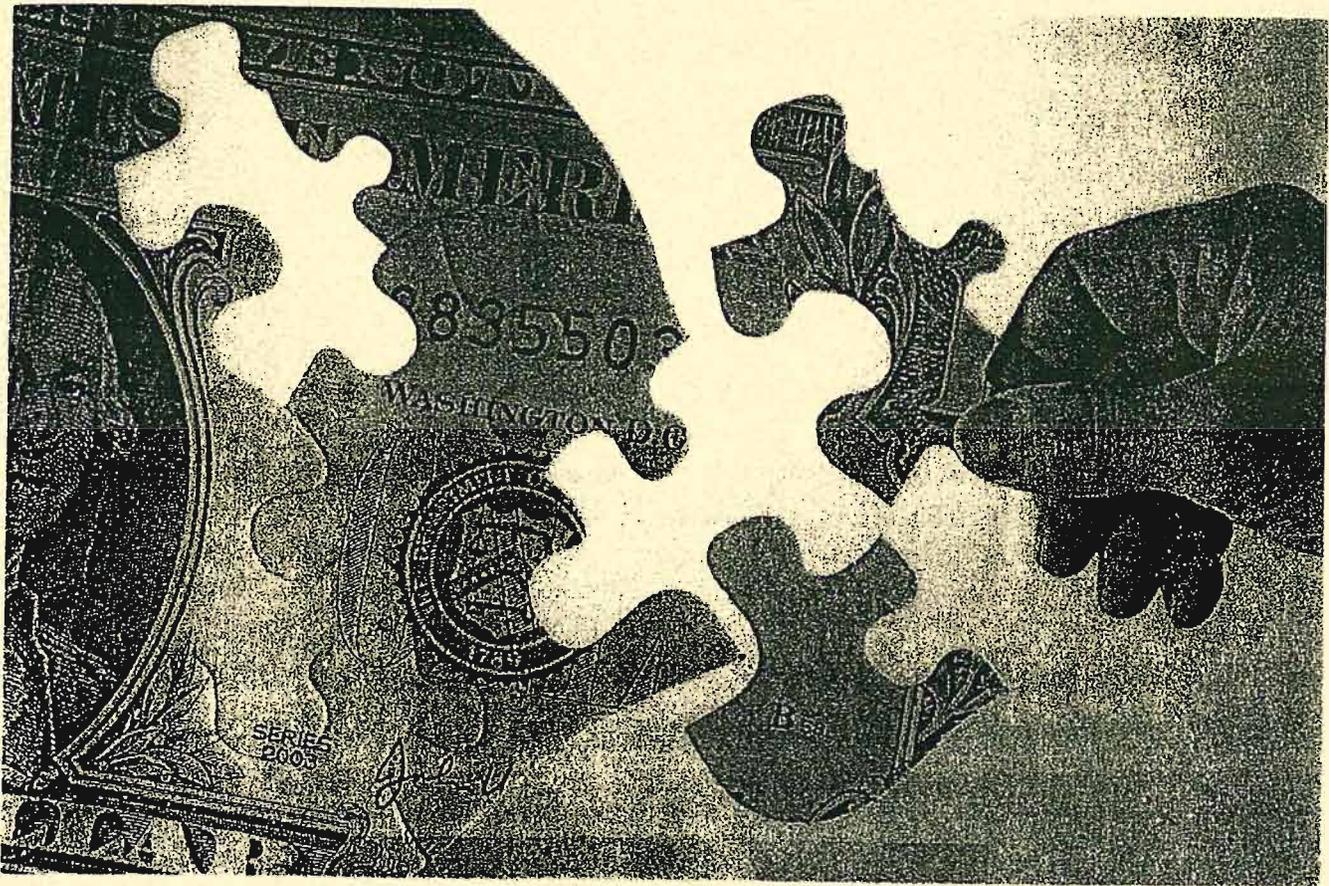


CITY OF MILTON-FREEWATER



PRELIMINARY BUDGET

2015-2016

CITY OF MILTON-FREEWATER
FISCAL 2016 BUDGET COMMITTEE

Mayor: *Lewis Key*

Councilors: *Steve Irving*
Brad Humbert
Jeff Anliker
Orrin Lyon
Ed Chesnut
Steven Patten

Budget Committee: *Marge Roff*
Verl Pressnall
Myra Sherwin
Wes Koklich
Donavan Phillips
Suni Danforth

Budget Officer: *Linda Hall*

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CITY OF
MILTON-FREEWATER

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

March 30, 2015

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

FROM: City Manager

SUBJECT: Proposed Budget for Fiscal Year 2016

EXECUTIVE SUMMARY

It is our sincere pleasure to bring you the City of Milton-Freewater's FY 2016 budget. This budget has the distinction of including several unique revenues and expenditures that we anticipate to be "once in a lifetime" occurrences.

I have begun thinking of budget years in terms of "themes" and this year's theme would be "New Horizons". This will be our first budget year without the economic tool box of our highly successful Urban Renewal Agency, which will completely retire July 1st. It will be the beginning of what is hoped to be a new age of increased economic vitality and development, driven by several factors, not the least of which is the formation and designation of a new wine grape growing region known as "the Rocks District of Milton-Freewater". It is a budget that is largely without any long term debt service, as many of our 20 year bonds and obligations have been paid off, or will be in this budget year.

While the retirement of debt is certainly something we like to see, the downside to that means that the infrastructure and facilities that these long term debts were pledged against are now 20 years old or older, and are showing wear and tear.

These are issues that must be planned for and worked toward. I think we have all seen the devastating financial impacts of waiting until systems or facilities are completely falling down around our ears to then try to "fix" them. Here in Milton-Freewater, we much prefer to maintain our infrastructure and improve the facilities prior to having to completely rebuild them! You will see this goal reflected in our building up our cash reserves and capital construction funds to start saving toward those goals.

In our local government we operate at the most accessible level of governmental agencies. The citizenry we serve know our names, know where we can be reached, know what our jobs are. Our Council members do not have offices. They live beside us, do business among us, and attend church with us. Their constituents call them at home, corner them at the coffee shop, approach them at church and in the grocery and hardware store aisles.

The City's Department Heads and I are equally accessible and do not shirk this responsibility or honor. We know we are charged with the duty of keeping our city running well while being financially solvent and "in the black".

Our Department Heads, Finance Director and I have dedicated literally hundreds of hours of our time and efforts toward not only watching the current bottom lines, but planning and forecasting for the financial future of our City decades into the future.

We are pleased to present a budget totaling \$32,410,122. This is an increase of \$2,377,386 over last year's budget total, but the primary reason for this increase is it includes grants totaling \$2,640,512! These huge grants are helping immensely to keep the services our city's citizens have grown accustomed to and staving off painful budget cuts and the loss of services or diminishing service levels. It is no easy feat to land these large grants in this day and age because the competition for them is fierce and the paperwork and application processes are incredibly cumbersome and complex.

Still, even with the comprehensive amount of planning, I am afraid we will still be forced to raise the rate for two of our utilities. Electric rates are proposed to increase 7%. This is primarily due to BPA power and transmission rate increases, a very low water year, and the continuing repair bill from Wanapum Dam repairs.

Our sewer rates are proposed to increase 3.1% as a condition of our large \$2 million CDBG grant from the State of Oregon. This grant requires that we tie our rates to the "Federal Affordability Index" and our current rate was slightly below the required figure.

We worked hard, and will continue to do so, to keep these rate increases as low as humanly possible, because we realize that our citizens and business owners are struggling right along with us.

We are blessed to have a proactive, supportive City Council who works well with staff, citizens and each other to protect Milton-Freewater's assets and build upon our strengths. They all genuinely care about our city and it shows in their decisions.

BUDGET HIGHLIGHTS:

GENERAL FUND

The services supported by this fund are the traditional services known and depended upon by the public as crucial to the well being of our society---police and fire protection, parks and recreational activities, and administration of the city's basic government.

When voters in Oregon passed several tax measures that permanently capped property tax revenues with very few options for increase, the effect was to hamstring many general fund programs such as police, emergency 911 dispatch services, fire and maintenance of recreational facilities and programs. Franchise fees are the primary revenue source, but many of these traditional franchise fees are drying up with a changing society. The telephone companies used to pay a huge amount of our franchise fees, but with the trend towards dropping land lines, and just using cell phones, those fees are dwindling dramatically. Cell phone companies do not pay franchise fees. Cable television services were another large contributor to franchise fee revenues in the city, but many folks are choosing to go with satellite television and internet services, so those fees are dwindling as well.

Meanwhile, our costs in providing the services in the general fund continue to rise.

We are continually searching for additional revenue streams, but this goal gets more challenging each year. This year we anticipate that this fund will receive a small boost from the transfer of assets from the retirement of the Urban Renewal Agency effective in July of this calendar year. We also will see a small increase in tax revenue receipts due to the retirement of the URA, and its subsequent relinquishment of its taxing authority. This "piece of the tax revenue pie" will be dispersed out among all affected taxing bodies in the subject area---from Umatilla County, to the City's general fund, to small taxing agencies like the Water Control District and the Cemetery District.

This budget does not include any loss of services to the public, we will still be providing 24/7 police and fire coverage, emergency and utility dispatch services, as well as recreational programs such as the aquatic center and parks. We have also reintroduced a full time Code Enforcement Officer in the hopes of cleaning up our city a little better.

ELECTRIC FUND

Our Electric Utility is the oldest municipal electric utility in the state of Oregon, but even that veteran status cannot protect it from the outside impacts that have caused us to recommend a 7% rate increase. This increase will cost the average electric customer an additional \$4.75 per month.

Factors which forced us to raise our customer rates were many and significant: BPA has raised their transmission and energy rates to us for the past several consecutive

years. We do all we can to absorb these rate increases, but were concerned when other factors, including the loss of additional surplus power revenues due to a very low water year, which decreases the amount of hydro-generated energy that is produced to be sold, and a debt service pledged against our utility's portion of the repair bill from the cracked spillway at Wanapum Dam. At last count, the repairs to this Dam, which the city has a share in due to being a benefitting stakeholder, totaled approximately \$80,000 and not all costs are calculated yet.

WATER FUND

This fund is currently holding its own financially, BUT there are dark clouds on the horizon. The ever increasing trend of more and more regulatory mandates and testing expenses keeps us carefully monitoring the bottom line. Also, the operational costs of our seven deep basaltic wells continue to rise. The good news for this budget is that the debt service for revenue bonds which were sold in 1993 to pay for critical upgrades to the water system in 1993 and 1994 have been retired.

However, the utility took an unexpected hit last year with defending our city against the forced extension of our water infrastructure to outside parties without a firm understanding of who would be footing the bill for the extension of the infrastructure. At the time of this writing, the water utility has paid out over \$75,000 in legal bills and other costs to defend the utility's ability to control its own service extension policies.

Still, we had sufficient reserves to be able to absorb these unforeseen expenses, so we are happy to report this utility will have **NO RATE INCREASE** this year. We are far from fat in this utility however, and will be continuing to closely monitor its health to be certain we don't fall behind in our ability to absorb unforeseen expenditures.

SEWER FUND

This utility will see the beginning of the construction phase of a massive improvement and repair project to our wastewater treatment plant. This \$3.305 million dollar project has already been designed, and is expected to be completed in the next year or two.

Thankfully, we were fortunate enough to bring home a TWO MILLION DOLLAR GRANT to help fund this crucial construction project, but we will still be looking at debt service for the remaining estimated \$1.305 million dollar price tag.

We will be required to increase the rates slightly (3.1%) in order to stay compliant with the conditions of our large CDBG grant program.

This is still well below what our neighboring cities are paying for sewer rates and well below what the rate schedules would be to meet a construction debt service if we did not have the \$2 million grant to go against the debt service.

It is estimated that this will cost the average residential customer an additional \$1.00 per month.

SOLID WASTE

This utility continues to be hammered by additional unfunded mandates and skyrocketing fees and expenses associated with our landfill. Landfills across the nation are being hit by costly environmental regulations, testing requirements and state fees. Last year, the Department of Environmental Quality forced us to construct several additional monitoring wells to prove that our landfill is not having any effect on surrounding groundwater. Fortunately, the results of the monitoring tests have shown we are not affecting the surrounding ground water and wells, but we will still be required to continue the monitoring and testing.

We do our best to keep all the costs we can control down. For example, this utility is served by only one sanitation truck driver who serves all 7,060 of our citizens. The decrease in fuel costs this past spring definitely gave this fund a boost. We continually explore ways to save money and be more efficient through alternative routes, better equipment and good communication with our customers. These efforts are enabling us to balance this fund with NO RATE INCREASE this year.

LIBRARY FUND

This fund has always been a challenge to keep in the black. Taxing district revenues fall critically short of fully funding library services to the extent our citizens have come to enjoy. We are discovering that our beautiful and much larger library building has a definite impact on budget expenditures. Not only are utilities and labor costs higher for the larger building, but upkeep and maintenance costs are substantially higher as well. Added to these woes is the fact that materials for the library continue to be more and more expensive. The general fund makes a transfer of almost \$117,000 this fiscal year in order to maintain the same level of services enjoyed by its 12,000 patrons. I have to make the cautionary statement that I am not sure we will be able to continue such a large subsidy from the general fund if the general fund's shrinking revenues continue to dwindle.

A new Department Head has been hired to replace long tenured Bob Jones, who retired in the fall of 2014 after 22 years. Erin Wells joined our team as the Library Director in October of 2014. I am pleased to say she has hit the ground running and is making some new changes in the library---with more emphasis on youth and children's programs. She has done a great job with grant writing, and already brought in almost \$20,000 in grant monies to replace public access computers and furnish a teen activities room.

GOLF COURSE

This enterprise fund has reached the critical point. Our staff, Council members and I have begun to run out of options for making ends meet. Fewer and fewer folks are golfing these days, and meanwhile the costs continue to rise. We find ourselves in a "no win" situation of not being able to cut expenses any further or the course itself will reflect the loss. If the course starts to look poorly, it will attract even fewer golfers to the course. Our Council is committed to its survival, but this recreational

asset is in jeopardy of being lost if we are not able to find a more consistent and steady revenue stream. We have tried all that we can to aid the fund financially, from cutting labor costs, to renting out the club house, to temporarily forgiving energy demand services on irrigation costs. The very long tenured Golf Manager, George Gillette, voluntarily gave up any cost of living increases in his contract several years ago in an effort to aid the course.

Last year Council authorized the URA to assume the loan the Golf Course has for the irrigation system, saving the Course substantial amounts of debt service interest payments. This certainly helped, but still the fund continues to struggle. We are recommending a small (3%) increase in user fees just to bring it into the black...barely. The future of this fund remains uncertain.

PUBLIC TRANSPORTATION

Our staff person in charge of our two transportation programs, Teresa Dutcher, has done a phenomenal job in securing large grants (over \$238,000 in this year's budget alone!) for our transportation programs. The two very popular public transportation programs are a senior and disabled taxi service and our general ridership bus program. Both these services are entirely supported by grant monies, farebox payments and revenues from a local option tax. Without these sources of revenue, I am afraid we would lose these highly depended upon services. We are most grateful for the support and approval of Milton-Freewater citizens who have consistently approved local option taxes to support these important services. Ridership has grown substantially for both these programs in recent years as people struggle with balancing their own transportation budgets.

The inclusion into the Walla Walla Valley Metropolitan Planning Organization has added more complex rules and regulations for us to adhere to, and a generally more convoluted grant application and monitoring process. But, our membership in the MPO has also opened a lot more doors to bigger grant opportunities as well.

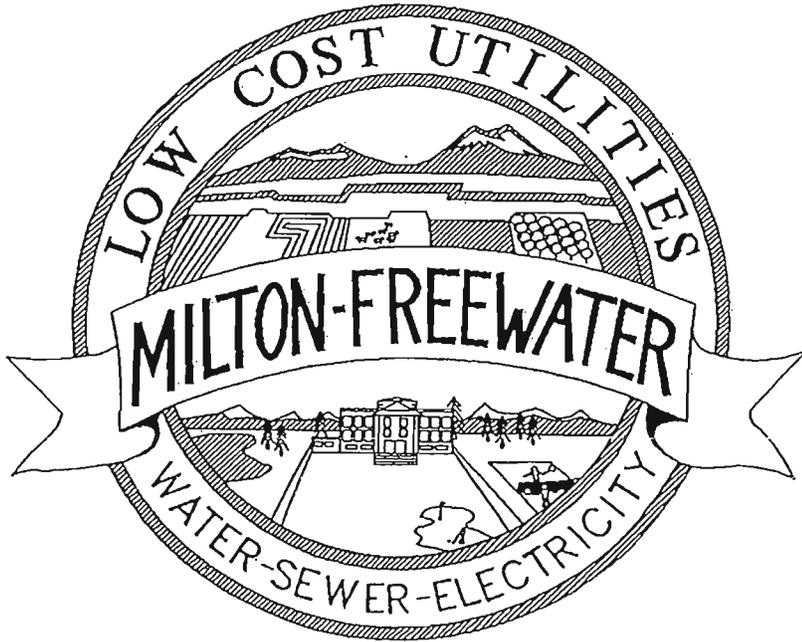
CONCLUSION

While we will always have challenges---every city does---I remain optimistic about our future. Together we will march confidently toward our NEW HORIZONS. Milton-Freewater citizens should take comfort in the fact that their local government is in sound financial health with a continued solid future for our city. We have a lot to be thankful for and proud of!

Respectfully submitted,



Linda Hall
City Manager



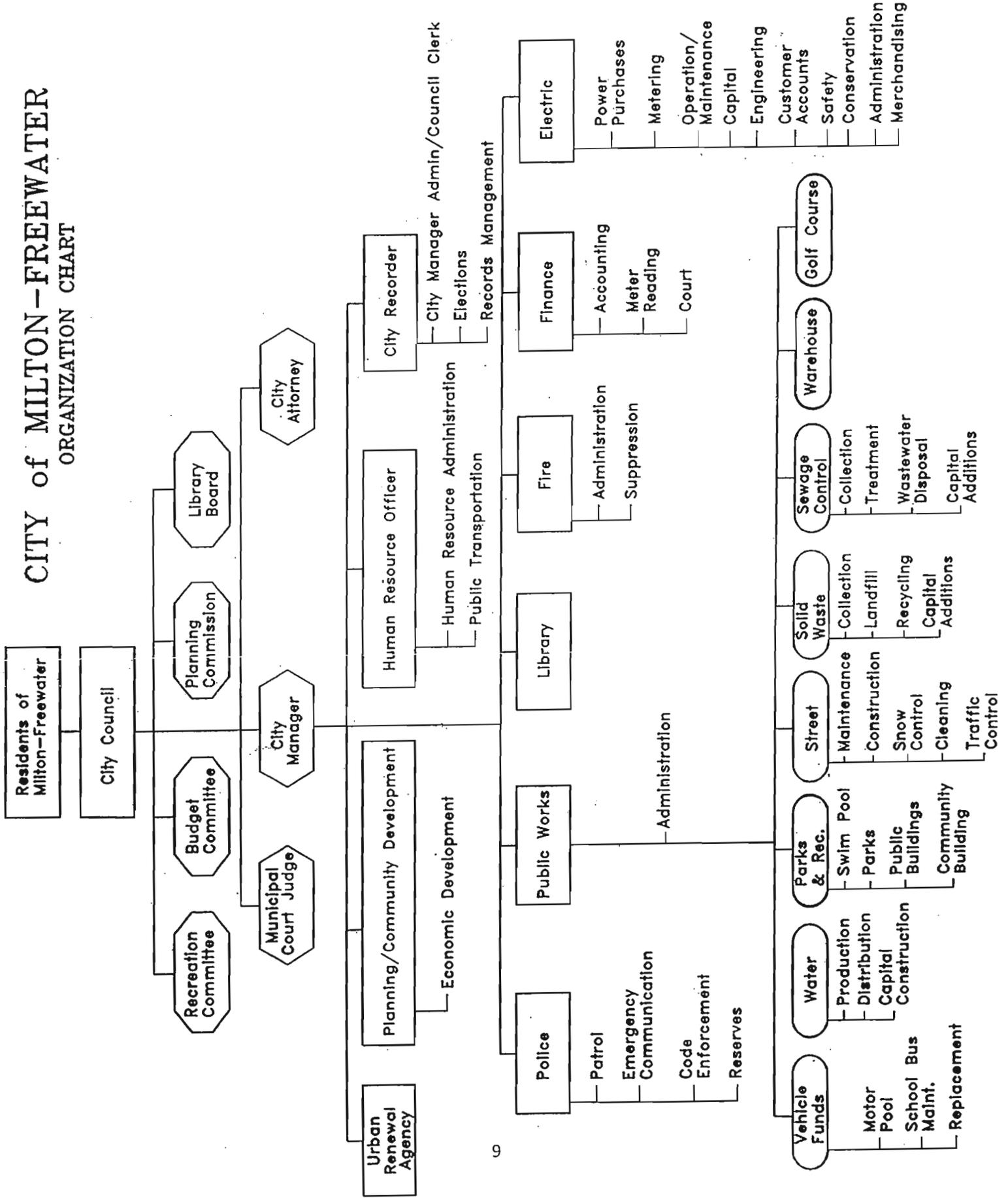
CITY OF MILTON-FREEWATER, OREGON

Budget Calendar Fiscal 2016

01/16	Worksheets distributed to Department Heads.
02/17	Last day to submit Departmental Budget requests to the Finance Director. Department Heads are responsible for meeting this deadline.
03/16	Finance Director will begin meetings with the City Manager to review, revise and balance budgets. Department heads will be on call March 18-20 th for budget questions if needed.
03/23	Finance Dept. begins compiling revised budgets and balances all funds.
03/30	City Manager to complete the budget message.
03/30	Begin printing budget.
03/30**	Notice of first Budget meeting to paper (include City web site address).
04/03*	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.)
04/20	Complete preliminary budget, assemble and bind copies
04/20	Deliver budget books to council, department heads and budget committee.
04/30	First Budget Committee meeting and State Revenue Sharing Budget Hearing. Additional meetings will be scheduled as needed. (Normally Tuesday or Thursday)
May	Additional Budget Committee meetings if needed. At the final meeting the budget and the tax levy should be approved.
05/22**	Send budget summaries and notice of Council hearing to paper.
05/29*	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.
06/08	Budget Hearing before the City Council.
06/08	Budget proposed for adoption at this time.
06/26	Budget and proper state budget forms submitted to County Assessor.
*	Publishing dates
**	Newspaper deadline dates

CITY of MILTON-FREEWATER

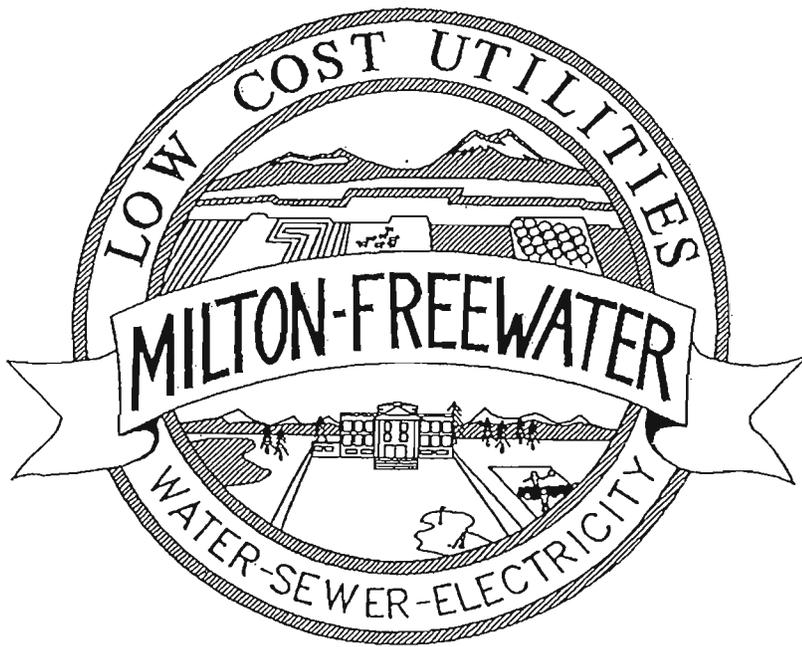
ORGANIZATION CHART



CITY OF MILTON-FREEWATER

BUDGET SUMMARY FOR FISCAL YEAR 2016

	General Fund	Electric Funds	Water Funds	Sewer Funds	Solid Waste Funds	Golf Course Funds	Special Revenue Funds	Internal Service Funds	Debt Service Funds	Total Budget
Beginning Balance	234,013	6,350,583	446,189	1,125,786	456,826	7,000	484,001	482,134	3,262	9,589,794
Revenues	3,120,569	7,781,434	1,220,500	4,307,754	837,000	178,114	1,425,739	731,510	119,313	19,721,933
Transfers In	2,287,327	10,444	0	250,000	9,000	0	216,949	286,785	0	3,060,505
Total Resources	5,641,909	14,142,461	1,666,689	5,683,540	1,302,826	185,114	2,126,689	1,500,429	122,575	32,372,232
City Council	27,196									27,196
City Manager	351,946									351,946
HR	19,810									19,810
City Attorney	20,000									20,000
Municipal Court	145,638									145,638
Finance	778,729									778,729
Planning/Build Inspect/Comm Dev	274,759									274,759
Police/Emergency Communications	1,852,297									1,852,297
Fire	322,703									322,703
Public Works	1,048,739									1,048,739
City Hall	122,750									122,750
Civil Engineering	75,187									75,187
Electric		7,337,681								7,337,681
Water			672,670							672,670
Sewer				4,128,173						4,128,173
Golf Course						155,012				155,012
Solid Waste					836,500					836,500
Special Revenue Uses							1,615,860			1,615,860
Internal Services								969,876		969,876
Debt Service			145,969	435,382		28,857		0	122,575	732,783
Total Expenditures	5,039,754	7,337,681	818,639	4,563,555	836,500	183,869	1,615,860	969,876	122,575	21,488,309
Transfers Out	118,549	1,060,229	532,332	682,280	238,757	100	187,272	240,986		3,060,505
Contingency	159,832	1,429,951	165,718	437,705	105,560	1,145	323,557	160,160		2,783,628
Reserves		4,314,600	150,000		122,009			129,407	0	4,716,016
County Tax Refund/JURA Loans	323,774									323,774
Total Other Uses	602,155	6,804,780	848,050	1,119,985	466,326	1,245	510,829	530,553	0	10,883,923
Total Expenditures & Other Uses	5,641,909	14,142,461	1,666,689	5,683,540	1,302,826	185,114	2,126,689	1,500,429	122,575	32,372,232
Fund Total	0	0	0	0	0	0	0	0	0	0

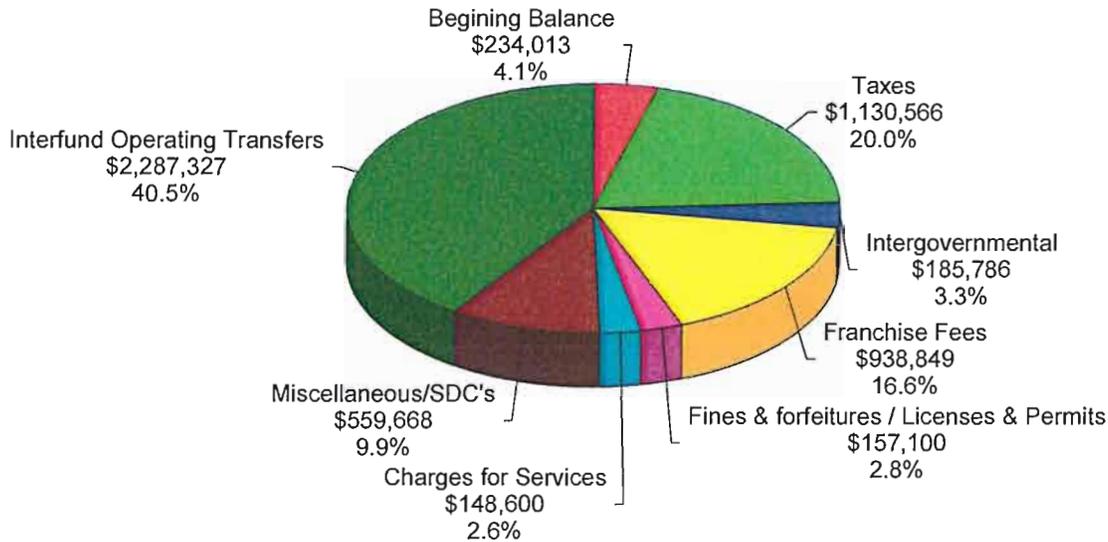


GENERAL FUND

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

CITY OF MILTON-FREEWATER

General Fund Revenues



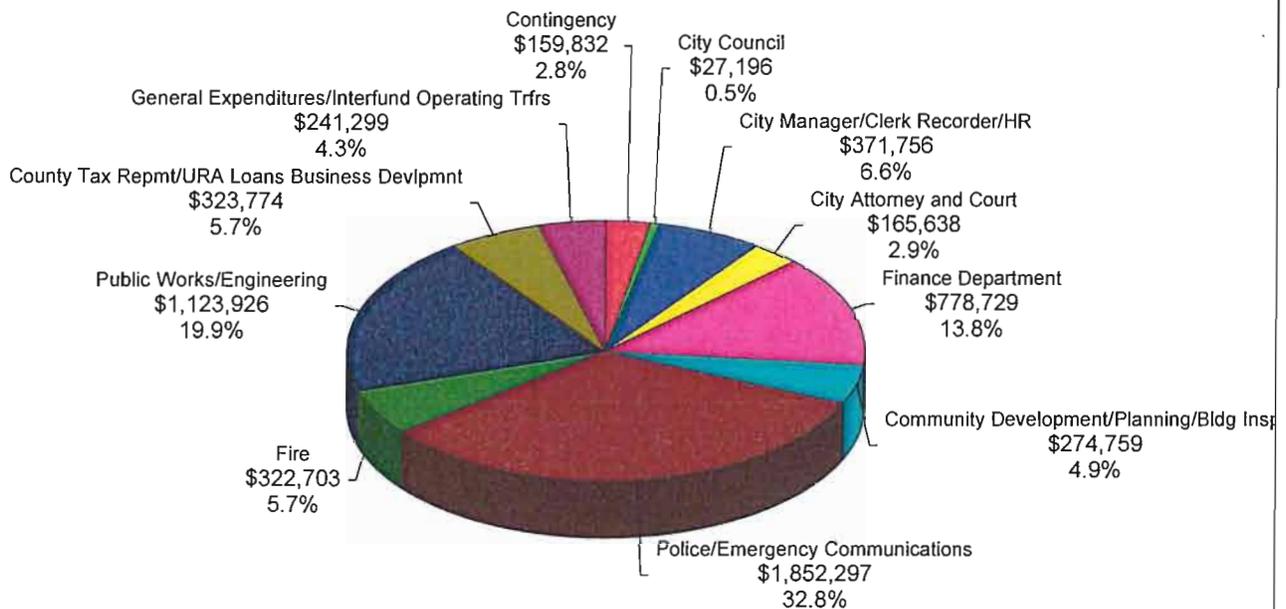
2016 Fiscal Year

Source	Amount
Beginning Balance	\$234,013
Taxes	1,130,566
Intergovernmental	185,786
Franchise Fees	938,849
Fines & forfeitures / Licenses & Permits	157,100
Charges for Services	148,600
Miscellaneous/SDC's	559,668
Interfund Operating Transfers	2,287,327
Total	\$5,641,909

The largest portion of the General Fund revenues are the transfer of funds from utilities to the General Fund to pay for the cost of providing services such as accounting, billing, engineering, etc.

CITY OF MILTON-FREEWATER

General Fund Expenditures



2016 Fiscal Year

Use	Amount
Contingency	\$159,832
City Council	27,196
City Manager/Clerk Recorder/HR	371,756
City Attorney and Court	165,638
Finance Department	778,729
Community Development/Planning/Bldg Inspect	274,759
Police/Emergency Communications	1,852,297
Fire	322,703
Public Works/Engineering	1,123,926
County Tax Repmt/URA Loans Business Devlpmnt	323,774
General Expenditures/Interfund Operating Trfrs	241,299
Total	\$5,641,909

Besides the services performed for the utilities, of which costs are directly reimbursed by the utilities, Public Safety and Public Works are the next two largest expenditure areas of the General Fund.

REVENUE BUDGET NARRATIVE
Fiscal Year 2015

FUND: GENERAL

BUDGET COMMENTS:

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

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

The Utility User's fee is 3.3% for the 2014 budget year. This is computed on the electric bill for customers in the City limits. The proceeds are earmarked for public safety expenditure.

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

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

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

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
GENERAL FUND							
TAXES/ASSESSMENTS							
100-400-01 PROPERTY TAX - CURRENT	724,229	748,304	922,880	922,880	843,651	950,566	950,566
100-400-02 PROPERTY TAX - PRIOR YEAR	35,709	36,563	35,000	35,000	17,458	40,000	40,000
100-400-30 UTILITY USER FEE	134,099	138,660	140,000	140,000	62,866	140,000	140,000
TOTAL TAXES/ASSESSMENTS	894,038	923,527	1,097,880	1,097,880	923,975	1,130,566	1,130,566
INTERGOVERNMENTAL REVENUE							
100-410-12 LIQUOR TAX	93,959	98,826	92,586	92,586	42,898	92,586	92,586
100-410-13 STATE REVENUE SHARING	64,766	68,499	48,600	48,600	18,105	48,600	48,600
100-410-15 CIGARETTE TAX	10,020	9,494	10,200	10,200	4,190	10,200	10,200
100-410-18 TRANSIENT TAX	14,430	18,121	18,000	18,000	7,431	18,000	18,000
100-410-28 LAW ENFORCEMENT VEST GRANT	0	3,318	3,318	3,318	0	0	0
100-410-29 M-F AREA FOUNDATION	16,083	0	0	0	0	0	0
100-410-33 TSS IMPAIRED DRIVER (DUII)GRNT	0	0	2,400	0	0	0	0
100-410-34 TSS SEATBELT GRANT	0	549	2,400	2,400	1,890	2,400	2,400
100-410-35 HIDTA OVERTIME REIMBURSEMENT	9,005	5,082	10,000	8,000	3,038	9,000	9,000
100-410-37 EURUS GRANT	9,870	0	10,000	0	0	0	0
100-410-40 DEPT OF ENERGY EASEMENT	0	35,000	0	0	0	0	0
100-410-43 BUSINESS ENERGY TAX CREDITS	0	8,628	0	0	0	0	0
100-410-45 OREGON ST DEPT FORESTRY GRAN	0	0	0	0	0	5,000	5,000
TOTAL INTERGOVERNMENTAL REVE	218,132	247,515	197,504	183,104	77,551	185,786	185,786
FRANCHISE REVENUE							
100-420-01 COMMUNICATIONS FRANCHISE	20,054	15,834	20,500	18,500	3,652	17,500	17,500
100-420-02 CABLE TV FRANCHISE FEES	44,125	46,562	41,500	39,000	11,936	37,000	37,000
100-420-03 GAS FRANCHISE FEES	24,700	27,986	30,000	28,000	2,539	27,000	27,000
100-420-10 ELECTRIC FRANCHISE FEES	499,732	518,886	547,723	520,000	244,937	589,169	589,307
100-420-11 WATER FRANCHISE FEES	98,921	97,099	96,960	96,960	53,580	96,960	96,960
100-420-12 SEWER FRANCHISE FEES	97,440	99,527	105,904	105,904	52,733	104,452	107,248
100-420-13 SOLID WASTE FRANCHISE FEES	66,685	67,680	68,720	68,720	34,419	66,768	66,768
TOTAL FRANCHISE REVENUE	851,657	873,574	911,307	877,084	403,794	938,849	941,783
FINES & FORFEITURES							
100-430-01 NON-TRAFFIC FINES	25,582	23,976	18,000	18,700	9,351	19,000	19,000
100-430-02 TRAFFIC FINES	102,289	78,493	110,000	71,000	35,558	105,000	105,000
100-430-03 INDIGENT ATTRNY REIMBURSEMENT	3,642	4,124	3,600	1,500	724	2,500	2,500
100-430-04 VIOLATION OFFENSE SURCHARGE	5,821	1,561	5,500	400	185	4,000	4,000
100-430-05 POLICE TRAINING ASSESSMENT	4,925	3,756	4,800	2,400	1,191	4,000	4,000
100-430-06 DIVERSION ADMIN FEE	402	15	500	0	0	500	500
100-430-10 JAIL ASSESSMENTS	2,611	1,516	2,500	940	489	2,000	2,000
100-430-15 JAIL LODGING FEE	1,559	1,650	2,000	1,600	790	2,000	2,000
100-430-20 VEHICLE IMPOUND FEE	5,835	4,275	7,000	4,200	2,075	7,000	7,000
100-430-25 COURT RESTITUTION	100	100	100	0	0	100	100
TOTAL FINES & FORFEITURES	152,765	119,464	154,000	100,740	50,362	146,100	146,100

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 was mostly comprised of interest earned, electronic lien search fees and service fees. This year a new addition is the loan proceeds from the Urban Renewal Agency loans to the golf course and sewer fund.

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:

This budget reflects several unique circumstances that were driven by the retirement of the Urban Renewal Agency, which was effective July 1, 1015. The repayment of the loans that were issued by the Agency, and a repayment of a potential liability for an estimated maximum indebtedness calculation are examples of this. The City will continue to work on and toward the same economic and community development goals and objectives that the URA worked toward for 28 years.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

GENERAL FUND	2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
	FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
	ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
LICENSES & PERMITS							
100-440-01 DOG LICENSES	5,346	2,831	4,000	1,000	560	1,000	1,000
100-440-03 LIQUOR LICENSES	1,625	1,385	1,400	1,400	1,010	1,400	1,400
100-440-04 BUSINESS LICENSES	7,330	7,075	5,600	5,600	3,620	5,600	5,600
100-440-10 ZONING PERMITS	2,925	2,060	2,000	2,200	1,150	2,000	2,000
100-440-20 YARD SALE PERMITS	1,105	970	1,050	1,050	610	1,000	1,000
TOTAL LICENSES & PERMITS	18,331	14,321	14,050	11,250	6,950	11,000	11,000
SERVICES							
100-450-16 RENTAL INCOME-COMMUNITY BLDG	9,400	6,845	8,000	8,800	4,375	8,000	8,000
100-450-20 AQUATIC CENTER PASSES	14,003	13,278	17,000	17,000	3,805	17,000	17,000
100-450-21 AQUATIC CENTER DAILY FEES	76,744	68,969	74,000	74,000	55,078	74,000	74,000
100-450-22 AQUATIC CENTER RENTALS	4,998	4,110	4,500	4,500	2,568	4,500	4,500
100-450-23 AQUATIC CENTER CONCESSIONS	39,459	31,428	40,000	40,000	26,730	40,000	40,000
100-450-24 AQUATIC CENTER LESSONS	3,595	5,240	3,900	6,500	5,532	4,100	4,100
100-450-25 AQUATIC CENTER WATER AEROBICS	393	835	400	750	668	500	500
100-450-26 AQUATIC CENTER LOCKER RENT	0	0	0	23	23	0	0
100-450-30 RECREATION FEES	1,400	1,475	300	700	550	500	500
100-450-60 CHARTER PAYMENT SERVICES	7,109	6,453	7,200	0	0	0	0
TOTAL SERVICES	157,099	138,633	155,300	152,273	99,327	148,600	148,600
MISCELLANEOUS							
100-470-20 INTEREST EARNED	1,761	3,983	2,000	1,500	389	4,000	4,000
100-470-25 LOAN PROCEEDS	0	0	0	0	0	460,168	460,168
100-470-41 OTHER DONATIONS	50	2,550	300	300	0	300	300
100-470-45 SERVICE FEES	75,846	79,782	83,000	80,000	39,026	80,000	80,000
100-470-99 MISCELLANEOUS	17,257	15,936	19,000	15,000	5,108	15,000	15,000
TOTAL MISCELLANEOUS	94,914	102,251	104,300	96,800	44,524	559,468	559,468
SYSTEM DEVELOPMENT CHARGES							
100-485-10 PARK SDC'S	0	0	200	200	0	200	200
TOTAL SYSTEM DEVELOPMENT CHA	0	0	200	200	0	200	200
TRANSFERS							
100-490-21 TRANSFER FROM STREET	83,117	85,000	84,312	84,312	42,156	86,724	86,732
100-490-27 TRANSFER FROM 9.1.1.	10,000	2,400	0	0	0	0	0
100-490-51 TRANSFER FROM ELECTRIC	831,685	887,326	943,419	943,419	471,738	959,333	957,861
100-490-52 TRANSFER FROM WATER	475,815	489,957	495,840	495,840	247,920	508,408	507,196
100-490-53 TRANSFER FROM SEWER	381,509	390,189	403,691	403,691	201,846	422,666	421,389
100-490-54 TRANSFER FROM SOLID WASTE	206,342	212,833	226,351	226,351	113,178	234,232	234,257
100-490-61 TRANSFER FROM WAREHOUSE	15,971	16,526	17,663	17,663	8,832	17,949	17,957
100-490-62 TRANSFER FROM VEHICLE MAINT	56,804	58,028	60,619	60,619	30,312	61,927	61,935
TOTAL TRANSFERS	2,061,243	2,142,259	2,231,895	2,231,895	1,115,982	2,291,239	2,287,327
BEGINNING FUND BALANCE							
100-499-10 FUND BALANCE	0	0	243,818	0	0	234,013	234,013
TOTAL BEGINNING FUND BALANCE	0	0	243,818	0	0	234,013	234,013
TOTAL REVENUE	4,448,179	4,561,544	5,110,254	4,751,226	2,722,466	5,645,821	5,644,843

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

DEPARTMENT: CITY COUNCIL
FUND: GENERAL

BASELINE BUDGET DESCRIPTION:

The Mayor and six City Councilors are elected by the citizens to provide policy direction for all City operations.

PERSONNEL / BENEFITS (Acct. 101/120) This budget provides stipends and associated expenses for the Mayor and six City Councilors. The Mayor receives \$3,163 annually, and each Councilor receives \$1,518 annually.

OPERATING SUPPLIES (Acct. 200) funds minimal office supplies for Council meetings.

PRINTING AND BINDING (Acct. 230) provides for printing and binding of Council's official actions and legislation.

ADVERTISING (Acct. 250) has been eliminated in a cost savings measure.

COMMUNICATION (Acct. 260) has been eliminated in a cost savings measure.

PROFESSIONAL SERVICES (Acct. 320) has been eliminated in a cost savings measure.

TRANSPORTATION (Acct. 333) provides for mileage payments for Mayor and City Councilors when attending meetings other than Council meetings.

MEMBERSHIPS / SUBSCRIPTIONS (Acct. 340) funds the Mayor's membership to Oregon Mayor's Association, Eastern Oregon Mayor's Coalition, and the City's membership in the League of Oregon Cities.

MEETINGS / CONFERENCES (Acct. 341) provides for attendance at the League of Oregon Cities conference by the Mayor and members of the Council, the Mayor's expenses as representative of the City at meetings by the Mayor at L.O.C. Legislative Committee meetings, Energy Advisory Council meetings and Council member's attendance at League workshops and training conferences.

COMMUNITY SUPPORT (Acct. 371) funds unanticipated community events. The majority of the Council's community support projects have been moved to the Electric Department's community support program budget. They include the Pioneer Posse Court sponsorship, the contract with US Fish/Wildlife for pigeon control services, some youth recreation activities, plus any minor unanticipated requests for community projects, and sponsorship of any Council directed community events. The \$500 in this fund is reserved to fund scholarships for the youth in government representatives, if this position is filled.

MISCELLANEOUS (Acct. 390) is intended to cover any expenses that are not anticipated at the time the budget is adopted.

PLAQUES AND AWARDS (Acct. 395) funds the Employee of the Month program, the Council's "Spruce Up Award" program and any other appreciation plaques and awards.

FURNITURE / TECHNOLOGY (Acct. 420) Funds the purchase of any replacement fixtures for Council's meeting room. No expenditures are anticipated this year.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

		2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
		FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
		ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
<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	5,882	12,271	12,271
100-5100-120	EMPLOYEE BENEFITS	961	953	1,225	1,225	447	1,225	1,225
TOTAL PERSONNEL SERVICES		13,232	13,224	13,496	13,496	6,330	13,496	13,496
<u>OPERATING</u>								
100-5100-200	OPERATING SUPPLIES	78	76	100	100	0	100	100
100-5100-230	PRINTING AND BINDING	0	8,608	500	200	0	250	250
100-5100-333	MILEAGE / FUEL	1,658	554	1,600	1,500	1,217	1,800	1,800
100-5100-340	MEMBERSHIPS / SUBSCRIPTIONS	6,311	5,164	5,500	5,500	5,340	5,500	5,500
100-5100-341	MEETINGS / CONFERENCES	4,320	2,248	4,000	3,000	2,951	4,000	4,000
100-5100-371	COMMUNITY SUPPORT	3,952	3,524	3,000	1,500	390	500	500
100-5100-390	MISCELLANEOUS	88	77	100	50	5	50	50
100-5100-395	PLAQUES AND AWARDS	595	828	1,500	1,500	899	1,500	1,500
TOTAL OPERATING		17,002	21,079	16,300	13,350	10,801	13,700	13,700
<u>CAPITAL</u>								
100-5100-420	FURNITURE AND TECHNOLOGY	0	0	4,000	4,000	0	0	0
TOTAL CAPITAL		0	0	4,000	4,000	0	0	0
TOTAL CITY COUNCIL		30,234	34,303	33,796	30,846	17,131	27,196	27,196

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>CITY MANAGER</u>							
<u>PERSONNEL SERVICES</u>							
100-5210-101 REGULAR SERVICES- CITY MANAGE	51,336	68,069	93,520	166,916	53,480	171,114	171,114
100-5210-120 EMPLOYEE BENEFITS	0	18,495	70,910	122,520	17,701	125,450	125,450
TOTAL PERSONNEL SERVICES	51,336	86,564	164,430	289,436	71,180	296,564	296,564
<u>OPERATING</u>							
100-5210-200 OFFICE SUPPLIES	284	259	250	800	31	850	850
100-5210-225 MINOR EQUIPMENT	0	0	100	0	0	100	100
100-5210-230 PRINTING AND BINDING	0	0	0	100	0	100	100
100-5210-250 ADVERTISING	0	0	0	600	0	600	600
100-5210-255 ELECTION COSTS	0	0	0	0	0	50	50
100-5210-260 COMMUNICATION	839	736	800	1,300	352	1,300	2,020
100-5210-280 REPAIR AND MAINTENANCE	0	0	0	100	0	200	200
100-5210-333 MILEAGE / FUEL	2,127	1,500	3,600	7,200	1,800	7,200	7,200
100-5210-340 MEMBERSHIPS / DUES	601	639	1,000	1,250	813	1,400	1,400
100-5210-341 MEETINGS / CONFERENCES	882	1,553	1,500	700	366	1,300	1,300
100-5210-390 MISCELLANEOUS	24	104	100	300	0	300	300
TOTAL OPERATING	4,758	4,790	7,350	12,350	3,362	13,400	14,120
<u>CAPITAL</u>							
100-5210-420 FURNITURE AND TECHNOLOGY	0	0	100	250	0	350	350
TOTAL CAPITAL	0	0	100	250	0	350	350
TOTAL CITY MANAGER	56,095	91,354	171,880	302,036	74,542	310,314	311,034

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: SAFETY PROGRAM **STAFF LEVEL 2016:** 0.35 FTE
DEPARTMENT: CITY MANAGER **STAFF LEVEL 2015:** 0.40 FTE
FUND: GENERAL

BASELINE BUDGET DESCRIPTION:

An overall Safety Committee was established in order to coordinate all safety training, promotion, regulation and education of all City employees. The Committee consists of one peer-elected representative from each of the City's bargaining units. Representatives meet once a month and serve two year staggered terms. Additionally, the City Manager appoints at least two members to serve indefinite terms.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Building Specialist	0.30	0.35
Planning/Fire Assistant	<u>0.05</u>	<u>0.05</u>
Total	0.35	0.40

BUDGET OBJECTIVES:

1. To advise management on work organization and practices for safety, and contribute to the overall success of the City's Loss Prevention Program.
2. To provide leadership in protecting the safety and health of all City employees.
3. To recommend programs, procedures and actions for the safety and health of all employees.
4. Monitoring the programs and work procedures designed for safety and health.
5. Dealing with employee safety complaints and suggestions.
6. Participating in the investigations of employee accidents and "near misses".
7. Following up on all safety recommendations.

BUDGET COMMENTS:

Acct. 200 provides for minimal office supplies.

Acct. 320 funds for transportation expenses.

Acct. 341 funds training for up to two committee members at conferences in Pendleton or Tri-Cities.

Acct. 390 funds any unanticipated expenses.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>SAFETY</u>							
<u>PERSONNEL SERVICES</u>							
100-5220-101 REGULAR SERVICES- SAFETY	19,612	18,971	20,925	19,000	8,382	21,346	21,346
100-5220-102 PART TIME	1,736	1,359	1,507	1,000	426	1,535	1,535
100-5220-120 EMPLOYEE BENEFITS	13,784	13,663	15,977	14,000	6,865	16,631	16,631
TOTAL PERSONNEL SERVICES	35,132	33,993	38,409	34,000	15,673	39,512	39,512
<u>OPERATING</u>							
100-5220-200 OPERATING SUPPLIES	147	62	300	300	19	300	300
100-5220-320 PROFESSIONAL SERVICE	0	333	500	500	20	500	500
100-5220-341 MEETINGS / CONFERENCES	0	86	500	100	0	500	500
100-5220-390 MISCELLANEOUS	0	44	100	100	0	100	100
TOTAL OPERATING	147	524	1,400	1,000	39	1,400	1,400
TOTAL SAFETY	35,280	34,517	39,809	35,000	15,712	40,912	40,912

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CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>CITY RECORDER</u>							
<u>PERSONNEL SERVICES</u>							
100-5300-101 REGULAR SERVICES-CITY RECORDER	71,177	74,376	72,096	0	35,272	0	0
100-5300-120 EMPLOYEE BENEFITS	39,600	42,082	49,249	0	21,954	0	0
TOTAL PERSONNEL SERVICES	110,777	116,458	121,345	0	57,226	0	0
<u>OPERATING</u>							
100-5300-200 OPERATING SUPPLIES	388	143	600	0	104	0	0
100-5300-230 PRINTING AND BINDING	0	0	100	0	0	0	0
100-5300-250 ADVERTISING	902	333	800	0	72	0	0
100-5300-255 ELECTION COSTS	0	50	0	0	0	0	0
100-5300-260 COMMUNICATION	420	447	500	0	176	0	0
100-5300-280 REPAIR AND MAINTENANCE	0	0	100	0	0	0	0
100-5300-333 MILEAGE / FUEL	0	0	3,600	0	1,800	0	0
100-5300-340 MEMBERSHIPS / SUBSCRIPTIONS	195	365	400	0	50	0	0
100-5300-341 MEETINGS / CONFERENCES	0	30	800	0	50	0	0
100-5300-390 MISCELLANEOUS	28	92	200	0	14	0	0
TOTAL OPERATING	1,932	1,460	7,100	0	2,266	0	0
<u>CAPITAL</u>							
100-5300-420 FURNITURE AND TECHNOLOGY	0	220	250	0	0	0	0
TOTAL CAPITAL	0	220	250	0	0	0	0
TOTAL CITY RECORDER	112,709	118,138	128,695	0	59,492	0	0

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

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. This role is filled by Doug Hojem of Corey, Byler, Rew, Lorenzen and Hojem, on an hourly fee for services basis. This saves the City thousands of dollars per year over the cost of hiring a full time staff attorney.

The City Manager occasionally consults with an attorney specializing in specific areas, for example labor relations or environmental law.

BUDGET COMMENTS:

Since it is impossible to forecast with accuracy the amount of time the attorney will be called upon to act on the City's behalf, the amount budgeted for professional services is based on historic levels of activity adjusted for changes in hourly rates.

The current billing rate is \$185/hour plus costs for Doug Hojem, which is a discounted rate much below his regular billing rate. Mr. Hojem has provided legal counsel for the city administration for over 30 years and is well versed in the City's history and background.

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 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>CITY ATTORNEY</u>							
<u>OPERATING</u>							
100-5410-320 CITY ATTORNEY	17,250	15,158	20,000	15,000	6,493	20,000	20,000
TOTAL OPERATING	17,250	15,158	20,000	15,000	6,493	20,000	20,000
TOTAL CITY ATTORNEY	17,250	15,158	20,000	15,000	6,493	20,000	20,000

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>MUNICIPAL COURT</u>							
<u>PERSONNEL SERVICES</u>							
100-5420-101 REGULAR SERVICES-MUNICIPAL CRT	49,820	53,584	63,750	62,300	29,154	65,722	65,722
100-5420-120 EMPLOYEE BENEFITS	26,005	32,798	29,548	32,436	16,218	33,766	33,766
TOTAL PERSONNEL SERVICES	75,825	86,383	93,298	94,736	45,372	99,488	99,488
<u>OPERATING</u>							
100-5420-200 OPERATING SUPPLIES	141	133	100	100	38	100	100
100-5420-320 PROFESSIONAL SERVICES	24,647	24,451	22,000	22,000	5,017	22,000	22,000
100-5420-322 LEGAL SERVICES	24,000	21,620	23,100	23,100	11,400	23,400	23,400
100-5420-333 MILEAGE / FUEL	0	0	50	0	0	0	0
100-5420-340 MEMBERSHIPS/ SUBSCRIPTIONS	7	0	150	150	0	150	150
100-5420-341 MEETINGS / CONFERENCES	100	400	400	400	0	400	400
100-5420-390 MISCELLANEOUS	124	140	100	100	25	100	100
TOTAL OPERATING	49,019	46,745	45,900	45,850	16,479	46,150	46,150
TOTAL MUNICIPAL COURT	124,843	133,127	139,198	140,586	61,851	145,638	145,638

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>ACCOUNTING & BILLING</u>							
<u>PERSONNEL SERVICES</u>							
100-5510-101 REGULAR SERVICES-ACCTG & BILLG	343,091	350,285	356,292	355,195	166,187	364,006	364,006
100-5510-102 PART TIME	8,678	0	0	0	0	0	0
100-5510-105 OVERTIME	8	333	500	786	786	500	500
100-5510-110 ALLOWANCES	2,689	3,632	3,600	3,600	1,704	3,600	3,600
100-5510-120 EMPLOYEE BENEFITS	197,279	184,963	224,364	223,619	100,061	228,920	228,920
TOTAL PERSONNEL SERVICES	551,744	539,212	584,756	583,200	268,737	597,026	597,026
<u>OPERATING</u>							
100-5510-200 OPERATING SUPPLIES	12,284	7,667	12,380	12,300	5,772	12,670	12,670
100-5510-225 MINOR EQUIPMENT	558	217	400	400	109	400	400
100-5510-230 PRINTING AND BINDING	116	0	75	75	0	75	75
100-5510-250 ADVERTISING	55	0	200	200	0	200	200
100-5510-260 COMMUNICATION	4,305	4,125	3,600	3,500	1,742	3,600	3,600
100-5510-265 POSTAGE	30,960	32,164	33,900	33,900	18,997	34,910	34,910
100-5510-280 REPAIR AND MAINTENANCE	24,636	21,434	22,560	22,550	12,324	23,220	23,220
100-5510-320 PROFESSIONAL SERVICES	40,021	46,093	41,000	42,700	21,367	43,000	43,000
100-5510-321 AUDIT	35,628	34,500	35,190	35,190	27,023	37,000	37,000
100-5510-330 VEHICLE REPLACEMENT / RENT	840	840	840	840	420	840	840
100-5510-333 MILEAGE / FUEL	0	45	100	100	0	100	100
100-5510-340 MEMBERSHIPS / SUBSCRIPTIONS	665	665	680	680	530	680	680
100-5510-341 MEETINGS / CONFERENCES	2,476	2,149	2,400	2,400	2,360	2,400	2,400
100-5510-390 MISCELLANEOUS	678	785	650	600	209	600	600
TOTAL OPERATING	153,223	150,685	153,975	155,435	90,853	159,695	159,695
<u>CAPITAL</u>							
100-5510-420 FURNITURE AND TECHNOLOGY	1,699	2,257	4,000	4,000	867	3,800	3,800
TOTAL CAPITAL	1,699	2,257	4,000	4,000	867	3,800	3,800
TOTAL ACCOUNTING & BILLING	706,666	692,155	742,731	742,635	360,457	760,521	760,521

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: HUMAN RESOURCE **STAFF LEVEL 2016:** 0.30 FTE
DEPARTMENT: CITY MANAGER **STAFF LEVEL 2015:** 0.30 FTE
FUND: GENERAL

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

<u>TITLE</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Human Resource Officer	<u>0.30</u>	<u>0.30</u>
Total	0.30	0.30

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 minor equipment.

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

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

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

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

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

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

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>HUMAN RESOURCE ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
100-5520-101 REGULAR SERVICES- PERSONNEL	14,120	13,939	17,575	17,596	8,798	17,930	17,930
TOTAL PERSONNEL SERVICES	14,120	13,939	17,575	17,596	8,798	17,930	17,930
<u>OPERATING</u>							
100-5520-200 OPERATING SUPPLIES	166	371	150	145	145	150	150
100-5520-225 MINOR EQUIPMENT	0	0	50	50	0	50	50
100-5520-250 ADVERTISING	294	488	250	300	57	250	250
100-5520-260 COMMUNICATION	0	115	100	100	0	100	100
100-5520-280 REPAIR AND MAINTENANCE	0	0	50	0	0	50	50
100-5520-320 PROFESSIONAL SERVICE	25	50	200	200	0	150	150
100-5520-333 MILEAGE / FUEL	35	0	350	307	307	350	350
100-5520-340 MEMBERSHIPS / SUBSCRIPTIONS	180	230	220	230	190	230	230
100-5520-341 MEETINGS / CONFERENCES	114	261	700	537	537	550	550
TOTAL OPERATING	815	1,515	2,070	1,869	1,236	1,880	1,880
TOTAL HUMAN RESOURCE ADMINIST	14,935	15,454	19,645	19,465	10,034	19,810	19,810

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>METER READING</u>							
<u>PERSONNEL SERVICES</u>							
100-5530-101 REGULAR SERVICES-METER READIN	44,473	28,321	27,122	23,120	21,287	8,072	8,072
100-5530-105 OVERTIME	76	77	200	0	0	0	0
100-5530-120 EMPLOYEE BENEFITS	20,835	16,428	16,914	9,560	8,476	6,011	6,011
TOTAL PERSONNEL SERVICES	65,383	44,826	44,236	32,680	29,763	14,083	14,083
<u>OPERATING</u>							
100-5530-200 OPERATING SUPPLIES	33	96	200	100	76	100	100
100-5530-220 PERSONAL PROTECTIVE EQUIP	47	64	300	100	0	200	200
100-5530-225 MINOR EQUIPMENT	0	100	100	100	0	100	100
100-5530-260 COMMUNICATION	360	360	360	90	90	200	200
100-5530-280 REPAIR AND MAINTENANCE	197	0	500	0	0	250	250
100-5530-300 UNIFORM MAINTENANCE	93	160	200	0	0	200	200
100-5530-330 VEHICLE REPLACEMENT / RENT	8,196	8,196	3,075	3,075	1,536	3,075	3,075
TOTAL OPERATING	8,927	8,976	4,735	3,465	1,702	4,125	4,125
TOTAL METER READING	74,310	53,803	48,971	36,145	31,465	18,208	18,208

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: ECONOMIC DEVELOPMENT **STAFF LEVEL 2016:** 1.20 FTE
DEPARTMENT: COMMUNITY DEVELOPMENT **STAFF LEVEL 2015:** 0.95 FTE
FUND: GENERAL

BASELINE BUDGET DESCRIPTION:

This program brings together a variety of resources for the purpose of coordinating and promoting economic development. The City's role is to coordinate and facilitate the efforts of volunteers and the numerous Federal, State, Regional and local agencies with involvement in economic development. The Department of Community Development incorporates Planning, Tourism/Marketing and Economic Development into a department that reflects the changes in federal, state and county funding and goals. It enables the City to coordinate its activities to help create a sustainable and livable community. This work is done under the direction of the Community Development Supervisor.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Community Development Supervisor	1.00	0.75
Assistant	0.10	0.10
City Planner	<u>0.10</u>	<u>0.10</u>
Total	1.20	0.95

BUDGET COMMENTS:

OPERATING SUPPLIES:(Acct. 200) covers office supplies for the department, such as toner cartridges, paper, etc.

ADVERTISING:(Acct. 250) will increase exposure of economic opportunities for companies locating in Milton-Freewater.

COMMUNICATION:(Acct. 260) covers cell phone/telephone expenses for the department.

REPAIR AND MAINTENANCE:(Acct. 280) covers any repair costs that might be incurred during the year.

PROFESSIONAL SERVICES:(Acct. 320) covers software, training, and support.

MEETINGS/CONFERENCES:(Acct. 341) allows for attendance at the annual Governor's Conference on Tourism, monthly UCTC meetings, and monthly Chamber of Commerce General Meetings. Also has a small reserve for hosting visitors (Travel Writers, Business Recruitment Opportunities, etc.) and marketing materials for the Governor's Conference on Tourism.

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

FURNITURE AND FIXTURES: (Acct. 420) small reserve to cover the replacement of furniture and fixtures for the department.

SIGNIFICANT BUDGET CHANGE: Community Development Supervisor FTE is increased in this budget due to the elimination of the URA.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>COMMUNITY DEVELOPMENT</u>							
<u>PERSONNEL SERVICES</u>							
100-5610-101 REGULAR SERVICES-ECONOMIC DE	26,195	25,552	49,577	48,990	28,068	69,017	69,017
100-5610-102 PART TIME	3,626	3,944	4,520	4,420	1,168	4,520	4,520
100-5610-120 EMPLOYEE BENEFITS	13,837	10,275	39,926	39,500	18,669	48,097	48,097
TOTAL PERSONNEL SERVICES	43,659	39,772	94,023	92,910	47,905	121,634	121,634
<u>OPERATING</u>							
100-5610-200 OPERATING SUPPLIES	241	500	700	700	616	700	700
100-5610-250 ADVERTISING	0	498	500	500	0	500	500
100-5610-260 COMMUNICATION	420	447	400	400	176	760	760
100-5610-280 REPAIR AND MAINTENANCE	30	0	250	250	0	250	250
100-5610-320 PROFESSIONAL SERVICES	0	74	250	250	0	250	250
100-5610-333 MILEAGE / FUEL	0	0	0	0	0	3,600	3,600
100-5610-341 MEETINGS / CONFERENCES	902	520	1,000	1,000	568	1,000	1,000
100-5610-371 ECO DEVO/TOURISM	7,547	10,118	7,000	7,000	3,386	7,200	7,200
TOTAL OPERATING	9,140	12,156	10,100	10,100	4,745	14,260	14,260
<u>CAPITAL</u>							
100-5610-420 FURNITURE AND TECHNOLOGY	0	0	250	250	0	500	500
TOTAL CAPITAL	0	0	250	250	0	500	500
TOTAL COMMUNITY DEVELOPMENT	52,798	51,928	104,373	103,260	52,651	136,394	136,394

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: PLANNING **STAFF LEVEL 2016:** 1.36 FTE
DEPARTMENT: COMMUNITY DEVELOPMENT **STAFF LEVEL 2015:** 1.36 FTE
FUND: GENERAL

MISSION STATEMENT:

The Planning Department strives to increase understanding of the planning process and to increase public participation in planning, ensuring that development is in compliance with the Zoning and Development Codes while considering the diverse interests of the community.

BASELINE BUDGET DESCRIPTION:

The Planning Program is charged with long range comprehensive planning and also is responsible for the daily administration of the Zoning Code and Development Code relating to residential, commercial and industrial developments, as well as signs, fences, and other land use issues. The Planning staff works with citizens and businesses on land use issues in an attempt to promote area growth, while at the same time preserving and enhancing the beauty and natural resources of our community. In addition, the Planning staff also administers the City's business license program.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
City Planner	0.86	0.86
Assistant	<u>0.50</u>	<u>0.50</u>
Total	1.36	1.36

BUDGET COMMENTS:

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

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

ADVERTISING (Acct. 250) covers required advertising costs for public hearings.

COMMUNICATIONS (Acct. 260) covers telephone expenses for the department.

PROFESSIONAL SERVICES (Acct. 320) contains computer software and support for the mapping program for the department and the Planning Commission's expense for Oregon Government Ethics Commission fees.

MILEAGE (Acct. 333) covers transportation costs.

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) covers dues in professional associations.

MEETINGS/CONFERENCES (Acct. 341) covers costs of the Planning Commission dinners and training for the annual conferences for the City Planner, and a planning seminar for the Planning Assistant.

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

SIGNIFICANT BUDGET CHANGES:

There are no significant changes in this budget.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>PLANNING</u>							
<u>PERSONNEL SERVICES</u>							
100-5620-101 REGULAR SERVICES- PLANNING	53,842	49,929	50,750	50,750	27,166	52,000	52,000
100-5620-102 PART TIME	19,867	21,529	21,400	21,400	11,286	21,900	21,900
100-5620-105 OVERTIME	159	144	0	0	0	0	0
100-5620-120 EMPLOYEE BENEFITS	41,373	42,465	44,006	44,006	22,951	48,970	48,970
TOTAL PERSONNEL SERVICES	115,242	114,067	116,156	116,156	61,402	122,870	122,870
<u>OPERATING</u>							
100-5620-200 OFFICE SUPPLIES	359	551	600	600	308	700	700
100-5620-225 MINOR EQUIPMENT	76	100	100	100	0	100	100
100-5620-250 ADVERTISING	388	44	300	300	0	350	350
100-5620-260 COMMUNICATION	420	447	375	375	176	400	400
100-5620-320 PROFESSIONAL SERVICE	228	1,098	1,300	1,200	561	1,000	1,000
100-5620-333 MILEAGE / FUEL	18	36	450	450	323	450	450
100-5620-340 MEMBERSHIPS / DUES	300	308	300	300	240	310	310
100-5620-341 MEETINGS / CONFERENCES	1,156	1,223	1,800	1,800	1,217	2,000	2,000
100-5620-390 MISCELLANEOUS	78	86	100	100	15	100	100
TOTAL OPERATING	3,022	3,893	5,325	5,225	2,840	5,410	5,410
<u>CAPITAL</u>							
100-5620-420 FURNITURE AND TECHNOLOGY	746	0	0	0	0	0	0
TOTAL CAPITAL	746	0	0	0	0	0	0
TOTAL PLANNING	119,010	117,960	121,481	121,381	64,242	128,280	128,280

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

		2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>								
<u>BUILDING INSPECTION</u>								
<u>PERSONNEL SERVICES</u>								
100-5630-101	REGULAR SERVICES-BLDG INSPECT	3,714	4,031	5,349	4,200	1,898	5,457	5,457
100-5630-120	EMPLOYEE BENEFITS	2,566	2,829	3,944	3,900	1,479	4,153	4,153
	TOTAL PERSONNEL SERVICES	6,280	6,860	9,293	8,100	3,377	9,610	9,610
<u>OPERATING</u>								
100-5630-200	OPERATING SUPPLIES	28	28	100	100	19	100	100
100-5630-225	MINOR EQUIPMENT	0	0	100	50	0	100	100
100-5630-260	COMMUNICATION	0	42	75	0	0	75	75
100-5630-328	BUILDING ABATEMENT	0	0	100	0	0	100	100
100-5630-333	MILEAGE / FUEL	0	0	50	0	0	50	50
100-5630-341	MEETINGS / CONFERENCES	0	0	50	0	0	50	50
	TOTAL OPERATING	28	70	475	150	19	475	475
	TOTAL BUILDING INSPECTION	6,308	6,929	9,768	8,250	3,396	10,085	10,085

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: POLICE PATROL **STAFF LEVEL 2016:** 11.0 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2015:** 11.0 FTE
FUND: GENERAL

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

Patrol provides public safety by enforcing state and local laws. Patrol answers calls for service, conducts investigations, controls civil unrest, controls violent situations, attends community meetings and works with citizens to resolve criminal problems. We partner with the Blue Mountain Narcotics Enforcement Team (BENT). This affords us access to shared multi-agency resources and additional manpower and expertise in helping address narcotics issues in the Umatilla and Morrow County areas.

Three supervisors are funded to maintain quality of services in patrol, including investigations, report writing, and the handling of property and evidence.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Police Chief	1.00	1.00
Police Sergeant	2.00	2.00
Police Corporal	1.00	0.00
Police Officers	<u>7.00</u>	<u>8.00</u>
Total	11.00	11.00

BUDGET COMMENTS:

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

EMPLOYEE BENEFITS (Acct. 120) Funds health, medical, and retirement benefits provided by the City. As in most years, this amount has increased due to the rising costs of insurance benefits nation-wide.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>POLICE PATROL</u>							
<u>PERSONNEL SERVICES</u>							
100-5820-101 REGULAR SERVICES-POLICE PATRO	679,479	648,187	682,000	650,000	312,840	692,000	692,000
100-5820-105 OVERTIME	31,152	32,487	37,000	37,000	22,857	40,000	40,000
100-5820-120 EMPLOYEE BENEFITS	445,403	421,343	465,300	450,000	220,635	475,000	475,000
TOTAL PERSONNEL SERVICES	1,156,035	1,102,017	1,184,300	1,137,000	556,332	1,207,000	1,207,000

CRIMINAL INVESTIGATION SUPPLY (Acct. 201) Funds the purchase of evidence processing supplies, as well as evidence 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 lethal and less lethal weapons, as well as the purchase of ammunition. Funds will also go toward replacing our current Glock sidearms, which we've had for nearly 15 years, under what is called the "Swap a Glock" program. Under this program, new firearms can be purchased at a significantly reduced price when older generation Glocks are traded in exchange.

MINOR EQUIPMENT (Acct. 225) Remains the same as no significant purchases are predicted for this budget year.

COMMUNICATION (Acct. 260) Funds the cellular phone plan for patrol and supervisory personnel, as well as the data plans for three mobile data computers the department purchased under a grant written for us by the school district. This line reflects an increase to sustain this new technology.

UNIFORM MAINTENANCE (Acct. 300) Funds the purchase, repair, and maintenance of police uniforms and uniform related items. This line shows an increase to allow officers to replace worn out uniforms, as well as purchase quality boots every two years.

PROFESSIONAL SERVICE (Acct. 320) Funds the services of our City Prosecutor.

VEHICLE REPLACEMENT/RENT (Acct. 330) Funds the maintenance and fuel for our fleet of department vehicles.

MILEAGE (Acct. 333) Pays for fuel used by the department BENT detective; 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 the Chief's membership to the Oregon Association of Chiefs of Police.

MEETINGS/CONFERENCES (Acct. 341) Funds the cost of training tuition, fees and lodging necessary to comply with required DPSST training for officers & supervisors.

TRAINING SUBSCRIPTIONS (Acct. 346) This line continues to be zeroed out for the 2016 budget year.

CAPITAL PURCHASES (Acct. 420) This line shows an increase, and will be used to purchase several office chairs for the police department. Officers currently use chairs that are several years old which were cycled out of the dispatch center, and therefore are in various states of disrepair, some severely so.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>POLICE PATROL</u>							
<u>OPERATING</u>							
100-5820-200 OPERATING SUPPLIES	1,371	1,645	1,200	680	340	800	800
100-5820-201 CRIMINAL INVESTIGATION SUPPLY	1,314	761	1,200	800	408	900	900
100-5820-205 AMMUNITION & RANGE SUPPLIES	1,714	1,848	4,000	4,000	3,925	4,000	4,000
100-5820-225 MINOR EQUIPMENT	52	3,172	500	500	179	500	500
100-5820-230 PRINTING AND BINDING	696	376	700	1,000	526	800	800
100-5820-260 COMMUNICATION	2,883	4,048	4,100	4,996	2,498	5,000	5,000
100-5820-265 POSTAGE	5,043	5,401	4,700	4,700	2,054	4,500	4,500
100-5820-280 REPAIR AND MAINTENANCE	1,283	1,532	1,000	2,182	1,091	1,700	1,700
100-5820-282 RADIO REPAIR AND REPLACEMENT	977	555	1,000	1,200	598	1,000	1,000
100-5820-300 UNIFORM MAINTENANCE	9,985	4,172	2,300	4,772	2,386	5,000	5,000
100-5820-315 JAIL OPERATIONS	846	800	1,000	1,000	356	800	800
100-5820-320 PROFESSIONAL SERVICE	1,495	2,763	3,000	3,000	1,914	3,000	3,000
100-5820-330 VEHICLE REPLACEMENT / RENT	67,380	68,883	69,980	69,980	35,052	74,817	76,250
100-5820-333 MILEAGE / FUEL	4,092	2,814	3,500	3,500	1,678	3,250	3,250
100-5820-340 MEMBERSHIPS / SUBSCRIPTIONS	2,645	2,450	2,700	2,700	2,450	2,450	2,450
100-5820-341 MEETINGS / CONFERENCES	3,926	2,535	4,000	4,000	1,303	4,500	4,500
100-5820-390 MISCELLANEOUS	505	395	600	600	193	500	500
TOTAL OPERATING	106,206	104,150	105,480	109,610	56,952	113,517	114,950
<u>CAPITAL</u>							
100-5820-420 FURNITURE AND TECHNOLOGY	9,048	0	0	0	0	1,800	1,800
TOTAL CAPITAL	9,048	0	0	0	0	1,800	1,800
TOTAL POLICE PATROL	1,271,289	1,206,167	1,289,780	1,246,610	613,284	1,322,317	1,323,750

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: EMERGENCY COMMUNICATIONS **STAFF LEVEL 2016:** 6.00 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2015:** 6.00 FTE
FUND: GENERAL

BASELINE BUDGET DESCRIPTION:

The communications center is staffed with six communications specialists who provide twenty-four hour police and fire dispatch services to the citizens of the City of Milton-Freewater. Our center also provides dispatch services for a surrounding service area of approximately 10,200 people, dispatching for Rural Fire/EMS, as well as general essential services provided by the City, such as City Public Works and City Electric services. Duties include emergency and non-emergency dispatching and routing of business calls. Fire, burglary, robbery and water alarms are also monitored.

The center dispatches code enforcement and after-hour calls for city utility crews. Other duties include assisting with 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 the AEGIS Law Enforcement Computer Records and Network System.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 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 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>EMERGENCY COMMUNICATIONS</u>							
<u>PERSONNEL SERVICES</u>							
100-5830-101 REGULAR SERVICES-EMERGENCY C	247,068	259,983	279,410	238,934	119,467	295,349	289,149
100-5830-102 PART TIME	0	1,565	3,490	0	0	3,000	3,000
100-5830-105 OVERTIME	8,670	13,083	10,611	12,122	6,061	12,000	12,000
100-5830-120 EMPLOYEE BENEFITS	150,920	148,554	170,312	155,024	77,512	174,348	171,248
TOTAL PERSONNEL SERVICES	406,659	423,185	463,823	406,080	203,040	484,697	475,397
TOTAL EMERGENCY COMMUNICATIO	406,659	423,185	463,823	406,080	203,040	484,697	475,397

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>CODE ENFORCEMENT</u>							
<u>PERSONNEL SERVICES</u>							
100-5840-101 REGULAR SERVICES-CODE ENFORC	4,379	21,253	34,312	15,000	7,304	22,327	22,327
100-5840-102 PART TIME	8,403	0	0	0	0	0	0
100-5840-105 OVERTIME	0	0	0	0	0	200	200
100-5840-120 EMPLOYEE BENEFITS	6,495	6,191	14,793	14,000	3,129	22,306	22,306
TOTAL PERSONNEL SERVICES	19,277	27,444	49,105	29,000	10,434	44,833	44,833
<u>OPERATING</u>							
100-5840-200 OPERATING SUPPLIES	8	8	150	150	0	200	200
100-5840-225 MINOR EQUIPMENT	0	0	200	150	0	200	200
100-5840-230 PRINTING AND BINDING	100	84	200	150	91	150	150
100-5840-300 UNIFORM MAINTENANCE	0	256	350	350	0	400	500
100-5840-320 PROFESSIONAL SERVICES	100	150	300	300	10	250	250
100-5840-327 ANIMAL CONTROL	6,100	100	1,500	1,000	0	1,000	1,000
100-5840-330 VEHICLE REPLACEMENT / RENT	5,400	4,800	3,075	3,075	1,531	5,517	5,517
100-5840-341 MEETINGS / CONFERENCES	208	0	200	0	0	200	200
TOTAL OPERATING	11,915	5,397	5,975	5,175	1,632	7,917	8,017
TOTAL CODE ENFORCEMENT	31,192	32,841	55,080	34,175	12,066	52,750	52,850

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>POLICE RESERVES</u>							
<u>PERSONNEL SERVICES</u>							
100-5850-120 EMPLOYEE BENEFITS-POLICE RESR	49	57	100	100	37	100	100
TOTAL PERSONNEL SERVICES	49	57	100	100	37	100	100
<u>OPERATING</u>							
100-5850-300 UNIFORM MAINTENANCE	276	129	200	0	0	100	100
100-5850-341 MEETINGS / CONFERENCES	150	0	100	0	0	100	100
TOTAL OPERATING	426	129	300	0	0	200	200
TOTAL POLICE RESERVES	475	186	400	100	37	300	300

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: FIRE ADMINISTRATION
DEPARTMENT: FIRE
FUND: GENERAL

Staff Level 2016: 1.05 FTE
Staff Level 2015: 1.05 FTE

MISSION STATEMENT:

To save lives, reduce injury, and limit property loss from fire are the main priorities of the City of Milton-Freewater Fire Department. The City of Milton-Freewater Fire Department will continue its efforts in emergency management, disaster preparedness, and hazard mitigation through community outreach, education, and participation.

BASELINE BUDGET DESCRIPTION:

The Fire Department has two stations. The Herb Saager Station #1, located at 101 NE 6th, houses two pieces of fire apparatus, a training room, and the Fire Chief's office. The South Fire Station #2 located at 13 SE 9th, houses five pieces of fire apparatus. All fire apparatus and equipment require annual tests, maintenance, and as needed, replacement.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Fire Chief	1.00	1.00
Assistant	0.05	0.05
Total	1.05	1.05

BUDGET COMMENTS:

Personnel Services (Accts. 101-120): Covers the cost of salary and benefits for the Fire Chief and a part time assistant.

Operating Supplies (Acct. 200): Office supplies; pens paper etc.

Communication (Acct. 260): Phone and fax charges.

Utilities (Acct. 270): Covers water and electricity charges for the Fire Department buildings.

Repair and Maintenance (Acct. 280): Includes repairs to office equipment.

Memberships/Subscription (Acct. 340): Includes membership to the Oregon Volunteer Firefighters Association, National Fire Protection Association and magazine subscriptions that relate to the fire service.

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

City Functions (Acct. 370): Funds the Fire Department Christmas party.

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

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

SIGNIFICANT BUDGET CHANGES:

None

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>FIRE ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
100-5910-101 REGULAR SERVICES- FIRE ADMIN	74,219	76,924	76,296	76,296	37,330	80,553	80,553
100-5910-102 PART TIME	2,984	2,740	3,000	3,000	1,498	3,000	3,000
100-5910-110 MILEAGE ALLOWANCE	3,589	3,632	3,600	3,600	1,704	3,600	3,600
100-5910-120 EMPLOYEE BENEFITS	51,219	51,144	51,920	51,920	25,314	55,101	55,101
TOTAL PERSONNEL SERVICES	132,011	134,439	134,816	134,816	65,846	142,254	142,254
<u>OPERATING</u>							
100-5910-200 OPERATING SUPPLIES	205	75	250	250	113	250	250
100-5910-260 COMMUNICATION	1,150	1,275	1,250	1,250	590	1,250	1,250
100-5910-270 UTILITIES	4,150	5,073	5,000	5,000	1,968	5,000	5,000
100-5910-280 REPAIR AND MAINTENANCE	0	0	150	50	0	150	150
100-5910-340 MEMBERSHIPS / SUBSCRIPTIONS	350	285	300	300	0	300	300
100-5910-341 MEETINGS / CONFERENCES	31	63	50	50	50	50	50
100-5910-370 CITY FUNCTIONS	926	751	1,000	850	807	1,000	1,000
100-5910-390 MISCELLANEOUS	151	5	250	200	8	250	250
TOTAL OPERATING	6,963	7,528	8,250	7,950	3,536	8,250	8,250
<u>CAPITAL</u>							
100-5910-420 FURNITURE AND TECHNOLOGY	150	0	250	150	0	250	250
TOTAL CAPITAL	150	0	250	150	0	250	250
TOTAL FIRE ADMINISTRATION	139,124	141,967	143,316	142,916	69,381	150,754	150,754

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM:	FIRE SUPPRESSION	Staff Level 2016: 23.00 Part-Time
DEPARTMENT:	FIRE	Firefighters
FUND:	GENERAL	Staff Level 2015: 23.00 Part-Time
		Firefighters

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

The Fire Suppression Program consists of 23 part-time paid firefighters as follows: One Assistant Chief, four Captains and eighteen firefighters. A monthly retainer is provided to all firefighters. All firefighters are provided with a radio pager system, and personal protective equipment that meets applicable standards. This equipment is repaired or replaced as needed, and according to these standards. The Fire Department provides training opportunities for firefighters, in order to allow them to advance their skill level continuously.

PERSONNEL:

<u>Title</u>	<u>2016 PTE</u>	<u>2015 PTE</u>
Part-time paid Firefighters	<u>23.00</u>	<u>23.00</u>
Total	23.00	23.00

BUDGET COMMENTS:

Personnel Services (Acct. 102-120): Monthly retainer and limited benefits of 23 part time paid firefighters.

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

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

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

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

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

Radio Repair and Maintenance (Acct. 282): Radios, pagers, and batteries.

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

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

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

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

Miscellaneous (Acct. 390): Covers unanticipated expenditures.

SIGNIFICANT BUDGET CHANGES:

Vehicle Replacement/Rent (Acct. 330): Increased by \$7,100 for the purchase and maintenance of replacement fire apparatus.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>FIRE SUPPRESSION</u>							
<u>PERSONNEL SERVICES</u>							
100-5920-102 PART TIME	79,932	73,860	77,580	77,580	32,860	73,560	73,560
100-5920-120 EMPLOYEE BENEFITS	14,345	14,131	12,700	12,700	6,844	9,670	9,670
TOTAL PERSONNEL SERVICES	94,277	87,991	90,280	90,280	39,704	83,230	83,230
<u>OPERATING</u>							
100-5920-200 OPERATING SUPPLIES	363	309	250	250	80	250	250
100-5920-220 PERSONAL PROTECTIVE EQUIP	16,283	11,222	17,700	17,000	1,093	17,700	15,000
100-5920-225 MINOR EQUIPMENT	17,072	13,605	14,500	14,000	1,137	14,500	13,000
100-5920-260 COMMUNICATION	38	27	75	75	10	75	75
100-5920-280 REPAIR AND MAINTENANCE	840	1,001	1,000	900	477	1,000	1,000
100-5920-282 RADIO REPAIR AND REPLACEMENT	2,040	1,598	1,500	1,200	311	1,500	1,500
100-5920-300 UNIFORM MAINTENANCE	444	0	500	450	374	500	500
100-5920-320 PROFESSIONAL SERVICE	7,034	7,442	8,000	8,000	4,909	8,000	8,000
100-5920-330 VEHICLE REPLACEMENT / RENT	45,600	42,096	41,294	41,294	20,652	55,494	48,394
100-5920-333 MILEAGE / FUEL	0	0	150	100	0	250	250
100-5920-341 MEETINGS / CONFERENCES	50	118	400	300	0	500	500
100-5920-390 MISCELLANEOUS	118	0	250	200	78	250	250
TOTAL OPERATING	89,883	77,416	85,619	83,769	29,121	100,019	88,719
TOTAL FIRE SUPPRESSION	184,160	165,407	175,899	174,049	68,824	183,249	171,949

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: AQUATIC CENTER **STAFF LEVEL 2016:** 5.03 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2015:** 5.03 FTE
FUND: GENERAL

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

The aquatic center is located in the City's Yantis Park at the corner of DeHaven and SW 2nd, in the west central part of the City. The facility was constructed in the fall of 1995 and spring of 1996. Funding is from a 20-year General Obligation Bond approved by the voters in May 1995 in the amount of \$1,500,000.

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

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

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Lifeguards	3.00	3.00
Parks Maintenance Worker	0.15	0.15
Utility Worker	0.04	0.04
Manager	0.56	0.56
Lead Lifeguard	0.28	0.28
Cashier/Concessions	<u>1.00</u>	<u>1.00</u>
Total	5.03	5.03

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) primarily covers the purchase of chemicals to maintain required water quality as well as supplies such as season passes, minimal office supplies and restroom paper products.

CONCESSION SUPPLIES (Acct. 210) covers costs of concession food and beverage service items.

MINOR EQUIPMENT (Acct. 225) funds small equipment items such as cash registers, microwaves, etc required to operate the facility.

ADVERTISING (Acct. 250) covers advertisements to promote the facility as well as extended recruitment fees.

COMMUNICATION (Acct. 260) covers costs primarily for phone services.

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

REPAIR AND MAINTENANCE (Acct. 280) provides for repairs needed.

PROFESSIONAL SERVICES (Acct. 320) provides lifeguard training for successful scholarship recipients.

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

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

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>AQUATIC CENTER</u>							
<u>PERSONNEL SERVICES</u>							
100-6130-101 REGULAR SERVICES- AQUATIC CNTR	8,632	5,825	8,868	7,800	3,347	8,960	8,960
100-6130-102 PART TIME	92,174	97,530	99,450	101,950	67,001	105,008	105,008
100-6130-105 OVERTIME	2,001	1,864	3,500	3,000	1,854	3,500	3,500
100-6130-120 EMPLOYEE BENEFITS	14,884	15,679	25,000	24,000	11,417	25,000	25,000
TOTAL PERSONNEL SERVICES	117,692	120,898	136,818	136,750	83,619	142,468	142,468
<u>OPERATING</u>							
100-6130-200 OPERATING SUPPLIES	22,551	18,014	23,000	22,000	8,747	23,000	23,000
100-6130-210 CONCESSION SUPPLIES	27,394	18,621	27,000	24,000	12,255	27,000	27,000
100-6130-225 MINOR EQUIPMENT	451	654	400	400	96	400	400
100-6130-250 ADVERTISING	60	60	500	400	0	400	400
100-6130-260 COMMUNICATION	613	746	800	800	469	800	800
100-6130-270 UTILITIES	15,763	12,290	19,500	17,000	5,611	19,500	19,500
100-6130-280 REPAIR AND MAINTENANCE	4,734	4,562	5,000	5,000	3,266	5,000	5,000
100-6130-320 PROFESSIONAL SERVICE	0	0	1,050	1,050	306	1,050	1,050
100-6130-330 VEHICLE REPLACEMENT / RENT	1,332	1,404	1,401	1,401	702	1,401	1,401
100-6130-390 MISCELLANEOUS	582	1,519	500	500	145	500	500
TOTAL OPERATING	73,480	57,869	79,151	72,551	31,597	79,051	79,051
<u>CAPITAL</u>							
100-6130-420 FURNITURE AND TECHNOLOGY	199	980	1,500	1,500	120	2,000	2,000
TOTAL CAPITAL	199	980	1,500	1,500	120	2,000	2,000
TOTAL AQUATIC CENTER	191,371	179,747	217,469	210,801	115,336	223,519	223,519

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: PARKS **STAFF LEVEL 2016:** 2.31FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2015:** 2.31FTE
FUND: GENERAL

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

Maintenance of the parks as well as public buildings landscaping is funded through this account. This account provides mowing lawns from March through October, weed control, fertilization, irrigation, equipment and building maintenance. There are 10 facilities maintained under this program as follows: Yantis Park, 32.00 acres; Freewater Park, 2.15 acres; Morello Park, .15 acres; Marie Dorion Park, 3.50 acres; Orchard Park (leased property); Rotary Sports Complex, 4.50 acres; City Hall, Library and two fire stations. All parks cover approximately 45 acres.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Utility Worker	0.22	0.22
Parks Maintenance Worker	1.29	1.29
Laborer	<u>0.80</u>	<u>0.80</u>
Total	2.31	2.31

OBJECTIVES:

1. Conduct seven day per week inspection and maintenance of restrooms, March through October, including repairs, and a patrol to pick up refuse and repair equipment that is damaged.
2. Lawns to be mowed once per week from March 15th through October 30th. All grounds are aerated and fertilized twice per year.
3. Continue our campaign to lessen the degree of graffiti in parks by immediate identification, reporting and covering by painting.

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) for purchasing herbicides, grass seed, fertilizer, restroom facility supplies as well as property taxes.

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

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

COMMUNICATION (Acct. 260) covers cellular phone usage by the crew lead.

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

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

PROFESSIONAL SERVICES (Acct. 320) funds necessary immunizations and CDL physical examinations as required.

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

MEETINGS/CONFERENCES (Acct. 341) covers conference attendance associated with park maintenance and recreation.

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

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>PARKS</u>							
<u>PERSONNEL SERVICES</u>							
100-6140-101 REGULAR SERVICES- PARKS	65,503	61,879	69,205	69,205	34,878	71,200	71,200
100-6140-102 PART TIME	11,516	13,140	12,200	12,200	5,996	12,200	12,200
100-6140-105 OVERTIME	650	1,164	1,000	1,000	106	1,000	1,000
100-6140-120 EMPLOYEE BENEFITS	51,533	48,079	58,721	52,000	23,586	52,800	52,800
TOTAL PERSONNEL SERVICES	129,201	124,261	141,126	134,405	64,565	137,200	137,200
<u>OPERATING</u>							
100-6140-200 OPERATING SUPPLIES	8,390	6,360	9,500	9,500	2,375	9,500	9,500
100-6140-220 PERSONAL PROTECTIVE EQUIP	1,368	429	1,000	1,000	816	1,000	1,000
100-6140-225 MINOR EQUIPMENT	611	1,004	400	400	147	1,000	1,000
100-6140-260 COMMUNICATION	360	360	360	360	180	360	360
100-6140-270 UTILITIES	45,528	46,282	51,500	50,000	32,823	51,500	51,500
100-6140-280 REPAIR AND MAINTENANCE	7,001	6,843	5,500	7,000	3,516	8,000	8,000
100-6140-320 PROFESSIONAL SERVICES	204	57	300	300	0	300	300
100-6140-330 VEHICLE REPLACEMENT / RENT	23,724	29,930	30,319	30,319	15,156	30,319	30,319
100-6140-341 MEETINGS / CONFERENCES	120	0	300	300	0	300	300
100-6140-390 MISCELLANEOUS	134	278	400	400	282	400	400
TOTAL OPERATING	87,439	91,544	99,579	99,579	55,295	102,679	102,679
<u>CAPITAL</u>							
100-6140-480 IMPROVEMENTS OTHER THAN BLDG	273	0	2,500	2,500	0	2,500	2,500
TOTAL CAPITAL	273	0	2,500	2,500	0	2,500	2,500
TOTAL PARKS	216,913	215,805	243,205	236,484	119,861	242,379	242,379

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>PUBLIC BUILDINGS</u>							
<u>PERSONNEL SERVICES</u>							
100-6210-101 REGULAR SERVICES- PUBLIC BLDGS	30,392	34,256	32,000	32,000	16,424	32,600	32,600
100-6210-102 PART TIME	0	0	2,600	2,600	0	2,600	2,600
100-6210-105 OVERTIME	38	37	200	200	154	200	200
100-6210-120 EMPLOYEE BENEFITS	22,393	20,954	25,060	23,060	10,819	25,900	25,900
TOTAL PERSONNEL SERVICES	52,823	55,248	59,860	57,860	27,397	61,300	61,300
<u>OPERATING</u>							
100-6210-200 OPERATING SUPPLIES	6,263	6,255	7,500	7,500	4,738	8,000	8,000
100-6210-220 PERSONAL PROTECTIVE EQUIP	160	421	200	200	116	200	200
100-6210-225 MINOR EQUIPMENT	55	0	0	0	0	0	0
100-6210-270 UTILITIES	32,513	35,522	41,400	41,400	19,650	43,000	43,000
100-6210-280 REPAIR AND MAINTENANCE	8,918	5,357	7,500	7,500	4,245	8,000	8,000
100-6210-300 UNIFORM MAINTENANCE	1,774	1,800	1,880	1,950	955	2,010	2,010
100-6210-323 JANITORIAL SERVICES	40,960	41,862	44,350	44,350	21,475	45,680	45,680
100-6210-330 VEHICLE REPLACEMENT / RENT	3,348	3,552	2,700	2,600	1,248	2,500	2,500
TOTAL OPERATING	93,991	94,768	105,530	105,500	52,426	109,390	109,390
<u>CAPITAL</u>							
100-6210-405 BUILDING	8,670	21,005	11,000	11,000	892	11,000	11,000
TOTAL CAPITAL	8,670	21,005	11,000	11,000	892	11,000	11,000
TOTAL PUBLIC BUILDINGS	155,484	171,021	176,390	174,360	80,716	181,690	181,690

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: COMMUNITY BUILDING **STAFF LEVEL 2016:** 0.05 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2015:** 0.05 FTE
FUND: GENERAL FUND

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Utility Worker	0.01	0.01
Parks Maintenance Worker	<u>0.04</u>	<u>0.04</u>
Total	0.05	0.05

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) provides toilet tissue, cleaning supplies, etc. to keep the facility neat and orderly.

UTILITIES (Acct. 270) costs for water, sewer, electricity and solid waste.

REPAIR & MAINTENANCE (Acct. 280) provides for repairs needed and annual HVAC maintenance.

PROFESSIONAL SERVICES (Acct. 320) covers plumbing and electrical repairs to the facility.

JANITORIAL SERVICES (Acct. 323) covers contracted cleaning costs.

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

CAPITAL-BUILDING (Acct. 405) is not funded this fiscal year.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>COMMUNITY BUILDING</u>							
<u>PERSONNEL SERVICES</u>							
100-6220-101 REGULAR SERVICES-COMMUNITY BL	1,785	1,584	2,360	2,360	841	2,400	2,400
100-6220-105 OVERTIME	4	4	50	50	5	50	50
100-6220-120 EMPLOYEE BENEFITS	1,363	1,169	1,922	1,922	597	1,980	1,980
TOTAL PERSONNEL SERVICES	3,152	2,757	4,332	4,332	1,443	4,430	4,430
<u>OPERATING</u>							
100-6220-200 OPERATING SUPPLIES	666	1,229	1,000	1,000	832	1,000	1,000
100-6220-270 UTILITIES	10,527	11,377	12,650	12,650	5,299	12,650	12,650
100-6220-280 REPAIR AND MAINTENANCE	960	981	2,000	2,000	1,465	2,100	2,100
100-6220-320 PROFESSIONAL SERVICES	128	0	250	0	0	0	0
100-6220-323 JANITORIAL SERVICES	4,137	4,263	4,510	4,510	2,169	4,645	4,645
100-6220-330 VEHICLE REPLACEMENT / RENT	720	1,356	1,360	1,360	678	1,360	1,360
TOTAL OPERATING	17,138	19,206	21,770	21,520	10,442	21,755	21,755
TOTAL COMMUNITY BUILDING	20,290	21,964	26,102	25,852	11,885	26,185	26,185

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2016: 3.35 FTE
STAFF LEVEL 2015: 3.35 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; water production and distribution; sewage collection, treatment and wastewater disposal facility operations. Other programs include the aquatic center; golf course; parks, buildings and street maintenance as well as motor pool operations. The expenses of this program are charged to the benefiting department or fund on a percentage basis as indicated in the summary of expenditures section of the budget.

Some activities of this department include planning and tracking of maintenance and/or construction projects associated with public buildings, community building, aquatic center, parks, streets, water, sewer, solid waste, golf course and warehouse operations; 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; maintains and tracks inventory for water, sewer and electric utilities; approves and enters accounts payable, accounts receivable and payroll timekeeping records in computer; responds to customer complaints and compliments; ensures permit compliance and oversees monitoring and reporting of water and wastewater quality.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Public Works Superintendent	1.00	1.00
Assistant/Project Aide	1.00	1.00
Technician	0.15	0.15
Utility Worker	<u>1.20</u>	<u>1.20</u>
Total	3.35	3.35

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

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

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

COMMUNICATION (Acct. 260) covers costs primarily for phone and e-mail.

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

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

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

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

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

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

FURNITURE & TECHNOLOGY (Acct. 420) for updating aged department furniture such as desk(s) and chair(s).

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

		2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>								
<u>PUBLIC WORKS ADMINISTRATION</u>								
<u>PERSONNEL SERVICES</u>								
100-6410-101	REGULAR SERVICES- PUB WRKS AD	163,684	173,739	216,000	188,000	82,812	221,000	221,000
100-6410-102	PART TIME	5,161	0	0	0	0	0	0
100-6410-105	OVERTIME	0	0	150	150	0	150	150
100-6410-110	MILEAGE ALLOWANCE	3,589	3,632	3,600	3,600	1,704	3,600	3,600
100-6410-120	EMPLOYEE BENEFITS	91,045	96,341	135,000	120,000	48,699	139,600	139,600
	TOTAL PERSONNEL SERVICES	263,480	273,712	354,750	311,750	133,214	364,350	364,350
<u>OPERATING</u>								
100-6410-200	OPERATING SUPPLIES	813	1,177	1,000	1,000	501	1,000	1,000
100-6410-220	PERSONAL PROTECTIVE EQUIPMEN	0	0	150	150	0	150	150
100-6410-225	MINOR EQUIPMENT	223	602	750	750	0	750	750
100-6410-260	COMMUNICATION	1,559	1,614	1,700	1,700	712	1,700	1,700
100-6410-280	REPAIR AND MAINTENANCE	1,965	2,087	1,300	1,681	1,681	1,500	1,500
100-6410-320	PROFESSIONAL SERVICES	90	95	250	100	95	250	250
100-6410-330	VEHICLE REPLACEMENT / RENT	2,016	2,016	2,016	2,016	1,008	2,016	2,016
100-6410-340	MEMBERSHIPS / SUBSCRIPTIONS	333	338	600	600	214	600	600
100-6410-341	MEETINGS / CONFERENCES	386	72	750	750	0	750	750
100-6410-390	MISCELLANEOUS	496	378	400	491	491	400	400
	TOTAL OPERATING	7,881	8,378	8,916	9,238	4,702	9,116	9,116
<u>CAPITAL</u>								
100-6410-420	FURNITURE AND TECHNOLOGY	1,337	1,500	1,500	1,000	241	1,500	1,500
	TOTAL CAPITAL	1,337	1,500	1,500	1,000	241	1,500	1,500
	TOTAL PUBLIC WORKS ADMINISTRAT	272,697	283,590	365,166	321,988	138,157	374,966	374,966

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

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:

PROFESSIONAL SERVICES (Acct. 320) covers General Obligation Bond administrative expenses for the Aquatic Center bond issue.

CITY FUNCTIONS (Acct. 370) provides for the City's annual Christmas dinner for the employees.

COUNTY PROPERTY TAX REFUND (Acct. 375) This line item reflects that payment the City will make to the affected taxing districts from an estimated overage on the former URA plan's maximum indebtedness.

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.

CDBG GRANT (Acct. 390) we are not anticipating a CDBG grant this coming budget year.

URA LOANS/BUILDING/ECO DEVO (Acct. 405) This line item accounts for the repayment of loans that the former URA made to various benefitting City departments. The URA has been retired, effective July 1st, 2015, so the Agency's assets, liabilities and records have been transferred to the City.

INTERFUND TRANSFERS: (Acct. 722, 725, and 764)

The transfer to the Sick Leave Fund is necessary to maintain funds that will be available if temporary help is needed due to an extended illness.

SIGNIFICANT BUDGET CHANGE:

This budget reflects several unique circumstances that were driven by the retirement of the Urban Renewal Agency, which was effective July 1, 1015. The repayment of the loans that were issued by the Agency, and a repayment of a potential liability for an estimated maximum indebtedness calculation are examples of this. The City will continue to work on and toward the same economic and community development goals and objectives that the URA worked toward for 28 years.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>CITY HALL</u>							
<u>OPERATING</u>							
100-6500-320 PROFESSIONAL SERVICES	1,092	1,281	2,500	2,500	481	2,500	2,500
100-6500-370 CITY FUNCTIONS	5,129	4,538	4,600	4,518	4,518	4,600	4,600
100-6500-375 COUNTY PROPERTY TAX REFUND	0	0	0	0	0	74,628	74,628
100-6500-380 LIABILITY AND FIRE INSURANCE	82,344	90,000	104,030	104,000	103,500	109,650	109,650
100-6500-381 UNEMPLOYMENT INSURANCE	14,984	4,291	6,000	3,000	0	6,000	6,000
TOTAL OPERATING	103,549	100,110	117,130	114,018	108,499	197,378	197,378
<u>CAPITAL</u>							
100-6500-405 URA LOANS/ BUILDING/ ECO DEVO	0	0	0	0	0	323,774	249,146
TOTAL CAPITAL	0	0	0	0	0	323,774	249,146
<u>TRANSFERS</u>							
100-6500-722 TRANSFER TO LIBRARY	124,408	128,140	125,942	125,942	62,970	116,949	116,949
100-6500-764 TRANSFER TO SICK LEAVE	2,600	1,600	1,600	1,600	798	1,600	1,600
TOTAL TRANSFERS	127,008	129,740	127,542	127,542	63,768	118,549	118,549
<u>CONTINGENCY & RESERVES</u>							
100-6500-998 CONTINGENCY	0	0	57,192	0	0	70,769	162,766
TOTAL CONTINGENCY & RESERVES	0	0	57,192	0	0	70,769	162,766
TOTAL CITY HALL	230,557	229,850	301,864	241,560	172,267	710,470	727,839

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: CIVIL ENGINEERING
DEPARTMENT: ENGINEERING
FUND: GENERAL

STAFF LEVEL 2016: 0.60 FTE
STAFF LEVEL 2015: 0.58 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>2016 FTE</u>	<u>2015 FTE</u>
Engineering Technician	<u>0.60</u>	<u>0.58</u>
Total	0.60	0.58

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 two (2) Engineering Technicians to AutoCAD Training.

Furniture & Technology (Acct. 420) provides for computer monitor and software.

BUDGET COMMENTS:

There has been a reduction in the amount of time that the Engineering Technicians work on Public Work projects due to the Public Works Department having their own Engineering Technician.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GENERAL FUND</u>							
<u>CIVIL ENGINEERING</u>							
<u>PERSONNEL SERVICES</u>							
100-6610-101 REGULAR SERVICES- CIVIL ENGNR	51,618	51,681	36,472	36,472	18,276	37,551	37,551
100-6610-120 EMPLOYEE BENEFITS	32,356	30,119	24,681	23,000	11,434	25,804	25,804
TOTAL PERSONNEL SERVICES	83,974	81,799	61,153	59,472	29,709	63,355	63,355
<u>OPERATING</u>							
100-6610-200 OPERATING SUPPLIES	954	662	600	400	175	600	600
100-6610-225 MINOR EQUIPMENT	613	679	800	1,100	998	800	800
100-6610-260 COMMUNICATION	1,531	894	800	800	352	800	800
100-6610-320 PROFESSIONAL SERVICE	2,163	2,233	6,000	2,500	0	6,000	6,000
100-6610-330 VEHICLE REPLACEMENT / RENT	1,932	1,932	860	1,932	966	1,932	1,932
100-6610-341 MEETINGS / CONFERENCES	0	0	700	700	0	700	700
100-6610-390 MISCELLANEOUS	205	113	500	400	45	500	500
TOTAL OPERATING	7,397	6,512	10,260	7,832	2,536	11,332	11,332
<u>CAPITAL</u>							
100-6610-420 FURNITURE AND TECHNOLOGY	581	0	0	0	0	500	500
TOTAL CAPITAL	581	0	0	0	0	500	500
TOTAL CIVIL ENGINEERING	91,952	88,312	71,413	67,304	32,245	75,187	75,187



SPECIAL REVENUE FUND

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

REVENUE BUDGET NARRATIVE

Fiscal Year 2016

DEPARTMENT: PUBLIC WORKS

FUND: STREET

MISSION STATEMENT:

To maintain the existing excellent streets and provide motorists the safest streets possible.

BASELINE BUDGET DESCRIPTION:

The Street Fund receives revenues from three different sources. Following is a listing and a short description:

1. INTERGOVERNMENTAL REVENUES:

A portion of the gas tax collected by the State is distributed on a per capita basis to the City for streets.

2. MISCELLANEOUS AND MERCHANDISING REVENUE:

Some revenues are not large enough to require a separate category.

3. BEGINNING FUND BALANCE:

This category accounts for funds remaining at the end of the previous budget year due to funds budgeted, but not spent.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>STREET</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
210-410-11 STATE GAS TAX	385,678	403,160	369,000	369,000	171,752	369,000	369,000
TOTAL INTERGOVERNMENTAL REVE	385,678	403,160	369,000	369,000	171,752	369,000	369,000
<u>MERCHANDISING</u>							
210-455-71 MERCHANDISING	778	67	100	582	582	100	100
TOTAL MERCHANDISING	778	67	100	582	582	100	100
<u>MISCELLANEOUS</u>							
210-470-20 INTEREST EARNED	1,433	1,780	1,000	1,000	729	1,000	1,000
210-470-99 MISCELLANEOUS	100	0	0	39	39	0	0
TOTAL MISCELLANEOUS	1,533	1,780	1,000	1,039	768	1,000	1,000
<u>BEGINNING FUND BALANCE</u>							
210-499-10 FUND BALANCE	0	0	157,167	290,615	0	214,001	214,001
TOTAL BEGINNING FUND BALANCE	0	0	157,167	290,615	0	214,001	214,001
TOTAL REVENUE	387,989	405,007	527,267	661,236	173,102	584,101	584,101

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>STREET</u>							
<u>STREET MAINTENANCE</u>							
<u>PERSONNEL SERVICES</u>							
210-6810-101 REGULAR SERVICES- STREET MAINT	67,739	67,047	78,100	78,100	29,850	96,759	96,759
210-6810-102 PART TIME	3,458	4,563	4,100	4,100	2,505	4,100	4,100
210-6810-105 OVERTIME	276	449	500	500	139	500	500
210-6810-120 EMPLOYEE BENEFITS	49,124	46,197	61,715	61,715	22,350	72,500	72,500
TOTAL PERSONNEL SERVICES	120,597	118,256	144,415	144,415	54,844	173,859	173,859
<u>OPERATING</u>							
210-6810-200 OPERATING SUPPLIES	5,336	4,293	10,345	10,345	2,056	10,345	10,345
210-6810-220 PERSONAL PROTECTIVE EQUIP	663	397	500	500	239	500	500
210-6810-225 MINOR EQUIPMENT	1,032	645	4,800	4,800	4,454	4,800	4,800
210-6810-260 COMMUNICATION	330	360	300	300	180	300	300
210-6810-270 UTILITIES	36,996	38,222	49,500	49,500	24,849	49,500	49,500
210-6810-280 REPAIR AND MAINTENANCE	11,207	1,564	6,500	6,500	2,648	6,500	6,500
210-6810-300 UNIFORM MAINTENANCE	1,626	1,841	2,350	2,350	506	2,350	2,350
210-6810-320 PROFESSIONAL SERVICES	4,237	14,440	10,000	10,000	4,147	10,000	10,000
210-6810-330 VEHICLE REPLACEMENT / RENT	52,416	52,560	52,813	52,813	26,406	52,813	52,813
210-6810-341 MEETINGS / CONFERENCES	0	31	500	500	20	500	500
210-6810-390 MISCELLANEOUS	298	290	600	600	358	600	600
TOTAL OPERATING	114,140	114,643	138,208	138,208	65,862	138,208	138,208
<u>TRANSFERS</u>							
210-6810-701 TRANSFER TO GENERAL	83,117	85,000	84,312	84,312	42,156	86,724	86,732
210-6810-721 TRANSFER TO STREET IMPROVEME	0	0	80,000	80,000	40,002	100,000	100,000
210-6810-764 TRANSFER TO SICK LEAVE	300	300	300	300	150	300	300
TOTAL TRANSFERS	83,417	85,300	164,612	164,612	82,308	187,024	187,032
<u>CONTINGENCY & RESERVES</u>							
210-6810-998 CONTINGENCY	0	0	80,032	0	0	85,010	85,002
TOTAL CONTINGENCY & RESERVES	0	0	80,032	0	0	85,010	85,002
TOTAL STREET MAINTENANCE	318,154	318,200	527,267	447,235	203,014	584,101	584,101

BUDGET NARRATIVE

Fiscal Year 2016

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

BASELINE BUDGET DESCRIPTION:

This program provides the funds for the construction of any new streets or the reconstruction of existing streets.

REVENUES:

IMPROVEMENTS OTHER THAN BUILDINGS (Account 480) provides for street paving and overlay projects as outlined in the Public Works Capital Improvement Schedule.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>STREET IMPROVEMENT</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
211-410-01 EPA STORMWATER GRANT	28,500	7,000	400,000	210,000	0	200,000	200,000
211-410-16 OR STATE STP ALLOCATION	143,108	0	164,018	160,247	160,247	80,555	80,555
211-410-21 ODOT GRANT / HB2001	228,775	0	0	0	0	0	0
TOTAL INTERGOVERNMENTAL REVE	400,383	7,000	564,018	370,247	160,247	280,555	280,555
<u>LICENSES & PERMITS</u>							
211-440-30 LAND USE FEES	1,220	1,015	500	633	633	500	500
TOTAL LICENSES & PERMITS	1,220	1,015	500	633	633	500	500
<u>MISCELLANEOUS</u>							
211-470-20 INTEREST EARNED	207	208	150	100	53	100	100
TOTAL MISCELLANEOUS	207	208	150	100	53	100	100
<u>TRANSFERS</u>							
211-490-21 TRANSFER FROM STREET	0	0	80,000	80,000	40,002	100,000	100,000
TOTAL TRANSFERS	0	0	80,000	80,000	40,002	100,000	100,000
<u>BEGINNING FUND BALANCE</u>							
211-499-10 FUND BALANCE	0	0	11,688	11,688	0	38,000	38,000
TOTAL BEGINNING FUND BALANCE	0	0	11,688	11,688	0	38,000	38,000
TOTAL REVENUE	401,810	8,223	656,356	462,668	200,934	419,155	419,155
<u>STREET CONSTRUCTION</u>							
<u>CAPITAL</u>							
211-6840-430 EPA STORMWATER EXPENSE	38,018	22,715	480,000	256,302	59,590	219,155	219,155
211-6840-480 IMPROVEMENTS OTHER THAN BLDG	371,883	2,337	164,018	168,366	168,366	185,000	185,000
TOTAL CAPITAL	409,901	25,052	644,018	424,668	227,956	404,155	404,155
<u>CONTINGENCY & RESERVES</u>							
211-6840-998 CONTINGENCY	0	0	12,338	0	0	15,000	15,000
TOTAL CONTINGENCY & RESERVES	0	0	12,338	0	0	15,000	15,000
TOTAL STREET CONSTRUCTION	409,901	25,052	656,356	424,668	227,956	419,155	419,155

Revenue Budget Narrative
Fiscal Year 2016

Fund: Library

BASELINE BUDGET DESCRIPTION

Through an intergovernmental agreement with the Umatilla County Special Library district, the city provides library services to the approximately 12,000 residents of the Milton-Freewater area and to residents of the Library District. The city agrees to provide and maintain a facility to house the library, and to provide services which meet or exceed standards set by the Oregon Library Association. The district agrees to provide funding for operational expenses such as salaries, materials, and supplies to help the city accomplish those levels of cities.

INTERGOVERNMENTAL REVENUES

The library district provides a major source of funding for the library by levying taxes on property for residents of Umatilla County. Although this is a significant source of funding for the library it is not enough to meet the needs of our residents, nor is it enough to meet even the minimum standards set by the Oregon Library Association. Through an agreement with the Umatilla County Special Library District the city agrees to provide and maintain a facility to house the library, and to provide services that meet standards set by the Oregon Library Association.

GRANT FUNDING

- The library anticipates a Ready to Read grant from the state library for approximately \$1200 to develop and improve early literacy services to children under 5.
- A Summer Reading grant of approximately \$3500 is anticipated to fund the annual Summer Reading program.

FINES AND FORFEITURES

These are payments from library borrowers to repair or replace lost or damaged materials, and fines for overdue materials

COPIES

These are payments from library patrons for photocopies and computer printouts

MISCELLANEOUS

This includes donations, rental income from library meeting rooms, and payments for out of district library patrons

BEGINNING FUND BALANCE:

Funds received, but not expended in previous years

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>LIBRARY</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
220-410-01 LIBRARY DISTRICT REVENUES	175,459	179,055	180,982	182,000	167,419	183,820	183,820
220-410-03 STATE GRANTS-LIBRARY	1,043	1,175	1,175	1,258	1,258	1,258	1,258
220-410-06 SUMMER READING GRANT	2,500	2,500	3,500	3,500	0	2,500	2,500
TOTAL INTERGOVERNMENTAL REVE	179,002	182,730	185,657	186,758	168,677	187,578	187,578
<u>FINES & FORFEITURES</u>							
220-430-50 LIBRARY FINES	2,210	2,395	2,330	2,300	1,093	2,400	2,400
TOTAL FINES & FORFEITURES	2,210	2,395	2,330	2,300	1,093	2,400	2,400
<u>SERVICES</u>							
220-450-14 RENTAL INCOME	5,625	5,675	6,011	6,011	2,813	6,011	6,011
TOTAL SERVICES	5,625	5,675	6,011	6,011	2,813	6,011	6,011
<u>MISCELLANEOUS</u>							
220-470-20 INTEREST EARNED	161	64	100	50	6	50	50
220-470-41 DONATIONS	4,458	4,689	5,000	2,300	872	3,000	3,000
220-470-50 COPIES	409	346	400	1,980	540	2,400	2,400
220-470-99 MISCELLANEOUS	719	692	700	1,200	588	700	700
TOTAL MISCELLANEOUS	5,747	5,791	6,200	5,530	2,007	6,150	6,150
<u>TRANSFERS</u>							
220-490-10 FROM GENERAL	124,408	128,140	125,942	125,942	62,970	116,949	116,949
TOTAL TRANSFERS	124,408	128,140	125,942	125,942	62,970	116,949	116,949
<u>BEGINNING FUND BALANCE</u>							
220-499-10 FUND BALANCE	0	0	500	31,454	0	2,000	2,000
TOTAL BEGINNING FUND BALANCE	0	0	500	31,454	0	2,000	2,000
TOTAL REVENUE	316,992	324,732	326,640	357,995	237,559	321,088	321,088

Expenditure Budget Narrative
Fiscal Year 2016

Fund: Library

Staff Level 2016: 3.93 FTE
Volunteers 2016: 7
Staff Level 2015: 3.50 FTE
Volunteers 2015: 3

BASELINE BUDGET DESCRIPTION

The library provides access to print media, eBooks, technology, and programing opportunities for all residents with a library card. Library staff provide services to the public by selecting and processing new media, providing one on one technology support to patrons, developing new programs and programing opportunities, and providing circulation and reference services to the public.

PERSONNEL:

Title	2016 FTE	2015 FTE
Library Director	1.00	1.00
Library Associate	<u>2.93</u>	<u>2.50</u>
Total	3.93	3.50

BUDGET COMMENTS

Personnel Services:

- An increase of \$14,000 is expected due to replacing a part time library staff member
- The mileage allowance line item has been cut and combined with Acct 333 for more efficient cost tracking

Operating Expenses

- The library plans to expand the programing opportunities that we offer, and has added a Programing Expenses line item for \$1200 for the purchase of supplies for these programs
- The library books budget has decreased by \$1000 to cover the cost of programing expenses
- Professional Services (acct 320) has decreased due to not subscribing to the American Society of Composers for 2016
- \$500 has been added to Furniture and Fixtures (acct 420) to replace broken office furniture

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>LIBRARY</u>							
<u>LIBRARY</u>							
<u>PERSONNEL SERVICES</u>							
220-6600-101 REGULAR SERVICES- LIBRARY	151,596	153,833	135,575	137,708	71,452	137,830	137,830
220-6600-102 PART TIME	32,242	31,938	18,724	24,286	7,835	33,337	33,337
220-6600-110 MILEAGE ALLOWANCE	3,589	3,536	600	675	675	0	0
220-6600-120 EMPLOYEE BENEFITS	106,200	109,142	137,871	103,060	46,490	113,141	113,141
TOTAL PERSONNEL SERVICES	293,626	298,449	292,770	265,729	126,451	284,308	284,308
<u>OPERATING</u>							
220-6600-200 OPERATING SUPPLIES	4,455	5,103	5,180	5,180	1,875	6,200	6,200
220-6600-235 LIBRARY BOOKS	24,121	21,396	20,000	20,000	5,151	19,000	19,000
220-6600-260 COMMUNICATION	2,399	2,508	2,500	2,500	1,103	2,500	2,500
220-6600-280 REPAIR AND MAINTENANCE	0	0	500	500	0	500	500
220-6600-320 PROFESSIONAL SERVICES	883	870	1,000	983	983	700	700
220-6600-333 MILEAGE / FUEL	0	0	350	350	333	950	950
220-6600-340 MEMBERSHIPS / DUES	661	1,467	500	680	680	600	600
220-6600-341 MEETINGS / CONFERENCES	0	0	500	500	57	500	500
220-6600-390 MISCELLANEOUS	125	95	100	100	44	100	100
TOTAL OPERATING	32,643	31,438	30,630	30,793	10,226	31,050	31,050
<u>CAPITAL</u>							
220-6600-410 CAPITAL	2,288	707	1,500	1,500	0	1,500	1,500
220-6600-420 FURNITURE AND TECHNOLOGY	0	0	0	0	0	500	500
TOTAL CAPITAL	2,288	707	1,500	1,500	0	2,000	2,000
<u>TRANSFERS</u>							
220-6600-764 TRANSFER TO SICK LEAVE	240	240	240	240	120	240	240
TOTAL TRANSFERS	240	240	240	240	120	240	240
<u>CONTINGENCY & RESERVES</u>							
220-6600-998 CONTINGENCIES	0	0	1,500	0	0	3,490	3,490
TOTAL CONTINGENCY & RESERVES	0	0	1,500	0	0	3,490	3,490
TOTAL LIBRARY	328,797	330,833	326,640	298,262	136,797	321,088	321,088

REVENUE NARRATIVE

Fiscal Year 2016

FUND: PUBLIC TRANSPORTATION SERVICES

BASELINE BUDGET DESCRIPTION:

This fund was created to accumulate revenues dedicated to both the City's public transportation programs-- the Senior/Disabled Transportation Program, which originated in 1971, and the general ridership bus program which was reestablished in February of 2005. The senior/disabled taxi transportation service is available to seniors 60 years of age and older and/or disabled individuals of any age. The senior citizen or disabled individual must be a resident of the City of Milton-Freewater, or the extended service area, to use the taxi service. The extended service area includes a five-mile radius from the City's center. The service is contracted out to a private vendor.

The City's general ridership bus program provides transportation for any citizen to and from Walla Walla, Washington. It is a fixed-route system with designated times and stops. Currently the City owns a 2010 11-passenger van and a 2008 14-passenger bus. We contract for a driver to provide the service and absorb fuel costs. The service is contracted to a private vendor and runs Monday through Friday providing three round trips each day.

Because grants are becoming much more difficult to rely on and obtain, and the cost of the program continues to escalate, staff proposed a five year local option tax on the ballot in November of 2004. To our grateful delight, the voters not only approved this levy, they approved two subsequent ballots, providing us a stable source of funding for the cash matches needed to seek the grants which keep these transportation programs alive.

BUDGET COMMENTS:

TAXES AND ASSESSMENTS

PROPERTY TAX CURRENT Acct. 230-400-01 is the local option tax revenue referred to above. The levy is for \$60,000 per year, however not all taxes are collected, so we budget for 88%.

PROPERTY TAX PRIOR YEAR Acct. 230-400-02 is the account for "back taxes" which are paid late.

INTERGOVERNMENTAL REVENUE

SPECIAL TRANSIT GRANT Acct 230-410-50 is a state grant received through Umatilla County Special Transportation Committee Fund.

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

ARRA TRANSIT GRANTS Acct. 230-410-52 are funds that have been exhausted.

FEDERAL TRANSIT-OPERATE Acct 230-410-53 are funds directly allocated and received through 5307 Federal Transportation Administration grant funds for operations of the City's public transportation programs.

FEDERAL TRANSIT-CAPITAL Acct 230-410-54 are funds directly allocated and received through 5307 Federal Transportation Administration grant funds for capital purchase, such as shelters and buses.

FEDERAL TRANSIT-ADA ELEVATOR Acct 230-410-55 are funds allocated and received through 5307 Federal Transportation Administration grant funds for a construction project.

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.

GENERAL RIDERSHIP BUS FARE Acct. 230-450-71 represents the revenue generated from the bus' fare box and the sale of monthly bus passes. ALL bus fares are \$1.00 and monthly passes sell for \$30.00 each. Qualifying Senior & Persons with Disabilities are \$0.50.

MISCELLANEOUS

INTEREST EARNED Acct. 230-470-20 is the interest we receive from the grants and revenues invested in the local government pool prior to having them released for payment of services and goods.

MISCELLANEOUS Acct. 230-470-99 is maintained to cover costs for those minor expenses that do not fit well into any of the other categories.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>SENIOR/DISABLED TRANSP.</u>							
<u>TAXES/ASSESSMENTS</u>							
230-400-01 PROPERTY TAX - CURRENT	56,417	56,342	53,000	54,000	52,059	53,000	53,000
230-400-02 PROPERTY TAX - PRIOR YEAR	2,942	2,986	1,500	1,500	1,398	1,500	1,500
TOTAL TAXES/ASSESSMENTS	59,359	59,328	54,500	55,500	53,457	54,500	54,500
<u>INTERGOVERNMENTAL REVENUE</u>							
230-410-50 SPECIAL TRANSIT GRANT	34,500	37,170	34,500	38,992	10,867	40,000	68,345
230-410-51 STATE TRANSIT GRANT	86,024	105,556	52,000	20,212	20,212	139,000	139,000
230-410-53 FEDERAL TRANSIT GRANT	0	0	43,000	63,000	0	20,000	20,000
230-410-54 FED TRANSIT GRANT - CAPITAL	0	0	0	0	0	59,500	59,500
230-410-55 FED TRANSIT GRANT - ADA ELEV	0	0	0	0	0	180,000	180,000
TOTAL INTERGOVERNMENTAL REVE	120,524	142,726	129,500	122,204	31,079	438,500	466,845
<u>SERVICES</u>							
230-450-70 SENIOR CITIZEN PAYMENTS	7,541	7,834	7,500	7,500	3,296	7,500	7,500
230-450-71 GENERAL RIDERSHIP BUS FARE	7,175	6,707	6,550	6,550	1,665	6,500	6,500
TOTAL SERVICES	14,716	14,541	14,050	14,050	4,961	14,000	14,000
<u>MISCELLANEOUS</u>							
230-470-20 INTEREST EARNED	2,103	2,057	2,000	1,432	716	1,500	1,500
230-470-99 MISCELLANEOUS	0	0	50	0	0	0	0
TOTAL MISCELLANEOUS	2,103	2,057	2,050	1,432	716	1,500	1,500
<u>BEGINNING FUND BALANCE</u>							
230-499-10 FUND BALANCE	0	0	250,000	0	0	230,000	230,000
TOTAL BEGINNING FUND BALANCE	0	0	250,000	0	0	230,000	230,000
TOTAL REVENUE	196,702	218,652	450,100	193,186	90,213	738,500	766,845

EXPENDITURE NARRATIVE

Fiscal Year 2016

FUND: PUBLIC TRANSPORTATION SERVICES

STAFF LEVEL 2016: 0.90 FTE

STAFF LEVEL 2015: 0.90 FTE

BASELINE BUDGET DESCRIPTION:

Beginning in February of 2005, the City once again began supplying two public transportation programs---the senior and disabled taxi ticket program and the general ridership connector/fixed-route bus program. The bus program has had a "stop and go" history with the City, as funding for it has been unstable. In November of 2004 funding for both programs was solidified by the passage of a five year local option tax to help support both programs, and then in November of 2008 and 2012 another five-year local option tax was passed by the voters. The City owns the bus and contracts for the driver and fuel. It is a fixed-route system going back and forth to Walla Walla, Washington. The taxi program is for seniors aged 60 and over and disabled patrons of any age. It is a door-to-door service which includes a lot of personal assistance for patrons. The City has been providing senior/disabled taxi service to its residents since 1971. This program is contracted out to a private carrier for service.

In 2013, a Metropolitan Planning Organization was established and as such a new line item appears to reflect the City's membership dues.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Human Resource Officer	0.70	0.70
City Manager	0.20	0.20
	0.90	0.90

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) covers expenses for day-to-day supplies such as paper, pens, notebooks, file folders and hanging file folders, and computer software. This is increased to reflect estimated costs for requirements under the new MPO.

MINOR EQUIPMENT (Acct. 225) budgets the cost of computer, computer software and equipment.

ADVERTISING (Acct. 250) budgets the cost of printing tickets as ride tokens and advertising the service.

COMMUNICATION (Acct. 260) accounts for the cost of phone expenses.

REPAIR & MAINTENANCE (Acct. 280) accounts for shop hourly rate expenses for repair and maintenance of the city's 14-passenger mini bus which is used to provide general ridership transportation between Milton-Freewater and Walla Walla, Washington, and also the city's wheel-chair access van. The cost to service both vehicles is increasing.

PROFESSIONAL SERVICES (Acct. 320) accounts for the cost of both the taxi and bus contracts to provide rides to patrons. The bus contract is \$4,300 per month and the taxi contract is approximately \$4,800 per month (\$7/ticket inside city limits & \$10/ticket outside city limits as submitted with monthly invoice). An additional \$200 is budgeted for extra bus services (i.e. using bus to transport council in Christmas parade), the annual fee for the City to be listed with Google Transit, and annual fees to Federal Motor Carriers. This also accounts for a planning grant in the amount of \$30,000.

VEHICLE REPLACEMENT (Acct. 330) budgets the cost to purchase a new bus in addition to our existing bus, which will become the fixed-route back-up vehicle.

MILEAGE/FUEL (Acct. 333) covers travel expenses to meetings and training.

MPO MEMBERSHIP DUES (Acct. 340) reflects membership dues in the newly established MPO.

MEETINGS/CONFERENCES (Acct. 341) accounts for the cost of attending training meetings and seminars. This is increased due to MPO requirement and program training.

CAPITAL-ADA ELEVATOR (Acct. 410) accounts for 31% of the total cost for a capital investment at city hall to provide an ADA accessible elevator to enable all community members access to city hall.

IMPROVEMENTS OTHER THAN BUILDING (Acct. 480) there are no scheduled projects for this fiscal year.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>SENIOR/DISABLED TRANSP.</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
230-7600-101 REGULAR SERVICES- SENIOR/DISAB	42,023	44,838	66,005	62,432	31,216	66,130	66,130
230-7600-120 EMPLOYEE BENEFITS	31,815	32,832	36,700	40,814	20,407	37,980	37,980
TOTAL PERSONNEL SERVICES	73,838	77,670	102,705	103,246	51,623	104,110	104,110
<u>OPERATING</u>							
230-7600-200 OPERATING SUPPLIES	144	156	400	400	142	400	400
230-7600-225 MINOR EQUIPMENT	20	3,576	1,500	1,909	185	200	200
230-7600-250 ADVERTISING- SENIOR/ DISABLED	268	709	900	900	0	900	900
230-7600-260 COMMUNICATION	75	282	500	500	115	500	500
230-7600-280 REPAIR AND MAINTENANCE	4,358	6,689	6,000	7,274	3,337	6,000	6,000
230-7600-320 PROFESSIONAL SERVICES	101,239	105,901	146,200	118,150	53,244	158,620	158,620
230-7600-330 VEHICLE REPLACEMENT / RENT	0	0	0	0	0	70,000	70,000
230-7600-333 MILEAGE / FUEL	405	271	700	250	119	300	300
230-7600-340 MPO MEMBERSHIP DUES	0	3,564	4,000	7,828	2,328	5,000	5,000
230-7600-341 MEETINGS / CONFERENCES	336	219	1,000	268	168	750	750
TOTAL OPERATING	106,845	121,367	161,200	137,479	59,637	242,670	242,670
<u>CAPITAL</u>							
230-7600-410 CAPITAL - ADA ELEVATOR	0	0	0	0	0	200,000	200,000
TOTAL CAPITAL	0	0	0	0	0	200,000	200,000
<u>CONTINGENCY & RESERVES</u>							
230-7600-998 CONTINGENCY	0	0	186,195	0	0	191,720	220,065
TOTAL CONTINGENCY & RESERVES	0	0	186,195	0	0	191,720	220,065
TOTAL ADMINISTRATION	180,683	199,037	450,100	240,725	111,261	738,500	766,845

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

FUND: 9 1 1 OPERATING

BASELINE BUDGET DESCRIPTION:

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

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) Funds anticipated actual costs of materials replacement as estimated with current vendor costs.

MINOR EQUIPMENT (Acct. 225) Funds purchases of small equipment items. Shows an increase to fund the purchase of a handheld radio to be used by dispatchers who volunteer to help with parades, a lap top computer that can be taken to the back-up dispatch center, and some monitor arms for the primary dispatch center desks.

COMMUNICATION (Acct. 260) Increased to fund the PD/Dispatch center getting its own computer server, which requires a T1 switch.

REPAIR AND MAINTENANCE (Acct. 280) Funds used to cover the anticipated costs of repair, maintenance, or replacement of office systems such as copiers, and repair of the dispatch console if necessary. Reflects an increase to support a new "make ready switch", which is a device/switch that allows our dispatch center's 911 lines to be seamlessly transferred to Umatilla County Dispatch in the event our own 911 lines go down. Without this switch, a more involved, therefore, a longer procedure, is used in transferring these lines.

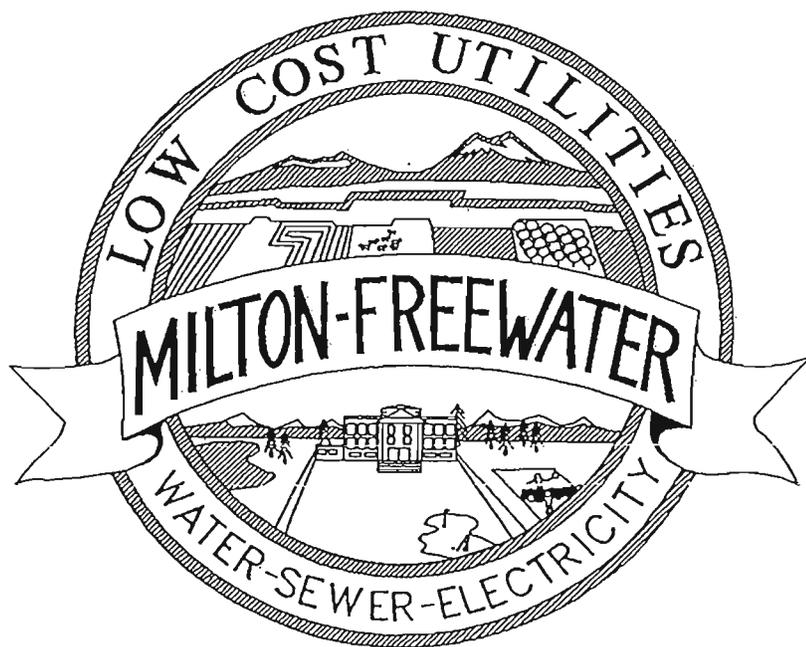
PROFESSIONAL SERVICES (Acct. 320) These funds pay for DPSST medical exams required as part of the pre-employment screening process.

MEETINGS AND CONFERENCES (Acct. 341) These funds pay for continuing training for communications personnel as mandated by the state. Viable training for dispatchers in Eastern Oregon is not readily available. In order to meet the DPSST training requirements for dispatch personnel, it is often necessary to send employees to more populous parts of the state.

FURNITURE AND TECHNOLOGY (Acct. 420) These funds are projected to go toward the addition of a generator unit to power the back-up dispatch center, located at the North Fire Station, and towards future replacement of our primary dispatch console.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
911							
911 OPERATING							
OPERATING							
270-5830-200 OPERATING SUPPLIES	2,422	2,647	2,500	2,400	1,222	2,500	2,500
270-5830-225 MINOR EQUIPMENT	698	824	1,500	2,368	2,063	2,000	2,000
270-5830-230 PRINTING AND BINDING	100	0	0	0	0	0	0
270-5830-260 COMMUNICATION	10,589	10,400	10,600	9,925	4,813	11,100	11,100
270-5830-280 REPAIR AND MAINTENANCE	6,861	6,750	7,550	7,200	6,003	9,100	9,100
270-5830-300 UNIFORM MAINTENANCE	178	312	400	375	0	400	400
270-5830-320 PROFESSIONAL SERVICE	0	541	400	242	242	400	400
270-5830-341 MEETINGS / CONFERENCES	1,264	2,578	2,500	2,860	53	2,500	2,500
270-5830-390 MISCELLANEOUS	271	303	400	400	131	400	400
TOTAL OPERATING	22,383	24,354	25,850	25,770	14,527	28,400	28,400
CAPITAL							
270-5830-420 FURNITURE AND TECHNOLOGY	2,522	2,185	9,150	0	9,406	7,100	7,100
TOTAL CAPITAL	2,522	2,185	9,150	0	9,406	7,100	7,100
TRANSFERS							
270-5830-701 TRANSFER TO GENERAL	10,000	2,400	0	0	0	0	0
TOTAL TRANSFERS	10,000	2,400	0	0	0	0	0
TOTAL 911 OPERATING	34,905	28,939	35,000	25,770	23,933	35,500	35,500



DEBT SERVICE FUND

The debt service fund is used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.

BUDGET NARRATIVE
Fiscal Year 2016

FUND: GENERAL OBLIGATION BONDED DEBT

BASELINE BUDGET DESCRIPTION:

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

Revenues to pay the City's General Obligation Bonds are collected in this fund. A bond issue for \$1,500,000 for construction of an Aquatic Center was passed by voters in May, 1995. Construction of the Aquatic Center began in December, 1995 and was completed in June 1996. This bond issue was refunded January 2005 to save interest. An updated debt service schedule reflects the refunding. The balance as of June 30th, 2015 for the Aquatic Center issue will be \$120,000. This bond issue is repaid with property tax revenues.

Expenditures are budgeted per the following tables. The unappropriated reserve is used to accumulate cash to pay the next fiscal year's bond principal and interest due before November. Revenues for property tax supported funds are not received until the new taxes are levied each year. The unappropriated reserve guarantees that the City will be able to meet its obligations until the revenues for that year are received. **This is the final budgeted payment for the aquatic center.**

STATEMENT OF BOND INTEREST & RETIREMENT REQUIREMENTS

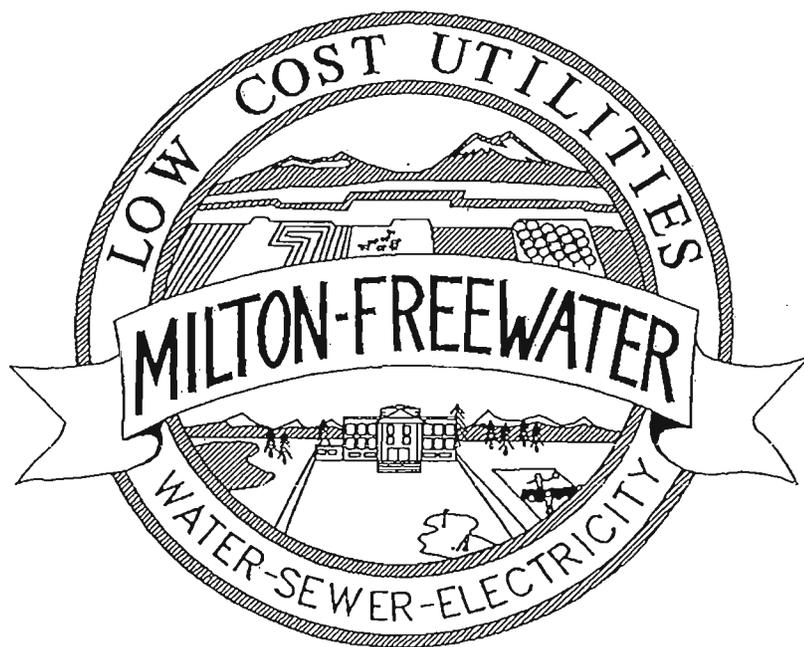
AQUATIC CENTER (Issued 7/25/95 - Interest payable Feb. and Aug.)

Tax	Interest	Maturity	Principal	Interest	Total
<u>Year</u>	<u>Rate</u>	<u>Date</u>	<u>Required</u>	<u>Required</u>	<u>Required</u>
2015-16	3.75%	8/1/15	120,000	2,250	122,250

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

		2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
		FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
		ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
<u>GENERAL OBLIGATION BONDS</u>								
<u>TAXES/ASSESSMENTS</u>								
310-400-01	PROPERTY TAX - CURRENT	103,464	103,350	103,650	112,144	104,144	115,713	115,713
310-400-02	PROPERTY TAX - PRIOR YEAR	5,015	5,147	6,200	3,600	2,429	3,600	3,600
TOTAL TAXES/ASSESSMENTS		108,478	108,497	109,850	115,744	106,573	119,313	119,313
<u>MISCELLANEOUS</u>								
310-470-20	INTEREST EARNED	95	37	20	0	3	0	0
TOTAL MISCELLANEOUS		95	37	20	0	3	0	0
<u>BEGINNING FUND BALANCE</u>								
310-499-10	FUND BALANCE	0	0	20,000	0	0	3,262	3,262
TOTAL BEGINNING FUND BALANCE		0	0	20,000	0	0	3,262	3,262
TOTAL REVENUE		108,573	108,534	129,870	115,744	106,576	122,575	122,575
<u>BONDED DEBT - AQUATIC CENTER</u>								
<u>DEBT SERVICE</u>								
310-8611-500	BOND PRINCIPAL- AQUATIC CENTER	110,000	110,000	120,000	120,000	120,000	120,000	120,000
310-8611-501	BOND INTEREST- AQUATIC CENTER	15,250	10,925	8,750	8,750	6,750	2,575	2,575
TOTAL DEBT SERVICE		125,250	120,925	128,750	128,750	126,750	122,575	122,575
<u>CONTINGENCY & RESERVES</u>								
310-8611-999	UNAPPROPRIATED RESERVE	0	0	1,120	0	0	0	0
TOTAL CONTINGENCY & RESERVES		0	0	1,120	0	0	0	0
TOTAL BONDED DEBT - AQUATIC CE		125,250	120,925	129,870	128,750	126,750	122,575	122,575



ENTERPRISE FUNDS

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

REVENUE BUDGET NARRATIVE

Fiscal Year 2016

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. The largest development in many years in this program was the renegotiation of the Priest Rapids and Wanapum Dam contracts. The new contracts that were negotiated will only provide 70% of the previous contract shares. The new Wanapum Dam contract took effect in November, 2009. Bonneville Power has also drastically increased the amount that is deducted from Surplus Power Sales to pay for our Canadian Entitlement obligation. The changes in these two contracts have resulted in decreases in the share of power from the dams, and increased cost in administration. A combination of low market prices, a possible low water year, and a recent crack discovered in Wanapum Dam could result in a drastic decrease in revenue to the utility. 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.

CONSERVATION:

The revenue from this account is expected to be \$64,000 or less than 1% of Electric Revenue. Revenue estimates are based on the estimated completion of 10 heat pump installations, weatherization of 25 electrically heated homes and 8 commercial buildings. The revenue will come from reimbursements from BPA for energy conservation achieved and from principal and interest from the Energy Loan Program.

UTILITY REVENUE:

This includes the revenue from the sales of electricity to all classes of electric customers. Utility revenues provide 72% of the Electric Revenue. This account can be greatly influenced by the weather patterns throughout the year. In October 2011, Bonneville Power implemented drastic changes in their utility billing structure and those rates change every 2 years. Due to a Bonneville Power Administration rate increase due in October of this year of 6.7% for transmission and 5.6% of power, shrinking revenues from surplus power sales, and an unseasonably warm February and March, a 7% electric rate increase is proposed in this budget.

MERCHANDISING:

The revenue from Merchandising is expected to be \$25,000, less than 1% of Electric Revenue. This is for labor and materials for work done at customers' expense.

MISCELLANEOUS REVENUE:

The revenue for this account is expected to be \$321,920 which accounts for 3.3% of this year's Electric Revenue. This includes earned interest, pole, land rental, orchard revenue, Electric Infrastructure Fees, BPA Lookback Credit, and after-hours reconnect fees. This amount is estimated from interest on the cash balance throughout the year invested at less than 1%, plus existing rental contracts. Customer contributions toward line extensions and new construction are included in account #64.

INTERFUND OPERATING TRANSFERS:

The transfers from Vehicle Maintenance and the Warehouse are for rent of the shop facility.

REVENUE SUMMARY

FISCAL YEAR 2015-16

ELECTRIC FUND	2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
TAXES/ASSESSMENTS	FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
	ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
510-400-10 WTHRZTN ASSMT LOAN REV #903	14,053	12,690	16,000	9,000	3,911	12,000	12,000
TOTAL TAXES/ASSESSMENTS	14,053	12,690	16,000	9,000	3,911	12,000	12,000
SURPLUS POWER SALES							
510-415-10 POWER SALES - NONFIRM	520,066	296,064	128,441	180,000	34,166	99,803	99,803
TOTAL SURPLUS POWER SALES	520,066	296,064	128,441	180,000	34,166	99,803	99,803
SERVICES							
510-450-45 CONSERVATION	71,634	152,846	75,000	45,000	16,639	64,000	64,000
TOTAL SERVICES	71,634	152,846	75,000	45,000	16,639	64,000	64,000
UTILITY SALES							
510-451-10 RESIDENTIAL SALES	3,500,519	3,683,558	3,834,745	3,832,202	1,588,017	4,040,394	4,040,394
510-451-11 COMMERCIAL SALES	716,373	740,832	854,256	781,641	350,609	897,883	897,883
510-451-12 INDUSTRIAL SALES	1,294,684	1,311,368	1,389,286	1,388,789	702,581	1,550,098	1,550,098
510-451-13 RENTAL LIGHTS	57,045	56,938	58,442	61,492	28,473	67,661	67,661
510-451-14 IRRIGATION	429,944	442,503	469,519	503,459	267,381	550,153	550,153
510-451-15 AIR FANS	8,052	8,052	8,602	9,204	0	9,204	9,204
510-451-16 PUBLIC STREET LIGHTS	28,955	29,514	29,526	32,096	15,588	33,786	33,786
510-451-17 INTER-DEPARTMENT	73,695	73,638	66,626	78,793	50,302	79,041	79,041
510-451-18 LAGOON SUB SALES	12,399	13,598	12,718	14,550	0	14,171	14,171
510-451-19 GREEN POWER	1,916	1,828	2,000	1,720	786	1,720	1,720
TOTAL UTILITY SALES	6,123,582	6,361,828	6,725,720	6,703,946	3,003,736	7,244,111	7,244,111
MERCHANDISING							
510-455-71 MERCHANDISING	9,841	11,858	25,000	15,000	10,787	20,000	20,000
TOTAL MERCHANDISING	9,841	11,858	25,000	15,000	10,787	20,000	20,000
MISCELLANEOUS							
510-470-20 INTEREST EARNED	14,069	14,408	16,000	8,000	3,943	8,000	8,000
510-470-21 ELEC INFRASTRUCTURE FEE	123,062	124,248	122,820	120,000	57,972	122,220	122,220
510-470-41 BPA LOOKBACK/REP CSTMR REFUN	129,558	131,370	132,219	132,219	55,044	132,000	132,000
510-470-60 POLE RENTAL	8,811	8,824	8,900	8,900	0	9,700	9,700
510-470-63 RECONNECTION FEES	3,600	5,535	5,000	5,000	2,275	5,000	5,000
510-470-64 NEW SERVICE FEES	16,094	34,232	40,000	40,000	19,572	40,000	40,000
510-470-99 MISCELLANEOUS	1,077	15,571	5,000	2,000	527	5,000	5,000
TOTAL MISCELLANEOUS	296,271	334,187	329,939	316,119	139,332	321,920	321,920
TRANSFERS							
510-490-61 TRANSFER FROM WAREHOUSE	6,480	6,480	6,480	6,480	3,240	6,480	6,480
510-490-62 TRANSFER FROM VEHICLE MAINT	3,964	3,964	3,964	3,964	1,980	3,964	3,964
510-490-64 TRANSFER FROM OP/MAINT RESERV	55,000	0	0	0	0	0	0
TOTAL TRANSFERS	65,444	10,444	10,444	10,444	5,220	10,444	10,444
BEGINNING FUND BALANCE							
510-499-10 FUND BALANCE	0	0	2,077,889	2,100,000	0	2,055,583	2,055,583
TOTAL BEGINNING FUND BALANCE	0	0	2,077,889	2,100,000	0	2,055,583	2,055,583
TOTAL REVENUE	7,100,891	7,179,917	9,388,433	9,379,509	3,213,791	9,827,861	9,827,861

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: POWER PURCHASES
FUND: ELECTRIC

BASELINE BUDGET DESCRIPTION:

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

Cost/KWH	Source of Firm Power		Avg.
	Demand	Energy	
BPA	24,029 KW (100%)	85,740,500 KWH (77%)	\$.0432
Grant County	0 KW	25,623,000 KWH (23%)	\$.0315
Total	24,029 KW (100%)	111,363,500 KWH (100%)	\$.0396

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 \$790,518. The total cost associated with the Grant County power is expected to be \$806,082 which amounts to 31.5 mils per KWH. The City's billed purchases from BPA are budgeted at 24,930 KW of demand and 85,740,500 KWH of Priority Firm Power. Per our contract with BPA, we are charged only for the BPA portion of our total requirement at the current BPA Load Shaping rate. This cost is expected to be \$3,703,863, which is 43.20 mils per KWH. The City is credited for our Grant County secondary power at the current BPA Load Shaping rate. This credit is expected to be \$128,441. The net cost of Purchased Power to the City is estimated at \$4,410,142 or 39.6 mils per KWH.

BUDGET COMMENTS:

Due to the cost of power on the open market, requirements placed on BPA from outside sources, and the cost to implement these requirements, BPA's power prices to its customers will increase drastically in the coming years. These costs must be passed on to our customers as we search for alternate power sources and other ways to reduce future rate increases.

During FY02, the City signed new long-term power contracts with Grant County PUD. These contracts are for a smaller share of power than we had previously purchased, but will still provide a low-cost source of power for the future.

Varying temperatures greatly affect the cost of purchased power. An extremely low temperature will cause the system demand to increase sharply even if it is only for a short period. An extended cold period will cause the energy charge to increase. A low water year or any of the current environmental concerns could decrease the amount of power received from Grant County as well as the amount of surplus power sales we receive. Increases in maintenance costs at the Grant County facilities will increase the charges to the City. The load management program will help offset these cost with a projected annual savings of approximately \$60,000.

SIGNIFICANT BUDGET CHANGES:

There are many changes occurring in the power industry as a whole. In October 2011, Bonneville Power instituted a major change in their billing and rates structure called Tiered Rates Methodology. This change along with their requirements for fish and wind has increased their costs and the cost of BPA power to Milton-Freewater. BPA has adopted a 5.6% rate increase for power and a 6.7% rate increase for transmission this year. Because of these rate increases and increased cost of doing business, the Electric Department will have a 7% rate increase this year.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

		2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
		FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
		ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
<u>ELECTRIC FUND</u>								
<u>POWER PURCHASES</u>								
<u>OPERATING</u>								
510-7110-352	GRANT CO OPERATION	569,306	633,088	700,266	718,915	342,115	790,518	790,518
510-7110-353	BPA POWER - DEMAND	111,884	225,137	235,807	264,460	85,789	165,886	165,886
510-7110-354	BPA POWER - ENERGY	2,538,942	2,824,739	2,817,268	2,866,123	1,115,178	2,999,365	2,999,365
510-7110-355	TRANSMISSION DEMAND	375,374	412,968	414,115	437,051	184,875	461,789	461,789
510-7110-356	TRANSMISSION ENERGY	73,573	74,822	74,265	66,884	20,035	76,823	76,823
	TOTAL OPERATING	3,669,079	4,170,754	4,241,721	4,353,433	1,747,992	4,494,381	4,494,381
	TOTAL POWER PURCHASES	3,669,079	4,170,754	4,241,721	4,353,433	1,747,992	4,494,381	4,494,381

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: DISTRIBUTION/OPERATIONS AND
MAINTENANCE
FUND: ELECTRIC

STAFF LEVEL 2016: 3.00 FTE
STAFF LEVEL 2015: 3.00 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 with approximate 20-minute outages for service continuity. The 69,000 volt supply is transformed to 13,200 volts and is distributed over 13 feeders controlled by power circuit breakers, which are designed to prevent prolonged outages due to transient faults. The City has a third point of transmission delivery at the Lagoon Substation, located near the City Landfill and City-owned wastewater storage lagoons 5 miles west of the City. This substation transforms the 69,000 volt transmission delivery down to 12,470 volts for distribution purposes. This distribution voltage is used to operate the pumps for the City wastewater disposal property.

The majority of the City's distribution system is overhead, although an increasing amount is underground. The City maintains approximately 81 miles of overhead lines and 14 miles of underground lines with 3,000 poles and 2,000 transformers. Our past construction and maintenance programs have enabled us to have among the lowest system losses (4%) of any utility in the BPA Snake River Area and one of the most reliable systems anywhere. The City serves approximately 4,603 customers. Of these, 3,491 are residential with an average usage of 17,230 KWHR. Approximately 1,008 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. Recently, the department purchased the Milton and Freewater Substations from BPA. The maintenance and operation of the substations is now the responsibility of the City.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Line Technicians	2.38	2.38
Working Line Supervisor	0.60	0.60
Building Specialist	<u>0.02</u>	<u>0.02</u>
Total	3.00	3.00

OBJECTIVES:

Operate and maintain the distribution system and substations; do tree trimming, transformer painting and oil filtering; test approximately 1000 poles and replace as needed; perform system-wide facility survey; do infrared scan of overhead main feeder conductors; complete inspection & maintenance by contractor of all substation voltage regulators, 12 substation breakers, 3 substation transformers as well as and performing maintenance on various mechanisms.

BUDGET COMMENTS:

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

Acct. 260 covers communications expenses for the line crew.

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

Acct. 320 provides for lab testing of new primary underground cable, orchard expenses, funding for the maintenance of a major piece of equipment and commercial driver's license physicals.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>ELECTRIC FUND</u>							
<u>OPERATION/ MAINTENANCE</u>							
<u>PERSONNEL SERVICES</u>							
510-7310-101 REGULAR SERVICES- ELEC OP/MAIN	334,317	288,420	292,076	320,000	160,038	303,875	303,875
510-7310-105 OVERTIME	21,702	15,365	17,000	0	5,878	0	0
510-7310-120 EMPLOYEE BENEFITS	182,622	170,038	167,123	180,000	89,724	167,901	167,901
TOTAL PERSONNEL SERVICES	538,641	473,823	476,199	500,000	255,639	471,776	471,776
<u>OPERATING</u>							
510-7310-200 OPERATING SUPPLIES	1,184	536	1,200	1,200	990	1,200	1,200
510-7310-225 MINOR EQUIPMENT	364	425	2,000	1,000	23	2,000	2,000
510-7310-226 SUBSTATION REPAIRS	1,713	1,538	5,000	6,756	6,756	5,000	5,000
510-7310-229 SMALL TOOLS	623	2,098	2,000	2,000	270	4,000	4,000
510-7310-260 COMMUNICATION	1,629	1,190	1,500	1,000	516	1,500	1,500
510-7310-270 UTILITIES	4,251	4,701	8,000	5,000	3,024	6,000	6,000
510-7310-280 REPAIR AND MAINTENANCE	3,516	4,823	10,000	5,000	1,700	10,000	10,000
510-7310-320 PROFESSIONAL SERVICE	2,891	1,009	8,000	6,000	1,549	6,000	6,000
510-7310-330 VEHICLE REPLACEMENT / RENT	60,996	63,492	67,000	67,000	32,178	70,425	70,425
510-7310-341 MEETINGS / CONFERENCES	991	1,578	5,000	5,000	600	5,000	5,000
510-7310-390 MISCELLANEOUS	1,686	2,591	1,500	3,500	3,258	2,500	2,500
TOTAL OPERATING	79,843	83,980	111,200	103,456	50,864	113,625	113,625
TOTAL OPERATION/ MAINTENANCE	618,484	557,803	587,399	603,456	306,503	585,401	585,401

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: DISTRIBUTION-METERING
FUND: ELECTRIC

STAFF LEVEL 2016: 0.81 FTE
STAFF LEVEL 2015: 0.81 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 company 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>2016 FTE</u>	<u>2015 FTE</u>
Line Technician	0.71	0.71
Engineering Technician	0.10	0.10
Total	0.81	0.81

OBJECTIVES:

1. To install, test, and maintain meters, instrument transformers and other associated equipment, and verification of the complete installations to assure accurate metering. Our goal is to test 50 commercial or industrial sites per year and replace or repair any residential meter failures.
2. Each substation is visited weekly to monitor and record its operation. Maintenance of all high voltage equipment, instrument transformers, relays, and load management equipment is included in this budget category.
3. Install and repair electrical equipment used by the City and all its electric customers.
4. Install, maintain, and program new solid state metering for new Advanced Metering Infrastructure (AMI) project.

BUDGET COMMENTS:

Repair and maintenance (Acct. 280) provides meter repair parts and communication modules.

Equipment testing (Acct. 285) provides for contracted testing of meters, relays and test equipment.

Professional services (Acct. 320) provides rebate funds to customers who participate in our program to move their meter to an accessible location and to change out our 12S meter bases with 15S meter bases, and any contracted testing.

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

Furniture & Technology (Acct. 420) update metering laptop computer with a durable field computer with an updated operating system & current software.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>ELECTRIC FUND</u>							
<u>METERING EXPENSE</u>							
<u>PERSONNEL SERVICES</u>							
510-7340-101 REGULAR SERVICES- ELEC METERN	36,975	52,048	70,530	60,000	24,631	73,844	73,844
510-7340-105 OVERTIME	0	0	600	0	0	0	0
510-7340-120 EMPLOYEE BENEFITS	18,645	25,381	40,871	30,000	12,728	42,506	42,506
TOTAL PERSONNEL SERVICES	55,620	77,429	112,001	90,000	37,359	116,350	116,350
<u>OPERATING</u>							
510-7340-200 OPERATING SUPPLIES	631	1,178	1,000	1,400	1,272	1,200	1,200
510-7340-225 MINOR EQUIPMENT	2,730	0	5,000	3,000	0	5,000	5,000
510-7340-260 COMMUNICATION	451	534	700	400	188	600	600
510-7340-280 REPAIR AND MAINTENANCE	2,829	245	4,000	2,000	233	4,000	4,000
510-7340-285 EQUIPMENT TESTING	40	0	1,500	1,000	0	1,500	1,500
510-7340-320 PROFESSIONAL SERVICES	1,795	0	2,000	1,500	500	2,000	2,000
510-7340-330 VEHICLE REPLACEMENT / RENT	11,232	13,956	12,400	14,000	6,978	13,265	13,265
510-7340-341 MEETINGS / CONFERENCES	0	2,497	3,000	3,000	1,220	3,000	3,000
TOTAL OPERATING	19,708	18,410	29,600	26,300	10,392	30,565	30,565
<u>CAPITAL</u>							
510-7340-420 FURNITURE AND TECHNOLOGY	0	0	300	0	0	2,000	2,000
TOTAL CAPITAL	0	0	300	0	0	2,000	2,000
TOTAL METERING EXPENSE	75,328	95,839	141,901	116,300	47,750	148,915	148,915

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: SAFETY
FUND: ELECTRIC

STAFF LEVEL 2016: 0.21 FTE
STAFF LEVEL 2015: 0.16 FTE

BASELINE BUDGET DESCRIPTION:

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

PROGRAM OBJECTIVES:

Provide an in-depth professional safety training program to equip each employee with complete electrical safety awareness and safe daily work habits.

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>2016 FTE</u>	<u>2015 FTE</u>
Line Technicians	0.10	0.10
Working Line Supervisor	0.02	0.02
Building Specialist	0.03	0.02
Engineering Technician	0.03	0.02
Electric Assistant	0.01	0.00
Electric Superintendent	<u>0.02</u>	<u>0.00</u>
Total	0.21	0.16

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 has increased the cost of PPE.

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

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>ELECTRIC FUND</u>							
<u>SAFETY</u>							
<u>PERSONNEL SERVICES</u>							
510-7350-101 REGULAR SERVICES- ELEC SAFETY	6,930	8,253	13,365	9,000	2,988	17,011	17,011
510-7350-120 EMPLOYEE BENEFITS	3,694	4,671	5,962	4,000	1,783	10,247	10,247
TOTAL PERSONNEL SERVICES	10,624	12,924	19,327	13,000	4,771	27,258	27,258
<u>OPERATING</u>							
510-7350-220 PERSONAL PROTECTIVE EQUIP	5,309	5,501	8,052	7,000	2,148	9,000	9,000
510-7350-285 EQUIPMENT TESTING	942	900	3,000	700	368	3,000	3,000
510-7350-320 PROFESSIONAL SERVICE	17,004	17,673	18,000	18,000	8,712	18,500	18,500
510-7350-341 MEETINGS / CONFERENCES	78	89	150	100	35	150	150
TOTAL OPERATING	23,333	24,163	29,202	25,800	11,263	30,650	30,650
TOTAL SAFETY	33,957	37,088	48,529	38,800	16,034	57,908	57,908

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: CUSTOMER ACCOUNTS
FUND: ELECTRIC

STAFF LEVEL 2016: .25 FTE
STAFF LEVEL 2015: .25 FTE

BASELINE BUDGET DESCRIPTION:

This program provides for the Electric Department's share of the Finance Department's operating budget.

The accounting and billing costs are a transfer to the General Fund.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Working Line Supervisor	0.02	0.02
Line Technician	0.23	0.23
Total	0.25	0.25

BUDGET COMMENTS:

This program provides labor and transportation funds for service connections and collections.

Vehicle Replacement/Rent (Acct. 330) provides for the expenses of Electric Department vehicles used for disconnect orders. Increase due to new service truck.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>ELECTRIC FUND</u>							
<u>CUSTOMER ACCOUNTS</u>							
<u>PERSONNEL SERVICES</u>							
510-7510-101 REGULAR SERVICES- ELEC CUST AC	14,357	14,096	23,215	17,000	7,721	24,269	24,269
510-7510-105 OVERTIME	564	1,392	2,000	0	0	0	0
510-7510-120 EMPLOYEE BENEFITS	7,763	7,494	13,170	10,000	4,370	13,340	13,340
TOTAL PERSONNEL SERVICES	22,685	22,982	38,385	27,000	12,091	37,609	37,609
<u>OPERATING</u>							
510-7510-330 VEHICLE REPLACEMENT / RENT	3,168	3,984	4,000	4,000	1,992	5,780	5,780
510-7510-390 MISCELLANEOUS	0	0	500	0	0	0	0
TOTAL OPERATING	3,168	3,984	4,500	4,000	1,992	5,780	5,780
<u>TRANSFERS</u>							
510-7510-701 TRANSFER TO GENERAL	359,285	362,564	378,793	378,793	189,396	387,866	387,866
TOTAL TRANSFERS	359,285	362,564	378,793	378,793	189,396	387,866	387,866
TOTAL CUSTOMER ACCOUNTS	385,138	389,530	421,678	409,793	203,479	431,255	431,255

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: CONSERVATION
FUND: ELECTRIC

STAFF LEVEL 2016: 0.80 FTE
STAFF LEVEL 2015: 0.80 FTE

BASELINE BUDGET DESCRIPTION:

The Conservation Program provides technical assistance, rebates and loan financing for Residential, Commercial, Industrial, and Agricultural Energy Conservation Programs. Technical assistance and financial incentives will be provided for approximately 10 Heat Pump installations, weatherization for 25 electrically heated homes, 6 commercial buildings, 2 agricultural projects and 40 energy efficient appliances.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Building Specialist	0.60	0.60
Electric Assistant	0.20	0.20
Total	0.80	0.80

BUDGET COMMENTS:

The City administers current BPA sponsored energy conservation programs and the City's Energy Loan Program, which is in its tenth year. These programs enable the City to offer nine different Energy Conservation options for customers to receive technical assistance and help with the financing of their project.

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

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

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

PROGRAM OBJECTIVES:

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

SIGNIFICANT BUDGET CHANGES:

The budget for this year will be less than last year's budget due to a slight decrease in the BPA Conservation budget. Funding for the Energy Loan Program will remain the same. All conservation expenditures in line item 510-7520-320 will be reimbursed by BPA dollar for dollar as well as a twenty percent administrative reimbursement on invoices submitted to BPA.

The City will continue to focus on energy conservation projects in the commercial/industrial sectors as per BPA's directive in the Sixth Power Plan.

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>ELECTRIC FUND</u>							
<u>CONSERVATION</u>							
<u>PERSONNEL SERVICES</u>							
510-7520-101 REGULAR SERVICES- ELEC CONSRV	41,318	43,458	46,725	46,725	21,243	46,568	46,568
510-7520-120 EMPLOYEE BENEFITS	29,120	29,209	34,755	34,755	14,719	35,370	35,370
TOTAL PERSONNEL SERVICES	70,438	72,668	81,480	81,480	35,963	81,938	81,938
<u>OPERATING</u>							
510-7520-200 OPERATING SUPPLIES	429	67	600	600	178	600	600
510-7520-225 MINOR EQUIPMENT	0	608	600	300	0	600	600
510-7520-250 ADVERTISING	0	306	7,000	5,000	3,296	7,000	7,000
510-7520-320 PROFESSIONAL SERVICE	56,598	51,874	75,000	45,000	15,467	60,000	60,000
510-7520-322 ENERGY LOAN PROGRAM	3,781	11,988	40,000	25,000	9,252	40,000	40,000
510-7520-330 VEHICLE REPLACEMENT / RENT	2,520	2,520	2,520	2,520	1,260	2,520	2,520
510-7520-341 MEETINGS / CONFERENCES	10	515	700	400	146	700	700
TOTAL OPERATING	63,338	67,877	126,420	78,820	29,599	111,420	111,420
<u>CAPITAL</u>							
510-7520-420 FURNITURE AND TECHNOLOGY	239	0	250	200	0	1,500	1,500
TOTAL CAPITAL	239	0	250	200	0	1,500	1,500
TOTAL CONSERVATION	134,015	140,545	208,150	160,500	65,562	194,858	194,858

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: MERCHANDISING
FUND: ELECTRIC

STAFF LEVEL 2016: .15 FTE
STAFF LEVEL 2015: .15 FTE

BASELINE BUDGET DESCRIPTION:

This account includes funds to cover the expense of labor and materials for work done at customer expense, such as after hour service calls and damage to the electric system due to automobile accidents.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Line Technicians	0.12	0.12
Working Line Supervisor	<u>0.03</u>	<u>0.03</u>
Total	0.15	0.15

BUDGET COMMENTS:

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>ELECTRIC FUND</u>							
<u>MERCHANDISING</u>							
<u>PERSONNEL SERVICES</u>							
510-7530-101 REGULAR SERVICES- ELEC MERCHN	1,071	752	23,814	7,000	1,813	24,400	24,400
510-7530-105 OVERTIME	1,392	393	6,000	2,000	352	5,000	5,000
510-7530-120 EMPLOYEE BENEFITS	740	689	11,584	3,000	1,056	11,605	11,605
TOTAL PERSONNEL SERVICES	3,204	1,833	41,398	12,000	3,221	41,005	41,005
<u>OPERATING</u>							
510-7530-280 REPAIR AND MAINTENANCE	1,095	0	2,000	1,000	0	2,000	2,000
TOTAL OPERATING	1,095	0	2,000	1,000	0	2,000	2,000
TOTAL MERCHANDISING	4,300	1,833	43,398	13,000	3,221	43,005	43,005

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: ADMINISTRATION
FUND: ELECTRIC

STAFF LEVEL 2016: 3.01 FTE
STAFF LEVEL 2015: 2.90 FTE

BASELINE BUDGET DESCRIPTION:

This fund provides administration for the Electric Department. The Electric Superintendent, the Engineering Technicians and part of the Assistant's time appears under this program. The electrical engineering portion provides technical service of mapping and record keeping on the Geographic Information System, staking and estimates for work orders, cost of service and rate forecasting, 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>2016 FTE</u>	<u>2015 FTE</u>
Electric Assistant	0.79	0.75
Electric Superintendent	0.95	0.95
Engineering Technician	<u>1.27</u>	<u>1.20</u>
Total	3.01	2.90

BUDGET COMMENTS:

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

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 and general consulting.

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

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

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 \$5,500.

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

Liability and Fire Insurance (Acct. 380) provides insurance for the major electric department facilities.

Miscellaneous (Acct. 390) covers various miscellaneous expenses and the Electric Department share of the coffee supplies.

Furniture & Technology (Acct. 420) includes new computer hardware & software to replace older unsupported Windows XP.

MAJOR PROJECTS:

A major project for this program for fiscal year 2011 through 2014 was the implementation and administration of the Pacific Northwest Smart Grid Demonstration Project. This project, funded through an ARRA Stimulus Grant is administered by Battelle Memorial Institute, who will have overall testing and reporting responsibility. The City's projects included the installation of a new Advanced Metering Infrastructure (AMI) system with new electric and water meters, new two-way communication demand response units, a conservation voltage regulation test and a grid-friendly appliance program. The installations¹¹² are complete and we are in the last year of administering and testing this project.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

ELECTRIC FUND	2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
ADMINISTRATION	FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
	ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
PERSONNEL SERVICES							
510-7600-101 REGULAR SERVICES- ELEC ADMIN	217,156	202,150	221,882	215,000	106,904	235,358	235,358
510-7600-105 OVERTIME	0	0	300	300	220	300	300
510-7600-110 MILEAGE ALLOWANCE	2,989	3,632	3,600	3,600	1,704	3,600	3,600
510-7600-120 EMPLOYEE BENEFITS	102,803	125,326	143,448	140,000	68,909	148,245	148,245
TOTAL PERSONNEL SERVICES	322,948	331,108	369,230	358,900	177,736	387,503	387,503
OPERATING							
510-7600-200 OPERATING SUPPLIES	1,959	1,270	2,000	1,500	674	2,000	2,000
510-7600-225 MINOR EQUIPMENT	613	679	2,500	2,000	954	2,000	2,000
510-7600-250 ADVERTISING	260	950	7,600	7,600	5,802	8,000	8,000
510-7600-260 COMMUNICATION	10,729	4,286	5,000	4,300	2,189	5,000	5,000
510-7600-280 REPAIR AND MAINTENANCE	423	96	2,000	300	51	2,000	2,000
510-7600-320 PROFESSIONAL SERVICE	12,375	9,250	17,500	10,000	42	15,000	15,000
510-7600-322 LEGAL SERVICES	0	0	0	0	0	5,000	5,000
510-7600-330 VEHICLE REPLACEMENT / RENT	2,364	2,364	3,440	3,440	1,182	3,440	3,440
510-7600-333 MILEAGE / FUEL	726	1,187	1,750	900	320	1,750	1,750
510-7600-340 MEMBERSHIPS / SUBSCRIPTIONS	39,858	48,050	43,000	42,000	12,152	43,000	43,000
510-7600-341 MEETINGS / CONFERENCES	2,492	6,773	7,000	5,500	221	7,000	7,000
510-7600-360 FRANCHISE EXPENSE	499,732	518,886	547,723	520,000	244,937	589,169	589,307
510-7600-365 ENERGY ASSISTANCE	3,323	6,343	5,000	5,500	4,154	5,500	5,500
510-7600-371 COMMUNITY SUPPORT	8,171	8,442	25,000	20,000	3,407	30,000	30,000
510-7600-380 LIABILITY AND FIRE INSURANCE	13,850	14,512	15,100	15,000	15,000	15,100	15,100
510-7600-390 MISCELLANEOUS	4,251	916	1,500	1,500	769	1,500	1,500
TOTAL OPERATING	601,125	624,004	686,113	639,540	291,853	735,459	735,597
CAPITAL							
510-7600-420 FURNITURE AND TECHNOLOGY	938	895	3,000	3,000	1,479	3,000	3,000
TOTAL CAPITAL	938	895	3,000	3,000	1,479	3,000	3,000
TRANSFERS							
510-7600-701 TRANSFER TO GENERAL	472,400	524,762	564,626	564,626	282,342	571,467	569,995
510-7600-752 TRNSFR TO ELEC OP & MAINT RSRV	0	95,514	0	0	0	0	0
510-7600-761 TRANSFER TO WAREHOUSE	96,675	99,737	99,737	99,737	49,866	99,737	99,737
510-7600-764 TRANSFER TO SICK LEAVE	2,631	2,631	2,631	2,631	1,314	2,631	2,631
TOTAL TRANSFERS	571,706	722,644	666,994	666,994	333,522	673,835	672,363
CONTINGENCY & RESERVES							
510-7600-998 CONTINGENCY	0	0	1,306,113	0	0	1,428,479	1,429,813
TOTAL CONTINGENCY & RESERVES	0	0	1,306,113	0	0	1,428,479	1,429,813
TOTAL ADMINISTRATION	1,496,717	1,678,651	3,031,450	1,668,434	804,591	3,228,276	3,228,276

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: CAPITAL NEW
FUND: ELECTRIC

STAFF LEVEL 2016: 0.58 FTE
STAFF LEVEL 2015: 0.75 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). A ½ % growth factor is used to estimate the new projects and/or new extensions.

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>2016 FTE</u>	<u>2015 FTE</u>
Electric Superintendent	0.03	0.05
Engineering Technician	0.00	0.10
Electric Assistant	0.00	0.05
Line Technicians	0.45	0.45
Working Line Supervisor	<u>0.10</u>	<u>0.10</u>
Total	0.58	0.75

BUDGET COMMENTS:

Substation (Acct. 410) includes funding for any new equipment necessary at a substation. This year, one new breaker will be purchased, new disconnect and by-pass switches one bay at Freewater Substation, and a 69 KV disconnect switch for our transmission line at our BPA tap at Pleasant View.

Furniture & Fixtures (Acct. 420) includes a laptop computer for line crew to receive electronic work orders, service orders and map accessibility in the field.

Poles & Fixtures (Acct. 430) includes \$24,000 to install new poles and material for new projects.

Overhead Conductors (Acct. 440) includes \$9,000 to install new overhead wire and fittings.

Underground Conductors (Acct. 441) to provide funding for installation of underground cable & conduit to new projects.

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

Street Lights (Acct. 455) includes \$10,000 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) includes \$10,000 for new tools to stock our new bucket truck.

BUDGET COMMENTS:

Poles and fixtures, underground conductors, transformers and street lights all contain extra funding for a possible new subdivision. If the project is not built, these expenses will not be necessary, and there will be a corresponding decrease in New Service Fees revenue. Development continues to be slow but the number of inquiries has risen.

A significant project for the Capital New program has been the installation of the new Advanced Metering Infrastructure (AMI) system and other projects in the Smart Grid Grant. The installation of the various measures has been completed and the project finalized.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>ELECTRIC FUND</u>							
<u>CAPITAL - NEW</u>							
<u>PERSONNEL SERVICES</u>							
510-8100-101 REGULAR SERVICES- ELEC CAP NE	96,905	55,598	65,535	50,000	22,751	68,650	68,650
510-8100-120 EMPLOYEE BENEFITS	53,086	23,587	39,567	34,000	15,269	40,167	40,167
TOTAL PERSONNEL SERVICES	149,991	79,185	105,102	84,000	38,019	108,817	108,817
<u>OPERATING</u>							
510-8100-330 VEHICLE REPLACEMENT / RENT	17,040	17,064	20,000	17,000	8,640	23,500	23,500
TOTAL OPERATING	17,040	17,064	20,000	17,000	8,640	23,500	23,500
<u>CAPITAL</u>							
510-8100-410 SUBSTATION	116	0	25,000	17,000	0	25,000	25,000
510-8100-420 FURNITURE AND TECHNOLOGY	0	5,203	0	35,250	35,250	2,000	2,000
510-8100-430 POLES & FIXTURES	531	15,149	24,000	13,000	0	24,000	24,000
510-8100-435 METERS	9,804	17,625	12,000	12,000	7,750	12,000	12,000
510-8100-440 OVERHEAD CONDUCTORS	6,941	11,959	9,000	14,835	14,835	9,000	9,000
510-8100-441 UNDERGROUND CONDUCTORS	5,719	9,000	30,000	20,000	11,558	25,000	25,000
510-8100-450 LINE TRANSFORMERS	20,857	44,425	40,000	25,000	1,843	40,000	40,000
510-8100-455 STREET LIGHTS	1,953	2,861	6,000	8,700	8,700	10,000	10,000
510-8100-460 TOOLS	3,109	1,310	5,000	4,500	1,495	10,000	10,000
510-8100-480 AMI/SMART GRID	88,760	43,072	45,000	45,000	7,646	0	0
TOTAL CAPITAL	137,790	150,604	196,000	195,285	89,077	157,000	157,000
TOTAL CAPITAL - NEW	304,821	246,853	321,102	296,285	135,737	289,317	289,317

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: CAPITAL REPLACEMENT
FUND: ELECTRIC

STAFF LEVEL 2016: 1.24 FTE
STAFF LEVEL 2015: 1.21 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>2016 FTE</u>	<u>2015 FTE</u>
Line Technicians	1.01	1.01
Working Line Supervisor	0.23	0.20
Total	1.24	1.21

BUDGET COMMENTS:

Building (Acct. 405) includes repairs to the City Warehouse complex and funds to pour a concrete floor and install overhead doors on the new building in the pole yard.

Substation (Acct. 410) totals \$30,000 for substation projects; including funds to replace substation batteries, replace aging line and load disconnect switches, and one substation breaker.

Poles & Fixtures (Acct. 430) includes \$24,000 for routine rotten pole replacement.

Overhead Conductors (Acct. 440) includes \$15,000 for general overhead conductor replacement projects.

Underground Conductors (Acct. 441) includes \$10,000 to replace general faulted underground cable or cable in a general replacement project, and \$15,000 to begin cable replacement in a manufactured home park.

Line Transformers (Acct. 450) includes \$15,000 for replacement of faulted transformers.

Street Lights (Acct. 455) includes \$12,000 for replacement of some existing lights with LED fixtures which are more expensive to purchase but save energy over their useful life.

OBJECTIVES COMPLETED:

The major projects in recent years for this program have been the complete renovation and rebuild of the Milton Substation including a new power transformer, and major improvements to the Freewater Substation, including new voltage regulators and new computerized circuit breaker controllers. These projects were done entirely in-house and will provide infrastructure to serve our customers reliably and provide growth capability well into the future. In FY10 and FY11 we have completed the replacement of seven gang-operated three phase by-pass switches in Freewater Substation. We continue to upgrade our equipment at our Freewater Substation and make improvements to our feeder configuration.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

		2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
		FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
		ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
<u>ELECTRIC FUND</u>								
<u>CAPITAL - REPLACEMENT</u>								
<u>PERSONNEL SERVICES</u>								
510-8200-101	REGULAR SERVICES- ELEC CAP RPL	34,016	106,252	114,011	95,000	41,895	118,887	118,887
510-8200-120	EMPLOYEE BENEFITS	15,698	43,277	66,594	48,000	20,922	68,858	68,858
	TOTAL PERSONNEL SERVICES	49,713	149,529	180,605	143,000	62,817	187,745	187,745
<u>OPERATING</u>								
510-8200-330	VEHICLE REPLACEMENT / RENT	18,336	18,360	20,000	19,000	9,288	29,800	29,800
	TOTAL OPERATING	18,336	18,360	20,000	19,000	9,288	29,800	29,800
<u>CAPITAL</u>								
510-8200-405	BUILDING	1,933	0	11,000	10,500	489	10,000	10,000
510-8200-410	SUBSTATION	1,754	25,959	30,000	29,000	5,022	30,000	30,000
510-8200-420	FURNITURE AND TECHNOLOGY	0	0	0	0	0	2,000	2,000
510-8200-430	POLES & FIXTURES	1,748	4,836	24,000	10,000	0	24,000	24,000
510-8200-435	METERS	6,153	8,962	9,000	7,000	610	9,000	9,000
510-8200-440	OVERHEAD CONDUCTORS	11,623	17,834	15,000	25,225	25,225	15,000	15,000
510-8200-441	UNDERGRD CONDUCTORS	10,494	37,306	25,000	10,000	3,266	15,000	15,000
510-8200-450	LINE TRANSFORMERS	39,290	22,081	15,000	15,000	7,069	15,000	15,000
510-8200-455	STREET LIGHTS	4,295	6,507	8,500	6,000	2,064	12,000	12,000
510-8200-460	TOOLS	6,375	4,392	5,000	4,000	577	5,000	5,000
	TOTAL CAPITAL	83,666	127,876	142,500	116,725	44,322	137,000	137,000
	TOTAL CAPITAL - REPLACEMENT	151,715	295,765	343,105	278,725	116,427	354,545	354,545

BUDGET NARRATIVE
Fiscal Year 2016

FUND: ELECTRIC CAPITAL REPLACEMENT RESERVE

BUDGET COMMENTS:

This fund was created to accumulate necessary funds for major capital replacements needed by the Electric Utility.

The City has transferred the money from the Electric Fund to the Electric Capital Replacement Reserve Fund so that sufficient funds will be available for these major capital replacements that may be needed due to a natural disaster or from normal use and aging.

The remaining funds are reserved until such time as they are needed.

It is the intent of the Electric Department to replace its aging 50 year old Power Transformer #1 at Freewater Substation in the near future.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>ELEC CAPITAL REPLCMNT RESERVE</u>							
<u>MISCELLANEOUS</u>							
511-470-20 INTEREST EARNED	11,265	10,758	12,000	7,670	3,838	7,600	7,600
TOTAL MISCELLANEOUS	11,265	10,758	12,000	7,670	3,838	7,600	7,600
<u>BEGINNING FUND BALANCE</u>							
511-499-10 FUND BALANCE	0	0	1,645,000	1,645,000	0	1,655,000	1,655,000
TOTAL BEGINNING FUND BALANCE	0	0	1,645,000	1,645,000	0	1,655,000	1,655,000
TOTAL REVENUE	11,265	10,758	1,657,000	1,652,670	3,838	1,662,600	1,662,600
<u>CAPITAL</u>							
<u>CONTINGENCY & RESERVES</u>							
511-9700-900 RESERVE- ELEC CAPITAL REPLCMNT	0	0	1,657,000	1,652,670	0	1,662,600	1,662,600
TOTAL CONTINGENCY & RESERVES	0	0	1,657,000	1,652,670	0	1,662,600	1,662,600
TOTAL CAPITAL	0	0	1,657,000	1,652,670	0	1,662,600	1,662,600

BUDGET NARRATIVE
Fiscal Year 2016

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.

This fund paid for a new Automated Metering Infrastructure (AMI) program, materials, and services necessary for the Smart Grid Demonstration Project.

Yearly transfers back into this fund will be made by the Electric Department until the balance is repaid.

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

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

		2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>ELEC OPERATING & MAINT RESERVE</u>								
<u>INTERGOVERNMENTAL REVENUE</u>								
512-410-01	BATTELLE SMART GRID REIMBRST	143,293	60,465	39,000	40,742	11,316	0	0
	TOTAL INTERGOVERNMENTAL REVE	143,293	60,465	39,000	40,742	11,316	0	0
<u>MISCELLANEOUS</u>								
512-470-20	INTEREST EARNED	16,359	16,451	18,000	12,180	6,092	12,000	12,000
	TOTAL MISCELLANEOUS	16,359	16,451	18,000	12,180	6,092	12,000	12,000
<u>TRANSFERS</u>								
512-490-51	TRANSFER FROM ELECTRIC	0	95,514	0	0	0	0	0
	TOTAL TRANSFERS	0	95,514	0	0	0	0	0
<u>BEGINNING FUND BALANCE</u>								
512-499-10	FUND BALANCE	0	0	2,500,000	0	0	2,640,000	2,640,000
	TOTAL BEGINNING FUND BALANCE	0	0	2,500,000	0	0	2,640,000	2,640,000
	TOTAL REVENUE	159,652	172,431	2,557,000	52,922	17,407	2,652,000	2,652,000
<u>OPERATIONS & MAINTENANCE</u>								
<u>TRANSFERS</u>								
512-9700-751	TRANSFER TO ELECTRIC	55,000	0	0	0	0	0	0
	TOTAL TRANSFERS	55,000	0	0	0	0	0	0
<u>CONTINGENCY & RESERVES</u>								
512-9700-961	RESERVE- ELEC OPER & MAINT	0	0	2,557,000	0	0	2,652,000	2,652,000
	TOTAL CONTINGENCY & RESERVES	0	0	2,557,000	0	0	2,652,000	2,652,000
	TOTAL OPERATIONS & MAINTENANC	55,000	0	2,557,000	0	0	2,652,000	2,652,000

REVENUE BUDGET NARRATIVE
Fiscal Year 2016

DEPARTMENT: PUBLIC WORKS
FUND: WATER

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

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

BATTELLE SMART GRID REIMBURSEMENT:

This category is for reimbursement funds from the smart grid water meter change out program.

UTILITY SALES:

This category is for residential and industrial sales.

MERCHANDISING:

These revenue funds come from water meter sales, irrigation inspection fees and system development charges.

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 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>WATER</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
520-410-01 BATTELLE SMART GRID REIMBRSMT	48,908	8,128	2,000	1,117	1,117	2,000	2,000
TOTAL INTERGOVERNMENTAL REVE	48,908	8,128	2,000	1,117	1,117	2,000	2,000
<u>SERVICES</u>							
520-450-60 WATER METER SALES	754	7,107	2,000	2,000	658	2,000	2,000
TOTAL SERVICES	754	7,107	2,000	2,000	658	2,000	2,000
<u>UTILITY SALES</u>							
520-451-10 RESIDENTIAL SALES	944,418	930,374	930,000	930,000	500,234	930,000	930,000
520-451-11 COMMERCIAL SALES	195,355	194,089	190,000	190,000	140,643	190,000	190,000
520-451-12 INDUSTRIAL SALES	53,788	49,275	52,000	52,000	28,873	52,000	52,000
TOTAL UTILITY SALES	1,193,561	1,173,739	1,172,000	1,172,000	669,750	1,172,000	1,172,000
<u>MERCHANDISING</u>							
520-455-71 MERCHANDISING	831	797	250	531	531	500	500
TOTAL MERCHANDISING	831	797	250	531	531	500	500
<u>MISCELLANEOUS</u>							
520-470-20 INTEREST EARNED	3,149	3,053	2,000	2,000	1,112	2,000	2,000
520-470-99 MISCELLANEOUS	7,493	153	0	315	315	0	0
TOTAL MISCELLANEOUS	10,642	3,206	2,000	2,315	1,427	2,000	2,000
<u>SYSTEM DEVELOPMENT CHARGES</u>							
520-485-20 WATER SDC'S	1,575	2,610	2,000	2,000	0	2,000	2,000
520-485-21 UTILITY SURCHARGE	42,955	40,000	40,000	40,000	20,000	40,000	40,000
TOTAL SYSTEM DEVELOPMENT CHA	44,530	42,610	42,000	42,000	20,000	42,000	42,000
<u>BEGINNING FUND BALANCE</u>							
520-499-10 FUND BALANCE	0	0	206,409	360,000	0	256,189	446,189
TOTAL BEGINNING FUND BALANCE	0	0	206,409	360,000	0	256,189	446,189
TOTAL REVENUE	1,299,226	1,235,587	1,426,659	1,579,963	693,483	1,476,689	1,666,689

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: WATER PRODUCTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2016: 0.65 FTE
STAFF LEVEL 2015: 0.65 FTE

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Parks Maintenance Worker	0.08	0.08
Utility Worker	<u>0.57</u>	<u>0.57</u>
Total	0.65	0.65

BUDGET COMMENTS:

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

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

MINOR EQUIPMENT (Acct. 225) provides funding for tools, fans, pumps, etc required to maintain and keep the city's seven wells in good operation.

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

UTILITIES (Acct. 270) covers electricity costs for well pumps.

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

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

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

MEMBERSHIPS/DUES (Acct. 340) covers membership to American Water Works Association.

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

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>WATER</u>							
<u>PRODUCTION</u>							
<u>PERSONNEL SERVICES</u>							
520-7100-101 REGULAR SERVICES- WATER PRODC	26,902	29,613	36,100	36,100	14,065	39,893	39,893
520-7100-105 OVERTIME	158	49	400	400	1	400	400
520-7100-120 EMPLOYEE BENEFITS	20,649	21,381	27,650	27,650	10,680	32,200	32,200
TOTAL PERSONNEL SERVICES	47,710	51,042	64,150	64,150	24,747	72,493	72,493
<u>OPERATING</u>							
520-7100-200 OPERATING SUPPLIES	6,885	8,252	7,000	7,000	3,996	7,000	7,000
520-7100-220 PERSONAL PROTECTIVE EQUIPMEN	749	124	500	500	256	500	500
520-7100-225 MINOR EQUIPMENT	438	853	500	500	50	500	500
520-7100-260 COMMUNICATION	420	447	800	800	176	800	800
520-7100-270 UTILITIES	81,799	80,361	109,250	109,250	58,904	109,250	109,250
520-7100-280 REPAIR AND MAINTENANCE	21,431	15,913	6,000	5,500	1,334	6,000	6,000
520-7100-320 PROFESSIONAL SERVICES	4,821	16,718	21,840	21,840	17,167	21,840	21,840
520-7100-330 VEHICLE REPLACEMENT / RENT	2,736	3,012	3,993	3,993	1,998	3,993	3,993
520-7100-340 MEMBERSHIPS / DUES	750	754	700	712	712	750	750
520-7100-341 MEETINGS / CONFERENCES	235	0	750	750	0	750	750
520-7100-390 MISCELLANEOUS	47	0	300	300	274	500	500
TOTAL OPERATING	120,311	126,432	151,633	151,145	84,868	151,883	151,883
<u>TRANSFERS</u>							
520-7100-701 TRANSFER TO GENERAL	475,815	489,957	495,840	495,840	247,920	508,408	507,196
520-7100-761 TRANSFER TO WAREHOUSE	23,527	24,636	24,636	24,636	12,318	24,636	24,636
520-7100-764 TRANSFER TO SICK LEAVE	500	500	500	500	252	500	500
TOTAL TRANSFERS	499,842	515,093	520,976	520,976	260,490	533,544	532,332
TOTAL PRODUCTION	667,863	692,567	736,759	736,271	370,105	757,920	756,708

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>WATER</u>							
<u>DISTRIBUTION/ COLLECTION</u>							
<u>PERSONNEL SERVICES</u>							
520-7300-101 REGULAR SERVICES- WTR DIST/COL	92,900	107,826	103,540	103,540	52,659	113,400	113,400
520-7300-105 OVERTIME	91	107	600	600	11	600	600
520-7300-120 EMPLOYEE BENEFITS	73,345	83,607	89,300	89,300	42,322	96,200	96,200
TOTAL PERSONNEL SERVICES	166,335	191,540	193,440	193,440	94,992	210,200	210,200
<u>OPERATING</u>							
520-7300-200 OPERATING SUPPLIES	6,770	6,192	13,000	13,000	2,625	13,000	13,000
520-7300-220 PERSONAL PROTECTIVE EQUIPMEN	480	583	500	500	90	500	500
520-7300-225 MINOR EQUIPMENT	297	371	500	500	39	500	500
520-7300-280 REPAIR AND MAINTENANCE	3,569	2,284	4,000	4,000	920	4,000	4,000
520-7300-320 PROFESSIONAL SERVICES	7,092	51,174	10,000	60,000	25,013	50,000	50,000
520-7300-330 VEHICLE REPLACEMENT / RENT	29,940	30,396	31,734	31,734	15,870	31,734	31,734
520-7300-341 MEETINGS / CONFERENCES	325	1,083	400	400	0	400	400
520-7300-360 FRANCHISE EXPENSE	98,921	97,099	96,960	96,960	53,580	96,960	96,960
520-7300-390 MISCELLANEOUS	305	220	1,000	1,000	809	1,000	1,000
TOTAL OPERATING	147,700	189,402	158,094	208,094	98,947	198,094	198,094
<u>CONTINGENCY & RESERVES</u>							
520-7300-910 RESERVE FOR CONSTRUCTION	0	0	0	0	0	0	150,000
520-7300-998 CONTINGENCY	0	0	152,397	0	0	124,506	165,718
TOTAL CONTINGENCY & RESERVES	0	0	152,397	0	0	124,506	315,718
TOTAL DISTRIBUTION/ COLLECTION	314,035	380,943	503,931	401,534	193,939	532,800	724,012

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

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.

CAPITAL BREAKDOWN:

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

BUDGET COMMENTS:

CAPITAL EXPENSES (Acct. 410) \$40,000 is budgeted to cover costs of painting the exterior of the North Reservoir, reservoir cleaning and well rehabilitation.

BOND PRINCIPAL-WATER BOND (Acct. 500) is not funded this year as financial obligations have been fulfilled.

BOND INTEREST-WATER BOND (Acct. 501) is not funded this year as financial obligations have been fulfilled.

LOAN PRINCIPAL-WATER LOAN (Acct. 510) accounts for the loan principal payment for the high elevation water project.

LOAN INTEREST-WATER LOAN (Acct. 511) accounts for the loan interest payment for the high elevation water project.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>WATER</u>							
<u>CAPITAL - NEW</u>							
<u>PERSONNEL SERVICES</u>							
520-8100-101 REGULAR SERVICES- WTR CAP NEW	21,836	0	0	0	0	0	0
520-8100-120 EMPLOYEE BENEFITS	15,207	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	37,043	0	0	0	0	0	0
<u>CAPITAL</u>							
520-8100-410 CAPITAL EXPENSES	4,101	48,534	40,000	40,000	20,000	40,000	40,000
520-8100-480 IMPROVEMENTS OTHER THAN BLDG	62,012	0	0	0	0	0	0
TOTAL CAPITAL	66,112	48,534	40,000	40,000	20,000	40,000	40,000
TOTAL CAPITAL - NEW	103,156	48,534	40,000	40,000	20,000	40,000	40,000
<u>DEBT SERVICE</u>							
<u>DEBT SERVICE</u>							
520-8600-500 BOND PRINCIPAL- WATER BOND	40,000	0	0	0	0	0	0
520-8600-501 BOND INTEREST- WATER BOND	1,500	0	0	0	0	0	0
520-8600-510 LOAN PRINCIPAL- WATER LOAN	108,055	113,957	119,906	119,906	119,906	125,902	125,902
520-8600-511 LOAN INTEREST- WATER LOAN	37,163	31,761	26,063	26,063	26,063	20,067	20,067
TOTAL DEBT SERVICE	186,718	145,718	145,969	145,969	145,969	145,969	145,969
TOTAL DEBT SERVICE	186,718	145,718	145,969	145,969	145,969	145,969	145,969

REVENUE BUDGET NARRATIVE
Fiscal Year 2016

DEPARTMENT: PUBLIC WORKS
FUND: SEWER

MISSION STATEMENT:

To ensure uninterrupted service to all customers and treat the wastewater to the best environmental standards possible.

BASELINE BUDGET DESCRIPTION:

Revenues are based on five categories as defined below and are based on sales for the past year and experienced during the first six months of FY 15. **A 3.1 percent (3.1%) rate increase is included.**

In order to comply with the State of Oregon Community Development Block Grant (CDBG) requirements for our Wastewater Treatment Facility Improvements (grant value is \$2,000,000) we must set sewer rates according to the Federal Affordability Index. Since our rates were below such index threshold requirements prior to July 1, 2015 we must increase rates 3.1 percent (3.1%). This increase is equal to \$1.00 per month for residential customers.

INTERGOVERNMENTAL REVENUE:

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

UTILITY REVENUE:

Utility revenues account for 72% of the total revenues.

MISCELLANEOUS:

In January 2010 the City entered into a custom farming contract with JC Farming of Milton-Freewater, Oregon. The City continues to receive quarterly lease payments in exchange for crops that were previously grown and sold.

BEGINNING FUND BALANCE:

Unexpended funds are included in this category.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

		2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
		FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
		ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
<u>SEWER</u>								
<u>INTERGOVERNMENTAL REVENUE</u>								
530-410-70	CRP PROGRAM	5,010	0	3,810	3,810	0	3,810	3,810
TOTAL INTERGOVERNMENTAL REVE		5,010	0	3,810	3,810	0	3,810	3,810
<u>UTILITY SALES</u>								
530-451-10	RESIDENTIAL SALES	879,903	896,744	950,800	950,800	457,498	950,800	980,275
530-451-11	COMMERCIAL SALES	135,550	137,436	160,000	150,000	75,361	150,000	154,650
530-451-12	INDUSTRIAL SALES	24,548	25,304	26,800	26,800	16,715	26,800	27,631
TOTAL UTILITY SALES		1,040,001	1,059,484	1,137,600	1,127,600	549,574	1,127,600	1,162,556
<u>MERCHANDISING</u>								
530-455-71	MERCHANDISING	732	290	0	399	399	0	0
TOTAL MERCHANDISING		732	290	0	399	399	0	0
<u>MISCELLANEOUS</u>								
530-470-20	INTEREST EARNED	1,767	1,616	1,500	1,300	640	1,300	1,300
530-470-65	FARM INCOME	45,159	50,008	42,500	42,500	21,810	42,500	42,500
530-470-99	MISCELLANEOUS	501	1,020	500	0	0	0	0
TOTAL MISCELLANEOUS		47,427	52,643	44,500	43,800	22,450	43,800	43,800
<u>SYSTEM DEVELOPMENT CHARGES</u>								
530-485-21	UTILITY SURCHARGE	132,339	133,590	137,916	135,544	67,772	135,544	135,544
TOTAL SYSTEM DEVELOPMENT CHA		132,339	133,590	137,916	135,544	67,772	135,544	135,544
<u>BEGINNING FUND BALANCE</u>								
530-499-10	FUND BALANCE	0	0	102,325	220,612	0	278,661	278,661
TOTAL BEGINNING FUND BALANCE		0	0	102,325	220,612	0	278,661	278,661
TOTAL REVENUE		1,225,509	1,246,008	1,426,151	1,531,765	640,195	1,589,415	1,624,371

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: SEWAGE COLLECTION
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2016: 0.83 FTE
STAFF LEVEL 2015: 0.83 FTE

BASELINE BUDGET DESCRIPTION:

The sewage collection system consists of approximately 24 miles of predominantly 8” cement tile, gravity flow collector lines. There are two sewage lift or pump stations. One is located on Lamb Street (Old Walla Walla Highway) and the other is in the Braeburn Addition that transports sewage from the northerly 20% of the City to the treatment plant. The systems collection lines were built in 1947 with no major improvements since its construction other than replacement of several collector lines. The system also includes an industrial sewer collection system to handle wastes created from canneries and fruit packing, etc. This system is on a separate line and is combined with domestic plant effluent on the outfall line at the treatment plant. Electric standby generators were installed at the lift station and treatment plant in 1999.

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

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Wastewater Supervisor	0.04	0.04
Parks Maintenance Worker	0.17	0.17
Utility Worker	<u>0.62</u>	<u>0.62</u>
Total	0.83	0.83

BUDGET COMMENTS:

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

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

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

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

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

PROFESSIONAL SERVICES (Acct. 320) cover costs associated with CDL physical examinations as well as fees from Utility Notification Center for locate notifications.

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

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

CITY OF MILTON-FREEWATER
EXPENDITURE SUMMARY
FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
SEWER							
COLLECTION							
PERSONNEL SERVICES							
530-7320-101 REGULAR SERVICES- SEWER COLL	42,349	44,644	43,730	43,730	20,896	45,040	45,040
530-7320-105 OVERTIME	13	9	500	500	0	500	500
530-7320-120 EMPLOYEE BENEFITS	31,426	30,526	34,250	34,250	14,682	35,200	35,200
TOTAL PERSONNEL SERVICES	73,787	75,180	78,480	78,480	35,579	80,740	80,740
OPERATING							
530-7320-200 OPERATING SUPPLIES	306	736	2,000	2,000	334	2,000	2,000
530-7320-220 PERSONAL PROTECTIVE EQUIP	665	594	650	650	330	650	650
530-7320-225 MINOR EQUIPMENT	509	121	700	700	535	700	700
530-7320-280 REPAIR AND MAINTENANCE	(72)	7,150	5,000	5,000	512	5,000	5,000
530-7320-300 UNIFORM MAINTENANCE	0	0	400	400	0	400	400
530-7320-320 PROFESSIONAL SERVICES	3,124	3,345	2,000	2,000	1,348	2,000	2,000
530-7320-330 VEHICLE REPLACEMENT / RENT	18,540	22,416	25,780	27,334	13,667	27,334	27,334
530-7320-360 FRANCHISE EXPENSE	97,440	99,527	105,904	105,904	52,733	105,904	107,248
530-7320-390 MISCELLANEOUS	412	440	500	500	93	500	500
TOTAL OPERATING	120,924	134,330	142,934	144,488	69,551	144,488	145,832
TRANSFERS							
530-7320-701 TRANSFER TO GENERAL	381,509	390,189	403,691	403,691	201,846	422,666	421,389
530-7320-761 TRANSFER TO WAREHOUSE	5,188	5,286	5,286	5,286	2,646	5,286	5,286
530-7320-764 TRANSFER TO SICK LEAVE	605	605	605	605	300	605	605
530-7320-793 TRANSFER TO SEWER PLANT IMPRV	280,449	198,095	198,095	198,095	99,048	250,000	250,000
TOTAL TRANSFERS	667,751	594,175	607,677	607,677	303,840	678,557	677,280
CONTINGENCY & RESERVES							
530-7320-998 CONTINGENCY	0	0	185,205	0	0	238,810	273,699
TOTAL CONTINGENCY & RESERVES	0	0	185,205	0	0	238,810	273,699
TOTAL COLLECTION	862,462	803,685	1,014,296	830,645	408,970	1,142,595	1,177,551

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>SEWER</u>							
<u>TREATMENT</u>							
<u>PERSONNEL SERVICES</u>							
530-7330-101 REGULAR SERVICES- SEWER TRTMN	90,514	94,947	93,120	93,120	49,170	95,913	95,913
530-7330-105 OVERTIME	30	25	100	100	7	100	100
530-7330-120 EMPLOYEE BENEFITS	63,648	68,028	73,010	73,010	36,087	75,200	75,200
TOTAL PERSONNEL SERVICES	154,192	162,999	166,230	166,230	85,264	171,213	171,213
<u>OPERATING</u>							
530-7330-200 OPERATING SUPPLIES	29,743	33,425	32,000	39,695	19,695	41,000	41,000
530-7330-220 PERSONAL PROTECTIVE EQUIP	397	485	350	403	403	450	450
530-7330-225 MINOR EQUIPMENT	242	739	500	500	427	2,500	2,500
530-7330-260 COMMUNICATION	862	1,116	1,300	1,300	397	1,300	1,300
530-7330-270 UTILITIES	16,640	19,202	30,000	30,000	11,667	30,000	30,000
530-7330-280 REPAIR AND MAINTENANCE	6,892	10,365	5,000	5,000	989	5,000	5,000
530-7330-320 PROFESSIONAL SERVICE	11,018	18,120	13,500	13,500	5,419	13,500	13,500
530-7330-330 VEHICLE REPLACEMENT / RENT	7,560	7,860	8,956	13,112	6,556	13,112	13,112
530-7330-340 MEMBERSHIPS / SUBSCRIPTIONS	160	280	250	250	0	250	250
530-7330-341 MEETINGS / CONFERENCES	636	870	900	900	0	900	900
TOTAL OPERATING	74,151	92,462	92,756	104,660	45,553	108,012	108,012
TOTAL TREATMENT	228,343	255,461	258,986	270,890	130,817	279,225	279,225

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>SEWER</u>							
<u>LAND APPLICATION</u>							
<u>PERSONNEL SERVICES</u>							
530-7410-101 REGULAR SERVICES- SEWER LND A	48,601	51,446	53,400	53,400	24,904	54,500	54,500
530-7410-105 OVERTIME	237	0	150	150	43	150	150
530-7410-120 EMPLOYEE BENEFITS	39,513	40,325	45,010	45,010	19,855	46,110	46,110
TOTAL PERSONNEL SERVICES	88,351	91,771	98,560	98,560	44,802	100,760	100,760
<u>OPERATING</u>							
530-7410-200 OPERATING SUPPLIES	900	727	1,200	1,200	398	1,200	1,200
530-7410-220 PERSONAL PROTECTIVE EQUIPMEN	312	0	300	300	17	300	300
530-7410-225 MINOR EQUIPMENT	199	583	400	400	0	400	400
530-7410-260 COMMUNICATION	381	378	700	400	190	450	450
530-7410-270 UTILITIES	12,399	13,598	17,100	17,100	0	17,100	17,100
530-7410-280 REPAIR AND MAINTENANCE	9,615	4,145	4,500	4,500	1,970	4,500	4,500
530-7410-320 PROFESSIONAL SERVICES	4,649	4,678	6,000	5,000	1,364	18,776	18,776
530-7410-330 VEHICLE REPLACEMENT / RENT	21,912	18,912	18,909	18,909	9,456	18,909	18,909
530-7410-390 MISCELLANEOUS	125	85	200	200	0	200	200
TOTAL OPERATING	50,491	43,106	49,309	48,009	13,395	61,835	61,835
<u>TRANSFERS</u>							
530-7410-754 TRANSFER TO SOLIDWASTE	5,000	5,000	5,000	5,000	2,502	5,000	5,000
TOTAL TRANSFERS	5,000	5,000	5,000	5,000	2,502	5,000	5,000
TOTAL LAND APPLICATION	143,842	139,877	152,869	151,589	60,699	167,595	167,595

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: BONDED DEBT
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

BASELINE BUDGET DESCRIPTION:

This program accounts for the principal and interest payments for the Sewer Revenue Bonds.

BUDGET COMMENTS:

BONDED DEBT-BOND PRINCIPAL (Acct. 500) is not funded.

BONDED DEBT-BOND INTEREST (Acct. 501) is not funded.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>SEWER</u>							
<u>BONDED DEBT - SEWER REVENUE</u>							
<u>DEBT SERVICE</u>							
530-8621-500 BOND PRINCIPAL- SEWER BONDS	25,000	0	0	0	0	0	0
530-8621-501 BOND INTEREST- SEWER BONDS	938	0	0	0	0	0	0
TOTAL DEBT SERVICE	25,938	0	0	0	0	0	0
TOTAL BONDED DEBT - SEWER REVE	25,938	0	0	0	0	0	0

REVENUE BUDGET NARRATIVE
Fiscal Year 2016

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:

OREGON IFA LOAN # Y14003 (Acct. 78) includes loan funds to cover \$1.305 million dollars (\$1,305,000) through Oregon Infrastructure Finance Authority to make necessary wastewater treatment facility improvements. Loan terms are for 20-years at 3.95 percent (3.95%) interest.

OREGON CDBG GRANT #P13008 (Acct. 79) includes funding from successfully procuring a \$2 million dollar (\$2,000,000) Oregon Community Development Block Grant to make necessary wastewater treatment facility improvements.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>SEWER PLANT IMPROVEMENT</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
531-410-25 STATE GRANTS -TECHNICAL ASSTNC	20,000	0	0	0	0	0	0
531-410-78 DIGESTER LOAN/GRANT	0	23,900	1,305,000	546,100	96,000	1,030,000	1,030,000
531-410-79 COMMUNITY DEV BLOCK GRANT	0	0	2,000,000	237,500	7,905	1,962,500	1,962,500
TOTAL INTERGOVERNMENTAL REVE	20,000	23,900	3,305,000	783,600	103,905	2,992,500	2,992,500
<u>MISCELLANEOUS</u>							
531-470-20 INTEREST EARNED	1,026	2,282	1,200	3,500	2,409	2,500	2,500
TOTAL MISCELLANEOUS	1,026	2,282	1,200	3,500	2,409	2,500	2,500
<u>SYSTEM DEVELOPMENT CHARGES</u>							
531-485-20 SEWER SDC'S	5,208	2,790	2,000	2,000	0	2,000	2,000
TOTAL SYSTEM DEVELOPMENT CHA	5,208	2,790	2,000	2,000	0	2,000	2,000
<u>TRANSFERS</u>							
531-490-53 TRANSFER FROM SEWER	280,449	198,095	198,095	198,095	99,048	250,000	250,000
TOTAL TRANSFERS	280,449	198,095	198,095	198,095	99,048	250,000	250,000
<u>BEGINNING FUND BALANCE</u>							
531-499-10 FUND BALANCE	0	0	298,063	843,530	0	847,125	847,125
TOTAL BEGINNING FUND BALANCE	0	0	298,063	843,530	0	847,125	847,125
TOTAL REVENUE	306,683	227,067	3,804,358	1,830,725	205,362	4,094,125	4,094,125

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: SEWER PLANT IMPROVEMENT
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

BASELINE BUDGET DESCRIPTION:

This is a fund to maintain and account for expenditures to improve the sewage system.

BUDGET COMMENTS:

PLANT IN SERVICE (Acct. 410) includes funding for necessary repairs at the Wastewater Treatment Plant due to digester damage sustained in the fall of 2011.

OREGON IFA LOAN #Y14003 includes funding for expenses not covered by grant monies to make necessary repairs to the wastewater treatment facility equal to an amount of \$1.305 million dollars (\$1,305,000).

OREGON CDBG GRANT #P13008 includes grant funding through Oregon Community Development Block Grant program equal to an amount of \$2 million dollars (\$2,000,000) to make necessary repairs at the wastewater treatment facility.

The work will encompass building a new primary digester and adding a new secondary digester; adding a new mechanical fine screen/washer/compactor unit in the headworks channel; installing a new automatic scum removal system; replacement of the old tricking filter rotating distributor with a new motor driven rotary system; the addition of sludge dewatering system; and new sludge handling pumps.

LOAN PRINCIPAL (Acct. 510) is funded to pay back URA Loan funds in the amount of \$433,000.

LOAN INTEREST (Acct. 511) is funded to pay back interest earned on URA Loan funds in the amount of \$2,382.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>SEWER PLANT IMPROVEMENT</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
531-8100-410 PLANT IN SERVICE	24,632	25,509	3,650,000	783,600	170,905	3,461,125	3,461,125
531-8100-480 SEWER PLNT IMP OTHER THAN BLD	0	0	0	200,000	18,500	0	0
TOTAL CAPITAL	24,632	25,509	3,650,000	983,600	189,405	3,461,125	3,461,125
<u>CONTINGENCY & RESERVES</u>							
531-8100-998 CONTINGENCY	0	0	154,358	0	0	197,618	197,618
TOTAL CONTINGENCY & RESERVES	0	0	154,358	0	0	197,618	197,618
TOTAL CAPITAL - NEW	24,632	25,509	3,804,358	983,600	189,405	3,658,743	3,658,743
<u>DEBT SERVICE</u>							
<u>DEBT SERVICE</u>							
531-8600-510 LOAN PRINCIPAL	150,029	0	0	0	0	433,000	433,000
531-8600-511 LOAN INTEREST	799	0	0	0	0	2,382	2,382
TOTAL DEBT SERVICE	150,828	0	0	0	0	435,382	435,382
TOTAL DEBT SERVICE	150,828	0	0	0	0	435,382	435,382

REVENUE BUDGET NARRATIVE
Fiscal Year 2016

DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

MISSION STATEMENT:

To ensure that all solid waste customers receive uninterrupted service on a weekly basis or as needed in the most cost effective manner possible.

BASELINE BUDGET DESCRIPTION:

The revenues are from the collection of solid waste as described below. The landfill receipts are funds received from the drop box system. **NO RATE INCREASE.**

BUDGET COMMENTS:

UTILITY SALES (Acct. 451-30, 451-31, and 451-32) these are fees charged for collection from residential and commercial customers and the large industrial 10-yard to 40-yard drop box containers.

MISCELLANEOUS REVENUES (Acct. 470-20) as always, some revenues do not fit any major categories.

INTERFUND OPERATING TRANSFERS (Acct. 490-53) this utility rents a portion of the landfill site to the Sewage Control Fund for effluent disposal.

BEGINNING FUND BALANCE (Acct. 499-10) this category accounts for funds remaining at the end of the previous budget year.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>SOLIDWASTE</u>							
<u>UTILITY SALES</u>							
540-451-30 LANDFILL RECEIPTS	42,757	52,001	39,600	39,600	25,493	39,600	39,600
540-451-31 REFUSE COLLECTION	708,979	713,046	734,800	720,000	360,713	720,000	720,000
540-451-32 DROP BOX REVENUE	80,853	80,948	84,700	75,000	44,028	75,000	75,000
TOTAL UTILITY SALES	832,589	845,995	859,100	834,600	430,234	834,600	834,600
<u>MISCELLANEOUS</u>							
540-470-20 INTEREST EARNED	2,631	2,932	1,800	1,800	1,185	1,800	1,800
540-470-30 SALE OF FIXED ASSETS	975	0	0	0	0	0	0
TOTAL MISCELLANEOUS	3,606	2,932	1,800	1,800	1,185	1,800	1,800
<u>TRANSFERS</u>							
540-490-53 TRANSFER FROM SEWER	5,000	5,000	5,000	5,000	2,502	5,000	5,000
TOTAL TRANSFERS	5,000	5,000	5,000	5,000	2,502	5,000	5,000
<u>BEGINNING FUND BALANCE</u>							
540-499-10 FUND BALANCE	0	0	78,451	360,120	0	339,417	339,417
TOTAL BEGINNING FUND BALANCE	0	0	78,451	360,120	0	339,417	339,417
TOTAL REVENUE	841,195	853,927	944,351	1,201,520	433,921	1,180,817	1,180,817

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: COLLECTION
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

STAFF LEVEL 2016: 1.96 FTE
STAFF LEVEL 2015: 1.96 FTE

BASELINE BUDGET DESCRIPTION:

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

All residential customers have 90-gallon containers furnished by the City and all commercial customers that request them are furnished with 300-gallon containers. Two trucks are equipped with hydraulic arms to pick up the container without the operator leaving the truck and also include a drop box truck for large accounts and compactors.

The program provides for two well-received clean up events, one in the fall and one in the spring. A scale was installed at the City-owned landfill in the summer of 2006 enabling the events to be moved to the landfill, which have cut the City's costs of the event substantially. Customers are issued a ticket for one free load (up to 800 pounds) to take to the landfill.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Sanitation Truck Driver	1.00	1.00
Utility Worker	0.74	0.74
Parks Maintenance Worker	<u>0.22</u>	<u>0.22</u>
Total	1.96	1.96

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) cover costs for clean up event ticket printing and inserting in garbage customer's only utility bills, weigh tickets and minor office supplies used for preparation of reports and projects.

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

ADVERTISING (Acct. 250) allows for adequate advertising of city-sponsored events such as Leaf Pick Up, Spring and Fall Clean Up Events, Christmas Tree Pick up, etc.

COMMUNICATION (Acct. 260) covers the cost of the sanitation truck cellular telephone.

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

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>SOLIDWASTE</u>							
<u>COLLECTION</u>							
<u>PERSONNEL SERVICES</u>							
540-7320-101 REGULAR SERVICES- SW COLLECTN	89,179	92,977	105,100	105,100	43,573	108,060	108,060
540-7320-105 OVERTIME	22	3	500	500	21	500	500
540-7320-120 EMPLOYEE BENEFITS	56,411	56,921	69,510	69,510	27,030	72,520	72,520
TOTAL PERSONNEL SERVICES	145,612	149,900	175,110	175,110	70,625	181,080	181,080
<u>OPERATING</u>							
540-7320-200 OPERATING SUPPLIES	9	132	1,900	1,900	446	1,900	1,900
540-7320-220 PERSONAL PROTECTIVE EQUIPMEN	200	0	200	202	202	200	200
540-7320-250 ADVERTISING	0	0	250	200	0	200	200
540-7320-260 COMMUNICATION	380	376	450	400	193	450	450
540-7320-280 REPAIR AND MAINTENANCE	55	1,978	1,000	1,000	0	1,000	1,000
540-7320-320 PROFESSIONAL SERVICES	0	21	0	0	0	0	0
540-7320-330 VEHICLE REPLACEMENT / RENT	83,748	88,824	91,908	91,908	46,074	91,908	91,908
540-7320-360 FRANCHISE EXPENSE	66,685	67,680	68,720	68,720	34,419	68,720	66,768
TOTAL OPERATING	151,077	159,011	164,428	164,330	81,334	164,378	162,426
<u>TRANSFERS</u>							
540-7320-701 TRANSFER TO GENERAL	206,342	212,833	226,351	226,351	113,178	234,232	234,257
540-7320-702 TRANSFER TO LANDFILL CLOSURE	4,000	4,000	4,000	4,000	1,998	4,000	4,000
540-7320-764 TRANSFER TO SICK LEAVE	500	500	500	500	252	500	500
TOTAL TRANSFERS	210,842	217,333	230,851	230,851	115,428	238,732	238,757
<u>CONTINGENCY & RESERVES</u>							
540-7320-998 CONTINGENCY	0	0	80,190	0	0	130,585	107,512
TOTAL CONTINGENCY & RESERVES	0	0	80,190	0	0	130,585	107,512
TOTAL COLLECTION	507,532	526,244	650,579	570,291	267,387	714,775	689,775

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2016

PROGRAM: LANDFILL
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

STAFF LEVEL 2016: 1.13 FTE
STAFF LEVEL 2015: 0.88 FTE

BASELINE BUDGET DESCRIPTION:

The landfill serves all waste generated by the City that is collected by City crews. It is not open to the public as a result of tonnage limitations.

The crew is trying to maintain an increased focus on litter control at the landfill by constructing blow fences and weekly pickup of litter that leaves the landfill facility.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Parks Maintenance Worker	0.36	0.11
Utility Worker	<u>0.77</u>	<u>0.77</u>
Total	1.13	0.88

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) covers expenses such as the portable restroom facility at the landfill as well as basic supplies, such as pens, etc.

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

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

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

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

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

PROFESSIONAL SERVICES (Acct. 320) includes increased funds for additional required sampling, permit fees, annual environmental monitoring reporting and consultant fees as required by our operating permit issued by Oregon Department of Environmental Quality.

RECYCLING (Acct. 326) provides funding for paying recycling companies to pick up white goods and tires.

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

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) provides funding for pesticide certification renewals.

MEETINGS/CONFERENCES (Acct. 341) provides funding for attending continuing education classes as required.

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>SOLIDWASTE</u>							
<u>LANDFILL</u>							
<u>PERSONNEL SERVICES</u>							
540-7420-101 REGULAR SERVICES- LANDFILL	39,565	37,417	45,130	45,130	18,986	46,800	61,800
540-7420-105 OVERTIME	167	4	100	100	38	100	100
540-7420-120 EMPLOYEE BENEFITS	31,317	32,455	44,600	44,600	16,795	44,800	54,800
TOTAL PERSONNEL SERVICES	71,048	69,875	89,830	89,830	35,819	91,700	116,700
<u>OPERATING</u>							
540-7420-200 OPERATING SUPPLIES	2,041	1,453	1,800	1,800	708	1,800	1,800
540-7420-220 PERSONAL PROTECTIVE EQUIPMEN	288	7	300	300	96	300	300
540-7420-225 MINOR EQUIPMENT	936	0	0	0	0	0	0
540-7420-270 UTILITIES	308	287	600	600	165	600	600
540-7420-280 REPAIR AND MAINTENANCE	959	163	1,300	1,300	87	1,300	1,300
540-7420-300 UNIFORM MAINTENANCE	496	249	400	400	126	400	400
540-7420-318 PERMIT FEES	5,068	5,120	6,000	6,000	2,504	6,000	6,000
540-7420-320 PROFESSIONAL SERVICES	21,334	18,717	25,000	25,000	5,474	25,000	25,000
540-7420-326 RECYCLING	7,200	1,800	6,000	6,000	0	6,000	6,000
540-7420-330 VEHICLE REPLACEMENT / RENT	69,024	70,020	70,017	70,017	35,010	70,017	70,017
540-7420-340 MEMBERSHIPS / SUBSCRIPTIONS	0	0	125	125	0	125	125
540-7420-341 MEETINGS / CONFERENCES	0	0	200	200	0	200	200
540-7420-390 MISCELLANEOUS	28	30	200	200	30	200	200
TOTAL OPERATING	107,683	97,847	111,942	111,942	44,201	111,942	111,942
TOTAL LANDFILL	178,731	167,722	201,772	201,772	80,020	203,642	228,642

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

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

BASELINE BUDGET DESCRIPTION:

Solid Waste Recycling will be in its 28th year. Oregon cities with a population over 4,000 must offer monthly curbside recycling according to Oregon Revised Statutes 459A (ORS 459A).

ORS 459A, as implemented by the Department of Environmental Quality has set numerous rules, which basically include:

1. Minimum of once a month on-route collection of ferrous and non-ferrous metals, newspaper, glass, aluminum, corrugated cardboard and tin cans.
2. Public education promotion programs which might include the radio, addressing schools and civic groups and messages on utility bills.

The Oregon Legislature passed a comprehensive law that cities our size must implement three measures of a list of eight measures as follows:

1. **Weekly residential pickups; (implemented)**
2. **Expanded education & promotion; (implemented)**
3. **Durable recycling containers; (implemented)**
4. Multi-family complex recycling of at least four recyclable materials;
5. Effective residential yard debris collection and composting program;
6. **Commercial & institutional recycling; (implemented)**
7. **Expanded recycling drop-off depots; and (implemented)**
8. Reduced collection rates for smaller containers/fixed rate for large containers.

BUDGET COMMENTS:

PROFESSIONAL SERVICES (Acct. 320) covers the costs associated with our contract with Horizon Project, Inc. to provide weekly commercial and residential recycling pickups and processing.

While recycling is the law and is an important program, it represents \$3.00 of a typical residential customer's monthly rate.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>SOLIDWASTE</u>							
<u>RECYCLING</u>							
<u>OPERATING</u>							
540-7430-320 PROFESSIONAL SVCS- RECYCLING	76,906	76,216	80,000	78,000	38,093	82,400	82,400
TOTAL OPERATING	76,906	76,216	80,000	78,000	38,093	82,400	82,400
TOTAL RECYCLING	76,906	76,216	80,000	78,000	38,093	82,400	82,400

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

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

BASELINE BUDGET DESCRIPTION:

This program provides for capital outlay for the Solid Waste Fund. At the time of budget preparation staff has included several capital projects as follows (in no specific order):

- Installation of leachate monitoring liner in landfill cell.
- Construction of a building for equipment storage to keep them out of the weather.
- Acquisition of glass and/or tire recycling equipment.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

		2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
		FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
		ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
<u>SOLIDWASTE</u>								
<u>CAPITAL - NEW</u>								
<u>CAPITAL</u>								
540-8100-410	SOLIDWASTE CAPITAL NEW	11,630	7,775	12,000	12,040	12,040	20,000	20,000
540-8100-480	CAPITAL	0	0	0	0	0	160,000	160,000
	TOTAL CAPITAL	11,630	7,775	12,000	12,040	12,040	180,000	180,000
	TOTAL CAPITAL - NEW	11,630	7,775	12,000	12,040	12,040	180,000	180,000

BUDGET NARRATIVE

Fiscal Year 2016

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 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>LANDFILL CLOSURE RESERVE</u>							
<u>MISCELLANEOUS</u>							
541-470-20 INTEREST	781	772	600	600	282	600	600
TOTAL MISCELLANEOUS	781	772	600	600	282	600	600
<u>TRANSFERS</u>							
541-490-54 TRANSFER FROM SOLID WASTE	4,000	4,000	4,000	4,000	1,998	4,000	4,000
TOTAL TRANSFERS	4,000	4,000	4,000	4,000	1,998	4,000	4,000
<u>BEGINNING FUND BALANCE</u>							
541-499-10 FUND BALANCE	0	0	113,009	0	0	117,409	117,409
TOTAL BEGINNING FUND BALANCE	0	0	113,009	0	0	117,409	117,409
TOTAL REVENUE	4,781	4,772	117,609	4,600	2,280	122,009	122,009
<u>CAPITAL - NEW</u>							
<u>CONTINGENCY & RESERVES</u>							
541-8100-954 RESERVE FOR LANDFILL CLOSURE	0	0	117,609	117,609	0	122,009	122,009
TOTAL CONTINGENCY & RESERVES	0	0	117,609	117,609	0	122,009	122,009
TOTAL CAPITAL - NEW	0	0	117,609	117,609	0	122,009	122,009

REVENUE BUDGET NARRATIVE

Fiscal Year 2016

DEPARTMENT: PUBLIC WORKS

FUND: GOLF COURSE

MISSION STATEMENT:

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

REVENUES:

Building rent from Golf Course Clubhouse Restaurant tenants.

Golf Course revenues are primarily from user fees. Daily greens fees make up the major revenue source, followed by season passes. **A three percent (3%) rate increase is included for golf play rates (greens fees, daily play fees, passes, punch cards and trail fees).**

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GOLF COURSE</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
550-410-37 EURUS GRANT	10,000	0	0	0	0	0	0
550-410-38 WATER SAVINGS GRANT	0	19,089	0	0	0	0	0
TOTAL INTERGOVERNMENTAL REVE	10,000	19,089	0	0	0	0	0
<u>SERVICES</u>							
550-450-13 BUILDING RENT	5,700	5,700	4,200	4,200	2,700	4,200	4,200
550-450-40 GOLF GREENS FEES	109,106	97,489	105,600	95,800	44,258	98,674	98,674
550-450-41 GOLF PASSES	37,580	31,864	35,000	30,900	16,340	31,890	31,890
550-450-42 GOLF CART SHEDS	12,007	12,374	13,000	12,500	7,667	12,500	12,500
550-450-43 GOLF CART USAGE FEES	8,767	8,576	8,900	8,600	3,979	8,850	8,850
550-450-46 GOLF PUNCH CARDS	20,213	21,348	21,000	21,000	8,702	22,000	22,000
TOTAL SERVICES	193,373	177,350	187,700	173,000	83,646	178,114	178,114
<u>MISCELLANEOUS</u>							
550-470-20 INTEREST EARNED	6	2	0	16	16	0	0
TOTAL MISCELLANEOUS	6	2	0	16	16	0	0
<u>BEGINNING FUND BALANCE</u>							
550-499-10 FUND BALANCE	0	0	29,091	15,685	0	0	7,000
TOTAL BEGINNING FUND BALANCE	0	0	29,091	15,685	0	0	7,000
TOTAL REVENUE	203,379	196,440	216,791	188,701	83,662	178,114	185,114

EXPENDITUE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: GOLF COURSE

STAFF LEVEL 2016: 1.64 FTE
STAFF LEVEL 2015: 1.89 FTE

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Utility Worker	0.14	0.14
Parks Maintenance Worker	0.50	0.75
Laborer	<u>1.00</u>	<u>1.00</u>
Total	1.64	1.89

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) funding provides for the purchase of flags, cups, fertilizer, sand and other needed supplies for the golf course as well as property taxes.

MINOR EQUIPMENT (Acct. 225) for tools, shovels, rakes, etc.

ADVERTISING (Acct. 250) covers expenses associated with advertising in the yellow pages.

COMMUNICATION (Acct. 260) is not funded this fiscal year.

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

REPAIR & MAINTENANCE (Acct. 280) covers any necessary repairs.

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

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

LOAN PRINCIPAL (Acct. 510) covers the cost of the principal to pay back the loan for the irrigation system over a 20-year period.

LOAN INTEREST (Acct. 511) covers the cost of the interest to pay back the loan for the irrigation system over a 20-year period.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GOLF COURSE</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL SERVICES</u>							
550-7600-101 REGULAR SERVICES-GOLF CRSE AD	40,037	30,160	41,103	41,000	19,442	41,850	26,850
550-7600-102 PART TIME	0	549	4,000	4,000	1,519	4,000	4,000
550-7600-105 OVERTIME	169	178	200	281	281	200	200
550-7600-120 EMPLOYEE BENEFITS	27,983	25,518	33,400	33,400	16,068	35,850	25,850
TOTAL PERSONNEL SERVICES	68,190	56,405	78,703	78,681	37,310	81,900	56,900
<u>OPERATING</u>							
550-7600-200 OPERATING SUPPLIES	10,063	9,343	7,000	7,000	4,595	7,000	7,000
550-7600-220 PERSONAL PROTECTIVE EQUIP	0	70	0	52	52	0	0
550-7600-225 MINOR EQUIPMENT	118	12	200	100	(26)	200	200
550-7600-250 ADVERTISING	102	102	102	183	183	183	183
550-7600-270 UTILITIES	7,287	6,494	4,485	6,000	3,249	6,500	6,500
550-7600-280 REPAIR AND MAINTENANCE	5,901	4,279	5,000	3,400	1,913	5,000	5,000
550-7600-320 PROFESSIONAL SERVICE	4,488	4,118	2,500	2,500	1,980	2,500	2,500
550-7600-330 VEHICLE REPLACEMENT / RENT	18,372	18,378	18,698	18,698	9,336	18,698	18,698
TOTAL OPERATING	46,331	42,795	37,985	37,933	21,282	40,081	40,081
<u>DEBT SERVICE</u>							
550-7600-510 LOAN PRINCIPAL	25,118	195,846	26,904	26,904	26,904	27,168	27,168
550-7600-511 LOAN INTEREST	15,895	15,560	1,953	1,953	1,953	1,689	1,689
TOTAL DEBT SERVICE	41,013	211,406	28,857	28,857	28,857	28,857	28,857
<u>TRANSFERS</u>							
550-7600-764 TRANSFER TO SICK LEAVE	100	100	100	100	48	100	100
TOTAL TRANSFERS	100	100	100	100	48	100	100
<u>CONTINGENCY & RESERVES</u>							
550-7600-998 CONTINGENCY	0	0	13,308	0	0	0	1,145
TOTAL CONTINGENCY & RESERVES	0	0	13,308	0	0	0	1,145
TOTAL ADMINISTRATION	155,634	310,706	158,953	145,571	87,497	150,938	127,083

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: CLUBHOUSE
DEPARTMENT: PUBLIC WORKS
FUND: GOLF COURSE

STAFF LEVEL 2016: 0.05 FTE
STAFF LEVEL 2015: 0.05 FTE

BASELINE BUDGET DESCRIPTION:

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

This program is in its 13th year and serves to separate the clubhouse and the professional services expenses from the routine maintenance of the golf course.

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

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Parks Maintenance Worker	0.03	0.03
Utility Worker	<u>0.02</u>	<u>0.02</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) pay for utility expenses for the facility.

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

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GOLF COURSE</u>							
<u>GOLF COURSE CLUB HOUSE</u>							
<u>PERSONNEL SERVICES</u>							
550-7610-101 REGULAR SERVICES- GC CLUB HSE	1,885	1,870	2,439	2,439	940	2,500	2,500
550-7610-105 OVERTIME	10	0	0	10	10	0	0
550-7610-120 EMPLOYEE BENEFITS	1,437	1,404	1,898	1,888	729	2,030	2,030
TOTAL PERSONNEL SERVICES	3,332	3,274	4,337	4,337	1,678	4,530	4,530
<u>OPERATING</u>							
550-7610-200 OPERATING SUPPLIES	43	14	2,659	2,659	117	2,659	2,659
550-7610-270 UTILITIES	4,323	4,334	4,945	4,945	2,265	4,945	4,945
550-7610-280 REPAIR AND MAINTENANCE	919	171	1,000	1,000	398	1,000	1,000
550-7610-320 PROFESSIONAL SERVICES	44,790	44,790	44,897	44,897	22,395	44,897	44,897
TOTAL OPERATING	50,075	49,309	53,501	53,501	25,176	53,501	53,501
TOTAL GOLF COURSE CLUB HOUSE	53,407	52,583	57,838	57,838	26,853	58,031	58,031

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

DEPARTMENT: PUBLIC WORKS

PROGRAM: CAPITAL

FUND: GOLF COURSE

BASELINE BUDGET DESCRIPTION:

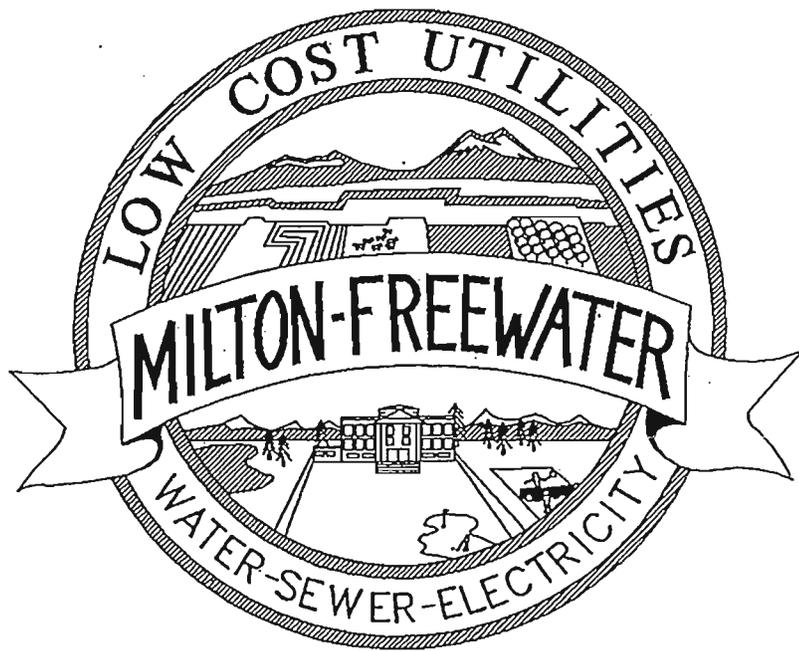
There are no capital projects planned for Fiscal Year 2016.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>GOLF COURSE</u>							
<u>CAPITAL - NEW</u>							
<u>CAPITAL</u>							
550-8100-410 CAPITAL EXPENSES	10,000	0	0	0	0	0	0
TOTAL CAPITAL	10,000	0	0	0	0	0	0
TOTAL CAPITAL - NEW	10,000	0	0	0	0	0	0



INTERNAL SERVICE FUNDS

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

REVENUE BUDGET NARRATIVE
Fiscal Year 2016

DEPARTMENT: PUBLIC WORKS
FUND: WAREHOUSE

MISSION STATEMENT:

To ensure that the benefiting utilities have the materials they need when requested and the inventory levels match the true needs.

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 warehouse. When quantities reach the minimum set stock levels items are ordered to restock and ensure minimum operating stock is available.

Transfers support the overhead and maintenance of the warehouse based on inventory held and purchased for the different enterprise funds.

The beginning fund balance includes the inventory value on hand within the warehouse.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

		2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
		FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
		ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
<u>WAREHOUSE</u>								
<u>MISCELLANEOUS</u>								
610-470-20	INTEREST EARNED	839	826	600	600	310	500	500
610-470-99	MISCELLANEOUS	376	263	200	200	10	100	100
	TOTAL MISCELLANEOUS	1,215	1,089	800	800	320	600	600
<u>TRANSFERS</u>								
610-490-51	TRANSFER FROM ELECTRIC	96,675	99,737	99,737	99,737	49,866	99,737	99,737
610-490-52	TRANSFER FROM WATER	23,527	24,636	24,636	24,636	12,318	24,636	24,636
610-490-53	TRANSFER FROM SEWER	5,188	5,286	5,286	5,286	2,646	5,286	5,286
	TOTAL TRANSFERS	125,390	129,659	129,659	129,659	64,830	129,659	129,659
<u>BEGINNING FUND BALANCE</u>								
610-499-10	FUND BALANCE	0	0	25,676	121,000	0	101,624	101,624
	TOTAL BEGINNING FUND BALANCE	0	0	25,676	121,000	0	101,624	101,624
	TOTAL REVENUE	126,605	130,748	156,135	251,459	65,150	231,883	231,883

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

DEPARTMENT: PUBLIC WORKS
FUND: WAREHOUSE

STAFF LEVEL 2016: 0.87 FTE
STAFF LEVEL 2015: 0.87 FTE

BASELINE BUDGET DESCRIPTION:

To provide materials and supplies for the electric, water and sewer utilities and to maintain some items for other City departments. Materials stored are kept at minimum levels and have previously been selected by the department using the material. A complete physical inventory is conducted annually, with physical spot counts taken regularly. Records are kept daily to account for each item whether new, salvaged, or scrapped.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Technician	0.85	0.85
Utility Worker	<u>0.02</u>	<u>0.02</u>
Total	0.87	0.87

OBJECTIVES:

To acquire and check out materials to benefiting city departments in an organized manner so as not to impede other departments.

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) primarily covers the costs of basic operating supplies such as pens, paper, printer ink, inventory software, etc.

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the cost of gloves, ear plugs, etc.

MINOR EQUIPMENT (Acct. 225) covers the costs of shelving, storage bins, etc.

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

UTILITIES (Acct. 270) pays for water, sewer, electric and refuse services to the facility.

REPAIR & MAINTENANCE (Acct. 280) covers annual HVAC maintenance to the facility as well as minor parts to make small repairs to the facility as a more preventative approach. Also included is funding to repair asphalt in parking areas.

PROFESSIONAL SERVICES (Acct. 320) pays for minor professional consultations such as for the Technician's CDL physical and forklift certification training.

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

MEETINGS/CONFERENCES (Acct. 341) pays for attending seminars and conferences that focus on warehousing products.

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

CAPITAL-BUILDING (Acct. 405) includes funding to repair the facility.

CAPITAL-FURNITURE AND FIXTURES (Acct. 480) includes funding to purchase or repair overhead doors and openers.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

		2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
		FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
		ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
<u>WAREHOUSE</u>								
<u>ADMINISTRATION</u>								
<u>PERSONNEL SERVICES</u>								
610-7600-101	REGULAR SERVICES- WAREHOUSE	48,528	52,124	50,850	50,850	24,842	52,378	52,378
610-7600-105	OVERTIME	0	0	100	100	10	100	100
610-7600-120	EMPLOYEE BENEFITS	29,273	26,809	35,600	31,000	12,483	32,500	32,500
	TOTAL PERSONNEL SERVICES	77,801	78,932	86,550	81,950	37,334	84,978	84,978
<u>OPERATING</u>								
610-7600-200	OPERATING SUPPLIES	1,103	967	1,300	1,300	275	1,300	1,300
610-7600-220	PERSONAL PROTECTIVE EQUIPMEN	96	0	100	100	0	100	100
610-7600-225	MINOR EQUIPMENT	80	0	400	400	0	400	400
610-7600-260	COMMUNICATION	420	447	700	700	258	700	700
610-7600-270	UTILITIES	13,567	15,654	18,700	17,000	6,127	18,700	18,700
610-7600-280	REPAIR AND MAINTENANCE	1,868	1,811	2,500	18,168	255	35,000	35,000
610-7600-320	PROFESSIONAL SERVICES	33	12	150	150	25	200	200
610-7600-330	VEHICLE REPLACEMENT / RENT	3,024	3,024	3,024	3,024	1,512	3,024	3,024
610-7600-341	MEETINGS / CONFERENCES	250	0	450	450	0	450	450
610-7600-390	MISCELLANEOUS	0	31	100	100	10	100	100
	TOTAL OPERATING	20,440	21,946	27,424	41,392	8,461	59,974	59,974
<u>CAPITAL</u>								
610-7600-405	BUILDING	0	0	1,000	1,000	0	1,000	1,000
610-7600-480	FURNITURE AND FIXTURES	0	0	1,000	1,000	0	1,000	1,000
	TOTAL CAPITAL	0	0	2,000	2,000	0	2,000	2,000
<u>TRANSFERS</u>								
610-7600-701	TRANSFER TO GENERAL	15,971	16,526	17,663	17,663	8,832	17,949	17,957
610-7600-750	TRANSFER TO ELECTRIC	6,480	6,480	6,480	6,480	3,240	6,480	6,480
610-7600-764	TRANSFER TO SICK LEAVE	350	350	350	350	174	350	350
	TOTAL TRANSFERS	22,801	23,356	24,493	24,493	12,246	24,779	24,787
<u>CONTINGENCY & RESERVES</u>								
610-7600-998	CONTINGENCY	0	0	15,668	0	0	60,152	60,144
	TOTAL CONTINGENCY & RESERVES	0	0	15,668	0	0	60,152	60,144
	TOTAL ADMINISTRATION	121,042	124,234	156,135	149,835	58,041	231,883	231,883

REVENUE BUDGET NARRATIVE
Fiscal Year 2016

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 81 pieces of motor pool-owned equipment and vehicles; 104 pieces of city department-owned non-motor pool equipment, two public transportation vehicles, 41 Milton-Freewater Unified School District vehicles and equipment, 10 Umatilla-Morrow County Headstart buses and vehicles and 8 Oregon Child Development Coalition buses. The revenues for the Vehicle Maintenance Department are derived from the following sources:

CHARGES FOR SERVICES:

1. The Vehicle Maintenance fund records all the costs of City vehicles. The other funds rent the vehicles from this fund. The monthly rate is established by using the estimated cost of fuel, parts, labor, overhead and other operating costs based on operational experience. Revenues are also generated by the repair work done by the mechanics on school buses and City equipment.
2. Agreements have been made with Milton-Freewater Unified School District No. 7, Oregon Child Development Coalition and Umatilla-Morrow County Head Start for repairs and maintenance of all school buses. This service includes all labor, materials and overhead to maintain the functions of the program.
3. Non-Motor Pool equipment repair is also provided for in the vehicle maintenance program. Service for this equipment includes all labor, materials and overhead.

MISCELLANEOUS REVENUES:

Interest is calculated on the estimated cash balance average invested throughout the year.

BEGINNING FUND BALANCE:

This category accounts for funds left at the end of the budget year due to unexpected revenues for funds budgeted, but not spent.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>VEHICLE MAINTENANCE</u>							
<u>SERVICES</u>							
620-450-51 INTER DP EQUIP REPAIR	11,762	11,308	7,500	8,500	7,741	8,500	8,500
620-450-52 SCHOOL BUS REPAIR	67,026	66,935	59,700	48,000	16,754	48,000	48,000
620-450-70 VEHICLE RENT	434,433	462,647	475,985	468,500	236,662	499,164	492,139
TOTAL SERVICES	513,221	540,890	543,185	525,000	261,158	555,664	548,639
<u>MISCELLANEOUS</u>							
620-470-20 INTEREST EARNED	1,029	1,365	800	800	612	800	800
620-470-30 SALE OF FIXED ASSETS	0	0	0	2,962	2,962	0	0
TOTAL MISCELLANEOUS	1,029	1,365	800	3,762	3,574	800	800
<u>BEGINNING FUND BALANCE</u>							
620-499-10 FUND BALANCE	0	0	48,610	230,000	0	231,514	231,514
TOTAL BEGINNING FUND BALANCE	0	0	48,610	230,000	0	231,514	231,514
TOTAL REVENUE	514,251	542,255	592,595	758,762	264,731	787,978	780,953

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: MOTOR POOL **STAFF LEVEL 2016:** 1.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2015:** 1.50 FTE
FUND: VEHICLE MAINTENANCE

BASELINE BUDGET DESCRIPTION:

The Vehicle Maintenance Department provides vehicles and equipment used by all departments. Labor and parts for repair, maintenance and fuel necessary for approximately 184 pieces of equipment ranging from a landfill cat; garbage trucks and man lifts; to lawn and golf course equipment; down to sedans and compact pickups. This equipment is on a monthly rental basis which is designed to break even on the cost of operation. Maintenance is provided for small equipment owned by other departments, which will be charged directly to the proper account on a cost basis.

The motor pool tries to maintain City-owned equipment so that they can perform the function with less than 50 man hours per year lost by the users from mechanical failure.

PERSONNEL:

Title	<u>2016 FTE</u>	<u>2015 FTE</u>
Lead Mechanic	0.75	0.75
Mechanic	0.75	0.75
Total	1.50	1.50

BUDGET COMMENTS:

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

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

MINOR EQUIPMENT (Acct. 225) funds small tools and equipment used by various departments.

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

REPAIR & MAINTENANCE (Acct. 280) covers costs of parts related to maintenance.

RADIO REPAIR AND REPLACEMENT (Acct. 282) covers repairs and or replacement of radios in vehicles.

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

PROFESSIONAL SERVICES (Acct. 320) covers CDL physicals and hearing testing for our mechanics.

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

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

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>VEHICLE MAINTENANCE</u>							
<u>MOTOR POOL</u>							
<u>PERSONNEL SERVICES</u>							
620-7700-101 REGULAR SERVICES- MOTOR POOL	105,953	109,621	106,761	106,761	52,828	109,966	109,966
620-7700-105 OVERTIME	25	0	750	750	0	750	750
620-7700-110 TOOL ALLOWANCES	1,795	1,816	1,800	1,800	852	1,800	1,800
620-7700-120 EMPLOYEE BENEFITS	60,553	62,656	67,184	67,184	32,332	70,850	70,850
TOTAL PERSONNEL SERVICES	168,325	174,093	176,495	176,495	86,011	183,366	183,366
<u>OPERATING</u>							
620-7700-200 OPERATING SUPPLIES/FUEL	104,888	113,397	154,000	135,000	48,818	145,000	145,000
620-7700-220 PERSONAL PROTECTIVE EQUIP	48	0	250	250	0	250	250
620-7700-225 MINOR EQUIPMENT	557	3,752	950	950	128	3,500	3,500
620-7700-260 COMMUNICATION	420	447	1,000	1,000	176	1,000	1,000
620-7700-280 REPAIR AND MAINTENANCE	58,559	49,683	65,000	65,000	30,301	70,000	70,000
620-7700-282 RADIO REPAIR AND REPLACEMENT	3,600	0	1,000	1,000	0	1,000	1,000
620-7700-300 UNIFORM MAINTENANCE	1,025	857	1,250	1,250	413	1,250	1,250
620-7700-320 PROFESSIONAL SERVICES	389	284	500	500	95	500	500
620-7700-330 VEHICLE REPLACEMENT / RENT	2,748	2,748	2,925	2,925	1,464	2,925	2,925
620-7700-341 MEETINGS / CONFERENCES	0	0	850	850	20	850	850
TOTAL OPERATING	172,234	171,167	227,725	208,725	81,415	226,275	226,275
<u>TRANSFERS</u>							
620-7700-701 TRANSFER TO GENERAL	45,444	46,422	48,495	48,495	24,246	49,542	49,548
620-7700-750 TRANSFER TO ELECTRIC	3,561	3,561	3,561	3,561	1,782	3,561	3,561
620-7700-764 TRANSFER TO SICK LEAVE	250	250	250	250	126	250	250
620-7700-796 TRNSFR TO VEHICLE MAJR RPR RSV	0	0	0	0	0	150,000	150,000
TOTAL TRANSFERS	49,255	50,233	52,306	52,306	26,154	203,353	203,359
<u>CONTINGENCY & RESERVES</u>							
620-7700-998 CONTINGENCY	0	0	43,780	0	0	81,889	74,856
TOTAL CONTINGENCY & RESERVES	0	0	43,780	0	0	81,889	74,856
TOTAL MOTOR POOL	389,814	395,493	500,306	437,526	193,580	694,883	687,856

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

PROGRAM: SCHOOL BUS MAINTENANCE **STAFF LEVEL 2016:** 0.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2015:** 0.50 FTE
FUND: VEHICLE MAINTENANCE

BASELINE BUDGET DESCRIPTION:

This program maintains a staff of two mechanics, shop facilities and equipment adequate to maintain school buses operated by Milton-Freewater Unified School District No. 7, Umatilla-Morrow County Head Start and Oregon Child Development Coalition.

The available services include repairs, maintenance and towing requested by the school districts.

This program includes all labor, materials and overhead to maintain the functions of this program.

PERSONNEL:

<u>Title</u>	<u>2016 FTE</u>	<u>2015 FTE</u>
Lead Mechanic	0.25	0.25
Mechanic	0.25	0.25
Total	0.50	0.50

BUDGET COMMENTS:

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

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

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

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

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

MEETING/CONFERENCES (Acct. 341) is not funded.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>VEHICLE MAINTENANCE</u>							
<u>SCHOOL BUS MAINTENANCE</u>							
<u>PERSONNEL SERVICES</u>							
620-7710-101 REGULAR SERVICES- SCHL BUS MNT	27,079	28,300	37,067	34,500	13,624	36,900	36,900
620-7710-105 OVERTIME	8	0	150	150	0	150	150
620-7710-120 EMPLOYEE BENEFITS	16,250	16,980	23,770	23,770	8,135	24,482	24,482
TOTAL PERSONNEL SERVICES	43,337	45,280	60,987	58,420	21,759	61,532	61,532
<u>OPERATING</u>							
620-7710-225 MINOR EQUIPMENT	765	1,115	650	650	320	650	650
620-7710-290 SCHOOL BUS PARTS	18,290	17,278	16,000	16,000	5,101	16,000	16,000
620-7710-300 UNIFORM MAINTENANCE	831	859	1,100	1,100	380	1,100	1,100
620-7710-330 VEHICLE REPLACEMENT / RENT	912	912	975	975	486	975	975
TOTAL OPERATING	20,798	20,164	18,725	18,725	6,287	18,725	18,725
<u>TRANSFERS</u>							
620-7710-701 TRANSFER TO GENERAL	11,360	11,606	12,124	12,124	6,060	12,385	12,387
620-7710-750 TRANSFER TO ELECTRIC	403	403	403	403	204	403	403
620-7710-764 TRANSFER TO SICK LEAVE	50	50	50	50	24	50	50
TOTAL TRANSFERS	11,813	12,059	12,577	12,577	6,288	12,838	12,840
TOTAL SCHOOL BUS MAINTENANCE	75,948	77,503	92,289	89,722	34,334	93,095	93,097

REVENUE BUDGET NARRATIVE

Fiscal Year 2016

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 16 replacement fees included in the budget are \$157,261.13. 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 16 depreciation adjustment fees included in the budget are \$12,065.57 for a total depreciation of \$157,261.13.

Also included in this line item this year is the depreciation payoff of vehicle 111, a one-ton bucket truck planned for replacement this fiscal year. This truck was originally purchased in 1998 and was put on a 20-year replacement schedule instead of the more prudent 10-year schedule. The payoff includes the remaining budgeted funding of \$9,809.69 which will come directly from the Electric Department as they are the user of that vehicle.

SALE OF USED VEHICLES:

Surplus vehicles and/or equipment that have exceeded their useful life are no longer needed are sold and become another source of revenue.

BEGINNING FUND BALANCE:

This category accounts for funds remaining at the end of the budget year due to unexpected revenues or funds budgeted but not spent.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>VEHICLE REPLACEMENT</u>							
<u>SERVICES</u>							
630-450-50 REPLACEMENT FEES	152,643	143,160	148,565	145,160	71,580	160,196	167,071
TOTAL SERVICES	152,643	143,160	148,565	145,160	71,580	160,196	167,071
<u>MISCELLANEOUS</u>							
630-470-20 INTEREST EARNED	1,052	1,096	500	500	327	500	500
630-470-30 SALE OF FIXED ASSETS	0	0	0	8,500	8,500	2,000	2,000
630-470-99 MISCELLANEOUS REVENUES	0	0	0	1,000	1,000	0	0
TOTAL MISCELLANEOUS	1,052	1,096	500	10,000	9,827	2,500	2,500
<u>TRANSFERS</u>							
630-490-62 TRANSFER FROM VEHICLE MAINT	0	0	0	0	0	150,000	150,000
TOTAL TRANSFERS	0	0	0	0	0	150,000	150,000
<u>BEGINNING FUND BALANCE</u>							
630-499-10 FUND BALANCE	0	0	167,176	167,176	0	17,336	17,336
TOTAL BEGINNING FUND BALANCE	0	0	167,176	167,176	0	17,336	17,336
TOTAL REVENUE	153,695	144,256	316,241	322,336	81,407	330,032	336,907

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2016

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.

Replacement and new vehicles proposed for Fiscal Year 2016:

<i>New Bucket Truck</i>	\$120,000.00
<i>Used Fire Ladder Truck</i>	\$ 37,500.00
<i>New Utility Police Interceptor</i>	<u>\$ 50,000.00</u>
TOTAL:	207,500.00

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY

FISCAL YEAR 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>VEHICLE REPLACEMENT</u>							
<u>ADMINISTRATION</u>							
<u>CAPITAL</u>							
630-7600-470 VEHICLE REPLACEMENT	24,295	106,095	305,000	305,000	109,300	195,000	207,500
TOTAL CAPITAL	24,295	106,095	305,000	305,000	109,300	195,000	207,500
<u>DEBT SERVICE</u>							
630-7600-520 LEASE PRINCIPAL	45,745	47,832	0	0	0	0	0
630-7600-521 LEASE INTEREST	3,712	1,625	0	0	0	0	0
TOTAL DEBT SERVICE	49,456	49,456	0	0	0	0	0
<u>CONTINGENCY & RESERVES</u>							
630-7600-970 RESERVE FOR REPLACE	0	0	11,241	0	0	135,032	129,407
TOTAL CONTINGENCY & RESERVES	0	0	11,241	0	0	135,032	129,407
TOTAL ADMINISTRATION	73,751	155,552	316,241	305,000	109,300	330,032	336,907

BUDGET NARRATIVE
Fiscal Year 2016

FUND: SICK-LEAVE LIABILITY

BASELINE BUDGET DESCRIPTION:

This fund is used to set aside resources to cover cost of part-time help needed to replace employees who are out on extended sick-leave or family leave issues. It is also to provide funds for sick-leave payout for retiring employees who qualify.

City employees, normally, build up a reserve for sick-leave and as the length of service increases so does the amount of sick-leave that an employee can have accumulated to use. If an employee is unable to work for an extended period of time and has accumulated sick-leave, there are no funds available in the operating budget to hire a temporary replacement. This fund provides the City with a source of funds for temporary help.

BUDGET COMMENTS:

Revenues consist of interfund transfers from the General Fund, Enterprise Funds, Special Revenue Funds and Internal Service Funds that have payroll expenditures. Interest also contributes to the revenues.

Expenditures are budgeted at a level to cover anticipated temporary replacement wages that may be charged against this fund. Actual amounts charged against this fund will depend on the salary level and amount of time the temporary personnel may be hired to cover an employee who is out on an extended sick-leave and/or the cost of a retiring employees sick-leave payout.

The City has a sick leave bank policy. Once a year employees have the opportunity to donate 4 to 16 hours of their personal vacation or comp time to the bank. These banked hours are available to any permanent regular employee who has an FMLA qualifying event and has run out of paid leave. The employee will complete an application form to make a withdrawal from the bank hours. The Sick Leave Bank Board will approve or deny each application.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY FISCAL YEAR 2015-16

		2012-13	2013-14	2014-15	2014-15	12/14	2015-16	2015-16
		FISCAL	FISCAL	FISCAL	ESTIMATED	CUR YTD	DEPT HEAD	CITY MNGR
		ACTUAL	ACTUAL	BUDGET	YTD	ACTUAL	REQUEST	PROPOSAL
<u>SICKLEAVE LIABILITY</u>								
<u>MISCELLANEOUS</u>								
640-470-20	INTEREST EARNED	724	720	700	400	199	400	400
640-470-41	DONATIONS TO SICK LEAVE BANK	0	0	2,700	1,478	0	1,200	1,200
TOTAL MISCELLANEOUS		724	720	3,400	1,878	199	1,600	1,600
<u>TRANSFERS</u>								
640-490-10	TRANSFER FROM GENERAL	2,600	1,600	1,600	1,600	798	1,600	1,600
640-490-21	TRANSFER FROM STREET	300	300	300	300	150	300	300
640-490-22	TRANSFER FROM LIBRARY	240	240	240	240	120	240	240
640-490-51	TRANSFER FROM ELECTRIC	2,631	2,631	2,631	2,631	1,314	2,631	2,631
640-490-52	TRANSFER FROM WATER	500	500	500	500	252	500	500
640-490-53	TRANSFER FROM SEWER	605	605	605	605	300	605	605
640-490-54	TRANSFER FROM SOLID WASTE	500	500	500	500	252	500	500
640-490-55	TRANSFER FROM GOLF COURSE	100	100	100	100	48	100	100
640-490-61	TRANSFER FROM WAREHOUSE	350	350	350	350	174	350	350
640-490-62	TRANSFER FROM VEHICLE MAINT	300	300	300	300	150	300	300
TOTAL TRANSFERS		8,126	7,126	7,126	7,126	3,558	7,126	7,126
<u>BEGINNING FUND BALANCE</u>								
640-499-10	FUND BALANCE	0	0	107,500	0	0	60,160	60,160
TOTAL BEGINNING FUND BALANCE		0	0	107,500	0	0	60,160	60,160
TOTAL REVENUE		8,850	7,846	118,026	9,004	3,757	68,886	68,886
<u>ADMINISTRATION</u>								
<u>PERSONNEL SERVICES</u>								
640-7600-101	REGULAR SERVICES- SICKLEAVE LB	0	3,936	54,000	43,000	42,552	25,000	25,000
640-7600-102	PART TIME- SICKLEAVE LIABILITY	0	9,524	15,000	0	0	8,726	8,726
640-7600-120	EMPLOYEE BENEFITS	0	2,671	15,000	7,000	6,480	10,000	10,000
TOTAL PERSONNEL SERVICES		0	16,131	84,000	50,000	49,031	43,726	43,726
<u>CONTINGENCY & RESERVES</u>								
640-7600-998	CONTINGENCY	0	0	34,026	0	0	25,160	25,160
TOTAL CONTINGENCY & RESERVES		0	0	34,026	0	0	25,160	25,160
TOTAL ADMINISTRATION		0	16,131	118,026	50,000	49,031	68,886	68,886

BUDGET NARRATIVE
Fiscal Year 2016

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 2015-16

	2012-13 FISCAL ACTUAL	2013-14 FISCAL ACTUAL	2014-15 FISCAL BUDGET	2014-15 ESTIMATED YTD	12/14 CUR YTD ACTUAL	2015-16 DEPT HEAD REQUEST	2015-16 CITY MNGR PROPOSAL
<u>RISK MANAGEMENT</u>							
<u>MISCELLANEOUS</u>							
650-470-10 CIS REFUND	46,842	30,599	10,000	40,000	36,698	10,000	10,000
650-470-20 INTEREST EARNED	458	435	400	300	141	300	300
TOTAL MISCELLANEOUS	47,300	31,034	10,400	40,300	36,839	10,300	10,300
<u>BEGINNING FUND BALANCE</u>							
650-499-10 FUND BALANCE	0	0	65,500	0	0	71,500	71,500
TOTAL BEGINNING FUND BALANCE	0	0	65,500	0	0	71,500	71,500
TOTAL REVENUE	47,300	31,034	75,900	40,300	36,839	81,800	81,800
<u>ADMINISTRATION</u>							
<u>OPERATING</u>							
650-7600-382 UNANTICIPATED CLAIMS	23,918	38,671	75,900	30,000	14,270	81,800	81,800
TOTAL OPERATING	23,918	38,671	75,900	30,000	14,270	81,800	81,800
TOTAL ADMINISTRATION	23,918	38,671	75,900	30,000	14,270	81,800	81,800

CITY OF MILTON-FREEWATER
COMPUTATION OF LEGAL DEBT LIMIT

June 30, 2014

ORS 287.004 requires a debt limit equal to 3% of the true cash value of all taxable property within the city limits.

True Cash Value		\$310,240,684
Debt Limit Rate	x	<u>3%</u>
Maximum Allowable Debt		9,290,833
Less General Bonded Debt		<u>240,000</u>
Legal Debt Margin		<u>\$ 9,050,833</u>
Total net bonded debt applicable to the limit as a percentage of debt limit		3%

Property Tax Summary
Fiscal Year 2014

	2013 Budget	2014 Budget	2015 Adopted	2016 Proposed	2016 Approved	2016 Adopted
Operating Estimate *	\$732,000	\$752,500	\$957,880	\$990,566		
Rate Levy **	3.7499	3.7499	3.7499	3.7499		
Debt Service	110,000	110,000	120,000	120,000		
Local Option Tax Senior Trans	60,000	60,000	60,000	60,000		
TOTAL TAXES	<u>\$902,000</u>	<u>\$922,500</u>	<u>\$1,137,880</u>	<u>\$1,170,566</u>		

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

**As of 2005 fiscal year a rate per \$1,000 or an amount is used for the levy.

**PERSONNEL SUMMARY
Fiscal Year 2016 By Department**

	<u>2016</u>	<u>2015</u>	<u>2014</u>	
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>Position</u>
				GENERAL FUND
				CITY COUNCIL
*	1.00	1.00	1.00	Mayor
*	6.00	6.00	6.00	Councilors
*	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	
				CITY MANAGER
	0.80	0.80	0.50	City Manager
	1.00	0.00	0.00	City Recorder
	0.30	0.35	0.35	Building Specialist
	0.05	0.05	0.05	Planning/Fire Assistant
	<u>2.15</u>	<u>0.90</u>	<u>0.90</u>	
				CITY RECORDER
	0.00	1.00	1.00	City Recorder
	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	
				MUNICIPAL COURT
	0.13	0.13	0.13	Judge
	1.00	1.00	1.00	Court Clerk
	<u>1.13</u>	<u>1.13</u>	<u>1.13</u>	
				ACCOUNTING & BILLING
	1.00	0.90	0.90	Finance Director
	1.00	1.00	1.00	Accounting Supervisor
	1.00	1.00	1.00	Utility Billing Clerk
	2.00	2.00	2.00	Account Clerk(s)
	0.37	0.00	0.25	Part-Time Meter Reader
	1.00	1.00	1.00	Payroll Clerk
	0.00	0.37	1.00	Meter Reader
	<u>6.37</u>	<u>6.27</u>	<u>7.15</u>	
				HUMAN RESOURCE ADMINISTRATION
	0.30	0.30	0.30	Human Resource Officer
	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	
				ECONOMIC DEVELOPMENT
	1.00	0.75	0.33	Community Development Supervisor
	0.10	0.10	0.10	Assistant
	0.10	0.10	0.10	City Planner
	<u>1.20</u>	<u>0.95</u>	<u>0.53</u>	
				PLANNING / BUILDING INSPECTIONS
	0.90	0.90	0.90	City Planner
	0.05	0.05	0.05	Building Specialist
	0.50	0.50	0.50	Planning/Fire Assistant (prior Secretary)
	<u>1.45</u>	<u>1.45</u>	<u>1.45</u>	
				POLICE
	1.00	1.00	1.00	Chief
	0.00	0.00	1.00	Corporals
	2.00	2.00	2.00	Sergeant
	8.00	8.00	8.00	Patrol Officers
	0.60	0.63	0.50	Code Enforcement Officer
	0.00	0.00	0.00	E9-1-1/PSAP Manager
	6.00	6.00	6.00	Communication Specialist
*	0.00	0.00	0.00	Volunteer Police Chaplain
*	4.00	4.00	7.00	Citizen Corp Volunteers
*	0.00	0.00	0.00	Reserves
	<u>21.60</u>	<u>21.63</u>	<u>24.50</u>	

* Number of positions, not expressed in FTE's

PERSONNEL SUMMARY (Continued)
By Department

<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>Position</u>
<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	
			FIRE
1.00	1.00	1.00	Chief
0.05	0.05	0.05	Planning/Fire Assistant (Prior Secretary)
* 1.00	1.00	1.00	Assistant Chief
* 0.00	0.00	0.00	Secretary/Recorder
* 4.00	4.00	4.00	Captains
* 18.00	18.00	18.00	Firefighters
<u>24.05</u>	<u>24.05</u>	<u>24.05</u>	
			PUBLIC WORKS
1.00	1.00	1.00	Public Works Superintendent
1.00	1.00	1.00	Public Works Assistant
1.79	1.79	1.79	Utility Workers
1.78	1.78	1.78	Parks Maintenance Worker
0.15	0.15	0.15	Technician
3.00	3.00	3.00	Lifeguard
0.56	0.56	0.56	Aquatic Center Manager
0.28	0.28	0.28	Lead Lifeguards
1.00	1.00	1.00	Concession
0.00	0.00	0.00	Code Enforcement Officer
1.00	1.00	1.00	Laborer
<u>11.56</u>	<u>11.56</u>	<u>11.56</u>	
			ENGINEERING AND PLANNING
0.00	0.00	0.00	Electric Superintendent
0.60	0.58	0.90	Engineering Technician(s)
<u>0.60</u>	<u>0.58</u>	<u>0.90</u>	
			STREET FUND
0.00	0.00	0.00	Public Works Supervisor
0.54	0.54	0.54	Parks Maintenance Worker
0.25	0.25	0.25	Laborer
0.40	0.00	0.00	Code Enforcement Officer
1.01	1.01	1.01	Utility Workers
<u>2.20</u>	<u>1.80</u>	<u>1.80</u>	
			LIBRARY FUND
1.00	1.00	1.00	Library Director
0.00	0.00	0.00	Library Assistant
2.93	2.50	2.93	Library Associate
<u>3.93</u>	<u>3.50</u>	<u>3.93</u>	
			SENIOR/ DISABLED TRANSPORTATION FUND
0.70	0.70	0.70	Human Resource Officer
0.20	0.20	0.00	City Manager
<u>0.90</u>	<u>0.90</u>	<u>0.70</u>	
			ELECTRIC FUND
1.00	1.00	1.00	Electric Superintendent
1.00	1.00	1.00	Electric Assistant
5.00	5.19	5.00	Line Technicians
1.40	1.32	1.10	Engineering Technician
0.65	0.64	0.60	Building Specialist
1.00	1.00	1.00	Working Line Supervisor
<u>10.05</u>	<u>10.15</u>	<u>9.70</u>	

* Number of positions, not expressed in FTE's

PERSONNEL SUMMARY (Continued)
By Department

<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>Position</u>
<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	
			WATER FUND
0.00	0.00	0.00	Public Works Supervisor
0.31	0.31	0.31	Parks Maintenance Worker
<u>2.32</u>	<u>2.32</u>	<u>2.32</u>	Utility Workers
2.63	2.63	2.63	
			SEWER FUND
2.19	2.19	2.19	Utility Workers
0.26	0.26	0.26	Parks Maintenance Worker
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	Waste Water Supervisor/Plant Operator
3.45	3.45	3.45	
			SOLID WASTE FUND
1.00	1.00	1.00	Sanitation Truck Driver
0.58	0.33	0.33	Parks Maintenance Worker
<u>1.51</u>	<u>1.51</u>	<u>1.51</u>	Utility Worker
3.09	2.84	2.84	
			GOLF COURSE FUND
0.53	0.78	0.78	Parks Maintenance Worker
0.16	0.16	0.16	Utility Worker
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	Laborer
1.69	1.94	1.94	
			WAREHOUSE FUND
0.85	0.85	0.85	Engineering Technician
<u>0.02</u>	<u>0.02</u>	<u>0.02</u>	Utility Worker
0.87	0.87	0.87	
			VEHICLE MAINTENANCE FUND
1.00	1.00	1.00	Senior Mechanic
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	Mechanic
2.00	2.00	2.00	
** 74.17	73.20	73.33	Total FTE's

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