reimbursement on invoices submitted to BPA.

Account 510-7520-320 has been fluctuating due to larger projects not being completed on time causing expenses to be carried over into the next budget year.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>CONSERVATION</u>							
<u>PERSONNEL SERVICES</u>							
510-7520-101	REGULAR SERVICES- ELEC CONSRV	50,136	57,195	57,855	59,895	59,895	59,895
510-7520-120	EMPLOYEE BENEFITS	33,280	36,392	41,298	42,498	42,498	42,498
	TOTAL PERSONNEL SERVICES	83,416	93,588	99,153	102,393	102,393	102,393
<u>OPERATING</u>							
510-7520-200	OPERATING SUPPLIES	96	319	600	600	600	600
510-7520-225	MINOR EQUIPMENT	327	522	600	600	600	600
510-7520-250	ADVERTISING	6,325	419	7,000	7,000	7,000	7,000
510-7520-320	PROFESSIONAL SERVICE	98,267	50,149	100,000	120,000	120,000	120,000
510-7520-322	ENERGY LOAN PROGRAM	32,225	39,491	40,000	40,000	40,000	40,000
510-7520-330	VEHICLE REPLACEMENT / RENT	2,520	2,520	2,520	0	0	0
510-7520-341	MEETINGS / CONFERENCES	262	1,130	700	700	700	700
	TOTAL OPERATING	140,022	94,549	151,420	168,900	168,900	168,900
<u>CAPITAL</u>							
510-7520-420	FURNITURE AND TECHNOLOGY	0	27	300	300	300	300
	TOTAL CAPITAL	0	27	300	300	300	300
	TOTAL CONSERVATION	223,438	188,164	250,873	271,593	271,593	271,593

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: MERCHANDISING
FUND: ELECTRIC

STAFF LEVEL 2021: .18 FTE
STAFF LEVEL 2020: .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>2021 FTE</u>	<u>2020 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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		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	7,269	4,566	19,716	30,445	30,445	30,445
510-7530-105	OVERTIME	1,331	185	10,000	10,000	10,000	10,000
510-7530-120	EMPLOYEE BENEFITS	4,071	2,296	15,571	15,013	15,013	15,013
	TOTAL PERSONNEL SERVICES	12,671	7,048	45,287	55,458	55,458	55,458
<u>OPERATING</u>							
510-7530-280	REPAIR AND MAINTENANCE	349	204	2,000	2,000	2,000	2,000
	TOTAL OPERATING	349	204	2,000	2,000	2,000	2,000
	TOTAL MERCHANDISING	13,020	7,252	47,287	57,458	57,458	57,458

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: ADMINISTRATION
FUND: ELECTRIC

STAFF LEVEL 2021: 3.61 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 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) covers upgrades for the Electric Department.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
510-7600-101	REGULAR SERVICES- ELEC ADMIN	219,970	229,300	328,897	351,327	351,327	351,327
510-7600-105	OVERTIME	198	0	300	300	300	300
510-7600-110	MILEAGE ALLOWANCE	161	0	0	0	0	0
510-7600-120	EMPLOYEE BENEFITS	105,178	141,653	210,089	220,073	220,073	220,073
	TOTAL PERSONNEL SERVICES	325,506	370,954	539,286	571,700	571,700	571,700
<u>OPERATING</u>							
510-7600-200	OPERATING SUPPLIES	1,514	1,956	2,500	3,000	3,000	3,000
510-7600-225	MINOR EQUIPMENT	169	1,671	2,500	2,500	2,500	2,500
510-7600-250	ADVERTISING	7,325	9,400	8,500	9,000	9,000	9,000
510-7600-260	COMMUNICATION	5,164	5,339	7,100	7,500	7,500	7,500
510-7600-320	PROFESSIONAL SERVICE	56,899	29,452	25,000	40,000	40,000	40,000
510-7600-322	LEGAL SERVICES	2,917	5,243	2,000	2,000	2,000	2,000
510-7600-330	VEHICLE REPLACEMENT / RENT	3,432	3,732	3,440	2,880	2,880	2,880
510-7600-333	MILEAGE / FUEL	4,421	3,300	5,100	5,000	5,000	5,000
510-7600-340	MEMBERSHIPS / SUBSCRIPTIONS	52,013	31,192	47,000	47,000	47,000	47,000
510-7600-341	MEETINGS / CONFERENCES	9,326	8,086	9,000	9,000	9,000	9,000
510-7600-360	FRANCHISE EXPENSE	577,368	611,841	622,195	647,168	647,168	647,168
510-7600-365	ENERGY ASSISTANCE	8,722	6,601	7,000	7,000	7,000	7,000
510-7600-371	COMMUNITY SUPPORT	27,666	21,749	30,000	30,000	30,000	30,000
510-7600-380	LIABILITY AND FIRE INSURANCE	20,000	21,000	22,000	28,000	28,000	28,000
510-7600-390	MISCELLANEOUS	6,820	2,972	2,000	2,000	2,000	2,000
	TOTAL OPERATING	783,757	763,534	795,335	842,048	842,048	842,048
<u>CAPITAL</u>							
510-7600-420	FURNITURE AND TECHNOLOGY	2,037	4,526	5,000	5,000	5,000	5,000
	TOTAL CAPITAL	2,037	4,526	5,000	5,000	5,000	5,000
<u>TRANSFERS</u>							
510-7600-701	TRANSFER TO GENERAL	570,628	573,881	595,888	627,097	627,097	627,097
510-7600-761	TRANSFER TO WAREHOUSE	99,737	28,418	28,418	29,271	29,271	29,271
510-7600-764	TRANSFER TO SICK LEAVE	2,631	2,631	2,631	2,631	2,631	2,631
	TOTAL TRANSFERS	672,996	604,930	626,937	658,999	658,999	658,999
<u>CONTINGENCY & RESERVES</u>							
510-7600-998	CONTINGENCY	0	0	719,213	476,177	476,177	476,177
	TOTAL CONTINGENCY & RESERVES	0	0	719,213	476,177	476,177	476,177
	TOTAL ADMINISTRATION	1,784,297	1,743,944	2,685,771	2,553,924	2,553,924	2,553,924

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: CAPITAL NEW
FUND: ELECTRIC

STAFF LEVEL 2021: 0.99 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 FTE</u>
Electric Superintendent	0.01	0.01
Line Technicians	0.70	0.70
Working Line Supervisor	0.14	0.18
Groundsman	0.14	0.14
Total	0.99	1.03

BUDGET COMMENTS:

Substation (Acct. 410) includes funding for any new equipment necessary at a substation.

Furniture & Technology (Acct. 420) covers upgrades for the Electric Department.

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

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

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 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CAPITAL - NEW</u>						
<u>PERSONNEL SERVICES</u>						
510-8100-101	REGULAR SERVICES- ELEC CAP NEW	106,882	63,700	108,301	107,523	107,523
510-8100-120	EMPLOYEE BENEFITS	50,820	37,663	67,028	61,827	61,827
	TOTAL PERSONNEL SERVICES	157,702	101,363	175,329	169,350	169,350
<u>OPERATING</u>						
510-8100-330	VEHICLE REPLACEMENT / RENT	21,552	21,708	21,698	23,184	23,184
	TOTAL OPERATING	21,552	21,708	21,698	23,184	23,184
<u>CAPITAL</u>						
510-8100-410	SUBSTATION	0	0	10,000	10,000	10,000
510-8100-420	FURNITURE AND TECHNOLOGY	10,967	3,123	3,000	3,000	3,000
510-8100-430	POLES & FIXTURES	13,525	1,625	15,000	20,000	20,000
510-8100-435	METERS	13,230	255	8,000	16,000	16,000
510-8100-440	OVERHEAD CONDUCTORS	25,141	9,778	15,000	20,000	20,000
510-8100-441	UNDERGROUND CONDUCTORS	36,784	13,510	92,000	120,000	120,000
510-8100-450	LINE TRANSFORMERS	3,007	42,223	110,000	150,000	150,000
510-8100-455	STREET LIGHTS	506	1,305	7,500	10,000	10,000
510-8100-460	TOOLS	9,851	6,847	8,500	8,500	8,500
	TOTAL CAPITAL	113,011	78,666	269,000	357,500	357,500
	TOTAL CAPITAL - NEW	292,265	201,736	466,027	550,034	550,034

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: CAPITAL REPLACEMENT
FUND: ELECTRIC

STAFF LEVEL 2021: 1.28 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 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	0.00	0.30
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.

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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>CAPITAL - REPLACEMENT</u>							
<u>PERSONNEL SERVICES</u>							
510-8200-101	REGULAR SERVICES- ELEC CAP RPL	106,763	77,390	134,103	139,299	139,299	139,299
510-8200-120	EMPLOYEE BENEFITS	62,980	41,909	83,007	80,072	80,072	80,072
	TOTAL PERSONNEL SERVICES	169,742	119,299	217,110	219,371	219,371	219,371
<u>OPERATING</u>							
510-8200-330	VEHICLE REPLACEMENT / RENT	30,060	30,312	30,321	35,002	35,002	35,002
	TOTAL OPERATING	30,060	30,312	30,321	35,002	35,002	35,002
<u>CAPITAL</u>							
510-8200-405	BUILDING	2,472	1,376	7,500	7,500	7,500	7,500
510-8200-410	SUBSTATION	7,996	9,726	20,000	20,000	20,000	20,000
510-8200-420	FURNITURE AND TECHNOLOGY	6,397	1,918	2,500	2,500	2,500	2,500
510-8200-430	POLES & FIXTURES	12,627	27,154	35,000	40,000	40,000	40,000
510-8200-435	METERS	8,918	0	5,000	10,000	10,000	10,000
510-8200-440	OVERHEAD CONDUCTORS	32,032	22,090	15,000	20,000	20,000	20,000
510-8200-441	UNDERGRD CONDUCTORS	14,376	9,030	10,000	40,000	40,000	40,000
510-8200-450	LINE TRANSFORMERS	6,166	(6,452)	20,000	20,000	20,000	20,000
510-8200-455	STREET LIGHTS	6,152	38,135	120,000	50,000	50,000	50,000
510-8200-460	TOOLS	2,320	4,504	6,000	6,000	6,000	6,000
	TOTAL CAPITAL	99,456	107,481	241,000	216,000	216,000	216,000
	TOTAL CAPITAL - REPLACEMENT	299,258	257,092	488,431	470,373	470,373	470,373

BUDGET NARRATIVE
Fiscal Year 2021

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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>ELEC CAPITAL REPLCMNT RESERVE</u>							
<u>MISCELLANEOUS</u>							
511-470-20	INTEREST EARNED	23,390	43,184	35,000	26,000	26,000	26,000
	TOTAL MISCELLANEOUS	23,390	43,184	35,000	26,000	26,000	26,000
<u>BEGINNING FUND BALANCE</u>							
511-499-10	FUND BALANCE	0	0	1,703,879	1,703,879	1,703,879	1,703,879
	TOTAL BEGINNING FUND BALANCE	0	0	1,703,879	1,703,879	1,703,879	1,703,879
	TOTAL REVENUE	23,390	43,184	1,738,879	1,729,879	1,729,879	1,729,879
<u>CAPITAL</u>							
511-9700-410	PLANT IN SERVICE	0	0	1,738,879	1,729,879	1,729,879	1,729,879
	TOTAL CAPITAL	0	0	1,738,879	1,729,879	1,729,879	1,729,879
	TOTAL CAPITAL	0	0	1,738,879	1,729,879	1,729,879	1,729,879

BUDGET NARRATIVE
Fiscal Year 2021

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>ELEC OPERATING & MAINT RESERVE</u>						
<u>MISCELLANEOUS</u>						
512-470-20 INTEREST EARNED	37,737	64,187	60,000	42,000	42,000	42,000
TOTAL MISCELLANEOUS	37,737	64,187	60,000	42,000	42,000	42,000
<u>BEGINNING FUND BALANCE</u>						
512-499-10 FUND BALANCE	0	0	2,749,011	2,749,011	2,749,011	2,749,011
TOTAL BEGINNING FUND BALANCE	0	0	2,749,011	2,749,011	2,749,011	2,749,011
TOTAL REVENUE	37,737	64,187	2,809,011	2,791,011	2,791,011	2,791,011
<u>OPERATIONS & MAINTENANCE</u>						
<u>CAPITAL</u>						
512-9700-410 PLANT IN SERVICE	0	0	2,809,011	2,791,011	2,791,011	2,791,011
TOTAL CAPITAL	0	0	2,809,011	2,791,011	2,791,011	2,791,011
TOTAL OPERATIONS & MAINTENANC	0	0	2,809,011	2,791,011	2,791,011	2,791,011

REVENUE BUDGET NARRATIVE

Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS

FUND: WATER

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

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

UTILITY SALES:

This category is for residential, 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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>WATER</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
520-410-02	SAFE DRINKING WATER LOAN FUND	0	41,076	388,000	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	0	41,076	388,000	0	0	0
<u>SERVICES</u>							
520-450-60	WATER METER SALES	20,307	7,039	2,000	3,000	3,000	3,000
	TOTAL SERVICES	20,307	7,039	2,000	3,000	3,000	3,000
<u>UTILITY SALES</u>							
520-451-10	RESIDENTIAL SALES	1,024,418	1,006,030	1,080,559	1,030,000	1,030,000	1,030,000
520-451-11	COMMERCIAL SALES	213,137	215,875	261,350	265,000	265,000	265,000
520-451-12	INDUSTRIAL SALES	37,519	36,242	41,007	35,000	35,000	35,000
	TOTAL UTILITY SALES	1,275,073	1,258,146	1,382,916	1,330,000	1,330,000	1,330,000
<u>MERCHANDISING</u>							
520-455-71	MERCHANDISING	813	128	500	0	0	0
	TOTAL MERCHANDISING	813	128	500	0	0	0
<u>MISCELLANEOUS</u>							
520-470-20	INTEREST EARNED	4,519	12,293	5,000	5,000	5,000	5,000
520-470-25	LOAN PROCEEDS	0	0	0	14,984	14,984	14,984
520-470-99	MISCELLANEOUS	2,047	2,372	1,000	1,000	1,000	1,000
	TOTAL MISCELLANEOUS	6,566	14,665	6,000	20,984	20,984	20,984
<u>SYSTEM DEVELOPMENT CHARGES</u>							
520-485-20	WATER SDC'S	5,040	7,175	2,100	10,000	10,000	10,000
520-485-21	UTILITY SURCHARGE	80,000	80,000	80,000	80,000	80,000	80,000
	TOTAL SYSTEM DEVELOPMENT CHA	85,040	87,175	82,100	90,000	90,000	90,000
<u>BEGINNING FUND BALANCE</u>							
520-499-10	FUND BALANCE	0	0	587,001	649,184	649,184	649,184
	TOTAL BEGINNING FUND BALANCE	0	0	587,001	649,184	649,184	649,184
	TOTAL REVENUE	1,387,799	1,408,229	2,448,517	2,093,168	2,093,168	2,093,168

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: WATER PRODUCTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2021: 0.70 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 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 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>WATER</u>						
<u>PRODUCTION</u>						
<u>PERSONNEL SERVICES</u>						
520-7100-101	REGULAR SERVICES- WATER PRODC	31,205	39,285	44,707	46,422	46,422
520-7100-105	OVERTIME	80	58	400	400	400
520-7100-120	EMPLOYEE BENEFITS	21,875	28,558	33,511	34,820	34,820
	TOTAL PERSONNEL SERVICES	53,161	67,901	78,618	81,642	81,642
<u>OPERATING</u>						
520-7100-200	OPERATING SUPPLIES	12,714	13,188	18,000	18,000	18,000
520-7100-220	PERSONAL PROTECTIVE EQUIPMENT	494	286	500	500	500
520-7100-225	MINOR EQUIPMENT	2,261	3,389	2,800	2,800	2,800
520-7100-260	COMMUNICATION	695	702	800	800	800
520-7100-270	UTILITIES	97,415	96,759	125,000	115,000	115,000
520-7100-280	REPAIR AND MAINTENANCE	2,607	1,368	10,000	10,000	10,000
520-7100-320	PROFESSIONAL SERVICES	4,558	1,450	20,000	20,000	20,000
520-7100-330	VEHICLE REPLACEMENT / RENT	3,996	3,996	3,996	2,686	2,686
520-7100-340	MEMBERSHIPS / DUES	420	100	1,000	1,000	1,000
520-7100-341	MEETINGS / CONFERENCES	783	691	1,000	1,000	1,000
520-7100-390	MISCELLANEOUS	451	542	500	500	500
	TOTAL OPERATING	126,394	122,471	183,596	172,286	172,286
<u>TRANSFERS</u>						
520-7100-701	TRANSFER TO GENERAL	562,950	559,795	588,053	615,129	615,129
520-7100-761	TRANSFER TO WAREHOUSE	24,636	9,306	9,306	9,585	9,585
520-7100-764	TRANSFER TO SICK LEAVE	500	500	500	500	500
	TOTAL TRANSFERS	588,086	569,601	597,859	625,214	625,214
	TOTAL PRODUCTION	767,641	759,972	860,073	879,142	879,142

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: WATER DISTRIBUTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2021: 2.36 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 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 *IPKeys Power Partners*.

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 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>WATER</u>						
<u>DISTRIBUTION/ COLLECTION</u>						
<u>PERSONNEL SERVICES</u>						
520-7300-101	REGULAR SERVICES- WTR DIST/COL	114,082	117,739	133,289	139,101	139,101
520-7300-105	OVERTIME	437	268	600	600	600
520-7300-120	EMPLOYEE BENEFITS	86,540	88,594	101,604	110,878	110,878
	TOTAL PERSONNEL SERVICES	201,059	206,601	235,493	250,579	250,579
<u>OPERATING</u>						
520-7300-200	OPERATING SUPPLIES	17,036	16,448	18,000	18,000	18,000
520-7300-220	PERSONAL PROTECTIVE EQUIPMENT	335	201	800	800	800
520-7300-225	MINOR EQUIPMENT	864	740	2,000	2,000	2,000
520-7300-280	REPAIR AND MAINTENANCE	3,625	2,997	5,000	5,000	5,000
520-7300-320	PROFESSIONAL SERVICES	23,661	20,793	30,000	30,000	30,000
520-7300-330	VEHICLE REPLACEMENT / RENT	31,740	29,436	29,436	28,619	28,619
520-7300-341	MEETINGS / CONFERENCES	273	1,132	400	400	400
520-7300-360	FRANCHISE EXPENSE	105,206	107,051	117,881	112,800	112,800
520-7300-390	MISCELLANEOUS	425	280	1,000	1,000	1,000
	TOTAL OPERATING	183,165	179,078	204,517	198,619	198,619
<u>CONTINGENCY & RESERVES</u>						
520-7300-910	RESERVE FOR CONSTRUCTION	0	0	150,000	0	0
520-7300-998	CONTINGENCY	0	0	392,434	584,371	584,371
	TOTAL CONTINGENCY & RESERVES	0	0	542,434	584,371	584,371
	TOTAL DISTRIBUTION/ COLLECTION	384,224	385,678	982,444	1,033,569	1,033,569

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

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:

- Upgrade the electrical components of Well 3 for an estimated \$45,000.
- Contract for the connection of the water main to be completed on County Road for an estimated \$50,000.
- Well 9 Rehabilitation for an estimated \$75,000
- Well 9 booster pump and SCADA improvements \$4,000

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>WATER</u>						
<u>CAPITAL - NEW</u>						
<u>PERSONNEL SERVICES</u>						
520-8100-120 EMPLOYEE BENEFITS	0	(11)	0	0	0	0
TOTAL PERSONNEL SERVICES	0	(11)	0	0	0	0
<u>CAPITAL</u>						
520-8100-410 CAPITAL EXPENSES	76,165	33,898	218,000	174,000	174,000	174,000
520-8100-480 IMPROVEMENTS OTHER THAN BLDG	0	63,176	388,000	0	0	0
TOTAL CAPITAL	76,165	97,074	606,000	174,000	174,000	174,000
TOTAL CAPITAL - NEW	76,165	97,063	606,000	174,000	174,000	174,000
<u>DEBT SERVICE</u>						
520-8600-510 LOAN PRINCIPAL- WATER LOAN	138,067	0	0	0	0	0
520-8600-511 LOAN INTEREST- WATER LOAN	7,041	0	0	0	0	0
520-8600-525 INTER FUND LOAN	0	0	0	6,457	6,457	6,457
TOTAL DEBT SERVICE	145,108	0	0	6,457	6,457	6,457
TOTAL DEBT SERVICE	145,108	0	0	6,457	6,457	6,457

REVENUE BUDGET NARRATIVE

Fiscal Year 2021

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 20. **NO RATE INCREASE.**

INTERGOVERNMENTAL REVENUE:

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

UTILITY REVENUE:

Utility revenues make up nearly half 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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SEWER</u>							
<u>UTILITY SALES</u>							
530-451-10	RESIDENTIAL SALES	1,041,389	1,032,344	947,000	1,000,000	1,000,000	1,000,000
530-451-11	COMMERCIAL SALES	163,186	161,014	161,000	161,000	161,000	161,000
530-451-12	INDUSTRIAL SALES	19,163	17,209	21,500	13,000	13,000	13,000
	TOTAL UTILITY SALES	1,223,738	1,210,567	1,129,500	1,174,000	1,174,000	1,174,000
<u>MERCHANDISING</u>							
530-455-71	MERCHANDISING	54	0	0	0	0	0
	TOTAL MERCHANDISING	54	0	0	0	0	0
<u>MISCELLANEOUS</u>							
530-470-20	INTEREST EARNED	9,133	19,539	15,000	15,000	15,000	15,000
530-470-25	LOAN PROCEEDS	0	0	0	4,042	4,042	4,042
530-470-65	FARM INCOME	52,497	48,740	50,710	50,710	50,710	50,710
530-470-99	MISCELLANEOUS	1,636	1,394	500	500	500	500
	TOTAL MISCELLANEOUS	63,266	69,673	66,210	70,252	70,252	70,252
<u>SYSTEM DEVELOPMENT CHARGES</u>							
530-485-21	UTILITY SURCHARGE	95,771	96,742	80,000	90,000	90,000	90,000
	TOTAL SYSTEM DEVELOPMENT CHA	95,771	96,742	80,000	90,000	90,000	90,000
<u>BEGINNING FUND BALANCE</u>							
530-499-10	FUND BALANCE	0	0	995,563	1,216,064	1,216,064	1,216,064
	TOTAL BEGINNING FUND BALANCE	0	0	995,563	1,216,064	1,216,064	1,216,064
	TOTAL REVENUE	1,382,829	1,376,981	2,271,273	2,550,316	2,550,316	2,550,316

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: SEWAGE COLLECTION
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2021: 1.17 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 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. Included in this budget is also \$10,500 to acquire a new sewer push camera.

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 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>SEWER</u>						
<u>COLLECTION</u>						
<u>PERSONNEL SERVICES</u>						
530-7320-101	REGULAR SERVICES- SEWER COLLC	48,499	59,705	68,500	69,000	69,000
530-7320-105	OVERTIME	4	327	500	500	500
530-7320-120	EMPLOYEE BENEFITS	31,214	42,130	49,258	57,500	57,500
	TOTAL PERSONNEL SERVICES	79,716	102,163	118,258	127,000	127,000
<u>OPERATING</u>						
530-7320-200	OPERATING SUPPLIES	2,101	2,277	2,500	2,500	2,500
530-7320-220	PERSONAL PROTECTIVE EQUIP	725	706	700	700	700
530-7320-225	MINOR EQUIPMENT	1,016	478	700	11,200	11,200
530-7320-280	REPAIR AND MAINTENANCE	4,612	4,129	6,000	6,000	6,000
530-7320-300	UNIFORM MAINTENANCE	132	15	400	400	400
530-7320-320	PROFESSIONAL SERVICES	3,894	4,194	2,500	3,000	3,000
530-7320-330	VEHICLE REPLACEMENT / RENT	26,448	26,448	25,730	21,125	21,125
530-7320-360	FRANCHISE EXPENSE	113,091	108,595	102,056	105,217	105,217
530-7320-390	MISCELLANEOUS	318	430	500	500	500
	TOTAL OPERATING	152,337	147,273	141,086	150,642	150,642
<u>TRANSFERS</u>						
530-7320-701	TRANSFER TO GENERAL	475,187	474,852	498,228	522,768	522,768
530-7320-761	TRANSFER TO WAREHOUSE	5,286	2,327	2,327	2,397	2,397
530-7320-764	TRANSFER TO SICK LEAVE	605	605	605	605	605
530-7320-793	TRANSFER TO SEWER PLANT IMPRV	323,156	0	0	300,000	300,000
	TOTAL TRANSFERS	804,234	477,784	501,160	825,770	825,770
<u>CONTINGENCY & RESERVES</u>						
530-7320-998	CONTINGENCY	0	0	1,057,339	975,176	975,176
	TOTAL CONTINGENCY & RESERVES	0	0	1,057,339	975,176	975,176
	TOTAL COLLECTION	1,036,287	727,220	1,817,843	2,078,588	2,078,588

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: SEWAGE TREATMENT
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2021: 1.61 FTE
STAFF LEVEL 2020: 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>2021 FTE</u>	<u>2020 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 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>SEWER</u>						
<u>TREATMENT</u>						
<u>PERSONNEL SERVICES</u>						
530-7330-101	REGULAR SERVICES- SEWER TRTMN	95,790	100,391	103,981	104,864	104,864
530-7330-105	OVERTIME	77	706	200	500	500
530-7330-120	EMPLOYEE BENEFITS	59,312	61,163	68,249	88,791	88,791
	TOTAL PERSONNEL SERVICES	155,179	162,260	172,430	194,155	194,155
<u>OPERATING</u>						
530-7330-200	OPERATING SUPPLIES	21,023	17,536	35,000	18,000	18,000
530-7330-220	PERSONAL PROTECTIVE EQUIP	424	217	450	500	500
530-7330-225	MINOR EQUIPMENT	2,015	383	2,500	2,500	2,500
530-7330-260	COMMUNICATION	1,136	1,463	2,000	2,000	2,000
530-7330-270	UTILITIES	36,136	37,920	36,000	39,600	39,600
530-7330-280	REPAIR AND MAINTENANCE	1,537	4,560	5,000	5,000	5,000
530-7330-320	PROFESSIONAL SERVICE	12,724	11,659	13,500	13,500	13,500
530-7330-330	VEHICLE REPLACEMENT / RENT	11,052	11,052	12,006	21,421	21,421
530-7330-340	MEMBERSHIPS / SUBSCRIPTIONS	0	100	350	350	350
530-7330-341	MEETINGS / CONFERENCES	785	720	1,000	1,000	1,000
	TOTAL OPERATING	86,833	85,610	107,806	103,871	103,871
	TOTAL TREATMENT	242,012	247,870	280,236	298,026	298,026

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: WASTEWATER LAND APPLICATION **STAFF LEVEL 2021:** 1.01 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2020:** 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 33rd 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>2021 FTE</u>	<u>2020 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 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>SEWER</u>						
<u>LAND APPLICATION</u>						
<u>PERSONNEL SERVICES</u>						
530-7410-101	REGULAR SERVICES- SEWER LND AP	56,110	57,899	59,891	60,992	60,992
530-7410-105	OVERTIME	484	1,211	500	750	750
530-7410-120	EMPLOYEE BENEFITS	42,823	43,669	48,150	54,793	54,793
	TOTAL PERSONNEL SERVICES	99,417	102,780	108,541	116,535	116,535
<u>OPERATING</u>						
530-7410-200	OPERATING SUPPLIES	1,291	1,479	1,200	1,200	1,200
530-7410-220	PERSONAL PROTECTIVE EQUIPMENT	338	256	300	300	300
530-7410-225	MINOR EQUIPMENT	443	110	400	400	400
530-7410-260	COMMUNICATION	380	380	450	450	450
530-7410-270	UTILITIES	16,287	19,781	18,141	19,955	19,955
530-7410-280	REPAIR AND MAINTENANCE	2,901	2,907	4,500	4,500	4,500
530-7410-320	PROFESSIONAL SERVICES	4,178	5,276	18,750	15,000	15,000
530-7410-330	VEHICLE REPLACEMENT / RENT	18,912	18,912	18,912	13,362	13,362
	TOTAL OPERATING	44,730	49,100	62,653	55,167	55,167
<u>TRANSFERS</u>						
530-7410-754	TRANSFER TO SOLIDWASTE	2,000	2,000	2,000	2,000	2,000
	TOTAL TRANSFERS	2,000	2,000	2,000	2,000	2,000
	TOTAL LAND APPLICATION	146,147	153,880	173,194	173,702	173,702

REVENUE BUDGET NARRATIVE
Fiscal Year 2021

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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>SEWER PLANT IMPROVEMENT</u>							
<u>MISCELLANEOUS</u>							
531-470-20	INTEREST EARNED	12,672	24,905	4,000	5,000	5,000	5,000
	TOTAL MISCELLANEOUS	12,672	24,905	4,000	5,000	5,000	5,000
<u>SYSTEM DEVELOPMENT CHARGES</u>							
531-485-20	SEWER SDC'S	5,625	5,625	2,000	7,000	7,000	7,000
	TOTAL SYSTEM DEVELOPMENT CHA	5,625	5,625	2,000	7,000	7,000	7,000
<u>TRANSFERS</u>							
531-490-53	TRANSFER FROM SEWER	323,156	0	0	300,000	300,000	300,000
	TOTAL TRANSFERS	323,156	0	0	300,000	300,000	300,000
<u>BEGINNING FUND BALANCE</u>							
531-499-10	FUND BALANCE	0	0	660,320	436,029	436,029	436,029
	TOTAL BEGINNING FUND BALANCE	0	0	660,320	436,029	436,029	436,029
	TOTAL REVENUE	341,453	30,530	666,320	748,029	748,029	748,029

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

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 \$215,000.

DEBT SERVICE

LOAN PRINCIPAL

OREGON IFA DIGESTER LOAN 1 #Y14003 (Acct. 510) is funded to make the annual principal loan payment and an additional principal payment in the amount of \$100,000 to further pay down the loan.

LOAN INTEREST

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		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	15,101	0	0	0	0	0
531-8100-480	SEWER PLNT IMP	6,797	50,678	215,000	215,000	215,000	215,000
	TOTAL CAPITAL	21,898	50,678	215,000	215,000	215,000	215,000
<u>CONTINGENCY & RESERVES</u>							
531-8100-998	CONTINGENCY	0	0	259,951	349,933	349,933	349,933
	TOTAL CONTINGENCY & RESERVES	0	0	259,951	349,933	349,933	349,933
	TOTAL CAPITAL - NEW	21,898	50,678	474,951	564,933	564,933	564,933
<u>DEBT SERVICE</u>							
531-8600-509	LOAN 2 PRINCIPLE	4,442	117,005	107,146	0	0	0
531-8600-510	LOAN PRINCIPAL	31,547	32,793	34,089	135,436	135,436	135,436
531-8600-511	LOAN INTEREST	51,548	50,301	49,007	47,660	47,660	47,660
531,8600-512	LOAN 2 INTEREST	1,073	1,802	1,127	0	0	0
	TOTAL DEBT SERVICE	88,609	201,902	191,369	183,096	183,096	183,096
	TOTAL DEBT SERVICE	88,609	201,902	191,369	183,096	183,096	183,096

REVENUE BUDGET NARRATIVE
Fiscal Year 2021

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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SOLIDWASTE</u>							
<u>UTILITY SALES</u>							
540-451-30	LANDFILL RECEIPTS	83,282	86,124	70,000	50,000	50,000	50,000
540-451-31	REFUSE COLLECTION	777,362	688,438	650,500	650,000	650,000	650,000
540-451-32	DROP BOX REVENUE	93,763	81,800	85,000	70,000	70,000	70,000
540-451-33	RECYCLING SERVICE REVENUE	45,994	138,281	130,000	130,000	130,000	130,000
	TOTAL UTILITY SALES	1,000,401	994,643	935,500	900,000	900,000	900,000
<u>MISCELLANEOUS</u>							
540-470-10	SCRAP REVENUE	18,483	0	0	0	0	0
540-470-20	INTEREST EARNED	9,536	18,005	5,000	5,000	5,000	5,000
540-470-25	LOAN PROCEEDS	0	0	0	9,998	9,998	9,998
540-470-30	SALE OF FIXED ASSETS	0	1,237	0	0	0	0
540-470-32	SALE OF RECYCLABLES	1,852	8,276	10,000	2,500	2,500	2,500
	TOTAL MISCELLANEOUS	29,871	27,518	15,000	17,498	17,498	17,498
<u>TRANSFERS</u>							
540-490-53	TRANSFER FROM SEWER	2,000	2,000	2,000	2,000	2,000	2,000
	TOTAL TRANSFERS	2,000	2,000	2,000	2,000	2,000	2,000
<u>BEGINNING FUND BALANCE</u>							
540-499-10	FUND BALANCE	0	0	827,057	734,671	734,671	734,671
	TOTAL BEGINNING FUND BALANCE	0	0	827,057	734,671	734,671	734,671
	TOTAL REVENUE	1,032,273	1,024,161	1,779,557	1,654,169	1,654,169	1,654,169

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: COLLECTION
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

STAFF LEVEL 2021: 2.29 FTE
STAFF LEVEL 2020: 2.29 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>2021 FTE</u>	<u>2020 FTE</u>
Water & Street Supervisor	0.02	0.02
Sanitation Truck Driver	1.00	1.00
Utility Worker	0.72	0.72
Parks Maintenance Worker	0.22	0.22
Rotational Crew Member	<u>0.33</u>	<u>0.33</u>
Total	2.29	2.29

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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
<u>COLLECTION</u>							
<u>PERSONNEL SERVICES</u>							
540-7320-101	REGULAR SERVICES- SW COLLECTN	100,249	117,069	131,251	134,445	134,445	134,445
540-7320-105	OVERTIME	63	552	400	400	400	400
540-7320-120	EMPLOYEE BENEFITS	64,263	76,954	94,906	102,911	102,911	102,911
	TOTAL PERSONNEL SERVICES	164,575	194,575	226,557	237,756	237,756	237,756
<u>OPERATING</u>							
540-7320-200	OPERATING SUPPLIES	1,479	707	2,000	2,000	2,000	2,000
540-7320-220	PERSONAL PROTECTIVE EQUIPMENT	300	250	200	200	200	200
540-7320-260	COMMUNICATION	547	506	425	425	425	425
540-7320-280	REPAIR AND MAINTENANCE	218	708	1,000	1,000	1,000	1,000
540-7320-330	VEHICLE REPLACEMENT / RENT	92,368	101,013	120,468	171,448	171,448	171,448
540-7320-360	FRANCHISE EXPENSE	81,659	80,831	76,040	72,200	72,200	72,200
	TOTAL OPERATING	176,571	184,016	200,133	247,273	247,273	247,273
<u>TRANSFERS</u>							
540-7320-701	TRANSFER TO GENERAL	251,348	267,774	325,792	341,372	341,372	341,372
540-7320-702	TRANSFER TO LANDFILL CLOSURE	4,000	4,000	4,000	4,000	4,000	4,000
540-7320-764	TRANSFER TO SICK LEAVE	500	500	500	500	500	500
	TOTAL TRANSFERS	255,848	272,274	330,292	345,872	345,872	345,872
<u>CONTINGENCY & RESERVES</u>							
540-7320-998	CONTINGENCY	0	0	695,906	490,001	490,001	490,001
	TOTAL CONTINGENCY & RESERVES	0	0	695,906	490,001	490,001	490,001
	TOTAL COLLECTION	596,994	650,865	1,452,888	1,320,902	1,320,902	1,320,902

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: LANDFILL **STAFF LEVEL 2021:** 1.13 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2020:** 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>2021 FTE</u>	<u>2020 FTE</u>
Utility Worker	0.77	0.77
Parks Maintenance Worker	0.36	0.36
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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SOLIDWASTE</u>							
<u>LANDFILL</u>							
<u>PERSONNEL SERVICES</u>							
540-7420-101	REGULAR SERVICES- LANDFILL	60,781	63,848	66,870	67,067	67,067	67,067
540-7420-105	OVERTIME	429	673	500	500	500	500
540-7420-120	EMPLOYEE BENEFITS	50,807	53,097	56,485	57,339	57,339	57,339
	TOTAL PERSONNEL SERVICES	112,017	117,618	123,855	124,906	124,906	124,906
<u>OPERATING</u>							
540-7420-200	OPERATING SUPPLIES	2,443	5,173	3,000	6,000	6,000	6,000
540-7420-220	PERSONAL PROTECTIVE EQUIPMENT	585	281	500	500	500	500
540-7420-225	MINOR EQUIPMENT	815	0	0	0	0	0
540-7420-270	UTILITIES	610	1,170	750	825	825	825
540-7420-280	REPAIR AND MAINTENANCE	8,910	14,818	5,000	15,000	15,000	15,000
540-7420-300	UNIFORM MAINTENANCE	505	357	500	500	500	500
540-7420-318	PERMIT FEES	8,779	8,712	10,000	10,300	10,300	10,300
540-7420-320	PROFESSIONAL SERVICES	15,213	21,651	25,000	26,250	26,250	26,250
540-7420-326	RECYCLING	6,350	1,450	0	0	0	0
540-7420-330	VEHICLE REPLACEMENT / RENT	55,356	48,024	48,017	27,317	27,317	27,317
540-7420-341	MEETINGS / CONFERENCES	39	0	200	200	200	200
540-7420-390	MISCELLANEOUS	5,195	150	200	200	200	200
	TOTAL OPERATING	104,801	101,785	93,167	87,092	87,092	87,092
	TOTAL LANDFILL	216,817	219,403	217,022	211,998	211,998	211,998

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: WASTE RECYCLING
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

STAFF LEVEL 2021: 1.00 FTE
STAFF LEVEL 2020: 1.00 FTE

BASELINE BUDGET DESCRIPTION:

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

We are pleased to report that our citizens have been quite receptive to our newest in-house program, recycling. Our program underwent a complete reorganization when the City took back over the recycling program in March 2018. While the market and salability of recyclables has not improved our participation has been quite impressive and we are proud to report that we are still recycling and have saved over 150 tons of materials alone from being directly deposited in our landfill in our first 10 months of operation at our two depots!

While recycling markets continue to be a worldwide dilemma, we are not alone we continue to closely monitor our recycling program in order to keep our rates down for our citizens yet still provide the opportunity to recover recyclables and protect our landfill for future sustainability!

Once again this year we plan to continue to recover recyclable waste from going to our landfill by offering our citizens the opportunity to recycle by hauling their materials to one of our recycling drop off depots and sort items accordingly.

PERSONNEL:

<u>Title</u>	<u>2021 FTE</u>	<u>2020 FTE</u>
Rotational Crew Member	<u>1.00</u>	<u>1.00</u>
Total	1.00	1.00

BUDGET COMMENTS:

OPERATING SUPPLIES/FUEL (Acct. 200) covers supplies such as paper, pens, and other materials needed for tracking and reporting of recyclables. This account also covers the cost of fuel for the recycling vehicle, which is Solid Waste utility owned.

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

COMMUNICATION (Acct. 260) covers the cost of cellular phone for communication by the RCM recycling employee.

REPAIR & MAINTENANCE (Acct. 280) for repairs as needed for the recycling vehicle, trailer, depots, forklift and any other minor incidentals necessary.

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

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

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

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

RECYCLING CAPITAL EXPENSES (Acct. 480) funds the purchase or construction of a small shelter at the County Rd depot for parking the forklift under and providing space out of the weather for staff and materials.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>RECYCLING</u>						
<u>PERSONNEL SERVICES</u>						
540-7430-101 REGULAR SERVICES- SW RECYCLIN	0	40,572	40,521	45,927	45,927	45,927
540-7430-102 PART TIME	8,590	0	0	0	0	0
540-7430-105 OVERTIME	0	183	200	200	200	200
540-7430-120 EMPLOYEE BENEFITS	3,336	31,269	41,846	43,852	43,852	43,852
TOTAL PERSONNEL SERVICES	11,926	72,024	82,567	89,979	89,979	89,979
<u>OPERATING</u>						
540-7430-200 OPERATING SUPPLIES	416	507	2,000	2,000	2,000	2,000
540-7430-220 PERSONAL PROTECTIVE EQUIPMENT	120	45	300	300	300	300
540-7430-225 MINOR EQUIPMENT	0	114	200	200	200	200
540-7430-260 COMMUNICATION	0	254	480	480	480	480
540-7430-270 UTILITIES	0	0	1,000	1,010	1,010	1,010
540-7430-280 REPAIR AND MAINTENANCE	513	3,220	1,000	1,500	1,500	1,500
540-7430-320 PROFESSIONAL SVCS- RECYCLING	70,460	2,090	1,500	1,500	1,500	1,500
540-7430-341 MEETINGS / CONFERENCES	0	0	300	300	300	300
540-7430-390 MISCELLANEOUS	0	252	300	0	0	0
TOTAL OPERATING	71,509	6,482	7,080	7,290	7,290	7,290
<u>CAPITAL</u>						
540-7430-410 RECYCLING CAPITAL EXPENSES	40,913	0	0	4,000	4,000	4,000
TOTAL CAPITAL	40,913	0	0	4,000	4,000	4,000
TOTAL RECYCLING	124,348	78,506	89,647	101,269	101,269	101,269

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
540-8100-410	SOLIDWASTE CAPITAL NEW	30,379	0	0	0	0	0
540-8100-480	CAPITAL	86,837	15,323	20,000	20,000	20,000	20,000
	TOTAL CAPITAL	117,216	15,323	20,000	20,000	20,000	20,000
	TOTAL CAPITAL - NEW	117,216	15,323	20,000	20,000	20,000	20,000

BUDGET NARRATIVE

Fiscal Year 2021

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 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>LANDFILL CLOSURE RESERVE</u>						
<u>MISCELLANEOUS</u>						
541-470-20 INTEREST	1,936	3,690	3,000	3,000	3,000	3,000
TOTAL MISCELLANEOUS	1,936	3,690	3,000	3,000	3,000	3,000
<u>TRANSFERS</u>						
541-490-54 TRANSFER FROM SOLID WASTE	4,000	4,000	4,000	4,000	4,000	4,000
TOTAL TRANSFERS	4,000	4,000	4,000	4,000	4,000	4,000
<u>BEGINNING FUND BALANCE</u>						
541-499-10 FUND BALANCE	0	0	147,954	155,444	155,444	155,444
TOTAL BEGINNING FUND BALANCE	0	0	147,954	155,444	155,444	155,444
TOTAL REVENUE	5,936	7,690	154,954	162,444	162,444	162,444
<u>CAPITAL - NEW</u>						
<u>CONTINGENCY & RESERVES</u>						
541-8100-954 RESERVE FOR LANDFILL CLOSURE	0	0	154,954	162,444	162,444	162,444
TOTAL CONTINGENCY & RESERVES	0	0	154,954	162,444	162,444	162,444
TOTAL CAPITAL - NEW	0	0	154,954	162,444	162,444	162,444

REVENUE BUDGET NARRATIVE

Fiscal Year 2021

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 clubhouse restaurant tenants.

Golf Course revenues are primarily from user fees. Daily greens fees make up the major revenue source, followed by season passes.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	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	91,924	89,981	102,649	136,484	136,484	136,484
550-450-41	GOLF PASSES	28,476	23,165	31,000	41,150	41,150	41,150
550-450-42	GOLF CART SHEDS	10,595	10,134	13,000	13,000	13,000	13,000
550-450-43	GOLF CART USAGE FEES	7,454	9,590	9,500	12,400	12,400	12,400
550-450-44	FOOT GOLF	0	0	3,000	0	0	0
550-450-46	GOLF PUNCH CARDS	12,792	12,479	21,115	16,500	16,500	16,500
	TOTAL SERVICES	155,441	149,548	184,464	223,734	223,734	223,734
<u>MISCELLANEOUS</u>							
550-470-99	MISCELLANEOUS	5,628	1,286	0	0	0	0
	TOTAL MISCELLANEOUS	5,628	1,286	0	0	0	0
	TOTAL REVENUE	161,069	150,834	184,464	223,734	223,734	223,734

EXPENDITUE BUDGET NARRATIVE
Fiscal Year 2021

PROGRAM: ADMINISTRATION **STAFF LEVEL 2021:** 1.16 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2020:** 1.16 FTE
FUND: GOLF COURSE

BASELINE BUDGET DESCRIPTION:

Milton-Freewater's golf course is located west of Catherine Street in the west central part of the city. The course is an 18-hole par 60 with the longest hole being No. 5, 305 yards on the valley floor. Nine holes are located on the west rim of Milton Hill with a panoramic view of the Walla Walla Valley. In 2016 18 holes of footgolf were put into play. 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>2021 FTE</u>	<u>2020 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 funded to make a \$10,000 principal payment to irrigation loan.

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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GOLF COURSE</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
550-7600-101	REGULAR SERVICES-GOLF CRSE AD	29,926	29,071	35,393	32,957	32,957	32,957
550-7600-102	PART TIME	1,622	1,774	3,000	4,620	4,620	4,620
550-7600-105	OVERTIME	87	261	200	200	200	200
550-7600-120	EMPLOYEE BENEFITS	22,206	22,817	26,182	28,590	28,590	28,590
TOTAL PERSONNEL SERVICES		53,841	53,924	64,775	66,367	66,367	66,367
<u>OPERATING</u>							
550-7600-200	OPERATING SUPPLIES	11,580	10,665	9,000	9,000	9,000	9,000
550-7600-225	MINOR EQUIPMENT	0	55	200	200	200	200
550-7600-250	ADVERTISING	0	213	200	200	200	200
550-7600-270	UTILITIES	7,655	7,778	7,976	8,774	8,774	8,774
550-7600-280	REPAIR AND MAINTENANCE	10,561	7,365	9,700	9,700	9,700	9,700
550-7600-320	PROFESSIONAL SERVICE	3,295	2,987	4,200	4,200	4,200	4,200
550-7600-330	VEHICLE REPLACEMENT / RENT	17,524	19,788	17,470	20,390	20,390	20,390
TOTAL OPERATING		50,616	48,850	48,746	52,464	52,464	52,464
<u>DEBT SERVICE</u>							
550-7600-510	LOAN PRINCIPAL	0	0	0	10,000	10,000	10,000
550-7600-511	LOAN INTEREST	1,418	1,418	1,418	1,418	1,418	1,418
TOTAL DEBT SERVICE		1,418	1,418	1,418	11,418	11,418	11,418
<u>TRANSFERS</u>							
550-7600-764	TRANSFER TO SICK LEAVE	100	100	100	100	100	100
TOTAL TRANSFERS		100	100	100	100	100	100
<u>CONTINGENCY & RESERVES</u>							
550-7600-998	CONTINGENCY	0	0	0	23,800	23,800	23,800
TOTAL CONTINGENCY & RESERVES		0	0	0	23,800	23,800	23,800
TOTAL ADMINISTRATION		105,975	104,292	115,039	154,149	154,149	154,149

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: CLUBHOUSE **STAFF LEVEL 2021:** 0.05 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2020:** 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 17th 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>2021 FTE</u>	<u>2020 FTE</u>
Parks & Recreation Supervisor	0.02	0.02
Parks Maintenance Worker	0.03	0.03
Total	0.05	0.05

BUDGET COMMENTS:

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

UTILITIES (Acct. 270) 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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GOLF COURSE</u>							
<u>GOLF COURSE CLUB HOUSE</u>							
<u>PERSONNEL SERVICES</u>							
550-7610-101	REGULAR SERVICES- GC CLUB HSE	2,180	2,822	2,954	3,115	3,115	3,115
550-7610-105	OVERTIME	15	6	0	0	0	0
550-7610-120	EMPLOYEE BENEFITS	1,517	1,931	2,315	2,403	2,403	2,403
TOTAL PERSONNEL SERVICES		3,711	4,759	5,269	5,518	5,518	5,518
<u>OPERATING</u>							
550-7610-200	OPERATING SUPPLIES	511	1,719	5,138	3,000	3,000	3,000
550-7610-270	UTILITIES	4,630	4,958	5,246	5,771	5,771	5,771
550-7610-280	REPAIR AND MAINTENANCE	3,428	2,147	3,000	3,000	3,000	3,000
550-7610-320	PROFESSIONAL SERVICES	47,857	49,245	50,772	52,296	52,296	52,296
TOTAL OPERATING		56,427	58,069	64,156	64,067	64,067	64,067
TOTAL GOLF COURSE CLUB HOUSE		60,138	62,828	69,425	69,585	69,585	69,585
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
550-8100-410	CAPITAL EXPENSES	11,620	30,603	0	0	0	0
TOTAL CAPITAL		11,620	30,603	0	0	0	0
TOTAL CAPITAL - NEW		11,620	30,603	0	0	0	0



INTERNAL SERVICE FUNDS

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

REVENUE BUDGET NARRATIVE

Fiscal Year 2021

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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>WAREHOUSE</u>							
<u>MISCELLANEOUS</u>							
610-470-20	INTEREST EARNED	1,167	1,616	1,200	1,200	1,200	1,200
610-470-99	MISCELLANEOUS	1,106	224	100	0	0	0
	TOTAL MISCELLANEOUS	2,272	1,840	1,300	1,200	1,200	1,200
<u>TRANSFERS</u>							
610-490-51	TRANSFER FROM ELECTRIC	99,737	28,418	28,418	29,271	29,271	29,271
610-490-52	TRANSFER FROM WATER	24,636	9,306	9,306	9,585	9,585	9,585
610-490-53	TRANSFER FROM SEWER	5,286	2,327	2,327	2,397	2,397	2,397
	TOTAL TRANSFERS	129,659	40,051	40,051	41,253	41,253	41,253
<u>BEGINNING FUND BALANCE</u>							
610-499-10	FUND BALANCE	0	0	42,513	40,704	40,704	40,704
	TOTAL BEGINNING FUND BALANCE	0	0	42,513	40,704	40,704	40,704
	TOTAL REVENUE	131,931	41,891	83,864	83,157	83,157	83,157

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2021

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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>WAREHOUSE</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
610-7600-101	REGULAR SERVICES- WAREHOUSE	34,444	0	0	0	0	0
610-7600-120	EMPLOYEE BENEFITS	19,068	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	53,512	0	0	0	0	0
<u>OPERATING</u>							
610-7600-200	OPERATING SUPPLIES	1,968	1,787	1,500	1,500	1,500	1,500
610-7600-220	PERSONAL PROTECTIVE EQUIPMENT	120	0	0	0	0	0
610-7600-225	MINOR EQUIPMENT	175	0	0	0	0	0
610-7600-260	COMMUNICATION	498	488	600	600	600	600
610-7600-270	UTILITIES	19,910	18,867	20,423	24,000	24,000	24,000
610-7600-280	REPAIR AND MAINTENANCE	7,919	3,585	5,000	5,000	5,000	5,000
610-7600-330	VEHICLE REPLACEMENT / RENT	2,260	0	0	0	0	0
610-7600-341	MEETINGS / CONFERENCES	1,101	0	0	0	0	0
610-7600-390	MISCELLANEOUS	22	0	0	0	0	0
	TOTAL OPERATING	33,974	24,728	27,523	31,100	31,100	31,100
<u>CAPITAL</u>							
610-7600-405	BUILDING	0	500	12,000	12,000	12,000	12,000
610-7600-410	CAPITAL EXPENSES	0	15,000	0	0	0	0
610-7600-480	FURNITURE AND FIXTURES	2,161	0	0	0	0	0
	TOTAL CAPITAL	2,161	15,500	12,000	12,000	12,000	12,000
<u>TRANSFERS</u>							
610-7600-701	TRANSFER TO GENERAL	19,456	20,567	21,410	22,479	22,479	22,479
610-7600-750	TRANSFER TO ELECTRIC	6,480	0	0	0	0	0
610-7600-764	TRANSFER TO SICK LEAVE	350	0	0	0	0	0
	TOTAL TRANSFERS	26,286	20,567	21,410	22,479	22,479	22,479
<u>CONTINGENCY & RESERVES</u>							
610-7600-998	CONTINGENCY	0	0	22,931	17,578	17,578	17,578
	TOTAL CONTINGENCY & RESERVES	0	0	22,931	17,578	17,578	17,578
	TOTAL ADMINISTRATION	115,932	60,795	83,864	83,157	83,157	83,157

REVENUE BUDGET NARRATIVE
Fiscal Year 2021

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 79 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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>VEHICLE MAINTENANCE</u>							
<u>SERVICES</u>							
620-450-51	INTER DP EQUIP REPAIR	26,238	30,746	17,500	30,000	30,000	30,000
620-450-52	SCHOOL BUS REPAIR	56,875	49,131	52,530	52,530	52,530	52,530
620-450-70	VEHICLE RENT	453,798	466,245	480,470	435,519	435,519	435,519
	TOTAL SERVICES	536,912	546,122	550,500	518,049	518,049	518,049
<u>MISCELLANEOUS</u>							
620-470-20	INTEREST EARNED	4,679	9,160	2,200	2,500	2,500	2,500
620-470-30	SALE OF FIXED ASSETS	400	150	0	0	0	0
620-470-99	MISCELLANEOUS	0	96	0	0	0	0
	TOTAL MISCELLANEOUS	5,079	9,406	2,200	2,500	2,500	2,500
<u>BEGINNING FUND BALANCE</u>							
620-499-10	FUND BALANCE	0	0	369,849	346,660	346,660	346,660
	TOTAL BEGINNING FUND BALANCE	0	0	369,849	346,660	346,660	346,660
	TOTAL REVENUE	541,990	555,527	922,549	867,209	867,209	867,209

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: MOTOR POOL **STAFF LEVEL 2021:** 1.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2020:** 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 183+- 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>2021 FTE</u>	<u>2020 FTE</u>
Lead Mechanic	0.75	0.75
Mechanic	0.75	0.75
Total	1.50	1.50

BUDGET COMMENTS:

OPERATING SUPPLIES/FUEL (Acct. 200) primarily covers the cost of fuel as well as tires, batteries and other dispensable products needed.

PERSONAL PROTECTIVE EQUIP (Acct. 220) provides gloves, ear plugs and eye protection.

MINOR EQUIPMENT (Acct. 225) funds 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.

CAPITAL EXPENSE (Acct. 410) is not funded this year.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>VEHICLE MAINTENANCE</u>							
<u>MOTOR POOL</u>							
<u>PERSONNEL SERVICES</u>							
620-7700-101	REGULAR SERVICES- MOTOR POOL	113,135	111,606	119,413	123,972	123,972	123,972
620-7700-105	OVERTIME	834	567	1,220	1,000	1,000	1,000
620-7700-110	TOOL ALLOWANCES	1,730	1,950	2,400	2,400	2,400	2,400
620-7700-120	EMPLOYEE BENEFITS	67,745	62,910	74,521	70,752	70,752	70,752
	TOTAL PERSONNEL SERVICES	183,444	177,034	197,554	198,124	198,124	198,124
<u>OPERATING</u>							
620-7700-200	OPERATING SUPPLIES/FUEL	100,632	105,194	125,000	106,200	106,200	106,200
620-7700-220	PERSONAL PROTECTIVE EQUIP	548	0	500	500	500	500
620-7700-225	MINOR EQUIPMENT	3,410	4,732	5,000	5,000	5,000	5,000
620-7700-260	COMMUNICATION	665	779	1,360	1,360	1,360	1,360
620-7700-280	REPAIR AND MAINTENANCE	84,386	78,520	88,000	90,640	90,640	90,640
620-7700-282	RADIO REPAIR AND REPLACEMENT	496	428	1,000	1,000	1,000	1,000
620-7700-300	UNIFORM MAINTENANCE	1,178	614	800	1,000	1,000	1,000
620-7700-320	PROFESSIONAL SERVICES	125	125	500	500	500	500
620-7700-330	VEHICLE REPLACEMENT / RENT	2,960	3,024	3,500	5,950	5,950	5,950
620-7700-341	MEETINGS / CONFERENCES	0	0	1,000	1,000	1,000	1,000
620-7700-380	LIABILITY AND VEH INSURANCE	0	14,792	28,000	29,400	29,400	29,400
	TOTAL OPERATING	194,399	208,209	254,660	242,550	242,550	242,550
<u>CAPITAL</u>							
620-7700-410	CAPITAL EXPENSE	0	0	15,000	0	0	0
	TOTAL CAPITAL	0	0	15,000	0	0	0
<u>TRANSFERS</u>							
620-7700-701	TRANSFER TO GENERAL	52,842	54,776	57,232	60,484	60,484	60,484
620-7700-750	TRANSFER TO ELECTRIC	3,561	0	0	0	0	0
620-7700-764	TRANSFER TO SICK LEAVE	252	250	250	250	250	250
620-7700-796	TRNSFR TO VEHICLE REPLACEMENT	0	0	0	100,000	100,000	100,000
	TOTAL TRANSFERS	56,655	55,026	57,482	160,734	160,734	160,734
<u>CONTINGENCY & RESERVES</u>							
620-7700-998	CONTINGENCY	0	0	299,550	164,571	164,571	164,571
	TOTAL CONTINGENCY & RESERVES	0	0	299,550	164,571	164,571	164,571
	TOTAL MOTOR POOL	434,499	440,269	824,246	765,979	765,979	765,979

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

PROGRAM: SCHOOL BUS MAINTENANCE **STAFF LEVEL 2021:** 0.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2020:** 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>2021 FTE</u>	<u>2020 FTE</u>
Lead Mechanic	0.25	0.25
Mechanic	<u>0.25</u>	<u>0.25</u>
Total	0.50	0.50

BUDGET COMMENTS:

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

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

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

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

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2020-21

	2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>						
<u>SCHOOL BUS MAINTENANCE</u>						
<u>PERSONNEL SERVICES</u>						
620-7710-101	REGULAR SERVICES- SCHL BUS MNT	31,390	34,466	39,804	41,324	41,324
620-7710-105	OVERTIME	241	302	400	400	400
620-7710-120	EMPLOYEE BENEFITS	17,928	20,150	24,840	23,584	23,584
	TOTAL PERSONNEL SERVICES	49,559	54,918	65,044	65,308	65,308
<u>OPERATING</u>						
620-7710-225	MINOR EQUIPMENT	873	0	1,200	1,200	1,200
620-7710-290	SCHOOL BUS PARTS	14,278	15,619	15,000	15,000	15,000
620-7710-300	UNIFORM MAINTENANCE	1,351	1,672	1,200	2,000	2,000
620-7710-330	VEHICLE REPLACEMENT / RENT	984	1,008	1,500	2,550	2,550
	TOTAL OPERATING	17,487	18,298	18,900	20,750	20,750
<u>TRANSFERS</u>						
620-7710-701	TRANSFER TO GENERAL	13,210	13,695	14,309	15,122	15,122
620-7710-750	TRANSFER TO ELECTRIC	403	0	0	0	0
620-7710-764	TRANSFER TO SICK LEAVE	50	50	50	50	50
	TOTAL TRANSFERS	13,663	13,745	14,359	15,172	15,172
	TOTAL SCHOOL BUS MAINTENANCE	80,708	86,961	98,303	101,230	101,230

REVENUE BUDGET NARRATIVE
Fiscal Year 2021

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 21 replacement fees included in the budget are \$146,095. 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 21 depreciation adjustment fees included in the budget are \$14,610 for a total depreciation of \$160,705.

In order to sustain our replacement budget this year a five percent (5%) replacement fee was implemented to the original cost of the vehicle with the exception of golf course, parks, fire and police vehicles. The total replacement fee impact is \$118,087 to further cover increasing costs of replacement.

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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>							
<u>SERVICES</u>							
630-450-50	REPLACEMENT FEES	185,472	194,076	193,931	278,792	278,792	278,792
	TOTAL SERVICES	185,472	194,076	193,931	278,792	278,792	278,792
<u>MISCELLANEOUS</u>							
630-470-20	INTEREST EARNED	2,008	6,486	1,500	1,500	1,500	1,500
630-470-25	LOAN PROCEEDS	0	0	0	21,240	21,240	21,240
630-470-30	SALE OF FIXED ASSETS	43,169	8,620	0	0	0	0
630-470-99	MISCELLANEOUS REVENUES	0	9,660	0	0	0	0
	TOTAL MISCELLANEOUS	45,177	24,766	1,500	22,740	22,740	22,740
<u>TRANSFERS</u>							
630-490-62	TRANSFER FROM VEHICLE MAINT	0	0	0	100,000	100,000	100,000
	TOTAL TRANSFERS	0	0	0	100,000	100,000	100,000
<u>BEGINNING FUND BALANCE</u>							
630-499-10	FUND BALANCE	0	0	68,563	350,000	350,000	350,000
	TOTAL BEGINNING FUND BALANCE	0	0	68,563	350,000	350,000	350,000
	TOTAL REVENUE	230,649	218,842	263,994	751,532	751,532	751,532

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2021

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 vehicles are budgeted for replacement.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>							
<u>ADMINISTRATION</u>							
<u>CAPITAL</u>							
630-7600-470	VEHICLE REPLACEMENT	133,533	235,885	0	150,000	150,000	150,000
	TOTAL CAPITAL	133,533	235,885	0	150,000	150,000	150,000
<u>CONTINGENCY & RESERVES</u>							
630-7600-970	RESERVE FOR REPLACE	0	0	263,994	601,532	601,532	601,532
	TOTAL CONTINGENCY & RESERVES	0	0	263,994	601,532	601,532	601,532
	TOTAL ADMINISTRATION	133,533	235,885	263,994	751,532	751,532	751,532

BUDGET NARRATIVE
Fiscal Year 2021

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 2020-21

		2017-18	2018-19	2019-20	2020-21	2020-21	2020-21
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SICKLEAVE LIABILITY</u>							
<u>MISCELLANEOUS</u>							
640-470-20	INTEREST EARNED	719	1,291	800	800	800	800
640-470-41	DONATIONS TO SICK LEAVE BANK	0	0	500	0	0	0
TOTAL MISCELLANEOUS		719	1,291	1,300	800	800	800
<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	0	0	0	0	0
640-490-62	TRANSFER FROM VEHICLE MAINT	302	300	300	300	300	300
TOTAL TRANSFERS		7,128	6,776	6,776	6,776	6,776	6,776
<u>BEGINNING FUND BALANCE</u>							
640-499-10	FUND BALANCE	0	0	56,300	45,200	45,200	45,200
TOTAL BEGINNING FUND BALANCE		0	0	56,300	45,200	45,200	45,200
TOTAL REVENUE		7,847	8,067	64,376	52,776	52,776	52,776
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
640-7600-101	REGULAR SERVICES- SICKLEAVE LB	4	9,387	37,736	30,000	30,000	30,000
640-7600-102	PART TIME- SICKLEAVE LIABILITY	0	0	7,200	7,000	7,000	7,000
640-7600-120	EMPLOYEE BENEFITS	(201)	729	19,440	15,776	15,776	15,776
TOTAL PERSONNEL SERVICES		(197)	10,117	64,376	52,776	52,776	52,776
TOTAL ADMINISTRATION		(197)	10,117	64,376	52,776	52,776	52,776

BUDGET NARRATIVE
Fiscal Year 2021

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 2020-21

		2017-18 FISCAL ACTUAL	2018-19 FISCAL ACTUAL	2019-20 FISCAL BUDGET	2020-21 CITY MGR PROPOSED	2020-21 BUD COMM APPROVED	2020-21 COUNCIL ADOPTED
<u>RISK MANAGEMENT</u>							
<u>MISCELLANEOUS</u>							
650-470-10	CIS REFUND	39,913	27,372	10,000	10,000	10,000	10,000
650-470-20	INTEREST EARNED	547	1,403	800	900	900	900
650-470-25	LOAN PROCEEDS	0	0	0	1,000	1,000	1,000
	TOTAL MISCELLANEOUS	40,461	28,776	10,800	11,900	11,900	11,900
<u>BEGINNING FUND BALANCE</u>							
650-499-10	FUND BALANCE	0	0	30,626	35,000	35,000	35,000
	TOTAL BEGINNING FUND BALANCE	0	0	30,626	35,000	35,000	35,000
	TOTAL REVENUE	40,461	28,776	41,426	46,900	46,900	46,900
<u>ADMINISTRATION</u>							
<u>OPERATING</u>							
650-7600-382	UNANTICIPATED CLAIMS	41,818	16,481	41,426	35,321	35,321	35,321
	TOTAL OPERATING	41,818	16,481	41,426	35,321	35,321	35,321
<u>DEBT SERVICE</u>							
650-7600-525	INTER FUND LOAN	0	0	0	11,579	11,579	11,579
	TOTAL DEBT SERVICE	0	0	0	11,579	11,579	11,579
	TOTAL ADMINISTRATION	41,818	16,481	41,426	46,900	46,900	46,900

CITY OF MILTON-FREEWATER
 COMPUTATION OF LEGAL DEBT LIMIT
 June 30, 2019

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		\$385,153,289
Debt Limit Rate	x	3%
Maximum Allowable Debt		11,554,598
Less General Bonded Debt		0
Legal Debt Margin		<u>\$ 11,554,598</u>
Total net bonded debt applicable to the limit as a percentage of debt limit		0%

Property Tax Summary
 Fiscal Year 2021

	2018 Budget	2019 Budget	2020 Adopted	2021 Proposed	2021 Approved	2021 Adopted
Operating Estimate *	1,027,690	1,038,162	1,089,160	1,110,805	1,110,805	1,110,805
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>1,087,690</u>	<u>1,098,162</u>	<u>1,249,160</u>	<u>1,270,805</u>	<u>1,270,805</u>	<u>1,270,805</u>

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

PERSONNEL SUMMARY
Fiscal Year 2021 By Department

	2021 FTE	2020 FTE	2019 FTE	<u>Position</u>
				GENERAL FUND
				CITY COUNCIL
*	1.00	1.00	1.00	Mayor
*	6.00	6.00	6.00	Councilors
*	7.00	7.00	7.00	
	0.80	0.80	0.80	CITY MANAGER
	1.00	1.00	1.00	City Manager
	1.80	1.80	1.80	City Recorder
	0.13	0.13	0.13	MUNICIPAL COURT
	0.50	0.50	0.50	Judge
	0.63	0.63	0.63	Court Clerk
	1.00	1.00	1.00	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	2.50	Account Clerk(s) /Court Clerk
	1.00	1.00	1.00	Payroll Clerk
	6.50	6.50	6.50	
	1.00	1.00	1.00	HUMAN RESOURCE ADMINISTRATION
	1.00	1.00	1.00	Human Resource Officer
	0.00	0.00	1.00	ECONOMIC DEVELOPMENT
	0.00	0.00	0.10	Community Development Supervisor
	0.00	0.00	0.05	Assistant
	0.00	0.00	1.15	City Planner
	0.45	0.45	0.40	PLANNING / BUILDING INSPECTIONS
	0.05	0.05	0.05	City Planner
	0.50	0.50	0.40	Building Specialist
	1.00	1.00	0.85	Planning/Fire Assistant (prior Secretary)
	1.00	1.00	1.00	POLICE
	1.00	2.00	2.00	Chief
	9.00	8.00	8.00	Sergeant
	0.60	0.60	0.60	Patroll Officers
	6.00	6.00	6.00	Code Enforcement Officer
	0.00	0.00	2.00	Communication Specialist
*	17.60	17.60	19.60	Citizen Corp Volunteers

* Number of Positions, not Expressed in FTE's

PERSONNEL SUMMARY
Fiscal Year 2021 By Department

	2021 FTE	2020 FTE	2019 FTE	Position
				FIRE
	1.00	1.00	1.00	Chief
*	1.00	1.00	1.00	Assistant Chief
*	4.00	4.00	4.00	Captains
*	16.00	16.00	16.00	Firefighters
	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>	
				PUBLIC WORKS
	1.00	1.00	1.00	Public Works Superintendent
	0.61	0.61	0.61	Parks & Recs Supervisor
	1.00	1.00	1.00	PublicWorks Assistant/Project Aide
	1.78	1.78	1.78	Park Maintenance Worker
	1.00	1.00	1.00	Technician
	0.00	3.00	3.00	Lifeguard
	0.56	0.56	0.56	Aquatic Center Manager
	0.00	0.28	0.28	Lead Lifeguards
	1.00	1.00	1.00	Concession
	0.80	0.80	0.80	Laborer
	<u>7.75</u>	<u>11.03</u>	<u>11.03</u>	
				ENGINEERING AND PLANNING
	0.25	0.25	0.25	Engineering Technician (s)
	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	
				STREET UND
	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
	0.40	0.40	0.40	Code Enforcement Officer
	0.78	0.78	0.78	Utility Workers
	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>	
				LIBRARY FUND
	1.00	1.00	1.00	Library Director
	1.00	0.00	0.00	Library Assistant
	1.93	2.93	2.93	Library Associate
	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>	
				SENIOR / DISABLED TRANSPORTATION FUND
	0.10	0.55	0.55	City Planner
	0.55	0.50	0.50	Planning Assistant
	0.50	0.10	0.20	City Manager
	<u>1.15</u>	<u>1.15</u>	<u>1.25</u>	
				ELECTRIC FUND
	1.00	1.00	1.00	Electric Superintendent
	0.10	0.10	0.00	City Manager
	1.00	1.00	1.00	Electric Assistant
	5.00	5.00	5.00	Line Technicians
	1.75	1.75	1.75	Engineering Technician
	0.95	0.95	0.95	Building Specialist
	1.00	1.00	1.00	Groundsman
	1.00	1.00	1.00	Working Line Supervisor
	<u>11.80</u>	<u>11.80</u>	<u>11.70</u>	

* Number of Positions, not Expressed in FTE's

PERSONNEL SUMMARY
Fiscal Year 2021 By Department

2021 FTE	2020 FTE	2019 FTE	<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	0.33	Rotational Crew Member
1.68	1.68	1.68	Utility Workers
3.06	3.06	3.06	
			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	0.34	Rotational Crew Member
1.00	1.00	1.00	Waste Water Supervisor/Plant Operator
3.79	3.79	3.79	
			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
1.33	0.33	1.06	Rotational Crew Member
1.49	2.49	1.49	Utility Worker
4.42	4.42	4.15	
			GOLF COURSE FUND
0.45	0.45	0.45	Parks Maintenance Worker
0.16	0.16	0.16	Parks & Rec Supervisor
0.60	0.60	0.60	Laborer
1.21	1.21	1.21	
			VEHICLE MAINTENANCE FUND
1.00	1.00	1.00	Senior Mechanic
1.00	1.00	1.00	Mechanic
2.00	2.00	2.00	
** 70.94	74.22	74.95	Total FTE's

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

City of Milton-Freewater
RESOLUTION NO. 2424

**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 \$82,900 in state revenue sharing; and

WHEREAS, during two public hearings on this subject, one held, May 18, 2020 and the other held June 8, 2020, 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,

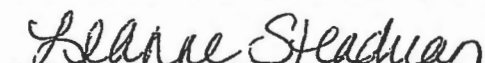
THEREFORE, be it RESOLVED, the City of Milton-Freewater hereby elects to receive state revenues for fiscal year 2020-2021.

PASSED BY THE COMMON COUNCIL and APPROVED by the Mayor this 8th day of June, 2020.



Lewis S. Key, Mayor

I certify that a public hearing before the Budget Committee was held on May 18, 2020, and a public hearing before the City Council was held on June 8, 2020 giving citizens an opportunity to comment on the use of state revenue sharing funds.



Leanne Steadman, City Recorder

CITY OF MILTON-FREEWATER

RESOLUTION NO. 2425

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, 2020

BE IT RESOLVED;

Section 1. That the City Council of the City of Milton-Freewater hereby adopts the budget for fiscal year 2020-2021 in the sum of \$36,065,133.

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 2020-2021 upon the assessed value of all taxable property within the district.

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

Section 3. That the Budget Officer is directed to certify the levies herein to the County Clerk and Assessor, and to the Department of Revenue. A copy of the adopted budget as adopted is to be filed with each agency.

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

GENERAL FUND

City Council	\$ 28,341
City Manager/Human Resources	517,038
City Attorney	15,000
Municipal Court	99,053
Finance	926,992
Planning/Bldg Inspect/Eco Devo	127,542
Police/Emergency Communications	2,355,999
Fire	379,850
Public Works	1,246,979
Engineering	47,529
City Hall	293,058
Transfers to Other Funds	163,615
Contingency	<u>50,000</u>
Total	\$6,250,996

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<u>STREET FUND</u>	
Personnel Services	\$211,856
Materials and Services	112,132
Transfer to Other Funds	296,742
Contingency	<u>393,953</u>
	\$ 1,014,683
<u>STREET IMPROVEMENT FUND</u>	
Capital	\$3,005,422
Debt Service	27,669
Contingency	<u>\$ 176,835</u>
	\$3,209,926
<u>LIBRARY FUND</u>	
Personnel Services	\$346,813
Materials and Services	48,525
Capital	6,000
Debt Service	3,425
Transfer to Other Funds	240
Contingency	<u>15,869</u>
	\$420,872
<u>SENIOR/DISABLED TRANSPORTATION SERVICES FUND</u>	
Personnel Services	\$199,301
Materials and Services	518,928
Total Capital Outlay	100,000
Debt Service	73,702
Contingency	<u>235,323</u>
	1,127,254
<u>DRUG ENFORCEMENT FUND</u>	
Materials and Services	\$ -0-
	\$ -0-
<u>GENERAL OBLIGATION BOND FUND</u>	
Debt Service	\$ -0-
Reserves	<u>-0-</u>
	\$ -0-
<u>ELECTRIC FUND</u>	
Personnel Services	\$1,986,785
Materials and Services	6,033,719
Capital Outlay	582,500
Transfer to Other Funds	1,131,765
Contingency	<u>476,177</u>
	\$10,210,946
<u>ELECTRIC CAPITAL REPLACEMENT RESERVE FUND</u>	
Capital	\$ 1,729,879
<u>ELECTRIC OPERATING/MAINTENANCE RESERVE FUND</u>	
Transfers	\$ -0-
Capital	<u>2,791,011</u>
	\$2,791,011
<u>WATER FUND</u>	
Personnel Services	\$ 332,221
Materials and Services	370,905
Capital Outlay	174,000
Debt Service	6,457
Transfer to Other Funds	625,214
Contingency/Reserve	<u>584,371</u>
	\$2,093,168

SEWER FUND

Personnel Services	\$ 437,690
Materials and Services	309,680
Capital Outlay	-0-
Debt Service	-0-
Transfer to Other Funds	827,770
Contingencies	<u>975,176</u>
	\$2,550,316

SEWER PLANT IMPROVEMENT FUND

Capital Outlay	215,000
Debt Service	183,096
Contingencies	<u>349,933</u>
	\$ 748,029

SOLID WASTE

Personnel Services	\$452,641
Materials and Services	341,655
Capital Outlay	24,000
Transfer to Other Funds	345,872
Contingency	<u>490,001</u>
	\$1,654,169

GOLF COURSE FUND

Personnel Services	\$ 71,885
Materials and Services	116,531
Debt Service	11,418
Transfer to Other Funds	100
Contingency	<u>23,800</u>
	\$223,734

LANDFILL CLOSURE RESERVE FUND

Reserves	\$162,444
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9.1.1.

Materials and Services	\$43,450
Capital Outlay	17,682
Transfer to Other Funds	<u>15,000</u>
	\$ 76,132

WAREHOUSE FUND

Personnel Services	\$ -0-
Materials and Services	31,100
Capital Outlay	12,000
Total Transfers	22,479
Contingency	<u>17,578</u>
	\$ 83,157

VEHICLE MAINTENANCE

Personnel Services	\$263,432
Materials and Services	263,300
Capital Outlay	-0-
Transfers	175,906
Contingency	<u>164,571</u>
	\$867,209

VEHICLE REPLACEMENT FUND

Materials and Services	\$ -0-
Capital Outlay	150,000
Debt Service	-0-
Transfers	-0-
Reserve for Replacement	<u>601,532</u>
	\$751,532

SICK LEAVE LIABILITY FUND

Personnel Services

\$ 52,776

RISK MANAGEMENT

Materials and Services

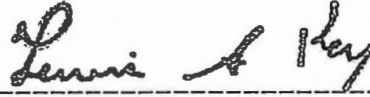
\$ 35,321

Debt Service

11,579

\$ 46,900

PASSED by the Common Council and APPROVED by the Mayor this 8th day of June, 2020



Lewis S. Key, Mayor

Resolution No. 2425, Page 4 of 4