

CITY OF MILTON-FREEWATER OREGON



ADOPTED BUDGET Fiscal Year 2026

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2026 Fiscal Year

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INTRODUCTORY SECTION



CITY OF

MILTON-FREEWATER

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

Since 1889

April 11, 2025

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

FROM: City Manager Chad Morris

SUBJECT: Proposed Budget for Fiscal Year 2026

EXECUTIVE SUMMARY

This is my first complete budget cycle in the City of Milton-Freewater, and my first in Oregon. It has been challenging for me as I familiarize myself with the constraints that the State applies to the budget process and to the budgetary elements of City operations. I have also been learning the methods, processes, and expectations of the process the City has used in the past for budgeting. My staff have been challenged trying to interpret my expectations, and very different processes, for budget preparation. This document is result of the merging of both sets of expectations and processes. I appreciate the assistance of my department heads and key staff members in educating me on the past practices, and their patience with modifications I have made to those practices.

As I present this budget, I appreciate your attention and understanding that I bring a different perspective to the City. I believe that planning and preparing for the future is a

critical part of my responsibilities. As a part of the planning that I have done, I have identified funding for infrastructure needs, both maintenance and replacement/upgrade, as critical to the future. Unfortunately, few funding sources are available to us for these needs other than utility rates. This budget proposes rate increases for all utilities. A 20% rate increase for the Electric utility was originally proposed, and while additional funding is needed to fund maintenance and operational needs and to set aside for capital improvements, we have met the Council's directive of balancing our budget with a 10% rate increase for the electric utility. Water, Sewer, and Solid Waste all potentially face large capital, or substantially increasing operational, costs in the near future. I am recommending a 5% increase of rates for each of those utilities, with the resulting revenue set aside for future capital improvements. These small increases, continued each year, should help reduce the need for double digit rate increases for those utilities in the near future.

There are some major events on our horizon:

1. We are on a state dictated course to institute comingled, curbside, recycling services. This will be a major program addition and the financial implications are not yet clear. It is expected that, at least, the normal operational costs of this

program will be borne by the citizens of the City. Additional capital costs will hopefully be covered by the funding mechanisms in the rules that establish the requirements, but we may need to cover future, replacement, capital expenses.

2. We are continuing forward with the projects to improve and repair our water infrastructure by the replacement of our 60+ year old water storage reservoir tank and a new well to more efficiently service our new residents and businesses on the south hill, and to allow expansion in the I-JGB to the south. Financing packages will likely require us to raise our water rates to a rate charge calculated by the state based on their determination of where we should be. Our current rates are almost 30% lower than the state requirement.
3. Pedestrian and vehicular path improvements need to be addressed. Our roads and sidewalks are in decent condition at this time. This budget does not address funding for transportation projects beyond basic maintenance and upkeep. We have had success in the past with these projects, but if we don't maintain and plan for improvements, we will quickly end up with poor roads and pedestrian pathways.
4. Our Electric department is moving toward the replacement and improvement of some of our electrical infrastructure as well, such as the replacement of 60-yearold substation transformers which cost over a million dollars each, and many other 40- to 50-year-old infrastructure components.
5. Our parks and recreational facilities have been upgraded in past years and this budget reflects grant funding that our staff has secured for Marie Dorian Park and matching funds. Additional funding is budgeted for Tennis Court replacement and for improvements in other area recreational facilities, hopefully in cooperation with the school district and other community partners.
6. We are proposed a \$100,000 Local Option Tax Measure for Transportation to the voters in May and the impact of that passing is included in the budget.
7. An additional Police patrol officer has been hired this past year, and is reflected in the increases to the Police budget.

In conclusion, we are proud to be able to present you with a balanced budget totaling \$47,816,457. The rate increases (mentioned above) allow us to present a balanced budget, reflecting no reduction or elimination of services that our citizens depend upon, while starting to plan funding for future capital expenditures; including the maintenance of city infrastructure and the growth of our community.

I would like to conclude by extending my thanks to City staff, Department heads, and the citizens for the support and encouragement they have provided, and I appreciate the City Council for their support and confidence during the planning and budgeting process.

Sincerely,

A handwritten signature in purple ink, appearing to read "Chad Morris", with a long horizontal flourish extending to the right.

Chad Morris
City Manager



CITY OF MILTON-FREEWATER
FISCAL 2026 BUDGET COMMITTEE

Mayor:

Mike Odman

Councilors:

*Steve Irving
Emily Holden
John Lyon
Jose Garcia
Wes Koklich
Destiny Jensen*

Youth Representatives

*Norma Rodriguez
Zachary Lamb*

Budget Committee:

*Mike Charlo
Kenneth Jenkins
Paul Seaquist
Vickie Becker
Julie Culjak*

Budget Officer:

Chad Morris

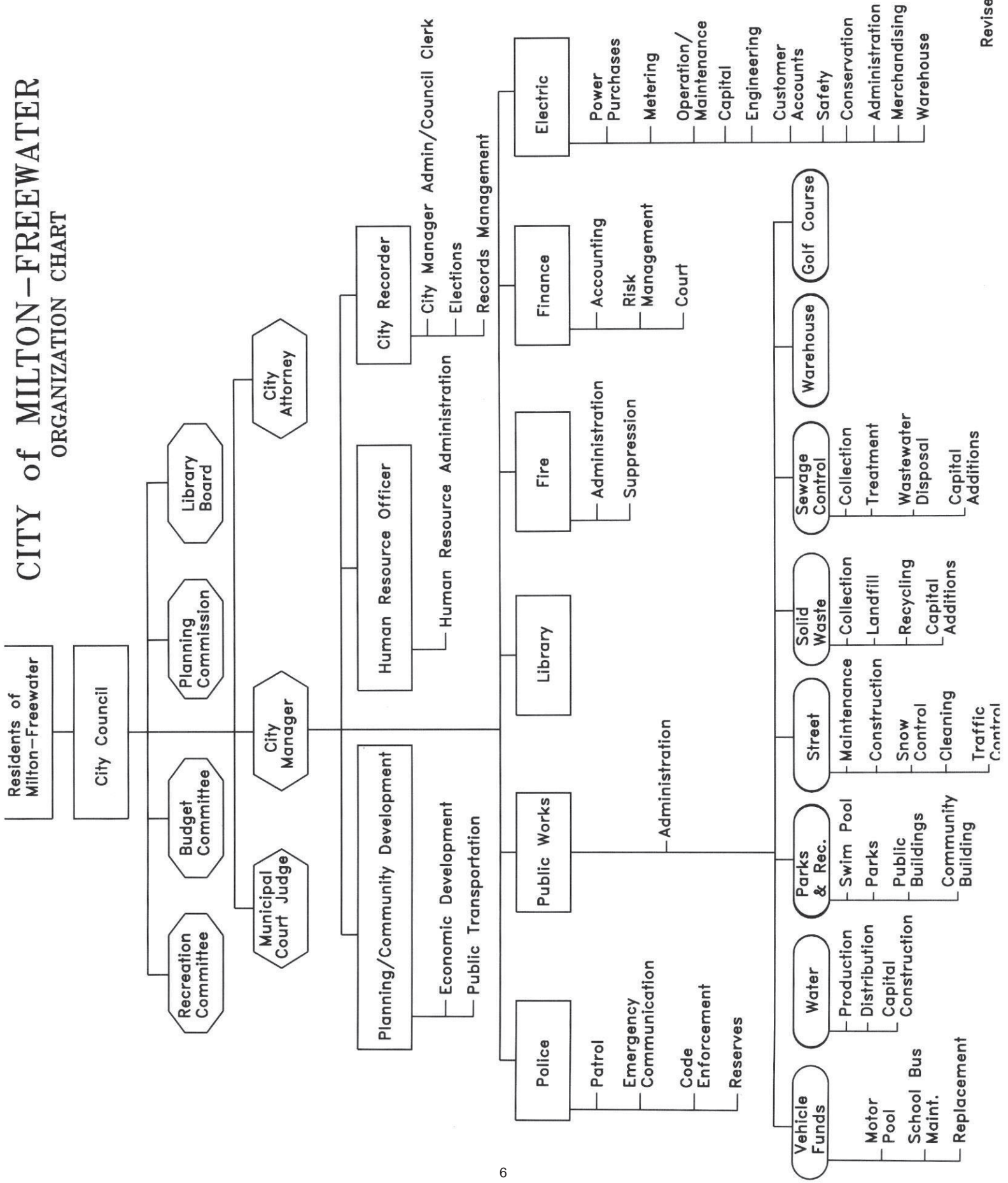
CITY OF MILTON-FREEWATER, OREGON

Budget Calendar Fiscal 2026

01/21	Worksheets distributed to Department Heads.
02/24	Last day to submit Departmental Budget requests to the Finance Director. Department Heads are responsible for meeting this deadline.
03/24	Finance Director will begin meetings with the City Manager to review, revise and balance budgets. Department heads will be on call March 25 – 29 for budget questions if needed.
04/01	Finance Director begins compiling revised budgets and balances all funds.
04/11	City Manager to complete the budget message.
04/14	Begin printing budget.
04/14**	Notice of first Budget meeting to paper (include City web site address).
04/18*	Publish first notice of first budget committee meeting and also post on City web site. (Not less than 5 days before meeting, or more than 30 days.) Include notice of State Revenue Sharing Hearing before Budget Committee. (at least 10 days prior to hearing.)
04/15	Complete preliminary budget books, assembled and bound, make copies
04/18	Budget books available to council, department heads and budget committee.
04/29	Budget Committee meeting and State Revenue Sharing Budget Hearing.
05/19**	Send budget summaries and notice of Council hearing to paper.
05/30*	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.
06/09	Budget Hearing before the City Council.
06/27	Budget and proper state budget forms submitted to County Assessor.
*	Publishing dates
**	Newspaper deadline dates

CITY of MILTON-FREEWATER

ORGANIZATION CHART





SUMMARY SECTION

CITY OF MILTON-FREEWATER

BUDGET SUMMARY FOR FISCAL YEAR 2026

	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	\$ 1,723,489	\$ 6,041,155	\$ 1,093,443	\$ 1,120,837	\$ 740,554	\$ 5,345	\$ 1,580,097	\$ 618,621	\$ 1,125,850	\$ 14,049,391
Revenues	4,572,640	10,537,802	7,728,335	1,597,162	1,471,137	227,082	1,402,939	1,510,447	368,900	29,416,444
Transfers In	3,917,887	-	-	-	6,000	70,977	217,961	137,797	-	4,350,622
Total Resources	10,214,016	16,578,957	8,821,778	2,717,999	2,217,691	303,404	3,200,997	2,266,865	1,494,750	47,816,457
City Council	34,689	-	-	-	-	-	-	-	-	34,689
City Manager	541,841	-	-	-	-	-	-	-	-	541,841
City Attorney	44,000	-	-	-	-	-	-	-	-	44,000
Municipal Court	131,637	-	-	-	-	-	-	-	-	131,637
Finance	1,237,474	-	-	-	-	-	-	-	-	1,237,474
HR	146,421	-	-	-	-	-	-	-	-	146,421
Planning/Build Inspect	343,610	-	-	-	-	-	-	-	-	343,610
Police/Emergency Communications	3,509,331	-	-	-	-	-	-	-	-	3,509,331
Fire	543,154	-	-	-	-	-	-	-	-	543,154
Public Works	2,343,514	-	-	-	-	-	-	-	-	2,343,514
City Hall	257,459	-	-	-	-	-	-	-	-	257,459
Civil Engineering	-	-	-	-	-	-	-	-	-	-
Electric	-	9,508,494	-	-	-	-	-	-	-	9,508,494
Water	-	-	1,754,644	-	-	-	-	-	-	1,754,644
Sewer	-	-	-	1,413,372	-	-	-	-	-	1,413,372
Solid Waste	-	-	-	-	1,494,577	-	-	-	-	1,494,577
Golf Course	-	-	-	-	-	301,886	-	-	-	301,886
Special Revenue Uses	-	-	-	-	-	-	1,676,694	-	-	1,676,694
Internal Services	-	-	-	-	-	-	-	842,970	-	842,970
Police Station Capital	-	-	-	-	-	-	-	-	1,198,350	1,198,350
Debt Service	23,687	-	-	93,913	-	1,418	68,552	16,585	295,000	499,155
Total Expenditures	9,156,817	9,508,494	1,754,644	1,507,285	1,494,577	303,304	1,745,246	859,555	1,493,350	27,823,272
Transfers Out	90,538	1,536,060	904,364	758,314	505,688	100	234,881	167,759	-	4,197,704
Contingency	366,661	428,191	1,022,770	349,956	38,944	-	1,220,870	160,794	-	3,588,186
Reserves	-	5,106,212	-	102,444	178,482	-	-	1,078,757	1,400	6,467,295
Grants	600,000	-	5,140,000	-	-	-	-	-	-	5,740,000
Total Other Uses	1,057,199	7,070,463	7,067,134	1,210,714	723,114	100	1,455,751	1,407,310	1,400	19,993,185
Total Expenditures & Other Uses	10,214,016	16,578,957	8,821,778	2,717,999	2,217,691	303,404	3,200,997	2,266,865	1,494,750	47,816,457
Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF MILTON-FREEWATER

SOURCES OF FUNDING BETWEEN FUNDS

For Fiscal Year 2025 - 2026

ADMINISTRATIVE TRANSFERS

General Fund

General Fund															
Expenditures	Grant		Total	Total Excluding ARPA		General	Street	Electric	Water		Sewer	Solid Waste		Warehouse	Vehicle Maintenance
	Expenditures	ARPA		Expenditures	ARPA				Water	Sewer		Waste	Waste		
City Council	\$	-	\$ 34,689	\$	34,689	19%	\$ 6,756	52%	\$ 18,203	14%	\$ 4,856	5%	\$ 1,734	1%	\$ 364
City Manager/Recorder		-	541,841		541,841	22%	119,203	50%	270,924	14%	75,858	5%	27,092	1%	5,418
City Attorney		-	44,000		44,000	20%	8,800	52%	22,880	14%	6,160	5%	2,200	1%	440
Municipal Court		-	131,637		131,637	100%	131,637	0%	-	0%	-	0%	-	0%	-
Accounting & Billing		-	1,237,474		1,237,474	10%	123,747	51%	631,113	14%	173,246	10%	123,747	1%	12,375
Human Resource Admin		-	146,421		146,421	10%	14,642	51%	74,674	14%	20,499	10%	14,642	1%	1,464
Planning		-	309,800		309,800	5%	15,490	33%	102,234	25%	77,450	25%	77,450	0%	-
Building Inspection		-	33,810		33,810	100%	33,810	0%	-	0%	-	0%	-	0%	-
Police Patrol		-	2,559,062		2,559,062	100%	2,559,062	0%	-	0%	-	0%	-	0%	-
Emergency Communication		-	822,754		822,754	23%	189,233	25%	205,690	20%	164,551	20%	164,551	0%	-
Code Enforcement		-	127,515		127,515	100%	127,515	0%	-	0%	-	0%	-	0%	-
Police Reserves		-	-		-	100%	-	0%	-	0%	-	0%	-	0%	-
Fire Administration		-	543,154		543,154	100%	543,154	0%	-	0%	-	0%	-	0%	-
Aquatic Center		-	290,046		290,046	100%	290,046	0%	-	0%	-	0%	-	0%	-
Parks		(377,003)	900,065		523,062	100%	523,062	0%	-	0%	-	0%	-	0%	-
Public Buildings		-	306,899		306,899	15%	46,035	25%	76,726	25%	76,725	20%	61,380	0%	-
Community Building		-	76,136		76,136	100%	76,136	0%	-	0%	-	0%	-	0%	-
Public Works Administration		-	794,055		794,055	0%	-	0%	-	29%	230,276	29%	230,276	1%	7,941
Civil Engineering		-	-		-	0%	-	0%	-	40%	-	40%	-	0%	-
City Hall (less Contingency)		(600,000)	857,489		257,489	19%	48,923	25%	64,372	20%	51,498	20%	51,498	1%	2,575
Transfers		-	90,538		90,538	29%	26,255	25%	22,635	15%	13,581	15%	13,581	1%	905
Contingency		-	366,661		366,661	100%	366,661	0%	-	0%	-	0%	-	0%	-
Total	\$	\$ (977,003)	\$ 10,214,046	\$	\$ 9,237,043	\$	\$ 5,250,167	\$	\$ 1,489,451	\$	\$ 894,700	\$	\$ 768,151	\$	\$ 120,266

OTHER TRANSFERS

	Senior/		General	Street	Library	Transporation	911	Electric	Water	Sewer	Sewer Plant Improvement	Solid Waste	Landfill Closure	Golf Course	Vehicle		Sick Leave
	Total	Disabled													Maintenance	Replacement	
Warehouse Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (62,338)	\$ (20,398)	\$ (5,118)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sick Leave Liability	(1,600)	-	(1,600)	(300)	(240)	-	-	(2,763)	(500)	(605)	-	(500)	-	(100)	-	(300)	6,450
Library	(17,961)	-	(17,961)	-	17,961	-	-	-	-	-	-	-	-	-	-	-	-
911	13,100	-	13,100	-	-	(13,100)	-	-	-	-	-	-	-	-	-	-	-
Golf Course	(70,977)	-	(70,977)	-	-	-	-	-	-	-	-	-	-	70,977	-	-	-
ARPA Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Senior / Disabled Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Major Repairs	-	-	-	-	-	-	-	-	-	(2,000)	-	2,000	-	-	-	(43,493)	-
Solid Waste	-	-	-	-	-	-	-	-	-	-	-	(4,000)	4,000	-	-	-	-
Landfill Closure	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sewer Plant Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	\$ 13,100	\$ -	\$ 13,100	\$ -	\$ 17,961	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 4,000	\$ 70,977	\$ 43,493	\$ -	\$ -
Transfers Out	\$ 90,538	\$ 300	\$ 90,838	\$ 300	\$ 240	\$ -	\$ 13,100	\$ 65,101	\$ 20,898	\$ 7,723	\$ -	\$ 4,500	\$ -	\$ 100	\$ -	\$ 43,493	\$ -

6/17/25 7:21 AM

FY26

	City Manager		
	Revenue	Expenditures	OFF
GEN FUND	-10,214,016	10,214,016	0
STREET	-1,207,146	1,207,146	0
ST IMPROV.	-1,065,772	1,065,772	0
LIBRARY	-563,545	563,545	0
SR/DIS TRANSP	-270,934	270,934	0
DRUG ENF	0	0	0
911	-93,600	93,600	0
GOB	-296,400	296,400	0
POLICE STATION CONSTRUCTION	-1,198,350	1,198,350	0
ELEC FUND	-11,782,740	11,782,740	0
ELEC CAP REPLCMT RESERVE	-1,971,628	1,971,628	0
ELEC OPERATING & MAINT RESV	-2,824,589	2,824,589	0
WATER	-8,821,778	8,821,778	0
SEWER	-2,123,275	2,123,275	0
SWR PLANT IMPRVMT	-594,724	594,724	0
SOLID WASTE	-2,039,209	2,039,209	0
LANDFILL CLOSURE RESRV	-178,482	178,482	0
GOLF COURSE	-303,404	303,404	0
GOLF COURSE IRRIG RESERV	0	0	0
WAREHOUSE	-105,968	105,968	0
VEH MAINT	-975,075	975,075	0
VEH MAJOR REPR RESERV	0	0	0
VEH RPLCMNT	-1,096,498	1,096,498	0
SICK LEAVE LIAB	-17,781	17,781	0
RISK MGMT	-71,543	71,543	0
TOTALS:	-47,816,457	47,816,457	0.0

BUDGET DETAIL SECTION



GENERAL FUND

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

REVENUE BUDGET NARRATIVE
Fiscal Year 2026

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 911 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.

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

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>TAXES/ASSESSMENTS</u>							
100-400-01	PROPERTY TAX - CURRENT	1,203,185	1,266,744	1,233,631	1,341,906	1,341,906	1,341,906
100-400-02	PROPERTY TAX - PRIOR YEAR	24,653	23,723	35,765	33,934	33,934	33,934
100-400-03	LOCAL OPTION TAX-PARKS & AQ CT	94,410	94,685	97,410	97,864	97,864	97,864
100-400-04	PRIOR YR LOCAL OPTN TAX PARKS	2,120	1,961	1,600	2,576	2,576	2,576
100-400-30	UTILITY USER FEE	195,130	193,240	156,102	181,025	181,025	181,025
	TOTAL TAXES/ASSESSMENTS	1,519,497	1,580,353	1,524,508	1,657,305	1,657,305	1,657,305
<u>INTERGOVERNMENTAL REVENUE</u>							
100-410-12	LIQUOR TAX	143,865	129,183	103,020	116,647	116,647	116,647
100-410-13	STATE REVENUE SHARING	96,256	94,233	95,000	93,731	93,731	93,731
100-410-15	CIGARETTE TAX	5,271	5,234	4,500	4,214	4,214	4,214
100-410-18	TRANSIENT TAX	31,393	27,130	25,500	29,692	29,692	29,692
100-410-28	BULLETPROOF VEST PARTNERSHIP	0	2,758	1,200	1,200	1,200	1,200
100-410-35	HIDTA OVERTIME REIMBURSEMENT	19,390	16,479	11,000	20,000	20,000	20,000
100-410-38	SRF/ RIF WINE PRODUCTION FACIL	0	0	200,000	600,000	600,000	600,000
100-410-40	OREGON DEPT TRANS SPEED GRAN	2,003	1,068	6,000	5,000	5,000	5,000
100-410-41	OR DEPT OF TRANS GRANT E-TCKT	0	0	30,000	0	0	0
100-410-42	CORONA VIRUS RELIEF FUND	785,620	0	0	0	0	0
100-410-44	OREGON PARKS & REC DEPT GRANT	20,195	84,235	219,276	377,003	377,003	377,003
100-410-47	MARSHALL SERVICE OT REIMBURSE	0	0	0	8,000	8,000	8,000
100-410-48	WILDHORSE GRANT	0	0	0	40,000	40,000	40,000
	TOTAL INTERGOVERNMENTAL REVE	1,103,993	360,320	695,496	1,295,487	1,295,487	1,295,487
<u>FRANCHISE REVENUE</u>							
100-420-01	COMMUNICATIONS FRANCHISE	12,511	12,657	8,670	11,120	11,120	11,120
100-420-02	CABLE TV FRANCHISE FEES	47,558	41,372	42,000	37,371	37,371	37,371
100-420-03	GAS FRANCHISE FEES	38,199	38,600	16,000	22,880	22,880	22,880
100-420-10	ELECTRIC FRANCHISE FEES	711,367	712,410	712,583	901,432	864,943	808,485
100-420-11	WATER FRANCHISE FEES	116,766	144,994	153,510	200,719	200,719	200,719
100-420-12	SEWER FRANCHISE FEES	112,536	120,538	119,850	122,380	122,380	122,380
100-420-13	SOLID WASTE FRANCHISE FEES	109,791	121,037	109,226	115,064	115,064	115,064
	TOTAL FRANCHISE REVENUE	1,148,729	1,191,610	1,161,839	1,410,966	1,374,477	1,318,019
<u>FINES & FORFEITURES</u>							
100-430-01	NON-TRAFFIC FINES	7,547	9,372	8,455	6,577	6,577	6,577
100-430-02	TRAFFIC FINES	45,078	45,612	47,460	53,509	53,509	53,509
100-430-03	INDIGENT ATTRNY REIMBURSEMENT	3,309	1,604	1,740	2,632	2,632	2,632
100-430-04	VIOLATION OFFENSE SURCHARGE	124	4,825	150	100	100	100
100-430-05	POLICE TRAINING ASSESSMENT	1,616	1,963	1,900	2,050	2,050	2,050
100-430-10	JAIL ASSESSMENTS	174	171	300	225	225	225
100-430-15	JAIL LODGING FEE	213	278	150	107	107	107
100-430-20	VEHICLE IMPOUND FEE	2,025	800	550	2,050	2,050	2,050
	TOTAL FINES & FORFEITURES	60,086	64,624	60,705	67,250	67,250	67,250

REVENUE BUDGET NARRATIVE
Fiscal Year 2026

FUND: GENERAL

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

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

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

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. \$600,000 grant for wine production facility.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY
FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>LICENSES & PERMITS</u>							
100-440-01	DOG LICENSES	4,385	3,631	3,200	2,662	2,662	2,662
100-440-03	LIQUOR LICENSES	1,485	1,140	1,250	1,000	1,000	1,000
100-440-04	BUSINESS LICENSES	11,350	10,925	12,000	11,143	11,143	11,143
100-440-10	ZONING PERMITS	3,520	4,055	4,850	2,122	2,122	2,122
100-440-20	YARD SALE PERMITS	585	570	450	480	480	480
	TOTAL LICENSES & PERMITS	21,325	20,321	21,750	17,407	17,407	17,407
<u>SERVICES</u>							
100-450-16	RENTAL INCOME-COMMUNITY BLDG	15,325	12,468	9,384	10,708	10,708	10,708
100-450-20	AQUATIC CENTER PASSES	13,440	11,005	2,500	2,500	2,500	2,500
100-450-21	AQUATIC CENTER DAILY FEES	33,091	27,697	30,000	30,000	30,000	30,000
100-450-22	AQUATIC CENTER RENTALS	1,750	1,800	2,500	2,500	2,500	2,500
100-450-23	AQUATIC CENTER CONCESSIONS	26,664	16,496	16,000	16,000	16,000	16,000
100-450-24	AQUATIC CENTER LESSONS	9,743	2,700	8,000	8,000	8,000	8,000
100-450-25	AQUATIC CENTER WATER AEROBICS	403	503	1,000	1,000	1,000	1,000
100-450-30	RECREATION FEES	950	1,075	0	200	200	200
	TOTAL SERVICES	101,365	73,744	69,384	70,908	70,908	70,908
<u>MISCELLANEOUS</u>							
100-470-20	INTEREST EARNED	58,189	82,686	55,040	64,751	64,751	64,751
100-470-45	SERVICE FEES	74,345	69,689	76,575	63,989	63,989	63,989
100-470-99	MISCELLANEOUS	33,714	15,061	14,420	14,372	14,372	14,372
	TOTAL MISCELLANEOUS	166,248	167,437	146,035	143,112	143,112	143,112
<u>SYSTEM DEVELOPMENT CHARGES</u>							
100-485-10	PARK SDC'S	31,200	11,375	8,000	3,152	3,152	3,152
	TOTAL SYSTEM DEVELOPMENT CHA	31,200	11,375	8,000	3,152	3,152	3,152
<u>TRANSFERS</u>							
100-490-21	TRANSFER FROM STREET	135,128	154,635	167,589	172,617	172,617	172,617
100-490-27	TRANSFER FROM 9.1.1.	67,100	55,151	43,643	13,100	13,100	13,100
100-490-51	TRANSFER FROM ELECTRIC	1,162,280	1,312,481	1,400,913	1,470,959	1,470,959	1,470,959
100-490-52	TRANSFER FROM WATER	658,791	776,134	857,734	883,466	883,466	883,466
100-490-53	TRANSFER FROM SEWER	562,810	664,119	730,671	752,591	752,591	752,591
100-490-54	TRANSFER FROM SOLID WASTE	366,308	444,163	486,590	501,188	501,188	501,188
100-490-61	TRANSFER FROM WAREHOUSE	23,993	27,905	29,842	30,737	30,737	30,737
100-490-62	TRANSFER FROM VEHICLE MAINT	84,563	104,421	113,079	93,229	93,229	93,229
	TOTAL TRANSFERS	3,060,973	3,539,009	3,830,061	3,917,887	3,917,887	3,917,887
<u>BEGINNING FUND BALANCE</u>							
100-499-10	FUND BALANCE	0	0	1,523,498	1,723,489	1,723,489	1,723,489
	TOTAL BEGINNING FUND BALANCE	0	0	1,523,498	1,723,489	1,723,489	1,723,489
	TOTAL REVENUE	7,213,416	7,008,792	9,041,276	10,306,963	10,270,474	10,214,016

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

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.

COMMUNICATION (Acct. 260) includes a small share of the city's website hosting expense.

MILEAGE / FUEL (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 annual conference and Small Cities quarterly meetings by the Mayor and members of the Council. Provides for the attendance of the Mayor at the Oregon Mayor's Association workshops and conference.

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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY COUNCIL</u>							
<u>PERSONNEL SERVICES</u>							
100-5100-101	REGULAR SERVICES- CITY COUNCIL	12,271	12,271	12,271	12,271	12,271	12,271
100-5100-120	EMPLOYEE BENEFITS	1,354	1,438	1,695	1,718	1,718	1,718
	TOTAL PERSONNEL SERVICES	13,625	13,709	13,966	13,989	13,989	13,989
<u>OPERATING</u>							
100-5100-200	OPERATING SUPPLIES	205	170	250	250	250	250
100-5100-230	PRINTING AND BINDING	0	0	500	500	500	500
100-5100-260	COMMUNICATION	0	0	200	200	200	200
100-5100-333	MILEAGE / FUEL	336	320	1,000	3,000	3,000	3,000
100-5100-340	MEMBERSHIPS / SUBSCRIPTIONS	8,023	6,547	7,000	7,500	7,500	7,500
100-5100-341	MEETINGS / CONFERENCES	3,573	2,986	5,000	8,000	8,000	8,000
100-5100-390	MISCELLANEOUS	819	567	500	500	500	500
100-5100-395	PLAQUES AND AWARDS	0	124	500	750	750	750
	TOTAL OPERATING	12,956	10,714	14,950	20,700	20,700	20,700
	TOTAL CITY COUNCIL	26,581	24,423	28,916	34,689	34,689	34,689

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: ADMINISTRATION **STAFF LEVEL 2026** 1.90 FTE
DEPARTMENT: CITY MANAGER/CITY RECORDER **STAFF LEVEL 2025** 1.90 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, contracts, Council agendas, ordinances, resolutions and minutes, elections, public requests, and a wide variety of complex and highly responsible tasks.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
City Manager	0.90	0.90
City Recorder	1.00	0.00
Assistant City Manager/City Recorder	0.00	1.00
Total	1.90	1.90

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) covers costs for office supplies needed by the department.

MINOR EQUIPMENT (Acct. 225) includes 50% of the cost of the administration copier expense.

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.

ELECTION COSTS (Acct. 255) covers the cost of expenses associated with elections.

COMMUNICATION (Acct. 260) covers phone, internet and a small share of the website hosting expense.

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

MEMBERSHIP/DUES (Acct. 340) provides for ICMA (International City/County Management Association), OCCMA (Oregon City/County Management Association), GFOA (Government Finance Officers Association), NIGP (National Institute of Governmental Purchasing), M-F Rotary Club, OAMR (Oregon Association of Municipal Recorder), IIMC (International Institute of Municipal Clerks) dues and subscriptions and Old Republic Surety Company for the City Manager's required bonding.

MEETINGS/CONFERENCES (Acct. 341) covers the attendance at professional conferences and trainings to keep current on legal and professional knowledge.

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

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY MANAGER</u>							
<u>PERSONNEL SERVICES</u>							
100-5210-101	REGULAR SERVICES- CITY MANAGE	212,152	265,493	330,153	319,943	319,943	314,943
100-5210-102	PART TIME	0	8,120	0	0	0	0
100-5210-110	MILEAGE ALLOWANCE	3,570	3,600	6,840	7,380	7,380	7,380
100-5210-120	EMPLOYEE BENEFITS	144,188	158,550	171,356	179,068	179,068	179,068
	TOTAL PERSONNEL SERVICES	359,910	435,764	508,349	506,391	506,391	501,391
<u>OPERATING</u>							
100-5210-200	OPERATING SUPPLIES	834	535	1,000	1,000	1,000	1,000
100-5210-225	MINOR EQUIPMENT	707	3,485	1,800	2,700	2,700	2,700
100-5210-230	PRINTING AND BINDING	0	0	500	500	500	500
100-5210-250	ADVERTISING	707	1,275	1,000	1,000	1,000	1,000
100-5210-255	ELECTION COSTS	0	0	300	300	300	300
100-5210-260	COMMUNICATION	2,668	3,327	3,700	4,550	4,550	4,550
100-5210-280	REPAIR AND MAINTENANCE	187	0	500	0	0	0
100-5210-333	MILEAGE / FUEL	0	0	1,000	5,000	5,000	5,000
100-5210-340	MEMBERSHIPS / DUES	1,413	985	1,600	3,300	3,300	3,300
100-5210-341	MEETINGS / CONFERENCES	510	380	2,000	14,100	14,100	14,100
100-5210-390	MISCELLANEOUS	780	1,447	2,000	2,000	2,000	2,000
	TOTAL OPERATING	7,805	11,434	15,400	34,450	34,450	34,450
<u>CAPITAL</u>							
100-5210-420	FURNITURE AND TECHNOLOGY	0	0	1,000	6,000	6,000	6,000
	TOTAL CAPITAL	0	0	1,000	6,000	6,000	6,000
	TOTAL CITY MANAGER	367,715	447,198	524,749	546,841	546,841	541,841

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

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 \$200/hour plus costs for David Blanc, which is a discounted rate much below his regular billing rate.

This budget also includes funding for the hiring of specialist attorneys who practice law in specific areas of expertise. In this complicated and litigious world, the City has found itself in need of these expensive attorneys on several occasions recently.

This budget also accounts for the cost of codification services for our Municipal code, which is the City's overall collection of governing laws and ordinances. These are bound in hard back books used by all staff members as well as the City Attorney, Municipal Court Judge and City Manager. The code is also available on the City's website www.mfcity.com.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY ATTORNEY</u>							
<u>OPERATING</u>							
100-5410-320	CITY ATTORNEY	4,872	9,151	54,000	54,000	54,000	44,000
	TOTAL OPERATING	4,872	9,151	54,000	54,000	54,000	44,000
	TOTAL CITY ATTORNEY	4,872	9,151	54,000	54,000	54,000	44,000

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: MUNICIPAL COURT
DEPARTMENT: FINANCE
FUND: GENERAL

STAFF LEVEL 2026: .63 FTE
STAFF LEVEL 2025: .63 FTE

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 morning. 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>2026 FTE</u>	<u>2025 FTE</u>
Judge	0.13	0.13
Court Clerk	<u>0.50</u>	<u>0.50</u>
Total	.63	.63

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) includes suspension packets

MINOR EQUIPMENT (Acct. 225) unfunded this fiscal year as most equipment has been upgraded

COMMUNICATION (Acct. 260) court portion of internet and phone service charges

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. Includes expense for court interpreter

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

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) memberships for court clerk and municipal court judge

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

MISCELLANEOUS (Acct. 390) maintained to cover costs for minor expenses that do not fit well into any other category

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>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Revenues	89,393	99,347	81,936	60,086	66,113	65,931
Operating Expenses	111,015	130,938	101,274	112,819	111,342	124,410
Percentage	.81%	.76%	.81%	.54%	.59%	.53%

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>MUNICIPAL COURT</u>							
<u>PERSONNEL SERVICES</u>							
100-5420-101	REGULAR SERVICES-MUNICIPAL CRT	52,942	51,745	54,985	56,867	56,867	56,867
100-5420-105	OVERTIME	1,659	2,724	100	0	0	0
100-5420-120	EMPLOYEE BENEFITS	19,448	19,546	24,798	22,275	22,275	22,275
	TOTAL PERSONNEL SERVICES	74,048	74,015	79,883	79,142	79,142	79,142
<u>OPERATING</u>							
100-5420-200	OPERATING SUPPLIES	17	112	200	250	250	250
100-5420-225	MINOR EQUIPMENT	2,358	0	0	0	0	0
100-5420-260	COMMUNICATION	109	277	380	400	400	400
100-5420-320	PROFESSIONAL SERVICES	13,304	13,434	15,450	25,000	25,000	25,000
100-5420-322	LEGAL SERVICES	22,850	23,350	24,108	26,000	26,000	26,000
100-5420-340	MEMBERSHIPS/ SUBSCRIPTIONS	77	147	150	225	225	225
100-5420-341	MEETINGS / CONFERENCES	0	0	500	500	500	500
100-5420-390	MISCELLANEOUS	56	7	100	120	120	120
	TOTAL OPERATING	38,771	37,326	40,888	52,495	52,495	52,495
	TOTAL MUNICIPAL COURT	112,819	111,342	120,771	131,637	131,637	131,637

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: ACCOUNTING & BILLING **STAFF LEVEL 2026:** 5.50 FTE
DEPARTMENT: FINANCE **STAFF LEVEL 2025:** 5.50 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>2026 FTE</u>	<u>2025 FTE</u>
Finance Director	1.00	1.00
Accounting Supervisor	.00	.00
Utility Billing Clerk	1.00	1.00
Account Clerk	2.00	2.00
Court Clerk	.50	.50
Payroll Clerk	<u>1.00</u>	<u>1.00</u>
Total	5.50	5.50

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.

MINOR EQUIPMENT (Acct. 225) covers minor equipment expenses.

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

POSTAGE (Acct. 265) covers postage costs

REPAIR AND MAINTENANCE (Acct. 280) is for monthly and quarterly maintenance costs for HP printers, postage machine, copier, Caselle software, network and computer repair & 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 IT professional services.

AUDIT (Acct. 321) covers services of independent auditor firm for audit purposes

MERCHANT FEES (Acct. 322) fees for credit/debit transactions via the internet

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

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

FURNITURE AND TECHNOLOGY (Acct. 420) is for capital expenditures such as copiers, postage machines and other capital purchases including the upgrade to Microsoft 365, upgrading the 3 department computers nearing end of life, as well as some furniture replacement to the department.

SIGNIFICANT BUDGET CHANGES: The city is needing to upgrade computer software to Microsoft 365. The current platform is no longer going to be supported by Microsoft for updates, resulting in the upgrade.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>ACCOUNTING & BILLING</u>							
<u>PERSONNEL SERVICES</u>							
100-5510-101	REGULAR SERVICES-ACCTG & BILLG	450,834	406,704	459,314	481,777	481,777	481,777
100-5510-102	PART TIME	1,000	12,936	2,000	0	0	0
100-5510-105	OVERTIME	173	0	0	0	0	0
100-5510-110	ALLOWANCES	6,914	3,600	3,600	3,600	3,600	3,600
100-5510-120	EMPLOYEE BENEFITS	292,326	268,848	298,979	322,383	322,383	322,383
	TOTAL PERSONNEL SERVICES	751,247	692,088	763,893	807,760	807,760	807,760
<u>OPERATING</u>							
100-5510-200	OPERATING SUPPLIES	11,771	7,389	10,500	11,900	11,900	11,900
100-5510-225	MINOR EQUIPMENT	6,284	1,445	2,800	3,000	3,000	3,000
100-5510-230	PRINTING AND BINDING	53	0	0	0	0	0
100-5510-250	ADVERTISING	0	0	0	100	100	100
100-5510-260	COMMUNICATION	6,937	6,148	7,000	7,500	7,500	7,500
100-5510-265	POSTAGE	31,142	27,943	32,500	34,000	34,000	34,000
100-5510-280	REPAIR AND MAINTENANCE	26,972	25,871	33,034	42,935	42,935	42,935
100-5510-320	PROFESSIONAL SERVICES	96,860	121,019	138,864	143,361	143,361	143,361
100-5510-321	AUDIT	50,082	51,335	55,847	58,589	58,589	58,589
100-5510-322	MERCHANT FEES	0	61,463	60,500	70,959	70,959	70,959
100-5510-333	MILEAGE / FUEL	173	617	740	4,600	4,600	4,600
100-5510-340	MEMBERSHIPS / SUBSCRIPTIONS	371	150	750	820	820	820
100-5510-341	MEETINGS / CONFERENCES	1,423	0	3,000	3,500	3,500	3,500
100-5510-390	MISCELLANEOUS	675	342	1,800	2,000	2,000	2,000
	TOTAL OPERATING	232,742	303,721	347,335	383,264	383,264	383,264
<u>CAPITAL</u>							
100-5510-420	FURNITURE AND TECHNOLOGY	0	0	6,000	46,450	46,450	46,450
	TOTAL CAPITAL	0	0	6,000	46,450	46,450	46,450
	TOTAL ACCOUNTING & BILLING	983,989	995,809	1,117,228	1,237,474	1,237,474	1,237,474

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2026

PROGRAM: HUMAN RESOURCE

STAFF LEVEL 2026: 1.00 FTE

STAFF LEVEL 2025: 1.00 FTE

DEPARTMENT: CITY MANAGER

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>2026 FTE</u>	<u>2025 FTE</u>
Human Resource Officer	<u>1.00</u>	<u>1.00</u>
Total	1.00	1.00

BUDGET COMMENTS:

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

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

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

COMMUNICATIONS (Acct. 260) covers phone, internet, and City website hosting 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 annual membership to the Society for Human Resource Management (SHRM) and annual subscription to the Valley Herald.

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 costs associated with the employee ID badge computer hardware and software, and the purchase of a laptop/tablet.

MAJOR CHANGES: No major changes anticipated.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>HUMAN RESOURCE ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
100-5520-101	REGULAR SERVICES- PERSONNEL	113,512	70,672	76,818	92,006	92,006	88,006
100-5520-120	EMPLOYEE BENEFITS	30,400	36,237	40,075	48,195	48,195	48,195
	TOTAL PERSONNEL SERVICES	143,912	106,909	116,893	140,201	140,201	136,201
<u>OPERATING</u>							
100-5520-200	OPERATING SUPPLIES	108	120	500	900	900	900
100-5520-225	MINOR EQUIPMENT	0	0	1,900	2,700	2,700	2,700
100-5520-250	ADVERTISING	383	391	500	700	700	700
100-5520-260	COMMUNICATION	1,272	1,118	1,300	1,300	1,300	1,300
100-5520-280	REPAIR AND MAINTENANCE	0	0	100	1,000	1,000	1,000
100-5520-320	PROFESSIONAL SERVICE	0	0	100	100	100	100
100-5520-333	MILEAGE / FUEL	94	290	350	350	350	350
100-5520-340	MEMBERSHIPS / SUBSCRIPTIONS	0	244	244	370	370	370
100-5520-341	MEETINGS / CONFERENCES	199	25	800	800	800	800
	TOTAL OPERATING	2,056	2,188	5,794	8,220	8,220	8,220
<u>CAPITAL</u>							
100-5520-420	FURNITURE AND TECHNOLOGY	730	0	1,000	2,000	2,000	2,000
	TOTAL CAPITAL	730	0	1,000	2,000	2,000	2,000
	TOTAL HUMAN RESOURCE ADMINIST	146,698	109,097	123,687	150,421	150,421	146,421

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM:	PLANNING	STAFF LEVEL 2026:	1.45 FTE
DEPARTMENT:	PLANNING	STAFF LEVEL 2025:	1.35 FTE
FUND:	GENERAL		

BASELINE BUDGET DESCRIPTION:

The Planning Program is charged with long range comprehensive planning, daily administration of the Zoning Code and Development Code relating to residential, commercial and industrial developments, as well as signs, fences, transportation planning, economic development 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:

Title	<u>2026 FTE</u>	<u>2025 FTE</u>
City Planner	0.85	0.75
Assistant	<u>0.60</u>	<u>0.60</u>
Total	1.45	1.35

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 as well as website fees.

PROFESSIONAL SERVICES (Acct. 320) covers computer software subscriptions, the Planning Commission's expense for Oregon Government Ethics Commission fees, potential code revisions, and costs that cover the grant consulting costs for the City of Milton-Freewater.

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.

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, including costs for a new Planning Assistant Desk.

SIGNIFICANT BUDGET CHANGES:

Changes in Professional Services include a cost increase to cover the grant consultant fee's for the City.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>PLANNING</u>							
<u>PERSONNEL SERVICES</u>							
100-5620-101	REGULAR SERVICES- PLANNING	73,343	59,725	116,298	143,440	143,440	143,440
100-5620-102	PART TIME	0	167	0	0	0	0
100-5620-105	OVERTIME	0	204	0	0	0	0
100-5620-110	ALLOWANCES	3,643	2,333	0	2,700	2,700	2,700
100-5620-120	EMPLOYEE BENEFITS	44,931	39,139	78,199	98,860	98,860	98,860
	TOTAL PERSONNEL SERVICES	121,917	101,569	194,497	245,000	245,000	245,000
<u>OPERATING</u>							
100-5620-200	OFFICE SUPPLIES	100	51	500	500	500	500
100-5620-225	MINOR EQUIPMENT	0	0	100	100	100	100
100-5620-250	ADVERTISING	268	295	800	800	800	800
100-5620-260	COMMUNICATION	1,056	1,780	2,500	2,500	2,500	2,500
100-5620-320	PROFESSIONAL SERVICE	781	355	5,000	50,000	50,000	50,000
100-5620-333	MILEAGE / FUEL	0	0	200	600	600	600
100-5620-340	MEMBERSHIPS / DUES	236	236	300	300	300	300
100-5620-341	MEETINGS / CONFERENCES	111	165	1,000	1,000	1,000	1,000
100-5620-371	ECO DEVO/TOURISM	5,721	8,909	6,200	6,200	6,200	6,200
100-5620-390	MISCELLANEOUS	0	307	300	300	300	300
	TOTAL OPERATING	8,273	12,098	16,900	62,300	62,300	62,300
<u>CAPITAL</u>							
100-5620-420	FURNITURE AND TECHNOLOGY	0	134	500	2,500	2,500	2,500
	TOTAL CAPITAL	0	134	500	2,500	2,500	2,500
	TOTAL PLANNING	130,190	113,801	211,897	309,800	309,800	309,800

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2026

PROGRAM: BUILDING INSPECTION **STAFF LEVEL 2026:** 0.05 FTE
DEPARTMENT: PLANNING/BLDG INSPECTION **STAFF LEVEL 2025:** 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>2026 FTE</u>	<u>2025 FTE</u>
Building Specialist	<u>0.05</u>	<u>0.05</u>
Total	0.05	0.05

BUDGET COMMENTS:

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

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

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

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

SIGNIFICANT BUDGET CHANGES:

Building abatement – Restart nuisance abatement activities.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>BUILDING INSPECTION</u>							
<u>PERSONNEL SERVICES</u>							
100-5630-101	REGULAR SERVICES-BLDG INSPECT	3,593	4,088	4,730	4,967	4,967	4,967
100-5630-120	EMPLOYEE BENEFITS	2,468	2,860	3,443	3,443	3,443	3,443
	TOTAL PERSONNEL SERVICES	6,061	6,948	8,173	8,410	8,410	8,410
<u>OPERATING</u>							
100-5630-200	OPERATING SUPPLIES	22	0	100	100	100	100
100-5630-225	MINOR EQUIPMENT	0	0	100	100	100	100
100-5630-260	COMMUNICATION	0	0	100	100	100	100
100-5630-328	BUILDING ABATEMENT	8	0	100	25,000	25,000	25,000
100-5630-333	MILEAGE / FUEL	0	0	50	50	50	50
100-5630-341	MEETINGS / CONFERENCES	0	0	50	50	50	50
	TOTAL OPERATING	30	0	500	25,400	25,400	25,400
	TOTAL BUILDING INSPECTION	6,091	6,948	8,673	33,810	33,810	33,810

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2026

PROGRAM: POLICE PATROL
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2026: 12.0 FTE
STAFF LEVEL 2025: 11.0 FTE

MISSION STATEMENT:

The mission of the Milton-Freewater Police Department is to work with and for members of our culturally diverse community to enforce the law in a fair, firm and friendly manner, to provide and maintain a high level of professionalism in the performance of our duties, to preserve the peace, prevent crime, and strive to keep the public safe and secure. The goal of this department is to improve the quality of life in the community by actively participating in a partnership with the citizenry to keep our families and our neighborhoods safe and free of crime.

BASELINE BUDGET DESCRIPTION:

Patrol provides public safety by enforcing state and local laws, responding to calls for service, conducting investigations, controlling civil unrest, controlling violent situations, attending community meetings and working with citizens to help resolve criminal problems. We partner with the Blue Mountain Narcotics Enforcement Team (BENT). This gives us access to shared multi-agency resources and investigative manpower and expertise in helping address narcotics issues in the Umatilla and Morrow County areas.

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

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
Police Chief	1.00	1.00
Police Sergeant	1.00	1.00
Police Corporal	0.00	0.00
Police Officers	<u>10.00</u>	<u>9.00</u>
Total	12.00	11.00

BUDGET COMMENTS:

REGULAR SERVICES (Acct. 101) Funds the wages for sworn members of the Police Department. This number was increased to add another patrol officer to the police force.

OVERTIME (Acct. 102) Funds the wages for sworn members of the Police Department when hours are worked beyond regular scheduled hours.

EMPLOYEE BENEFITS (Acct. 120) Funds health, medical, and retirement benefits provided by the City. This number was increased to add another patrol officer to the police force.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>POLICE PATROL</u>							
<u>PERSONNEL SERVICES</u>							
100-5820-101	REGULAR SERVICES-POLICE PATROL	853,424	925,864	1,066,644	1,259,069	1,259,069	1,254,399
100-5820-105	OVERTIME	69,305	61,332	65,000	75,000	75,000	75,000
100-5820-120	EMPLOYEE BENEFITS	599,386	629,287	716,173	892,569	892,569	892,569
TOTAL PERSONNEL SERVICES		1,522,115	1,616,483	1,847,817	2,226,638	2,226,638	2,221,968

OPERATING SUPPLIES (Acct. 200) Covers all office supplies needed by the department.

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.

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 mobile data computers. There is an increase in this line item to support another officer and jetpack for the patrol vehicles.

RADIO REPAIR AND REPLACEMENT (Acct. 282) Used for replacement or maintenance of police radios and related equipment.

UNIFORM MAINTENANCE (Acct. 300) Funds the purchase and maintenance of police uniforms and uniform related items. This would include equipment used in the daily operations of police work, uniforms, boots etc. There is an increase in this line item to purchase a bullet proof vest for a new officer and replace bullet proof vests that have expired.

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. Addition of new police vehicle proposed.

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. It covers the annual maintenance with Lexipol who provides updated policies for the police department.

MEETINGS/CONFERENCES (Acct. 341) Funds the cost of training necessary to comply with required DPSST maintenance training for officers, supervisors, and the Chief. This line item has been increased due to the rising costs of training.

MISCELLANEOUS (Acct. 390) Allows for various minor purchases such as stickers, water, coffee and other miscellaneous items.

FURNITURE AND TECHNOLOGY (Acct. 420) This line item has multiple capital purchases in it. The CAD/Police software is being renewed with Walla Walla on a five-year contract with Tyler Technologies. This is also covering the initial costs of purchasing Axon body cameras for the police department and the continuing costs for the interview/suspect room axon cameras.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>POLICE PATROL</u>							
<u>OPERATING</u>							
100-5820-200	OPERATING SUPPLIES	1,313	1,435	1,750	2,000	2,000	2,000
100-5820-201	CRIMINAL INVESTIGATION SUPPLY	856	1,280	2,250	2,250	2,250	2,250
100-5820-205	AMMUNITION & RANGE SUPPLIES	8,521	3,253	8,000	8,000	8,000	8,000
100-5820-225	MINOR EQUIPMENT	769	912	800	1,000	1,000	1,000
100-5820-230	PRINTING AND BINDING	650	429	700	800	800	800
100-5820-260	COMMUNICATION	9,276	14,108	14,500	16,500	16,500	16,500
100-5820-265	POSTAGE	1,384	1,300	1,800	1,800	1,800	1,800
100-5820-280	REPAIR AND MAINTENANCE	1,841	1,683	1,250	2,500	2,500	2,500
100-5820-282	RADIO REPAIR AND REPLACEMENT	513	657	1,000	2,000	2,000	2,000
100-5820-300	UNIFORM MAINTENANCE	4,692	12,844	6,000	7,000	7,000	7,000
100-5820-315	JAIL OPERATIONS	644	753	800	800	800	800
100-5820-320	PROFESSIONAL SERVICE	1,713	1,454	1,800	2,000	2,000	2,000
100-5820-330	VEHICLE REPLACEMENT / RENT	117,797	156,033	186,847	198,444	198,444	198,444
100-5820-333	MILEAGE / FUEL	2,867	3,565	3,250	3,000	3,000	3,000
100-5820-340	MEMBERSHIPS / SUBSCRIPTIONS	10,019	10,167	11,000	11,000	11,000	11,000
100-5820-341	MEETINGS / CONFERENCES	6,827	6,841	8,500	15,000	15,000	15,000
100-5820-390	MISCELLANEOUS	3,321	2,575	2,300	3,000	3,000	3,000
	TOTAL OPERATING	173,006	219,289	252,547	277,094	277,094	277,094
<u>CAPITAL</u>							
100-5820-420	FURNITURE AND TECHNOLOGY	20,366	5,869	34,000	60,000	60,000	60,000
	TOTAL CAPITAL	20,366	5,869	34,000	60,000	60,000	60,000
	TOTAL POLICE PATROL	1,715,487	1,841,641	2,134,364	2,563,732	2,563,732	2,559,062

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2026

PROGRAM: EMERGENCY COMMUNICATIONS **STAFF LEVEL 2026:** 6.00 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2025:** 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>2026 FTE</u>	<u>2025 FTE</u>
Communications Specialist	<u>6.00</u>	<u>6.00</u>
Total	6.00	6.00

BUDGET COMMENTS:

PERSONNEL COSTS Are budgeted out of the general fund.

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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>EMERGENCY COMMUNICATIONS</u>							
<u>PERSONNEL SERVICES</u>							
100-5830-101	REGULAR SERVICES-EMERGENCY C	306,107	353,940	411,028	459,581	459,581	459,581
100-5830-102	PART TIME	2,191	588	5,000	0	0	0
100-5830-105	OVERTIME	59,751	29,650	40,000	40,000	40,000	40,000
100-5830-120	EMPLOYEE BENEFITS	224,118	226,173	268,144	323,173	323,173	323,173
	TOTAL PERSONNEL SERVICES	592,166	610,351	724,172	822,754	822,754	822,754
	TOTAL EMERGENCY COMMUNICATIO	592,166	610,351	724,172	822,754	822,754	822,754

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2026

PROGRAM: CODE ENFORCEMENT **STAFF LEVEL 2026:** 0.60 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2025:** 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>2026 FTE</u>	<u>2025 FTE</u>
Code Enforcement Officer	<u>0.60</u>	<u>0.60</u>
Total	0.60	0.60

BUDGET COMMENTS:

REGULAR SERVICES: (Acct. 101) Funds a full time Code Enforcement Officer 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 CEO

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. This also covers 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. 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.

FURNITURE AND TECHNOLOGY: (Acct. 420) Funds for cameras to deter graffiti, based on the submission and awarding of a Wildhorse Grant (pg. 16 account 100-410-48).

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CODE ENFORCEMENT</u>							
<u>PERSONNEL SERVICES</u>							
100-5840-101	REGULAR SERVICES-CODE ENFORC	34,571	36,679	40,285	43,099	43,099	43,099
100-5840-120	EMPLOYEE BENEFITS	18,158	20,017	22,260	24,566	24,566	24,566
	TOTAL PERSONNEL SERVICES	52,729	56,695	62,545	67,665	67,665	67,665
<u>OPERATING</u>							
100-5840-200	OPERATING SUPPLIES	74	166	600	500	500	500
100-5840-225	MINOR EQUIPMENT	224	0	500	500	500	500
100-5840-230	PRINTING AND BINDING	250	0	250	300	300	300
100-5840-260	COMMUNICATION	218	554	650	650	650	650
100-5840-300	UNIFORM MAINTENANCE	0	246	250	250	250	250
100-5840-320	PROFESSIONAL SERVICES	1,098	3,232	7,000	7,000	7,000	7,000
100-5840-327	ANIMAL CONTROL	600	375	750	750	750	750
100-5840-330	VEHICLE REPLACEMENT / RENT	6,636	8,933	9,617	9,600	9,600	9,600
100-5840-341	MEETINGS / CONFERENCES	0	0	300	300	300	300
	TOTAL OPERATING	9,101	13,507	19,917	19,850	19,850	19,850
<u>CAPITAL</u>							
100-5840-420	FURNITURE AND TECHNOLOGY	0	0	0	40,000	40,000	40,000
	TOTAL CAPITAL	0	0	0	40,000	40,000	40,000
	TOTAL CODE ENFORCEMENT	61,830	70,202	82,462	127,515	127,515	127,515

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2026

PROGRAM:	POLICE VOLUNTEERS	STAFF LEVEL 2026: 0.00
DEPARTMENT:	POLICE	STAFF LEVEL 2025: 0.00
FUND:	GENERAL	

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>2026 VOLUNTEER</u>	<u>2025 VOLUNTEER</u>
Reserve Police Officer	0.00	0.00
Volunteer Police Chaplain	0.00	0.00
Citizen Corps volunteers	<u>0.00</u>	<u>0.00</u>
Total	0.00	0.00

BUDGET COMMENTS:

EMPLOYEE BENEFITS: (Acct. 120) Covers workers compensation costs for volunteers. Unfunded FY26.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>POLICE RESERVES</u>						
<u>PERSONNEL SERVICES</u>						
100-5850-120 EMPLOYEE BENEFITS-POLICE RESR	63	0	0	0	0	0
TOTAL PERSONNEL SERVICES	63	0	0	0	0	0
TOTAL POLICE RESERVES	63	0	0	0	0	0

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: FIRE ADMINISTRATION

Staff Level 2026: 1.00 FTE

Staff Level 2026: 21.00 PTE

DEPARTMENT: FIRE

FUND: GENERAL

Staff Level 2025: 1.00 FTE

Staff Level 2025: 21.00 PTE

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 100 NE 6th, houses two fire apparatus, a training room, and the Fire Chief's office. Fire Station #2 located at 13 SE 9th, houses four fire apparatus. All fire apparatus and equipment require annual tests, maintenance, and as needed, replacement. Fire Department personnel consist of a Full Time Fire Chief and, 21 part-time paid firefighters as follows: One Assistant Chief, four Captains and sixteen firefighters. A monthly stipend is provided to all firefighters.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
Fire Chief	1.00	1.00
Total	1.00	1.00

<u>Title</u>	<u>2026 PTE</u>	<u>2025 PTE</u>
Part-time paid Firefighters	21.00	21.00
Total	21.00	21.00

BUDGET COMMENTS:

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

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

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

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

Communication (Acct. 260): Phone and internet service 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 firefighter 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, software, chairs, desks, etc.

SIGNIFICANT BUDGET CHANGES: **Furniture and Technology (Acct. 420):** Increased to \$12,000 to cover the cost of the Fire Department's share of the Tyler dispatch software contract.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>FIRE ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
100-5910-101	REGULAR SERVICES- FIRE ADMIN	112,252	115,218	131,000	140,000	140,000	136,000
100-5910-102	PART TIME	45,454	53,326	69,000	70,000	70,000	70,000
100-5910-110	MILEAGE ALLOWANCE	3,614	3,600	3,600	3,600	3,600	3,600
100-5910-120	EMPLOYEE BENEFITS	88,547	96,477	116,000	130,000	130,000	130,000
	TOTAL PERSONNEL SERVICES	249,867	268,621	319,600	343,600	343,600	339,600
<u>OPERATING</u>							
100-5910-200	OPERATING SUPPLIES	1,143	728	1,500	1,500	1,500	1,500
100-5910-220	PERSONAL PROTECTIVE EQUIP	11,142	9,727	15,000	16,500	16,500	16,500
100-5910-225	MINOR EQUIPMENT	7,990	9,292	15,000	16,500	16,500	16,500
100-5910-260	COMMUNICATION	1,021	653	1,500	1,500	1,500	1,500
100-5910-270	UTILITIES	5,801	4,780	6,500	7,500	7,500	7,500
100-5910-280	REPAIR AND MAINTENANCE	556	998	3,000	3,000	3,000	3,000
100-5910-282	RADIO REPAIR AND REPLACEMENT	1,281	348	1,500	2,000	2,000	2,000
100-5910-300	UNIFORM MAINTENANCE	84	192	500	1,500	1,500	1,500
100-5910-320	PROFESSIONAL SERVICES	8,297	9,158	12,000	12,000	12,000	12,000
100-5910-330	VEHICLE REPLACEMENT / RENT	96,542	117,726	118,000	125,154	125,154	125,154
100-5910-333	MILEAGE / FUEL	0	0	500	500	500	500
100-5910-340	MEMBERSHIPS / SUBSCRIPTIONS	616	617	1,200	1,200	1,200	1,200
100-5910-341	MEETINGS / CONFERENCES	108	108	1,000	1,000	1,000	1,000
100-5910-370	CITY FUNCTIONS	914	968	1,200	1,200	1,200	1,200
100-5910-390	MISCELLANEOUS	92	406	500	500	500	500
	TOTAL OPERATING	135,587	155,700	178,900	191,554	191,554	191,554
<u>CAPITAL</u>							
100-5910-420	FURNITURE AND TECHNOLOGY	0	0	5,500	14,000	12,000	12,000
	TOTAL CAPITAL	0	0	5,500	14,000	12,000	12,000
	TOTAL FIRE ADMINISTRATION	385,454	424,321	504,000	549,154	547,154	543,154

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: AQUATIC CENTER
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2026: 4.75 FTE
STAFF LEVEL 2025: 0.19 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 lap pool with a 170' flume water slide, zero depth radius area providing ADA accessibility, bathhouse, concession stand and other various amenities.

Thanks to our generous voters for passing not one, but two five-year local option tax levies for parks and recreation improvements we have been able to make over \$320,400 of repairs at the facility to include interior and exterior painting and improvements, mechanical room improvements and painting, winter pool covers, resurfacing and painting of the frog slide and improvements to the blue slide structure. Heat pumps were also replaced and in service to kick off the summer of 2023 using American Rescue Plan Act funding in the amount of \$88,500.

Summer 2025 is planned to be fully staffed by the city to include part-time seasonal staff to include a manager, lifeguards and concession/front desk staff. The center is planned to be open mid-June through mid-August, which is driven by school schedules and staffing availability.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
Pool Manager	0.56	0.00
Concessions/Front Desk Staff	1.00	0.00
Lifeguard(s)	3.00	0.00
Parks & Recreation Supervisor	0.04	0.04
Parks Maintenance Worker	<u>0.15</u>	<u>0.15</u>
Total	4.75	0.19

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 for the front desk and concessions.

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) fees for square transactions & contract services for staffing the aquatic center.

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

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

CAPITAL EXPENSES (Acct. 410) is funded to insulate the heat pump room and heat pumps.

FURNITURE & FIXTURES (Acct. 420) is funded for minor items that may need replaced.

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.

SIGNIFICANT CHANGES: The City will staff the facility this year resulting in the INCREASE IN ALLOCATION to PERSONNEL, PART-TIME (Acct. 102) AND BENEFITS EMPLOYEE (Acct. 120) and DECREASE IN ALLOCATION to OPERATING, PROFESSIONAL SERVICES (Acct. 320).

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>AQUATIC CENTER</u>							
<u>PERSONNEL SERVICES</u>							
100-6130-101	REGULAR SERVICES- AQUATIC CNTR	10,511	10,208	13,461	14,555	14,555	14,555
100-6130-102	PART TIME	151	0	0	33,446	33,446	33,446
100-6130-105	OVERTIME	55	0	100	300	300	300
100-6130-120	EMPLOYEE BENEFITS	8,144	9,287	11,116	16,386	16,386	16,386
	TOTAL PERSONNEL SERVICES	18,861	19,495	24,677	64,687	64,687	64,687
<u>OPERATING</u>							
100-6130-200	OPERATING SUPPLIES	16,704	20,130	18,000	18,000	18,000	18,000
100-6130-210	CONCESSION SUPPLIES	19,492	14,615	18,000	19,683	19,683	19,683
100-6130-225	MINOR EQUIPMENT	1,860	1,059	1,500	1,500	1,500	1,500
100-6130-250	ADVERTISING	0	0	200	400	400	400
100-6130-260	COMMUNICATION	642	251	2,000	2,000	2,000	2,000
100-6130-270	UTILITIES	9,020	12,947	20,471	21,495	21,495	21,495
100-6130-280	REPAIR AND MAINTENANCE	5,661	9,629	5,500	9,000	9,000	9,000
100-6130-320	PROFESSIONAL SERVICE	143,517	126,659	145,000	120,000	120,000	120,000
100-6130-330	VEHICLE REPLACEMENT / RENT	679	1,173	2,827	3,094	3,094	3,094
100-6130-390	MISCELLANEOUS	152	446	500	500	500	500
	TOTAL OPERATING	197,727	186,910	213,998	195,672	195,672	195,672
<u>CAPITAL</u>							
100-6130-410	CAPITAL EXPENSES	50,445	0	5,000	5,000	5,000	5,000
100-6130-420	FURNITURE AND TECHNOLOGY	928	0	1,000	1,000	1,000	1,000
	TOTAL CAPITAL	51,373	0	6,000	6,000	6,000	6,000
<u>DEBT SERVICE</u>							
100-6130-501	LOAN PRINCIPAL	44,031	20,961	41,923	20,962	20,962	20,962
100-6130-502	LOAN INTEREST	3,739	3,102	3,145	2,725	2,725	2,725
	TOTAL DEBT SERVICE	47,770	24,063	45,068	23,687	23,687	23,687
	TOTAL AQUATIC CENTER	315,730	230,468	289,743	290,046	290,046	290,046

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: PARKS
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2026: 1.99 FTE
STAFF LEVEL 2025: 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 encompasses maintenance such as mowing, landscaping, weed control, irrigation, playgrounds and equipment, ball fields, a skate park, sports courts, restrooms, walking paths and much more for: Yantis Park, 32.00 acres; Freewater Park, 2.15 acres; Morello Park, .15 acres; Marie Dorian Park, 3.50 acres; Orchard Park; Rotary Sports Complex, 4.50 acres; Memorial Field, 1.5 acres; City Hall, library, police station and two fire stations. Parks and recreation facilities cover approximately 52 acres.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
Parks & Recreation Supervisor	0.22	0.22
Parks Maintenance Worker	1.29	1.29
Laborer	0.48	0.32
Total	1.99	1.83

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 cost of PPE hard hats, hearing protection, eye protection to gloves, safety vests, coats and coveralls all the way down to boots as necessary.

MINOR EQUIPMENT (Acct. 225) funds small equipment items such as shovels, rakes, blowers, saws, etc.

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

UTILITIES (Acct. 270) costs for electric, sewer, water and solid waste services and water rights assessments.

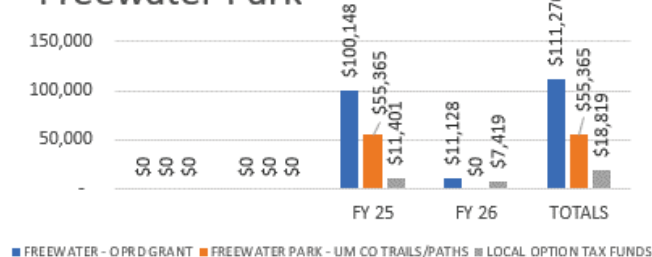
REPAIR & MAINTENANCE (Acct. 280) provides for repairs and maintenance for parks departmentally owned small equipment such as chainsaws, blowers and trimmers as well as facility maintenance.

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

MEETINGS/CONFERENCES (Acct. 341) funds required continuing education and certification renewal fees associated with pesticide certifications.

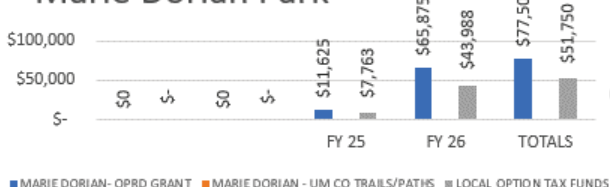
CAPITAL EXPENSES (Acct. 410): CONSTRUCTION IN PROGRESS: FREEWATER PARK IMPROVEMENTS–

Freewater Park



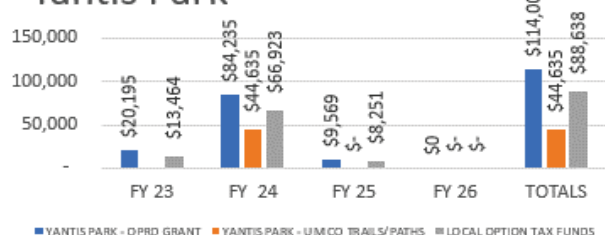
In late summer/fall of 2023 we were notified that we were the successful recipients of an Oregon Parks and Recreation Department (OPRD) grant for Freewater Park Improvements in the amount of \$111,276. The in-kind match requirements are planned to use remaining Umatilla County Trails/Paths funding the city received in FY 22 in the amount of \$55,365 with the balance being local option tax funding in the amount of \$18,819 for a planned project total of \$185,460.

Marie Dorian Park



MARIE DORIAN PARK IMPROVEMENTS– In late summer/fall of 2024 we were notified that we were the successful recipients of a third OPRD grant. This time for Marie Dorian Park in the amount of \$77,500 with a match requirement of \$51,750 which would be funded with local option tax dollars for a planned project total of \$129,260.

Yantis Park



CONSTRUCTION COMPLETE: YANTIS PARK: Beginning in FY 23 through FY 25 we were able to complete improvements at Yantis Park with grant funding from an OPRD grant in the amount of \$114,000 as well as use of walking path improvements funds received from Umatilla County in FY 22 earmarked for walking path and pedestrian improvements. Of the \$100,000 received, \$44,635 was used on the Yantis Improvements with the balance carried forward to be used on the Freewater Park Improvements. The remaining costs in the amount of \$88,638 of city match and out of pocket came to \$88,638 for a total improvement cost of \$247,273. These projects include funding: OPRD Grant \$302,776. Umatilla County Walking Path/Trails Fundings \$100,000. City Match \$159,207 = \$561,983

IMPROVEMENTS OTHER THAN BUILDINGS (Acct. 480):

funded for repairs to shelters, irrigation valve relocation from center field at Yantis and various other improvements, as funding allows.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>PARKS</u>							
<u>PERSONNEL SERVICES</u>							
100-6140-101	REGULAR SERVICES- PARKS	75,179	150,037	104,226	111,929	111,929	111,929
100-6140-102	PART TIME	4,716	2,616	6,000	13,688	13,688	13,688
100-6140-105	OVERTIME	441	351	925	925	925	925
100-6140-120	EMPLOYEE BENEFITS	61,539	121,804	94,455	105,880	105,880	105,880
	TOTAL PERSONNEL SERVICES	141,875	274,809	205,606	232,422	232,422	232,422
<u>OPERATING</u>							
100-6140-200	OPERATING SUPPLIES	10,526	12,572	11,000	11,706	11,706	11,706
100-6140-220	PERSONAL PROTECTIVE EQUIP	1,794	1,734	2,500	2,500	2,500	2,500
100-6140-225	MINOR EQUIPMENT	2,004	1,112	2,000	2,000	2,000	2,000
100-6140-260	COMMUNICATION	698	1,081	1,060	1,250	1,250	1,250
100-6140-270	UTILITIES	41,893	42,231	63,000	76,954	76,954	76,954
100-6140-280	REPAIR AND MAINTENANCE	9,708	11,672	9,000	38,903	38,903	38,903
100-6140-300	UNIFORM MAINTENANCE	98	94	300	400	400	400
100-6140-330	VEHICLE REPLACEMENT / RENT	32,442	53,251	46,621	51,720	51,720	51,720
100-6140-340	MEMBERSHIPS/ SUBSCRIPTIONS	116	0	0	0	0	0
100-6140-341	MEETINGS / CONFERENCES	276	207	300	300	300	300
100-6140-390	MISCELLANEOUS	700	630	700	700	700	700
	TOTAL OPERATING	100,256	124,583	136,481	186,433	186,433	186,433
<u>CAPITAL</u>							
100-6140-410	CAPITAL EXPENSE	33,013	147,016	509,800	464,810	464,810	464,810
100-6140-480	IMPROVEMENTS OTHER THAN BLDG	0	596	2,500	16,400	16,400	16,400
	TOTAL CAPITAL	33,013	147,612	512,300	481,210	481,210	481,210
	TOTAL PARKS	275,144	547,003	854,387	900,065	900,065	900,065

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: PUBLIC BUILDINGS
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2026: 0.64 FTE

STAFF LEVEL 2025: 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 for City Hall, employee gym, library, police station and warehouse facility offices. 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:

The new police station was occupied at the beginning of FY 2025. While we still aren't certain of those exact costs of operating, we are getting closer to having a fairly good idea. Added costs are included to cover the security and burglar alarm monthly monitoring as well as server room cleaning along with funding for maintenance to HVAC units, fire system, janitorial services and supplies, utilities along with backflow device inspections, etc.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
Parks & Recreation Supervisor	0.12	0.34
Parks Maintenance Worker	0.52	0.30
Total	0.64	0.64

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) for light bulbs, cleaning supplies, filters, paper products and other various building supplies, as well as property taxes.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the cost of providing everything from hard hats, hearing protection, eye protection to gloves, safety vests, coats and coveralls all the way down to boots as necessary.

MINOR EQUIP (Acct. 225) covers the cost of minor equipment purchases. Tools & materials to renovate for storage & maximize space.

COMMUNICATION (Acct. 260) covers buildings maintenance communication costs for phone and iPad connections.

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 (includes newly required CAT 5 Full Load Test/Inspection (every five years, next due FY 2030, last cost \$8,608 in FY 25 for both), HVAC systems, doors, fire alarms and extinguisher maintenance as well as any other fixtures that may need attention.

UNIFORM MAINTENANCE (Acct. 300) provides laundry service for floor mats.

JANITORIAL SERVICES (Acct. 323) provides for contracted cleaning services of City Hall, Library, employee gym, Police Station and Warehouse facilities.

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

CAPITAL, BUILDING (Account # 405) includes funding for the replacement of the old Police Department entrance awning/roof that is rotten, carpenter shop renovations to maximize space for storage of maintenance supplies and equipment as well as potentially replacing lighting in the library with new LED fixtures.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>PUBLIC BUILDINGS</u>							
<u>PERSONNEL SERVICES</u>							
100-6210-101	REGULAR SERVICES- PUBLIC BLDGS	46,090	55,548	50,438	49,093	49,093	49,093
100-6210-105	OVERTIME	109	0	500	500	500	500
100-6210-120	EMPLOYEE BENEFITS	35,047	39,706	39,393	41,906	41,906	41,906
	TOTAL PERSONNEL SERVICES	81,246	95,255	90,331	91,499	91,499	91,499
<u>OPERATING</u>							
100-6210-200	OPERATING SUPPLIES	11,542	9,082	12,000	13,200	13,200	13,200
100-6210-220	PERSONAL PROTECTIVE EQUIP	386	364	500	2,000	2,000	2,000
100-6210-225	MINOR EQUIPMENT	395	0	700	4,300	4,300	4,300
100-6210-260	COMMUNICATION	0	0	0	841	841	841
100-6210-270	UTILITIES	45,004	46,196	55,800	65,000	65,000	65,000
100-6210-280	REPAIR AND MAINTENANCE	14,173	19,821	16,000	20,000	20,000	20,000
100-6210-300	UNIFORM MAINTENANCE	726	426	1,200	1,200	1,200	1,200
100-6210-323	JANITORIAL SERVICES	52,739	56,009	63,543	63,887	63,887	63,887
100-6210-330	VEHICLE REPLACEMENT / RENT	1,732	2,204	4,479	4,972	4,972	4,972
	TOTAL OPERATING	126,697	134,103	154,222	175,400	175,400	175,400
<u>CAPITAL</u>							
100-6210-405	BUILDING	(22,902)	40,850	215,000	40,000	40,000	40,000
	TOTAL CAPITAL	(22,902)	40,850	215,000	40,000	40,000	40,000
	TOTAL PUBLIC BUILDINGS	185,041	270,208	459,553	306,899	306,899	306,899

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

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

STAFF LEVEL 2026: 0.05 FTE
STAFF LEVEL 2025: 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>2026 FTE</u>	<u>2025 FTE</u>
Parks & Recreation Supervisor	0.01	0.01
Parks Maintenance Worker	<u>0.04</u>	<u>0.04</u>
Total	0.05	0.05

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) provides janitorial and restroom supplies, light bulbs, 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 and maintenance needed to the facility such as HVAC, plumbing, doors, locks, light fixtures and other minor miscellaneous items.

PROFESSIONAL SERVICES (Acct. 320) covers annual fire alarm monitoring costs as well as testing of the fire alarm and extinguishers.

JANITORIAL SERVICES (Acct. 323) covers cleaning costs.

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

CAPITAL-BUILDING (Acct. 405) is funded to refinish the main hall wood floors.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>COMMUNITY BUILDING</u>							
<u>PERSONNEL SERVICES</u>							
100-6220-101	REGULAR SERVICES-COMMUNITY BL	2,027	2,556	3,523	3,811	3,811	3,811
100-6220-120	EMPLOYEE BENEFITS	1,555	2,014	2,884	3,188	3,188	3,188
	TOTAL PERSONNEL SERVICES	3,582	4,571	6,407	6,999	6,999	6,999
<u>OPERATING</u>							
100-6220-200	OPERATING SUPPLIES	624	2,061	1,100	1,293	1,293	1,293
100-6220-270	UTILITIES	16,527	12,920	17,090	16,902	16,902	16,902
100-6220-280	REPAIR AND MAINTENANCE	3,978	8,538	8,000	8,500	8,500	8,500
100-6220-320	PROFESSIONAL SERVICES	0	0	301	350	350	350
100-6220-323	JANITORIAL SERVICES	5,326	5,727	5,967	6,000	6,000	6,000
100-6220-330	VEHICLE REPLACEMENT / RENT	627	833	983	1,092	1,092	1,092
	TOTAL OPERATING	27,082	30,081	33,441	34,137	34,137	34,137
<u>CAPITAL</u>							
100-6220-405	BUILDING	0	22,209	37,500	35,000	35,000	35,000
	TOTAL CAPITAL	0	22,209	37,500	35,000	35,000	35,000
	TOTAL COMMUNITY BUILDING	30,663	56,860	77,348	76,136	76,136	76,136

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2026: 4.00 FTE

STAFF LEVEL 2025: 4.00 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, distribution and conservation; sewage collection, treatment and wastewater disposal land application facility operations. Other programs include the aquatic center; golf course; parks, buildings and street maintenance and stormwater management 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, stormwater, wastewater quality and solid waste operations as well as recycling. FY 26 will kick off some new recycling elements as required by the DEQ, requiring added labor, reporting and education.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
Public Works Superintendent	1.00	1.00
Assistant/Project Aide	1.00	1.00
Technician I	1.00	1.00
Technician II	<u>1.00</u>	<u>1.00</u>
Total	4.00	4.00

OPERATING SUPPLIES (Acct. 200) covers costs for office supplies such as paper, pens, binders, computer program updates, copier lease payments 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 rental 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 computers and updating the mapping storage and work area.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>PUBLIC WORKS ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
100-6410-101	REGULAR SERVICES- PUB WRKS AD	282,105	306,423	420,065	448,935	448,935	439,938
100-6410-105	OVERTIME	505	499	0	500	500	500
100-6410-110	MILEAGE ALLOWANCE	4,216	4,200	4,200	4,200	4,200	4,200
100-6410-120	EMPLOYEE BENEFITS	183,738	208,242	289,826	314,110	314,110	314,110
	TOTAL PERSONNEL SERVICES	470,564	519,364	714,091	767,745	767,745	758,748
<u>OPERATING</u>							
100-6410-200	OPERATING SUPPLIES	1,870	2,331	3,000	3,000	3,000	3,000
100-6410-220	PERSONAL PROTECTIVE EQUIPMENT	0	28	150	150	150	150
100-6410-225	MINOR EQUIPMENT	0	405	500	500	500	500
100-6410-260	COMMUNICATION	3,110	3,897	4,675	4,675	4,675	4,675
100-6410-280	REPAIR AND MAINTENANCE	1,331	1,327	2,000	2,000	2,000	2,000
100-6410-320	PROFESSIONAL SERVICES	0	57	250	250	250	250
100-6410-330	VEHICLE REPLACEMENT / RENT	15,893	15,089	10,930	12,132	12,132	12,132
100-6410-340	MEMBERSHIPS / SUBSCRIPTIONS	50	279	600	600	600	600
100-6410-341	MEETINGS / CONFERENCES	3,818	1,434	2,500	2,500	2,500	2,500
100-6410-390	MISCELLANEOUS	(6)	0	500	500	500	500
	TOTAL OPERATING	26,066	24,847	25,105	26,307	26,307	26,307
<u>CAPITAL</u>							
100-6410-420	FURNITURE AND TECHNOLOGY	4,278	869	4,000	9,000	9,000	9,000
	TOTAL CAPITAL	4,278	869	4,000	9,000	9,000	9,000
	TOTAL PUBLIC WORKS ADMINISTRATI	500,908	545,080	743,196	803,052	803,052	794,055

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2026

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. Transfer to the Senior/Disabled Fund would happen if it 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 a \$600,000 passthrough grant from the State to construct a wine production facility.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY HALL</u>							
<u>OPERATING</u>							
100-6500-225	MINOR EQUIPMENT	804	0	0	0	0	0
100-6500-320	PROFESSIONAL SERVICES	2,889	0	0	0	0	0
100-6500-370	CITY FUNCTIONS	5,646	5,325	7,000	5,500	5,500	5,500
100-6500-372	COVID-19	46,146	0	0	0	0	0
100-6500-380	LIABILITY AND FIRE INSURANCE	141,451	167,356	225,056	258,750	258,750	247,959
100-6500-381	UNEMPLOYMENT INSURANCE	1,167	0	3,500	4,000	4,000	4,000
	TOTAL OPERATING	198,102	172,681	235,556	268,250	268,250	257,459
<u>CAPITAL</u>							
100-6500-405	BUILDING/ ECO DEVO	0	0	200,000	600,000	600,000	600,000
100-6500-407	COVID-19	42,998	29,154	0	0	0	0
	TOTAL CAPITAL	42,998	29,154	200,000	600,000	600,000	600,000
<u>TRANSFERS</u>							
100-6500-722	TRANSFER TO LIBRARY	42,814	38,671	20,753	25,961	25,961	17,961
100-6500-723	TRANSFER TO SENIOR/DISABLED	66,775	66,775	66,775	0	0	0
100-6500-752	TRANSFER TO WATER	300,000	70,575	0	0	0	0
100-6500-753	TRANSFER TO SEWER	200,000	100,000	0	0	0	0
100-6500-755	TRANSFER TO GOLF COURSE	129,469	129,833	67,796	74,804	70,977	70,977
100-6500-764	TRANSFER TO SICK LEAVE	1,600	1,600	1,600	1,600	1,600	1,600
	TOTAL TRANSFERS	740,658	407,454	156,924	102,365	98,538	90,538
<u>CONTINGENCY & RESERVES</u>							
100-6500-998	CONTINGENCY	0	0	389,650	398,323	367,661	366,661
	TOTAL CONTINGENCY & RESERVES	0	0	389,650	398,323	367,661	366,661
	TOTAL CITY HALL	981,758	609,289	982,130	1,368,938	1,334,449	1,314,658

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2026

PROGRAM: CIVIL ENGINEERING
DEPARTMENT: ENGINEERING
FUND: GENERAL

STAFF LEVEL 2026: 0.00 FTE
STAFF LEVEL 2025: 0.00 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>2026 FTE</u>	<u>2025 FTE</u>
Engineering Technician	<u>0.00</u>	<u>0.00</u>
Total	0.00	0.00

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.

SIGNIFICANT BUDGET CHANGES:

The Civil Engineering program is no longer needed by the city utilities and facilities. The maintenance and development of Geographic Information System, operation of the Water Control System, and other projects related to the Public Works utilities is being managed by the Public Works Engineering Technician.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CIVIL ENGINEERING</u>							
<u>PERSONNEL SERVICES</u>							
100-6610-101	REGULAR SERVICES- CIVIL ENGNR	15,439	0	0	0	0	0
100-6610-120	EMPLOYEE BENEFITS	9,265	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	24,704	0	0	0	0	0
<u>OPERATING</u>							
100-6610-200	OPERATING SUPPLIES	261	0	0	0	0	0
100-6610-260	COMMUNICATION	1,572	0	0	0	0	0
100-6610-330	VEHICLE REPLACEMENT / RENT	527	0	0	0	0	0
100-6610-341	MEETINGS / CONFERENCES	2,924	0	0	0	0	0
100-6610-390	MISCELLANEOUS	165	0	0	0	0	0
	TOTAL OPERATING	5,450	0	0	0	0	0
<u>CAPITAL</u>							
100-6610-420	FURNITURE AND TECHNOLOGY	1,430	0	0	0	0	0
	TOTAL CAPITAL	1,430	0	0	0	0	0
	TOTAL CIVIL ENGINEERING	31,583	0	0	0	0	0



SPECIAL REVENUE FUNDS

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

REVENUE BUDGET NARRATIVE

Fiscal Year 2026

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.

- **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. Gas tax is our primary source of funding for our streets program.

These funds are earmarked specifically for construction and maintenance of transportation infrastructure only. Gas tax in Oregon is currently \$0.40 per gallon, which was last increased in January 2024 as the final increase of House Bill 2017.

Current legislation is proposed to support and fund a robust, multimodal transportation package throughout the state. The need for investing in our transportation infrastructure state-wide under the current allocation funding formula (50% state, 30% county and 20% city) remains, but the key will be how to fund such to where users are paying for actual use of such infrastructure, regardless of fuel economy to sustain a stable funding package. The pay per gallon is no longer working due to higher efficiency vehicles, so other options are on the table for consideration such as pay per mile and other factors. It will be interesting to see how this funding gap is resolved and what exactly this funding plan will be to “Keep Oregon Moving”. Whatever comes of it, one thing is for sure and that is without a stable transportation funding package in 2025, communities will see more potholes and unmaintained streets as well as critical project investments not being able to be started or completed due to the growing funding shortages.

- **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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>STREET</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
210-410-11	STATE GAS TAX	563,963	577,236	484,021	561,427	561,427	561,427
	TOTAL INTERGOVERNMENTAL REVE	563,963	577,236	484,021	561,427	561,427	561,427
<u>MERCHANDISING</u>							
210-455-71	MERCHANDISING	165	0	200	200	200	200
	TOTAL MERCHANDISING	165	0	200	200	200	200
<u>MISCELLANEOUS</u>							
210-470-20	INTEREST EARNED	21,726	46,604	19,747	24,732	24,732	24,732
210-470-30	SALE OF FIXED ASSETS	165	0	0	0	0	0
210-470-99	MISCELLANEOUS	6,733	2,821	1,500	2,928	2,928	2,928
	TOTAL MISCELLANEOUS	28,625	49,426	21,247	27,660	27,660	27,660
<u>BEGINNING FUND BALANCE</u>							
210-499-10	FUND BALANCE	0	0	856,640	617,859	617,859	617,859
	TOTAL BEGINNING FUND BALANCE	0	0	856,640	617,859	617,859	617,859
	TOTAL REVENUE	592,753	626,662	1,362,108	1,207,146	1,207,146	1,207,146

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: STREET MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: STREET

STAFF LEVEL 2026: 2.05 FTE
STAFF LEVEL 2025: 2.05 FTE

BASELINE BUDGET DESCRIPTION:

Required levels of maintenance include street sweeping, striping, snow control, traffic control/signs all the way to filling cracks, chip seals, overlaying and complete replacement. Larger projects over \$5,000 are funded through the Street Improvement program due to capitalization threshold limits.

A portion of the wages for Code Enforcement Officer to conduct weed and debris abatement program is also included in this fund.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
Water & Streets Supervisor	0.13	0.13
Parks & Recreation Supervisor	0.10	0.20
Utility Worker	0.78	0.78
Parks Maintenance Worker	0.64	0.54
Code Enforcement Officer	<u>0.40</u>	<u>0.40</u>
Total	2.05	2.05

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) is increased to fund the replacement and upgrading of street signs, alley maintenance, snow and ice control materials, etc.

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

MINOR EQUIPMENT (Acct. 225) provides funds for tools, etc. required to maintain streets and signage.

COMMUNICATION (Acct. 260) covers phone usage for the crew supervisor.

UTILITIES (Acct. 270) covers costs of street lighting electrical expenses as well as some smaller traffic island maintenance landscapes, such as the flag pole island and the island at East Side Connect and Hwy 11.

REPAIR & MAINTENANCE (Acct. 280) provides for minor repairs needed to department equipment and streets as well as fuel for the street sweeper, which is a streets-owned vehicle.

PROFESSIONAL SERVICES (Acct. 320) primarily funds our street marking program by our contract service provider as well as Oregon Department of Transportation for center-line striping.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city-owned vehicles.

MEETINGS/CONFERENCES (Acct. 341) covers the cost of required continuing education.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>STREET</u>							
<u>STREET MAINTENANCE</u>							
<u>PERSONNEL SERVICES</u>							
210-6810-101	REGULAR SERVICES- STREET MAINT	122,353	120,715	123,327	127,153	127,153	127,153
210-6810-105	OVERTIME	768	0	871	925	925	925
210-6810-120	EMPLOYEE BENEFITS	84,272	85,152	95,135	107,297	107,297	107,297
	TOTAL PERSONNEL SERVICES	207,393	205,868	219,333	235,375	235,375	235,375
<u>OPERATING</u>							
210-6810-200	OPERATING SUPPLIES	5,641	10,895	12,000	14,000	14,000	14,000
210-6810-220	PERSONAL PROTECTIVE EQUIP	754	313	1,000	1,000	1,000	1,000
210-6810-225	MINOR EQUIPMENT	2,203	235	2,500	2,500	2,500	2,500
210-6810-260	COMMUNICATION	360	180	360	360	360	360
210-6810-270	UTILITIES	48,197	42,104	46,015	48,015	48,015	48,015
210-6810-280	REPAIR AND MAINTENANCE	15,319	12,492	12,000	26,500	26,500	26,500
210-6810-320	PROFESSIONAL SERVICES	5,836	5,404	6,000	16,000	16,000	16,000
210-6810-330	VEHICLE REPLACEMENT / RENT	36,617	48,534	50,823	58,831	58,831	58,831
210-6810-341	MEETINGS / CONFERENCES	211	160	500	800	800	800
210-6810-390	MISCELLANEOUS	553	583	600	750	750	750
	TOTAL OPERATING	115,691	120,900	131,798	168,756	168,756	168,756
<u>TRANSFERS</u>							
210-6810-701	TRANSFER TO GENERAL	135,128	154,635	167,589	172,617	172,617	172,617
210-6810-721	TRANSFER TO STREET IMPROVEME	0	0	100,000	200,000	200,000	200,000
210-6810-764	TRANSFER TO SICK LEAVE	300	300	309	300	300	300
	TOTAL TRANSFERS	135,428	154,935	267,898	372,917	372,917	372,917
<u>CONTINGENCY & RESERVES</u>							
210-6810-998	CONTINGENCY	0	0	743,079	430,098	430,098	430,098
	TOTAL CONTINGENCY & RESERVES	0	0	743,079	430,098	430,098	430,098
	TOTAL STREET MAINTENANCE	458,513	481,703	1,362,108	1,207,146	1,207,146	1,207,146

BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: STREET CONSTRUCTION
DEPARTMENT: PUBLIC WORKS
FUND: STREET IMPROVEMENT

BASELINE BUDGET DESCRIPTION:

This program provides the funds for exclusive use for street projects such as the construction of new streets or reconstruction of existing streets and components that coincide with means of transportation. All projects are required to be on public streets in order to use state funds and also include means of transportation such as bicycles and pedestrian traffic.

REVENUES:

OR STATE STP ALLOCATION (Acct. 211-410-16): Each year the State of Oregon receives Federal Surface Transportation Program (STP) funds and distributes them through their fund exchange program at a 90% city and 10% state exchange rate based on formulary allocations. This program has changed over the past few years to where funds are directly distributed to the City each January/February automatically rather than through the reimbursement process. Cities are responsible for tracking their revenues and expenses and certifying all funds are used exclusively for eligible projects.

ODOT GRANT / HB2017 (Acct. 211-410-22): This project was 100% COMPLETE in August 2024 and has been fully closed out resulting in an investment in the full \$3 million in street and pedestrian improvements.

LAND USE FEES (Acct. 211-440-30): Revenues are derived from street opening permits issued when streets and/or sidewalks are cut for repairs as set by the street opening fee resolution and issued by the Public Works Department.

TRANSFER FROM STREET (Acct. 211-490-21): Street Maintenance receives monthly gas tax deposits, which vary substantially based on the amount of fuel sold. Due to gallons sold being steady and revenues coming in, we are able to transfer funds to our street improvement program for capital repairs and replacement of infrastructure.

EXPENDITURES:

CAPITAL IMPROVEMENTS (Acct. 211-6840-410): Funds are included for the cost share of one third of the cost of implementing OpenGov® software for work orders and infrastructure mapping and tracking for streets, water and sewer split evenly. Funding is also included for cost sharing of the development and implementation of standards and specifications for infrastructure, which have been a long-time goal for staff and council to set construction requirements for new and improvements to existing developments uniformly and have readily accessible.

IMPROVEMENTS (Acct. 211-6840-480): Funds crack sealing, chip sealing and other surface treatment and preservation or replacement options.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>STREET IMPROVEMENT</u>						
<u>INTERGOVERNMENTAL REVENUE</u>						
211-410-16 OR STATE STP ALLOCATION	81,673	181,685	87,786	89,049	89,049	89,049
211-410-22 ODOT GRANT / HB2017	805,529	234,022	0	0	0	0
TOTAL INTERGOVERNMENTAL REVE	887,201	415,707	87,786	89,049	89,049	89,049
<u>LICENSES & PERMITS</u>						
211-440-30 LAND USE FEES	6,975	3,878	2,500	2,500	2,500	2,500
TOTAL LICENSES & PERMITS	6,975	3,878	2,500	2,500	2,500	2,500
<u>MISCELLANEOUS</u>						
211-470-20 INTEREST EARNED	5,476	16,428	3,848	15,811	15,811	15,811
TOTAL MISCELLANEOUS	5,476	16,428	3,848	15,811	15,811	15,811
<u>TRANSFERS</u>						
211-490-21 TRANSFER FROM STREET	0	0	100,000	200,000	200,000	200,000
TOTAL TRANSFERS	0	0	100,000	200,000	200,000	200,000
<u>BEGINNING FUND BALANCE</u>						
211-499-10 FUND BALANCE	0	0	393,794	758,412	758,412	758,412
TOTAL BEGINNING FUND BALANCE	0	0	393,794	758,412	758,412	758,412
TOTAL REVENUE	899,652	436,012	587,928	1,065,772	1,065,772	1,065,772

EXPENDITURE SUMMARY

STREET IMPROVEMENT

STREET CONSTRUCTION

CAPITAL

211-6840-410 CAPITAL EXPENSES	963,070	275,623	0	50,000	50,000	50,000
211-6840-480 IMPROVEMENTS	95,906	32,717	99,600	250,000	250,000	250,000
TOTAL CAPITAL	1,058,976	308,340	99,600	300,000	300,000	300,000
<u>CONTINGENCY & RESERVES</u>						
211-6840-998 CONTINGENCY	0	0	488,328	765,772	765,772	765,772
TOTAL CONTINGENCY & RESERVES	0	0	488,328	765,772	765,772	765,772
TOTAL STREET CONSTRUCTION	1,058,976	308,340	587,928	1,065,772	1,065,772	1,065,772

Revenue Budget Narrative *Fiscal Year 2026*

Fund: Library

BASELINE BUDGET DESCRIPTION

Through an intergovernmental agreement with the Umatilla County Special Library District, the City provides library services to approximately 12,500 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 \$1500 to develop and improve early literacy services to children under age five.

SERVICES

- Rental income from the old library building located at 815 S. Main Street.

DONATIONS

- The library anticipates \$2000 in donations from the Friends of Milton-Freewater Public Library and \$3000 from community businesses in support of the Summer Reading Program. The Library typically exceed this amount of donations, but it is never guaranteed.

COPIES: These are payments from library patrons for photocopies, computer print-outs, faxes and document scanning.

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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>LIBRARY</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
220-410-01	LIBRARY DISTRICT REVENUES	339,576	355,847	367,739	396,365	396,365	396,365
220-410-03	STATE GRANTS-LIBRARY	0	1,436	1,436	1,519	1,519	1,519
	TOTAL INTERGOVERNMENTAL REVE	339,576	357,283	369,175	397,884	397,884	397,884
<u>FINES & FORFEITURES</u>							
220-430-50	LIBRARY FINES	2,220	1,739	2,000	0	0	0
	TOTAL FINES & FORFEITURES	2,220	1,739	2,000	0	0	0
<u>SERVICES</u>							
220-450-14	RENTAL INCOME	7,500	7,500	7,500	7,500	7,500	7,500
	TOTAL SERVICES	7,500	7,500	7,500	7,500	7,500	7,500
<u>MISCELLANEOUS</u>							
220-470-20	INTEREST EARNED	4,664	5,835	4,100	1,900	1,900	1,900
220-470-41	DONATIONS	7,893	13,672	5,000	5,000	5,000	5,000
220-470-50	COPIES	2,556	3,918	2,500	2,500	2,500	2,500
220-470-99	MISCELLANEOUS	521	542	300	300	300	300
	TOTAL MISCELLANEOUS	15,634	23,967	11,900	9,700	9,700	9,700
<u>TRANSFERS</u>							
220-490-10	FROM GENERAL	42,814	38,671	20,753	25,961	25,961	17,961
	TOTAL TRANSFERS	42,814	38,671	20,753	25,961	25,961	17,961
<u>BEGINNING FUND BALANCE</u>							
220-499-10	FUND BALANCE	0	0	120,600	130,500	130,500	130,500
	TOTAL BEGINNING FUND BALANCE	0	0	120,600	130,500	130,500	130,500
	TOTAL REVENUE	407,744	429,160	531,928	571,545	571,545	563,545

Expenditure Budget Narrative
Fiscal Year 2026

Fund: Library

Staff Level 2026: 3.93 FTE

Staff Level 2025: 3.93 FTE

PERSONNEL:

Title	2026 FTE	2025 FTE
Library Director	1.00	1.00
Library Assistant	0.00	0.00
Library Associate	<u>2.93</u>	<u>2.93</u>
Total	3.93	3.93

LIBRARY USE AND VALUE

In FY2025, the library had 2416 card holders; the library provides access to 32,528 books, audiobooks, DVD's, Spanish-language material, as well as over 62,000 downloadable eBooks and audiobooks, and the Sage Library consortium offers our patrons access to over a million loanable items. In our facility, we offer 12 public computers, WiFi, reference services, children's play area, genealogy and local history collection, two meeting rooms, and more than 90 programs for children and 24 programs for adults each year with approximately 2,160 people from the community attending.

In FY2025, the library circulated 36,000 physical items, 8032 electronic materials, and added 1,918 physical items to our collections, and loaned/received 6,716 items from other libraries. 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 1,900+ items added yearly. Prices for processing items continues to climb.
- **Communication (Acct. 260)** covers phone, fax, internet/WiFi and shared cost of the City of Milton-Freewater website. Costs are rising and line item reflects increase
- **Building Repair & Maintenance (Acct. 280)** covers misc. needs of the library including: carpet cleaning, paint, hardware.
- **Programming (Adult Acct 325 & Children's Acct 326).** Children's supplies for 52 story times, 24 evening activities for children, including Halloween & Christmas parties that had 500+ attendees, 12 teen/tween art programs and teen summer reading prizes Adult Programming covers 12-24 adult art classes & adult summer reading prizes.
- **Early Literacy/Summer Reading (Acct. 348)** covers Ready to Read grant, and 8 weeks of children's summer reading program including craft supplies, & prizes, mostly paid through local business donations.
- **Miscellaneous (Acct. 700)** covers items not easily categorized by other line items. Budget increased substantially due to rising need to maintain 22-year-old building.
- **Furniture & Technology (Acct. 420):** To keep up with the changes in technology, computer and printer replacement.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>LIBRARY</u>							
<u>LIBRARY</u>							
<u>PERSONNEL SERVICES</u>							
220-6600-101	REGULAR SERVICES- LIBRARY	187,929	215,573	260,001	282,863	282,863	279,255
220-6600-102	PART TIME	41,585	17,689	0	0	0	0
220-6600-105	OVERTIME	0	0	100	0	0	0
220-6600-120	EMPLOYEE BENEFITS	147,290	153,639	175,597	194,042	194,042	194,042
	TOTAL PERSONNEL SERVICES	376,804	386,901	435,698	476,905	476,905	473,297
<u>OPERATING</u>							
220-6600-200	OPERATING SUPPLIES	9,417	8,196	10,000	12,000	12,000	12,000
220-6600-235	LIBRARY BOOKS	23,975	24,865	25,000	27,000	27,000	27,000
220-6600-260	COMMUNICATION	3,505	6,464	6,000	7,500	7,500	7,500
220-6600-280	REPAIR AND MAINTENANCE	593	1,319	1,790	1,800	1,800	1,800
220-6600-325	PROGRAMMING - ADULT	8,750	4,465	4,500	5,000	5,000	5,000
220-6600-326	PROGRAMMING - CHILDREN	0	5,150	5,500	6,000	6,000	6,000
220-6600-333	MILEAGE / FUEL	0	50	500	500	500	500
220-6600-340	MEMBERSHIPS / DUES	1,273	907	1,200	1,200	1,200	1,200
220-6600-341	MEETINGS / CONFERENCES	0	20	400	400	400	400
220-6600-348	EARLY LIT/SUMMER READING	4,906	7,106	4,300	5,000	5,000	5,000
220-6600-390	MISCELLANEOUS	1,590	10,079	10,800	11,000	11,000	11,000
	TOTAL OPERATING	54,010	68,621	69,990	77,400	77,400	77,400
<u>CAPITAL</u>							
220-6600-420	FURNITURE AND TECHNOLOGY	824	11,342	6,000	7,000	7,000	7,000
	TOTAL CAPITAL	824	11,342	6,000	7,000	7,000	7,000
<u>TRANSFERS</u>							
220-6600-764	TRANSFER TO SICK LEAVE	240	240	240	240	240	240
	TOTAL TRANSFERS	240	240	240	240	240	240
<u>CONTINGENCY & RESERVES</u>							
220-6600-998	CONTINGENCIES	0	0	20,000	10,000	10,000	5,608
	TOTAL CONTINGENCY & RESERVES	0	0	20,000	10,000	10,000	5,608
	TOTAL LIBRARY	431,877	467,104	531,928	571,545	571,545	563,545

REVENUE NARRATIVE

Fiscal Year 2026

FUND: PUBLIC TRANSPORTATION SERVICES

BASELINE BUDGET DESCRIPTION:

This fund was originally 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 2005. The bus program was discontinued at the end of December 2023. The senior/disabled taxi transportation service is still 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 taxi runs Monday through Saturday. The service is contracted out to a private vendor.

BUDGET COMMENTS:

TAXES AND ASSESSMENTS

PROPERTY TAX CURRENT Acct. 230-400-01 Voters graciously renewed the local option tax for senior/disabled transportation on May 20, 2025. The levy is for \$100,000 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

STATE TRANSIT GRANTS Acct. 230-410-51 is the receipt of federal 5310 grants applied for through the Oregon State Department of Transportation.

STATE TRANSPORTATION IMPROVEMENT FUNDS (STIF) FORMULARY Acct 230-410-57 are State funds that are formulary. Funds are "carry-over" from fiscal year 2025 and used as match funds.

STATE TRANSPORTATION IMPROVEMENT FUNDS (STIF) DISCRETIONARY Acct 230-410-59 are State population funds under HB2017 and are to provide stabilized funding for senior and disabled transportation programs.

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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>							
<u>TAXES/ASSESSMENTS</u>							
230-400-01	PROPERTY TAX - CURRENT	56,645	56,966	58,500	95,000	95,000	95,000
230-400-02	PROPERTY TAX - PRIOR YEAR	1,300	1,186	2,000	2,000	2,000	2,000
	TOTAL TAXES/ASSESSMENTS	57,946	58,151	60,500	97,000	97,000	97,000
<u>INTERGOVERNMENTAL REVENUE</u>							
230-410-50	SPECIAL TRANSIT GRANT	31,856	7,964	0	0	0	0
230-410-51	STATE TRANSIT GRANT	82,037	21,156	51,991	48,000	48,000	48,000
230-410-52	ARPA 5311 ODOT GRANT	0	242,804	0	0	0	0
230-410-57	STIF FORMULA GRANT	70,581	18,883	9,293	35,000	35,000	35,000
230-410-59	STIF DISCRETIONARY GRANT	0	0	0	36,708	36,708	36,708
	TOTAL INTERGOVERNMENTAL REVE	184,474	290,807	61,284	119,708	119,708	119,708
<u>SERVICES</u>							
230-450-70	SENIOR CITIZEN PAYMENTS	2,462	2,814	2,000	2,000	2,000	2,000
	TOTAL SERVICES	2,462	2,814	2,000	2,000	2,000	2,000
<u>MISCELLANEOUS</u>							
230-470-20	INTEREST EARNED	664	2,123	650	2,000	2,000	2,000
	TOTAL MISCELLANEOUS	664	2,123	650	2,000	2,000	2,000
<u>TRANSFERS</u>							
230-490-10	TRANSFER FROM GENERAL	66,775	66,775	66,775	0	0	0
	TOTAL TRANSFERS	66,775	66,775	66,775	0	0	0
<u>BEGINNING FUND BALANCE</u>							
230-499-10	FUND BALANCE	0	0	70,266	50,226	50,226	50,226
	TOTAL BEGINNING FUND BALANCE	0	0	70,266	50,226	50,226	50,226
	TOTAL REVENUE	312,321	420,670	261,475	270,934	270,934	270,934

EXPENDITURE NARRATIVE
Fiscal Year 2026

FUND: PUBLIC TRANSPORTATION SERVICES

STAFF LEVEL 2026: 0.55 FTE
STAFF LEVEL 2025: 0.65 FTE

BASELINE BUDGET DESCRIPTION:

In 1971, the City began providing the senior and disabled taxi ticket program. In November of 2004 funding for the program was solidified by the passage of a five-year local option tax to help support the program, and then in November of 2008, 2012, 2021 and May 2025 the continuation of the five-year local option tax was passed by the voters. 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. This program is contracted out to a private carrier for service.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
City Planner	0.15	0.25
Assistant	0.40	0.40
	0.55	0.65

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) covers expenses for day-to-day supplies such as paper, pens, notebooks, file folders and hanging file folders.

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 as well as annual website fees.

REPAIR & MAINTENANCE (Acct. 280) accounts for shop hourly rate expenses for repair and maintenance of the city's wheel-chair access van. The cost to service the vehicle is increasing.

PROFESSIONAL SERVICES (Acct. 320) accounts for the cost of the taxi contract to provide rides to patrons and the cost for a Public Transportation Travel Training Coordination Specialist that will assist with outreach and coordination with all Public Transportation Providers in Region 5 to ensure consistent, accessible services and increase ridership. This service cost is split between all service providers in the Region 5 transit area.

MILEAGE/FUEL (Acct. 333) covers travel expenses to meetings and training. Unfunded this fiscal year.

MEETINGS/CONF (Acct. 341) accounts for the cost of attending training meetings and seminars. Unfunded

INSURANCE (Acct. 380) insurance premium for the city's wheel-chair accessible van.

FURNITURE AND TECH (Acct. 420) small reserve to cover the purchase of equipment if needed. Unfunded

LOAN PAYMENT FOR ELEVATOR (Acct 510/511)

CONTINGENCY (Acct. 998) is the fund which pays for any unanticipated costs after the budget is adopted.

SIGNIFICANT BUDGET COMMENTS:

Significant changes to transportation services includes the elimination of the fixed route bus service as of January 1, 2024, increase in cost to run the Senior and Disabled Taxi Program, and an added cost for the required transit coordination specialist for the City's transportation program.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
230-7600-101	REGULAR SERVICES- SENIOR/DISAB	94,975	70,840	49,650	42,838	42,838	42,838
230-7600-102	PART TIME	0	205	0	0	0	0
230-7600-110	ALLOWANCES	3,632	2,183	0	900	900	900
230-7600-120	EMPLOYEE BENEFITS	44,519	35,101	35,375	33,294	33,294	33,294
	TOTAL PERSONNEL SERVICES	143,126	108,329	85,025	77,032	77,032	77,032
<u>OPERATING</u>							
230-7600-200	OPERATING SUPPLIES	125	241	500	500	500	500
230-7600-225	MINOR EQUIPMENT	0	27	500	500	500	500
230-7600-250	ADVERTISING- SENIOR/ DISABLED	258	655	1,000	1,000	1,000	1,000
230-7600-260	COMMUNICATION	25	0	300	300	300	300
230-7600-280	REPAIR AND MAINTENANCE	8,269	3,310	4,000	4,000	4,000	4,000
230-7600-320	PROFESSIONAL SERVICES	192,967	151,285	80,000	85,000	85,000	85,000
230-7600-340	MPO MEMBERSHIP DUES	3,800	0	0	0	0	0
230-7600-341	MEETINGS / CONFERENCES	88	0	0	0	0	0
230-7600-380	INSURANCE	5,280	2,700	3,375	4,050	4,050	4,050
	TOTAL OPERATING	210,812	158,217	89,675	95,350	95,350	95,350
<u>DEBT SERVICE</u>							
230-7600-510	LOAN PRINC - ELEVATOR CITY HAL	58,729	23,271	58,676	59,676	59,676	59,676
230-7600-511	LOAN INT - ELEVATOR CITY HALL	8,069	7,564	8,099	8,876	8,876	8,876
	TOTAL DEBT SERVICE	66,798	30,835	66,775	68,552	68,552	68,552
<u>CONTINGENCY & RESERVES</u>							
230-7600-998	CONTINGENCY	0	0	20,000	30,000	30,000	30,000
	TOTAL CONTINGENCY & RESERVES	0	0	20,000	30,000	30,000	30,000
	TOTAL ADMINISTRATION	420,736	297,381	261,475	270,934	270,934	270,934

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2026

FUND: 9 1 1 OPERATING

BASELINE BUDGET DESCRIPTION:

This fund was established to account for 911 telephone tax revenues which are distributed by the state. These revenues can only be expended on 911 emergency service expenditures. Operating expenses other than wages and benefits are paid for from this fund.

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) Funds anticipated replacement costs of supplies and materials for the 911 center.

MINOR EQUIPMENT (Acct. 225) Funds purchases of smaller equipment items.

REPAIR AND MAINTENANCE (Acct. 280) Funds used to cover the anticipated costs of repair, maintenance, or replacement of office machines such as copiers and the logging recorder. It covers the annual maintenance service agreement for our records management/computer aided dispatch system (New World). This line item pays 50% of this service agreement, while patrol pays the remaining 50% from its furniture and technology line.

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

MEETINGS AND CONFERENCES (Acct. 341) This fund pays for continuing training for communications personnel as mandated by the state.

FURNITURE AND TECHNOLOGY (Acct. 420) Funds in this line items are also going towards the five-year Tyler Technology contract with Walla Walla.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
911							
<u>INTERGOVERNMENTAL REVENUE</u>							
270-410-14	911 TELEPHONE TAX	48,568	68,183	67,500	70,000	70,000	70,000
	TOTAL INTERGOVERNMENTAL REVE	48,568	68,183	67,500	70,000	70,000	70,000
<u>MISCELLANEOUS</u>							
270-470-20	INTEREST EARNED	1,054	1,042	500	500	500	500
	TOTAL MISCELLANEOUS	1,054	1,042	500	500	500	500
<u>BEGINNING FUND BALANCE</u>							
270-499-10	FUND BALANCE	0	0	23,100	23,100	23,100	23,100
	TOTAL BEGINNING FUND BALANCE	0	0	23,100	23,100	23,100	23,100
	TOTAL REVENUE	49,622	69,225	91,100	93,600	93,600	93,600

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

911							
<u>911 OPERATING</u>							
<u>OPERATING</u>							
270-5830-200	OPERATING SUPPLIES	2,346	1,766	3,000	3,000	3,000	3,000
270-5830-225	MINOR EQUIPMENT	1,017	1,556	2,000	2,000	2,000	2,000
270-5830-260	COMMUNICATION	11,902	10,616	15,500	15,000	15,000	15,000
270-5830-280	REPAIR AND MAINTENANCE	11,016	12,487	19,500	15,500	15,500	15,500
270-5830-300	UNIFORM MAINTENANCE	458	507	507	500	500	500
270-5830-320	PROFESSIONAL SERVICE	283	645	650	1,000	1,000	1,000
270-5830-341	MEETINGS / CONFERENCES	2,478	3,318	4,800	9,000	9,000	9,000
270-5830-390	MISCELLANEOUS	1,800	1,399	1,500	1,500	1,500	1,500
	TOTAL OPERATING	31,301	32,294	47,457	47,500	47,500	47,500
<u>CAPITAL</u>							
270-5830-420	FURNITURE AND TECHNOLOGY	0	0	0	33,000	33,000	33,000
	TOTAL CAPITAL	0	0	0	33,000	33,000	33,000
<u>TRANSFERS</u>							
270-5830-701	TRANSFER TO GENERAL	67,100	55,151	43,643	13,100	13,100	13,100
	TOTAL TRANSFERS	67,100	55,151	43,643	13,100	13,100	13,100
	TOTAL 911 OPERATING	98,401	87,445	91,100	93,600	93,600	93,600



DEBT SERVICE FUNDS

Debt service funds are used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources.

BUDGET NARRATIVE
Fiscal Year 2026

FUND: GENERAL OBLIGATION BONDED DEBT

BASELINE BUDGET DESCRIPTION:

Levied tax revenue related to the issuance of the City's general obligation bonds are received in this fund. Debt service payments for these bonds are also paid from this fund.

\$6,695,000
CITY OF MILTON-FREEWATER
UMATILLA COUNTY, OREGON

GENERAL OBLIGATION BONDS, SERIES 2021

DATED: Date of Delivery (Expected to be on or about August 31, 2021)

MATURITY SCHEDULE

Due June I	Amounts	Interest Rate	Yield	Price	CUSIP ¹ (60183M)
2022	\$55,000	3.000%	0.310%	102.013	BNJ
2023	10,000	3.000%	0.360%	104.601	BP8
2024	20,000	3.000%	0.420%	107.046	BQ6
2025	30,000	3.000%	0.540%	109.119	BR4
2026	40,000	3.000%	0.710%	110.676	BS2
2027	50,000	3.000%	0.840%	112.099	BTO
2028	60,000	3.000%	0.980%	113.161	BU7
2029	70,000	3.000%	1.100%	114.076	BV5
2030	85,000	3.000%	1.230%	114.639	BW3
2031	95,000	3.000%	1.320%	115.321	BXI

\$700,000(T> 3.000% Tenn Bond Due June 1, 2036; Yield: 1.700%; Price: 111.633c; CUSIP: 60183MBY9
\$1,140,000(T) 4.000% Tenn Bond Due June 1, 2041; Yield: 1.760%; Price: 119.986'; CUSIP: 60183MBZ6
\$1,760,000n, 4.000% Tenn Bond Due June 1, 2046; Yield: 1.970%; Price: 117.925c; CUSIP: 60183MCAO
\$2,580,000!TJ4.000% Tenn Bond Due June 1, 2051; Yield: 2.030%; Price: 117.344'; CUSIP: 60183MCB8

''' Priced to the optional redemption date of June 1, 2031.

!TJ Term Bond subject to Mandatory Redemption

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CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL OBLIGATION BONDS</u>							
<u>TAXES/ASSESSMENTS</u>							
310-400-01	PROPERTY TAX - CURRENT	260,064	270,602	281,900	291,900	291,900	291,900
310-400-02	PROPERTY TAX - PRIOR YEAR	2,591	3,463	3,000	4,500	4,500	4,500
	TOTAL TAXES/ASSESSMENTS	262,655	274,065	284,900	296,400	296,400	296,400
	TOTAL REVENUE	262,655	274,065	284,900	296,400	296,400	296,400

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GENERAL OBLIGATION BONDS</u>							
<u>BONDED DEBT</u>							
<u>DEBT SERVICE</u>							
310-8611-500	BOND PRINCIPAL	10,000	20,000	30,000	40,000	40,000	40,000
310-8611-501	BOND INTEREST	253,999	253,699	253,900	255,000	255,000	255,000
	TOTAL DEBT SERVICE	263,999	273,699	283,900	295,000	295,000	295,000
<u>CONTINGENCY & RESERVES</u>							
310-8611-999	UNAPPROPRIATED RESERVE	0	0	1,000	1,400	1,400	1,400
	TOTAL CONTINGENCY & RESERVES	0	0	1,000	1,400	1,400	1,400
	TOTAL BONDED DEBT	263,999	273,699	284,900	296,400	296,400	296,400



CAPITAL PROJECT FUND

Capital project funds are used to track construction expenses for the capital projects.

BUDGET NARRATIVE
Fiscal Year 2026

FUND: POLICE STATION CONSTRUCTION

BASELINE BUDGET DESCRIPTION:

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. Police station construction costs are also paid from this fund.

Significant Budget Changes: The City received 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 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>POLICE STATION CONSTRUCTION</u>						
<u>INTERGOVERNMENTAL REVENUE</u>						
410-410-01 STATE CAP FUNDING GRANT	3,000,000	0	0	0	0	0
TOTAL INTERGOVERNMENTAL REVE	3,000,000	0	0	0	0	0
<u>SOURCE 470</u>						
410-470-20 INTEREST EARNED	141,110	174,669	74,150	72,500	72,500	72,500
TOTAL SOURCE 470	141,110	174,669	74,150	72,500	72,500	72,500
<u>BEGINNING FUND BALANCE</u>						
410-499-10 FUND BALANCE	0	0	1,925,850	1,125,850	1,125,850	1,125,850
TOTAL BEGINNING FUND BALANCE	0	0	1,925,850	1,125,850	1,125,850	1,125,850
TOTAL REVENUE	3,141,110	174,669	2,000,000	1,198,350	1,198,350	1,198,350

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>POLICE STATION CONSTRUCTION</u>						
<u>CAPITAL - NEW</u>						
<u>CAPITAL</u>						
410-8100-410 CAPITAL EXPENSE	3,858,297	4,682,047	2,000,000	1,198,350	1,198,350	1,198,350
TOTAL CAPITAL	3,858,297	4,682,047	2,000,000	1,198,350	1,198,350	1,198,350
TOTAL CAPITAL - NEW	3,858,297	4,682,047	2,000,000	1,198,350	1,198,350	1,198,350



ENTERPRISE FUNDS

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

REVENUE BUDGET NARRATIVE

FISCAL YEAR 2026

FUND: ELECTRIC

MISSION STATEMENT:

Milton-Freewater City Light & Power:

We strive to provide reliable, quality electric power service through a well-maintained and equipped system. We will be a friendly and supportive member of the community and will always attempt to maintain the low electric rates that have been part of our history.

BASELINE BUDGET DESCRIPTION:

Revenues for the Electric Fund are based on historical data unless otherwise noted.

SURPLUS POWER SALES:

The City has a contract with the Bonneville Power Administration (BPA) for Service and Exchange, which states the terms for the exchange of our power allotment from the Grant County contracts. A major change in the method that BPA calculates surplus power was instituted in October 2011. Under the new procedure, BPA subtracts our Grant County resource from our total purchases. This in effect, eliminates firm surplus power sales revenue, but also reduces the amount of power to be purchased from BPA by a similar amount. Non-firm or secondary power is now the only surplus power sales revenue source. We believe this year will be an average water year with estimated income of \$221,412.

CONSERVATION:

Revenue estimates are based on the estimated completion of 20 heat pump installations, weatherization of 15 electrically heated homes, 3 commercial buildings (window or non-residential lighting upgrades) and 2 agricultural projects. The revenue will come from reimbursements from BPA for energy conservation projects, including payment of administrative costs, and from principal and interest from the Energy Loan Program.

UTILITY REVENUE:

This is the revenue from the sales of electricity and the service availability fee to all classes of electric customers. The sales of electricity can be greatly influenced by the weather patterns throughout the year. This year we anticipate a 10% general rate increase.

MERCHANDISING:

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

MISCELLANEOUS REVENUE:

This includes earned interest, pole rental (communication companies), 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 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>						
<u>TAXES/ASSESSMENTS</u>						
510-400-10 WTHRZTN ASSMT LOAN REV #903	35,013	26,950	28,000	34,000	34,000	34,000
510-400-20 WTHRZTN BUY-BACK LOAN REV #920	0	0	0	1,000	1,000	1,000
510-400-30 WTHZTN LONG-TERM LOAN REV #93	(457)	(112)	1,000	1,000	1,000	1,000
TOTAL TAXES/ASSESSMENTS	34,556	26,838	29,000	36,000	36,000	36,000
<u>SURPLUS POWER SALES</u>						
510-415-10 POWER SALES - NONFIRM	228,241	44,951	290,876	221,412	221,412	221,412
TOTAL SURPLUS POWER SALES	228,241	44,951	290,876	221,412	221,412	221,412
<u>SERVICES</u>						
510-450-45 CONSERVATION	88,724	122,589	92,672	85,000	85,000	85,000
TOTAL SERVICES	88,724	122,589	92,672	85,000	85,000	85,000
<u>UTILITY SALES</u>						
510-451-10 RESIDENTIAL SALES	5,171,341	5,140,434	4,921,382	6,309,739	6,204,576	5,783,927
510-451-11 COMMERCIAL SALES	1,121,425	1,105,039	1,054,439	1,377,494	1,354,536	1,262,703
510-451-12 INDUSTRIAL SALES	1,639,302	1,615,866	1,893,151	1,760,562	1,731,220	1,613,849
510-451-13 RENTAL LIGHTS	89,206	95,776	95,679	119,825	117,828	109,839
510-451-14 IRRIGATION	547,612	610,320	633,733	834,021	820,120	764,519
510-451-15 AIR FANS	2,855	3,449	2,855	4,138	4,069	3,793
510-451-16 PUBLIC STREET LIGHTS	37,458	39,648	37,751	48,102	47,300	44,094
510-451-17 INTER-DEPARTMENT	75,787	83,923	76,803	107,716	105,921	98,740
510-451-18 LAGOON SUB SALES	15,277	17,879	17,182	23,379	22,989	21,431
510-451-19 GREEN POWER	789	721	768	942	926	863
TOTAL UTILITY SALES	8,701,051	8,713,054	8,733,743	10,585,918	10,409,485	9,703,758
<u>MERCHANDISING</u>						
510-455-71 MERCHANDISING	129,340	20,323	20,000	54,500	54,500	54,500
TOTAL MERCHANDISING	129,340	20,323	20,000	54,500	54,500	54,500
<u>MISCELLANEOUS</u>						
510-470-20 INTEREST EARNED	28,731	60,481	28,000	39,500	39,500	39,500
510-470-21 UTILITY SURCHARGE	178,063	179,351	174,426	180,889	180,889	180,889
510-470-60 POLE RENTAL	20,837	12,138	20,000	16,681	16,681	16,681
510-470-63 DISCONNECT/RECONNECT FEES	12,975	12,725	10,000	12,500	12,500	12,500
510-470-64 NEW SERVICE FEES	684,765	188,152	100,000	27,000	27,000	27,000
510-470-99 MISCELLANEOUS	17,704	2,975	10,000	15,500	15,500	15,500
TOTAL MISCELLANEOUS	943,076	455,822	342,426	292,070	292,070	292,070
<u>BEGINNING FUND BALANCE</u>						
510-499-10 FUND BALANCE	0	0	1,800,445	1,013,820	1,013,820	1,390,000
TOTAL BEGINNING FUND BALANCE	0	0	1,800,445	1,013,820	1,013,820	1,390,000
TOTAL REVENUE	10,124,987	9,383,578	11,309,162	12,288,720	12,112,287	11,782,740

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2026

PROGRAM: POWER PURCHASES
FUND: ELECTRIC

BASELINE BUDGET DESCRIPTION:

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

	Source of Firm Power		
Cost/KWH	Demand	Energy	Avg.
BPA	14,126 KW (100%)	81,755,046 KWH (76%)	\$.0456
Grant County	0 KW	25,706,000 KWH (24%)	\$.0364
Total	14,126 KW (100%)	107,461,046 KWH (100%)	\$.0410

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 \$916,403. The total cost associated with the Grant County power is expected to be \$935,136 (Grant County energy + BPA transmission fee). The City's billed purchases from BPA are budgeted at 14,126 KW of demand and 81,755,046 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. We anticipate an increase in BPA energy and demand cost of 4.3% and an increase BPA transmission of 18%. This cost is expected to be \$3,731,342. The City is credited for our Grant County secondary power at the current BPA Load Shaping rate. The net cost of Purchased Power to the City is estimated at \$4,647,745.

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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>POWER PURCHASES</u>							
<u>OPERATING</u>							
510-7110-352	GRANT CO OPERATION	838,651	801,364	846,068	916,403	916,403	916,403
510-7110-353	BPA POWER - DEMAND	238,728	204,545	189,845	240,310	240,310	240,310
510-7110-354	BPA POWER - ENERGY	2,617,388	2,374,744	2,842,189	2,814,326	2,814,326	2,814,326
510-7110-355	TRANSMISSION DEMAND	507,851	476,487	575,253	545,216	545,216	545,216
510-7110-356	TRANSMISSION ENERGY	114,470	107,715	108,195	131,490	131,490	131,490
	TOTAL OPERATING	4,317,088	3,964,855	4,561,550	4,647,745	4,647,745	4,647,745
	TOTAL POWER PURCHASES	4,317,088	3,964,855	4,561,550	4,647,745	4,647,745	4,647,745

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2026

PROGRAM: DISTRIBUTION/OPERATIONS AND
MAINTENANCE
FUND: ELECTRIC

STAFF LEVEL 2026: 3.73 FTE
STAFF LEVEL 2025: 3.48 FTE

BASELINE BUDGET DESCRIPTION:

The city receives power from Bonneville Power Administration (BPA) lines at two substations located on Cobb Road and Highway 11 at South 14th Street. Power is supplied from a 69,000-volt transmission loop from Walla Walla. The City installed and owns approximately 6-1/2 miles of this system. Relays and remote-controlled circuit switches are installed on this line to automatically isolate fault conditions for service continuity. The 69,000-volt supply is transformed to 13,200 volts and is distributed over 13 feeders controlled by power circuit breakers, which are designed to prevent prolonged outages due to transient faults. The City has a third point of transmission delivery at the Lagoon Substation, located near the City Landfill and City-owned wastewater storage lagoons 5 miles west of the City. This substation transforms the 69,000-volt transmission delivery down to 12,470 volts for distribution purposes. This distribution voltage is used to operate the pumps for the City wastewater disposal property.

The majority of the City's distribution system is overhead, although an increasing amount is underground. The City maintains approximately 93.5 miles of overhead lines and 16.3 miles of underground lines with 4,000 poles and 2,000 transformers. Our past construction and maintenance programs have enabled us to have among the lowest system losses (7%) of any utility in the BPA Snake River Area. The City serves approximately 4,400 customers. Of these, 3,595 are residential with an average usage of 1538 KWH per month. Approximately 995 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>2026 FTE</u>	<u>2025 FTE</u>
Line Technicians	2.38	2.38
Groundman	0.51	0.51
Working Line Supervisor	0.51	0.51
Engineering Technicians	0.25	0.00
Conservation Specialist	<u>0.08</u>	<u>0.08</u>
Total	3.73	3.48

OBJECTIVES:

Operate and maintain the distribution system and substations; do tree trimming, test approximately 400-600 poles per year and replace as needed; perform system-wide facility inspections; do infrared scan of overhead feeder conductors and substations; testing and maintenance by contractor of 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. 226 increased for 10-year substation maintenance at Freewater Substation and Lagoon repairs.

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

Acct. 310 Emergency aid and repair, funding eliminated to balance the budget.

Acct. 320 provides for SCADA upgrades, server and software upgrades, lab testing of new primary underground cable, orchard expenses, SW 8th radio tower maintenance, funding for the maintenance of a major piece of equipment, engineering costs, and CDL physicals.

Acct. 341 covers attendance at training & conferences for line personnel and foreman training. Also Spray licenses and training.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>OPERATION/ MAINTENANCE</u>							
<u>PERSONNEL SERVICES</u>							
510-7310-101	REGULAR SERVICES- ELEC OP/MAIN	384,455	499,201	521,640	521,444	521,444	521,444
510-7310-105	OVERTIME	38,149	19,213	46,275	16,500	16,500	16,500
510-7310-120	EMPLOYEE BENEFITS	239,456	254,936	337,882	342,695	342,695	342,695
	TOTAL PERSONNEL SERVICES	662,060	773,350	905,797	880,639	880,639	880,639
<u>OPERATING</u>							
510-7310-200	OPERATING SUPPLIES	9,099	2,689	4,000	4,000	4,000	4,000
510-7310-225	MINOR EQUIPMENT	1,792	2,000	2,500	2,500	2,500	2,500
510-7310-226	SUBSTATION REPAIRS	5,910	3,706	6,500	90,500	90,500	30,500
510-7310-229	SMALL TOOLS	5,135	4,448	5,000	5,000	5,000	5,000
510-7310-260	COMMUNICATION	3,085	5,147	5,000	6,600	6,600	6,600
510-7310-270	UTILITIES	6,339	8,555	10,000	10,000	10,000	10,000
510-7310-280	REPAIR AND MAINTENANCE	7,340	1,858	10,000	10,000	10,000	10,000
510-7310-310	EMERGENCY AID / REPAIR	0	0	24,060	50,000	25,000	0
510-7310-320	PROFESSIONAL SERVICE	3,407	13,588	60,954	50,000	50,000	40,000
510-7310-330	VEHICLE REPLACEMENT / RENT	132,456	125,858	133,349	157,023	157,023	157,023
510-7310-341	MEETINGS / CONFERENCES	3,605	521	7,000	7,350	7,350	7,350
510-7310-390	MISCELLANEOUS	5,975	410	4,000	7,000	7,000	5,000
	TOTAL OPERATING	184,142	168,781	272,363	399,973	374,973	277,973
<u>CAPITAL</u>							
510-7310-420	FURNITURE AND TECHNOLOGY	0	0	3,600	3,600	3,600	3,600
	TOTAL CAPITAL	0	0	3,600	3,600	3,600	3,600
	TOTAL OPERATION/ MAINTENANCE	846,201	942,131	1,181,760	1,284,212	1,259,212	1,162,212

EXPENDITURE BUDGET NARRATIVE

FISCAL YEAR 2026

PROGRAM: DISTRIBUTION-METERING

FUND: ELECTRIC

STAFF LEVEL 2026: 0.70 FTE

STAFF LEVEL 2025: 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>2026 FTE</u>	<u>2025 FTE</u>
Line Technician	0.57	0.52
Engineering Technician	0.08	0.08
Working Line Supervisor	0.05	0.10
Total	0.70	0.70

OBJECTIVES:

1. To install, test, and maintain meters, instrument transformers and other associated equipment, and verification of the complete installations to assure accurate metering.
2. Each substation is visited weekly to monitor and record its operation. Maintenance of all high voltage equipment, instrument transformers, relays, and load management equipment are 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) increased for contracted testing of meters, relays and test equipment.

Professional services (Acct. 320) increased for contractor meter testing and programming.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>METERING EXPENSE</u>							
<u>PERSONNEL SERVICES</u>							
510-7340-101	REGULAR SERVICES- ELEC METERN	73,041	69,081	91,415	100,712	100,712	100,712
510-7340-120	EMPLOYEE BENEFITS	43,270	38,290	55,952	62,590	62,590	62,590
	TOTAL PERSONNEL SERVICES	116,311	107,371	147,367	163,302	163,302	163,302
<u>OPERATING</u>							
510-7340-200	OPERATING SUPPLIES	2,547	689	2,200	2,200	2,200	2,200
510-7340-225	MINOR EQUIPMENT	644	4,674	5,000	5,000	5,000	5,000
510-7340-260	COMMUNICATION	843	809	3,000	2,000	2,000	2,000
510-7340-280	REPAIR AND MAINTENANCE	1,395	517	3,000	3,000	3,000	3,000
510-7340-285	EQUIPMENT TESTING	800	800	2,500	6,500	6,500	4,500
510-7340-320	PROFESSIONAL SERVICES	(85)	671	0	6,500	6,500	6,500
510-7340-330	VEHICLE REPLACEMENT / RENT	27,020	23,812	26,090	29,049	29,049	29,049
510-7340-341	MEETINGS / CONFERENCES	2,069	2,206	8,000	8,000	8,000	8,000
	TOTAL OPERATING	35,234	34,178	49,790	62,249	62,249	60,249
<u>CAPITAL</u>							
510-7340-420	FURNITURE AND TECHNOLOGY	0	0	1,500	1,500	1,500	1,500
	TOTAL CAPITAL	0	0	1,500	1,500	1,500	1,500
	TOTAL METERING EXPENSE	151,545	141,549	198,657	227,051	227,051	225,051

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2026

PROGRAM: SAFETY
FUND: ELECTRIC

STAFF LEVEL 2026: 0.24 FTE
STAFF LEVEL 2025: 0.24 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>2026 FTE</u>	<u>2025 FTE</u>
Line Technician	0.10	0.10
Working Line Supervisor	0.02	0.02
Conservation Specialist	0.02	0.02
Engineering Technician	0.04	0.04
Electric Assistant	0.02	0.02
Electric Superintendent	0.02	0.02
Groundsman	<u>0.02</u>	<u>0.02</u>
Total	0.24	0.24

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, hot sticks, 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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>SAFETY</u>							
<u>PERSONNEL SERVICES</u>							
510-7350-101	REGULAR SERVICES- ELEC SAFETY	29,286	7,453	28,714	30,930	30,930	30,930
510-7350-120	EMPLOYEE BENEFITS	19,568	5,790	18,533	20,685	20,685	20,685
	TOTAL PERSONNEL SERVICES	48,854	13,243	47,247	51,615	51,615	51,615
<u>OPERATING</u>							
510-7350-220	PERSONAL PROTECTIVE EQUIP	12,531	14,249	15,000	18,000	18,000	18,000
510-7350-285	EQUIPMENT TESTING	1,627	2,005	4,500	4,500	4,500	4,500
510-7350-320	PROFESSIONAL SERVICE	10,478	10,820	10,800	16,000	16,000	16,000
510-7350-341	MEETINGS / CONFERENCES	82	131	200	200	200	200
	TOTAL OPERATING	24,717	27,206	30,500	38,700	38,700	38,700
	TOTAL SAFETY	73,571	40,449	77,747	90,315	90,315	90,315

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2026

PROGRAM: CUSTOMER ACCOUNTS
FUND: ELECTRIC

STAFF LEVEL 2026: .12 FTE
STAFF LEVEL 2025: .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>2026 FTE</u>	<u>2025 FTE</u>
Working Line Supervisor	0.02	0.02
Line Technician	0.10	0.10
Total	0.12	0.12

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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>CUSTOMER ACCOUNTS</u>							
<u>PERSONNEL SERVICES</u>							
510-7510-101	REGULAR SERVICES- ELEC CUST AC	551	39,159	16,230	17,810	17,810	17,810
510-7510-105	OVERTIME	3,842	359	900	550	550	550
510-7510-120	EMPLOYEE BENEFITS	1,033	23,142	10,032	11,402	11,402	11,402
	TOTAL PERSONNEL SERVICES	5,426	62,660	27,162	29,762	29,762	29,762
<u>OPERATING</u>							
510-7510-330	VEHICLE REPLACEMENT / RENT	12,905	11,658	12,680	14,126	14,126	14,126
	TOTAL OPERATING	12,905	11,658	12,680	14,126	14,126	14,126
<u>TRANSFERS</u>							
510-7510-701	TRANSFER TO GENERAL	516,559	583,267	562,994	591,144	591,144	591,144
	TOTAL TRANSFERS	516,559	583,267	562,994	591,144	591,144	591,144
	TOTAL CUSTOMER ACCOUNTS	534,889	657,585	602,836	635,032	635,032	635,032

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2026

PROGRAM: CONSERVATION
FUND: ELECTRIC

STAFF LEVEL 2026: 1.05 FTE
STAFF LEVEL 2025: 1.05 FTE

BASELINE BUDGET DESCRIPTION:

The Conservation Program provides 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 15 electrically heated homes, 3 commercial buildings, and 2 agricultural projects. Home energy audit will be offered for the first time this year.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
Conservation Specialist	0.85	0.85
Electric Assistant	0.20	0.20
Total	1.05	1.05

BUDGET COMMENTS:

The City administers current BPA sponsored energy conservation programs and the City's Energy Loan Program, which has been going since 2002. 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.

Minor Equipment (Acct. 225) provides funds for blower door kits, home energy audit kit to assess customers homes for energy efficiency, and other minor equipment.

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

Energy Loan Program (Acct. 322) provides funding for the Energy Loan Program. We have added funds this year due to the increasing popularity of this program and the number of customers that put in applications that we were unable to fulfill.

Meetings/Conferences (Acct. 341) provides funding for training of the Conservation 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 increase by \$10,000. 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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>CONSERVATION</u>							
<u>PERSONNEL SERVICES</u>							
510-7520-101	REGULAR SERVICES- ELEC CONSRV	80,324	85,397	85,281	95,903	95,903	95,903
510-7520-120	EMPLOYEE BENEFITS	55,069	59,228	68,126	72,737	72,737	72,737
	TOTAL PERSONNEL SERVICES	135,393	144,625	153,407	168,640	168,640	168,640
<u>OPERATING</u>							
510-7520-200	OPERATING SUPPLIES	122	465	1,000	1,000	1,000	1,000
510-7520-225	MINOR EQUIPMENT	(280)	634	1,000	5,000	5,000	2,000
510-7520-250	ADVERTISING	416	676	1,000	1,000	1,000	1,000
510-7520-320	PROFESSIONAL SERVICE	65,047	49,784	92,672	82,000	82,000	82,000
510-7520-322	ENERGY LOAN PROGRAM	40,145	25,512	50,000	100,000	80,000	60,000
510-7520-341	MEETINGS / CONFERENCES	875	1,379	3,000	4,000	4,000	4,000
	TOTAL OPERATING	106,325	78,449	148,672	193,000	173,000	150,000
<u>CAPITAL</u>							
510-7520-420	FURNITURE AND TECHNOLOGY	1,506	0	1,500	1,500	1,500	1,500
	TOTAL CAPITAL	1,506	0	1,500	1,500	1,500	1,500
	TOTAL CONSERVATION	243,223	223,074	303,579	363,140	343,140	320,140

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2026

PROGRAM: MERCHANDISING
FUND: ELECTRIC

STAFF LEVEL 2026: .18 FTE
STAFF LEVEL 2025: .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>2026 FTE</u>	<u>2025 FTE</u>
Line Technicians	0.15	0.15
Working Line Supervisor	0.03	0.03
Total	0.18	0.18

BUDGET COMMENTS:

Repair and maintenance (Acct. 280) provides funding for work performed for customers at their expense. It includes facilities damaged in auto accidents, after hour service calls, and overtime call-outs that turn out to be the customer's own problem. This fund also includes invoices on repairs and parts to customers.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>MERCHANDISING</u>							
<u>PERSONNEL SERVICES</u>							
510-7530-101	REGULAR SERVICES- ELEC MERCHN	31,461	9,015	24,345	26,715	26,715	26,715
510-7530-105	OVERTIME	2,460	275	13,500	10,000	10,000	10,000
510-7530-120	EMPLOYEE BENEFITS	16,884	6,691	15,048	20,314	20,314	20,314
	TOTAL PERSONNEL SERVICES	50,804	15,981	52,893	57,029	57,029	57,029
<u>OPERATING</u>							
510-7530-280	REPAIR AND MAINTENANCE	0	20	2,000	2,000	2,000	2,000
	TOTAL OPERATING	0	20	2,000	2,000	2,000	2,000
	TOTAL MERCHANDISING	50,804	16,000	54,893	59,029	59,029	59,029

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2026

PROGRAM: ADMINISTRATION
FUND: ELECTRIC

STAFF LEVEL 2026: 3.61 FTE
STAFF LEVEL 2025: 3.61 FTE

BASELINE BUDGET DESCRIPTION:

This fund provides administration for the Electric Department. The Electric Superintendent, the Engineering Technicians, the Electric Assistant, the Groundman for warehousing duties, as well as the City Manager'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>2026 FTE</u>	<u>2025 FTE</u>
Electric Assistant	0.78	0.78
Electric Superintendent	0.95	0.95
Engineering Technicians	1.63	1.63
Groundman	0.15	0.15
City Manager	<u>0.10</u>	<u>0.10</u>
Total	3.61	3.61

BUDGET COMMENTS:

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

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

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

Legal Services (Acct. 322) provides for our portion of Grant County proceedings and other required legal services.

Memberships/Subscriptions (Acct. 340) covers dues to Chamber, CDP, OMEU, PPC, NRU, NWPPA, APPA, and Oregon Dept. of Energy.

Meetings/Conferences (Acct. 341) provides funds for attendance at meetings with these organizations, conferences, and training.

Franchise Expense (Acct. 360) is 8% of gross utility revenue, transferred to the General Fund.

Energy Assistance (Acct. 365) matches funds donated by our customers for low-income energy assistance bill paying up to a maximum of \$7,000.

Community Support (Acct. 371) covers various sponsorships, youth organizations, service clubs, charities, and promotes growth and development within our utility and City, also funds graffiti abatement program.

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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
510-7600-101	REGULAR SERVICES- ELEC ADMIN	403,103	372,221	406,218	418,917	418,917	418,917
510-7600-102	PART TIME	0	48	0	0	0	0
510-7600-105	OVERTIME	1,586	275	405	300	300	300
510-7600-110	MILEAGE ALLOWANCE	3,668	2,483	3,960	4,020	4,020	4,020
510-7600-120	EMPLOYEE BENEFITS	227,723	220,608	270,766	295,973	295,973	295,973
	TOTAL PERSONNEL SERVICES	636,079	595,635	681,349	719,210	719,210	719,210
<u>OPERATING</u>							
510-7600-200	OPERATING SUPPLIES	3,292	3,126	3,000	3,150	3,150	3,150
510-7600-225	MINOR EQUIPMENT	0	2,597	3,000	3,000	3,000	3,000
510-7600-250	ADVERTISING	750	941	10,000	4,000	4,000	4,000
510-7600-260	COMMUNICATION	7,853	9,118	8,500	10,500	10,500	10,500
510-7600-320	PROFESSIONAL SERVICE	25,417	42,028	41,746	65,000	65,000	65,000
510-7600-322	LEGAL SERVICES	2,000	433	3,000	3,000	3,000	3,000
510-7600-330	VEHICLE REPLACEMENT / RENT	2,110	6,194	13,185	14,636	14,636	14,636
510-7600-333	MILEAGE / FUEL	189	470	1,500	1,575	1,575	1,575
510-7600-340	MEMBERSHIPS / SUBSCRIPTIONS	37,153	61,784	55,000	60,000	60,000	60,000
510-7600-341	MEETINGS / CONFERENCES	7,956	4,243	12,000	12,000	12,000	12,000
510-7600-360	FRANCHISE EXPENSE	711,367	712,410	712,583	901,432	864,943	808,485
510-7600-365	ENERGY ASSISTANCE	11,394	7,828	7,000	7,000	7,000	9,000
510-7600-371	COMMUNITY SUPPORT	29,980	71,271	80,000	80,000	80,000	80,000
510-7600-380	LIABILITY AND FIRE INSURANCE	35,420	38,962	46,754	49,092	49,092	49,092
510-7600-390	MISCELLANEOUS	3,192	3,582	3,000	3,000	3,000	3,000
	TOTAL OPERATING	878,073	964,988	1,000,268	1,217,385	1,180,896	1,126,438
<u>CAPITAL</u>							
510-7600-420	FURNITURE AND TECHNOLOGY	4,608	5,115	5,500	5,500	5,500	5,500
	TOTAL CAPITAL	4,608	5,115	5,500	5,500	5,500	5,500
<u>TRANSFERS</u>							
510-7600-701	TRANSFER TO GENERAL	645,721	729,214	837,919	879,815	879,815	879,815
510-7600-751	TRANSFER TO ELEC CAPITAL REPLC	0	0	0	60,435	0	0
510-7600-752	TRNSFR TO ELEC OP & MAINT RSRV	0	0	0	15,622	0	0
510-7600-761	TRANSFER TO WAREHOUSE	45,224	57,434	46,102	62,338	62,338	62,338
510-7600-764	TRANSFER TO SICK LEAVE	2,631	2,631	2,631	2,763	2,763	2,763
	TOTAL TRANSFERS	693,576	789,279	886,652	1,020,973	944,916	944,916
<u>CONTINGENCY & RESERVES</u>							
510-7600-998	CONTINGENCY	0	0	401,729	447,078	428,191	428,202
	TOTAL CONTINGENCY & RESERVES	0	0	401,729	447,078	428,191	428,202
	TOTAL ADMINISTRATION	2,212,336	2,355,017	2,975,498	3,410,146	3,278,713	3,224,266

EXPENDITURE BUDGET NARRATIVE

FISCAL YEAR 2026

PROGRAM: CAPITAL NEW
FUND: ELECTRIC

STAFF LEVEL 2026: 1.19 FTE
STAFF LEVEL 2025: 1.19 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>2026 FTE</u>	<u>2025 FTE</u>
Electric Superintendent	0.01	0.01
Line Technicians	0.85	0.85
Working Line Supervisor	0.19	0.19
Groundsman	<u>0.14</u>	<u>0.14</u>
Total	1.19	1.19

BUDGET COMMENTS:

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

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

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

Underground Conductors (Acct. 441) provides for new underground wire and connections.

Line Transformers (Acct. 450) provides transformers for new construction.

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 subdivision. Projects include a Wine Makers Studio project, continuing on a large commercial RV storage project, and a possible new rural ambulance location.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>CAPITAL - NEW</u>							
<u>PERSONNEL SERVICES</u>							
510-8100-101	REGULAR SERVICES- ELEC CAP NEW	129,856	63,644	158,036	172,538	172,538	172,538
510-8100-120	EMPLOYEE BENEFITS	72,778	36,964	98,875	110,068	110,068	110,068
	TOTAL PERSONNEL SERVICES	202,634	100,608	256,911	282,606	282,606	282,606
<u>OPERATING</u>							
510-8100-330	VEHICLE REPLACEMENT / RENT	29,878	36,365	38,588	45,099	45,099	45,099
	TOTAL OPERATING	29,878	36,365	38,588	45,099	45,099	45,099
<u>CAPITAL</u>							
510-8100-410	SUBSTATION	0	5,686	10,000	23,000	23,000	13,000
510-8100-420	FURNITURE AND TECHNOLOGY	0	0	3,500	3,500	3,500	3,500
510-8100-430	POLES & FIXTURES	78,888	50,299	55,000	55,000	55,000	55,000
510-8100-435	METERS	22,303	0	40,000	20,000	20,000	20,000
510-8100-440	OVERHEAD CONDUCTORS	(16,511)	5,368	25,000	25,000	25,000	25,000
510-8100-441	UNDERGROUND CONDUCTORS	31,802	28,733	100,000	80,000	80,000	60,000
510-8100-450	LINE TRANSFORMERS	90,474	956	140,000	160,000	160,000	140,000
510-8100-455	STREET LIGHTS	11,518	8,187	15,000	15,000	15,000	7,500
510-8100-460	TOOLS	3,513	3,531	8,500	22,000	22,000	9,000
	TOTAL CAPITAL	221,985	102,760	397,000	403,500	403,500	333,000
	TOTAL CAPITAL - NEW	454,498	239,732	692,499	731,205	731,205	660,705

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2026

PROGRAM: CAPITAL REPLACEMENT
FUND: ELECTRIC

STAFF LEVEL 2026: 1.23 FTE
STAFF LEVEL 2025: 1.23 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>2026 FTE</u>	<u>2025 FTE</u>
Electric Superintendent	0.02	0.02
Line Technicians	0.85	0.85
Working Line Supervisor	0.18	0.18
Groundsman	0.18	0.18
Total	1.23	1.23

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 for 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:

Our drone inspection program has been extremely successful in locating hazards such as; cracked insulators, rotten pole tops, and broken cross arms. We were able to replace them prior to being an issue and causing any outages.

We completed 10 Year required maintenance at Milton Substation and are preparing to do the same at Freewater Substation this year.

Cobb Rd Orchard was removed this year. We are currently working on new ideas for that location.

Completed Aclara One upgrade and master server upgrades.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>CAPITAL - REPLACEMENT</u>							
<u>PERSONNEL SERVICES</u>							
510-8200-101	REGULAR SERVICES- ELEC CAP RPL	136,003	173,178	94,285	177,484	177,484	177,484
510-8200-105	OVERTIME	0	6,282	0	0	0	0
510-8200-120	EMPLOYEE BENEFITS	74,861	101,771	70,196	113,100	113,100	113,100
	TOTAL PERSONNEL SERVICES	210,864	281,230	164,481	290,584	290,584	290,584
<u>OPERATING</u>							
510-8200-330	VEHICLE REPLACEMENT / RENT	44,397	49,030	57,662	67,511	67,511	67,511
	TOTAL OPERATING	44,397	49,030	57,662	67,511	67,511	67,511
<u>CAPITAL</u>							
510-8200-405	BUILDING	0	0	7,500	7,500	7,500	7,500
510-8200-410	SUBSTATION	0	11,406	20,000	85,000	85,000	45,000
510-8200-420	FURNITURE AND TECHNOLOGY	0	439	3,000	3,000	3,000	3,000
510-8200-430	POLES & FIXTURES	86,103	99,727	95,000	99,750	99,750	99,750
510-8200-435	METERS	19,624	8	20,000	20,000	20,000	20,000
510-8200-440	OVERHEAD CONDUCTORS	8,645	18,360	25,000	25,000	25,000	25,000
510-8200-441	UNDERGRD CONDUCTORS	12,861	19,201	75,000	60,000	60,000	50,000
510-8200-450	LINE TRANSFORMERS	22,840	37,406	155,000	155,000	155,000	135,000
510-8200-455	STREET LIGHTS	10,141	87	30,000	20,000	20,000	7,400
510-8200-460	TOOLS	2,776	2,166	7,500	7,500	7,500	7,500
	TOTAL CAPITAL	162,991	188,801	438,000	482,750	482,750	400,150
	TOTAL CAPITAL - REPLACEMENT	418,252	519,061	660,143	840,845	840,845	758,245

BUDGET NARRATIVE
FISCAL YEAR 2026

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 59-year-old Power Transformer #1 at Freewater Substation in the near future.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELEC CAPITAL REPLCMNT RESERVE</u>						
<u>MISCELLANEOUS</u>						
511-470-20 INTEREST EARNED	44,826	86,076	45,000	55,638	55,638	55,638
TOTAL MISCELLANEOUS	44,826	86,076	45,000	55,638	55,638	55,638
<u>TRANSFERS</u>						
511-490-51 TRANSFER FROM ELECTRIC	0	0	0	60,435	0	0
TOTAL TRANSFERS	0	0	0	60,435	0	0
<u>BEGINNING FUND BALANCE</u>						
511-499-10 FUND BALANCE	0	0	1,854,597	1,915,990	1,915,990	1,915,990
TOTAL BEGINNING FUND BALANCE	0	0	1,854,597	1,915,990	1,915,990	1,915,990
TOTAL REVENUE	44,826	86,076	1,899,597	2,032,063	1,971,628	1,971,628

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELEC CAPITAL REPLCMNT RESERVE</u>						
<u>CAPITAL</u>						
<u>CAPITAL</u>						
511-9700-410 PLANT IN SERVICE	0	0	1,899,597	2,032,063	1,971,628	1,971,628
TOTAL CAPITAL	0	0	1,899,597	2,032,063	1,971,628	1,971,628
TOTAL CAPITAL	0	0	1,899,597	2,032,063	1,971,628	1,971,628

BUDGET NARRATIVE
FISCAL YEAR 2026

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 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELEC OPERATING & MAINT RESERVE</u>						
<u>MISCELLANEOUS</u>						
512-470-20 INTEREST EARNED	72,174	138,591	63,000	89,424	89,424	89,424
TOTAL MISCELLANEOUS	72,174	138,591	63,000	89,424	89,424	89,424
<u>TRANSFERS</u>						
512-490-51 TRANSFER FROM ELECTRIC	0	0	0	15,622	0	0
TOTAL TRANSFERS	0	0	0	15,622	0	0
<u>BEGINNING FUND BALANCE</u>						
512-499-10 FUND BALANCE	0	0	2,980,808	3,045,160	3,045,160	2,735,165
TOTAL BEGINNING FUND BALANCE	0	0	2,980,808	3,045,160	3,045,160	2,735,165
TOTAL REVENUE	72,174	138,591	3,043,808	3,150,206	3,134,584	2,824,589

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>ELEC OPERATING & MAINT RESERVE</u>						
<u>OPERATIONS & MAINTENANCE</u>						
<u>CAPITAL</u>						
512-9700-410 PLANT IN SERVICE	0	0	3,043,808	3,150,206	3,134,584	2,824,589
TOTAL CAPITAL	0	0	3,043,808	3,150,206	3,134,584	2,824,589
TOTAL OPERATIONS & MAINTENANC	0	0	3,043,808	3,150,206	3,134,584	2,824,589

REVENUE BUDGET NARRATIVE

Fiscal Year 2026

DEPARTMENT: PUBLIC WORKS

FUND: WATER

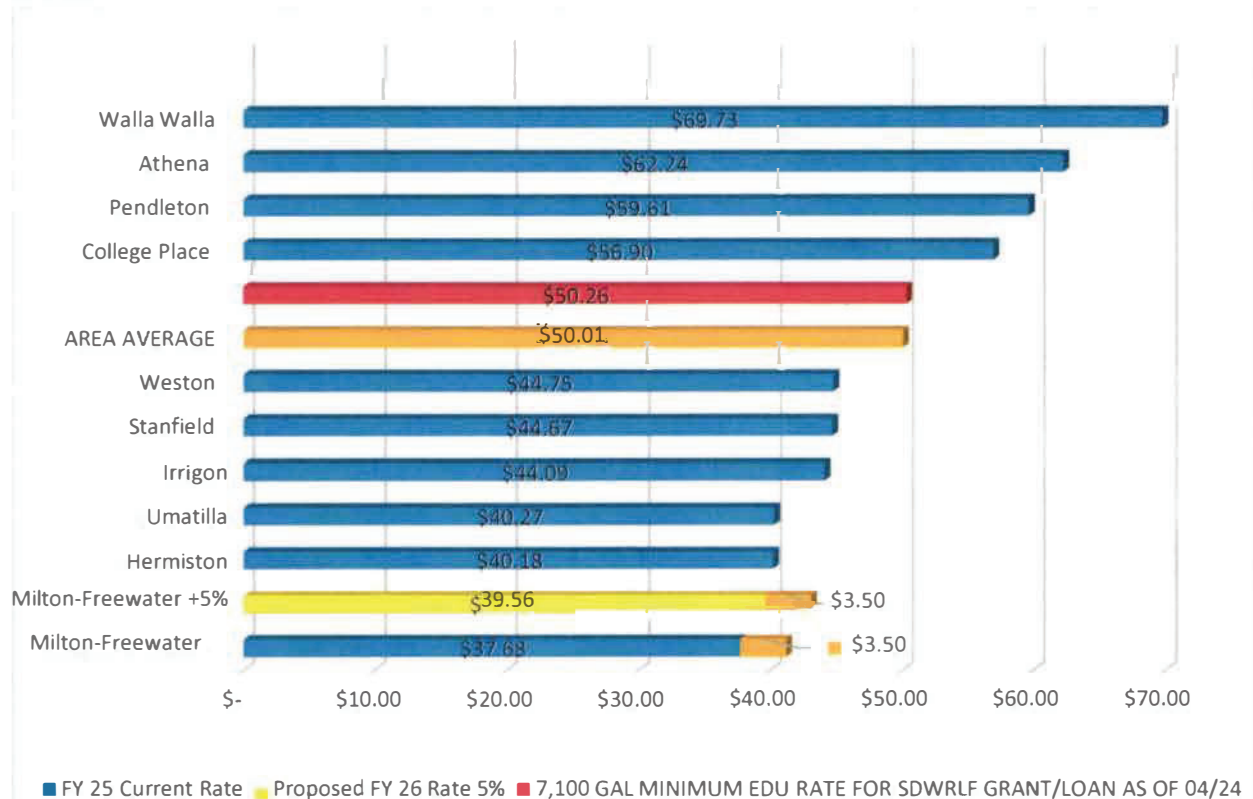
MISSION STATEMENT:

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. **A FIVE-PERCENT 5% RATE INCREASE IS PROPOSED.** The last rate increase was July 1, 2024.

Below is a rate survey of other area communities based on usage of 7,100 gallons of water per month.



INTERGOVERNMENTAL REVENUE: Congressionally Directed Funding is included in the amount of \$1,500,000 along with funding through the State of Oregon Safe Drinking Water Loan Fund in the amount of \$3,500,000, Safe Drinking Water Revolving Loan Fund for a 100% forgivable loan in the amount of \$120,000 and a Business Oregon, Oregon Health Authority Sustainable Infrastructure Planning Projects (SIPP) Grant in the amount of \$20,000. At the time of preparing this budget, we are certain that the last two mentioned items in the amount of \$140,000 are funded.

UTILITY SALES: This category is for residential, commercial and industrial 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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>WATER</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
520-410-01	CONGRESSIONALLY DRCTD FUNDIN	0	0	3,000,000	1,500,000	1,500,000	1,500,000
520-410-02	SAFE DRINKING WATER LOAN FUND	0	0	9,400,000	3,500,000	3,500,000	3,500,000
520-410-03	SAFE DRINKING WATER REVOLVING	0	0	0	120,000	120,000	120,000
520-410-04	CDBG GRANT	0	0	2,500,000	0	0	0
520-410-42	BUSINESS OREGON/OHA SUSTAINAB	0	0	0	20,000	20,000	20,000
TOTAL INTERGOVERNMENTAL REVE		0	0	14,900,000	5,140,000	5,140,000	5,140,000
<u>SERVICES</u>							
520-450-60	WATER METER SALES	15,324	18,916	5,000	13,653	13,653	13,653
TOTAL SERVICES		15,324	18,916	5,000	13,653	13,653	13,653
<u>UTILITY SALES</u>							
520-451-10	RESIDENTIAL SALES	1,091,585	1,371,337	1,879,120	1,972,267	1,972,267	1,972,267
520-451-11	COMMERCIAL SALES	209,309	268,902	316,430	350,930	350,930	350,930
520-451-12	INDUSTRIAL SALES	30,352	42,748	46,622	54,785	54,785	54,785
TOTAL UTILITY SALES		1,331,246	1,682,987	2,242,172	2,377,982	2,377,982	2,377,982
<u>MERCHANDISING</u>							
520-455-71	MERCHANDISING	6,718	8,142	1,200	6,671	6,671	6,671
TOTAL MERCHANDISING		6,718	8,142	1,200	6,671	6,671	6,671
<u>MISCELLANEOUS</u>							
520-470-20	INTEREST EARNED	20,437	44,445	22,000	32,051	32,051	32,051
520-470-64	NEW SERVICE ESTIMATES	0	700	0	0	0	0
520-470-99	MISCELLANEOUS	20,500	12,303	5,000	18,578	18,578	18,578
TOTAL MISCELLANEOUS		40,937	57,448	27,000	50,629	50,629	50,629
<u>SYSTEM DEVELOPMENT CHARGES</u>							
520-485-20	WATER SDC'S	37,365	20,150	10,000	8,400	8,400	8,400
520-485-21	UTILITY SURCHARGE	128,334	129,433	130,000	131,000	131,000	131,000
TOTAL SYSTEM DEVELOPMENT CHA		165,699	149,583	140,000	139,400	139,400	139,400
<u>TRANSFERS</u>							
520-490-10	TRANSFER FROM GENERAL	300,000	70,575	0	0	0	0
TOTAL TRANSFERS		300,000	70,575	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
520-499-10	FUND BALANCE	0	0	525,514	1,093,443	1,093,443	1,093,443
TOTAL BEGINNING FUND BALANCE		0	0	525,514	1,093,443	1,093,443	1,093,443
TOTAL REVENUE		1,859,926	1,987,651	17,840,886	8,821,778	8,821,778	8,821,778

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: WATER PRODUCTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2026: 0.70 FTE
STAFF LEVEL 2025: 0.70 FTE

BASELINE BUDGET DESCRIPTION:

The water production system consists of seven city-owned wells, six of which are active and operational. 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 and 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:

Title	<u>2026 FTE</u>	<u>2025 FTE</u>
Water & Street Supervisor	0.32	0.32
Utility Worker	0.31	0.30
Parks Maintenance Worker	<u>0.07</u>	<u>0.08</u>
Total	0.70	0.70

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) funds the purchase of chlorine for wells and other basic items for well house operation.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the replacement of coveralls, 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 six active wells in operation.

COMMUNICATION (Acct. 260) covers costs associated with phone and computer ties.

UTILITIES (Acct. 270) covers electricity costs for well pumps as well as secondary services at the wells and reservoirs for telemetry equipment.

REPAIR & MAINTENANCE (Acct. 280) for repairs as needed to wells. Previously this was significantly increased to cover unanticipated pump and motor repairs, which have been quite costly. However, this year this line item has been reduced back as most of those expenses would meet or exceed capitalization threshold limits, therefore requiring the costs to be transferred to capital.

PROFESSIONAL SERVICES (Acct. 320) provide services for reservoir inspections, electrical services and water quality testing as required by the Oregon Health Division including printing and postage for required publications.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city-owned vehicles.

MEMBERSHIPS/DUES (Acct. 340) covers membership to professional organizations such as American Water Works Association, American Public Works Association, etc.

MEETINGS/CONFERENCES (Acct. 341) for continuing education as required by the Oregon Health Authority Drinking Water Program for required staff certification renewals.

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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>WATER</u>							
<u>PRODUCTION</u>							
<u>PERSONNEL SERVICES</u>							
520-7100-101	REGULAR SERVICES- WATER PRODC	50,888	39,223	56,670	60,247	60,247	60,247
520-7100-105	OVERTIME	93	0	450	500	500	500
520-7100-120	EMPLOYEE BENEFITS	38,006	29,655	43,533	48,752	48,752	48,752
	TOTAL PERSONNEL SERVICES	88,987	68,878	100,653	109,499	109,499	109,499
<u>OPERATING</u>							
520-7100-200	OPERATING SUPPLIES	13,018	14,025	20,000	22,000	22,000	22,000
520-7100-220	PERSONAL PROTECTIVE EQUIPMENT	390	551	800	1,000	1,000	1,000
520-7100-225	MINOR EQUIPMENT	2,402	1,391	2,500	2,500	2,500	2,500
520-7100-260	COMMUNICATION	827	1,654	2,012	2,400	2,400	2,400
520-7100-270	UTILITIES	90,539	94,947	85,300	176,659	176,659	176,659
520-7100-280	REPAIR AND MAINTENANCE	7,180	12,028	12,000	12,000	12,000	12,000
520-7100-320	PROFESSIONAL SERVICES	3,440	2,391	23,375	10,000	10,000	10,000
520-7100-330	VEHICLE REPLACEMENT / RENT	3,153	5,167	3,132	6,819	6,819	6,819
520-7100-340	MEMBERSHIPS / DUES	255	263	1,000	1,000	1,000	1,000
520-7100-341	MEETINGS / CONFERENCES	624	1,010	1,000	1,100	1,100	1,100
520-7100-390	MISCELLANEOUS	36	463	500	500	500	500
	TOTAL OPERATING	121,863	133,890	151,619	235,978	235,978	235,978
<u>TRANSFERS</u>							
520-7100-701	TRANSFER TO GENERAL	658,791	776,134	857,734	883,466	883,466	883,466
520-7100-761	TRANSFER TO WAREHOUSE	14,810	18,809	15,138	20,398	20,398	20,398
520-7100-763	TRANSFER TO VEHICLE REPLACEME	52,000	0	0	0	0	0
520-7100-764	TRANSFER TO SICK LEAVE	500	500	500	500	500	500
	TOTAL TRANSFERS	726,101	795,443	873,372	904,364	904,364	904,364
	TOTAL PRODUCTION	936,951	998,211	1,125,644	1,249,841	1,249,841	1,249,841

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: WATER DISTRIBUTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2026: 2.36 FTE
STAFF LEVEL 2025: 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 2,365 active water services (as of March 2025), approximately 900 valves and approximately 300 fire hydrants.

This fund covers all operating and maintenance from the reservoir outlet to the meter of each customer. The program also includes routine leak detection, valve exercising, backflow prevention and system flushing.

Funds are required for replacement of facilities or new additions to the distribution system and are provided in Water Fund Capital Additions.

PERSONNEL:

Title	<u>2026 FTE</u>	<u>2025 FTE</u>
Water & Street Supervisor	0.42	0.42
Utility Worker	1.37	1.38
Utility Worker - in training	0.33	0.00
Parks Maintenance Worker	0.24	0.23
Rotational Crew Member	<u>0.00</u>	<u>0.33</u>
Total	2.36	2.36

BUDGET COMMENTS:

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

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

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

UTILITY BILL ASSISTANCE (Acct. 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 nearly 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 \$14,500 for the program.

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

PROFESSIONAL SERVICES (Acct. 320) provides for contracting an expanded emphasis on backflow prevention inspection and repair program, large meter testing, routine weekly distribution system sampling plus increased costs for added samples this year to include Disinfection Byproducts, Nitrates, Lead and Copper, Radium, Gross Alpha Radiation, Uranium and Volatile Organic Compounds testing as well as fees for locate notices from Utility Notification Center.

VEIDCLE REPLACEMENT/RENT (Acct. 330) covers the costs of city-owned vehicles.

MEMBERSHIPS/DUES (Acct. 340) covers monthly cellular transmitter fees charged through Badger Meter, Inc. Fees are measured as per unit, per meter, per month. Last price paid in July 2024 was \$0.91 per meter, per month, but those prices are subject to change at any time. Once these cellular transmitter fee units are purchased, they do not lose value and are redeemed/converted to a per unit quantity.

MEETINGS/CONFERENCES (Acct. 341) for continuing education as required by the Oregon Health Authority Drinking Water Program for required staff certification renewals.

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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>WATER</u>							
<u>DISTRIBUTION/ COLLECTION</u>							
<u>PERSONNEL SERVICES</u>							
520-7300-101	REGULAR SERVICES- WTR DIST/COL	151,262	150,057	173,690	182,790	182,790	182,790
520-7300-105	OVERTIME	344	0	1,222	1,250	1,250	1,250
520-7300-120	EMPLOYEE BENEFITS	99,616	99,103	124,413	149,302	149,302	149,302
	TOTAL PERSONNEL SERVICES	251,221	249,160	299,325	333,342	333,342	333,342
<u>OPERATING</u>							
520-7300-200	OPERATING SUPPLIES	29,731	33,410	20,700	20,900	20,900	20,900
520-7300-220	PERSONAL PROTECTIVE EQUIPMENT	117	320	800	800	800	800
520-7300-225	MINOR EQUIPMENT	911	3,205	2,500	3,000	3,000	3,000
520-7300-280	REPAIR AND MAINTENANCE	14,046	7,486	14,748	16,275	16,275	16,275
520-7300-320	PROFESSIONAL SERVICES	26,683	18,285	18,750	35,000	35,000	35,000
520-7300-330	VEHICLE REPLACEMENT / RENT	39,644	40,162	38,061	43,964	43,964	43,964
520-7300-340	MEMBERSHIP / DUES	0	0	0	31,000	31,000	31,000
520-7300-341	MEETINGS / CONFERENCES	799	500	650	800	800	800
520-7300-360	FRANCHISE EXPENSE	116,766	144,994	153,510	200,719	200,719	200,719
520-7300-365	UTILITY BILL ASSISTANCE	2,773	1,921	2,500	2,500	2,500	2,500
520-7300-390	MISCELLANEOUS	0	245	1,500	1,500	1,500	1,500
	TOTAL OPERATING	231,471	250,528	253,719	356,458	356,458	356,458
<u>CONTINGENCY & RESERVES</u>							
520-7300-998	CONTINGENCY	0	0	539,698	1,022,770	1,022,770	1,022,770
	TOTAL CONTINGENCY & RESERVES	0	0	539,698	1,022,770	1,022,770	1,022,770
	TOTAL DISTRIBUTION/ COLLECTION	482,693	499,688	1,092,742	1,712,570	1,712,570	1,712,570

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

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):

	\$ 12,500
SCADA EFFICIENCY ASSESSMENT - 1/2 water, 1/2 sewer	
CITY STANDARDS AND SPECIFICATIONS - 1/3 streets, 1/3 water, 1/3 sewer	\$ 16,700
WATER SYSTEM EMERGENCY RESPONSE PLAN & RISK RESILIENCE ASSESSMENT UPDATE	\$ 20,000
	\$ 21,667
OPEN GOV® SOFTWARE - 1/3 streets, 1/3 water, 1/3 sewer	
SUSTAINABLE INFRASTRUCTURE PLANNING PROJECTS GRANT (SIPP)- Water Rate Study- \$20,000 grant w/ \$20,000 match for water rate study	\$ 40,000
	\$ 40,000
WELL METER REPLACEMENT(s)	
100% FORGIVABLE LOAN, PLANNING AWARD ONLY, PFAS	\$120,000
FEASIBILITY STUDY	\$125,000
WATER SYSTEM MASTER PLAN AND MODELING	
SCADA HARDWARE UPGRADES - Phase C purchase, build and install	\$162,500
SCADA Hardware Upgrades-1/2 water, 1/2 sewer	
Software – Laserfiche, NeoGov, Ordinal, PlacerAI	\$ 41,000
TOTAL CAPITAL EXPENSES (Acct. 410)	\$599,367

CAPITAL EXPENSES (Acct. 480):

CONGRESSIONALLY DIRECTED FUNDING	\$1,500,000
WELL 10 - Construction, Engineering & Water Rights Transfer	\$3,500,000
MIDDLE RESERVOIR- design engineering	\$ 100,000
WATER STORAGE BUILDING	\$ 75,000
WATER MAIN - loop water main on County Rd - carried from FY 21	\$ 75,000
WELL 6 - UPGRADE VARIABLE FREQUENCY DRIVE	\$ 10,000
TOTAL CAPITAL EXPENSES (Acct. 480)	\$5,260,000

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>WATER</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
520-8100-410	CAPITAL EXPENSES	251,669	649,248	722,500	599,367	599,367	599,367
520-8100-480	IMPROVEMENTS OTHER THAN BLDG	0	0	14,900,000	5,260,000	5,260,000	5,260,000
	TOTAL CAPITAL	251,669	649,248	15,622,500	5,859,367	5,859,367	5,859,367
	TOTAL CAPITAL - NEW	251,669	649,248	15,622,500	5,859,367	5,859,367	5,859,367

REVENUE BUDGET NARRATIVE

Fiscal Year 2026

DEPARTMENT: PUBLIC WORKS
FUND: SEWER

MISSION STATEMENT:

To ensure uninterrupted service and treat 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 25. **A FIVE-PERCENT (5%) RATE INCREASE IS PROPOSED.**

The last rate increase was July 1, 2023. Below is a rate survey of other area communities.



UTILITY SALES: Utility revenues are the primary funding source for this fund.

MISCELLANEOUS: In January 2010 the City entered into a custom farming contract with JC Farming of Milton-Freewater, Oregon. We receive quarterly lease payments in exchange for crops that were previously grown and sold. We also receive bi-annual reimbursement for electric usage for irrigation at the land application property.

BEGINNING FUND BALANCE: Unexpended funds are included in this category.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SEWER</u>							
<u>UTILITY SALES</u>							
530-451-10	RESIDENTIAL SALES	1,063,607	1,138,516	1,049,254	1,151,486	1,151,486	1,151,486
530-451-11	COMMERCIAL SALES	168,294	177,683	175,500	181,355	181,355	181,355
530-451-12	INDUSTRIAL SALES	11,339	14,438	13,456	14,730	14,730	14,730
	TOTAL UTILITY SALES	1,243,240	1,330,637	1,238,210	1,347,571	1,347,571	1,347,571
<u>MERCHANDISING</u>							
530-455-71	MERCHANDISING	0	124	100	100	100	100
	TOTAL MERCHANDISING	0	124	100	100	100	100
<u>MISCELLANEOUS</u>							
530-470-20	INTEREST EARNED	25,972	41,068	17,612	23,392	23,392	23,392
530-470-65	FARM INCOME	49,477	52,079	54,976	53,653	53,653	53,653
530-470-99	MISCELLANEOUS	904	467	200	800	800	800
	TOTAL MISCELLANEOUS	76,352	93,614	72,788	77,845	77,845	77,845
<u>SYSTEM DEVELOPMENT CHARGES</u>							
530-485-21	UTILITY SURCHARGE	123,196	124,243	123,540	127,720	127,720	127,720
	TOTAL SYSTEM DEVELOPMENT CHA	123,196	124,243	123,540	127,720	127,720	127,720
<u>BEGINNING FUND BALANCE</u>							
530-499-10	FUND BALANCE	0	0	828,536	570,039	570,039	570,039
	TOTAL BEGINNING FUND BALANCE	0	0	828,536	570,039	570,039	570,039
	TOTAL REVENUE	1,442,788	1,548,618	2,263,174	2,123,275	2,123,275	2,123,275

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: SEWAGE COLLECTION
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2026: 1.17 FTE
STAFF LEVEL 2025: 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 which pump sewage up-hill from the northerly 20% of town so it can flow to the Wastewater Treatment Plant. One is located on Lamb Street (Old Walla Walla Highway) and the other is in the Braeburn Addition. The sewer 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. The industrial sewer collection 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 every other year 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>2026 FTE</u>	<u>2025 FTE</u>
Wastewater Supervisor	0.04	0.04
Water & Street Supervisor	0.11	0.11
Parks and Recreation Supervisor	0.17	0.00
Parks Maintenance Worker	0.00	0.17
Utility Worker	0.51	0.51
Utility Worker – in training	0.34	0.00
Rotational Crew Member	<u>0.00</u>	<u>0.34</u>
Total	1.17	1.17

BUDGET COMMENTS:

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

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

MINOR EQUIPMENT (Acct. 225) covers tools for routine operations and maintenance.

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

PROFESSIONAL SERVICES (Acct. 320) cover costs associated with CDL physical examinations, laboratory sample, analysis, shipping of samples, fees from Utility Notification Center for locate notifications as well as membership costs for ESRI ArcGIS and AutoCAD.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city vehicle rental fees.

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 nearly half as well as half through Public Works split equally between Water, Sewer and Solid Waste Funds. Total water contributions are budgeted not to exceed \$2,500 of the maximum combined total of \$14,500 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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SEWER</u>							
<u>COLLECTION</u>							
<u>PERSONNEL SERVICES</u>							
530-7320-101	REGULAR SERVICES- SEWER COLLC	68,251	82,738	81,503	95,788	95,788	95,788
530-7320-105	OVERTIME	1,840	0	1,200	1,200	1,200	1,200
530-7320-120	EMPLOYEE BENEFITS	50,450	58,085	62,692	72,609	72,609	72,609
	TOTAL PERSONNEL SERVICES	120,542	140,823	145,395	169,597	169,597	169,597
<u>OPERATING</u>							
530-7320-200	OPERATING SUPPLIES	606	1,644	2,500	2,500	2,500	2,500
530-7320-220	PERSONAL PROTECTIVE EQUIP	655	380	700	700	700	700
530-7320-225	MINOR EQUIPMENT	1,188	2,420	3,000	3,000	3,000	3,000
530-7320-260	COMMUNICATION	0	150	500	700	700	700
530-7320-280	REPAIR AND MAINTENANCE	607	1,532	6,000	6,000	6,000	6,000
530-7320-320	PROFESSIONAL SERVICES	7,660	7,761	20,000	20,000	20,000	20,000
530-7320-330	VEHICLE REPLACEMENT / RENT	26,667	38,019	38,833	43,307	43,307	43,307
530-7320-341	MEETINGS / CONFERENCES	550	0	0	0	0	0
530-7320-360	FRANCHISE EXPENSE	112,536	120,538	119,850	122,380	122,380	122,380
530-7320-365	UTILITY BILL ASSISTANCE	2,773	1,921	2,500	2,500	2,500	2,500
530-7320-390	MISCELLANEOUS	758	1,000	1,000	1,100	1,100	1,100
	TOTAL OPERATING	153,999	175,366	194,883	202,187	202,187	202,187
<u>TRANSFERS</u>							
530-7320-701	TRANSFER TO GENERAL	562,810	664,119	730,671	752,591	752,591	752,591
530-7320-761	TRANSFER TO WAREHOUSE	3,704	4,704	3,746	5,118	5,118	5,118
530-7320-764	TRANSFER TO SICK LEAVE	605	605	605	605	605	605
530-7320-793	TRANSFER TO SEWER PLANT IMPRV	415,000	0	0	0	0	0
	TOTAL TRANSFERS	982,119	669,428	735,022	758,314	758,314	758,314
<u>CONTINGENCY & RESERVES</u>							
530-7320-998	CONTINGENCY	0	0	599,017	349,956	349,956	349,956
	TOTAL CONTINGENCY & RESERVES	0	0	599,017	349,956	349,956	349,956
	TOTAL COLLECTION	1,256,659	985,617	1,674,317	1,480,054	1,480,054	1,480,054

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2026

PROGRAM: SEWAGE TREATMENT
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2026: 1.61 FTE
STAFF LEVEL 2025: 1.61 FTE

BASELINE BUDGET DESCRIPTION:

Treatment is one of four sewage control programs. Treatment includes the sanitary sewer treatment plant and related pumping equipment and structures.

The wastewater treatment plant is located along County Road west of NW 5th Avenue and west of the City Warehouse. The plant design capacity is .86 million gallons per day. Flows presently average 0.4 to 0.5 million gallons per day.

The method of treatment employed at the plant includes primary and secondary sedimentation clarifiers with digestion, sludge removal and trickling filter along with chlorination. Treated wastewater is used as irrigation water at the land disposal site five (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>2026 FTE</u>	<u>2025 FTE</u>
Wastewater Supervisor	0.86	0.86
Utility Worker	0.66	0.66
Parks Maintenance Worker	<u>0.09</u>	<u>0.09</u>
Total	1.61	1.61

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) primarily covers the cost of chlorine to treat wastewater and any other materials necessary.

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

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

COMMUNICATION (Acct. 260) pays for phone charges and radio repairs and/or upgrades.

UTILITIES (Acct. 270) covers costs associated with electrical, sewer, water and solid waste service.

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

PROFESSIONAL SERVICES (Acct. 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 (Acct. 330) covers the costs of equipment and vehicles.

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SEWER</u>							
<u>TREATMENT</u>							
<u>PERSONNEL SERVICES</u>							
530-7330-101	REGULAR SERVICES- SEWER TRTMN	113,494	124,531	131,403	141,870	141,870	141,870
530-7330-105	OVERTIME	802	892	1,000	1,000	1,000	1,000
530-7330-120	EMPLOYEE BENEFITS	87,711	95,252	104,657	115,932	115,932	115,932
	TOTAL PERSONNEL SERVICES	202,007	220,674	237,060	258,802	258,802	258,802
<u>OPERATING</u>							
530-7330-200	OPERATING SUPPLIES	28,662	24,747	32,000	32,000	32,000	32,000
530-7330-220	PERSONAL PROTECTIVE EQUIP	956	1,457	1,000	1,000	1,000	1,000
530-7330-225	MINOR EQUIPMENT	2,149	450	2,500	2,500	2,500	2,500
530-7330-260	COMMUNICATION	1,122	1,521	2,000	2,000	2,000	2,000
530-7330-270	UTILITIES	43,621	45,627	42,486	43,911	43,911	43,911
530-7330-280	REPAIR AND MAINTENANCE	8,073	3,356	5,000	6,024	6,024	6,024
530-7330-320	PROFESSIONAL SERVICE	19,008	27,429	25,000	25,000	25,000	25,000
530-7330-330	VEHICLE REPLACEMENT / RENT	21,053	20,269	32,579	35,673	35,673	35,673
530-7330-340	MEMBERSHIPS / SUBSCRIPTIONS	0	350	350	350	350	350
530-7330-341	MEETINGS / CONFERENCES	0	1,204	1,000	1,200	1,200	1,200
	TOTAL OPERATING	124,644	126,409	143,915	149,658	149,658	149,658
	TOTAL TREATMENT	326,651	347,083	380,975	408,460	408,460	408,460

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2026

PROGRAM: WASTEWATER LAND APPLICATION **STAFF LEVEL 2026:** 1.01 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2025:** 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 36th 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>2026 FTE</u>	<u>2025 FTE</u>
Wastewater Supervisor	0.10	0.10
Parks & Recreation Supervisor	0.03	0.03
Utility Worker	<u>0.88</u>	<u>0.88</u>
Total	1.01	1.01

BUDGET COMMENTS:

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

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the replacement of coveralls, 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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SEWER</u>							
<u>LAND APPLICATION</u>							
<u>PERSONNEL SERVICES</u>							
530-7410-101	REGULAR SERVICES- SEWER LND AP	68,540	70,053	76,038	81,910	81,910	81,910
530-7410-105	OVERTIME	250	1,696	1,200	1,200	1,200	1,200
530-7410-120	EMPLOYEE BENEFITS	54,822	58,383	66,319	72,525	72,525	72,525
	TOTAL PERSONNEL SERVICES	123,612	130,132	143,557	155,635	155,635	155,635
<u>OPERATING</u>							
530-7410-200	OPERATING SUPPLIES	2,680	1,966	2,000	2,000	2,000	2,000
530-7410-220	PERSONAL PROTECTIVE EQUIPMENT	297	21	500	500	500	500
530-7410-225	MINOR EQUIPMENT	1,033	0	2,000	2,000	2,000	2,000
530-7410-260	COMMUNICATION	324	371	550	600	600	600
530-7410-270	UTILITIES	15,277	17,879	21,000	23,100	23,100	23,100
530-7410-280	REPAIR AND MAINTENANCE	7,420	7,344	8,500	9,200	9,200	9,200
530-7410-320	PROFESSIONAL SERVICES	4,197	5,896	10,000	10,000	10,000	10,000
530-7410-330	VEHICLE REPLACEMENT / RENT	12,678	13,660	17,775	29,726	29,726	29,726
	TOTAL OPERATING	43,907	47,137	62,325	77,126	77,126	77,126
<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	169,519	179,269	207,882	234,761	234,761	234,761

REVENUE BUDGET NARRATIVE

Fiscal Year 2026

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 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SEWER PLANT IMPROVEMENT</u>						
<u>MISCELLANEOUS</u>						
531-470-20 INTEREST EARNED	26,378	52,189	23,168	37,926	37,926	37,926
TOTAL MISCELLANEOUS	26,378	52,189	23,168	37,926	37,926	37,926
<u>SYSTEM DEVELOPMENT CHARGES</u>						
531-485-20 SEWER SDC'S	32,625	16,875	14,625	6,000	6,000	6,000
TOTAL SYSTEM DEVELOPMENT CHA	32,625	16,875	14,625	6,000	6,000	6,000
<u>TRANSFERS</u>						
531-490-10 TRANSFER FROM GENERAL	200,000	100,000	0	0	0	0
531-490-53 TRANSFER FROM SEWER	415,000	0	0	0	0	0
TOTAL TRANSFERS	615,000	100,000	0	0	0	0
<u>BEGINNING FUND BALANCE</u>						
531-499-10 FUND BALANCE	0	0	849,189	550,798	550,798	550,798
TOTAL BEGINNING FUND BALANCE	0	0	849,189	550,798	550,798	550,798
TOTAL REVENUE	674,003	169,064	886,982	594,724	594,724	594,724

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

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: Requests are listed in no specific order below. Acct: 410 is outlined for surveys, assessments, software primarily, while 480 is for infrastructure and/or equipment primarily.

CAPITAL EXPENSES (Acct. 410):

SCADA EFFICIENCY ASSESSMENT - 1/2 water, 1/2 sewer	\$ 12,500
CITY STANDARDS AND SPECIFICATIONS – 1/3 streets, 1/3 water, 1/3 sewer	\$ 16,700
OPEN GOV® SOFTWARE – 1/3 streets, 1/3 water, 1/3 sewer	\$ 21,667
Key Blvd Industrial Sewer Design Assessment	\$ 20,000
Contract or Purchase Sewer Camera for Sewer Mainlines	\$ 50,000
SCADA HARDWARE UPGRADES – Phase C purchase, build and install SCADA Hardware	
Upgrades 1/2 water, 1/2 sewer	\$162,500
TOTAL CAPITAL EXPENSES (Acct. 410)	\$283,367

CAPITAL EXPENSES (Acct. 480):

Vehicle Storage Building – proposed to add on or construct new building to house sewer vac truck, jet truck and other miscellaneous sewer related vehicles and/or equipment.	\$ 75,000
Boiler #1 – is one of two sources of heat used for the primary digester at the plant. Boiler #2 was replaced in FY 25 due to ongoing issues with obtaining parts and it being older putting heavy strain on boiler 1. Neither boiler was replaced as part of the prior upgrades to the plant and it is important that we keep both boilers similar in age, model and manufacture for reliability in keeping the digester balanced in order to properly function, as well as be able to obtain parts, service and maintenance as necessary to avoid equipment failure or possible DEQ permit fines, added lab fees, added costs for additives, etc. in order to realign our digester function, as it is the “stomach” of the treatment plant that once it becomes upset, it is difficult to get balanced out and functioning efficiently again.	\$ 40,000
TOTAL CAPITAL EXPENSES (Acct. 480)	\$115,000

DEBT SERVICE

LOAN PRINCIPAL

DBC FINANCE – Wastewater Treatment Plant Improvements – Refinanced City Loan # 3 (Acct. 513) is funded to cover the biannual December and June Principal Payments.

LOAN INTEREST

DBC FINANCE – Wastewater Treatment Plant Improvements – Refinanced City Loan # 3 (Acct. 514) is funded to cover the biannual December and June Interest Payments.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SEWER PLANT IMPROVEMENT</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
531-8100-410	PLANT IN SERVICE	0	0	0	283,367	283,367	283,367
531-8100-480	SEWER PLNT IMP	11,794	373,518	252,500	115,000	115,000	115,000
	TOTAL CAPITAL	11,794	373,518	252,500	398,367	398,367	398,367
<u>CONTINGENCY & RESERVES</u>							
531-8100-998	CONTINGENCY	0	0	539,842	102,444	102,444	102,444
	TOTAL CONTINGENCY & RESERVES	0	0	539,842	102,444	102,444	102,444
	TOTAL CAPITAL - NEW	11,794	373,518	792,342	500,811	500,811	500,811

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

DEBT SERVICE

LOAN PRINCIPAL

DBC FINANCE – Wastewater Treatment Plant Improvements – Refinanced City Loan # 3 (Acct. 513) is funded to cover the biannual December and June Principal Payments.

LOAN INTEREST

DBC FINANCE – Wastewater Treatment Plant Improvements – Refinanced City Loan # 3 (Acct. 514) is funded to cover the biannual December and June Interest Payments.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2025-26

		2022-23	2023-24	2024-25	2025-26	2025-26	2025-26
		FISCAL	FISCAL	FISCAL	CITY MGR	BUD COMM	COUNCIL
		ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
SEWER PLANT IMPROVEMENT							
DEBT SERVICE							
DEBT SERVICE							
531-8600-513	LOAN 3 REFI PRINCIPAL	71,790	73,233	75,433	76,207	76,207	76,207
531-8600-514	LOAN 3 REFI INTEREST	11,418	31,382	19,207	17,706	17,706	17,706
TOTAL DEBT SERVICE		83,208	104,615	94,640	93,913	93,913	93,913
TOTAL DEBT SERVICE		83,208	104,615	94,640	93,913	93,913	93,913

REVENUE BUDGET NARRATIVE

Fiscal Year 2026

DEPARTMENT: PUBLIC WORKS

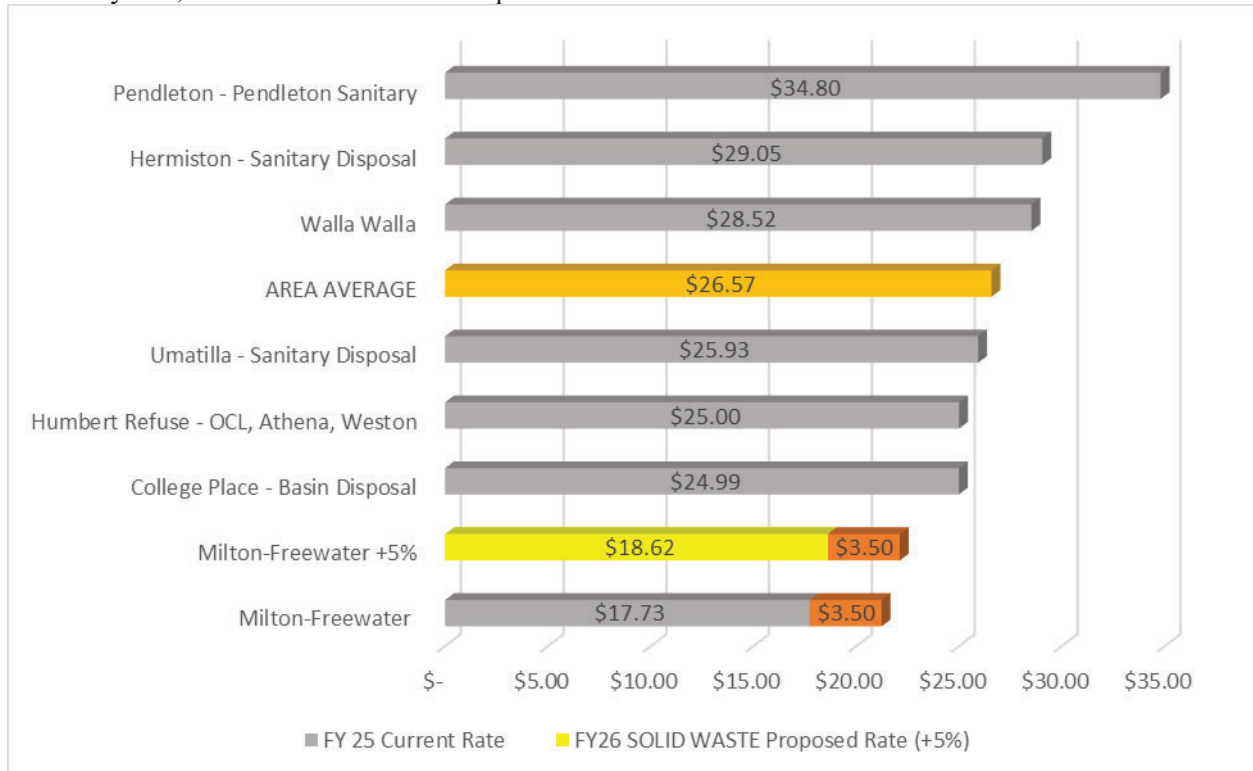
FUND: SOLID WASTE

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 FIVE-PERCENT (5%) INCREASE IS PROPOSED.** The last refuse rate increase was effective July 1, 2023. 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 flat rate fee is billed as “Infrastructure Fee – Solid Waste” on monthly utility bills for active service accounts. This 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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
<u>UTILITY SALES</u>							
540-451-30	LANDFILL RECEIPTS	114,129	143,224	120,869	118,783	118,783	118,783
540-451-31	REFUSE COLLECTION	868,167	943,922	846,374	910,731	910,731	910,731
540-451-32	DROP BOX REVENUE	132,496	150,476	141,612	140,631	140,631	140,631
540-451-33	RECYCLING SERVICE REVENUE	152,233	168,276	150,000	160,513	160,513	160,513
	TOTAL UTILITY SALES	1,267,024	1,405,899	1,258,855	1,330,658	1,330,658	1,330,658
<u>MISCELLANEOUS</u>							
540-470-20	INTEREST EARNED	17,036	35,454	17,000	27,130	27,130	27,130
540-470-32	SALE OF RECYCLABLES	8,372	8,256	6,500	7,000	7,000	7,000
	TOTAL MISCELLANEOUS	25,407	43,710	23,500	34,130	34,130	34,130
<u>SYSTEM DEVELOPMENT CHARGES</u>							
540-485-21	UTILITY SURCHARGE	97,583	98,809	96,180	100,646	100,646	100,646
	TOTAL SYSTEM DEVELOPMENT CHA	97,583	98,809	96,180	100,646	100,646	100,646
<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	667,096	571,775	571,775	571,775
	TOTAL BEGINNING FUND BALANCE	0	0	667,096	571,775	571,775	571,775
	TOTAL REVENUE	1,392,015	1,550,418	2,047,631	2,039,209	2,039,209	2,039,209

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: COLLECTION
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

STAFF LEVEL 2026: 2.29 FTE
STAFF LEVEL 2025: 2.29 FTE

BASELINE BUDGET DESCRIPTION:

Residential refuse is collected once a week. Routes are defined in an effort 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 in late fall, collection of Christmas trees and the two annual clean up events.

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.

This program provides for two well-received clean up events, one in the fall and one in the spring. A scale was installed at the landfill in the summer of 2006 allowing customers to self-haul their waste to the landfill themselves, which has cut the city's costs of the event substantially as well as freed up drop boxes for customer use, which are in high demand. City solid waste customers are issued a ticket for one load (up to 800 pounds) to take to the landfill during these events at no additional cost.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
Water & Street Supervisor	0.02	0.02
Sanitation Truck Driver	1.00	1.00
Utility Worker	0.72	0.72
Utility Worker – in training	0.33	0.00
Parks Maintenance Worker	0.22	0.22
Rotational Crew Member	<u>0.00</u>	<u>0.33</u>
Total	2.29	2.29

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) cover costs for 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, boots, safety glasses, rain gear, etc.

COMMUNICATION (Acct. 260) covers the cost of the sanitation truck phone and iPad.

REPAIR & MAINTENANCE (Acct. 280) for repairs as needed to equipment and containers.

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city equipment and vehicles, primarily our two garbage and two 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 nearly 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 \$14,500 for the program.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
<u>COLLECTION</u>							
<u>PERSONNEL SERVICES</u>							
540-7320-101	REGULAR SERVICES- SW COLLECTN	130,615	132,052	164,664	184,413	184,413	184,413
540-7320-105	OVERTIME	150	52	500	500	500	500
540-7320-120	EMPLOYEE BENEFITS	109,072	104,955	132,436	155,503	155,503	155,503
	TOTAL PERSONNEL SERVICES	239,837	237,059	297,600	340,416	340,416	340,416
<u>OPERATING</u>							
540-7320-200	OPERATING SUPPLIES	17,114	21,617	28,000	28,000	28,000	28,000
540-7320-220	PERSONAL PROTECTIVE EQUIPMENT	440	310	500	800	800	800
540-7320-260	COMMUNICATION	447	944	1,000	1,000	1,000	1,000
540-7320-280	REPAIR AND MAINTENANCE	1,000	10,388	2,000	5,000	5,000	5,000
540-7320-320	PROFESSIONAL SERVICES	1,000	0	2,000	2,000	2,000	2,000
540-7320-330	VEHICLE REPLACEMENT / RENT	204,541	244,392	295,799	326,740	326,740	326,740
540-7320-360	FRANCHISE EXPENSE	109,791	121,037	109,226	115,064	115,064	115,064
540-7320-365	UTILITY BILL ASSISTANCE	2,773	1,921	2,500	2,500	2,500	2,500
	TOTAL OPERATING	337,106	400,609	441,025	481,104	481,104	481,104
<u>TRANSFERS</u>							
540-7320-701	TRANSFER TO GENERAL	366,308	444,163	486,590	501,188	501,188	501,188
540-7320-702	TRANSFER TO LANDFILL CLOSURE	4,000	4,000	4,000	4,000	4,000	4,000
540-7320-764	TRANSFER TO SICK LEAVE	500	500	500	500	500	500
	TOTAL TRANSFERS	370,808	448,663	491,090	505,688	505,688	505,688
<u>CONTINGENCY & RESERVES</u>							
540-7320-998	CONTINGENCY	0	0	362,418	88,278	88,278	88,278
	TOTAL CONTINGENCY & RESERVES	0	0	362,418	88,278	88,278	88,278
	TOTAL COLLECTION	947,751	1,086,331	1,592,133	1,415,486	1,415,486	1,415,486

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: LANDFILL
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

STAFF LEVEL 2026: 1.21 FTE
STAFF LEVEL 2025: 1.21 FTE

BASELINE BUDGET DESCRIPTION:

The landfill serves all waste generated within the city limits and 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>2026 FTE</u>	<u>2025 FTE</u>
Utility Worker	0.77	0.77
Parks Maintenance Worker	0.44	0.44
Total	1.21	1.21

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, 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 includes fuel and repairs to the CAT scraper, which is solid waste-owned.

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

PERMIT FEES (Acct. 318) provides funding for quarterly 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, such as the CAT loader and compactor.

MEETINGS/CONFERENCES (Acct. 341) provides funding for attending continuing education classes as required as well as attendance at solid waste and recycling meetings and seminars.

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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
<u>LANDFILL</u>							
<u>PERSONNEL SERVICES</u>							
540-7420-101	REGULAR SERVICES- LANDFILL	68,641	69,358	85,031	91,551	91,551	91,551
540-7420-105	OVERTIME	1,934	49	1,200	1,200	1,200	1,200
540-7420-120	EMPLOYEE BENEFITS	52,616	54,099	71,742	79,444	79,444	79,444
	TOTAL PERSONNEL SERVICES	123,192	123,506	157,973	172,195	172,195	172,195
<u>OPERATING</u>							
540-7420-200	OPERATING SUPPLIES	8,376	8,209	11,000	11,200	11,200	11,200
540-7420-220	PERSONAL PROTECTIVE EQUIPMENT	485	132	500	500	500	500
540-7420-270	UTILITIES	459	523	700	700	700	700
540-7420-280	REPAIR AND MAINTENANCE	6,573	25,454	19,500	15,500	15,500	15,500
540-7420-300	UNIFORM MAINTENANCE	195	153	225	225	225	225
540-7420-318	PERMIT FEES	9,463	9,388	11,000	12,500	12,500	12,500
540-7420-320	PROFESSIONAL SERVICES	24,007	19,553	28,000	200,000	200,000	200,000
540-7420-330	VEHICLE REPLACEMENT / RENT	86,558	47,161	83,432	96,074	96,074	96,074
540-7420-341	MEETINGS / CONFERENCES	10	0	200	200	200	200
540-7420-390	MISCELLANEOUS	554	725	1,000	1,000	1,000	1,000
	TOTAL OPERATING	136,680	111,298	155,557	337,899	337,899	337,899
	TOTAL LANDFILL	259,872	234,804	313,530	510,094	510,094	510,094

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: RECYCLING
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

STAFF LEVEL 2026: 1.00 FTE
STAFF LEVEL 2025: 1.00 FTE

BASELINE BUDGET DESCRIPTION/SIGNIFICANT CHANGES:

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.

With changes brought forth by Senate Bill 582 – *Plastic Pollution and Recycling Modernization Act* (RMA) passed during the 2021 legislative session and signed into law by former Governor Brown on August 6, 2021, we will be seeing changes to our program begin to be implemented after July 1, 2025.

How long it will take to actually see the changes will depend on several factors such as funding coming in to local governments to help with some of the startup fees for some of the program requirements, such as roll carts and a garbage truck to collect curbside co-mingled recyclables on the Uniform Statewide Collection List (USCL). These items are outlined to be accepted co-mingled as part of curbside recycling service for residential customers as well as at recycle depots. There is also a PRO acceptance list that the DEQ requires producer responsibility organizations to provide for the recycling of certain items that are not on the USCL list. Lists can be found online at <https://www.oregon.gov/deq/recycling/Documents/rmaMatAccept.pdf>

While it is too early to explain exactly what will be implemented, we know that change is imminent, however, these changes are not new to our solid waste permit. We have been operating under an alternative program since we took back over recycling in 2018 due to the volatile market conditions around Operation National Sword policy initiative launched in 2017 by China to more closely monitor recyclable waste imports and the City not having an existing viable set up or funding to set up a program for curbside collection at that time, which allowed us to operate as we have been since that time under the alternative program, which goes away under the RMA on July 1, 2025.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
Rotational Crew Member	<u>1.00</u>	<u>1.00</u>
Total	1.00	1.00

BUDGET COMMENTS:

OPERATING SUPPLIES/FUEL (Acct. 200) covers office supplies, fuel for recycling vehicle as well as supplies for clerical and administrative tasks associated with reporting and tracking.

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 and any other minor incidentals necessary.

RECYCLING CAPITAL EXPENSES (Acct. 410) is not funded.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
<u>RECYCLING</u>							
<u>PERSONNEL SERVICES</u>							
540-7430-101	REGULAR SERVICES- SW RECYCLIN	54,811	48,616	51,558	60,107	60,107	60,107
540-7430-105	OVERTIME	352	204	500	425	425	425
540-7430-120	EMPLOYEE BENEFITS	18,421	28,903	32,666	38,173	38,173	38,173
	TOTAL PERSONNEL SERVICES	73,584	77,723	84,724	98,705	98,705	98,705
<u>OPERATING</u>							
540-7430-200	OPERATING SUPPLIES	185	164	2,000	2,000	2,000	2,000
540-7430-220	PERSONAL PROTECTIVE EQUIPMENT	455	350	500	500	500	500
540-7430-260	COMMUNICATION	447	536	500	525	525	525
540-7430-270	UTILITIES	733	705	744	750	750	750
540-7430-280	REPAIR AND MAINTENANCE	2,997	3,964	3,500	3,500	3,500	3,500
540-7430-330	VEHICLE REPLACEMENT / RENT	0	0	0	7,649	7,649	7,649
540-7430-341	MEETINGS / CONFERENCES	119	0	0	0	0	0
	TOTAL OPERATING	4,935	5,719	7,244	14,924	14,924	14,924
	TOTAL RECYCLING	78,519	83,443	91,968	113,629	113,629	113,629

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

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

BASELINE BUDGET DESCRIPTION:

This program provides for capital outlay for the Solid Waste Fund.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
540-8100-480	CAPITAL	16,827	22,302	50,000	0	0	0
	TOTAL CAPITAL	16,827	22,302	50,000	0	0	0
	TOTAL CAPITAL - NEW	16,827	22,302	50,000	0	0	0

BUDGET NARRATIVE
Fiscal Year 2026

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 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>LANDFILL CLOSURE RESERVE</u>						
<u>MISCELLANEOUS</u>						
541-470-20 INTEREST	4,247	8,322	3,594	5,703	5,703	5,703
TOTAL MISCELLANEOUS	4,247	8,322	3,594	5,703	5,703	5,703
<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	187,468	168,779	168,779	168,779
TOTAL BEGINNING FUND BALANCE	0	0	187,468	168,779	168,779	168,779
TOTAL REVENUE	8,247	12,322	195,062	178,482	178,482	178,482

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

	2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>LANDFILL CLOSURE RESERVE</u>						
<u>CAPITAL - NEW</u>						
<u>CONTINGENCY & RESERVES</u>						
541-8100-954 RESERVE FOR LANDFILL CLOSURE	0	0	195,062	178,482	178,482	178,482
TOTAL CONTINGENCY & RESERVES	0	0	195,062	178,482	178,482	178,482
TOTAL CAPITAL - NEW	0	0	195,062	178,482	178,482	178,482

REVENUE BUDGET NARRATIVE

Fiscal Year 2026

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 and punch card sales.

A THREE PERCENT (3%) INCREASE FOR DAILY GREENS FEES, ROUNDED TO THE NEAREST QUARTER.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GOLF COURSE</u>							
<u>SERVICES</u>							
550-450-13	BUILDING RENT	5,000	6,000	6,000	6,000	6,000	6,000
550-450-19	GOLF COURSE SURCHARGE	505	460	300	421	421	421
550-450-40	GOLF GREENS FEES	126,201	136,977	97,153	127,579	131,406	131,406
550-450-41	GOLF PASSES	31,841	28,257	32,000	29,357	29,357	29,357
550-450-42	GOLF CART SHEDS	11,853	12,232	12,000	12,074	12,074	12,074
550-450-43	GOLF CART USAGE FEES	7,315	7,940	6,800	7,098	7,098	7,098
550-450-44	FOOT GOLF	103	372	200	600	600	600
550-450-46	GOLF PUNCH CARDS	33,439	39,184	29,000	37,492	37,492	37,492
	TOTAL SERVICES	216,257	231,422	183,453	220,621	224,448	224,448
<u>MISCELLANEOUS</u>							
550-470-20	INTEREST EARNED	0	1,173	100	2,634	2,634	2,634
	TOTAL MISCELLANEOUS	0	1,173	100	2,634	2,634	2,634
<u>TRANSFERS</u>							
550-490-10	TRANSFER FROM GENERAL	129,469	129,833	67,796	74,804	70,977	70,977
	TOTAL TRANSFERS	129,469	129,833	67,796	74,804	70,977	70,977
<u>BEGINNING FUND BALANCE</u>							
550-499-10	FUND BALANCE	0	0	2,000	5,345	5,345	5,345
	TOTAL BEGINNING FUND BALANCE	0	0	2,000	5,345	5,345	5,345
	TOTAL REVENUE	345,726	362,428	253,349	303,404	303,404	303,404

EXPENDITUE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: GOLF COURSE

STAFF LEVEL 2026: 1.04 FTE
STAFF LEVEL 2025: 1.04 FTE

BASELINE BUDGET DESCRIPTION:

The Milton-Freewater 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. During the winter of 2023 the irrigation pond liner was replaced to help with irrigation water storage and conservation due to the leaks that had developed in the old one that was over two decades old. This project was made possible by American Rescue Plan Act funding.

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

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 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>
Total	1.04	1.04

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 saws, blowers, weed eaters, misc. tools, shovels, rakes, etc.

ADVERTISING (Acct. 250) covers expenses associated with advertising and promotions.

COMMUNICATION (Acct. 260) covers monthly cellular connection fees for the iPad used at the course for payment processing.

UTILITIES (Acct. 270) covers utility expenses for the facility.

REPAIR & MAINTENANCE (Acct. 280) covers any necessary repairs on the course such as tee boxes, tree trimming, sand traps, minor cart path repairs and minor repairs to cart sheds.

PROFESSIONAL SERVICES (Acct. 320) provides for credit card processing services.

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

LOAN PRINCIPAL (Acct. 510)/ LOAN INTEREST (Acct. 511) is funded to make a payment on the Promissory Note for the irrigation system loan.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GOLF COURSE</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
550-7600-101	REGULAR SERVICES-GOLF CRSE AD	33,229	37,263	40,302	42,815	42,815	42,815
550-7600-102	PART TIME	6,499	7,246	6,000	4,563	4,563	4,563
550-7600-105	OVERTIME	695	23	600	600	600	600
550-7600-120	EMPLOYEE BENEFITS	28,110	29,965	37,036	36,896	36,896	36,896
	TOTAL PERSONNEL SERVICES	68,533	74,498	83,938	84,874	84,874	84,874
<u>OPERATING</u>							
550-7600-200	OPERATING SUPPLIES	15,245	12,933	15,500	15,500	15,500	15,500
550-7600-225	MINOR EQUIPMENT	178	107	200	200	200	200
550-7600-250	ADVERTISING	306	0	500	500	500	500
550-7600-260	COMMUNICATION	403	571	500	500	500	500
550-7600-270	UTILITIES	8,713	8,026	11,592	12,014	12,014	12,014
550-7600-280	REPAIR AND MAINTENANCE	13,631	6,252	12,000	12,000	12,000	12,000
550-7600-320	PROFESSIONAL SERVICE	4,376	5,012	5,000	5,000	5,000	5,000
550-7600-330	VEHICLE REPLACEMENT / RENT	23,251	42,429	43,628	39,755	39,755	39,755
550-7600-340	MEMBERSHIPS / SUBSCRIPTIONS	430	0	0	300	300	300
	TOTAL OPERATING	66,532	75,330	88,920	85,769	85,769	85,769
<u>DEBT SERVICE</u>							
550-7600-511	LOAN INTEREST	0	0	1,418	1,418	1,418	1,418
	TOTAL DEBT SERVICE	0	0	1,418	1,418	1,418	1,418
<u>TRANSFERS</u>							
550-7600-764	TRANSFER TO SICK LEAVE	100	100	100	100	100	100
	TOTAL TRANSFERS	100	100	100	100	100	100
	TOTAL ADMINISTRATION	135,165	149,928	174,376	172,161	172,161	172,161

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: CLUBHOUSE
DEPARTMENT: PUBLIC WORKS
FUND: GOLF COURSE

STAFF LEVEL 2026: 0.05 FTE
STAFF LEVEL 2025: 0.05 FTE

BASELINE BUDGET DESCRIPTION:

The City's municipal golf course and clubhouse are located at 299 & 301 Catherine Street.

The clubhouse building houses a restaurant (299 Catherine St) and a Pro Shop (301 Catherine St).

The restaurant is full-service, offering food and beverages and is operated through a lease. The city maintains the building and equipment such as the HVAC and kitchen fan hood as well as plumbing.

The Pro Shop is operated through a professional services contract. Golf cart, golf club and cart shed storage rentals are available through the Pro Shop. This program also oversees the operation and maintenance of the storage units (36 units on Catherine Street and 30 units adjacent to the 9th fairway that are also part of this program). The Pro Shop schedules tee times, collects play fees and coordinates rentals, storage and tournaments as well as enforcing course rules.

This program is in its 22nd year and serves to separate the clubhouse and the professional service 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>2026 FTE</u>	<u>2025 FTE</u>
Parks & Recreation Supervisor	0.02	0.02
Parks Maintenance Worker	<u>0.03</u>	<u>0.03</u>
Total	0.05	0.05

BUDGET COMMENTS:

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

UTILITIES (Acct. 270) covers the costs of water, sewer, refuse, recycling and sub-lights for the property as well as the electricity for the Pro Shop portion of the building. The franchisee for the restaurant covers the electric costs for the restaurant and kitchen stove, which are metered separately.

REPAIR & MAINTENANCE (Acct. 280) provides funding for necessary repairs and maintenance to the building, HVAC units and city-owned equipment within the building as well as repairs and minor improvements as needed to the hallway public restrooms between the restaurant and pro shop.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>GOLF COURSE</u>							
<u>GOLF COURSE CLUB HOUSE</u>							
<u>PERSONNEL SERVICES</u>							
550-7610-101	REGULAR SERVICES- GC CLUB HSE	1,948	6,881	3,773	4,036	4,036	4,036
550-7610-105	OVERTIME	0	702	250	250	250	250
550-7610-120	EMPLOYEE BENEFITS	1,101	5,607	2,988	3,284	3,284	3,284
	TOTAL PERSONNEL SERVICES	3,049	13,191	7,011	7,570	7,570	7,570
<u>OPERATING</u>							
550-7610-200	OPERATING SUPPLIES	618	313	500	500	500	500
550-7610-270	UTILITIES	6,172	6,367	7,168	7,029	7,029	7,029
550-7610-280	REPAIR AND MAINTENANCE	1,250	6,284	3,000	8,500	8,500	8,500
550-7610-320	PROFESSIONAL SERVICES	57,626	59,127	61,294	62,644	62,644	62,644
	TOTAL OPERATING	65,666	72,091	71,962	78,673	78,673	78,673
	TOTAL GOLF COURSE CLUB HOUSE	68,716	85,282	78,973	86,243	86,243	86,243

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

DEPARTMENT: PUBLIC WORKS
PROGRAM: CAPITAL
FUND: GOLF COURSE

BASELINE BUDGET DESCRIPTION:

CAPITAL NEW (Acct. 410) is funded for the replacement of the front steps to the entry of the restaurant as well as improvements to the tee's and/or cart paths.

Funding for the improvements to the tee's and/or cart paths is supported through the Parks and Recreation Local Option Tax Levy passed by our generous voters. Revenues for this levy are receipted into the General Fund and included in the Transfer from General Revenue line item in this budget.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2025-26

		2022-23	2023-24	2024-25	2025-26	2025-26	2025-26
		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	114,469	0	0	45,000	45,000	45,000
	TOTAL CAPITAL	114,469	0	0	45,000	45,000	45,000
	TOTAL CAPITAL - NEW	114,469	0	0	45,000	45,000	45,000



INTERNAL SERVICE FUNDS

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

REVENUE BUDGET NARRATIVE

Fiscal Year 2026

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 operations and maintenance of the warehouse facility based on inventory held and purchased for the different enterprise funds.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>WAREHOUSE</u>							
<u>MISCELLANEOUS</u>							
610-470-20	INTEREST EARNED	1,120	2,737	1,460	2,350	2,350	2,350
	TOTAL MISCELLANEOUS	1,120	2,737	1,460	2,350	2,350	2,350
<u>TRANSFERS</u>							
610-490-51	TRANSFER FROM ELECTRIC	45,224	57,434	46,102	62,338	62,338	62,338
610-490-52	TRANSFER FROM WATER	14,810	18,809	15,138	20,398	20,398	20,398
610-490-53	TRANSFER FROM SEWER	3,704	4,704	3,746	5,118	5,118	5,118
	TOTAL TRANSFERS	63,738	80,947	64,986	87,854	87,854	87,854
<u>BEGINNING FUND BALANCE</u>							
610-499-10	FUND BALANCE	0	0	30,326	15,764	15,764	15,764
	TOTAL BEGINNING FUND BALANCE	0	0	30,326	15,764	15,764	15,764
	TOTAL REVENUE	64,858	83,684	96,772	105,968	105,968	105,968

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

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 on hand and available.

BUDGET COMMENTS:

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

UTILITIES (Acct. 270) covers the cost of water, sewer, electric and refuse services.

REPAIR & MAINTENANCE (Acct. 280) covers HVAC and overhead door maintenance to the facility as well as minor parts to make repairs.

PROFESSIONAL SERVICES (Acct. 320) covers the monthly security alarm monitoring as well as annual fire extinguisher and alarm testing and recharging as needed.

CAPITAL-BUILDING (Acct. 405) includes funding for the installation of a complete fire alarm system at the warehouse facility. Currently there is no fire alarm system at the facility. The original system had been inoperable for quite some time due to the inability to get parts for it due to its age.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>WAREHOUSE</u>							
<u>ADMINISTRATION</u>							
<u>OPERATING</u>							
610-7600-200	OPERATING SUPPLIES	1,764	2,972	3,000	2,200	2,200	2,200
610-7600-260	COMMUNICATION	671	120	0	0	0	0
610-7600-270	UTILITIES	21,050	20,711	21,000	21,025	21,025	21,025
610-7600-280	REPAIR AND MAINTENANCE	4,783	6,883	5,000	5,051	5,051	5,051
610-7600-320	PROFESSIONAL SERVICES	47	0	0	455	455	455
	TOTAL OPERATING	28,314	30,686	29,000	28,731	28,731	28,731
<u>CAPITAL</u>							
610-7600-405	BUILDING	11,040	10,019	18,000	26,500	26,500	26,500
	TOTAL CAPITAL	11,040	10,019	18,000	26,500	26,500	26,500
<u>TRANSFERS</u>							
610-7600-701	TRANSFER TO GENERAL	23,993	27,905	29,842	30,737	30,737	30,737
	TOTAL TRANSFERS	23,993	27,905	29,842	30,737	30,737	30,737
<u>CONTINGENCY & RESERVES</u>							
610-7600-998	CONTINGENCY	0	0	19,930	20,000	20,000	20,000
	TOTAL CONTINGENCY & RESERVES	0	0	19,930	20,000	20,000	20,000
	TOTAL ADMINISTRATION	63,347	68,610	96,772	105,968	105,968	105,968

REVENUE BUDGET NARRATIVE

Fiscal Year 2026

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, one (1) public transportation van, Milton-Freewater Unified School District (MFUSD) vehicles and equipment, 3+/- Umatilla-Morrow County Head Start (UMCHS) buses and vehicles and 3 +/- Oregon Child Development Coalition buses (OCDC). 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 MFUSD, UMCHS AND OCDC for repairs, annual inspections and maintenance of school buses as well as vans and other means of transportation for students and staff. 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. Departments own some of their own equipment from chain saws and blowers to the street sweeper and scraper. Service for this equipment includes all labor, materials and overhead and costs are billed to the benefitting funds once work is done to pay the shop for services rendered.

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.

SIGNIFICANT CHANGES: Since it is nearly impossible to gauge what will be needed for bus and school vehicle and equipment repairs from year to year, motor pool maintenance has been combined with bus maintenance as one expense program. During the FY 25 budget review this was questioned and we listened. In order to provide better transparency and reflect time spent on non-city vehicles and equipment accurately, we will continue to bill out actual time through our work order system to the asset worked on along with parts plus 30% overhead with a separate parts expense account for bus parts. The labor and parts plus 30% overhead will be billed to the districts monthly and will reflect those charges as revenues when they come back in through the school bus repair revenue line item.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>							
<u>SERVICES</u>							
620-450-51	INTER DP EQUIP REPAIR	27,234	46,522	27,945	24,831	24,831	24,831
620-450-52	SCHOOL BUS REPAIR	36,261	59,665	48,400	54,482	54,482	54,482
620-450-70	VEHICLE RENT	544,377	630,081	684,143	777,203	777,203	777,203
	TOTAL SERVICES	607,873	736,268	760,488	856,516	856,516	856,516
<u>MISCELLANEOUS</u>							
620-470-20	INTEREST EARNED	2,780	6,664	1,917	4,545	4,545	4,545
620-470-99	MISCELLANEOUS	0	799	0	0	0	0
	TOTAL MISCELLANEOUS	2,780	7,463	1,917	4,545	4,545	4,545
<u>TRANSFERS</u>							
620-490-64	TRANSFER FROM VEHICLE MAJR RP	157,000	29,027	24,264	43,493	43,493	43,493
	TOTAL TRANSFERS	157,000	29,027	24,264	43,493	43,493	43,493
<u>BEGINNING FUND BALANCE</u>							
620-499-10	FUND BALANCE	0	0	154,517	70,521	70,521	70,521
	TOTAL BEGINNING FUND BALANCE	0	0	154,517	70,521	70,521	70,521
	TOTAL REVENUE	767,652	772,758	941,186	975,075	975,075	975,075

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

PROGRAM: MOTOR POOL/BUS MAINTENANCE **STAFF LEVEL 2026:** 2.00 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2025:** 1.50 FTE
FUND: VEHICLE MAINTENANCE

BASELINE BUDGET DESCRIPTION:

The Motor Pool/Bus Maintenance Department is staffed by two full-time mechanics that work out of the city-owned shop facility primarily, but have the ability to provide roadside and jobsite service and repairs as needed. The mechanics schedule maintenance and ensure adequate stock of inventory is on hand as well as locate specialty parts and service when needed.

Our mechanics maintain city-owned vehicles and equipment from leaf blowers, chainsaws, generators, pumps and passenger vehicles to bucket and line trucks to the landfill CAT loader and fire pumper and ladder trucks to police cars and our public transportation van and many others. Two full-time mechanics are responsible for repairing and maintaining departmentally-owned equipment, certain aspects of city facilities and functions as well as other specialty assets required for the operations and maintenance of our full-service utilities --- electric, water, sewer and solid waste along with streets, parks and recreation, public transportation, police and fire emergency services as well as school buses operated by Milton-Freewater Unified School District No. 7 (MFUSD), Umatilla-Morrow County Head Start (UMCHS) and Oregon Child Development Coalition (OCDC).

Inter-department repairs are made departmentally-owned equipment from chainsaws to the CAT scraper at the landfill. Such charges are incurred and billed out at the shop hourly labor rate and parts cost plus 30% standard overhead at the time services are rendered. The same is true for school bus, equipment and vehicle maintenance performed for MFUSD, UMCHS and OCDC.

PERSONNEL:

Title	<u>2026 FTE</u>	<u>2025 FTE</u>
Lead Mechanic	1.00	0.75
Mechanic	<u>1.00</u>	<u>0.75</u>
Total	2.00	1.50

BUDGET COMMENTS:

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

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 that are non-stock items.

SCHOOL BUS PARTS (Acct. 290) covers costs for non-inventory parts used specifically on school vehicles, equipment and buses.

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

PROFESSIONAL SERVICES (Acct. 320) covers CDL physicals as well as annual shop lift inspections.

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

MEETINGS/CONFERENCES (Acct. 341) provides for vehicle certification training.

INSURANCE EXPENSE (Acct. 380) provides for vehicle insurance for motor pool-owned vehicles.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>							
<u>MOTOR POOL</u>							
<u>PERSONNEL SERVICES</u>							
620-7700-101	REGULAR SERVICES- MOTOR POOL	143,450	150,411	154,611	220,944	220,944	220,944
620-7700-105	OVERTIME	88	197	500	700	700	700
620-7700-110	TOOL ALLOWANCES	2,445	2,400	2,400	2,400	2,400	2,400
620-7700-120	EMPLOYEE BENEFITS	80,999	87,801	91,624	134,415	134,415	134,415
	TOTAL PERSONNEL SERVICES	226,983	240,808	249,135	358,459	358,459	358,459
<u>OPERATING</u>							
620-7700-200	OPERATING SUPPLIES/FUEL	156,243	144,778	164,115	164,134	164,134	164,134
620-7700-220	PERSONAL PROTECTIVE EQUIP	197	230	500	500	500	500
620-7700-225	MINOR EQUIPMENT	1,381	1,027	1,500	2,000	2,000	2,000
620-7700-260	COMMUNICATION	1,035	974	1,200	1,335	1,335	1,335
620-7700-280	REPAIR AND MAINTENANCE	125,534	107,122	97,375	128,512	128,512	128,512
620-7700-290	SCHOOL BUS PARTS	0	0	0	12,000	12,000	12,000
620-7700-300	UNIFORM MAINTENANCE	486	445	500	1,100	1,100	1,100
620-7700-320	PROFESSIONAL SERVICES	87	212	500	500	500	500
620-7700-330	VEHICLE REPLACEMENT / RENT	5,246	4,601	7,029	10,403	10,403	10,403
620-7700-341	MEETINGS / CONFERENCES	0	198	1,000	1,000	1,000	1,000
620-7700-380	LIABILITY AND VEH INSURANCE	36,270	41,174	51,175	60,809	60,809	60,809
	TOTAL OPERATING	326,478	300,761	324,894	382,293	382,293	382,293
<u>CAPITAL</u>							
620-7700-410	CAPITAL EXPENSE	0	9,607	0	0	0	0
	TOTAL CAPITAL	0	9,607	0	0	0	0
<u>TRANSFERS</u>							
620-7700-701	TRANSFER TO GENERAL	67,650	83,537	90,514	93,229	93,229	93,229
620-7700-764	TRANSFER TO SICK LEAVE	250	250	250	300	300	300
	TOTAL TRANSFERS	67,900	83,787	90,764	93,529	93,529	93,529
<u>CONTINGENCY & RESERVES</u>							
620-7700-998	CONTINGENCY	0	0	156,055	140,794	140,794	140,794
	TOTAL CONTINGENCY & RESERVES	0	0	156,055	140,794	140,794	140,794
	TOTAL MOTOR POOL	621,361	634,964	820,848	975,075	975,075	975,075

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2026

PROGRAM:	SCHOOL BUS MAINTENANCE	STAFF LEVEL 2026: 0.00 FTE
DEPARTMENT:	PUBLIC WORKS	STAFF LEVEL 2025: 0.50 FTE
FUND:	VEHICLE MAINTENANCE	

BUDGET COMMENTS:

SIGNIFICANT CHANGES: The School Bus Maintenance program has been merged with the Motor Pool program expenditure budget this year. This will show a more accurate accounting of costs as suggested during the prior budget review, rather than a set allocation of some fixed annual expenditures that don't accurately reflect the true costs in comparison to revenues for this program.

PERSONNEL:

<u>Title</u>	<u>2026 FTE</u>	<u>2025 FTE</u>
Lead Mechanic	0.00	0.25
Mechanic	0.00	0.25
Total	0.00	0.50

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>							
<u>SCHOOL BUS MAINTENANCE</u>							
<u>PERSONNEL SERVICES</u>							
620-7710-101	REGULAR SERVICES- SCHL BUS MNT	38,877	39,231	51,537	0	0	0
620-7710-105	OVERTIME	0	0	200	0	0	0
620-7710-120	EMPLOYEE BENEFITS	21,813	22,503	30,542	0	0	0
	TOTAL PERSONNEL SERVICES	60,690	61,734	82,279	0	0	0
<u>OPERATING</u>							
620-7710-225	MINOR EQUIPMENT	1,460	428	500	0	0	0
620-7710-290	SCHOOL BUS PARTS	7,435	14,375	12,000	0	0	0
620-7710-300	UNIFORM MAINTENANCE	462	546	600	0	0	0
620-7710-330	VEHICLE REPLACEMENT / RENT	2,248	1,972	2,344	0	0	0
	TOTAL OPERATING	11,605	17,320	15,444	0	0	0
<u>TRANSFERS</u>							
620-7710-701	TRANSFER TO GENERAL	16,913	20,884	22,565	0	0	0
620-7710-764	TRANSFER TO SICK LEAVE	50	50	50	0	0	0
	TOTAL TRANSFERS	16,963	20,934	22,615	0	0	0
	TOTAL SCHOOL BUS MAINTENANCE	89,257	99,988	120,338	0	0	0

REVENUE BUDGET NARRATIVE

Fiscal Year 2026

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 26 replacement fees included in the budget are \$333,438.

Due to the ever-increasing cost of replacement vehicles a 10 percent (10%) depreciation adjustment has been added to vehicles that are not yet fully depreciated in an effort to cover those costs. FY 26 depreciation adjustment fees included in the budget are \$22,909 for a total depreciation of \$356,347.

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 \$235,974 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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>							
<u>SERVICES</u>							
630-450-50	REPLACEMENT FEES	438,919	484,445	572,666	592,321	592,321	592,321
	TOTAL SERVICES	438,919	484,445	572,666	592,321	592,321	592,321
<u>MISCELLANEOUS</u>							
630-470-20	INTEREST EARNED	19,946	53,266	22,206	38,092	38,092	38,092
630-470-30	SALE OF FIXED ASSETS	14,875	0	7,000	0	0	0
	TOTAL MISCELLANEOUS	34,821	53,266	29,206	38,092	38,092	38,092
<u>TRANSFERS</u>							
630-490-52	TRANSFER FROM WATER	52,000	0	0	0	0	0
	TOTAL TRANSFERS	52,000	0	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
630-499-10	FUND BALANCE	0	0	1,268,203	466,085	466,085	466,085
	TOTAL BEGINNING FUND BALANCE	0	0	1,268,203	466,085	466,085	466,085
	TOTAL REVENUE	525,740	537,711	1,870,075	1,096,498	1,096,498	1,096,498

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2026

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) Replacement of three (3) existing vehicles and one new addition are planned as follows:

FY 26	
New Police Vehicle – rented by Police Department, replaces V-188	\$85,000
Used Fire Truck – rented by Fire Department, replaces V-163	\$95,000
New or Used – Utility Van - rented by streets, water and sewer collection departments, replaces V-62	\$60,000
Used Telehandler – rented by Sewer Land Application and Solid Waste Recycling, new addition to fleet to adequately reach and maintain pivots and recycling totes.	\$60,000
TOTAL REPLACEMENT:	\$300,000

LEASE PRINCIPAL (Acct. 520) and LEASE INTEREST (Acct. 521) are both funded this year to include the one lease approved initially in FY 21 as outlined below.

FY 26 EXISTING LEASE PAYMENT COMMITMENTS:

	FY 25	
	<u>PRINCIPAL</u>	<u>INTEREST</u>
193 - '20 International/Terex Bucket Truck (72 mo. through FY 27)	<u>\$16,420</u>	<u>\$165</u>
EXISTING COMMITTED PAYMENTS DUE:		\$16,585

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>							
<u>ADMINISTRATION</u>							
<u>CAPITAL</u>							
630-7600-470	VEHICLE REPLACEMENT	330,717	33,912	746,091	300,000	300,000	300,000
	TOTAL CAPITAL	330,717	33,912	746,091	300,000	300,000	300,000
<u>DEBT SERVICE</u>							
630-7600-520	LEASE PRINCIPAL	12,166	74,940	32,188	16,420	16,420	16,420
630-7600-521	LEASE INTEREST	1,586	5,148	980	165	165	165
	TOTAL DEBT SERVICE	13,751	80,088	33,168	16,585	16,585	16,585
<u>TRANSFERS</u>							
630-7600-762	TRANSFER TO VEHICLE MAINT	157,000	29,027	24,264	43,493	43,493	43,493
	TOTAL TRANSFERS	157,000	29,027	24,264	43,493	43,493	43,493
<u>CONTINGENCY & RESERVES</u>							
630-7600-970	RESERVE FOR REPLACE	0	0	1,066,570	736,420	736,420	736,420
	TOTAL CONTINGENCY & RESERVES	0	0	1,066,570	736,420	736,420	736,420
	TOTAL ADMINISTRATION	501,469	143,027	1,870,093	1,096,498	1,096,498	1,096,498

BUDGET NARRATIVE
Fiscal Year 2026

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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SICKLEAVE LIABILITY</u>							
<u>MISCELLANEOUS</u>							
640-470-20	INTEREST EARNED	775	1,133	500	580	580	580
	TOTAL MISCELLANEOUS	775	1,133	500	580	580	580
<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	2,305	2,305	2,305
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	6,450	6,450	6,450
<u>BEGINNING FUND BALANCE</u>							
640-499-10	FUND BALANCE	0	0	9,625	10,751	10,751	10,751
	TOTAL BEGINNING FUND BALANCE	0	0	9,625	10,751	10,751	10,751
	TOTAL REVENUE	7,551	7,909	16,901	17,781	17,781	17,781

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>SICKLEAVE LIABILITY</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
640-7600-101	REGULAR SERVICES- SICKLEAVE LB	0	27,112	13,520	14,000	14,000	14,000
640-7600-102	PART TIME- SICKLEAVE LIABILITY	0	0	1,781	1,981	1,981	1,981
640-7600-120	EMPLOYEE BENEFITS	0	266	1,600	1,800	1,800	1,800
	TOTAL PERSONNEL SERVICES	0	27,377	16,901	17,781	17,781	17,781
	TOTAL ADMINISTRATION	0	27,377	16,901	17,781	17,781	17,781

BUDGET NARRATIVE
Fiscal Year 2026

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 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>RISK MANAGEMENT</u>							
<u>MISCELLANEOUS</u>							
650-470-10	CIS REFUND	15,929	12,993	10,000	15,000	15,000	15,000
650-470-20	INTEREST EARNED	1,541	3,033	890	1,043	1,043	1,043
	TOTAL MISCELLANEOUS	17,470	16,026	10,890	16,043	16,043	16,043
<u>BEGINNING FUND BALANCE</u>							
650-499-10	FUND BALANCE	0	0	52,500	55,500	55,500	55,500
	TOTAL BEGINNING FUND BALANCE	0	0	52,500	55,500	55,500	55,500
	TOTAL REVENUE	17,470	16,026	63,390	71,543	71,543	71,543

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2025-26

		2022-23 FISCAL ACTUAL	2023-24 FISCAL ACTUAL	2024-25 FISCAL BUDGET	2025-26 CITY MGR PROPOSED	2025-26 BUD COMM APPROVED	2025-26 COUNCIL ADOPTED
<u>RISK MANAGEMENT</u>							
<u>ADMINISTRATION</u>							
<u>OPERATING</u>							
650-7600-382	UNANTICIPATED CLAIMS	33,032	5,300	63,390	71,543	71,543	71,543
	TOTAL OPERATING	33,032	5,300	63,390	71,543	71,543	71,543
	TOTAL ADMINISTRATION	33,032	5,300	63,390	71,543	71,543	71,543

CITY OF MILTON-FREEWATER

COMPUTATION OF LEGAL DEBT LIMIT

June 30, 2025

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	592,189,884
Debt Limit Rate	x <u>3%</u>
Maximum Allowable Debt	17,765,697
*Less General Bonded Debt	<u>7,692,950</u>
Legal Debt Margin	<u>\$ 10,072,747</u>
Total net bonded debt applicable to the limit as a percentage of debt limit	56.70%

Property Tax Summary Fiscal Year 2026

	2023 Budget	2024 Budget	2025 Adopted	2026 Proposed	2026 Approved	2026 Adopted

Operating Estimate	1,179,500	1,240,800	1,269,396	1,375,840	1,375,840	1,375,840
Rate Levy	3.7499	3.7499	3.7499	3.7499	3.7499	3.7499
Debt Service	264,200	273,700	283,900	296,400	296,400	296,400
Local Option Tax						
Senior Trans	59,000	60,500	60,500	95,000	95,000	95,000
Parks & Rec	96,000	99,000	99,010	98,100	98,100	98,100
TOTAL TAXES	<u>1,598,700</u>	<u>1,598,700</u>	<u>1,712,800</u>	<u>1,867,340</u>	<u>1,867,340</u>	<u>1,867,340</u>

PERSONNEL SUMMARY
Fiscal Year 2026 By Department

POSITION	2024 FTE	2025 FTE	2026 FTE
GENERAL FUND CITY COUNCIL			
Mayor ¹	1.00	1.00	1.00
Councilors ¹	6.00	6.00	6.00
	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
CITY MANAGER			
City Manager	0.80	0.90	0.90
Assistant City Manager/City Recorder	-	1.00	-
City Recorder	1.00	-	1.00
	<u>1.80</u>	<u>1.90</u>	<u>1.90</u>
MUNICIPAL COURT			
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>
ACCOUNTING & BILLING			
Finance Director	1.00	1.00	1.00
Accounting Supervisor	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>5.50</u>	<u>5.50</u>
HUMAN RESOURCE ADMINISTRATION			
City Recorder	-	-	-
Administrative Assistant	-	-	-
Human Resource Officer	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
PLANNING / BUILDING INSPECTIONS			
City Planner	0.45	0.75	0.85
Building Specialist	0.05	0.05	0.05
Planning Assistant	0.50	0.60	0.60
	<u>1.00</u>	<u>1.40</u>	<u>1.50</u>
POLICE			
Chief	1.00	1.00	1.00
Sergeant	1.00	1.00	1.00
Patrol Officers	9.00	9.00	10.00
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>18.60</u>
FIRE			
Chief	1.00	1.00	1.00
Assistant Chief ¹	1.00	1.00	1.00
Captains ¹	4.00	4.00	4.00
Firefighters ¹	16.00	16.00	16.00
	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>

¹ Number of positions, not expressed in FTEs

PERSONNEL SUMMARY
Fiscal Year 2026 By Department

POSITION	2024 FTE	2025 FTE	2026 FTE
PUBLIC WORKS			
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	1.29	1.84
Technician	1.00	2.00	2.00
Aquatic Center Manager	-	-	0.56
Lifeguards	-	-	3.00
Concession	-	-	1.00
Laborer	0.80	0.32	0.48
	<u>6.19</u>	<u>6.22</u>	<u>11.49</u>
ENGINEERING AND PLANNING			
Engineering Technician(s)	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
STREET FUND			
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>
LIBRARY FUND			
Library Director	1.00	1.00	1.00
Library Assistant	-	-	-
Library Associate	2.93	2.93	2.93
	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>
SENIOR/ DISABLED TRANSPORTATION FUND			
City Planner	0.55	0.25	0.15
Planning Assistant	0.50	0.40	0.40
City Manager	0.10	-	-
	<u>1.15</u>	<u>0.65</u>	<u>0.55</u>
ELECTRIC FUND			
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	2.00
Conservation 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>12.05</u>

PERSONNEL SUMMARY
Fiscal Year 2026 By Department

POSITION	2024 FTE	2025 FTE	2026 FTE
WATER FUND			
Water & Streets Supervisor	0.74	0.74	0.74
Parks Maintenance Worker	0.46	0.46	0.31
Utility Worker - in training	-	-	0.33
Rotational Crew Member	0.33	0.33	0.33
Utility Workers	1.68	1.68	1.68
	<u>3.21</u>	<u>3.21</u>	<u>3.39</u>
SEWER FUND			
Utility Workers	2.05	2.05	2.05
Utility Worker - in training	-	-	0.34
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>4.13</u>
SOLID WASTE FUND			
Sanitation Truck Driver	1.00	1.00	1.00
Water & Streets Supervisor	0.02	0.02	0.02
Utility Worker - in training	-	-	0.33
Parks Maintenance Worker	0.66	0.66	0.60
Rotational Crew Member	1.33	1.33	1.33
Utility Worker	1.49	1.49	1.49
	<u>4.50</u>	<u>4.50</u>	<u>4.77</u>
GOLF COURSE FUND			
Parks Maintenance Worker	0.45	0.45	0.45
Parks & Rec Supervisor	0.16	0.16	0.16
Laborer	0.48	0.48	0.48
	<u>1.09</u>	<u>1.09</u>	<u>1.09</u>
VEHICLE MAINTENANCE FUND			
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>
Total FTEs ²	<u>69.24</u>	<u>68.27</u>	<u>75.58</u>

² Council, Police Reserves, and Fire Volunteers are not included in Total FTEs.

City of Milton-Freewater
RESOLUTION NO. 2565

**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

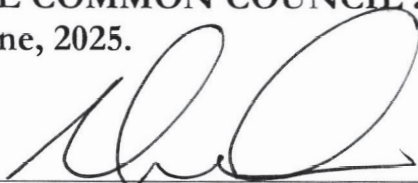
WHEREAS, the City of Milton-Freewater is anticipating to receive an estimated \$93,731 in state revenue sharing; and

WHEREAS, during two public hearings on this subject, one held, April 29, 2025 and the other held June 9, 2025, 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,

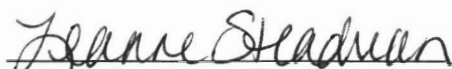
THEREFORE, be it RESOLVED, the City of Milton-Freewater hereby elects to receive state revenues for fiscal year 2025-2026.

PASSED BY THE COMMON COUNCIL and APPROVED by the Mayor this 9th day of June, 2025.



Mike Odman, Mayor

I certify that a public hearing before the Budget Committee was held on April 29, 2025, and a public hearing before the City Council was held on June 9, 2025 giving citizens an opportunity to comment on the use of state revenue sharing funds.


Leanne Steadman, City Recorder

CITY OF MILTON-FREEWATER

RESOLUTION NO. 2573

**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, 2025**

BE IT RESOLVED;

Section 1. That the City Council of the City of Milton-Freewater hereby adopts the budget for fiscal year 2025-2026 in the sum of \$47,816,457.

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 \$100,000 Local Option Tax for senior transportation, \$100,000 Local Option Tax for parks & recreation, General Obligation Bond \$320,000; and that these taxes are hereby imposed and categorized for tax year 2025-2026 upon the assessed value of all taxable property within the district.

	General Government	Excluded from The Limitation
General Fund	\$3.7499/\$1,000	
Bonded Debt		\$320,000
Local Option Tax Sen/Trans	\$100,000	
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	\$34,689
City Manager/Human Resources	688,262
City Attorney	44,000
Municipal Court	131,637
Finance	1,237,474
Planning/Building Inspection/Economic Development	343,610
Police/Emergency Communications/Code Enforcement	3,509,331
Fire	543,154
Public Works	2,367,201
City Hall	857,459
Transfers to Other Funds	90,538
Contingency	366,661
TOTAL GENERAL FUND APPROPRIATIONS	
	10,214,016

<u>STREET FUND</u>	
Personnel Services	235,375
Materials and Services	168,756
Transfer to Other Funds	372,917
Contingency	430,098
TOTAL STREET FUND APPROPRIATIONS	1,207,146
<u>STREET IMPROVEMENT FUND</u>	
Capital Outlay	300,000
TOTAL STREET IMPROVEMENT FUND APPROPRIATIONS	300,000
Reserve for Future Expenditure	765,772
TOTAL STREET IMPROVEMENT FUND REQUIREMENTS	1,065,772
<u>LIBRARY FUND</u>	
Personnel Services	473,297
Materials and Services	77,400
Capital Outlay	7,000
Transfer to Other Funds	240
Contingency	5,608
TOTAL LIBRARY FUND APPROPRIATIONS	563,545
<u>SENIOR/DISABLED TRANSPORTATION SERVICES FUND</u>	
Personnel Services	77,032
Materials and Services	95,350
Debt Service	68,552
Contingency	30,000
TOTAL SENIOR/DISABLED TRANS SERVICES FUND APPROPRIATIONS	270,934
<u>911 FUND</u>	
Materials and Services	80,500
Transfer to Other Funds	13,100
TOTAL 911 FUND APPROPRIATIONS	93,600
<u>GENERAL OBLIGATION BOND FUND</u>	
Debt Service	296,400
TOTAL GENERAL OBLIGATION BOND FUND APPROPRIATIONS	296,400
<u>POLICE STATION CONSTRUCTION FUND</u>	
Capital Outlay	1,198,350
TOTAL POLICE STATION CONSTRUCTION FUND APPROPRIATIONS	1,198,350

ELECTRIC FUND

Personnel Services	2,643,387
Materials and Services	6,429,841
Capital Outlay	745,250
Transfer to Other Funds	1,536,060
Contingency	428,202

TOTAL ELECTRIC FUND APPROPRIATIONS 11,782,740

ELECTRIC CAPITAL REPLACEMENT RESERVE FUND

Capital Outlay	1,971,628
TOTAL ELECTRIC CAP REPL RESERVE FUND APPROPRIATIONS	1,971,628

ELECTRIC OPERATING & MAINTENANCE RESERVE FUND

Capital Outlay	2,824,589
TOTAL ELECTRIC OP & MAINT RESERVE FUND APPROPRIATIONS	2,824,589

WATER FUND

Personnel Services	442,841
Materials and Services	592,436
Capital Outlay	5,859,367
Transfer to Other Funds	904,364
Contingency	1,022,770

TOTAL WATER FUND APPROPRIATIONS 8,821,778

SEWER FUND

Personnel Services	584,034
Materials and Services	428,971
Transfer to Other Funds	760,314
Contingency	349,956

TOTAL SEWER FUND APPROPRIATIONS 2,123,275

SEWER PLANT IMPROVEMENT FUND

Capital Outlay	398,367
Debt Service	93,913
TOTAL SEWER PLANT IMPROVEMENT FUND APPROPRIATIONS	492,280
Reserve for Future Expenditure	102,444
TOTAL SEWER PLANT IMPROVEMENT FUND REQUIREMENTS	594,724

SOLID WASTE FUND

Personnel Services	611,316
Materials and Services	833,927
Capital Outlay	0
Transfer to Other Funds	505,688
Contingency	88,278

TOTAL SOLID WASTE FUND APPROPRIATIONS 2,039,209

LANDFILL CLOSURE FUND

Reserve for Future Expenditure	178,482
TOTAL LANDFILL CLOSURE FUND REQUIREMENTS	178,482

GOLF COURSE FUND

Personnel Services	92,444
Materials and Services	209,442
Debt Service	1,418
Transfer to Other Funds	100
TOTAL GOLF COURSE FUND APPROPRIATIONS	303,404

WAREHOUSE FUND

Materials and Services	28,731
Capital Outlay	26,500
Transfer to Other Funds	30,737
Contingency	20,000
TOTAL WAREHOUSE FUND APPROPRIATIONS	105,968

VEHICLE MAINTENANCE FUND

Personnel Services	358,459
Materials and Services	382,293
Capital Outlay	0
Transfer to Other Funds	93,529
Contingency	140,794
TOTAL VEHICLE MAINTENANCE FUND APPROPRIATIONS	975,075

VEHICLE REPLACEMENT FUND

Capital Outlay	300,000
Debt Service	16,585
Transfers	43,493
TOTAL VEHICLE REPLACEMENT FUND APPROPRIATIONS	360,078
Reserve for Future Expenditure	736,420
TOTAL VEHICLE REPLACEMENT FUND REQUIREMENTS	1,096,498

SICKLEAVE LIABILITY FUND


Personnel Services	17,781
TOTAL SICKLEAVE LIABILITY FUND APPROPRIATIONS	17,781

RISK MANAGEMENT FUND

Materials and Services	71,543
TOTAL RISK MANAGEMENT FUND APPROPRIATIONS	71,543

TOTAL APPROPRIATIONS - ALL FUNDS 46,033,339
TOTAL RESERVE FOR FUTURE EXPENDITURE - ALL FUNDS 1,783,118
TOTAL REQUIREMENTS - ALL FUNDS 47,816,457

PASSED by the Common Council and APPROVED by the Mayor this 9th day of
June, 2025



Mike Odman, Mayor