

**CITY OF MILTON-FREEWATER
OREGON**



**ADOPTED BUDGET
Fiscal Year 2025**

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2025 Fiscal Year

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INTRODUCTORY SECTION



CITY OF

MILTON-FREEWATER

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

June 4, 2024

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

FROM: City Manager Chad Morris
Assistant City Manager Leanne Steadman
Finance Director Laurie Bubar

SUBJECT: Proposed Budget for Fiscal Year 2025

EXECUTIVE SUMMARY

This budget process marks an unusual one for our City.

At the time we write this summary, we are in the midst of very large changes in personnel staffing for our city organization. Our long tenured City Manager, Linda Hall retired February 1st, and our Electric Superintendent and City Planner followed suit March 1st. In the past few years, we have seen several of these veteran employees retire---our Finance Director, the Police Chief, Library Director, City Planner, Accounting Supervisor, and as forementioned, our City Manager.

Those of us left behind have been covering for those missing co-workers and keeping the city operations flowing to the best of our abilities!

Some of these positions will not be re-filled in cost saving measures---such as the Accounting Supervisor. These duties were absorbed primarily by the Finance Director and the Finance crew. This has resulted in a cost savings of \$87,846 for the city.

New City Manager Chad Morris started his tenure on May 28, 2024. City staff will follow his leadership and direction finishing our current fiscal year, and stepping into the new proposed budget.

Since this budget was developed during this interim period, we kept it even more conservative than our usual norm. There is one utility rate increase in this proposed budget - Water has a 20% increase added in this budget. We believed the prudent course of action was to bring you a balanced conservative budget with just the one rate increase.

There are some major events on our horizon.

We are on a state dictated course to be mandated to increase our recycling services to our public to reinstitute curbside services. This will be a huge policy decision for the Council and citizens to review and if implemented, will result in millions of dollars of added expenditures to the solid waste budgets.

We also are continuing forward with the project to improve and repair our water infrastructure by the replacement of our 60+ year old water storage reservoir tank and the implementation of a new well to more efficiently service our new residents and businesses on the south hill. These will be upwards of \$12 million in infrastructure costs, and the financing packages will likely require us to raise our water rates to mirror the statewide average rate charge. Our current rates are almost half of the statewide option.

Other points of interest for this budget are:

- Our House Bill 2017 grant monies of \$3 million have been expended, so this budget will not include as many sidewalks, pedestrian and street improvements as we have been able to accomplish in past budgets. Many things were accomplished with these monies, and a previous \$3 million that was awarded to our city previous to HB 2017. We completely renovated Powell Road, including water lines, sewer lines, sidewalks, bridges, and widening of the street to modern standards. We put in a sidewalk down the north side of College street to connect with Yantis Park. We re-did 8th Avenue and put in a sidewalk on this street as well. We put in school crossing safety measures, and re-paved many many of our street surfaces and paved many alley ways and other minor gravel streets. We have been the envy of many of our neighboring cities who struggle to get enough funding to keep up their street surfaces.
- Our Electric department is moving toward the replacement and improvement of some of our electrical infrastructure as well, such as the replacement of sub station transformers which cost over a million dollars each.
- We have been improving many of our parks and recreational facilities in past years and this budget reflects a total of \$219,276.00 in grant funding that our staff has secured. Yantis Park, Freewater park and now possibly Marie Dorian Park will all have major improvements done in them thanks to the local option tax monies and matching grant funds.
- We will have completed our police and dispatch station by the time this budget is in place, which will be the accomplishment of a 45-year-old goal for our city. We were blessed to be able to secure our bonds at a very low interest rate of 3%, saving the citizens money.

In conclusion, we are proud to be able to present you with a balanced budget totaling \$56,858,690. This budget does call for the water rate increase to make it balance, as cuts were already made in order to balance expenditures to revenues. It does not call for any reduction or elimination of any services that our citizens have come to expect and depend upon.

We would like to conclude by extending our thanks to our co-workers during this challenging time at the City, and our gratitude to our City Council for their support and confidence in us.

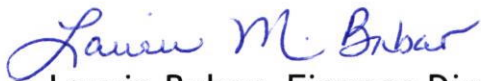
Sincerely,

A handwritten signature in blue ink, appearing to read "Chad Morris".

Chad Morris, City Manager

A handwritten signature in blue ink, appearing to read "Leanne Steadman".

Leanne Steadman, Assistant City Manager/City Recorder

A handwritten signature in blue ink, appearing to read "Laurie M. Bubar".

Laurie Bubar, Finance Director

CITY OF MILTON-FREEWATER
FISCAL 2025 BUDGET COMMITTEE

Mayor: *Lewis Key*

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

Budget Committee: *Mike Charlo*
Emily Holden
Paul Seaquist
Vickie Becker
Julie Culjak
Kay West

Budget Officer: *Chad Morris*
Leanne Steadman
Laurie Bubar

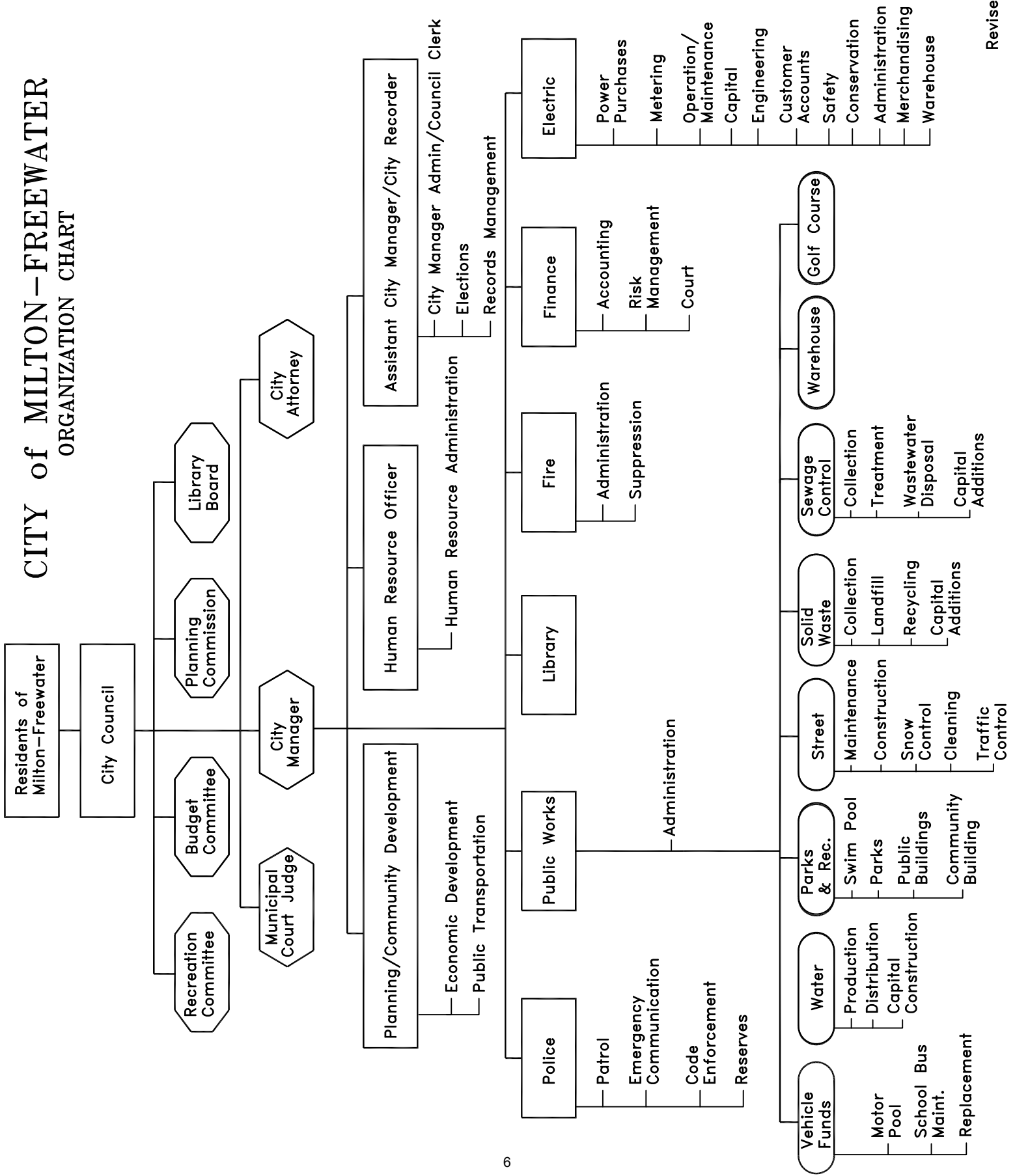
CITY OF MILTON-FREEWATER, OREGON

Budget Calendar Fiscal 2025

01/16	Worksheets distributed to Department Heads.
02/20	Last day to submit Departmental Budget requests to the Finance Director. Department Heads are responsible for meeting this deadline.
03/25	Finance Director will begin meetings with the Interim City Manager to review, revise and balance budgets. Department heads will be on call March 25 – 29 at noon for budget questions if needed.
04/01	Finance Director begins compiling revised budgets and balances all funds.
04/12	City Manager to complete the budget message.
04/15	Begin printing budget.
04/15**	Notice of first Budget meeting to paper (include City web site address).
04/19*	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.)
04/16	Complete preliminary budget books, assembled and bound, make copies
04/19	Deliver budget books to council, department heads and budget committee.
04/30	Budget Committee meeting and State Revenue Sharing Budget Hearing.
05/20**	Send budget summaries and notice of Council hearing to paper.
05/31*	Publish notice of hearing before the City Council. (Not less than 5 days and not more than 30 days.) Publish Budget summaries and all other required State of Oregon Dept.of Revenue forms. We also will post on the Cities website.
06/10	Budget Hearing before the City Council.
06/28	Budget and proper state budget forms submitted to County Assessor.
*	Publishing dates
**	Newspaper deadline dates

CITY of MILTON – FREEWATER

ORGANIZATION CHART





SUMMARY SECTION

CITY OF MILTON-FREEWATER

BUDGET SUMMARY FOR FISCAL YEAR 2025

	General Fund	Electric Funds	Water Fund	Sewer Funds	Solid Waste Funds	Golf Course Funds	Special Revenue Funds	Internal Service Funds	Debt Service/ Cap Funds	Total Budget
Beginning Balance	\$ 1,523,498	\$ 6,635,850	\$ 525,514	\$ 1,677,725	\$ 854,564	\$ 2,000	\$ 1,464,400	\$ 1,515,171	\$ 1,925,850	\$ 16,124,572
Revenues	3,657,717	9,616,717	17,315,372	1,472,431	1,382,129	177,537	1,182,611	1,377,127	359,050	36,540,691
Transfers In	3,830,061	-	-	-	6,000	73,812	187,528	96,026	-	4,193,427
Total Resources	9,011,276	16,252,567	17,840,886	3,150,156	2,242,693	253,349	2,834,539	2,988,324	2,284,900	56,858,690
City Council	28,916	-	-	-	-	-	-	-	-	28,916
City Manager	524,749	-	-	-	-	-	-	-	-	524,749
City Attorney	54,000	-	-	-	-	-	-	-	-	54,000
Municipal Court	120,771	-	-	-	-	-	-	-	-	120,771
Finance	1,111,212	-	-	-	-	-	-	-	-	1,111,212
HR	123,687	-	-	-	-	-	-	-	-	123,687
Planning/Build Inspect	220,570	-	-	-	-	-	-	-	-	220,570
Police/Emergency Communications	2,910,998	-	-	-	-	-	-	-	-	2,910,998
Fire	504,000	-	-	-	-	-	-	-	-	504,000
Public Works	2,379,159	-	-	-	-	-	-	-	-	2,379,159
City Hall	235,556	-	-	-	-	-	-	-	-	235,556
Civil Engineering	-	-	-	-	-	-	-	-	-	-
Electric	-	9,433,727	-	-	-	-	-	-	-	9,433,727
Water	-	-	1,527,816	-	-	-	-	-	-	1,527,816
Sewer	-	-	-	1,181,635	-	-	-	-	-	1,181,635
Solid Waste	-	-	-	-	1,194,123	-	-	-	-	1,194,123
Golf Course	-	-	-	-	-	251,831	-	-	-	251,831
Special Revenue Uses	-	-	-	-	-	-	1,274,576	-	-	1,274,576
Internal Services	-	-	-	-	-	-	-	1,532,929	-	1,532,929
Police Station Capital	-	-	-	-	-	-	-	-	2,000,000	2,000,000
Debt Service	45,068	-	-	94,640	-	1,418	66,775	33,168	283,900	524,969
Total Expenditures	8,258,686	9,433,727	1,527,816	1,276,275	1,194,123	253,249	1,341,351	1,566,097	2,283,900	27,135,224
Transfers Out	162,940	1,449,646	873,372	735,022	491,090	100	221,781	167,485	-	4,101,436
Contingency	389,650	425,789	539,698	599,017	362,418	-	783,079	175,985	-	3,275,636
Reserves	-	4,943,405	-	539,842	195,062	-	488,328	1,078,757	1,000	7,246,394
Grants	200,000	-	14,900,000	-	-	-	-	-	-	15,100,000
Total Other Uses	752,590	6,818,840	16,313,070	1,873,881	1,048,570	100	1,493,188	1,422,227	1,000	29,723,466
Total Expenditures & Other Uses	9,011,276	16,252,567	17,840,886	3,150,156	2,242,693	253,349	2,834,539	2,988,324	2,284,900	56,858,690
Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF MILTON-FREEWATER
SOURCES OF FUNDING BETWEEN FUNDS

For Fiscal Year 2024 - 2025

ADMINISTRATIVE TRANSFERS

General Fund	Total		Grant Expenditures		Excluding ARPA		General		Street		Electric		Water		Sewer		Solid Waste		Warehouse		Vehicle Maintenance		
	Total	Expenditures	Total	Expenditures	911	Electric	Water	Sewer	Improvement	Solid Waste	Landfill Closure	Golf Course	Warehouse	Maintenance	Replacement	Sick Leave	Total	Expenditures	Total	Expenditures	Total	Expenditures	
City Council	\$ 28,916	\$ -	\$ 28,916	\$ -		19%	\$ 5,631	2%	\$ 578	52%	\$ 15,174	14%	\$ 4,048	5%	\$ 1,446	5%	\$ 1,446	1%	\$ 289	1%	\$ 304	1%	\$ 304
City Manager/Recorder	524,749	-	524,749	-		22%	115,443	2%	10,495	50%	262,378	14%	73,465	5%	26,237	5%	26,237	1%	5,247	1%	5,247	1%	5,247
City Attorney	54,000	-	54,000	-		20%	10,800	2%	1,080	52%	28,080	14%	7,560	5%	2,700	5%	2,700	1%	540	1%	540	1%	540
Municipal Court	120,771	-	120,771	-		100%	120,771	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Accounting & Billing	1,111,212	-	1,111,212	-		10%	111,121	2%	22,224	51%	566,719	14%	155,570	10%	111,121	10%	111,121	1%	11,112	2%	22,224	2%	22,224
Human Resource Admin	123,687	-	123,687	-		10%	12,369	2%	2,474	51%	63,079	14%	17,316	10%	12,369	10%	12,369	1%	1,237	2%	2,474	2%	2,474
Planning	211,897	-	211,897	-		5%	10,595	2%	4,238	33%	69,926	25%	52,974	25%	52,974	10%	21,190	0%	-	0%	-	0%	-
Building Inspection	8,673	-	8,673	-		100%	8,673	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Police Patrol	2,104,364	-	2,104,364	-		100%	2,104,364	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Emergency Communication	724,172	-	724,172	-		23%	166,560	2%	14,483	25%	181,044	20%	144,834	20%	144,834	10%	72,417	0%	-	0%	-	0%	-
Code Enforcement	82,462	-	82,462	-		60%	49,477	40%	32,985	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Police Reserves	-	-	-	-		100%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Fire Administration	504,000	-	504,000	-		100%	504,000	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Aquatic Center	289,743	-	289,743	-		100%	289,743	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Parks	854,792	(219,276)	635,516			100%	635,516	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Public Buildings	459,553	-	459,553	-		15%	68,933	0%	-	25%	114,889	25%	114,888	20%	91,911	15%	68,932	0%	-	0%	-	0%	-
Community Building	77,348	-	77,348	-		100%	77,348	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Public Works Administration	743,196	-	743,196	-		0%	-	14%	104,047	0%	-	29%	215,527	29%	215,527	17%	126,343	1%	7,432	10%	74,320	10%	74,320
Civil Engineering	-	-	-	-		0%	-	20%	-	0%	-	40%	-	40%	-	40%	-	0%	-	0%	-	0%	-
City Hall (less Contingency)	435,556	(200,000)	235,556			19%	44,756	2%	4,711	25%	58,889	20%	47,111	20%	47,111	11%	25,911	1%	2,356	2%	4,711	2%	4,711
Transfers	162,940	-	162,940	-		29%	47,252	2%	3,259	25%	40,735	15%	24,441	15%	24,441	11%	17,924	1%	1,629	2%	3,259	2%	3,259
Contingency	389,245	-	389,245	-		100%	389,245	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-
Total	\$ 9,011,276	\$ (419,276)	\$ 8,592,000	\$ (419,276)	\$ 8,592,000	\$ 4,772,597	\$ 200,574	\$ 1,400,913	\$ 857,734	\$ 730,671	\$ 486,590	\$ 29,842	\$ 29,842	\$ 486,590	\$ 29,842	\$ 113,079	\$ 113,079	\$ 29,842	\$ 29,842	\$ 29,842	\$ 113,079	\$ 113,079	\$ 113,079

OTHER TRANSFERS	General		Senior/ Disabled Transportation		Sewer Plant Improvement		Landfill Closure		Golf Course		Warehouse		Vehicle Maintenance		Sick Leave	
	Total	Expenditures	Total	Expenditures	Total	Expenditures	Total	Expenditures	Total	Expenditures	Total	Expenditures	Total	Expenditures	Total	Expenditures
Warehouse Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sick Leave Liability	(1,600)	(240)	-	-	(4,704)	(605)	(500)	-	(100)	-	65,944	-	(300)	-	6,776	
Library	(20,753)	20,753	-	-	-	-	-	-	-	-	-	-	-	-	-	
911	43,643	-	-	(43,643)	-	-	-	-	-	-	-	-	-	-	-	
Golf Course	(67,796)	-	-	-	-	-	-	-	67,796	-	-	-	-	-	-	
ARPA Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Senior / Disabled Transportation	(66,775)	-	66,775	-	-	-	-	-	-	-	-	-	-	-	-	
Vehicle Major Repairs	-	-	-	-	-	-	-	-	-	-	-	-	24,264	(24,264)	-	
Solid Waste	-	-	-	-	(2,000)	-	2,000	-	-	-	-	-	-	-	-	
Landfill Closure	-	-	-	-	-	-	(4,000)	4,000	-	-	-	-	-	-	-	
Sewer Plant Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers In	\$ 43,643	\$ 20,753	\$ 66,775	\$ -	\$ -	\$ -	\$ 2,000	\$ 4,000	\$ 67,796	\$ 100	\$ 65,944	\$ 24,264	\$ 300	\$ 24,264	\$ -	
Transfers Out	\$ 156,924	\$ 240	\$ -	\$ 43,643	\$ 7,309	\$ 15,638	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

BUDGET DETAIL SECTION



GENERAL FUND

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

REVENUE BUDGET NARRATIVE
Fiscal Year 2025

FUND: GENERAL

BUDGET COMMENTS:

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

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

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

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

Franchise Fees: Program #420. The City grants the right to franchise, for certain services to conduct business within the city limits. A fee is charged for the franchise based on the gross revenues of the business. The rate range is 5% to 8% of the gross sales.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>TAXES/ASSESSMENTS</u>							
100-400-01	PROPERTY TAX - CURRENT	1,117,754	1,203,185	1,197,700	1,233,631	1,233,631	1,233,631
100-400-02	PROPERTY TAX - PRIOR YEAR	38,607	24,653	43,100	35,765	35,765	35,765
100-400-03	LOCAL OPTION TAX-PARKS & AQ CT	95,214	94,410	95,500	97,410	97,410	97,410
100-400-04	PRIOR YR LOCAL OPTN TAX PARKS	2,372	2,120	3,500	1,600	1,600	1,600
100-400-30	UTILITY USER FEE	190,459	195,130	180,000	156,102	156,102	156,102
Total TAXES/ASSESSMENTS:		1,444,405	1,519,497	1,519,800	1,524,508	1,524,508	1,524,508
<u>INTERGOVERNMENTAL REVENUE</u>							
100-410-12	LIQUOR TAX	136,257	143,865	135,000	103,020	103,020	103,020
100-410-13	STATE REVENUE SHARING	94,790	96,256	97,000	95,000	95,000	95,000
100-410-15	CIGARETTE TAX	5,951	5,271	4,600	4,500	4,500	4,500
100-410-18	TRANSIENT TAX	29,244	31,393	25,000	25,500	25,500	25,500
100-410-27	2021 AMERICAN RESCUE PLAN	100,000	.00	.00	.00	.00	.00
100-410-28	BULLETPROOF VEST PARTNERSHIP	.00	.00	4,000	1,200	1,200	1,200
100-410-35	HIDTA OVERTIME REIMBURSEMENT	13,434	19,390	10,500	11,000	11,000	11,000
100-410-38	SRF/ RIF WINE PRODUCTION FACIL	.00	.00	800,000	200,000	200,000	200,000
100-410-40	OREGON DEPT TRANS SPEED GRAN	1,629	2,003	8,000	6,000	6,000	6,000
100-410-41	WILDHORSE FOUNDATION GRANT	.00	.00	20,000	.00	.00	.00
100-410-42	CORONA VIRUS RELIEF FUND	785,620	785,620	.00	.00	.00	.00
100-410-44	OREGON PARKS & REC DEPT GRANT	.00	20,195	169,800	219,276	219,276	219,276
Total INTERGOVERNMENTAL REVENUE:		1,166,926	1,103,993	1,273,900	665,496	665,496	665,496
<u>FRANCHISE REVENUE</u>							
100-420-01	COMMUNICATIONS FRANCHISE	9,204	12,511	8,500	8,670	8,670	8,670
100-420-02	CABLE TV FRANCHISE FEES	49,428	47,558	47,400	42,000	42,000	42,000
100-420-03	GAS FRANCHISE FEES	25,034	38,199	16,400	16,000	16,000	16,000
100-420-10	ELECTRIC FRANCHISE FEES	698,905	711,367	762,851	712,583	712,583	712,583
100-420-11	WATER FRANCHISE FEES	112,362	116,766	154,822	153,510	153,510	153,510
100-420-12	SEWER FRANCHISE FEES	114,671	112,536	118,739	119,850	119,850	119,850
100-420-13	SOLID WASTE FRANCHISE FEES	101,738	109,791	109,057	109,226	109,226	109,226
Total FRANCHISE REVENUE:		1,111,344	1,148,729	1,217,769	1,161,839	1,161,839	1,161,839

REVENUE BUDGET NARRATIVE
Fiscal Year 2025

FUND: GENERAL

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

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

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
GENERAL FUND							
FINES & FORFEITURES							
100-430-01	NON-TRAFFIC FINES	11,116	7,547	13,150	8,455	8,455	8,455
100-430-02	TRAFFIC FINES	62,922	45,078	52,250	47,460	47,460	47,460
100-430-03	INDIGENT ATTRNY REIMBURSEMENT	3,512	3,309	1,550	1,740	1,740	1,740
100-430-04	VIOLATION OFFENSE SURCHARGE	287	124	350	150	150	150
100-430-05	POLICE TRAINING ASSESSMENT	2,126	1,616	1,800	1,900	1,900	1,900
100-430-10	JAIL ASSESSMENTS	438	174	550	300	300	300
100-430-15	JAIL LODGING FEE	685	213	300	150	150	150
100-430-20	VEHICLE IMPOUND FEE	850	2,025	400	550	550	550
Total FINES & FORFEITURES:		81,936	60,086	70,350	60,705	60,705	60,705
LICENSES & PERMITS							
100-440-01	DOG LICENSES	4,455	4,385	4,650	3,200	3,200	3,200
100-440-03	LIQUOR LICENSES	1,105	1,485	1,200	1,250	1,250	1,250
100-440-04	BUSINESS LICENSES	12,000	11,350	13,950	12,000	12,000	12,000
100-440-10	ZONING PERMITS	4,800	3,520	5,250	4,850	4,850	4,850
100-440-20	YARD SALE PERMITS	420	585	400	450	450	450
Total LICENSES & PERMITS:		22,780	21,325	25,450	21,750	21,750	21,750
SERVICES							
100-450-14	RENT - 815 S MAIN	.00	.00	.00	.00	.00	.00
100-450-16	RENTAL INCOME-COMMUNITY BLDG	12,156	15,325	7,500	9,384	9,384	9,384
100-450-20	AQUATIC CENTER PASSES	10,098	13,440	2,800	2,500	2,500	2,500
100-450-21	AQUATIC CENTER DAILY FEES	26,632	33,091	40,000	30,000	30,000	30,000
100-450-22	AQUATIC CENTER RENTALS	2,947	1,750	2,500	2,500	2,500	2,500
100-450-23	AQUATIC CENTER CONCESSIONS	17,559	26,664	25,000	16,000	16,000	16,000
100-450-24	AQUATIC CENTER LESSONS	6,330	9,743	10,000	8,000	8,000	8,000
100-450-25	AQUATIC CENTER WATER AEROBICS	873	403	1,000	1,000	1,000	1,000
100-450-26	AQUATIC CENTER LOCKER RENT	6	.00	.00	.00	.00	.00
100-450-30	RECREATION FEES	1,500	950	.00	.00	.00	.00
Total SERVICES:		78,100	101,365	88,800	69,384	69,384	69,384
MISCELLANEOUS							
100-470-20	INTEREST EARNED	7,564	58,189	50,000	55,040	55,040	55,040
100-470-25	LOAN PROCEEDS	26,779	.00	.00	.00	.00	.00
100-470-41	OTHER DONATIONS	117	.00	.00	.00	.00	.00
100-470-45	SERVICE FEES	80,595	74,345	81,600	76,575	76,575	76,575
100-470-99	MISCELLANEOUS	14,800	33,714	14,000	14,420	14,420	14,420
Total MISCELLANEOUS:		114,728	166,248	145,600	146,035	146,035	146,035
SYSTEM DEVELOPMENT CHARGES							
100-485-10	PARK SDC'S	14,400	31,200	5,000	8,000	8,000	8,000
Total SYSTEM DEVELOPMENT CHARGES:		14,400	31,200	5,000	8,000	8,000	8,000

REVENUE BUDGET NARRATIVE
Fiscal Year 2025

FUND: GENERAL

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

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

Significant Budget Changes: Intergovernmental Revenue. \$200,000 grant for wine production facility.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>TRANSFERS</u>							
100-490-21	TRANSFER FROM STREET	124,066	135,128	154,635	167,589	167,589	167,589
100-490-27	TRANSFER FROM 9.1.1.	15,000	67,100	55,151	43,643	43,643	43,643
100-490-51	TRANSFER FROM ELECTRIC	1,124,628	1,162,280	1,312,481	1,400,913	1,400,913	1,400,913
100-490-52	TRANSFER FROM WATER	630,384	658,791	776,134	857,734	857,734	857,734
100-490-53	TRANSFER FROM SEWER	532,350	562,810	664,119	730,671	730,671	730,671
100-490-54	TRANSFER FROM SOLID WASTE	350,256	366,308	444,163	486,590	486,590	486,590
100-490-61	TRANSFER FROM WAREHOUSE	22,763	23,993	27,905	29,842	29,842	29,842
100-490-62	TRANSFER FROM VEHICLE MAINT	77,543	84,563	104,421	113,079	113,079	113,079
Total TRANSFERS:		2,876,990	3,060,973	3,539,009	3,830,061	3,830,061	3,830,061
<u>BEGINNING FUND BALANCE</u>							
100-499-10	FUND BALANCE	.00	.00	1,456,508	1,523,498	1,523,498	1,523,498
Total BEGINNING FUND BALANCE:		.00	.00	1,456,508	1,523,498	1,523,498	1,523,498
TOTAL REVENUE							9,011,276

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

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) includes a small share of the city's website hosting expense.

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

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

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

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

COMMUNITY SUPPORT (Acct. 371) funds unanticipated community events. The majority of the Council's community support projects have been moved to the Electric Department's community support program budget. Examples of these expenditures include sponsorship of community festival events, support for Frazier Farmstead, the Milton Freewater Junior Show, Pioneer Posse Court sponsorship, some youth recreation activities, plus any minor unanticipated requests for community projects, and sponsorship of any Council directed community events.

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

PLAQUES AND AWARDS (Acct. 395) funds appreciation plaques and awards for Council members' service and any special community recognition awards.

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
GENERAL FUND							
CITY COUNCIL							
PERSONNEL							
100-5100-101	REGULAR SERVICES- CITY COUNCIL	12,144	12,271	12,271	12,271	12,271	12,271
100-5100-120	EMPLOYEE BENEFITS	1,283	1,354	1,337	1,695	1,695	1,695
	TOTAL PERSONNEL SERVICES						13,966
OPERATING							
100-5100-200	OPERATING SUPPLIES	198	205	250	250	250	250
100-5100-230	PRINTING AND BINDING	.00	.00	500	500	500	500
100-5100-260	COMMUNICATION	.00	.00	.00	200	200	200
100-5100-333	MILEAGE / FUEL	.00	336	1,000	1,000	1,000	1,000
100-5100-340	MEMBERSHIPS / SUBSCRIPTIONS	5,804	8,023	6,500	7,000	7,000	7,000
100-5100-341	MEETINGS / CONFERENCES	776	3,573	5,000	5,000	5,000	5,000
100-5100-390	MISCELLANEOUS	368	819	500	500	500	500
100-5100-395	PLAQUES AND AWARDS	299	.00	500	500	500	500
	TOTAL OPERATING						14,950
Total CITY COUNCIL:		20,872	26,581	27,858	28,916	28,916	28,916

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: ADMINISTRATION **STAFF LEVEL 2025** 1.90 FTE
DEPARTMENT: CITY MANAGER/ACM-RECORDER **STAFF LEVEL 2024** 1.90 FTE
FUND: GENERAL

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

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
City Manager	0.90	0.90
City Recorder	0.00	1.00
Assistant City Manager/City Recorder	<u>1.00</u>	<u>0.00</u>
Total	1.90	1.90

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 50% of the cost of the administration copier expense.

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

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

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

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

MEMBERSHIP/DUES (Acct. 340) provides for ICMA, 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.

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
GENERAL FUND							
CITY MANAGER							
PERSONNEL							
100-5210-101	REGULAR SERVICES- CITY MANAGE	256,504	212,152	309,571	330,153	330,153	330,153
100-5210-110	MILEAGE ALLOWANCE	6,500	3,570	6,840	6,840	6,840	6,840
100-5210-120	EMPLOYEE BENEFITS	147,388	144,188	163,805	171,356	171,356	171,356
	TOTAL PERSONNEL SERVICES						508,349
OPERATING							
100-5210-200	OFFICE SUPPLIES	990	834	1,000	1,000	1,000	1,000
100-5210-225	MINOR EQUIPMENT	.00	707	1,600	1,800	1,800	1,800
100-5210-230	PRINTING AND BINDING	.00	.00	500	500	500	500
100-5210-250	ADVERTISING	870	707	1,000	1,000	1,000	1,000
100-5210-255	ELECTION COSTS	.00	.00	50	300	300	300
100-5210-260	COMMUNICATION	1,784	2,668	2,528	3,700	3,700	3,700
100-5210-280	REPAIR AND MAINTENANCE	.00	187	200	500	500	500
100-5210-333	MILEAGE / FUEL	.00	.00	500	1,000	1,000	1,000
100-5210-340	MEMBERSHIPS / DUES	1,181	1,413	1,600	1,600	1,600	1,600
100-5210-341	MEETINGS / CONFERENCES	241	510	1,500	2,000	2,000	2,000
100-5210-390	MISCELLANEOUS	69	780	2,000	2,000	2,000	2,000
	TOTAL OPERATING						15,400
CAPITAL							
100-5210-420	FURNITURE AND TECHNOLOGY	282	.00	1,000	1,000	1,000	1,000
	TOTAL CAPITAL						1,000
Total CITY MANAGER:		415,809	367,715	493,694	524,749	524,749	524,749

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

DEPARTMENT: CITY ATTORNEY

FUND: GENERAL

BASELINE BUDGET DESCRIPTION:

The City Attorney is the Chief Legal Officer of the City who provides legal advice to the City Manager, all departments, the Mayor and City Council. Doug Hojem of Corey, Byler, Rew, Lorenzen and Hojem had served in that role since October 1, 1980 but with his retirement on December 31, 2016, the City Council appointed David Blanc of the same firm the City Attorney at their January 9, 2017 meeting. Mr. Blanc is on an hourly fee for services basis. This saves the City thousands of dollars per year over the cost of hiring a full time staff attorney.

In January of 2020 David Blanc joined his son in their own firm, The Blanc Firm, and the City is still being represented by him as our City Attorney. He is honoring the same discounted billing rate.

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

BUDGET COMMENTS:

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

The current billing rate is \$150/hour plus costs for David Blanc, which is a discounted rate much below his regular billing rate.

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

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

There is a budget increase due to a possibility of a future Charter Review which would include the City Attorney's time.

<u>Account Number</u>	<u>Account Title</u>	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY ATTORNEY</u>							
<u>OPERATING</u>							
100-5410-320	CITY ATTORNEY	6,500	4,872	15,000	54,000	54,000	54,000
Total CITY ATTORNEY:			4,872	15,000	54,000	54,000	54,000

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>MUNICIPAL COURT</u>							
<u>PERSONNEL</u>							
100-5420-101	REGULAR SERVICES-MUNICIPAL CRT	47,351	52,942	53,150	54,985	54,985	54,985
100-5420-105	OVERTIME	.00	1,659	.00	100	100	100
100-5420-120	EMPLOYEE BENEFITS	14,634	19,448	20,150	24,798	24,798	24,798
	TOTAL PERSONNEL SERVICES						79,883
<u>OPERATING</u>							
100-5420-200	OPERATING SUPPLIES	573	17	200	200	200	200
100-5420-225	MINOR EQUIPMENT	.00	2,358	.00	.00	.00	.00
100-5420-260	COMMUNICATION	.00	109	144	380	380	380
100-5420-320	PROFESSIONAL SERVICES	16,115	13,304	16,500	15,450	15,450	15,450
100-5420-322	LEGAL SERVICES	22,150	22,850	23,400	24,108	24,108	24,108
100-5420-340	MEMBERSHIPS/ SUBSCRIPTIONS	.00	77	150	150	150	150
100-5420-341	MEETINGS / CONFERENCES	75	.00	500	500	500	500
100-5420-390	MISCELLANEOUS	95	56	100	100	100	100
	TOTAL OPERATING						40,888
<u>CAPITAL</u>							
100-5420-420	FURNITURE AND TECHNOLOGY	282	.00	.00	.00	.00	.00
	Total MUNICIPAL COURT:	101,275	112,819	114,294	120,771	120,771	120,771

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2025

PROGRAM: ACCOUNTING & BILLING **STAFF LEVEL 2025:** 5.50 FTE
DEPARTMENT: FINANCE **STAFF LEVEL 2024:** 6.50 FTE
FUND: GENERAL

Mission Statement:

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

PROGRAM DESCRIPTION:

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Finance Director	1.00	1.00
Accounting Supervisor	.00	1.00
Utility Billing Clerk	1.00	1.00
Account Clerk	2.00	2.00
Court Clerk	.50	.50
Payroll Clerk	<u>1.00</u>	<u>1.00</u>
Total	5.50	6.50

BUDGET COMMENTS:

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

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

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

POSTAGE (Acct. 265) covers postage costs

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

PROFESSIONAL SERVICES (Acct. 320) provides for inserting utility bills, envelopes and other items for mailing, Local Government Investment Pool service fees and IT professional services.

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

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

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

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

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

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

FURNITURE AND TECHNOLOGY (Acct. 420) is for capital expenditures such as copiers, postage machines and other capital purchases including the hardware for expansion of fiber network.

SIGNIFICANT BUDGET CHANGES: Removal of the supervisor position in the finance department for FY25, which translates to approximately \$87,846 in savings of wages and benefits, absorbing the duties of the position by the Finance Director and departmental staff.

Increase to furniture and technology (acct 420) of \$5,000 to cover IT network hardware additions to city hall for the required equipment necessary to complete fiber expansion.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>ACCOUNTING & BILLING</u>							
<u>PERSONNEL</u>							
100-5510-101	REGULAR SERVICES-ACCTG & BILLG	448,039	450,834	501,641	457,298	457,298	459,314
100-5510-102	PART TIME	5,469	1,000	.00	2,000	2,000	2,000
100-5510-110	ALLOWANCES	1,811	6,914	7,200	3,600	3,600	3,600
100-5510-120	EMPLOYEE BENEFITS	297,203	292,326	336,482	298,979	298,979	298,979
	TOTAL PERSONNEL SERVICES						763,893
<u>OPERATING</u>							
100-5510-200	OPERATING SUPPLIES	17,568	11,771	10,000	10,500	10,500	10,500
100-5510-225	MINOR EQUIPMENT	607	6,284	2,313	2,800	2,800	2,800
100-5510-230	PRINTING AND BINDING	180	53	.00	.00	.00	.00
100-5510-260	COMMUNICATION	5,158	6,937	7,000	7,000	7,000	7,000
100-5510-265	POSTAGE	28,280	31,142	32,500	32,500	32,500	32,500
100-5510-280	REPAIR AND MAINTENANCE	26,650	26,972	27,000	33,034	33,034	33,034
100-5510-320	PROFESSIONAL SERVICES	90,022	96,860	115,000	136,864	136,864	138,864
100-5510-321	AUDIT	44,432	50,082	53,550	55,847	55,847	55,847
100-5510-322	MERCHANT FEES	.00	.00	58,500	58,500	58,500	60,500
100-5510-330	VEHICLE REPLACEMENT / RENT	.00	.00	.00	.00	.00	.00
100-5510-333	MILEAGE / FUEL	624	173	.00	740	740	740
100-5510-340	MEMBERSHIPS / SUBSCRIPTIONS	531	371	700	750	750	750
100-5510-341	MEETINGS / CONFERENCES	884	1,423	3,000	3,000	3,000	3,000
100-5510-390	MISCELLANEOUS	1,588	675	1,500	1,800	1,800	1,800
	TOTAL OPERATING						347,335
<u>CAPITAL</u>							
100-5510-420	FURNITURE AND TECHNOLOGY	20,453	.00	.00	6,000	6,000	6,000
	Total ACCOUNTING & BILLING:	989,666	983,989	1,156,386	1,117,228	1,117,228	1,117,228

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2025

PROGRAM: HUMAN RESOURCE

STAFF LEVEL 2025: 1.00 FTE

STAFF LEVEL 2024: 1.00 FTE

DEPARTMENT: CITY MANAGER

FUND: GENERAL

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

<u>TITLE</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Human Resource Officer	<u>1.00</u>	<u>1.00</u>
Total	1.00	1.00

BUDGET COMMENTS:

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

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

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

COMMUNICATIONS (Acct. 260) covers phone, internet, and City website hosting costs.

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

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

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

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) covers annual membership to the Society for Human Resource Management (SHRM).

MEETINGS/CONFERENCES (Acct. 341) covers the attendance to Seminars and Conferences.

FURNITURE AND TECHNOLOGY (Acct. 420) provides funding to replace and or update the computer should the efficiency of the current model become faulty in performance and processing. Also, cover the costs associated with the employee ID badge computer hardware and software.

MAJOR CHANGES: The cost increase to minor equipment (acct 225) is for the equal share of the new copier for the administration department. The cost increase to communications (acct 260) – is for the department share of the city web hosting.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>HUMAN RESOURCE ADMINISTRATION</u>							
100-5520-101	REGULAR SERVICES- PERSONNEL	31,964	113,512	69,495	76,818	76,818	76,818
100-5520-120	EMPLOYEE BENEFITS	19,817	30,400	36,391	40,075	40,075	40,075
	TOTAL PERSONNEL SERVICES						116,893
<u>PERSONNEL</u>							
100-5520-200	OPERATING SUPPLIES	485	108	500	500	500	500
100-5520-225	MINOR EQUIPMENT	.00	.00	100	1,900	1,900	1,900
100-5520-250	ADVERTISING	475	383	450	500	500	500
100-5520-260	COMMUNICATION	734	1,272	850	1,300	1,300	1,300
100-5520-280	REPAIR AND MAINTENANCE	.00	.00	100	100	100	100
100-5520-320	PROFESSIONAL SERVICE	.00	.00	100	100	100	100
100-5520-333	MILEAGE / FUEL	.00	94	150	350	350	350
100-5520-340	MEMBERSHIPS / SUBSCRIPTIONS	.00	.00	244	244	244	244
100-5520-341	MEETINGS / CONFERENCES	20	199	750	800	800	800
	TOTAL OPERATING						5,794
<u>CAPITAL</u>							
100-5520-420	FURNITURE AND TECHNOLOGY	83	730	1,000	1,000	1,000	1,000
Total HUMAN RESOURCE ADMINISTRATION:		53,579	146,698	110,130	123,687	123,687	123,687

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM:	PLANNING	STAFF LEVEL 2025:	1.35 FTE
DEPARTMENT:	PLANNING	STAFF LEVEL 2024:	0.95 FTE
FUND:	GENERAL		

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

Title	<u>2025 FTE</u>	<u>2024 FTE</u>
City Planner	0.75	0.45
Assistant	<u>0.60</u>	<u>0.50</u>
Total	1.35	0.95

BUDGET COMMENTS:

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

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

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

COMMUNICATIONS (Acct. 260) covers telephone expenses for the department as well as website fees.

PROFESSIONAL SERVICES (Acct. 320) covers computer software subscriptions, the Planning Commission's expense for Oregon Government Ethics Commission fees and potential code revisions.

MILEAGE (Acct. 333) covers transportation costs.

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

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

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

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

FURNITURE AND TECHNOLOGY (Acct. 420) small reserve to cover the replacement of furniture and fixtures.

SIGNIFICANT BUDGET CHANGES:

Changes to personnel due to the removal of the city bus service in transportation. The additional FTE increase is not added personnel, but reallocation of current staff.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>PLANNING</u>							
<u>PERSONNEL</u>							
100-5620-101	REGULAR SERVICES- PLANNING	66,697	73,343	77,200	116,298	116,298	116,298
100-5620-105	OVERTIME	44	.00	.00	.00	.00	.00
100-5620-110	ALLOWANCES	1,625	3,643	3,600	.00	.00	.00
100-5620-120	EMPLOYEE BENEFITS	37,316	44,931	47,650	78,199	78,199	78,199
	TOTAL PERSONNEL SERVICES						194,497
<u>OPERATING</u>							
100-5620-200	OFFICE SUPPLIES	1,195	100	500	500	500	500
100-5620-225	MINOR EQUIPMENT	.00	.00	100	100	100	100
100-5620-250	ADVERTISING	781	268	800	800	800	800
100-5620-260	COMMUNICATION	769	1,056	1,000	2,500	2,500	2,500
100-5620-320	PROFESSIONAL SERVICE	825	781	5,000	5,000	5,000	5,000
100-5620-333	MILEAGE / FUEL	.00	.00	.00	200	200	200
100-5620-340	MEMBERSHIPS / DUES	.00	236	400	300	300	300
100-5620-341	MEETINGS / CONFERENCES	350	111	1,200	1,000	1,000	1,000
100-5620-371	ECO DEVO/TOURISM	11,309	5,721	6,250	6,200	6,200	6,200
100-5620-390	MISCELLANEOUS	138	.00	500	300	300	300
	TOTAL OPERATING						16,900
<u>CAPITAL</u>							
100-5620-420	FURNITURE AND TECHNOLOGY	1,000	.00	500	500	500	500
	Total PLANNING:	122,049	130,190	144,700	211,897	211,897	211,897

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
GENERAL FUND							
<u>BUILDING INSPECTION</u>							
<u>PERSONNEL</u>							
100-5630-101	REGULAR SERVICES-BLDG INSPECT	1,062	3,593	4,505	4,730	4,730	4,730
100-5630-120	EMPLOYEE BENEFITS	653	2,468	3,279	3,443	3,443	3,443
	TOTAL PERSONNEL SERVICES						8,173
<u>OPERATING</u>							
100-5630-200	OPERATING SUPPLIES	45	22	100	100	100	100
100-5630-225	MINOR EQUIPMENT	.00	.00	100	100	100	100
100-5630-260	COMMUNICATION	.00	.00	100	100	100	100
100-5630-328	BUILDING ABATEMENT	.00	8	100	100	100	100
100-5630-333	MILEAGE / FUEL	.00	.00	50	50	50	50
100-5630-341	MEETINGS / CONFERENCES	.00	.00	50	50	50	50
	TOTAL OPERATING						500
Total BUILDING INSPECTION:		1,761	6,091	8,284	8,673	8,673	8,673

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2025

PROGRAM: POLICE PATROL **STAFF LEVEL 2025:** 11.0 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2024:** 11.0 FTE
FUND: GENERAL

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Police Chief	1.00	1.00
Police Sergeant	1.00	1.00
Police Corporal	0.00	0.00
Police Officers	<u>9.00</u>	<u>9.00</u>
Total	11.00	11.00

BUDGET COMMENTS:

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

EMPLOYEE BENEFITS (Acct. 120) Funds health, medical, and retirement benefits provided by the City.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>POLICE PATROL</u>							
<u>PERSONNEL</u>							
100-5820-101	REGULAR SERVICES-POLICE PATROL	891,131	853,424	911,581	1,066,644	1,066,644	1,066,644
100-5820-105	OVERTIME	50,025	69,305	57,850	65,000	65,000	65,000
100-5820-120	EMPLOYEE BENEFITS	585,672	599,386	611,660	716,173	716,173	716,173
	TOTAL PERSONNEL						1,847,817

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

CRIMINAL INVESTIGATION SUPPLY (Acct. 201) Funds the purchase of evidence processing supplies, investigation supplies, as well as evidentiary tows and storage of vehicles prior to processing where secure, enclosed impoundment is required, and where daily fees accrue.

AMMUNITION & RANGE SUPPLIES (Acct. 205) Funds the purchase and maintenance of department weapons, ammunition, and firearms training supplies. Shows a decrease from the previous year.

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

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

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

UNIFORM MAINTENANCE (Acct. 300) Funds the purchase and maintenance of police uniforms and uniform related items. This would include equipment used in the daily operations of police work, uniforms, boots etc.

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

VEHICLE REPLACEMENT/RENT (Acct. 330) Funds the maintenance and fuel for our department vehicles. There is an increase in this line item to remove a twenty-year-old unmarked Chevy Impala. One current marked patrol vehicle will move to the Sergeant's vehicle. The new vehicle will be put into service for patrol officers.

MILEAGE (Acct. 333) Pays for fuel used by the department BENT detective, as well as provides fuel reimbursement for officers who use personal vehicles to travel to and from department authorized training.

MEMBERSHIPS/SUBSCRIPTIONS (Acct. 340) Funds our department subscription to Lexipol, as well as a membership to the Oregon Association of Chiefs of Police. It covers the annual maintenance service agreement for our records management/computer aided dispatch system (New World). This line item pays 50% of this service agreement, while dispatch pays the remaining 50% under the 911 operating budget. This line item also will pay for 50% of the new Brazos E-Citation yearly cost.

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

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

FURNITURE AND TECHNOLOGY (Acct. 420) There is money added as a place holder for a speed grant from ODOT.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>POLICE PATROL</u>							
<u>OPERATING</u>							
100-5820-200	OPERATING SUPPLIES	5,449	1,313	1,500	1,750	1,750	1,750
100-5820-201	CRIMINAL INVESTIGATION SUPPLY	1,601	856	2,000	2,250	2,250	2,250
100-5820-205	AMMUNITION & RANGE SUPPLIES	4,202	8,521	6,000	8,000	8,000	8,000
100-5820-225	MINOR EQUIPMENT	415	769	700	800	800	800
100-5820-230	PRINTING AND BINDING	107	650	800	700	700	700
100-5820-260	COMMUNICATION	5,981	9,276	7,000	14,500	14,500	14,500
100-5820-265	POSTAGE	437	1,384	1,500	1,800	1,800	1,800
100-5820-280	REPAIR AND MAINTENANCE	.00	1,841	1,000	1,250	1,250	1,250
100-5820-282	RADIO REPAIR AND REPLACEMENT	172	513	1,000	1,000	1,000	1,000
100-5820-300	UNIFORM MAINTENANCE	7,933	4,692	12,500	6,000	6,000	6,000
100-5820-315	JAIL OPERATIONS	850	644	800	800	800	800
100-5820-320	PROFESSIONAL SERVICE	751	1,713	1,800	1,800	1,800	1,800
100-5820-330	VEHICLE REPLACEMENT / RENT	90,047	117,797	164,965	186,847	186,847	186,847
100-5820-333	MILEAGE / FUEL	2,808	2,867	3,000	3,250	3,250	3,250
100-5820-340	MEMBERSHIPS / SUBSCRIPTIONS	9,772	10,019	11,000	11,000	11,000	11,000
100-5820-341	MEETINGS / CONFERENCES	4,835	6,827	7,500	8,500	8,500	8,500
100-5820-390	MISCELLANEOUS	2,178	3,321	2,000	2,300	2,300	2,300
	TOTAL OPERATING						252,547
<u>CAPITAL</u>							
100-5820-420	FURNITURE AND TECHNOLOGY	9,359	20,366	24,000	4,000	4,000	4,000
	TOTAL CAPITAL						4,000
Total POLICE PATROL:		1,673,725	1,715,487	1,830,156	2,104,364	2,104,364	2,104,364

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: EMERGENCY COMMUNICATIONS **STAFF LEVEL 2025:** 6.00 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2024:** 6.00 FTE
FUND: GENERAL

BASELINE BUDGET DESCRIPTION:

The 911 center is generally staffed by six DPSST certified communications specialists who provide twenty-four hour police, fire, and ambulance dispatch services to the citizens of the City of Milton-Freewater. The center also provides services for an out of city service population of approximately 10,200 people, dispatching for Rural Fire/EMS, as well as other essential services provided by the City, such as City Public Works and City Electric services. Duties include emergency and non-emergency dispatching and routing of business calls. Fire, burglary, robbery and public works/electric department alarms are also monitored.

The center dispatches code enforcement and after-hour calls for city utility crews. Other duties include assisting walk-in business customers at the police front counter, maintaining police records, monitoring prisoners, and issuing receipts for municipal court and city utility reconnect payments. In addition to multiple regular business lines, the center houses an E911 response line and is connected with the Law Enforcement Data System (LEDS), the National Crime Information Center (NCIC) and the Walla Walla Police Department via New World, a law enforcement computer records and network system.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Communications Specialist	<u>6.00</u>	<u>6.00</u>
Total	6.00	6.00

BUDGET COMMENTS:

PERSONNEL COSTS Are budgeted out of the general fund, and also reflect monies to support use of an on-call part time dispatcher if needed.

Operating supplies, communication, repair and maintenance, meetings and conferences, and furniture and fixtures are budgeted out of the 911 fund.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>EMERGENCY COMMUNICATIONS</u>							
<u>PERSONNEL</u>							
100-5830-101	REGULAR SERVICES-EMERGENCY C	319,789	306,107	407,000	411,028	411,028	411,028
100-5830-102	PART TIME	478	2,191	5,000	5,000	5,000	5,000
100-5830-105	OVERTIME	52,806	59,751	35,000	40,000	40,000	40,000
100-5830-120	EMPLOYEE BENEFITS	231,218	224,118	302,368	268,144	268,144	268,144
	TOTAL PERSONNEL						724,172
<u>CAPITAL</u>							
100-5830-420	FURNITURE AND TECHNOLOGY	4,088	.00	.00	.00	.00	.00
	Total EMERGENCY COMMUNICATIONS:	608,379	592,166	749,368	724,172	724,172	724,172

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2025

PROGRAM: CODE ENFORCEMENT **STAFF LEVEL 2025:** 0.60 FTE
DEPARTMENT: POLICE **STAFF LEVEL 2024:** 0.60 FTE
FUND: GENERAL

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Code Enforcement Officer	0.60	0.60
Total	0.60	0.60

BUDGET COMMENTS:

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

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

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

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

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

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CODE ENFORCEMENT</u>							
<u>PERSONNEL</u>							
100-5840-101	REGULAR SERVICES-CODE ENFORC	29,858	34,571	38,365	40,285	40,285	40,285
100-5840-120	EMPLOYEE BENEFITS	16,213	18,158	20,984	22,260	22,260	22,260
	TOTAL PERSONNEL						62,545
<u>OPERATING</u>							
100-5840-200	OPERATING SUPPLIES	671	74	600	600	600	600
100-5840-225	MINOR EQUIPMENT	151	224	500	500	500	500
100-5840-230	PRINTING AND BINDING	70	250	250	250	250	250
100-5840-260	COMMUNICATION	.00	218	50	650	650	650
100-5840-300	UNIFORM MAINTENANCE	.00	.00	200	250	250	250
100-5840-320	PROFESSIONAL SERVICES	.00	1,098	3,000	7,000	7,000	7,000
100-5840-327	ANIMAL CONTROL	.00	600	1,000	750	750	750
100-5840-330	VEHICLE REPLACEMENT / RENT	5,553	6,636	8,932	9,617	9,617	9,617
100-5840-341	MEETINGS / CONFERENCES	.00	.00	300	300	300	300
	TOTAL OPERATING						19,917
Total CODE ENFORCEMENT:		52,517	61,830	74,181	82,462	82,462	82,462

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>POLICE RESERVES</u>							
<u>GENERAL FUND</u>							
	Account Title	ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
<u>PERSONNEL</u>							
100-5850-120	EMPLOYEE BENEFITS-POLICE RESR	67	63	75	.00	.00	.00
	Total POLICE RESERVES:	67	63	75	.00	.00	.00

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: FIRE ADMINISTRATION
DEPARTMENT: FIRE
FUND: GENERAL

Staff Level 2025: 1.00 FTE
Staff Level 2025: 21.00 PTE

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

The Fire Department has two stations. Station #1, located at 101 NE 6th, houses two fire apparatus, a training room, and the Fire Chief’s office. Fire Station #2 located at 13 SE 9th, houses five fire apparatus. All fire apparatus and equipment require annual tests, maintenance, and as needed, replacement. Fire Department personnel consists of a Full Time Fire Chief and, 21 part-time paid firefighters as follows: One Assistant Chief, four Captains and sixteen firefighters. A monthly retainer is provided to all firefighters.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Fire Chief	1.00	1.00
Total	1.00	1.00

<u>Title</u>	<u>2025 PTE</u>	<u>2024PTE</u>
Part-time paid Firefighters	21.00	21.00
Total	21.00	21.00

BUDGET COMMENTS:

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

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

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

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

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

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

Repair and Maintenance (Acct. 280): Repair and maintenance to Fire Department equipment.

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

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

Professional Services (Acct. 320): Third party testing such as, flow testing of SCBA, fire hose, and ground ladder testing.

Vehicle Replacement/Rent (Acct. 330): Replacement, maintenance, and repair of fire apparatus.

Memberships/Subscription (Acct. 340): Includes membership to Firefighters associations and subscriptions.

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

City Functions (Acct. 370): Funds Fire Department events.

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

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

SIGNIFICANT BUDGET CHANGES: Addition of new truck for replacement of aging vehicle 120 for better pumping capacity of water during emergencies. The increase to fund 420 of \$5,000 is to cover the IT network hardware additions required for fiber expansion to the North fire station.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>FIRE ADMINISTRATION</u>							
<u>PERSONNEL</u>							
100-5910-101	REGULAR SERVICES- FIRE ADMIN	106,595	112,252	118,723	131,000	131,000	131,000
100-5910-102	PART TIME	57,470	45,454	69,368	69,000	69,000	69,000
100-5910-110	MILEAGE ALLOWANCE	3,611	3,614	3,600	3,600	3,600	3,600
100-5910-120	EMPLOYEE BENEFITS	88,073	88,547	109,353	116,000	116,000	116,000
	TOTAL PERSONNEL SERVICES						319,600
<u>OPERATING</u>							
100-5910-200	OPERATING SUPPLIES	448	1,143	1,500	1,500	1,500	1,500
100-5910-220	PERSONAL PROTECTIVE EQUIP	1,911	11,142	12,000	15,000	15,000	15,000
100-5910-225	MINOR EQUIPMENT	6,131	7,990	12,000	15,000	15,000	15,000
100-5910-260	COMMUNICATION	1,168	1,021	1,400	1,500	1,500	1,500
100-5910-270	UTILITIES	4,878	5,801	6,000	6,500	6,500	6,500
100-5910-280	REPAIR AND MAINTENANCE	973	556	3,000	3,000	3,000	3,000
100-5910-282	RADIO REPAIR AND REPLACEMENT	91	1,281	1,500	1,500	1,500	1,500
100-5910-300	UNIFORM MAINTENANCE	.00	84	500	500	500	500
100-5910-320	PROFESSIONAL SERVICES	8,325	8,297	11,000	12,000	12,000	12,000
100-5910-330	VEHICLE REPLACEMENT / RENT	69,895	96,542	118,000	118,000	118,000	118,000
100-5910-333	MILEAGE / FUEL	.00	.00	500	500	500	500
100-5910-340	MEMBERSHIPS / SUBSCRIPTIONS	273	616	1,000	1,200	1,200	1,200
100-5910-341	MEETINGS / CONFERENCES	121	108	1,000	1,000	1,000	1,000
100-5910-370	CITY FUNCTIONS	.00	914	1,200	1,200	1,200	1,200
100-5910-390	MISCELLANEOUS	2,013	92	500	500	500	500
	TOTAL OPERATING						178,900
<u>CAPITAL</u>							
100-5910-420	FURNITURE AND TECHNOLOGY	309	.00	500	5,500	5,500	5,500
	Total FIRE ADMINISTRATION:	352,287	385,454	472,644	504,000	504,000	504,000

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: AQUATIC CENTER **STAFF LEVEL 2025:** 0.19 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2024:** 0.19 FTE
FUND: GENERAL

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

The aquatic center is located in the City's Yantis Park at the corner of DeHaven and SW 2nd, in the west central part of the city. The facility was originally constructed in the fall of 1995 and spring of 1996. The center includes a 25-meter, six lane lap pool with a 170' flume water slide, zero depth radius area providing ADA accessibility, bathhouse, concession stand and other various amenities.

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Parks & Recreation Supervisor	0.04	0.04
Parks Maintenance Worker	<u>0.15</u>	<u>0.15</u>
Total	0.19	0.19

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) primarily covers the purchase of chemicals to maintain required water quality and restroom products.

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

MINOR EQUIPMENT (Acct. 225) funds small equipment items for the front desk and concessions.

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

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

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

PROFESSIONAL SERVICES (Acct. 320) provides for contract services with the YMCA in Walla Walla to provide staff for the daily operations of the facility during summer swim season. The city entered into a professional services agreement in February 2023 with the YMCA. This covers costs for July & August 2024 and May & June 2025 plus three percent (3%). This also provides funding for minor plumbing services such as winterizing and de-winterizing the facility each year.

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

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

CAPITAL EXPENSES (Acct. 410) is funded to cover a portion of the new IT network hardware for phone and internet connections at the pool.

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

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>AQUATIC CENTER</u>							
<u>PERSONNEL</u>							
100-6130-101	REGULAR SERVICES- AQUATIC CNTR	9,128	10,511	12,400	13,461	13,461	13,461
100-6130-102	PART TIME	32,824	151	.00	.00	.00	.00
100-6130-105	OVERTIME	653	55	123	100	100	100
100-6130-120	EMPLOYEE BENEFITS	10,953	8,144	10,274	11,116	11,116	11,116
	TOTAL PERSONNEL SERVICES						24,677
<u>OPERATING</u>							
100-6130-200	OPERATING SUPPLIES	22,730	16,704	20,000	18,000	18,000	18,000
100-6130-210	CONCESSION SUPPLIES	18,305	19,492	16,000	18,000	18,000	18,000
100-6130-225	MINOR EQUIPMENT	.00	1,860	800	1,500	1,500	1,500
100-6130-250	ADVERTISING	.00	.00	200	200	200	200
100-6130-260	COMMUNICATION	1,624	642	2,000	2,000	2,000	2,000
100-6130-270	UTILITIES	10,941	9,020	16,000	20,471	20,471	20,471
100-6130-280	REPAIR AND MAINTENANCE	4,113	5,661	5,500	5,500	5,500	5,500
100-6130-320	PROFESSIONAL SERVICE	84,502	143,517	130,200	145,000	145,000	145,000
100-6130-330	VEHICLE REPLACEMENT / RENT	475	679	1,173	2,827	2,827	2,827
100-6130-390	MISCELLANEOUS	5	152	500	500	500	500
	TOTAL OPERATING						213,998
<u>CAPITAL</u>							
100-6130-410	CAPITAL EXPENSES	75,088	50,445	.00	5,000	5,000	5,000
100-6130-420	FURNITURE AND TECHNOLOGY	929	928	1,000	1,000	1,000	1,000
	TOTAL CAPITAL						6,000
<u>DEBT SERVICE</u>							
100-6130-501	LOAN PRINCIPAL	20,961	44,031	41,923	41,923	41,923	41,923
100-6130-502	LOAN INTEREST	4,926	3,739	3,564	3,145	3,145	3,145
	TOTAL DEBT SERVICE						45,068
Total AQUATIC CENTER:		298,157	315,730	261,657	289,743	289,743	289,743

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: PARKS
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2025: 1.83 FTE
STAFF LEVEL 2024: 1.83 FTE

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

Maintenance of the parks as well as public buildings landscaping is funded through this account. This account encompasses maintenance such as mowing, landscaping, weed control, irrigation, playgrounds and equipment, ball fields, a skate park and sports courts, restrooms, walking paths and much more for: Yantis Park, 32.00 acres; Freewater Park, 2.15 acres; Morello Park, .15 acres; Marie Dorian Park, 3.50 acres; Orchard Park; Rotary Sports Complex, 4.50 acres; Memorial Field, 1.5 acres; City Hall, library, police station and two fire stations. All parks and recreation facilities cover approximately 52 acres.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Parks & Recreation Supervisor	0.22	0.22
Parks Maintenance Worker	1.29	1.29
Laborer	<u>0.32</u>	<u>0.32</u>
Total	1.83	1.83

BUDGET COMMENTS:

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

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

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

COMMUNICATION (Acct. 260) covers costs for the parks office and cell phones as well as internet.

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

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

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

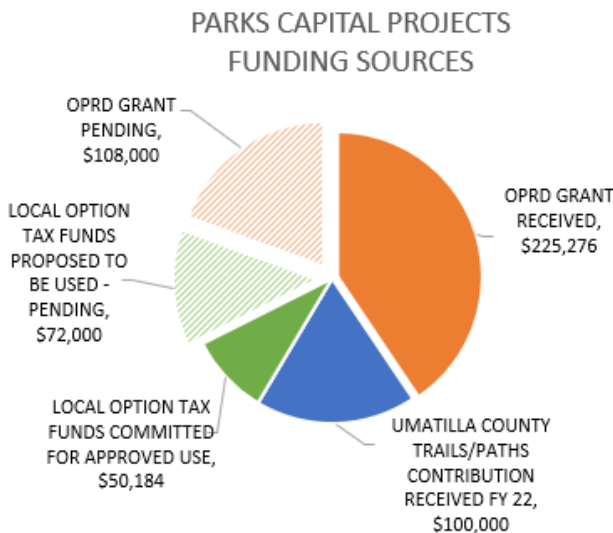
MEETINGS/CONFERENCES (Acct. 341) covers for pesticide certification continuing education.

CAPITAL EXPENSES (Acct. 410):

FREEWATER PARK IMPROVEMENTS – CONSTRUCTION IN PROGRESS: In late summer/fall of 2023 we were notified that we were the successful recipients of an Oregon Parks and Recreation Department (OPRD) grant for Freewater Park Improvements. The in-kind match requirements are planned to use remaining Umatilla County Trails/Paths funding the city received in FY 22 with the balance being local option tax funding.

PENDING APPROVAL - MARIE DORIAN PARK IMPROVEMENTS: In spring 2024 staff applied for a grant through OPRD for improvements at Marie Dorian Park. This grant, if approved, will be a 60/40 grant with an estimated total cost of \$180,000. If successful, this project will be complete in FY 25.

CONSTRUCTION COMPLETE – YANTIS PARK IMPROVEMENTS: In FY 23 and 24 we were able to complete improvements at Yantis Park with funding from an OPRD grant as well as use of walking path improvements funds received from Umatilla County in FY 22.



These three capital improvement projects include \$333,726 of OPRD grants (60%), \$100,000 Umatilla County walking trails/paths funding (18%) and \$122,184 of Local Option Tax funding (22%).

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>PARKS</u>							
<u>PERSONNEL</u>							
100-6140-101	REGULAR SERVICES- PARKS	91,487	75,179	95,630	104,226	104,226	104,226
100-6140-102	PART TIME	2,645	4,716	5,000	6,000	6,000	6,000
100-6140-105	OVERTIME	889	441	956	925	925	925
100-6140-120	EMPLOYEE BENEFITS	74,578	61,539	85,036	94,455	94,455	94,455
	TOTAL PERSONNEL SERVICES						205,606
<u>OPERATING</u>							
100-6140-200	OPERATING SUPPLIES	11,744	10,526	10,000	11,000	11,000	11,000
100-6140-220	PERSONAL PROTECTIVE EQUIP	1,760	1,794	2,500	2,500	2,500	2,500
100-6140-225	MINOR EQUIPMENT	2,080	2,004	2,000	2,000	2,000	2,000
100-6140-260	COMMUNICATION	422	698	700	1,060	1,060	1,060
100-6140-270	UTILITIES	42,898	41,893	66,000	63,000	63,000	63,000
100-6140-280	REPAIR AND MAINTENANCE	6,389	9,708	9,000	9,000	9,000	9,000
100-6140-300	UNIFORM MAINTENANCE	49	98	300	300	300	300
100-6140-330	VEHICLE REPLACEMENT / RENT	23,868	32,442	54,655	47,026	46,621	46,621
100-6140-340	MEMBERSHIPS/ SUBSCRIPTIONS	200	116	.00	.00	.00	.00
100-6140-341	MEETINGS / CONFERENCES	65	276	300	300	300	300
100-6140-390	MISCELLANEOUS	376	700	700	700	700	700
	TOTAL OPERATING						136,481
<u>CAPITAL</u>							
100-6140-410	CAPITAL EXPENSE	.00	33,013	299,800	509,800	509,800	509,800
100-6140-480	IMPROVEMENTS OTHER THAN BLDG	.00	.00	2,500	2,500	2,500	2,500
	TOTAL CAPITAL						512,300
Total PARKS:		259,451	275,144	635,077	854,792	854,387	854,387

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: PUBLIC BUILDINGS
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2025: 0.64 FTE
STAFF LEVEL 2024: 0.64 FTE

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

The Public Buildings program consists of janitorial services for City Hall, employee gym, library, police station and warehouse facility offices. The grounds are maintained under the Parks Program with the exception of the Public Works and Electrical Offices located at the City Warehouse, which are maintained under the Warehouse Program.

SIGNIFICANT CHANGES:

Construction is slated to be complete and the new police station occupied by or before the new fiscal year starts in July. Additional funds have been allocated for the new building to include for maintenance and service to HVAC units, fire system, janitorial services and supplies, utilities along with backflow device inspections for irrigation systems, etc.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Parks & Recreation Supervisor	0.34	0.34
Parks Maintenance Worker	<u>0.30</u>	<u>0.30</u>
Total	0.64	0.64

BUDGET COMMENTS:

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

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

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

REPAIR & MAINTENANCE (Acct. 280) provides for repairs needed and maintenance of both City Hall and Library elevators, HVAC systems, doors, fire alarms and extinguisher maintenance as well.

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

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

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

CAPITAL, BUILDING (Account # 405) includes funding the next phase of repairs to the City Hall roof that has been carried over from FY 24 and funding for replacement of ageing HVAC systems within public buildings.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>PUBLIC BUILDINGS</u>							
<u>PUBLIC BUILDINGS</u>							
<u>PERSONNEL</u>							
100-6210-101	REGULAR SERVICES- PUBLIC BLDGS	41,510	46,090	46,315	50,438	50,438	50,438
100-6210-105	OVERTIME	117	109	425	500	500	500
100-6210-120	EMPLOYEE BENEFITS	36,113	35,047	36,348	39,393	39,393	39,393
	TOTAL PERSONNEL SERVICES						90,331
<u>OPERATING</u>							
100-6210-200	OPERATING SUPPLIES	6,552	11,542	10,000	12,000	12,000	12,000
100-6210-220	PERSONAL PROTECTIVE EQUIP	308	386	500	500	500	500
100-6210-225	MINOR EQUIPMENT	638	395	700	700	700	700
100-6210-250	ADVERTISING	.00	.00	.00	.00	.00	.00
100-6210-270	UTILITIES	43,858	45,004	55,800	55,800	55,800	55,800
100-6210-280	REPAIR AND MAINTENANCE	11,616	14,173	15,000	16,000	16,000	16,000
100-6210-300	UNIFORM MAINTENANCE	840	726	1,700	1,200	1,200	1,200
100-6210-323	JANITORIAL SERVICES	48,911	52,739	60,000	63,543	63,543	63,543
100-6210-330	VEHICLE REPLACEMENT / RENT	1,248	1,732	2,204	4,479	4,479	4,479
	TOTAL OPERATING						154,222
<u>CAPITAL</u>							
100-6210-405	BUILDING	.00	22,902-	215,000	215,000	215,000	215,000
	TOTAL CAPITAL						215,000
Total PUBLIC BUILDINGS:		191,711	185,041	443,992	459,553	459,553	459,553

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

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

STAFF LEVEL 2025: 0.05 FTE
STAFF LEVEL 2024: 0.05 FTE

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Parks & Recreation Supervisor	0.01	0.01
Parks Maintenance Worker	<u>0.04</u>	<u>0.04</u>
Total	0.05	0.05

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) provides janitorial and restroom supplies, light bulbs, etc. to keep the facility neat and orderly.

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

REPAIR & MAINTENANCE (Acct. 280) provides for repairs needed to the facility such as doors, locks, light fixtures and other minor miscellaneous items.

PROFESSIONAL SERVICES (Acct. 320) covers monthly fire alarm monitoring costs.

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

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

CAPITAL-BUILDING (Acct. 405) is funded to install a new fire alarm with monitoring to communicate to dispatch in the case of an alarm.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>COMMUNITY</u>		<u>BUILDING</u>					
<u>PERSONNEL</u>							
100-6220-101	REGULAR SERVICES-COMMUNITY BL	3,118	2,027	3,237	3,523	3,523	3,523
100-6220-105	OVERTIME	.00	.00	30	.00	.00	.00
100-6220-120	EMPLOYEE BENEFITS	2,464	1,555	2,662	2,884	2,884	2,884
	TOTAL PERSONNEL SERVICES						6,407
<u>OPERATING</u>							
100-6220-200	OPERATING SUPPLIES	515	624	1,300	1,100	1,100	1,100
100-6220-270	UTILITIES	13,666	16,527	16,000	17,090	17,090	17,090
100-6220-280	REPAIR AND MAINTENANCE	2,067	3,978	6,000	8,000	8,000	8,000
100-6220-320	PROFESSIONAL SERVICES	.00	.00	.00	301	301	301
100-6220-323	JANITORIAL SERVICES	4,928	5,326	5,593	5,967	5,967	5,967
100-6220-330	VEHICLE REPLACEMENT / RENT	860	627	834	983	983	983
	TOTAL OPERATING						33,441
<u>CAPITAL</u>							
100-6220-405	BUILDING	.00	.00	22,500	37,500	37,500	37,500
	TOTAL CAPITAL						37,500
Total COMMUNITY BUILDING:		27,617	30,663	58,156	77,348	77,348	77,348

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: ADMINISTRATION **STAFF LEVEL 2025:** 4.00 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2024:** 4.00 FTE
FUND: GENERAL

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Public Works Superintendent	1.00	1.00
Assistant/Project Aide	1.00	1.00
Technician I	1.00	1.00
Technician II	<u>1.00</u>	<u>1.00</u>
Total	4.00	4.00

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

PERSONAL PROTECTIVE EQUIP (Acct. 220) covers costs of equipment to enhance ergonomics for office staff as well as jacket, gloves, safety vests, etc. for the Public Works Technician for field operations.

MINOR EQUIPMENT (Acct. 225) includes office equipment upgrades and replacement as it needs replaced.

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

REPAIR & MAINTENANCE (Acct. 280) provides for minor repairs to equipment and/or furniture as well as monthly photocopier lease payments for the former lease that has been paid out to the city previously by the new leasing company, but must run the monthly payments with the old leasing company until agreement expiration July 14, 2026, as payout was not an option with that company.

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

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

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

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

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>PUBLIC WORKS ADMINISTRATION</u>							
<u>PERSONNEL</u>							
100-6410-101	REGULAR SERVICES- PUB WRKS AD	261,613	282,105	391,205	420,065	420,065	420,065
100-6410-105	OVERTIME	.00	505	.00	.00	.00	.00
100-6410-110	MILEAGE ALLOWANCE	4,213	4,216	4,200	4,200	4,200	4,200
100-6410-120	EMPLOYEE BENEFITS	173,552	183,738	248,756	289,826	289,826	289,826
	TOTAL PERSONNEL SERVICES						714,091
<u>OPERATING</u>							
100-6410-200	OPERATING SUPPLIES	3,521	1,870	1,250	3,000	3,000	3,000
100-6410-220	PERSONAL PROTECTIVE EQUIPMENT	150	.00	150	150	150	150
100-6410-225	MINOR EQUIPMENT	75	.00	750	500	500	500
100-6410-260	COMMUNICATION	2,335	3,110	2,800	4,675	4,675	4,675
100-6410-280	REPAIR AND MAINTENANCE	1,813	1,331	2,000	2,000	2,000	2,000
100-6410-320	PROFESSIONAL SERVICES	170	.00	250	250	250	250
100-6410-330	VEHICLE REPLACEMENT / RENT	3,639	15,893	15,090	10,930	10,930	10,930
100-6410-340	MEMBERSHIPS / SUBSCRIPTIONS	467	50	600	600	600	600
100-6410-341	MEETINGS / CONFERENCES	50	3,818	2,500	2,500	2,500	2,500
100-6410-390	MISCELLANEOUS	231	6	500	500	500	500
	TOTAL OPERATING						25,105
<u>CAPITAL</u>							
100-6410-420	FURNITURE AND TECHNOLOGY	5,908	4,278	4,500	4,000	4,000	4,000
	Total PUBLIC WORKS ADMINISTRATION:	457,737	500,908	674,551	743,196	743,196	743,196

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2025

DEPARTMENT: CITY HALL
FUND: GENERAL

BASELINE BUDGET DESCRIPTION:

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

BUDGET COMMENTS:

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

LIABILITY AND FIRE INSURANCE (Acct. 380) is for Liability, Auto Physical Damage and Property Insurance premiums. The employee performance bond is also charged from this account.

UNEMPLOYMENT INSURANCE (Acct. 381) unemployment claims are extremely variable from year to year. Because the City has certain categories of part-time employees who are eligible for unemployment, the possibility for claims presents a liability to the City. Therefore, the funding request is proposed at a level based on past history charges.

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

The General Fund supports the Library Fund to ensure the level of services offered to the public is maintained. The transfer to the Senior/Disabled Fund is necessary to cover the debt service payments for the City Hall elevator. The transfer to the Sick Leave Fund is necessary to maintain funds that will be available if temporary help is needed due to an extended illness.

SIGINIFICANT BUDGET CHANGES:

The City will receive a \$200,000 passthrough grant from the State to construct a wine production facility.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY HALL</u>							
<u>OPERATING</u>							
100-6500-225	MINOR EQUIPMENT	1,854	804	.00	.00	.00	.00
100-6500-320	PROFESSIONAL SERVICES	1,300	2,889	.00	.00	.00	.00
100-6500-370	CITY FUNCTIONS	4,068	5,646	6,000	7,000	7,000	7,000
100-6500-372	COVID-19	.00	46,146	.00	.00	.00	.00
100-6500-374	AMERICAN RESCUE PLAN	7,933	.00	.00	.00	.00	.00
100-6500-380	LIABILITY AND FIRE INSURANCE	131,915	141,451	167,356	225,056	225,056	225,056
100-6500-381	UNEMPLOYMENT INSURANCE	30	1,167	2,500	3,500	3,500	3,500
	TOTAL PERSONNEL SERVICES						235,556
<u>CAPITAL</u>							
100-6500-405	BUILDING/ ECO DEVO	.00	.00	800,000	200,000	200,000	200,000
100-6500-407	COVID-19	16,144	42,998	12,763	.00	.00	.00
							200,000
<u>TRANSFERS</u>							
100-6500-720	TRANSFER TO STREET	659	.00	.00	.00	.00	.00
100-6500-722	TRANSFER TO LIBRARY	76,539	42,814	38,671	20,753	20,753	20,753
100-6500-723	TRANSFER TO SENIOR/DISABLED	30,840	66,775	66,775	66,775	66,775	66,775
100-6500-727	TRANSFER TO 911	1,255	.00	.00	.00	.00	.00
100-6500-751	TRANSFER TO ELECTRIC	6,000	.00	300,000	.00	.00	.00
100-6500-752	TRANSFER TO WATER	.00	300,000	70,575	.00	.00	.00
100-6500-753	TRANSFER TO SEWER	.00	200,000	100,000	.00	.00	.00
100-6500-755	TRANSFER TO GOLF COURSE	.00	129,469	129,833	73,812	67,796	67,796
100-6500-761	TRANSFER TO WAREHOUSE	418	.00	.00	.00	.00	.00
100-6500-764	TRANSFER TO SICK LEAVE	1,596	1,600	1,600	1,600	1,600	1,600
100-6500-766	TRANSFER TO VEHICLE MAINT	418	.00	.00	.00	.00	.00
	TOTAL TRANSFERS						156,924
<u>CONTINGENCY</u>							
100-6500-998	CONTINGENCY	.00	.00	375,910	389,245	389,650	389,650
Total CITY HALL:		280,970	981,758	2,071,983	987,741	988,146	982,130

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2025

PROGRAM: CIVIL ENGINEERING
DEPARTMENT: ENGINEERING
FUND: GENERAL

STAFF LEVEL 2025: 0.00 FTE
STAFF LEVEL 2024: 0.00 FTE

BASELINE BUDGET DESCRIPTION:

The Civil Engineering program provides technical service and support for all city utilities and facilities except electrical distribution. Utilities include solid waste collection; landfill; water production and distribution; sewage collection, treatment, disposal; and farm operations. Other programs are recreation, swim pool, golf course, parks and buildings maintenance, street construction and street maintenance.

Activities of this department include daily maintenance and development of the Geographic Information System, operation of the Water Control System, and other projects related to the Public Works utilities as requested.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Engineering Technician	<u>0.00</u>	<u>0.00</u>
Total	0.00	0.00

BUDGET COMMENTS:

Operating supplies (Acct. 200) provides for supplies such as ink jet bond paper, printer cartridges for the plotter and other misc. items.

Minor equipment (Acct. 225) this account includes funds for any tools or minor equipment that are needed during the year.

Communication (Acct. 260) includes costs for the telephone system & service, as well as a portion of any radio costs.

Professional Service (Acct. 320) includes funds for GIS and Water Control System programming. This account also pays for one-half of the yearly site license for the SCADA software.

Transportation (Acct. 330) provides funds for 20% of the engineering vehicle.

Meetings/Conferences (Acct. 341) includes funds to send the Engineering Technicians to AutoCAD Training, Schweitzer Relay School, and Aclara Users Group meetings.

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

SIGNIFICANT BUDGET CHANGES:

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
GENERAL FUND							
CIVIL ENGINEERING							
PERSONNEL							
100-6610-101	REGULAR SERVICES- CIVIL ENGNR	21,719	15,439	.00	.00	.00	.00
100-6610-105	OVERTIME	311	.00	.00	.00	.00	.00
100-6610-120	EMPLOYEE BENEFITS	15,768	9,265	.00	.00	.00	.00
OPERATING							
100-6610-200	OPERATING SUPPLIES	262	261	.00	.00	.00	.00
100-6610-225	MINOR EQUIPMENT	.00	.00	.00	.00	.00	.00
100-6610-260	COMMUNICATION	1,513	1,572	.00	.00	.00	.00
100-6610-320	PROFESSIONAL SERVICE	.00	.00	.00	.00	.00	.00
100-6610-330	VEHICLE REPLACEMENT / RENT	930	527	.00	.00	.00	.00
100-6610-341	MEETINGS / CONFERENCES	2,217	2,924	.00	.00	.00	.00
100-6610-390	MISCELLANEOUS	85	165	.00	.00	.00	.00
CAPITAL							
100-6610-420	FURNITURE AND TECHNOLOGY	1,233	1,430	.00	.00	.00	.00
Total CIVIL ENGINEERING:		44,037	31,583	.00	.00	.00	.00
TOTAL EXPENDITURES							9,011,276



SPECIAL REVENUE FUNDS

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

REVENUE BUDGET NARRATIVE
Fiscal Year 2025

DEPARTMENT: PUBLIC WORKS
FUND: STREET

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

The Street Fund receives revenues from three different sources.

- **INTERGOVERNMENTAL REVENUES:**

A portion of the gas tax collected by the State that is distributed on a per capita basis to the city for streets. Gas tax is our primary source of funding for our streets program.

While it is no secret that the state and federal governments are looking to find alternate ways to fund street allotments for Oregon communities, as well as themselves. These funds are earmarked specifically for construction and maintenance of transportation infrastructure only. In fact, this past winter the shortfall has been front page news for Oregonian's. Not only has inflation put the brakes on maintenance and construction projects by limiting how far you can stretch your dollars, increased fuel efficiency and electric powered vehicles as well as having fewer people commuting to work due to using other alternative methods of transportation and also those that have not returned to the office since the pandemic, have impacted this funding due to fewer gallons of fuel being sold. This in turn has caused a ripple effect by reducing funding to allocate to communities for street maintenance and improvements and that funding not going as far as it used to. While this didn't stop the gas tax from increasing to \$0.40 per gallon in January 2024, it is clear that this trend will continue to go down regardless of how much the tax is, as long as gallons sold decrease, until a new alternative plan is in place to literally bridge the funding gaps.

- **MISCELLANEOUS AND MERCHANDISING REVENUE:**

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

- **BEGINNING FUND BALANCE:**

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>STREET</u>							
<u>TAXES/ASSESSMENTS</u>							
210-400-10	ASSESSMENT PRINCIPAL	6,290	.00	.00	.00	.00	.00
Total TAXES/ASSESSMENTS:		6,290	.00	.00	.00	.00	.00
<u>INTERGOVERNMENTAL REVENUE</u>							
210-410-11	STATE GAS TAX	574,440	563,963	475,000	484,021	484,021	484,021
Total INTERGOVERNMENTAL REVENUE:		574,440	563,963	475,000	484,021	484,021	484,021
<u>MERCHANDISING</u>							
210-455-71	MERCHANDISING	310	165	250	200	200	200
Total MERCHANDISING:		310	165	250	200	200	200
<u>MISCELLANEOUS</u>							
210-470-20	INTEREST EARNED	3,755-	21,726	15,301	19,747	19,747	19,747
210-470-30	SALE OF FIXED ASSETS	.00	165	.00	.00	.00	.00
210-470-99	MISCELLANEOUS	1,549	6,733	2,500	1,500	1,500	1,500
Total MISCELLANEOUS:		2,206-	28,625	17,801	21,247	21,247	21,247
<u>TRANSFERS</u>							
210-490-10	TRANSFER FROM GENERAL	659	.00	.00	.00	.00	.00
Total TRANSFERS:		659	.00	.00	.00	.00	.00
<u>BEGINNING FUND BALANCE</u>							
210-499-10	FUND BALANCE	.00	.00	804,593	856,640	856,640	856,640
Total BEGINNING FUND BALANCE:		.00	.00	804,593	856,640	856,640	856,640
TOTAL REVENUE:							1,362,108

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>STREET</u>							
<u>STREET MAINTENANCE</u>							
<u>PERSONNEL</u>							
210-6810-101	REGULAR SERVICES- STREET MAINT	108,393	122,353	113,108	123,327	123,327	123,327
210-6810-105	OVERTIME	181	768	974	871	871	871
210-6810-120	EMPLOYEE BENEFITS	78,246	84,272	86,511	95,135	95,135	95,135
	TOTAL PERSONNEL SERVICES						219,333
<u>OPERATING</u>							
210-6810-200	OPERATING SUPPLIES	6,607	5,641	12,000	12,000	12,000	12,000
210-6810-220	PERSONAL PROTECTIVE EQUIP	811	754	1,000	1,000	1,000	1,000
210-6810-225	MINOR EQUIPMENT	2,023	2,203	4,800	2,500	2,500	2,500
210-6810-260	COMMUNICATION	360	360	360	360	360	360
210-6810-270	UTILITIES	40,253	48,197	56,076	46,015	46,015	46,015
210-6810-280	REPAIR AND MAINTENANCE	7,868	15,319	12,000	12,000	12,000	12,000
210-6810-320	PROFESSIONAL SERVICES	4,629	5,836	12,000	6,000	6,000	6,000
210-6810-330	VEHICLE REPLACEMENT / RENT	27,659	36,617	56,056	51,632	50,823	50,823
210-6810-341	MEETINGS / CONFERENCES	65	211	500	500	500	500
210-6810-390	MISCELLANEOUS	10	553	600	600	600	600
	TOTAL OPERATING						131,798
<u>TRANSFERS</u>							
210-6810-701	TRANSFER TO GENERAL	124,066	135,128	154,635	167,589	167,589	167,589
210-6810-721	TRANSFER TO STREET IMPROVEME	.00	.00	.00	100,000	100,000	100,000
210-6810-764	TRANSFER TO SICK LEAVE	300	300	300	309	309	309
	TOTAL TRANSFERS						267,898
<u>CONTINGENCY</u>							
210-6810-998	CONTINGENCY	.00	.00	786,724	742,270	743,079	743,079
Total STREET MAINTENANCE:		401,473	458,513	1,297,644	1,362,108	1,362,108	1,362,108

BUDGET NARRATIVE

Fiscal Year 2025

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

BASELINE BUDGET DESCRIPTION:

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

REVENUES/EXPENDITURES:

CAPITAL IMPROVEMENTS (Account 211-410-22 & Account 211-6840-410) funding was made possible through Oregon House Bill 2017 agreement, which expires on August 28, 2024. It is anticipated to be nearly complete, if not complete by the end of June 2024. Our final project using the remaining funding from HB 2017 will be Robbins Street Improvements. This project will consist of water and sewer main replacements (funded from the respective funds) and then street overlay and ADA ramp improvements from North Main to NE 6th Avenue. We are hopeful that we will be about 80 percent (80%) of the total streets work by FYE June 30, which will be the HB 2017 balance available plus a little more from the STBG Allocation funding below (as long as bids come in close to the engineer's estimate).

OR STATE STBG ALLOCATION - IMPROVEMENTS OTHER THAN BUILDINGS (Account 211-410-16 & Account 211-6840-480) funding for this program changed in 2023 due to HB 2101 to address declining state highway funds and the impact on the program. Each January allocations are posted by Oregon Department of Transportation (ODOT). Payments to local agencies will now be issued with no master grant agreements or funding request letters required in order to receive such funds as long as funding is available. If funding is not available, ODOT will work to determine a formulation of funding, requiring local agencies to enter into project agreements prior to distribution. So, this puts a lot up in the air on how future funding will be calculated and what it will look like dollarwise. One thing for certain, is that the funding levels are declining for such projects quite rapidly, which may require us to explore alternative funding source options to solidify and sustain this fund. Some communities have a local gas tax while others have a fixed stormwater fee amongst other types of revenue generating fees and taxes. At this time, we are not recommending such, but we very well may find this necessary in the future.

As of February 2024, we currently have funding available in the amount of \$226,255 (~53.7% of our contingency) from past allotments that has been banked within the fund as contingency. We have recently committed to replacement of the crosswalk warning signs that are outdated and unable to be repaired (or to get parts for) on South Main at 4th and 12th, which is accounted for and has been deducted from the available funding balance above. ODOT will order from the state bid list and pass through the direct cost of the signals and install at no cost for us as part of our cooperative agreement on maintaining the lights. In FY 2024 we plan to use the remaining HB 2017 funding above plus about \$83,000 in STBG funding (if bids come in close to engineers estimate) for the Robbins Street Improvements. This project will first be funded with remaining HB 2017 funding (due to expiration date of such funding) and then remaining costs will come from prior STBG funding received. We have \$68,570 remaining of the FY 2023 revenue, \$90,979 of the FY 2024 revenue and \$90,706 expected any day now for the Calendar Year 2024 revenue for a total of \$250,255. No further funding is anticipated to be received within this fund until the 2025 allotments become available in early 2025.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>STREET IMPROVEMENT</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
211-410-16	OR STATE STP ALLOCATION	124,782	81,673	110,187	87,786	87,786	87,786
211-410-22	ODOT GRANT / HB2017	652,407	805,529	328,366	.00	.00	.00
Total INTERGOVERNMENTAL REVENUE:		777,189	887,201	438,553	87,786	87,786	87,786
<u>LICENSES & PERMITS</u>							
211-440-30	LAND USE FEES	4,872	6,975	2,500	2,500	2,500	2,500
Total LICENSES & PERMITS:		4,872	6,975	2,500	2,500	2,500	2,500
<u>MISCELLANEOUS</u>							
211-470-20	INTEREST EARNED	770-	5,476	3,562	3,848	3,848	3,848
Total MISCELLANEOUS:		770-	5,476	3,562	3,848	3,848	3,848
<u>TRANSFERS</u>							
211-490-21	TRANSFER FROM STREET	.00	.00	.00	100,000	100,000	100,000
Total TRANSFERS:		.00	.00	.00	100,000	100,000	100,000
<u>BEGINNING FUND BALANCE</u>							
211-499-10	FUND BALANCE	.00	.00	291,802	393,794	393,794	393,794
Total BEGINNING FUND BALANCE:		.00	.00	291,802	393,794	393,794	393,794
TOTAL REVENUE:							587,928

<u>STREET CONSTRUCTION</u>							
211-6840-410	CAPITAL EXPENSES	652,134	963,070	328,366	.00	.00	.00
211-6840-480	IMPROVEMENTS	41,703	95,906	100,000	99,600	99,600	99,600
211-6840-998	CONTINGENCY	.00	.00	308,051	488,328	488,328	488,328
Total STREET CONSTRUCTION:		693,838	1,058,976	736,417	587,928	587,928	587,928

Revenue Budget Narrative
Fiscal Year 2025

Fund: Library

BASELINE BUDGET DESCRIPTION

Through an intergovernmental agreement with the Umatilla County Special Library District, the City provides library services to approximately 12,500 residents of the Milton-Freewater area and to residents of the UCSLD. The UCSLD agrees to provide funding for operational expenses such as salaries, materials, and supplies to assist the City in meeting the Standards for Public Libraries set from the Oregon Library Association, and the State Library of Oregon. Although funds received from UCSLD are a significant source of funding for the library, it is not enough funding to meet the needs of our residents, nor is it enough to even meet the minimum level of services set by the Oregon Library Association. Due to this, the City agrees to provide and maintain a facility to house the library, and to provide funds for salaries, services, and materials which allow the library to meet or exceed established Library Standards.

GRANT FUNDING

- The library anticipates a Ready to Read grant from the State Library of Oregon for approximately \$1400 to develop and improve early literacy services to children under age five.

DONATIONS

- The library anticipates \$2000 in donations from the Friends of Milton-Freewater Public Library and \$4000 from community businesses in support of the 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 print-outs.

MISCELLANEOUS: This includes rental income from library meeting rooms and payments for our out-of-district library patrons.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>LIBRARY</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
220-410-01	LIBRARY DISTRICT REVENUES	268,688	339,576	352,146	367,739	367,739	367,739
220-410-03	STATE GRANTS-LIBRARY	2,874	.00	1,400	1,436	1,436	1,436
Total INTERGOVERNMENTAL REVENUE:		271,562	339,576	353,546	369,175	369,175	369,175
<u>FINES & FORFEITURES</u>							
220-430-50	LIBRARY FINES	2,592	2,220	2,000	2,000	2,000	2,000
Total FINES & FORFEITURES:		2,592	2,220	2,000	2,000	2,000	2,000
<u>SERVICES</u>							
220-450-14	RENTAL INCOME	7,500	7,500	7,500	7,500	7,500	7,500
Total SERVICES:		7,500	7,500	7,500	7,500	7,500	7,500
<u>MISCELLANEOUS</u>							
220-470-20	INTEREST EARNED	1,028-	4,664	3,431	4,100	4,100	4,100
220-470-25	LOAN PROCEEDS	1,430	.00	.00	.00	.00	.00
220-470-41	DONATIONS	6,032	7,893	4,000	5,000	5,000	5,000
220-470-50	COPIES	2,253	2,556	2,500	2,500	2,500	2,500
220-470-99	MISCELLANEOUS	591	521	300	300	300	300
Total MISCELLANEOUS:		9,279	15,634	10,231	11,900	11,900	11,900
<u>TRANSFERS</u>							
220-490-10	FROM GENERAL	76,539	42,814	38,671	20,753	20,753	20,753
Total TRANSFERS:		76,539	42,814	38,671	20,753	20,753	20,753
<u>BEGINNING FUND BALANCE</u>							
220-499-10	FUND BALANCE	.00	.00	89,129	120,600	120,600	120,600
Total BEGINNING FUND BALANCE:		.00	.00	89,129	120,600	120,600	120,600
TOTAL REVENUE:							531,928

Expenditure Budget Narrative
Fiscal Year 2025

Fund: Library

Staff Level 2025: 3.93 FTE

Staff Level 2024: 3.93 FTE

PERSONNEL:

Title	2025 FTE	2024 FTE
Library Director	1.00	1.00
Library Assistant	0.00	0.00
Library Associate	<u>2.93</u>	<u>2.93</u>
Total	3.93	3.93

LIBRARY USE AND VALUE

In 2023, the library had 2884 card holders; the library provides access to 32,601 books, audiobooks, DVD's, Spanish-language material, as well as over 60,000 downloadable eBooks and audiobooks, and the Sage Library consortium offers our patrons access to over a million loanable items. In our facility, we offer 14 public computers, WiFi, reference services, children's play area, genealogy and local history collection, two meeting rooms, and more than 90 programs for children and 24 programs for adults each year with approximately 2,552 people from the community attending.

In 2023, the library circulated more than 36,000 items physical items, 36,000 electronic materials, and added 1,725 physical items to our collections, and loaned/received almost 6,000 items from other libraries. The library is an undeniable asset to our community and provides early literacy development skills, engages school-age children with activities, and encourages adults to become life-long users of the library.

BUDGET COMMENTS

Expenses:

- **Operating Supplies (Acct. 200)** covers general office supplies, paper & toner for public printing, materials such as plastic book jackets, laminating tape, and other misc. supplies to process the 1,700 items added yearly. Prices for processing items continues to climb.
- **Communication (Acct. 260)** covers phone, fax and internet (including WiFi). Costs are rising and line item reflects increase.
- **Building Repair & Maintenance (Acct. 280)** covers misc. needs of the library including: carpet cleaning, paint, hardware, & keys will help defer future expenses from the Public Buildings fund.
- **Programming (Adult Acct 325 & Children's Acct 326)** Programming has been split to two line items to help budget tracking. Children's supplies for 52 story times, 24 evening activities for children, 12 teen art and teen summer reading prizes Adult Programming covers 12-24 adult art classes & adult summer reading prizes.
- **Early Literacy/Summer Reading (Acct. 348)** covers Ready to Read grant, and 9 weeks of children's summer reading program including craft supplies, & prizes.
- **Miscellaneous (Acct. 700)** covers items not easily categorized by other line items. Budget increased substantially due to rising need to maintain 21-year-old building.
- **Furniture & Technology (Acct. 420):** To keep up with the changes in technology, computer and printer replacement.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>LIBRARY</u>							
<u>PERSONNEL</u>							
220-6600-101	REGULAR SERVICES- LIBRARY	166,507	187,929	210,311	260,001	260,001	260,001
220-6600-102	PART TIME	37,546	41,585	43,744	.00	.00	.00
220-6600-105	OVERTIME	.00	.00	100	100	100	100
220-6600-120	EMPLOYEE BENEFITS	133,353	147,290	168,692	175,597	175,597	175,597
	TOTAL PERSONNEL SERVICES						435,698
<u>OPERATING</u>							
220-6600-200	OPERATING SUPPLIES	9,646	9,417	10,000	10,000	10,000	10,000
220-6600-235	LIBRARY BOOKS	20,168	23,975	25,000	25,000	25,000	25,000
220-6600-260	COMMUNICATION	3,424	3,505	4,000	6,000	6,000	6,000
220-6600-280	REPAIR AND MAINTENANCE	677	593	1,790	1,790	1,790	1,790
220-6600-325	PROGRAMMING - ADULT	5,443	8,750	4,500	4,500	4,500	4,500
220-6600-326	PROGRAMMING - CHILDREN	.00	.00	5,500	5,500	5,500	5,500
220-6600-333	MILEAGE / FUEL	.00	.00	500	500	500	500
220-6600-340	MEMBERSHIPS / DUES	1,380	1,273	1,200	1,200	1,200	1,200
220-6600-341	MEETINGS / CONFERENCES	143	.00	400	400	400	400
220-6600-348	EARLY LIT/SUMMER READING	6,149	4,906	4,300	4,300	4,300	4,300
220-6600-390	MISCELLANEOUS	1,352	1,590	14,800	10,800	10,800	10,800
	TOTAL OPERATING						69,990
<u>CAPITAL</u>							
220-6600-420	FURNITURE AND TECHNOLOGY	5,908	824	6,000	6,000	6,000	6,000
	TOTAL CAPITAL						6,000
<u>TRANSFERS</u>							
220-6600-764	TRANSFER TO SICK LEAVE	240	240	240	240	240	240
	TOTAL TRANSFERS						240
<u>CONTINGENCY</u>							
220-6600-998	CONTINGENCIES	.00	.00	.00	20,000	20,000	20,000
	TOTAL CONTINGENCIES						20,000
Total LIBRARY:		391,935	431,877	501,077	531,928	531,928	531,928

REVENUE NARRATIVE
Fiscal Year 2025

FUND: PUBLIC TRANSPORTATION SERVICES

BASELINE BUDGET DESCRIPTION:

This fund was originally created to accumulate revenues dedicated to both the City's public transportation programs - the Senior/Disabled Transportation Program, which originated in 1971, and the general ridership bus program which was reestablished in 2005. The bus program was discontinued at the end of December 2023. The senior/disabled taxi transportation service is still available to seniors 60 years of age and older and/or disabled individuals of any age and must reside in the service area, which includes the city and a five-mile radius from the City's center. The taxi runs Monday through Saturday. The service is contracted out to a private vendor.

BUDGET COMMENTS:

TAXES AND ASSESSMENTS

PROPERTY TAX CURRENT Acct. 230-400-01 is the local option tax revenue referred to above. The levy is for \$60,000 per year, however not all taxes are collected, so we budget for 95%.

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

INTERGOVERNMENTAL REVENUE

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

FEDERAL TRANSIT/ODOT FLEX 5307/5311 Acct 230-410-52 are funds directly allocated and received through 5307/5311 Federal Transportation Administration/ODOT grant funds for operations of the City's public transportation program. There is no revenue associated with this grant this fiscal year

STATE TRANSPORTATION IMPROVEMENT FUNDS (STIF) FORMULARY Acct 230-410-57 are State funds that are formulary.

SERVICES

SENIOR CITIZEN PAYMENTS Acct. 230-450-70 represents the revenue generated from taxi tickets sold for \$1.00 or \$2.00 each. (Outside City limit customers pay the higher price.) These rates for patrons are kept low due to the local option tax supplementing program revenues.

MISCELLANEOUS

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

TRANSFER FROM GENERAL TO SERVICE ELEVATOR LOAN Acct. 230-490-10

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>PUBLIC TRANSPORTATION SERVICES</u>							
<u>TAXES/ASSESSMENTS</u>							
230-400-01	PROPERTY TAX - CURRENT	57,045	56,645	58,500	58,500	58,500	58,500
230-400-02	PROPERTY TAX - PRIOR YEAR	1,777	1,300	2,000	2,000	2,000	2,000
Total TAXES/ASSESSMENTS:		58,822	57,946	60,500	60,500	60,500	60,500
<u>INTERGOVERNMENTAL REVENUE</u>							
230-410-50	SPECIAL TRANSIT GRANT	31,122	31,856	.00	.00	.00	.00
230-410-51	STATE TRANSIT GRANT	93,041	82,037	51,991	51,991	51,991	51,991
230-410-52	ARPA 5311 ODOT GRANT	.00	.00	316,766	.00	.00	.00
230-410-53	FEDERAL TRANSIT GRANT	99,854	.00	.00	.00	.00	.00
230-410-56	STATE TRANSIT - STIF GRANT	.00	.00	.00	.00	.00	.00
230-410-57	STIF FORMULA GRANT	77,196	70,581	100,000	9,293	9,293	9,293
Total INTERGOVERNMENTAL REVENUE:		301,213	184,474	468,757	61,284	61,284	61,284
<u>SERVICES</u>							
230-450-70	SENIOR CITIZEN PAYMENTS	2,514	2,462	2,100	2,000	2,000	2,000
Total SERVICES:		2,514	2,462	2,100	2,000	2,000	2,000
<u>MISCELLANEOUS</u>							
230-470-20	INTEREST EARNED	275-	664	690	650	650	650
Total MISCELLANEOUS:		275-	664	690	650	650	650
<u>TRANSFERS</u>							
230-490-10	TRANSFER FROM GENERAL	30,840	66,775	66,775	66,775	66,775	66,775
Total TRANSFERS:		30,840	66,775	66,775	66,775	66,775	66,775
<u>BEGINNING FUND BALANCE</u>							
230-499-10	FUND BALANCE	.00	.00	54,226	70,266	70,266	70,266
Total BEGINNING FUND BALANCE:		.00	.00	54,226	70,266	70,266	70,266
TOTAL REVENUES:							261,475

EXPENDITURE NARRATIVE
Fiscal Year 2025

FUND: PUBLIC TRANSPORTATION SERVICES

STAFF LEVEL 2025: 0.65 FTE

STAFF LEVEL 2024: 1.05 FTE

BASELINE BUDGET DESCRIPTION:

In 1971, the City began providing the senior and disabled taxi ticket program. In November of 2004 funding for the program was solidified by the passage of a five year local option tax to help support the program, and then in November of 2008, 2012, and 2021 the continuation of the five-year local option tax was passed by the voters. The taxi program is for seniors aged 60 and over and disabled patrons of any age. It is a door-to-door service which includes a lot of personal assistance for patrons. This program is contracted out to a private carrier for service.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
City Planner	0.25	0.55
Assistant	0.40	0.50
	0.65	1.05

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.

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

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

COMMUNICATION (Acct. 260) covers a portion of the cost of phone expenses as well as annual website fees.

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

PROFESSIONAL SERVICES (Acct. 320) accounts for the cost of the taxi contract to provide rides to patrons.

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

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

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

IMPROVEMENTS (Acct. 480) includes some facility improvements. Nothing is proposed this budget year.

LOAN PAYMENT FOR ELEVATOR (Acct 510/511)

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

SIGNIFICANT BUDGET COMMENTS:

Significant changes to transportation services includes the elimination of the fixed route bus service as of January 1, 2024.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>PUBLIC TRANSPORATION</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL</u>							
230-7600-101	REGULAR SERVICES- SENIOR/DISAB	87,372	94,975	87,400	49,650	49,650	49,650
230-7600-110	ALLOWANCES	2,347	3,632	3,600	.00	.00	.00
230-7600-120	EMPLOYEE BENEFITS	38,677	44,519	53,410	35,375	35,375	35,375
	TOTAL PERSONNELL						85,025
<u>OPERATING</u>							
230-7600-200	OPERATING SUPPLIES	295	125	600	500	500	500
230-7600-225	MINOR EQUIPMENT	530	.00	500	500	500	500
230-7600-250	ADVERTISING- SENIOR/ DISABLED	208	258	1,000	1,000	1,000	1,000
230-7600-260	COMMUNICATION	124	25	500	300	300	300
230-7600-280	REPAIR AND MAINTENANCE	4,720	8,269	5,000	4,000	4,000	4,000
230-7600-320	PROFESSIONAL SERVICES	133,442	192,967	136,481	80,000	80,000	80,000
230-7600-340	MPO MEMBERSHIP DUES	3,600	3,800	.00	.00	.00	.00
230-7600-341	MEETINGS / CONFERENCES	288	88	.00	.00	.00	.00
230-7600-380	INSURANCE	4,787	5,280	2,700	3,375	3,375	3,375
	TOTAL OPERATING						89,675
<u>DEBT SERVICE</u>							
230-7600-510	LOAN PRINC - ELEVATOR CITY HAL	21,960	58,729	58,676	58,676	58,676	58,676
230-7600-511	LOAN INT - ELEVATOR CITY HALL	8,876	8,069	8,099	8,099	8,099	8,099
	TOTAL DEBT SERVICE						66,775
<u>CONTINGENCY</u>							
230-7600-998	CONTINGENCY	.00	.00	295,082	20,000	20,000	20,000
Total ADMINISTRATION:		307,225	420,736	653,048	261,475	261,475	261,475

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

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) Used to purchase supplies and materials for the 911 center such as pens, paper, receipt books, ink for printers and shredding services.

MINOR EQUIPMENT (Acct. 225) Funds purchases of smaller equipment items, such as headsets for ECS.

COMMUNICATION (Acct. 260) Fund the business lines for dispatch center, the fax line for the police department, the phone lines for the backup dispatch center, a cellular phone for the dispatch center, as well as a translating service.

REPAIR AND MAINTENANCE (Acct. 280) Funds used to cover the anticipated costs of repair, maintenance, or replacement of office machines such as copiers and the logging recorder. It also covers half the annual maintenance service agreement for our records management/computer aided dispatch system (Tyler Technologies). It also covers the annual maintenance for the logging recorder and the maintenance of Brazos E-Citation.

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

MEETINGS AND CONFERENCES (Acct. 341) This fund pays for continuing training for communications personnel as mandated by the state. As well as sending ECS to the mandatory DPSST academy.

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
9 1 1							
INTERGOVERNMENTAL REVENUE							
270-410-14	911 TELEPHONE TAX	65,090	48,568	66,000	67,500	67,500	67,500
Total INTERGOVERNMENTAL REVENUE:		65,090	48,568	66,000	67,500	67,500	67,500
MISCELLANEOUS							
270-470-20	INTEREST EARNED	239-	1,054	871	500	500	500
Total MISCELLANEOUS:		239-	1,054	871	500	500	500
Source: 490							
270-490-10	TRANSFER FROM GENERAL	1,255	.00	.00	.00	.00	.00
Total Source: 490:		1,255	.00	.00	.00	.00	.00
BEGINNING FUND BALANCE							
270-499-10	FUND BALANCE	.00	.00	33,180	23,100	23,100	23,100
Total BEGINNING FUND BALANCE:		.00	.00	33,180	23,100	23,100	23,100
TOTAL REVENUES:							91,100
<hr/>							
911 OPERATING							
OPERATING							
270-5830-200	OPERATING SUPPLIES	3,738	2,346	3,000	3,000	3,000	3,000
270-5830-225	MINOR EQUIPMENT	2,995	1,017	4,500	2,000	2,000	2,000
270-5830-260	COMMUNICATION	7,401	11,902	10,500	15,500	15,500	15,500
270-5830-280	REPAIR AND MAINTENANCE	10,899	11,016	19,500	19,500	19,500	19,500
270-5830-300	UNIFORM MAINTENANCE	242	458	450	507	507	507
270-5830-320	PROFESSIONAL SERVICE	576	283	650	650	650	650
270-5830-341	MEETINGS / CONFERENCES	870	2,478	4,800	4,800	4,800	4,800
270-5830-390	MISCELLANEOUS	1,457	1,800	1,500	1,500	1,500	1,500
TOTAL OPERATING							46867
CAPITAL							
270-5830-420	FURNITURE AND TECHNOLOGY	7,809	.00	.00	.00	.00	.00
TOTAL CAPITAL							.00
TRANSFERS							
270-5830-701	TRANSFER TO GENERAL	15,000	67,100	55,151	43,643	43,643	43,643
TOTAL TRANSFERS							43,643
Total 911 OPERATING:		50,986	98,401	100,051	91,100	91,100	91,100



DEBT SERVICE FUNDS

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

BUDGET NARRATIVE
Fiscal Year 2025

FUND: GENERAL OBLIGATION BONDED DEBT

BASELINE BUDGET DESCRIPTION:

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

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

GENERAL OBLIGATION BONDS, SERIES 2021

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

MATURITY SCHEDULE

Due June 1	Amounts	Interest Rate	Yield	Price	CUSIP ¹ (60183M)
2022	\$55,000	3.000%	0.310%	102.013	BN3
2023	10,000	3.000%	0.360%	104.601	BP8
2024	20,000	3.000%	0.420%	107.046	BQ6
2025	30,000	3.000%	0.540%	109.119	BR4
2026	40,000	3.000%	0.710%	110.676	BS2
2027	50,000	3.000%	0.840%	112.099	BT0
2028	60,000	3.000%	0.980%	113.161	BU7
2029	70,000	3.000%	1.100%	114.076	BV5
2030	85,000	3.000%	1.230%	114.639	BW3
2031	95,000	3.000%	1.320%	115.321	BX1

\$700,000^(T) 3.000% Term Bond Due June 1, 2036; Yield: 1.700%; Price: 111.633^C; CUSIP: 60183MBY9
 \$1,140,000^(T) 4.000% Term Bond Due June 1, 2041; Yield: 1.760%; Price: 119.986^C; CUSIP: 60183MBZ6
 \$1,760,000^(T) 4.000% Term Bond Due June 1, 2046; Yield: 1.970%; Price: 117.925^C; CUSIP: 60183MCA0
 \$2,580,000^(T) 4.000% Term Bond Due June 1, 2051; Yield: 2.030%; Price: 117.344^C; CUSIP: 60183MCB8

^(C) Priced to the optional redemption date of June 1, 2031.

^(T) Term Bond subject to Mandatory Redemption

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Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GENERAL OBLIGATION BONDS</u>							
TAXES/ASSESSMENTS							
310-400-01	PROPERTY TAX - CURRENT	248,226	260,064	274,797	281,900	281,900	281,900
310-400-02	PROPERTY TAX - PRIOR YEAR	.00	2,591	2,250	3,000	3,000	3,000
Total TAXES/ASSESSMENTS:		248,226	262,655	277,047	284,900	284,900	284,900
<u>INTERGOVERNMENTAL REVENUE</u>							
310-410-84	BOND PROCEEDS	.00	.00	.00	.00	.00	.00
Total INTERGOVERNMENTAL REVENUE:		.00	.00	.00	.00	.00	.00
<u>MISCELLANEOUS</u>							
310-470-20	INTEREST EARNED	.00	.00	.00	.00	.00	.00
Total MISCELLANEOUS:		.00	.00	.00	.00	.00	.00
<u>BEGINNING FUND BALANCE</u>							
310-499-10	FUND BALANCE	.00	.00	3,347-	.00	.00	.00
Total BEGINNING FUND BALANCE:		.00	.00	3,347-	.00	.00	.00
TOTAL REVENUES:							284,900
<u>BONDED DEBT</u>							
310-8611-500	BOND PRINCIPAL	55,000	10,000	20,000	30,000	30,000	30,000
310-8611-501	BOND INTEREST	192,447	253,999	253,700	253,900	253,900	253,900
310-8611-999	UNAPPROPRIATED RESERVE	.00	.00	.00	1,000	1,000	1,000
Total BONDED DEBT:		247,447	263,999	273,700	284,900	284,900	284,900



CAPITAL PROJECT FUND

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

BUDGET NARRATIVE
Fiscal Year 2025

FUND: POLICE STATION CONSTRUCTION

BASELINE BUDGET DESCRIPTION:

Revenues to pay the City's General Obligation Bonds are collected in this fund. A general obligation bond issue for \$7,657,390 for construction of a new Police Station was approved on the May 18, 2021 ballot measure. Police station construction costs are also paid from this fund.

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>POLICE STATION CONSTRUCTION</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
410-410-01	STATE CAP FUNDING GRANT	.00	3,000,000	3,000,000	.00	.00	.00
Total INTERGOVERNMENTAL REVENUE:		.00	3,000,000	3,000,000	.00	.00	.00
<u>MISCELLANEOUS</u>							
410-470-20	INTEREST EARNED	42,011-	141,110	117,810	74,150	74,150	74,150
Total MISCELLANEOUS:		42,011-	141,110	117,810	74,150	74,150	74,150
<u>OTHER REVENUE SOURCES</u>							
410-480-10	BOND SALE PROCEEDS	6,695,000	.00	.00	.00	.00	.00
410-480-11	PREMIUM ON BONDS ISSUED	1,133,007	.00	.00	.00	.00	.00
Total OTHER REVENUE SOURCES:		7,828,007	.00	.00	.00	.00	.00
<u>BEGINNING FUND BALANCE</u>							
410-499-10	FUND BALANCE	.00	.00	5,152,870	1,925,850	1,925,850	1,925,850
Total BEGINNING FUND BALANCE:		.00	.00	5,152,870	1,925,850	1,925,850	1,925,850
TOTAL REVENUES:							2,000,000
<hr/>							
<u>CAPITAL - NEW</u>							
410-8100-410	CAPITAL EXPENSE	616,968	3,858,297	8,270,680	2,000,000	2,000,000	2,000,000
<u>DEBT SERVICE</u>							
410-8100-515	BOND ISSUANCE EXPENSE	133,969	.00	.00	.00	.00	.00
Total CAPITAL - NEW:		750,936	3,858,297	8,270,680	2,000,000	2,000,000	2,000,000



ENTERPRISE FUNDS

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

REVENUE BUDGET NARRATIVE
FISCAL YEAR 2025

FUND: ELECTRIC

MISSION STATEMENT:

Milton-Freewater City Light & Power:

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

BASELINE BUDGET DESCRIPTION:

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

SURPLUS POWER SALES:

The City has a contract with the Bonneville Power Administration (BPA) for Service and Exchange, which states the terms for the exchange of our power allotment from the Grant County contracts. A major change in the method that BPA calculates surplus power was instituted in October 2011. Under the new procedure, BPA subtracts our Grant County resource from our total purchases. This in effect, eliminates firm surplus power sales revenue, but also reduces the amount of power to be purchased from BPA by a similar amount. Non-firm or secondary power is now the only surplus power sales revenue source. We believe this year will be an average water year with estimated income of \$290,876.

CONSERVATION:

Revenue estimates are based on the estimated completion of 20 heat pump installations, weatherization of 20 electrically heated homes, 5 commercial buildings and 1 agricultural project. The revenue will come from reimbursements from BPA for energy conservation achieved and from principal and interest from the Energy Loan Program.

UTILITY REVENUE:

This is the revenue from the sales of electricity and the service availability fee to all classes of electric customers. The sales of electricity can be greatly influenced by the weather patterns throughout the year. This year we anticipate a 0% increase in our per KWH charge.

MERCHANDISING:

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
TAXES/ASSESSMENTS							
510-400-10	WTHRZTN ASSMT LOAN REV #903	33,772	35,013	40,000	28,000	28,000	28,000
510-400-30	WTHZTN LONG-TERM LOAN REV #93	493	457	1,000	1,000	1,000	1,000
Total TAXES/ASSESSMENTS:		34,265	34,556	41,000	29,000	29,000	29,000
<u>SURPLUS POWER SALES</u>							
510-415-10	POWER SALES - NONFIRM	350,760	228,241	263,168	290,876	290,876	290,876
Total SURPLUS POWER SALES:		350,760	228,241	263,168	290,876	290,876	290,876
<u>SERVICES</u>							
510-450-45	CONSERVATION	103,959	88,724	93,500	92,672	92,672	92,672
Total SERVICES:		103,959	88,724	93,500	92,672	92,672	92,672
<u>UTILITY SALES</u>							
510-451-10	RESIDENTIAL SALES	4,794,311	5,171,341	4,953,824	4,921,382	4,921,382	4,921,382
510-451-11	COMMERCIAL SALES	1,050,644	1,121,425	1,072,845	1,054,439	1,054,439	1,054,439
510-451-12	INDUSTRIAL SALES	1,880,626	1,639,302	2,187,330	1,893,151	1,893,151	1,893,151
510-451-13	RENTAL LIGHTS	88,550	89,206	99,357	95,679	95,679	95,679
510-451-14	IRRIGATION	587,222	547,612	664,406	633,733	633,733	633,733
510-451-15	AIR FANS	2,855	2,855	2,855	2,855	2,855	2,855
510-451-16	PUBLIC STREET LIGHTS	37,471	37,458	39,332	37,751	37,751	37,751
510-451-17	INTER-DEPARTMENT	83,281	75,787	82,484	76,803	76,803	76,803
510-451-18	LAGOON SUB SALES	22,246	15,277	18,436	17,182	17,182	17,182
510-451-19	GREEN POWER	895	789	768	768	768	768
Total UTILITY SALES:		8,548,102	8,701,051	9,121,637	8,733,743	8,733,743	8,733,743
<u>MERCHANDISING</u>							
510-455-71	MERCHANDISING	21,352	129,340	20,000	20,000	20,000	20,000
Total MERCHANDISING:		21,352	129,340	20,000	20,000	20,000	20,000

REVENUE BUDGET NARRATIVE
FISCAL YEAR 2025

FUND: ELECTRIC

MISCELLANEOUS REVENUE:

This includes earned interest, pole rental (communication companies), Electric Infrastructure Fees and after-hours reconnect fees. Also, fees paid by customers for line extensions and/or new services are included in this category.

INTERFUND OPERATING TRANSFERS:

The transfers from Vehicle Maintenance and the Warehouse have been discontinued.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>MISCELLANEOUS</u>							
510-470-20	INTEREST EARNED	1,600-	28,731	20,773	28,000	28,000	28,000
510-470-21	ELEC INFRASTRUCTURE FEE	178,165	178,063	174,003	174,426	174,426	174,426
510-470-60	POLE RENTAL	17,068	20,837	20,000	20,000	20,000	20,000
510-470-63	DISCONNECT/RECONNECT FEES	10,300	12,975	10,000	10,000	10,000	10,000
510-470-64	NEW SERVICE FEES	324,531	684,765	200,000	100,000	100,000	100,000
510-470-99	MISCELLANEOUS	6,663	17,704	10,000	10,000	10,000	10,000
Total MISCELLANEOUS:		535,127	943,076	434,776	342,426	342,426	342,426
<u>TRANSFERS</u>							
510-490-10	TRANSFER FROM GENERAL	6,000	.00	300,000	.00	.00	.00
510-490-61	TRANSFER FROM WAREHOUSE	.00	.00	.00	.00	.00	.00
Total TRANSFERS:		6,000	.00	300,000	.00	.00	.00
<u>BEGINNING FUND BALANCE</u>							
510-499-10	FUND BALANCE	.00	.00	1,945,292	1,800,445	1,800,445	1,800,445
Total BEGINNING FUND BALANCE:		.00	.00	1,945,292	1,800,445	1,800,445	1,800,445
TOTAL REVENUES:							11,309,162

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2025

PROGRAM: POWER PURCHASES
FUND: ELECTRIC

BASELINE BUDGET DESCRIPTION:

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

Cost/KWH	Source of Firm Power		Avg.
	Demand	Energy	
BPA	16,841 KW (100%)	82,522,881 KWH (76%)	\$.0445
Grant County	0 KW	25,843,000 KWH (24%)	\$.0331
Total	16,841 KW (100%)	108,365,881 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 \$846,068. The total cost associated with the Grant County power is expected to be \$862,989. The City's billed purchases from BPA are budgeted at 16,841 KW of demand and 82,522,881 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 \$3,715,482. The City is credited for our Grant County secondary power at the current BPA Load Shaping rate. This credit is expected to be \$290,876. The net cost of Purchased Power to the City is estimated at \$4,561,550.

BUDGET COMMENTS:

In the future, weather, stream flows, environmental concerns, politics, and snow pack will continue to influence our wholesale power rates.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
ELECTRIC FUND							
POWER PURCHASES							
OPERATING							
510-7110-352	GRANT CO OPERATION	778,410	838,651	837,313	846,068	846,068	846,068
510-7110-353	BPA POWER - DEMAND	252,790	238,728	155,802	189,845	189,845	189,845
510-7110-354	BPA POWER - ENERGY	2,991,423	2,617,388	2,765,782	2,842,189	2,842,189	2,842,189
510-7110-355	TRANSMISSION DEMAND	421,705	507,851	543,391	575,253	575,253	575,253
510-7110-356	TRANSMISSION ENERGY	111,981	114,470	105,962	108,195	108,195	108,195
Total POWER PURCHASES:		4,556,309	4,317,088	4,408,250	4,561,550	4,561,550	4,561,550

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2025

PROGRAM: DISTRIBUTION/OPERATIONS AND
MAINTENANCE
FUND: ELECTRIC

STAFF LEVEL 2025: 3.73 FTE
STAFF LEVEL 2024: 3.48 FTE

BASELINE BUDGET DESCRIPTION:

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

The majority of the City's distribution system is overhead, although an increasing amount is underground. The City maintains approximately 81 miles of overhead lines and 16 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 (7%) of any utility in the BPA Snake River Area and one of the most reliable systems anywhere. The City serves approximately 4,400 customers. Of these, 3,560 are residential with an average usage of 1538 KWH per month. Approximately 1,004 of these customers are outside the city limits. The system is divided so that the Freewater Substation carries about 65% of the total load and the Milton Substation carries about 35%. Five feeders from each substation are looped to provide interconnection capability during emergency situations. The maintenance and operation of the substations is now the responsibility of the City.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Line Technicians	2.38	2.38
Groundman	0.51	0.51
Working Line Supervisor	0.51	0.51
Engineering Technicians	0.25	0.00
Building Specialist	<u>0.08</u>	<u>0.08</u>
Total	3.73	3.48

OBJECTIVES:

Operate and maintain the distribution system and substations; do tree trimming, test approximately 500 poles per year and replace as needed; perform system-wide facility inspections; do infrared scan of overhead main feeder conductors and substations; testing and maintenance by contractor of all substation voltage regulators, 13 substation breakers, 3 substation transformers.

BUDGET COMMENTS:

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

Acct. 260 covers communications expenses for the line crew.

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

Acct. 320 provides for SCADA upgrades, Master Station Server and software upgrades, lab testing of new primary underground cable, orchard expenses, SW 8th radio tower maintenance, funding for the maintenance of a major piece of equipment and commercial driver's license physicals.

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
ELECTRIC FUND							
OPERATION/MAINTENANCE							
PERSONNEL							
510-7310-101	REGULAR SERVICES- ELEC OP/MAIN	406,147	384,455	467,265	477,115	477,115	477,115
510-7310-105	OVERTIME	36,595	38,149	30,000	22,275	22,275	22,275
510-7310-120	EMPLOYEE BENEFITS	241,124	239,456	282,666	306,382	306,382	306,382
	TOTAL PERSONNEL SERVICES						805,772
OPERATING							
510-7310-200	OPERATING SUPPLIES	10,771	9,099	3,500	4,000	4,000	4,000
510-7310-225	MINOR EQUIPMENT	558	1,792	2,500	2,500	2,500	2,500
510-7310-226	SUBSTATION REPAIRS	5,624	5,910	6,500	6,500	6,500	6,500
510-7310-229	SMALL TOOLS	4,537	5,135	5,000	5,000	5,000	5,000
510-7310-260	COMMUNICATION	3,609	3,085	5,000	5,000	5,000	5,000
510-7310-270	UTILITIES	6,937	6,339	7,500	10,000	10,000	10,000
510-7310-280	REPAIR AND MAINTENANCE	10,469	7,340	10,000	10,000	10,000	10,000
510-7310-320	PROFESSIONAL SERVICE	10,112	3,407	15,000	30,000	30,000	30,000
510-7310-330	VEHICLE REPLACEMENT / RENT	126,970	132,456	133,137	142,089	133,349	133,349
510-7310-341	MEETINGS / CONFERENCES	7,092	3,605	6,200	7,000	7,000	7,000
510-7310-390	MISCELLANEOUS	4,461	5,975	4,000	4,000	4,000	4,000
	TOTAL OPERATING						217,349
CAPITAL							
510-7310-420	FURNITURE AND TECHNOLOGY	2,021	.00	3,600	3,600	3,600	3,600
	TOTAL CAPTIAL						3,600
Total OPERATION/ MAINTENANCE:		877,027	846,201	981,868	1,035,461	1,026,721	1,026,721

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2025

PROGRAM: DISTRIBUTION-METERING
FUND: ELECTRIC

STAFF LEVEL 2025: 0.70 FTE
STAFF LEVEL 2024: 0.70 FTE

BASELINE BUDGET DESCRIPTION:

The primary function of the Meter Department is to maintain revenue metering installations at the high level of accuracy specified by City policy and regulatory requirements. This program provides for labor, transportation and training for the electric meter department. Included are costs for minor equipment and repair, maintenance parts, and programming of meters.

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Line Technician	0.57	0.52
Engineering Technician	0.08	0.08
Working Line Supervisor	<u>0.05</u>	<u>0.10</u>
Total	0.70	0.70

OBJECTIVES:

1. To install, test, and maintain meters, instrument transformers and other associated equipment, and verification of the complete installations to assure accurate metering.
2. Each substation is visited weekly to monitor and record its operation. Maintenance of all high voltage equipment, instrument transformers, relays, and load management equipment is included in this budget category.
3. Install and repair electrical equipment used by the City and all its electric customers.
4. Maintain current Advanced Metering Infrastructure (AMI).

BUDGET COMMENTS:

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

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

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>METERING</u>		<u>EXPENSE</u>					
<u>PERSONNEL</u>							
510-7340-101	REGULAR SERVICES- ELEC METERN	9,785	73,041	86,860	91,415	91,415	91,415
510-7340-120	EMPLOYEE BENEFITS	8,550	43,270	52,089	55,952	55,952	55,952
	TOTAL PERSONNEL SERVICES						147,367
<u>OPERATING</u>							
510-7340-200	OPERATING SUPPLIES	609	2,547	2,200	2,200	2,200	2,200
510-7340-225	MINOR EQUIPMENT	2,850	644	5,000	5,000	5,000	5,000
510-7340-260	COMMUNICATION	876	843	3,000	3,000	3,000	3,000
510-7340-280	REPAIR AND MAINTENANCE	266	1,395	3,000	3,000	3,000	3,000
510-7340-285	EQUIPMENT TESTING	750	800	2,500	2,500	2,500	2,500
510-7340-320	PROFESSIONAL SERVICES	1,159	85	2,500	2,500	2,500	2,500
510-7340-330	VEHICLE REPLACEMENT / RENT	17,786	27,020	23,812	26,090	26,090	26,090
510-7340-341	MEETINGS / CONFERENCES	4,778	2,069	8,000	8,000	8,000	8,000
	TOTAL OPERATING						52,290
<u>CAPITAL</u>							
510-7340-420	FURNITURE AND TECHNOLOGY	.00	.00	1,500	1,500	1,500	1,500
	TOTAL CAPITAL						1,500
Total METERING EXPENSE:		47,409	151,545	190,461	201,157	201,157	201,157

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2025

PROGRAM: SAFETY
FUND: ELECTRIC

STAFF LEVEL 2025: 0.24 FTE
STAFF LEVEL 2024: 0.24 FTE

BASELINE BUDGET DESCRIPTION:

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

PROGRAM OBJECTIVES:

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

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Line Technicians	0.10	0.10
Working Line Supervisor	0.02	0.02
Conservation/Bldg Specialist	0.02	0.02
Engineering Technician	0.04	0.04
Electric Assistant	0.02	0.02
Electric Superintendent	0.02	0.02
Groundsman	<u>0.02</u>	<u>0.02</u>
Total	0.24	0.24

BUDGET COMMENTS:

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

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.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>SAFETY</u>							
<u>PERSONNEL</u>							
510-7350-101	REGULAR SERVICES – ELEC SAFETY	39,611	29,286	27,471	28,714	28,714	28,714
510-7350-120	EMPLOYEE BENEFITS	24,122	19,568	17,294	18,533	18,533	18,533
	TOTAL PERSONNEL SERVICES						47,247
<u>OPERATING</u>							
510-7350-220	PERSONAL PROTECTIVE EQUIP	11,913	12,531	15,000	15,000	15,000	15,000
510-7350-285	EQUIPMENT TESTING	1,907	1,627	4,500	4,500	4,500	4,500
510-7350-320	PROFESSIONAL SERVICE	10,006	10,478	15,000	16,000	16,000	16,000
510-7350-341	MEETINGS / CONFERENCES	72	82	200	200	200	200
	TOTAL OPERATING						35,700
	Total SAFETY:	87,633	73,571	79,465	82,947	82,947	82,947

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2025

PROGRAM: CUSTOMER ACCOUNTS
FUND: ELECTRIC

STAFF LEVEL 2025: .12 FTE
STAFF LEVEL 2024: .12 FTE

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Working Line Supervisor	0.02	0.02
Line Technician	0.10	0.10
Total	0.12	0.12

BUDGET COMMENTS:

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>CUSTOMER ACCOUNTS</u>							
<u>PERSONNEL</u>							
510-7510-101	REGULAR SERVICES- ELEC CUST AC	31,123	551	15,884	16,230	16,230	16,230
510-7510-105	OVERTIME	.00	3,842	3,850	900	900	900
510-7510-120	EMPLOYEE BENEFITS	17,273	1,033	9,607	10,032	10,032	10,032
	TOTAL PERSONNEL SERVICES						27,162
<u>OPERATING</u>							
510-7510-330	VEHICLE REPLACEMENT / RENT	7,562	12,905	11,657	12,680	12,680	12,680
<u>TRANSFERS</u>							
510-7510-701	TRANSFER TO GENERAL	499,824	516,559	583,267	562,994	562,994	562,994
	Total CUSTOMER ACCOUNTS:	555,782	534,889	624,265	602,836	602,836	602,836

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2025

PROGRAM: CONSERVATION
FUND: ELECTRIC

STAFF LEVEL 2025: 1.05 FTE
STAFF LEVEL 2024: 1.05 FTE

BASELINE BUDGET DESCRIPTION:

The Conservation Program provides technical assistance, rebates and loan financing for Residential, Commercial, Industrial, and Agricultural Energy Conservation Programs. Technical assistance and financial incentives will be provided for approximately 20 Heat Pump installations, weatherization for 20 electrically heated homes, 5 commercial buildings, and 1 agricultural project.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Conservation/Bldg Specialist	0.85	0.85
Electric Assistant	0.20	0.20
Total	1.05	1.05

BUDGET COMMENTS:

The City administers current BPA sponsored energy conservation programs and the City's Energy Loan Program, which has been going since 2002. These programs enable the City to offer nine different Energy Conservation options for customers to receive technical assistance and help with the financing of their project.

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

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

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

PROGRAM OBJECTIVES:

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

SIGNIFICANT BUDGET CHANGES:

Funding for the Energy Loan Program will remain the same. All conservation expenditures in line item 510-7520-320 will be reimbursed by BPA dollar for dollar as well as a \$0.04 per kWh savings in administrative reimbursement on invoices submitted to BPA.

Account 510-7520-320 has been fluctuating due to larger projects not being completed on time causing expenses to be carried over into the next budget year.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>CONSERVATION</u>							
<u>PERSONNEL</u>							
510-7520-101	REGULAR SERVICES- ELEC CONSRV	36,114	80,324	92,304	85,281	85,281	85,281
510-7520-120	EMPLOYEE BENEFITS	25,095	55,069	67,916	68,126	68,126	68,126
	TOTAL PERSONNEL SERVICES						153,407
<u>OPERATING</u>							
510-7520-200	OPERATING SUPPLIES	179	122	1,000	1,000	1,000	1,000
510-7520-225	MINOR EQUIPMENT	540	280-	1,000	1,000	1,000	1,000
510-7520-250	ADVERTISING	217	416	1,000	1,000	1,000	1,000
510-7520-320	PROFESSIONAL SERVICE	49,294	65,047	93,500	92,672	92,672	92,672
510-7520-322	ENERGY LOAN PROGRAM	35,175	40,145	50,000	50,000	50,000	50,000
510-7520-330	VEHICLE REPLACEMENT / RENT	.00	.00	.00	.00	.00	.00
510-7520-341	MEETINGS / CONFERENCES	1,043	875	2,000	3,000	3,000	3,000
	TOTAL OPERATING						148,672
<u>CAPITAL</u>							
510-7520-420	FURNITURE AND TECHNOLOGY	231	1,506	1,700	1,500	1,500	1,500
Total CONSERVATION:		147,889	243,223	310,420	303,579	303,579	303,579

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2025

PROGRAM: MERCHANDISING
FUND: ELECTRIC

STAFF LEVEL 2025: .18 FTE
STAFF LEVEL 2024: .18 FTE

BASELINE BUDGET DESCRIPTION:

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Line Technicians	0.15	0.15
Working Line Supervisor	0.03	0.03
Total	0.18	0.18

BUDGET COMMENTS:

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>MERCHANDISING</u>							
<u>PERSONNEL</u>							
510-7530-101	REGULAR SERVICES – ELEC MERCHN	4,995	31,461	33,000	24,345	24,345	24,345
510-7530-105	OVERTIME	1,170	2,460	10,000	13,500	13,500	13,500
510-7530-120	EMPLOYEE BENEFITS	4,580	16,884	17,756	15,048	15,048	15,048
	TOTAL PERSONNEL SERVICES						52,893
<u>OPERATING</u>							
510-7530-280	REPAIR AND MAINTENANCE	.00	.00	2,000	2,000	2,000	2,000
	Total MERCHANDISING:	10,746	50,804	62,756	54,893	54,893	54,893

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2025

PROGRAM: ADMINISTRATION
FUND: ELECTRIC

STAFF LEVEL 2025: 3.61 FTE
STAFF LEVEL 2024: 3.61 FTE

BASELINE BUDGET DESCRIPTION:

This fund provides administration for the Electric Department. The Electric Superintendent, the Engineering Technicians, the Electric Assistant, the Groundman for warehousing duties, as well as the City Manager’s time appears under this program. The electrical engineering portion provides technical service of mapping and record keeping on the Geographic Information System, transformer bid evaluation, SCADA and load management system operation. It also provides for membership in various power associations and staff attendance at meetings.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Electric Assistant	0.78	0.78
Electric Superintendent	0.95	0.95
Engineering Technicians	1.63	1.63
Groundman	0.15	0.15
City Manager	<u>0.10</u>	<u>0.10</u>
Total	3.61	3.61

BUDGET COMMENTS:

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

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

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

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

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

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

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

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

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

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

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL</u>							
510-7600-101	REGULAR SERVICES- ELEC ADMIN	383,853	403,103	391,918	406,218	406,218	406,218
510-7600-105	OVERTIME	89	1,586	500	405	405	405
510-7600-110	MILEAGE ALLOWANCE	3,913	3,668	3,960	3,960	3,960	3,960
510-7600-120	EMPLOYEE BENEFITS	239,498	227,723	241,934	270,766	270,766	270,766
	TOTAL PERSONNEL SERVICES						681,349
<u>OPERATING</u>							
510-7600-200	OPERATING SUPPLIES	6,751	3,292	3,000	3,000	3,000	3,000
510-7600-225	MINOR EQUIPMENT	16	.00	3,000	3,000	3,000	3,000
510-7600-250	ADVERTISING	7,294	750	10,000	10,000	10,000	10,000
510-7600-260	COMMUNICATION	8,590	7,853	8,000	8,500	8,500	8,500
510-7600-320	PROFESSIONAL SERVICE	36,992	25,417	40,000	65,000	65,000	65,000
510-7600-322	LEGAL SERVICES	.00	2,000	2,000	3,000	3,000	3,000
510-7600-330	VEHICLE REPLACEMENT / RENT	3,718	2,110	1,945	13,185	13,185	13,185
510-7600-333	MILEAGE / FUEL	.00	189	1,500	1,500	1,500	1,500
510-7600-340	MEMBERSHIPS / SUBSCRIPTIONS	56,059	37,153	50,000	55,000	55,000	55,000
510-7600-341	MEETINGS / CONFERENCES	7,708	7,956	11,000	12,000	12,000	12,000
510-7600-360	FRANCHISE EXPENSE	698,905	711,367	762,851	712,583	712,583	712,583
510-7600-365	ENERGY ASSISTANCE	8,077	11,394	7,000	7,000	7,000	7,000
510-7600-371	COMMUNITY SUPPORT	17,901	29,980	75,000	80,000	80,000	80,000
510-7600-380	LIABILITY AND FIRE INSURANCE	30,698	35,420	38,962	46,754	46,754	46,754
510-7600-390	MISCELLANEOUS	2,993	3,192	2,300	3,000	3,000	3,000
	TOTAL OPERATING						1,023,522
<u>CAPITAL</u>							
510-7600-420	FURNITURE AND TECHNOLOGY	1,412	4,608	5,500	5,500	5,500	5,500
<u>TRANSFERS</u>							
510-7600-701	TRANSFER TO GENERAL	624,804	645,721	729,214	837,919	837,919	837,919
510-7600-761	TRANSFER TO WAREHOUSE	30,144	45,224	57,434	46,102	46,102	46,102
510-7600-764	TRANSFER TO SICK LEAVE	2,628	2,631	2,631	2,631	2,631	2,631
							886,652
<u>CONTINGENCY</u>							
510-7600-998	CONTINGENCY	.00	.00	1,407,834	411,223	425,789	425,789
	Total ADMINISTRATION:	2,172,045	2,212,336	3,857,483	3,008,246	3,022,812	3,022,812

EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2025

PROGRAM: CAPITAL NEW
FUND: ELECTRIC

STAFF LEVEL 2025: 1.19 FTE
STAFF LEVEL 2024: 1.19 FTE

BASELINE BUDGET DESCRIPTION:

This program provides funds for labor and transportation costs associated with new capital outlay projects. This program also provides for capital outlay for new additions and equipment to the Electric Department and electric system. It includes such items as transformers, meters, tools, substation equipment, poles, and line extensions (overhead and underground).

This program is to install new primary and secondary lines and equipment to serve new commercial and residential developments in our electric service area.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Electric Superintendent	0.01	0.01
Line Technicians	0.85	0.85
Working Line Supervisor	0.19	0.19
Groundsman	0.14	0.14
Total	1.19	1.19

BUDGET COMMENTS:

Substation (Acct. 410) includes funding for any new equipment necessary at a substation.

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

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

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

Underground Conductors (Acct. 441) increase in funding to provide for installation of underground cable and conduit to new residential project on the south hill.

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

Street Lights (Acct. 455) provides for new street lights, rental light fixtures, and new LED fixtures. The LED's are more expensive upfront but save on energy use over time.

Tools (Acct. 460) provides for new tools.

BUDGET COMMENTS:

Poles and fixtures, underground conductors, transformers and street lights all contain funding for new subdivision. Projects include a subdivision on Milton Hill, a large commercial RV storage project, and a possible wine production facility.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
ELECTRIC FUND							
CAPITAL - NEW							
PERSONNEL							
510-8100-101	REGULAR SERVICES- ELEC CAP NEW	166,835	129,856	149,000	158,036	158,036	158,036
510-8100-120	EMPLOYEE BENEFITS	88,032	72,778	92,284	98,875	98,875	98,875
	TOTAL PERSONNEL SERVICES						256,911
OPERATING							
510-8100-330	VEHICLE REPLACEMENT / RENT	31,429	29,878	36,364	40,773	38,588	38,588
	TOTAL OPERATING						38,588
CAPITAL							
510-8100-410	SUBSTATION	1,713	.00	10,000	10,000	10,000	10,000
510-8100-420	FURNITURE AND TECHNOLOGY	.00	.00	3,500	3,500	3,500	3,500
510-8100-430	POLES & FIXTURES	50,913	78,888	50,000	55,000	55,000	55,000
510-8100-435	METERS	39,870	22,303	40,000	40,000	40,000	40,000
510-8100-440	OVERHEAD CONDUCTORS	12,587	16,511-	25,000	25,000	25,000	25,000
510-8100-441	UNDERGROUND CONDUCTORS	75,524	31,802	140,000	100,000	100,000	100,000
510-8100-450	LINE TRANSFORMERS	75,483	90,474	140,000	140,000	140,000	140,000
510-8100-455	STREET LIGHTS	8,700	11,518	20,000	15,000	15,000	15,000
510-8100-460	TOOLS	1,984	3,513	8,500	8,500	8,500	8,500
	TOTAL CAPITAL						397,000
Total CAPITAL - NEW:		553,070	454,498	714,648	694,684	692,499	692,499

**EXPENDITURE BUDGET NARRATIVE
FISCAL YEAR 2025**

PROGRAM: CAPITAL REPLACEMENT
FUND: ELECTRIC

STAFF LEVEL 2025: 1.23 FTE
STAFF LEVEL 2024: 1.23 FTE

BASELINE BUDGET DESCRIPTION:

This program provides funds for labor and transportation costs associated with capital replacement projects. This program also provides for capital purchases made to replace items in the electric system and warehouse. Such items include transformers, poles, line rebuilds (overhead and underground), substation equipment, meters, tools and warehouse repairs and upgrades.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Electric Superintendent	0.02	0.02
Line Technicians	0.85	0.85
Working Line Supervisor	0.18	0.18
Groundsman	<u>0.18</u>	<u>0.18</u>
Total	1.23	1.23

BUDGET COMMENTS:

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

Substation (Acct. 410) provides for substation projects; including funds to replace aging line and load disconnect switches, aging substation insulators and one substation breaker to upgrade the Lagoon Substation.

Poles & Fixtures (Acct. 430) provides for replacing aging poles on the North Fork, WW River Rd/Linton Mtn Rd, and routine rotten pole replacement.

Overhead Conductors (Acct. 440) provides for general overhead conductor replacement projects.

Underground Conductors (Acct. 441) provides for replacement of general faulted underground cable.

Line Transformers (Acct. 450) provides for replacement of faulted transformers.

Street Lights (Acct. 455) provides for replacement of existing lights with LED fixtures which are more expensive to purchase but save energy over their useful life.

OBJECTIVES COMPLETED:

The major projects completed in recent years for this program include the service upgrade at Garrett Packing—as part of the upgrade, we rerouted the feed and eliminated our last, very dangerous, ground-mounted sub, as well as the extremely heavy secondary wires crossing over the railroad tracks.

We replaced all of the UG cable, splices, and elbows at Orchard Homes. We removed the primary metering, and now have seven individual metering points for more precise billing. We also built in a loop-feed for reliability.

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>ELECTRIC FUND</u>							
<u>CAPITAL - REPLACEMENT</u>							
<u>PERSONNEL</u>							
510-8200-101	REGULAR SERVICES- ELEC CAP RPL	64,351	136,003	153,457	162,810	162,810	162,810
510-8200-120	EMPLOYEE BENEFITS	33,320	74,861	94,771	101,696	101,696	101,696
	TOTAL PERSONNEL SERVICES						264,506
<u>OPERATING</u>							
510-8200-280	REPAIR AND MAINTENANCE	3,834	.00	.00	.00	.00	.00
510-8200-330	VEHICLE REPLACEMENT / RENT	47,674	44,397	49,029	61,303	57,662	57,662
	TOTAL OPERATING						57,662
<u>CAPITAL</u>							
510-8200-405	BUILDING	.00	.00	7,500	7,500	7,500	7,500
510-8200-410	SUBSTATION	10,929	.00	20,000	20,000	20,000	20,000
510-8200-420	FURNITURE AND TECHNOLOGY	2,393	.00	3,000	3,000	3,000	3,000
510-8200-430	POLES & FIXTURES	22,764	86,103	350,000	95,000	95,000	95,000
510-8200-435	METERS	25,486	19,624	20,000	20,000	20,000	20,000
510-8200-440	OVERHEAD CONDUCTORS	15,734	8,645	25,000	25,000	25,000	25,000
510-8200-441	UNDERGRD CONDUCTORS	62,936	12,861	75,000	75,000	75,000	75,000
510-8200-450	LINE TRANSFORMERS	20,129	22,840	155,000	155,000	155,000	155,000
510-8200-455	STREET LIGHTS	15,378	10,141	30,000	30,000	30,000	30,000
510-8200-460	TOOLS	6,119	2,776	7,000	7,500	7,500	7,500
							438,000
	Total CAPITAL - REPLACEMENT:	331,049	418,252	989,757	763,809	760,168	760,168
	TOTAL EXPENDITURES:						11,309,162

BUDGET NARRATIVE
FISCAL YEAR 2025

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.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>ELEC CAPITAL REPLCMNT RESERVE</u>							
<u>MISCELLANEOUS</u>							
511-470-20	INTEREST EARNED	8,199-	44,826	32,155	45,000	45,000	45,000
Total MISCELLANEOUS:		8,199-	44,826	32,155	45,000	45,000	45,000
<u>BEGINNING FUND BALANCE</u>							
511-499-10	FUND BALANCE	.00	.00	1,768,897	1,854,597	1,854,597	1,854,597
Total BEGINNING FUND BALANCE:		.00	.00	1,768,897	1,854,597	1,854,597	1,854,597
TOTAL REVENUE:							1,899,597
<u>CAPITAL</u>							
511-9700-410	PLANT IN SERVICE	.00	.00	1,801,052	1,899,597	1,899,597	1,899,597
Total CAPITAL:		.00	.00	1,801,052	1,899,597	1,899,597	1,899,597
TOTAL CAPITAL							1,899,597

BUDGET NARRATIVE
FISCAL YEAR 2025

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.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>ELEC OPERATING & MAINT RESERVE</u>							
<u>MISCELLANEOUS</u>							
512-470-20	INTEREST EARNED	13,202-	72,174	51,773	63,000	63,000	63,000
Total MISCELLANEOUS:		13,202-	72,174	51,773	63,000	63,000	63,000
<u>BEGINNING FUND BALANCE</u>							
512-499-10	FUND BALANCE	.00	.00	2,880,323	2,980,808	2,980,808	2,980,808
Total BEGINNING FUND BALANCE:		.00	.00	2,880,323	2,980,808	2,980,808	2,980,808
TOTAL REVENUE							3,043,808
<hr/>							
<u>OPERATIONS & MAINTENANCE</u>							
512-9700-410	PLANT IN SERVICE	.00	.00	2,932,096	3,043,808	3,043,808	3,043,808
Total OPERATIONS & MAINTENANCE:		.00	.00	2,932,096	3,043,808	3,043,808	3,043,808
TOTAL CAPITAL							3,043,808

REVENUE BUDGET NARRATIVE

Fiscal Year 2025

DEPARTMENT: PUBLIC WORKS
FUND: WATER

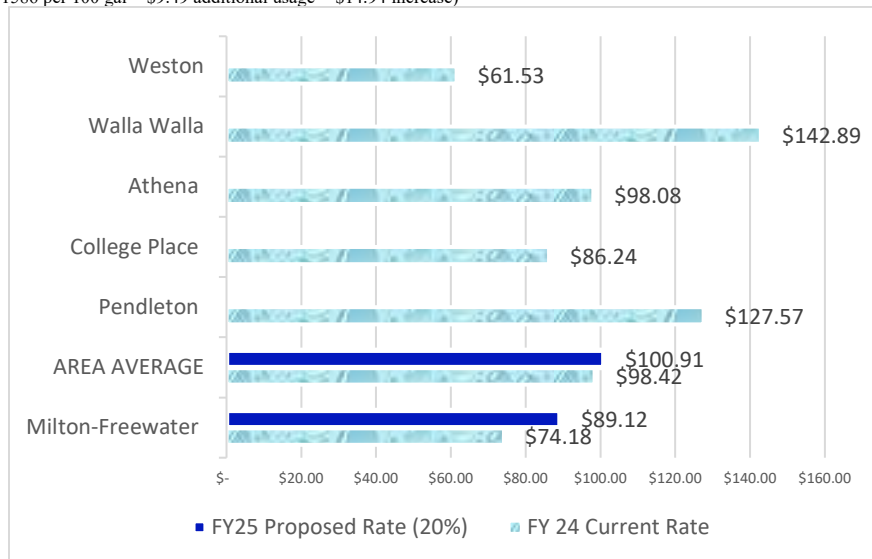
MISSION STATEMENT:

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 20 PERCENT (20%) RATE INCREASE IS PROPOSED.** This equates to an additional \$5.45 per month to the minimum rate going from \$27.23 to \$32.68 per month. The last rate increase was July 1, 2023.

Below is a rate survey of other area communities for the average water bill for a household of four (4) people averaging 236 gallons of water per person per day for a monthly average use of 28,713 gallons per household. This would result in a monthly increase of \$12.94. (Base rate increase \$5.45 + usage over 5,000 = 23,713 at \$0.031586 per 100 gal = \$9.49 additional usage = \$14.94 increase)



INTERGOVERNMENTAL REVENUE: Staff has re-applied for Congressionally Directed Spending, also known as Community Project Funding for 2025 after an unsuccessful attempt for FY 2024.

Also included is necessary funding through a future Community Development Block Grant and loan option through Business Oregon. In the coming year it will be imperative to secure funding to proceed with the construction of one new drinking water well for the south system as well as the replacement of the middle reservoir.

UTILITY SALES:

This category is for residential, commercial and industrial sales.

MISCELLANEOUS REVENUE:

As always, when you categorize, some transactions do not fit in any of the categories. These are all placed in the miscellaneous category.

SYSTEM DEVELOPMENT CHARGES:

These revenue funds come from a flat rate utility surcharge for infrastructure improvements. This projection has been reduced due to planned and approved housing development phases being nearly complete in FY 24.

BEGINNING FUND BALANCE:

This category accounts for the working capital balance (current assets minus current liabilities) at the beginning of the year.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>WATER</u>							
<u>INTERGOVERNMENTAL REVENUE</u>							
520-410-01	CONGRESSIONALLY DRCTD FUNDING	.00	.00	3,000,000	3,000,000	3,000,000	3,000,000
520-410-02	SAFE DRINKING WATER LOAN FUND	.00	.00	.00	9,400,000	9,400,000	9,400,000
520-410-04	CDBG GRANT	.00	.00	2,500,000	2,500,000	2,500,000	2,500,000
520-410-05	CDBG LOAN PROCEEDS	.00	.00	8,400,000	.00	.00	.00
Total INTERGOVERNMENTAL REVENUE:		.00	.00	13,900,000	14,900,000	14,900,000	14,900,000
<u>SERVICES</u>							
520-450-60	WATER METER SALES	13,910	15,324	5,000	5,000	5,000	5,000
Total SERVICES:		13,910	15,324	5,000	5,000	5,000	5,000
<u>UTILITY SALES</u>							
520-451-10	RESIDENTIAL SALES	1,033,679	1,091,585	1,376,938	1,879,120	1,879,120	1,879,120
520-451-11	COMMERCIAL SALES	208,287	209,309	354,898	316,430	316,430	316,430
520-451-12	INDUSTRIAL SALES	32,051	30,352	41,913	46,622	46,622	46,622
Total UTILITY SALES:		1,274,016	1,331,246	1,773,749	2,242,172	2,242,172	2,242,172
<u>MERCHANDISING</u>							
520-455-71	MERCHANDISING	1,200	6,718	500	1,200	1,200	1,200
Total MERCHANDISING:		1,200	6,718	500	1,200	1,200	1,200
<u>MISCELLANEOUS</u>							
520-470-20	INTEREST EARNED	4,246	20,437	15,771	22,000	22,000	22,000
520-470-64	NEW SERVICE ESTIMATES	400	.00	.00	.00	.00	.00
520-470-99	MISCELLANEOUS	14,784	20,500	5,000	5,000	5,000	5,000
Total MISCELLANEOUS:		10,938	40,937	20,771	27,000	27,000	27,000
<u>SYSTEM DEVELOPMENT CHARGES</u>							
520-485-20	WATER SDC'S	27,575	37,365	19,125	10,000	10,000	10,000
520-485-21	UTILITY SURCHARGE	130,512	128,334	129,400	130,000	130,000	130,000
Total SYSTEM DEVELOPMENT CHARGES:		158,087	165,699	148,525	140,000	140,000	140,000
<u>TRANSFERS</u>							
520-490-10	TRANSFER FROM GENERAL	.00	300,000	70,575	.00	.00	.00
Total TRANSFERS:		.00	300,000	70,575	.00	.00	.00
<u>BEGINNING FUND BALANCE</u>							
520-499-10	FUND BALANCE	.00	.00	980,362	525,514	525,514	525,514
Total BEGINNING FUND BALANCE:		.00	.00	980,362	525,514	525,514	525,514
TOTAL REVENUE:							17,840,886

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: WATER PRODUCTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2025: 0.70 FTE
STAFF LEVEL 2024: 0.70 FTE

BASELINE BUDGET DESCRIPTION:

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

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Water & Street Supervisor	0.32	0.32
Utility Worker	0.30	0.30
Parks Maintenance Worker	<u>0.08</u>	<u>0.08</u>
Total	0.70	0.70

BUDGET COMMENTS:

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

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

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

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

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

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

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

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

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

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>WATER</u>							
<u>PRODUCTION</u>							
<u>PERSONNEL</u>							
520-7100-101	REGULAR SERVICES- WATER PRODC	48,014	50,888	52,720	56,670	56,670	56,670
520-7100-105	OVERTIME	514	93	487	450	450	450
520-7100-120	EMPLOYEE BENEFITS	36,451	38,006	40,384	43,533	43,533	43,533
	TOTAL PERSONNEL SERVICES						100,653
<u>OPERATING</u>							
520-7100-200	OPERATING SUPPLIES	5,330	13,018	20,000	20,000	20,000	20,000
520-7100-220	PERSONAL PROTECTIVE EQUIPMENT	206	390	800	800	800	800
520-7100-225	MINOR EQUIPMENT	1,344	2,402	3,000	2,500	2,500	2,500
520-7100-260	COMMUNICATION	779	827	2,250	2,012	2,012	2,012
520-7100-270	UTILITIES	92,754	90,539	115,103	85,300	85,300	85,300
520-7100-280	REPAIR AND MAINTENANCE	6,550	7,180	42,050	12,000	12,000	12,000
520-7100-320	PROFESSIONAL SERVICES	2,555	3,440	36,500	23,375	23,375	23,375
520-7100-330	VEHICLE REPLACEMENT / RENT	3,047	3,153	5,167	3,132	3,132	3,132
520-7100-340	MEMBERSHIPS / DUES	295	255	1,000	1,000	1,000	1,000
520-7100-341	MEETINGS / CONFERENCES	485	624	1,000	1,000	1,000	1,000
520-7100-390	MISCELLANEOUS	316	36	500	500	500	500
	TOTAL OPERATING						151,619
<u>TRANSFERS</u>							
520-7100-701	TRANSFER TO GENERAL	630,384	658,791	776,134	857,734	857,734	857,734
520-7100-761	TRANSFER TO WAREHOUSE	9,876	14,810	18,809	15,138	15,138	15,138
520-7100-763	TRANSFER TO VEHICLE REPLACEME	.00	52,000	.00	.00	.00	.00
520-7100-764	TRANSFER TO SICK LEAVE	504	500	500	500	500	500
	TOTAL TRANSFERS						873,372
Total PRODUCTION:		839,405	936,951	1,116,404	1,125,644	1,125,644	1,125,644

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: WATER DISTRIBUTION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2025: 2.36 FTE
STAFF LEVEL 2024: 2.36 FTE

BASELINE BUDGET DESCRIPTION:

The water distribution system has approximately 40 miles of mains ranging from 2” to 20” diameters. Approximately 25 percent (25%) are old steel mains dated prior to 1946 including 2,434 active water services (as of January 2024), approximately 900 valves and approximately 300 fire hydrants.

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

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Water & Street Supervisor	0.42	0.42
Utility Worker	1.38	1.38
Parks Maintenance Worker	0.23	0.23
Rotational Crew Member	<u>0.33</u>	<u>0.33</u>
Total	2.36	2.36

BUDGET COMMENTS:

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

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

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

UTILITY BILL ASSISTANCE (Acct. 365) matches funds donated by customers for utility bill assistance to pay their city utility bills. This program is paid for through the Electric Fund paying half as well as half through Public Works split equally between Water, Sewer and Solid Waste Funds. Total water contributions are budgeted to not exceed \$2,500 of the maximum combined total of \$15,000 for the program.

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

PROFESSIONAL SERVICES (Acct. 320) provides for contracting an expanded emphasis on backflow prevention inspection and repair 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 the old automated metering software through *IPKeys Power Partners and Aclara Technologies* as well as the new *Badger Meter, Inc.* software for the new AMA meter registers. Once transmitters are all changed over, we will be able to discontinue services with *IP Keys* and *Aclara*, which is around \$14,000 each year. These costs will not go away from the city however, as they are currently shared as part of the old smart grid metering where water reads were previously transmitted through electric meters with electric covering 64% and water 36%. Electric will then be charged with absorbing the costs for their system and water will be charged with absorbing costs for their system appropriately.

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

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>WATER</u>							
<u>DISTRIBUTION/ COLLECTION</u>							
<u>PERSONNEL</u>							
520-7300-101	REGULAR SERVICES- WTR DIST/COL	130,618	151,262	157,789	173,690	173,690	173,690
520-7300-105	OVERTIME	75	344	1,164	1,222	1,222	1,222
520-7300-120	EMPLOYEE BENEFITS	92,660	99,616	110,048	124,413	124,413	124,413
	TOTAL PERSONNEL SERVICES						299,325
<u>OPERATING</u>							
520-7300-200	OPERATING SUPPLIES	12,244	29,731	18,000	20,700	20,700	20,700
520-7300-220	PERSONAL PROTECTIVE EQUIPMENT	522	117	800	800	800	800
520-7300-225	MINOR EQUIPMENT	705	911	5,500	2,500	2,500	2,500
520-7300-280	REPAIR AND MAINTENANCE	9,875	14,046	20,000	14,748	14,748	14,748
520-7300-320	PROFESSIONAL SERVICES	17,657	26,683	30,688	18,750	18,750	18,750
520-7300-330	VEHICLE REPLACEMENT / RENT	28,580	39,644	40,161	38,061	38,061	38,061
520-7300-341	MEETINGS / CONFERENCES	502	799	500	650	650	650
520-7300-360	FRANCHISE EXPENSE	112,362	116,766	154,822	153,510	153,510	153,510
520-7300-365	UTILITY BILL ASSISTANCE	1,580	2,773	2,500	2,500	2,500	2,500
520-7300-390	MISCELLANEOUS	571	.00	1,500	1,500	1,500	1,500
	TOTAL OPERATING						253,719
<u>CONTINGENCY</u>							
520-7300-998	CONTINGENCY	.00	.00	397,106	539,698	539,698	539,698
	TOTAL CONTINGENCY						539,698
Total DISTRIBUTION/ COLLECTION:		407,952	482,693	940,578	1,092,742	1,092,742	1,092,742

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: WATER CAPITAL ADDITIONS
DEPARTMENT: PUBLIC WORKS
FUND: WATER

BASELINE BUDGET DESCRIPTION:

The Water Capital Addition consists of those planned projects or equipment that will be funded by proceeds from user fees and cash reserves.

BUDGET COMMENTS:

CAPITAL EXPENSES (Acct. 410): These capital expenses are funded through utility revenues.

WATER MANAGEMENT AND CONSERVATION PLAN TASKS: **\$330,000**

In order to meet our required 10 percent (10%) water loss target we are required to implement certain criteria to assess and improve our infrastructure. This includes work to find leaks, test distribution meters and make repairs. FY 25 projects are planned as listed, in no specific order:

- Well meter replacements – 4 wells \$45,000
 - Water System Master Plan \$125,000
 - Water meter calibration – larger than 1” \$10,000
 - Water main line conditional assessment \$75,000
 - Water main or service line replacement(s) \$75,000
-

AUTOMATED METERING – FOURTH YEAR **\$160,000**

We are in our fourth year of a five-year meter cellular transmitter change out process. The first year we changed out 325 devices. The second and third years 712 each and are planning for another 712 this year, to nearly, if not completely wrap up the purchases of these transmitters for a total of 2,461. Once transmitters are purchased it takes time to physically install them and record the data to be changed in the computer system. Once installed we will be able to cut operating costs by eliminating our old service provider costs and only paying the new provider.

SCADA EQUIPMENT – PHASE 2 **\$232,500**

This is budgeted to be split evenly between water and sewer utilities. The required SCADA equipment was planned to be acquired and installed under Phase I in FY 24. The current equipment is no longer supported and replacements extremely hard to acquire and are obsolete. Our SCADA system is the “brain” of our water and sewer utilities. Staff is able to set the desired levels for our wells and reservoirs as well as lift stations sending alerts when such set parameters are not met. Upgrades would ensure wells, lift stations and water reservoirs all continue to operate reliably into the future and allow the city to locate replacement parts. Phase 2 consists of everything from computers to server(s) and connections to programming and getting the system up and online in operation.

TOTAL CAPITAL EXPENSES (Acct. 410) \$722,500

CAPITAL EXPENSES (Acct. 480): These capital expenses are anticipated to be funded through alternate grant(s) and loan sources as outlined in the Intergovernmental Revenue narrative title. Of course, if funding is not secured, the projects will not be able to proceed.

WELL 10 ENGINEERING & CONSTRUCTION **\$2,450,000**

This will afford the engineering of the well shaft, pump and motor along with the drilling and installation of the mechanical components as well as the pump house. This includes funding for year 2 design.

MIDDLE RESERVOIR DESIGN & CONSTRUCTION **\$9,125,000**

The current reservoir is at the end of its life (67 years of 75 years). Rather than spend \$350,000 (or more) in maintenance, it is more cost effective to design a new larger reservoir to meet the current as well as future water storage needs for the middle pressure zone. This includes funding for year 2 design.

TOTAL CAPITAL EXPENSES (Acct. 480) \$11,575,000

ADDITIONAL PROJECTED FUNDING CONTINGENT ON GRANT(S) & LOAN \$ 3,325,000

TOTAL PROJECTED AVAILABLE FUNDING CONTINGENT ON GRANT(S) & LOAN \$14,900,000

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>WATER</u>							
<u>CAPITAL - NEW</u>							
520-8100-410	CAPITAL EXPENSES	148,579	251,669	942,500	722,500	722,500	722,500
520-8100-480	IMPROVEMENTS OTHER THAN BLDG	.00	.00	13,900,000	14,900,000	14,900,000	14,900,000
Total CAPITAL - NEW:		148,579	251,669	14,842,500	15,622,500	15,622,500	15,622,500
TOTAL EXPENDITURES:							17,840,886

REVENUE BUDGET NARRATIVE
Fiscal Year 2025

DEPARTMENT: PUBLIC WORKS
FUND: SEWER

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

Revenues are based on five categories as defined below and are based on sales for the past year and experienced during the first six months of FY 24. **NO RATE INCREASE IS PROPOSED.**

The last rate increase was July 1, 2023. Below is a rate survey of other area communities for the average sewer bill for a household*.



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

UTILITY SALES: Utility revenues make up approximately 54% of the total revenues.

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>SEWER</u>							
<u>UTILITY SALES</u>							
530-451-10	RESIDENTIAL SALES	1,068,419	1,063,607	1,121,400	1,049,254	1,049,254	1,049,254
530-451-11	COMMERCIAL SALES	171,888	168,294	175,350	175,500	175,500	175,500
530-451-12	INDUSTRIAL SALES	14,076	11,339	12,436	13,456	13,456	13,456
Total UTILITY SALES:		1,254,384	1,243,240	1,309,186	1,238,210	1,238,210	1,238,210
<u>MERCHANDISING</u>							
530-455-71	MERCHANDISING	190	.00	100	100	100	100
Total MERCHANDISING:		190	.00	100	100	100	100
<u>MISCELLANEOUS</u>							
530-470-20	INTEREST EARNED	5,158	25,972	20,684	17,612	17,612	17,612
530-470-65	FARM INCOME	60,256	49,477	50,800	54,976	54,976	54,976
530-470-99	MISCELLANEOUS	230	904	550	200	200	200
Total MISCELLANEOUS:		55,327	76,352	72,034	72,788	72,788	72,788
<u>SYSTEM DEVELOPMENT CHARGES</u>							
530-485-21	UTILITY SURCHARGE	118,524	123,196	123,000	123,540	123,540	123,540
Total SYSTEM DEVELOPMENT CHARGES:		118,524	123,196	123,000	123,540	123,540	123,540
<u>BEGINNING FUND BALANCE</u>							
530-499-10	FUND BALANCE	.00	.00	1,086,594	828,536	828,536	828,536
Total BEGINNING FUND BALANCE:		.00	.00	1,086,594	828,536	828,536	828,536
TOTAL REVENUES:							2,263,164

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2025

PROGRAM: SEWAGE COLLECTION **STAFF LEVEL 2025:** 1.17 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2024:** 1.17 FTE
FUND: SEWER

BASELINE BUDGET DESCRIPTION:

The sewage collection system consists of nearly 30 miles of predominantly 8” cement tile, gravity flow collector lines. There are two sewage lift or pump stations which pump sewage up-hill from the northerly 20% of town so it can flow to the Wastewater Treatment Plant. One is located on Lamb Street (Old Walla Walla Highway) and the other is in the Braeburn Addition. The sewer collection lines were built in 1947 with no major improvements since its construction other than replacement of several collector lines. The system also includes an industrial sewer collection system to handle wastes created from canneries and fruit packing, etc. The industrial sewer collection system is on a separate line and is combined with domestic plant effluent on the outfall line at the treatment plant.

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Wastewater Supervisor	0.04	0.04
Water & Street Supervisor	0.11	0.11
Parks Maintenance Worker	0.17	0.17
Utility Worker	0.51	0.51
Rotational Crew Member	<u>0.34</u>	<u>0.34</u>
Total	1.17	1.17

BUDGET COMMENTS:

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

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

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

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

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

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

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

UTILITY BILL ASSISTANCE (Acct. 365) matches funds donated by customers for utility bill assistance to pay their city utility bills. This program is paid for through the Electric Fund paying half as well as half through Public Works split equally between Water, Sewer and Solid Waste Funds. Total water contributions are budgeted not to exceed \$2,500 of the maximum combined total of \$15,000 for the program.

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>SEWER</u>							
<u>COLLECTION</u>							
<u>PERSONNEL</u>							
530-7320-101	REGULAR SERVICES- SEWER COLL	63,160	68,251	72,405	81,503	81,503	81,503
530-7320-105	OVERTIME	331	1,840	1,200	1,200	1,200	1,200
530-7320-120	EMPLOYEE BENEFITS	43,755	50,450	52,536	62,692	62,692	62,692
	TOTAL PERSONNEL SERVICES						145,395
<u>OPERATING</u>							
530-7320-200	OPERATING SUPPLIES	804	606	2,500	2,500	2,500	2,500
530-7320-220	PERSONAL PROTECTIVE EQUIP	605	655	700	700	700	700
530-7320-225	MINOR EQUIPMENT	40	1,188	14,000	3,000	3,000	3,000
530-7320-260	COMMUNICATION	.00	.00	1,500	500	500	500
530-7320-280	REPAIR AND MAINTENANCE	882	607	10,000	6,000	6,000	6,000
530-7320-320	PROFESSIONAL SERVICES	3,234	7,660	20,000	20,000	20,000	20,000
530-7320-330	VEHICLE REPLACEMENT / RENT	24,449	26,667	38,019	38,833	38,833	38,833
530-7320-341	MEETINGS / CONFERENCES	.00	550	.00	.00	.00	.00
530-7320-360	FRANCHISE EXPENSE	114,671	112,536	118,739	119,850	119,850	119,850
530-7320-365	UTILITY BILL ASSISTANCE	1,580	2,773	2,500	2,500	2,500	2,500
530-7320-390	MISCELLANEOUS	391	758	1,000	1,000	1,000	1,000
	TOTAL OPERATING						194,883
<u>TRANSFERS</u>							
530-7320-701	TRANSFER TO GENERAL	532,350	562,810	664,119	730,671	730,671	730,671
530-7320-761	TRANSFER TO WAREHOUSE	2,470	3,704	4,704	3,746	3,746	3,746
530-7320-764	TRANSFER TO SICK LEAVE	600	605	605	605	605	605
530-7320-793	TRANSFER TO SEWER PLANT IMPRV	.00	415,000	.00	.00	.00	.00
	TOTAL TRANSFERS						735,022
<u>CONTINGENCY</u>							
530-7320-998	CONTINGENCY	.00	.00	1,039,752	599,017	599,017	599,017
	TOTAL CONTINGENCY						599,017
Total COLLECTION:		789,322	1,256,659	2,044,279	1,674,317	1,674,317	1,674,317

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>SEWER</u>							
<u>TREATMENT</u>							
<u>PERSONNEL</u>							
530-7330-101	REGULAR SERVICES- SEWER TRTMN	106,283	113,494	121,118	131,403	131,403	131,403
530-7330-105	OVERTIME	889	802	1,161	1,000	1,000	1,000
530-7330-120	EMPLOYEE BENEFITS	84,820	87,711	95,789	104,657	104,657	104,657
	TOTAL PERSONNEL SERVICES						237,060
<u>OPERATING</u>							
530-7330-200	OPERATING SUPPLIES	17,315	28,662	32,000	32,000	32,000	32,000
530-7330-220	PERSONAL PROTECTIVE EQUIP	937	956	1,000	1,000	1,000	1,000
530-7330-225	MINOR EQUIPMENT	391	2,149	2,500	2,500	2,500	2,500
530-7330-260	COMMUNICATION	1,421	1,122	2,000	2,000	2,000	2,000
530-7330-270	UTILITIES	36,551	43,621	43,300	42,486	42,486	42,486
530-7330-280	REPAIR AND MAINTENANCE	6,006	8,073	5,000	5,000	5,000	5,000
530-7330-320	PROFESSIONAL SERVICE	14,502	19,008	25,000	25,000	25,000	25,000
530-7330-330	VEHICLE REPLACEMENT / RENT	21,066	21,053	20,269	32,579	32,579	32,579
530-7330-340	MEMBERSHIPS / SUBSCRIPTIONS	240	.00	350	350	350	350
530-7330-341	MEETINGS / CONFERENCES	962	.00	1,000	1,000	1,000	1,000
	TOTAL OPERATING						143,915
Total TREATMENT:		291,383	326,651	350,487	380,975	380,975	380,975

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
LAND APPLICATION							
SEWER							
PERSONNEL							
530-7410-101	REGULAR SERVICES- SEWER LND AP	59,437	68,540	69,326	76,038	76,038	76,038
530-7410-105	OVERTIME	.00	250	662	1,200	1,200	1,200
530-7410-120	EMPLOYEE BENEFITS	48,540	54,822	60,951	66,319	66,319	66,319
							143,557
OPERATING							
530-7410-200	OPERATING SUPPLIES	1,489	2,680	2,000	2,000	2,000	2,000
530-7410-220	PERSONAL PROTECTIVE EQUIPMENT	318	297	500	500	500	500
530-7410-225	MINOR EQUIPMENT	1,637	1,033	2,000	2,000	2,000	2,000
530-7410-260	COMMUNICATION	173	324	550	550	550	550
530-7410-270	UTILITIES	22,246	15,277	21,000	21,000	21,000	21,000
530-7410-280	REPAIR AND MAINTENANCE	10,004	7,420	8,500	8,500	8,500	8,500
530-7410-320	PROFESSIONAL SERVICES	4,580	4,197	15,000	10,000	10,000	10,000
530-7410-330	VEHICLE REPLACEMENT / RENT	7,740	12,678	13,659	17,775	17,775	17,775
	TOTAL OPERATING						62,325
TRANSFERS							
530-7410-754	TRANSFER TO SOLIDWASTE	2,004	2,000	2,000	2,000	2,000	2,000
	TOTAL TRANSFER						2,000
	Total LAND APPLICATION:	158,166	169,519	196,148	207,882	207,882	207,882
	TOTAL EXPENDITURES:						2,263,174

REVENUE BUDGET NARRATIVE
Fiscal Year 2025

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

BASELINE BUDGET DESCRIPTION:

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

Revenues include funds from interest earnings, transfers from the regular Sewer Fund and cash reserves.

INTERGOVERNMENTAL REVENUE: is not funded.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>SEWER PLANT IMPROVEMENT</u>							
<u>MISCELLANEOUS</u>							
531-470-20	INTEREST EARNED	4,044-	26,378	16,344	23,168	23,168	23,168
Total MISCELLANEOUS:		4,044-	26,378	16,344	23,168	23,168	23,168
<u>SYSTEM DEVELOPMENT CHARGES</u>							
531-485-20	SEWER SDC'S	21,375	32,625	20,000	14,625	14,625	14,625
Total SYSTEM DEVELOPMENT CHARGES:		21,375	32,625	20,000	14,625	14,625	14,625
<u>TRANSFERS</u>							
531-490-10	TRANSFER FROM GENERAL	.00	200,000	100,000	.00	.00	.00
531-490-53	TRANSFER FROM SEWER	.00	415,000	.00	.00	.00	.00
Total TRANSFERS:		.00	615,000	100,000	.00	.00	.00
<u>BEGINNING FUND BALANCE</u>							
531-499-10	FUND BALANCE	.00	.00	911,859	849,189	849,189	849,189
Total BEGINNING FUND BALANCE:		.00	.00	911,859	849,189	849,189	849,189
TOTAL SEWER PLANT IMPROVEMENT							886,982

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

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

BASELINE BUDGET DESCRIPTION:

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

BUDGET COMMENTS:

PLANT IN SERVICE (Acct. 410) is not funded.

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

WASTEWATER TREATMENT PLANT – Boiler #2 **\$40,000**

Boiler (#2) is one of two sources of heat we use for the primary digester at the plant. In order to keep the “stomach” of the treatment plant from getting upset, there are several elements that must be kept in check during the treatment process. One important aspect we have been struggling with is temperature due to our boiler units being older (were not replaced as part of the prior upgrades) and the green board (brain of boiler) keeps going out taking the system down. When #2 goes out, we are down to relying on #1. #2 requires new replacement boards to be manufactured and then shipped, which can take several months. Not only are the boards very expensive, but we do not know for certain how long this will even be an option. Not at all ideal, considering both boilers #1 and #2 are part of the operation of the plant and when one goes down, it puts more demand on the other unit. We cannot risk equipment failure or possible DEQ permit fines or added lab fees, additives, etc. to realign our digester function.

SCADA EQUIPMENT – PHASE 2 **\$212,500**

This is budgeted to be split evenly between water and sewer utilities. A portion of the required SCADA equipment was planned to be acquired and installed under Phase 1 in FY 24. The current equipment is no longer supported and replacements extremely hard to acquire and are obsolete. Our SCADA system is the “brain” of our water and sewer utilities. Staff is able to set the desired levels for our wells and reservoirs as well as lift stations sending alerts when such set parameters are not met. Upgrades would ensure wells, lift stations and water reservoirs all continue to operate reliably into the future and allow the city to locate replacement parts. Phase 2 consists of everything from additional equipment, computers to server(s) and connections to programming and getting the system up and online in operation.

TOTAL CAPITAL IMPROVEMENTS **\$252,500**

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>SEWER PLANT IMPORVEMENT</u>							
<u>CAPITAL - NEW</u>							
531-8100-410	PLANT IN SERVICE	.00	.00	.00	.00	.00	.00
531-8100-480	SEWER PLNT IMP	219,101	11,794	494,118	252,500	252,500	252,500
<u>CONTINGENCY</u>							
531-8100-998	CONTINGENCY	.00	.00	460,173	539,842	539,842	539,842
Total CAPITAL - NEW:		219,101	11,794	954,291	792,342	792,342	792,342

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

DEBT SERVICE

LOAN PRINCIPAL

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

LOAN INTEREST

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
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SEWER PLANT IMPROVEMENT

DEBT SERVICE

531-8600-513	LOAN 3 REFI PRINCIPAL	70,376	71,790	73,233	75,433	75,433	75,433
531-8600-514	LOAN 3 REFI INTEREST	23,536	11,418	20,679	19,207	19,207	19,207
Total DEBT SERVICE:		93,912	83,208	93,912	94,640	94,640	94,640

Total EXPENDITURES: **886,982**

REVENUE BUDGET NARRATIVE

Fiscal Year 2025

DEPARTMENT: PUBLIC WORKS

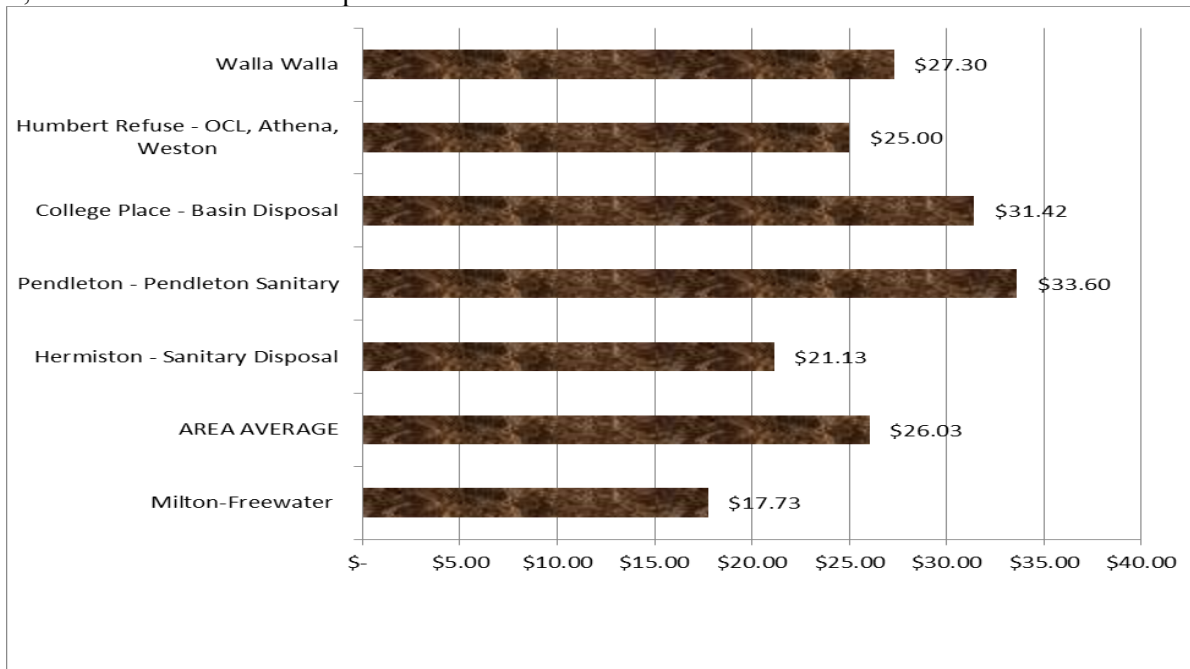
FUND: SOLID WASTE

MISSION STATEMENT:

To provide uninterrupted solid waste services to our citizens and to provide and promote the opportunity to recycle in order to aim to be environmentally responsible in the most cost-effective manner possible.

BASELINE BUDGET DESCRIPTION:

The revenues are from the collection of solid waste as described below. The landfill receipts are funds received from the drop box system. **NO RATE INCREASE IS PROPOSED.** The last refuse rate increase was effective July 1, 2023. Below is a rate survey of other area communities for residential refuse collection of one 90 (technically 96 gallons) refuse container emptied once per week at a monthly rate, which is our minimum required service level.



BUDGET COMMENTS:

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

UTILITY SALES (Acct. 451-33) this account is for fees charged for recycling from all city refuse customers.

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

UTILITY SURCHARGE (Acct. 485-21) this flat rate fee is billed as “Infrastructure Fee – Solid Waste” on monthly utility bills for active service accounts. This helps to cover costs of the solid waste utility for operating such as landfill costs, receptacles, etc.

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>SOLIDWASTE</u>							
UTILITY SALES							
540-451-30	LANDFILL RECEIPTS	106,610	114,129	119,255	120,869	120,869	120,869
540-451-31	REFUSE COLLECTION	770,243	868,167	849,801	846,374	846,374	846,374
540-451-32	DROP BOX REVENUE	105,463	132,496	143,209	141,612	141,612	141,612
540-451-33	RECYCLING SERVICE REVENUE	141,995	152,233	150,000	150,000	150,000	150,000
Total UTILITY SALES:		1,124,311	1,267,024	1,262,265	1,258,855	1,258,855	1,258,855
<u>MISCELLANEOUS</u>							
540-470-20	INTEREST EARNED	2,630	17,036	12,061	17,000	17,000	17,000
540-470-32	SALE OF RECYCLABLES	51,471	8,372	5,000	6,500	6,500	6,500
Total MISCELLANEOUS:		48,840	25,407	17,061	23,500	23,500	23,500
<u>SYSTEM DEVELOPMENT CHARGES</u>							
540-485-21	UTILITY SURCHARGE	95,505	97,583	95,452	96,180	96,180	96,180
Total SYSTEM DEVELOPMENT CHARGES:		95,505	97,583	95,452	96,180	96,180	96,180
<u>TRANSFERS</u>							
540-490-53	TRANSFER FROM SEWER	2,004	2,000	2,000	2,000	2,000	2,000
Total TRANSFERS:		2,004	2,000	2,000	2,000	2,000	2,000
<u>BEGINNING FUND BALANCE</u>							
540-499-10	FUND BALANCE	.00	.00	690,723	667,096	667,096	667,096
Total BEGINNING FUND BALANCE:		.00	.00	690,723	667,096	667,096	667,096
TOTAL REVENUE							2,047,631

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM:	COLLECTION	STAFF LEVEL 2025: 2.29 FTE
DEPARTMENT:	PUBLIC WORKS	STAFF LEVEL 2024: 2.29 FTE
FUND:	SOLID WASTE	

BASELINE BUDGET DESCRIPTION:

Residential refuse is collected once a week. Routes are defined in an effort to equally distribute the workload with some commercial customers receiving two to five pickups per week. Collected materials are deposited at the city-owned landfill. The program includes the collection of leaves in late fall, collection of Christmas trees and the two annual clean up events.

All residential customers have 90-gallon containers furnished by the city and all commercial customers that request them are furnished with 300-gallon containers. Two trucks are equipped with hydraulic arms to pick up the container without the operator leaving the truck. We also have a newer bin roll-off truck for large accounts and trash compactors. The older roll-off truck was retained to serve both solid waste collection as well as hauling recycling bins as needed to provide for times when the primary truck is undergoing maintenance and/or we are experiencing high volumes of requests for services, as to serve our customers as efficiently as possible. Our solid waste hauling trucks are all motor pool owned vehicles that the solid waste utility pays monthly rental/replacement fees on.

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Water & Street Supervisor	0.02	0.02
Sanitation Truck Driver	1.00	1.00
Utility Worker	0.72	0.72
Parks Maintenance Worker	0.22	0.22
Rotational Crew Member	<u>0.33</u>	<u>0.33</u>
Total	2.29	2.29

BUDGET COMMENTS:

OPERATING SUPPLIES (Acct. 200) cover costs for weigh tickets and minor office supplies used for preparation of reports and projects. This fund also now pays for refuse containers as they are not capitalized assets individually.

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

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

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

VEHICLE REPLACEMENT/RENT (Acct. 330) covers the costs of city equipment and vehicles, primarily our two garbage and two bin roll-of trucks.

UTILITY BILL ASSISTANCE (Acct. 365) matches funds donated by customers for utility bill assistance to pay their city utility bills. This program is paid for through the Electric Fund paying half as well as half through Public Works split equally between Water, Sewer and Solid Waste Funds. Total water contributions are budgeted to not exceed \$2,500 of the maximum combined total of \$15,000 for the program.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>SOLID WASTE</u>							
<u>COLLECTION</u>							
<u>PERSONNEL</u>							
540-7320-101	REGULAR SERVICES- SW COLLECTN	125,894	130,615	148,686	164,664	164,664	164,664
540-7320-105	OVERTIME	51	150	1,452	500	500	500
540-7320-120	EMPLOYEE BENEFITS	84,574	109,072	122,743	132,436	132,436	132,436
	TOTAL PERSONNEL SERVICES						297,600
<u>OPERATING</u>							
540-7320-200	OPERATING SUPPLIES	36,089	17,114	35,500	28,000	28,000	28,000
540-7320-220	PERSONAL PROTECTIVE EQUIPMENT	352	440	500	500	500	500
540-7320-260	COMMUNICATION	525	447	990	1,000	1,000	1,000
540-7320-280	REPAIR AND MAINTENANCE	2,020	1,000	1,000	2,000	2,000	2,000
540-7320-320	PROFESSIONAL SERVICES	.00	1,000	1,000	2,000	2,000	2,000
540-7320-330	VEHICLE REPLACEMENT / RENT	178,919	204,541	359,423	295,799	295,799	295,799
540-7320-360	FRANCHISE EXPENSE	101,738	109,791	109,057	109,226	109,226	109,226
540-7320-365	UTILITY BILL ASSISTANCE	1,580	2,773	2,500	2,500	2,500	2,500
							441,025
<u>TRANSFERS</u>							
540-7320-701	TRANSFER TO GENERAL	350,256	366,308	444,163	486,590	486,590	486,590
540-7320-702	TRANSFER TO LANDFILL CLOSURE	3,996	4,000	4,000	4,000	4,000	4,000
540-7320-764	TRANSFER TO SICK LEAVE	504	500	500	500	500	500
							491,090
<u>CONTINGENCY</u>							
540-7320-998	CONTINGENCY	.00	.00	422,994	362,418	362,418	362,418
	Total COLLECTION:	886,498	947,751	1,654,508	1,592,133	1,592,133	1,592,133

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: LANDFILL **STAFF LEVEL 2025:** 1.21 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2024:** 1.21 FTE
FUND: SOLID WASTE

BASELINE BUDGET DESCRIPTION:

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

We strive to maintain our facility in a sanitary manner with an increased focus on litter control at the landfill by constructing blow fences and weekly pickup of litter along the perimeter of the landfill facility as to keep it from littering adjacent properties.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Utility Worker	0.77	0.77
Parks Maintenance Worker	0.44	0.44
Total	1.21	1.21

BUDGET COMMENTS:

OPERATING SUPPLIES/FUEL (Acct. 200) covers expenses such as the portable restroom facility at the landfill as well as basic supplies, such as pens, etc. Funds are also included for fuel to operate the scraper at the landfill, as it is non-motor pool equipment owned by the Solid Waste utility.

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

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

REPAIR & MAINTENANCE (Acct. 280) for repairs as needed which include repairs to the CAT scraper, which is solid waste-owned.

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

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

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

VEHICLE REPLACEMENT/RENT (Acct. 330) funding is for heavy equipment necessary for maintaining and operating our landfill, such as the CAT loader and compactor.

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>SOLID WASTE</u>							
<u>LANDFILL</u>							
<u>PERSONNEL</u>							
540-7420-101	REGULAR SERVICES- LANDFILL	71,768	68,641	76,568	85,031	85,031	85,031
540-7420-105	OVERTIME	2,574	1,934	818	1,200	1,200	1,200
540-7420-120	EMPLOYEE BENEFITS	60,070	52,616	65,583	71,742	71,742	71,742
	TOTAL PERSONNEL SERVICES						157,973
<u>OPERATING</u>							
540-7420-200	OPERATING SUPPLIES	14,639	8,376	11,000	11,000	11,000	11,000
540-7420-220	PERSONAL PROTECTIVE EQUIPMENT	226	485	500	500	500	500
540-7420-270	UTILITIES	465	459	700	700	700	700
540-7420-280	REPAIR AND MAINTENANCE	15,217	6,573	19,500	19,500	19,500	19,500
540-7420-300	UNIFORM MAINTENANCE	193	195	225	225	225	225
540-7420-318	PERMIT FEES	9,456	9,463	11,000	11,000	11,000	11,000
540-7420-320	PROFESSIONAL SERVICES	22,083	24,007	28,000	28,000	28,000	28,000
540-7420-330	VEHICLE REPLACEMENT / RENT	28,174	86,558	53,091	83,432	83,432	83,432
540-7420-341	MEETINGS / CONFERENCES	.00	10	200	200	200	200
540-7420-390	MISCELLANEOUS	252	554	1,000	1,000	1,000	1,000
	TOTAL OPERATING						155,557
Total LANDFILL:		225,118	259,872	268,185	313,530	313,530	313,530

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: RECYCLING **STAFF LEVEL 2025:** 1.00 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2024:** 1.00 FTE
FUND: SOLID WASTE

BASELINE BUDGET DESCRIPTION/SIGNIFICANT CHANGES:

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

Our program underwent a complete reorganization when the city took back the recycling program in March 2018. While the market and salability of recyclables has not improved, our participation has been impressively stable and we are proud to report that we are still recycling and have saved over 243 tons of materials from being directly deposited in our landfill this past calendar year.

With changes brought forth by Senate Bill 582 – *Plastic Pollution and Recycling Modernization Act* passed during the 2021 legislative session and signed into law by former Governor Brown on August 6 2021.

Cities with populations over 4,000 will soon be required to implement co-mingled curbside recycling as well as drop off depots accepting an expanded state-wide list of items.

We are very fortunate to have Laurie Gordon, our DEQ Regional Coordinator working with all of us and providing her undivided attention and support for her region understanding our challenges. While this new law will be effective July 2025, the DEQ has also acknowledged supply chain challenges due to higher than usual demands that will create some delays and we have been assured, that as long as we are moving ahead and have plans in place to implement co-mingled curbside recycling and added items at depots by July 2025, there will be no penalties.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Rotational Crew Member	<u>1.00</u>	<u>1.00</u>
Total	1.00	1.00

BUDGET COMMENTS:

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

COMMUNICATION (Acct. 260) covers the cost of phone for the RCM recycling employee.

REPAIR & MAINTENANCE (Acct. 280) for repairs as needed for the recycling vehicle and any other minor incidentals necessary.

PROFESSIONAL SERVICES (Acct. 320) provides funds for printing and distribution of education and promotion materials as well as CDL physicals, licensing costs, etc.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>SOLID WASTE</u>							
<u>RECYCLING</u>							
<u>PERSONNEL</u>							
540-7430-101	REGULAR SERVICES- SW RECYCLIN	44,182	54,811	48,283	51,558	51,558	51,558
540-7430-105	OVERTIME	225	352	661	500	500	500
540-7430-120	EMPLOYEE BENEFITS	33,119	18,421	30,664	32,666	32,666	32,666
	TOTAL PERSONNEL SERVICES						84,724
<u>OPERATING</u>							
540-7430-200	OPERATING SUPPLIES	303	185	2,000	2,000	2,000	2,000
540-7430-220	PERSONAL PROTECTIVE EQUIPMENT	294	455	350	500	500	500
540-7430-260	COMMUNICATION	467	447	500	500	500	500
540-7430-270	UTILITIES	620	733	850	744	744	744
540-7430-280	REPAIR AND MAINTENANCE	4,912	2,997	3,500	3,500	3,500	3,500
540-7430-341	MEETINGS / CONFERENCES	.00	119	.00	.00	.00	.00
	TOTAL OPERATING						10,244
	Total RECYCLING:	84,121	78,519	86,808	91,968	91,968	91,968

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

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

BASELINE BUDGET DESCRIPTION:

This program provides for capital outlay for the Solid Waste Fund. Funds are budgeted for the purchase of two (2) additional drop boxes.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>SOLID WASTE</u>							
<u>CAPITAL - NEW</u>							
540-8100-410	SOLIDWASTE CAPITAL NEW	.00	.00	.00	.00	.00	.00
540-8100-480	CAPITAL	22,660	16,827	58,000	50,000	50,000	50,000
Total CAPITAL - NEW:		22,660	16,827	58,000	50,000	50,000	50,000
TOTAL EXPENDITURES:							2,047,631

BUDGET NARRATIVE
Fiscal Year 2025

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.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>LANDFILL CLOSURE RESERVE</u>							
<u>MISCELLANEOUS</u>							
541-470-20	INTEREST	1,027-	4,247	3,033	3,594	3,594	3,594
Total MISCELLANEOUS:		1,027-	4,247	3,033	3,594	3,594	3,594
<u>TRANSFERS</u>							
541-490-54	TRANSFER FROM SOLID WASTE	3,996	4,000	4,000	4,000	4,000	4,000
Total TRANSFERS:		3,996	4,000	4,000	4,000	4,000	4,000
<u>BEGINNING FUND BALANCE</u>							
541-499-10	FUND BALANCE	.00	.00	175,979	187,468	187,468	187,468
Total BEGINNING FUND BALANCE:		.00	.00	175,979	187,468	187,468	187,468
TOTAL REVENUES:							195,062
<u>CAPITAL - NEW</u>							
541-8100-954	RESERVE FOR LANDFILL CLOSURE	.00	.00	183,012	195,062	195,062	195,062
Total CAPITAL - NEW:		.00	.00	183,012	195,062	195,062	195,062
TOTAL EXPENDITURE							195,062

REVENUE BUDGET NARRATIVE

Fiscal Year 2025

DEPARTMENT: PUBLIC WORKS

FUND: GOLF COURSE

MISSION STATEMENT:

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

REVENUES:

Building rent from clubhouse restaurant tenants.

Golf Course revenues are primarily from user fees. Daily greens fees make up the major revenue source, followed by season passes and punch card sales.

In 2007, the city council adopted Resolution No. 2056, allowing for annual rate increases of up to three percent (3%) in order to keep the fund in the “black”. Due to the rising costs of materials and labor, **A THREE PERCENT (3%) INCREASE IS PROPOSED.**

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
GOLF COURSE							
SERVICES							
550-450-13	BUILDING RENT	6,000	5,000	6,000	6,000	6,000	6,000
550-450-19	GOLF COURSE SURCHARGE	530	505	300	300	300	300
550-450-40	GOLF GREENS FEES	94,641	126,201	95,000	97,153	97,153	97,153
550-450-41	GOLF PASSES	32,497	31,841	32,000	32,000	32,000	32,000
550-450-42	GOLF CART SHEDS	11,609	11,853	12,000	12,000	12,000	12,000
550-450-43	GOLF CART USAGE FEES	6,800	7,315	6,800	6,800	6,800	6,800
550-450-44	FOOT GOLF	.00	103	.00	200	200	200
550-450-46	GOLF PUNCH CARDS	28,628	33,439	29,000	29,000	29,000	29,000
Total SERVICES:		180,705	216,257	181,100	183,453	183,453	183,453
MISCELLANEOUS							
550-470-20	INTEREST EARNED	.00	.00	.00	100	100	100
Total MISCELLANEOUS:		.00	.00	.00	100	100	100
TRANSFERS							
550-490-10	TRANSFER FROM GENERAL	.00	129,469	129,833	67,796	67,796	67,796
Total TRANSFERS:		.00	129,469	129,833	67,796	67,796	67,796
BEGINNING FUND BALANCE							
550-499-10	FUND BALANCE	.00	.00	67,036-	2,000	2,000	2,000
Total BEGINNING FUND BALANCE:		.00	.00	67,036-	2,000	2,000	2,000
TOTAL REVENUES:							253,349

EXPENDITUE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: GOLF COURSE

STAFF LEVEL 2025: 1.04 FTE
STAFF LEVEL 2024: 1.04 FTE

BASELINE BUDGET DESCRIPTION:

Milton-Freewater’s golf course is located west of Catherine Street in the west central part of the city. The course is an 18-hole par 60 with the longest hole being No. 5, 305 yards on the valley floor. Nine holes are located on the west rim of Milton Hill with a panoramic view of the Walla Walla Valley. In 2016 18 holes of footgolf were put into play. During the winter of 2023 the irrigation pond liner was replaced to help with irrigation water storage and conservation due to the leaks that had developed in the old one that was over two decades old. This project was made possible by American Rescue Plan Act funding.

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Parks & Recreation Supervisor	0.14	0.14
Parks Maintenance Worker	0.42	0.42
Laborer	<u>0.48</u>	<u>0.48</u>
Total	1.04	1.04

BUDGET COMMENTS:

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

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

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

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

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

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

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

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

LOAN PRINCIPAL (Acct. 510) is funded to pay back the interest portion of the irrigation system loan.

LOAN INTEREST (Acct. 511) is not funded.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>GOLF COURSE</u>							
<u>ADMINISTRATION</u>							
<u>PERSONNEL</u>							
550-7600-101	REGULAR SERVICES-GOLF CRSE AD	36,867	33,229	37,221	40,302	40,302	40,302
550-7600-102	PART TIME	3,499	6,499	5,171	6,000	6,000	6,000
550-7600-105	OVERTIME	225	695	496	600	600	600
550-7600-120	EMPLOYEE BENEFITS	30,429	28,110	32,830	37,036	37,036	37,036
	TOTAL PERSONNEL SERVICES						83,938
<u>OPERATING</u>							
550-7600-200	OPERATING SUPPLIES	13,286	15,245	14,000	15,500	15,500	15,500
550-7600-225	MINOR EQUIPMENT	110	178	200	200	200	200
550-7600-250	ADVERTISING	.00	306	500	500	500	500
550-7600-260	COMMUNICATION	.00	403	200	500	500	500
550-7600-270	UTILITIES	7,863	8,713	12,312	11,592	11,592	11,592
550-7600-280	REPAIR AND MAINTENANCE	10,620	13,631	12,000	12,000	12,000	12,000
550-7600-320	PROFESSIONAL SERVICE	3,786	4,376	5,000	5,000	5,000	5,000
550-7600-330	VEHICLE REPLACEMENT / RENT	18,889	23,251	44,659	43,628	43,628	43,628
550-7600-340	MEMBERSHIPS / SUBSCRIPTIONS	.00	430	.00	.00	.00	.00
	TOTAL OPERATING						88,920
<u>DEBT SERVICE</u>							
550-7600-511	LOAN INTEREST	1,418	.00	1,418	1,418	1,418	1,418
	TOTAL DEBT SERVICE						1,418
<u>TRANSFERS</u>							
550-7600-764	TRANSFER TO SICK LEAVE	96	100	100	100	100	100
	TOTAL TRANSFER						100
Total ADMINISTRATION:		127,089	135,165	166,107	174,376	174,376	174,376

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: CLUBHOUSE **STAFF LEVEL 2025:** 0.05 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2024:** 0.05 FTE
FUND: GOLF COURSE

BASELINE BUDGET DESCRIPTION:

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

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

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

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

This program is in its 21st year and serves to separate the clubhouse and the professional service expenses from the routine maintenance of the golf course. This program accounts for maintenance to the clubhouse building, cart sheds and contractual services.

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Parks & Recreation Supervisor	0.02	0.02
Parks Maintenance Worker	<u>0.03</u>	<u>0.03</u>
Total	0.05	0.05

BUDGET COMMENTS:

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

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

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
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GOLF COURSE

GOLF COURSE CLUB HOUSE

PERSONNEL

550-7610-101	REGULAR SERVICES- GC CLUB HSE	3,852	1,948	3,462	3,773	3,773	3,773
550-7610-105	OVERTIME	.00	.00	38	250	250	250
550-7610-120	EMPLOYEE BENEFITS	3,002	1,101	2,758	2,988	2,988	2,988
	TOTAL PERSONNEL SERVICES						7,011

OPERATING

550-7610-200	OPERATING SUPPLIES	470	618	500	500	500	500
550-7610-270	UTILITIES	5,381	6,172	8,523	7,168	7,168	7,168
550-7610-280	REPAIR AND MAINTENANCE	650	1,250	3,000	3,000	3,000	3,000
550-7610-320	PROFESSIONAL SERVICES	55,882	57,626	59,509	61,294	61,294	61,294
	TOTAL OPERATING						71,962

Total GOLF COURSE CLUB HOUSE:		69,237	68,716	77,790	78,973	78,973	78,973
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TOTAL EXPENDITURES:							253,349
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EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

DEPARTMENT: PUBLIC WORKS

PROGRAM: CAPITAL

FUND: GOLF COURSE

BASELINE BUDGET DESCRIPTION:

CAPITAL NEW (Acct. 410)

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
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GOLF COURSE

CAPITAL - NEW

550-8100-410	CAPITAL EXPENSES	176	114,469	.00	.00	.00	.00
Total CAPITAL - NEW:		176	114,469	.00	.00	.00	.00



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 2025

DEPARTMENT: PUBLIC WORKS

FUND: WAREHOUSE

MISSION STATEMENT:

To ensure that the benefiting utilities have the materials they need on hand and the inventory stock levels match the true needs as to not slow utility work, both planned and unplanned.

BASELINE BUDGET DESCRIPTION:

Purchases made for electric, sewer and water utilities for stock warehouse items are paid for directly from their own budget accounts. Inventory levels are monitored through the benefiting department. When quantities reach the minimum set stock levels items are ordered to restock and ensure minimum operating stock is available.

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>WAREHOUSE</u>							
<u>SERVICES</u>							
610-450-62	SALE OF INVENTORY - VEH MAINT	.00	.00	150	.00	.00	.00
Total SERVICES:		.00	.00	150	.00	.00	.00
<u>MISCELLANEOUS</u>							
610-470-20	INTEREST EARNED	199	1,120	809	1,460	1,460	1,460
610-470-99	MISCELLANEOUS	110	.00	.00	.00	.00	.00
Total MISCELLANEOUS:		89	1,120	809	1,460	1,460	1,460
<u>TRANSFERS</u>							
610-490-10	TRANSFER FROM GENERAL	418	.00	.00	.00	.00	.00
610-490-51	TRANSFER FROM ELECTRIC	30,144	45,224	57,434	46,102	46,102	46,102
610-490-52	TRANSFER FROM WATER	9,876	14,810	18,809	15,138	15,138	15,138
610-490-53	TRANSFER FROM SEWER	2,470	3,704	4,704	3,746	3,746	3,746
Total TRANSFERS:		42,908	63,738	80,947	64,986	64,986	64,986
<u>BEGINNING FUND BALANCE</u>							
610-499-10	FUND BALANCE	.00	.00	25,991	30,326	30,326	30,326
Total BEGINNING FUND BALANCE:		.00	.00	25,991	30,326	30,326	30,326
TOTAL REVENUES:							96,772

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

DEPARTMENT: PUBLIC WORKS

FUND: WAREHOUSE

BASELINE BUDGET DESCRIPTION:

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

OBJECTIVE:

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

BUDGET COMMENTS:

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

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

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

CAPITAL-BUILDING (Acct. 405) includes funding to modify one truck bay within the main building to allow for adequate clearance of overhead apparatus on bucket trucks. Over the years these trucks and aerial apparatus implements on them are taller than they used to be, making it an extremely tight fit as it is now.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>WAREHOUSE</u>							
<u>ADMINISTRATION</u>							
<u>OPERATING</u>							
610-7600-200	OPERATING SUPPLIES	2,382	1,764	2,000	3,000	3,000	3,000
610-7600-260	COMMUNICATION	530	671	1,000	.00	.00	.00
610-7600-270	UTILITIES	17,146	21,050	22,000	21,000	21,000	21,000
610-7600-280	REPAIR AND MAINTENANCE	3,689	4,783	18,000	5,000	5,000	5,000
610-7600-320	PROFESSIONAL SERVICES	.00	47	.00	.00	.00	.00
610-7600-330	VEHICLE REPLACEMENT / RENT	.00	.00	.00	.00	.00	.00
	TOTAL OPERATING						29,000
<u>CAPITAL</u>							
610-7600-405	BUILDING	.00	11,040	19,000	18,000	18,000	18,000
<u>TRANSFERS</u>							
610-7600-701	TRANSFER TO GENERAL	22,763	23,993	27,905	29,842	29,842	29,842
<u>CONTINGENCY</u>							
610-7600-998	CONTINGENCY	.00	.00	17,992	19,930	19,930	19,930
	TOTAL EXPENDITURES:	46,509	63,347	107,897	96,772	96,772	96,772

REVENUE BUDGET NARRATIVE

Fiscal Year 2025

DEPARTMENT: PUBLIC WORKS
FUND: VEHICLE MAINTENANCE

MISSION STATEMENT:

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

BASELINE BUDGET DESCRIPTION:

This program provides the method of controlling the revenues and expenditures to operate the vehicle maintenance program. The revenues are based upon rates that are charged to other funds for use of vehicles and equipment. The rates are computed from the previous years cost analysis. This program covers motor pool-owned equipment and vehicles; department-owned non-motor pool equipment, one (1) public transportation van, Milton-Freewater Unified School District (MFUSD) vehicles and equipment, 3+/- Umatilla-Morrow County Head Start (UMCHS) buses and vehicles and 3 +/- Oregon Child Development Coalition buses (OCDC). The revenues for the Vehicle Maintenance Department are derived from the following sources:

CHARGES FOR SERVICES:

1. The Vehicle Maintenance fund records all the costs of City vehicles. The other funds rent the vehicles from this fund. The monthly rate is established by using the estimated cost of fuel, parts, labor, overhead and other operating costs based on operational experience. Revenues are also generated by the repair work done by the mechanics on school buses and City equipment.
2. Agreements have been made with MFUSD, UMCHS AND OCDC for repairs, annual inspections and maintenance of school buses as well as vans, and other means of transportation for students and staff. This service includes all labor, materials and overhead to maintain the functions of the program.
3. Non-Motor Pool equipment repair is also provided for in the vehicle maintenance program. Departments own some of their own equipment from chain saws and blowers to the street sweeper and scraper. Service for this equipment includes all labor, materials and overhead and costs are billed to the benefitting funds once work is done to pay the shop for services rendered.

MISCELLANEOUS REVENUES:

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

BEGINNING FUND BALANCE:

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>							
SERVICES							
620-450-51	INTER DP EQUIP REPAIR	27,360	27,234	29,240	27,945	27,945	27,945
620-450-52	SCHOOL BUS REPAIR	43,072	36,261	48,078	48,400	48,400	48,400
620-450-70	VEHICLE RENT	381,096	544,377	664,911	684,143	684,143	684,143
Total SERVICES:		451,528	607,873	742,229	760,488	760,488	760,488
<u>MISCELLANEOUS</u>							
620-470-20	INTEREST EARNED	334	2,780	1,652	1,917	1,917	1,917
620-470-99	MISCELLANEOUS	377	.00	.00	.00	.00	.00
Total MISCELLANEOUS:		43	2,780	1,652	1,917	1,917	1,917
<u>TRANSFERS</u>							
620-490-10	TRANSFER FROM GENERAL	418	.00	.00	.00	.00	.00
620-490-64	TRANSFER FROM VEHICLE MAJR RP	.00	157,000	29,027	24,264	24,264	24,264
Total TRANSFERS:		418	157,000	29,027	24,264	24,264	24,264
<u>BEGINNING FUND BALANCE</u>							
620-499-10	FUND BALANCE	.00	.00	136,310	154,517	154,517	154,517
Total BEGINNING FUND BALANCE:		.00	.00	136,310	154,517	154,517	154,517
TOTAL REVENUES:							941,186

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: MOTOR POOL **STAFF LEVEL 2025:** 1.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2024:** 1.50 FTE
FUND: VEHICLE MAINTENANCE

BASELINE BUDGET DESCRIPTION:

The Vehicle Maintenance Department maintains city-owned vehicles and equipment used by all of the utilities as well as public transportation, police and fire departments. Labor and parts for repair, maintenance and fuel necessary for equipment ranging from a landfill CAT; garbage trucks and man lifts; to lawn and golf course equipment; down to sedans and pickup trucks. This equipment is on a monthly rental basis which is designed to cover the costs of fleet operations. Maintenance is also provided for small equipment owned by departments such as chainsaws, blowers, etc. which is charged directly to the proper account on a cost basis.

PERSONNEL:

Title	<u>2025 FTE</u>	<u>2024 FTE</u>
Lead Mechanic	0.75	0.75
Mechanic	0.75	0.75
Total	1.50	1.50

BUDGET COMMENTS:

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

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

MINOR EQUIPMENT (Acct. 225) funds the mechanics computer as well as small tools and equipment used jointly by various departments.

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

REPAIR & MAINTENANCE (Acct. 280) covers costs of parts related to maintenance that are non-stock items.

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

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

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

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>VEHICLE MNT</u>							
<u>MOTOR POOL</u>							
<u>PERSONNEL</u>							
620-7700-101	REGULAR SERVICES- MOTOR POOL	133,075	143,450	141,209	154,611	154,611	154,611
620-7700-105	OVERTIME	.00	88	1,397	500	500	500
620-7700-110	TOOL ALLOWANCES	2,372	2,445	2,400	2,400	2,400	2,400
620-7700-120	EMPLOYEE BENEFITS	77,800	80,999	85,481	91,624	91,624	91,624
	TOTAL PERSONNEL						249,135
<u>OPERATING</u>							
620-7700-200	OPERATING SUPPLIES/FUEL	146,636	156,243	152,000	164,115	164,115	164,115
620-7700-220	PERSONAL PROTECTIVE EQUIP	267	197	500	500	500	500
620-7700-225	MINOR EQUIPMENT	2,671	1,381	1,500	1,500	1,500	1,500
620-7700-260	COMMUNICATION	838	1,035	1,200	1,200	1,200	1,200
620-7700-280	REPAIR AND MAINTENANCE	75,853	125,534	97,375	97,375	97,375	97,375
620-7700-300	UNIFORM MAINTENANCE	174	486	420	500	500	500
620-7700-320	PROFESSIONAL SERVICES	433	87	500	500	500	500
620-7700-330	VEHICLE REPLACEMENT / RENT	5,889	5,246	4,600	7,029	7,029	7,029
620-7700-341	MEETINGS / CONFERENCES	.00	.00	1,000	1,000	1,000	1,000
620-7700-380	LIABILITY AND VEH INSURANCE	32,238	36,270	41,174	51,175	51,175	51,175
							324,894
<u>CAPITAL</u>							
620-7700-410	CAPITAL EXPENSE	.00	.00	9,000	.00	.00	.00
	TOTAL CAPITAL						.00
<u>TRANSFERS</u>							
620-7700-701	TRANSFER TO GENERAL	62,039	67,650	83,537	90,514	90,514	90,514
620-7700-764	TRANSFER TO SICK LEAVE	252	250	250	250	250	250
620-7700-796	TRNSFR TO VEHICLE REPLACEMENT	.00	.00	.00	.00	.00	.00
							90,764
<u>CONTINGENCY</u>							
620-7700-998	CONTINGENCY	.00	.00	173,332	156,055	156,055	156,055
	TOTAL CONTINGENCY						156,055
Total MOTOR POOL:		540,537	621,361	796,875	820,848	820,848	820,848

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

PROGRAM: SCHOOL BUS MAINTENANCE **STAFF LEVEL 2025:** 0.50 FTE
DEPARTMENT: PUBLIC WORKS **STAFF LEVEL 2024:** 0.50 FTE
FUND: VEHICLE MAINTENANCE

BASELINE BUDGET DESCRIPTION:

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

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

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

PERSONNEL:

<u>Title</u>	<u>2025 FTE</u>	<u>2024 FTE</u>
Lead Mechanic	0.25	0.25
Mechanic	0.25	0.25
Total	0.50	0.50

BUDGET COMMENTS:

The School Bus Maintenance Program is in addition to the Motor Pool program in the Vehicle Maintenance Fund for work done on MFUSD, OCDC and UMHS vehicles and equipment. The shop rate is charged out on an hourly basis to cover the expenses of ordering parts, processing work orders, purchase orders, picking up parts, acquiring estimates, time spent making repairs or completing inspections as well as 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 non-inventory parts used specifically on school vehicles, equipment and buses.

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>VEHICLE MAINTENANCE</u>							
<u>SCHOOL BUS MAINTENANCE</u>							
<u>PERSONNEL</u>							
620-7710-101	REGULAR SERVICES- SCHL BUS MNT	37,399	38,877	47,070	51,537	51,537	51,537
620-7710-105	OVERTIME	.00	.00	466	200	200	200
620-7710-120	EMPLOYEE BENEFITS	21,006	21,813	30,601	30,542	30,542	30,542
	TOTAL PERSONNEL SERVICES						82,279
<u>OPERATING</u>							
620-7710-225	MINOR EQUIPMENT	1,106	1,460	500	500	500	500
620-7710-290	SCHOOL BUS PARTS	10,389	7,435	10,000	12,000	12,000	12,000
620-7710-300	UNIFORM MAINTENANCE	464	462	800	600	600	600
620-7710-330	VEHICLE REPLACEMENT / RENT	2,524	2,248	1,972	2,344	2,344	2,344
	TOTAL OPERATING						15,444
<u>TRANSFERS</u>							
620-7710-701	TRANSFER TO GENERAL	15,504	16,913	20,884	22,565	22,565	22,565
620-7710-764	TRANSFER TO SICK LEAVE	48	50	50	50	50	50
	TOTAL TRANSFER						22,615
	Total SCHOOL BUS MAINTENANCE:	88,441	89,257	112,343	120,338	120,338	120,338
	TOTAL EXPENDITURES:						941,186

REVENUE BUDGET NARRATIVE

Fiscal Year 2025

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 25 replacement fees included in the budget are \$321,206.

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 25 depreciation adjustment fees included in the budget are \$30,015 for a total depreciation of \$351,221.

In order to sustain our replacement budget this year a five percent (5%) replacement fee was previously implemented to the original cost of the vehicle. The total replacement fee impact is \$221,445 to further cover increasing costs of replacement.

BEGINNING FUND BALANCE:

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>							
SERVICES							
630-450-50	REPLACEMENT FEES	397,495	438,919	584,754	572,666	572,666	572,666
Total SERVICES:		397,495	438,919	584,754	572,666	572,666	572,666
<u>MISCELLANEOUS</u>							
630-470-20	INTEREST EARNED	4,144	19,946	13,936	22,206	22,206	22,206
630-470-30	SALE OF FIXED ASSETS	12,781	14,875	.00	7,000	7,000	7,000
Total MISCELLANEOUS:		8,637	34,821	13,936	29,206	29,206	29,206
<u>TRANSFERS</u>							
630-490-52	TRANSFER FROM WATER	.00	52,000	.00	.00	.00	.00
630-490-62	TRANSFER FROM VEHICLE MAINT	.00	.00	.00	.00	.00	.00
Total TRANSFERS:		.00	52,000	.00	.00	.00	.00
<u>BEGINNING FUND BALANCE</u>							
630-499-10	FUND BALANCE	.00	.00	800,431	1,268,203	1,268,203	1,268,203
Total BEGINNING FUND BALANCE:		.00	.00	800,431	1,268,203	1,268,203	1,268,203
TOTAL REVENUES:							1,870,075

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2025

DEPARTMENT: PUBLIC WORKS
FUND: VEHICLE REPLACEMENT

BASELINE BUDGET DESCRIPTION:

This fund provides funds for purchasing new equipment. Maintenance costs and the associated revenues to cover those costs are in the Vehicle Maintenance Budget.

VEHICLE REPLACEMENT (Acct. 470) one vehicle was part of the FY 24 budget and is on order. It is not anticipated to receive the vehicle until approximately October 2024, so it has been carried forward to FY 25 vehicle replacement expenses as listed below:

FY 24 – approved & on order, carried to FY 25	
New Garbage Truck – rented by solid waste collection	\$418,886
FY 25	
New Police Vehicle – rented by Police Department	\$78,000
Used Fire Truck – rented by Fire Department	\$50,000
New Full Size Flatbed Pickup – rented by Water Department	\$67,000
New Mid-Size Pickup – rented by Parks and other Public Works programs	\$40,000
TOTAL REPLACEMENT:	\$653,886

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

FY 25 EXISTING LEASE PAYMENT COMMITMENTS:

	FY 25	
	<u>PRINCIPAL</u>	<u>INTEREST</u>
193 - '20 International/Terex Bucket Truck (72 mo. through FY 27)	<u>\$32,188</u>	<u>\$980</u>
EXISTING COMMITTED PAYMENTS DUE:		\$33,168

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>VEHICLE REPLACEMENT</u>							
<u>ADMINIATRATION</u>							
<u>CAPITAL</u>							
630-7600-372	LOSS ON SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00
630-7600-470	VEHICLE REPLACEMENT	177,493	330,717	596,000	733,886	653,886	653,886
	TOTAL CAPITAL						653,886
<u>DEBT SERVICE</u>							
630-7600-520	LEASE PRINCIPAL	74,246	12,166	43,867	32,188	32,188	32,188
630-7600-521	LEASE INTEREST	5,843	1,586	3,055	980	980	980
	TOTAL DEBT SERVICE						33,168
<u>TRANSFERS</u>							
630-7600-762	TRANSFER TO VEHICLE MAINT	.00	157,000	29,027	24,264	24,264	24,264
<u>RESERVES</u>							
630-7600-970	RESERVE FOR REPLACE	.00	.00	727,172	1,078,757	1,158,775	1,158,775
TOTAL EXPENDITURES:		257,582	501,469	1,399,121	1,870,075	1,870,075	1,870,075

BUDGET NARRATIVE
Fiscal Year 2025

FUND: SICK-LEAVE LIABILITY

BASELINE BUDGET DESCRIPTION:

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

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

BUDGET COMMENTS:

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

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

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

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>SICKLEAVE LIABILITY</u>							
<u>MISCELLANEOUS</u>							
640-470-20	INTEREST EARNED	97-	775	533	500	500	500
Total MISCELLANEOUS:		97-	775	533	500	500	500
<u>TRANSFERS</u>							
640-490-10	TRANSFER FROM GENERAL	1,596	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	2,628	2,631	2,631	2,631	2,631	2,631
640-490-52	TRANSFER FROM WATER	504	500	500	500	500	500
640-490-53	TRANSFER FROM SEWER	600	605	605	605	605	605
640-490-54	TRANSFER FROM SOLID WASTE	504	500	500	500	500	500
640-490-55	TRANSFER FROM GOLF COURSE	96	100	100	100	100	100
640-490-62	TRANSFER FROM VEHICLE MAINT	300	300	300	300	300	300
Total TRANSFERS:		6,768	6,776	6,776	6,776	6,776	6,776
<u>BEGINNING FUND BALANCE</u>							
640-499-10	FUND BALANCE	.00	.00	33,142	9,625	9,625	9,625
Total BEGINNING FUND BALANCE:		.00	.00	33,142	9,625	9,625	9,625
TOTAL REVENUES:							16,901
<u>ADMINISTRATION</u>							
640-7600-101	REGULAR SERVICES- SICKLEAVE LB	25,159	.00	34,351	13,520	13,520	13,520
640-7600-102	PART TIME- SICKLEAVE LIABILITY	.00	.00	2,500	1,781	1,781	1,781
640-7600-120	EMPLOYEE BENEFITS	3,078	.00	3,600	1,600	1,600	1,600
TOTAL EXPENDITURES:							16,901

BUDGET NARRATIVE
Fiscal Year 2025

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.

Account Number	Account Title	2021-22 FISCAL ACTUAL	2022-23 FISCAL ACTUAL	2023-24 FISCAL BUDGET	2024-25 CITY MGR PROPOSED	2024-25 BUDGET COMM APPROVED	2024-25 COUNCIL ADOPTED
<u>RISK MANAGEMENT</u>							
<u>MISCELLANEOUS</u>							
650-470-10	CIS REFUND	25,724	15,929	10,000	10,000	10,000	10,000
650-470-20	INTEREST EARNED	409	1,541	1,182	890	890	890
Total MISCELLANEOUS:		25,315	17,470	11,182	10,890	10,890	10,890
<u>BEGINNING FUND BALANCE</u>							
650-499-10	FUND BALANCE	.00	.00	50,203	52,500	52,500	52,500
Total BEGINNING FUND BALANCE:		.00	.00	50,203	52,500	52,500	52,500
TOTAL REVENUES:							63,390
<u>ADMINISTRATION</u>							
650-7600-382	UNANTICIPATED CLAIMS	8,179	33,032	61,385	63,390	63,390	63,390
TOTAL EXPENDITURES:		8,179	33,032	61,385	63,390	63,390	63,390

CITY OF MILTON-FREEWATER

COMPUTATION OF LEGAL DEBT LIMIT

June 30, 2023

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

Real Market Value	511,550,979
Debt Limit Rate	x <u>3%</u>
Maximum Allowable Debt	15,346,529
*Less General Bonded Debt	<u>7,692,950</u>
Legal Debt Margin	<u>\$ 7,653,579</u>
Total net bonded debt applicable to the limit as a percentage of debt limit	50.13%

Property Tax Summary
Fiscal Year 2022

	2022 Budget	2023 Budget	2024 Adopted	2025 Proposed	2025 Approved	2025 Adopted

Operating Estimate	1,145,405	1,179,500	1,240,800	1,269,396		
Rate Levy	3.7499	3.7499	3.7499	3.7499		
Debt Service	260,000	264,200	273,700	283,900		
Local Option Tax Senior Trans	60,500	59,000	60,500	60,500		
Parks & Rec	96,000	96,000	99,000	99,010		
TOTAL TAXES	<u>1,561,905</u>	<u>1,598,700</u>	<u>1,677,347</u>	<u>1,712,80</u>		-

PERSONNEL SUMMARY
Fiscal Year 2025 By Department

POSITION	2023 FTE	2024 FTE	2025 FTE
GENERAL FUND CITY COUNCIL			
Mayor ¹	1.00	1.00	1.00
Councilors ¹	6.00	6.00	6.00
	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
CITY MANAGER			
City Manager	0.80	0.90	0.90
Assistant City Manager/City Recorder	-	-	1.00
City Recorder	0.50	1.00	-
	<u>1.30</u>	<u>1.90</u>	<u>1.90</u>
MUNICIPAL COURT			
Judge	0.13	0.13	0.13
Court Clerk	0.50	0.50	0.50
	<u>0.63</u>	<u>0.63</u>	<u>0.63</u>
ACCOUNTING & BILLING			
Finance Director	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	-
Utility Billing Clerk	1.00	1.00	1.00
Account Clerk(s) /Court Clerk	2.50	2.50	2.50
Payroll Clerk	1.00	1.00	1.00
	<u>6.50</u>	<u>6.50</u>	<u>5.50</u>
HUMAN RESOURCE ADMINISTRATION			
City Recorder	0.50	-	-
Administrative Assistant	1.00	-	-
Human Resource Officer	-	1.00	1.00
	<u>1.50</u>	<u>1.00</u>	<u>1.00</u>
PLANNING / BUILDING INSPECTIONS			
City Planner	0.45	0.45	0.75
Building Specialist	0.05	0.05	0.05
Planning/Fire Assistant (prior Secretary)	0.50	0.50	0.60
	<u>1.00</u>	<u>1.00</u>	<u>1.40</u>
POLICE			
Chief	1.00	1.00	1.00
Sergeant	1.00	1.00	1.00
Patrol Officers	9.00	9.00	9.00
Code Enforcement Officer	0.60	0.60	0.60
Communication Specialist	6.00	6.00	6.00
	<u>17.60</u>	<u>17.60</u>	<u>17.60</u>
FIRE			
Chief	1.00	1.00	1.00
Assistant Chief ¹	1.00	1.00	1.00
Captains ¹	4.00	4.00	4.00
Firefighters ¹	16.00	16.00	16.00
	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>

¹ Number of positions, not expressed in FTEs

PERSONNEL SUMMARY
Fiscal Year 2025 By Department

POSITION	2023 FTE	2024 FTE	2025 FTE
PUBLIC WORKS			
Public Works Superintendent	1.00	1.00	1.00
Parks & Recs Supervisor	0.61	0.61	0.61
Public Works Assistant/Project Aide	1.00	1.00	1.00
Parks Maintenance Worker	1.78	1.78	1.78
Technician	1.00	2.00	2.00
Aquatic Center Manager	-	-	-
Cashier Concession Lead	-	-	-
Concession	-	-	-
Laborer	0.80	0.32	0.32
	<u>6.19</u>	<u>6.71</u>	<u>6.71</u>
ENGINEERING AND PLANNING			
Engineering Technician(s)	0.25	-	-
	<u>0.25</u>	<u>-</u>	<u>-</u>
STREET FUND			
Water & Streets Supervisor	0.13	0.13	0.13
Park & Recs Supervisor	0.20	0.20	0.20
Parks Maintenance Worker	0.54	0.54	0.54
Code Enforcement Officer	0.40	0.40	0.40
Utility Workers	0.78	0.78	0.78
	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>
LIBRARY FUND			
Library Director	1.00	1.00	1.00
Library Assistant	-	-	-
Library Associate	2.93	2.93	2.93
	<u>3.93</u>	<u>3.93</u>	<u>3.93</u>
SENIOR/ DISABLED TRANSPORTATION FUND			
City Planner	0.55	0.55	0.25
Planning Assistant	0.50	0.50	0.40
City Manager	0.10	0.10	-
	<u>1.15</u>	<u>1.15</u>	<u>0.65</u>
ELECTRIC FUND			
Electric Superintendent	1.00	1.00	1.00
City Manager	0.10	0.10	0.10
Electric Assistant	1.00	1.00	1.00
Line Technicians	5.00	5.00	5.00
Engineering Technician	1.75	1.75	2.00
Building Specialist	0.95	0.95	0.95
Groundsman	1.00	1.00	1.00
Working Line Supervisor	1.00	1.00	1.00
	<u>11.80</u>	<u>11.80</u>	<u>12.05</u>

PERSONNEL SUMMARY
Fiscal Year 2025 By Department

POSITION	2023 FTE	2024 FTE	2025 FTE
WATER FUND			
Water & Streets Supervisor	0.74	0.74	0.74
Parks Maintenance Worker	0.46	0.46	0.31
Rotational Crew Member	0.33	0.33	0.33
Utility Workers	1.68	1.68	1.68
	<u>3.21</u>	<u>3.21</u>	<u>3.06</u>
SEWER FUND			
Utility Workers	2.05	2.05	2.05
Water & Streets Supervisor	0.11	0.11	0.11
Parks & Recs Supervisor	0.03	0.03	0.03
Parks Maintenance Worker	0.26	0.26	0.26
Rotational Crew Member	0.34	0.34	0.34
Waste Water Supervisor/Plant Operator	1.00	1.00	1.00
	<u>3.79</u>	<u>3.79</u>	<u>3.79</u>
SOLID WASTE FUND			
Sanitation Truck Driver	1.00	1.00	1.00
Water & Streets Supervisor	0.02	0.02	0.02
Parks Maintenance Worker	0.66	0.66	0.66
Rotational Crew Member	1.33	1.33	1.33
Utility Worker	1.49	1.49	1.49
	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
GOLF COURSE FUND			
Parks Maintenance Worker	0.45	0.45	0.45
Parks & Rec Supervisor	0.16	0.16	0.16
Laborer	0.48	0.48	0.48
	<u>1.09</u>	<u>1.09</u>	<u>1.09</u>
VEHICLE MAINTENANCE FUND			
Senior Mechanic	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total FTEs ²	<u>69.49</u>	<u>69.86</u>	<u>68.86</u>

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

City of Milton-Freewater
RESOLUTION NO. 2541

**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

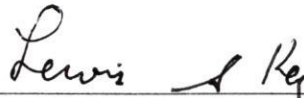
WHEREAS, the City of Milton-Freewater is anticipating to receive an estimated \$95,000 in state revenue sharing; and

WHEREAS, during two public hearings on this subject, one held, April 30, 2024 and the other held June 10, 2024, 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,

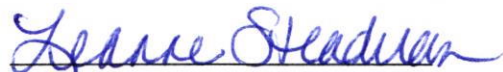
THEREFORE, be it RESOLVED, the City of Milton-Freewater hereby elects to receive state revenues for fiscal year 2024-2025.

PASSED BY THE COMMON COUNCIL and APPROVED by the Mayor this 10th day of June, 2024.



Lewis S. Key, Mayor

I certify that a public hearing before the Budget Committee was held on April 30, 2024, and a public hearing before the City Council was held on June 10, 2024 giving citizens an opportunity to comment on the use of state revenue sharing funds.



Leanne Steadman, City Recorder

CITY OF MILTON-FREEWATER

RESOLUTION NO. 2542

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, 2024

BE IT RESOLVED;

Section 1. That the City Council of the City of Milton-Freewater hereby adopts the budget for fiscal year 2024-2025 in the sum of \$56,858,690.

Section 2. That the City Council of Milton-Freewater hereby levies the taxes provided for in the adopted budget at the rate of \$3.7499 per \$1,000 of assessed value for operations, and \$60,000 Local Option Tax for senior transportation, \$100,000 Local Option Tax for parks & recreation, General Obligation Bond \$300,000; and that these taxes are hereby imposed and categorized for tax year 2024-2025 upon the assessed value of all taxable property within the district.

	<u>General Government</u>	<u>Excluded from The Limitation</u>
General Fund	\$3.7499/\$1,000	
Bonded Debt		\$300,000
Local Option Tax Sen/Trans	\$60,000	
Local Option Tax Park/Rec	\$100,000	

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

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

<u>GENERAL FUND</u>	
City Council	\$28,916
City Manager/Human Resources	648,436
City Attorney	54,000
Municipal Court	120,771
Finance	1,111,212
Planning/Building Inspection/Economic Development	220,570
Police/Emergency Communications	3,002,098
Fire	504,000
Public Works	2,424,632
City Hall	344,051
Transfers to Other Funds	162,940
Contingency	389,650
TOTAL GENERAL FUND APPROPRIATIONS	9,011,276

<u>STREET FUND</u>	
Personnel Services	219,333
Materials and Services	131,798
Transfer to Other Funds	267,898
Contingency	<u>743,079</u>
TOTAL STREET FUND APPROPRIATIONS	1,362,108

<u>STREET IMPROVEMENT FUND</u>	
Capital Outlay	<u>99,600</u>
TOTAL STREET IMPROVEMENT FUND APPROPRIATIONS	99,600
Reserve for Future Expenditure	<u>488,328</u>
TOTAL STREET IMPROVEMENT FUND REQUIREMENTS	587,928

<u>LIBRARY FUND</u>	
Personnel Services	435,698
Materials and Services	69,990
Capital Outlay	6,000
Transfer to Other Funds	240
Contingency	<u>20,000</u>
TOTAL LIBRARY FUND APPROPRIATIONS	531,928

<u>SENIOR/DISABLED TRANSPORTATION SERVICES FUND</u>	
Personnel Services	85,025
Materials and Services	89,675
Debt Service	66,775
Contingency	<u>20,000</u>
TOTAL SENIOR/DISABLED TRANS SERVICES FUND APPROPRIATIONS	261,475

<u>911 FUND</u>	
Materials and Services	47,457
Transfer to Other Funds	<u>43,643</u>
TOTAL 911 FUND APPROPRIATIONS	91,100

<u>GENERAL OBLIGATION BOND FUND</u>	
Debt Service	<u>284,900</u>
TOTAL GENERAL OBLIGATION BOND FUND APPROPRIATIONS	284,900

<u>POLICE STATION CONSTRUCTION FUND</u>	
Capital Outlay	<u>2,000,000</u>
TOTAL POLICE STATION CONSTRUCTION FUND APPROPRIATIONS	2,000,000

<u>ELECTRIC FUND</u>	
Personnel Services	2,436,614
Materials and Services	6,150,013
Capital Outlay	847,100
Transfer to Other Funds	1,449,646
Contingency	425,789
TOTAL ELECTRIC FUND APPROPRIATIONS	<u>11,309,162</u>
<u>ELECTRIC CAPITAL REPLACEMENT RESERVE FUND</u>	
Capital Outlay	1,899,597
TOTAL ELECTRIC CAP REPL RESERVE FUND APPROPRIATIONS	<u>1,899,597</u>
<u>ELECTRIC OPERATING & MAINTENANCE RESERVE FUND</u>	
Capital Outlay	3,043,808
TOTAL ELECTRIC OP & MAINT RESERVE FUND APPROPRIATIONS	<u>3,043,808</u>
<u>WATER FUND</u>	
Personnel Services	399,978
Materials and Services	405,338
Capital Outlay	15,622,500
Transfer to Other Funds	873,372
Contingency	539,698
TOTAL WATER FUND APPROPRIATIONS	<u>17,840,886</u>
<u>SEWER FUND</u>	
Personnel Services	526,012
Materials and Services	401,123
Transfer to Other Funds	737,022
Contingency	599,017
TOTAL SEWER FUND APPROPRIATIONS	<u>2,263,174</u>
<u>SEWER PLANT IMPROVEMENT FUND</u>	
Capital Outlay	252,500
Debt Service	94,640
TOTAL SEWER PLANT IMPROVEMENT FUND APPROPRIATIONS	<u>347,140</u>
Reserve for Future Expenditure	539,842
TOTAL SEWER PLANT IMPROVEMENT FUND REQUIREMENTS	<u>886,982</u>
<u>SOLID WASTE FUND</u>	
Personnel Services	540,297
Materials and Services	603,826
Capital Outlay	50,000
Transfer to Other Funds	491,090
Contingency	362,418
TOTAL SOLID WASTE FUND APPROPRIATIONS	<u>2,047,631</u>

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LANDFILL CLOSURE FUND

Reserve for Future Expenditure	195,062
TOTAL LANDFILL CLOSURE FUND REQUIREMENTS	195,062

GOLF COURSE FUND

Personnel Services	90,949
Materials and Services	160,882
Debt Service	1,418
Transfer to Other Funds	100
TOTAL GOLF COURSE FUND APPROPRIATIONS	253,349

WAREHOUSE FUND

Materials and Services	29,000
Capital Outlay	18,000
Transfer to Other Funds	29,842
Contingency	19,930
TOTAL WAREHOUSE FUND APPROPRIATIONS	96,772

VEHICLE MAINTENANCE FUND

Personnel Services	331,414
Materials and Services	340,338
Capital Outlay	0
Transfer to Other Funds	113,379
Contingency	156,055
TOTAL VEHICLE MAINTENANCE FUND APPROPRIATIONS	941,186

VEHICLE REPLACEMENT FUND

Capital Outlay	733,886
Debt Service	33,168
Transfers	24,264
TOTAL VEHICLE REPLACEMENT FUND APPROPRIATIONS	791,318
Reserve for Future Expenditure	1,078,757
TOTAL VEHICLE REPLACEMENT FUND REQUIREMENTS	1,870,075

SICKLEAVE LIABILITY FUND

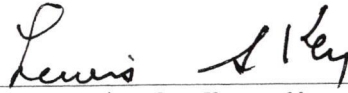
Personnel Services	16,901
TOTAL SICKLEAVE LIABILITY FUND APPROPRIATIONS	16,901

RISK MANAGEMENT FUND

Materials and Services	63,390
TOTAL RISK MANAGEMENT FUND APPROPRIATIONS	63,390

TOTAL APPROPRIATIONS - ALL FUNDS 54,556,701
TOTAL RESERVE FOR FUTURE EXPENDITURE - ALL FUNDS 2,301,989
TOTAL REQUIREMENTS - ALL FUNDS 56,858,690

PASSED by the Common Council and APPROVED by the Mayor this 10th day
of June, 2024



Lewis S. Key, Mayor