



CITY OF MILTON-FREEWATER



FISCAL YEAR 2022 BUDGET

CITY OF MILTON-FREEWATER
FISCAL 2022 BUDGET COMMITTEE

Mayor: *Lewis Key*

Councilors: *Steve Irving*
Brad Humbert
John Lyon
Jose Garcia
Ed Chesnut
Damien Reino

Budget Committee: *Don Phillips*
Lindsay Winsor

Budget Officer: *Linda Hall*

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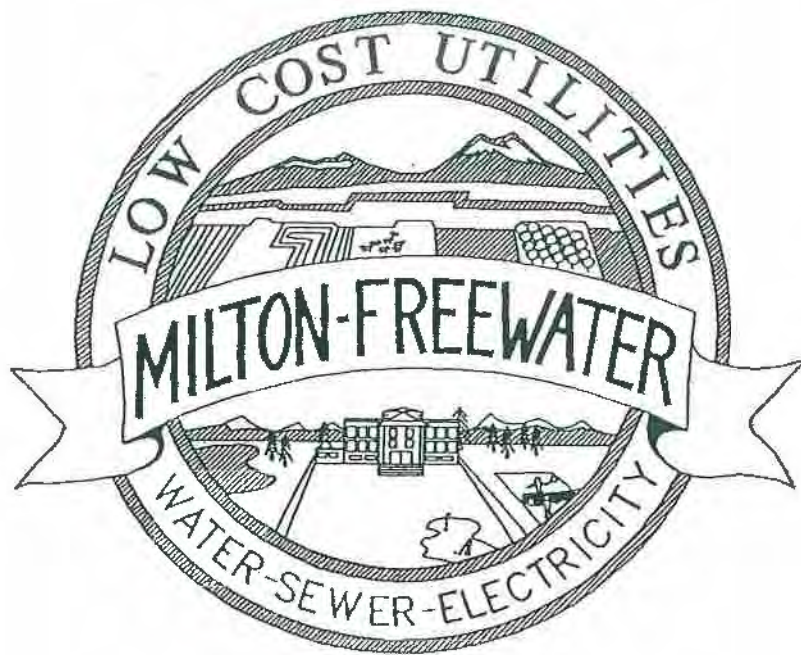
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CITY OF
MILTON-FREEWATER

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

April 6, 2021

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

FROM: City Manager

SUBJECT: Proposed Budget for Fiscal Year 2022

EXECUTIVE SUMMARY

In thinking back over the last 12 months living with a coronavirus pandemic, it seems miraculous that while so much in our world has changed, the city's government and financial state is still strong and stable.

We are still struggling with the unknown in many ways, as I imagine many other governmental and private entities are, not to mention our citizens. At the time I write this, I have not seen a huge wave of business closures, in fact I do not know of any businesses that have closed permanently as a result of COVID. In a surprising turn of events, we are seeing a building boom not only in our housing developments, but also with businesses locating here. Housing developments are springing up all over our city, and three major retail businesses have either broken ground, or are in the permitting process as I type this message.

Some of our businesses have actually grown and thrived in the pandemic--- construction, real estate sales, hardware, pharmacies, grocery stores, liquor stores, coffee shops, and garden centers.

But not all the news has been good.

We have seen an uptick in delinquent accounts on our utility billing, and property tax revenues have been slower to come in than previous years. Our cost of goods is increasing at alarming rates---sometimes by triple digit increases---and there has also been an alarming delay in even getting materials. For example, electric power transformers have a five to seven month lag time between order and delivery! Also, our interest earnings on our reserve funds, which we have always counted on as a much needed revenue source, have plummeted. We will not be expecting to receive

nearly the interest earnings as in previous years---this year's was over \$225,000---so we have adjusted those downward in the revenue predictions in the various budgets.

There are some very unexpected (and unprecedented) surprises in this budget.

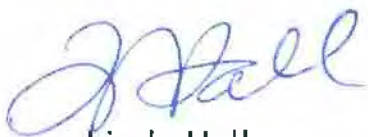
- This budget contains \$8,692,981 in GRANT DOLLARS! This is the highest amount of grant dollars that I have seen in a single budget in 28 years.
- It also contains a potential General Obligation Bond receipts in the amount of \$7,657,390 if the voters approve the Police Station Bond on May 18, 2021. With all the new construction to spread the cost of the bond and interest rates being at an all-time low, Council felt it was the right time to pose the bond. This has been a goal of councils for over 30 years.
- This budget contains some other funding for long time goals and needs of the City---such as fixing walking trails and golf cart paths, replacing park playground equipment and improving the aquatic center pool. These projects would be possible only due to federal stimulus funds that we are hoping to receive.
- This budget contains NO rate increases in any of the utilities, as we are trying to keep our costs as low as possible. It does contain a small adjustment to the infrastructure fee of \$1.00 per utility to stabilize revenues. This fee has not been changed since it was implemented 14 years ago.

In conclusion, we are proud to be able to present you with a balanced budget totaling \$49,697,828. 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 \$11 million) and not having to depend upon operating loans to see us through until tax revenues come in. We remain hopeful and confident of our City's future. 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 will always LOVE MILTON FREEWATER!!!!

Respectfully submitted,



Linda Hall
City Manager

CITY OF MILTON-FREEWATER, OREGON

Budget Calendar Fiscal 2022

01/14	Worksheets distributed to Department Heads.
02/19	Last day to submit Departmental Budget requests to the Finance Director. Department Heads are responsible for meeting this deadline.
03/22	Finance Director will begin meetings with the City Manager to review, revise and balance budgets. Department heads will be on call March 24-26 for budget questions if needed.
03/29	Finance Dept. begins compiling revised budgets and balances all funds.
03/29**	Notice of first Budget meeting to paper (include City web site address).
04/02*	Publish first notice of first budget committee meeting and also post on City web site. (Not less than 5 days before meeting, or more than 30 days.) Include notice of State Revenue Sharing Hearing before Budget Committee. (at least 10 days prior to hearing.)
04/05	City Manager to complete the budget message.
04/06	Begin printing budget.
04/12	Complete preliminary budget, assemble and bind copies
04/19	Deliver budget books to council, department heads and budget committee.
04/29	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.
05/17**	Send budget summaries and notice of Council hearing to paper.
05/21*	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.
06/14	Budget Hearing before the City Council.
06/14	Budget proposed for adoption at this time.
06/30	Budget and proper state budget forms submitted to County Assessor.
*	Publishing dates
**	Newspaper deadline dates

CITY OF MILTON-FREEWATER
SOURCES OF FUNDING BETWEEN FUNDS
For Fiscal Year 2021-2022

ADMINISTRATIVE TRANSFERS
General Fund

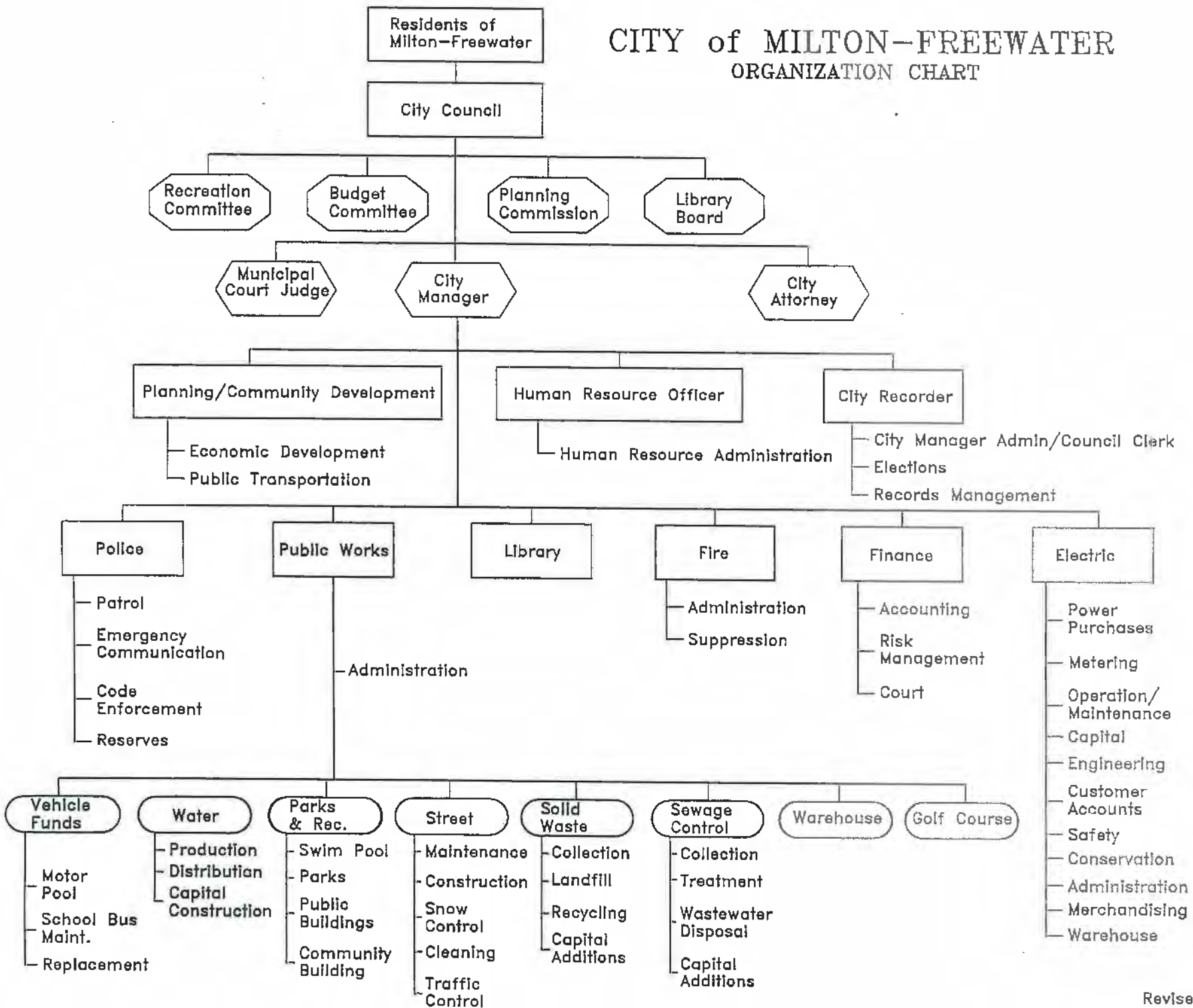
<u>Expenditures</u>	Total	Electric	Water	Sewer	Solid Waste	General	Street	Vehicle Maintenance	Warehouse	Golf Course	9.1.1 Library	Sick Leave									
	\$ %	\$ %	\$ %	\$ %	\$ %	\$ %	\$ %	\$ %	\$ %	\$ %	\$ %	\$ %									
City Council	24,741	52%	12,983	14%	3,464	5%	1,237	5%	1,237	19%	4,817	2%	495	1%	260	1%	247	0%	0		
City Manager/Recorder	404,735	55%	222,604	14%	56,663	5%	20,237	5%	20,237	17%	68,805	2%	8,095	1%	4,047	1%	4,047	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	101,183	0%	0	0%	0	0%	0	0%	0	100%	101,183	0%	0	0%	0	0%	0	0%	0		
Accounting & Billing	980,042	51%	499,821	14%	137,206	10%	98,004	10%	98,004	10%	98,005	2%	19,601	2%	19,601	1%	9,800	0%	0		
Human Resource Admin	124,920	51%	63,709	14%	17,489	10%	12,492	10%	12,492	10%	12,493	2%	2,498	2%	2,498	1%	1,249	0%	0		
Planning	112,700	33%	37,191	25%	28,175	25%	28,175	10%	11,270	5%	5,636	2%	2,254	0%	0	0%	0	0%	0		
Building Inspection	7,170	0%	0	0%	0	0%	0	0%	0	100%	7,170	0%	0	0%	0	0%	0	0%	0		
Police Patrol	1,713,700	0%	0	0%	0	0%	0	0%	0	100%	1,713,700	0%	0	0%	0	0%	0	0%	0		
Emergency Communication	576,897	25%	144,224	20%	115,379	20%	115,379	10%	57,690	23%	132,686	2%	11,538	0%	0	0%	0	0%	0		
Code Enforcement	55,627	0%	0	0%	0	0%	0	0%	0	100%	55,627	0%	0	0%	0	0%	0	0%	0		
Reserves	75	0%	0	0%	0	0%	0	0%	0	100%	75	0%	0	0%	0	0%	0	0%	0		
Fire Administration	410,396	0%	0	0%	0	0%	0	0%	0	100%	410,396	0%	0	0%	0	0%	0	0%	0		
Aquatic Center	287,662	0%	0	0%	0	0%	0	0%	0	100%	287,662	0%	0	0%	0	0%	0	0%	0		
Parks	298,481	0%	0	0%	0	0%	0	0%	0	100%	298,481	0%	0	0%	0	0%	0	0%	0		
Public Buildings	276,613	25%	69,153	25%	69,153	20%	55,323	15%	41,492	15%	41,491	0%	0	0%	0	0%	0	0%	0		
Community Building	34,377	0%	0	0%	0	0%	0	0%	0	100%	34,377	0%	0	0%	0	0%	0	0%	0		
Public Works Admin	456,146	0%	0	29%	132,282	29%	132,282	17%	77,545	0%	0	14%	63,860	10%	45,615	1%	4,561	0%	0		
Civil Engineering	50,270	0%	0	40%	20,108	40%	20,108	0%	0	0%	0	20%	10,054	0%	0	0%	0	0%	0		
City Hall less Contingency	161,650	25%	40,413	20%	32,330	20%	32,330	11%	17,782	19%	30,713	2%	3,233	2%	3,233	1%	1,617	0%	0		
Transfers	106,887	25%	26,722	15%	16,033	15%	16,033	11%	11,758	29%	30,996	2%	2,138	2%	2,138	1%	1,069	0%	0		
Building/reco devo	1,500,000	0%	0	0%	0	0%	0	0%	0	100%	1,500,000	0%	0	0%	0	0%	0	0%	0		
American Rescue Plan	2,600,000	0%	0	0%	0	0%	0	0%	0	100%	2,600,000	0%	0	0%	0	0%	0	0%	0		
COVID-19 Expense	1,376,561	0%	0	0%	0	0%	0	0%	0	100%	1,376,561	0%	0	0%	0	0%	0	0%	0		
Contingency	500,000	0%	0	0%	0	0%	0	0%	0	100%	500,000	0%	0	0%	0	0%	0	0%	0		
Total	12,175,833		1,124,620		630,382		532,350		350,258		9,313,872		124,066		77,543		22,740		0	15,000	0

OTHER TRANSFERS

Warehouse Operations		-29,271		-9,585		-2,397								0		41,253					
Shop Rent		0		0		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		41,253		0		130,313	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.

REVENUE BUDGET NARRATIVE
Fiscal Year 2022

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 this 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. The rate range is 5% to 8% of the gross sales.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY

FISCAL YEAR 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>TAXES/ASSESSMENTS</u>							
100-400-01	PROPERTY TAX - CURRENT	1,001,475	1,039,538	1,110,805	1,110,805	1,110,805	1,110,805
100-400-02	PROPERTY TAX - PRIOR YEAR	34,773	26,036	34,000	34,600	34,600	34,600
100-400-03	LOCAL OPTION TAX-PARKS & AQ CT	94,960	94,310	92,500	94,500	94,500	94,500
100-400-04	PRIOR YR LOCAL OPTN TAX PARKS	0	1,263	1,500	1,500	1,500	1,500
100-400-30	UTILITY USER FEE	165,797	162,087	152,000	152,000	152,000	152,000
TOTAL TAXES/ASSESSMENTS		1,297,005	1,323,234	1,390,805	1,393,405	1,393,405	1,393,405
<u>INTERGOVERNMENTAL REVENUE</u>							
100-410-12	LIQUOR TAX	107,094	126,997	141,400	136,000	136,000	136,000
100-410-13	STATE REVENUE SHARING	79,194	84,848	82,900	84,900	84,900	84,900
100-410-15	CIGARETTE TAX	8,150	7,778	8,074	7,500	7,500	7,500
100-410-18	TRANSIENT TAX	20,280	14,063	13,000	10,000	10,000	10,000
100-410-25	OREGON ST LOTTERY PROJ GRANT	0	0	0	1,500,000	1,500,000	1,500,000
100-410-26	STATE (DAS) FLOOD RECOVERY	0	350,000	0	0	0	0
100-410-27	2021 AMERICAN RESCUE PLAN	0	0	0	3,000,000	3,000,000	3,000,000
100-410-28	BULLETPROOF VEST PARTNERSHIP	2,967	0	2,000	2,000	2,000	2,000
100-410-29	M-F AREA FOUNDATION	0	0	6,500	0	0	0
100-410-34	TSS SEATBELT GRANT	0	0	3,000	3,000	3,000	3,000
100-410-35	HIDTA OVERTIME REIMBURSEMENT	7,940	8,455	10,000	10,000	10,000	10,000
100-410-37	EURUS GRANT	0	0	3,030	0	0	0
100-410-38	SRF WINE PRODUCTION FACILITY	0	32,000	134,000	0	0	0
100-410-39	OREGON DUUI GRANT	0	0	0	5,000	5,000	5,000
100-410-41	WILDHORSE FOUNDATION GRANT	0	0	35,000	20,000	20,000	20,000
100-410-42	CORONA VIRUS RELIEF FUND	0	0	167,543	1,441,921	1,441,921	1,441,921
100-410-43	COPS GRANT	0	0	3,000	0	0	0
100-410-44	OREGON PARKS & REC DEPT GRANT	0	12,987	27,012	0	0	0
100-410-45	OREGON ST DEPT FORESTRY GRAN	3,850	0	0	0	0	0
100-410-46	DISTRACTED DRIVING GRANT	0	0	0	4,000	4,000	4,000
TOTAL INTERGOVERNMENTAL REVE		229,476	637,128	636,459	6,224,321	6,224,321	6,224,321
<u>FRANCHISE REVENUE</u>							
100-420-01	COMMUNICATIONS FRANCHISE	10,718	9,980	12,000	9,500	9,500	9,500
100-420-02	CABLE TV FRANCHISE FEES	38,247	51,569	36,000	35,000	35,000	35,000
100-420-03	GAS FRANCHISE FEES	21,525	21,882	21,000	21,000	21,000	21,000
100-420-10	ELECTRIC FRANCHISE FEES	611,841	601,542	647,168	717,838	717,838	717,838
100-420-11	WATER FRANCHISE FEES	107,052	106,303	112,800	115,164	115,164	115,164
100-420-12	SEWER FRANCHISE FEES	108,595	111,496	105,217	92,095	92,095	92,095
100-420-13	SOLID WASTE FRANCHISE FEES	80,831	80,481	72,200	80,549	80,549	80,549
TOTAL FRANCHISE REVENUE		978,809	983,253	1,006,385	1,071,146	1,071,146	1,071,146

REVENUE BUDGET NARRATIVE
Fiscal Year 2022

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
GENERAL FUND						
FINES & FORFEITURES						
100-430-01 NON-TRAFFIC FINES	15,242	13,146	16,000	16,000	16,000	16,000
100-430-02 TRAFFIC FINES	84,212	82,331	110,000	85,000	85,000	85,000
100-430-03 INDIGENT ATTRNY REIMBURSEMENT	6,550	8,140	6,000	4,000	4,000	4,000
100-430-04 VIOLATION OFFENSE SURCHARGE	791	352	800	300	300	300
100-430-05 POLICE TRAINING ASSESSMENT	3,124	2,850	3,700	3,300	3,300	3,300
100-430-06 DIVERSION ADMIN FEE	0	0	50	0	0	0
100-430-10 JAIL ASSESSMENTS	442	424	600	400	400	400
100-430-15 JAIL LODGING FEE	1,478	1,772	2,000	1,000	1,000	1,000
100-430-20 VEHICLE IMPOUND FEE	3,425	1,875	2,500	1,500	1,500	1,500
100-430-25 COURT RESTITUTION	0	125	0	0	0	0
TOTAL FINES & FORFEITURES	115,262	111,015	141,650	111,500	111,500	111,500
LICENSES & PERMITS						
100-440-01 DOG LICENSES	6,963	4,295	3,000	3,000	3,000	3,000
100-440-03 LIQUOR LICENSES	1,220	1,045	1,600	1,300	1,300	1,300
100-440-04 BUSINESS LICENSES	10,275	10,375	10,500	10,500	10,500	10,500
100-440-10 ZONING PERMITS	9,455	4,505	4,000	4,000	4,000	4,000
100-440-20 YARD SALE PERMITS	780	430	800	800	800	800
TOTAL LICENSES & PERMITS	28,693	20,650	19,900	19,600	19,600	19,600
SERVICES						
100-450-14 RENT - 815 S MAIN	0	6,990	6,480	0	0	0
100-450-16 RENTAL INCOME-COMMUNITY BLDG	9,885	6,995	9,400	5,000	5,000	5,000
100-450-20 AQUATIC CENTER PASSES	11,696	2,243	4,500	12,000	12,000	12,000
100-450-21 AQUATIC CENTER DAILY FEES	32,967	8,428	40,000	35,500	35,500	35,500
100-450-22 AQUATIC CENTER RENTALS	1,535	0	2,500	2,500	2,500	2,500
100-450-23 AQUATIC CENTER CONCESSIONS	22,041	5,595	22,500	22,000	22,000	22,000
100-450-24 AQUATIC CENTER LESSONS	3,090	930	6,500	6,500	6,500	6,500
100-450-25 AQUATIC CENTER WATER AEROBICS	758	68	2,000	2,000	2,000	2,000
100-450-30 RECREATION FEES	1,225	800	0	0	0	0
TOTAL SERVICES	83,197	32,048	93,880	85,500	85,500	85,500
MISCELLANEOUS						
100-470-20 INTEREST EARNED	7,397	6,892	5,000	3,500	3,500	3,500
100-470-25 LOAN PROCEEDS	0	1,418	243,493	13,200	13,200	13,200
100-470-30 SALE OF FIXED ASSETS	66,288	0	0	0	0	0
100-470-41 OTHER DONATIONS	500	0	100	300	300	300
100-470-45 SERVICE FEES	81,648	66,158	86,500	82,000	82,000	82,000
100-470-99 MISCELLANEOUS	13,661	34,537	13,500	13,500	13,500	13,500
TOTAL MISCELLANEOUS	169,494	109,005	348,593	112,500	112,500	112,500

REVENUE BUDGET NARRATIVE
Fiscal Year 2022

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 Lottery Capital grant for a wine production facility. Federal grant for COVID-19 expenses. Federal stimulus grant 2021 American Rescue Plan.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>SYSTEM DEVELOPMENT CHARGES</u>						
100-485-10 PARK SDC'S	2,100	4,725	2,000	8,000	8,000	8,000
TOTAL SYSTEM DEVELOPMENT CHA	2,100	4,725	2,000	8,000	8,000	8,000
<u>TRANSFERS</u>						
100-490-21 TRANSFER FROM STREET	97,995	115,640	121,442	124,066	124,066	124,066
100-490-27 TRANSFER FROM 9.1.1.	0	0	15,000	15,000	15,000	15,000
100-490-51 TRANSFER FROM ELECTRIC	1,030,645	1,062,936	1,099,863	1,124,620	1,124,620	1,124,620
100-490-52 TRANSFER FROM WATER	559,795	588,053	615,129	630,382	630,382	630,382
100-490-53 TRANSFER FROM SEWER	474,852	498,228	522,768	532,350	532,350	532,350
100-490-54 TRANSFER FROM SOLID WASTE	267,774	325,792	341,372	350,258	350,258	350,258
100-490-61 TRANSFER FROM WAREHOUSE	20,567	21,410	22,479	22,740	22,740	22,740
100-490-62 TRANSFER FROM VEHICLE MAINT	68,471	71,541	75,606	77,543	77,543	77,543
TOTAL TRANSFERS	2,520,099	2,683,600	2,813,659	2,876,959	2,876,959	2,876,959
<u>BEGINNING FUND BALANCE</u>						
100-499-10 FUND BALANCE	0	0	251,750	272,902	272,902	272,902
TOTAL BEGINNING FUND BALANCE	0	0	251,750	272,902	272,902	272,902
TOTAL REVENUE	5,424,136	5,904,658	6,705,081	12,175,833	12,175,833	12,175,833

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY COUNCIL</u>						
<u>PERSONNEL SERVICES</u>						
100-5100-101	REGULAR SERVICES- CITY COUNCIL	12,271	11,512	12,271	12,271	12,271
100-5100-120	EMPLOYEE BENEFITS	1,189	1,202	1,220	1,220	1,220
	TOTAL PERSONNEL SERVICES	13,460	12,714	13,491	13,491	13,491
<u>OPERATING</u>						
100-5100-200	OPERATING SUPPLIES	33	84	150	150	150
100-5100-230	PRINTING AND BINDING	42	0	100	100	100
100-5100-333	MILEAGE / FUEL	1,217	628	2,000	0	0
100-5100-340	MEMBERSHIPS / SUBSCRIPTIONS	5,518	5,537	6,000	6,000	6,000
100-5100-341	MEETINGS / CONFERENCES	3,836	2,662	5,784	4,000	4,000
100-5100-390	MISCELLANEOUS	0	389	500	500	500
100-5100-395	PLAQUES AND AWARDS	0	550	600	500	500
	TOTAL OPERATING	10,646	9,843	15,134	11,250	11,250
	TOTAL CITY COUNCIL	24,107	22,563	28,625	24,741	24,741

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: ADMINISTRATION STAFF LEVEL 2022 1.80 FTE
DEPARTMENT: CITY MANAGER/RECORDER STAFF LEVEL 2021 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:

Table with 3 columns: Title, 2022 FTE, 2021 FTE. Rows include City Manager (0.80), City Recorder (1.00), and Total (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 Records 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.
MISCELLANEOUS (Acct. 390) covers unanticipated minor expenditures during the year.
FURNITURE AND FIXTURES (Acct. 420) covers cost of minor furniture purchases.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY MANAGER</u>						
<u>PERSONNEL SERVICES</u>						
100-5210-101	REGULAR SERVICES- CITY MANAGE	211,710	228,365	238,489	242,339	242,339
100-5210-110	MILEAGE ALLOWANCE	0	0	0	3,600	3,600
100-5210-120	EMPLOYEE BENEFITS	112,235	132,234	150,339	148,896	148,896
	TOTAL PERSONNEL SERVICES	323,945	360,599	388,828	394,835	394,835
<u>OPERATING</u>						
100-5210-200	OFFICE SUPPLIES	794	848	850	850	850
100-5210-225	MINOR EQUIPMENT	0	51	100	100	100
100-5210-230	PRINTING AND BINDING	0	88	100	500	500
100-5210-250	ADVERTISING	843	711	500	1,000	1,000
100-5210-255	ELECTION COSTS	0	50	0	50	50
100-5210-260	COMMUNICATION	1,897	1,686	2,100	2,100	2,100
100-5210-280	REPAIR AND MAINTENANCE	0	0	200	200	200
100-5210-333	MILEAGE / FUEL	3,993	3,699	4,600	500	500
100-5210-340	MEMBERSHIPS / DUES	1,320	1,161	1,600	1,600	1,600
100-5210-341	MEETINGS / CONFERENCES	658	1,210	3,300	1,500	1,500
100-5210-390	MISCELLANEOUS	440	509	500	500	500
	TOTAL OPERATING	9,945	10,014	13,850	8,900	8,900
<u>CAPITAL</u>						
100-5210-420	FURNITURE AND TECHNOLOGY	92	1,000	4,290	1,000	1,000
	TOTAL CAPITAL	92	1,000	4,290	1,000	1,000
	TOTAL CITY MANAGER	333,982	371,613	406,968	404,735	404,735

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

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 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY ATTORNEY</u>							
<u>OPERATING</u>							
100-5410-320	CITY ATTORNEY	5,541	6,764	15,000	15,000	15,000	15,000
	TOTAL OPERATING	5,541	6,764	15,000	15,000	15,000	15,000
	TOTAL CITY ATTORNEY	5,541	6,764	15,000	15,000	15,000	15,000

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>MUNICIPAL COURT</u>						
<u>PERSONNEL SERVICES</u>						
100-5420-101	REGULAR SERVICES-MUNICIPAL CRT	45,457	44,120	48,464	47,996	47,996
100-5420-120	EMPLOYEE BENEFITS	12,121	16,031	17,540	17,787	17,787
	TOTAL PERSONNEL SERVICES	57,578	60,151	66,004	65,783	65,783
<u>OPERATING</u>						
100-5420-200	OPERATING SUPPLIES	195	92	150	150	150
100-5420-320	PROFESSIONAL SERVICES	13,107	7,653	13,000	13,000	13,000
100-5420-322	LEGAL SERVICES	20,300	20,950	21,500	21,500	21,500
100-5420-340	MEMBERSHIPS/ SUBSCRIPTIONS	0	0	150	150	150
100-5420-341	MEETINGS / CONFERENCES	0	500	500	500	500
100-5420-390	MISCELLANEOUS	122	47	100	100	100
	TOTAL OPERATING	33,724	29,242	35,400	35,400	35,400
	TOTAL MUNICIPAL COURT	91,302	89,393	101,404	101,183	101,183

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022

PROGRAM: ACCOUNTING & BILLING **STAFF LEVEL 2022:** 6.50 FTE
DEPARTMENT: FINANCE **STAFF LEVEL 2021:** 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>2022 FTE</u>	<u>2021 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>ACCOUNTING & BILLING</u>						
<u>PERSONNEL SERVICES</u>						
100-5510-101	REGULAR SERVICES-ACCTG & BILLG	414,562	441,754	454,223	474,989	474,989
100-5510-102	PART TIME	801	884	0	0	0
100-5510-105	OVERTIME	207	0	900	500	500
100-5510-110	ALLOWANCES	3,600	3,632	3,600	3,600	3,600
100-5510-120	EMPLOYEE BENEFITS	251,753	276,986	287,831	309,553	309,553
	TOTAL PERSONNEL SERVICES	670,923	723,256	746,554	788,642	788,642
<u>OPERATING</u>						
100-5510-200	OPERATING SUPPLIES	12,112	11,589	12,970	12,970	12,970
100-5510-225	MINOR EQUIPMENT	366	162	400	400	400
100-5510-230	PRINTING AND BINDING	86	0	100	50	50
100-5510-260	COMMUNICATION	4,655	4,772	5,300	5,200	5,200
100-5510-265	POSTAGE	29,448	31,051	35,200	32,500	32,500
100-5510-280	REPAIR AND MAINTENANCE	31,730	26,442	32,000	32,500	32,500
100-5510-320	PROFESSIONAL SERVICES	56,107	63,314	58,800	56,800	56,800
100-5510-321	AUDIT	39,830	41,449	41,900	43,580	43,580
100-5510-330	VEHICLE REPLACEMENT / RENT	840	210	0	0	0
100-5510-333	MILEAGE / FUEL	63	100	100	100	100
100-5510-340	MEMBERSHIPS / SUBSCRIPTIONS	692	611	700	700	700
100-5510-341	MEETINGS / CONFERENCES	1,259	2,797	2,800	2,500	2,500
100-5510-390	MISCELLANEOUS	841	537	600	600	600
	TOTAL OPERATING	178,028	183,034	188,870	187,900	187,900
<u>CAPITAL</u>						
100-5510-420	FURNITURE AND TECHNOLOGY	1,677	3,500	5,307	3,500	3,500
	TOTAL CAPITAL	1,677	3,500	5,307	3,500	3,500
	TOTAL ACCOUNTING & BILLING	850,529	909,789	940,731	980,042	980,042

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: HUMAN RESOURCE STAFF LEVEL 2021: 1.00 FTE
DEPARTMENT: CITY MANAGER STAFF LEVEL 2022: 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>2022 FTE</u>	<u>2021 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 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>HUMAN RESOURCE ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
100-5520-101	REGULAR SERVICES- PERSONNEL	65,656	70,398	78,791	75,250	75,250	75,250
100-5520-120	EMPLOYEE BENEFITS	37,510	43,075	49,246	46,380	46,380	46,380
	TOTAL PERSONNEL SERVICES	103,167	113,474	128,037	121,630	121,630	121,630
<u>OPERATING</u>							
100-5520-200	OPERATING SUPPLIES	68	182	150	150	150	150
100-5520-225	MINOR EQUIPMENT	0	0	50	50	50	50
100-5520-250	ADVERTISING	128	224	350	450	450	450
100-5520-260	COMMUNICATION	200	556	400	840	840	840
100-5520-280	REPAIR AND MAINTENANCE	0	0	150	150	150	150
100-5520-320	PROFESSIONAL SERVICE	0	0	150	150	150	150
100-5520-333	MILEAGE / FUEL	313	0	600	300	300	300
100-5520-340	MEMBERSHIPS / SUBSCRIPTIONS	0	0	400	400	400	400
100-5520-341	MEETINGS / CONFERENCES	436	0	900	500	500	500
	TOTAL OPERATING	1,144	962	3,150	2,390	2,990	2,990
<u>CAPITAL</u>							
100-5520-420	FURNITURE AND TECHNOLOGY	0	0	1,240	300	300	300
	TOTAL CAPITAL	0	0	1,240	300	300	300
	TOTAL HUMAN RESOURCE ADMINIST	104,311	114,435	132,427	124,920	124,920	124,920

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>COMMUNITY DEVELOPMENT</u>						
<u>PERSONNEL SERVICES</u>						
100-5610-101	REGULAR SERVICES-ECONOMIC DEV	7,658	0	0	0	0
100-5610-120	EMPLOYEE BENEFITS	3,758	0	0	0	0
	TOTAL PERSONNEL SERVICES	11,416	0	0	0	0
<u>OPERATING</u>						
100-5610-200	OPERATING SUPPLIES	753	0	0	0	0
100-5610-250	ADVERTISING	50	0	0	0	0
100-5610-260	COMMUNICATION	1,135	0	0	0	0
100-5610-320	PROFESSIONAL SERVICES	141	0	0	0	0
100-5610-333	MILEAGE / FUEL	3,600	0	0	0	0
100-5610-341	MEETINGS / CONFERENCES	82	0	0	0	0
100-5610-371	ECCO DEVO/TOURISM	8,077	0	0	0	0
	TOTAL OPERATING	13,837	0	0	0	0
	TOTAL COMMUNITY DEVELOPMENT	25,253	0	0	0	0

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM:	PLANNING	STAFF LEVEL 2022:	0.95 FTE
DEPARTMENT:	PLANNING	STAFF LEVEL 2021:	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>2022 FTE</u>	<u>2021 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PLANNING</u>						
<u>PERSONNEL SERVICES</u>						
100-5620-101	REGULAR SERVICES- PLANNING	44,886	57,508	69,793	63,000	63,000
100-5620-105	OVERTIME	0	218	400	400	400
100-5620-110	ALLOWANCES	0	0	0	3,600	3,600
100-5620-120	EMPLOYEE BENEFITS	26,543	32,657	39,381	36,000	36,000
	TOTAL PERSONNEL SERVICES	71,429	90,383	109,574	103,000	103,000
<u>OPERATING</u>						
100-5620-200	OFFICE SUPPLIES	671	448	700	700	700
100-5620-225	MINOR EQUIPMENT	0	0	100	200	200
100-5620-250	ADVERTISING	210	342	600	800	800
100-5620-260	COMMUNICATION	557	1,207	1,500	1,500	1,500
100-5620-320	PROFESSIONAL SERVICE	551	1,176	1,000	1,100	1,100
100-5620-333	MILEAGE / FUEL	149	3,600	3,600	0	0
100-5620-340	MEMBERSHIPS / DUES	225	225	350	0	0
100-5620-341	MEETINGS / CONFERENCES	1,272	512	1,200	1,200	1,200
100-5620-371	ECO DEVO/TOURISM	0	1,422	3,000	3,000	3,000
100-5620-390	MISCELLANEOUS	162	68	150	200	200
	TOTAL OPERATING	3,796	9,000	12,200	8,700	8,700
<u>CAPITAL</u>						
100-5620-420	FURNITURE AND TECHNOLOGY	0	41	1,390	1,000	1,000
	TOTAL CAPITAL	0	41	1,390	1,000	1,000
	TOTAL PLANNING	75,225	99,424	123,164	112,700	112,700

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>BUILDING INSPECTION</u>							
<u>PERSONNEL SERVICES</u>							
100-5630-101	REGULAR SERVICES-BLDG INSPECT	2,141	3,002	4,000	3,897	3,897	3,897
100-5630-120	EMPLOYEE BENEFITS	1,341	2,017	3,295	2,773	2,773	2,773
	TOTAL PERSONNEL SERVICES	3,482	5,019	7,295	6,670	6,670	6,670
<u>OPERATING</u>							
100-5630-200	OPERATING SUPPLIES	22	78	100	100	100	100
100-5630-225	MINOR EQUIPMENT	0	0	100	100	100	100
100-5630-260	COMMUNICATION	75	57	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	97	135	500	500	500	500
	TOTAL BUILDING INSPECTION	3,579	5,154	7,795	7,170	7,170	7,170

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: POLICE PATROL
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2022: 11.0 FTE
STAFF LEVEL 2021: 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, responding to calls for service, conducting investigations, controlling civil unrest, controlling violent situations, attending community meetings and working with citizens to help 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>2022 FTE</u>	<u>2021 FTE</u>
Police Chief	1.00	1.00
Police Sergeant	1.00	2.00
Police Corporal	0.00	0.00
Police Officers	9.00	8.00
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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE PATROL</u>						
<u>PERSONNEL SERVICES</u>						
100-5820-101 REGULAR SERVICES-POLICE PATROL	831,156	829,442	881,498	904,543	904,543	904,543
100-5820-105 OVERTIME	48,595	43,724	49,658	55,221	55,221	55,221
100-5820-120 EMPLOYEE BENEFITS	550,784	561,169	613,171	580,021	580,021	580,021
TOTAL PERSONNEL SERVICES	1,430,535	1,434,334	1,544,327	1,539,785	1,539,785	1,539,785

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. Shows a decrease from the previous year.

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

RADIO REPAIR AND REPLACEMENT (Acct. 282) Used for replacement or maintenance of police radios and related equipment. Increased to begin replacing the department's current 13 plus year old radios. Though the current radios function, in the light of the upgraded voting receiver system installed for improved communications, these older radios presented with some technical and functionality issues when being used with the newer technology installed.

UNIFORM MAINTENANCE (Acct. 300) Funds the purchase and maintenance of police uniforms and uniform related items. Increased to account for replacing at least two ballistic ("bullet-proof") vests. Ballistic vests are under a standard five (5) year warranty by the manufacturer. Beyond the five year threshold, manufacturers will not attest to the safety and efficiency of their vests. MFPD is on a five year replacement schedule to avoid safety and liability issues in wearing vests out of warranty. As is our practice, MFPD will apply for and very likely receive, as in every year in the past, a federal grant which pays for 50% of the replacement cost of any vest purchased.

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 department vehicles. Reflects a new police SUV projected to be leased 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.

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 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 in 2021. Also shows an increase to expand our computer aided dispatch system to enable officers to use the "E-Ticket" component of the system. This system allows officers to either scan or swipe a driver's license in the patrol vehicle, at which time the system auto fills and electronic version of the standard uniform citation. An onboard printer in the patrol vehicle then prints a copy to be issued to the violator. Issued citation information is then electronically transmitted into dispatch records, as well as the Caselle system used by the court clerk in our municipal court, saving these personnel the time of entering citation information into their respective systems manually by hand.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>POLICE PATROL</u>							
<u>OPERATING</u>							
100-5820-200	OPERATING SUPPLIES	1,414	1,226	563	1,000	1,000	1,000
100-5820-201	CRIMINAL INVESTIGATION SUPPLY	1,284	1,846	1,800	1,800	1,800	1,800
100-5820-205	AMMUNITION & RANGE SUPPLIES	3,597	2,455	5,000	4,000	4,000	4,000
100-5820-225	MINOR EQUIPMENT	698	451	700	600	600	600
100-5820-230	PRINTING AND BINDING	520	665	800	800	800	800
100-5820-260	COMMUNICATION	5,550	5,329	7,000	7,000	7,000	7,000
100-5820-265	POSTAGE	4,098	2,235	2,000	1,800	1,800	1,800
100-5820-280	REPAIR AND MAINTENANCE	1,578	1,055	1,000	1,000	1,000	1,000
100-5820-282	RADIO REPAIR AND REPLACEMENT	13	1,933	2,000	5,000	5,000	5,000
100-5820-300	UNIFORM MAINTENANCE	3,260	3,330	4,500	5,000	5,000	5,000
100-5820-315	JAIL OPERATIONS	436	673	800	800	800	800
100-5820-320	PROFESSIONAL SERVICE	320	1,698	1,700	1,600	1,600	1,600
100-5820-330	VEHICLE REPLACEMENT / RENT	100,272	100,272	94,730	96,715	96,715	96,715
100-5820-333	MILEAGE / FUEL	2,754	2,917	3,000	3,000	3,000	3,000
100-5820-340	MEMBERSHIPS / SUBSCRIPTIONS	7,020	9,453	10,000	10,000	10,000	10,000
100-5820-341	MEETINGS / CONFERENCES	5,152	2,914	7,000	7,000	7,000	7,000
100-5820-390	MISCELLANEOUS	1,092	1,226	1,200	1,800	1,800	1,800
	TOTAL OPERATING	139,058	139,679	143,793	146,915	148,915	148,915
<u>CAPITAL</u>							
100-5820-420	FURNITURE AND TECHNOLOGY	7,340	3,924	33,500	25,000	25,000	25,000
	TOTAL CAPITAL	7,340	3,924	33,500	25,000	25,000	25,000
	TOTAL POLICE PATROL	1,576,933	1,577,937	1,721,620	1,713,700	1,713,700	1,713,700

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: EMERGENCY COMMUNICATIONS **STAFF LEVEL 2022:** 6.00 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2021:** 6.00 FTE
FUND: GENERAL

BASELINE BUDGET DESCRIPTION:

The 911 center is generally 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>2022 FTE</u>	<u>2021 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>EMERGENCY COMMUNICATIONS</u>						
<u>PERSONNEL SERVICES</u>						
100-5830-101 REGULAR SERVICES-EMERGENCY C	326,533	303,832	351,361	312,479	312,479	312,479
100-5830-102 PART TIME	0	3,365	5,000	10,000	10,000	10,000
100-5830-105 OVERTIME	10,250	18,138	11,053	20,000	20,000	20,000
100-5830-120 EMPLOYEE BENEFITS	205,314	214,035	234,153	234,418	234,418	234,418
TOTAL PERSONNEL SERVICES	542,097	539,371	601,567	576,897	576,897	576,897
TOTAL EMERGENCY COMMUNICATIO	542,097	539,371	601,567	576,897	576,897	576,897

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CODE ENFORCEMENT</u>						
<u>PERSONNEL SERVICES</u>						
100-5840-101	REGULAR SERVICES-CODE ENFORC	25,948	26,720	29,238	30,265	30,265
100-5840-105	OVERTIME	0	0	200	200	200
100-5840-120	EMPLOYEE BENEFITS	17,838	19,788	21,519	17,614	17,614
	TOTAL PERSONNEL SERVICES	43,786	46,508	50,957	48,079	48,079
<u>OPERATING</u>						
100-5840-200	OPERATING SUPPLIES	258	159	450	500	500
100-5840-225	MINOR EQUIPMENT	464	0	500	500	500
100-5840-230	PRINTING AND BINDING	88	172	250	250	250
100-5840-300	UNIFORM MAINTENANCE	0	0	500	500	500
100-5840-320	PROFESSIONAL SERVICES	0	0	200	500	500
100-5840-327	ANIMAL CONTROL	625	0	800	1,000	1,000
100-5840-330	VEHICLE REPLACEMENT / RENT	5,708	5,212	4,620	3,998	3,998
100-5840-341	MEETINGS / CONFERENCES	0	0	300	300	300
	TOTAL OPERATING	7,143	5,543	7,620	7,548	7,548
	TOTAL CODE ENFORCEMENT	50,929	52,051	58,577	55,627	55,627

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>POLICE RESERVES</u>							
<u>PERSONNEL SERVICES</u>							
100-5850-120	EMPLOYEE BENEFITS-POLICE RESR	79	72	100	75	75	75
	TOTAL PERSONNEL SERVICES	79	72	100	75	75	75
<u>OPERATING</u>							
100-5850-300	UNIFORM MAINTENANCE	0	0	50	0	0	0
100-5850-341	MEETINGS / CONFERENCES	0	0	25	0	0	0
	TOTAL OPERATING	0	0	75	0	0	0
<u>CAPITAL</u>							
100-5850-420	FURNITURE AND TECHNOLOGY	0	0	25	0	0	0
	TOTAL CAPITAL	0	0	25	0	0	0
	TOTAL POLICE RESERVES	79	72	200	75	75	75

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: FIRE ADMINISTRATION
DEPARTMENT: FIRE
FUND: GENERAL

Staff Level 2022: 1.00 FTE
Staff Level 2022: 21.00 PTE
Staff Level 2021: 1.00 FTE

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>2022 FTE</u>	<u>2021 FTE</u>
Fire Chief	1.00	1.00
Total	1.00	1.00

<u>Title</u>	<u>2022 PTE</u>	<u>2021 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>FIRE ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
100-5910-101	REGULAR SERVICES- FIRE ADMIN	93,496	100,290	105,000	110,000	110,000
100-5910-102	PART TIME	0	0	71,000	71,000	71,000
100-5910-110	MILEAGE ALLOWANCE	3,600	3,632	3,600	3,600	3,600
100-5910-120	EMPLOYEE BENEFITS	60,112	67,558	94,000	103,000	103,000
	TOTAL PERSONNEL SERVICES	157,208	171,479	273,600	287,600	287,600
<u>OPERATING</u>						
100-5910-200	OPERATING SUPPLIES	154	80	1,000	1,500	1,500
100-5910-220	PERSONAL PROTECTIVE EQUIP	0	0	10,000	12,000	12,000
100-5910-225	MINOR EQUIPMENT	0	0	10,000	12,000	12,000
100-5910-260	COMMUNICATION	988	997	1,500	1,200	1,200
100-5910-270	UTILITIES	5,259	4,474	5,000	5,500	5,500
100-5910-280	REPAIR AND MAINTENANCE	0	0	1,500	2,500	2,500
100-5910-282	RADIO REPAIR AND REPLACEMENT	0	0	1,000	1,500	1,500
100-5910-300	UNIFORM MAINTENANCE	0	0	500	500	500
100-5910-320	PROFESSIONAL SERVICES	0	0	10,000	10,000	10,000
100-5910-330	VEHICLE REPLACEMENT / RENT	0	0	61,600	69,896	69,896
100-5910-333	MILEAGE / FUEL	0	0	500	500	500
100-5910-340	MEMBERSHIPS / SUBSCRIPTIONS	158	221	450	500	500
100-5910-341	MEETINGS / CONFERENCES	0	0	1,000	1,000	1,000
100-5910-370	CITY FUNCTIONS	793	812	1,200	1,200	1,200
100-5910-390	MISCELLANEOUS	159	75	500	500	500
	TOTAL OPERATING	7,511	6,659	105,750	120,296	120,296
<u>CAPITAL</u>						
100-5910-420	FURNITURE AND TECHNOLOGY	0	0	500	2,500	2,500
	TOTAL CAPITAL	0	0	500	2,500	2,500
	TOTAL FIRE ADMINISTRATION	164,719	178,138	379,850	410,396	410,396

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022

PROGRAM:	FIRE SUPPRESSION	Staff Level 2022: 0.00 Part-Time
DEPARTMENT:	FIRE	Firefighters
FUND:	GENERAL	Staff Level 2021: 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 Snppression 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>2022 PTE</u>	<u>2021 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.

Commuication (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 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>FIRE SUPPRESSION</u>							
<u>PERSONNEL SERVICES</u>							
100-5920-102	VOLUNTEER FIREFIGHTERS	70,755	64,402	0	0	0	0
100-5920-120	EMPLOYEE BENEFITS	16,148	14,888	0	0	0	0
	TOTAL PERSONNEL SERVICES	86,903	79,290	0	0	0	0
<u>OPERATING</u>							
100-5920-200	OPERATING SUPPLIES	284	374	0	0	0	0
100-5920-220	PERSONAL PROTECTIVE EQUIP	5,758	9,080	0	0	0	0
100-5920-225	MINOR EQUIPMENT	14,404	6,615	0	0	0	0
100-5920-280	REPAIR AND MAINTENANCE	674	496	0	0	0	0
100-5920-282	RADIO REPAIR AND REPLACEMENT	555	978	0	0	0	0
100-5920-300	UNIFORM MAINTENANCE	450	12	0	0	0	0
100-5920-320	PROFESSIONAL SERVICE	7,346	4,533	0	0	0	0
100-5920-330	VEHICLE REPLACEMENT / RENT	49,356	49,356	0	0	0	0
100-5920-341	MEETINGS / CONFERENCES	290	275	0	0	0	0
100-5920-390	MISCELLANEOUS	0	213	0	0	0	0
	TOTAL OPERATING	79,117	71,932	0	0	0	0
	TOTAL FIRE SUPPRESSION	166,021	151,222	0	0	0	0

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022

PROGRAM: AQUATIC CENTER **STAFF LEVEL 2022:** 1.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2021:** 1.75 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 a cashier/concession lead, cashier(s) and concession stand staff, who are all seasonal temporary employees.

The center is planned to be open to the public 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 for lifeguarding staff. It has been no secret that lifeguards have been hard to come by in the past 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 and part-time temporary cashiers and concessions staff along with a lead cashier/concessions employee. The YMCA will provide for lifeguard staffing as well as the required Certified Pool Operator position. Lifeguarding and Certified Pool Operator costs have been reallocated to professional services (Acct. 320) below.

PERSONNEL:

<u>Title</u>	<u>2022 FTE</u>	<u>2021 FTE</u>
Parks & Recreation Supervisor	0.04	0.04
Parks Maintenance Worker	0.15	0.15
Manager	0.00	0.56
Cashier/Concessions Lead	0.31	0.00
Cashier/Concessions	<u>1.00</u>	<u>1.00</u>
Total	<u>1.50</u>	<u>1.75</u>

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) primarily covers the purchase of chemicals to maintain required water quality as well as supplies such as season passes, minimal office supplies and restroom 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 along with a Certified Pool Operator.

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 the mechanical room was upgraded. In FY 21 the pool surface was resurfaced. In FY 22 it is planned to replace the heating system and covers.

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

LOAN PRINCIPAL - BAKER BOYER BANK – AQUATIC CENTER LOAN PRINCIPAL (Acct. 501) is funded this year to cover loan draws to finance aquatic center improvements until such time local option taxes are received to pay the debt. Expenses expected to be funded are budgeted under Capital Expenses (Acct.410).

LOAN INTEREST - BAKER BOYER BANK – AQUATIC CENTER LOAN INTEREST (Acct. 502) is funded this year to cover the interest from the loan secured to finance improvements to the aquatic center.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>AQUATIC CENTER</u>						
<u>PERSONNEL SERVICES</u>						
100-6130-101	REGULAR SERVICES- AQUATIC CNTR	8,783	12,587	11,026	11,294	11,294
100-6130-102	PART TIME	95,691	44,244	35,388	35,745	35,745
100-6130-105	OVERTIME	1,522	288	500	500	500
100-6130-120	EMPLOYEE BENEFITS	17,277	15,022	15,593	13,866	13,866
	TOTAL PERSONNEL SERVICES	123,273	72,140	62,507	61,405	61,405
<u>OPERATING</u>						
100-6130-200	OPERATING SUPPLIES	10,362	9,753	1,971	10,500	10,500
100-6130-210	CONCESSION SUPPLIES	17,004	3,836	14,000	15,000	15,000
100-6130-225	MINOR EQUIPMENT	375	400	400	400	400
100-6130-250	ADVERTISING	0	0	400	400	400
100-6130-260	COMMUNICATION	1,641	961	1,300	1,772	1,772
100-6130-270	UTILITIES	6,286	4,305	10,000	14,000	14,000
100-6130-280	REPAIR AND MAINTENANCE	6,555	4,578	1,231	5,500	5,500
100-6130-320	PROFESSIONAL SERVICE	325	0	87,000	81,710	81,710
100-6130-330	VEHICLE REPLACEMENT / RENT	1,392	1,392	902	475	475
100-6130-390	MISCELLANEOUS	464	189	500	500	500
	TOTAL OPERATING	44,404	25,413	117,704	130,257	130,257
<u>CAPITAL</u>						
100-6130-410	CAPITAL EXPENSES	31,827	24,511	280,000	61,930	61,930
100-6130-420	FURNITURE AND TECHNOLOGY	1,186	317	1,000	1,000	1,000
	TOTAL CAPITAL	33,013	24,827	281,000	62,930	62,930
<u>DEBT SERVICE</u>						
100-6130-501	LOAN PRINCIPLE	0	0	0	27,370	27,370
100-6130-502	LOAN INTEREST	0	0	0	5,700	5,700
	TOTAL DEBT SERVICE	0	0	0	33,070	33,070
	TOTAL AQUATIC CENTER	200,690	122,380	461,211	287,662	287,662

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: PARKS
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2022: 1.83 FTE
STAFF LEVEL 2021: 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>2022 FTE</u>	<u>2021 FTE</u>
Parks & Recreation Supervisor	0.22	0.22
Parks Maintenance Worker	1.29	1.29
Laborer	<u>0.32</u>	<u>0.80</u>
Total	1.83	2.31

OBJECTIVES:

1. Conduct seven (7) 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. Grounds are aerated and fertilized twice per year.
3. Continue our objective 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 funded for the replacement of the old wooden playground equipment at Yantis Park and/or tennis court rehabilitation work.

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>PARKS</u>							
<u>PERSONNEL SERVICES</u>							
100-6140-101	REGULAR SERVICES- PARKS	79,361	88,675	88,866	87,328	87,328	87,328
100-6140-102	PART TIME	3,479	2,968	3,100	3,188	3,188	3,188
100-6140-105	OVERTIME	467	189	500	500	500	500
100-6140-120	EMPLOYEE BENEFITS	57,863	70,548	71,780	75,077	75,077	75,077
	TOTAL PERSONNEL SERVICES	141,189	162,380	164,246	166,093	166,093	166,093
<u>OPERATING</u>							
100-6140-200	OPERATING SUPPLIES	10,299	8,095	10,891	10,600	10,600	10,600
100-6140-220	PERSONAL PROTECTIVE EQUIP	1,414	1,439	1,500	1,500	1,500	1,500
100-6140-225	MINOR EQUIPMENT	699	1,574	1,500	1,500	1,500	1,500
100-6140-260	COMMUNICATION	360	270	360	360	360	360
100-6140-270	UTILITIES	44,737	44,876	64,000	65,200	65,200	65,200
100-6140-280	REPAIR AND MAINTENANCE	9,210	6,101	9,000	9,000	9,000	9,000
100-6140-300	UNIFORM MAINTENANCE	0	238	300	300	300	300
100-6140-330	VEHICLE REPLACEMENT / RENT	31,248	30,432	28,821	25,528	25,528	25,528
100-6140-340	MEMBERSHIPS/ SUBSCRIPTIONS	50	130	200	200	200	200
100-6140-341	MEETINGS / CONFERENCES	48	0	300	300	300	300
100-6140-390	MISCELLANEOUS	334	50	400	400	400	400
	TOTAL OPERATING	98,399	93,205	117,272	114,888	114,888	114,888
<u>CAPITAL</u>							
100-6140-410	CAPITAL EXPENSE	5,235	35,916	86,542	15,000	15,000	15,000
100-6140-480	IMPROVEMENTS OTHER THAN BLDG	15,642	0	2,500	2,500	2,500	2,500
	TOTAL CAPITAL	20,877	35,916	89,042	17,500	17,500	17,500
	TOTAL PARKS	260,465	291,501	370,560	298,481	298,481	298,481

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022

PROGRAM:	PUBLIC BUILDINGS	STAFF LEVEL 2022: 0.64 FTE
DEPARTMENT:	PUBLIC WORKS	STAFF LEVEL 2021: 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>2022 FTE</u>	<u>2021 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.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

		2019-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>PUBLIC BUILDINGS</u>							
<u>PERSONNEL SERVICES</u>							
100-6210-101	REGULAR SERVICES- PUBLIC BLDGS	39,473	42,811	45,187	42,597	42,597	42,597
100-6210-105	OVERTIME	218	74	500	0	0	0
100-6210-120	EMPLOYEE BENEFITS	28,362	31,572	34,134	33,699	33,699	33,699
	TOTAL PERSONNEL SERVICES	68,053	74,456	79,821	76,296	76,296	76,296
<u>OPERATING</u>							
100-6210-200	OPERATING SUPPLIES	8,374	8,252	8,842	8,500	8,500	8,500
100-6210-220	PERSONAL PROTECTIVE EQUIP	216	29	250	250	250	250
100-6210-225	MINOR EQUIPMENT	0	0	0	500	500	500
100-6210-270	UTILITIES	42,227	40,250	45,100	47,283	47,283	47,283
100-6210-280	REPAIR AND MAINTENANCE	13,054	11,353	16,110	12,500	12,500	12,500
100-6210-300	UNIFORM MAINTENANCE	4,466	4,569	5,000	1,700	1,700	1,700
100-6210-323	JANITORIAL SERVICES	47,653	46,924	61,829	48,893	48,893	48,893
100-6210-330	VEHICLE REPLACEMENT / RENT	1,728	1,728	1,732	1,248	1,248	1,248
	TOTAL OPERATING	117,718	113,105	138,863	120,874	120,874	120,874
<u>CAPITAL</u>							
100-6210-405	BUILDING	8,297	20,086	83,398	79,443	79,443	79,443
	TOTAL CAPITAL	8,297	20,086	83,398	79,443	79,443	79,443
	TOTAL PUBLIC BUILDINGS	194,068	207,647	302,082	276,613	276,613	276,613

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022

PROGRAM: COMMUNITY BUILDING STAFF LEVEL 2022: 0.05 FTE
DEPARTMENT: PUBLIC WORKS STAFF LEVEL 2021: 0.05 FTE
FUND: GENERAL FUND

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

<u>Title</u>	<u>2022 FTE</u>	<u>2021 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>COMMUNITY BUILDING</u>						
<u>PERSONNEL SERVICES</u>						
100-6220-101	REGULAR SERVICES-COMMUNITY BL	2,559	2,877	2,866	2,945	2,945
100-6220-102	PART TIME	58	0	100	0	0
100-6220-105	OVERTIME	17	13	50	0	0
100-6220-120	EMPLOYEE BENEFITS	1,858	2,265	2,300	2,481	2,481
	TOTAL PERSONNEL SERVICES	4,493	5,156	5,316	5,426	5,426
<u>OPERATING</u>						
100-6220-200	OPERATING SUPPLIES	1,257	409	1,300	1,300	1,300
100-6220-270	UTILITIES	12,969	11,540	13,200	15,180	15,180
100-6220-280	REPAIR AND MAINTENANCE	8,707	2,596	6,000	6,000	6,000
100-6220-323	JANITORIAL SERVICES	4,687	4,826	5,211	5,111	5,111
100-6220-330	VEHICLE REPLACEMENT / RENT	1,356	1,356	1,360	860	860
	TOTAL OPERATING	28,976	20,727	27,071	28,451	28,451
<u>CAPITAL</u>						
100-6220-405	BUILDING	0	0	500	500	500
	TOTAL CAPITAL	0	0	500	500	500
	TOTAL COMMUNITY BUILDING	33,468	25,883	32,887	34,377	34,377

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: ADMINISTRATION STAFF LEVEL 2022: 3.00 FTE
DEPARTMENT: PUBLIC WORKS STAFF LEVEL 2021: 3.00 FTE
FUND: GENERAL

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2022 FTE</u>	<u>2021 FTE</u>
Public Works Superintendent	1.00	1.00
Assistant/Project Aide	1.00	1.00
Technician II	<u>1.00</u>	<u>1.00</u>
Total	3.00	3.00

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

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

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

COMMUNICATION (Acct. 260) covers costs primarily for phone, e-mail and website hosting cost share fees.

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

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

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

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) provides for memberships to organizations such as American Water Works Association and American Public Works Association.

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

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

FURNITURE & FIXTURES (Acct. 420) for updating aged department furniture and technology.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>PUBLIC WORKS ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
100-6410-101	REGULAR SERVICES- PUB WRKS AD	221,262	238,344	258,496	254,707	254,707
100-6410-110	MILEAGE ALLOWANCE	0	0	0	4,200	4,200
100-6410-120	EMPLOYEE BENEFITS	137,521	159,388	165,865	183,700	183,700
	TOTAL PERSONNEL SERVICES	358,783	397,732	424,361	442,607	442,607
<u>OPERATING</u>						
100-6410-200	OPERATING SUPPLIES	1,035	1,285	1,000	1,250	1,250
100-6410-220	PERSONAL PROTECTIVE EQUIPMENT	150	0	150	150	150
100-6410-225	MINOR EQUIPMENT	652	186	750	750	750
100-6410-260	COMMUNICATION	1,474	2,307	2,000	2,800	2,800
100-6410-280	REPAIR AND MAINTENANCE	1,853	2,068	2,000	2,000	2,000
100-6410-320	PROFESSIONAL SERVICES	125	87	250	250	250
100-6410-330	VEHICLE REPLACEMENT / RENT	3,900	3,900	3,900	3,639	3,639
100-6410-333	MILEAGE / FUEL	4,200	4,200	4,200	0	0
100-6410-340	MEMBERSHIPS / SUBSCRIPTIONS	225	392	600	600	600
100-6410-341	MEETINGS / CONFERENCES	565	821	1,000	1,000	1,000
100-6410-390	MISCELLANEOUS	720	241	500	500	500
	TOTAL OPERATING	14,899	15,477	16,350	12,939	12,939
<u>CAPITAL</u>						
100-6410-420	FURNITURE AND TECHNOLOGY	546	156	600	600	600
	TOTAL CAPITAL	546	156	600	600	600
	TOTAL PUBLIC WORKS ADMINISTRATI	374,228	413,365	441,311	456,146	456,146

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022

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 for the expenditure for a state of Oregon Lottery Capital grant for a wine production facility

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.

SIGINIFICANT BUDGET CHANGES:

Federal grant for COVID-19 expenses and additional Federal grant American Rescue Plan.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY HALL</u>						
<u>OPERATING</u>						
100-6500-320	PROFESSIONAL SERVICES	1,388	1,621	26,400	1,500	1,500
100-6500-370	CITY FUNCTIONS	3,454	3,980	5,000	5,000	5,000
100-6500-372	COVID-19	0	0	0	688,281	688,281
100-6500-374	AMERICAN RESCUE PLAN	0	0	0	1,300,000	1,300,000
100-6500-380	LIABILITY AND FIRE INSURANCE	130,742	112,398	136,600	150,150	150,150
100-6500-381	UNEMPLOYMENT INSURANCE	1,179	655	5,000	5,000	5,000
	TOTAL OPERATING	136,762	118,653	172,900	2,149,931	2,149,931
<u>CAPITAL</u>						
100-6500-404	AMERICAN RESCUE PLAN	0	0	0	1,300,000	1,300,000
100-6500-405	BUILDING/ ECO DEVO	0	32,000	134,000	1,500,000	1,500,000
100-6500-406	FLOOD RECOVERY ACTIVITIES	0	350,000	0	0	0
100-6500-407	COVID-19	0	0	0	688,280	688,280
	TOTAL CAPITAL	0	382,000	134,000	3,488,280	3,488,280
<u>DEBT SERVICE</u>						
100-6500-525	INTER FUND LOAN	0	0	11,058	0	0
	TOTAL DEBT SERVICE	0	0	11,058	0	0
<u>TRANSFERS</u>						
100-6500-722	TRANSFER TO LIBRARY	130,313	130,313	130,313	74,447	74,447
100-6500-723	TRANSFER TO SENIOR/DISABLED	0	0	31,702	30,840	30,840
100-6500-764	TRANSFER TO SICK LEAVE	1,600	1,600	1,600	1,600	1,600
	TOTAL TRANSFERS	131,913	131,913	163,615	106,887	106,887
<u>CONTINGENCY & RESERVES</u>						
100-6500-998	CONTINGENCY	0	0	50,000	500,000	500,000
	TOTAL CONTINGENCY & RESERVES	0	0	50,000	500,000	500,000
	TOTAL CITY HALL	268,675	632,566	531,573	6,245,098	6,245,098

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2022

PROGRAM: CIVIL ENGINEERING
DEPARTMENT: ENGINEERING
FUND: GENERAL

STAFF LEVEL 2022: 0.25 FTE
STAFF LEVEL 2021: 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>2022 FTE</u>	<u>2021 FTE</u>
Engineering Technician	0.25	0.25
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 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CIVIL ENGINEERING</u>							
<u>PERSONNEL SERVICES</u>							
100-6610-101	REGULAR SERVICES- CIVIL ENGR	18,305	17,294	20,082	20,786	20,786	20,786
100-6610-105	OVERTIME	113	0	0	0	0	0
100-6610-120	EMPLOYEE BENEFITS	12,860	12,097	14,977	16,054	16,054	16,054
TOTAL PERSONNEL SERVICES		31,078	29,391	35,059	36,840	36,840	36,840
<u>OPERATING</u>							
100-6610-200	OPERATING SUPPLIES	363	254	750	750	750	750
100-6610-225	MINOR EQUIPMENT	107	49	750	750	750	750
100-6610-260	COMMUNICATION	1,464	1,547	1,500	2,000	2,000	2,000
100-6610-320	PROFESSIONAL SERVICE	3,680	930	4,000	4,000	4,000	4,000
100-6610-330	VEHICLE REPLACEMENT / RENT	864	864	720	930	930	930
100-6610-341	MEETINGS / CONFERENCES	1,922	727	2,000	2,000	2,000	2,000
100-6610-390	MISCELLANEOUS	305	448	1,000	1,000	1,000	1,000
TOTAL OPERATING		8,706	4,819	10,720	11,430	11,430	11,430
<u>CAPITAL</u>							
100-6610-420	FURNITURE AND TECHNOLOGY	1,062	1,054	1,750	2,000	2,000	2,000
TOTAL CAPITAL		1,062	1,054	1,750	2,000	2,000	2,000
TOTAL CIVIL ENGINEERING		40,846	35,264	47,529	50,270	50,270	50,270



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 2022

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>STREET</u>						
<u>INTERGOVERNMENTAL REVENUE</u>						
210-410-11 STATE GAS TAX	519,804	487,409	420,000	450,000	450,000	450,000
210-410-42 CORONA VIRUS RELIEF FUND	0	0	1,347	0	0	0
TOTAL INTERGOVERNMENTAL REVE	519,804	487,409	421,347	450,000	450,000	450,000
<u>MERCHANDISING</u>						
210-455-7 MERCHANDISING	262	227	0	0	0	0
TOTAL MERCHANDISING	262	227	0	0	0	0
<u>MISCELLANEOUS</u>						
210-470-20 INTEREST EARNED	10,687	11,726	3,000	3,000	3,000	3,000
210-470-25 LOAN PROCEEDS	0	0	4,234	0	0	0
210-470-30 SALE OF FIXED ASSETS	28,186	0	0	0	0	0
210-470-99 MISCELLANEOUS	490	4,519	300	300	300	300
TOTAL MISCELLANEOUS	39,362	16,245	7,534	3,300	3,300	3,300
<u>BEGINNING FUND BALANCE</u>						
210-499-10 FUND BALANCE	0	0	587,149	598,831	598,831	598,831
TOTAL BEGINNING FUND BALANCE	0	0	587,149	598,831	598,831	598,831
TOTAL REVENUE	559,428	503,881	1,016,030	1,052,131	1,052,131	1,052,131

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: STREET MAINTENANCE **STAFF LEVEL 2022:** 2.05 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2021:** 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 a portion of the wages for Code Enforcement Officer to conduct weed and debris abatement program.

PERSONNEL:

<u>Title</u>	<u>2022 FTE</u>	<u>2021 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.

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>STREET</u>						
<u>STREET MAINTENANCE</u>						
<u>PERSONNEL SERVICES</u>						
210-6810-101 REGULAR SERVICES- STREET MAINT	91,077	100,328	120,611	121,581	121,581	121,581
210-6810-105 OVERTIME	269	46	1,000	1,000	1,000	1,000
210-6810-120 EMPLOYEE BENEFITS	62,968	72,698	91,467	92,449	92,449	92,449
TOTAL PERSONNEL SERVICES	154,314	173,072	213,078	215,030	215,030	215,030
<u>OPERATING</u>						
210-6810-200 OPERATING SUPPLIES	8,224	11,084	12,125	12,000	12,000	12,000
210-6810-220 PERSONAL PROTECTIVE EQUIP	832	250	1,000	1,000	1,000	1,000
210-6810-225 MINOR EQUIPMENT	3,710	2,813	4,800	4,800	4,800	4,800
210-6810-260 COMMUNICATION	360	360	360	360	360	360
210-6810-270 UTILITIES	42,197	39,393	45,000	51,750	51,750	51,750
210-6810-280 REPAIR AND MAINTENANCE	5,343	3,110	6,500	10,000	10,000	10,000
210-6810-300 UNIFORM MAINTENANCE	948	297	2,000	0	0	0
210-6810-320 PROFESSIONAL SERVICES	8,463	5,760	12,000	12,000	12,000	12,000
210-6810-330 VEHICLE REPLACEMENT / RENT	53,260	50,756	27,372	34,689	34,689	34,689
210-6810-341 MEETINGS / CONFERENCES	186	164	500	500	500	500
210-6810-390 MISCELLANEOUS	231	110	600	600	600	600
TOTAL OPERATING	123,754	114,097	112,257	127,699	127,699	127,699
<u>TRANSFERS</u>						
210-6810-701 TRANSFER TO GENERAL	97,995	115,640	121,442	124,066	124,066	124,066
210-6810-721 TRANSFER TO STREET IMPROVEME	0	0	175,000	0	0	0
210-6810-764 TRANSFER TO SICK LEAVE	300	300	300	300	300	300
TOTAL TRANSFERS	98,295	115,940	296,742	124,366	124,366	124,366
<u>CONTINGENCY & RESERVES</u>						
210-6810-998 CONTINGENCY	0	0	393,953	585,036	585,036	585,036
TOTAL CONTINGENCY & RESERVES	0	0	393,953	585,036	585,036	585,036
TOTAL STREET MAINTENANCE	376,363	403,109	1,016,030	1,052,131	1,052,131	1,052,131

BUDGET NARRATIVE
Fiscal Year 2022

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 \$2,030,370.38 remaining after current cost commitments are expended through June 30, 2021. Current commitments expected to be complete between July 1st and the first week of September 2021 are an additional \$498,687.98 resulting in a funding balance available of \$1,531,682.40. Such projects yet allowed under this current agreement are listed below (without highlighting):

Agency/State
Agreement No. 32691

EXHIBIT A - Streets included in the Project for Consideration

The City of Milwau: Freewater will **prioritize and construct** the following street projects based on **engineering** and fit the priorities to fit existing funding. . This work includes the following streets with the **proposed treatments** (The specific **treatment** is subject to **change**):

HB 2017 Project List

Proposed transportation system updates include asphalt overlays for all or a portion of 16 streets, installing 6 new sidewalks for improved walking routes to and from schools. Below is a list of the proposed projects.

Street Overlays (Organized South to North)

- ◆ Southeast 19th Avenue (From Walnut St to Oak St)
- ◆ Oak Street (From SE 19th Ave to SE 17th Ave)
- ◆ Walnut Street (From SE 18th Ave to SE 15th Ave)
- ◆ Chestnut Street (From Thom Ave to SE 12th Ave)
- ◆ Southeast 12th Avenue (From S Mill St to Chestnut St)
- ◆ Southwest 8th Avenue (From Pierce St to West end of SW 8th Ave)
- ◆ Southwest 7th Avenue (From Pierce St to S Columbia St)
- ◆ South Columbia Street (From SW 8th Ave to SW 6th Ave)
- ◆ South Main Street (From SW 2nd Ave to Broadway)
- ◆ East Broadway Avenue (From S Main St to N Main St)
- ◆ North Main Street (From E Broadway to NW 8th Ave)
- ◆ Northeast 1st Avenue (From N Columbia St to East end of NE 1st Ave)
- ◆ Elzora Street (From NE 1st Ave to NE 3rd Ave)
- ◆ Robbins Street (From N Main St to NE 10th Ave)
- ◆ Evans Street (From NW 4th Ave to NW 6th Ave)
- ◆ Northwest 6th Avenue (From Evans St to Lamb St)
- ◆ Northwest 8th Avenue (From N Main St to Lamb St)
- ◆ Lamb Street (From NW 8th Ave to North end of City Limits)
- ◆ North Main Street (From NW 11th Ave to Powell Road)
- ◆ Powell Road (From N Main St to Lamb St)

KEY	
◆ abedef	Construction in progress
◆ abodef	Complete

Sidewalks (Organized South to North)

- ◆ Along Walnut Street (From SE 19th Ave to SE 15th Ave)
- ◆ Along Southwest 12th Avenue (From S Main to West end of SW 12th Ave)
- ◆ Along Southwest 8th Avenue (From College St to Jacquelyn St)
- ◆ Along North Elizabeth Street (From NE 5th Ave to North City Limits)
- ◆ Along Dahlia Street (From NE 8th Ave to N Elizabeth St)
- ◆ Along Powell Road (From N Main to Lamb St)

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, purchase or rental of streets specific equipment and/or vehicles (such as snow plow or sweeper), etc. through State of Oregon Fund Exchange Agreement.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY
FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>STREET IMPROVEMENT</u>						
<u>INTERGOVERNMENTAL REVENUE</u>						
211-410-16 OR STATE STP ALLOCATION	0	14,930	303,227	124,782	124,782	124,782
211-410-22 ODOT GRANT / HB2017	0	32,500	2,948,000	2,134,916	2,134,916	2,134,916
TOTAL INTERGOVERNMENTAL REVE	0	47,430	3,251,227	2,259,698	2,259,698	2,259,698
<u>LICENSES & PERMITS</u>						
211-440-30 LAND USE FEES	2,158	3,345	1,200	1,200	1,200	1,200
TOTAL LICENSES & PERMITS	2,158	3,345	1,200	1,200	1,200	1,200
<u>MISCELLANEOUS</u>						
211-470-20 INTEREST EARNED	1,709	1,075	1,000	500	500	500
211-470-41 DONATIONS	8,053	0	0	0	0	0
TOTAL MISCELLANEOUS	9,763	1,075	1,000	500	500	500
<u>TRANSFERS</u>						
211-490-21 TRANSFER FROM STREET	0	0	175,000	0	0	0
TOTAL TRANSFERS	0	0	175,000	0	0	0
<u>BEGINNING FUND BALANCE</u>						
211-499-10 FUND BALANCE	0	0	27,304	204,824	204,824	204,824
TOTAL BEGINNING FUND BALANCE	0	0	27,304	204,824	204,824	204,824
TOTAL REVENUE	11,920	51,850	3,455,731	2,466,222	2,466,222	2,466,222
<u>STREET CONSTRUCTION</u>						
<u>CAPITAL</u>						
211-6840-410 CAPITAL EXPENSES	0	32,500	2,948,000	2,134,916	2,134,916	2,134,916
211-6840-470 VEHICLE REPLACEMENT	0	0	245,805	0	0	0
211-6840-480 IMPROVEMENTS	134,836	14,930	57,422	124,782	124,782	124,782
TOTAL CAPITAL	134,836	47,430	3,251,227	2,259,698	2,259,698	2,259,698
<u>DEBT SERVICE</u>						
211-6840-525 INTER FUND LOAN	0	0	27,669	0	0	0
TOTAL DEBT SERVICE	0	0	27,669	0	0	0
<u>CONTINGENCY & RESERVES</u>						
211-6840-998 CONTINGENCY	0	0	176,835	206,524	206,524	206,524
TOTAL CONTINGENCY & RESERVES	0	0	176,835	206,524	206,524	206,524
TOTAL STREET CONSTRUCTION	134,836	47,430	3,455,731	2,466,222	2,466,222	2,466,222

Revenue Budget Narrative
Fiscal Year 2022

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
LIBRARY						
INTERGOVERNMENTAL REVENUE						
220-410-01 LIBRARY DISTRICT REVENUES	218,071	240,071	225,297	261,582	261,582	261,582
220-410-02 READY 2 LEARN REVENUE	2,096	0	0	0	0	0
220-410-03 STATE GRANTS-LIBRARY	4,240	1,281	1,300	1,300	1,300	1,300
220-410-07 M-F AREA FOUNDATION GRANT	3,750	0	0	0	0	0
220-410-35 WILDHORSE GRANT	1,000	0	0	0	0	0
220-410-38 LSTA GRANT	0	1,485	0	0	0	0
220-410-42 CORONA VIRUS RELIEF FUND	0	0	5,125	0	0	0
TOTAL INTERGOVERNMENTAL REVE	229,157	242,838	231,722	262,882	262,882	262,882
FINES & FORFEITURES						
220-430-50 LIBRARY FINES	4,437	2,851	4,000	4,000	4,000	4,000
TOTAL FINES & FORFEITURES	4,437	2,851	4,000	4,000	4,000	4,000
SERVICES						
220-450-14 RENTAL INCOME	6,480	0	0	6,480	6,480	6,480
TOTAL SERVICES	6,480	0	0	6,480	6,480	6,480
MISCELLANEOUS						
220-470-20 INTEREST EARNED	1,683	1,918	500	500	500	500
220-470-41 DONATIONS	30,190	7,141	4,000	4,000	4,000	4,000
220-470-50 COPIES	4,313	3,105	4,000	4,000	4,000	4,000
220-470-99 MISCELLANEOUS	970	442	1,000	1,000	1,000	1,000
TOTAL MISCELLANEOUS	37,156	12,605	9,500	9,500	9,500	9,500
TRANSFERS						
220-490-10 FROM GENERAL	130,313	130,313	130,313	74,447	74,447	74,447
TOTAL TRANSFERS	130,313	130,313	130,313	74,447	74,447	74,447
BEGINNING FUND BALANCE						
220-499-10 FUND BALANCE	0	0	50,462	97,352	97,352	97,352
TOTAL BEGINNING FUND BALANCE	0	0	50,462	97,352	97,352	97,352
TOTAL REVENUE	407,543	388,607	425,997	454,661	454,661	454,661

Expenditure Budget Narrative
Fiscal Year 2022

Fund: Library

Staff Level 2021: 3.93 FTE

Staff Level 2022: 3.93 FTE

PERSONNEL:

Title	2021 FTE	2022 FTE
Library Director	1.00	1.00
Library Assistant	0.00	0.00
Library Associate	<u>2.93</u>	<u>2.93</u>
Total	3.93	3.93

LIBRARY USE AND VALUE

In 2019/2020 the library had 3828 card holders; almost 1/3 of the 12,000 designated library service population are using the library. Library provides access to 30,109 books, audiobooks, DVD's, Spanish-language material, as well as 60,360 downloadable eBooks and audiobooks, 14 public computers, WiFi, reference services, children's play area, genealogy and local history collection, 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 2019/2020 the library checked out more than 42,511 items, added more than 2,014 physical items to our collections, hosted 48 events for children and teens, hosted 12 adult events and had a total program attendance of 1,766 prior to our COVID-19 closure in March 2020. 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. Throughout the closure the library provided curbside service to patrons, offered free crafts and books for children, and made take-home art kits for adults.

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.
- **Early Literacy/Summer Reading (Acct. 348)** covers Ready to Read grant, and 9 weeks of children's summer reading program including craft supplies, prizes; 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>LIBRARY</u>						
<u>LIBRARY</u>						
<u>PERSONNEL SERVICES</u>						
220-6600-101	REGULAR SERVICES- LIBRARY	161,872	146,292	171,512	181,153	181,153
220-6600-102	PART TIME	34,879	36,910	37,450	39,031	39,031
220-6600-105	OVERTIME	123	111	100	100	100
220-6600-120	EMPLOYEE BENEFITS	123,740	118,404	142,347	155,092	155,092
	TOTAL PERSONNEL SERVICES	320,614	301,717	351,409	375,376	375,376
<u>OPERATING</u>						
220-6600-200	OPERATING SUPPLIES	8,642	7,179	7,229	8,000	8,000
220-6600-235	LIBRARY BOOKS	26,553	20,174	25,000	25,000	25,000
220-6600-260	COMMUNICATION	2,820	3,030	3,125	3,090	3,090
220-6600-280	REPAIR AND MAINTENANCE	475	260	500	500	500
220-6600-325	PROGRAMMING	5,586	5,206	5,800	5,800	5,800
220-6600-333	MILEAGE / FUEL	66	128	500	500	500
220-6600-340	MEMBERSHIPS / DUES	655	937	1,200	1,200	1,200
220-6600-341	MEETINGS / CONFERENCES	814	102	400	400	400
220-6600-348	EARLY LIT/SUMMER READING	3,596	6,638	4,300	4,300	4,300
220-6600-390	MISCELLANEOUS	1,293	387	700	700	700
	TOTAL OPERATING	50,501	44,041	48,754	49,490	49,490
<u>CAPITAL</u>						
220-6600-410	CAPITAL	34,661	0	0	0	0
220-6600-420	FURNITURE AND TECHNOLOGY	6,103	5,748	6,300	6,000	6,000
	TOTAL CAPITAL	40,765	5,748	6,300	6,000	6,000
<u>DEBT SERVICE</u>						
220-6600-525	INTER FUND LOAN	0	0	3,425	0	0
	TOTAL DEBT SERVICE	0	0	3,425	0	0
<u>TRANSFERS</u>						
220-6600-764	TRANSFER TO SICK LEAVE	240	240	240	240	240
	TOTAL TRANSFERS	240	240	240	240	240
<u>CONTINGENCY & RESERVES</u>						
220-6600-998	CONTINGENCIES	0	0	15,869	23,555	23,555
	TOTAL CONTINGENCY & RESERVES	0	0	15,869	23,555	23,555
	TOTAL LIBRARY	412,119	351,745	425,997	454,661	454,661

REVENUE NARRATIVE

Fiscal Year 2022

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>						
<u>TAXES/ASSESSMENTS</u>						
230-400-01	PROPERTY TAX - CURRENT	56,684	56,692	57,500	58,500	58,500
230-400-02	PROPERTY TAX - PRIOR YEAR	2,053	1,492	2,000	2,000	2,000
	TOTAL TAXES/ASSESSMENTS	58,737	58,084	59,500	60,500	60,500
<u>INTERGOVERNMENTAL REVENUE</u>						
230-410-50	SPECIAL TRANSIT GRANT	26,250	30,440	28,910	35,000	35,000
230-410-51	STATE TRANSIT GRANT	104,185	137,307	112,296	103,644	103,644
230-410-53	FEDERAL TRANSIT GRANT	0	0	54,457	22,000	22,000
230-410-55	FED TRANSIT GRANT - ADA ELEV	0	170,843	0	0	0
230-410-57	STIF FORMULA GRANT	0	43,750	25,000	170,000	170,000
230-410-58	STIF ADA ELEVATOR GRANT	0	50,000	0	0	0
230-410-60	FED TRANSIT GRANT - CARES ACT	0	0	647,389	150,000	150,000
	TOTAL INTERGOVERNMENTAL REVE	130,415	432,340	868,052	480,644	480,644
<u>SERVICES</u>						
230-450-70	SENIOR CITIZEN PAYMENTS	6,080	4,110	5,000	4,000	4,000
	TOTAL SERVICES	6,080	4,110	5,000	4,000	4,000
<u>MISCELLANEOUS</u>						
230-470-20	INTEREST EARNED	4,102	1,835	3,000	3,000	3,000
	TOTAL MISCELLANEOUS	4,102	1,835	3,000	3,000	3,000
<u>OTHER REVENUE SOURCES</u>						
230-480-20	ADA ELEVATOR LOAN PROCEEDS	0	520,000	0	0	0
	TOTAL OTHER REVENUE SOURCES	0	520,000	0	0	0
<u>TRANSFERS</u>						
230-490-10	TRANSFER FROM GENERAL	0	0	31,702	30,840	30,840
	TOTAL TRANSFERS	0	0	31,702	30,840	30,840
<u>BEGINNING FUND BALANCE</u>						
230-499-10	FUND BALANCE	0	0	160,000	63,000	63,000
	TOTAL BEGINNING FUND BALANCE	0	0	160,000	63,000	63,000
	TOTAL REVENUE	199,333	1,016,369	1,127,254	641,984	641,984

EXPENDITURE NARRATIVE

Fiscal Year 2022

FUND: PUBLIC TRANSPORTATION SERVICES

STAFF LEVEL 2022: 1.15 FTE

STAFF LEVEL 2021: 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>2022 FTE</u>	<u>2021 FTE</u>
City Manager	0.10	0.10
City Planner	0.55	0.55
Assistant	<u>0.50</u>	<u>0.50</u>
	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).

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.

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

LOAN PAYMENT FOR ELEVATOR (Acct 510/511)

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
PUBLIC TRANSPORTATION SERVICES						
ADMINISTRATION						
PERSONNEL SERVICES						
230-7600-101 REGULAR SERVICES- SENIOR/DISAB	96,990	79,108	144,125	99,000	99,000	99,000
230-7600-110 ALLOWANCES	0	0	0	3,600	3,600	3,600
230-7600-120 EMPLOYEE BENEFITS	40,006	35,020	55,176	44,000	44,000	44,000
TOTAL PERSONNEL SERVICES	136,996	114,128	199,301	146,600	146,600	146,600
OPERATING						
230-7600-200 OPERATING SUPPLIES	228	127	1,400	1,400	1,400	1,400
230-7600-225 MINOR EQUIPMENT	0	41	15,100	7,000	7,000	7,000
230-7600-250 ADVERTISING- SENIOR/ DISABLED	266	582	900	900	900	900
230-7600-260 COMMUNICATION	344	232	2,500	2,500	2,500	2,500
230-7600-280 REPAIR AND MAINTENANCE	3,323	5,847	21,000	15,000	15,000	15,000
230-7600-320 PROFESSIONAL SERVICES	162,066	158,677	460,044	250,000	250,000	250,000
230-7600-333 MILEAGE / FUEL	3,300	3,600	4,100	500	500	500
230-7600-340 MPO MEMBERSHIP DUES	3,000	3,300	3,300	3,600	3,600	3,600
230-7600-341 MEETINGS / CONFERENCES	930	103	6,200	3,000	3,000	3,000
230-7600-380 INSURANCE	0	4,529	4,384	4,800	4,800	4,800
TOTAL OPERATING	173,457	177,039	518,928	288,700	288,700	288,700
CAPITAL						
230-7600-410 CAPITAL - ADA ELEVATOR	40,558	755,613	0	0	0	0
230-7600-480 IMPROVEMENTS	0	0	100,000	75,000	75,000	75,000
TOTAL CAPITAL	40,558	755,613	100,000	75,000	75,000	75,000
DEBT SERVICE						
230-7600-510 LOAN PRINC - ELEVATOR CITY HAL	0	0	63,382	21,960	21,960	21,960
230-7600-511 LOAN INT - ELEVATOR CITY HALL	0	10,162	10,320	8,876	8,876	8,876
TOTAL DEBT SERVICE	0	10,162	73,702	30,836	30,836	30,836
CONTINGENCY & RESERVES						
230-7600-998 CONTINGENCY	0	0	235,323	100,848	100,848	100,848
TOTAL CONTINGENCY & RESERVES	0	0	235,323	100,848	100,848	100,848
TOTAL ADMINISTRATION	351,011	1,056,943	1,127,254	641,984	641,984	641,984

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

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.

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.

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 in 2021.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>911</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
270-410-14	911 TELEPHONE TAX	36,663	39,452	38,645	39,500	39,500	39,500
	TOTAL INTERGOVERNMENTAL REVE	36,663	39,452	38,645	39,500	39,500	39,500
<u>MISCELLANEOUS</u>							
270-470-20	INTEREST EARNED	1,027	962	750	450	450	450
	TOTAL MISCELLANEOUS	1,027	962	750	450	450	450
<u>BEGINNING FUND BALANCE</u>							
270-499-10	FUND BALANCE	0	0	36,737	36,800	36,800	36,800
	TOTAL BEGINNING FUND BALANCE	0	0	36,737	36,800	36,800	36,800
	TOTAL REVENUE	37,690	40,415	76,132	76,750	76,750	76,750
<u>911 OPERATING</u>							
<u>OPERATING</u>							
270-5830-200	OPERATING SUPPLIES	2,474	2,375	3,000	3,000	3,000	3,000
270-5830-225	MINOR EQUIPMENT	3,545	892	4,500	4,500	4,500	4,500
270-5830-260	COMMUNICATION	7,166	9,155	10,500	10,500	10,500	10,500
270-5830-280	REPAIR AND MAINTENANCE	14,497	11,568	19,500	19,500	19,500	19,500
270-5830-300	UNIFORM MAINTENANCE	297	267	450	450	450	450
270-5830-320	PROFESSIONAL SERVICE	68	268	650	718	716	718
270-5830-341	MEETINGS / CONFERENCES	2,401	1,475	4,000	4,000	4,000	4,000
270-5830-390	MISCELLANEOUS	452	703	850	1,400	1,400	1,400
	TOTAL OPERATING	30,900	26,722	43,450	44,068	44,068	44,068
<u>CAPITAL</u>							
270-5830-420	FURNITURE AND TECHNOLOGY	0	0	17,682	17,682	17,682	17,682
	TOTAL CAPITAL	0	0	17,682	17,682	17,682	17,682
<u>TRANSFERS</u>							
270-5830-701	TRANSFER TO GENERAL	0	0	15,000	15,000	15,000	15,000
	TOTAL TRANSFERS	0	0	15,000	15,000	15,000	15,000
	TOTAL 911 OPERATING	30,900	26,722	76,132	76,750	76,750	76,750



DEBT SERVICE & CAPITAL PROJECT FUNDS

The debt service fund is used to account for the accumulation of resources and payment of general obligation bond principle and interest from governmental resources. The capital project fund is used to track construction expenses for new capital projects.

BUDGET NARRATIVE
Fiscal Year 2022

FUND: GENERAL OBLIGATION BONDED DEBT-CAPITAL CONSTRUCTION

BASELINE BUDGET DESCRIPTION:

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

Revenues to pay the City's General Obligation Bonds are collected in this fund. A general obligation bond issue for \$7,657,390 for construction of a new Police Station will be a ballot measure going to voters in the May 18, 2021 primary election. We are budgeting for the Police Station.

Significant Budget Changes: These two new funds were added for FY22 budget.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL OBLIGATION BONDS</u>							
<u>TAXES/ASSESSMENTS</u>							
310-400-01	PROPERTY TAX - CURRENT	0	0	0	260,000	260,000	260,000
	TOTAL TAXES/ASSESSMENTS	0	0	0	260,000	260,000	260,000
	TOTAL REVENUE	0	0	0	260,000	260,000	260,000
<u>BONDED DEBT</u>							
<u>DEBT SERVICE</u>							
310-8611-500	BOND PRINCIPAL	0	0	0	104,000	104,000	104,000
310-8611-501	BOND INTEREST	0	0	0	156,000	156,000	156,000
	TOTAL DEBT SERVICE	0	0	0	260,000	260,000	260,000
	TOTAL BONDED DEBT	0	0	0	260,000	260,000	260,000
<u>POLICE STATION CONSTRUCTION</u>							
<u>OTHER REVENUE SOURCES</u>							
410-480-10	BOND SALE PROCEEDS	0	0	0	7,657,390	7,657,390	7,657,390
	TOTAL OTHER REVENUE SOURCES	0	0	0	7,657,390	7,657,390	7,657,390
	TOTAL REVENUE	0	0	0	7,657,390	7,657,390	7,657,390
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
410-8100-410	CAPITAL EXPENSE	0	0	0	7,657,390	7,657,390	7,657,390
	TOTAL CAPITAL	0	0	0	7,657,390	7,657,390	7,657,390
	TOTAL CAPITAL - NEW	0	0	0	7,657,390	7,657,390	7,657,390



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 2022

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 \$197,700.

CONSERVATION:

Revenue estimates are based on the estimated completion of 20 heat pump installations, weatherization of 20 electrically heated homes, 5 commercial buildings and 1 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.

MERCHANDISING:

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

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		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	21,587	24,015	23,000	40,000	40,000	40,000
510-400-20	WTHRZTN BUY-BACK LOAN REV #920	0	223	0	0	0	0
510-400-30	WTHRZTN LONG-TERM LOAN REV #93	624	0	1,000	1,000	1,000	1,000
TOTAL TAXES/ASSESSMENTS		22,212	24,238	24,000	41,000	41,000	41,000
<u>INTERGOVERNMENTAL REVENUE</u>							
510-410-42	CORONA VIRUS RELIEF FUND	0	0	30,818	0	0	0
TOTAL INTERGOVERNMENTAL REVE		0	0	30,818	0	0	0
<u>SURPLUS POWER SALES</u>							
510-415-10	POWER SALES - NONFIRM	155,321	133,783	154,534	197,722	197,722	197,722
TOTAL SURPLUS POWER SALES		155,321	133,783	154,534	197,722	197,722	197,722
<u>SERVICES</u>							
510-450-45	CONSERVATION	65,513	181,890	140,000	120,000	120,000	120,000
TOTAL SERVICES		65,513	181,890	140,000	120,000	120,000	120,000
<u>UTILITY SALES</u>							
510-451-10	RESIDENTIAL SALES	4,313,743	4,144,767	4,401,083	4,799,742	4,799,742	4,799,742
510-451-11	COMMERCIAL SALES	964,821	886,968	1,015,716	1,080,912	1,080,912	1,080,912
510-451-12	INDUSTRIAL SALES	1,561,629	1,659,887	1,811,345	2,051,337	2,051,337	2,051,337
510-451-13	RENTAL LIGHTS	72,809	74,768	78,293	93,112	93,112	93,112
510-451-14	IRRIGATION	466,016	485,227	523,824	608,908	608,908	608,908
510-451-15	AIR FANS	7,607	5,060	6,259	5,450	5,450	5,450
510-451-16	PUBLIC STREET LIGHTS	31,850	32,566	32,373	37,349	37,349	37,349
510-451-17	INTER-DEPARTMENT	84,427	83,221	77,162	92,908	92,908	92,908
510-451-18	LAGOON SUB SALES	19,781	18,999	18,727	18,681	18,681	18,681
510-451-19	GREEN POWER	892	898	888	888	888	888
TOTAL UTILITY SALES		7,523,575	7,392,363	7,965,670	8,789,287	8,789,287	8,789,287
<u>MERCHANDISING</u>							
510-455-71	MERCHANDISING	19,521	48,118	20,000	20,000	20,000	20,000
TOTAL MERCHANDISING		19,521	48,118	20,000	20,000	20,000	20,000

REVENUE BUDGET NARRATIVE
FISCAL YEAR 2022

FUND: ELECTRIC

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 have been discontinued.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY
FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>MISCELLANEOUS</u>						
510-470-20 INTEREST EARNED	30,900	17,174	15,000	7,500	7,500	7,500
510-470-21 ELEC INFRASTRUCTURE FEE	124,434	126,917	123,930	173,691	173,691	173,691
510-470-25 LOAN PROCEEDS	0	0	2,616	0	0	0
510-470-41 BPA LOOKBACK/REP CSTMR REFUND	132,084	33,000	0	0	0	0
510-470-60 POLE RENTAL	9,964	9,982	10,000	10,000	10,000	10,000
510-470-63 RECONNECTION FEES	3,000	2,875	4,000	4,000	4,000	4,000
510-470-64 NEW SERVICE FEES	103,910	241,583	175,000	175,000	175,000	175,000
510-470-99 MISCELLANEOUS	18,300	18,090	8,000	10,000	10,000	10,000
TOTAL MISCELLANEOUS	422,592	449,622	338,546	380,191	380,191	380,191
<u>TRANSFERS</u>						
510-490-64 TRANSFER FROM OP/MAINT RESERV	0	53,000	0	0	0	0
510-490-66 TSF FROM CAP. RPLCM. RESERVE	0	32,000	0	0	0	0
TOTAL TRANSFERS	0	85,000	0	0	0	0
<u>BEGINNING FUND BALANCE</u>						
510-499-10 FUND BALANCE	0	0	1,568,196	1,244,835	1,244,835	1,244,835
TOTAL BEGINNING FUND BALANCE	0	0	1,568,196	1,244,835	1,244,835	1,244,835
TOTAL REVENUE	8,208,735	8,315,014	10,241,764	10,793,035	10,793,035	10,793,035

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2022

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	29,426 KW (100%)	81,653,308 KWH (76%)	\$.0471
Grant County	0 KW	25,539,000 KWH (24%)	\$.0306
Total	29,426 KW (100%)	107,192,308 KWH (100%)	\$.0413

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 \$761,628. The total cost associated with the Grant County power is expected to be \$781,200 which amounts to 30.6 mils per KWH. The City's billed purchases from BPA are budgeted at 29,426 KW of demand and 81,653,308 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 \$3,847,959 which is 47.1 mils per KWH. The City is credited for our Grant County secondary power at the current BPA Load Shaping rate. This credit is expected to be \$197,722. The net cost of Purchased Power to the City is estimated at \$4,431,437 or 41.3 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 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>POWER PURCHASES</u>							
<u>OPERATING</u>							
510-7110-352	GRANT CO OPERATION	750,923	699,984	732,078	761,628	761,628	761,628
510-7110-353	BPA POWER - DEMAND	200,483	230,392	311,872	313,534	313,534	313,534
510-7110-354	BPA POWER - ENERGY	2,916,026	2,926,830	3,109,262	2,910,420	2,910,420	2,910,420
510-7110-355	TRANSMISSION DEMAND	394,798	407,146	462,888	507,410	507,410	507,410
510-7110-356	TRANSMISSION ENERGY	83,318	105,452	113,765	116,595	116,595	116,595
	TOTAL OPERATING	4,345,548	4,369,804	4,729,865	4,609,587	4,609,587	4,609,587
	TOTAL POWER PURCHASES	4,345,548	4,369,804	4,729,865	4,609,587	4,609,587	4,609,587

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2022

PROGRAM: DISTRIBUTION/OPERATIONS AND
 MAINTENANCE
FUND: **ELECTRIC**

STAFF LEVEL 2022: 3.57 FTE
STAFF LEVEL 2021: 3.44 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, 3,541 are residential with an average usage of 1367 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>2022 FTE</u>	<u>2021 FTE</u>
Line Technicians	2.53	2.40
Groundsman	0.51	0.51
Working Line Supervisor	0.51	0.51
Building Specialist	<u>0.02</u>	<u>0.02</u>
Total	3.57	3.44

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>OPERATION/ MAINTENANCE</u>						
<u>PERSONNEL SERVICES</u>						
510-7310-101	REGULAR SERVICES- ELEC OP/MAIN	457,878	357,072	387,563	399,040	399,040
510-7310-105	OVERTIME	16,701	23,214	16,500	16,500	16,500
510-7310-120	EMPLOYEE BENEFITS	265,108	221,750	220,025	256,908	256,908
	TOTAL PERSONNEL SERVICES	739,687	602,036	624,088	672,448	672,448
<u>OPERATING</u>						
510-7310-200	OPERATING SUPPLIES	2,153	6,482	2,000	3,000	3,000
510-7310-225	MINOR EQUIPMENT	916	1,280	2,000	2,500	2,500
510-7310-226	SUBSTATION REPAIRS	3,274	359	5,000	5,000	5,000
510-7310-229	SMALL TOOLS	4,172	2,973	4,500	4,500	4,500
510-7310-260	COMMUNICATION	3,913	3,039	4,900	5,000	5,000
510-7310-270	UTILITIES	4,691	4,237	6,500	6,500	6,500
510-7310-280	REPAIR AND MAINTENANCE	9,082	8,729	10,000	10,000	10,000
510-7310-320	PROFESSIONAL SERVICE	9,543	47,998	15,000	15,000	15,000
510-7310-330	VEHICLE REPLACEMENT / RENT	71,724	71,724	102,275	129,149	129,149
510-7310-341	MEETINGS / CONFERENCES	4,481	6,740	6,000	6,000	6,000
510-7310-390	MISCELLANEOUS	4,089	3,712	3,000	3,500	3,500
	TOTAL OPERATING	118,037	167,273	161,175	190,149	190,149
<u>CAPITAL</u>						
510-7310-420	FURNITURE AND TECHNOLOGY	1,940	390	2,500	3,000	3,000
	TOTAL CAPITAL	1,940	390	2,500	3,000	3,000
	TOTAL OPERATION/ MAINTENANCE	859,665	759,700	787,763	865,597	865,597

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2022

PROGRAM: DISTRIBUTION-METERING
FUND: ELECTRIC

STAFF LEVEL 2022: 0.70 FTE
STAFF LEVEL 2021: 0.70 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>2022 FTE</u>	<u>2021 FTE</u>
Line Technician	0.52	0.52
Engineering Technician	0.08	0.08
Working Line Supervisor	<u>0.10</u>	<u>0.10</u>
Total	0.70	0.70

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 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>METERING EXPENSE</u>							
<u>PERSONNEL SERVICES</u>							
510-7340-101	REGULAR SERVICES- ELEC METERN	53,407	56,821	77,292	79,990	79,990	79,990
510-7340-105	OVERTIME	277	0	0	0	0	0
510-7340-120	EMPLOYEE BENEFITS	28,167	29,762	44,953	50,448	50,448	50,448
	TOTAL PERSONNEL SERVICES	81,851	86,583	122,245	130,438	130,438	130,438
<u>OPERATING</u>							
510-7340-200	OPERATING SUPPLIES	534	912	1,200	1,500	1,500	1,500
510-7340-225	MINOR EQUIPMENT	1,846	0	5,000	5,000	5,000	5,000
510-7340-260	COMMUNICATION	2,148	930	3,600	3,600	3,600	3,600
510-7340-280	REPAIR AND MAINTENANCE	0	0	2,500	3,000	3,000	3,000
510-7340-285	EQUIPMENT TESTING	750	1,000	1,700	2,000	2,000	2,000
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	11,465	17,785	17,785	17,785
510-7340-341	MEETINGS / CONFERENCES	699	4,470	8,000	8,000	8,000	8,000
	TOTAL OPERATING	18,492	19,828	35,465	42,885	42,885	42,885
<u>CAPITAL</u>							
510-7340-420	FURNITURE AND TECHNOLOGY	1,119	67	1,200	1,500	1,500	1,500
	TOTAL CAPITAL	1,119	67	1,200	1,500	1,500	1,500
	TOTAL METERING EXPENSE	101,463	106,478	158,910	174,823	174,823	174,823

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2022

PROGRAM: SAFETY
FUND: ELECTRIC

STAFF LEVEL 2022: 0.54 FTE
STAFF LEVEL 2021: 0.54 FTE

BASELINE BUDGET DESCRIPTION:

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

PROGRAM OBJECTIVES:

Provide an in-depth professional safety training program to equip each employee with complete electrical safety awareness, safe daily work habits, and renewal of current required certifications.

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

PERSONNEL:

<u>Title</u>	<u>2022 FTE</u>	<u>2021 FTE</u>
Line Technicians	0.10	0.10
Working Line Supervisor	0.02	0.02
Building Specialist	0.32	0.32
Engineering Technician	0.04	0.04
Electric Assistant	0.02	0.02
Electric Superintendent	0.02	0.02
Groundsman	<u>0.02</u>	<u>0.02</u>
Total	0.54	0.54

BUDGET COMMENTS:

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

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

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		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	28,729	40,013	46,758	48,375	48,375	48,375
510-7350-120	EMPLOYEE BENEFITS	18,231	25,127	30,530	32,979	32,979	32,979
	TOTAL PERSONNEL SERVICES	46,960	65,140	77,288	81,354	81,354	81,354
<u>OPERATING</u>							
510-7350-220	PERSONAL PROTECTIVE EQUIP	9,408	11,599	14,463	15,000	15,000	15,000
510-7350-285	EQUIPMENT TESTING	1,529	2,415	2,000	4,000	4,000	4,000
510-7350-320	PROFESSIONAL SERVICE	19,887	15,254	15,000	24,000	24,000	24,000
510-7350-341	MEETINGS / CONFERENCES	122	65	200	200	200	200
	TOTAL OPERATING	30,946	29,333	31,663	43,200	43,200	43,200
	TOTAL SAFETY	77,906	94,473	108,951	124,554	124,554	124,554

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2022

PROGRAM: CUSTOMER ACCOUNTS
FUND: ELECTRIC

STAFF LEVEL 2022: .12 FTE
STAFF LEVEL 2021: .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>2022 FTE</u>	<u>2021 FTE</u>
Working Line Supervisor	0.02	0.02
Line Technician	0.10	0.23
Total	0.12	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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CUSTOMER ACCOUNTS</u>						
<u>PERSONNEL SERVICES</u>						
510-7510-101	REGULAR SERVICES- ELEC CUST AC	7,893	27,143	28,706	14,106	14,106
510-7510-105	OVERTIME	185	0	550	743	743
510-7510-120	EMPLOYEE BENEFITS	5,175	17,940	15,636	8,903	8,903
	TOTAL PERSONNEL SERVICES	13,252	45,083	44,892	23,752	23,752
<u>OPERATING</u>						
510-7510-330	VEHICLE REPLACEMENT / RENT	5,484	5,484	4,880	7,562	7,562
	TOTAL OPERATING	5,484	5,484	4,880	7,562	7,562
<u>TRANSFERS</u>						
510-7510-701	TRANSFER TO GENERAL	456,764	467,048	472,766	499,821	499,821
	TOTAL TRANSFERS	456,764	467,048	472,766	499,821	499,821
	TOTAL CUSTOMER ACCOUNTS	475,500	517,615	522,538	531,135	531,135

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2022

PROGRAM: CONSERVATION
FUND: ELECTRIC

STAFF LEVEL 2022: 0.81 FTE
STAFF LEVEL 2021: 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 20 Heat Pump installations, weatherization for 20 electrically heated homes, 5 commercial buildings, 1 agricultural project, 20 rental lights and 10 energy efficient appliances.

PERSONNEL:

<u>Title</u>	<u>2022 FTE</u>	<u>2021 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CONSERVATION</u>						
<u>PERSONNEL SERVICES</u>						
510-7520-101 REGULAR SERVICES- ELEC CONSRV	57,195	56,978	59,895	61,903	61,903	61,903
510-7520-120 EMPLOYEE BENEFITS	36,392	42,347	42,498	45,342	45,342	45,342
TOTAL PERSONNEL SERVICES	93,588	99,325	102,393	107,245	107,245	107,245
<u>OPERATING</u>						
510-7520-200 OPERATING SUPPLIES	319	121	600	600	600	600
510-7520-225 MINOR EQUIPMENT	522	371	600	600	600	600
510-7520-250 ADVERTISING	419	436	7,000	1,000	1,000	1,000
510-7520-320 PROFESSIONAL SERVICE	50,149	101,761	120,000	120,000	120,000	120,000
510-7520-322 ENERGY LOAN PROGRAM	39,491	22,177	40,000	40,000	40,000	40,000
510-7520-330 VEHICLE REPLACEMENT / RENT	2,520	630	0	0	0	0
510-7520-341 MEETINGS / CONFERENCES	1,130	500	700	700	700	700
TOTAL OPERATING	94,549	125,253	168,900	162,900	162,900	162,900
<u>CAPITAL</u>						
510-7520-420 FURNITURE AND TECHNOLOGY	27	259	300	1,500	1,500	1,500
TOTAL CAPITAL	27	259	300	1,500	1,500	1,500
TOTAL CONSERVATION	188,164	224,837	271,593	271,645	271,645	271,645

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2022

PROGRAM: MERCHANDISING
FUND: ELECTRIC

STAFF LEVEL 2022: .18 FTE
STAFF LEVEL 2021: .18 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>2022 FTE</u>	<u>2021 FTE</u>
Line Technicians	0.15	0.15
Working Line Supervisor	0.03	0.03
Total	0.18	0.18

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 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		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	4,566	10,636	30,445	21,159	21,159	21,159
510-7530-105	OVERTIME	185	0	10,000	10,000	10,000	10,000
510-7530-120	EMPLOYEE BENEFITS	2,296	4,756	15,013	16,566	16,566	16,566
	TOTAL PERSONNEL SERVICES	7,048	15,391	55,458	47,725	47,725	47,725
<u>OPERATING</u>							
510-7530-280	REPAIR AND MAINTENANCE	204	0	2,000	2,000	2,000	2,000
	TOTAL OPERATING	204	0	2,000	2,000	2,000	2,000
	TOTAL MERCHANDISING	7,252	15,391	57,458	49,725	49,725	49,725

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2022

PROGRAM: ADMINISTRATION
FUND: ELECTRIC

STAFF LEVEL 2022: 3.61 FTE
STAFF LEVEL 2021: 3.61 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>2022 FTE</u>	<u>2021 FTE</u>
Electric Assistant	0.78	0.78
Electric Superintendent	0.95	0.95
Engineering Technicians	1.63	1.63
Groundsman	0.15	0.15
City Manager	<u>0.10</u>	<u>0.10</u>
Total	3.61	3.61

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, CDP, 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
510-7600-101	REGULAR SERVICES- ELEC ADMIN	229,300	325,952	357,371	362,994	362,994
510-7600-105	OVERTIME	0	233	300	600	600
510-7600-110	MILEAGE ALLOWANCE	0	0	0	3,600	3,600
510-7600-120	EMPLOYEE BENEFITS	141,653	214,018	224,101	236,225	236,225
	TOTAL PERSONNEL SERVICES	370,954	540,203	581,772	603,419	603,419
<u>OPERATING</u>						
510-7600-200	OPERATING SUPPLIES	1,956	2,553	3,000	3,000	3,000
510-7600-225	MINOR EQUIPMENT	1,671	162	2,500	3,000	3,000
510-7600-250	ADVERTISING	9,400	12,758	9,000	10,000	10,000
510-7600-260	COMMUNICATION	5,339	6,550	7,500	8,000	8,000
510-7600-320	PROFESSIONAL SERVICE	29,452	26,578	40,000	40,000	40,000
510-7600-322	LEGAL SERVICES	5,243	0	2,000	2,000	2,000
510-7600-330	VEHICLE REPLACEMENT / RENT	3,732	3,432	2,880	3,719	3,719
510-7600-333	MILEAGE / FUEL	3,300	3,600	5,000	1,500	1,500
510-7600-340	MEMBERSHIPS / SUBSCRIPTIONS	31,192	52,923	47,000	45,000	45,000
510-7600-341	MEETINGS / CONFERENCES	8,086	3,076	9,000	9,000	9,000
510-7600-360	FRANCHISE EXPENSE	611,841	601,542	647,168	717,838	717,838
510-7600-365	ENERGY ASSISTANCE	6,601	10,402	7,000	7,000	7,000
510-7600-371	COMMUNITY SUPPORT	21,749	24,131	43,215	30,000	30,000
510-7600-380	LIABILITY AND FIRE INSURANCE	21,000	27,471	28,000	30,800	30,800
510-7600-390	MISCELLANEOUS	2,972	2,583	2,203	2,200	2,200
	TOTAL OPERATING	763,534	777,761	855,466	913,057	913,057
<u>CAPITAL</u>						
510-7600-420	FURNITURE AND TECHNOLOGY	4,526	3,105	6,145	5,500	5,500
	TOTAL CAPITAL	4,526	3,105	6,145	5,500	5,500
<u>TRANSFERS</u>						
510-7600-701	TRANSFER TO GENERAL	573,881	595,888	627,097	624,799	624,799
510-7600-761	TRANSFER TO WAREHOUSE	28,418	28,418	29,271	30,149	30,149
510-7600-764	TRANSFER TO SICK LEAVE	2,631	2,631	2,631	2,631	2,631
	TOTAL TRANSFERS	604,930	626,937	658,999	657,579	657,579
<u>CONTINGENCY & RESERVES</u>						
510-7600-998	CONTINGENCY	0	0	476,177	808,104	808,104
	TOTAL CONTINGENCY & RESERVES	0	0	476,177	808,104	808,104
	TOTAL ADMINISTRATION	1,743,944	1,948,006	2,578,559	2,987,659	2,987,659

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2022

PROGRAM: CAPITAL NEW
FUND: ELECTRIC

STAFF LEVEL 2022: 0.99 FTE
STAFF LEVEL 2021: 0.99 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>2022 FTE</u>	<u>2021 FTE</u>
Electric Superintendent	0.01	0.01
Line Technicians	0.70	0.70
Working Line Supervisor	0.14	0.14
Groundsman	0.14	0.14
Total	0.99	0.99

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 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 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
ELECTRIC FUND							
CAPITAL - NEW							
PERSONNEL SERVICES							
510-8100-101	REGULAR SERVICES- ELEC CAP NEW	63,700	67,805	107,523	111,274	111,274	111,274
510-8100-120	EMPLOYEE BENEFITS	37,663	36,300	61,827	69,853	69,853	69,853
	TOTAL PERSONNEL SERVICES	101,363	104,105	169,350	181,127	181,127	181,127
OPERATING							
510-8100-330	VEHICLE REPLACEMENT / RENT	21,708	21,708	23,184	31,430	31,430	31,430
	TOTAL OPERATING	21,708	21,708	23,184	31,430	31,430	31,430
CAPITAL							
510-8100-410	SUBSTATION	0	0	10,000	10,000	10,000	10,000
510-8100-420	FURNITURE AND TECHNOLOGY	3,123	0	8,720	3,500	3,500	3,500
510-8100-430	POLES & FIXTURES	1,625	13,490	20,000	20,000	20,000	20,000
510-8100-435	METERS	255	15,267	16,000	20,000	20,000	20,000
510-8100-440	OVERHEAD CONDUCTORS	9,778	21,956	20,000	20,000	20,000	20,000
510-8100-441	UNDERGROUND CONDUCTORS	13,510	22,459	120,000	120,000	120,000	120,000
510-8100-450	LINE TRANSFORMERS	42,223	1,002	150,000	150,000	150,000	150,000
510-8100-455	STREET LIGHTS	1,305	9,903	10,000	20,000	20,000	20,000
510-8100-460	TOOLS	6,847	6,933	8,500	8,500	8,500	8,500
	TOTAL CAPITAL	78,666	91,011	363,220	372,000	372,000	372,000
	TOTAL CAPITAL - NEW	201,736	216,824	555,754	584,557	584,557	584,557

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2022

PROGRAM: CAPITAL REPLACEMENT
FUND: ELECTRIC

STAFF LEVEL 2022: 1.28 FTE
STAFF LEVEL 2021: 1.28 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>2022 FTE</u>	<u>2021 FTE</u>
Electric Superintendent	0.02	0.02
Line Technicians	0.90	0.90
Working Line Supervisor	0.18	0.18
Groundsman	<u>0.18</u>	<u>0.18</u>
Total	1.28	1.28

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, WW River Rd/Linton Mtn Rd, 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, such as Orchard Homes and WW River Rd/Linton Mountain Rd.

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CAPITAL - REPLACEMENT</u>						
<u>PERSONNEL SERVICES</u>						
510-8200-101 REGULAR SERVICES- ELEC CAP RPL	77,390	76,886	139,299	144,158	144,158	144,158
510-8200-120 EMPLOYEE BENEFITS	41,909	33,437	80,072	90,420	90,420	90,420
TOTAL PERSONNEL SERVICES	119,299	110,322	219,371	234,578	234,578	234,578
<u>OPERATING</u>						
510-8200-330 VEHICLE REPLACEMENT / RENT	30,312	30,312	35,002	47,675	47,675	47,675
TOTAL OPERATING	30,312	30,312	35,002	47,675	47,675	47,675
<u>CAPITAL</u>						
510-8200-405 BUILDING	1,376	41,504	7,500	7,500	7,500	7,500
510-8200-410 SUBSTATION	9,726	489	20,000	20,000	20,000	20,000
510-8200-420 FURNITURE AND TECHNOLOGY	1,918	0	2,500	3,000	3,000	3,000
510-8200-430 POLES & FIXTURES	27,154	32,831	40,000	40,000	40,000	40,000
510-8200-435 METERS	0	13,917	10,000	20,000	20,000	20,000
510-8200-440 OVERHEAD CONDUCTORS	22,090	18,715	20,000	25,000	25,000	25,000
510-8200-441 UNDERGRD CONDUCTORS	9,030	3,409	40,000	100,000	100,000	100,000
510-8200-450 LINE TRANSFORMERS	(6,452)	4,849	20,000	40,000	40,000	40,000
510-8200-455 STREET LIGHTS	38,135	123,653	50,000	50,000	50,000	50,000
510-8200-460 TOOLS	4,504	5,525	6,000	6,000	6,000	6,000
TOTAL CAPITAL	107,481	244,892	216,000	311,500	311,500	311,500
TOTAL CAPITAL - REPLACEMENT	257,092	385,527	470,373	593,753	593,753	593,753

BUDGET NARRATIVE
FISCAL YEAR 2022

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>ELEC CAPITAL REPLCMNT RESERVE</u>						
<u>MISCELLANEOUS</u>						
511-470-20 INTEREST EARNED	43,184	37,244	26,000	20,000	20,000	20,000
TOTAL MISCELLANEOUS	43,184	37,244	26,000	20,000	20,000	20,000
<u>BEGINNING FUND BALANCE</u>						
511-499-10 FUND BALANCE	0	0	1,703,879	1,752,307	1,752,307	1,752,307
TOTAL BEGINNING FUND BALANCE	0	0	1,703,879	1,752,307	1,752,307	1,752,307
TOTAL REVENUE	43,184	37,244	1,729,879	1,772,307	1,772,307	1,772,307
<u>CAPITAL</u>						
511-9700-410 PLANT IN SERVICE	0	0	1,729,879	1,772,307	1,772,307	1,772,307
TOTAL CAPITAL	0	0	1,729,879	1,772,307	1,772,307	1,772,307
<u>TRANSFERS</u>						
511-9700-751 TRANSFER TO ELEC	0	32,000	0	0	0	0
TOTAL TRANSFERS	0	32,000	0	0	0	0
TOTAL CAPITAL	0	32,000	1,729,879	1,772,307	1,772,307	1,772,307

BUDGET NARRATIVE
FISCAL YEAR 2022

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 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>ELEC OPERATING & MAINT RESERVE</u>							
<u>MISCELLANEOUS</u>							
512-470-20	INTEREST EARNED	64,187	61,211	42,000	30,000	30,000	30,000
	TOTAL MISCELLANEOUS	64,187	61,211	42,000	30,000	30,000	30,000
<u>BEGINNING FUND BALANCE</u>							
512-499-10	FUND BALANCE	0	0	2,749,011	2,821,409	2,821,409	2,821,409
	TOTAL BEGINNING FUND BALANCE	0	0	2,749,011	2,821,409	2,821,409	2,821,409
	TOTAL REVENUE	64,187	61,211	2,791,011	2,851,409	2,851,409	2,851,409
<u>OPERATIONS & MAINTENANCE</u>							
<u>CAPITAL</u>							
512-9700-410	PLANT IN SERVICE	0	0	2,791,011	2,851,409	2,851,409	2,851,409
	TOTAL CAPITAL	0	0	2,791,011	2,851,409	2,851,409	2,851,409
<u>TRANSFERS</u>							
512-9700-751	TRANSFER TO ELECTRIC	0	53,000	0	0	0	0
	TOTAL TRANSFERS	0	53,000	0	0	0	0
	TOTAL OPERATIONS & MAINTENANC	0	53,000	2,791,011	2,851,409	2,851,409	2,851,409

REVENUE BUDGET NARRATIVE
Fiscal Year 2022

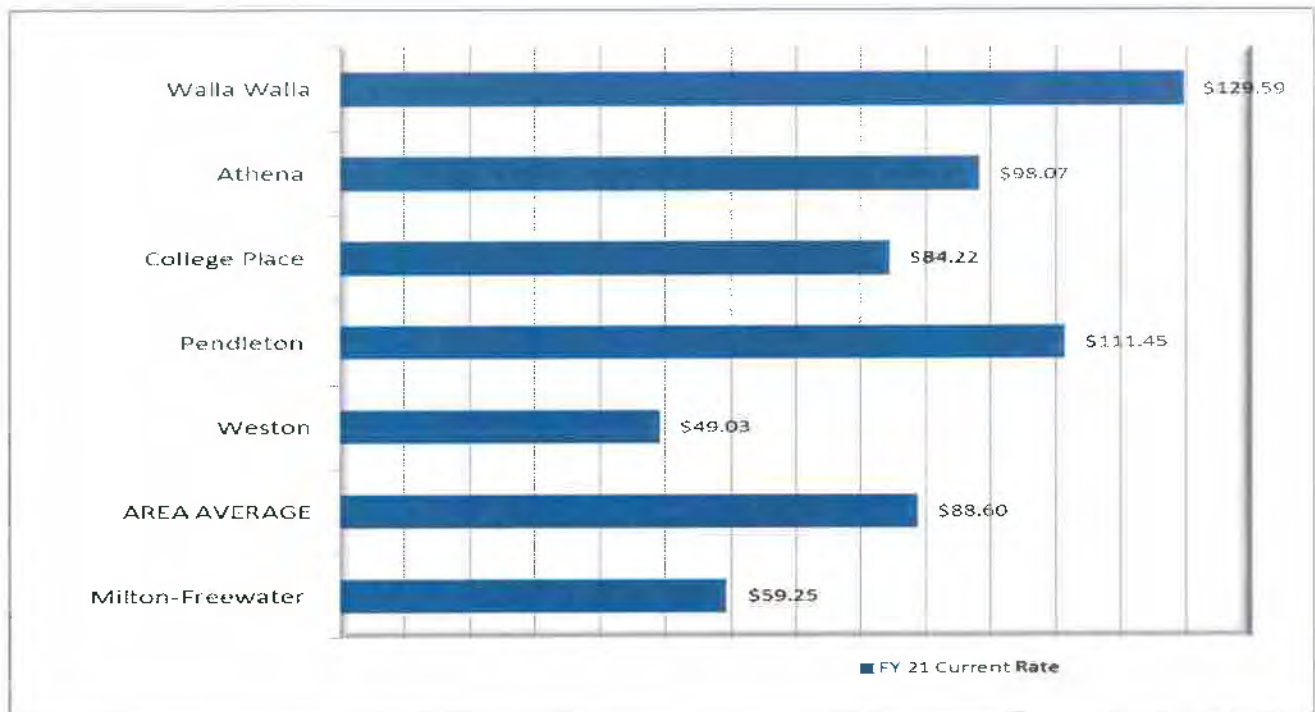
DEPARTMENT: PUBLIC WORKS
FUND: WATER

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 IS PROPOSED.** The last water rate increase was effective July 1, 2016. Below is a rate survey of other area communities for the average water bill for a household of four (4) people averaging 236 gallons of water per person per day for a monthly average use of 28,713 gallons per household.



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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>WATER</u>						
<u>INTERGOVERNMENTAL REVENUE</u>						
520-410-02 SAFE DRINKING WATER LOAN FUND	41,076	612,874	0	0	0	0
520-410-42 CORONA VIRUS RELIEF FUND	0	0	1,493	0	0	0
TOTAL INTERGOVERNMENTAL REVE	41,076	612,874	1,493	0	0	0
<u>SERVICES</u>						
520-450-60 WATER METER SALES	7,039	9,701	3,000	8,000	8,000	8,000
TOTAL SERVICES	7,039	9,701	3,000	8,000	8,000	8,000
<u>UTILITY SALES</u>						
520-451-10 RESIDENTIAL SALES	1,006,030	1,002,963	1,030,000	1,030,000	1,030,000	1,030,000
520-451-11 COMMERCIAL SALES	215,875	216,675	265,000	250,000	250,000	250,000
520-451-12 INDUSTRIAL SALES	36,242	29,155	35,000	33,950	33,950	33,950
TOTAL UTILITY SALES	1,258,146	1,248,792	1,330,000	1,313,950	1,313,950	1,313,950
<u>MERCHANDISING</u>						
520-455-71 MERCHANDISING	128	25,364	0	0	0	0
TOTAL MERCHANDISING	128	25,364	0	0	0	0
<u>MISCELLANEOUS</u>						
520-470-20 INTEREST EARNED	12,293	11,427	5,000	5,000	5,000	5,000
520-470-25 LOAN PROCEEDS	0	0	14,984	0	0	0
520-470-64 NEW SERVICE ESTIMATES	0	0	0	600	600	600
520-470-99 MISCELLANEOUS	2,372	4,824	1,000	2,000	2,000	2,000
TOTAL MISCELLANEOUS	14,665	16,251	20,984	7,600	7,600	7,600
<u>SYSTEM DEVELOPMENT CHARGES</u>						
520-485-20 WATER SDC'S	7,175	17,575	10,000	20,000	20,000	20,000
520-485-21 UTILITY SURCHARGE	80,000	80,000	80,000	123,000	123,000	123,000
TOTAL SYSTEM DEVELOPMENT CHA	87,175	97,575	90,000	143,000	143,000	143,000
<u>BEGINNING FUND BALANCE</u>						
520-499-10 FUND BALANCE	0	0	649,184	709,240	709,240	709,240
TOTAL BEGINNING FUND BALANCE	0	0	649,184	709,240	709,240	709,240
TOTAL REVENUE	1,408,229	2,010,557	2,094,661	2,181,790	2,181,790	2,181,790

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: WATER PRODUCTION **STAFF LEVEL 2022:** 0.70 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2021:** 0.70 FTE
FUND: WATER

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2022 FTE</u>	<u>2021 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.

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. This has been significantly increased to cover pump and motor repairs, which have been quite costly over the past few years.

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 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>WATER</u>							
<u>PRODUCTION</u>							
<u>PERSONNEL SERVICES</u>							
520-7100-101	REGULAR SERVICES- WATER PRODC	39,285	41,012	46,422	47,688	47,688	47,688
520-7100-105	OVERTIME	58	10	400	400	400	400
520-7100-120	EMPLOYEE BENEFITS	28,558	29,904	34,820	37,762	37,762	37,762
	TOTAL PERSONNEL SERVICES	67,901	70,925	81,642	85,850	85,850	85,850
<u>OPERATING</u>							
520-7100-200	OPERATING SUPPLIES	13,188	10,833	13,016	18,000	18,000	18,000
520-7100-220	PERSONAL PROTECTIVE EQUIPMENT	286	335	500	500	500	500
520-7100-225	MINOR EQUIPMENT	3,389	4,724	3,277	2,800	2,800	2,800
520-7100-260	COMMUNICATION	702	751	800	800	800	800
520-7100-270	UTILITIES	96,759	95,150	115,000	121,677	121,677	121,677
520-7100-280	REPAIR AND MAINTENANCE	1,368	1,678	10,000	43,000	43,000	43,000
520-7100-320	PROFESSIONAL SERVICES	1,450	9,560	20,000	20,000	20,000	20,000
520-7100-330	VEHICLE REPLACEMENT / RENT	3,996	3,996	2,686	3,047	3,047	3,047
520-7100-340	MEMBERSHIPS / DUES	100	200	1,000	1,000	1,000	1,000
520-7100-341	MEETINGS / CONFERENCES	691	290	1,000	1,000	1,000	1,000
520-7100-390	MISCELLANEOUS	542	250	500	500	500	500
	TOTAL OPERATING	122,471	124,411	173,779	212,324	212,324	212,324
<u>TRANSFERS</u>							
520-7100-701	TRANSFER TO GENERAL	559,795	583,053	615,129	630,382	630,382	630,382
520-7100-761	TRANSFER TO WAREHOUSE	9,306	9,306	9,585	9,873	9,873	9,873
520-7100-764	TRANSFER TO SICK LEAVE	500	500	500	500	500	500
	TOTAL TRANSFERS	569,601	597,859	625,214	640,755	640,755	640,755
	TOTAL PRODUCTION	759,972	793,196	880,635	938,929	938,929	938,929

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: WATER DISTRIBUTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2022: 2.36 FTE
STAFF LEVEL 2021: 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 2,835 water services (435 of which are not currently active), 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>2022 FTE</u>	<u>2021 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	0.33	0.33
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.

UTILITY BILL ASSISTANCE (Acct. 265) matches funds donated by customers for utility bill assistance to pay their city utility bills. This program is paid for through the Electric Fund paying half as well as half through Public Works split equally between Water, Sewer and Solid Waste Funds. Total water contributions are budgeted to not exceed \$2,500 of the maximum combined total of \$15,000 for the program.

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>WATER</u>						
<u>DISTRIBUTION/ COLLECTION</u>						
<u>PERSONNEL SERVICES</u>						
520-7300-101	REGULAR SERVICES- WTR DIST/COL.	117,739	126,884	139,101	140,162	140,162
520-7300-105	OVERTIME	268	53	600	600	600
520-7300-120	EMPLOYEE BENEFITS	88,594	95,262	110,878	112,234	112,234
	TOTAL PERSONNEL SERVICES	206,601	222,199	250,579	252,996	252,996
<u>OPERATING</u>						
520-7300-200	OPERATING SUPPLIES	16,448	19,005	18,000	18,000	18,000
520-7300-220	PERSONAL PROTECTIVE EQUIPMENT	201	239	800	800	800
520-7300-225	MINOR EQUIPMENT	740	2,387	2,000	2,000	2,000
520-7300-280	REPAIR AND MAINTENANCE	2,997	6,001	5,000	5,000	5,000
520-7300-320	PROFESSIONAL SERVICES	20,793	20,707	30,000	30,000	30,000
520-7300-330	VEHICLE REPLACEMENT / RENT	29,436	29,436	28,619	32,081	32,081
520-7300-341	MEETINGS / CONFERENCES	1,132	400	400	400	400
520-7300-360	FRANCHISE EXPENSE	107,051	106,303	112,800	115,164	115,164
520-7300-365	UTILITY BILL ASSISTANCE	0	0	0	2,500	2,500
520-7300-390	MISCELLANEOUS	280	1,446	1,000	1,500	1,500
	TOTAL OPERATING	179,078	185,925	198,619	207,445	207,445
<u>CONTINGENCY & RESERVES</u>						
520-7300-998	CONTINGENCY	0	0	584,371	489,920	489,920
	TOTAL CONTINGENCY & RESERVES	0	0	584,371	489,920	489,920
	TOTAL DISTRIBUTION/ COLLECTION	385,678	408,123	1,033,569	950,361	950,361

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

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 ambitiously hoping to complete the following projects:

1. **New Automated Metering Infrastructure System-Initial Phase** **\$75,000**
This is due to the existing water meters in service no longer being available. This will require the need to transfer to a new system. Staff is proposing at this time we look at using a cellular signal to send meter readings to billing. Included in this initial phase is the purchase of 250 meters for existing connections and another 75 for new metered services for a total of 325 meters.
2. **Leak Detection Survey (Must be done within two (2) years)** **\$10,000-\$20,000**
This service will fulfil a requirement of our Water Management and Conservation Plan as well as to locate larger leaks to reduce water loss to below 10 percent (10%) within five (5) years.
3. **Meter Calibration, Maintenance and Repairs** **\$20,000**
As with any meter or scale the accuracy is only as good as the maintenance and verified calibration of such. This will ensure accuracy while working in accordance to our Water Management and Conservation Plan. This is planned to conduct the initial assessment of meter accuracy and to make necessary repairs for larger flow meters. This will also help us to meet the 10 percent (10%) water loss target. Inaccurate meters can create a "false" loss of water.
4. **SCADA System Assessment** **\$20,000**
Our existing system is quite old and is not easy to repair let alone find replacement parts. The current system has served its purpose and it is time to explore upgrading for a more reliable and efficient system for many years into the future.
5. **Water Storage Study – Middle Reservoir** **\$15,000**
The liner inside this reservoir has failed and needs removed and replaced. This funding is proposed to determine through a study the best route forward on the proper long term solution.
6. **Water Rights Certifications – Wells 1, 8 and 9** **\$20,000**
Our current Water Management and Conservation Plan allow us up to five (5) years to complete these certifications. It is no secret that these water rights are quite valuable assets.
7. **Well 3 Drive – Carried from FY 21** **\$45,000**
A preventative maintenance rotation in order to rehabilitate all well pumps over the years to maintain reliability of pumps and aim for preventative rather than unplanned repairs as much as possible.
8. **Water Main Connection Tie In on County Rd- Carried from FY 21** **\$55,000**
Project carried over from prior FY to contract for the connection of the water main on County Road.
9. **Golf Course Pond Liner** **\$22,500**
Approximately half (50%) of the cost to replace the pond liner at the golf course that is over 20 years old resulting in water loss for irrigation.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>WATER</u>						
<u>CAPITAL - NEW</u>						
<u>PERSONNEL SERVICES</u>						
520-8100-120 EMPLOYEE BENEFITS	(11)	0	0	0	0	0
TOTAL PERSONNEL SERVICES	(11)	0	0	0	0	0
<u>CAPITAL</u>						
520-8100-410 CAPITAL EXPENSES	33,898	116,393	174,000	292,500	292,500	292,500
520-8100-480 IMPROVEMENTS OTHER THAN BLDG	63,176	644,861	0	0	0	0
TOTAL CAPITAL	97,074	761,254	174,000	292,500	292,500	292,500
TOTAL CAPITAL - NEW	97,063	761,254	174,000	292,500	292,500	292,500
<u>DEBT SERVICE</u>						
520-8600-525 INTER FUND LOAN	0	0	6,457	0	0	0
TOTAL DEBT SERVICE	0	0	6,457	0	0	0
TOTAL DEBT SERVICE	0	0	6,457	0	0	0

REVENUE BUDGET NARRATIVE

Fiscal Year 2022

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 21. **NO RATE INCREASE IS PROPOSED. The last sewer rate increase was effective July 1, 2015.** Below is a rate survey of other area communities for the average sewer bill for a household*.



*An average household consists of four (4) people averaging 236 gallons of water per person per day for a monthly average use of 28,713 gallons per household per month. This applies to cities (Walla Walla and College Place) with minimum sewer fees plus additional usage.

INTERGOVERNMENTAL REVENUE:

The Conservation Reserve Program is in its ninth 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 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SEWER</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
530-410-42	CORONA VIRUS RELIEF FUN	0	0	1,477	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	0	0	1,477	0	0	0
<u>UTILITY SALES</u>							
530-451-10	RESIDENTIAL SALES	1,032,344	1,059,500	1,000,000	797,387	797,387	797,387
530-451-11	COMMERCIAL SALES	161,014	165,315	161,000	161,000	161,000	161,000
530-451-12	INDUSTRIAL SALES	17,209	13,084	13,000	12,300	12,300	12,300
	TOTAL UTILITY SALES	1,210,567	1,237,899	1,174,000	970,687	970,687	970,687
<u>MERCHANDISING</u>							
530-455-71	MERCHANDISING	0	11	0	100	100	100
	TOTAL MERCHANDISING	0	11	0	100	100	100
<u>MISCELLANEOUS</u>							
530-470-20	INTEREST EARNED	19,539	20,628	15,000	10,000	10,000	10,000
530-470-25	LOAN PROCEEDS	0	0	4,042	0	0	0
530-470-65	FARM INCOME	48,740	57,009	50,710	56,710	56,710	56,710
530-470-99	MISCELLANEOUS	1,394	701	500	800	800	800
	TOTAL MISCELLANEOUS	69,673	78,337	70,252	67,510	67,510	67,510
<u>SYSTEM DEVELOPMENT CHARGES</u>							
530-485-21	UTILITY SURCHARGE	96,742	98,091	90,000	123,000	123,000	123,000
	TOTAL SYSTEM DEVELOPMENT CHA	96,742	98,091	90,000	123,000	123,000	123,000
<u>BEGINNING FUND BALANCE</u>							
530-499-10	FUND BALANCE	0	0	1,216,064	939,098	939,098	939,098
	TOTAL BEGINNING FUND BALANCE	0	0	1,216,064	939,098	939,098	939,098
	TOTAL REVENUE	1,376,981	1,414,338	2,551,793	2,100,395	2,100,395	2,100,395

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM:	SEWAGE COLLECTION	STAFF LEVEL 2022:	1.17 FTE
DEPARTMENT:	PUBLIC WORKS	STAFF LEVEL 2021:	1.17 FTE
FUND:	SEWER		

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2022 FTE</u>	<u>2021 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.

UTILITY BILL ASSISTANCE (Acct. 265) matches funds donated by customers for utility bill assistance to pay their city utility bills. This program is paid for through the Electric Fund paying half as well as half through Public Works split equally between Water, Sewer and Solid Waste Funds. Total water contributions are budgeted to not exceed \$2,500 of the maximum combined total of \$15,000 for the program.

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

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

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
SEWER						
COLLECTION						
PERSONNEL SERVICES						
530-7320-101	REGULAR SERVICES- SEWER COLLC	59,705	74,797	69,000	63,266	63,266
530-7320-105	OVERTIME	327	277	500	800	800
530-7320-120	EMPLOYEE BENEFITS	42,130	51,791	57,500	53,934	53,934
	TOTAL PERSONNEL SERVICES	102,163	126,865	127,000	118,000	118,000
OPERATING						
530-7320-200	OPERATING SUPPLIES	2,277	1,977	2,562	2,500	2,500
530-7320-220	PERSONAL PROTECTIVE EQUIP	706	481	700	700	700
530-7320-225	MINOR EQUIPMENT	478	1,017	11,615	1,000	1,000
530-7320-280	REPAIR AND MAINTENANCE	4,129	13,515	6,000	9,500	9,500
530-7320-300	UNIFORM MAINTENANCE	15	190	400	0	0
530-7320-320	PROFESSIONAL SERVICES	4,194	5,652	3,000	3,000	3,000
530-7320-330	VEHICLE REPLACEMENT / RENT	26,448	26,448	21,125	27,213	27,213
530-7320-360	FRANCHISE EXPENSE	108,595	111,496	105,217	92,095	92,095
530-7320-365	UTILITY BILL ASSISTANCE	0	0	0	2,500	2,500
530-7320-390	MISCELLANEOUS	430	565	500	1,000	1,000
	TOTAL OPERATING	147,273	161,340	151,119	139,508	139,508
TRANSFERS						
530-7320-701	TRANSFER TO GENERAL	474,852	498,228	522,788	532,350	532,350
530-7320-761	TRANSFER TO WAREHOUSE	2,327	2,327	2,397	2,469	2,469
530-7320-764	TRANSFER TO SICK LEAVE	605	605	605	605	605
530-7320-793	TRANSFER TO SEWER PLANT IMPRV	0	0	300,000	0	0
	TOTAL TRANSFERS	477,784	501,160	825,770	535,424	535,424
CONTINGENCY & RESERVES						
530-7320-998	CONTINGENCY	0	0	975,176	810,104	810,104
	TOTAL CONTINGENCY & RESERVES	0	0	975,176	810,104	810,104
	TOTAL COLLECTION	727,220	789,365	2,079,065	1,603,036	1,603,036

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: SEWAGE TREATMENT
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2022: 1.61 FTE
STAFF LEVEL 2021: 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:

Table with 3 columns: Title, 2022 FTE, 2021 FTE. Rows include Wastewater Supervisor, Utility Worker, Parks Maintenance Worker, and Total.

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 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SEWER</u>							
<u>TREATMENT</u>							
<u>PERSONNEL SERVICES</u>							
530-7330-101	REGULAR SERVICES- SEWER TRTMN	100,391	97,253	104,864	110,195	110,195	110,195
530-7330-105	OVERTIME	705	598	500	1,000	1,000	1,000
530-7330-120	EMPLOYEE BENEFITS	61,163	75,218	88,791	96,501	96,501	96,501
	TOTAL PERSONNEL SERVICES	162,260	173,069	194,155	207,696	207,696	207,696
<u>OPERATING</u>							
530-7330-200	OPERATING SUPPLIES	17,536	15,808	19,000	18,000	18,000	18,000
530-7330-220	PERSONAL PROTECTIVE EQUIP	217	1,023	500	500	500	500
530-7330-225	MINOR EQUIPMENT	383	1,324	2,500	2,500	2,500	2,500
530-7330-260	COMMUNICATION	1,463	1,283	2,000	2,000	2,000	2,000
530-7330-270	UTILITIES	37,920	36,520	39,600	43,700	43,700	43,700
530-7330-280	REPAIR AND MAINTENANCE	4,560	4,614	5,000	5,000	5,000	5,000
530-7330-320	PROFESSIONAL SERVICE	11,659	12,083	13,500	15,000	15,000	15,000
530-7330-330	VEHICLE REPLACEMENT / RENT	11,052	11,052	21,421	22,199	22,199	22,199
530-7330-340	MEMBERSHIPS / SUBSCRIPTIONS	100	240	350	350	350	350
530-7330-341	MEETINGS / CONFERENCES	720	750	1,000	1,000	1,000	1,000
	TOTAL OPERATING	85,610	84,697	104,871	110,249	110,249	110,249
	TOTAL TREATMENT	247,870	257,766	299,026	317,945	317,945	317,945

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: WASTEWATER LAND APPLICATION **STAFF LEVEL 2022:** 1.01 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2021:** 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 34th 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>2022 FTE</u>	<u>2021 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 as well as half (50%) of the cost of a new spray tank that will also be used by streets.

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. Also funded this year is the purchase of a new wheel line drive for field 7.

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>SEWER</u>						
<u>LAND APPLICATION</u>						
<u>PERSONNEL SERVICES</u>						
530-7410-101	REGULAR SERVICES- SEWER LND AP	57,899	59,534	60,992	63,171	63,171
530-7410-105	OVERTIME	1,211	1,244	750	750	750
530-7410-120	EMPLOYEE BENEFITS	43,669	49,407	54,793	57,920	57,920
	TOTAL PERSONNEL SERVICES	102,780	110,184	116,535	121,841	121,841
<u>OPERATING</u>						
530-7410-200	OPERATING SUPPLIES	1,479	1,061	1,200	1,200	1,200
530-7410-220	PERSONAL PROTECTIVE EQUIPMENT	256	0	300	300	300
530-7410-225	MINOR EQUIPMENT	110	329	400	2,000	2,000
530-7410-280	COMMUNICATION	380	550	450	100	100
530-7410-270	UTILITIES	19,781	18,999	19,955	20,549	20,549
530-7410-280	REPAIR AND MAINTENANCE	2,907	7,720	4,500	8,500	8,500
530-7410-320	PROFESSIONAL SERVICES	5,276	5,280	15,000	15,000	15,000
530-7410-330	VEHICLE REPLACEMENT / RENT	18,912	18,912	13,362	7,924	7,924
	TOTAL OPERATING	49,100	52,851	55,167	55,573	55,573
<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	153,880	165,036	173,702	179,414	179,414

REVENUE BUDGET NARRATIVE

Fiscal Year 2022

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 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>SEWER PLANT IMPROVEMENT</u>							
<u>MISCELLANEOUS</u>							
531-470-20	INTEREST EARNED	24,905	16,641	5,000	5,000	5,000	5,000
	TOTAL MISCELLANEOUS	24,905	16,641	5,000	5,000	5,000	5,000
<u>SYSTEM DEVELOPMENT CHARGES</u>							
531-485-20	SEWER SDC'S	5,625	13,200	7,000	20,000	20,000	20,000
	TOTAL SYSTEM DEVELOPMENT CHA	5,625	13,200	7,000	20,000	20,000	20,000
<u>TRANSFERS</u>							
531-490-53	TRANSFER FROM SEWER	0	0	300,000	0	0	0
	TOTAL TRANSFERS	0	0	300,000	0	0	0
<u>BEGINNING FUND BALANCE</u>							
531-499-10	FUND BALANCE	0	0	436,029	842,209	842,209	842,209
	TOTAL BEGINNING FUND BALANCE	0	0	436,029	842,209	842,209	842,209
	TOTAL REVENUE	30,530	29,841	748,029	867,209	867,209	867,209

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

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 \$250,000. Requests for qualifications for the design of such began at the end of Fiscal Year 21. Design and construction is anticipated to be completed in Fiscal Year 22.

DEBT SERVICE

This past February (2021) Loan #1 through Oregon Infrastructure Finance Authority (IFA) for the Wastewater Treatment Plant Improvements was refinanced. Staff secured a loan (referenced as Loan #3 in this budget) at a much lower interest rate of 1.99% for a term of 15 years. The prior Loan #1 was at a 3.95% interest rate. Loan #2 was paid off in Fiscal Year 19. We were previously required by IFA to pay off the original Loan #2 prior to Loan #1 as terms of the original financing.

LOAN PRINCIPAL

DBC FINANCE – Wastewater Treatment Plant Improvements – Refinanced City Loan # 3 (Acct. 512) is funded this year to cover the biannual December and June Principal Payments.

LOAN INTEREST

DBC FINANCE – Wastewater Treatment Plant Improvements – Refinanced City Loan # 3 (Acct. 513) is funded this year to cover the biannual December and June Interest Payments. The first interest payment for June 2021 was paid in Fiscal Year 21.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		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>							
531-8100-480	SEWER PLNT IMP	50,678	2,921	215,000	250,000	250,000	250,000
	TOTAL CAPITAL	50,678	2,921	215,000	250,000	250,000	250,000
<u>CONTINGENCY & RESERVES</u>							
531-8100-988	CONTINGENCY	0	0	349,933	523,297	523,297	523,297
	TOTAL CONTINGENCY & RESERVES	0	0	349,933	523,297	523,297	523,297
	TOTAL CAPITAL - NEW	50,678	2,921	564,933	773,297	773,297	773,297
<u>DEBT SERVICE</u>							
531-8600-509	LOAN 2 PRINCIPLE	117,005	0	0	0	0	0
531-8600-510	LOAN PRINCIPAL	32,793	34,089	135,436	0	0	0
531-8600-511	LOAN INTEREST	50,301	49,006	47,660	0	0	0
531-8600-512	LOAN 2 INTEREST	1,802	0	0	0	0	0
531-8600-513	LOAN 3 REFI PRINCIPAL	0	0	0	70,376	70,376	70,376
531-8600-514	LOAN 3 REFI INTEREST	0	0	0	23,536	23,536	23,536
	TOTAL DEBT SERVICE	201,902	83,095	183,096	93,912	93,912	93,912
	TOTAL DEBT SERVICE	201,902	83,095	183,096	93,912	93,912	93,912

REVENUE BUDGET NARRATIVE
Fiscal Year 2022

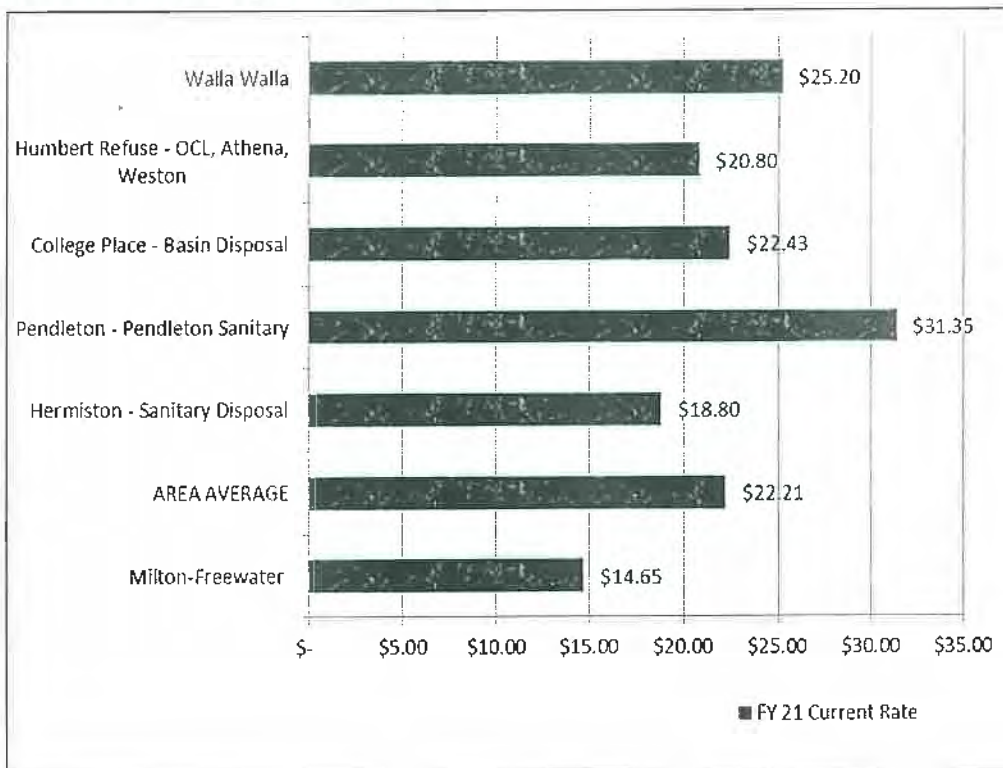
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

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 IS PROPOSED.** The last refuse rate increase was effective July 1, 2014. Below is a rate survey of other area communities for residential refuse collection of one 90 (technically 96 gallons) refuse container emptied once per week at a monthly rate, which is our minimum required service level.



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.

UTILITY SURCHARGE (Acct. 485-21) this fee is a new infrastructure fee to help cover costs of the solid waste utility for operating such as landfill costs, receptacles, etc.

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>INTERGOVERNMENTAL REVENUE</u>						
540-410-42 CORONA VIRUS RELIEF FUND	0	0	1,062	0	0	0
TOTAL INTERGOVERNMENTAL REVE	0	0	1,062	0	0	0
<u>UTILITY SALES</u>						
540-451-30 LANDFILL RECEIPTS	86,124	59,896	50,000	50,000	50,000	50,000
540-451-31 REFUSE COLLECTION	688,438	723,608	650,000	659,504	659,504	659,504
540-451-32 DROP BOX REVENUE	81,800	77,183	70,000	70,000	70,000	70,000
540-451-33 RECYCLING SERVICE REVENUE	138,281	139,264	130,000	130,000	130,000	130,000
TOTAL UTILITY SALES	994,643	999,952	900,000	909,504	909,504	909,504
<u>MISCELLANEOUS</u>						
540-470-20 INTEREST EARNED	18,005	14,929	5,000	5,000	5,000	5,000
540-470-25 LOAN PROCEEDS	0	0	9,998	0	0	0
540-470-30 SALE OF FIXED ASSETS	1,237	0	0	0	0	0
540-470-32 SALE OF RECYCLABLES	8,276	6,056	2,500	5,000	5,000	5,000
TOTAL MISCELLANEOUS	27,518	20,985	17,498	10,000	10,000	10,000
<u>SYSTEM DEVELOPMENT CHARGES</u>						
540-485-21 UTILITY SURCHARGE	0	0	0	92,360	92,360	92,360
TOTAL SYSTEM DEVELOPMENT CHA	0	0	0	92,360	92,360	92,360
<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	734,671	700,867	700,867	700,867
TOTAL BEGINNING FUND BALANCE	0	0	734,671	700,867	700,867	700,867
TOTAL REVENUE	1,024,161	1,022,936	1,655,231	1,714,731	1,714,731	1,714,731

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: COLLECTION **STAFF LEVEL 2022:** 2.29 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2021:** 2.29 FTE
FUND: SOLID WASTE

BASELINE BUDGET DESCRIPTION:

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

All residential customers have 90-gallon containers furnished by the City and all commercial customers that request them are furnished with 300-gallon containers. Two trucks are equipped with hydraulic arms to pick up the container without the operator leaving the truck. 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>2022 FTE</u>	<u>2021 FTE</u>
Water & Street Supervisor	0.02	0.02
Sanitation Truck Driver	1.00	1.00
Utility Worker	0.72	0.72
Parks Maintenance Worker	0.22	0.22
Rotational Crew Member	0.33	0.33
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.

UTILITY BILL ASSISTANCE (Acct. 265) matches funds donated by customers for utility bill assistance to pay their city utility bills. This program is paid for through the Electric Fund paying half as well as half through Public Works split equally between Water, Sewer and Solid Waste Funds. Total water contributions are budgeted to not exceed \$2,500 of the maximum combined total of \$15,000 for the program.

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>COLLECTION</u>						
<u>PERSONNEL SERVICES</u>						
540-7320-101	REGULAR SERVICES- SW COLLECTN	117,069	105,057	134,445	133,711	133,711
540-7320-105	OVERTIME	552	255	400	450	450
540-7320-120	EMPLOYEE BENEFITS	76,954	72,514	102,911	101,191	101,191
	TOTAL PERSONNEL SERVICES	194,575	177,827	237,756	235,352	235,352
<u>OPERATING</u>						
540-7320-200	OPERATING SUPPLIES	707	2,966	3,000	2,000	2,000
540-7320-220	PERSONAL PROTECTIVE EQUIPMENT	250	110	200	500	500
540-7320-260	COMMUNICATION	508	414	425	425	425
540-7320-280	REPAIR AND MAINTENANCE	708	222	1,000	1,000	1,000
540-7320-330	VEHICLE REPLACEMENT / RENT	101,013	116,460	171,448	178,723	178,723
540-7320-360	FRANCHISE EXPENSE	80,831	80,481	72,200	80,549	80,549
540-7320-365	UTILITY BILL ASSISTANCE	0	0	0	2,500	2,500
	TOTAL OPERATING	184,016	200,652	248,273	265,697	265,697
<u>TRANSFERS</u>						
540-7320-701	TRANSFER TO GENFRAL	267,774	325,792	341,372	350,258	350,258
540-7320-702	TRANSFER TO LANDFILL CLOSURE	4,000	4,000	4,000	4,000	4,000
540-7320-764	TRANSFER TO SICK LEAVE	500	500	500	500	500
	TOTAL TRANSFERS	272,274	330,292	345,872	354,758	354,758
<u>CONTINGENCY & RESERVES</u>						
540-7320-998	CONTINGENCY	0	0	490,001	447,005	447,005
	TOTAL CONTINGENCY & RESERVES	0	0	490,001	447,005	447,005
	TOTAL COLLECTION	650,865	708,771	1,321,902	1,302,812	1,302,812

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: LANDFILL STAFF LEVEL 2022: 1.21 FTE
DEPARTMENT: PUBLIC WORKS STAFF LEVEL 2021: 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>2022 FTE</u>	<u>2021 FTE</u>
Utility Worker	0.77	0.77
Parks Maintenance Worker	0.44	0.36
Total	1.21	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. Funds are also included this year for the construction of a concrete pad for in front of the CAT shed at the landfill to allow mechanics to work on heavy equipment on a surface that can be cleaned to reduce pathogen contact, rather than the dirt that becomes very muddy during the wet weather months and dusty in the dry, hot weather months.

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.

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

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>LANDFILL</u>						
<u>PERSONNEL SERVICES</u>						
540-7420-101	REGULAR SERVICES- LANDFILL	63,848	59,433	67,067	69,741	69,741
540-7420-105	OVERTIME	673	926	500	1,600	1,600
540-7420-120	EMPLOYEE BENEFITS	53,097	47,892	57,339	61,838	61,838
	TOTAL PERSONNEL SERVICES	117,618	108,251	124,906	133,179	133,179
<u>OPERATING</u>						
540-7420-200	OPERATING SUPPLIES	5,173	7,692	6,062	6,000	6,000
540-7420-220	PERSONAL PROTECTIVE EQUIPMENT	281	130	500	500	500
540-7420-270	UTILITIES	1,170	442	825	825	825
540-7420-280	REPAIR AND MAINTENANCE	14,818	39,926	15,000	19,500	19,500
540-7420-300	UNIFORM MAINTENANCE	357	627	500	160	160
540-7420-318	PERMIT FEES	8,712	8,813	10,300	10,300	10,300
540-7420-320	PROFESSIONAL SERVICES	21,651	20,641	26,250	26,250	26,250
540-7420-326	RECYCLING	1,450	0	0	0	0
540-7420-330	VEHICLE REPLACEMENT / RENT	48,024	48,024	27,317	36,176	36,176
540-7420-341	MEETINGS / CONFERENCES	0	34	200	200	200
540-7420-390	MISCELLANEOUS	150	92	200	1,000	1,000
	TOTAL OPERATING	101,785	126,423	87,154	100,911	100,911
	TOTAL LANDFILL	219,403	234,674	212,060	234,090	234,090

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022

PROGRAM:	WASTE RECYCLING	STAFF LEVEL 2022: 1.00 FTE
DEPARTMENT:	PUBLIC WORKS	STAFF LEVEL 2021: 1.00 FTE
FUND:	SOLID WASTE	

BASELINE BUDGET DESCRIPTION:

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

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 230 tons of materials from being directly deposited in our landfill this past calendar.

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>2022 FTE</u>	<u>2021 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.

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

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

RECYCLING CAPITAL EXPENSES (Acct. 410) 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>RECYCLING</u>						
<u>PERSONNEL SERVICES</u>						
540-7430-101 REGULAR SERVICES- SW RECYCLIN	40,572	42,640	45,927	60,643	60,643	60,643
540-7430-105 OVERTIME	183	0	200	400	400	400
540-7430-120 EMPLOYEE BENEFITS	31,269	40,066	43,852	58,496	58,496	58,496
TOTAL PERSONNEL SERVICES	72,024	82,706	89,979	119,539	119,539	119,539
<u>OPERATING</u>						
540-7430-200 OPERATING SUPPLIES	507	685	2,000	2,000	2,000	2,000
540-7430-220 PERSONAL PROTECTIVE EQUIPMENT	46	245	300	300	300	300
540-7430-225 MINOR EQUIPMENT	114	0	200	200	200	200
540-7430-260 COMMUNICATION	254	502	480	480	480	480
540-7430-270 UTILITIES	0	582	1,010	1,010	1,010	1,010
540-7430-280 REPAIR AND MAINTENANCE	3,220	4,550	1,500	3,500	3,500	3,500
540-7430-320 PROFESSIONAL SVCS- RECYCLING	2,090	0	1,500	1,500	1,500	1,500
540-7430-341 MEETINGS / CONFERENCES	0	0	300	300	300	300
540-7430-390 MISCELLANEOUS	252	0	0	0	0	0
TOTAL OPERATING	6,482	6,563	7,290	9,290	9,290	9,290
<u>CAPITAL</u>						
540-7430-410 RECYCLING CAPITAL EXPENSES	0	0	4,000	6,000	6,000	6,000
TOTAL CAPITAL	0	0	4,000	6,000	6,000	6,000
TOTAL RECYCLING	78,506	89,269	101,269	134,829	134,829	134,829

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

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 or drop boxes in the amount of \$23,000.

CITY OF MILTON-FREEWATER
 EXPENDITURE SUMMARY
 FISCAL YEAR 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
540-8100-480	CAPITAL	15,323	19,954	20,000	43,000	43,000	43,000
	TOTAL CAPITAL	15,323	19,954	20,000	43,000	43,000	43,000
	TOTAL CAPITAL - NEW	15,323	19,954	20,000	43,000	43,000	43,000

BUDGET NARRATIVE

Fiscal Year 2022

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 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>LANDFILL CLOSURE RESERVE</u>							
<u>MISCELLANEOUS</u>							
541-470-20	INTEREST	3,690	3,202	3,000	1,700	1,700	1,700
	TOTAL MISCELLANEOUS	3,690	3,202	3,000	1,700	1,700	1,700
<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	155,444	161,342	161,342	161,342
	TOTAL BEGINNING FUND BALANCE	0	0	155,444	161,342	161,342	161,342
	TOTAL REVENUE	7,690	7,202	162,444	167,042	167,042	167,042
<u>CAPITAL - NEW</u>							
<u>CONTINGENCY & RESERVES</u>							
541-8100-954	RESERVE FOR LANDFILL CLOSURE	0	0	162,444	167,042	167,042	167,042
	TOTAL CONTINGENCY & RESERVES	0	0	162,444	167,042	167,042	167,042
	TOTAL CAPITAL - NEW	0	0	162,444	167,042	167,042	167,042

REVENUE BUDGET NARRATIVE
Fiscal Year 2022

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 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GOLF COURSE</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
550-410-37	2021 AMERICAN RESCUE PLAN	0	0	0	100,000	100,000	100,000
	TOTAL INTERGOVERNMENTAL REVE	0	0	0	100,000	100,000	100,000
<u>SERVICES</u>							
550-450-13	BUILDING RENT	4,200	4,200	4,200	6,000	6,000	6,000
550-450-19	GOLF COURSE SURCHARGE	0	275	0	450	450	450
550-450-40	GOLF GREENS FEES	89,981	136,580	136,484	136,000	136,000	136,000
550-450-41	GOLF PASSES	23,165	33,123	41,150	40,000	40,000	40,000
550-450-42	GOLF CART SHEDS	10,134	15,053	13,000	13,000	13,000	13,000
550-450-43	GOLF CART USAGE FEES	9,590	10,702	12,400	10,000	10,000	10,000
550-450-46	GOLF PUNCH CARDS	12,479	14,812	16,500	32,000	32,000	32,000
	TOTAL SERVICES	149,548	214,745	223,734	237,450	237,450	237,450
<u>MISCELLANEOUS</u>							
550-470-99	MISCELLANEOUS	1,286	180	0	0	0	0
	TOTAL MISCELLANEOUS	1,286	180	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
550-499-10	FUND BALANCE	0	0	0	1,303	1,303	1,303
	TOTAL BEGINNING FUND BALANCE	0	0	0	1,303	1,303	1,303
	TOTAL REVENUE	160,834	214,925	223,734	338,753	338,753	338,753

EXPENDITUE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: ADMINISTRATION **STAFF LEVEL 2022:** 1.04 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2021:** 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>2022 FTE</u>	<u>2021 FTE</u>
Parks & Recreation Supervisor	0.14	0.14
Parks Maintenance Worker	0.42	0.42
Laborer	<u>0.48</u>	<u>0.60</u>
Total	1.04	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.

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.

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GOLF COURSE</u>						
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
550-7600-101 REGULAR SERVICES-GOLF CRSE AD	29,071	33,760	32,957	33,758	33,758	33,758
550-7600-102 PART TIME	1,774	67	4,620	4,782	4,782	4,782
550-7600-105 OVERTIME	261	162	200	200	200	200
550-7600-120 EMPLOYEE BENEFITS	22,817	27,283	28,590	30,722	30,722	30,722
TOTAL PERSONNEL SERVICES	53,924	61,273	66,367	69,462	69,462	69,462
<u>OPERATING</u>						
550-7600-200 OPERATING SUPPLIES	10,665	9,952	9,000	13,000	13,000	13,000
550-7600-225 MINOR EQUIPMENT	55	0	200	200	200	200
550-7600-250 ADVERTISING	213	188	200	500	500	500
550-7600-270 UTILITIES	7,778	7,787	8,774	9,000	9,000	9,000
550-7600-280 REPAIR AND MAINTENANCE	7,365	8,457	9,700	9,700	9,700	9,700
550-7600-320 PROFESSIONAL SERVICE	2,987	4,268	4,200	5,000	5,000	5,000
550-7600-330 VEHICLE REPLACEMENT / RENT	19,788	17,448	20,390	18,889	18,889	18,889
TOTAL OPERATING	48,850	48,099	52,464	56,289	56,289	56,289
<u>DEBT SERVICE</u>						
550-7600-510 LOAN PRINCIPAL	0	0	10,000	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	11,418	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	23,800	4,412	4,412	4,412
TOTAL CONTINGENCY & RESERVES	0	0	23,800	4,412	4,412	4,412
TOTAL ADMINISTRATION	104,292	110,890	154,149	141,681	141,681	141,681

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: CLUBHOUSE
DEPARTMENT: PUBLIC WORKS
FUND: GOLF COURSE

STAFF LEVEL 2022: 0.05 FTE
STAFF LEVEL 2021: 0.05 FTE

BASELINE BUDGET DESCRIPTION:

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

This program is in its 18th 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>2022 FTE</u>	<u>2021 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.

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

LOAN INTEREST (Acct. 511) covers the cost of the interest to pay back the loan for the walk-in cooler that was replaced in FY 19 due to total equipment failure.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>GOLF COURSE</u>						
<u>GOLF COURSE CLUB HOUSE</u>						
<u>PERSONNEL SERVICES</u>						
550-7610-101 REGULAR SERVICES- GC CLUB HSE	2,822	2,906	3,115	3,182	3,182	3,182
550-7610-105 OVERTIME	6	3	0	0	0	0
550-7610-120 EMPLOYEE BENEFITS	1,931	2,178	2,403	2,564	2,564	2,564
TOTAL PERSONNEL SERVICES	4,759	5,087	5,518	5,746	5,746	5,746
<u>OPERATING</u>						
550-7610-200 OPERATING SUPPLIES	1,719	174	3,000	3,000	3,000	3,000
550-7610-270 UTILITIES	4,958	4,455	5,771	6,261	6,261	6,261
550-7610-280 REPAIR AND MAINTENANCE	2,147	1,500	3,000	3,000	3,000	3,000
550-7610-320 PROFESSIONAL SERVICES	49,245	50,723	52,296	56,565	56,565	56,565
TOTAL OPERATING	58,069	56,851	64,067	68,826	68,826	68,826
TOTAL GOLF COURSE CLUB HOUSE	62,828	61,939	69,585	74,572	74,572	74,572

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

DEPARTMENT: PUBLIC WORKS
PROGRAM: CAPITAL
FUND: GOLF COURSE

BASELINE BUDGET DESCRIPTION:

CAPITAL NEW (Acct. 410) includes funding to replace the 20+ year old pond liner at the golf course along with the installation of such. The cost estimate included is from other liners that have been installed in the area, which may vary based on the material chosen. There are numerous rips and tears in the current liner that allow a considerable estimated amount of leakage. Replacement of such liner would allow for more water to be used for course irrigation rather than soaking in the ground resulting in the need to use city water. Half of the project is budgeted to be expended from Golf Course Capital and the other half from Water Capital equal to \$22,500 contributed by each fund.

\$100,000 is budgeted for replacing/repairing golf course paths using anticipated federal stimulus grant money. Obviously, if we don't receive the grant we would not spend it.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GOLF COURSE</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
550-8100-410	CAPITAL EXPENSES	30,603	0	0	122,500	122,500	122,500
	TOTAL CAPITAL	30,603	0	0	122,500	122,500	122,500
	TOTAL CAPITAL - NEW	30,603	0	0	122,500	122,500	122,500



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 2022

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 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>WAREHOUSE</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
610-410-42	CORONA VIRUS RELIEF FUND	0	0	1,171	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	0	0	1,171	0	0	0
<u>MISCELLANEOUS</u>							
610-470-20	INTEREST EARNED	1,616	1,210	1,200	600	600	600
610-470-99	MISCELLANEOUS	224	3,800	0	0	0	0
	TOTAL MISCELLANEOUS	1,840	5,010	1,200	600	600	600
<u>TRANSFERS</u>							
610-490-51	TRANSFER FROM ELECTRIC	28,418	28,418	29,271	30,149	30,149	30,149
610-490-52	TRANSFER FROM WATER	9,306	9,306	9,585	9,873	9,873	9,873
610-490-53	TRANSFER FROM SEWER	2,327	2,327	2,397	2,469	2,469	2,469
	TOTAL TRANSFERS	40,051	40,051	41,253	42,491	42,491	42,491
<u>BEGINNING FUND BALANCE</u>							
610-499-10	FUND BALANCE	0	0	40,704	40,456	40,456	40,456
	TOTAL BEGINNING FUND BALANCE	0	0	40,704	40,456	40,456	40,456
	TOTAL REVENUE	41,891	45,061	84,328	83,547	83,547	83,547

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022

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 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>WAREHOUSE</u>							
<u>ADMINISTRATION</u>							
<u>OPERATING</u>							
610-7600-200	OPERATING SUPPLIES	1,787	1,397	1,500	1,500	1,500	1,500
610-7600-260	COMMUNICATION	488	517	600	600	600	600
610-7600-270	UTILITIES	18,867	17,746	24,000	21,850	21,850	21,850
610-7600-280	REPAIR AND MAINTENANCE	3,585	1,352	5,115	5,000	5,000	5,000
	TOTAL OPERATING	24,728	21,012	31,215	28,950	28,950	28,950
<u>CAPITAL</u>							
610-7600-405	BUILDING	500	7,565	13,056	12,000	12,000	12,000
610-7600-410	CAPITAL EXPENSES	15,000	0	0	0	0	0
	TOTAL CAPITAL	15,500	7,565	13,056	12,000	12,000	12,000
<u>TRANSFERS</u>							
610-7600-701	TRANSFER TO GENERAL	20,567	21,410	22,479	22,763	22,763	22,763
	TOTAL TRANSFERS	20,567	21,410	22,479	22,763	22,763	22,763
<u>CONTINGENCY & RESERVES</u>							
610-7600-998	CONTINGENCY	0	0	17,578	19,834	19,834	19,834
	TOTAL CONTINGENCY & RESERVES	0	0	17,578	19,834	19,834	19,834
	TOTAL ADMINISTRATION	60,795	49,987	84,328	83,547	83,547	83,547

REVENUE BUDGET NARRATIVE
Fiscal Year 2022

DEPARTMENT: PUBLIC WORKS
FUND: VEHICLE MAINTENANCE

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

This program provides the method of controlling the revenues and expenditures to operate the vehicle maintenance program. The revenues are based upon rates that are charged to other funds for use of vehicles and equipment. The rates are computed from the previous years cost analysis. This program covers 77 pieces of motor pool-owned equipment and vehicles; 185 +-pieces of city department-owned non-motor pool equipment, three public transportation vehicles, approximately 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>						
<u>SERVICES</u>						
620-450-51 INTER DP EQUIP REPAIR	30,746	50,816	30,000	30,000	30,000	30,000
620-450-52 SCHOOL BUS REPAIR	49,131	42,441	52,530	51,000	51,000	51,000
620-450-70 VEHICLE RENT	466,245	473,976	435,519	410,811	410,811	410,811
TOTAL SERVICES	546,122	567,233	518,049	491,811	491,811	491,811
<u>MISCELLANEOUS</u>						
620-470-20 INTEREST EARNED	9,160	7,693	2,500	2,500	2,500	2,500
620-470-30 SALE OF FIXED ASSETS	150	40	0	0	0	0
620-470-99 MISCELLANEOUS	96	0	0	0	0	0
TOTAL MISCELLANEOUS	9,406	7,733	2,500	2,500	2,500	2,500
<u>BEGINNING FUND BALANCE</u>						
620-499-10 FUND BALANCE	0	0	346,660	301,806	301,806	301,806
TOTAL BEGINNING FUND BALANCE	0	0	346,660	301,806	301,806	301,806
TOTAL REVENUE	555,527	574,966	867,209	796,117	796,117	796,117

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: MOTOR POOL **STAFF LEVEL 2022:** 1.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2021:** 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 185+- 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.

PERSONNEL:

Title	<u>2022 FTE</u>	<u>2021 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.

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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>						
<u>MOTOR POOL</u>						
<u>PERSONNEL SERVICES</u>						
620-7700-101	REGULAR SERVICES- MOTOR POOL	111,606	120,823	123,972	131,206	131,206
620-7700-105	OVERTIME	567	94	1,000	1,000	1,000
620-7700-110	TOOL ALLOWANCES	1,950	2,421	2,400	2,400	2,400
620-7700-120	EMPLOYEE BENEFITS	62,910	69,211	70,752	79,984	79,984
	TOTAL PERSONNEL SERVICES	177,034	192,549	198,124	214,590	214,590
<u>OPERATING</u>						
620-7700-200	OPERATING SUPPLIES/FUEL	105,194	91,575	106,200	122,130	122,130
620-7700-220	PERSONAL PROTECTIVE EQUIP	0	519	500	500	500
620-7700-225	MINOR EQUIPMENT	4,732	3,102	5,000	5,000	5,000
620-7700-260	COMMUNICATION	779	773	1,360	1,720	1,720
620-7700-280	REPAIR AND MAINTENANCE	78,520	89,936	90,640	99,000	99,000
620-7700-282	RADIO REPAIR AND REPLACEMENT	428	0	1,000	0	0
620-7700-300	UNIFORM MAINTENANCE	614	1,166	1,000	1,000	1,000
620-7700-320	PROFESSIONAL SERVICES	125	625	500	500	500
620-7700-330	VEHICLE REPLACEMENT / RENT	3,024	3,681	5,950	5,889	5,889
620-7700-341	MEETINGS / CONFERENCES	0	0	1,000	1,000	1,000
620-7700-380	LIABILITY AND VEH INSURANCE	14,792	28,000	29,400	32,340	32,340
	TOTAL OPERATING	208,209	219,376	242,650	269,079	269,079
<u>CAPITAL</u>						
620-7700-410	CAPITAL EXPENSE	0	15,000	0	0	0
	TOTAL CAPITAL	0	15,000	0	0	0
<u>TRANSFERS</u>						
620-7700-701	TRANSFER TO GENERAL	54,776	57,232	60,484	62,034	62,034
620-7700-764	TRANSFER TO SICK LEAVE	250	250	250	250	250
620-7700-796	TRNSFR TO VEHICLE REPLACEMENT	0	0	100,000	0	0
	TOTAL TRANSFERS	55,026	57,482	160,734	62,284	62,284
<u>CONTINGENCY & RESERVES</u>						
620-7700-998	CONTINGENCY	0	0	164,571	144,085	144,085
	TOTAL CONTINGENCY & RESERVES	0	0	164,571	144,085	144,085
	TOTAL MOTOR POOL	440,269	484,407	765,979	690,038	690,038

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2022

PROGRAM: SCHOOL BUS MAINTENANCE **STAFF LEVEL 2022:** 0.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2021:** 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>2022 FTE</u>	<u>2021 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>						
<u>SCHOOL BUS MAINTENANCE</u>						
<u>PERSONNEL SERVICES</u>						
620-7710-101	REGULAR SERVICES- SCHL BUS MNT	34,466	36,617	41,324	43,735	43,735
620-7710-105	OVERTIME	302	20	400	400	400
620-7710-120	EMPLOYEE BENEFITS	20,150	20,349	23,584	26,661	26,661
	TOTAL PERSONNEL SERVICES	54,918	56,986	65,308	70,796	70,796
<u>OPERATING</u>						
620-7710-225	MINOR EQUIPMENT	0	736	1,200	1,200	1,200
620-7710-290	SCHOOL BUS PARTS	15,619	6,975	15,000	15,000	15,000
620-7710-300	UNIFORM MAINTENANCE	1,672	2,475	2,000	1,000	1,000
620-7710-330	VEHICLE REPLACEMENT / RENT	1,008	1,311	2,550	2,524	2,524
	TOTAL OPERATING	18,298	11,497	20,750	19,724	19,724
<u>TRANSFERS</u>						
620-7710-701	TRANSFER TO GENERAL	13,695	14,309	15,122	15,509	15,509
620-7710-764	TRANSFER TO SICK LEAVE	50	50	50	50	50
	TOTAL TRANSFERS	13,745	14,359	15,172	15,559	15,559
	TOTAL SCHOOL BUS MAINTENANCE	86,961	82,842	101,230	106,079	106,079

REVENUE BUDGET NARRATIVE

Fiscal Year 2022

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 22 replacement fees included in the budget are \$208,486. 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 22 depreciation adjustment fees included in the budget are \$20,848 for a total depreciation of \$229,334.

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 \$180,913 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 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>						
<u>SERVICES</u>						
630-450-50 REPLACEMENT FEES	194,076	194,076	278,792	435,606	435,606	435,606
TOTAL SERVICES	194,076	194,076	278,792	435,606	435,606	435,606
<u>MISCELLANEOUS</u>						
630-470-20 INTEREST EARNED	6,486	6,188	1,500	1,500	1,500	1,500
630-470-25 LOAN PROCEEDS	0	0	21,240	0	0	0
630-470-30 SALE OF FIXED ASSETS	8,620	1,545	0	0	0	0
630-470-99 MISCELLANEOUS REVENUES	9,660	0	0	0	0	0
TOTAL MISCELLANEOUS	24,766	7,734	22,740	1,500	1,500	1,500
<u>TRANSFERS</u>						
630-490-62 TRANSFER FROM VEHICLE MAINT	0	0	100,000	0	0	0
TOTAL TRANSFERS	0	0	100,000	0	0	0
<u>BEGINNING FUND BALANCE</u>						
630-499-10 FUND BALANCE	0	0	350,000	723,540	723,540	723,540
TOTAL BEGINNING FUND BALANCE	0	0	350,000	723,540	723,540	723,540
TOTAL REVENUE	218,842	201,810	751,532	1,160,646	1,160,646	1,160,646

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022

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.

VEHICLE REPLACEMENT (Acct. 470) No vehicles are planned to be replaced through direct cash purchase.

LEASE PRINCIPAL (Acct. 520) and LEASE INTEREST (Acct. 521) are both funded this year to include the two (2) existing leases approved in FY 21 as outlined below:

FY 22 EXISTING LEASE PAYMENT COMMITMENTS:

	FY 22	
	<u>PRINCIPAL</u>	<u>INTEREST</u>
191 - '20 Dodge Durango Police Pursuit Vehicle (48 mo. through FY 24)	\$11,500.84	\$2,251.16
193 - '20 International/Terex Bucket Truck (72 mo. through FY 27)	<u>\$31,481.40</u>	<u>\$2,336.39</u>
EXISTING COMMITTED PAYMENTS DUE:	\$42,982.24	\$4,587.55

Also included for FY 22 is the addition of two (2) new vehicle leases. The new proposed vehicles are as follows:

- V194 - New Dump Truck – Replaces V2, a 1984 GMC Dump Truck shared among departments and is used for street sanding and snow plowing during inclement weather.
- V195 - New Pickup Truck -- Replaces V92, a 1993 Chevrolet 4x4 Pickup used primarily in solid waste and sewer.

NEW ADDITIONAL ESTIMATED PROPOSED LEASE COMMITMENTS:

	<u>PRINCIPAL</u>	<u>INTEREST</u>
194 - New Dump Truck (60 mo. through FY 26)	\$29,376	\$6,565
195 - New Pickup Truck (60 mo. through FY 26)	<u>\$4,866</u>	<u>\$1,086</u>
PROPOSED NEW PAYMENTS:	\$34,242	\$7,651

Combined FY 22 Estimated Total Annual Lease Payments: **\$77,224.24** **\$12,238.55**

Future Estimated Lease Payment Commitments with existing and proposed vehicles:

Combined FY 23 Estimated Total Annual Payments:	\$77,951	\$11,510
Combined FY 24 Estimated Total Annual Payments:	\$81,291	\$8,170
Combined FY 25 Estimated Total Annual Payments:	\$70,758	\$4,951
Combined FY 26 Estimated Total Annual Payments:	\$73,388	\$2,320
Combined FY 27 Estimated Total Annual Payments:	\$16,684	\$225

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2021-22

	2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>						
<u>ADMINISTRATION</u>						
<u>CAPITAL</u>						
630-7600-470 VEHICLE REPLACEMENT	235,885	0	150,000	65,000	65,000	65,000
TOTAL CAPITAL	235,885	0	150,000	65,000	65,000	65,000
<u>DEBT SERVICE</u>						
630-7600-520 LEASE PRINCIPAL	0	0	0	94,988	94,988	94,988
630-7600-521 LEASE INTEREST	0	0	0	15,566	15,566	15,566
TOTAL DEBT SERVICE	0	0	0	110,554	110,554	110,554
<u>CONTINGENCY & RESERVES</u>						
630-7600-970 RESERVE FOR REPLACE	0	0	601,532	985,092	985,092	985,092
TOTAL CONTINGENCY & RESERVES	0	0	601,532	985,092	985,092	985,092
TOTAL ADMINISTRATION	235,885	0	751,532	1,160,646	1,160,646	1,160,646

BUDGET NARRATIVE
Fiscal Year 2022

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. If contributions are needed, 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 2021-22

		2018-19 FISCAL ACTUAL	2019-20 FISCAL ACTUAL	2020-21 FISCAL BUDGET	2021-22 CITY MGR PROPOSED	2021-22 BUD COMM APPROVED	2021-22 COUNCIL ADOPTED
<u>SICKLEAVE LIABILITY</u>							
<u>MISCELLANEOUS</u>							
640-470-20	INTEREST EARNED	1,291	1,015	800	500	500	500
	TOTAL MISCELLANEOUS	1,291	1,015	800	500	500	500
<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
640-490-62	TRANSFER FROM VEHICLE MAINT	300	300	300	300	300	300
	TOTAL TRANSFERS	6,776	6,776	6,776	6,776	6,776	6,776
<u>BEGINNING FUND BALANCE</u>							
640-499-10	FUND BALANCE	0	0	45,200	33,000	33,000	33,000
	TOTAL BEGINNING FUND BALANCE	0	0	45,200	33,000	33,000	33,000
	TOTAL REVENUE	8,067	7,791	52,776	40,276	40,276	40,276
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
640-7600-101	REGULAR SERVICES- SICKLEAVE LB	9,387	20,290	30,000	25,000	25,000	25,000
640-7600-102	PART TIME- SICKLEAVE LIABILITY	0	0	7,000	2,500	2,500	2,500
640-7600-120	EMPLOYEE BENEFITS	729	1,466	15,776	12,776	12,776	12,776
	TOTAL PERSONNEL SERVICES	10,117	21,755	52,776	40,276	40,276	40,276
	TOTAL ADMINISTRATION	10,117	21,755	52,776	40,276	40,276	40,276

BUDGET NARRATIVE
Fiscal Year 2022

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 2021-22

		2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>RISK MANAGEMENT</u>							
<u>MISCELLANEOUS</u>							
650-470-10	CIS REFUND	27,372	34,764	10,000	10,000	10,000	10,000
650-470-20	INTEREST EARNED	1,403	1,140	900	600	600	600
650-470-25	LOAN PROCEEDS	0	0	1,000	0	0	0
TOTAL MISCELLANEOUS		28,776	35,904	11,900	10,600	10,600	10,600
<u>BEGINNING FUND BALANCE</u>							
650-499-10	FUND BALANCE	0	0	35,000	35,000	35,000	35,000
TOTAL BEGINNING FUND BALANCE		0	0	35,000	35,000	35,000	35,000
TOTAL REVENUE		28,776	35,904	46,900	45,600	45,600	45,600
<u>ADMINISTRATION</u>							
<u>OPERATING</u>							
650-7600-382	UNANTICIPATED CLAIMS	16,481	27,466	35,321	45,600	45,600	45,600
TOTAL OPERATING		16,481	27,466	35,321	45,600	45,600	45,600
<u>DEBT SERVICE</u>							
650-7600-525	INTER FUND LOAN	0	0	11,579	0	0	0
TOTAL DEBT SERVICE		0	0	11,579	0	0	0
TOTAL ADMINISTRATION		16,481	27,466	46,900	45,600	45,600	45,600

CITY OF MILTON-FREEWATER

COMPUTATION OF LEGAL DEBT LIMIT

June 30, 2021

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	\$379,375,989
Debt Limit Rate	x <u>3%</u>
Maximum Allowable Debt	11,381,280
*Less General Bonded Debt	<u>7,657,390</u>
Legal Debt Margin	<u>\$ 3,723,890</u>
Total net bonded debt applicable to the limit as a percentage of debt limit	67%

Property Tax Summary
Fiscal Year 2022

	2019 Budget	2020 Budget	2021 Adopted	2022 Proposed	2022 Approved	2022 Adopted
Operating Estimate	1,038,162	1,089,160	1,110,805	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-	260,000	260,000	260,000
Local Option Tax						
Senior Trans	60,000	60,000	60,000	60,000	60,000	60,000
Parks & Rec	-0-	100,000	100,000	100,000	100,000	100,000
TOTAL TAXES	<u>1,098,162</u>	<u>1,249,160</u>	<u>1,270,805</u>	<u>1,530,805</u>	<u>1,530,805</u>	<u>1,530,805</u>

*Debt authorized but not incurred June 30

PERSONNEL SUMMARY
Fiscal Year 2022 By Department

	2022 FTE	2021 FTE	2020 FTE	<u>Position</u>
				GENERAL FUND
				CITY COUNCIL
*	1.00	1.00	1.00	Mayor
*	6.00	6.00	6.00	Councilors
	<hr/> 7.00	<hr/> 7.00	<hr/> 7.00	
				CITY MANAGER
	0.80	0.80	0.80	City Manager
	1.00	1.00	1.00	City Recorder
	<hr/> 1.80	<hr/> 1.80	<hr/> 1.80	
				MUNICIPAL COURT
	0.13	0.13	0.13	Judge
	0.50	0.50	0.50	Court Clerk
	<hr/> 0.63	<hr/> 0.63	<hr/> 0.63	
				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
	<hr/> 6.50	<hr/> 6.50	<hr/> 6.50	
				HUMAN RESOURCE ADMINISTRATION
	1.00	1.00	1.00	Human Resource Officer
	<hr/> 1.00	<hr/> 1.00	<hr/> 1.00	
				ECONOMIC DEVELOPMENT
	0.00	0.00	1.00	Community Development Supervisor
	0.00	0.00	0.10	Assistant
	0.00	0.00	0.05	City Planner
	<hr/> 0.00	<hr/> 0.00	<hr/> 1.15	
				PLANNING / BUILDING INSPECTIONS
	0.45	0.45	0.40	City Planner
	0.05	0.05	0.05	Building Specialist
	0.50	0.50	0.40	Planning/Fire Assistant (prior Secretary)
	<hr/> 1.00	<hr/> 1.00	<hr/> 0.85	
				POLICE
	1.00	1.00	1.00	Chief
	1.00	1.00	2.00	Sergeant
	9.00	9.00	8.00	Patrol Officers
	0.60	0.60	0.60	Code Enforcement Officer
	6.00	6.00	6.00	Communication Specialist
*	<hr/> 0.00	<hr/> 0.00	<hr/> 2.00	Citizen Corp Volunteers
	17.60	17.60	19.60	

* Number of Number of Positions, not Expressed in FTE's

PERSONNEL SUMMARY
Fiscal Year 2022 By Department

	2022 FTE	2021 FTE	2020 FTE	<u>Position</u>
				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	Public Works Assistant/Project Aide
	1.78	1.78	1.78	Park Maintenance Worker
	1.00	1.00	1.00	Technician
	0.00	0.00	3.00	Lifeguard
	0.00	0.56	0.56	Aquatic Center Manager
	0.00	0.00	0.28	Lead Lifeguards
	0.31	0.00	0.00	Cashier Concession Lead
	1.00	1.00	1.00	Concession
	0.32	0.80	0.80	Laborer
	<u>7.02</u>	<u>7.75</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	1.00	0.00	Library Assistant
	1.93	1.93	2.93	Library Associate
	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>	
				SENIOR / DISABLED TRANSPORTATION FUND
	0.10	0.10	0.55	City Planner
	0.55	0.55	0.50	Planning Assistant
	0.50	0.50	0.20	City Manager
	<u>1.15</u>	<u>1.15</u>	<u>1.25</u>	

* Number of Number of Positions, not Expressed in FTE's

PERSONNEL SUMMARY
Fiscal Year 2022 By Department

2022 FTE	2021 FTE	2020 FTE	Position
			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>	
			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
<u>3.06</u>	<u>3.06</u>	<u>3.06</u>	
			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
<u>3.79</u>	<u>3.79</u>	<u>3.79</u>	
			SOLID WASTE FUND
1.00	1.00	1.00	Sanitation Truck Driver
0.02	0.02	0.02	Water & Streets Supervisor
0.66	0.58	0.58	Parks Maintenance Worker
1.33	1.33	1.06	Rotational Crew Member
1.49	1.49	1.49	Utility Worker
<u>4.50</u>	<u>4.42</u>	<u>4.15</u>	
			GOLF COURSE FUND
0.45	0.45	0.45	Parks Maintenance Worker
0.16	0.16	0.16	Parks & Rec Supervisor
0.48	0.60	0.60	Laborer
<u>1.09</u>	<u>1.21</u>	<u>1.21</u>	
			VEHICLE MAINTENANCE FUND
1.00	1.00	1.00	Senior Mechanic
1.00	1.00	1.00	Mechanic
<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	
** 70.17	70.94	74.95	Total FTE's

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

City of Milton-Freewater
RESOLUTION NO. 2460

**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 \$84,900 in state revenue sharing; and

WHEREAS, during two public hearings on this subject, one held, April 29, 2021 and the other held June 14, 2021, 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 2021-2022.

PASSED BY THE COMMON COUNCIL and APPROVED by the Mayor this 14th day of June, 2021.



Lewis S. Key, Mayor

I certify that a public hearing before the Budget Committee was held on April 29, 2021, and a public hearing before the City Council was held on June 14, 2021 giving citizens an opportunity to comment on the use of state revenue sharing funds.



Leanne Steadman, City Recorder

CITY OF MILTON-FREEWATER

RESOLUTION NO. 2461

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, 2021

BE IT RESOLVED;

Section 1. That the City Council of the City of Milton-Freewater hereby adopts the budget for fiscal year 2021-2022 in the sum of \$49,697,828.

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, General Obligation Bond \$260,000; and that these taxes are hereby imposed and categorized for tax year 2021-2022 upon the assessed value of all taxable property within the district.

Excluded from

	<u>General Government</u>	<u>the Limitation</u>
General Fund	\$3.7499/\$1,000	
Bonded Debt	\$260,000	
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	\$ 24,741
City Manager/Human Resources	529,655
City Attorney	15,000
Municipal Court	101,183
Finance	980,042
Planning/Bldg Inspect/Eco Devo	119,870
Police/Emergency Communications	2,346,299
Fire	410,396
Public Works	1,353,279
Engineering	50,270
City Hall	5,638,211
Transfers to Other Funds	106,887
Contingency	<u>500,000</u>
Total	12,175,833

STREET FUND

Personnel Services	\$215,030
Materials and Services	127,699
Transfer to Other Funds	124,366
Contingency	<u>585,036</u>
	\$ 1,052,131

STREET IMPROVEMENT FUND

Capital	\$2,259,698
Debt Service	-0-
Contingency	<u>206,524</u>
	\$2,466,222

LIBRARY FUND

Personnel Services	\$375,376
Materials and Services	49,490
Capital	6,000
Transfer to Other Funds	240
Contingency	<u>23,555</u>
	\$454,661

SENIOR/DISABLED TRANSPORTATION SERVICES FUND

Personnel Services	\$146,600
Materials and Services	288,700
Total Capital Outlay	75,000
Debt Service	30,836
Contingency	<u>100,848</u>
	\$ 641,984

GENERAL OBLIGATION BOND/BOND CAPITAL FUNDSs

Debt Service	\$260,000
Capital Outlay	<u>7,657,390</u>
	7,917,390

ELECTRIC FUND

Personnel Services	\$2,082,086
Materials and Services	6,050,445
Capital Outlay	695,000
Transfer to Other Funds	1,157,400
Contingency	<u>808,104</u>
	\$10,793,035

ELECTRIC CAPITAL REPLACEMENT RESERVE FUND

Capital	\$ 1,772,307
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ELECTRIC OPERATING/MAINTENANCE RESERVE FUND

Transfers	\$ -0-
Capital	<u>2,851,409</u>
	\$2,851,409

WATER FUND

Personnel Services	\$ 338,846
Materials and Services	419,769
Capital Outlay	292,500
Debt Service	-0-
Transfer to Other Funds	640,755
Contingency/Reserve	<u>489,920</u>
	\$2,181,790

SEWER FUND

Personnel Services	\$ 447,537
Materials and Services	305,330
Capital Outlay	-0-
Transfer to Other Funds	537,424
Contingencies	<u>810,104</u>
	\$2,100,395

SEWER PLANT IMPROVEMENT FUND

Capital Outlay	250,000
Debt Service	93,912
Contingencies	<u>523,297</u>
	\$ 867,209

SOLID WASTE

Personnel Services	\$488,070
Materials and Services	375,898
Capital Outlay	49,000
Transfer to Other Funds	354,758
Contingency	<u>447,005</u>
	\$1,714,731

GOLF COURSE FUND

Personnel Services	\$ 75,208
Materials and Services	125,115
Capital Outlay	122,500
Debt Service	11,418
Transfer to Other Funds	100
Contingency	<u>4,412</u>
	\$338,753

LANDFILL CLOSURE RESERVE FUND

Reserves	\$167,042
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9.1.1.

Materials and Services	\$44,068
Capital Outlay	17,682
Transfer to Other Funds	<u>15,000</u>
	\$ 76,750

WAREHOUSE FUND

Materials and Services	28,950
Capital Outlay	12,000
Total Transfers	22,763
Contingency	<u>19,834</u>
	\$ 83,547

VEHICLE MAINTENANCE

Personnel Services	\$285,386
Materials and Services	288,803
Transfers	77,843
Contingency	<u>144,085</u>
	\$796,117

VEHICLE REPLACEMENT FUND

Capital Outlay	65,000
Debt Service	110,554
Transfers	-0-
Reserve for Replacement	<u>985,092</u>
	\$1,160,646

SICK LEAVE LIABILITY FUND

Personnel Services \$ 40,276

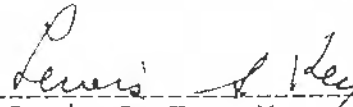
RISK MANAGEMENT

Materials and Services \$ 45,600

Debt Service -0-

\$ 45,600

PASSED by the Common Council and APPROVED by the Mayor this 14th day of June, 2021



Lewis S. Key, Mayor

Resolution No 2461 Page 4 of 4

City of Milton-Freewater
Resolution No. 2458

A RESOLUTION ACCEPTING THE ABSTRACT OF VOTES REGARDING THE BALLOTS CAST IN UMATILLA COUNTY, STATE OF OREGON PRIMARY ELECTION HELD TUESDAY, MAY 18, 2021, REGARDING A MEASURE FOR CITY OF MILTON-FREEWATER

WHEREAS, there was a Primary Election held in Umatilla County, State of Oregon on May 18, 2021, The City of Milton-Freewater submitted to the voters, Measure 30-147 City of Milton-Freewater General Obligation Bond Authorization for Police Station; and

WHEREAS, the City of Milton-Freewaters' elections official has received the abstract of votes from the Umatilla County Elections Division; and

WHEREAS, the City's Charter declares the city council to be the final judge of the election; and

WHEREAS, the City Council of the City of Milton-Freewater has canvassed the results of said election and has found as follows:

TOTAL CERTIFIED

Measure 30-147 City of Milton-Freewater General Obligation Bond Authorization for Police Station

YES votes	total 403
NO votes	total 241

NOW, THEREFORE, BE IT RESOLVED, City of Milton-Freewater, does hereby proclaim at the Primary Election held May 18, 2021, the following:

Measure 30-147 City of Milton-Freewater General Obligation Bond Authorization for Police Station was approved.

BE IT FURTHER RESOLVED the City Recorder is authorized to issue a letter of acceptance of the Abstract of Votes to Umatilla County Elections Division on June 15, 2021.

PASSED by the COMMON COUNCIL and APPROVED by the Mayor this 14th day of June, 2021.


Lewis S. Key, Mayor