



*City of*

**MILTON-FREEWATER**

*Oregon*



**ADOPTED BUDGET**

*Fiscal Year 2023*

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## **INTRODUCTORY SECTION**

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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 5, 2022

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

**FROM:** City Manager

**SUBJECT:** Proposed Budget for Fiscal Year 2023

## **EXECUTIVE SUMMARY**

It has been over two years since we found our world tipped upside down with the onset of an unprecedented pandemic and all its aftermath and fallout.

While we tell ourselves we are “back to normal,” the reality is that we will never be truly back to normal. Business practices have been forever changed I believe, and our economy seems more volatile than ever. We interact differently with each other and our customers. I am not sure any of us will ever think the same way about illness, germs, or being in close contact with strangers.

We City staff and Council members were marked with sorrow forever by the Covid caused loss of our dear friend and co-worker, Municipal Court Clerk Pam Hays. All of our crews worked extremely short-handed at various times due to absent co-workers fighting the virus. I am grateful and proud of our team to be able to say that at no time did we have to suspend services or close departments. Our amazing and dedicated staffers worked harder than ever to make sure we did not fall behind in the public’s expectations.

Now we are dealing with the extremely high rise in costs of materials, extremely long lead times between ordering and arrival of materials and parts, shortages of materials and supplies, a shrinking labor pool, and a CPI that I have never seen this high in 30 years which affects our labor costs. At the time we were putting these budgets together and attempting to balance all funds, fuel prices increased by over 100%. This caused us to have to make even more cuts in expenditures in order to get balanced.

And still, we persevere with faith.

This city has faced floods, fires, and severe economic blows, but we are resilient in Milton Freewater and we continue to persevere and come out the other side even better.

The changes that we have experienced you will see reflected in this budget document. Here are some examples:

- You will notice that with all the increased ordering on-line of goods, our recycling cardboard services have become over faced with demand. We used to offer free pick up of cardboard from several commercial businesses. We are no longer able to afford to do so, and this budget includes the option for business owners to continue that, but for a fee of \$100 per month for one cubic yard of materials picked up per week.
- This budget contains \$5,933,197 in GRANT DOLLARS! This is over 10% of the total budget---helping make up for higher costs of doing business and losses of potential revenue.
- This budget contains only ONE proposed rate increase---to Solid Waste in the amount of 10% to offset the huge increase in the cost of materials and fuel.
- 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 continuing to improve the aquatic center pool. These projects would be possible only due to federal COVID relief monies that we have or are still hoping to receive, and the continuation of the local option tax supporting such projects.

In conclusion, we are proud to be able to present you with a balanced budget totaling \$50,574,789. 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 tip of the hat to our brand new Finance Director, Dustin Dougherty. This is Dustin's first budget for our city and what I hope will be the first of many more to come. Thank you also to all our dedicated and hardworking department heads and employees who work to make sure our city and its citizens are served well. 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***  
***FISCAL 2023 BUDGET COMMITTEE***

*Mayor:* *Lewis Key*

*Councilors:* *Steve Irving*  
*Brad Humbert*  
*John Lyon*  
*Jose Garcia*  
*Wes Koklich*  
*Damien Reino*

*Budget Committee:* *Don Phillips*  
*Mike Charlo*

*Budget Officer:* *Linda Hall*

## CITY OF MILTON-FREEWATER, OREGON

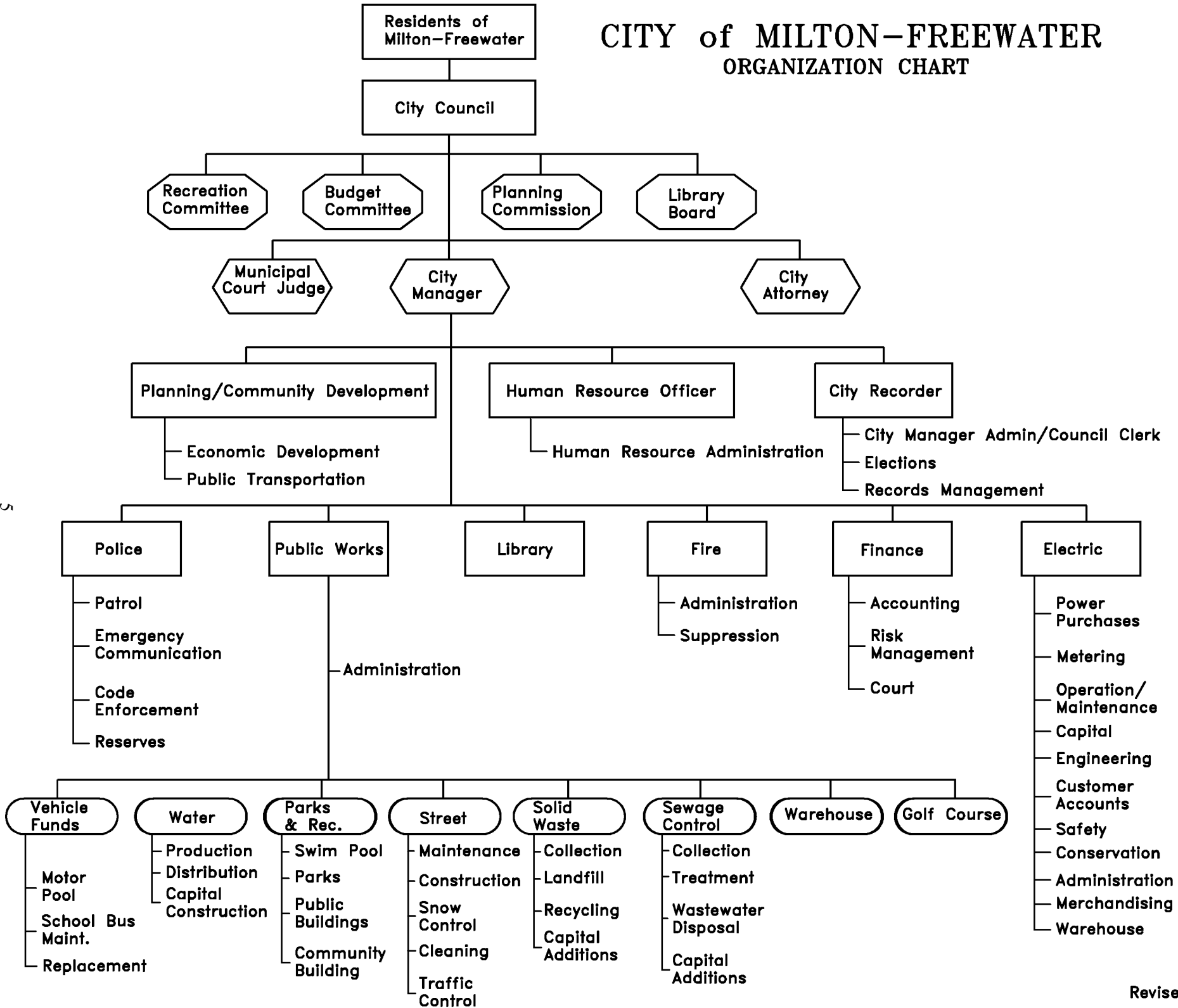
### *Budget Calendar Fiscal 2023*

- 01/27 Worksheets distributed to Department Heads.
- 02/28 Last day to submit Departmental Budget requests to the Finance Director. Department Heads are responsible for meeting this deadline.
- 03/28 Finance Director will begin meetings with the City Manager to review, revise and balance budgets. Department heads will be on call March 29 - 31 for budget questions if needed.
- 04/04 Finance Dept. begins compiling revised budgets and balances all funds.
- 04/01\*\* Notice of first Budget meeting to paper (include City web site address).
- 04/08\* 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.)
- 04/08 City Manager to complete the budget message.
- 04/11 Begin printing budget.
- 04/22 Complete preliminary budget books, assembled and bound, make copies
- 04/25 Deliver budget books to council, department heads and budget committee.
- 05/05 **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.
- 05/16\*\* Send budget summaries and notice of Council hearing to paper.
- 05/20\* 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.
- 06/13 Budget Hearing before the City Council.
- 06/13 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

## ORGANIZATION CHART



## **SUMMARY SECTION**

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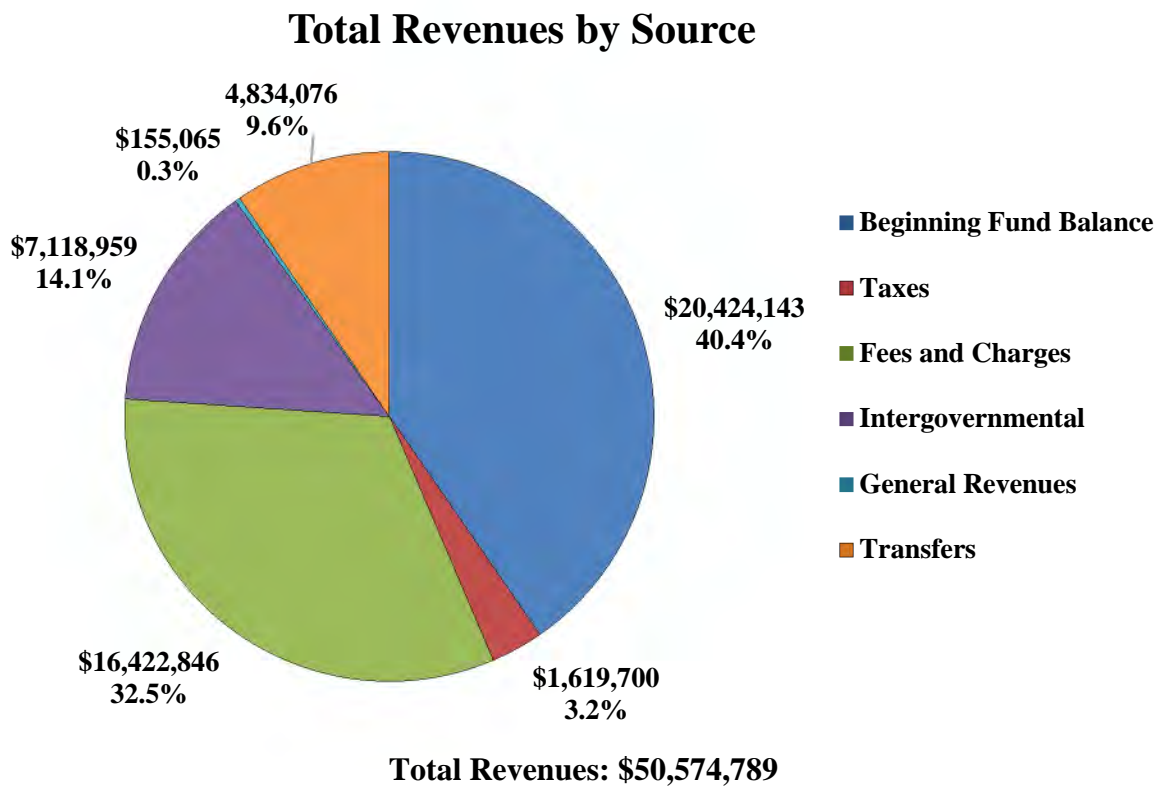
# Revenue Overview

## Introduction

The total revenues for the City of Milton-Freewater’s combined funds for FY 22-23 amounts to \$50,574,789, a 1.54% increase from the \$49,808,153 budgeted for FY 21-22.

## Summary of Total Revenue Sources

The chart below details revenue sources across all funds for the city. These revenues will be explored further for each fund.



## Total Revenue by Source Categories

- Beginning Fund Balance – The beginning fund balance is the residual fund balance representing unused funds brought forward from the previous financial year (ending fund balance).
- Taxes – Property taxes and transient room taxes.
- Fees and Charges – Includes franchise fees, licenses and permit fees, and fees collected by the city for services.
- Intergovernmental – Includes state sharing revenues from alcohol & cigarette tax, highway funds, and federal and state grants.
- General Revenues – Includes administrative, debt, donations, grants, interest, leases, and other.
- Transfers – Includes all interfund transfers in.

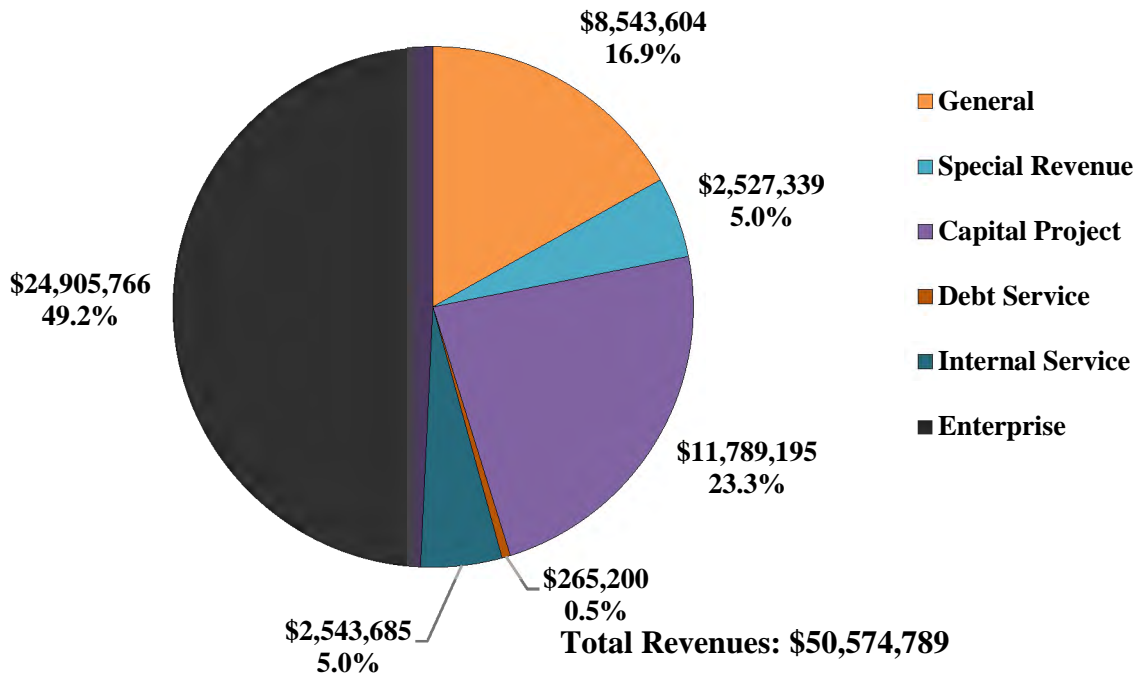
## Revenue Summary by Source

	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Proposed 2022-2023	Adopted 2022-2023
Property Taxes	\$ 1,219,231	\$ 1,258,358	\$ 1,561,905	\$ 1,599,700	\$ 1,599,700
Utility Fees	11,871,487	12,704,677	13,076,560	13,543,576	13,543,576
Intergovernmental	2,485,407	3,757,171	9,787,045	7,118,959	7,118,959
Franchise Fees	983,253	1,049,485	1,071,146	1,104,859	1,104,859
License Fees and Permits	20,650	21,947	19,600	19,800	19,800
Other Taxes	14,063	15,991	10,000	20,000	20,000
Fines and Forfeitures	113,866	131,395	115,500	107,550	107,550
Grants and Donations	7,141	131,740	24,300	9,300	9,300
Charges for Services	993,752	1,054,982	1,242,917	1,367,891	1,367,891
System Development Charges	162,417	215,221	221,691	221,337	221,337
Interest and Misc Revenue	540,434	268,755	278,940	203,598	203,598
Issuance of Debt	521,418	1,749,632	7,670,590	-	-
Transfers In/Other Sources	2,951,740	3,604,703	3,147,838	4,834,076	4,834,076
Total Current Resources	21,884,860	25,964,058	38,228,032	30,150,646	30,150,646
Beginning Fund Balance	11,088,257	11,364,269	11,580,121	20,424,143	20,424,143
<b>Total Resources</b>	<b>\$ 32,973,117</b>	<b>\$ 37,328,327</b>	<b>\$ 49,808,153</b>	<b>\$ 50,574,789</b>	<b>\$ 50,574,789</b>

### Portion of Total Revenue by Fund Category

The following chart shows the percentage of total revenue each fund produces. The majority of the city's revenue comes from Enterprise Funds and General Fund.

### Total Revenues by Fund Category



# Expenditure Overview

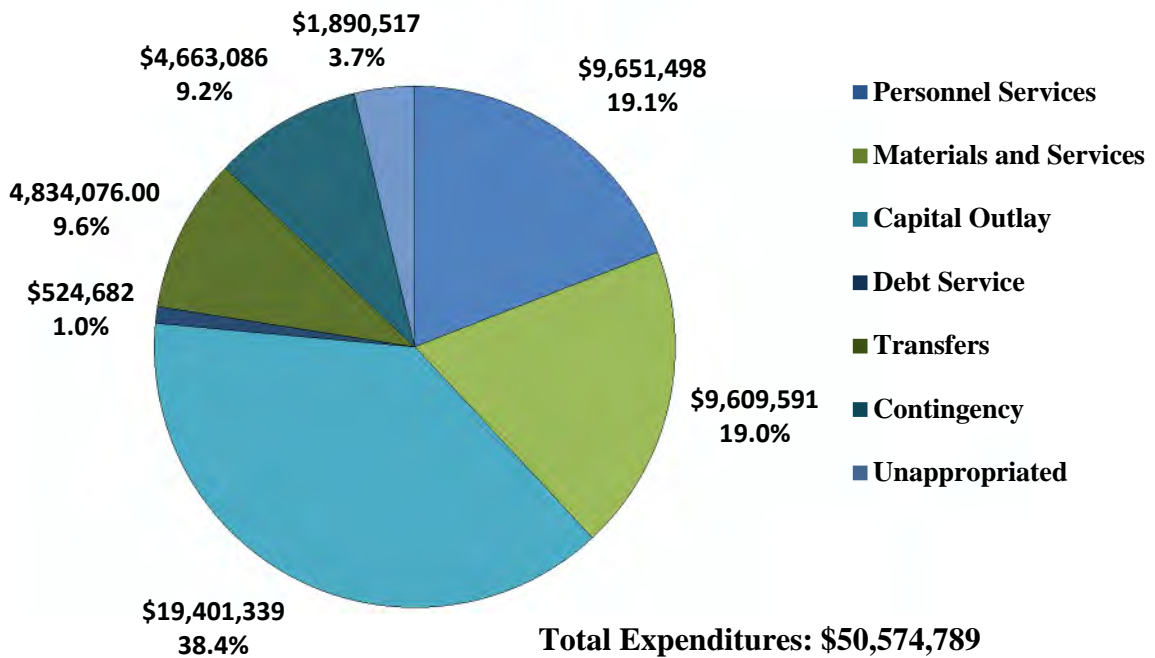
## Introduction

The total operating expenditures for the City of Milton-Freewater’s combined funds for FY 22-23 amounts to \$50,574,789, a 1.54% increase from the \$49,808,153 projection for FY 21-22.

## Summary of Total Expenditures by Categories

The chart below details revenue sources across all funds for the city. These revenues will be explored further for each fund.

### Total Expenditures by Category



## Total Revenue Categories

Expenses are sorted into the following categories:

- Personnel Services – Salaries, Overtime, Seasonal & Temporary, and associated fringe benefits such as Social Security, PERS Retirement, Health and Life Insurance.
- Materials and Services – Costs such as Utilities, Parts & Supplies, Professional Services, Training & Education, Insurance, Postage, Small Tools & Equipment, Repairs & Maintenance, etc.
- Capital Outlay – Acquisition or construction of buildings, improvements, machinery, equipment, and land with a cost of \$5,000 or more and a life expectancy of more than one year.
- Debt Service – Dollars set aside for repayment of principal and interest obligations.
- Transfers – Amounts distributed from one fund to finance activities in another fund shown as an expenditure in the originating fund and as a revenue in the receiving fund.
- Contingency – Money budgeted and appropriated and must be transferred to another appropriation by resolution or supplemental budget before it can be spent.

- Unappropriated – Dollars that cannot be spent or appropriated until the following budget year, except in an emergency created by civil disturbance or natural disaster.

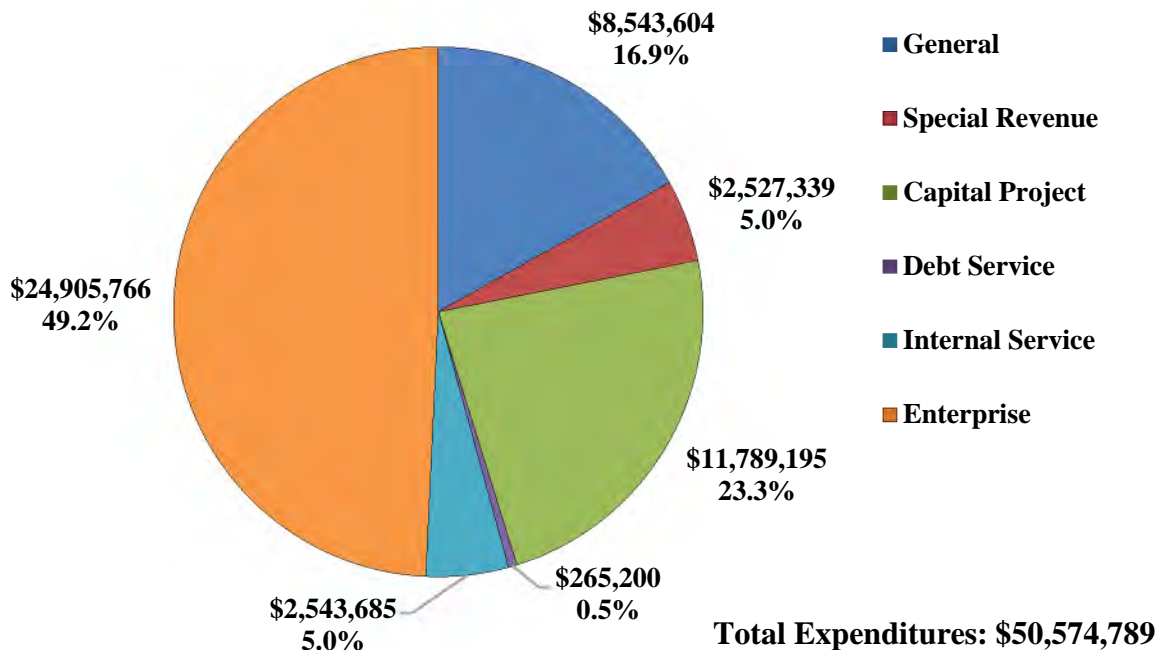
## Expense Summary by Category

	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Proposed 2022-2023	Adopted 2022-2023
Personnel Services	\$ 8,044,687	\$ 8,235,364	\$ 9,259,967	\$ 9,651,498	\$ 9,651,498
Materials and Services	8,090,031	8,207,289	11,238,638	9,609,591	9,609,591
Capital Outlay	2,427,714	2,748,024	19,942,039	19,401,339	19,401,339
Debt Service	94,675	2,034,433	503,849	524,682	524,682
Transfers	2,951,740	3,604,703	3,147,861	4,834,076	4,834,076
Contingency	-	-	3,833,844	4,663,086	4,663,086
Total Current Appropriations	21,608,848	24,829,815	47,926,198	48,684,272	48,684,272
Reserved for Future Years	-	-	1,881,955	1,889,517	1,889,517
Unappropriated Fund Balance	-	-	-	1,000	1,000
Ending Fund Balance	11,364,269	12,498,513	-	-	-
<b>Total Requirements</b>	<b>\$ 32,973,117</b>	<b>\$ 37,328,327</b>	<b>\$ 49,808,153</b>	<b>\$ 50,574,789</b>	<b>\$ 50,574,789</b>

### Portion of Total Expenditures by Fund Category

The following chart shows the percentage of total expenditures each fund type produces. The majority of the city's expenditures come from personnel costs, contracted services and capital projects.

### Total Expenditures by Fund Category



# CITY OF MILTON-FREEWATER

## BUDGET SUMMARY FOR FISCAL YEAR 2023

	General Fund	Electric Funds	Water Fund	Sewer Funds	Solid Waste Funds	Golf Course Funds	Special Revenue Funds	Internal Service Funds	Debt Service/ Cap Funds	Total Budget
Beginning Balance	\$ 1,221,052	\$ 6,016,159	\$ 814,048	\$ 2,019,722	\$ 765,264	\$ -	\$ 1,192,622	\$ 1,205,345	\$ 7,189,931	\$ 20,424,143
Revenues	4,261,579	9,704,362	1,455,789	1,344,972	1,153,800	195,650	2,824,392	1,110,826	3,265,200	25,316,570
Transfers In	3,060,973	300,000	300,000	715,000	6,000	115,000	109,589	227,514	-	4,834,076
Total Resources	8,543,604	16,020,521	2,569,837	4,079,694	1,925,064	310,650	4,126,603	2,543,685	10,455,131	50,574,789
City Council	27,741	-	-	-	-	-	-	-	-	27,741
City Manager	388,272	-	-	-	-	-	-	-	-	388,272
HR	163,315	-	-	-	-	-	-	-	-	163,315
City Attorney	15,000	-	-	-	-	-	-	-	-	15,000
Municipal Court	107,700	-	-	-	-	-	-	-	-	107,700
Finance	1,008,914	-	-	-	-	-	-	-	-	1,008,914
Planning/Build Inspect	128,755	-	-	-	-	-	-	-	-	128,755
Police/Emergency Communications	2,844,357	-	-	-	-	-	-	-	-	2,844,357
Fire	443,062	-	-	-	-	-	-	-	-	443,062
Public Works	1,380,157	-	-	-	-	-	-	-	-	1,380,157
City Hall	399,828	-	-	-	-	-	-	-	-	399,828
Civil Engineering	50,759	-	-	-	-	-	-	-	-	50,759
Electric	-	13,025,863	-	-	-	-	-	-	-	13,025,863
Water	-	-	1,071,044	-	-	-	-	-	-	1,071,044
Sewer	-	-	-	1,036,025	-	-	-	-	-	1,036,025
Solid Waste	-	-	-	-	981,905	-	-	-	-	981,905
Golf Course	-	-	-	-	-	208,460	-	-	-	208,460
Special Revenue Uses	-	-	-	-	-	-	2,294,556	-	-	2,294,556
Internal Services	-	-	-	-	-	-	-	1,073,353	-	1,073,353
Police Station Capital	-	-	-	-	-	-	-	-	10,189,931	10,189,931
Debt Service	45,905	-	-	93,912	-	1,418	66,775	52,472	264,200	524,682
Total Expenditures	7,003,765	13,025,863	1,071,044	1,129,937	981,905	209,878	2,361,331	1,125,825	10,454,131	37,363,679
Transfers Out	1,126,189	1,210,135	674,101	984,119	370,808	100	202,768	265,856	-	4,834,076
Contingency	132,246	1,484,523	524,692	1,090,113	403,224	672	809,135	218,481	-	4,663,086
Reserves	-	-	-	575,525	169,127	-	211,342	933,523	1,000	1,890,517
Federal Grants	281,404	300,000	300,000	300,000	-	100,000	542,027	-	-	1,823,431
Total Other Uses	1,539,839	2,994,658	1,498,793	2,949,757	943,159	100,772	1,765,272	1,417,860	1,000	13,211,110
Total Expenditures & Other Uses	8,543,604	16,020,521	2,569,837	4,079,694	1,925,064	310,650	4,126,603	2,543,685	10,455,131	50,574,789
Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

For Fiscal Year 2022 - 2023

**ADMINISTRATIVE TRANSFERS**

**General Fund**

Expenditures	Total	ARPA / Grant Expenditures	Total		General	Street	Electric	Water	Sewer	Solid Waste	Warehouse	Vehicle Maintenance							
			Excluding ARPA																
City Council	\$ 27,741	\$ -	\$ 27,741	19%	\$ 5,403	2%	\$ 555	52%	\$ 14,557	14%	\$ 3,884	5%	\$ 1,387	5%	\$ 1,387	1%	\$ 277	1%	\$ 291
City Manager/Recorder	388,272	-	388,272	17%	66,005	2%	7,765	55%	213,550	14%	54,358	5%	19,414	5%	19,414	1%	3,883	1%	3,883
City Attorney	15,000	-	15,000	20%	3,000	2%	300	52%	7,800	14%	2,100	5%	750	5%	750	1%	150	1%	150
Municipal Court	110,200	(2,500)	107,700	100%	107,700	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Accounting & Billing	1,041,681	(32,767)	1,008,914	10%	100,893	2%	20,178	51%	514,546	14%	141,248	10%	100,891	10%	100,891	1%	10,089	2%	20,178
Human Resource Admin	163,315	-	163,315	10%	16,331	2%	3,266	51%	83,291	14%	22,864	10%	16,332	10%	16,332	1%	1,633	2%	3,266
Planning	121,500	-	121,500	5%	6,075	2%	2,430	33%	40,095	25%	30,375	25%	30,375	10%	12,150	0%	-	0%	-
Building Inspection	7,255	-	7,255	100%	7,255	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Police Patrol	1,887,547	(32,500)	1,855,047	100%	1,855,047	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Emergency Communication	897,562	(235,000)	662,562	23%	152,390	2%	13,251	25%	165,641	20%	132,512	20%	132,512	10%	66,256	0%	-	0%	-
Code Enforcement	66,673	-	66,673	100%	66,673	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Police Reserves	75	-	75	100%	75	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Fire Administration	443,062	-	443,062	100%	443,062	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Aquatic Center	311,156	(51,250)	259,906	100%	259,906	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Parks	514,657	(114,000)	400,657	100%	400,657	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Public Buildings	293,397	(87,387)	206,010	15%	30,900	0%	-	25%	51,503	25%	51,503	20%	41,202	15%	30,902	0%	-	0%	-
Community Building	34,576	-	34,576	100%	34,576	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Public Works Administration	510,913	-	510,913	0%	-	14%	71,528	0%	-	29%	148,165	29%	148,165	17%	86,855	1%	5,109	10%	51,091
Civil Engineering	50,759	-	50,759	0%	-	20%	10,151	0%	-	40%	20,304	40%	20,304	0%	-	0%	-	0%	-
City Hall (less Contingency)	174,000	-	174,000	19%	33,060	2%	3,480	25%	43,500	20%	34,800	20%	34,800	11%	19,140	1%	1,740	2%	3,480
City Hall COVID-19 Exp	225,828	-	225,828	100%	225,828	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Transfers	1,126,189	(1,015,000)	111,189	29%	32,245	2%	2,224	25%	27,797	15%	16,678	15%	16,678	11%	12,231	1%	1,112	2%	2,224
Contingency	132,246	-	132,246	100%	132,246	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
<b>Total</b>	<b>\$ 8,543,604</b>	<b>\$ (1,570,404)</b>	<b>\$ 6,973,200</b>		<b>\$ 3,979,327</b>		<b>\$ 135,128</b>		<b>\$ 1,162,280</b>		<b>\$ 658,791</b>		<b>\$ 562,810</b>		<b>\$ 366,308</b>		<b>\$ 23,993</b>		<b>\$ 84,563</b>

OTHER TRANSFERS	General	Street	Library	Senior/ Disabled		911	Electric	Water	Sewer	Sewer Plant		Landfill Closure	Golf Course	Warehouse	Vehicle Maintenance	Vehicle Replacement	Sick Leave
				Transportation						Improvement	Solid Waste						
Warehouse Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$(45,224)	\$(14,810)	\$(3,704)	\$ -	\$ -	\$ -	\$ -	\$ 63,738	\$ -	\$ -	\$ -
Sick Leave Liability	(1,600)	(300)	(240)	-	-	-	(2,631)	(500)	(605)	-	-	(500)	(100)	-	(300)	-	6,776
Library	(27,814)	-	27,814	-	-	-	-	-	-	-	-	-	-	-	-	-	-
911	67,100	-	-	-	(67,100)	-	-	-	-	-	-	-	-	-	-	-	-
Golf Course	(15,000)	-	-	-	-	-	-	-	-	-	-	-	15,000	-	-	-	-
ARPA Transfers	(1,015,000)	-	15,000	-	-	-	300,000	300,000	300,000	-	-	-	100,000	-	-	-	-
Senior / Disabled Transportation	(66,775)	-	-	66,775	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Major Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	157,000	(157,000)	-
Solid Waste	-	-	-	-	-	-	-	-	(2,000)	-	-	2,000	-	-	-	-	-
Landfill Closure	-	-	-	-	-	-	-	-	-	-	(4,000)	4,000	-	-	-	-	-
Sewer Plant Improvement	-	-	-	-	-	-	-	(415,000)	415,000	-	-	-	-	-	-	-	-
<b>Transfers In</b>	<b>\$ 67,100</b>	<b>\$ -</b>	<b>\$ 42,814</b>	<b>\$ 66,775</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 415,000</b>	<b>\$ 2,000</b>	<b>\$ 4,000</b>	<b>\$ 115,000</b>	<b>\$ 63,738</b>	<b>\$ 157,000</b>	<b>\$ -</b>	<b>\$ 6,776</b>	
<b>Transfers Out</b>	<b>\$ 1,126,189</b>	<b>\$ 300</b>	<b>\$ 240</b>	<b>\$ -</b>	<b>\$ 67,100</b>	<b>\$ 47,855</b>	<b>\$ 15,310</b>	<b>\$ 421,309</b>	<b>\$ -</b>	<b>\$ 4,500</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ 157,000</b>	<b>\$ -</b>	



## Fund Structure, Appropriation Level, Major Fund Designation

Fund Type	Fund	Major Funds	Appropriation Level	Organizational Unit	City Council	City Manager	City Attorney	Municipal Court	Finance	Public Works	Planning	Police	Fire	City Hall	Civil Engineering	Object Classification	Personnel Services	Materials and Services	Capital Outlay	Debt Service	Transfers	Contingency
		X		X	X	X	X	X	X	X	X	X	X	X	X					X	X	
General Fund	General	X		X	X	X	X	X	X	X	X	X	X	X							X	X
Special Revenue Funds	Street															X	X			X	X	
	Library															X	X	X		X	X	
	Senior/ Disabled Transportation															X	X	X	X		X	
	Drug Enforcement <sup>1</sup>																					
	911 Fund															X		X		X		
Capital Project Funds	Police Station Construction	X																X				
	Street Improvement																	X				
Debt Service Funds	General Obligation Bond																		X			
	Special Assessment <sup>1</sup>																					
Internal Service Funds	Warehouse																X	X		X	X	
	Vehicle Maintenance															X	X			X	X	
	Vehicle Replacement																	X	X	X		
	Sick Leave Liability															X						
	Risk Management																X					
Enterprise Funds	Electric	X														X	X	X		X	X	
	Electric Capital Replacement																	X				
	Electric Operating and Maintenance																	X				
	Water															X	X	X		X	X	
	Sewer															X	X			X	X	
	Sewer Plant Improvement																	X	X			
	Solid Waste															X	X	X		X	X	
	Landfill Closure <sup>1</sup>																					
	Golf Course															X	X	X	X	X	X	

<sup>1</sup>Funds included in the ACFR but have no appropriations

## **BUDGET DETAIL SECTION**

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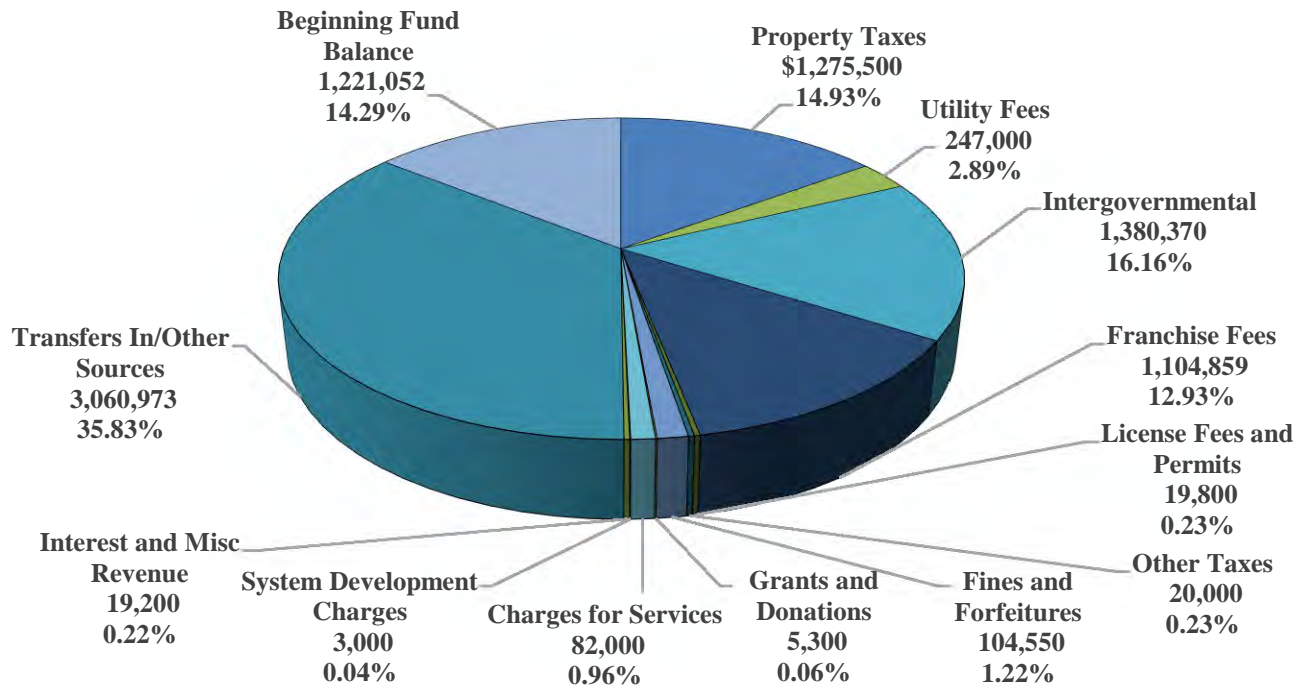
## GENERAL FUND

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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.

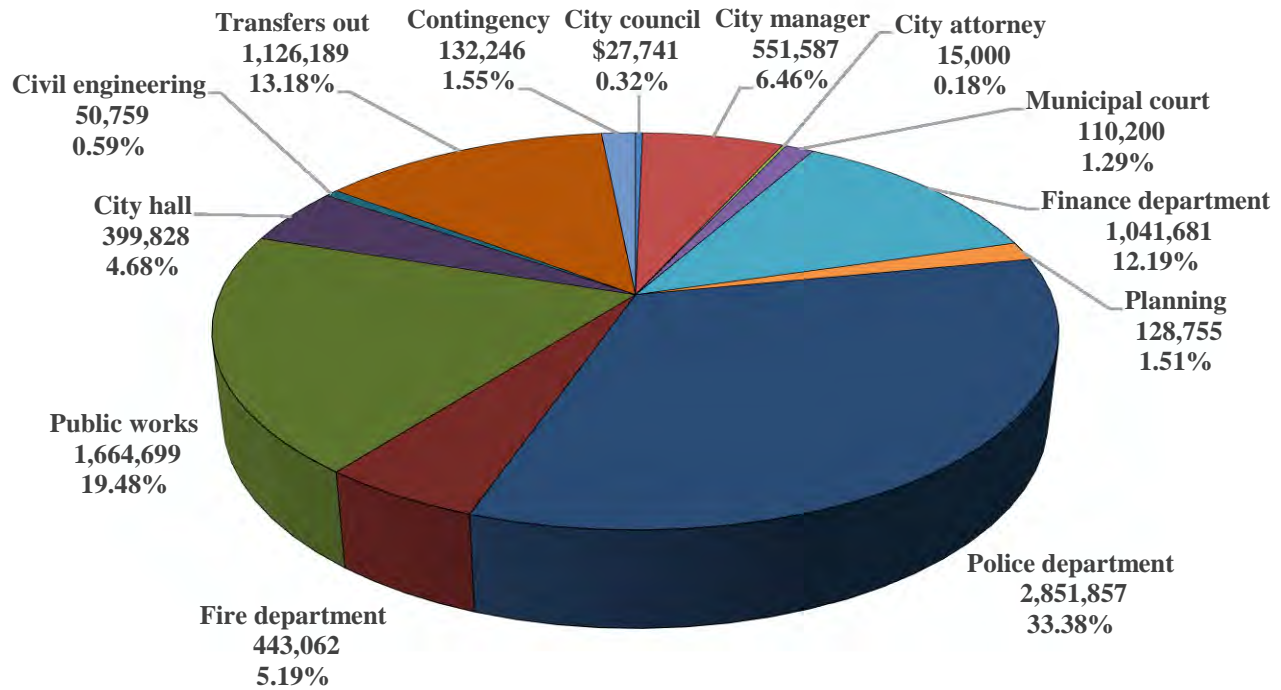
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## General Fund Revenue by Source



	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Proposed 2022-2023	Adopted 2022-2023
Property Taxes	\$ 1,161,147	\$ 1,199,787	\$ 1,241,405	\$ 1,275,500	\$ 1,275,500
Utility Fees	228,245	213,901	234,000	247,000	247,000
Intergovernmental	623,064	650,688	6,194,321	1,380,370	1,380,370
Franchise Fees	983,253	1,049,485	1,071,146	1,104,859	1,104,859
License Fees and Permits	20,650	21,947	19,600	19,800	19,800
Other Taxes	14,063	15,991	10,000	20,000	20,000
Fines and Forfeitures	111,015	130,938	111,500	104,550	104,550
Grants and Donations	-	111,400	20,300	5,300	5,300
Charges for Services	18,063	38,161	80,500	82,000	82,000
System Development Charges	4,725	21,725	8,000	3,000	3,000
Interest and Misc Revenue	55,414	25,200	22,000	19,200	19,200
Issuance of Debt	1,418	240,575	13,200	-	-
Transfers In/Other Sources	2,683,600	2,813,659	2,876,959	3,060,973	3,060,973
<b>Total Current Resources</b>	<b>5,904,658</b>	<b>6,533,456</b>	<b>11,902,931</b>	<b>7,322,552</b>	<b>7,322,552</b>
Beginning Fund Balance	214,779	272,902	272,902	1,221,052	1,221,052
<b>Total Resources</b>	<b>\$ 6,119,437</b>	<b>\$ 6,806,358</b>	<b>\$ 12,175,833</b>	<b>\$ 8,543,604</b>	<b>\$ 8,543,604</b>

## General Fund Expenditures by Department



	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Proposed 2022-2023	Adopted 2022-2023
City council	\$ 22,563	\$ 19,413	\$ 24,741	\$ 27,741	\$ 27,741
City manager	486,049	511,916	530,911	551,587	551,587
City attorney	6,764	5,290	15,000	15,000	15,000
Municipal court	89,393	99,347	101,602	110,200	110,200
Finance department	909,789	922,540	983,807	1,041,681	1,041,681
Planning	104,578	108,403	120,707	128,755	128,755
Police department	2,169,431	2,266,419	2,406,057	2,851,857	2,851,857
Fire department	329,360	344,712	410,396	443,062	443,062
Public works	1,060,777	1,373,061	1,408,376	1,664,699	1,664,699
City hall	500,653	351,014	5,505,813	399,828	399,828
Civil engineering	35,264	42,849	50,270	50,759	50,759
Transfers out	131,913	163,615	118,153	1,126,189	1,126,189
Contingency	-	-	500,000	132,246	132,246
<b>Total Expenditures</b>	<b>\$ 5,846,535</b>	<b>\$ 6,208,579</b>	<b>\$ 12,175,833</b>	<b>\$ 8,543,604</b>	<b>\$ 8,543,604</b>

**REVENUE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<b>GENERAL FUND</b>							
<b>TAXES/ASSESSMENTS</b>							
100-400-01	PROPERTY TAX - CURRENT	1,039,538	1,069,470	1,110,805	1,144,000	1,144,000	1,144,000
100-400-02	PROPERTY TAX - PRIOR YEAR	26,036	33,748	34,600	35,500	35,500	35,500
100-400-03	LOCAL OPTION TAX-PARKS & AQ CT	94,310	94,476	94,500	94,500	94,500	94,500
100-400-04	PRIOR YR LOCAL OPTN TAX PARKS	1,263	2,093	1,500	1,500	1,500	1,500
100-400-30	UTILITY USER FEE	162,087	183,789	152,000	165,000	165,000	165,000
<b>TOTAL TAXES/ASSESSMENTS</b>		<b>1,323,234</b>	<b>1,383,576</b>	<b>1,393,405</b>	<b>1,440,500</b>	<b>1,440,500</b>	<b>1,440,500</b>
<b>INTERGOVERNMENTAL REVENUE</b>							
100-410-12	LIQUOR TAX	126,997	139,557	136,000	130,000	130,000	130,000
100-410-13	STATE REVENUE SHARING	84,848	93,129	84,900	90,000	90,000	90,000
100-410-15	CIGARETTE TAX	7,778	6,885	7,500	5,250	5,250	5,250
100-410-17	OREGON OEM 9-1-1 GRANT	0	0	0	235,000	235,000	235,000
100-410-18	TRANSIENT TAX	14,063	15,991	10,000	20,000	20,000	20,000
100-410-25	OREGON ST LOTTERY PROJ GRANT	0	0	1,500,000	0	0	0
100-410-26	STATE (DAS) FLOOD RECOVERY	350,000	0	0	0	0	0
100-410-27	2021 AMERICAN RESCUE PLAN	0	0	3,000,000	0	0	0
100-410-28	BULLETPROOF VEST PARTNERSHIP	0	0	2,000	0	0	0
100-410-29	M-F AREA FOUNDATION	0	6,500	0	0	0	0
100-410-34	TSS SEATBELT GRANT	0	0	3,000	0	0	0
100-410-35	HIDTA OVERTIME REIMBURSEMENT	8,455	9,524	10,000	10,500	10,500	10,500
100-410-37	EURUS GRANT	0	3,030	0	0	0	0
100-410-38	SRF WINE PRODUCTION FACILITY	32,000	198,000	0	0	0	0
100-410-39	OREGON DUII GRANT	0	4,703	5,000	0	0	0
100-410-40	OREGON DEPT TRANS SPEED GRAN	0	0	0	10,000	10,000	10,000
100-410-41	WILDHORSE FOUNDATION GRANT	0	20,000	20,000	5,000	5,000	5,000
100-410-42	CORONA VIRUS RELIEF FUND	0	167,542	1,441,921	785,620	785,620	785,620
100-410-44	OREGON PARKS & REC DEPT GRANT	12,987	27,012	0	114,000	114,000	114,000
100-410-46	DISTRACTED DRIVING GRANT	0	1,305	4,000	0	0	0
<b>TOTAL INTERGOVERNMENTAL REVE</b>		<b>637,128</b>	<b>693,178</b>	<b>6,224,321</b>	<b>1,405,370</b>	<b>1,405,370</b>	<b>1,405,370</b>
<b>FRANCHISE REVENUE</b>							
100-420-01	COMMUNICATIONS FRANCHISE	9,980	9,782	9,500	9,250	9,250	9,250
100-420-02	CABLE TV FRANCHISE FEES	51,569	49,992	35,000	45,000	45,000	45,000
100-420-03	GAS FRANCHISE FEES	21,882	21,563	21,000	21,000	21,000	21,000
100-420-10	ELECTRIC FRANCHISE FEES	601,542	657,514	717,838	721,628	721,628	721,628
100-420-11	WATER FRANCHISE FEES	106,303	114,449	115,164	116,463	116,463	116,463
100-420-12	SEWER FRANCHISE FEES	111,496	112,419	92,095	105,958	105,958	105,958
100-420-13	SOLID WASTE FRANCHISE FEES	80,481	83,767	80,549	85,560	85,560	85,560
<b>TOTAL FRANCHISE REVENUE</b>		<b>983,253</b>	<b>1,049,485</b>	<b>1,071,146</b>	<b>1,104,859</b>	<b>1,104,859</b>	<b>1,104,859</b>



**REVENUE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>FINES &amp; FORFEITURES</u>						
100-430-01 NON-TRAFFIC FINES	13,146	21,936	16,000	14,000	14,000	14,000
100-430-02 TRAFFIC FINES	82,331	96,262	85,000	80,000	80,000	80,000
100-430-03 INDIGENT ATTRNY REIMBURSEMENT	8,140	5,793	4,000	4,000	4,000	4,000
100-430-04 VIOLATION OFFENSE SURCHARGE	352	638	300	350	350	350
100-430-05 POLICE TRAINING ASSESSMENT	2,850	3,478	3,300	3,000	3,000	3,000
100-430-10 JAIL ASSESSMENTS	424	641	400	500	500	500
100-430-15 JAIL LODGING FEE	1,772	864	1,000	1,200	1,200	1,200
100-430-20 VEHICLE IMPOUND FEE	1,875	1,325	1,500	1,500	1,500	1,500
100-430-25 COURT RESTITUTION	125	0	0	0	0	0
TOTAL FINES & FORFEITURES	111,015	130,938	111,500	104,550	104,550	104,550
<u>LICENSES &amp; PERMITS</u>						
100-440-01 DOG LICENSES	4,295	4,792	3,000	3,000	3,000	3,000
100-440-03 LIQUOR LICENSES	1,045	945	1,300	1,200	1,200	1,200
100-440-04 BUSINESS LICENSES	10,375	10,350	10,500	10,500	10,500	10,500
100-440-10 ZONING PERMITS	4,505	5,425	4,000	4,500	4,500	4,500
100-440-20 YARD SALE PERMITS	430	435	800	600	600	600
TOTAL LICENSES & PERMITS	20,650	21,947	19,600	19,800	19,800	19,800
<u>SERVICES</u>						
100-450-14 RENT - 815 S MAIN	6,990	7,500	0	0	0	0
100-450-16 RENTAL INCOME-COMMUNITY BLDG	6,995	( 245)	5,000	5,000	5,000	5,000
100-450-20 AQUATIC CENTER PASSES	2,243	9,212	12,000	10,000	10,000	10,000
100-450-21 AQUATIC CENTER DAILY FEES	8,428	14,980	35,500	35,500	35,500	35,500
100-450-22 AQUATIC CENTER RENTALS	0	1,388	2,500	2,500	2,500	2,500
100-450-23 AQUATIC CENTER CONCESSIONS	5,595	9,264	22,000	22,000	22,000	22,000
100-450-24 AQUATIC CENTER LESSONS	930	2,250	6,500	10,000	10,000	10,000
100-450-25 AQUATIC CENTER WATER AEROBICS	68	361	2,000	2,000	2,000	2,000
100-450-26 AQUATIC CENTER LOCKER RENT	0	2	0	0	0	0
100-450-30 RECREATION FEES	800	705	0	0	0	0
TOTAL SERVICES	32,048	45,416	85,500	87,000	87,000	87,000
<u>MISCELLANEOUS</u>						
100-470-20 INTEREST EARNED	6,892	4,785	3,500	700	700	700
100-470-25 LOAN PROCEEDS	1,418	240,575	13,200	0	0	0
100-470-41 OTHER DONATIONS	0	84,900	300	300	300	300
100-470-45 SERVICE FEES	66,158	30,111	82,000	82,000	82,000	82,000
100-470-99 MISCELLANEOUS	34,537	13,160	13,500	13,500	13,500	13,500
TOTAL MISCELLANEOUS	109,005	373,531	112,500	96,500	96,500	96,500

**REVENUE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**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.** Federal grant for COVID-19 expenses. Federal stimulus grant 2021 American Rescue Plan.

# CITY OF MILTON-FREEWATER

## REVENUE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>SYSTEM DEVELOPMENT CHARGES</u>							
100-485-10	PARK SDC'S	4,725	21,725	8,000	3,000	3,000	3,000
	TOTAL SYSTEM DEVELOPMENT CHA	4,725	21,725	8,000	3,000	3,000	3,000
<u>TRANSFERS</u>							
100-490-21	TRANSFER FROM STREET	115,640	121,442	124,066	135,128	135,128	135,128
100-490-27	TRANSFER FROM 9.1.1.	0	15,000	15,000	67,100	67,100	67,100
100-490-51	TRANSFER FROM ELECTRIC	1,062,936	1,099,863	1,124,620	1,162,280	1,162,280	1,162,280
100-490-52	TRANSFER FROM WATER	588,053	615,129	630,382	658,791	658,791	658,791
100-490-53	TRANSFER FROM SEWER	498,228	522,768	532,350	562,810	562,810	562,810
100-490-54	TRANSFER FROM SOLID WASTE	325,792	341,372	350,258	366,308	366,308	366,308
100-490-61	TRANSFER FROM WAREHOUSE	21,410	22,479	22,740	23,993	23,993	23,993
100-490-62	TRANSFER FROM VEHICLE MAINT	71,541	75,606	77,543	84,563	84,563	84,563
	TOTAL TRANSFERS	2,683,600	2,813,659	2,876,959	3,060,973	3,060,973	3,060,973
<u>BEGINNING FUND BALANCE</u>							
100-499-10	FUND BALANCE	0	0	272,902	1,221,052	1,221,052	1,221,052
	TOTAL BEGINNING FUND BALANCE	0	0	272,902	1,221,052	1,221,052	1,221,052
	TOTAL REVENUE	5,904,658	6,533,456	12,175,833	8,543,604	8,543,604	8,543,604

## EXPENDITURE BUDGET NARRATIVE

*Fiscal Year 2023*

**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, 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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>CITY COUNCIL</u>							
<u>PERSONNEL SERVICES</u>							
100-5100-101	REGULAR SERVICES- CITY COUNCIL	11,512	11,638	12,271	12,271	12,271	12,271
100-5100-120	EMPLOYEE BENEFITS	1,202	1,214	1,220	1,220	1,220	1,220
	<b>TOTAL PERSONNEL SERVICES</b>	<b>12,714</b>	<b>12,852</b>	<b>13,491</b>	<b>13,491</b>	<b>13,491</b>	<b>13,491</b>
<u>OPERATING</u>							
100-5100-200	OPERATING SUPPLIES	84	36	150	250	250	250
100-5100-230	PRINTING AND BINDING	0	0	100	500	500	500
100-5100-333	MILEAGE / FUEL	628	0	0	1,000	1,000	1,000
100-5100-340	MEMBERSHIPS / SUBSCRIPTIONS	5,537	5,706	6,000	6,500	6,500	6,500
100-5100-341	MEETINGS / CONFERENCES	2,662	377	4,000	5,000	5,000	5,000
100-5100-390	MISCELLANEOUS	389	442	500	500	500	500
100-5100-395	PLAQUES AND AWARDS	550	0	500	500	500	500
	<b>TOTAL OPERATING</b>	<b>9,849</b>	<b>6,561</b>	<b>11,250</b>	<b>14,250</b>	<b>14,250</b>	<b>14,250</b>
	<b>TOTAL CITY COUNCIL</b>	<b>22,563</b>	<b>19,413</b>	<b>24,741</b>	<b>27,741</b>	<b>27,741</b>	<b>27,741</b>

**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** ADMINISTRATION **STAFF LEVEL 2023** 1.30 FTE  
**DEPARTMENT:** CITY MANAGER/RECORDER **STAFF LEVEL 2022** 1.80 FTE  
**FUND:** GENERAL

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

**BASELINE BUDGET DESCRIPTION:**

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

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

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
City Manager	0.80	0.80
City Recorder	.50	1.00
<b>Total</b>	<b>1.30</b>	<b>1.80</b>

**BUDGET COMMENTS:**

**REGULAR SERVICES (Acct. 101)** reflects personnel costs.

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

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

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

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

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

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

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

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

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

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

**MAJOR CHANGES:** This budget reflects a change in organizational structure whereby the Human Resource Officer duties have been absorbed by the City Manager and City Recorder.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY MANAGER</u>						
<u>PERSONNEL SERVICES</u>						
100-5210-101	REGULAR SERVICES- CITY MANAGE	228,365	236,259	242,339	214,322	214,322
100-5210-110	MILEAGE ALLOWANCE	0	77	3,600	3,600	3,600
100-5210-120	EMPLOYEE BENEFITS	132,234	141,630	148,896	160,450	160,450
	TOTAL PERSONNEL SERVICES	360,599	377,966	394,835	378,372	378,372
<u>OPERATING</u>						
100-5210-200	OFFICE SUPPLIES	848	824	1,687	850	850
100-5210-225	MINOR EQUIPMENT	51	66	100	100	100
100-5210-230	PRINTING AND BINDING	88	0	500	500	500
100-5210-250	ADVERTISING	711	800	1,000	1,000	1,000
100-5210-255	ELECTION COSTS	50	0	50	50	50
100-5210-260	COMMUNICATION	1,686	1,759	2,100	2,100	2,100
100-5210-280	REPAIR AND MAINTENANCE	0	0	200	200	200
100-5210-333	MILEAGE / FUEL	3,699	3,600	500	500	500
100-5210-340	MEMBERSHIPS / DUES	1,161	1,193	1,600	1,600	1,600
100-5210-341	MEETINGS / CONFERENCES	1,210	60	1,500	1,500	1,500
100-5210-390	MISCELLANEOUS	509	336	500	500	500
	TOTAL OPERATING	10,014	8,638	9,737	8,900	8,900
<u>CAPITAL</u>						
100-5210-420	FURNITURE AND TECHNOLOGY	1,000	4,064	1,000	1,000	1,000
	TOTAL CAPITAL	1,000	4,064	1,000	1,000	1,000
	TOTAL CITY MANAGER	371,613	390,668	405,572	388,272	388,272



## EXPENDITURE BUDGET NARRATIVE

*Fiscal Year 2023*

**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](http://www.mfcity.com).

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

		2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY ATTORNEY</u>							
<u>OPERATING</u>							
100-5410-320	CITY ATTORNEY	6,764	5,290	15,000	15,000	15,000	15,000
	TOTAL OPERATING	6,764	5,290	15,000	15,000	15,000	15,000
	TOTAL CITY ATTORNEY	6,764	5,290	15,000	15,000	15,000	15,000

**EXPENDITURE BUDGET NARRATIVE**  
*Fiscal Year 2023*

<b>PROGRAM:</b>	MUNICIPAL COURT	<b>STAFF LEVEL 2023:</b>	.63 FTE
<b>DEPARTMENT:</b>	FINANCE	<b>STAFF LEVEL 2022:</b>	.63 FTE
<b>FUND:</b>	GENERAL		

**BASELINE BUDGET DESCRIPTION:**

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

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
Judge	0.13	0.13
Court Clerk	0.50	0.50
<b>Total</b>	<b>.63</b>	<b>.63</b>

**BUDGET COMMENTS:**

**MINOR EQUIPMENT (Acct. 225)** includes computer parts, desks, files, etc. \$2,500 is included in this line item for purchased a computer and printer to be used in the courtroom.

**PROFESSIONAL SERVICES (Acct. 320)** covers the prosecuting attorney fees. The City Attorney must prosecute violations of city ordinances in Municipal Court. Services are provided by Natalie Lambert of Corey, Byler, Rew, Lorenzen and Hojem, on a fee basis of \$150 per hour plus expenses.

**LEGAL SERVICES (Acct. 322)** funds the costs for attorney’s fees for indigent representations.

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

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

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Revenues	116,908	114,679	89,509	115,262	111,015	130,938
Operating Expenses	147,550	139,428	137,286	91,302	89,393	99,347
Percentage	79%	82%	65%	126%	124%	132%

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY

### FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>MUNICIPAL COURT</u>							
<u>PERSONNEL SERVICES</u>							
100-5420-101	REGULAR SERVICES-MUNICIPAL CRT	44,120	46,755	47,996	49,700	49,700	49,700
100-5420-120	EMPLOYEE BENEFITS	16,031	17,268	17,787	17,550	17,550	17,550
	TOTAL PERSONNEL SERVICES	60,151	64,023	65,783	67,250	67,250	67,250
<u>OPERATING</u>							
100-5420-200	OPERATING SUPPLIES	92	107	569	200	200	200
100-5420-225	MINOR EQUIPMENT	0	0	0	2,500	2,500	2,500
100-5420-320	PROFESSIONAL SERVICES	7,653	13,367	13,000	16,500	16,500	16,500
100-5420-322	LEGAL SERVICES	20,950	21,550	21,500	23,000	23,000	23,000
100-5420-340	MEMBERSHIPS/ SUBSCRIPTIONS	0	0	150	150	150	150
100-5420-341	MEETINGS / CONFERENCES	500	0	500	500	500	500
100-5420-390	MISCELLANEOUS	47	300	100	100	100	100
	TOTAL OPERATING	29,242	35,324	35,819	42,950	42,950	42,950
	TOTAL MUNICIPAL COURT	89,393	99,347	101,602	110,200	110,200	110,200

**EXPENDITURE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**PROGRAM:** ACCOUNTING & BILLING                      **STAFF LEVEL 2023:** 6.50 FTE  
**DEPARTMENT:** FINANCE                                      **STAFF LEVEL 2022:** 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 Annual Comprehensive Financial Report (ACFR). Internal controls are monitored by the Director to ensure compliance with the budget adopted by the City Council.

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 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>
<b>Total</b>	<b>6.50</b>	<b>6.50</b>

**BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** provides for copy paper, computer paper, envelopes, other various office supplies, printed forms, payroll checks, accounts payable 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 Government Finance Officers Association (OGFOA) and the ACFR review.

**MEETINGS/CONFERENCES (Acct. 341)** OGFOA 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 for capital expenditures such as copiers, postage machines and other capital purchases. \$10,000 is allocated to this line item to purchase the Caselle Document Management module.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>ACCOUNTING &amp; BILLING</u>						
<u>PERSONNEL SERVICES</u>						
100-5510-101	REGULAR SERVICES-ACCTG & BILLG	441,754	442,792	474,989	472,000	472,000
100-5510-102	PART TIME	884	0	0	0	0
100-5510-105	OVERTIME	0	0	500	500	500
100-5510-110	ALLOWANCES	3,632	3,611	3,600	7,200	7,200
100-5510-120	EMPLOYEE BENEFITS	276,986	287,175	309,553	314,961	314,961
	TOTAL PERSONNEL SERVICES	723,256	733,578	788,642	794,661	794,661
<u>OPERATING</u>						
100-5510-200	OPERATING SUPPLIES	11,589	10,577	16,735	15,000	15,000
100-5510-225	MINOR EQUIPMENT	162	186	400	7,000	7,000
100-5510-230	PRINTING AND BINDING	0	77	50	200	200
100-5510-260	COMMUNICATION	4,772	4,512	5,200	7,500	7,500
100-5510-265	POSTAGE	31,051	27,208	32,500	32,500	32,500
100-5510-280	REPAIR AND MAINTENANCE	26,442	34,468	32,500	32,500	32,500
100-5510-320	PROFESSIONAL SERVICES	63,314	65,608	56,800	91,960	91,960
100-5510-321	AUDIT	41,449	41,450	43,580	45,760	45,760
100-5510-330	VEHICLE REPLACEMENT / RENT	210	0	0	0	0
100-5510-333	MILEAGE / FUEL	100	22	100	100	100
100-5510-340	MEMBERSHIPS / SUBSCRIPTIONS	611	665	700	700	700
100-5510-341	MEETINGS / CONFERENCES	2,797	250	2,500	2,800	2,800
100-5510-390	MISCELLANEOUS	537	357	600	1,000	1,000
	TOTAL OPERATING	183,034	185,379	191,665	237,020	237,020
<u>CAPITAL</u>						
100-5510-420	FURNITURE AND TECHNOLOGY	3,500	3,583	3,500	10,000	10,000
	TOTAL CAPITAL	3,500	3,583	3,500	10,000	10,000
	TOTAL ACCOUNTING & BILLING	909,789	922,540	983,807	1,041,681	1,041,681

**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** HUMAN RESOURCE/  
ADMINISTRATIVE ASSISTANT **STAFF LEVEL 2023:** 1.50 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>2023 FTE</u>	<u>2022 FTE</u>
Human Resource Officer	.00	1.00
City Recorder	.50	.00
Administrative Assistant	<u>1.00</u>	<u>.00</u>
<b>Total</b>	<b>1.50</b>	<b>1.00</b>

**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 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. Also, cover the cost of a new camera for employee id badge computer software.

**MAJOR CHANGES:** This budget includes the addition of a clerical administrative assistant position to assist the City Manager and City Recorder in Human Resource Administrative duties.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY

### FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>HUMAN RESOURCE ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
100-5520-101	REGULAR SERVICES- PERSONNEL	70,398	74,257	75,250	110,775	110,775	110,775
100-5520-120	EMPLOYEE BENEFITS	43,075	44,798	46,380	50,000	50,000	50,000
	TOTAL PERSONNEL SERVICES	113,474	119,055	121,630	160,775	160,775	160,775
<u>OPERATING</u>							
100-5520-200	OPERATING SUPPLIES	182	51	569	150	150	150
100-5520-225	MINOR EQUIPMENT	0	1	50	100	100	100
100-5520-250	ADVERTISING	224	159	450	450	450	450
100-5520-260	COMMUNICATION	556	742	840	840	840	840
100-5520-280	REPAIR AND MAINTENANCE	0	0	150	100	100	100
100-5520-320	PROFESSIONAL SERVICE	0	0	150	100	100	100
100-5520-333	MILEAGE / FUEL	0	0	300	100	100	100
100-5520-340	MEMBERSHIPS / SUBSCRIPTIONS	0	0	400	200	200	200
100-5520-341	MEETINGS / CONFERENCES	0	0	500	200	200	200
	TOTAL OPERATING	962	954	3,409	2,240	2,240	2,240
<u>CAPITAL</u>							
100-5520-420	FURNITURE AND TECHNOLOGY	0	1,239	300	300	300	300
	TOTAL CAPITAL	0	1,239	300	300	300	300
	TOTAL HUMAN RESOURCE ADMINIST	114,435	121,248	125,339	163,315	163,315	163,315



## EXPENDITURE BUDGET NARRATIVE

*Fiscal Year 2023*

<b>PROGRAM:</b>	PLANNING	<b>STAFF LEVEL 2023:</b>	0.95 FTE
<b>DEPARTMENT:</b>	PLANNING	<b>STAFF LEVEL 2022:</b>	0.95 FTE
<b>FUND:</b>	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 and coordinates community building rentals.

### **PERSONNEL:**

<b>Title</b>	<b><u>2023 FTE</u></b>	<b><u>2022 FTE</u></b>
City Planner	0.45	0.45
Assistant	<u>0.50</u>	<u>0.50</u>
<b>Total</b>	<b>0.95</b>	<b>0.95</b>

### **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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>PLANNING</u>							
<u>PERSONNEL SERVICES</u>							
100-5620-101	REGULAR SERVICES- PLANNING	57,508	61,033	63,000	68,500	68,500	68,500
100-5620-105	OVERTIME	218	0	400	0	0	0
100-5620-110	ALLOWANCES	0	19	3,600	3,600	3,600	3,600
100-5620-120	EMPLOYEE BENEFITS	32,657	33,790	36,000	37,000	37,000	37,000
	TOTAL PERSONNEL SERVICES	90,383	94,842	103,000	109,100	109,100	109,100
<u>OPERATING</u>							
100-5620-200	OFFICE SUPPLIES	448	324	1,537	700	700	700
100-5620-225	MINOR EQUIPMENT	0	0	200	200	200	200
100-5620-250	ADVERTISING	342	475	800	800	800	800
100-5620-260	COMMUNICATION	1,207	817	1,500	1,500	1,500	1,500
100-5620-320	PROFESSIONAL SERVICE	1,176	945	1,100	1,500	1,500	1,500
100-5620-333	MILEAGE / FUEL	3,600	3,600	0	0	0	0
100-5620-340	MEMBERSHIPS / DUES	225	236	0	500	500	500
100-5620-341	MEETINGS / CONFERENCES	512	47	1,200	1,200	1,200	1,200
100-5620-371	ECO DEVO/TOURISM	1,422	0	3,000	5,000	5,000	5,000
100-5620-390	MISCELLANEOUS	68	38	200	500	500	500
	TOTAL OPERATING	9,000	6,482	9,537	11,900	11,900	11,900
<u>CAPITAL</u>							
100-5620-420	FURNITURE AND TECHNOLOGY	41	1,358	1,000	500	500	500
	TOTAL CAPITAL	41	1,358	1,000	500	500	500
	TOTAL PLANNING	99,424	102,683	113,537	121,500	121,500	121,500

**EXPENDITURE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**PROGRAM:** BUILDING INSPECTION **STAFF LEVEL 2023:** 0.05 FTE  
**DEPARTMENT:** PLANNING/BLDG INSPECTION **STAFF LEVEL 2022:** 0.05 FTE  
**FUND:** GENERAL

**BASELINE BUDGET DESCRIPTION:**

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

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
Building Specialist	<u>0.05</u>	<u>0.05</u>
<b>Total</b>	<b>0.05</b>	<b>0.05</b>

**BUDGET COMMENTS:**

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

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

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

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

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY

### FISCAL YEAR 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>BUILDING INSPECTION</u>						
<u>PERSONNEL SERVICES</u>						
100-5630-101 REGULAR SERVICES-BLDG INSPECT	3,002	3,296	3,897	3,956	3,956	3,956
100-5630-120 EMPLOYEE BENEFITS	2,017	2,363	2,773	2,799	2,799	2,799
TOTAL PERSONNEL SERVICES	5,019	5,658	6,670	6,755	6,755	6,755
<u>OPERATING</u>						
100-5630-200 OPERATING SUPPLIES	78	62	100	100	100	100
100-5630-225 MINOR EQUIPMENT	0	0	100	100	100	100
100-5630-260 COMMUNICATION	57	0	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	135	62	500	500	500	500
TOTAL BUILDING INSPECTION	5,154	5,720	7,170	7,255	7,255	7,255

**EXPENDITURE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**PROGRAM:** POLICE PATROL  
**DEPARTMENT:** POLICE  
**FUND:** GENERAL

**STAFF LEVEL 2023:** 11.0 FTE  
**STAFF LEVEL 2022:** 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 supervise in order to maintain quality of services in patrol, including investigations, report writing, and the handling of property and evidence.

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
Police Chief	1.00	1.00
Police Sergeant	1.00	1.00
Police Corporal	0.00	0.00
Police Officers	<u>9.00</u>	<u>9.00</u>
<b>Total</b>	<b>11.00</b>	<b>11.00</b>

**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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE PATROL</u>						
<u>PERSONNEL SERVICES</u>						
100-5820-101 REGULAR SERVICES-POLICE PATROL	829,442	886,345	917,743	983,273	983,273	983,273
100-5820-105 OVERTIME	43,724	48,604	55,221	52,000	52,000	52,000
100-5820-120 EMPLOYEE BENEFITS	561,169	587,992	585,700	631,250	631,250	631,250
TOTAL PERSONNEL SERVICES	1,434,334	1,522,942	1,558,664	1,666,523	1,666,523	1,666,523

**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 an increase from the previous year, to allow for the purchase of two additional patrol rifles, two additional Tasers (our current Tasers are five years old or older), and to account for the rising cost of ammunition.

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

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

**RADIO REPAIR AND REPLACEMENT (Acct. 282)** Used for replacement / maintenance of police radios and related equipment. Funds will be used to replace the department's current 14 year old radios. Though functional, these older radios are exhibiting technical and functional issues, and are of course, old technology by today's standards.

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

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

**VEHICLE REPLACEMENT/RENT (Acct. 330)** Funds the maintenance and fuel for our department vehicles. Reflects an increase to allow for the lease/purchase of two new police vehicles. The City is endeavoring to put the department vehicle fleet on a consistent replacement schedule, and ultimately, have all vehicles be of the same make and model, with the same police markings and decals.

**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. Shows an increase to allow for officers to go to quality, multi-day training in other parts of the state. Incorporated into this line item is sending the our records management system representative, in this case, the Police Sergeant, to the annual Tyler/New World symposium conference---a first time since we've been a member of the New World consortium.

**TRAINING SUBSCRIPTIONS (Acct. 346)** Zeroed out for the 2022 budget year.

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

**FURNITURE AND TECHNOLOGY (Acct. 420)** Budgeted money is to go towards upgrades or replacements in our computer aided dispatch technologies as the need arises.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		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	1,226	671	5,601	1,000	1,000	1,000
100-5820-201	CRIMINAL INVESTIGATION SUPPLY	1,846	1,125	1,800	1,800	1,800	1,800
100-5820-205	AMMUNITION & RANGE SUPPLIES	2,455	5,461	4,000	10,200	10,200	10,200
100-5820-225	MINOR EQUIPMENT	451	563	600	600	600	600
100-5820-230	PRINTING AND BINDING	665	427	800	800	800	800
100-5820-260	COMMUNICATION	5,329	5,522	7,000	7,000	7,000	7,000
100-5820-265	POSTAGE	2,235	1,728	1,800	1,500	1,500	1,500
100-5820-280	REPAIR AND MAINTENANCE	1,055	974	1,000	1,000	1,000	1,000
100-5820-282	RADIO REPAIR AND REPLACEMENT	1,933	991	5,000	5,000	5,000	5,000
100-5820-300	UNIFORM MAINTENANCE	3,330	3,393	5,000	5,000	5,000	5,000
100-5820-315	JAIL OPERATIONS	673	590	800	700	700	700
100-5820-320	PROFESSIONAL SERVICE	1,698	1,220	1,600	1,600	1,600	1,600
100-5820-330	VEHICLE REPLACEMENT / RENT	100,272	91,526	96,715	130,724	130,724	130,724
100-5820-333	MILEAGE / FUEL	2,917	2,649	3,000	3,000	3,000	3,000
100-5820-340	MEMBERSHIPS / SUBSCRIPTIONS	9,453	9,727	10,000	10,000	10,000	10,000
100-5820-341	MEETINGS / CONFERENCES	2,914	2,036	7,000	6,800	6,800	6,800
100-5820-390	MISCELLANEOUS	1,226	1,902	1,800	1,800	1,800	1,800
	<b>TOTAL OPERATING</b>	<b>139,679</b>	<b>130,505</b>	<b>153,516</b>	<b>188,524</b>	<b>188,524</b>	<b>188,524</b>
<u>CAPITAL</u>							
100-5820-420	FURNITURE AND TECHNOLOGY	3,924	22,393	50,000	32,500	32,500	32,500
	<b>TOTAL CAPITAL</b>	<b>3,924</b>	<b>22,393</b>	<b>50,000</b>	<b>32,500</b>	<b>32,500</b>	<b>32,500</b>
	<b>TOTAL POLICE PATROL</b>	<b>1,577,937</b>	<b>1,675,840</b>	<b>1,762,180</b>	<b>1,887,547</b>	<b>1,887,547</b>	<b>1,887,547</b>



**EXPENDITURE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**PROGRAM:** EMERGENCY COMMUNICATIONS **STAFF LEVEL 2023:** 6.00 FTE  
**DEPARTMENT:** POLICE **STAFF LEVEL 2022:** 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>2023 FTE</u>	<u>2022 FTE</u>
Communications Specialist	<u>6.00</u>	<u>6.00</u>
<b>Total</b>	<b>6.00</b>	<b>6.00</b>

**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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>EMERGENCY COMMUNICATIONS</u>						
<u>PERSONNEL SERVICES</u>						
100-5830-101	REGULAR SERVICES-EMERGENCY C	303,832	290,164	319,679	372,621	372,621
100-5830-102	PART TIME	3,366	8,784	10,000	2,500	2,500
100-5830-105	OVERTIME	18,138	29,682	20,000	20,000	20,000
100-5830-120	EMPLOYEE BENEFITS	214,035	211,198	237,088	267,441	267,441
	TOTAL PERSONNEL SERVICES	539,371	539,829	586,767	662,562	662,562
<u>CAPITAL</u>						
100-5830-420	FURNITURE AND TECHNOLOGY	0	0	0	235,000	235,000
	TOTAL CAPITAL	0	0	0	235,000	235,000
	TOTAL EMERGENCY COMMUNICATIO	539,371	539,829	586,767	897,562	897,562

**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** CODE ENFORCEMENT **STAFF LEVEL 2023:** 0.60 FTE  
**DEPARTMENT:** POLICE **STAFF LEVEL 2022:** 0.60 FTE  
**FUND:** GENERAL

**BASELINE BUDGET DESCRIPTION:**

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

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
Code Enforcement Officer	<u>0.60</u>	<u>0.60</u>
<b>Total</b>	<b>0.60</b>	<b>0.60</b>

**BUDGET COMMENTS:**

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

**MINOR EQUIPMENT: (Acct. 225)** Funds the purchase of small equipment items such as leashes, catchpoles, etc.

**UNIFORM MAINTENANCE: (Acct 300)** Funds the purchase of clothing for the Code Enforcement Officer.

**PROFESSIONAL SERVICES: (Acct 320)** Funds emergency veterinary services for animals found in need of life saving or humane pain relieving treatment when an owner is unknown or unreachable. Reflects a slight increase, so the program may continue the towing of a limited number of abandoned and/or junk vehicles.

**ANIMAL CONTROL (Acct. 327)** Funds the cost of impounding dangerous or vicious dogs that pose an imminent threat to citizens or other animals. Reflects a slight increase due to a pattern which developed over the last year in which more dangerous and vicious dogs had to be impounded in the interest of public safety. Though City ordinance allows for the dog-owners to be billed for these impounds, rarely will the city be able to collect on these debts.

**VEHICLE REPLACEMENT/RENT: (Acct. 330)** Funds the purchase, operation and maintenance of the city code vehicle.

**MEETINGS / CONFERENCES: (Acct 341)** Funds training for the CEO.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY

### FISCAL YEAR 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CODE ENFORCEMENT</u>						
<u>PERSONNEL SERVICES</u>						
100-5840-101 REGULAR SERVICES-CODE ENFORC	26,720	28,145	30,985	36,315	36,315	36,315
100-5840-105 OVERTIME	0	0	200	0	0	0
100-5840-120 EMPLOYEE BENEFITS	19,788	15,747	17,883	19,472	19,472	19,472
TOTAL PERSONNEL SERVICES	46,508	43,893	49,068	55,787	55,787	55,787
<u>OPERATING</u>						
100-5840-200 OPERATING SUPPLIES	159	85	919	600	600	600
100-5840-225 MINOR EQUIPMENT	0	100	500	500	500	500
100-5840-230 PRINTING AND BINDING	172	0	250	250	250	250
100-5840-300 UNIFORM MAINTENANCE	0	166	500	600	600	600
100-5840-320 PROFESSIONAL SERVICES	0	100	500	1,000	1,000	1,000
100-5840-327 ANIMAL CONTROL	0	800	1,000	1,000	1,000	1,000
100-5840-330 VEHICLE REPLACEMENT / RENT	5,212	5,544	3,998	6,636	6,636	6,636
100-5840-341 MEETINGS / CONFERENCES	0	0	300	300	300	300
TOTAL OPERATING	5,543	6,796	7,967	10,886	10,886	10,886
TOTAL CODE ENFORCEMENT	52,051	50,688	57,035	66,673	66,673	66,673

**EXPENDITURE BUDGET NARRATIVE**  
*Fiscal Year 2023*

<b>PROGRAM:</b>	POLICE VOLUNTEERS	<b>STAFF LEVEL 2023:</b> 0.00
<b>DEPARTMENT:</b>	POLICE	
<b>FUND:</b>	GENERAL	<b>STAFF LEVEL 2022:</b> 2.00

**BASELINE BUDGET DESCRIPTION:**

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

VIPS personnel have traditionally performed non-enforcement functions such as home and business checks, speed surveys in school zones, special event traffic control, neighborhood observation patrols and other special assignments. There currently are no active VIPS members. They can be a valuable volunteer asset to public safety within the city. This budget is maintained at a very minimal level in the event the program is resurrected and becomes active again.

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

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

**PERSONNEL:**

<u>Title</u>	<u>2023 VOLUNTEER</u>	<u>2022 VOLUNTEER</u>
Reserve Police Officer	0.00	0.00
Volunteer Police Chaplain	0.00	0.00
Citizen Corps volunteers	<u>0.00</u>	<u>2.00</u>
<b>Total</b>	<b>0.00</b>	<b>2.00</b>

**BUDGET COMMENTS:**

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

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

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE RESERVES</u>						
<u>PERSONNEL SERVICES</u>						
100-5850-120 EMPLOYEE BENEFITS-POLICE RESR	72	63	75	75	75	75
TOTAL PERSONNEL SERVICES	72	63	75	75	75	75
TOTAL POLICE RESERVES	72	63	75	75	75	75

## EXPENDITURE BUDGET NARRATIVE

*Fiscal Year 2023*

**PROGRAM:** FIRE ADMINISTRATION

**Staff Level 2023:** 1.00 FTE

**DEPARTMENT:** FIRE

**Staff Level 2023:** 21.00 PTE

**FUND:** GENERAL

**Staff Level 2022:** 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 6<sup>th</sup>, houses two fire apparatus, a training room, and the Fire Chief's office. Fire Station #2 located at 13 SE 9<sup>th</sup>, 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>2023 FTE</u>	<u>2022 FTE</u>
Fire Chief	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>

<u>Title</u>	<u>2023 PTE</u>	<u>2022 PTE</u>
Part-time paid Firefighters	21.00	0.00
<b>Total</b>	<b>21.00</b>	<b>0.00</b>

**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 2022-23

		2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>FIRE ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
100-5910-101	REGULAR SERVICES- FIRE ADMIN	100,290	102,929	110,000	115,000	115,000	115,000
100-5910-102	PART TIME	0	59,124	71,000	68,000	68,000	68,000
100-5910-110	MILEAGE ALLOWANCE	3,632	3,611	3,600	3,600	3,600	3,600
100-5910-120	EMPLOYEE BENEFITS	67,558	84,266	103,000	105,000	105,000	105,000
	TOTAL PERSONNEL SERVICES	171,479	249,930	287,600	291,600	291,600	291,600
<u>OPERATING</u>							
100-5910-200	OPERATING SUPPLIES	80	343	1,500	1,500	1,500	1,500
100-5910-220	PERSONAL PROTECTIVE EQUIP	0	8,280	12,000	12,000	12,000	12,000
100-5910-225	MINOR EQUIPMENT	0	8,203	12,000	12,000	12,000	12,000
100-5910-260	COMMUNICATION	997	1,057	1,200	1,200	1,200	1,200
100-5910-270	UTILITIES	4,474	4,966	5,500	5,500	5,500	5,500
100-5910-280	REPAIR AND MAINTENANCE	0	1,180	2,500	2,500	2,500	2,500
100-5910-282	RADIO REPAIR AND REPLACEMENT	0	63	1,500	1,500	1,500	1,500
100-5910-300	UNIFORM MAINTENANCE	0	413	500	500	500	500
100-5910-320	PROFESSIONAL SERVICES	0	7,965	10,000	10,000	10,000	10,000
100-5910-330	VEHICLE REPLACEMENT / RENT	0	61,644	69,896	100,212	100,212	100,212
100-5910-333	MILEAGE / FUEL	0	0	500	500	500	500
100-5910-340	MEMBERSHIPS / SUBSCRIPTIONS	221	235	500	850	850	850
100-5910-341	MEETINGS / CONFERENCES	0	245	1,000	1,000	1,000	1,000
100-5910-370	CITY FUNCTIONS	812	122	1,200	1,200	1,200	1,200
100-5910-390	MISCELLANEOUS	75	67	500	500	500	500
	TOTAL OPERATING	6,659	94,782	120,296	150,962	150,962	150,962
<u>CAPITAL</u>							
100-5910-420	FURNITURE AND TECHNOLOGY	0	0	2,500	500	500	500
	TOTAL CAPITAL	0	0	2,500	500	500	500
	TOTAL FIRE ADMINISTRATION	178,138	344,712	410,396	443,062	443,062	443,062



**EXPENDITURE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**PROGRAM:** FIRE SUPPRESSION **Staff Level 2023:** 0.00 Part-Time  
**DEPARTMENT:** FIRE Firefighters  
**FUND:** GENERAL **Staff Level 2022:** 21.00 Part-Time  
Firefighters

**MISSION STATEMENT:**

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

**BASELINE BUDGET DESCRIPTION:**

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

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

**PERSONNEL:**

<u>Title</u>	<u>2023 PTE</u>	<u>2022 PTE</u>
Part-time paid Firefighters	<u>0.00</u>	<u>21.00</u>
<b>Total</b>	<b>0.00</b>	<b>21.00</b>

**BUDGET COMMENTS:**

**Personnel Services (Acct. 102-120):** Monthly retainer and limited benefits of 21 part time paid firefighters.

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

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

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

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

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

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

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

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

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

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

**Miscellaneous (Acct. 390):** Covers unanticipated expenditures.

**SIGNIFICANT BUDGET CHANGES:**

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

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY

### FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		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	64,402	0	0	0	0	0
100-5920-120	EMPLOYEE BENEFITS	14,888	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	79,290	0	0	0	0	0
<u>OPERATING</u>							
100-5920-200	OPERATING SUPPLIES	374	0	0	0	0	0
100-5920-220	PERSONAL PROTECTIVE EQUIP	9,080	0	0	0	0	0
100-5920-225	MINOR EQUIPMENT	6,615	0	0	0	0	0
100-5920-280	REPAIR AND MAINTENANCE	496	0	0	0	0	0
100-5920-282	RADIO REPAIR AND REPLACEMENT	978	0	0	0	0	0
100-5920-300	UNIFORM MAINTENANCE	12	0	0	0	0	0
100-5920-320	PROFESSIONAL SERVICE	4,533	0	0	0	0	0
100-5920-330	VEHICLE REPLACEMENT / RENT	49,356	0	0	0	0	0
100-5920-341	MEETINGS / CONFERENCES	275	0	0	0	0	0
100-5920-390	MISCELLANEOUS	213	0	0	0	0	0
	TOTAL OPERATING	71,932	0	0	0	0	0
	TOTAL FIRE SUPPRESSION	151,222	0	0	0	0	0

## EXPENDITURE BUDGET NARRATIVE

*Fiscal Year 2023*

**PROGRAM:** AQUATIC CENTER  
**DEPARTMENT:** PUBLIC WORKS  
**FUND:** GENERAL

**STAFF LEVEL 2023:** 0.19 FTE  
**STAFF LEVEL 2022:** 1.50 FTE

**MISSION STATEMENT:**

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

**BASELINE BUDGET DESCRIPTION:**

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

In the summer of 2021 the pool surface and frog slide were refinished and new winter covers were purchased. In 2020 the bathhouse and mechanical operations building was painted and updated. These improvements were funded by local option tax funds.

The center is planned to be open to the public from Memorial Day weekend through August 27 this year.

**SIGNIFICANT CHANGES:**

Over the past couple summers staff has worked with the YMCA in Walla Walla to provide professional services for lifeguarding staff and a Certified Pool Operator (CPO) position. The YMCA of Walla Walla approached the city offering to operate the pool (front desk, concessions, CPO and lifeguards/instructors), with the exception of maintenance to the facility and grounds for summer 2022. Our City Council approved this service agreement in January 2022 for a total \$120,425.54 for May through August. FY 23 operating portion is included in the professional service line item below plus estimated costs for May and June 2023 plus five percent (5%) pro-rated assuming that the YMCA and city approve a similar service agreement for the beginning of summer 2023.

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
Parks & Recreation Supervisor	0.04	0.04
Parks Maintenance Worker	0.15	0.15
Cashier/Concessions Lead	0.00	0.31
Cashier/Concessions	<u>0.00</u>	<u>1.00</u>
<b>Total</b>	<b>0.19</b>	<b>1.50</b>

**BUDGET COMMENTS:**

**OPERATING SUPPLIES (Acct. 200)** primarily covers the purchase of chemicals to maintain required water quality 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 microwaves and tablets for front desk and concessions operations.

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

**COMMUNICATION (Acct. 260)** covers costs primarily for phone and internet 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 staff for the daily operations of the facility during summer swim season. This also provides for plumbing repairs and winterization as well as de-winterization of plumbing.

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

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

**CAPITAL EXPENSES (Acct. 410)** is funded for improvements to the concession stand. This area did not receive upgrades when the rest of the building did in 2019.

**FURNITURE & FIXTURES (Acct. 420)** is not funded this year.

**LOAN PRINCIPAL - BAKER BOYER BANK – AQUATIC CENTER LOAN PRINCIPAL (Acct. 501)** is funded this year to cover principal payments for the improvements to the facility. This loan is a 10-year loan that matures 12/1/2031.

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

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>AQUATIC CENTER</u>							
<u>PERSONNEL SERVICES</u>							
100-6130-101	REGULAR SERVICES- AQUATIC CNTR	12,587	8,848	11,294	11,647	11,647	11,647
100-6130-102	PART TIME	44,244	26,330	35,745	0	0	0
100-6130-105	OVERTIME	288	1,654	500	0	0	0
100-6130-120	EMPLOYEE BENEFITS	15,022	9,798	13,866	9,654	9,654	9,654
	TOTAL PERSONNEL SERVICES	72,140	46,630	61,405	21,301	21,301	21,301
<u>OPERATING</u>							
100-6130-200	OPERATING SUPPLIES	9,753	14,328	13,500	20,000	20,000	20,000
100-6130-210	CONCESSION SUPPLIES	3,836	10,426	15,000	16,000	16,000	16,000
100-6130-225	MINOR EQUIPMENT	400	1,269	400	400	400	400
100-6130-250	ADVERTISING	0	134	400	400	400	400
100-6130-260	COMMUNICATION	961	1,981	1,772	2,000	2,000	2,000
100-6130-270	UTILITIES	4,305	5,426	14,000	16,000	16,000	16,000
100-6130-280	REPAIR AND MAINTENANCE	4,578	2,076	5,500	5,500	5,500	5,500
100-6130-320	PROFESSIONAL SERVICE	0	27,086	81,710	130,000	130,000	130,000
100-6130-330	VEHICLE REPLACEMENT / RENT	1,392	912	475	900	900	900
100-6130-390	MISCELLANEOUS	189	174	500	500	500	500
	TOTAL OPERATING	25,413	63,813	133,257	191,700	191,700	191,700
<u>CAPITAL</u>							
100-6130-410	CAPITAL EXPENSES	24,511	179,136	110,680	51,250	51,250	51,250
100-6130-420	FURNITURE AND TECHNOLOGY	317	295	1,000	1,000	1,000	1,000
	TOTAL CAPITAL	24,827	179,431	111,680	52,250	52,250	52,250
<u>DEBT SERVICE</u>							
100-6130-501	LOAN PRINCIPLE	0	0	27,370	41,922	41,922	41,922
100-6130-502	LOAN INTEREST	0	575	5,700	3,983	3,983	3,983
	TOTAL DEBT SERVICE	0	575	33,070	45,905	45,905	45,905
	TOTAL AQUATIC CENTER	122,380	290,449	339,412	311,156	311,156	311,156

## EXPENDITURE BUDGET NARRATIVE

*Fiscal Year 2023*

**PROGRAM:** PARKS  
**DEPARTMENT:** PUBLIC WORKS  
**FUND:** GENERAL

**STAFF LEVEL 2023:** 1.83 FTE  
**STAFF LEVEL 2022:** 1.83 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 by the Chamber of Commerce with a maintenance agreement between the Chamber and City for maintenance); 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>2023 FTE</u>	<u>2022 FTE</u>
Parks & Recreation Supervisor	0.22	0.22
Parks Maintenance Worker	1.29	1.29
Laborer	<u>0.32</u>	<u>0.32</u>
<b>Total</b>	<b>1.83</b>	<b>1.83</b>

### 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.

**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 with hopes of a grant match 60/40 to replace Yantis Park playground equipment, repair walking trail and ADA upgrades for park access. In FY 22 \$100,000 was received from Umatilla County for such walking trail and ADA improvements. An Oregon Parks and Recreation grant would fund the ADA accessible playground equipment, if received in the amount of \$114,000.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>PARKS</u>							
<u>PERSONNEL SERVICES</u>							
100-6140-101	REGULAR SERVICES- PARKS	88,675	91,666	87,328	90,457	90,457	90,457
100-6140-102	PART TIME	2,968	373	3,188	3,284	3,284	3,284
100-6140-105	OVERTIME	189	304	500	700	700	700
100-6140-120	EMPLOYEE BENEFITS	70,548	68,180	75,077	80,950	80,950	80,950
	<b>TOTAL PERSONNEL SERVICES</b>	<b>162,380</b>	<b>160,522</b>	<b>166,093</b>	<b>175,391</b>	<b>175,391</b>	<b>175,391</b>
<u>OPERATING</u>							
100-6140-200	OPERATING SUPPLIES	8,095	9,664	11,437	10,000	10,000	10,000
100-6140-220	PERSONAL PROTECTIVE EQUIP	1,439	1,611	1,500	1,800	1,800	1,800
100-6140-225	MINOR EQUIPMENT	1,574	947	1,500	2,000	2,000	2,000
100-6140-260	COMMUNICATION	270	270	360	360	360	360
100-6140-270	UTILITIES	44,876	45,892	65,200	65,200	65,200	65,200
100-6140-280	REPAIR AND MAINTENANCE	6,101	9,927	9,000	9,000	9,000	9,000
100-6140-300	UNIFORM MAINTENANCE	238	154	300	300	300	300
100-6140-330	VEHICLE REPLACEMENT / RENT	30,432	28,812	25,528	33,106	33,106	33,106
100-6140-340	MEMBERSHIPS/ SUBSCRIPTIONS	130	120	200	0	0	0
100-6140-341	MEETINGS / CONFERENCES	0	0	300	300	300	300
100-6140-390	MISCELLANEOUS	50	737	400	700	700	700
	<b>TOTAL OPERATING</b>	<b>93,205</b>	<b>98,134</b>	<b>115,725</b>	<b>122,766</b>	<b>122,766</b>	<b>122,766</b>
<u>CAPITAL</u>							
100-6140-410	CAPITAL EXPENSE	35,916	97,455	15,000	214,000	214,000	214,000
100-6140-480	IMPROVEMENTS OTHER THAN BLDG	0	902	2,500	2,500	2,500	2,500
	<b>TOTAL CAPITAL</b>	<b>35,916</b>	<b>98,357</b>	<b>17,500</b>	<b>216,500</b>	<b>216,500</b>	<b>216,500</b>
	<b>TOTAL PARKS</b>	<b>291,501</b>	<b>357,014</b>	<b>299,318</b>	<b>514,657</b>	<b>514,657</b>	<b>514,657</b>

**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** PUBLIC BUILDINGS  
**DEPARTMENT:** PUBLIC WORKS  
**FUND:** GENERAL

**STAFF LEVEL 2023:** 0.64 FTE  
**STAFF LEVEL 2022:** 0.64 FTE

**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 the new police station and public works and electrical crew 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.

**SIGNIFICANT CHANGES:**

In May 2021 voters graciously approved a bond to build a new police station. Since times are uncertain currently with materials and construction schedules we have included approximately three (3) months of supplies, utilities, maintenance and janitorial services to include the new police station in case it is occupied prior to the end of the projected fiscal year presented. If not, obviously those funds that have been included will not be spent.

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
Parks & Recreation Supervisor	0.34	0.34
Parks Maintenance Worker	0.30	0.30
<b>Total</b>	<b>0.64</b>	<b>0.64</b>

**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, gym, Police Station (estimated three (3) months) and Warehouse facilities.

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

**CAPITAL, BUILDING (Account # 405)** includes funding the next phase of repairs to the City Hall roof.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY

### FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>PUBLIC BUILDINGS</u>							
<u>PERSONNEL SERVICES</u>							
100-6210-101	REGULAR SERVICES- PUBLIC BLDGS	42,811	42,399	42,597	43,036	43,036	43,036
100-6210-105	OVERTIME	74	0	0	200	200	200
100-6210-120	EMPLOYEE BENEFITS	31,572	31,500	33,699	33,868	33,868	33,868
	TOTAL PERSONNEL SERVICES	74,456	73,898	76,296	77,104	77,104	77,104
<u>OPERATING</u>							
100-6210-200	OPERATING SUPPLIES	8,252	8,084	8,500	9,000	9,000	9,000
100-6210-220	PERSONAL PROTECTIVE EQUIP	29	388	250	400	400	400
100-6210-225	MINOR EQUIPMENT	0	0	500	500	500	500
100-6210-270	UTILITIES	40,250	42,778	47,283	49,205	49,205	49,205
100-6210-280	REPAIR AND MAINTENANCE	11,353	14,379	12,500	12,500	12,500	12,500
100-6210-300	UNIFORM MAINTENANCE	4,569	1,241	1,700	1,700	1,700	1,700
100-6210-323	JANITORIAL SERVICES	46,924	47,630	48,893	53,427	53,427	53,427
100-6210-330	VEHICLE REPLACEMENT / RENT	1,728	960	1,248	2,174	2,174	2,174
	TOTAL OPERATING	113,105	115,460	120,874	128,906	128,906	128,906
<u>CAPITAL</u>							
100-6210-405	BUILDING	20,086	88,689	79,443	87,387	87,387	87,387
	TOTAL CAPITAL	20,086	88,689	79,443	87,387	87,387	87,387
	TOTAL PUBLIC BUILDINGS	207,647	278,048	276,613	293,397	293,397	293,397



**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

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

**STAFF LEVEL 2023:** 0.05 FTE  
**STAFF LEVEL 2022:** 0.05 FTE

**BASELINE BUDGET DESCRIPTION:**

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

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
Parks & Recreation Supervisor	0.01	0.01
Parks Maintenance Worker	<u>0.04</u>	<u>0.04</u>
<b>Total</b>	<b>0.05</b>	<b>0.05</b>

**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 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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>COMMUNITY BUILDING</u>						
<u>PERSONNEL SERVICES</u>						
100-6220-101 REGULAR SERVICES-COMMUNITY BL	2,877	2,309	2,945	3,048	3,048	3,048
100-6220-105 OVERTIME	13	0	0	0	0	0
100-6220-120 EMPLOYEE BENEFITS	2,265	1,760	2,481	2,503	2,503	2,503
TOTAL PERSONNEL SERVICES	5,156	4,069	5,426	5,551	5,551	5,551
<u>OPERATING</u>						
100-6220-200 OPERATING SUPPLIES	409	857	1,300	1,300	1,300	1,300
100-6220-270 UTILITIES	11,540	12,418	15,180	15,180	15,180	15,180
100-6220-280 REPAIR AND MAINTENANCE	2,596	2,036	6,000	6,000	6,000	6,000
100-6220-323 JANITORIAL SERVICES	4,826	4,844	5,111	5,418	5,418	5,418
100-6220-330 VEHICLE REPLACEMENT / RENT	1,356	1,116	860	627	627	627
TOTAL OPERATING	20,727	21,271	28,451	28,525	28,525	28,525
<u>CAPITAL</u>						
100-6220-405 BUILDING	0	0	500	500	500	500
TOTAL CAPITAL	0	0	500	500	500	500
TOTAL COMMUNITY BUILDING	25,883	25,340	34,377	34,576	34,576	34,576

**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** ADMINISTRATION  
**DEPARTMENT:** PUBLIC WORKS  
**FUND:** GENERAL

**STAFF LEVEL 2023:** 3.00 FTE  
**STAFF LEVEL 2022:** 3.00 FTE

**MISSION STATEMENT:**

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

**BASELINE BUDGET DESCRIPTION:**

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

Some activities of this department include planning and tracking of maintenance and/or construction projects associated with public buildings, community building, aquatic center, parks, streets, water, sewer, solid waste, recycling and golf course; tracking of automotive maintenance of city-owned vehicles and equipment as well as depreciation and replacement schedules; preparation of estimates and work orders for new services; approves and enters accounts payable, accounts receivable and project accounting 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>2023 FTE</u>	<u>2022 FTE</u>
Public Works Superintendent	1.00	1.00
Assistant/Project Aide	1.00	1.00
Technician II	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>

**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 as well as jacket, gloves, safety vests, etc. for the Public Works Technician for field operations.

**MINOR EQUIPMENT (Acct. 225)** includes office equipment upgrades and replacement as it needs 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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>PUBLIC WORKS ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
100-6410-101	REGULAR SERVICES- PUB WRKS AD	238,344	242,137	254,707	286,094	286,094	286,094
100-6410-110	MILEAGE ALLOWANCE	0	50	4,200	4,200	4,200	4,200
100-6410-120	EMPLOYEE BENEFITS	159,388	166,548	183,700	189,926	189,926	189,926
	<b>TOTAL PERSONNEL SERVICES</b>	<b>397,732</b>	<b>408,735</b>	<b>442,607</b>	<b>480,220</b>	<b>480,220</b>	<b>480,220</b>
<u>OPERATING</u>							
100-6410-200	OPERATING SUPPLIES	1,285	995	3,760	1,250	1,250	1,250
100-6410-220	PERSONAL PROTECTIVE EQUIPMENT	0	100	150	150	150	150
100-6410-225	MINOR EQUIPMENT	186	454	750	750	750	750
100-6410-260	COMMUNICATION	2,307	2,290	2,800	2,800	2,800	2,800
100-6410-280	REPAIR AND MAINTENANCE	2,068	1,850	2,000	2,000	2,000	2,000
100-6410-320	PROFESSIONAL SERVICES	87	0	250	250	250	250
100-6410-330	VEHICLE REPLACEMENT / RENT	3,900	2,700	3,639	15,893	15,893	15,893
100-6410-333	MILEAGE / FUEL	4,200	4,200	0	0	0	0
100-6410-340	MEMBERSHIPS / SUBSCRIPTIONS	382	335	600	600	600	600
100-6410-341	MEETINGS / CONFERENCES	821	0	1,000	2,000	2,000	2,000
100-6410-390	MISCELLANEOUS	241	551	500	500	500	500
	<b>TOTAL OPERATING</b>	<b>15,477</b>	<b>13,475</b>	<b>15,449</b>	<b>26,193</b>	<b>26,193</b>	<b>26,193</b>
<u>CAPITAL</u>							
100-6410-420	FURNITURE AND TECHNOLOGY	156	0	600	4,500	4,500	4,500
	<b>TOTAL CAPITAL</b>	<b>156</b>	<b>0</b>	<b>600</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
	<b>TOTAL PUBLIC WORKS ADMINISTRATI</b>	<b>413,365</b>	<b>422,210</b>	<b>458,656</b>	<b>510,913</b>	<b>510,913</b>	<b>510,913</b>

**EXPENDITURE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**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.

**INTERFUND TRANSFERS: (Acct. 722, 723, and 764)**

The General Fund supports the Library Fund to ensure the level of services offered to the public is maintained. The transfer to the Senior/Disabled Fund is necessary to cover the debt service payments for the City Hall elevator. 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:**

The City will receive an additional installment from the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The expenditures related to this program are split between 100-6500-372, for operating expenditures, and 100-6500-407, for capital expenditures.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<b>GENERAL FUND</b>						
<b>CITY HALL</b>						
<b>OPERATING</b>						
100-6500-225 MINOR EQUIPMENT	0	0	1,673	3,000	3,000	3,000
100-6500-320 PROFESSIONAL SERVICES	1,621	25,380	1,500	0	0	0
100-6500-370 CITY FUNCTIONS	3,980	3,200	5,000	5,000	5,000	5,000
100-6500-372 COVID-19	0	0	630,960	112,914	112,914	112,914
100-6500-374 AMERICAN RESCUE PLAN	0	0	1,300,000	0	0	0
100-6500-380 LIABILITY AND FIRE INSURANCE	112,398	123,859	150,150	161,000	161,000	161,000
100-6500-381 UNEMPLOYMENT INSURANCE	655	575	5,000	5,000	5,000	5,000
<b>TOTAL OPERATING</b>	<b>118,653</b>	<b>153,014</b>	<b>2,094,283</b>	<b>286,914</b>	<b>286,914</b>	<b>286,914</b>
<b>CAPITAL</b>						
100-6500-404 AMERICAN RESCUE PLAN	0	0	1,300,000	0	0	0
100-6500-405 BUILDING/ ECO DEVO	32,000	198,000	1,500,000	0	0	0
100-6500-406 FLOOD RECOVERY ACTIVITIES	350,000	0	0	0	0	0
100-6500-407 COVID-19	0	0	611,530	112,914	112,914	112,914
<b>TOTAL CAPITAL</b>	<b>382,000</b>	<b>198,000</b>	<b>3,411,530</b>	<b>112,914</b>	<b>112,914</b>	<b>112,914</b>
<b>TRANSFERS</b>						
100-6500-720 TRANSFER TO STREET	0	0	660	0	0	0
100-6500-722 TRANSFER TO LIBRARY	130,313	130,313	76,539	42,814	42,814	42,814
100-6500-723 TRANSFER TO SENIOR/DISABLED	0	31,702	30,840	66,775	66,775	66,775
100-6500-727 TRANSFER TO 911	0	0	1,255	0	0	0
100-6500-751 TRANSFER TO ELECTRIC	0	0	6,002	300,000	300,000	300,000
100-6500-752 TRANSFER TO WATER	0	0	0	300,000	300,000	300,000
100-6500-753 TRANSFER TO SEWER	0	0	0	300,000	300,000	300,000
100-6500-755 TRANSFER TO GOLF COURSE	0	0	0	115,000	115,000	115,000
100-6500-761 TRANSFER TO WAREHOUSE	0	0	419	0	0	0
100-6500-763 TRANSFER TO VEHICLE REPLACMEN	0	0	419	0	0	0
100-6500-764 TRANSFER TO SICK LEAVE	1,600	1,600	1,600	1,600	1,600	1,600
100-6500-766 TRANSFER TO VEHICLE MAINT	0	0	419	0	0	0
<b>TOTAL TRANSFERS</b>	<b>131,913</b>	<b>163,615</b>	<b>118,153</b>	<b>1,126,189</b>	<b>1,126,189</b>	<b>1,126,189</b>
<b>CONTINGENCY &amp; RESERVES</b>						
100-6500-998 CONTINGENCY	0	0	500,000	132,246	132,246	132,246
<b>TOTAL CONTINGENCY &amp; RESERVES</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>132,246</b>	<b>132,246</b>	<b>132,246</b>
<b>TOTAL CITY HALL</b>	<b>632,566</b>	<b>514,629</b>	<b>6,123,966</b>	<b>1,658,263</b>	<b>1,658,263</b>	<b>1,658,263</b>

**EXPENDITURE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

**PROGRAM:** CIVIL ENGINEERING  
**DEPARTMENT:** ENGINEERING  
**FUND:** GENERAL

**STAFF LEVEL 2023:** 0.25 FTE  
**STAFF LEVEL 2022:** 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>2023 FTE</u>	<u>2022 FTE</u>
Engineering Technician	<u>0.25</u>	<u>0.25</u>
<b>Total</b>	<b>0.25</b>	<b>0.25</b>

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GENERAL FUND</u>							
<u>CIVIL ENGINEERING</u>							
<u>PERSONNEL SERVICES</u>							
100-6610-101	REGULAR SERVICES- CIVIL ENGR	17,294	21,621	20,786	21,332	21,332	21,332
100-6610-105	OVERTIME	0	0	0	350	350	350
100-6610-120	EMPLOYEE BENEFITS	12,097	16,103	16,054	16,050	16,050	16,050
	TOTAL PERSONNEL SERVICES	29,391	37,724	36,840	37,732	37,732	37,732
<u>OPERATING</u>							
100-6610-200	OPERATING SUPPLIES	254	367	750	750	750	750
100-6610-225	MINOR EQUIPMENT	49	66	750	750	750	750
100-6610-260	COMMUNICATION	1,547	1,619	2,000	2,000	2,000	2,000
100-6610-320	PROFESSIONAL SERVICE	930	640	4,000	4,000	4,000	4,000
100-6610-330	VEHICLE REPLACEMENT / RENT	864	720	930	527	527	527
100-6610-341	MEETINGS / CONFERENCES	727	335	2,000	2,000	2,000	2,000
100-6610-390	MISCELLANEOUS	448	205	1,000	1,000	1,000	1,000
	TOTAL OPERATING	4,819	3,952	11,430	11,027	11,027	11,027
<u>CAPITAL</u>							
100-6610-420	FURNITURE AND TECHNOLOGY	1,054	1,173	2,000	2,000	2,000	2,000
	TOTAL CAPITAL	1,054	1,173	2,000	2,000	2,000	2,000
	TOTAL CIVIL ENGINEERING	35,264	42,849	50,270	50,759	50,759	50,759





## SPECIAL REVENUE FUNDS

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

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**REVENUE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>STREET</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
210-410-11	STATE GAS TAX	487,409	534,176	450,000	470,000	470,000	470,000
210-410-42	CORONA VIRUS RELIEF FUND	0	1,347	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	487,409	535,522	450,000	470,000	470,000	470,000
<u>MERCHANDISING</u>							
210-455-71	MERCHANDISING	227	246	0	250	250	250
	TOTAL MERCHANDISING	227	246	0	250	250	250
<u>MISCELLANEOUS</u>							
210-470-20	INTEREST EARNED	11,726	4,194	3,000	500	500	500
210-470-99	MISCELLANEOUS	4,519	2,805	300	2,500	2,500	2,500
	TOTAL MISCELLANEOUS	16,245	6,999	3,300	3,000	3,000	3,000
<u>TRANSFERS</u>							
210-490-10	TRANSFER FROM GENERAL	0	0	660	0	0	0
	TOTAL TRANSFERS	0	0	660	0	0	0
<u>BEGINNING FUND BALANCE</u>							
210-499-10	FUND BALANCE	0	0	598,831	657,737	657,737	657,737
	TOTAL BEGINNING FUND BALANCE	0	0	598,831	657,737	657,737	657,737
	TOTAL REVENUE	503,881	542,767	1,052,791	1,130,987	1,130,987	1,130,987



# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>STREET</u>							
<u>STREET MAINTENANCE</u>							
<u>PERSONNEL SERVICES</u>							
210-6810-101	REGULAR SERVICES- STREET MAINT	100,328	104,207	122,061	137,166	137,166	137,166
210-6810-105	OVERTIME	46	827	1,000	250	250	250
210-6810-120	EMPLOYEE BENEFITS	72,698	71,139	92,629	109,900	109,900	109,900
	TOTAL PERSONNEL SERVICES	173,072	176,173	215,690	247,316	247,316	247,316
<u>OPERATING</u>							
210-6810-200	OPERATING SUPPLIES	11,084	3,505	12,000	12,000	12,000	12,000
210-6810-220	PERSONAL PROTECTIVE EQUIP	250	174	1,000	1,000	1,000	1,000
210-6810-225	MINOR EQUIPMENT	2,813	110	4,800	4,800	4,800	4,800
210-6810-260	COMMUNICATION	360	360	360	360	360	360
210-6810-270	UTILITIES	39,393	43,075	51,750	51,750	51,750	51,750
210-6810-280	REPAIR AND MAINTENANCE	3,110	12,373	10,000	12,000	12,000	12,000
210-6810-300	UNIFORM MAINTENANCE	297	0	0	0	0	0
210-6810-320	PROFESSIONAL SERVICES	5,760	2,474	12,000	12,000	12,000	12,000
210-6810-330	VEHICLE REPLACEMENT / RENT	50,756	39,144	34,689	37,502	37,502	37,502
210-6810-341	MEETINGS / CONFERENCES	164	0	500	500	500	500
210-6810-390	MISCELLANEOUS	110	321	600	600	600	600
	TOTAL OPERATING	114,097	101,534	127,699	132,512	132,512	132,512
<u>TRANSFERS</u>							
210-6810-701	TRANSFER TO GENERAL	115,640	121,442	124,066	135,128	135,128	135,128
210-6810-721	TRANSFER TO STREET IMPROVEME	0	175,000	0	0	0	0
210-6810-764	TRANSFER TO SICK LEAVE	300	300	300	300	300	300
	TOTAL TRANSFERS	115,940	296,742	124,366	135,428	135,428	135,428
<u>CONTINGENCY &amp; RESERVES</u>							
210-6810-998	CONTINGENCY	0	0	585,036	615,731	615,731	615,731
	TOTAL CONTINGENCY & RESERVES	0	0	585,036	615,731	615,731	615,731
	TOTAL STREET MAINTENANCE	403,109	574,449	1,052,791	1,130,987	1,130,987	1,130,987

**BUDGET NARRATIVE**  
*Fiscal Year 2023*

**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:**

**CAPITAL IMPROVEMENTS (Account 211-410-22 & Account 211-6840-410)** funds for a new drone to be used and paid for by streets, water, sewer and solid waste in the amount of \$3,000. The majority of this funding provides for street and pedestrian improvements as funded by Oregon House Bill 2017 –“Keep Oregon Moving” in the amount of \$1,220,150. This is the remaining balance after our 2020 and 2021 improvements have been completed with 2022 project costs expended through June 30, 2022. Current commitments are expected to be complete prior to the expiration of agreement terms (8/28/2023) are earmarked for our 2022 Powell Road Improvements which will include asphalt and bridge replacement as well as sidewalks from North Main Street to Lamb Street.

Agency/State  
Agreement No. 32611

**EXHIBIT A – Streets included in the Project for Consideration**

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

**Sidewalks (Organized South to North)**

- ◆ Along Walnut Street (From SE 19<sup>th</sup> Ave to SE 15<sup>th</sup> Ave)
- ~~◆ Along Southeast 12<sup>th</sup> Avenue (From S Main St to West end of S Mill St)~~
- ~~◆ Along Northwest 7<sup>th</sup> Avenue (From S Mill St to S Chestnut St)~~
- ~~◆ Along North Elizabeth Street (From NE 8<sup>th</sup> Ave to North City Limits)~~
- ~~◆ Along Danira Street (From NE 6<sup>th</sup> Ave to N Elizabeth St)~~
- ◆ Along Powell Road (From N Main to Lamb St)

**OR STATE STBG 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. We currently have Federal carryover funds from prior years available in the amount of \$5,601.33 exchanged at 94% city and 6% state of Oregon equal to \$5,265.25 available to the city of these funds. We also have our 2022 allotment in the amount of \$84,897 Federal funds. Beginning this year these funds are now exchanged at the rate of 90% city and 10% state of Oregon equal to \$76,407.30 for a total city sum of \$81,672.55. This new balance combined with the balance remaining from FY 22 is equal to \$164,772 for future streets projects and/or assets.

# CITY OF MILTON-FREEWATER

## REVENUE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>STREET IMPROVEMENT</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
211-410-16	OR STATE STP ALLOCATION	14,930	265,805	124,782	81,672	81,672	81,672
211-410-22	ODOT GRANT / HB2017	32,500	1,078,650	2,134,916	1,220,150	1,220,150	1,220,150
TOTAL INTERGOVERNMENTAL REVE		47,430	1,344,455	2,259,698	1,301,822	1,301,822	1,301,822
<u>LICENSES &amp; PERMITS</u>							
211-440-30	LAND USE FEES	3,345	2,287	1,200	2,523	2,523	2,523
TOTAL LICENSES & PERMITS		3,345	2,287	1,200	2,523	2,523	2,523
<u>MISCELLANEOUS</u>							
211-470-20	INTEREST EARNED	1,075	644	500	500	500	500
TOTAL MISCELLANEOUS		1,075	644	500	500	500	500
<u>TRANSFERS</u>							
211-490-21	TRANSFER FROM STREET	0	175,000	0	0	0	0
TOTAL TRANSFERS		0	175,000	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
211-499-10	FUND BALANCE	0	0	204,824	294,419	294,419	294,419
TOTAL BEGINNING FUND BALANCE		0	0	204,824	294,419	294,419	294,419
TOTAL REVENUE		51,850	1,522,386	2,466,222	1,599,264	1,599,264	1,599,264
<u>STREET CONSTRUCTION</u>							
<u>CAPITAL</u>							
211-6840-410	CAPITAL EXPENSES	32,500	1,078,804	2,134,916	1,223,150	1,223,150	1,223,150
211-6840-470	VEHICLE REPLACEMENT	0	245,805	0	0	0	0
211-6840-480	IMPROVEMENTS	14,930	16,381	124,782	164,772	164,772	164,772
TOTAL CAPITAL		47,430	1,340,990	2,259,698	1,387,922	1,387,922	1,387,922
<u>CONTINGENCY &amp; RESERVES</u>							
211-6840-998	CONTINGENCY	0	0	206,524	211,342	211,342	211,342
TOTAL CONTINGENCY & RESERVES		0	0	206,524	211,342	211,342	211,342
TOTAL STREET CONSTRUCTION		47,430	1,340,990	2,466,222	1,599,264	1,599,264	1,599,264



**Revenue Budget Narrative**  
*Fiscal Year 2023*

**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 \$1400 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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>LIBRARY</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
220-410-01	LIBRARY DISTRICT REVENUES	240,071	253,549	261,582	338,340	338,340	338,340
220-410-03	STATE GRANTS-LIBRARY	1,281	1,282	1,300	1,400	1,400	1,400
220-410-38	LSTA GRANT	1,485	0	0	0	0	0
220-410-42	CORONA VIRUS RELIEF FUND	0	5,124	0	0	0	0
TOTAL INTERGOVERNMENTAL REVE		242,838	259,955	262,882	339,740	339,740	339,740
<u>FINES &amp; FORFEITURES</u>							
220-430-50	LIBRARY FINES	2,851	457	4,000	3,000	3,000	3,000
TOTAL FINES & FORFEITURES		2,851	457	4,000	3,000	3,000	3,000
<u>SERVICES</u>							
220-450-14	RENTAL INCOME	0	0	6,480	6,480	6,480	6,480
TOTAL SERVICES		0	0	6,480	6,480	6,480	6,480
<u>MISCELLANEOUS</u>							
220-470-20	INTEREST EARNED	1,918	829	500	500	500	500
220-470-41	DONATIONS	7,141	6,840	4,000	4,000	4,000	4,000
220-470-50	COPIES	3,105	87	4,000	3,000	3,000	3,000
220-470-99	MISCELLANEOUS	442	124	1,000	500	500	500
TOTAL MISCELLANEOUS		12,605	7,880	9,500	8,000	8,000	8,000
<u>TRANSFERS</u>							
220-490-10	FROM GENERAL	130,313	130,313	76,539	42,814	42,814	42,814
TOTAL TRANSFERS		130,313	130,313	76,539	42,814	42,814	42,814
<u>BEGINNING FUND BALANCE</u>							
220-499-10	FUND BALANCE	0	0	97,352	95,898	95,898	95,898
TOTAL BEGINNING FUND BALANCE		0	0	97,352	95,898	95,898	95,898
TOTAL REVENUE		388,607	398,606	456,753	495,932	495,932	495,932

**Expenditure Budget Narrative**  
*Fiscal Year 2022*

**Fund:** Library

**Staff Level 2021:** 3.93 FTE

**Staff Level 2022:** 3.93 FTE

**PERSONNEL:**

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

**LIBRARY USE AND VALUE**

In 2021, the library had 3378 card holders; over 1/4 of the 12,000 designated library service population are using the library. Library provides access to 31,285 books, audiobooks, DVD's, Spanish-language material, as well as 60,360 downloadable eBooks and audiobooks, and the Sage Library consortium offers our patrons access to over a million loanable items. In our facility, we offer 14 public computers, Wi-Fi, reference services, children's play area, genealogy and local history collection, computer classes, & weekly preschool story time. COVID-19 has greatly impacted our ability to do monthly evening activities for school-age children, monthly teen and adult art classes, game nights, etc., but we provide take-home crafts for adults bimonthly and weekly for children.

In 2021 the library checked out more than 32,056 items physical items, 36,000 electronic materials, and added almost 1,200 physical items to our collections. The library is an undeniable asset to our community and provides early literacy development skills, engages school-age children with activities, and encourages adults to become life-long users of the library.

**BUDGET COMMENTS**

**Expenses:**

- **Operating Supplies (Acct. 200)** covers general office supplies, paper & toner for public printing, materials such as plastic book jackets, laminating tape, and other misc. supplies to process the 1,200 items added yearly. Amount has been increased \$2000 this year because of increased cost for book processing supplies.
- **Communication (Acct. 260)** covers phone and internet (including Wi-Fi\_\_\_33); rising prices led costs to increase by more than \$600; budget increased
- **Building Repair & Maintenance (Acct. 280)** covers misc. needs of the library including: blinds replacement, carpet cleaning, paint, hardware, & keys. \$500 was not enough to cover expected expenses with ADA doors and the increase will help defer future expenses from the Public Buildings fund.
- **Programming (Acct. 325)** covers program supplies for 52 story times, 24 evening activities for children, 12 teen art and 12-24 adult art classes/art kits. Supplies include glue, paint, paper, canvas, and food. This also includes. Increase in budget due to increase demand for these art programs and take-home crafts for adults and children; covers adult summer reading prizes 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
- **Miscellaneous (Acct. 700)** covers items not easily categorized by other line items.
- **Furniture & Technology (Acct. 420):** Significant increase to cover cost of \$15,000 closed circuit camera/surveillance system.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>LIBRARY</u>						
<u>LIBRARY</u>						
<u>PERSONNEL SERVICES</u>						
220-6600-101	REGULAR SERVICES- LIBRARY	146,292	153,832	181,153	195,400	195,400
220-6600-102	PART TIME	36,910	15,577	39,031	39,082	39,082
220-6600-105	OVERTIME	111	0	100	100	100
220-6600-120	EMPLOYEE BENEFITS	118,404	121,820	155,092	158,120	158,120
	TOTAL PERSONNEL SERVICES	301,717	291,230	375,376	392,702	392,702
<u>OPERATING</u>						
220-6600-200	OPERATING SUPPLIES	7,179	6,527	10,092	10,000	10,000
220-6600-235	LIBRARY BOOKS	20,174	15,028	25,000	25,000	25,000
220-6600-260	COMMUNICATION	3,030	3,310	3,090	4,200	4,200
220-6600-280	REPAIR AND MAINTENANCE	260	375	500	1,790	1,790
220-6600-325	PROGRAMMING	5,206	2,785	5,800	7,800	7,800
220-6600-333	MILEAGE / FUEL	128	0	500	500	500
220-6600-340	MEMBERSHIPS / DUES	937	1,036	1,200	1,200	1,200
220-6600-341	MEETINGS / CONFERENCES	102	0	400	400	400
220-6600-348	EARLY LIT/SUMMER READING	6,638	7,120	4,300	4,300	4,300
220-6600-390	MISCELLANEOUS	387	0	700	1,800	1,800
	TOTAL OPERATING	44,041	36,181	51,582	56,990	56,990
<u>CAPITAL</u>						
220-6600-420	FURNITURE AND TECHNOLOGY	5,748	2,370	6,000	21,000	21,000
	TOTAL CAPITAL	5,748	2,370	6,000	21,000	21,000
<u>TRANSFERS</u>						
220-6600-764	TRANSFER TO SICK LEAVE	240	240	240	240	240
	TOTAL TRANSFERS	240	240	240	240	240
<u>CONTINGENCY &amp; RESERVES</u>						
220-6600-998	CONTINGENCIES	0	0	23,555	25,000	25,000
	TOTAL CONTINGENCY & RESERVES	0	0	23,555	25,000	25,000
	TOTAL LIBRARY	351,745	330,021	456,753	495,932	495,932

## REVENUE NARRATIVE

*Fiscal Year 2023*

**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. It 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.

**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/ODOT FLEX 5307/5311 Acct 230-410-53** are funds directly allocated and received through 5307/5311 Federal Transportation Administration/ODOT grant funds for operations of the City's public transportation programs. Included is a portion of the ARPA Transportation funds.

**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.

**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**

# CITY OF MILTON-FREEWATER

## REVENUE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>							
<u>TAXES/ASSESSMENTS</u>							
230-400-01	PROPERTY TAX - CURRENT	56,592	56,674	58,500	57,000	57,000	57,000
230-400-02	PROPERTY TAX - PRIOR YEAR	1,492	1,897	2,000	2,000	2,000	2,000
	<b>TOTAL TAXES/ASSESSMENTS</b>	<b>58,084</b>	<b>58,571</b>	<b>60,500</b>	<b>59,000</b>	<b>59,000</b>	<b>59,000</b>
<u>INTERGOVERNMENTAL REVENUE</u>							
230-410-50	SPECIAL TRANSIT GRANT	30,440	28,911	35,000	35,000	35,000	35,000
230-410-51	STATE TRANSIT GRANT	137,307	119,889	103,644	103,644	103,644	103,644
230-410-52	ARPA 5311 ODOT GRANT	0	0	0	248,383	248,383	248,383
230-410-53	FEDERAL TRANSIT GRANT	0	0	22,000	0	0	0
230-410-55	FED TRANSIT GRANT - ADA ELEV	170,843	0	0	0	0	0
230-410-57	STIF FORMULA GRANT	43,750	25,000	170,000	175,000	175,000	175,000
230-410-58	STIF ADA ELEVATOR GRANT	50,000	0	0	0	0	0
230-410-60	FED TRANSIT GRANT - CARES ACT	0	0	150,000	0	0	0
	<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>432,340</b>	<b>173,800</b>	<b>480,644</b>	<b>562,027</b>	<b>562,027</b>	<b>562,027</b>
<u>SERVICES</u>							
230-450-70	SENIOR CITIZEN PAYMENTS	4,110	2,498	4,000	2,000	2,000	2,000
	<b>TOTAL SERVICES</b>	<b>4,110</b>	<b>2,498</b>	<b>4,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<u>MISCELLANEOUS</u>							
230-470-20	INTEREST EARNED	1,835	542	3,000	1,000	1,000	1,000
	<b>TOTAL MISCELLANEOUS</b>	<b>1,835</b>	<b>542</b>	<b>3,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<u>OTHER REVENUE SOURCES</u>							
230-480-20	ADA ELEVATOR LOAN PROCEEDS	520,000	0	0	0	0	0
	<b>TOTAL OTHER REVENUE SOURCES</b>	<b>520,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<u>TRANSFERS</u>							
230-490-10	TRANSFER FROM GENERAL	0	31,702	30,840	66,775	66,775	66,775
	<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>31,702</b>	<b>30,840</b>	<b>66,775</b>	<b>66,775</b>	<b>66,775</b>
<u>BEGINNING FUND BALANCE</u>							
230-499-10	FUND BALANCE	0	0	63,000	76,568	76,568	76,568
	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>63,000</b>	<b>76,568</b>	<b>76,568</b>	<b>76,568</b>
	<b>TOTAL REVENUE</b>	<b>1,016,369</b>	<b>267,113</b>	<b>641,984</b>	<b>767,370</b>	<b>767,370</b>	<b>767,370</b>

**EXPENDITURE NARRATIVE**

*Fiscal Year 2023*

**FUND: PUBLIC TRANSPORTATION SERVICES**

**STAFF LEVEL 2023: 1.15 FTE**

**STAFF LEVEL 2022: 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, 2012, and 2021 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>2023 FTE</u>	<u>2022 FTE</u>
City Manager	0.10	0.10
City Planner	0.55	0.55
Assistant	<u>0.50</u>	<u>0.50</u>
	<b>1.15</b>	<b>1.15</b>

**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. An additional \$100,000 is budgeted for a transit system study.

**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.

**IMPROVEMENTS (Acct. 480)** covers technology to be installed in the buses and monthly data service. Also includes some facility improvements such as carpet and paint.

**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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>						
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
230-7600-101	REGULAR SERVICES- SENIOR/DISAB	79,108	82,374	99,000	103,011	103,011
230-7600-110	ALLOWANCES	0	28	3,600	3,600	3,600
230-7600-120	EMPLOYEE BENEFITS	35,020	34,051	44,000	46,000	46,000
	TOTAL PERSONNEL SERVICES	114,128	116,452	146,600	152,611	152,611
<u>OPERATING</u>						
230-7600-200	OPERATING SUPPLIES	127	764	1,400	1,000	1,000
230-7600-225	MINOR EQUIPMENT	41	722	7,000	7,000	7,000
230-7600-250	ADVERTISING- SENIOR/ DISABLED	582	341	900	2,000	2,000
230-7600-260	COMMUNICATION	232	1,117	2,500	2,500	2,500
230-7600-280	REPAIR AND MAINTENANCE	5,847	11,318	15,000	10,000	10,000
230-7600-320	PROFESSIONAL SERVICES	158,677	155,247	250,000	270,000	270,000
230-7600-333	MILEAGE / FUEL	3,600	3,600	500	0	0
230-7600-340	MPO MEMBERSHIP DUES	3,300	3,250	3,600	3,800	3,800
230-7600-341	MEETINGS / CONFERENCES	103	0	3,000	3,000	3,000
230-7600-380	INSURANCE	4,529	4,603	4,800	5,280	5,280
	TOTAL OPERATING	177,039	180,962	288,700	304,580	304,580
<u>CAPITAL</u>						
230-7600-410	CAPITAL - ADA ELEVATOR	755,613	0	0	0	0
230-7600-480	IMPROVEMENTS	0	0	75,000	75,000	75,000
	TOTAL CAPITAL	755,613	0	75,000	75,000	75,000
<u>DEBT SERVICE</u>						
230-7600-510	LOAN PRINC - ELEVATOR CITY HAL	0	20,025	21,960	58,295	58,295
230-7600-511	LOAN INT - ELEVATOR CITY HALL	10,162	10,810	8,876	8,480	8,480
	TOTAL DEBT SERVICE	10,162	30,835	30,836	66,775	66,775
<u>CONTINGENCY &amp; RESERVES</u>						
230-7600-998	CONTINGENCY	0	0	100,848	168,404	168,404
	TOTAL CONTINGENCY & RESERVES	0	0	100,848	168,404	168,404
	TOTAL ADMINISTRATION	1,056,943	328,250	641,984	767,370	767,370



**EXPENDITURE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**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.

**COMMUNICATION (Acct. 260)** Covers costs primarily for phone and internet services.

**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. This line amount reflects an increase to account for new dispatcher trainees (we anticipate four in all) traveling to/from the DPSST Academy in Salem, as well as paying for our dispatch representative of the Tyler New World consortium to attend the annual Tyler New World conference.

**FURNITURE AND TECHNOLOGY (Acct. 420)** Funds go toward upgrade and improvement of essential 911 center technologies.

# CITY OF MILTON-FREEWATER

## REVENUE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>9 1 1</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
270-410-14	911 TELEPHONE TAX	39,452	53,034	39,500	65,000	65,000	65,000
	TOTAL INTERGOVERNMENTAL REVE	39,452	53,034	39,500	65,000	65,000	65,000
<u>MISCELLANEOUS</u>							
270-470-20	INTEREST EARNED	962	352	450	50	50	50
	TOTAL MISCELLANEOUS	962	352	450	50	50	50
<u>SOURCE 490</u>							
270-490-10	TRANSFER FROM GENERAL	0	0	1,255	0	0	0
	TOTAL SOURCE 490	0	0	1,255	0	0	0
<u>BEGINNING FUND BALANCE</u>							
270-499-10	FUND BALANCE	0	0	36,800	68,000	68,000	68,000
	TOTAL BEGINNING FUND BALANCE	0	0	36,800	68,000	68,000	68,000
	TOTAL REVENUE	40,415	53,385	78,005	133,050	133,050	133,050
<u>911 OPERATING</u>							
<u>OPERATING</u>							
270-5830-200	OPERATING SUPPLIES	2,375	1,851	4,255	3,000	3,000	3,000
270-5830-225	MINOR EQUIPMENT	892	689	4,500	4,500	4,500	4,500
270-5830-260	COMMUNICATION	9,155	8,088	10,500	10,500	10,500	10,500
270-5830-280	REPAIR AND MAINTENANCE	11,568	11,709	19,500	19,500	19,500	19,500
270-5830-300	UNIFORM MAINTENANCE	267	438	450	450	450	450
270-5830-320	PROFESSIONAL SERVICE	288	566	718	500	500	500
270-5830-341	MEETINGS / CONFERENCES	1,475	3,206	4,000	4,800	4,800	4,800
270-5830-390	MISCELLANEOUS	703	1,035	1,400	1,500	1,500	1,500
	TOTAL OPERATING	26,722	27,580	45,323	44,750	44,750	44,750
<u>CAPITAL</u>							
270-5830-420	FURNITURE AND TECHNOLOGY	0	8,131	17,682	21,200	21,200	21,200
	TOTAL CAPITAL	0	8,131	17,682	21,200	21,200	21,200
<u>TRANSFERS</u>							
270-5830-701	TRANSFER TO GENERAL	0	15,000	15,000	67,100	67,100	67,100
	TOTAL TRANSFERS	0	15,000	15,000	67,100	67,100	67,100
	TOTAL 911 OPERATING	26,722	50,711	78,005	133,050	133,050	133,050



## DEBT SERVICE & CAPITAL PROJECT FUNDS

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

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**BUDGET NARRATIVE**  
*Fiscal Year 2023*

**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 was approved on the May 18, 2021 ballot measure.

**Significant Budget Changes:** The City anticipates receiving a \$3,000,000 Oregon State Capital Funding Grant to finance the unexpected budget overruns from the Police Station project.

# CITY OF MILTON-FREEWATER

## REVENUE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		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	260,000	264,200	264,200	264,200
310-400-02	PROPERTY TAX - PRIOR YEAR	0	0	0	1,000	1,000	1,000
	TOTAL TAXES/ASSESSMENTS	0	0	260,000	265,200	265,200	265,200
	TOTAL REVENUE	0	0	260,000	265,200	265,200	265,200
<u>DEBT SERVICE</u>							
310-8611-500	BOND PRINCIPAL	0	0	104,000	10,100	10,100	10,100
310-8611-501	BOND INTEREST	0	0	156,000	254,100	254,100	254,100
	TOTAL DEBT SERVICE	0	0	260,000	264,200	264,200	264,200
<u>CONTINGENCY &amp; RESERVES</u>							
310-8611-999	UNAPPROPRIATED RESERVE	0	0	0	1,000	1,000	1,000
	TOTAL CONTINGENCY & RESERVES	0	0	0	1,000	1,000	1,000
	TOTAL BONDED DEBT	0	0	260,000	265,200	265,200	265,200
<u>POLICE STATION CONSTRUCTION</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
410-410-01	STATE CAP FUNDING GRANT	0	0	0	3,000,000	3,000,000	3,000,000
	TOTAL INTERGOVERNMENTAL REVE	0	0	0	3,000,000	3,000,000	3,000,000
<u>OTHER REVENUE SOURCES</u>							
410-480-10	BOND SALE PROCEEDS	0	0	7,657,390	0	0	0
	TOTAL OTHER REVENUE SOURCES	0	0	7,657,390	0	0	0
<u>BEGINNING FUND BALANCE</u>							
410-499-10	FUND BALANCE	0	0	0	7,189,931	7,189,931	7,189,931
	TOTAL BEGINNING FUND BALANCE	0	0	0	7,189,931	7,189,931	7,189,931
	TOTAL REVENUE	0	0	7,657,390	10,189,931	10,189,931	10,189,931
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
410-8100-410	CAPITAL EXPENSE	0	0	7,657,390	10,189,931	10,189,931	10,189,931
	TOTAL CAPITAL	0	0	7,657,390	10,189,931	10,189,931	10,189,931
	TOTAL CAPITAL - NEW	0	0	7,657,390	10,189,931	10,189,931	10,189,931



## ENTERPRISE FUNDS

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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 appropriated for accountability purposes.

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**REVENUE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

**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. **NO RATE INCREASE IS PROPOSED.**

**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 \$222,374.

**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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>TAXES/ASSESSMENTS</u>						
510-400-10 WTHRZTN ASSMT LOAN REV #903	24,015	45,822	40,000	40,000	40,000	40,000
510-400-20 WTHRZTN BUY-BACK LOAN REV #920	223	0	0	0	0	0
510-400-30 WTHZTN LONG-TERM LOAN REV #93	0	0	1,000	1,000	1,000	1,000
TOTAL TAXES/ASSESSMENTS	24,238	45,822	41,000	41,000	41,000	41,000
<u>INTERGOVERNMENTAL REVENUE</u>						
510-410-42 CORONA VIRUS RELIEF FUND	0	30,817	0	0	0	0
TOTAL INTERGOVERNMENTAL REVE	0	30,817	0	0	0	0
<u>SURPLUS POWER SALES</u>						
510-415-10 POWER SALES - NONFIRM	133,783	216,389	197,722	222,374	222,374	222,374
TOTAL SURPLUS POWER SALES	133,783	216,389	197,722	222,374	222,374	222,374
<u>SERVICES</u>						
510-450-45 CONSERVATION	181,890	123,840	120,000	120,000	120,000	120,000
TOTAL SERVICES	181,890	123,840	120,000	120,000	120,000	120,000
<u>UTILITY SALES</u>						
510-451-10 RESIDENTIAL SALES	4,144,767	4,618,089	4,799,742	4,739,885	4,739,885	4,739,885
510-451-11 COMMERCIAL SALES	886,968	974,273	1,080,912	1,063,840	1,063,840	1,063,840
510-451-12 INDUSTRIAL SALES	1,659,887	1,702,694	2,051,337	2,148,653	2,148,653	2,148,653
510-451-13 RENTAL LIGHTS	74,768	84,131	93,112	94,063	94,063	94,063
510-451-14 IRRIGATION	485,227	572,886	608,908	652,587	652,587	652,587
510-451-15 AIR FANS	5,060	4,931	5,450	3,893	3,893	3,893
510-451-16 PUBLIC STREET LIGHTS	32,566	36,123	37,349	37,404	37,404	37,404
510-451-17 INTER-DEPARTMENT	83,221	78,453	92,908	87,232	87,232	87,232
510-451-18 LAGOON SUB SALES	18,999	18,807	18,681	19,294	19,294	19,294
510-451-19 GREEN POWER	898	891	888	888	888	888
TOTAL UTILITY SALES	7,392,363	8,091,279	8,789,287	8,847,739	8,847,739	8,847,739
<u>MERCHANDISING</u>						
510-455-71 MERCHANDISING	48,118	( 6,469)	20,000	20,000	20,000	20,000
TOTAL MERCHANDISING	48,118	( 6,469)	20,000	20,000	20,000	20,000

**REVENUE BUDGET NARRATIVE**  
***FISCAL YEAR 2023***

**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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>MISCELLANEOUS</u>						
510-470-20 INTEREST EARNED	17,174	5,631	7,500	4,000	4,000	4,000
510-470-21 ELEC INFRASTRUCTURE FEE	126,917	127,646	173,691	173,499	173,499	173,499
510-470-41 BPA LOOKBACK/REP CSTMR REFUND	33,000	0	0	0	0	0
510-470-60 POLE RENTAL	9,982	10,078	10,000	10,000	10,000	10,000
510-470-63 RECONNECTION FEES	2,875	650	4,000	4,000	4,000	4,000
510-470-64 NEW SERVICE FEES	241,583	216,371	175,000	250,000	250,000	250,000
510-470-99 MISCELLANEOUS	18,090	14,462	10,000	10,000	10,000	10,000
TOTAL MISCELLANEOUS	449,622	374,837	380,191	451,499	451,499	451,499
<u>TRANSFERS</u>						
510-490-10 TRANSFER FROM GENERAL	0	0	6,002	300,000	300,000	300,000
510-490-64 TRANSFER FROM OP/MAINT RESERV	53,000	0	0	0	0	0
510-490-68 TSF FROM CAP. RPLCM. RESERVE	32,000	0	0	0	0	0
TOTAL TRANSFERS	85,000	0	6,002	300,000	300,000	300,000
<u>BEGINNING FUND BALANCE</u>						
510-499-10 FUND BALANCE	0	0	1,244,835	1,409,467	1,409,467	1,409,467
TOTAL BEGINNING FUND BALANCE	0	0	1,244,835	1,409,467	1,409,467	1,409,467
TOTAL REVENUE	8,315,014	8,876,515	10,799,037	11,412,079	11,412,079	11,412,079

**EXPENDITURE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

**PROGRAM:** POWER PURCHASES  
**FUND:** ELECTRIC

**BASELINE BUDGET DESCRIPTION:**

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

Cost/KWH	Source of Firm Power		Avg.
	Demand	Energy	
BPA	16,852 KW (100%)	81,187,574 KWH ( 76%)	\$ .0438
Grant County	0 KW	25,767,000 KWH ( 24%)	<u>\$.0310</u>
Total	16,852 KW (100%)	106,954,574 KWH (100%)	\$ .0386

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 \$779,622. The total cost associated with the Grant County power is expected to be \$798,402 which amounts to 31.0 mils per KWH. The City's billed purchases from BPA are budgeted at 16,852 KW of demand and 81,187,574 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 \$3,555,648 which is 43.8 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 \$222,374. The net cost of Purchased Power to the City is estimated at \$4,131,676 or 38.6 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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>POWER PURCHASES</u>						
<u>OPERATING</u>						
510-7110-352 GRANT CO OPERATION	699,984	736,703	761,628	779,622	779,622	779,622
510-7110-353 BPA POWER - DEMAND	230,392	235,520	313,534	166,853	166,853	166,853
510-7110-354 BPA POWER - ENERGY	2,926,830	2,886,069	2,910,420	2,810,095	2,810,095	2,810,095
510-7110-355 TRANSMISSION DEMAND	407,146	405,650	507,410	468,696	468,696	468,696
510-7110-356 TRANSMISSION ENERGY	105,452	112,947	116,595	110,004	110,004	110,004
TOTAL OPERATING	4,369,804	4,376,889	4,609,587	4,335,270	4,335,270	4,335,270
TOTAL POWER PURCHASES	4,369,804	4,376,889	4,609,587	4,335,270	4,335,270	4,335,270

**EXPENDITURE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

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

**STAFF LEVEL 2023:** 3.48 FTE  
**STAFF LEVEL 2022:** 3.57 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 14<sup>th</sup> Street. Power is supplied from a 69,000 volt transmission loop from Walla Walla. The City installed and owns approximately 6-1/2 miles of this system. Relays and remote-controlled circuit switches are installed on this line to automatically isolate fault conditions for service continuity. The 69,000 volt supply is transformed to 13,200 volts and is distributed over 13 feeders controlled by power circuit breakers, which are designed to prevent prolonged outages due to transient faults. The City has a third point of transmission delivery at the Lagoon Substation, located near the City Landfill and City-owned wastewater storage lagoons 5 miles west of the City. This substation transforms the 69,000 volt transmission delivery down to 12,470 volts for distribution purposes. This distribution voltage is used to operate the pumps for the City wastewater disposal property.

The majority of the City's distribution system is overhead, although an increasing amount is underground. The City maintains approximately 81 miles of overhead lines and 14 miles of underground lines with 3,000 poles and 2,000 transformers. Our past construction and maintenance programs have enabled us to have among the lowest system losses (5%) of any utility in the BPA Snake River Area and one of the most reliable systems anywhere. The City serves approximately 4,372 customers. Of these, 3,543 are residential with an average usage of 1320 KWH per month. Approximately 1,007 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>2023 FTE</u>	<u>2022 FTE</u>
Line Technicians	2.38	2.53
Groundsman	0.51	0.51
Working Line Supervisor	0.51	0.51
Building Specialist	<u>0.08</u>	<u>0.02</u>
<b>Total</b>	<b>3.48</b>	<b>3.57</b>

**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, 13 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 8<sup>th</sup> 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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>OPERATION/ MAINTENANCE</u>						
<u>PERSONNEL SERVICES</u>						
510-7310-101	REGULAR SERVICES- ELEC OP/MAIN	357,072	466,214	399,040	404,505	404,505
510-7310-105	OVERTIME	23,214	12,378	16,500	16,500	16,500
510-7310-120	EMPLOYEE BENEFITS	221,750	262,960	256,908	250,515	250,515
	TOTAL PERSONNEL SERVICES	602,036	741,552	672,448	671,520	671,520
<u>OPERATING</u>						
510-7310-200	OPERATING SUPPLIES	6,482	6,260	3,000	3,300	3,300
510-7310-225	MINOR EQUIPMENT	1,280	2,610	2,500	2,500	2,500
510-7310-226	SUBSTATION REPAIRS	359	1,257	5,000	6,000	6,000
510-7310-229	SMALL TOOLS	2,973	3,766	4,500	4,800	4,800
510-7310-260	COMMUNICATION	3,039	3,735	5,000	5,000	5,000
510-7310-270	UTILITIES	4,237	5,225	6,500	6,800	6,800
510-7310-280	REPAIR AND MAINTENANCE	8,729	4,260	10,000	10,000	10,000
510-7310-320	PROFESSIONAL SERVICE	47,998	2,319	15,000	15,000	15,000
510-7310-330	VEHICLE REPLACEMENT / RENT	71,724	104,632	129,149	136,703	136,703
510-7310-341	MEETINGS / CONFERENCES	6,740	100	7,819	6,000	6,000
510-7310-390	MISCELLANEOUS	3,712	3,683	3,500	3,500	3,500
	TOTAL OPERATING	157,273	137,848	191,968	199,603	199,603
<u>CAPITAL</u>						
510-7310-420	FURNITURE AND TECHNOLOGY	390	398	3,000	3,500	3,500
	TOTAL CAPITAL	390	398	3,000	3,500	3,500
	TOTAL OPERATION/ MAINTENANCE	759,700	879,798	867,416	874,623	874,623



**EXPENDITURE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

**PROGRAM:** DISTRIBUTION-METERING  
**FUND:** ELECTRIC

**STAFF LEVEL 2023:** 0.70 FTE  
**STAFF LEVEL 2022:** 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>2023 FTE</u>	<u>2022 FTE</u>
Line Technician	0.57	0.52
Engineering Technician	0.08	0.08
Working Line Supervisor	<u>0.05</u>	<u>0.10</u>
<b>Total</b>	<b>0.70</b>	<b>0.70</b>

**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.

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

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>METERING EXPENSE</u>							
<u>PERSONNEL SERVICES</u>							
510-7340-101	REGULAR SERVICES- ELEC METERN	56,821	18,364	79,990	81,659	81,659	81,659
510-7340-120	EMPLOYEE BENEFITS	29,762	12,378	50,448	48,245	48,245	48,245
	TOTAL PERSONNEL SERVICES	86,583	30,742	130,438	129,904	129,904	129,904
<u>OPERATING</u>							
510-7340-200	OPERATING SUPPLIES	912	0	1,500	1,500	1,500	1,500
510-7340-225	MINOR EQUIPMENT	0	2,822	5,000	5,000	5,000	5,000
510-7340-260	COMMUNICATION	930	1,413	3,600	3,600	3,600	3,600
510-7340-280	REPAIR AND MAINTENANCE	0	3,893	3,000	3,000	3,000	3,000
510-7340-285	EQUIPMENT TESTING	1,000	750	2,000	2,000	2,000	2,000
510-7340-320	PROFESSIONAL SERVICES	0	2,000	2,000	2,200	2,200	2,200
510-7340-330	VEHICLE REPLACEMENT / RENT	12,516	11,472	17,785	30,213	30,213	30,213
510-7340-341	MEETINGS / CONFERENCES	4,470	2,248	8,000	8,000	8,000	8,000
	TOTAL OPERATING	19,828	24,598	42,885	55,513	55,513	55,513
<u>CAPITAL</u>							
510-7340-420	FURNITURE AND TECHNOLOGY	67	269	1,500	1,500	1,500	1,500
	TOTAL CAPITAL	67	269	1,500	1,500	1,500	1,500
	TOTAL METERING EXPENSE	106,478	55,610	174,823	186,917	186,917	186,917

**EXPENDITURE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

**PROGRAM:** SAFETY  
**FUND:** ELECTRIC

**STAFF LEVEL 2023:** 0.24 FTE  
**STAFF LEVEL 2022:** 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>2023 FTE</u>	<u>2022 FTE</u>
Line Technicians	0.10	0.10
Working Line Supervisor	0.02	0.02
Conservation/Bldg Specialist	0.02	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>
<b>Total</b>	<b>0.24</b>	<b>0.54</b>

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		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	40,013	31,370	48,375	26,087	26,087	26,087
510-7350-120	EMPLOYEE BENEFITS	25,127	20,561	32,979	16,404	16,404	16,404
	TOTAL PERSONNEL SERVICES	65,140	51,931	81,354	42,491	42,491	42,491
<u>OPERATING</u>							
510-7350-220	PERSONAL PROTECTIVE EQUIP	11,599	12,824	15,000	15,000	15,000	15,000
510-7350-285	EQUIPMENT TESTING	2,415	1,762	4,000	4,500	4,500	4,500
510-7350-320	PROFESSIONAL SERVICE	15,254	4,995	24,000	15,000	15,000	15,000
510-7350-341	MEETINGS / CONFERENCES	65	14	200	200	200	200
	TOTAL OPERATING	29,333	19,594	43,200	34,700	34,700	34,700
	TOTAL SAFETY	94,473	71,525	124,554	77,191	77,191	77,191

**EXPENDITURE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

**PROGRAM:** CUSTOMER ACCOUNTS  
**FUND:** ELECTRIC

**STAFF LEVEL 2023:** .12 FTE  
**STAFF LEVEL 2022:** .12 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>2023 FTE</u>	<u>2022 FTE</u>
Working Line Supervisor	0.02	0.02
Line Technician	0.10	0.10
<b>Total</b>	<b>0.12</b>	<b>0.12</b>

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>CUSTOMER ACCOUNTS</u>							
<u>PERSONNEL SERVICES</u>							
510-7510-101	REGULAR SERVICES- ELEC CUST AC	27,143	27,437	14,106	14,998	14,998	14,998
510-7510-105	OVERTIME	0	0	743	550	550	550
510-7510-120	EMPLOYEE BENEFITS	17,940	14,678	8,903	8,783	8,783	8,783
	TOTAL PERSONNEL SERVICES	45,083	42,116	23,752	24,331	24,331	24,331
<u>OPERATING</u>							
510-7510-330	VEHICLE REPLACEMENT / RENT	5,484	4,884	7,562	14,721	14,721	14,721
	TOTAL OPERATING	5,484	4,884	7,562	14,721	14,721	14,721
<u>TRANSFERS</u>							
510-7510-701	TRANSFER TO GENERAL	467,048	472,766	499,821	516,559	516,559	516,559
	TOTAL TRANSFERS	467,048	472,766	499,821	516,559	516,559	516,559
	TOTAL CUSTOMER ACCOUNTS	517,615	519,766	531,135	555,611	555,611	555,611

**EXPENDITURE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

**PROGRAM:** CONSERVATION  
**FUND:** ELECTRIC

**STAFF LEVEL 2023:** 1.05 FTE  
**STAFF LEVEL 2022:** 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>2023 FTE</u>	<u>2022 FTE</u>
Conservation/Bldg Specialist	0.85	0.61
Electric Assistant	0.20	0.20
<b>Total</b>	<b>1.05</b>	<b>0.81</b>

**BUDGET COMMENTS:**

The City administers current BPA sponsored energy conservation programs and the City's Energy Loan Program, which is in its twentieth 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 because customers and/or vendors are not completing projects on time causing expenses to be carried over into the next budget year.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY

### FISCAL YEAR 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CONSERVATION</u>						
<u>PERSONNEL SERVICES</u>						
510-7520-101	REGULAR SERVICES- ELEC CONSRV	56,978	60,901	61,903	82,460	82,460
510-7520-105	OVERTIME	0	289	0	0	0
510-7520-120	EMPLOYEE BENEFITS	42,347	42,436	45,342	59,222	59,222
	TOTAL PERSONNEL SERVICES	99,325	103,625	107,245	141,682	141,682
<u>OPERATING</u>						
510-7520-200	OPERATING SUPPLIES	121	533	600	1,000	1,000
510-7520-225	MINOR EQUIPMENT	( 371)	467	600	1,000	1,000
510-7520-250	ADVERTISING	436	878	1,000	1,000	1,000
510-7520-320	PROFESSIONAL SERVICE	101,761	68,183	120,000	80,000	80,000
510-7520-322	ENERGY LOAN PROGRAM	22,177	55,219	40,000	50,000	50,000
510-7520-330	VEHICLE REPLACEMENT / RENT	630	0	0	0	0
510-7520-341	MEETINGS / CONFERENCES	500	350	700	1,000	1,000
	TOTAL OPERATING	125,253	125,631	162,900	134,000	134,000
<u>CAPITAL</u>						
510-7520-420	FURNITURE AND TECHNOLOGY	259	0	1,500	1,500	1,500
	TOTAL CAPITAL	259	0	1,500	1,500	1,500
	TOTAL CONSERVATION	224,837	229,256	271,645	277,182	277,182



**EXPENDITURE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

**PROGRAM:** MERCHANDISING  
**FUND:** ELECTRIC

**STAFF LEVEL 2023:** .18 FTE  
**STAFF LEVEL 2022:** .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>2023 FTE</u>	<u>2022 FTE</u>
Line Technicians	0.15	0.15
Working Line Supervisor	0.03	0.03
<b>Total</b>	<b>0.18</b>	<b>0.18</b>

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		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	10,636	6,136	21,159	31,672	31,672	31,672
510-7530-105	OVERTIME	0	0	10,000	10,000	10,000	10,000
510-7530-120	EMPLOYEE BENEFITS	4,756	2,645	16,566	16,386	16,386	16,386
	TOTAL PERSONNEL SERVICES	15,391	8,781	47,725	58,058	58,058	58,058
<u>OPERATING</u>							
510-7530-280	REPAIR AND MAINTENANCE	0	0	2,000	2,000	2,000	2,000
	TOTAL OPERATING	0	0	2,000	2,000	2,000	2,000
	TOTAL MERCHANDISING	15,391	8,781	49,725	60,058	60,058	60,058

**EXPENDITURE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

**PROGRAM:** ADMINISTRATION  
**FUND:** ELECTRIC

**STAFF LEVEL 2023:** 3.61 FTE  
**STAFF LEVEL 2022:** 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>2023 FTE</u>	<u>2022 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>
<b>Total</b>	<b>3.61</b>	<b>3.61</b>

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
510-7600-101	REGULAR SERVICES- ELEC ADMIN	325,952	357,035	362,994	382,085	382,085	382,085
510-7600-105	OVERTIME	233	697	600	300	300	300
510-7600-110	MILEAGE ALLOWANCE	0	47	3,600	3,600	3,600	3,600
510-7600-120	EMPLOYEE BENEFITS	214,018	227,828	236,225	239,366	239,366	239,366
	TOTAL PERSONNEL SERVICES	540,203	585,607	603,419	625,351	625,351	625,351
<u>OPERATING</u>							
510-7600-200	OPERATING SUPPLIES	2,553	2,845	7,183	3,000	3,000	3,000
510-7600-225	MINOR EQUIPMENT	162	186	3,000	3,000	3,000	3,000
510-7600-250	ADVERTISING	12,758	12,562	10,000	10,000	10,000	10,000
510-7600-260	COMMUNICATION	6,550	6,250	8,000	8,900	8,900	8,900
510-7600-320	PROFESSIONAL SERVICE	26,578	43,204	40,000	40,000	40,000	40,000
510-7600-322	LEGAL SERVICES	0	0	2,000	2,000	2,000	2,000
510-7600-330	VEHICLE REPLACEMENT / RENT	3,432	2,880	3,719	1,590	1,590	1,590
510-7600-333	MILEAGE / FUEL	3,600	3,600	1,500	1,500	1,500	1,500
510-7600-340	MEMBERSHIPS / SUBSCRIPTIONS	52,923	34,847	45,000	50,000	50,000	50,000
510-7600-341	MEETINGS / CONFERENCES	3,076	55	9,000	9,000	9,000	9,000
510-7600-360	FRANCHISE EXPENSE	601,542	657,514	717,838	721,628	721,628	721,628
510-7600-365	ENERGY ASSISTANCE	10,402	8,032	7,000	7,000	7,000	7,000
510-7600-371	COMMUNITY SUPPORT	24,131	23,703	30,000	30,000	30,000	30,000
510-7600-380	LIABILITY AND FIRE INSURANCE	27,471	28,000	30,800	35,420	35,420	35,420
510-7600-390	MISCELLANEOUS	2,583	1,706	2,200	2,300	2,300	2,300
	TOTAL OPERATING	777,761	825,383	917,240	925,338	925,338	925,338
<u>CAPITAL</u>							
510-7600-420	FURNITURE AND TECHNOLOGY	3,105	4,056	5,500	5,500	5,500	5,500
	TOTAL CAPITAL	3,105	4,056	5,500	5,500	5,500	5,500
<u>TRANSFERS</u>							
510-7600-701	TRANSFER TO GENERAL	595,888	627,097	624,799	645,721	645,721	645,721
510-7600-761	TRANSFER TO WAREHOUSE	28,418	29,271	30,149	45,224	45,224	45,224
510-7600-764	TRANSFER TO SICK LEAVE	2,631	2,631	2,631	2,631	2,631	2,631
	TOTAL TRANSFERS	626,937	658,999	657,579	693,576	693,576	693,576
<u>CONTINGENCY &amp; RESERVES</u>							
510-7600-998	CONTINGENCY	0	0	808,104	1,484,523	1,484,523	1,484,523
	TOTAL CONTINGENCY & RESERVES	0	0	808,104	1,484,523	1,484,523	1,484,523
	TOTAL ADMINISTRATION	1,948,006	2,074,045	2,991,842	3,734,288	3,734,288	3,734,288

**EXPENDITURE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

**PROGRAM:** CAPITAL NEW  
**FUND:** ELECTRIC

**STAFF LEVEL 2023:** 1.19 FTE  
**STAFF LEVEL 2022:** 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>2023 FTE</u>	<u>2022 FTE</u>
Electric Superintendent	0.01	0.01
Line Technicians	0.85	0.70
Working Line Supervisor	0.19	0.14
Groundsman	0.14	0.14
<b>Total</b>	<b>1.19</b>	<b>0.99</b>

**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.

**Meters (Acct. 435)** provides for the purchase of meters 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. Projects include two subdivisions on Milton Hill, a large commercial RV storage project, and a possible wine production facility.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY

### FISCAL YEAR 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>CAPITAL - NEW</u>						
<u>PERSONNEL SERVICES</u>						
510-8100-101	REGULAR SERVICES- ELEC CAP NEW	67,805	86,924	111,274	140,645	140,645
510-8100-120	EMPLOYEE BENEFITS	36,300	49,621	69,853	84,760	84,760
	TOTAL PERSONNEL SERVICES	104,105	136,545	181,127	225,405	225,405
<u>OPERATING</u>						
510-8100-330	VEHICLE REPLACEMENT / RENT	21,708	24,405	31,430	29,929	29,929
	TOTAL OPERATING	21,708	24,405	31,430	29,929	29,929
<u>CAPITAL</u>						
510-8100-410	SUBSTATION	0	0	10,000	10,000	10,000
510-8100-420	FURNITURE AND TECHNOLOGY	0	5,720	3,500	3,500	3,500
510-8100-430	POLES & FIXTURES	13,490	31,853	20,000	30,000	30,000
510-8100-435	METERS	15,267	5,268	20,000	40,000	40,000
510-8100-440	OVERHEAD CONDUCTORS	21,956	7,803	20,000	20,000	20,000
510-8100-441	UNDERGROUND CONDUCTORS	22,459	43,742	120,000	120,000	120,000
510-8100-450	LINE TRANSFORMERS	1,002	14,165	150,000	200,000	200,000
510-8100-455	STREET LIGHTS	9,903	0	20,000	20,000	20,000
510-8100-460	TOOLS	6,933	1,178	8,500	8,500	8,500
	TOTAL CAPITAL	91,011	109,729	372,000	452,000	452,000
	TOTAL CAPITAL - NEW	216,824	270,679	584,557	707,334	707,334

**EXPENDITURE BUDGET NARRATIVE**  
**FISCAL YEAR 2023**

**PROGRAM:** CAPITAL REPLACEMENT  
**FUND:** ELECTRIC

**STAFF LEVEL 2023:** 1.23 FTE  
**STAFF LEVEL 2022:** 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>2023 FTE</u>	<u>2022 FTE</u>
Electric Superintendent	0.02	0.02
Line Technicians	0.85	0.90
Working Line Supervisor	0.18	0.18
Groundsman	<u>0.18</u>	<u>0.18</u>
<b>Total</b>	<b>1.23</b>	<b>1.28</b>

**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.

**Line Transformers (Acct. 450)** provides for replacement of faulted 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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELECTRIC FUND</u>							
<u>CAPITAL - REPLACEMENT</u>							
<u>PERSONNEL SERVICES</u>							
510-8200-101	REGULAR SERVICES- ELEC CAP RPL	76,886	47,524	144,158	144,939	144,939	144,939
510-8200-120	EMPLOYEE BENEFITS	33,437	27,223	90,420	87,199	87,199	87,199
	TOTAL PERSONNEL SERVICES	110,322	74,747	234,578	232,138	232,138	232,138
<u>OPERATING</u>							
510-8200-330	VEHICLE REPLACEMENT / RENT	30,312	37,028	47,675	44,467	44,467	44,467
	TOTAL OPERATING	30,312	37,028	47,675	44,467	44,467	44,467
<u>CAPITAL</u>							
510-8200-405	BUILDING	41,504	0	7,500	7,500	7,500	7,500
510-8200-410	SUBSTATION	489	0	20,000	20,000	20,000	20,000
510-8200-420	FURNITURE AND TECHNOLOGY	0	324	3,000	3,000	3,000	3,000
510-8200-430	POLES & FIXTURES	32,831	28,100	40,000	40,000	40,000	40,000
510-8200-435	METERS	13,917	1,652	20,000	20,000	20,000	20,000
510-8200-440	OVERHEAD CONDUCTORS	18,715	13,980	25,000	25,000	25,000	25,000
510-8200-441	UNDERGRD CONDUCTORS	3,409	18,506	100,000	100,000	100,000	100,000
510-8200-450	LINE TRANSFORMERS	4,849	9,440	40,000	75,000	75,000	75,000
510-8200-455	STREET LIGHTS	123,653	38,535	50,000	30,000	30,000	30,000
510-8200-460	TOOLS	5,525	2,981	6,000	6,500	6,500	6,500
	TOTAL CAPITAL	244,892	113,518	311,500	327,000	327,000	327,000
	TOTAL CAPITAL - REPLACEMENT	385,527	225,293	593,753	603,605	603,605	603,605



**BUDGET NARRATIVE**  
***FISCAL YEAR 2023***

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELEC CAPITAL REPLCMNT RESERVE</u>							
<u>MISCELLANEOUS</u>							
511-470-20	INTEREST EARNED	37,244	12,634	20,000	750	750	750
	TOTAL MISCELLANEOUS	37,244	12,634	20,000	750	750	750
<u>BEGINNING FUND BALANCE</u>							
511-499-10	FUND BALANCE	0	0	1,752,307	1,764,941	1,764,941	1,764,941
	TOTAL BEGINNING FUND BALANCE	0	0	1,752,307	1,764,941	1,764,941	1,764,941
	TOTAL REVENUE	37,244	12,634	1,772,307	1,765,691	1,765,691	1,765,691
<u>CAPITAL</u>							
<u>CAPITAL</u>							
511-9700-410	PLANT IN SERVICE	0	0	1,772,307	1,765,691	1,765,691	1,765,691
	TOTAL CAPITAL	0	0	1,772,307	1,765,691	1,765,691	1,765,691
<u>TRANSFERS</u>							
511-9700-751	TRANSFER TO ELEC	32,000	0	0	0	0	0
	TOTAL TRANSFERS	32,000	0	0	0	0	0
	TOTAL CAPITAL	32,000	0	1,772,307	1,765,691	1,765,691	1,765,691

**BUDGET NARRATIVE**  
***FISCAL YEAR 2023***

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>ELEC OPERATING &amp; MAINT RESERVE</u>							
<u>MISCELLANEOUS</u>							
512-470-20	INTEREST EARNED	61,211	20,342	30,000	1,000	1,000	1,000
	TOTAL MISCELLANEOUS	61,211	20,342	30,000	1,000	1,000	1,000
<u>BEGINNING FUND BALANCE</u>							
512-499-10	FUND BALANCE	0	0	2,821,409	2,841,751	2,841,751	2,841,751
	TOTAL BEGINNING FUND BALANCE	0	0	2,821,409	2,841,751	2,841,751	2,841,751
	TOTAL REVENUE	61,211	20,342	2,851,409	2,842,751	2,842,751	2,842,751
<u>OPERATIONS &amp; MAINTENANCE</u>							
<u>CAPITAL</u>							
512-9700-410	PLANT IN SERVICE	0	0	2,851,409	2,842,751	2,842,751	2,842,751
	TOTAL CAPITAL	0	0	2,851,409	2,842,751	2,842,751	2,842,751
<u>TRANSFERS</u>							
512-9700-751	TRANSFER TO ELECTRIC	53,000	0	0	0	0	0
	TOTAL TRANSFERS	53,000	0	0	0	0	0
	TOTAL OPERATIONS & MAINTENANC	53,000	0	2,851,409	2,842,751	2,842,751	2,842,751

## REVENUE BUDGET NARRATIVE

*Fiscal Year 2023*

**DEPARTMENT:** PUBLIC WORKS

**FUND:** WATER

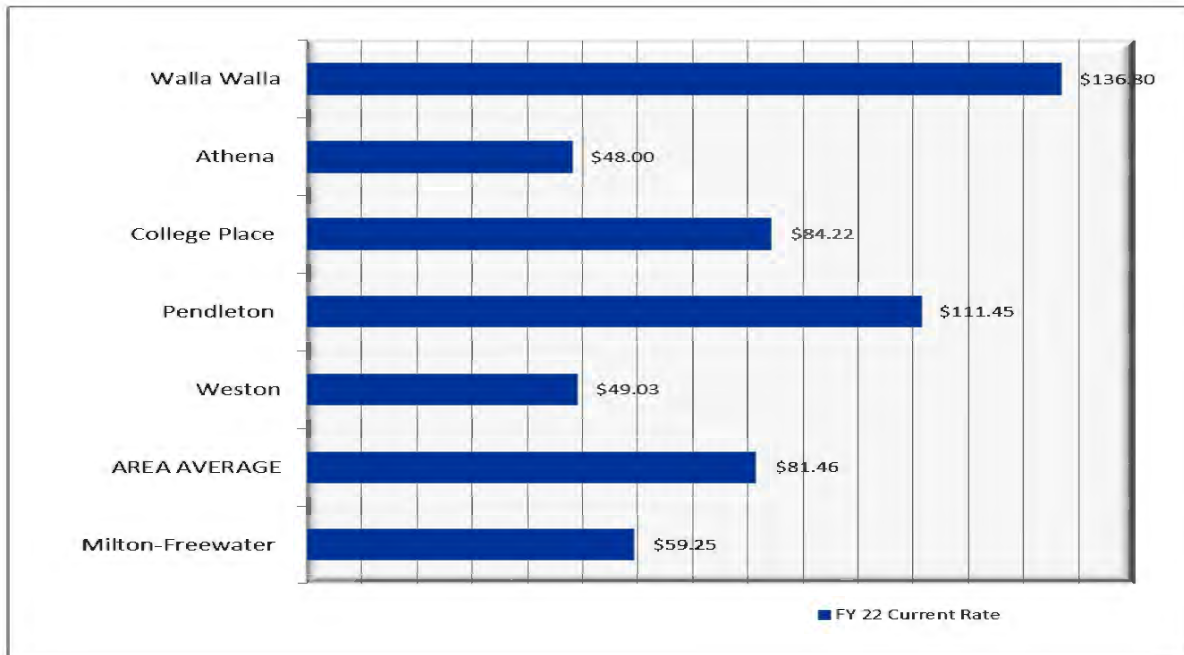
**MISSION STATEMENT:**

*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.**

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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>WATER</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
520-410-02	SAFE DRINKING WATER LOAN FUND	612,874	51,249	0	0	0	0
520-410-03	GRANT INCOME	0	652,449	0	0	0	0
520-410-42	CORONA VIRUS RELIEF FUND	0	1,492	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	612,874	705,190	0	0	0	0
<u>SERVICES</u>							
520-450-60	WATER METER SALES	9,701	34,271	8,000	5,000	5,000	5,000
	TOTAL SERVICES	9,701	34,271	8,000	5,000	5,000	5,000
<u>UTILITY SALES</u>							
520-451-10	RESIDENTIAL SALES	1,002,963	1,104,029	1,030,000	1,039,439	1,039,439	1,039,439
520-451-11	COMMERCIAL SALES	216,675	218,243	250,000	216,323	216,323	216,323
520-451-12	INDUSTRIAL SALES	29,155	28,338	33,950	28,589	28,589	28,589
	TOTAL UTILITY SALES	1,248,792	1,350,610	1,313,950	1,284,351	1,284,351	1,284,351
<u>MERCHANDISING</u>							
520-455-71	MERCHANDISING	25,364	4,584	0	500	500	500
	TOTAL MERCHANDISING	25,364	4,584	0	500	500	500
<u>MISCELLANEOUS</u>							
520-470-20	INTEREST EARNED	11,427	5,093	5,000	2,500	2,500	2,500
520-470-64	NEW SERVICE ESTIMATES	0	0	600	600	600	600
520-470-99	MISCELLANEOUS	4,824	13,686	2,000	5,000	5,000	5,000
	TOTAL MISCELLANEOUS	16,251	18,780	7,600	8,100	8,100	8,100
<u>SYSTEM DEVELOPMENT CHARGES</u>							
520-485-20	WATER SDC'S	17,575	32,100	20,000	24,838	24,838	24,838
520-485-21	UTILITY SURCHARGE	80,000	80,000	123,000	133,000	133,000	133,000
	TOTAL SYSTEM DEVELOPMENT CHA	97,575	112,100	143,000	157,838	157,838	157,838
<u>TRANSFERS</u>							
520-490-10	TRANSFER FROM GENERAL	0	0	0	300,000	300,000	300,000
	TOTAL TRANSFERS	0	0	0	300,000	300,000	300,000
<u>BEGINNING FUND BALANCE</u>							
520-499-10	FUND BALANCE	0	0	709,240	814,048	814,048	814,048
	TOTAL BEGINNING FUND BALANCE	0	0	709,240	814,048	814,048	814,048
	TOTAL REVENUE	2,010,557	2,225,535	2,181,790	2,569,837	2,569,837	2,569,837

**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** WATER PRODUCTION **STAFF LEVEL 2023:** 0.70 FTE  
**DEPARTMENT:** PUBLIC WORKS **STAFF LEVEL 2022:** 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>2023 FTE</u>	<u>2022 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>
<b>Total</b>	<b>0.70</b>	<b>0.70</b>

**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 Authority 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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>WATER</u>						
<u>PRODUCTION</u>						
<u>PERSONNEL SERVICES</u>						
520-7100-101	REGULAR SERVICES- WATER PRODC	41,012	39,729	47,688	50,332	50,332
520-7100-105	OVERTIME	10	644	400	800	800
520-7100-120	EMPLOYEE BENEFITS	29,904	29,329	37,762	38,176	38,176
	<b>TOTAL PERSONNEL SERVICES</b>	<b>70,925</b>	<b>69,702</b>	<b>85,850</b>	<b>89,308</b>	<b>89,308</b>
<u>OPERATING</u>						
520-7100-200	OPERATING SUPPLIES	10,833	15,778	18,000	18,000	18,000
520-7100-220	PERSONAL PROTECTIVE EQUIPMENT	335	34	500	500	500
520-7100-225	MINOR EQUIPMENT	4,724	1,905	2,800	2,800	2,800
520-7100-260	COMMUNICATION	751	787	800	800	800
520-7100-270	UTILITIES	95,150	88,643	121,677	125,000	125,000
520-7100-280	REPAIR AND MAINTENANCE	( 1,678)	1,871	43,000	43,000	43,000
520-7100-320	PROFESSIONAL SERVICES	9,560	2,076	20,000	10,000	10,000
520-7100-330	VEHICLE REPLACEMENT / RENT	3,996	2,676	3,047	3,153	3,153
520-7100-340	MEMBERSHIPS / DUES	200	385	1,000	1,000	1,000
520-7100-341	MEETINGS / CONFERENCES	290	162	1,000	1,000	1,000
520-7100-390	MISCELLANEOUS	250	334	500	500	500
	<b>TOTAL OPERATING</b>	<b>124,411</b>	<b>114,651</b>	<b>212,324</b>	<b>205,753</b>	<b>205,753</b>
<u>TRANSFERS</u>						
520-7100-701	TRANSFER TO GENERAL	588,053	615,129	630,382	658,791	658,791
520-7100-761	TRANSFER TO WAREHOUSE	9,306	9,585	9,873	14,810	14,810
520-7100-763	TRANSFER TO VEHICLE REPLACEME	0	0	99,059	0	0
520-7100-764	TRANSFER TO SICK LEAVE	500	500	500	500	500
	<b>TOTAL TRANSFERS</b>	<b>597,859</b>	<b>625,214</b>	<b>739,814</b>	<b>674,101</b>	<b>674,101</b>
	<b>TOTAL PRODUCTION</b>	<b>793,196</b>	<b>809,567</b>	<b>1,037,988</b>	<b>969,162</b>	<b>969,162</b>



**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** WATER DISTRIBUTION  
**DEPARTMENT:** PUBLIC WORKS  
**FUND:** WATER

**STAFF LEVEL 2023:** 2.36 FTE  
**STAFF LEVEL 2022:** 2.36 FTE

**BASELINE BUDGET DESCRIPTION:**

The water distribution system has approximately 40 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>2023 FTE</u>	<u>2022 FTE</u>
Water & Street Supervisor	0.42	0.42
Utility Worker	1.38	1.38
Parks Maintenance Worker	0.23	0.23
Rotational Crew Member	<u>0.33</u>	<u>0.33</u>
<b>Total</b>	<b>2.36</b>	<b>2.36</b>

**BUDGET COMMENTS:**

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

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

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

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

**PROFESSIONAL SERVICES (Acct. 320)** provides for contracting the Backflow Prevention Program, weekly distribution line water quality testing, legal fees as well as fees for locate notices from Utility Notification Center. Also included is funding for monthly general IT support for automated metering software through *IPKeys Power Partners* as well as the new Badger software for the new AMA meter registers.

**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 Authority Drinking Water Program.

**UTILITY BILL ASSISTANCE (Acct. 365)** 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.

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>WATER</u>							
<u>DISTRIBUTION/ COLLECTION</u>							
<u>PERSONNEL SERVICES</u>							
520-7300-101	REGULAR SERVICES- WTR DIST/COL	126,884	126,546	140,162	148,870	148,870	148,870
520-7300-105	OVERTIME	53	409	600	500	500	500
520-7300-120	EMPLOYEE BENEFITS	95,262	89,412	112,234	116,206	116,206	116,206
	<b>TOTAL PERSONNEL SERVICES</b>	<b>222,199</b>	<b>216,367</b>	<b>252,996</b>	<b>265,576</b>	<b>265,576</b>	<b>265,576</b>
<u>OPERATING</u>							
520-7300-200	OPERATING SUPPLIES	19,005	34,125	18,000	18,000	18,000	18,000
520-7300-220	PERSONAL PROTECTIVE EQUIPMENT	239	168	800	800	800	800
520-7300-225	MINOR EQUIPMENT	2,387	1,209	2,000	2,000	2,000	2,000
520-7300-280	REPAIR AND MAINTENANCE	6,001	8,438	5,000	20,000	20,000	20,000
520-7300-320	PROFESSIONAL SERVICES	20,707	19,925	30,000	30,000	30,000	30,000
520-7300-330	VEHICLE REPLACEMENT / RENT	29,436	28,632	32,081	39,644	39,644	39,644
520-7300-341	MEETINGS / CONFERENCES	400	497	400	500	500	500
520-7300-360	FRANCHISE EXPENSE	106,303	114,449	115,164	116,463	116,463	116,463
520-7300-365	UTILITY BILL ASSISTANCE	0	0	2,500	2,500	2,500	2,500
520-7300-390	MISCELLANEOUS	1,446	1,625	1,500	1,500	1,500	1,500
	<b>TOTAL OPERATING</b>	<b>185,925</b>	<b>209,068</b>	<b>207,445</b>	<b>231,407</b>	<b>231,407</b>	<b>231,407</b>
<u>CONTINGENCY &amp; RESERVES</u>							
520-7300-998	CONTINGENCY	0	0	390,861	524,692	524,692	524,692
	<b>TOTAL CONTINGENCY &amp; RESERVES</b>	<b>0</b>	<b>0</b>	<b>390,861</b>	<b>524,692</b>	<b>524,692</b>	<b>524,692</b>
	<b>TOTAL DISTRIBUTION/ COLLECTION</b>	<b>408,123</b>	<b>425,435</b>	<b>851,302</b>	<b>1,021,675</b>	<b>1,021,675</b>	<b>1,021,675</b>

## EXPENDITURE BUDGET NARRATIVE

*Fiscal Year 2023*

**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)** we are once again ambitiously hoping to complete projects below:

**Automated Metering Infrastructure System-Second Year** **\$119,000**

Due to the existing water meter automated meter reading components no longer being available we were required to change to a new system. This past year we began the changeover to cellular registers which read the meters and a new support system. The first year we changed over 325 and when we originally put together our capital improvement plan we estimated another 712 cellular transmitters in year 2 for a total of 1,037 by the end of the second year of an approximately five-year change out process. The operating and support fees will be accessed through water distribution professional services.

**New Middle Reservoir Construction Design** **\$250,000**

The current reservoir is at the end of its life (66 years of 75 years). Rather than spend \$350,000 in maintenance it is more cost effective to design a new larger reservoir to meet future storage needs for the middle pressure zone which currently does not meet storage requirements.

**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.

**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.

**Water Rights Certifications – Wells 1, 8 and 9** **\$10,000**

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. Half of this process was completed in FY 22.

**Well 9 Replacement Assessment** **\$20,000**

The initial assessment for this well was completed in 2021. This assessment indicated that the best approach would be to drill a new well to replace the existing well. This budget would begin the process of assessing locations, options and budgets for drilling a new basalt water supply well.

**Water Main Replacement – College Street from SW 8<sup>th</sup> to SW 12<sup>th</sup> Ave** **\$132,000**

This main is an old and we have discovered the necessity to replace the sewer and water lines on this street primarily due to big old trees with good root systems that are not good for our underground infrastructure.

**Drone** **\$3,000**

A new drone is proposed for purchase to be used and paid for by streets, water, sewer and solid waste. This asset will be used for mapping and inspection of utilities and programs in the Public Works Department.

**Locator** **\$5,000**

A new underground utility locator is proposed for purchase. Such purchase will be split equally between water and sewer utilities.

**TOTAL CAPITAL IMPROVEMENTS** **\$579,000**

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>WATER</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
520-8100-410	CAPITAL EXPENSES	116,393	140,312	292,500	579,000	579,000	579,000
520-8100-480	IMPROVEMENTS OTHER THAN BLDG	644,861	0	0	0	0	0
	TOTAL CAPITAL	761,254	140,312	292,500	579,000	579,000	579,000
	TOTAL CAPITAL - NEW	761,254	140,312	292,500	579,000	579,000	579,000
<u>DEBT SERVICE</u>							
<u>DEBT SERVICE</u>							
520-8600-510	LOAN PRINCIPAL- WATER LOAN	0	652,449	0	0	0	0
	TOTAL DEBT SERVICE	0	652,449	0	0	0	0
	TOTAL DEBT SERVICE	0	652,449	0	0	0	0

## REVENUE BUDGET NARRATIVE

*Fiscal Year 2023*

**DEPARTMENT:** PUBLIC WORKS

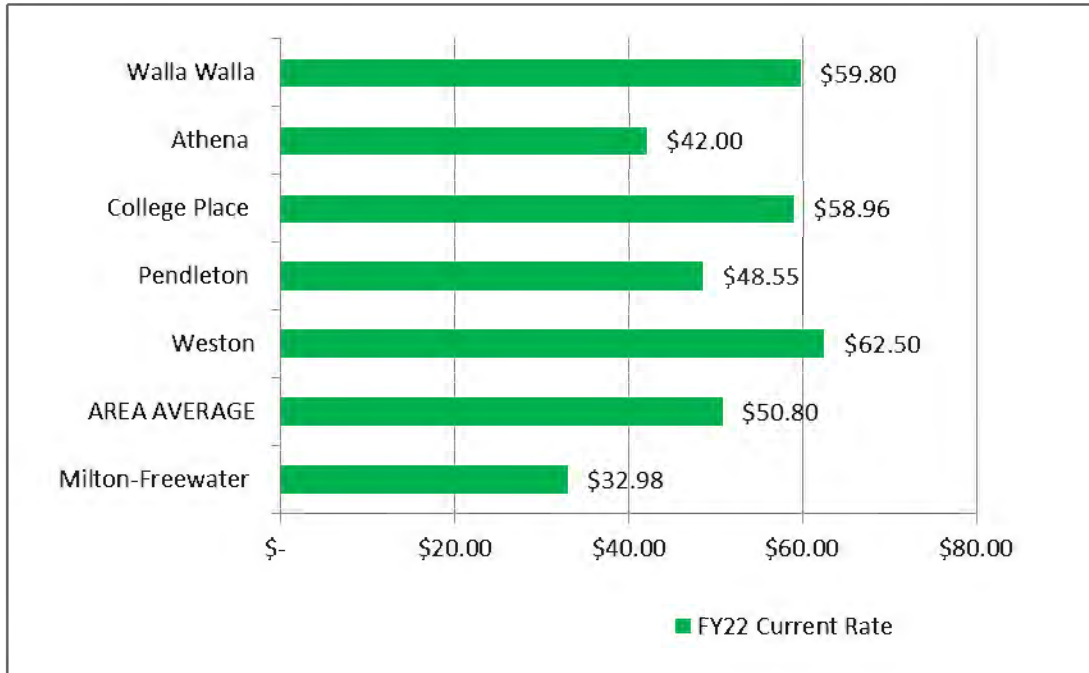
**FUND:** SEWER

### 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 22. **NO RATE INCREASE IS PROPOSED.** 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 final year of a 10 year contract, which is due to be renewed in September of this year. This contract is held by JC Farming as part of our custom farming contract, as public agencies are no longer able to participate directly in such programs. The annual lease payment for the CRP land comes in through the Miscellaneous Farm Income revenue line item annually.

### 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.

## EXPENDITURE BUDGET NARRATIVE

# CITY OF MILTON-FREEWATER

## REVENUE SUMMARY

### FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		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	1,477	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	0	1,477	0	0	0	0
<u>UTILITY SALES</u>							
530-451-10	RESIDENTIAL SALES	1,059,500	1,062,097	797,387	963,420	963,420	963,420
530-451-11	COMMERCIAL SALES	165,315	173,596	161,000	173,120	173,120	173,120
530-451-12	INDUSTRIAL SALES	13,084	11,611	12,300	14,422	14,422	14,422
	TOTAL UTILITY SALES	1,237,899	1,247,304	970,687	1,150,962	1,150,962	1,150,962
<u>MERCHANDISING</u>							
530-455-71	MERCHANDISING	11	1,384	100	100	100	100
	TOTAL MERCHANDISING	11	1,384	100	100	100	100
<u>MISCELLANEOUS</u>							
530-470-20	INTEREST EARNED	20,628	7,629	10,000	600	600	600
530-470-65	FARM INCOME	57,009	56,817	56,710	57,310	57,310	57,310
530-470-99	MISCELLANEOUS	701	1,445	800	500	500	500
	TOTAL MISCELLANEOUS	78,337	65,891	67,510	58,410	58,410	58,410
<u>SYSTEM DEVELOPMENT CHARGES</u>							
530-485-21	UTILITY SURCHARGE	98,091	99,666	123,000	115,000	115,000	115,000
	TOTAL SYSTEM DEVELOPMENT CHA	98,091	99,666	123,000	115,000	115,000	115,000
<u>SOURCE 490</u>							
530-490-10	TRANSFER FROM GENERAL	0	0	0	300,000	300,000	300,000
	TOTAL SOURCE 490	0	0	0	300,000	300,000	300,000
<u>BEGINNING FUND BALANCE</u>							
530-499-10	FUND BALANCE	0	0	939,098	1,260,456	1,260,456	1,260,456
	TOTAL BEGINNING FUND BALANCE	0	0	939,098	1,260,456	1,260,456	1,260,456
	TOTAL REVENUE	1,414,338	1,415,722	2,100,395	2,884,928	2,884,928	2,884,928

**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** SEWAGE COLLECTION  
**DEPARTMENT:** PUBLIC WORKS  
**FUND:** SEWER

**STAFF LEVEL 2023:** 1.17 FTE  
**STAFF LEVEL 2022:** 1.17 FTE

**BASELINE BUDGET DESCRIPTION:**

The sewage collection system consists of nearly 30 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>2023 FTE</u>	<u>2022 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>
<b>Total</b>	<b>1.17</b>	<b>1.17</b>

**BUDGET COMMENTS:**

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

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

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

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

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

**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.

**UTILITY BILL ASSISTANCE (Acct. 365)** 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.

**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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>SEWER</u>						
<u>COLLECTION</u>						
<u>PERSONNEL SERVICES</u>						
530-7320-101	REGULAR SERVICES- SEWER COLLC	74,797	47,820	63,266	68,039	68,039
530-7320-105	OVERTIME	277	981	800	1,000	1,000
530-7320-120	EMPLOYEE BENEFITS	51,791	34,764	53,934	57,496	57,496
	TOTAL PERSONNEL SERVICES	126,865	83,565	118,000	126,535	126,535
<u>OPERATING</u>						
530-7320-200	OPERATING SUPPLIES	1,977	1,712	2,500	2,500	2,500
530-7320-220	PERSONAL PROTECTIVE EQUIP	481	384	700	700	700
530-7320-225	MINOR EQUIPMENT	1,017	10,838	1,000	14,000	14,000
530-7320-280	REPAIR AND MAINTENANCE	13,515	6,127	9,500	10,000	10,000
530-7320-300	UNIFORM MAINTENANCE	190	0	0	0	0
530-7320-320	PROFESSIONAL SERVICES	5,652	3,091	3,000	4,500	4,500
530-7320-330	VEHICLE REPLACEMENT / RENT	26,448	23,820	27,213	26,667	26,667
530-7320-360	FRANCHISE EXPENSE	111,496	112,419	92,095	105,958	105,958
530-7320-365	UTILITY BILL ASSISTANCE	0	0	2,500	2,500	2,500
530-7320-390	MISCELLANEOUS	565	1,672	1,000	1,000	1,000
	TOTAL OPERATING	161,340	160,062	139,508	167,825	167,825
<u>TRANSFERS</u>						
530-7320-701	TRANSFER TO GENERAL	498,228	522,768	532,350	562,810	562,810
530-7320-761	TRANSFER TO WAREHOUSE	2,327	2,397	2,469	3,704	3,704
530-7320-764	TRANSFER TO SICK LEAVE	605	605	605	605	605
530-7320-793	TRANSFER TO SEWER PLANT IMPRV	0	300,000	0	415,000	415,000
	TOTAL TRANSFERS	501,160	825,770	535,424	982,119	982,119
<u>CONTINGENCY &amp; RESERVES</u>						
530-7320-998	CONTINGENCY	0	0	810,104	1,090,113	1,090,113
	TOTAL CONTINGENCY & RESERVES	0	0	810,104	1,090,113	1,090,113
	TOTAL COLLECTION	789,365	1,069,397	1,603,036	2,366,592	2,366,592



**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** SEWAGE TREATMENT  
**DEPARTMENT:** PUBLIC WORKS  
**FUND:** SEWER

**STAFF LEVEL 2023:** 1.61 FTE  
**STAFF LEVEL 2022:** 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 5<sup>th</sup> Avenue and west of the City Warehouse. The plant design capacity is .86 million gallons per day. Flows presently average 0.4 to 0.5 million gallons per day.

The method of treatment employed at the plant includes primary and secondary sedimentation clarifiers with digestion, sludge removal and trickling filter along with chlorination. Treated wastewater is used as irrigation water at the land disposal site five (5) miles west of Milton-Freewater. Sludge disposal is at the solid waste landfill located four miles northwest of Milton-Freewater. Monitoring is done through sampling and lab analysis of wastewater effluent, disposal fields and groundwater to ensure environmental protection.

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
Wastewater Supervisor	0.86	0.86
Utility Worker	0.66	0.66
Parks Maintenance Worker	<u>0.09</u>	<u>0.09</u>
<b>Total</b>	<b>1.61</b>	<b>1.61</b>

**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 phone charges and radio repairs and/or upgrades.

**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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>SEWER</u>						
<u>TREATMENT</u>						
<u>PERSONNEL SERVICES</u>						
530-7330-101	REGULAR SERVICES- SEWER TRTMN	97,253	106,837	110,195	117,438	117,438
530-7330-105	OVERTIME	598	881	1,000	1,000	1,000
530-7330-120	EMPLOYEE BENEFITS	75,218	84,012	96,501	97,922	97,922
	<b>TOTAL PERSONNEL SERVICES</b>	<b>173,069</b>	<b>191,730</b>	<b>207,696</b>	<b>216,360</b>	<b>216,360</b>
<u>OPERATING</u>						
530-7330-200	OPERATING SUPPLIES	15,808	11,963	18,000	20,000	20,000
530-7330-220	PERSONAL PROTECTIVE EQUIP	1,023	1,064	500	500	500
530-7330-225	MINOR EQUIPMENT	1,324	3,833	2,500	2,500	2,500
530-7330-260	COMMUNICATION	1,283	1,499	2,000	2,000	2,000
530-7330-270	UTILITIES	36,520	38,016	43,700	43,700	43,700
530-7330-280	REPAIR AND MAINTENANCE	4,614	2,583	5,000	5,000	5,000
530-7330-320	PROFESSIONAL SERVICE	12,083	12,477	15,000	15,000	15,000
530-7330-330	VEHICLE REPLACEMENT / RENT	11,052	18,492	22,199	21,803	21,803
530-7330-340	MEMBERSHIPS / SUBSCRIPTIONS	240	80	350	350	350
530-7330-341	MEETINGS / CONFERENCES	750	499	1,000	1,000	1,000
	<b>TOTAL OPERATING</b>	<b>84,697</b>	<b>90,505</b>	<b>110,249</b>	<b>111,853</b>	<b>111,853</b>
	<b>TOTAL TREATMENT</b>	<b>257,766</b>	<b>282,235</b>	<b>317,945</b>	<b>328,213</b>	<b>328,213</b>

**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** WASTEWATER LAND APPLICATION **STAFF LEVEL 2023:** 1.01 FTE  
**DEPARTMENT:** PUBLIC WORKS **STAFF LEVEL 2023:** 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 35<sup>th</sup> year of City ownership/operation of the wastewater disposal facility.

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

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 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>
<b>Total</b>	<b>1.01</b>	<b>1.01</b>

**BUDGET COMMENTS:**

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

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

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

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

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

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

**PROFESSIONAL SERVICES (Acct. 320)** provides for laboratory analysis as required and the cost of shipping samples.

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

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

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SEWER</u>							
<u>LAND APPLICATION</u>							
<u>PERSONNEL SERVICES</u>							
530-7410-101	REGULAR SERVICES- SEWER LND AP	59,534	60,948	63,171	66,757	66,757	66,757
530-7410-105	OVERTIME	1,244	85	750	750	750	750
530-7410-120	EMPLOYEE BENEFITS	49,407	49,281	57,920	58,964	58,964	58,964
	TOTAL PERSONNEL SERVICES	110,184	110,314	121,841	126,471	126,471	126,471
<u>OPERATING</u>							
530-7410-200	OPERATING SUPPLIES	1,061	1,800	1,200	1,200	1,200	1,200
530-7410-220	PERSONAL PROTECTIVE EQUIPMENT	0	160	300	500	500	500
530-7410-225	MINOR EQUIPMENT	329	399	2,000	2,000	2,000	2,000
530-7410-260	COMMUNICATION	550	510	100	550	550	550
530-7410-270	UTILITIES	18,999	18,807	20,549	21,224	21,224	21,224
530-7410-280	REPAIR AND MAINTENANCE	7,720	2,964	8,500	8,500	8,500	8,500
530-7410-320	PROFESSIONAL SERVICES	5,280	4,643	15,000	15,000	15,000	15,000
530-7410-330	VEHICLE REPLACEMENT / RENT	18,912	13,356	7,924	12,678	12,678	12,678
	TOTAL OPERATING	52,851	42,639	55,573	61,652	61,652	61,652
<u>TRANSFERS</u>							
530-7410-754	TRANSFER TO SOLIDWASTE	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
	TOTAL LAND APPLICATION	165,036	154,953	179,414	190,123	190,123	190,123

**REVENUE BUDGET NARRATIVE**

*Fiscal Year 2023*

**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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>SEWER PLANT IMPROVEMENT</u>						
<u>INTERGOVERNMENTAL REVENUE</u>						
531-410-78 OREGON IFA DIGESTER LOAN (1)	0	1,217,916	0	0	0	0
TOTAL INTERGOVERNMENTAL REVE	0	1,217,916	0	0	0	0
<u>MISCELLANEOUS</u>						
531-470-20 INTEREST EARNED	16,641	5,956	5,000	500	500	500
531-470-41 OTHER DONATIONS	0	13,500	0	0	0	0
TOTAL MISCELLANEOUS	16,641	19,456	5,000	500	500	500
<u>SYSTEM DEVELOPMENT CHARGES</u>						
531-485-20 SEWER SDC'S	13,200	33,750	20,000	20,000	20,000	20,000
TOTAL SYSTEM DEVELOPMENT CHA	13,200	33,750	20,000	20,000	20,000	20,000
<u>TRANSFERS</u>						
531-490-53 TRANSFER FROM SEWER	0	300,000	0	415,000	415,000	415,000
TOTAL TRANSFERS	0	300,000	0	415,000	415,000	415,000
<u>BEGINNING FUND BALANCE</u>						
531-499-10 FUND BALANCE	0	0	842,209	759,266	759,266	759,266
TOTAL BEGINNING FUND BALANCE	0	0	842,209	759,266	759,266	759,266
TOTAL REVENUE	29,841	1,571,122	867,209	1,194,766	1,194,766	1,194,766

**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**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 IMPROVEMENTS (Acct. 480)** includes funding as follows:

**Braeburn Subdivision Lift Station** **\$403,104**

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Over the past couple years staff has been working with MidEa Development, LLC, a professional consultant for the first two of four phases of the process to complete the rebuild of this lift station – design and permitting. We are now at a place where we can move along to the third phase which is bidding and construction and then the fourth phase of commissioning and closeout to complete this project.

**Sewer Main Replacement - College Street (SE 8<sup>th</sup> Ave to SE 12<sup>th</sup> Ave)** **\$105,225**

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This main is old and we have discovered the necessity to replace the sewer and water lines on this street primarily due to big old trees with good root systems that are not good for our underground, aged infrastructure. We would save funds for trenching, labor and street patching if done simultaneously with the water main that is also proposed to be replaced at the same time.

**Wastewater Treatment Plant – Emergency Power Generator Auto Start** **\$9,000**

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Currently when the power goes out at the wastewater plant staff relies on dispatch to contact them and call them in to manually start the emergency generator to power the wastewater plant. Unfortunately sometimes when communications fail with the SCADA or an outage it may delay or suppress notification to dispatch resulting in a bypass of untreated sewer, which is required to be reported to Oregon Department of Environmental Quality in accordance to our permit, as it is considered a violation of such. We have researched and found that the installation of an electrical panel and auto start feature to the existing generator would be a great addition to help avoid such potential for violation in such situations.

**Drone** **\$3,000**

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A new drone is proposed for purchase to be used and paid for by streets, water, sewer and solid waste. This asset will be used for mapping and inspection of utilities and programs in the Public Works Department rather than paying for such services.

**Locator** **\$5,000**

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A new underground utility locator is proposed for purchase. Such purchase will be split equally between water and sewer utilities.

**TOTAL CAPITAL IMPROVEMENTS** **\$525,329**

**DEBT SERVICE**

**LOAN PRINCIPAL**

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

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY

### FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		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	2,921	52,648	250,000	525,329	525,329	525,329
	TOTAL CAPITAL	2,921	52,648	250,000	525,329	525,329	525,329
<u>CONTINGENCY &amp; RESERVES</u>							
531-8100-998	CONTINGENCY	0	0	523,297	575,525	575,525	575,525
	TOTAL CONTINGENCY & RESERVES	0	0	523,297	575,525	575,525	575,525
	TOTAL CAPITAL - NEW	2,921	52,648	773,297	1,100,854	1,100,854	1,100,854
<u>DEBT SERVICE</u>							
<u>DEBT SERVICE</u>							
531-8600-510	LOAN PRINCIPAL	34,089	1,206,571	0	0	0	0
531-8600-511	LOAN INTEREST	49,006	63,950	0	0	0	0
531-8600-513	LOAN 3 REFI PRINCIPAL	0	0	70,376	71,790	71,790	71,790
531-8600-514	LOAN 3 REFI INTEREST	0	0	23,536	22,122	22,122	22,122
531-8600-515	BOND ISSUANCE EXPENSE	0	38,299	0	0	0	0
	TOTAL DEBT SERVICE	83,095	1,308,820	93,912	93,912	93,912	93,912
	TOTAL DEBT SERVICE	83,095	1,308,820	93,912	93,912	93,912	93,912



## REVENUE BUDGET NARRATIVE

*Fiscal Year 2023*

**DEPARTMENT:** PUBLIC WORKS

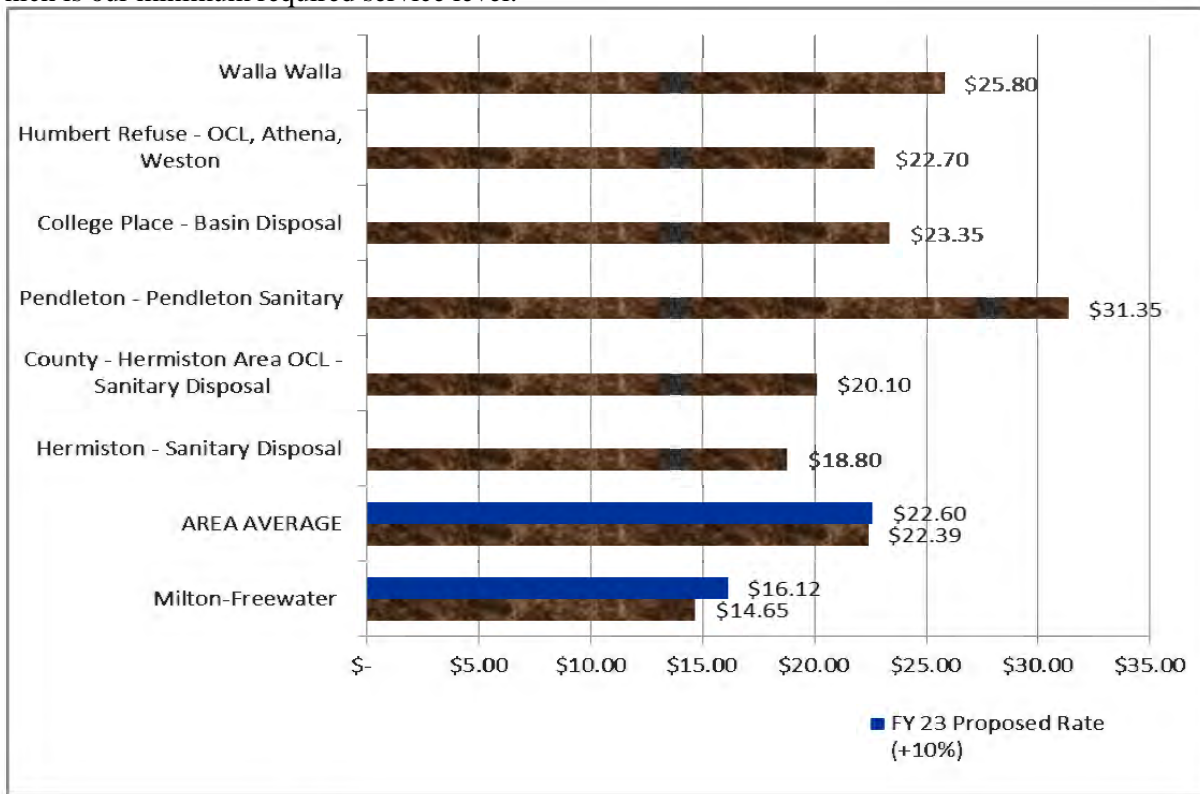
**FUND:** SOLID WASTE

**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. **A 10 PERCENT (10%) RATE INCREASE IS PROPOSED FOR SOLID WASTE COLLECTION. This is equivalent to \$1.47 per month, per can for residential customers. The last refuse rate increase was effective July 1, 2014. THERE IS NO RATE INCREASE FOR RECYCLING.** 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 helps to 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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SOLIDWASTE</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
540-410-42	CORONA VIRUS RELIEF FUND	0	1,062	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	0	1,062	0	0	0	0
<u>UTILITY SALES</u>							
540-451-30	LANDFILL RECEIPTS	59,896	59,853	50,000	66,000	66,000	66,000
540-451-31	REFUSE COLLECTION	723,608	733,622	659,504	770,000	770,000	770,000
540-451-32	DROP BOX REVENUE	77,183	75,964	70,000	83,600	83,600	83,600
540-451-33	RECYCLING SERVICE REVENUE	139,264	140,002	130,000	135,000	135,000	135,000
	TOTAL UTILITY SALES	999,952	1,009,441	909,504	1,054,600	1,054,600	1,054,600
<u>MISCELLANEOUS</u>							
540-470-20	INTEREST EARNED	14,929	4,977	5,000	500	500	500
540-470-32	SALE OF RECYCLABLES	6,056	10,098	5,000	5,000	5,000	5,000
	TOTAL MISCELLANEOUS	20,985	15,075	10,000	5,500	5,500	5,500
<u>SYSTEM DEVELOPMENT CHARGES</u>							
540-485-21	UTILITY SURCHARGE	0	0	92,360	93,500	93,500	93,500
	TOTAL SYSTEM DEVELOPMENT CHA	0	0	92,360	93,500	93,500	93,500
<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	700,867	600,337	600,337	600,337
	TOTAL BEGINNING FUND BALANCE	0	0	700,867	600,337	600,337	600,337
	TOTAL REVENUE	1,022,936	1,027,578	1,714,731	1,755,937	1,755,937	1,755,937

**EXPENDITURE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**PROGRAM:** COLLECTION **STAFF LEVEL 2023:** 2.29 FTE  
**DEPARTMENT:** PUBLIC WORKS **STAFF LEVEL 2022:** 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 newer 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>2023 FTE</u>	<u>2022 FTE</u>
Water & Street Supervisor	0.02	0.02
Sanitation Truck Driver	1.00	1.00
Utility Worker	0.72	0.72
Parks Maintenance Worker	0.22	0.22
Rotational Crew Member	<u>0.33</u>	<u>0.33</u>
<b>Total</b>	<b><u>2.29</u></b>	<b><u>2.29</u></b>

**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. This fund also now pays for refuse containers as they are not capitalized assets individually.

**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 phone.

**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.

**UTILITY BILL ASSISTANCE (Acct. 365)** 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.

**CITY OF MILTON-FREEWATER**  
**EXPENDITURE SUMMARY**  
**FISCAL YEAR 2022-23**

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>COLLECTION</u>						
<u>PERSONNEL SERVICES</u>						
540-7320-101	REGULAR SERVICES- SW COLLECTN	105,057	106,613	133,711	143,305	143,305
540-7320-105	OVERTIME	255	404	450	450	450
540-7320-120	EMPLOYEE BENEFITS	72,514	74,111	101,191	106,164	106,164
	TOTAL PERSONNEL SERVICES	177,827	181,127	235,352	249,919	249,919
<u>OPERATING</u>						
540-7320-200	OPERATING SUPPLIES	2,966	1,000	2,000	2,000	2,000
540-7320-220	PERSONAL PROTECTIVE EQUIPMENT	110	471	500	500	500
540-7320-260	COMMUNICATION	414	434	425	450	450
540-7320-280	REPAIR AND MAINTENANCE	222	324	1,000	1,000	1,000
540-7320-330	VEHICLE REPLACEMENT / RENT	116,460	171,708	178,723	196,844	196,844
540-7320-360	FRANCHISE EXPENSE	80,481	83,767	80,549	85,560	85,560
540-7320-365	UTILITY BILL ASSISTANCE	0	0	2,500	2,500	2,500
	TOTAL OPERATING	200,652	257,704	265,697	288,854	288,854
<u>TRANSFERS</u>						
540-7320-701	TRANSFER TO GENERAL	325,792	341,372	350,258	366,308	366,308
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	330,292	345,872	354,758	370,808	370,808
<u>CONTINGENCY &amp; RESERVES</u>						
540-7320-998	CONTINGENCY	0	0	447,005	403,224	403,224
	TOTAL CONTINGENCY & RESERVES	0	0	447,005	403,224	403,224
	TOTAL COLLECTION	708,771	784,704	1,302,812	1,312,805	1,312,805

## EXPENDITURE BUDGET NARRATIVE

*Fiscal Year 2023*

**PROGRAM:** LANDFILL **STAFF LEVEL 2023:** 1.21 FTE  
**DEPARTMENT:** PUBLIC WORKS **STAFF LEVEL 2022:** 1.21 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>2023 FTE</u>	<u>2022 FTE</u>
Utility Worker	0.77	0.77
Parks Maintenance Worker	0.44	0.44
<b>Total</b>	<b>1.21</b>	<b>1.21</b>

### **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 utility.

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

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

**REPAIR & MAINTENANCE (Acct. 280)** for repairs as needed which include repairs to the scraper.

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

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

**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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>LANDFILL</u>						
<u>PERSONNEL SERVICES</u>						
540-7420-101	REGULAR SERVICES- LANDFILL	59,433	62,997	69,741	74,837	74,837
540-7420-105	OVERTIME	926	1,956	1,600	2,000	2,000
540-7420-120	EMPLOYEE BENEFITS	47,892	52,541	61,838	63,224	63,224
	TOTAL PERSONNEL SERVICES	108,251	117,494	133,179	140,061	140,061
<u>OPERATING</u>						
540-7420-200	OPERATING SUPPLIES	7,692	7,283	6,000	10,000	10,000
540-7420-220	PERSONAL PROTECTIVE EQUIPMENT	130	62	500	500	500
540-7420-270	UTILITIES	442	439	825	700	700
540-7420-280	REPAIR AND MAINTENANCE	39,926	13,521	19,500	19,500	19,500
540-7420-300	UNIFORM MAINTENANCE	627	126	160	160	160
540-7420-318	PERMIT FEES	8,813	8,927	10,300	10,300	10,300
540-7420-320	PROFESSIONAL SERVICES	20,641	18,511	26,250	26,250	26,250
540-7420-330	VEHICLE REPLACEMENT / RENT	48,024	27,324	36,176	96,503	96,503
540-7420-341	MEETINGS / CONFERENCES	34	17	200	200	200
540-7420-390	MISCELLANEOUS	92	1,132	1,000	1,000	1,000
	TOTAL OPERATING	126,423	77,343	100,911	165,113	165,113
	TOTAL LANDFILL	234,674	194,836	234,090	305,174	305,174

**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** WASTE RECYCLING **STAFF LEVEL 2023:** 1.00 FTE  
**DEPARTMENT:** PUBLIC WORKS **STAFF LEVEL 2022:** 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.

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

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 and businesses the opportunity to recycle by hauling their own recyclable materials to one of our recycling drop off depots. We are planning to offer the added service of collection of cardboard by our staff at businesses to our customers for a fee of \$100 per month for collection of up to one cubic yard per week. This fee would be multiplied by the number of times collected per week if more than one is needed. An example would be 2 pickups per week of up to one cubic yard each day collected, or two cubic yards picked up once per week would be \$200 per month and for 3 it would be \$300 per week in the same manner that customers are charged for solid waste services.

Senate Bill 582 – *Plastic Pollution and Recycling Modernization Act* was passed during the 2021 legislative session and signed by Governor Brown on August 6, 2021. This legislation will outline new guidelines, criterion and processes to update, upgrade, expand and improve recycling services, equipment, facilities, etc. with a shared cost responsibility from companies that sell printed paper and packaging into Oregon. This new program is coming forward in July 2025 and will also streamline a consistent statewide recycling collection list for the entire state. We are quite excited to see what this is going to do to help our program locally. Until that time, it is not cost effective to continue to collect from our commercial customers at no additional cost. Labor to collect and handle the materials at commercial locations to then to haul the materials to Walla Walla Recycling where they are handled again by staff, as well as the operating and maintenance costs of the vehicle and equipment to do such just doesn't pencil out in the black, especially when we have only received between \$0.005 to \$0.02 per pound!

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
Rotational Crew Member	<u>1.00</u>	<u>1.00</u>
<b>Total</b>	<b>1.00</b>	<b>1.00</b>

**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, boots, safety glasses, rain gear, etc.

**COMMUNICATION (Acct. 260)** covers the cost of phone for 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)** Not funded in fiscal year 2023.

**RECYCLING CAPITAL EXPENSES (Acct. 410)** funds the purchase or construction of a shelter at the County Rd depot for parking the forklift under and providing space out of the weather for staff.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>SOLIDWASTE</u>						
<u>RECYCLING</u>						
<u>PERSONNEL SERVICES</u>						
540-7430-101	REGULAR SERVICES- SW RECYCLIN	42,640	44,714	60,643	42,293	42,293
540-7430-105	OVERTIME	0	206	400	400	400
540-7430-120	EMPLOYEE BENEFITS	40,066	40,637	58,496	44,635	44,635
	TOTAL PERSONNEL SERVICES	82,706	85,556	119,539	87,328	87,328
<u>OPERATING</u>						
540-7430-200	OPERATING SUPPLIES	685	478	2,000	2,000	2,000
540-7430-220	PERSONAL PROTECTIVE EQUIPMENT	245	377	300	300	300
540-7430-225	MINOR EQUIPMENT	0	0	200	200	200
540-7430-260	COMMUNICATION	502	434	480	480	480
540-7430-270	UTILITIES	582	640	1,010	750	750
540-7430-280	REPAIR AND MAINTENANCE	4,550	3,130	3,500	3,500	3,500
540-7430-300	UNIFORM MAINTENANCE	0	0	0	100	100
540-7430-320	PROFESSIONAL SVCS- RECYCLING	0	125	1,500	0	0
540-7430-341	MEETINGS / CONFERENCES	0	0	300	300	300
	TOTAL OPERATING	6,563	5,185	9,290	7,630	7,630
<u>CAPITAL</u>						
540-7430-410	RECYCLING CAPITAL EXPENSES	0	0	6,000	8,000	8,000
	TOTAL CAPITAL	0	0	6,000	8,000	8,000
	TOTAL RECYCLING	89,269	90,741	134,829	102,958	102,958



**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**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 drop boxes as well as approximately a quarter of the cost of a drone, which would be used to fly and map the landfill cell for capacity monitoring and tracking.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SOLIDWASTE</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
540-8100-480	CAPITAL	19,954	49,122	43,000	35,000	35,000	35,000
	TOTAL CAPITAL	19,954	49,122	43,000	35,000	35,000	35,000
	TOTAL CAPITAL - NEW	19,954	49,122	43,000	35,000	35,000	35,000

**BUDGET NARRATIVE**  
*Fiscal Year 2023*

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>LANDFILL CLOSURE RESERVE</u>							
<u>MISCELLANEOUS</u>							
541-470-20	INTEREST	3,202	1,131	1,700	200	200	200
TOTAL MISCELLANEOUS		3,202	1,131	1,700	200	200	200
<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	161,342	164,927	164,927	164,927
TOTAL BEGINNING FUND BALANCE		0	0	161,342	164,927	164,927	164,927
TOTAL REVENUE		7,202	5,131	167,042	169,127	169,127	169,127
<u>CAPITAL - NEW</u>							
<u>CONTINGENCY &amp; RESERVES</u>							
541-8100-954	RESERVE FOR LANDFILL CLOSURE	0	0	167,042	169,127	169,127	169,127
TOTAL CONTINGENCY & RESERVES		0	0	167,042	169,127	169,127	169,127
TOTAL CAPITAL - NEW		0	0	167,042	169,127	169,127	169,127

**REVENUE BUDGET NARRATIVE**

*Fiscal Year 2023*

**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.

**NO RATE INCREASE IS PROPOSED.**

# CITY OF MILTON-FREEWATER

## REVENUE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GOLF COURSE</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
550-410-37	2021 AMERICAN RESCUE PLAN	0	0	100,000	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	0	0	100,000	0	0	0
<u>SERVICES</u>							
550-450-13	BUILDING RENT	4,200	6,000	6,000	6,000	6,000	6,000
550-450-19	GOLF COURSE SURCHARGE	275	779	450	450	450	450
550-450-40	GOLF GREENS FEES	136,580	105,296	136,000	96,000	96,000	96,000
550-450-41	GOLF PASSES	33,123	40,220	40,000	38,200	38,200	38,200
550-450-42	GOLF CART SHEDS	15,053	14,759	13,000	13,000	13,000	13,000
550-450-43	GOLF CART USAGE FEES	10,702	11,013	10,000	10,000	10,000	10,000
550-450-46	GOLF PUNCH CARDS	14,812	41,655	32,000	32,000	32,000	32,000
	TOTAL SERVICES	214,745	219,722	237,450	195,650	195,650	195,650
<u>MISCELLANEOUS</u>							
550-470-99	MISCELLANEOUS	180	0	0	0	0	0
	TOTAL MISCELLANEOUS	180	0	0	0	0	0
<u>TRANSFERS</u>							
550-490-10	TRANSFER FROM GENERAL	0	0	0	115,000	115,000	115,000
	TOTAL TRANSFERS	0	0	0	115,000	115,000	115,000
<u>BEGINNING FUND BALANCE</u>							
550-499-10	FUND BALANCE	0	0	1,303	0	0	0
	TOTAL BEGINNING FUND BALANCE	0	0	1,303	0	0	0
	TOTAL REVENUE	214,925	219,722	338,753	310,650	310,650	310,650

**EXPENDITUE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** ADMINISTRATION  
**DEPARTMENT:** PUBLIC WORKS  
**FUND:** GOLF COURSE

**STAFF LEVEL 2023:** 1.04 FTE  
**STAFF LEVEL 2022:** 1.04 FTE

**BASELINE BUDGET DESCRIPTION:**

Milton-Freewater’s golf course is located west of Catherine Street in the west central part of the city. The course is an 18-hole par 60 with the longest hole being No. 5, 305 yards on the valley floor. Nine holes are located on the west rim of Milton Hill with a panoramic view of the Walla Walla Valley. In 2016 18 holes of footgolf were put into play. The clubhouse is located on Catherine Street and offers food and beverages, golf cart rental, and golf cart storage. Greens fees are collected by the clubhouse operator.

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

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
Parks & Recreation Supervisor	0.14	0.14
Parks Maintenance Worker	0.42	0.42
Laborer	<u>0.48</u>	<u>0.48</u>
<b>Total</b>	<b>1.04</b>	<b>1.04</b>

**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 pay back the interest portion of the irrigation system loan.

**LOAN INTEREST (Acct. 511)** is not funded.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>GOLF COURSE</u>						
<u>ADMINISTRATION</u>						
<u>PERSONNEL SERVICES</u>						
550-7600-101	REGULAR SERVICES-GOLF CRSE AD	33,760	34,428	33,758	34,814	34,814
550-7600-102	PART TIME	67	0	4,782	4,925	4,925
550-7600-105	OVERTIME	162	283	200	400	400
550-7600-120	EMPLOYEE BENEFITS	27,283	26,785	30,722	31,027	31,027
	TOTAL PERSONNEL SERVICES	61,273	61,495	69,462	71,166	71,166
<u>OPERATING</u>						
550-7600-200	OPERATING SUPPLIES	9,952	10,940	13,000	13,000	13,000
550-7600-225	MINOR EQUIPMENT	0	43	200	200	200
550-7600-250	ADVERTISING	188	216	500	500	500
550-7600-270	UTILITIES	7,787	8,549	9,000	9,000	9,000
550-7600-280	REPAIR AND MAINTENANCE	8,457	10,724	9,700	10,000	10,000
550-7600-320	PROFESSIONAL SERVICE	4,268	4,604	5,000	5,000	5,000
550-7600-330	VEHICLE REPLACEMENT / RENT	17,448	20,364	18,889	23,251	23,251
	TOTAL OPERATING	48,099	55,440	56,289	60,951	60,951
<u>DEBT SERVICE</u>						
550-7600-510	LOAN PRINCIPAL	0	10,000	10,000	0	0
550-7600-511	LOAN INTEREST	1,418	1,418	1,418	1,418	1,418
	TOTAL DEBT SERVICE	1,418	11,418	11,418	1,418	1,418
<u>TRANSFERS</u>						
550-7600-764	TRANSFER TO SICK LEAVE	100	100	100	100	100
	TOTAL TRANSFERS	100	100	100	100	100
<u>CONTINGENCY &amp; RESERVES</u>						
550-7600-998	CONTINGENCY	0	0	4,412	672	672
	TOTAL CONTINGENCY & RESERVES	0	0	4,412	672	672
	TOTAL ADMINISTRATION	110,890	128,453	141,681	134,307	134,307



**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**PROGRAM:** CLUBHOUSE  
**DEPARTMENT:** PUBLIC WORKS  
**FUND:** GOLF COURSE

**STAFF LEVEL 2023:** 0.05 FTE  
**STAFF LEVEL 2022:** 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 9<sup>th</sup> fairway are also included in this program. Greens fees are collected by the clubhouse operator.

This program is in its 19<sup>th</sup> year and serves to separate the clubhouse and the professional services expenses from the routine maintenance of the golf course.

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

**PERSONNEL:**

<u>Title</u>	<u>2023 FTE</u>	<u>2022 FTE</u>
Parks & Recreation Supervisor	0.02	0.02
Parks Maintenance Worker	<u>0.03</u>	<u>0.03</u>
<b>Total</b>	<b>0.05</b>	<b>0.05</b>

**BUDGET COMMENTS:**

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

**UTILITIES (Acct. 270)** pays for utility expenses for the facility.

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

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

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>GOLF COURSE</u>							
<u>GOLF COURSE CLUB HOUSE</u>							
<u>PERSONNEL SERVICES</u>							
550-7610-101	REGULAR SERVICES- GC CLUB HSE	2,906	3,189	3,182	3,241	3,241	3,241
550-7610-105	OVERTIME	3	0	0	0	0	0
550-7610-120	EMPLOYEE BENEFITS	2,178	2,272	2,564	2,579	2,579	2,579
	TOTAL PERSONNEL SERVICES	5,087	5,462	5,746	5,820	5,820	5,820
<u>OPERATING</u>							
550-7610-200	OPERATING SUPPLIES	174	392	3,000	3,000	3,000	3,000
550-7610-270	UTILITIES	4,455	5,307	6,261	6,261	6,261	6,261
550-7610-280	REPAIR AND MAINTENANCE	1,500	9	3,000	3,000	3,000	3,000
550-7610-320	PROFESSIONAL SERVICES	50,723	53,391	56,565	58,262	58,262	58,262
	TOTAL OPERATING	56,851	59,100	68,826	70,523	70,523	70,523
	TOTAL GOLF COURSE CLUB HOUSE	61,939	64,562	74,572	76,343	76,343	76,343

## **EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**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. The project is planned to be expended through the Golf Course fund in the amount not exceed \$100,000.

# CITY OF MILTON-FREEWATER

## EXPENDITURE SUMMARY FISCAL YEAR 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		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	0	0	122,500	100,000	100,000	100,000
	TOTAL CAPITAL	0	0	122,500	100,000	100,000	100,000
	TOTAL CAPITAL - NEW	0	0	122,500	100,000	100,000	100,000



## INTERNAL SERVICE FUNDS

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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.

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## REVENUE BUDGET NARRATIVE

*Fiscal Year 2023*

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>WAREHOUSE</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
610-410-42	CORONA VIRUS RELIEF FUND	0	1,171	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	0	1,171	0	0	0	0
<u>MISCELLANEOUS</u>							
610-470-20	INTEREST EARNED	1,210	391	600	50	50	50
610-470-99	MISCELLANEOUS	3,800	0	0	0	0	0
	TOTAL MISCELLANEOUS	5,010	391	600	50	50	50
<u>TRANSFERS</u>							
610-490-10	TRANSFER FROM GENERAL	0	0	419	0	0	0
610-490-51	TRANSFER FROM ELECTRIC	28,418	29,271	30,149	45,224	45,224	45,224
610-490-52	TRANSFER FROM WATER	9,306	9,585	9,873	14,810	14,810	14,810
610-490-53	TRANSFER FROM SEWER	2,327	2,397	2,469	3,704	3,704	3,704
	TOTAL TRANSFERS	40,051	41,253	42,910	63,738	63,738	63,738
<u>BEGINNING FUND BALANCE</u>							
610-499-10	FUND BALANCE	0	0	40,456	24,415	24,415	24,415
	TOTAL BEGINNING FUND BALANCE	0	0	40,456	24,415	24,415	24,415
	TOTAL REVENUE	45,061	42,815	83,966	88,203	88,203	88,203



**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**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 to account for each item whether new, salvaged, or scrapped.

**OBJECTIVE:**

To acquire and issue necessary materials in an organized manner for the benefiting utilities as to not have service interruptions due to not having materials needed.

**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 HVAC and overhead door maintenance to the facility as well as minor parts to make repairs.

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		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	1,397	1,101	1,919	2,000	2,000	2,000
610-7600-260	COMMUNICATION	517	553	600	600	600	600
610-7600-270	UTILITIES	17,746	19,823	21,850	21,850	21,850	21,850
610-7600-280	REPAIR AND MAINTENANCE	1,352	4,967	5,000	20,000	20,000	20,000
	TOTAL OPERATING	21,012	26,444	29,369	44,450	44,450	44,450
<u>CAPITAL</u>							
610-7600-405	BUILDING	7,565	2,453	12,000	12,000	12,000	12,000
	TOTAL CAPITAL	7,565	2,453	12,000	12,000	12,000	12,000
<u>TRANSFERS</u>							
610-7600-701	TRANSFER TO GENERAL	21,410	22,479	22,763	23,993	23,993	23,993
	TOTAL TRANSFERS	21,410	22,479	22,763	23,993	23,993	23,993
<u>CONTINGENCY &amp; RESERVES</u>							
610-7600-998	CONTINGENCY	0	0	19,834	7,760	7,760	7,760
	TOTAL CONTINGENCY & RESERVES	0	0	19,834	7,760	7,760	7,760
	TOTAL ADMINISTRATION	49,987	51,376	83,966	88,203	88,203	88,203

## REVENUE BUDGET NARRATIVE

*Fiscal Year 2023*

**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 motor pool-owned equipment and vehicles; department-owned non-motor pool equipment, three (3) public transportation vehicles, 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.

### 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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>VEHICLE MAINTENANCE</u>							
<u>SERVICES</u>							
620-450-51	INTER DP EQUIP REPAIR	50,816	38,913	30,000	31,050	31,050	31,050
620-450-52	SCHOOL BUS REPAIR	42,441	29,370	51,000	49,680	49,680	49,680
620-450-70	VEHICLE RENT	473,976	455,022	410,811	557,027	557,027	557,027
	TOTAL SERVICES	567,233	523,304	491,811	637,757	637,757	637,757
<u>MISCELLANEOUS</u>							
620-470-20	INTEREST EARNED	7,693	2,604	2,500	500	500	500
620-470-30	SALE OF FIXED ASSETS	40	0	0	0	0	0
	TOTAL MISCELLANEOUS	7,733	2,604	2,500	500	500	500
<u>TRANSFERS</u>							
620-490-10	TRANSFER FROM GENERAL	0	0	419	0	0	0
620-490-64	TRANSFER FROM VEHICLE MAJR RP	0	0	0	157,000	157,000	157,000
	TOTAL TRANSFERS	0	0	419	157,000	157,000	157,000
<u>BEGINNING FUND BALANCE</u>							
620-499-10	FUND BALANCE	0	0	301,806	105,460	105,460	105,460
	TOTAL BEGINNING FUND BALANCE	0	0	301,806	105,460	105,460	105,460
	TOTAL REVENUE	574,966	525,908	796,536	900,717	900,717	900,717

## EXPENDITURE BUDGET NARRATIVE

*Fiscal Year 2023*

<b>PROGRAM:</b>	MOTOR POOL	<b>STAFF LEVEL 2023:</b>	1.50 FTE
<b>DEPARTMENT:</b>	PUBLIC WORKS	<b>STAFF LEVEL 2022:</b>	1.50 FTE
<b>FUND:</b>	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 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:**

<b>Title</b>	<b><u>2023 FTE</u></b>	<b><u>2022 FTE</u></b>
Lead Mechanic	0.75	0.75
Mechanic	<u>0.75</u>	<u>0.75</u>
<b>Total</b>	<b>1.50</b>	<b>1.50</b>

### **BUDGET COMMENTS:**

**OPERATING SUPPLIES/FUEL (Acct. 200)** primarily covers the cost of fuel as well as tires, batteries and other dispensable products needed to be kept in inventory such as filters, bulbs, oil, etc.

**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 jointly 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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>						
<u>MOTOR POOL</u>						
<u>PERSONNEL SERVICES</u>						
620-7700-101	REGULAR SERVICES- MOTOR POOL	120,823	127,414	131,206	137,556	137,556
620-7700-105	OVERTIME	94	207	1,000	500	500
620-7700-110	TOOL ALLOWANCES	2,421	2,408	2,400	2,400	2,400
620-7700-120	EMPLOYEE BENEFITS	69,211	71,750	79,984	79,546	79,546
	TOTAL PERSONNEL SERVICES	192,549	201,778	214,590	220,002	220,002
<u>OPERATING</u>						
620-7700-200	OPERATING SUPPLIES/FUEL	91,575	83,201	122,549	150,500	150,500
620-7700-220	PERSONAL PROTECTIVE EQUIP	519	736	500	500	500
620-7700-225	MINOR EQUIPMENT	3,102	4,135	5,000	1,500	1,500
620-7700-260	COMMUNICATION	773	810	1,720	1,200	1,200
620-7700-280	REPAIR AND MAINTENANCE	89,936	76,365	99,000	95,000	95,000
620-7700-300	UNIFORM MAINTENANCE	1,166	449	1,000	400	400
620-7700-320	PROFESSIONAL SERVICES	625	212	500	500	500
620-7700-330	VEHICLE REPLACEMENT / RENT	3,681	5,952	5,889	5,246	5,246
620-7700-341	MEETINGS / CONFERENCES	0	17	1,000	1,000	1,000
620-7700-380	LIABILITY AND VEH INSURANCE	28,000	29,400	32,340	36,270	36,270
	TOTAL OPERATING	219,376	201,277	269,498	292,116	292,116
<u>CAPITAL</u>						
620-7700-410	CAPITAL EXPENSE	15,000	0	0	0	0
	TOTAL CAPITAL	15,000	0	0	0	0
<u>TRANSFERS</u>						
620-7700-701	TRANSFER TO GENERAL	57,232	60,484	62,034	67,650	67,650
620-7700-764	TRANSFER TO SICK LEAVE	250	250	250	250	250
620-7700-796	TRNSFR TO VEHICLE REPLACEMENT	0	116,845	0	0	0
	TOTAL TRANSFERS	57,482	177,579	62,284	67,900	67,900
<u>CONTINGENCY &amp; RESERVES</u>						
620-7700-998	CONTINGENCY	0	0	144,085	210,721	210,721
	TOTAL CONTINGENCY & RESERVES	0	0	144,085	210,721	210,721
	TOTAL MOTOR POOL	484,407	580,634	690,457	790,739	790,739

**EXPENDITURE BUDGET NARRATIVE**  
*Fiscal Year 2023*

**PROGRAM:** SCHOOL BUS MAINTENANCE      **STAFF LEVEL 2023:** 0.50 FTE  
**DEPARTMENT:** PUBLIC WORKS      **STAFF LEVEL 2022:** 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>2023 FTE</u>	<u>2022 FTE</u>
Lead Mechanic	0.25	0.25
Mechanic	<u>0.25</u>	<u>0.25</u>
<b>Total</b>	<b>0.50</b>	<b>0.50</b>

**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 school vehicles, equipment and buses.

**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 2022-23

	2019-20 FISCAL ACTUAL	2020-21 FISCAL ACTUAL	2021-22 FISCAL BUDGET	2022-23 CITY MGR PROPOSED	2022-23 BUD COMM APPROVED	2022-23 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>						
<u>SCHOOL BUS MAINTENANCE</u>						
<u>PERSONNEL SERVICES</u>						
620-7710-101	REGULAR SERVICES- SCHL BUS MNT	36,617	35,427	43,735	45,852	45,852
620-7710-105	OVERTIME	20	0	400	400	400
620-7710-120	EMPLOYEE BENEFITS	20,349	19,637	26,661	26,515	26,515
	TOTAL PERSONNEL SERVICES	56,986	55,063	70,796	72,767	72,767
<u>OPERATING</u>						
620-7710-225	MINOR EQUIPMENT	736	398	1,200	1,200	1,200
620-7710-290	SCHOOL BUS PARTS	6,975	5,942	15,000	16,000	16,000
620-7710-300	UNIFORM MAINTENANCE	2,475	502	1,000	800	800
620-7710-330	VEHICLE REPLACEMENT / RENT	1,311	2,556	2,524	2,248	2,248
	TOTAL OPERATING	11,497	9,398	19,724	20,248	20,248
<u>TRANSFERS</u>						
620-7710-701	TRANSFER TO GENERAL	14,309	15,122	15,509	16,913	16,913
620-7710-764	TRANSFER TO SICK LEAVE	50	50	50	50	50
	TOTAL TRANSFERS	14,359	15,172	15,559	16,963	16,963
	TOTAL SCHOOL BUS MAINTENANCE	82,842	79,633	106,079	109,978	109,978



## REVENUE BUDGET NARRATIVE

*Fiscal Year 2023*

**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 23 replacement fees included in the budget are \$456,934. Due to the ever increasing cost of replacement vehicles a 10 percent (10%) depreciation adjustment was added to vehicles that are not yet fully depreciated in an effort to cover those costs. FY 23 depreciation adjustment fees included in the budget are \$24,799 for a total depreciation of \$272,791.

In order to sustain our replacement budget this year a five percent (5%) replacement fee was previously implemented to the original cost of the vehicle. The total replacement fee impact is \$184,143 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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>VEHICLE REPLACEMENT</u>							
<u>SERVICES</u>							
630-450-50	REPLACEMENT FEES	194,076	278,076	435,606	456,934	456,934	456,934
	TOTAL SERVICES	194,076	278,076	435,606	456,934	456,934	456,934
<u>MISCELLANEOUS</u>							
630-470-20	INTEREST EARNED	6,188	3,558	1,500	500	500	500
630-470-30	SALE OF FIXED ASSETS	1,545	8,950	0	5,000	5,000	5,000
	TOTAL MISCELLANEOUS	7,734	12,508	1,500	5,500	5,500	5,500
<u>TRANSFERS</u>							
630-490-10	TRANSFER FROM GENERAL	0	0	419	0	0	0
630-490-52	TRANSFER FROM WATER	0	0	99,059	0	0	0
630-490-62	TRANSFER FROM VEHICLE MAINT	0	116,845	0	0	0	0
	TOTAL TRANSFERS	0	116,845	99,478	0	0	0
<u>BEGINNING FUND BALANCE</u>							
630-499-10	FUND BALANCE	0	0	723,540	972,225	972,225	972,225
	TOTAL BEGINNING FUND BALANCE	0	0	723,540	972,225	972,225	972,225
	TOTAL REVENUE	201,810	407,429	1,260,124	1,434,659	1,434,659	1,434,659

**EXPENDITURE BUDGET NARRATIVE**

*Fiscal Year 2023*

**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)** Vehicles planned for purchase this year are as follows, in no specific order:

Used Fire Truck – to be rented for use by the Fire Dept.	\$40,000
New AWD Police Interceptor – to be rented for use by the Police Dept.	\$55,608
New Full-size 4x4 Flatbed 3/4T Double Cab Pickup Truck – to be rented for use by the Electric Dept.	\$68,028
New Full-size 4x4 Flatbed 3/4T Double Cab Pickup Truck – to be rented for use by the Electric Dept.	\$68,028
New Mower – to be rented for use by the Public Works Dept.	\$22,000
New Full-size 4x4 1/2T Double Cab Pickup Truck – to be rented for use by the Public Works Dept.	\$38,000
	<hr/>
	\$291,664

**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 23 EXISTING LEASE PAYMENT COMMITMENTS:**

	FY 23	
	<u>PRINCIPAL</u>	<u>INTEREST</u>
191 - '20 Dodge Durango Police Pursuit Vehicle (48 mo. through FY 24)	\$13,752.00	\$1,079.47
193 - '20 International/Terex Bucket Truck (72 mo. through FY 27)	<u>\$33,817.79</u>	<u>\$3,822.91</u>
<b>EXISTING COMMITTED PAYMENTS DUE:</b>	<b>\$47,569.79</b>	<b>\$4,902.38</b>

**CITY OF MILTON-FREEWATER**  
**EXPENDITURE SUMMARY**  
**FISCAL YEAR 2022-23**

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>VEHICLE REPLACEMENT</u>							
<u>ADMINISTRATION</u>							
<u>OPERATING</u>							
630-7600-331	VEHICLE RENT	0	0	419	0	0	0
	TOTAL OPERATING	0	0	419	0	0	0
<u>CAPITAL</u>							
630-7600-470	VEHICLE REPLACEMENT	0	291,741	200,000	291,664	291,664	291,664
630-7600-499	DEPRECIATION EXPENSE	0	159,108	0	0	0	0
	TOTAL CAPITAL	0	450,849	200,000	291,664	291,664	291,664
<u>DEBT SERVICE</u>							
630-7600-520	LEASE PRINCIPAL	0	28,290	65,612	47,570	47,570	47,570
630-7600-521	LEASE INTEREST	0	2,046	9,001	4,902	4,902	4,902
	TOTAL DEBT SERVICE	0	30,336	74,613	52,472	52,472	52,472
<u>TRANSFERS</u>							
630-7600-762	TRANSFER TO VEHICLE MAINT	0	0	0	157,000	157,000	157,000
	TOTAL TRANSFERS	0	0	0	157,000	157,000	157,000
<u>CONTINGENCY &amp; RESERVES</u>							
630-7600-970	RESERVE FOR REPLACE	0	0	985,092	933,523	933,523	933,523
	TOTAL CONTINGENCY & RESERVES	0	0	985,092	933,523	933,523	933,523
	TOTAL ADMINISTRATION	0	481,185	1,260,124	1,434,659	1,434,659	1,434,659

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>SICKLEAVE LIABILITY</u>							
<u>MISCELLANEOUS</u>							
640-470-20	INTEREST EARNED	1,015	315	500	50	50	50
	TOTAL MISCELLANEOUS	1,015	315	500	50	50	50
<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	33,000	25,600	25,600	25,600
	TOTAL BEGINNING FUND BALANCE	0	0	33,000	25,600	25,600	25,600
	TOTAL REVENUE	7,791	7,091	40,276	32,426	32,426	32,426
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
640-7600-101	REGULAR SERVICES- SICKLEAVE LB	20,290	0	25,000	26,391	26,391	26,391
640-7600-102	PART TIME- SICKLEAVE LIABILITY	0	0	2,500	2,500	2,500	2,500
640-7600-120	EMPLOYEE BENEFITS	1,466	0	12,776	3,535	3,535	3,535
	TOTAL PERSONNEL SERVICES	21,755	0	40,276	32,426	32,426	32,426
	TOTAL ADMINISTRATION	21,755	0	40,276	32,426	32,426	32,426

**BUDGET NARRATIVE**  
*Fiscal Year 2023*

**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 2022-23

		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
		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	34,764	13,469	10,000	10,000	10,000	10,000
650-470-20	INTEREST EARNED	1,140	398	600	35	35	35
650-470-99	MISCELLANEOUS	0	880	0	0	0	0
	TOTAL MISCELLANEOUS	35,904	14,747	10,600	10,035	10,035	10,035
<u>BEGINNING FUND BALANCE</u>							
650-499-10	FUND BALANCE	0	0	35,000	77,645	77,645	77,645
	TOTAL BEGINNING FUND BALANCE	0	0	35,000	77,645	77,645	77,645
	TOTAL REVENUE	35,904	14,747	45,600	87,680	87,680	87,680
<u>ADMINISTRATION</u>							
<u>OPERATING</u>							
650-7600-382	UNANTICIPATED CLAIMS	27,466	9,219	45,600	87,680	87,680	87,680
	TOTAL OPERATING	27,466	9,219	45,600	87,680	87,680	87,680
	TOTAL ADMINISTRATION	27,466	9,219	45,600	87,680	87,680	87,680



**CITY OF MILTON-FREEWATER**  
**COMPUTATION OF LEGAL DEBT LIMIT**

**June 30, 2022**

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	\$ 396,772,553
Debt Limit Rate	x <u>3%</u>
Maximum Allowable Debt	11,903,177
Less General Bonded Debt	<u>7,657,390</u>
Legal Debt Margin	<u>\$ 4,245,787</u>
Total net bonded debt applicable to the limit as a percentage of Debt Limit Rate	64.33%

Property Tax Summary  
Fiscal Year 2022

	2020 Budget	2021 Budget	2022 Adopted	2023 Proposed	2023 Approved	2023 Adopted
Operating Estimate	\$ 1,122,025	\$ 1,144,805	\$ 1,145,405	\$ 1,179,500		
Rate Levy	3.7499	3.7499	3.7499	3.7499		
Debt Service	-	-	260,000	264,200		
Local Option Taxes						
Senior Transportation	59,000	59,500	60,500	59,000		
Parks & Recreation	<u>91,500</u>	<u>94,000</u>	<u>96,000</u>	<u>96,000</u>		
Total Taxes	<u>\$ 1,272,525</u>	<u>\$ 1,298,305</u>	<u>\$ 1,561,905</u>	<u>\$ 1,598,700</u>	<u>\$ -</u>	<u>\$ -</u>

**PERSONNEL SUMMARY**  
**Fiscal Year 2023 By Department**

<b>POSITION</b>	<b>2021 FTE</b>	<b>2022 FTE</b>	<b>2023 FTE</b>
<b>GENERAL FUND CITY COUNCIL</b>			
Mayor <sup>1</sup>	1.00	1.00	1.00
Councilors <sup>1</sup>	6.00	6.00	6.00
	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
<b>CITY MANAGER</b>			
City Manager	0.80	0.80	0.80
City Recorder	1.00	1.00	0.50
	<u>1.80</u>	<u>1.80</u>	<u>1.30</u>
<b>MUNICIPAL COURT</b>			
Judge	0.13	0.13	0.13
Court Clerk	0.50	0.50	0.50
	<u>0.63</u>	<u>0.63</u>	<u>0.63</u>
<b>ACCOUNTING &amp; BILLING</b>			
Finance Director	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00
Utility Billing Clerk	1.00	1.00	1.00
Account Clerk(s) /Court Clerk	2.50	2.50	2.50
Payroll Clerk	1.00	1.00	1.00
	<u>6.50</u>	<u>6.50</u>	<u>6.50</u>
<b>HUMAN RESOURCE ADMINISTRATION</b>			
City Recorder	-	-	0.50
Administrative Assistant	-	-	1.00
Human Resource Officer	1.00	1.00	-
	<u>1.00</u>	<u>1.00</u>	<u>1.50</u>
<b>PLANNING / BUILDING INSPECTIONS</b>			
City Planner	0.45	0.45	0.45
Building Specialist	0.05	0.05	0.05
Planning/Fire Assistant (prior Secretary)	0.50	0.50	0.50
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>POLICE</b>			
Chief	1.00	1.00	1.00
Sergeant	1.00	1.00	1.00
Patrol Officers	9.00	9.00	9.00
Code Enforcement Officer	0.60	0.60	0.60
Communication Specialist	6.00	6.00	6.00
	<u>17.60</u>	<u>17.60</u>	<u>17.60</u>
<b>FIRE</b>			
Chief	1.00	1.00	1.00
Assistant Chief <sup>1</sup>	1.00	1.00	1.00
Captains <sup>1</sup>	4.00	4.00	4.00
Firefighters <sup>1</sup>	16.00	16.00	16.00
	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>

<sup>1</sup> Number of positions, not expressed in FTEs

**PERSONNEL SUMMARY**  
**Fiscal Year 2023 By Department**

<b>POSITION</b>	<b>2021 FTE</b>	<b>2022 FTE</b>	<b>2023 FTE</b>
<b>PUBLIC WORKS</b>			
Public Works Superintendent	1.00	1.00	1.00
Parks & Recs Supervisor	0.61	0.61	0.61
Public Works Assistant/Project Aide	1.00	1.00	1.00
Parks Maintenance Worker	1.78	1.78	1.78
Technician	1.00	1.00	1.00
Aquatic Center Manager	0.56	-	-
Cashier Concession Lead	-	0.31	-
Concession	1.00	1.00	-
Laborer	0.80	0.32	0.80
	<u>7.75</u>	<u>7.02</u>	<u>6.19</u>
<b>ENGINEERING AND PLANNING</b>			
Engineering Technician(s)	0.25	0.25	0.25
	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
<b>STREET FUND</b>			
Water & Streets Supervisor	0.13	0.13	0.13
Park & Recs Supervisor	0.20	0.20	0.20
Parks Maintenance Worker	0.54	0.54	0.54
Code Enforcement Officer	0.40	0.40	0.40
Utility Workers	0.78	0.78	0.78
	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>
<b>LIBRARY FUND</b>			
Library Director	1.00	1.00	1.00
Library Assistant	1.00	-	-
Library Associate	1.93	2.93	2.93
	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>
<b>SENIOR/ DISABLED TRANSPORTATION FUND</b>			
City Planner	0.55	0.55	0.55
Planning Assistant	0.50	0.50	0.50
City Manager	0.10	0.10	0.10
	<u>1.15</u>	<u>1.15</u>	<u>1.15</u>
<b>ELECTRIC FUND</b>			
Electric Superintendent	1.00	1.00	1.00
City Manager	0.10	0.10	0.10
Electric Assistant	1.00	1.00	1.00
Line Technicians	5.00	5.00	5.00
Engineering Technician	1.75	1.75	1.75
Building Specialist	0.95	0.95	0.95
Groundsman	1.00	1.00	1.00
Working Line Supervisor	1.00	1.00	1.00
	<u>11.80</u>	<u>11.80</u>	<u>11.80</u>

**PERSONNEL SUMMARY**  
**Fiscal Year 2023 By Department**

<b>POSITION</b>	<b>2021 FTE</b>	<b>2022 FTE</b>	<b>2023 FTE</b>
<b>WATER FUND</b>			
Water & Streets Supervisor	0.74	0.74	0.74
Parks Maintenance Worker	0.31	0.31	0.31
Rotational Crew Member	0.33	0.33	0.33
Utility Workers	1.68	1.68	1.68
	<u>3.06</u>	<u>3.06</u>	<u>3.06</u>
<b>SEWER FUND</b>			
Utility Workers	2.05	2.05	2.05
Water & Streets Supervisor	0.11	0.11	0.11
Parks & Recs Supervisor	0.03	0.03	0.03
Parks Maintenance Worker	0.26	0.26	0.26
Rotational Crew Member	0.34	0.34	0.34
Waste Water Supervisor/Plant Operator	1.00	1.00	1.00
	<u>3.79</u>	<u>3.79</u>	<u>3.79</u>
<b>SOLID WASTE FUND</b>			
Sanitation Truck Driver	1.00	1.00	1.00
Water & Streets Supervisor	0.02	0.02	0.02
Parks Maintenance Worker	0.58	0.66	0.66
Rotational Crew Member	0.33	1.33	1.33
Utility Worker	2.49	1.49	1.49
	<u>4.42</u>	<u>4.50</u>	<u>4.50</u>
<b>GOLF COURSE FUND</b>			
Parks Maintenance Worker	0.45	0.45	0.45
Parks & Rec Supervisor	0.16	0.16	0.16
Laborer	0.60	0.48	0.48
	<u>1.21</u>	<u>1.09</u>	<u>1.09</u>
<b>VEHICLE MAINTENANCE FUND</b>			
Senior Mechanic	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<b>Total FTEs <sup>2</sup></b>	<b><u>70.94</u></b>	<b><u>70.17</u></b>	<b><u>69.34</u></b>

<sup>2</sup> Council, Police Reserves, and Fire are not included in Total FTEs.

**City of Milton-Freewater**  
**RESOLUTION NO. 2492**

**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 \$90,000 in state revenue sharing; and

WHEREAS, during two public hearings on this subject, one held, May 5, 2022 and the other held June 13, 2022, 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 2022-2023.

PASSED BY THE COMMON COUNCIL and APPROVED by the Mayor this 13<sup>th</sup> day of June, 2022.



\_\_\_\_\_  
Lewis S. Key, Mayor

I certify that a public hearing before the Budget Committee was held on May 5, 2022, and a public hearing before the City Council was held on June 13, 2022 giving citizens an opportunity to comment on the use of state revenue sharing funds.

  
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Leanne Steadman, City Recorder

CITY OF MILTON-FREEWATER

RESOLUTION NO. 2493

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, 2022

BE IT RESOLVED;

Section 1. That the City Council of the City of Milton-Freewater hereby adopts the budget for fiscal year 2022-2023 in the sum of \$50,574,789.

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 \$275,000; and that these taxes are hereby imposed and categorized for tax year 2022-2023 upon the assessed value of all taxable property within the district.

	<u>General Government</u>	<u>Excluded from The Limitation</u>
General Fund	\$3.7499/\$1,000	
Bonded Debt		\$275,000
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	\$27,741
City Manager/Human Resources	551,587
City Attorney	15,000
Municipal Court	110,200
Finance	1,041,681
Planning/Building Inspection/Economic Development	128,755
Police/Emergency Communications	2,851,857
Fire	443,062
Public Works	1,664,699
Engineering	50,759
City Hall	399,828
Transfers to Other Funds	1,126,189
Contingency	132,246
TOTAL GENERAL FUND APPROPRIATIONS	<u>8,543,604</u>

STREET FUND

Personnel Services	247,316
Materials and Services	132,512
Transfer to Other Funds	135,428
Contingency	615,731
TOTAL STREET FUND APPROPRIATIONS	<u>1,130,987</u>

STREET IMPROVEMENT FUND

Capital Outlay	1,387,922
TOTAL STREET IMPROVEMENT FUND APPROPRIATIONS	<u>1,387,922</u>
Reserve for Future Expenditure	211,342
TOTAL STREET IMPROVEMENT FUND REQUIREMENTS	<u>1,599,264</u>

LIBRARY FUND

Personnel Services	392,702
Materials and Services	56,990
Capital Outlay	21,000
Transfer to Other Funds	240
Contingency	25,000
TOTAL LIBRARY FUND APPROPRIATIONS	<u>495,932</u>

SENIOR/DISABLED TRANSPORTATION SERVICES FUND

Personnel Services	152,611
Materials and Services	304,580
Capital Outlay	75,000
Debt Service	66,775
Contingency	168,404
TOTAL SENIOR/DISABLED TRANS SERVICES FUND APPROPRIATIONS	<u>767,370</u>

911 FUND

Materials and Services	44,750
Capital Outlay	21,200
Transfer to Other Funds	67,100
TOTAL 911 FUND APPROPRIATIONS	<u>133,050</u>

GENERAL OBLIGATION BOND FUND

Debt Service	264,200
TOTAL GENERAL OBLIGATION BOND FUND APPROPRIATIONS	<u>264,200</u>
Unappropriated Fund Balance	1,000
TOTAL GENERAL OBLIGATION BOND FUND REQUIREMENTS	<u>265,200</u>

POLICE STATION CONSTRUCTION FUND

Capital Outlay	10,189,931
TOTAL POLICE STATION CONSTRUCTION FUND APPROPRIATIONS	<u>10,189,931</u>

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ELECTRIC FUND

Personnel Services	2,150,880
Materials and Services	5,775,541
Capital Outlay	791,000
Transfer to Other Funds	1,210,135
Contingency	1,484,523
TOTAL ELECTRIC FUND APPROPRIATIONS	<u>11,412,079</u>

ELECTRIC CAPITAL REPLACEMENT RESERVE FUND

Capital Outlay	1,765,691
TOTAL ELECTRIC CAP REPL RESERVE FUND APPROPRIATIONS	<u>1,765,691</u>

ELECTRIC OPERATING & MAINTENANCE RESERVE FUND

Capital Outlay	2,842,751
TOTAL ELECTRIC OP & MAINT RESERVE FUND APPROPRIATIONS	<u>2,842,751</u>

WATER FUND

Personnel Services	354,884
Materials and Services	437,160
Capital Outlay	579,000
Transfer to Other Funds	674,101
Contingency	524,692
TOTAL WATER FUND APPROPRIATIONS	<u>2,569,837</u>

SEWER FUND

Personnel Services	469,366
Materials and Services	341,330
Transfer to Other Funds	984,119
Contingency	1,090,113
TOTAL SEWER FUND APPROPRIATIONS	<u>2,884,928</u>

SEWER PLANT IMPROVEMENT FUND

Capital Outlay	525,329
Debt Service	93,912
TOTAL SEWER PLANT IMPROVEMENT FUND APPROPRIATIONS	<u>619,241</u>
Reserve for Future Expenditure	575,525
TOTAL SEWER PLANT IMPROVEMENT FUND REQUIREMENTS	<u>1,194,766</u>

SOLID WASTE FUND

Personnel Services	477,308
Materials and Services	461,597
Capital Outlay	43,000
Transfer to Other Funds	370,808
Contingency	403,224
TOTAL SOLID WASTE FUND APPROPRIATIONS	<u>1,755,937</u>



LANDFILL CLOSURE FUND

Reserve for Future Expenditure	169,127
TOTAL LANDFILL CLOSURE FUND REQUIREMENTS	169,127

GOLF COURSE FUND

Personnel Services	76,986
Materials and Services	131,474
Capital Outlay	100,000
Debt Service	1,418
Transfer to Other Funds	100
Contingency	672
TOTAL GOLF COURSE FUND APPROPRIATIONS	310,650

WAREHOUSE FUND

Materials and Services	44,450
Capital Outlay	12,000
Transfer to Other Funds	23,993
Contingency	7,760
TOTAL WAREHOUSE FUND APPROPRIATIONS	88,203

VEHICLE MAINTENANCE FUND

Personnel Services	292,769
Materials and Services	312,364
Transfer to Other Funds	84,863
Contingency	210,721
TOTAL VEHICLE MAINTENANCE FUND APPROPRIATIONS	900,717

VEHICLE REPLACEMENT FUND

Capital Outlay	291,664
Debt Service	52,472
Transfers	157,000
TOTAL VEHICLE REPLACEMENT FUND APPROPRIATIONS	501,136
Reserve for Future Expenditure	933,523
TOTAL VEHICLE REPLACEMENT FUND REQUIREMENTS	1,434,659

SICKLEAVE LIABILITY FUND

Personnel Services	32,426
TOTAL SICKLEAVE LIABILITY FUND APPROPRIATIONS	32,426

RISK MANAGEMENT FUND

Materials and Services	87,680
TOTAL RISK MANAGEMENT FUND APPROPRIATIONS	87,680

TOTAL APPROPRIATIONS - ALL FUNDS	48,684,272
TOTAL UNAPPROPRIATED FUND BALANCE - ALL FUNDS	1,000
TOTAL RESERVE FOR FUTURE EXPENDITURE - ALL FUNDS	<u>1,889,517</u>
TOTAL REQUIREMENTS - ALL FUNDS	<u>50,574,789</u>

PASSED by the Common Council and APPROVED by the Mayor this 13th day of June, 2022

  
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Lewis S. Key, Mayor