CITY OF MILTON-FREEWATER

FISCAL YEAR 2017

BUDGET

CITY OF MILTON-FREEWATER

FISCAL 2017 BUDGET COMMITTEE

Mayor:	*Lewis Key*
Councilors:	*Steve Irving* *Brad Humbert* *Jeff Anliker* *Orrin Lyon* *Ed Chesnut* *Steven Patten*
Budget Committee:	*Verl Pressnall* *Wes Koklich* *Donavan Phillips* *Suni Danforth*
Budget Officer:	*Linda Hall*

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LOW COST UTILITIES

MILTON-FREEWATER

WATER-SEWER-ELECTRICITY

CITY OF

MILTON-FREEWATER

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

April 4, 2016

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

FROM: **City Manager**

SUBJECT: **Proposed Budget for Fiscal Year 2017**

EXECUTIVE SUMMARY

It is our sincere honor to bring you the City of Milton-Freewater's proposed FY 2017 budget.

As those of you who may have been reading my budget messages for quite some time, you know that I have begun thinking of budget years in terms of "themes", and this year's theme would be **"ON THE VERGE..."** On the verge of what you might ask? Good question. One I cannot completely answer yet...but I know this for sure—things are changing....some changes are positive, some not so much.

FIRST THE "GOOD CHANGES"...

I am convinced that this community is on the cusp of some extremely positive changes.

- We are attracting a significant amount of interest from outside investors and visitors to our area. The formation and designation of a new wine grape growing region known as "the Rocks District of Milton-Freewater" is gaining international notoriety.

- We are seeing the construction of some new stick-built housing spring up, which is a very good indicator of the economy picking up.

- Fuel prices are extremely low currently, which aids in keeping the costs of goods and services fairly steady, and also helps our own fleet costs stay manageable.

- As I write this, the community is considering the passage of a bond issue to build new school buildings and facilities with every dollar of the potential bond measure being matched by private grant monies as well as a State funding match.

- The City has several community partnerships working with us to accomplish community and economic vitality goals. The Milton Freewater Downtown Alliance, Community Development Partnership and the Chamber of Commerce are all working together to effect positive change for Milton Freewater's future.

- Also in the "good news" category, the budget you hold before you is largely without any long term debt service, as many of our 20 year bonds and obligations have been paid off. It is always a very good thing when governments have as low a debt to revenue ratio as possible. Our government falls into this category. We have had to take on some long term debt in the form of very low interest loans to upgrade and repair our wastewater treatment facility, but that is actually a very positive project that will bring our sewage treatment operations into a much safer and effective environment.

UNDER THE "NOT SO GOOD" NEWS SECTION....we are watching several things that I have us popping the ant-acids like candy. Here are a few examples:

- PERS Rates are expected to rise dramatically. While it is thankfully true, our city is locked into some long term steady rates for PERS, we cannot control the decisions that may affect us with regard to future rate increases in the PERS Board shortfalls.

- Unfunded Mandates keep rolling downhill to us. These keep piling up. State and Federal mandates passed onto local governments (where the BUCK STARTS AND STOPS) continue to mount up to huge numbers. For example, our solid waste, sewer and water utilities are constantly being subjected to additional and costly testing requirements and permitting fees. These add up to thousands and thousands of dollars each year. The changes in the mandatory paid sick leave have also had punitive financial effects on not only the city, but our small business owners as well. Also in this category is the ever rising minimum wage mandate.

- Sunsetting Work Force....In the next two years, 21% of our city staff will be eligible for retirement. SEVEN of these are department heads or leads. This will definitely have an effect on operations. No matter how well a company or government plans for succession training and strategies, there will still be a learning curve for folks new to the job.

- Changes in businesses...We are seeing many of our large industrial or commercial businesses close their doors---PGG and Blue Mountain Growers to

name two. These not only leave a hole in our employment numbers, they decrease the bottom line of retail shoppers and utility service revenues. But, we are working on a very exciting business proposal for one of these locations that I hope to be able to tell everyone about soon!

Honestly, a lot of these changes are just part of the ebb and flow of "normal change" as cities, counties and our nation change and evolve over time. Still, we want to be paying attention and planning to survive and thrive. As the saying goes, those who fail to plan, plan to fail. We are determined not to let that happen to Milton Freewater.

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, and 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, and 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 $32,153,925. This is an DECREASE of $256,197 from last year's budget total! Also, the proposed budget before you includes almost TWO MILLION DOLLARS worth of GRANTS! 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 one of our utilities. Water rates are proposed to increase 10%. This is primarily due to increased costs in pumping, chlorine, and testing rate increases. This utility has not had a rate increase since 2009.

We work hard, and will continue to do so, to keep our utility rates 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 budget year we are particularly worried about losses in tax revenue from the Special Library District. At the time I am writing this budget message, we are hearing these losses could amount to several thousand dollars per year.

Despite these concerns, this budget does not propose 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. In this year's budget you will notice an increase in the emergency dispatch operations budget to accommodate a long-overdue update to our dispatch software system that will make communications much more efficient as well as increase officer safety and reporting efforts.

ELECTRIC FUND

Our Electric Utility is the oldest municipal electric utility in the state of Oregon, and offers some of the lowest consumer rates in the nation. We continue to seek every avenue to improve our system and remain committed to exemplary customer service. Recently we have been troubled by outages in our BPA power feed from the north and will be having some frank discussions with BPA on why this is happening and what can be done to improve this. Due to this being a very good "water year" we are estimating that our surplus power sales revenues continue to track as estimated, and therefore **NO RATE INCREASE IS BEING PROPOSED THIS YEAR.**

WATER FUND

Unfortunately this fund will require a 10% rate increase in order to protect its financial health. The ever increasing trend of more and more regulatory mandates and testing expenses, and the increase in pumping costs for our seven deep basaltic wells has taken its toll on the fund's contingency. We have also had to pay for several thousand dollars of legal fees to defend the City's right to manage and control the extension of services. We prevailed in this legal battle last year, but it was definitely costly---over $75,000 in legal fees and bills. The rate increase proposed is expected to raise the average consumer's bill by approximately $5.50 per month.

SEWER FUND

This utility is mid-way through a major construction project to repair and improve the efficiency and operations of our wastewater treatment plant. Much to our shock and dismay, what was estimated to be a $3.305 million dollar project turned into a $4.3 million dollar project once bids were opened! We immediately began beating the bushes to find the additional $1,000,000++ in funding and we were extremely fortunate to find the extra funding in additional grant money ($750,000) and an additional low interest loan ($323,115 at 1%) to make the project happen. We have been working with some phenomenal folks at the Oregon State Infrastructure Finance Authority Department to make this happen. The project is progressing nicely and is on target to be completed in October of 2017. These huge grants and low interest, long term loans have enabled us to keep our sewer rates down to a level that is a fraction of a cost of our neighboring cities. **NO RATE INCREASE IS PROPOSED FOR THIS YEAR.**

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 7,070 of our citizens as well as the City's own garbage services for parks and public facilities. The recent decrease in fuel costs has definitely given this fund a financial boost. We continually explore ways to save money and be more efficient through alternative routes, better equipment and good communication with our customers. This year we will be asking to replace our primary garbage truck, which is a $300,000 expense! Still it is important to have dependable equipment that can save on labor costs and efficiency of service. Due to these on-going efforts we were able 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 over $125,000 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.

This year we received alarming news that the Library District Board may have a budget shortfall of their own, causing them to consider cuts in the amount of tax revenue they pass onto the municipal libraries. This would be devastating to our library's operations, as well as others in the county. The good news is that our Library Director, Erin Wells, is doing a fabulous job writing successful grants for the library's needs---such as ADA accessible doors, new flooring, remodeled children's and teen rooms, etc.

GOLF COURSE

This enterprise fund has reached the critical point. Our staff, Council members and I are running 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. Last year we worked with the Golf Club and the Golf Course Manager to add "foot golf" to the list of attributes the Course offers, and it is gaining popularity, but slowly. There will need to be some very frank discussions in the near future among key people to strategize this fund's future.

We are recommending a small (3%) increase in user fees just to bring it into the black...barely. We have also deferred the loan on the irrigation system for this budget. The fund is still posed to make the interest payment. The future of this fund remains uncertain.

PUBLIC TRANSPORTATION

We offer two primary public transportation services in our small city---a senior and disabled taxi service which offers door to door service, and a general ridership intercity bus program which runs a fixed route service all through Milton Freewater and onto Walla Walla. We fund these programs all with grant funds, matched by the loyal and generous taxpayers who fund a special transportation option tax levy for $60,000 per year. Our staff person in charge of these programs, Teresa Dutcher leverages those taxpayer funds to bring in $260,550 in grant funding! Not a bad return on your investment! Also in this budget are the ear-marked grant funds of $171,000 reserved for an ADA elevator for City Hall, providing we could raise the rest of the funds needed to install the elevator. That match has yet to be identified, but we have a few more years to find the match.

CONCLUSION

So while we are "ON THE VERGE "of many issues and potentials, I am buoyed by the fact that Milton-Freewater's city government is in very sound financial health. This provides our citizens with the steady, stable foundation on which we can build a bright future and weather many storms, if need be. While we will always have challenges---every city does---I remain optimistic about our future. Challenges and problems are just opportunities to grow and improve. We have a lot to be thankful for and proud of!

Respectfully submitted,

Linda Hall
City Manager

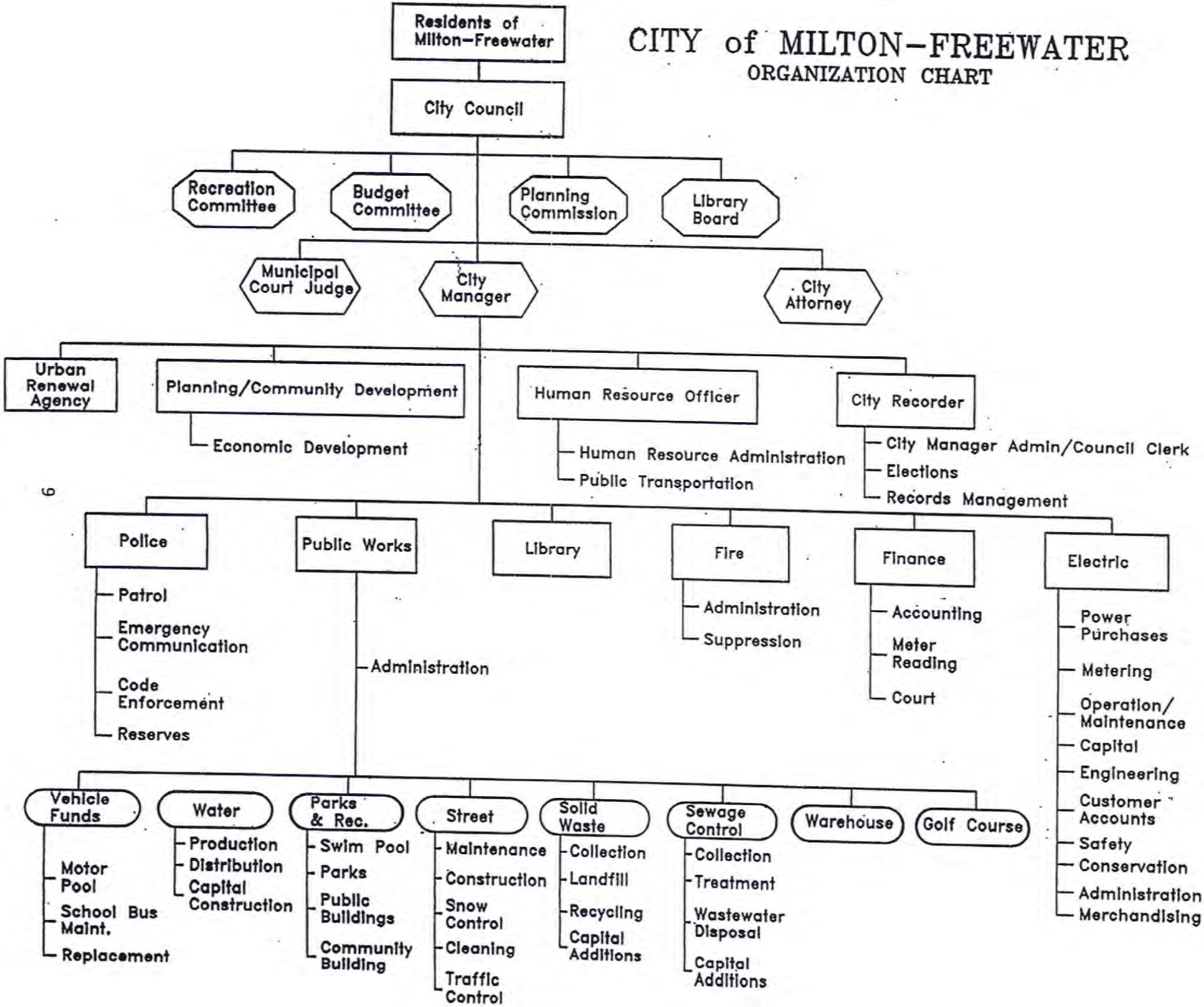
CITY OF MILTON-FREEWATER, OREGON

Budget Calendar Fiscal 2017

01/15	Worksheets distributed to Department Heads.
02/16	Last day to submit Departmental Budget requests to the Finance Director. Department Heads are responsible for meeting this deadline.
03/21	Finance Director will begin meetings with the City Manager to review, revise and balance budgets. Department heads will be on call March 21-25 for budget questions if needed.
03/28	Finance Dept. begins compiling revised budgets and balances all funds.
04/01**	Notice of first Budget meeting to paper (include City web site address).
04/04	City Manager to complete the budget message.
04/04	Begin printing budget.
04/08*	Publish first notice of first budget committee meeting and also post on City web site. (Not less than 5 days before meeting, or more than 30 days.) Include notice of State Revenue Sharing Hearing before Budget Committee. (at least 10 days prior to hearing.)
04/18	Complete preliminary budget, assemble and bind copies
04/18	Deliver budget books to council, department heads and budget committee.
04/28	**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.
05/20**	Send budget summaries and notice of Council hearing to paper.
05/27*	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.
06/13	Budget Hearing before the City Council.
06/13	Budget proposed for adoption at this time.
06/27	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 2017

	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	504,044	6,196,700	381,328	761,426	576,933	0	509,488	627,657	0	9,557,576
Revenues	2,695,221	7,907,911	1,322,000	4,831,783	837,000	178,990	1,270,339	724,300	0	19,767,544
Transfers In	2,352,020	10,444	0	135,544	9,000	0	185,012	136,785	0	2,828,805
Total Resources	5,551,285	14,115,055	1,703,328	5,728,753	1,422,933	178,990	1,964,839	1,488,742	0	32,153,925
City Council	27,671									27,671
City Manager	361,869									361,869
HR	20,825									20,825
City Attorney	20,000									20,000
Municipal Court	153,025									153,025
Finance	796,959									796,959
Planning/Build Inspect/Comm Dev	300,942									300,942
Police/Emergency Communications	1,972,855									1,972,855
Fire	343,276									343,276
Public Works	1,077,060									1,077,060
City Hall	133,290									133,290
Civil Engineering	85,566									85,566
Electric		11,737,876								11,737,876
Water			684,424							684,424
Sewer				4,569,610						4,569,610
Golf Course						176,769				176,769
Solid Waste					724,266					724,266
Special Revenue Uses							1,538,196			1,538,196
Internal Services								1,185,629		1,185,629
Debt Service			145,719	125,595		1,418		0	0	272,732
Total Expenditures	5,293,338	11,737,876	830,143	4,695,205	724,266	178,187	1,538,196	1,185,629	0	26,182,840
Transfers Out	126,612	1,050,508	559,146	596,304	250,367	100	151,720	94,048		2,828,805
Contingency	129,917	1,326,671	164,039	437,244	316,150	703	274,923	127,535		2,777,182
Reserves		0	150,000		132,150			81,530	0	363,680
URA Loans/Building/Eco Devo	1,418									1,418
Total Other Uses	257,947	2,377,179	873,185	1,033,548	698,667	803	426,643	303,113	0	5,971,085
Total Expenditures & Other Uses	5,551,285	14,115,055	1,703,328	5,728,753	1,422,933	178,990	1,964,839	1,488,742	0	32,153,925
Fund Total	0	0	0	0	0	0	0	0	0	0

CITY OF MILTON-FREEWATER
SOURCES OF FUNDING BETWEEN FUNDS
For Fiscal Year 2016-2017

ADMINISTRATIVE TRANSFERS
General Fund

Expenditures	Total $	Electric %	Electric $	Water %	Water $	Sewer %	Sewer $	Solid Waste %	Solid Waste $	General %	General $	Street %	Street $	Vehicle Maintenance %	Vehicle Maintenance $	Warehouse %	Warehouse $	Golf Course %	Golf Course $	9.1.1 Library $	Sick Leave $
City Council	27,671	52%	14,520	11%	3,044	3%	872	3%	872	27%	7,505	1%	291	1%	291	1%	277	0%	0		
City Manager/Recorder	319,885	55%	175,937	11%	35,187	3%	9,597	3%	9,597	25%	79,971	1%	3,199	1%	3,199	1%	3,199	0%	0		
Safety	41,984	50%	20,992	11%	4,618	3%	1,260	3%	1,260	30%	12,596	1%	420	1%	420	1%	420	0%	0		
City Recorder	0	50%	0	11%	0	3%	0	3%	0	30%	0	1%	0	1%	0	1%	0	0%	0		
City Attorney	20,000	52%	10,400	11%	2,200	4%	800	4%	800	26%	5,200	1%	200	1%	200	1%	200	0%	0		
Municipal Court	153,025	0%	0	0%	0	0%	0	0%	0	100%	153,025	0%	0	0%	0	0%	0	0%	0		
Accounting & Billing	796,959	51%	406,449	14%	111,574	10%	79,696	10%	79,696	11%	87,666	1%	7,970	2%	15,939	1%	7,970	0%	0		
Human Resource Admin	20,825	51%	10,621	14%	2,916	10%	2,083	10%	2,083	11%	2,292	1%	208	2%	417	1%	208	0%	0		
Meter Reading	0	74%	0	26%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0		
Community Development	160,615	33%	53,003	25%	40,154	25%	40,154	10%	16,062	7%	11,243	0%	0	0%	0	0%	0	0%	0		
Planning	129,900	22%	28,578	22%	28,578	22%	28,578	10%	12,990	22%	28,579	2%	2,598	0%	0	0%	0	0%	0		
Building Inspection	10,427	0%	0	0%	0	0%	0	0%	0	100%	10,427	0%	0	0%	0	0%	0	0%	0		
Police Patrol	1,396,855	0%	0	0%	0	0%	0	0%	0	100%	1,396,855	0%	0	0%	0	0%	0	0%	0		
Emergency Communication	524,489	22%	115,388	14%	73,428	14%	73,428	0%	0	50%	262,245	0%	0	0%	0	0%	0	0%	0		
Code Enforcement	51,261	0%	0	0%	0	0%	0	0%	0	100%	51,261	0%	0	0%	0	0%	0	0%	0		
Reserves	250	0%	0	0%	0	0%	0	0%	0	100%	250	0%	0	0%	0	0%	0	0%	0		
Fire Administration	158,985	0%	0	0%	0	0%	0	0%	0	100%	158,985	0%	0	0%	0	0%	0	0%	0		
Fire Suppression	184,291	0%	0	0%	0	0%	0	0%	0	100%	184,291	0%	0	0%	0	0%	0	0%	0		
Aquatic Center	225,100	0%	0	0%	0	0%	0	0%	0	100%	225,100	0%	0	0%	0	0%	0	0%	0		
Parks	249,969	0%	0	0%	0	0%	0	0%	0	100%	249,969	0%	0	0%	0	0%	0	0%	0		
Public Buildings	189,105	25%	47,276	25%	47,276	15%	28,366	15%	28,366	20%	37,820	0%	0	0%	0	0%	0	0%	0		
Community Building	27,290	0%	0	0%	0	0%	0	0%	0	100%	27,290	0%	0	0%	0	0%	0	0%	0		
Public Works Admin.	385,596	0%	0	29%	111,823	29%	111,823	17%	65,551	0%	0	14%	53,983	10%	38,560	1%	3,856	0%	0		
Civil Engineering	85,566	0%	0	40%	34,226	40%	34,226	0%	0	0%	0	20%	17,113	0%	0	0%	0	0%	0		
City Hall less Contingency	133,290	25%	33,323	15%	19,994	15%	19,994	11%	14,662	29%	38,653	2%	2,666	2%	2,666	1%	1,333	0%	0		
Transfers	126,612	25%	31,653	15%	18,992	15%	18,992	11%	13,927	29%	36,716	2%	2,532	2%	2,532	1%	1,266	0%	0		
Loan/building/eco devo	1,418	0%	0	0%	0	0%	0	0%	0	100%	1,418	0%	0	0%	0	0%	0	0%	0		
Contingency	129,917	0%	0	0%	0	0%	0	0%	0	100%	129,917	0%	0	0%	0	0%	0	0%	0		
Total	5,551,285		948,140		534,010		449,869		245,867		3,199,272		91,180		64,225		18,729		0 *	0	0
OTHER TRANSFERS																					
Warehouse Operations			-99,737		-24,636		-5,286								0		129,659				
Shop Rent			3,964				-5,000		5,000						-3,964						
Warehouse rent			6,480		0		0		0		0						-6,480				
Sick Leave Liability			-2,631		-500		-605		-500		-1,600		-300		-300		-350		-100	-240	7,126
Library							0				-125,012									125,012	
9.1.1											0									0	
Special Assessment											0										0
	Transfers In		10,444		0		0		5,000		0		0		0		129,659		0	125,012	7,126
	Transf. out		102,368		25,136		10,891		500		126,612		300		4,264		6,830		100	240	0

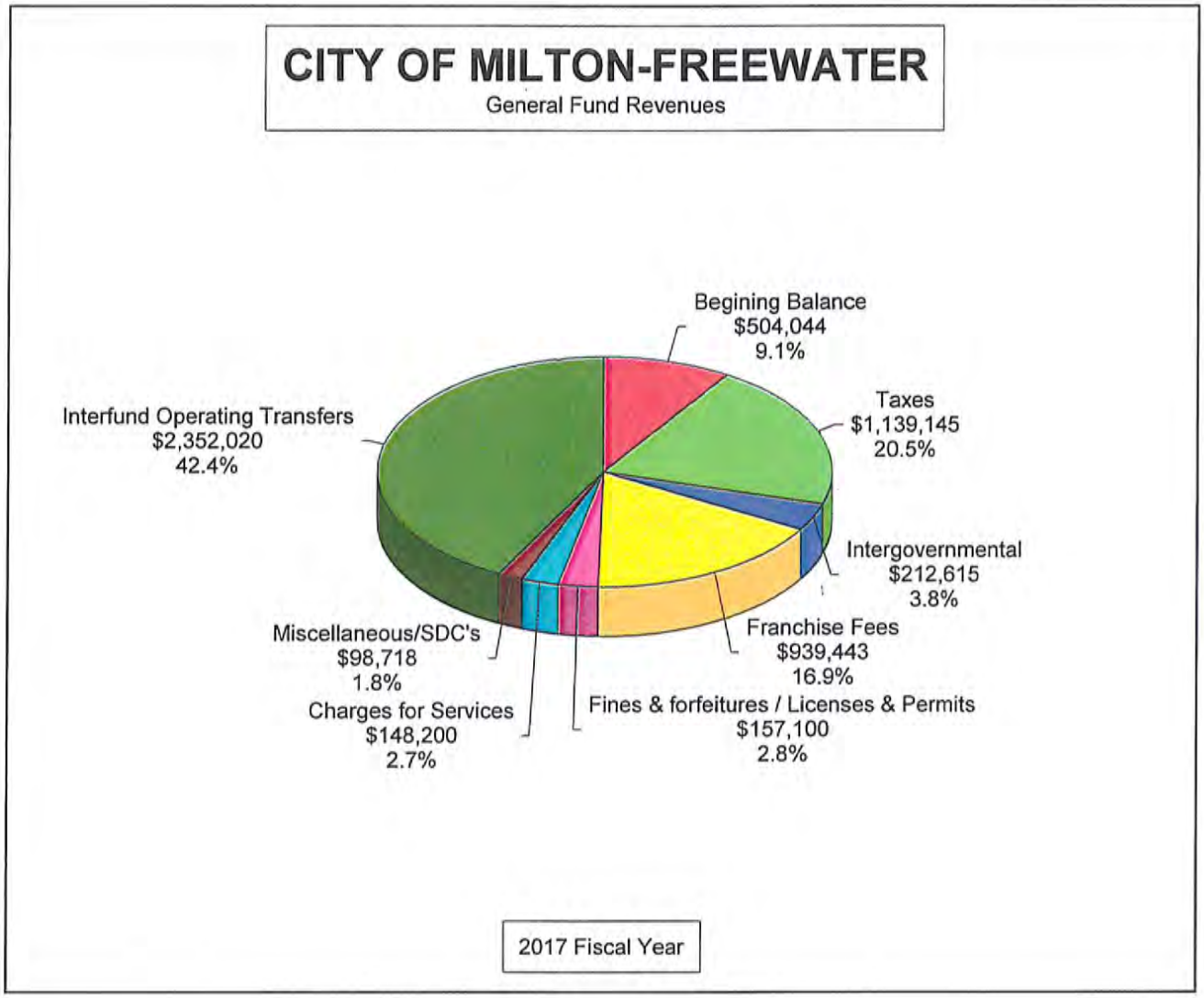
LOW COST UTILITIES

MILTON-FREEWATER

WATER-SEWER-ELECTRICITY

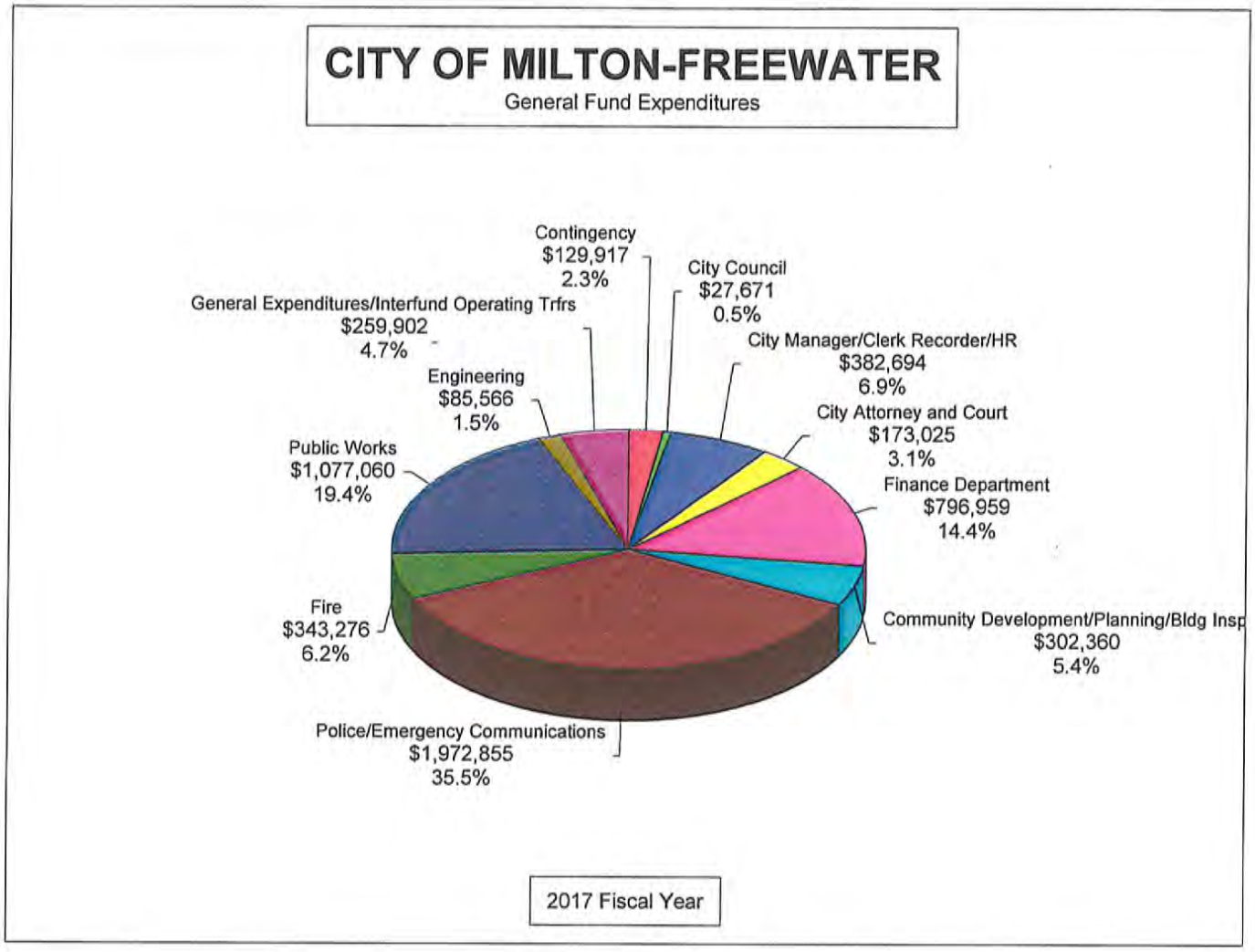
GENERAL FUND

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.



Source	Amount
Begining Balance	$504,044
Taxes	1,139,145
Intergovernmental	212,615
Franchise Fees	939,443
Fines & forfeitures / Licenses & Permits	157,100
Charges for Services	148,200
Miscellaneous/SDC's	98,718
Interfund Operating Transfers	2,352,020
Total	$5,551,285

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.



Use	Amount
Contingency	$129,917
City Council	27,671
City Manager/Clerk Recorder/HR	382,694
City Attorney and Court	173,025
Finance Department	796,959
Community Development/Planning/Bldg Inspect	302,360
Police/Emergency Communications	1,972,855
Fire	343,276
Public Works	1,077,060
Engineering	85,566
General Expenditures/Interfund Operating Trfrs	259,902
Total	$5,551,285

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 2017

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 2016 budget year. This is computed on the electric bill for customers in the City limits. The proceeds are earmarked for public safety expenditure.

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

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

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
TAXES/ASSESSMENTS							
100-400-01	PROPERTY TAX - CURRENT	748,304	933,140	950,566	968,145	968,145	968,145
100-400-02	PROPERTY TAX - PRIOR YEAR	36,563	33,818	40,000	32,000	32,000	32,000
100-400-30	UTILITY USER FEE	138,660	139,828	140,000	139,000	139,000	139,000
	TOTAL TAXES/ASSESSMENTS	923,527	1,106,786	1,130,566	1,139,145	1,139,145	1,139,145
INTERGOVERNMENTAL REVENUE							
100-410-12	LIQUOR TAX	98,826	101,703	92,586	116,914	116,914	116,914
100-410-13	STATE REVENUE SHARING	68,499	70,728	48,600	52,400	52,400	52,400
100-410-15	CIGARETTE TAX	9,494	9,425	10,200	8,401	8,401	8,401
100-410-18	TRANSIENT TAX	18,121	7,431	18,000	12,500	12,500	12,500
100-410-28	LAW ENFORCEMENT VEST GRANT	3,318	0	0	0	0	0
100-410-30	THE COLLINS FOUNDATION GRANT	0	0	20,000	0	0	0
100-410-31	NATN'L ENDOWMENT FOR ARTS GRN	0	0	55,000	20,000	20,000	20,000
100-410-32	OREGON ARTS COMMISSION GRANT	0	0	7,000	0	0	0
100-410-34	TSS SEATBELT GRANT	549	1,890	2,400	2,400	2,400	2,400
100-410-35	HIDTA OVERTIME REIMBURSEMENT	5,082	7,158	9,000	0	0	0
100-410-40	DEPT OF ENERGY EASEMENT	35,000	0	0	0	0	0
100-410-43	BUSINESS ENERGY TAX CREDITS	8,628	0	0	0	0	0
100-410-45	OREGON ST DEPT FORESTRY GRAN	0	0	5,000	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	247,515	198,334	267,786	212,615	212,615	212,615
FRANCHISE REVENUE							
100-420-01	COMMUNICATIONS FRANCHISE	15,834	14,673	17,500	12,500	12,500	12,500
100-420-02	CABLE TV FRANCHISE FEES	46,562	49,123	37,000	35,000	35,000	35,000
100-420-03	GAS FRANCHISE FEES	27,986	24,765	27,000	25,000	25,000	25,000
100-420-10	ELECTRIC FRANCHISE FEES	518,886	525,467	589,307	587,489	587,489	587,489
100-420-11	WATER FRANCHISE FEES	97,099	100,181	96,960	105,440	105,440	105,440
100-420-12	SEWER FRANCHISE FEES	99,527	110,415	107,248	107,248	107,248	107,248
100-420-13	SOLID WASTE FRANCHISE FEES	67,680	72,166	66,768	66,766	66,766	66,766
	TOTAL FRANCHISE REVENUE	873,574	896,789	941,783	939,443	939,443	939,443
FINES & FORFEITURES							
100-430-01	NON-TRAFFIC FINES	23,976	21,188	19,000	19,500	19,500	19,500
100-430-02	TRAFFIC FINES	78,493	72,768	105,000	100,000	100,000	100,000
100-430-03	INDIGENT ATTRNY REIMBURSEMENT	4,124	3,511	2,500	7,500	7,500	7,500
100-430-04	VIOLATION OFFENSE SURCHARGE	1,561	799	4,000	2,000	2,000	2,000
100-430-05	POLICE TRAINING ASSESSMENT	3,756	2,627	4,000	4,200	4,200	4,200
100-430-06	DIVERSION ADMIN FEE	15	0	500	200	200	200
100-430-10	JAIL ASSESSMENTS	1,516	1,108	2,000	1,200	1,200	1,200
100-430-15	JAIL LODGING FEE	1,650	1,113	2,000	1,600	1,600	1,600
100-430-20	VEHICLE IMPOUND FEE	4,275	4,800	7,000	7,200	7,200	7,200
100-430-25	COURT RESTITUTION	100	26	100	100	100	100
	TOTAL FINES & FORFEITURES	119,464	107,942	146,100	143,500	143,500	143,500

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

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

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

Interfund Operating Transfers: **Program #490**. Since the City performs many functions for the other Funds, money is transferred to the General fund to cover the cost of performing accounting and billing functions, general and administrative functions.

Resources Forward: **Program #499**. These are funds carried over from the previous year that were not spent. This amount is necessary to maintain operations until tax revenues begin to be collected and submitted by the county.

SIGNIFICANT BUDGET CHANGES:

Franchise fees for communications continue to decrease as customers go away from land lines to cell phones. Cable TV franchise fees are also decreasing.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY
FISCAL YEAR 2016-17

GENERAL FUND		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
LICENSES & PERMITS							
100-440-01	DOG LICENSES	2,831	3,095	1,000	2,500	2,500	2,500
100-440-03	LIQUOR LICENSES	1,385	1,450	1,400	1,600	1,600	1,600
100-440-04	BUSINESS LICENSES	7,075	7,565	5,600	6,500	6,500	6,500
100-440-10	ZONING PERMITS	2,060	2,350	2,000	2,000	2,000	2,000
100-440-20	YARD SALE PERMITS	970	1,040	1,000	1,000	1,000	1,000
	TOTAL LICENSES & PERMITS	14,321	15,500	11,000	13,600	13,600	13,600
SERVICES							
100-450-16	RENTAL INCOME-COMMUNITY BLDG	6,845	8,765	8,000	7,000	7,000	7,000
100-450-20	AQUATIC CENTER PASSES	13,278	18,503	17,000	17,000	17,000	17,000
100-450-21	AQUATIC CENTER DAILY FEES	68,969	81,003	74,000	74,000	74,000	74,000
100-450-22	AQUATIC CENTER RENTALS	4,110	3,878	4,500	4,500	4,500	4,500
100-450-23	AQUATIC CENTER CONCESSIONS	31,428	42,141	40,000	39,000	39,000	39,000
100-450-24	AQUATIC CENTER LESSONS	5,240	9,242	4,100	6,000	6,000	6,000
100-450-25	AQUATIC CENTER WATER AEROBICS	835	1,228	500	500	500	500
100-450-26	AQUATIC CENTER LOCKER RENT	0	23	0	0	0	0
100-450-30	RECREATION FEES	1,475	2,075	500	200	200	200
100-450-60	CHARTER PAYMENT SERVICES	6,453	0	0	0	0	0
	TOTAL SERVICES	138,633	166,856	148,600	148,200	148,200	148,200
MISCELLANEOUS							
100-470-20	INTEREST EARNED	3,983	1,794	4,000	7,000	7,000	7,000
100-470-25	LOAN PROCEEDS	0	0	460,168	1,418	1,418	1,418
100-470-41	OTHER DONATIONS	2,550	0	300	100	100	100
100-470-45	SERVICE FEES	79,782	77,893	80,000	75,000	75,000	75,000
100-470-99	MISCELLANEOUS	15,936	17,458	15,000	15,000	15,000	15,000
	TOTAL MISCELLANEOUS	102,251	97,145	559,468	98,518	98,518	98,518
SYSTEM DEVELOPMENT CHARGES							
100-485-10	PARK SDC'S	0	0	200	200	200	200
	TOTAL SYSTEM DEVELOPMENT CHA	0	0	200	200	200	200
TRANSFERS							
100-490-21	TRANSFER FROM STREET	85,000	84,312	86,732	91,180	91,180	91,180
100-490-27	TRANSFER FROM 9.1.1.	2,400	0	0	0	0	0
100-490-51	TRANSFER FROM ELECTRIC	887,326	943,419	957,861	948,140	948,140	948,140
100-490-52	TRANSFER FROM WATER	489,957	495,840	507,196	534,010	534,010	534,010
100-490-53	TRANSFER FROM SEWER	390,189	403,691	421,389	449,869	449,869	449,869
100-490-54	TRANSFER FROM SOLID WASTE	212,833	226,351	234,257	245,867	245,867	245,867
100-490-61	TRANSFER FROM WAREHOUSE	16,526	17,663	17,957	18,729	18,729	18,729
100-490-62	TRANSFER FROM VEHICLE MAINT	58,028	60,619	61,935	64,225	64,225	64,225
	TOTAL TRANSFERS	2,142,259	2,231,895	2,287,327	2,352,020	2,352,020	2,352,020
BEGINNING FUND BALANCE							
100-499-10	FUND BALANCE	0	0	234,013	504,044	504,044	504,044
	TOTAL BEGINNING FUND BALANCE	0	0	234,013	504,044	504,044	504,044
	TOTAL REVENUE	4,561,544	4,821,246	5,726,843	5,551,285	5,551,285	5,551,285

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

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

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
CITY COUNCIL							
PERSONNEL SERVICES							
100-5100-101	REGULAR SERVICES- CITY COUNCIL	12,271	11,891	12,271	12,271	12,271	12,271
100-5100-120	EMPLOYEE BENEFITS	953	918	1,225	1,225	1,225	1,225
	TOTAL PERSONNEL SERVICES	13,224	12,809	13,496	13,496	13,496	13,496
OPERATING							
100-5100-200	OPERATING SUPPLIES	76	100	100	150	150	150
100-5100-230	PRINTING AND BINDING	8,608	0	250	175	175	175
100-5100-333	MILEAGE / FUEL	554	1,543	1,800	1,800	1,800	1,800
100-5100-340	MEMBERSHIPS / SUBSCRIPTIONS	5,164	5,340	5,500	5,500	5,500	5,500
100-5100-341	MEETINGS / CONFERENCES	2,248	3,973	4,000	4,500	4,500	4,500
100-5100-371	COMMUNITY SUPPORT	3,524	1,581	500	500	500	500
100-5100-390	MISCELLANEOUS	77	109	50	50	50	50
100-5100-395	PLAQUES AND AWARDS	828	944	1,500	1,500	1,500	1,500
	TOTAL OPERATING	21,079	13,590	13,700	14,175	14,175	14,175
	TOTAL CITY COUNCIL	34,303	26,399	27,196	27,671	27,671	27,671

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2017

PROGRAM:	ADMINISTRATION	**STAFF LEVEL 2017**	1.80 FTE
DEPARTMENT:	CITY MANAGER/RECORDER	**STAFF LEVEL 2016**	1.80 FTE
FUND:	GENERAL		

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

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

Title	2017 FTE	2016 FTE
City Manager	0.80	0.80
City Recorder	1.00	1.00
Total	**1.80**	**1.80**

BUDGET COMMENTS:

REGULAR SERVICES (Acct. 101) reflects personnel costs.
OPERATING SUPPLIES (Acct. 200) includes software programs as well as general office supplies, i.e. pens, paper, ink cartridges.
MINOR EQUIPMENT (Acct. 225) includes computer parts, desks, files, etc.
PRINTING AND BINDING (Acct. 230) covers the binding of the permanent copies of council minutes, resolutions and ordinances
ADVERTISING (Acct. 250) covers the cost of advertising public hearings and legal notices.
COMMUNICATION (Acct. 260) covers phone and internet costs.
REPAIR AND MAINTENANCE (Acct. 280) covers minor repairs of office equipment.
MEMBERSHIP/DUES (Acct. 340) provides for ICMA, OCCMA, Municipal Recorders Association dues and subscriptions, and Rotary Club dues.
MEETINGS/CONFERENCES (Acct. 341) covers the attendance at professional conferences and trainings to keep current on legal and professional knowledge and skills to better serve the public. This budget has been purposely underspent for the last years, but is maintained this year to enable staff to get caught up on legislative briefings and training.
MISCELLANEOUS (Acct. 390) covers unanticipated minor expenditures during the year.
FURNITURE AND FIXTURES (Acct. 420) covers cost of minor furniture purchases.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
CITY MANAGER							
PERSONNEL SERVICES							
100-5210-101	REGULAR SERVICES- CITY MANAGE	68,069	114,914	171,114	175,396	175,396	175,396
100-5210-120	EMPLOYEE BENEFITS	18,495	36,545	125,450	130,074	130,074	130,074
	TOTAL PERSONNEL SERVICES	86,564	151,459	296,564	305,470	305,470	305,470
OPERATING							
100-5210-200	OFFICE SUPPLIES	259	79	850	850	850	850
100-5210-225	MINOR EQUIPMENT	0	0	100	100	100	100
100-5210-230	PRINTING AND BINDING	0	0	100	50	50	50
100-5210-250	ADVERTISING	0	0	600	600	600	600
100-5210-255	ELECTION COSTS	0	0	50	0	0	0
100-5210-260	COMMUNICATION	736	812	2,020	2,020	2,020	2,020
100-5210-280	REPAIR AND MAINTENANCE	0	0	200	200	200	200
100-5210-333	MILEAGE / FUEL	1,500	3,885	7,200	7,200	7,200	7,200
100-5210-340	MEMBERSHIPS / DUES	639	992	1,400	1,400	1,400	1,400
100-5210-341	MEETINGS / CONFERENCES	1,553	947	1,300	1,300	1,300	1,300
100-5210-390	MISCELLANEOUS	104	280	300	300	300	300
	TOTAL OPERATING	4,790	6,996	14,120	14,020	14,020	14,020
CAPITAL							
100-5210-420	FURNITURE AND TECHNOLOGY	0	32	350	395	395	395
	TOTAL CAPITAL	0	32	350	395	395	395
	TOTAL CITY MANAGER	91,354	158,487	311,034	319,885	319,885	319,885

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: SAFETY PROGRAM **STAFF LEVEL 2017:** 0.35 FTE
DEPARTMENT: CITY MANAGER **STAFF LEVEL 2016:** 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:

Title	2017 FTE	2016 FTE
Building Specialist	0.30	0.35
Planning/Fire Assistant	0.05	0.05
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.

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
SAFETY							
PERSONNEL SERVICES							
100-5220-101	REGULAR SERVICES- SAFETY	18,971	19,471	21,346	21,881	21,881	21,881
100-5220-102	PART TIME	1,359	793	1,535	1,645	1,645	1,645
100-5220-120	EMPLOYEE BENEFITS	13,663	14,355	16,631	17,058	17,058	17,058
	TOTAL PERSONNEL SERVICES	33,993	34,619	39,512	40,584	40,584	40,584
OPERATING							
100-5220-200	OPERATING SUPPLIES	62	19	300	300	300	300
100-5220-320	PROFESSIONAL SERVICE	333	292	500	500	500	500
100-5220-341	MEETINGS / CONFERENCES	86	0	500	500	500	500
100-5220-390	MISCELLANEOUS	44	32	100	100	100	100
	TOTAL OPERATING	524	343	1,400	1,400	1,400	1,400
	TOTAL SAFETY	34,517	34,962	40,912	41,984	41,984	41,984

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CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
CITY RECORDER							
PERSONNEL SERVICES							
100-5300-101	REGULAR SERVICES-CITY RECORDE	74,376	71,438	0	0	0	0
100-5300-120	EMPLOYEE BENEFITS	42,082	44,636	0	0	0	0
	TOTAL PERSONNEL SERVICES	116,458	116,074	0	0	0	0
OPERATING							
100-5300-200	OPERATING SUPPLIES	143	145	0	0	0	0
100-5300-250	ADVERTISING	333	606	0	0	0	0
100-5300-255	ELECTION COSTS	50	0	0	0	0	0
100-5300-260	COMMUNICATION	447	458	0	0	0	0
100-5300-333	MILEAGE / FUEL	0	3,600	0	0	0	0
100-5300-340	MEMBERSHIPS / SUBSCRIPTIONS	365	205	0	0	0	0
100-5300-341	MEETINGS / CONFERENCES	30	261	0	0	0	0
100-5300-390	MISCELLANEOUS	92	139	0	0	0	0
	TOTAL OPERATING	1,460	5,415	0	0	0	0
CAPITAL							
100-5300-420	FURNITURE AND TECHNOLOGY	220	0	0	0	0	0
	TOTAL CAPITAL	220	0	0	0	0	0
	TOTAL CITY RECORDER	118,138	121,489	0	0	0	0

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

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 $195/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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
CITY ATTORNEY							
OPERATING							
100-5410-320	CITY ATTORNEY	15,158	9,264	20,000	20,000	20,000	20,000
	TOTAL OPERATING	15,158	9,264	20,000	20,000	20,000	20,000
	TOTAL CITY ATTORNEY	15,158	9,264	20,000	20,000	20,000	20,000

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: MUNICIPAL COURT
DEPARTMENT: FINANCE
FUND: GENERAL

STAFF LEVEL 2017: 1.13 FTE
STAFF LEVEL 2016: 1.13 FTE

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

Title	2017 FTE	2016 FTE
Judge	0.13	0.13
Court Clerk	1.00	1.00
Total	**1.13**	**1.13**

BUDGET COMMENTS:

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

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

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

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

	2010	2011	2012	2013	2014	2015
Revenues	168,552	176,510	161,564	152,765	119,464	107,492
Operating Expenses	141,300	137,728	153,661	124,843	133,127	141,364
Percentage	119%	128%	105%	122%	.90%	.76%

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
MUNICIPAL COURT							
PERSONNEL SERVICES							
100-5420-101	REGULAR SERVICES-MUNICIPAL CRT	53,584	61,514	65,722	68,263	68,263	68,263
100-5420-120	EMPLOYEE BENEFITS	32,798	32,779	33,766	37,662	37,662	37,662
	TOTAL PERSONNEL SERVICES	86,383	94,292	99,488	105,925	105,925	105,925
OPERATING							
100-5420-200	OPERATING SUPPLIES	133	279	100	150	150	150
100-5420-320	PROFESSIONAL SERVICES	24,451	23,805	22,000	22,800	22,800	22,800
100-5420-322	LEGAL SERVICES	21,620	22,800	23,400	23,400	23,400	23,400
100-5420-340	MEMBERSHIPS/ SUBSCRIPTIONS	0	100	150	150	150	150
100-5420-341	MEETINGS / CONFERENCES	400	0	400	500	500	500
100-5420-390	MISCELLANEOUS	140	88	100	100	100	100
	TOTAL OPERATING	46,745	47,072	46,150	47,100	47,100	47,100
	TOTAL MUNICIPAL COURT	133,127	141,364	145,638	153,025	153,025	153,025

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: ACCOUNTING & BILLING **STAFF LEVEL 2017:** 6.00 FTE
DEPARTMENT: FINANCE **STAFF LEVEL 2016:** 6.00 FTE
FUND: GENERAL

Mission Statement:

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

PROGRAM DESCRIPTION:

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

PERSONNEL:

Title	2017 FTE	2016 FTE
Finance Director	1.00	1.00
Accounting Supervisor	1.00	1.00
Utility Billing Clerk	1.00	1.00
Account Clerk	2.00	2.00
Payroll Clerk	1.00	1.00
Total	**6.00**	**6.00**

BUDGET COMMENTS:

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

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

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

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

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

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

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

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

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
ACCOUNTING & BILLING							
PERSONNEL SERVICES							
100-5510-101	REGULAR SERVICES-ACCTG & BILLG	350,285	350,018	364,006	379,605	379,605	379,605
100-5510-105	OVERTIME	333	1,249	500	400	400	400
100-5510-110	ALLOWANCES	3,632	3,611	3,600	3,600	3,600	3,600
100-5510-120	EMPLOYEE BENEFITS	184,963	199,404	228,920	242,949	242,949	242,949
	TOTAL PERSONNEL SERVICES	539,212	554,282	597,026	626,554	626,554	626,554
OPERATING							
100-5510-200	OPERATING SUPPLIES	7,667	10,831	12,670	12,970	12,970	12,970
100-5510-225	MINOR EQUIPMENT	217	109	400	400	400	400
100-5510-230	PRINTING AND BINDING	0	0	75	75	75	75
100-5510-250	ADVERTISING	0	84	200	200	200	200
100-5510-260	COMMUNICATION	4,125	4,562	3,600	3,800	3,800	3,800
100-5510-265	POSTAGE	32,164	39,092	34,910	35,940	35,940	35,940
100-5510-280	REPAIR AND MAINTENANCE	21,434	25,881	23,220	25,800	25,800	25,800
100-5510-320	PROFESSIONAL SERVICES	46,093	49,859	43,000	44,290	44,290	44,290
100-5510-321	AUDIT	34,500	34,409	37,000	38,110	38,110	38,110
100-5510-330	VEHICLE REPLACEMENT / RENT	840	840	840	840	840	840
100-5510-333	MILEAGE / FUEL	45	0	100	100	100	100
100-5510-340	MEMBERSHIPS / SUBSCRIPTIONS	665	675	680	680	680	680
100-5510-341	MEETINGS / CONFERENCES	2,149	2,360	2,400	2,800	2,800	2,800
100-5510-390	MISCELLANEOUS	785	444	600	600	600	600
	TOTAL OPERATING	150,685	169,146	159,695	166,605	166,605	166,605
CAPITAL							
100-5510-420	FURNITURE AND TECHNOLOGY	2,257	1,215	3,800	3,800	3,800	3,800
	TOTAL CAPITAL	2,257	1,215	3,800	3,800	3,800	3,800
	TOTAL ACCOUNTING & BILLING	692,155	724,643	760,521	796,959	796,959	796,959

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM:	HUMAN RESOURCE	**STAFF LEVEL 2017:**	0.30 FTE
DEPARTMENT:	CITY MANAGER	**STAFF LEVEL 2016:**	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:

TITLE	2017 FTE	2016 FTE
Human Resource Officer	0.30	0.30
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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
HUMAN RESOURCE ADMINISTRATION							
PERSONNEL SERVICES							
100-5520-101	REGULAR SERVICES- PERSONNEL	13,939	18,135	17,930	18,745	18,745	18,745
	TOTAL PERSONNEL SERVICES	13,939	18,135	17,930	18,745	18,745	18,745
OPERATING							
100-5520-200	OPERATING SUPPLIES	371	160	150	150	150	150
100-5520-225	MINOR EQUIPMENT	0	0	50	50	50	50
100-5520-250	ADVERTISING	488	490	250	250	250	250
100-5520-260	COMMUNICATION	115	0	100	100	100	100
100-5520-280	REPAIR AND MAINTENANCE	0	0	50	50	50	50
100-5520-320	PROFESSIONAL SERVICE	50	0	150	150	150	150
100-5520-333	MILEAGE / FUEL	0	307	350	350	350	350
100-5520-340	MEMBERSHIPS / SUBSCRIPTIONS	230	235	230	230	230	230
100-5520-341	MEETINGS / CONFERENCES	261	729	550	750	750	750
	TOTAL OPERATING	1,515	1,921	1,880	2,080	2,080	2,080
	TOTAL HUMAN RESOURCE ADMINIST	15,454	20,056	19,810	20,825	20,825	20,825

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: METER READING
DEPARTMENT: FINANCE
FUND: GENERAL

STAFF LEVEL 2017: .00 FTE
STAFF LEVEL 2016: .37 FTE

BASELINE BUDGET DESCRIPTION:

This program provides meter reading for all water and electric meters. The city has replaced water and electric meters that were read by hand to be read remotely. This new AMI system is up & running. There are four cycles of billing per month, with a portion of meters read each week. All meters are read and billed each month. The electric & water departments are trouble shooting meters that are not being read remotely.

PERSONNEL:

Title	2017 FTE	2016 FTE
Part Time Meter Reader	.00	.37
Total	**.00**	**.37**

Budget Comments

No budget for Fiscal Year 2017.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
METER READING							
PERSONNEL SERVICES							
100-5530-101	REGULAR SERVICES-METER READIN	28,321	21,287	8,072	0	0	0
100-5530-105	OVERTIME	77	0	0	0	0	0
100-5530-120	EMPLOYEE BENEFITS	16,428	10,429	6,011	0	0	0
	TOTAL PERSONNEL SERVICES	44,826	31,716	14,083	0	0	0
OPERATING							
100-5530-200	OPERATING SUPPLIES	96	114	100	0	0	0
100-5530-220	PERSONAL PROTECTIVE EQUIP	64	0	200	0	0	0
100-5530-225	MINOR EQUIPMENT	100	0	100	0	0	0
100-5530-260	COMMUNICATION	360	156	200	0	0	0
100-5530-280	REPAIR AND MAINTENANCE	0	0	250	0	0	0
100-5530-300	UNIFORM MAINTENANCE	160	0	200	0	0	0
100-5530-330	VEHICLE REPLACEMENT / RENT	8,196	3,072	3,075	0	0	0
	TOTAL OPERATING	8,976	3,342	4,125	0	0	0
	TOTAL METER READING	53,803	35,058	18,208	0	0	0

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: ECONOMIC DEVELOPMENT
DEPARTMENT: COMMUNITY DEVELOPMENT
FUND: GENERAL

STAFF LEVEL 2017: 1.20 FTE
STAFF LEVEL 2016: 1.20 FTE

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:

Title	2017 FTE	2016 FTE
Community Development Supervisor	1.00	1.00
Assistant	0.10	0.10
City Planner	0.10	0.10
Total	**1.20**	**1.20**

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.

SKY OVER MILTON: Acct. 375) supports the production of the Sky Over Milton project.

FURNITURE AND TECHNOLOGY: (Acct. 420) small reserve to cover the replacement of furniture and fixtures for the department. Purchase Tablet for the Community Development Department.

SIGNIFICANT BUDGET CHANGES: the production of Sky Over Milton project.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
COMMUNITY DEVELOPMENT							
PERSONNEL SERVICES							
100-5610-101	REGULAR SERVICES-ECONOMIC DE	25,552	47,178	69,017	71,070	71,070	71,070
100-5610-102	PART TIME	3,944	2,020	4,520	4,635	4,635	4,635
100-5610-120	EMPLOYEE BENEFITS	10,275	29,378	48,097	49,470	49,470	49,470
	TOTAL PERSONNEL SERVICES	39,772	78,577	121,634	125,175	125,175	125,175
OPERATING							
100-5610-200	OPERATING SUPPLIES	500	682	700	700	700	700
100-5610-250	ADVERTISING	498	0	500	500	500	500
100-5610-260	COMMUNICATION	447	690	760	1,140	1,140	1,140
100-5610-280	REPAIR AND MAINTENANCE	0	44	250	250	250	250
100-5610-320	PROFESSIONAL SERVICES	74	0	250	250	250	250
100-5610-333	MILEAGE / FUEL	0	0	3,600	3,600	3,600	3,600
100-5610-341	MEETINGS / CONFERENCES	520	1,808	1,000	1,000	1,000	1,000
100-5610-371	ECO DEVO/TOURISM	10,118	6,524	7,200	7,500	7,500	7,500
100-5610-375	SKY OVER MILTON - PRODUCTION	0	0	82,000	20,000	20,000	20,000
	TOTAL OPERATING	12,156	9,747	96,260	34,940	34,940	34,940
CAPITAL							
100-5610-420	FURNITURE AND TECHNOLOGY	0	0	500	500	500	500
	TOTAL CAPITAL	0	0	500	500	500	500
	TOTAL COMMUNITY DEVELOPMENT	51,928	88,324	218,394	160,615	160,615	160,615

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM:	PLANNING	**STAFF LEVEL 2017:**	1.36 FTE
DEPARTMENT:	COMMUNITY DEVELOPMENT	**STAFF LEVEL 2016:**	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:

Title	2017 FTE	2016 FTE
City Planner	0.86	0.86
Assistant	0.50	0.50
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.

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
PLANNING							
PERSONNEL SERVICES							
100-5620-101	REGULAR SERVICES- PLANNING	49,929	57,062	52,000	53,500	53,500	53,500
100-5620-102	PART TIME	21,529	20,922	21,900	21,500	21,500	21,500
100-5620-105	OVERTIME	144	0	0	0	0	0
100-5620-120	EMPLOYEE BENEFITS	42,465	44,720	48,970	49,000	49,000	49,000
	TOTAL PERSONNEL SERVICES	114,067	122,704	122,870	124,000	124,000	124,000
OPERATING							
100-5620-200	OFFICE SUPPLIES	551	601	700	700	700	700
100-5620-225	MINOR EQUIPMENT	100	115	100	100	100	100
100-5620-250	ADVERTISING	44	302	350	350	350	350
100-5620-260	COMMUNICATION	447	510	400	550	550	550
100-5620-320	PROFESSIONAL SERVICE	1,098	961	1,000	1,000	1,000	1,000
100-5620-333	MILEAGE / FUEL	36	354	450	450	450	450
100-5620-340	MEMBERSHIPS / DUES	308	310	310	350	350	350
100-5620-341	MEETINGS / CONFERENCES	1,223	1,675	2,000	2,000	2,000	2,000
100-5620-390	MISCELLANEOUS	86	106	100	100	100	100
	TOTAL OPERATING	3,893	4,935	5,410	5,600	5,600	5,600
CAPITAL							
100-5620-420	FURNITURE AND TECHNOLOGY	0	0	0	300	300	300
	TOTAL CAPITAL	0	0	0	300	300	300
	TOTAL PLANNING	117,960	127,639	128,280	129,900	129,900	129,900

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: BUILDING INSPECTION
DEPARTMENT: PLANNING/BLDG INSPECTION
FUND: GENERAL

STAFF LEVEL 2017: 0.09 FTE
STAFF LEVEL 2016: 0.09 FTE

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

PERSONNEL:

Title	2017 FTE	2016 FTE
City Planner	0.04	0.04
Building Specialist	0.05	0.05
Total	**0.09**	**0.09**

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

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

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

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

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
BUILDING INSPECTION							
PERSONNEL SERVICES							
100-5630-101	REGULAR SERVICES-BLDG INSPECT	4,031	4,074	5,457	5,566	5,566	5,566
100-5630-120	EMPLOYEE BENEFITS	2,829	2,999	4,153	4,386	4,386	4,386
	TOTAL PERSONNEL SERVICES	6,860	7,073	9,610	9,952	9,952	9,952
OPERATING							
100-5630-200	OPERATING SUPPLIES	28	51	100	100	100	100
100-5630-225	MINOR EQUIPMENT	0	0	100	100	100	100
100-5630-260	COMMUNICATION	42	50	75	75	75	75
100-5630-328	BUILDING ABATEMENT	0	0	100	100	100	100
100-5630-333	MILEAGE / FUEL	0	0	50	50	50	50
100-5630-341	MEETINGS / CONFERENCES	0	0	50	50	50	50
	TOTAL OPERATING	70	101	475	475	475	475
	TOTAL BUILDING INSPECTION	6,929	7,174	10,085	10,427	10,427	10,427

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: POLICE PATROL
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2017: 11.0 FTE
STAFF LEVEL 2016: 11.0 FTE

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

Patrol provides public safety by enforcing state and local laws. Patrol answers calls for service, conducts investigations, controls civil unrest, controls violent situations, attends community meetings and works with citizens to resolve criminal problems. In the past as staffing has allowed we have partnered with the Blue Mountain Narcotics Enforcement Team (BENT). When we've done so, this has afforded 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:

Title	2017 FTE	2016 FTE
Police Chief	1.00	1.00
Police Sergeant	1.00	1.00
Police Corporal	1.00	1.00
Police Officers	8.00	8.00
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. This amount increased due to the rising costs of insurance benefits.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
POLICE PATROL							
PERSONNEL SERVICES							
100-5820-101	REGULAR SERVICES-POLICE PATRO	648,187	674,232	692,000	719,603	719,603	719,603
100-5820-105	OVERTIME	32,487	42,616	40,000	41,000	41,000	41,000
100-5820-120	EMPLOYEE BENEFITS	421,343	449,322	475,000	486,184	486,184	486,184
	TOTAL PERSONNEL SERVICES	1,102,017	1,166,170	1,207,000	1,246,787	1,246,787	1,246,787

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. This line shows a substantial increase, due to the department being able to more effectively investigate major cases since the implementation of a detective assignment.

AMMUNITION & RANGE SUPPLIES (Acct. 205) Funds the purchase and maintenance of lethal and less lethal weapons, as well as the purchase of ammunition.

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

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

RADIO REPAIR AND REPLACEMENT (Acct. 282) To be used for replacement of current handheld radios. The current radios are about nine (9) years old. The goal is to replace two or three a year, which would still leave budget monies for repair of the older units when necessary.

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

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

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

MILEAGE (Acct. 333) Pays for fuel used by the department BENT detective when applicable; 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 maintenance training for officers & supervisors.

TRAINING SUBSCRIPTIONS (Acct. 346) This line continues to be zeroed out for the 2017 budget year.

MISCELLANEOUS (Acct. 390) For various minor purchases such as stickers, and other technically non police, but sometimes needed items.

CAPITAL PURCHASES (Acct. 420) Decreased, due to this line reflecting the smaller of two installment payments of a new police/dispatch records management and computer aided dispatch system, known as "New World." The current system, operated under for well over a decade, is by all standards antiquated, and inefficient. The upcoming system is the most modern version of "New World".

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
POLICE PATROL							
OPERATING							
100-5820-200	OPERATING SUPPLIES	1,645	1,731	800	1,100	1,100	1,100
100-5820-201	CRIMINAL INVESTIGATION SUPPLY	761	920	900	1,800	1,800	1,800
100-5820-205	AMMUNITION & RANGE SUPPLIES	1,848	4,007	4,000	3,000	3,000	3,000
100-5820-225	MINOR EQUIPMENT	3,172	575	500	1,000	1,000	1,000
100-5820-230	PRINTING AND BINDING	376	717	800	800	800	800
100-5820-260	COMMUNICATION	4,048	4,831	5,000	5,000	5,000	5,000
100-5820-265	POSTAGE	5,401	2,160	4,500	4,500	4,500	4,500
100-5820-280	REPAIR AND MAINTENANCE	1,532	1,552	1,700	1,600	1,600	1,600
100-5820-282	RADIO REPAIR AND REPLACEMENT	555	721	1,000	800	800	800
100-5820-300	UNIFORM MAINTENANCE	4,172	3,876	5,000	5,000	5,000	5,000
100-5820-315	JAIL OPERATIONS	800	696	800	850	850	850
100-5820-320	PROFESSIONAL SERVICE	2,763	2,745	3,000	2,800	2,800	2,800
100-5820-330	VEHICLE REPLACEMENT / RENT	68,883	70,044	76,250	84,650	84,650	84,650
100-5820-333	MILEAGE / FUEL	2,814	3,087	3,250	3,250	3,250	3,250
100-5820-340	MEMBERSHIPS / SUBSCRIPTIONS	2,450	2,865	2,450	2,450	2,450	2,450
100-5820-341	MEETINGS / CONFERENCES	2,535	3,238	4,500	5,000	5,000	5,000
100-5820-390	MISCELLANEOUS	395	688	500	500	500	500
	TOTAL OPERATING	104,150	104,454	114,950	124,100	124,100	124,100
CAPITAL							
100-5820-420	FURNITURE AND TECHNOLOGY	0	0	42,300	25,968	25,968	25,968
	TOTAL CAPITAL	0	0	42,300	25,968	25,968	25,968
	TOTAL POLICE PATROL	1,206,167	1,270,623	1,364,250	1,396,855	1,396,855	1,396,855

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM:	EMERGENCY COMMUNICATIONS	**STAFF LEVEL 2017:** 6.00 FTE
DEPARTMENT:	POLICE	**STAFF LEVEL 2016:** 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 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:

Title	2017 FTE	2016 FTE
Communications Specialist	6.00	6.00
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.

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
EMERGENCY COMMUNICATIONS							
PERSONNEL SERVICES							
100-5830-101	REGULAR SERVICES-EMERGENCY C	259,983	255,092	289,149	305,000	305,000	305,000
100-5830-102	PART TIME	1,565	602	3,000	5,000	5,000	5,000
100-5830-105	OVERTIME	13,083	14,746	12,000	15,000	15,000	15,000
100-5830-120	EMPLOYEE BENEFITS	148,554	168,253	171,248	199,489	199,489	199,489
	TOTAL PERSONNEL SERVICES	423,185	438,693	475,397	524,489	524,489	524,489
	TOTAL EMERGENCY COMMUNICATIO	423,185	438,693	475,397	524,489	524,489	524,489

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: CODE ENFORCEMENT
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2017: 0.60 FTE
STAFF LEVEL 2016: 0.60 FTE

BASELINE BUDGET DESCRIPTION:
This program provides for enforcement of City ordinances relating to abatement of graffiti, abandoned vehicles, debris, rubbish, noxious vegetation, and on a limited basis, animal control. Beginning this fiscal year, the Code Enforcement Officer is a shared full time position which primarily falls under the supervision of the police department. Sworn personnel also share in the responsibilities of this program.

PERSONNEL:

Title	2017 FTE	2016 FTE
Code Enforcement Officer	0.60	0.60
Total	**0.60**	**0.60**

BUDGET COMMENTS:

REGULAR SERVICES: (Acct. 101) Helps fund a full time Code Enforcement Officer which is shared between the Public Works Department (40% of the cost), and the Police Department, (60% of the cost).

PROFESSIONAL SERVICES: (Acct 320) Funds emergency veterinary services for animals found in need of life saving or humane pain relieving treatment when an owner is unknown or unreachable.

ANIMAL CONTROL (Acct. 327) Funds the cost of impounding dangerous or vicious dogs that pose an imminent threat to citizens or other animals.

VEHICLE REPLACEMENT/RENT: (Acct. 330) Funds the purchase, fuel, repair, and general maintenance on the newer city code vehicle, a Ford Explorer, which is shared between Public Works and the Police Department.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
CODE ENFORCEMENT							
PERSONNEL SERVICES							
100-5840-101	REGULAR SERVICES-CODE ENFORC	21,253	16,387	22,327	23,151	23,151	23,151
100-5840-105	OVERTIME	0	0	200	150	150	150
100-5840-120	EMPLOYEE BENEFITS	6,191	8,251	22,306	20,643	20,643	20,643
	TOTAL PERSONNEL SERVICES	27,444	24,638	44,833	43,944	43,944	43,944
OPERATING							
100-5840-200	OPERATING SUPPLIES	8	214	200	200	200	200
100-5840-225	MINOR EQUIPMENT	0	319	200	200	200	200
100-5840-230	PRINTING AND BINDING	84	200	150	150	150	150
100-5840-300	UNIFORM MAINTENANCE	256	198	500	400	400	400
100-5840-320	PROFESSIONAL SERVICES	150	381	250	150	150	150
100-5840-327	ANIMAL CONTROL	100	600	1,000	700	700	700
100-5840-330	VEHICLE REPLACEMENT / RENT	4,800	3,061	5,517	5,517	5,517	5,517
100-5840-341	MEETINGS / CONFERENCES	0	0	200	0	0	0
	TOTAL OPERATING	5,397	4,972	8,017	7,317	7,317	7,317
	TOTAL CODE ENFORCEMENT	32,841	29,610	52,850	51,261	51,261	51,261

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM:	POLICE VOLUNTEERS	**STAFF LEVEL 2017:** 2.00
DEPARTMENT:	POLICE	
FUND:	GENERAL	**STAFF LEVEL 2016:** 4.00

BASELINE BUDGET DESCRIPTION:
This program supports the Volunteer in Police Services (VIPS), a program registered with U.S. Citizen Corps. The VIPS currently support patrol when the need for non-enforcement police services exceeds the staffing capabilities of the department's sworn personnel.

VIPS perform non-enforcement duties such as home and business checks, speed surveys in school zones, special event traffic control, neighborhood observation patrols and other special assignments. VIPS are a valuable volunteer asset to our city.

This program also supports the Reserve Police Officer Corp when present. There currently is no Reserve program.

PERSONNEL:

Title	2017 VOLUNTEER	2016 VOLUNTEER
Reserve Police Officer	0.00	0.00
Volunteer Police Chaplain	0.00	0.00
Citizen Corps volunteers	2.00	4.00
Total	**2.00**	**4.00**

BUDGET COMMENTS:

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

Budgeted funds provide for a minimum amount of supplies, equipment and training to support a two (2) police service volunteers.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
POLICE RESERVES							
PERSONNEL SERVICES							
100-5850-120	EMPLOYEE BENEFITS-POLICE RESR	57	72	100	100	100	100
	TOTAL PERSONNEL SERVICES	57	72	100	100	100	100
OPERATING							
100-5850-300	UNIFORM MAINTENANCE	129	0	100	100	100	100
100-5850-341	MEETINGS / CONFERENCES	0	0	100	0	0	0
	TOTAL OPERATING	129	0	200	100	100	100
CAPITAL							
100-5850-420	FURNITURE AND TECHNOLOGY	0	0	0	50	50	50
	TOTAL CAPITAL	0	0	0	50	50	50
	TOTAL POLICE RESERVES	186	72	300	250	250	250

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: FIRE ADMINISTRATION
DEPARTMENT: FIRE
FUND: GENERAL

Staff Level 2017: 1.05 FTE
Staff Level 2016: 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:

Title	2017 FTE	2016 FTE
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 Fixtures (Acct. 420): Covers the cost of chairs, desks, filing cabinets etc.

SIGNIFICANT BUDGET CHANGES:

None

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
FIRE ADMINISTRATION							
PERSONNEL SERVICES							
100-5910-101	REGULAR SERVICES- FIRE ADMIN	76,924	78,749	80,553	86,172	86,172	86,172
100-5910-102	PART TIME	2,740	1,844	3,000	3,000	3,000	3,000
100-5910-110	MILEAGE ALLOWANCE	3,632	3,611	3,600	3,600	3,600	3,600
100-5910-120	EMPLOYEE BENEFITS	51,144	50,724	55,101	58,113	58,113	58,113
	TOTAL PERSONNEL SERVICES	134,439	134,928	142,254	150,885	150,885	150,885
OPERATING							
100-5910-200	OPERATING SUPPLIES	75	207	250	250	250	250
100-5910-260	COMMUNICATION	1,275	1,149	1,250	600	600	600
100-5910-270	UTILITIES	5,073	4,042	5,000	5,000	5,000	5,000
100-5910-280	REPAIR AND MAINTENANCE	0	0	150	150	150	150
100-5910-340	MEMBERSHIPS / SUBSCRIPTIONS	285	200	300	300	300	300
100-5910-341	MEETINGS / CONFERENCES	63	50	50	50	50	50
100-5910-370	CITY FUNCTIONS	751	807	1,000	1,500	1,500	1,500
100-5910-390	MISCELLANEOUS	5	115	250	250	250	250
	TOTAL OPERATING	7,528	6,571	8,250	8,100	8,100	8,100
CAPITAL							
100-5910-420	FURNITURE AND TECHNOLOGY	0	0	250	0	0	0
	TOTAL CAPITAL	0	0	250	0	0	0
	TOTAL FIRE ADMINISTRATION	141,967	141,499	150,754	158,985	158,985	158,985

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: FIRE SUPPRESSION
DEPARTMENT: FIRE
FUND: GENERAL

Staff Level 2017: 21.00 Volunteer Firefighters
Staff Level 2016: 21.00 Volunteer Firefighters

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

The Fire Suppression Program consists of 21 volunteer 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:

Title	2017 VTE	2016 VTE	% Change
Volunteer Firefighters	21.00	21.00	0%
Total	**21.00**	**21.00**	**0%**

BUDGET COMMENTS:

Personnel Services (Acct. 102-120): Monthly retainer/stipend and limited benefits of 21 volunteer 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:

(Acct. 120): Increased by $9,643 due to a rate increase for worker's compensation insurance.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
FIRE SUPPRESSION							
PERSONNEL SERVICES							
100-5920-102	VOLUNTEER FIREFIGHTERS	73,860	71,085	73,560	73,500	73,500	73,500
100-5920-120	EMPLOYEE BENEFITS	14,131	15,350	9,670	18,400	18,400	18,400
	TOTAL PERSONNEL SERVICES	87,991	86,436	83,230	91,900	91,900	91,900
OPERATING							
100-5920-200	OPERATING SUPPLIES	309	132	250	250	250	250
100-5920-220	PERSONAL PROTECTIVE EQUIP	11,222	14,450	15,000	14,000	14,000	14,000
100-5920-225	MINOR EQUIPMENT	13,605	10,834	13,000	11,500	11,500	11,500
100-5920-260	COMMUNICATION	27	23	75	0	0	0
100-5920-280	REPAIR AND MAINTENANCE	1,001	689	1,000	1,000	1,000	1,000
100-5920-282	RADIO REPAIR AND REPLACEMENT	1,598	421	1,500	1,500	1,500	1,500
100-5920-300	UNIFORM MAINTENANCE	0	374	500	500	500	500
100-5920-320	PROFESSIONAL SERVICE	7,442	6,652	8,000	8,000	8,000	8,000
100-5920-330	VEHICLE REPLACEMENT / RENT	42,096	41,304	48,394	54,641	54,641	54,641
100-5920-333	MILEAGE / FUEL	0	0	250	250	250	250
100-5920-341	MEETINGS / CONFERENCES	118	150	500	500	500	500
100-5920-390	MISCELLANEOUS	0	96	250	250	250	250
	TOTAL OPERATING	77,416	75,126	88,719	92,391	92,391	92,391
	TOTAL FIRE SUPPRESSION	165,407	161,562	171,949	184,291	184,291	184,291

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: AQUATIC CENTER
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2017: 5.03 FTE
STAFF LEVEL 2016: 5.03 FTE

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

The aquatic center is located in the City's Yantis Park at the corner of DeHaven and SW 2nd, in the west central part of the City. The facility was 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 which has been paid in full!

The center includes a 25 meter six lane pool, 170' flume water slide, bathhouse, concession stand and other various amenities. The center staff consists of manager(s), 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:

Title	2017 FTE	2016 FTE
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	1.00	1.00
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 & FIXTURES (Acct. 420) provides funding for maintenance at the facility.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
AQUATIC CENTER							
PERSONNEL SERVICES							
100-6130-101	REGULAR SERVICES- AQUATIC CNTR	5,825	6,835	8,960	9,350	9,350	9,350
100-6130-102	PART TIME	97,530	101,461	105,008	107,500	107,500	107,500
100-6130-105	OVERTIME	1,864	2,129	3,500	4,000	4,000	4,000
100-6130-120	EMPLOYEE BENEFITS	15,679	16,429	25,000	25,000	25,000	25,000
	TOTAL PERSONNEL SERVICES	120,898	126,854	142,468	145,850	145,850	145,850
OPERATING							
100-6130-200	OPERATING SUPPLIES	18,014	21,335	23,000	24,000	24,000	24,000
100-6130-210	CONCESSION SUPPLIES	18,621	25,337	27,000	27,000	27,000	27,000
100-6130-225	MINOR EQUIPMENT	654	154	400	400	400	400
100-6130-250	ADVERTISING	60	0	400	400	400	400
100-6130-260	COMMUNICATION	746	944	800	950	950	950
100-6130-270	UTILITIES	12,290	6,608	19,500	15,500	15,500	15,500
100-6130-280	REPAIR AND MAINTENANCE	4,562	7,006	5,000	6,000	6,000	6,000
100-6130-320	PROFESSIONAL SERVICE	0	306	1,050	1,050	1,050	1,050
100-6130-330	VEHICLE REPLACEMENT / RENT	1,404	1,404	1,401	1,450	1,450	1,450
100-6130-390	MISCELLANEOUS	1,519	845	500	500	500	500
	TOTAL OPERATING	57,869	63,940	79,051	77,250	77,250	77,250
CAPITAL							
100-6130-420	FURNITURE AND TECHNOLOGY	980	1,500	2,000	2,000	2,000	2,000
	TOTAL CAPITAL	980	1,500	2,000	2,000	2,000	2,000
	TOTAL AQUATIC CENTER	179,747	192,294	223,519	225,100	225,100	225,100

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: PARKS
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2017: 2.31FTE
STAFF LEVEL 2016: 2.31FTE

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 52 acres.

PERSONNEL:

Title	2017 FTE	2016 FTE
Utility Worker	0.22	0.22
Parks Maintenance Worker	1.29	1.29
Laborer	0.80	0.80
Total	**2.31**	**2.31**

OBJECTIVES:

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

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) for purchasing herbicides, grass seed, fertilizer, restroom facility supplies as well as property taxes.
PERSONAL PROTECTIVE EQUIP (Acct. 220) covers the replacement of worn coats and coveralls, steel toed boots, safety glasses, etc.
MINOR EQUIPMENT (Acct. 225) funds small equipment items such as tools, shovels, rakes, etc.
COMMUNICATION (Acct. 260) covers cellular phone usage by the crew lead.
UTILITIES (Acct. 270) costs for electric, sewer, water and solid waste services.
REPAIR & MAINTENANCE (Acct. 280) provides for repairs needed.
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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
PARKS							
PERSONNEL SERVICES							
100-6140-101	REGULAR SERVICES- PARKS	61,879	73,891	71,200	73,290	73,290	73,290
100-6140-102	PART TIME	13,140	10,064	12,200	12,500	12,500	12,500
100-6140-105	OVERTIME	1,164	504	1,000	1,000	1,000	1,000
100-6140-120	EMPLOYEE BENEFITS	48,079	50,170	52,800	54,100	54,100	54,100
	TOTAL PERSONNEL SERVICES	124,261	134,630	137,200	140,890	140,890	140,890
OPERATING							
100-6140-200	OPERATING SUPPLIES	6,360	8,294	9,500	9,700	9,700	9,700
100-6140-220	PERSONAL PROTECTIVE EQUIP	429	855	1,000	1,500	1,500	1,500
100-6140-225	MINOR EQUIPMENT	1,004	508	1,000	1,500	1,500	1,500
100-6140-260	COMMUNICATION	360	360	360	360	360	360
100-6140-270	UTILITIES	46,282	50,447	51,500	54,000	54,000	54,000
100-6140-280	REPAIR AND MAINTENANCE	6,843	7,600	8,000	8,200	8,200	8,200
100-6140-320	PROFESSIONAL SERVICES	57	95	300	300	300	300
100-6140-330	VEHICLE REPLACEMENT / RENT	29,930	30,312	30,319	30,319	30,319	30,319
100-6140-341	MEETINGS / CONFERENCES	0	37	300	300	300	300
100-6140-390	MISCELLANEOUS	278	386	400	400	400	400
	TOTAL OPERATING	91,544	98,894	102,679	106,579	106,579	106,579
CAPITAL							
100-6140-480	IMPROVEMENTS OTHER THAN BLDG	0	0	2,500	2,500	2,500	2,500
	TOTAL CAPITAL	0	0	2,500	2,500	2,500	2,500
	TOTAL PARKS	215,805	233,524	242,379	249,969	249,969	249,969

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: PUBLIC BUILDINGS
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2017: 0.82 FTE
STAFF LEVEL 2016: 0.82 FTE

MISSION STATEMENT:

To provide well maintained buildings to encourage good employee morale and provide presentable facilities to customers.

BASELINE BUDGET DESCRIPTION:

The Public Buildings program consists of janitorial services and maintenance of City Hall, Carnegie Library Building, Library, Herb Saager Fire Station, South Fire Station, and Public Works and Electrical Offices located at the City Warehouse. The grounds are maintained under the Parks Program.

PERSONNEL:

Title	2017 FTE	2016 FTE
Laborer	0.20	0.20
Utility Worker	0.32	0.32
Parks Maintenance Worker	0.30	0.30
Total	**0.82**	**0.82**

BUDGET COMMENTS:

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

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

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

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

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

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

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

CAPITAL, BUILDING (Account # 405) includes funding for repairs to the auditorium on the third floor of City Hall.

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
PUBLIC BUILDINGS							
PERSONNEL SERVICES							
100-6210-101	REGULAR SERVICES- PUBLIC BLDGS	34,256	35,807	32,600	36,430	36,430	36,430
100-6210-102	PART TIME	0	0	2,600	2,600	2,600	2,600
100-6210-105	OVERTIME	37	181	200	200	200	200
100-6210-120	EMPLOYEE BENEFITS	20,954	23,446	25,900	26,600	26,600	26,600
	TOTAL PERSONNEL SERVICES	55,248	59,434	61,300	65,830	65,830	65,830
OPERATING							
100-6210-200	OPERATING SUPPLIES	6,255	7,325	8,000	8,000	8,000	8,000
100-6210-220	PERSONAL PROTECTIVE EQUIP	421	175	200	200	200	200
100-6210-225	MINOR EQUIPMENT	0	42	0	0	0	0
100-6210-270	UTILITIES	35,522	37,312	43,000	44,250	44,250	44,250
100-6210-280	REPAIR AND MAINTENANCE	5,357	9,195	8,000	8,000	8,000	8,000
100-6210-300	UNIFORM MAINTENANCE	1,800	1,960	2,010	2,500	2,500	2,500
100-6210-323	JANITORIAL SERVICES	41,862	42,950	45,680	46,825	46,825	46,825
100-6210-330	VEHICLE REPLACEMENT / RENT	3,552	2,496	2,500	2,500	2,500	2,500
100-6210-340	MATERIALS AND SERVICES	0	12	0	0	0	0
	TOTAL OPERATING	94,768	101,468	109,390	112,275	112,275	112,275
CAPITAL							
100-6210-405	BUILDING	21,005	892	11,000	11,000	11,000	11,000
	TOTAL CAPITAL	21,005	892	11,000	11,000	11,000	11,000
	TOTAL PUBLIC BUILDINGS	171,021	161,795	181,690	189,105	189,105	189,105

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

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

STAFF LEVEL 2017: 0.05 FTE
STAFF LEVEL 2016: 0.05 FTE

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

PERSONNEL:

Title	2017 FTE	2016 FTE
Utility Worker	0.01	0.01
Parks Maintenance Worker	0.04	0.04
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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
COMMUNITY BUILDING							
PERSONNEL SERVICES							
100-6220-101	REGULAR SERVICES-COMMUNITY BL	1,584	1,774	2,400	2,470	2,470	2,470
100-6220-105	OVERTIME	4	8	50	50	50	50
100-6220-120	EMPLOYEE BENEFITS	1,169	1,247	1,980	2,030	2,030	2,030
	TOTAL PERSONNEL SERVICES	2,757	3,029	4,430	4,550	4,550	4,550
OPERATING							
100-6220-200	OPERATING SUPPLIES	1,229	1,444	1,000	1,000	1,000	1,000
100-6220-270	UTILITIES	11,377	10,431	12,650	13,500	13,500	13,500
100-6220-280	REPAIR AND MAINTENANCE	981	2,077	2,100	2,100	2,100	2,100
100-6220-323	JANITORIAL SERVICES	4,263	4,337	4,645	4,780	4,780	4,780
100-6220-330	VEHICLE REPLACEMENT / RENT	1,356	1,356	1,360	1,360	1,360	1,360
	TOTAL OPERATING	19,206	19,646	21,755	22,740	22,740	22,740
	TOTAL COMMUNITY BUILDING	21,964	22,674	26,185	27,290	27,290	27,290

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2017: 3.35 FTE
STAFF LEVEL 2016: 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:

Title	2017 FTE	2016 FTE
Public Works Superintendent	1.00	1.00
Assistant/Project Aide	1.00	1.00
Technician	0.15	0.15
Utility Worker	1.20	1.20
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 & FIXTURES (Acct. 420) for updating aged department furniture such as desk(s) and chair(s).

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
PUBLIC WORKS ADMINISTRATION							
PERSONNEL SERVICES							
100-6410-101	REGULAR SERVICES- PUB WRKS AD	173,739	176,611	221,000	227,630	227,630	227,630
100-6410-105	OVERTIME	0	0	150	150	150	150
100-6410-110	MILEAGE ALLOWANCE	3,632	3,611	3,600	3,600	3,600	3,600
100-6410-120	EMPLOYEE BENEFITS	96,341	98,235	139,600	143,500	143,500	143,500
	TOTAL PERSONNEL SERVICES	273,712	278,456	364,350	374,880	374,880	374,880
OPERATING							
100-6410-200	OPERATING SUPPLIES	1,177	872	1,000	1,000	1,000	1,000
100-6410-220	PERSONAL PROTECTIVE EQUIPMEN	0	0	150	150	150	150
100-6410-225	MINOR EQUIPMENT	602	699	750	750	750	750
100-6410-260	COMMUNICATION	1,614	1,739	1,700	1,700	1,700	1,700
100-6410-280	REPAIR AND MAINTENANCE	2,087	3,229	1,500	1,500	1,500	1,500
100-6410-320	PROFESSIONAL SERVICES	95	95	250	250	250	250
100-6410-330	VEHICLE REPLACEMENT / RENT	2,016	2,016	2,016	2,016	2,016	2,016
100-6410-340	MEMBERSHIPS / SUBSCRIPTIONS	338	383	600	600	600	600
100-6410-341	MEETINGS / CONFERENCES	72	0	750	750	750	750
100-6410-390	MISCELLANEOUS	378	693	400	500	500	500
	TOTAL OPERATING	8,378	9,727	9,116	9,216	9,216	9,216
CAPITAL							
100-6410-420	FURNITURE AND TECHNOLOGY	1,500	241	1,500	1,500	1,500	1,500
	TOTAL CAPITAL	1,500	241	1,500	1,500	1,500	1,500
	TOTAL PUBLIC WORKS ADMINISTRAT	283,590	288,424	374,966	385,596	385,596	385,596

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

DEPARTMENT: CITY HALL
FUND: GENERAL

BASELINE BUDGET DESCRIPTION:
This budget provides for a variety of expenses not properly chargeable against any individual program.

BUDGET COMMENTS:

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

COUNTY PROPERTY TAX REFUND (Acct. 375) This line item reflects that payment the City made in FY16 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.

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, 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.

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
CITY HALL							
OPERATING							
100-6500-320	PROFESSIONAL SERVICES	1,281	481	2,500	2,500	2,500	2,500
100-6500-370	CITY FUNCTIONS	4,538	4,718	4,600	5,000	5,000	5,000
100-6500-375	COUNTY PROPERTY TAX REFUND	0	0	74,628	0	0	0
100-6500-380	LIABILITY AND FIRE INSURANCE	90,000	103,500	109,650	119,790	119,790	119,790
100-6500-381	UNEMPLOYMENT INSURANCE	4,291	1,200	6,000	6,000	6,000	6,000
	TOTAL OPERATING	100,110	109,899	197,378	133,290	133,290	133,290
CAPITAL							
100-6500-405	URA LOANS/ BUILDING/ ECO DEVO	0	0	249,146	1,418	1,418	1,418
	TOTAL CAPITAL	0	0	249,146	1,418	1,418	1,418
TRANSFERS							
100-6500-722	TRANSFER TO LIBRARY	128,140	125,942	116,949	125,012	125,012	125,012
100-6500-764	TRANSFER TO SICK LEAVE	1,600	1,600	1,600	1,600	1,600	1,600
	TOTAL TRANSFERS	129,740	127,542	118,549	126,612	126,612	126,612
CONTINGENCY & RESERVES							
100-6500-998	CONTINGENCY	0	0	122,266	129,917	129,917	129,917
	TOTAL CONTINGENCY & RESERVES	0	0	122,266	129,917	129,917	129,917
	TOTAL CITY HALL	229,850	237,441	687,339	391,237	391,237	391,237

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: CIVIL ENGINEERING
DEPARTMENT: ENGINEERING
FUND: GENERAL

STAFF LEVEL 2017: 0.60 FTE
STAFF LEVEL 2016: 0.60 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:

Title	2017 FTE	2016 FTE
Engineering Technician	0.60	0.60
Total	**0.60**	**0.60**

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.

Professional Services was increased to 10,000 this year for upgrades and improvements to our SCADA and AMI systems.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL FUND							
CIVIL ENGINEERING							
PERSONNEL SERVICES							
100-6610-101	REGULAR SERVICES- CIVIL ENGNR	51,681	42,311	37,551	39,732	39,732	39,732
100-6610-120	EMPLOYEE BENEFITS	30,119	23,267	25,804	30,524	30,524	30,524
	TOTAL PERSONNEL SERVICES	81,799	65,579	63,355	70,256	70,256	70,256
OPERATING							
100-6610-200	OPERATING SUPPLIES	662	489	600	600	600	600
100-6610-225	MINOR EQUIPMENT	679	998	800	1,000	1,000	1,000
100-6610-260	COMMUNICATION	894	709	800	850	850	850
100-6610-320	PROFESSIONAL SERVICE	2,233	1,920	6,000	10,000	10,000	10,000
100-6610-330	VEHICLE REPLACEMENT / RENT	1,932	1,932	1,932	860	860	860
100-6610-341	MEETINGS / CONFERENCES	0	450	700	1,000	1,000	1,000
100-6610-390	MISCELLANEOUS	113	215	500	500	500	500
	TOTAL OPERATING	6,512	6,712	11,332	14,810	14,810	14,810
CAPITAL							
100-6610-420	FURNITURE AND TECHNOLOGY	0	0	500	500	500	500
	TOTAL CAPITAL	0	0	500	500	500	500
	TOTAL CIVIL ENGINEERING	88,312	72,291	75,187	85,566	85,566	85,566

LOW COST UTILITIES

MILTON-FREEWATER

WATER-SEWER-ELECTRICITY

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 2017

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.

REVENUE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
STREET							
INTERGOVERNMENTAL REVENUE							
210-410-11	STATE GAS TAX	403,160	407,737	369,000	369,000	369,000	369,000
	TOTAL INTERGOVERNMENTAL REVE	403,160	407,737	369,000	369,000	369,000	369,000
MERCHANDISING							
210-455-71	MERCHANDISING	67	582	100	0	0	0
	TOTAL MERCHANDISING	67	582	100	0	0	0
MISCELLANEOUS							
210-470-20	INTEREST EARNED	1,780	1,736	1,000	1,000	1,000	1,000
210-470-99	MISCELLANEOUS	0	39	0	0	0	0
	TOTAL MISCELLANEOUS	1,780	1,774	1,000	1,000	1,000	1,000
BEGINNING FUND BALANCE							
210-499-10	FUND BALANCE	0	0	214,001	177,816	177,816	177,816
	TOTAL BEGINNING FUND BALANCE	0	0	214,001	177,816	177,816	177,816
	TOTAL REVENUE	405,007	410,093	584,101	547,816	547,816	547,816

PROGRAM: STREET MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: STREET

STAFF LEVEL 2017: 2.20 FTE
STAFF LEVEL 2016: 2.20 FTE

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

Title	2016 FTE	2015 FTE
Utility Worker	1.01	1.01
Parks Maintenance Worker	0.54	0.54
Code Enforcement Officer	0.40	0.40
Laborer	0.25	0.25
Total	**2.20**	**2.20**

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) funds street signs, alley maintenance, snow control materials, etc. This account also provides for payment of property taxes for the parcel of land on Chuckhole Lane.

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

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

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

UTILITIES (Acct. 270) covers costs of street lighting electrical expenses.

REPAIR & MAINTENANCE (Acct. 280) provides for minor repairs needed to department equipment and streets.

PROFESSIONAL SERVICES (Acct. 320) primarily funds our street marking program.

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

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

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

TRANSFER TO STREET IMPROVEMENT (Acct. 721) funds street improvement projects in addition to funding received from the State of Oregon allotted Surface Transportation Program (STP) funding.

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
STREET							
STREET MAINTENANCE							
PERSONNEL SERVICES							
210-6810-101	REGULAR SERVICES- STREET MAINT	67,047	61,906	96,759	98,300	98,300	98,300
210-6810-102	PART TIME	4,563	6,573	4,100	5,000	5,000	5,000
210-6810-105	OVERTIME	449	430	500	500	500	500
210-6810-120	EMPLOYEE BENEFITS	46,197	44,749	72,500	74,200	74,200	74,200
	TOTAL PERSONNEL SERVICES	118,256	113,659	173,859	178,000	178,000	178,000
OPERATING							
210-6810-200	OPERATING SUPPLIES	4,293	4,835	10,345	10,500	10,500	10,500
210-6810-220	PERSONAL PROTECTIVE EQUIP	397	533	500	1,000	1,000	1,000
210-6810-225	MINOR EQUIPMENT	645	6,957	4,800	4,800	4,800	4,800
210-6810-260	COMMUNICATION	360	360	300	300	300	300
210-6810-270	UTILITIES	38,222	44,255	49,500	50,800	50,800	50,800
210-6810-280	REPAIR AND MAINTENANCE	1,564	4,650	6,500	6,500	6,500	6,500
210-6810-300	UNIFORM MAINTENANCE	1,841	1,012	2,350	2,350	2,350	2,350
210-6810-320	PROFESSIONAL SERVICES	14,440	9,118	10,000	10,000	10,000	10,000
210-6810-330	VEHICLE REPLACEMENT / RENT	52,560	52,812	52,813	52,813	52,813	52,813
210-6810-341	MEETINGS / CONFERENCES	31	20	500	500	500	500
210-6810-390	MISCELLANEOUS	290	558	600	600	600	600
	TOTAL OPERATING	114,643	125,110	138,208	140,163	140,163	140,163
TRANSFERS							
210-6810-701	TRANSFER TO GENERAL	85,000	84,312	86,732	91,180	91,180	91,180
210-6810-721	TRANSFER TO STREET IMPROVEME	0	80,000	100,000	60,000	60,000	60,000
210-6810-764	TRANSFER TO SICK LEAVE	300	300	300	300	300	300
	TOTAL TRANSFERS	85,300	164,612	187,032	151,480	151,480	151,480
CONTINGENCY & RESERVES							
210-6810-998	CONTINGENCY	0	0	85,002	78,173	78,173	78,173
	TOTAL CONTINGENCY & RESERVES	0	0	85,002	78,173	78,173	78,173
	TOTAL STREET MAINTENANCE	318,200	403,381	584,101	547,816	547,816	547,816

BUDGET NARRATIVE
Fiscal Year 2017

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.

REVENUE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
STREET IMPROVEMENT							
INTERGOVERNMENTAL REVENUE							
211-410-01	EPA STORMWATER GRANT	7,000	98,476	200,000	0	0	0
211-410-16	OR STATE STP ALLOCATION	0	160,247	80,555	158,703	158,703	158,703
	TOTAL INTERGOVERNMENTAL REVE	7,000	258,723	280,555	158,703	158,703	158,703
LICENSES & PERMITS							
211-440-30	LAND USE FEES	1,015	1,333	500	500	500	500
	TOTAL LICENSES & PERMITS	1,015	1,333	500	500	500	500
MISCELLANEOUS							
211-470-20	INTEREST EARNED	208	216	100	400	400	400
	TOTAL MISCELLANEOUS	208	216	100	400	400	400
TRANSFERS							
211-490-21	TRANSFER FROM STREET	0	80,000	100,000	60,000	60,000	60,000
	TOTAL TRANSFERS	0	80,000	100,000	60,000	60,000	60,000
BEGINNING FUND BALANCE							
211-499-10	FUND BALANCE	0	0	38,000	101,916	101,916	101,916
	TOTAL BEGINNING FUND BALANCE	0	0	38,000	101,916	101,916	101,916
	TOTAL REVENUE	8,223	340,271	419,155	321,519	321,519	321,519
STREET CONSTRUCTION							
CAPITAL							
211-6840-430	EPA STORMWATER EXPENSE	22,715	103,289	219,155	10,000	10,000	10,000
211-6840-480	IMPROVEMENTS OTHER THAN BLDG	2,337	168,366	185,000	311,519	311,519	311,519
	TOTAL CAPITAL	25,052	271,655	404,155	321,519	321,519	321,519
CONTINGENCY & RESERVES							
211-6840-998	CONTINGENCY	0	0	15,000	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	15,000	0	0	0
	TOTAL STREET CONSTRUCTION	25,052	271,655	419,155	321,519	321,519	321,519

Revenue Budget Narrative
Fiscal Year 2017

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 services.

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 $1000 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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
LIBRARY							
INTERGOVERNMENTAL REVENUE							
220-410-01	LIBRARY DISTRICT REVENUES	179,055	187,011	183,820	189,334	189,334	189,334
220-410-03	STATE GRANTS-LIBRARY	1,175	1,258	1,258	1,204	1,204	1,204
220-410-06	SUMMER READING GRANT	2,500	1,000	2,500	1,000	1,000	1,000
220-410-07	M-F AREA FOUNDATION GRANT	0	10,460	0	0	0	0
220-410-37	EURUS LIBRARY GRANT	0	5,840	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	182,730	205,569	187,578	191,538	191,538	191,538
FINES & FORFEITURES							
220-430-50	LIBRARY FINES	2,395	2,091	2,400	3,000	3,000	3,000
	TOTAL FINES & FORFEITURES	2,395	2,091	2,400	3,000	3,000	3,000
SERVICES							
220-450-14	RENTAL INCOME	5,675	5,625	6,011	5,625	5,625	5,625
	TOTAL SERVICES	5,675	5,625	6,011	5,625	5,625	5,625
MISCELLANEOUS							
220-470-20	INTEREST EARNED	64	165	50	20	20	20
220-470-41	DONATIONS	4,689	2,283	3,000	2,500	2,500	2,500
220-470-50	COPIES	346	2,707	2,400	3,200	3,200	3,200
220-470-99	MISCELLANEOUS	692	1,396	700	800	800	800
	TOTAL MISCELLANEOUS	5,791	6,550	6,150	6,520	6,520	6,520
TRANSFERS							
220-490-10	FROM GENERAL	128,140	125,942	116,949	125,012	125,012	125,012
	TOTAL TRANSFERS	128,140	125,942	116,949	125,012	125,012	125,012
BEGINNING FUND BALANCE							
220-499-10	FUND BALANCE	0	0	2,000	19,756	19,756	19,756
	TOTAL BEGINNING FUND BALANCE	0	0	2,000	19,756	19,756	19,756
	TOTAL REVENUE	324,732	345,777	321,088	351,451	351,451	351,451

Expenditure Budget Narrative
Fiscal Year 2017

Fund: Library

Staff Level 2017: 3.93 FTE
Volunteers 2017: 5
Staff Level 2016: 3.93
Volunteers 2016: 7

BASELINE BUDGET DESCRIPTION

The library provides access to print materials, DVDs, Audiobooks, eBooks, computers and WiFi, a play area for young children, a Teen Room, and fun and educational programs for children. Library staff provide services to the public by selecting and processing new materials and we help our patrons in a variety of ways by answering reference questions, computer and technical support, job application assistance, assistance using the internet, and with devices such as iPads and eReaders.

PERSONNEL:

Title	2016 FTE	2017 FTE
Library Director	1.00	1.00
Library Associate	2.93	2.93
Total	**3.93**	**3.93**

BUDGET COMMENTS

Operating Expenses

- Professional Services (acct 320) has been cut
- Miscellaneous (acct 390) has increased to $500
- Repair and Maintenance (acct 280) has increased to $700 to pay for rental of lift for yearly window cleaning
- A new line item (account 348) has been created for expenses for the State Library Early Literacy grant, and expenses related to the Summer Reading program grant.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
LIBRARY							
LIBRARY							
PERSONNEL SERVICES							
220-6600-101	REGULAR SERVICES- LIBRARY	153,833	142,358	137,830	146,769	146,769	146,769
220-6600-102	PART TIME	31,938	24,485	33,337	34,899	34,899	34,899
220-6600-110	MILEAGE ALLOWANCE	3,536	675	0	0	0	0
220-6600-120	EMPLOYEE BENEFITS	109,142	93,490	113,141	120,737	120,737	120,737
	TOTAL PERSONNEL SERVICES	298,449	261,009	284,308	302,405	302,405	302,405
OPERATING							
220-6600-200	OPERATING SUPPLIES	5,103	5,500	5,000	5,000	5,000	5,000
220-6600-235	LIBRARY BOOKS	21,396	14,131	19,000	19,000	19,000	19,000
220-6600-260	COMMUNICATION	2,508	2,565	2,500	2,500	2,500	2,500
220-6600-280	REPAIR AND MAINTENANCE	0	220	500	700	700	700
220-6600-320	PROFESSIONAL SERVICES	870	983	700	0	0	0
220-6600-325	PROGRAMMING	0	0	1,200	1,200	1,200	1,200
220-6600-333	MILEAGE / FUEL	0	333	950	950	950	950
220-6600-340	MEMBERSHIPS / DUES	1,467	680	600	500	500	500
220-6600-341	MEETINGS / CONFERENCES	0	324	500	500	500	500
220-6600-348	EARLY LIT/SUMMER READING	0	0	0	3,200	3,200	3,200
220-6600-390	MISCELLANEOUS	95	8,583	100	500	500	500
	TOTAL OPERATING	31,438	33,318	31,050	34,050	34,050	34,050
CAPITAL							
220-6600-410	CAPITAL	707	1,376	1,500	0	0	0
220-6600-420	FURNITURE AND TECHNOLOGY	0	10,838	500	2,000	2,000	2,000
	TOTAL CAPITAL	707	12,214	2,000	2,000	2,000	2,000
TRANSFERS							
220-6600-764	TRANSFER TO SICK LEAVE	240	240	240	240	240	240
	TOTAL TRANSFERS	240	240	240	240	240	240
CONTINGENCY & RESERVES							
220-6600-998	CONTINGENCIES	0	0	3,490	12,756	12,756	12,756
	TOTAL CONTINGENCY & RESERVES	0	0	3,490	12,756	12,756	12,756
	TOTAL LIBRARY	330,833	306,781	321,088	351,451	351,451	351,451

REVENUE NARRATIVE
Fiscal Year 2017

FUND: PUBLIC TRANSPORATION 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 subsequence ballots, providing us with 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.

REVENUE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SENIOR/DISABLED TRANSP.							
TAXES/ASSESSMENTS							
230-400-01	PROPERTY TAX - CURRENT	56,342	57,591	53,000	53,000	53,000	53,000
230-400-02	PROPERTY TAX - PRIOR YEAR	2,986	2,733	1,500	1,500	1,500	1,500
	TOTAL TAXES/ASSESSMENTS	59,328	60,324	54,500	54,500	54,500	54,500
INTERGOVERNMENTAL REVENUE							
230-410-50	SPECIAL TRANSIT GRANT	37,170	38,992	68,345	68,345	68,345	68,345
230-410-51	STATE TRANSIT GRANT	105,556	20,212	139,000	108,708	108,708	108,708
230-410-53	FEDERAL TRANSIT GRANT	0	56,443	20,000	24,000	24,000	24,000
230-410-54	FED TRANSIT GRANT - CAPITAL	0	0	59,500	59,500	59,500	59,500
230-410-55	FED TRANSIT GRANT - ADA ELEV	0	0	180,000	171,000	171,000	171,000
	TOTAL INTERGOVERNMENTAL REVE	142,726	115,647	466,845	431,553	431,553	431,553
SERVICES							
230-450-70	SENIOR CITIZEN PAYMENTS	7,834	6,246	7,500	7,000	7,000	7,000
230-450-71	GENERAL RIDERSHIP BUS FARE	6,707	3,867	6,500	4,000	4,000	4,000
	TOTAL SERVICES	14,541	10,113	14,000	11,000	11,000	11,000
MISCELLANEOUS							
230-470-20	INTEREST EARNED	2,057	1,628	1,500	1,500	1,500	1,500
	TOTAL MISCELLANEOUS	2,057	1,628	1,500	1,500	1,500	1,500
BEGINNING FUND BALANCE							
230-499-10	FUND BALANCE	0	0	230,000	210,000	210,000	210,000
	TOTAL BEGINNING FUND BALANCE	0	0	230,000	210,000	210,000	210,000
	TOTAL REVENUE	218,652	187,712	766,845	708,553	708,553	708,553

FUND: PUBLIC TRANSPORTATION SERVICES

STAFF LEVEL 2017: 0.90 FTE
STAFF LEVEL 2016: 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.

PERSONNEL:

Title	2017 FTE	2016 FTE
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 approximately $5,400 per month and the taxi contract is $6,000 per month. An additional $200 is budgeted for extra bus services (i.e. using bus to transport council in Christmas parade), and annual fees to Federal Motor Carriers.

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SENIOR/DISABLED TRANSP.							
ADMINISTRATION							
PERSONNEL SERVICES							
230-7600-101	REGULAR SERVICES- SENIOR/DISAB	44,838	66,137	66,130	68,643	68,643	68,643
230-7600-120	EMPLOYEE BENEFITS	32,832	41,407	37,980	41,066	41,066	41,066
	TOTAL PERSONNEL SERVICES	77,670	107,544	104,110	109,709	109,709	109,709
OPERATING							
230-7600-200	OPERATING SUPPLIES	156	288	400	400	400	400
230-7600-225	MINOR EQUIPMENT	3,576	1,705	200	0	0	0
230-7600-250	ADVERTISING- SENIOR/ DISABLED	709	278	900	900	900	900
230-7600-260	COMMUNICATION	282	286	500	500	500	500
230-7600-280	REPAIR AND MAINTENANCE	6,689	4,970	6,000	5,000	5,000	5,000
230-7600-320	PROFESSIONAL SERVICES	105,901	115,431	158,620	140,000	140,000	140,000
230-7600-330	VEHICLE REPLACEMENT / RENT	0	0	70,000	70,000	70,000	70,000
230-7600-333	MILEAGE / FUEL	271	227	300	500	500	500
230-7600-340	MPO MEMBERSHIP DUES	3,564	7,828	5,000	5,800	5,800	5,800
230-7600-341	MEETINGS / CONFERENCES	219	168	750	750	750	750
	TOTAL OPERATING	121,367	131,181	242,670	223,850	223,850	223,850
CAPITAL							
230-7600-410	CAPITAL - ADA ELEVATOR	0	0	200,000	191,000	191,000	191,000
	TOTAL CAPITAL	0	0	200,000	191,000	191,000	191,000
CONTINGENCY & RESERVES							
230-7600-998	CONTINGENCY	0	0	220,065	183,994	183,994	183,994
	TOTAL CONTINGENCY & RESERVES	0	0	220,065	183,994	183,994	183,994
	TOTAL ADMINISTRATION	199,037	238,725	766,845	708,553	708,553	708,553

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

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.

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. Covers the annual maintenance service agreement for our records management/computer aided dispatch system (New World).

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

MEETINGS AND CONFERENCES (Acct. 341) Pays 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.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
911							
INTERGOVERNMENTAL REVENUE							
270-410-14	911 TELEPHONE TAX	33,205	32,668	35,500	35,500	35,500	35,500
270-410-20	OREGON EMERGENCY MGMT GRANT	0	10,293	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	33,205	42,961	35,500	35,500	35,500	35,500
	TOTAL REVENUE	33,205	42,961	35,500	35,500	35,500	35,500
911 OPERATING							
OPERATING							
270-5830-200	OPERATING SUPPLIES	2,647	2,526	2,500	2,500	2,500	2,500
270-5830-225	MINOR EQUIPMENT	824	2,368	2,000	2,000	2,000	2,000
270-5830-260	COMMUNICATION	10,400	9,566	11,100	10,000	10,000	10,000
270-5830-280	REPAIR AND MAINTENANCE	6,750	7,264	9,100	14,000	14,000	14,000
270-5830-300	UNIFORM MAINTENANCE	312	352	400	600	600	600
270-5830-320	PROFESSIONAL SERVICE	541	242	400	650	650	650
270-5830-341	MEETINGS / CONFERENCES	2,578	2,306	2,500	2,500	2,500	2,500
270-5830-390	MISCELLANEOUS	303	394	400	450	450	450
	TOTAL OPERATING	24,354	25,018	28,400	32,700	32,700	32,700
CAPITAL							
270-5830-420	FURNITURE AND TECHNOLOGY	2,185	9,406	7,100	2,800	2,800	2,800
	TOTAL CAPITAL	2,185	9,406	7,100	2,800	2,800	2,800
TRANSFERS							
270-5830-701	TRANSFER TO GENERAL	2,400	0	0	0	0	0
	TOTAL TRANSFERS	2,400	0	0	0	0	0
	TOTAL 911 OPERATING	28,939	34,424	35,500	35,500	35,500	35,500

LOW COST UTILITIES
MILTON-FREEWATER
WATER-SEWER-ELECTRICITY

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 2017

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, 2016 for the Aquatic Center issue will be 0.**This bond for the aquatic center was totally paid off in 2016.**

STATEMENT OF BOND INTEREST & RETIREMENT REQUIREMENTS

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

Tax Year	Interest Rate	Maturity Date	Principal Required	Interest Required	Total Required
2015-16	3.75%	8/1/15	0	0	0

REVENUE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GENERAL OBLIGATION BONDS							
TAXES/ASSESSMENTS							
310-400-01	PROPERTY TAX - CURRENT	103,350	115,190	115,713	0	0	0
310-400-02	PROPERTY TAX - PRIOR YEAR	5,147	4,694	3,600	0	0	0
	TOTAL TAXES/ASSESSMENTS	108,497	119,885	119,313	0	0	0
MISCELLANEOUS							
310-470-20	INTEREST EARNED	37	8	0	0	0	0
	TOTAL MISCELLANEOUS	37	8	0	0	0	0
BEGINNING FUND BALANCE							
310-499-10	FUND BALANCE	0	0	3,262	0	0	0
	TOTAL BEGINNING FUND BALANCE	0	0	3,262	0	0	0
	TOTAL REVENUE	108,534	119,893	122,575	0	0	0
BONDED DEBT - AQUATIC CENTER							
DEBT SERVICE							
310-8611-500	BOND PRINCIPAL- AQUATIC CENTER	110,000	120,000	120,000	0	0	0
310-8611-501	BOND INTEREST- AQUATIC CENTER	10,925	6,750	2,575	0	0	0
	TOTAL DEBT SERVICE	120,925	126,750	122,575	0	0	0
	TOTAL BONDED DEBT - AQUATIC CE	120,925	126,750	122,575	0	0	0

LOW COST UTILITIES

MILTON-FREEWATER

WATER-SEWER-ELECTRICITY

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 2017

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 major change in the method that BPA calculates surplus power was instituted in October 2011. Under the new procedure, BPA subtracts our Grant County resource from our total purchases. This in effect, eliminates firm surplus power sales revenue, but also reduces the amount of power to be purchased from BPA by a similar amount. Non-firm or secondary power is now the only surplus power sales revenue source. We believe this year will be an average water year.

CONSERVATION:

The revenue from this account is expected to be $85,000. 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. Mild winters can have an adverse effect on our utility revenues.

MERCHANDISING:

The revenue from Merchandising is expected to be $20,000, less than 1% of Electric Revenue. This is for labor and materials for work done at customers' expense.

MISCELLENEOUS REVENUE:

The revenue for this account is expected to be $322,000. This includes earned interest (less than 1% on cash balances), pole rental (communication companies), orchard revenue, Electric Infrastructure Fees, BPA Lookback Credit, and after-hours reconnect fees. New service fees are paid by customers for line extensions or new construction is included.

INTERFUND OPERATING TRANSFERS:

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

ELECTRIC FUND		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
TAXES/ASSESSMENTS							
510-400-10	WTHRZTN ASSMT LOAN REV #903	12,690	7,648	12,000	12,000	12,000	12,000
	TOTAL TAXES/ASSESSMENTS	12,690	7,648	12,000	12,000	12,000	12,000
SURPLUS POWER SALES							
510-415-10	POWER SALES - NONFIRM	296,064	314,619	99,803	221,550	221,550	221,550
	TOTAL SURPLUS POWER SALES	296,064	314,619	99,803	221,550	221,550	221,550
SERVICES							
510-450-45	CONSERVATION	152,846	51,159	64,000	85,000	85,000	85,000
	TOTAL SERVICES	152,846	51,159	64,000	85,000	85,000	85,000
UTILITY SALES							
510-451-10	RESIDENTIAL SALES	3,683,558	3,591,816	4,040,394	3,930,573	3,930,573	3,930,573
510-451-11	COMMERCIAL SALES	740,832	745,792	897,883	865,662	865,662	865,662
510-451-12	INDUSTRIAL SALES	1,311,368	1,378,242	1,550,098	1,609,892	1,609,892	1,609,892
510-451-13	RENTAL LIGHTS	56,938	60,839	67,661	72,818	72,818	72,818
510-451-14	IRRIGATION	442,503	521,660	550,153	601,730	601,730	601,730
510-451-15	AIR FANS	8,052	8,266	9,204	9,204	9,204	9,204
510-451-16	PUBLIC STREET LIGHTS	29,514	31,505	33,786	31,509	31,509	31,509
510-451-17	INTER-DEPARTMENT	73,638	89,909	79,041	85,851	85,851	85,851
510-451-18	LAGOON SUB SALES	13,598	14,559	14,171	13,724	13,724	13,724
510-451-19	GREEN POWER	1,828	1,712	1,720	1,720	1,720	1,720
	TOTAL UTILITY SALES	6,361,828	6,444,300	7,244,111	7,222,683	7,222,683	7,222,683
MERCHANDISING							
510-455-71	MERCHANDISING	11,858	28,701	20,000	20,000	20,000	20,000
	TOTAL MERCHANDISING	11,858	28,701	20,000	20,000	20,000	20,000
MISCELLANEOUS							
510-470-20	INTEREST EARNED	14,408	7,689	8,000	8,000	8,000	8,000
510-470-21	ELEC INFRASTRUCTURE FEE	124,248	124,033	122,220	122,280	122,280	122,280
510-470-41	BPA LOOKBACK/REP CSTMR REFUN	131,370	132,219	132,000	132,500	132,500	132,500
510-470-60	POLE RENTAL	8,824	8,843	9,700	9,398	9,398	9,398
510-470-63	RECONNECTION FEES	5,535	5,340	5,000	5,000	5,000	5,000
510-470-64	NEW SERVICE FEES	34,232	46,426	40,000	40,000	40,000	40,000
510-470-99	MISCELLANEOUS	15,571	1,451	5,000	5,000	5,000	5,000
	TOTAL MISCELLANEOUS	334,187	326,001	321,920	322,178	322,178	322,178
TRANSFERS							
510-490-61	TRANSFER FROM WAREHOUSE	6,480	6,480	6,480	6,480	6,480	6,480
510-490-62	TRANSFER FROM VEHICLE MAINT	3,964	3,964	3,964	3,964	3,964	3,964
	TOTAL TRANSFERS	10,444	10,444	10,444	10,444	10,444	10,444
BEGINNING FUND BALANCE							
510-499-10	FUND BALANCE	0	0	2,055,583	1,845,700	1,845,700	1,845,700
	TOTAL BEGINNING FUND BALANCE	0	0	2,055,583	1,845,700	1,845,700	1,845,700
	TOTAL REVENUE	7,179,917	7,182,871	9,827,861	9,739,555	9,739,555	9,739,555

PROGRAM: POWER PURCHASES
FUND: ELECTRIC

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

	Source of Firm Power		
	Demand	Energy	Avg.
Cost/KWH			
BPA	14,796 KW (100%)	82,450,645 KWH (76%)	$.0447
Grant County	0 KW	25,809,000 KWH (24%)	$.0301
Total	14,796 KW (100%)	108,259,645 KWH (100%)	$.0392

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 $760,446. The total cost associated with the Grant County power is expected to be $776,850 which amounts to 30.1 mils per KWH. The City's billed purchases from BPA are budgeted at 14,796 KW of demand and 82,450,645 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 $3,689,227, which is 44.70 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 $221,550. The net cost of Purchased Power to the City is estimated at $4,244,527 or 39.2 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.

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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELECTRIC FUND							
POWER PURCHASES							
OPERATING							
510-7110-352	GRANT CO OPERATION	633,088	739,028	790,518	760,446	760,446	760,446
510-7110-353	BPA POWER - DEMAND	225,137	213,549	165,886	164,760	164,760	164,760
510-7110-354	BPA POWER - ENERGY	2,824,739	2,729,604	2,999,365	3,057,103	3,057,103	3,057,103
510-7110-355	TRANSMISSION DEMAND	412,968	436,789	461,789	423,622	423,622	423,622
510-7110-356	TRANSMISSION ENERGY	74,822	79,385	76,823	43,742	43,742	43,742
	TOTAL OPERATING	4,170,754	4,198,355	4,494,381	4,449,673	4,449,673	4,449,673
	TOTAL POWER PURCHASES	4,170,754	4,198,355	4,494,381	4,449,673	4,449,673	4,449,673

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: DISTRIBUTION/OPERATIONS AND MAINTENANCE
FUND: ELECTRIC

STAFF LEVEL 2017: 3.00 FTE
STAFF LEVEL 2016: 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 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:

Title	2017 FTE	2016 FTE
Line Technicians	2.38	2.38
Working Line Supervisor	0.60	0.60
Building Specialist	0.02	0.02
Total	**3.00**	**3.00**

OBJECTIVES:
Operate and maintain the distribution system and substations; do tree trimming, transformer painting and repair; test approximately 500 poles per year 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 SCADA upgrades, 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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELECTRIC FUND							
OPERATION/ MAINTENANCE							
PERSONNEL SERVICES							
510-7310-101	REGULAR SERVICES- ELEC OP/MAIN	288,420	329,599	303,875	309,659	309,659	309,659
510-7310-105	OVERTIME	15,365	11,261	0	11,000	11,000	11,000
510-7310-120	EMPLOYEE BENEFITS	170,038	172,406	167,901	162,820	162,820	162,820
	TOTAL PERSONNEL SERVICES	473,823	513,265	471,776	483,479	483,479	483,479
OPERATING							
510-7310-200	OPERATING SUPPLIES	536	2,001	1,200	1,200	1,200	1,200
510-7310-225	MINOR EQUIPMENT	425	364	2,000	2,000	2,000	2,000
510-7310-226	SUBSTATION REPAIRS	1,538	9,405	5,000	5,000	5,000	5,000
510-7310-229	SMALL TOOLS	2,098	1,451	4,000	4,000	4,000	4,000
510-7310-260	COMMUNICATION	1,190	978	1,500	1,500	1,500	1,500
510-7310-270	UTILITIES	4,701	5,226	6,000	6,500	6,500	6,500
510-7310-280	REPAIR AND MAINTENANCE	4,823	6,793	10,000	10,000	10,000	10,000
510-7310-285	EQUIPMENT TESTING	0	0	0	2,000	2,000	2,000
510-7310-320	PROFESSIONAL SERVICE	1,009	2,870	6,000	8,000	8,000	8,000
510-7310-330	VEHICLE REPLACEMENT / RENT	63,492	64,356	70,425	69,425	69,425	69,425
510-7310-341	MEETINGS / CONFERENCES	1,578	2,906	5,000	5,000	5,000	5,000
510-7310-390	MISCELLANEOUS	2,591	3,779	2,500	2,500	2,500	2,500
	TOTAL OPERATING	83,980	100,129	113,625	117,125	117,125	117,125
	TOTAL OPERATION/ MAINTENANCE	557,803	613,394	585,401	600,604	600,604	600,604

PROGRAM: DISTRIBUTION-METERING
FUND: ELECTRIC

STAFF LEVEL 2017: 0.81 FTE
STAFF LEVEL 2016: 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 City policy and regulatory requirements. This program provides for labor, transportation and training for the electric meter department. Included are costs for minor equipment and repair, maintenance parts, and programming of meters.

Costs associated with this program are based on meter department personnel, history of maintenance expenses and anticipated training programs.

PERSONNEL:

Title	2017 FTE	2016 FTE
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.

2. Each substation is visited weekly to monitor and record its operation. Maintenance of all high voltage equipment, instrument transformers, relays, and load management equipment is included in this budget category.

3. Install and repair electrical equipment used by the City and all its electric customers.

4. Maintain current Advanced Metering Infrastructure (AMI).

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

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

Professional services (Acct. 320) provides 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.

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELECTRIC FUND							
METERING EXPENSE							
PERSONNEL SERVICES							
510-7340-101	REGULAR SERVICES- ELEC METERN	52,048	52,426	73,844	75,367	75,367	75,367
510-7340-120	EMPLOYEE BENEFITS	25,381	27,079	42,506	43,540	43,540	43,540
	TOTAL PERSONNEL SERVICES	77,429	79,505	116,350	118,907	118,907	118,907
OPERATING							
510-7340-200	OPERATING SUPPLIES	1,178	1,569	1,200	1,500	1,500	1,500
510-7340-225	MINOR EQUIPMENT	0	50	5,000	5,000	5,000	5,000
510-7340-260	COMMUNICATION	534	378	600	500	500	500
510-7340-280	REPAIR AND MAINTENANCE	245	251	4,000	4,000	4,000	4,000
510-7340-285	EQUIPMENT TESTING	0	375	1,500	1,500	1,500	1,500
510-7340-320	PROFESSIONAL SERVICES	0	500	2,000	3,000	3,000	3,000
510-7340-330	VEHICLE REPLACEMENT / RENT	13,956	13,956	13,265	10,765	10,765	10,765
510-7340-341	MEETINGS / CONFERENCES	2,497	1,644	3,000	3,000	3,000	3,000
	TOTAL OPERATING	18,410	18,725	30,565	29,265	29,265	29,265
CAPITAL							
510-7340-420	FURNITURE AND TECHNOLOGY	0	0	2,000	800	800	800
	TOTAL CAPITAL	0	0	2,000	800	800	800
	TOTAL METERING EXPENSE	95,839	98,230	148,915	148,972	148,972	148,972

PROGRAM: SAFETY
FUND: ELECTRIC

STAFF LEVEL 2017: 0.21 FTE
STAFF LEVEL 2016: 0.21 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:

Title	2017 FTE	2016 FTE
Line Technicians	0.10	0.10
Working Line Supervisor	0.02	0.02
Building Specialist	0.03	0.03
Engineering Technician	0.03	0.03
Electric Assistant	0.01	0.01
Electric Superintendent	0.02	0.02
Total	**0.21**	**0.21**

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.

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELECTRIC FUND							
SAFETY							
PERSONNEL SERVICES							
510-7350-101	REGULAR SERVICES- ELEC SAFETY	8,253	7,349	17,011	18,665	18,665	18,665
510-7350-120	EMPLOYEE BENEFITS	4,671	4,703	10,247	11,210	11,210	11,210
	TOTAL PERSONNEL SERVICES	12,924	12,052	27,258	29,875	29,875	29,875
OPERATING							
510-7350-220	PERSONAL PROTECTIVE EQUIP	5,501	10,207	9,000	9,000	9,000	9,000
510-7350-285	EQUIPMENT TESTING	900	1,610	3,000	2,000	2,000	2,000
510-7350-320	PROFESSIONAL SERVICE	17,673	17,819	18,500	18,768	18,768	18,768
510-7350-341	MEETINGS / CONFERENCES	89	70	150	150	150	150
	TOTAL OPERATING	24,163	29,706	30,650	29,918	29,918	29,918
	TOTAL SAFETY	37,088	41,758	57,908	59,793	59,793	59,793

PROGRAM: CUSTOMER ACCOUNTS
FUND: ELECTRIC

STAFF LEVEL 2017: .25 FTE
STAFF LEVEL 2016: .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:

Title	2017 FTE	2016 FTE
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.

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELECTRIC FUND							
CUSTOMER ACCOUNTS							
PERSONNEL SERVICES							
510-7510-101	REGULAR SERVICES- ELEC CUST AC	14,096	19,406	24,269	24,746	24,746	24,746
510-7510-105	OVERTIME	1,392	186	0	2,000	2,000	2,000
510-7510-120	EMPLOYEE BENEFITS	7,494	10,665	13,340	13,556	13,556	13,556
	TOTAL PERSONNEL SERVICES	22,982	30,257	37,609	40,302	40,302	40,302
OPERATING							
510-7510-330	VEHICLE REPLACEMENT / RENT	3,984	3,984	5,780	4,780	4,780	4,780
	TOTAL OPERATING	3,984	3,984	5,780	4,780	4,780	4,780
TRANSFERS							
510-7510-701	TRANSFER TO GENERAL	362,564	378,793	387,866	406,449	406,449	406,449
	TOTAL TRANSFERS	362,564	378,793	387,866	406,449	406,449	406,449
	TOTAL CUSTOMER ACCOUNTS	389,530	413,034	431,255	451,531	451,531	451,531

PROGRAM: CONSERVATION
FUND: ELECTRIC

STAFF LEVEL 2017: 0.80 FTE
STAFF LEVEL 2016: 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, 3 agricultural projects and 30 energy efficient appliances.

PERSONNEL:

Title	2017 FTE	2016 FTE
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:
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.

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELECTRIC FUND							
CONSERVATION							
PERSONNEL SERVICES							
510-7520-101	REGULAR SERVICES- ELEC CONSRV	43,458	43,837	46,568	48,362	48,362	48,362
510-7520-120	EMPLOYEE BENEFITS	29,209	30,230	35,370	39,025	39,025	39,025
	TOTAL PERSONNEL SERVICES	72,668	74,067	81,938	87,387	87,387	87,387
OPERATING							
510-7520-200	OPERATING SUPPLIES	67	108	600	600	600	600
510-7520-225	MINOR EQUIPMENT	608	(132)	600	600	600	600
510-7520-250	ADVERTISING	306	6,567	7,000	7,000	7,000	7,000
510-7520-320	PROFESSIONAL SERVICE	51,874	32,777	60,000	75,000	75,000	75,000
510-7520-322	ENERGY LOAN PROGRAM	11,988	9,252	40,000	40,000	40,000	40,000
510-7520-330	VEHICLE REPLACEMENT / RENT	2,520	2,520	2,520	2,520	2,520	2,520
510-7520-341	MEETINGS / CONFERENCES	515	944	700	700	700	700
	TOTAL OPERATING	67,877	52,037	111,420	126,420	126,420	126,420
CAPITAL							
510-7520-420	FURNITURE AND TECHNOLOGY	0	0	1,500	300	300	300
	TOTAL CAPITAL	0	0	1,500	300	300	300
	TOTAL CONSERVATION	140,545	126,104	194,858	214,107	214,107	214,107

PROGRAM: MERCHANDISING
FUND: ELECTRIC

STAFF LEVEL 2017: .15 FTE
STAFF LEVEL 2016: .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:

Title	2017 FTE	2016 FTE
Line Technicians	0.12	0.12
Working Line Supervisor	0.03	0.03
Total	**0.15**	**0.15**

BUDGET COMMENTS:
Regular Services & Overtime (Acct. 101 & 105) – Last year we sent three linemen and two trucks to Inland Power in the Spokane, WA area to assist them in repairing damage done by high winds in a November storm that took out approximately 80% of their service area.

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.

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELECTRIC FUND							
MERCHANDISING							
PERSONNEL SERVICES							
510-7530-101	REGULAR SERVICES- ELEC MERCHN	752	2,002	24,400	24,692	24,692	24,692
510-7530-105	OVERTIME	393	352	5,000	5,000	5,000	5,000
510-7530-120	EMPLOYEE BENEFITS	689	1,033	11,605	11,338	11,338	11,338
	TOTAL PERSONNEL SERVICES	1,833	3,387	41,005	41,030	41,030	41,030
OPERATING							
510-7530-280	REPAIR AND MAINTENANCE	0	0	2,000	2,000	2,000	2,000
	TOTAL OPERATING	0	0	2,000	2,000	2,000	2,000
	TOTAL MERCHANDISING	1,833	3,387	43,005	43,030	43,030	43,030

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: ADMINISTRATION
FUND: ELECTRIC

STAFF LEVEL 2017: 3.01 FTE
STAFF LEVEL 2016: 3.01 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:

Title	2017 FTE	2016 FTE
Electric Assistant	0.79	0.79
Electric Superintendent	0.95	0.95
Engineering Technician	1.27	1.27
Total	**3.01**	**3.01**

BUDGET COMMENTS:
Advertising (Acct. 250) covers the advertising/marketing expenses to promote the City, electrical programs, safety, and the City newsletter.
Communication (Acct. 260) provides the Electric Department share of the telephone and radio expenses.
Professional Service (Acct. 320) contains funding for a SCADA software support agreement, SCADA programming, GIS programming, technical support and maintenance of our meter reading system 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 technology.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELECTRIC FUND							
ADMINISTRATION							
PERSONNEL SERVICES							
510-7600-101	REGULAR SERVICES- ELEC ADMIN	202,150	230,295	235,358	250,445	250,445	250,445
510-7600-105	OVERTIME	0	220	300	0	0	0
510-7600-110	MILEAGE ALLOWANCE	3,632	3,611	3,600	3,600	3,600	3,600
510-7600-120	EMPLOYEE BENEFITS	125,326	139,086	148,245	171,693	171,693	171,693
	TOTAL PERSONNEL SERVICES	331,108	373,212	387,503	425,738	425,738	425,738
OPERATING							
510-7600-200	OPERATING SUPPLIES	1,270	1,635	2,000	2,000	2,000	2,000
510-7600-225	MINOR EQUIPMENT	679	954	2,000	2,000	2,000	2,000
510-7600-250	ADVERTISING	950	5,912	8,000	8,000	8,000	8,000
510-7600-260	COMMUNICATION	4,286	4,725	5,000	5,300	5,300	5,300
510-7600-280	REPAIR AND MAINTENANCE	96	51	2,000	1,000	1,000	1,000
510-7600-320	PROFESSIONAL SERVICE	9,250	6,629	15,000	22,000	22,000	22,000
510-7600-322	LEGAL SERVICES	0	0	5,000	5,000	5,000	5,000
510-7600-330	VEHICLE REPLACEMENT / RENT	2,364	2,364	3,440	3,440	3,440	3,440
510-7600-333	MILEAGE / FUEL	1,187	684	1,750	1,750	1,750	1,750
510-7600-340	MEMBERSHIPS / SUBSCRIPTIONS	48,050	32,826	43,000	43,000	43,000	43,000
510-7600-341	MEETINGS / CONFERENCES	6,773	3,750	7,000	7,000	7,000	7,000
510-7600-360	FRANCHISE EXPENSE	518,886	525,467	589,307	587,489	587,489	587,489
510-7600-365	ENERGY ASSISTANCE	6,343	7,916	5,500	5,500	5,500	5,500
510-7600-371	COMMUNITY SUPPORT	8,442	11,258	30,000	30,000	30,000	30,000
510-7600-380	LIABILITY AND FIRE INSURANCE	14,512	15,000	15,100	15,000	15,000	15,000
510-7600-390	MISCELLANEOUS	916	1,651	1,500	1,500	1,500	1,500
	TOTAL OPERATING	624,004	620,822	735,597	739,979	739,979	739,979
CAPITAL							
510-7600-420	FURNITURE AND TECHNOLOGY	895	2,875	3,000	2,000	2,000	2,000
	TOTAL CAPITAL	895	2,875	3,000	2,000	2,000	2,000
TRANSFERS							
510-7600-701	TRANSFER TO GENERAL	524,762	564,626	569,995	541,691	541,691	541,691
510-7600-752	TRNSFR TO ELEC OP & MAINT RSRV	95,514	0	0	0	0	0
510-7600-761	TRANSFER TO WAREHOUSE	99,737	99,737	99,737	99,737	99,737	99,737
510-7600-764	TRANSFER TO SICK LEAVE	2,631	2,631	2,631	2,631	2,631	2,631
	TOTAL TRANSFERS	722,644	666,994	672,363	644,059	644,059	644,059
CONTINGENCY & RESERVES							
510-7600-998	CONTINGENCY	0	0	1,429,813	1,326,671	1,326,671	1,326,671
	TOTAL CONTINGENCY & RESERVES	0	0	1,429,813	1,326,671	1,326,671	1,326,671
	TOTAL ADMINISTRATION	1,678,651	1,663,903	3,228,276	3,138,447	3,138,447	3,138,447

PROGRAM: CAPITAL NEW
FUND: ELECTRIC

STAFF LEVEL 2017: 0.58 FTE
STAFF LEVEL 2016: 0.58 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:

Title	2017 FTE	2016 FTE
Electric Superintendent	0.03	0.03
Line Technicians	0.45	0.45
Working Line Supervisor	0.10	0.10
Total	**0.58**	**0.58**

BUDGET COMMENTS:

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

Furniture & Technology (Acct. 420) includes a laptop or tablet for electronic mapping.

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

Overhead Conductors (Acct. 440) includes $10,000 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. This budget item was reduced and moved to Capital Replacement.

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 $12,000 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.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELECTRIC FUND							
CAPITAL - NEW							
PERSONNEL SERVICES							
510-8100-101	REGULAR SERVICES- ELEC CAP NE	55,598	54,277	68,650	57,628	57,628	57,628
510-8100-120	EMPLOYEE BENEFITS	23,587	32,499	40,167	30,985	30,985	30,985
	TOTAL PERSONNEL SERVICES	79,185	86,776	108,817	88,613	88,613	88,613
OPERATING							
510-8100-330	VEHICLE REPLACEMENT / RENT	17,064	17,280	23,500	21,148	21,148	21,148
	TOTAL OPERATING	17,064	17,280	23,500	21,148	21,148	21,148
CAPITAL							
510-8100-410	SUBSTATION	0	0	25,000	15,000	15,000	15,000
510-8100-420	FURNITURE AND TECHNOLOGY	5,203	35,250	2,000	1,000	1,000	1,000
510-8100-430	POLES & FIXTURES	15,149	16,051	24,000	24,000	24,000	24,000
510-8100-435	METERS	17,625	13,232	12,000	12,000	12,000	12,000
510-8100-440	OVERHEAD CONDUCTORS	11,959	19,250	9,000	10,000	10,000	10,000
510-8100-441	UNDERGROUND CONDUCTORS	9,000	16,317	25,000	25,000	25,000	25,000
510-8100-450	LINE TRANSFORMERS	44,425	12,333	40,000	20,000	20,000	20,000
510-8100-455	STREET LIGHTS	2,861	11,609	10,000	10,000	10,000	10,000
510-8100-460	TOOLS	1,310	2,988	10,000	12,000	12,000	12,000
510-8100-480	AMI/SMART GRID	43,072	30,039	0	0	0	0
	TOTAL CAPITAL	150,604	157,069	157,000	129,000	129,000	129,000
	TOTAL CAPITAL - NEW	246,853	261,125	289,317	238,761	238,761	238,761

PROGRAM: CAPITAL REPLACEMENT
FUND: ELECTRIC

STAFF LEVEL 2017: 1.24 FTE
STAFF LEVEL 2016: 1.24 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:

Title	2017 FTE	2016 FTE
Line Technicians	1.01	1.01
Working Line Supervisor	0.23	0.23
Total	**1.24**	**1.24**

BUDGET COMMENTS:
Building (Acct. 405) includes repairs and improvements to the City Warehouse complex.

Substation (Acct. 410) totals $40,000 for substation projects; including funds to replace substation batteries, replace aging line and load disconnect switches, and one substation breaker to upgrade the Lagoon Substation.

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 $15,000 to replace general faulted underground cable or cable in a general replacement project, and to begin cable replacement in a manufactured home park.

Line Transformers (Acct. 450) includes $40,000 for replacement of faulted transformers and replacement of small ground substations with padmount transformers.

Street Lights (Acct. 455) includes $15,000 for replacement of some existing lights with LED fixtures which are more expensive to purchase but save energy over their useful life. Our current policy is to replace the older lights as they fail or need repairs.

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. We continue to upgrade and improve our substations and lines as equipment ages and technology improves.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELECTRIC FUND							
CAPITAL - REPLACEMENT							
PERSONNEL SERVICES							
510-8200-101	REGULAR SERVICES- ELEC CAP RPL	106,252	76,652	118,887	121,278	121,278	121,278
510-8200-120	EMPLOYEE BENEFITS	43,277	42,649	68,858	64,838	64,838	64,838
	TOTAL PERSONNEL SERVICES	149,529	119,302	187,745	186,116	186,116	186,116
OPERATING							
510-8200-330	VEHICLE REPLACEMENT / RENT	18,360	18,576	29,800	29,521	29,521	29,521
	TOTAL OPERATING	18,360	18,576	29,800	29,521	29,521	29,521
CAPITAL							
510-8200-405	BUILDING	0	9,131	10,000	15,000	15,000	15,000
510-8200-410	SUBSTATION	25,959	2,058	30,000	40,000	40,000	40,000
510-8200-420	FURNITURE AND TECHNOLOGY	0	0	2,000	1,000	1,000	1,000
510-8200-430	POLES & FIXTURES	4,836	2,232	24,000	24,000	24,000	24,000
510-8200-435	METERS	8,962	5,263	9,000	9,000	9,000	9,000
510-8200-440	OVERHEAD CONDUCTORS	17,834	442	15,000	15,000	15,000	15,000
510-8200-441	UNDERGRD CONDUCTORS	37,306	690	15,000	15,000	15,000	15,000
510-8200-450	LINE TRANSFORMERS	22,081	18,486	15,000	40,000	40,000	40,000
510-8200-455	STREET LIGHTS	6,507	4,059	12,000	15,000	15,000	15,000
510-8200-460	TOOLS	4,392	3,112	5,000	5,000	5,000	5,000
	TOTAL CAPITAL	127,876	45,473	137,000	179,000	179,000	179,000
	TOTAL CAPITAL - REPLACEMENT	295,765	183,350	354,545	394,637	394,637	394,637

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELEC CAPITAL REPLCMNT RESERVE							
MISCELLANEOUS							
511-470-20	INTEREST EARNED	10,758	8,907	7,600	9,500	9,500	9,500
	TOTAL MISCELLANEOUS	10,758	8,907	7,600	9,500	9,500	9,500
BEGINNING FUND BALANCE							
511-499-10	FUND BALANCE	0	0	1,655,000	1,665,500	1,665,500	1,665,500
	TOTAL BEGINNING FUND BALANCE	0	0	1,655,000	1,665,500	1,665,500	1,665,500
	TOTAL REVENUE	10,758	8,907	1,662,600	1,675,000	1,675,000	1,675,000
CAPITAL							
511-9700-410	PLANT IN SERVICE	0	0	0	1,675,000	1,675,000	1,675,000
	TOTAL CAPITAL	0	0	0	1,675,000	1,675,000	1,675,000
CONTINGENCY & RESERVES							
511-9700-900	RESERVE- ELEC CAPITAL REPLCMNT	0	0	1,662,600	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	1,662,600	0	0	0
	TOTAL CAPITAL	0	0	1,662,600	1,675,000	1,675,000	1,675,000

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.

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

CITY OF MILTON-FREEWATER

REVENUE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
ELEC OPERATING & MAINT RESERVE							
INTERGOVERNMENTAL REVENUE							
512-410-01	BATTELLE SMART GRID REIMBRSMT	60,465	44,311	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	60,465	44,311	0	0	0	0
MISCELLANEOUS							
512-470-20	INTEREST EARNED	16,451	14,215	12,000	15,000	15,000	15,000
	TOTAL MISCELLANEOUS	16,451	14,215	12,000	15,000	15,000	15,000
TRANSFERS							
512-490-51	TRANSFER FROM ELECTRIC	95,514	0	0	0	0	0
	TOTAL TRANSFERS	95,514	0	0	0	0	0
BEGINNING FUND BALANCE							
512-499-10	FUND BALANCE	0	0	2,640,000	2,685,500	2,685,500	2,685,500
	TOTAL BEGINNING FUND BALANCE	0	0	2,640,000	2,685,500	2,685,500	2,685,500
	TOTAL REVENUE	172,431	58,526	2,652,000	2,700,500	2,700,500	2,700,500
OPERATIONS & MAINTENANCE							
CAPITAL							
512-9700-410	PLANT IN SERVICE	0	0	0	2,700,500	2,700,500	2,700,500
	TOTAL CAPITAL	0	0	0	2,700,500	2,700,500	2,700,500
CONTINGENCY & RESERVES							
512-9700-961	RESERVE- ELEC OPER & MAINT	0	0	2,652,000	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	2,652,000	0	0	0
	TOTAL OPERATIONS & MAINTENANC	0	0	2,652,000	2,700,500	2,700,500	2,700,500

REVENUE BUDGET NARRATIVE
Fiscal Year 2017

DEPARTMENT: PUBLIC WORKS
FUND: WATER

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:
Revenues are generally from water sales and meters sold to the customer. **A 10 percent (10%) rate increase is included.**

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
WATER							
INTERGOVERNMENTAL REVENUE							
520-410-01	BATTELLE SMART GRID REIMBRSMT	8,128	4,995	2,000	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	8,128	4,995	2,000	0	0	0
SERVICES							
520-450-60	WATER METER SALES	7,107	3,332	2,000	2,000	2,000	2,000
	TOTAL SERVICES	7,107	3,332	2,000	2,000	2,000	2,000
UTILITY SALES							
520-451-10	RESIDENTIAL SALES	930,374	969,902	930,000	1,023,000	1,023,000	1,023,000
520-451-11	COMMERCIAL SALES	194,089	217,800	190,000	209,000	209,000	209,000
520-451-12	INDUSTRIAL SALES	49,275	44,554	52,000	44,000	44,000	44,000
	TOTAL UTILITY SALES	1,173,739	1,232,256	1,172,000	1,276,000	1,276,000	1,276,000
MERCHANDISING							
520-455-71	MERCHANDISING	797	669	500	500	500	500
	TOTAL MERCHANDISING	797	669	500	500	500	500
MISCELLANEOUS							
520-470-20	INTEREST EARNED	3,053	2,318	2,000	1,500	1,500	1,500
520-470-99	MISCELLANEOUS	153	928	0	0	0	0
	TOTAL MISCELLANEOUS	3,206	3,246	2,000	1,500	1,500	1,500
SYSTEM DEVELOPMENT CHARGES							
520-485-20	WATER SDC'S	2,610	0	2,000	2,000	2,000	2,000
520-485-21	UTILITY SURCHARGE	40,000	20,000	40,000	40,000	40,000	40,000
	TOTAL SYSTEM DEVELOPMENT CHA	42,610	20,000	42,000	42,000	42,000	42,000
BEGINNING FUND BALANCE							
520-499-10	FUND BALANCE	0	0	446,189	381,328	381,328	381,328
	TOTAL BEGINNING FUND BALANCE	0	0	446,189	381,328	381,328	381,328
	TOTAL REVENUE	1,235,587	1,264,498	1,666,689	1,703,328	1,703,328	1,703,328

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: WATER PRODUCTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2017: 0.65 FTE
STAFF LEVEL 2016: 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:

Title	2017 FTE	2016 FTE
Parks Maintenance Worker	0.08	0.08
Utility Worker	0.57	0.57
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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
WATER							
PRODUCTION							
PERSONNEL SERVICES							
520-7100-101	REGULAR SERVICES- WATER PRODC	29,613	29,276	39,893	41,080	41,080	41,080
520-7100-105	OVERTIME	49	57	400	400	400	400
520-7100-120	EMPLOYEE BENEFITS	21,381	21,329	32,200	32,600	32,600	32,600
	TOTAL PERSONNEL SERVICES	51,042	50,662	72,493	74,080	74,080	74,080
OPERATING							
520-7100-200	OPERATING SUPPLIES	8,252	7,792	7,000	7,000	7,000	7,000
520-7100-220	PERSONAL PROTECTIVE EQUIPMEN	124	256	500	500	500	500
520-7100-225	MINOR EQUIPMENT	853	343	500	500	500	500
520-7100-260	COMMUNICATION	447	355	800	800	800	800
520-7100-270	UTILITIES	80,361	96,607	109,250	112,527	112,527	112,527
520-7100-280	REPAIR AND MAINTENANCE	15,913	2,687	6,000	6,000	6,000	6,000
520-7100-320	PROFESSIONAL SERVICES	16,718	19,150	21,840	20,000	20,000	20,000
520-7100-330	VEHICLE REPLACEMENT / RENT	3,012	3,996	3,993	3,993	3,993	3,993
520-7100-340	MEMBERSHIPS / DUES	754	787	750	1,000	1,000	1,000
520-7100-341	MEETINGS / CONFERENCES	0	235	750	1,000	1,000	1,000
520-7100-390	MISCELLANEOUS	0	304	500	500	500	500
	TOTAL OPERATING	126,432	132,512	151,883	153,820	153,820	153,820
TRANSFERS							
520-7100-701	TRANSFER TO GENERAL	489,957	495,840	507,196	534,010	534,010	534,010
520-7100-761	TRANSFER TO WAREHOUSE	24,636	24,636	24,636	24,636	24,636	24,636
520-7100-764	TRANSFER TO SICK LEAVE	500	500	500	500	500	500
	TOTAL TRANSFERS	515,093	520,976	532,332	559,146	559,146	559,146
	TOTAL PRODUCTION	692,567	704,150	756,708	787,046	787,046	787,046

PROGRAM: WATER DISTRIBUTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2017: 1.98 FTE
STAFF LEVEL 2016: 1.98 FTE

BASELINE BUDGET DESCRIPTION:

The water distribution system has approximately 35 miles of mains ranging from 2" to 20" diameters. Approximately 25 percent (25%) are old steel mains dated prior to 1946 including 2,673 water services, valves and fire hydrants.

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

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

PERSONNEL:

Title	2017 FTE	2016 FTE
Utility Worker	1.75	1.75
Parks Maintenance Worker	0.23	0.23
Total	**1.98**	**1.98**

BUDGET COMMENTS:

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

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

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

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

PROFESSIONAL SERVICES (Acct. 320) provides for contracting the Backflow Prevention Program, weekly distribution line water quality testing, legal fees as well as fees for locate notices from Utility Notification Center. Also included is funding for monthly general IT support for automated metering software through *ElectSolve* and annual support through *Aclara.*

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

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

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

RESERVE FOR CONSTRUCTION (Acct. 910) reserve for major infrastructure capital replacement.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
WATER							
DISTRIBUTION/ COLLECTION							
PERSONNEL SERVICES							
520-7300-101	REGULAR SERVICES- WTR DIST/COL	107,826	111,387	113,400	116,950	116,950	116,950
520-7300-105	OVERTIME	107	190	600	600	600	600
520-7300-120	EMPLOYEE BENEFITS	83,607	85,878	96,200	99,600	99,600	99,600
	TOTAL PERSONNEL SERVICES	191,540	197,455	210,200	217,150	217,150	217,150
OPERATING							
520-7300-200	OPERATING SUPPLIES	6,192	7,916	13,000	13,000	13,000	13,000
520-7300-220	PERSONAL PROTECTIVE EQUIPMEN	583	228	500	800	800	800
520-7300-225	MINOR EQUIPMENT	371	553	500	2,000	2,000	2,000
520-7300-280	REPAIR AND MAINTENANCE	2,284	2,187	4,000	5,000	5,000	5,000
520-7300-320	PROFESSIONAL SERVICES	51,174	56,078	50,000	40,000	40,000	40,000
520-7300-330	VEHICLE REPLACEMENT / RENT	30,396	31,740	31,734	31,734	31,734	31,734
520-7300-341	MEETINGS / CONFERENCES	1,083	470	400	400	400	400
520-7300-360	FRANCHISE EXPENSE	97,099	100,181	96,960	105,440	105,440	105,440
520-7300-390	MISCELLANEOUS	220	892	1,000	1,000	1,000	1,000
	TOTAL OPERATING	189,402	200,244	198,094	199,374	199,374	199,374
CONTINGENCY & RESERVES							
520-7300-910	RESERVE FOR CONSTRUCTION	0	0	150,000	150,000	150,000	150,000
520-7300-998	CONTINGENCY	0	0	165,718	164,039	164,039	164,039
	TOTAL CONTINGENCY & RESERVES	0	0	315,718	314,039	314,039	314,039
	TOTAL DISTRIBUTION/ COLLECTION	380,943	397,699	724,012	730,563	730,563	730,563

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
WATER							
CAPITAL - NEW							
CAPITAL							
520-8100-410	CAPITAL EXPENSES	48,534	20,000	40,000	40,000	40,000	40,000
	TOTAL CAPITAL	48,534	20,000	40,000	40,000	40,000	40,000
	TOTAL CAPITAL - NEW	48,534	20,000	40,000	40,000	40,000	40,000
DEBT SERVICE							
DEBT SERVICE							
520-8600-510	LOAN PRINCIPAL- WATER LOAN	113,957	119,906	125,902	131,948	131,948	131,948
520-8600-511	LOAN INTEREST- WATER LOAN	31,761	26,063	20,067	13,771	13,771	13,771
	TOTAL DEBT SERVICE	145,718	145,969	145,969	145,719	145,719	145,719
	TOTAL DEBT SERVICE	145,718	145,969	145,969	145,719	145,719	145,719

REVENUE BUDGET NARRATIVE
Fiscal Year 2017

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 16. **NO RATE INCREASE.**

INTERGOVERNMENTAL REVENUE:
The Conservation Reserve Program is in its fourth year of a ten year contract, which was renewed in October 2012.

UTILITY REVENUE:
Utility revenues account for 68% of the total revenues.

MISCELLANEOUS:
In January 2010 the City entered into a custom farming contract with JC Farming of Milton-Freewater, Oregon. The City continues to receive quarterly lease payments in exchange for crops that were previously grown and sold. We also receive bi-annual reimbursement for electric usage as well as annual payment for CRP ground from JC Farming.

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

CITY OF MILTON-FREEWATER

REVENUE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SEWER							
INTERGOVERNMENTAL REVENUE							
530-410-70	CRP PROGRAM	0	0	3,810	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	0	0	3,810	0	0	0
UTILITY SALES							
530-451-10	RESIDENTIAL SALES	896,744	998,193	980,275	980,275	980,275	980,275
530-451-11	COMMERCIAL SALES	137,436	151,340	154,650	154,650	154,650	154,650
530-451-12	INDUSTRIAL SALES	25,304	25,197	27,631	20,000	20,000	20,000
	TOTAL UTILITY SALES	1,059,484	1,174,730	1,162,556	1,154,925	1,154,925	1,154,925
MERCHANDISING							
530-455-71	MERCHANDISING	290	399	0	0	0	0
	TOTAL MERCHANDISING	290	399	0	0	0	0
MISCELLANEOUS							
530-470-20	INTEREST EARNED	1,616	1,652	1,300	1,300	1,300	1,300
530-470-65	FARM INCOME	50,008	50,769	42,500	46,000	46,000	46,000
530-470-99	MISCELLANEOUS	1,020	304	0	0	0	0
	TOTAL MISCELLANEOUS	52,643	52,725	43,800	47,300	47,300	47,300
SYSTEM DEVELOPMENT CHARGES							
530-485-21	UTILITY SURCHARGE	133,590	154,388	135,544	135,544	135,544	135,544
	TOTAL SYSTEM DEVELOPMENT CHA	133,590	154,388	135,544	135,544	135,544	135,544
BEGINNING FUND BALANCE							
530-499-10	FUND BALANCE	0	0	278,661	349,183	349,183	349,183
	TOTAL BEGINNING FUND BALANCE	0	0	278,661	349,183	349,183	349,183
	TOTAL REVENUE	1,246,008	1,382,242	1,624,371	1,686,952	1,686,952	1,686,952

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: SEWAGE COLLECTION
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2017: 0.83 FTE
STAFF LEVEL 2016: 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:

Title	2017 FTE	2016 FTE
Wastewater Supervisor	0.04	0.04
Parks Maintenance Worker	0.17	0.17
Utility Worker	0.62	0.62
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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SEWER							
COLLECTION							
PERSONNEL SERVICES							
530-7320-101	REGULAR SERVICES- SEWER COLLC	44,644	42,808	45,040	46,100	46,100	46,100
530-7320-105	OVERTIME	9	0	500	500	500	500
530-7320-120	EMPLOYEE BENEFITS	30,526	29,096	35,200	36,400	36,400	36,400
	TOTAL PERSONNEL SERVICES	75,180	71,904	80,740	83,000	83,000	83,000
OPERATING							
530-7320-200	OPERATING SUPPLIES	736	1,007	2,000	2,000	2,000	2,000
530-7320-220	PERSONAL PROTECTIVE EQUIP	594	621	650	650	650	650
530-7320-225	MINOR EQUIPMENT	121	910	700	700	700	700
530-7320-280	REPAIR AND MAINTENANCE	7,150	605	5,000	5,000	5,000	5,000
530-7320-300	UNIFORM MAINTENANCE	0	0	400	400	400	400
530-7320-320	PROFESSIONAL SERVICES	3,345	2,869	2,000	2,000	2,000	2,000
530-7320-330	VEHICLE REPLACEMENT / RENT	22,416	27,545	27,334	27,334	27,334	27,334
530-7320-360	FRANCHISE EXPENSE	99,527	110,415	107,248	107,248	107,248	107,248
530-7320-390	MISCELLANEOUS	440	577	500	500	500	500
	TOTAL OPERATING	134,330	144,550	145,832	145,832	145,832	145,832
TRANSFERS							
530-7320-701	TRANSFER TO GENERAL	390,189	403,691	421,389	449,869	449,869	449,869
530-7320-761	TRANSFER TO WAREHOUSE	5,286	5,286	5,286	5,286	5,286	5,286
530-7320-764	TRANSFER TO SICK LEAVE	605	605	605	605	605	605
530-7320-793	TRANSFER TO SEWER PLANT IMPRV	198,095	198,095	250,000	135,544	135,544	135,544
	TOTAL TRANSFERS	594,175	607,677	677,280	591,304	591,304	591,304
CONTINGENCY & RESERVES							
530-7320-998	CONTINGENCY	0	0	273,699	437,244	437,244	437,244
	TOTAL CONTINGENCY & RESERVES	0	0	273,699	437,244	437,244	437,244
	TOTAL COLLECTION	803,685	824,131	1,177,551	1,257,380	1,257,380	1,257,380

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: SEWAGE TREATMENT
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2017: 1.61 FTE
STAFF LEVEL 2016: 1.61 FTE

BASELINE BUDGET DESCRIPTION:

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

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

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

PERSONNEL:

Title	2017 FTE	2016 FTE
Wastewater Supervisor	0.86	0.86
Parks Maintenance Worker	0.09	0.09
Utility Worker	0.66	0.66
Total	**1.61**	**1.61**

BUDGET COMMENTS:

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

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

MINOR EQUIPMENT (Account #225) covers cost of a new computer at wastewater treatment plant office and small tools primarily for routine maintenance.

COMMUNICATION (Account #260) pays for telephone charges and radio repairs and/or upgrades as necessary as well as cellular telephones.

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

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

PROFESSIONAL SERVICES (Account #320) covers costs for lab testing as required by our permit with Oregon Department of Environmental Quality and shipping services to send the samples to the labs.

VEHICLE REPLACEMENT/RENT (Account #330) covers the costs of equipment and vehicles.

MEMBERSHIPS / SUBSCRIPTIONS (Account #340) for operator certification renewal fees.

MEETINGS / CONFERENCES (Acct. 341) covers costs associated with training for education requirements as required by Oregon Department of Environmental Quality for operator certifications.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SEWER							
TREATMENT							
PERSONNEL SERVICES							
530-7330-101	REGULAR SERVICES- SEWER TRTMN	94,947	101,666	95,913	96,100	96,100	96,100
530-7330-105	OVERTIME	25	79	100	100	100	100
530-7330-120	EMPLOYEE BENEFITS	68,028	71,140	75,200	59,600	59,600	59,600
	TOTAL PERSONNEL SERVICES	162,999	172,885	171,213	155,800	155,800	155,800
OPERATING							
530-7330-200	OPERATING SUPPLIES	33,425	37,145	41,000	41,000	41,000	41,000
530-7330-220	PERSONAL PROTECTIVE EQUIP	485	666	450	450	450	450
530-7330-225	MINOR EQUIPMENT	739	777	2,500	2,500	2,500	2,500
530-7330-260	COMMUNICATION	1,116	843	1,300	1,300	1,300	1,300
530-7330-270	UTILITIES	19,202	24,939	30,000	30,000	30,000	30,000
530-7330-280	REPAIR AND MAINTENANCE	10,365	1,846	5,000	5,000	5,000	5,000
530-7330-320	PROFESSIONAL SERVICE	18,120	9,375	13,500	13,500	13,500	13,500
530-7330-330	VEHICLE REPLACEMENT / RENT	7,860	13,606	13,112	13,113	13,113	13,113
530-7330-340	MEMBERSHIPS / SUBSCRIPTIONS	280	240	250	250	250	250
530-7330-341	MEETINGS / CONFERENCES	870	746	900	900	900	900
	TOTAL OPERATING	92,462	90,183	108,012	108,013	108,013	108,013
	TOTAL TREATMENT	255,461	263,068	279,225	263,813	263,813	263,813

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: WASTEWATER LAND APPLICATION **STAFF LEVEL 2017:** 1.01 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2016:** 1.01 FTE
FUND: SEWER

BASELINE BUDGET DESCRIPTION:
The program consists of operation and maintenance of the 670 acres of farm ground that serves as a site for irrigation of sanitary and industrial wastewater. The site is composed of 550 acres owned by the Sewage Control utility coupled with 120 acres leased from the Solid Waste utility. This will be the 29th year of City ownership/operation of the wastewater disposal facility.

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

PERSONNEL:

Title	2017 FTE	2016 FTE
Wastewater Supervisor	0.10	0.10
Utility Worker	0.91	0.91
Total	**1.01**	**1.01**

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

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

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

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

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

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

PROFESSIONAL SERVICES (Acct. 320) provides for laboratory analysis as required and the cost of shipping samples. Also included this fiscal year is funding to disassemble an irrigation pivot in a field no longer used and move it to another field and reassemble with a pivot that has exceeded its useful life and is in disrepair.

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SEWER							
LAND APPLICATION							
PERSONNEL SERVICES							
530-7410-101	REGULAR SERVICES- SEWER LND A	51,446	49,105	54,500	55,200	55,200	55,200
530-7410-105	OVERTIME	0	51	150	150	150	150
530-7410-120	EMPLOYEE BENEFITS	40,325	36,904	46,110	43,600	43,600	43,600
	TOTAL PERSONNEL SERVICES	91,771	86,060	100,760	98,950	98,950	98,950
OPERATING							
530-7410-200	OPERATING SUPPLIES	727	755	1,200	1,200	1,200	1,200
530-7410-220	PERSONAL PROTECTIVE EQUIPMEN	0	217	300	300	300	300
530-7410-225	MINOR EQUIPMENT	583	294	400	400	400	400
530-7410-260	COMMUNICATION	378	425	450	450	450	450
530-7410-270	UTILITIES	13,598	14,559	17,100	17,100	17,100	17,100
530-7410-280	REPAIR AND MAINTENANCE	4,145	3,880	4,500	4,500	4,500	4,500
530-7410-320	PROFESSIONAL SERVICES	4,678	3,825	18,776	18,750	18,750	18,750
530-7410-330	VEHICLE REPLACEMENT / RENT	18,912	18,912	18,909	18,909	18,909	18,909
530-7410-390	MISCELLANEOUS	85	97	200	200	200	200
	TOTAL OPERATING	43,106	42,964	61,835	61,809	61,809	61,809
TRANSFERS							
530-7410-754	TRANSFER TO SOLIDWASTE	5,000	5,000	5,000	5,000	5,000	5,000
	TOTAL TRANSFERS	5,000	5,000	5,000	5,000	5,000	5,000
	TOTAL LAND APPLICATION	139,877	134,025	167,595	165,759	165,759	165,759

REVENUE BUDGET NARRATIVE
Fiscal Year 2017

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:
After bids were opened at the end of June 2015 we found that we were short over $1 million dollars in order to fund the required construction improvements at the Wastewater Treatment Facility! In all we were able to secure the additional required funding to complete the Wastewater Treatment Facility Improvements before the DEQ MAO deadline of October 1, 2016. We were EXTREMELY fortunate to have received the needed additional $1,073,115.00 through The State of Oregon IFA in August 2015! All four (4) funding sources are outlined in detail below.

OREGON IFA DIGESTER LOAN 1 # 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.

COMMUNITY DEVELOPMENT BLOCK GRANT 1 #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.

OREGON IFA DIGESTER LOAN 2 #Y14003 (Acct. 80) includes additional loan funds to cover $323,115 through Oregon Infrastructure Finance Authority to make necessary wastewater treatment facility improvements. Loan terms are for 25-years at 1 percent (1%) interest.

OREGON IFA DIGESTER GRANT 2 #Y14003 (Acct. 81) includes additional grant funds to cover $750,000 through Oregon Infrastructure Finance Authority to make necessary wastewater treatment facility improvements.

CITY OF MILTON-FREEWATER

REVENUE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SEWER PLANT IMPROVEMENT							
INTERGOVERNMENTAL REVENUE							
531-410-78	OREGON IFA DIGESTER LOAN (1)	23,900	241,000	1,030,000	938,852	938,852	938,852
531-410-79	COMMUNITY DEV BLOCK GRANT (1)	0	20,577	1,962,500	1,480,115	1,480,115	1,480,115
531-410-80	OREGON IFA DIGESTER LOAN (2)	0	0	0	320,547	320,547	320,547
531-410-81	OREGON IFA DIGESTER GRANT (2	0	0	0	750,000	750,000	750,000
	TOTAL INTERGOVERNMENTAL REVE	23,900	261,577	2,992,500	3,489,514	3,489,514	3,489,514
MISCELLANEOUS							
531-470-20	INTEREST EARNED	2,282	6,312	2,500	2,500	2,500	2,500
	TOTAL MISCELLANEOUS	2,282	6,312	2,500	2,500	2,500	2,500
SYSTEM DEVELOPMENT CHARGES							
531-485-20	SEWER SDC'S	2,790	0	2,000	2,000	2,000	2,000
	TOTAL SYSTEM DEVELOPMENT CHA	2,790	0	2,000	2,000	2,000	2,000
TRANSFERS							
531-490-53	TRANSFER FROM SEWER	198,095	198,095	250,000	135,544	135,544	135,544
	TOTAL TRANSFERS	198,095	198,095	250,000	135,544	135,544	135,544
BEGINNING FUND BALANCE							
531-499-10	FUND BALANCE	0	0	847,125	412,243	412,243	412,243
	TOTAL BEGINNING FUND BALANCE	0	0	847,125	412,243	412,243	412,243
	TOTAL REVENUE	227,067	465,984	4,094,125	4,041,801	4,041,801	4,041,801

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

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 DIGESTER LOAN 1 # 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.

COMMUNITY DEVELOPMENT BLOCK GRANT 1 #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.

OREGON IFA DIGESTER LOAN 2 #Y14003 (Acct. 80) includes additional loan funds to cover $323,115 through Oregon Infrastructure Finance Authority to make necessary wastewater treatment facility improvements. Loan terms are for 25-years at 1 percent (1%) interest.

OREGON IFA DIGESTER GRANT 2 #Y14003 (Acct. 81) includes additional grant funds to cover $750,000 through Oregon Infrastructure Finance Authority to make necessary wastewater treatment facility improvements.

The work encompasses 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.

DEBT SERVICE

LOAN PRINCIPAL
OREGON IFA DIGESTER LOAN 2 # Y14003 (Acct. 509) is funded to make the annual loan principal payment.

OREGON IFA DIGESTER LOAN 1 # Y14003 (Acct. 510) is funded to make the annual loan principal payment.

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

OREGON IFA DIGESTER LOAN 2 #Y14003 (Acct. 512) is funded to make the annual loan interest payment.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SEWER PLANT IMPROVEMENT							
CAPITAL - NEW							
CAPITAL							
531-8100-410	PLANT IN SERVICE	25,509	275,827	3,461,125	3,916,206	3,916,206	3,916,206
531-8100-480	SEWER PLNT IMP OTHER THAN BLD	0	172,087	0	0	0	0
	TOTAL CAPITAL	25,509	447,914	3,461,125	3,916,206	3,916,206	3,916,206
CONTINGENCY & RESERVES							
531-8100-998	CONTINGENCY	0	0	197,618	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	197,618	0	0	0
	TOTAL CAPITAL - NEW	25,509	447,914	3,658,743	3,916,206	3,916,206	3,916,206
DEBT SERVICE							
DEBT SERVICE							
531-8600-509	LOAN 2 PRINCIPLE	0	0	0	34,000	34,000	34,000
531-8600-510	LOAN PRINCIPAL	0	0	433,000	31,547	31,547	31,547
531-8600-511	LOAN INTEREST	0	0	2,382	51,548	51,548	51,548
531-8600-512	LOAN 2 INTEREST	0	0	0	8,500	8,500	8,500
	TOTAL DEBT SERVICE	0	0	435,382	125,595	125,595	125,595
	TOTAL DEBT SERVICE	0	0	435,382	125,595	125,595	125,595

REVENUE BUDGET NARRATIVE
Fiscal Year 2017

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SOLIDWASTE							
UTILITY SALES							
540-451-30	LANDFILL RECEIPTS	52,001	41,337	39,600	39,600	39,600	39,600
540-451-31	REFUSE COLLECTION	713,046	775,309	720,000	720,000	720,000	720,000
540-451-32	DROP BOX REVENUE	80,948	85,423	75,000	75,000	75,000	75,000
	TOTAL UTILITY SALES	845,995	902,070	834,600	834,600	834,600	834,600
MISCELLANEOUS							
540-470-20	INTEREST EARNED	2,932	2,936	1,800	1,800	1,800	1,800
	TOTAL MISCELLANEOUS	2,932	2,936	1,800	1,800	1,800	1,800
TRANSFERS							
540-490-53	TRANSFER FROM SEWER	5,000	5,000	5,000	5,000	5,000	5,000
	TOTAL TRANSFERS	5,000	5,000	5,000	5,000	5,000	5,000
BEGINNING FUND BALANCE							
540-499-10	FUND BALANCE	0	0	339,417	449,383	449,383	449,383
	TOTAL BEGINNING FUND BALANCE	0	0	339,417	449,383	449,383	449,383
	TOTAL REVENUE	853,927	910,006	1,180,817	1,290,783	1,290,783	1,290,783

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: COLLECTION
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

STAFF LEVEL 2017: 1.96 FTE
STAFF LEVEL 2016: 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:

Title	2017 FTE	2016 FTE
Sanitation Truck Driver	1.00	1.00
Utility Worker	0.74	0.74
Parks Maintenance Worker	0.22	0.22
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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SOLIDWASTE							
COLLECTION							
PERSONNEL SERVICES							
540-7320-101	REGULAR SERVICES- SW COLLECTN	92,977	90,421	108,060	110,200	110,200	110,200
540-7320-105	OVERTIME	3	21	500	0	0	0
540-7320-120	EMPLOYEE BENEFITS	56,921	53,303	72,520	72,400	72,400	72,400
	TOTAL PERSONNEL SERVICES	149,900	143,745	181,080	182,600	182,600	182,600
OPERATING							
540-7320-200	OPERATING SUPPLIES	132	642	1,900	1,900	1,900	1,900
540-7320-220	PERSONAL PROTECTIVE EQUIPMEN	0	308	200	200	200	200
540-7320-250	ADVERTISING	0	0	200	200	200	200
540-7320-260	COMMUNICATION	376	319	450	450	450	450
540-7320-280	REPAIR AND MAINTENANCE	1,978	12	1,000	1,000	1,000	1,000
540-7320-320	PROFESSIONAL SERVICES	21	95	0	0	0	0
540-7320-330	VEHICLE REPLACEMENT / RENT	88,824	92,148	91,908	91,908	91,908	91,908
540-7320-360	FRANCHISE EXPENSE	67,680	72,166	66,768	66,766	66,766	66,766
	TOTAL OPERATING	159,011	165,690	162,426	162,424	162,424	162,424
TRANSFERS							
540-7320-701	TRANSFER TO GENERAL	212,833	226,351	234,257	245,867	245,867	245,867
540-7320-702	TRANSFER TO LANDFILL CLOSURE	4,000	4,000	4,000	4,000	4,000	4,000
540-7320-764	TRANSFER TO SICK LEAVE	500	500	500	500	500	500
	TOTAL TRANSFERS	217,333	230,851	238,757	250,367	250,367	250,367
CONTINGENCY & RESERVES							
540-7320-998	CONTINGENCY	0	0	107,512	316,150	316,150	316,150
	TOTAL CONTINGENCY & RESERVES	0	0	107,512	316,150	316,150	316,150
	TOTAL COLLECTION	526,244	540,285	689,775	911,541	911,541	911,541

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: LANDFILL
DEPARTMENT: PUBLIC WORKS
FUND: SOLID WASTE

STAFF LEVEL 2017: 1.13 FTE
STAFF LEVEL 2016: 1.13 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:

Title	2017 FTE	2016 FTE
Parks Maintenance Worker	0.36	0.36
Utility Worker	0.77	0.77
Total	**1.13**	**1.13**

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) provides funds for additional required sampling, permit fees, annual environmental monitoring reporting and consultant fees as required by our operating permit issued by Oregon Department of Environmental Quality.
RECYCLING (Acct. 326) provides funding for paying recycling companies to pick up white goods and tires.
VEHICLE REPLACEMENT/RENT (Acct. 330) funding is for heavy equipment necessary for maintaining and operating our landfill.
MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) provides funding for pesticide certification renewals.
MEETINGS/CONFERENCES (Acct. 341) provides funding for attending continuing education classes as required.
MISCELLANEOUS (Acct. 390) covers costs for those minor expenses that do not fit well into any of the other categories.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SOLIDWASTE							
LANDFILL							
PERSONNEL SERVICES							
540-7420-101	REGULAR SERVICES- LANDFILL	37,417	41,637	61,800	62,200	62,200	62,200
540-7420-105	OVERTIME	4	135	100	100	100	100
540-7420-120	EMPLOYEE BENEFITS	32,455	35,917	54,800	52,600	52,600	52,600
	TOTAL PERSONNEL SERVICES	69,875	77,689	116,700	114,900	114,900	114,900
OPERATING							
540-7420-200	OPERATING SUPPLIES	1,453	1,518	1,800	1,800	1,800	1,800
540-7420-220	PERSONAL PROTECTIVE EQUIPMEN	7	154	300	300	300	300
540-7420-270	UTILITIES	287	299	600	600	600	600
540-7420-280	REPAIR AND MAINTENANCE	163	97	1,300	1,300	1,300	1,300
540-7420-300	UNIFORM MAINTENANCE	249	253	400	400	400	400
540-7420-318	PERMIT FEES	5,120	4,999	6,000	6,000	6,000	6,000
540-7420-320	PROFESSIONAL SERVICES	18,717	19,539	25,000	25,000	25,000	25,000
540-7420-326	RECYCLING	1,800	0	6,000	6,000	6,000	6,000
540-7420-330	VEHICLE REPLACEMENT / RENT	70,020	70,020	70,017	70,017	70,017	70,017
540-7420-340	MEMBERSHIPS / SUBSCRIPTIONS	0	0	125	125	125	125
540-7420-341	MEETINGS / CONFERENCES	0	12	200	200	200	200
540-7420-390	MISCELLANEOUS	30	30	200	200	200	200
	TOTAL OPERATING	97,847	96,922	111,942	111,942	111,942	111,942
	TOTAL LANDFILL	167,722	174,612	228,642	226,842	226,842	226,842

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

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

BASELINE BUDGET DESCRIPTION:
Solid Waste Recycling will be in its 29th 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 $4.15 of a typical residential customer's monthly rate.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SOLIDWASTE							
RECYCLING							
OPERATING							
540-7430-320	PROFESSIONAL SVCS- RECYCLING	76,216	76,186	82,400	82,400	82,400	82,400
	TOTAL OPERATING	76,216	76,186	82,400	82,400	82,400	82,400
	TOTAL RECYCLING	76,216	76,186	82,400	82,400	82,400	82,400

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

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):

- Construction of a building for equipment storage to keep them out of the weather.
- Acquisition of tire recycling equipment.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SOLIDWASTE							
CAPITAL - NEW							
CAPITAL							
540-8100-410	SOLIDWASTE CAPITAL NEW	7,775	12,040	20,000	20,000	20,000	20,000
540-8100-480	CAPITAL	0	0	160,000	50,000	50,000	50,000
	TOTAL CAPITAL	7,775	12,040	180,000	70,000	70,000	70,000
	TOTAL CAPITAL - NEW	7,775	12,040	180,000	70,000	70,000	70,000

BUDGET NARRATIVE
Fiscal Year 2017

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
LANDFILL CLOSURE RESERVE							
MISCELLANEOUS							
541-470-20	INTEREST	772	632	600	600	600	600
	TOTAL MISCELLANEOUS	772	632	600	600	600	600
TRANSFERS							
541-490-54	TRANSFER FROM SOLID WASTE	4,000	4,000	4,000	4,000	4,000	4,000
	TOTAL TRANSFERS	4,000	4,000	4,000	4,000	4,000	4,000
BEGINNING FUND BALANCE							
541-499-10	FUND BALANCE	0	0	117,409	127,550	127,550	127,550
	TOTAL BEGINNING FUND BALANCE	0	0	117,409	127,550	127,550	127,550
	TOTAL REVENUE	4,772	4,632	122,009	132,150	132,150	132,150
CAPITAL - NEW							
CONTINGENCY & RESERVES							
541-8100-954	RESERVE FOR LANDFILL CLOSURE	0	0	122,009	132,150	132,150	132,150
	TOTAL CONTINGENCY & RESERVES	0	0	122,009	132,150	132,150	132,150
	TOTAL CAPITAL - NEW	0	0	122,009	132,150	132,150	132,150

REVENUE BUDGET NARRATIVE
Fiscal Year 2017

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) as well as footgolf.**

New this past late summer to the course is the addition of footgolf. The course now has 18-holes of footgolf on the lower property. We are excited to see where this new venture takes play this coming year!

CITY OF MILTON-FREEWATER

REVENUE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GOLF COURSE							
INTERGOVERNMENTAL REVENUE							
550-410-38	WATER SAVINGS GRANT	19,089	0	0	0	0	0
	TOTAL INTERGOVERNMENTAL REVE	19,089	0	0	0	0	0
SERVICES							
550-450-13	BUILDING RENT	5,700	3,300	4,200	4,200	4,200	4,200
550-450-40	GOLF GREENS FEES	97,489	93,325	98,674	99,660	99,660	99,660
550-450-41	GOLF PASSES	31,864	32,380	31,890	32,208	32,208	32,208
550-450-42	GOLF CART SHEDS	12,374	10,204	12,500	12,500	12,500	12,500
550-450-43	GOLF CART USAGE FEES	8,576	7,499	8,850	8,200	8,200	8,200
550-450-46	GOLF PUNCH CARDS	21,348	20,500	22,000	22,222	22,222	22,222
	TOTAL SERVICES	177,350	167,208	178,114	178,990	178,990	178,990
MISCELLANEOUS							
550-470-20	INTEREST EARNED	2	16	0	0	0	0
	TOTAL MISCELLANEOUS	2	16	0	0	0	0
BEGINNING FUND BALANCE							
550-499-10	FUND BALANCE	0	0	7,000	0	0	0
	TOTAL BEGINNING FUND BALANCE	0	0	7,000	0	0	0
	TOTAL REVENUE	196,440	167,225	185,114	178,990	178,990	178,990

EXPENDITUE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: GOLF COURSE

STAFF LEVEL 2017: 1.64 FTE
STAFF LEVEL 2016: 1.64 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. Late last summer and fall 18 holes of footgolf were put into play and we are excited to see what play trends are upon us. 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:

Title	2017 FTE	2016 FTE
Utility Worker	0.14	0.14
Parks Maintenance Worker	0.50	0.50
Laborer	1.00	1.00
Total	**1.64**	**1.64**

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) the principal payment for the irrigation system loan is being deferred this budget year.
LOAN INTEREST (Acct. 511) covers the cost of the interest to pay back the loan for the irrigation system over a 20-year period.

SINGNIFICANT BUDGET CHANGE: the principal payment for the irrigation system loan is being deferred this budget year.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GOLF COURSE							
ADMINISTRATION							
PERSONNEL SERVICES							
550-7600-101	REGULAR SERVICES-GOLF CRSE AD	30,160	40,408	26,850	43,399	43,399	43,399
550-7600-102	PART TIME	549	1,519	4,000	4,000	4,000	4,000
550-7600-105	OVERTIME	178	381	200	200	200	200
550-7600-120	EMPLOYEE BENEFITS	25,518	30,418	25,850	26,173	26,173	26,173
	TOTAL PERSONNEL SERVICES	56,405	72,727	56,900	73,772	73,772	73,772
OPERATING							
550-7600-200	OPERATING SUPPLIES	9,343	9,488	7,000	7,000	7,000	7,000
550-7600-220	PERSONAL PROTECTIVE EQUIP	70	52	0	0	0	0
550-7600-225	MINOR EQUIPMENT	12	249	200	200	200	200
550-7600-250	ADVERTISING	102	264	183	200	200	200
550-7600-270	UTILITIES	6,494	7,701	6,500	6,500	6,500	6,500
550-7600-280	REPAIR AND MAINTENANCE	4,279	7,427	5,000	5,000	5,000	5,000
550-7600-320	PROFESSIONAL SERVICE	4,118	4,247	2,500	4,200	4,200	4,200
550-7600-330	VEHICLE REPLACEMENT / RENT	18,378	18,672	18,698	18,698	18,698	18,698
	TOTAL OPERATING	42,795	48,101	40,081	41,798	41,798	41,798
DEBT SERVICE							
550-7600-510	LOAN PRINCIPAL	195,846	26,904	27,168	0	0	0
550-7600-511	LOAN INTEREST	15,560	1,953	1,689	1,418	1,418	1,418
	TOTAL DEBT SERVICE	211,406	28,857	28,857	1,418	1,418	1,418
TRANSFERS							
550-7600-764	TRANSFER TO SICK LEAVE	100	100	100	100	100	100
	TOTAL TRANSFERS	100	100	100	100	100	100
CONTINGENCY & RESERVES							
550-7600-998	CONTINGENCY	0	0	1,145	703	703	703
	TOTAL CONTINGENCY & RESERVES	0	0	1,145	703	703	703
	TOTAL ADMINISTRATION	310,706	149,784	127,083	117,791	117,791	117,791

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: CLUBHOUSE
DEPARTMENT: PUBLIC WORKS
FUND: GOLF COURSE

STAFF LEVEL 2017: 0.05 FTE
STAFF LEVEL 2016: 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 14th 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:

Title	2017 FTE	2016 FTE
Parks Maintenance Worker	0.03	0.03
Utility Worker	0.02	0.02
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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
GOLF COURSE							
GOLF COURSE CLUB HOUSE							
PERSONNEL SERVICES							
550-7610-101	REGULAR SERVICES- GC CLUB HSE	1,870	1,924	2,500	2,610	2,610	2,610
550-7610-105	OVERTIME	0	24	0	0	0	0
550-7610-120	EMPLOYEE BENEFITS	1,404	1,411	2,030	2,090	2,090	2,090
	TOTAL PERSONNEL SERVICES	3,274	3,359	4,530	4,700	4,700	4,700
OPERATING							
550-7610-200	OPERATING SUPPLIES	14	165	2,659	2,659	2,659	2,659
550-7610-270	UTILITIES	4,334	4,345	4,945	4,945	4,945	4,945
550-7610-280	REPAIR AND MAINTENANCE	171	676	1,000	1,000	1,000	1,000
550-7610-320	PROFESSIONAL SERVICES	44,790	44,844	44,897	47,895	47,895	47,895
	TOTAL OPERATING	49,309	50,029	53,501	56,499	56,499	56,499
	TOTAL GOLF COURSE CLUB HOUSE	52,583	53,389	58,031	61,199	61,199	61,199

LOW COST UTILITIES

MILTON-FREEWATER

WATER-SEWER-ELECTRICITY

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 2017

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
WAREHOUSE							
MISCELLANEOUS							
610-470-20	INTEREST EARNED	826	742	500	200	200	200
610-470-99	MISCELLANEOUS	263	539	100	100	100	100
	TOTAL MISCELLANEOUS	1,089	1,281	600	300	300	300
TRANSFERS							
610-490-51	TRANSFER FROM ELECTRIC	99,737	99,737	99,737	99,737	99,737	99,737
610-490-52	TRANSFER FROM WATER	24,636	24,636	24,636	24,636	24,636	24,636
610-490-53	TRANSFER FROM SEWER	5,286	5,286	5,286	5,286	5,286	5,286
	TOTAL TRANSFERS	129,659	129,659	129,659	129,659	129,659	129,659
BEGINNING FUND BALANCE							
610-499-10	FUND BALANCE	0	0	101,624	70,422	70,422	70,422
	TOTAL BEGINNING FUND BALANCE	0	0	101,624	70,422	70,422	70,422
	TOTAL REVENUE	130,748	130,940	231,883	200,381	200,381	200,381

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2017:** 0.87 FTE
FUND: WAREHOUSE **STAFF LEVEL 2016:** 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:

Title	2017 FTE	2016 FTE
Technician	0.85	0.85
Utility Worker	0.02	0.02
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 for items such as the purchase and/or repair overhead doors and openers.

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
WAREHOUSE							
ADMINISTRATION							
PERSONNEL SERVICES							
610-7600-101	REGULAR SERVICES- WAREHOUSE	52,124	52,341	52,378	54,150	54,150	54,150
610-7600-105	OVERTIME	0	10	100	100	100	100
610-7600-120	EMPLOYEE BENEFITS	26,809	25,293	32,500	35,200	35,200	35,200
	TOTAL PERSONNEL SERVICES	78,932	77,643	84,978	89,450	89,450	89,450
OPERATING							
610-7600-200	OPERATING SUPPLIES	967	559	1,300	1,300	1,300	1,300
610-7600-220	PERSONAL PROTECTIVE EQUIPMEN	0	0	100	100	100	100
610-7600-225	MINOR EQUIPMENT	0	0	400	400	400	400
610-7600-260	COMMUNICATION	447	540	700	700	700	700
610-7600-270	UTILITIES	15,654	16,252	18,700	19,250	19,250	19,250
610-7600-280	REPAIR AND MAINTENANCE	1,811	5,113	35,000	35,000	35,000	35,000
610-7600-320	PROFESSIONAL SERVICES	12	85	200	300	300	300
610-7600-330	VEHICLE REPLACEMENT / RENT	3,024	3,024	3,024	3,024	3,024	3,024
610-7600-341	MEETINGS / CONFERENCES	0	0	450	450	450	450
610-7600-390	MISCELLANEOUS	31	10	100	100	100	100
	TOTAL OPERATING	21,946	25,582	59,974	60,624	60,624	60,624
CAPITAL							
610-7600-405	BUILDING	0	16,000	1,000	1,000	1,000	1,000
610-7600-480	FURNITURE AND FIXTURES	0	314	1,000	1,000	1,000	1,000
	TOTAL CAPITAL	0	16,314	2,000	2,000	2,000	2,000
TRANSFERS							
610-7600-701	TRANSFER TO GENERAL	16,526	17,663	17,957	18,729	18,729	18,729
610-7600-750	TRANSFER TO ELECTRIC	6,480	6,480	6,480	6,480	6,480	6,480
610-7600-764	TRANSFER TO SICK LEAVE	350	350	350	350	350	350
	TOTAL TRANSFERS	23,356	24,493	24,787	25,559	25,559	25,559
CONTINGENCY & RESERVES							
610-7600-998	CONTINGENCY	0	0	60,144	22,748	22,748	22,748
	TOTAL CONTINGENCY & RESERVES	0	0	60,144	22,748	22,748	22,748
	TOTAL ADMINISTRATION	124,234	144,032	231,883	200,381	200,381	200,381

REVENUE BUDGET NARRATIVE
Fiscal Year 2017

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; 89 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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
VEHICLE MAINTENANCE							
SERVICES							
620-450-51	INTER DP EQUIP REPAIR	11,308	18,602	8,500	8,500	8,500	8,500
620-450-52	SCHOOL BUS REPAIR	66,935	52,883	48,000	48,000	48,000	48,000
620-450-70	VEHICLE RENT	462,647	474,028	492,139	466,238	466,238	466,238
	TOTAL SERVICES	540,890	545,513	548,639	522,738	522,738	522,738
MISCELLANEOUS							
620-470-20	INTEREST EARNED	1,365	1,533	800	1,000	1,000	1,000
620-470-30	SALE OF FIXED ASSETS	0	601	0	0	0	0
	TOTAL MISCELLANEOUS	1,365	2,134	800	1,000	1,000	1,000
BEGINNING FUND BALANCE							
620-499-10	FUND BALANCE	0	0	231,514	151,796	151,796	151,796
	TOTAL BEGINNING FUND BALANCE	0	0	231,514	151,796	151,796	151,796
	TOTAL REVENUE	542,255	547,646	780,953	675,534	675,534	675,534

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM:	MOTOR POOL	**STAFF LEVEL 2017:**	1.50 FTE
DEPARTMENT:	PUBLIC WORKS	**STAFF LEVEL 2016:**	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 170 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	2017 FTE	2016 FTE
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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
VEHICLE MAINTENANCE							
MOTOR POOL							
PERSONNEL SERVICES							
620-7700-101	REGULAR SERVICES- MOTOR POOL	109,621	112,125	109,966	114,996	114,996	114,996
620-7700-105	OVERTIME	0	0	750	750	750	750
620-7700-110	TOOL ALLOWANCES	1,816	1,805	1,800	1,800	1,800	1,800
620-7700-120	EMPLOYEE BENEFITS	62,656	67,584	70,850	73,447	73,447	73,447
	TOTAL PERSONNEL SERVICES	174,093	181,514	183,366	190,993	190,993	190,993
OPERATING							
620-7700-200	OPERATING SUPPLIES/FUEL	113,397	94,993	145,000	135,000	135,000	135,000
620-7700-220	PERSONAL PROTECTIVE EQUIP	0	54	250	250	250	250
620-7700-225	MINOR EQUIPMENT	3,752	179	3,500	3,500	3,500	3,500
620-7700-260	COMMUNICATION	447	355	1,000	1,000	1,000	1,000
620-7700-280	REPAIR AND MAINTENANCE	49,683	65,681	70,000	80,000	80,000	80,000
620-7700-282	RADIO REPAIR AND REPLACEMENT	0	0	1,000	1,000	1,000	1,000
620-7700-300	UNIFORM MAINTENANCE	857	883	1,250	1,300	1,300	1,300
620-7700-320	PROFESSIONAL SERVICES	284	178	500	500	500	500
620-7700-330	VEHICLE REPLACEMENT / RENT	2,748	2,928	2,925	2,925	2,925	2,925
620-7700-341	MEETINGS / CONFERENCES	0	20	850	850	850	850
	TOTAL OPERATING	171,167	165,271	226,275	226,325	226,325	226,325
TRANSFERS							
620-7700-701	TRANSFER TO GENERAL	46,422	48,495	49,548	51,380	51,380	51,380
620-7700-750	TRANSFER TO ELECTRIC	3,561	3,561	3,561	3,561	3,561	3,561
620-7700-764	TRANSFER TO SICK LEAVE	250	250	250	250	250	250
620-7700-796	TRNSFR TO VEHICLE MAJR RPR RSV	0	0	150,000	0	0	0
	TOTAL TRANSFERS	50,233	52,306	203,359	55,191	55,191	55,191
CONTINGENCY & RESERVES							
620-7700-998	CONTINGENCY	0	0	74,856	104,787	104,787	104,787
	TOTAL CONTINGENCY & RESERVES	0	0	74,856	104,787	104,787	104,787
	TOTAL MOTOR POOL	395,493	399,092	687,856	577,296	577,296	577,296

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

PROGRAM: SCHOOL BUS MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: VEHICLE MAINTENANCE

STAFF LEVEL 2017: 0.50 FTE
STAFF LEVEL 2016: 0.50 FTE

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:

Title	2017 FTE	2016 FTE
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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
VEHICLE MAINTENANCE							
SCHOOL BUS MAINTENANCE							
PERSONNEL SERVICES							
620-7710-101	REGULAR SERVICES- SCHL BUS MNT	28,300	28,780	36,900	39,332	39,332	39,332
620-7710-105	OVERTIME	0	0	150	150	150	150
620-7710-120	EMPLOYEE BENEFITS	16,980	17,157	24,482	26,483	26,483	26,483
	TOTAL PERSONNEL SERVICES	45,280	45,936	61,532	65,965	65,965	65,965
OPERATING							
620-7710-225	MINOR EQUIPMENT	1,115	544	650	800	800	800
620-7710-290	SCHOOL BUS PARTS	17,278	14,929	16,000	16,000	16,000	16,000
620-7710-300	UNIFORM MAINTENANCE	859	851	1,100	1,200	1,200	1,200
620-7710-330	VEHICLE REPLACEMENT / RENT	912	972	975	975	975	975
	TOTAL OPERATING	20,164	17,296	18,725	18,975	18,975	18,975
TRANSFERS							
620-7710-701	TRANSFER TO GENERAL	11,606	12,124	12,387	12,845	12,845	12,845
620-7710-750	TRANSFER TO ELECTRIC	403	403	403	403	403	403
620-7710-764	TRANSFER TO SICK LEAVE	50	50	50	50	50	50
	TOTAL TRANSFERS	12,059	12,577	12,840	13,298	13,298	13,298
	TOTAL SCHOOL BUS MAINTENANCE	77,503	75,810	93,097	98,238	98,238	98,238

REVENUE BUDGET NARRATIVE
Fiscal Year 2017

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 17 replacement fees included in the budget are $169,313.34. 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 17 depreciation adjustment fees included in the budget are $14,519.40 for a total depreciation of $183,832.74.

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
VEHICLE REPLACEMENT							
SERVICES							
630-450-50	REPLACEMENT FEES	143,160	143,160	167,071	187,462	187,462	187,462
	TOTAL SERVICES	143,160	143,160	167,071	187,462	187,462	187,462
MISCELLANEOUS							
630-470-20	INTEREST EARNED	1,096	927	500	500	500	500
630-470-30	SALE OF FIXED ASSETS	0	11,861	2,000	0	0	0
630-470-99	MISCELLANEOUS REVENUES	0	0	0	500	500	500
	TOTAL MISCELLANEOUS	1,096	12,788	2,500	1,000	1,000	1,000
TRANSFERS							
630-490-62	TRANSFER FROM VEHICLE MAINT	0	0	150,000	0	0	0
	TOTAL TRANSFERS	0	0	150,000	0	0	0
BEGINNING FUND BALANCE							
630-499-10	FUND BALANCE	0	0	17,336	269,883	269,883	269,883
	TOTAL BEGINNING FUND BALANCE	0	0	17,336	269,883	269,883	269,883
	TOTAL REVENUE	144,256	155,948	336,907	458,345	458,345	458,345

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017

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 2017:

New Bucket Truck – carried from FY 16 due to delivery date.	$ 94,815.00
New Garbage Truck	$ 282,000.00
TOTAL:	**$376,815.00**

CITY OF MILTON-FREEWATER

EXPENDITURE SUMMARY
FISCAL YEAR 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
VEHICLE REPLACEMENT							
ADMINISTRATION							
CAPITAL							
630-7600-470	VEHICLE REPLACEMENT	106,095	109,300	207,500	376,815	376,815	376,815
	TOTAL CAPITAL	106,095	109,300	207,500	376,815	376,815	376,815
DEBT SERVICE							
630-7600-520	LEASE PRINCIPAL	47,832	0	0	0	0	0
630-7600-521	LEASE INTEREST	1,625	0	0	0	0	0
	TOTAL DEBT SERVICE	49,456	0	0	0	0	0
CONTINGENCY & RESERVES							
630-7600-970	RESERVE FOR REPLACE	0	0	129,407	81,530	81,530	81,530
	TOTAL CONTINGENCY & RESERVES	0	0	129,407	81,530	81,530	81,530
	TOTAL ADMINISTRATION	155,552	109,300	336,907	458,345	458,345	458,345

BUDGET NARRATIVE
Fiscal Year 2017

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
SICKLEAVE LIABILITY							
MISCELLANEOUS							
640-470-20	INTEREST EARNED	720	381	400	300	300	300
640-470-41	DONATIONS TO SICK LEAVE BANK	0	0	1,200	1,200	1,200	1,200
	TOTAL MISCELLANEOUS	720	381	1,600	1,500	1,500	1,500
TRANSFERS							
640-490-10	TRANSFER FROM GENERAL	1,600	1,600	1,600	1,600	1,600	1,600
640-490-21	TRANSFER FROM STREET	300	300	300	300	300	300
640-490-22	TRANSFER FROM LIBRARY	240	240	240	240	240	240
640-490-51	TRANSFER FROM ELECTRIC	2,631	2,631	2,631	2,631	2,631	2,631
640-490-52	TRANSFER FROM WATER	500	500	500	500	500	500
640-490-53	TRANSFER FROM SEWER	605	605	605	605	605	605
640-490-54	TRANSFER FROM SOLID WASTE	500	500	500	500	500	500
640-490-55	TRANSFER FROM GOLF COURSE	100	100	100	100	100	100
640-490-61	TRANSFER FROM WAREHOUSE	350	350	350	350	350	350
640-490-62	TRANSFER FROM VEHICLE MAINT	300	300	300	300	300	300
	TOTAL TRANSFERS	7,126	7,126	7,126	7,126	7,126	7,126
BEGINNING FUND BALANCE							
640-499-10	FUND BALANCE	0	0	60,160	62,056	62,056	62,056
	TOTAL BEGINNING FUND BALANCE	0	0	60,160	62,056	62,056	62,056
	TOTAL REVENUE	7,846	7,507	68,886	70,682	70,682	70,682
ADMINISTRATION							
PERSONNEL SERVICES							
640-7600-101	REGULAR SERVICES- SICKLEAVE LB	3,936	42,552	25,000	50,682	50,682	50,682
640-7600-102	PART TIME- SICKLEAVE LIABILITY	9,524	0	8,726	10,000	10,000	10,000
640-7600-120	EMPLOYEE BENEFITS	2,671	6,480	10,000	10,000	10,000	10,000
	TOTAL PERSONNEL SERVICES	16,131	49,031	43,726	70,682	70,682	70,682
CONTINGENCY & RESERVES							
640-7600-998	CONTINGENCY	0	0	25,160	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	25,160	0	0	0
	TOTAL ADMINISTRATION	16,131	49,031	68,886	70,682	70,682	70,682

BUDGET NARRATIVE
Fiscal Year 2017

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 2016-17

		2013-14 FISCAL ACTUAL	2014-15 FISCAL ACTUAL	2015-16 FISCAL BUDGET	2016-17 CITY MGR PROPOSED	2016-17 BUD COMM APPROVED	2016-17 COUNCIL ADOPTED
RISK MANAGEMENT							
MISCELLANEOUS							
650-470-10	CIS REFUND	30,599	42,900	10,000	10,000	10,000	10,000
650-470-20	INTEREST EARNED	435	405	300	300	300	300
	TOTAL MISCELLANEOUS	31,034	43,305	10,300	10,300	10,300	10,300
BEGINNING FUND BALANCE							
650-499-10	FUND BALANCE	0	0	71,500	73,500	73,500	73,500
	TOTAL BEGINNING FUND BALANCE	0	0	71,500	73,500	73,500	73,500
	TOTAL REVENUE	31,034	43,305	81,800	83,800	83,800	83,800
ADMINISTRATION							
OPERATING							
650-7600-382	UNANTICIPATED CLAIMS	38,671	32,980	81,800	83,800	83,800	83,800
	TOTAL OPERATING	38,671	32,980	81,800	83,800	83,800	83,800
	TOTAL ADMINISTRATION	38,671	32,980	81,800	83,800	83,800	83,800

CITY OF MILTON-FREEWATER

COMPUTATION OF LEGAL DEBT LIMIT

June 30, 2015

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	$335,638,241
Debt Limit Rate	x 3%
Maximum Allowable Debt	10,069,147
Less General Bonded Debt	120,000
Legal Debt Margin	$ 9,949,147
Total net bonded debt applicable to the limit as a percentage of debt limit	1%

Property Tax Summary
Fiscal Year 2015

	2014 Budget	2015 Budget	2016 Adopted	2017 Proposed	2017 Approved	2017 Adopted
Operating Estimate *	$752,500	$957,880	$990,566	$1,000,145	$1,000,145	$1,000,145
Rate Levy **	3.7499	3.7499	3.7499	3.7499	3.7499	3.7499
Debt Service	110,000	120,000	120,000	-0-	-0-	-0-
Local Option Tax Senior Trans	60,000	60,000	60,000	60,000	60,000	60,000
TOTAL TAXES	$922,500	$1,137,880	$1,170,566	$1,060,145	$1,060,145	$1,060,145

*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 2017 By Department

	2017 FTE	2016 FTE	2015 FTE	Position
				GENERAL FUND
				CITY COUNCIL
*	1.00	1.00	1.00	Mayor
*	6.00	6.00	6.00	Councilors
*	7.00	7.00	7.00	
				CITY MANAGER
	0.80	0.80	0.80	City Manager
	1.00	1.00	0.00	City Recorder
	0.30	0.30	0.35	Building Specialist
	0.05	0.05	0.05	Planning/Fire Assistant
	2.15	2.15	0.90	
				CITY RECORDER
	0.00	0.00	1.00	City Recorder
	0.00	0.00	1.00	
				MUNICIPAL COURT
	0.13	0.13	0.13	Judge
	1.00	1.00	1.00	Court Clerk
	1.13	1.13	1.13	
				ACCOUNTING & BILLING
	1.00	1.00	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)
	0.00	0.37	0.00	Part-Time Meter Reader
	1.00	1.00	1.00	Payroll Clerk
	0.00	0.00	0.37	Meter Reader
	6.00	6.37	6.27	
				HUMAN RESOURCE ADMINISTRATION
	0.30	0.30	0.30	Human Resource Officer
	0.30	0.30	0.30	
				ECONOMIC DEVELOPMENT
	1.00	1.00	0.75	Community Development Supervisor
	0.10	0.10	0.10	Assistant
	0.10	0.10	0.10	City Planner
	1.20	1.20	0.95	
				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)
	1.45	1.45	1.45	
				POLICE
	1.00	1.00	1.00	Chief
	1.00	0.00	1.00	Corporals
	1.00	2.00	2.00	Sergeant
	8.00	8.00	8.00	Patrol Officers
	0.60	0.60	0.63	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
*	2.00	4.00	4.00	Citizen Corp Volunteers
*	0.00	0.00	0.00	Reserves
	19.60	21.60	21.63	

* Number of positions, not expressed in FTE's

PERSONNEL SUMMARY (Continued)
By Department

	2017 FTE	2016 FTE	2015 FTE	Position
				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
*	16.00	18.00	18.00	Firefighters
	22.05	24.05	24.05	
				PUBLIC WORKS
	1.00	1.00	1.00	Public Works Superintendent
	1.00	1.00	1.00	Public Works Assistant/Project Aide
	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
	11.56	11.56	11.56	
				ENGINEERING AND PLANNING
	0.00	0.00	0.00	Electric Superintendent
	0.60	0.60	0.58	Engineering Technician(s)
	0.60	0.60	0.58	
				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	0.40	0.00	Code Enforcement Officer
	1.01	1.01	1.01	Utility Workers
	2.20	2.20	1.80	
				LIBRARY FUND
	1.00	1.00	1.00	Library Director
	0.00	0.00	0.00	Library Assistant
	2.93	2.93	2.50	Library Associate
	3.93	3.93	3.50	
				SENIOR/ DISABLED TRANSPORTATION FUND
	0.70	0.70	0.70	Human Resource Officer
	0.20	0.20	0.20	City Manager
	0.90	0.90	0.90	
				ELECTRIC FUND
	1.00	1.00	1.00	Electric Superintendent
	1.00	1.00	1.00	Electric Assistant
	5.00	5.00	5.19	Line Technicians
	1.40	1.40	1.32	Engineering Technician
	0.65	0.65	0.64	Building Specialist
	1.00	1.00	1.00	Working Line Supervisor
	10.05	10.05	10.15	

* Number of positions, not expressed in FTE's

PERSONNEL SUMMARY (Continued)
By Department

2017 FTE	2016 FTE	2015 FTE	Position
			WATER FUND
0.00	0.00	0.00	Public Works Supervisor
0.31	0.31	0.31	Parks Maintenance Worker
2.32	2.32	2.32	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
1.00	1.00	1.00	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	0.58	0.33	Parks Maintenance Worker
1.51	1.51	1.51	Utility Worker
3.09	3.09	2.84	
			GOLF COURSE FUND
0.53	0.53	0.78	Parks Maintenance Worker
0.16	0.16	0.16	Utility Worker
1.00	1.00	1.00	Laborer
1.69	1.69	1.94	
			WAREHOUSE FUND
0.85	0.85	0.85	Engineering Technician
0.02	0.02	0.02	Utility Worker
0.87	0.87	0.87	
			VEHICLE MAINTENANCE FUND
1.00	1.00	1.00	Senior Mechanic
1.00	1.00	1.00	Mechanic
2.00	2.00	2.00	
**** 73.85**	**74.22**	**73.20**	**Total FTE's**

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

City of Milton-Freewater
RESOLUTION NO. 2322

A Resolution Declaring the City of Milton-Freewater Election to Receive State Revenues

WHEREAS, the City of Milton-Freewater must maintain a balanced and scrutinized budget to the citizens and Council members; and

WHEREAS, the City Council of the City of Milton-Freewater believes that public safety is a very crucial service to provide to the citizens; and

WHEREAS, state shared revenues have been proposed to be used for this purpose; and

WHEREAS, the City of Milton-Freewater is anticipating to receive an estimated $52,400 in state revenue sharing; and

WHEREAS, during two public hearings on this subject, one held, April 28, 2016 and the other held June 13, 2016, no objections or comments were heard from citizens regarding this proposed use,

WHEREAS, pursuant to ORS 221.770, the City is following the mandates of the State in order to receive these funds,

THEREFORE, be it RESOLVED, the City of Milton-Freewater hereby elects to receive state revenues for fiscal year 2016-2017.

PASSED BY THE COMMON COUNCIL and APPROVED by the Mayor this 13th day of June, 2016.

Lewis S Key

Lewis S. Key, Mayor

I certify that a public hearing before the Budget Committee was held on April 28, 2016, and a public hearing before the City Council was held on June 13, 2016 giving citizens an opportunity to comment on the use of state revenue sharing funds.

Leanne Steadman

Leanne Steadman, City Recorder

CITY OF MILTON-FREEWATER

RESOLUTION NO. 2323

A RESOLUTION OF THE CITY OF MILTON-FREEWATER ADOPTING THE BUDGET; MAKING APPROPRIATIONS; AND IMPOSING AND CATEGORIZING TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2016

BE IT RESOLVED;

Section 1. That the City Council of the City of Milton-Freewater hereby adopts the budget for fiscal year 2016-2017 in the sum of $32,153,925 now on file at City Hall.

Section 2. That the City Council of Milton-Freewater hereby levies the taxes provided for in the adopted budget at the rate of $3.7499 per $1,000 of assessed value for operations, and $60,000 Local Option Tax for senior transportation; and that these taxes are hereby imposed and categorized for tax year 2016-2017 upon the assessed value of all taxable property within the district.

	General Government	Excluded from the Limitation
General Fund	$3.7499/$1,000	
Bonded Debt		-0-
Local Option Tax	$60,000	

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

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

GENERAL FUND

City Council	$ 27,671
City Recorder/Manager/Human Resources/Safety	382,694
City Attorney	20,000
Municipal Court	153,025
Finance/Meter Reading	796,959
Planning/Eco Devo/Bldg Inspect	300,942
Police	1,972,855
Fire	343,276
Public Works	1,077,060
Engineering	85,566
City Hall	134,708
Transfers to Other Funds	126,612
Contingency	129,917
Total	$5,551,285

STREET FUND	
Personnel Services	$178,000
Materials and Services	140,163
Transfer to Other Funds	151,480
Contingency	78,173
	$ 547,816
STREET IMPROVEMENT FUND	
Capital	$ 321,519
Contingency	$ -0-
	$ 321,519
LIBRARY FUND	
Personnel Services	$302,405
Materials and Services	34,050
Capital	2,000
Transfer to Other Funds	240
Contingency	12,756
	$351,451
SENIOR/DISABLED TRANSPORTATION SERVICES FUND	
Personnel Services	$109,709
Materials and Services	223,850
Total Capital Outlay	191,000
Contingency	183,994
	$708,553
DRUG ENFORCEMENT FUND	
Materials and Services	$ -0-
	$ -0-
GENERAL OBLIGATION BOND FUND	
Debt Service	$ -0-
Reserves	-0-
	$ -0-
ELECTRIC FUND	
Personnel Services	$1,501,447
Materials and Services	5,549,829
Capital Outlay	311,100
Transfer to Other Funds	1,050,508
Contingency	1,326,671
	$9,739,555
ELECTRIC CAPITAL REPLACEMENT RESERVE FUND	
Capital	$ 1,675,000
ELECTRIC OPERATING/MAINTENANCE RESERVE FUND	
Transfers	$ -0-
Capital	2,700,500
	$2,700,500

WATER FUND	
Personnel Services	$ 291,230
Materials and Services	353,194
Capital Outlay	40,000
Debt Service	145,719
Transfer to Other Funds	559,146
Contingency/Reserve	314,039
	$1,703,328
SEWER FUND	
Personnel Services	$ 337,750
Materials and Services	315,654
Capital Outlay	-0-
Debt Service	-0-
Transfer to Other Funds	596,304
Contingencies	437,244
	$1,686,952
SEWER PLANT IMPROVEMENT FUND	
Capital Outlay	3,916,206
Debt Service	125,595
Contingencies	-0-
	$4,041,801
SOLID WASTE	
Personnel Services	$297,500
Materials and Services	356,766
Capital Outlay	70,000
Transfer to Other Funds	250,367
Contingency	316,150
	$1,290,783
GOLF COURSE FUND	
Personnel Services	$ 78,472
Materials and Services	98,297
Debt Service	1,418
Transfer to Other Funds	100
Contingency	703
	$178,990
LANDFILL CLOSURE RESERVE FUND	
Reserves	$132,150
9.1.1.	
Materials and Services	$32,700
Capital Outlay	2,800
Transfer to Other Funds	-0-
	$ 35,500

WAREHOUSE FUND	
Personnel Services	$ 89,450
Materials and Services	60,624
Capital Outlay	2,000
Total Transfers	25,559
Contingency	22,748
	$200,381
VEHICLE MAINTENANCE	
Personnel Services	$256,958
Materials and Services	245,300
Transfers	68,489
Contingency	104,787
	$675,534
VEHICLE REPLACEMENT FUND	
Materials and Services	$ -0-
Capital Outlay	376,815
Debt Service	-0-
Transfers	-0-
Reserve for Replacement	81,530
	$458,345
SICK LEAVE LIABILITY FUND	
Personnel Services	$ 70,682
	$ 70,682
RISK MANAGEMENT	
Materials and Services	$83,800

PASSED by the Common Council and APPROVED by the Mayor this 13th day of June, 2016

Lewis S. Key

Lewis S. Key, Mayor