



**2014-2015
ANNUAL BUDGET
ADOPTED**

Budget Committee

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CITY OF MONMOUTH ANNUAL BUDGET — 2014-2015
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**To the Honorable Mayor, Members of the City Council,
Citizen Members of the Budget Committee, and Citizens of Monmouth:**

Below is a summary of the adopted annual budget for Fiscal Year 2014-2015, beginning July 1, 2014, according to the provisions of Oregon budget law (ORS 294.305 - 294.520).

BUDGET FORMAT AND ORGANIZATION

The FY 2014–2015 City of Monmouth budget proposal for all funds and accounts totals \$39,054,511. This is a reduction from the 2013-14 Budget (\$39,589,590). The Budget document is organized into 23 funds. These funds are broadly organized into six categories: General Fund, Enterprise Funds, Special Revenue Funds, Capital Projects Funds, an Internal Service Fund and Debt Service Funds.

The General Fund, Enterprise funds, Street Fund, and Building Fund are operating funds that provide for ongoing services such as police protection, building services, street maintenance, wastewater collection and treatment and library services. Special Revenue Funds (excluding the Street and Building Funds) are funds with a specific revenue source that supports capital investments. Capital Projects funds provide a mechanism to allow citizens to participate in local improvement districts and for the operation of the WIMPEG community television system. The City also maintains internal service funds for gas purchases and a debt service fund relating to the PERS retirement system.

Each fund has specific revenues and expenditures. Some funds have multiple sources of revenue (taxes, fees, grants,

user fees, transfers, etc.), while other funds have only one main source of revenue. A new fund proposed for this year is an Economic Development Loan Fund. It will be used to support local businesses.

Each fund in this budget features a description of the specific projected revenues and expenditures for that fund. A narrative is also included to help the reader understand the purpose of the fund and its departments and programs.

The City also manages Urban Renewal funds, which are treated as a separate budget.

FINANCIAL POLICIES & PRACTICES

The 2014-15 Proposed Budget has been prepared based on City Fiscal Policies and the following practices:

- Revenues and expenditures are estimated accurately, but conservatively
- Reserves should be maintained in each fund that are adequate according to accepted accounting practices and to provide a bridge to cover expenses that are incurred prior to the receipt of significant revenues
- Ongoing expenses should be covered by ongoing revenue
- Capital equipment and vehicles should be maintained and/or replaced so they are in proper working order

- o While this City budget is a one-year document, a multi-year approach is used to consider the future implications of current fiscal conditions and decisions.

Adhering to these policies and practices and disciplined spending has kept Monmouth fiscally strong during this economic downturn.

FINANCIAL OUTLOOK FOR 2014-2015

The 2014-15 Budget is stable and provides opportunities for small, targeted enhancements. Employee cost increases are projected to be almost flat for next year, which is not typical. Revenues will increase at a slight rate, based on a Monmouth economy that is projected to be slow and steady. This mirrors the national and state economies. Even with a solid financial picture, we continue to take a careful approach to budgeting (which has always been the Monmouth way). This is reflected in this document.

Overall, the budget is fairly static from the prior year. It is down slightly from 2013-14 primarily because of lower capital expenditures. Regular revenues in the Building Program are doing well based on ongoing campus projects and multi-family housing. System development charge funds and the General Fund revenues should see small increases, while enterprise funds are stable. Property taxes are still increasing (although minimally), and most other revenues are stable. Any fund or revenue that is sensitive to growth is anticipated to see a small to moderate increase.

On the expenditure side, most operating budgets are status quo and designed to maintain current services. Additional

funds have been programmed to meet a number of one-time expenditures and ongoing program enhancements. Regular revenue, prior year savings and bond proceeds are proposed to be used for these items.

Overall, the proposed budget would allow the City to maintain current services, fund some targeted improvements and address current capital needs. Improving operations and funding some significant public investments is not a bad place to be.

Personnel Costs – Benefits and Salaries

For FY 2014-15, the City is budgeting a 2.00% – 2.75% cost of living increase for its employees, step increases for eligible employees, and a 6% health insurance increase. PERS rates are budgeted to *decrease* by an average of 24.7%. With the figures noted above, we have the rare situation where personnel services costs are only increasing by **0.96%**.

Personnel comprises 14% of the total City budget (24% if reserves and debt service are excluded). While this figure is not the largest percentage of expenses in the budget, without our valuable staff, there would be no basic services or completed capital projects.

Materials and Services

Department heads generally submitted status quo materials and services budgets (office supplies, fuel, training, etc.) this year that feature minimal increases from the previous year. This responsible action positions the City well for FY 2014-15.

Capital Resources and Investments

Capital Equipment and Vehicles - While some may view spending on capital items as a luxury, without capital such as police patrol vehicles, pickup trucks, fire engines, street sweepers and general use vehicles the City cannot deliver services. For example, it does no good to budget for asphalt for pothole repairs if you have no vehicle to deliver the asphalt to the pothole.

Vehicles and equipment are purchased from revenues generated by a specific fund. For example, the General Fund pays for police patrol cars and a bucket truck used by the Power and Light Department would be paid using that department's utility revenue.

Vehicle and equipment purchases are planned using a multi-year schedule. Specific purchases are highlighted in each applicable fund and in the City's Capital Improvement Plan.

Capital Investments – Capital investments, such as street reconstructions, repairing water or sewer lines or adding service capacity to a utility system are funded with ongoing resources, reserves, system development charges or grants. This year is unique as a new revenue source (voter-approved bond proceeds) has been included to fund a new police station. Power transmission facilities, water lines and other capital items wear out over time and need replacement. Capital investments are also needed to keep up with growth and changing regulations. Specific investments are noted in various funds and are also listed in the City's Capital Improvement Program.

2014-15 BUDGET HIGHLIGHTS

As noted earlier, most funds will see similar spending to the prior year with the exception small program enhancements, one-time projects and programmed capital improvements. A brief narrative on several key City funds is presented below:

General Fund

FY 2014-15 assessed valuation for property taxes is budgeted at 3.21% above the current fiscal year. This represents an increase of current General Fund property taxes of \$9,994. The dollars generated are lower than normal for this year due to the expiration of the library levy. Franchise Fees and In Lieu of taxes will go up a small amount, and court receipts are expected to be flat.

State shared revenues are anticipated to slightly increase. The transfers line item was increased to account for several one-time projects. Total General Fund revenues are expected to increase by \$129,357 (2.0%) compared to 2013-14.

Highlights in the General Fund for FY 2014-15 include several enhancements:

- Creation of a new Administrative Support position in the Police Department
- Budgeting funds for a proposed Visioning Project
- Dedication of funds to assist with fundraising for the Senior Center expansion
- Purchase of new finance software

- Slightly increased staff hours for the Library and Senior Center

For many years, the City has budgeted higher ongoing expenditures than ongoing revenues. In each of these years reserves were not tapped because conservative budgeting resulted in actual results that were better than budgeted. In 2012-13, reserves were drawn down slightly to pay for one-time expenditures. In 2013-14 the City's conservative budgeting practice was again employed, but because revenue gains fell short of expenditure increases, it's anticipated that about \$117K of the fund's substantial reserves will be drawn down.

The 2014-15 Budget is programmed to also draw from reserves, and includes an operating imbalance. This can be reasonably done owing to reserves that are significantly above accepted practices and City financial policies. However, this spending imbalance can only continue for a short period of time and must be carefully monitored.

Sanitary Sewer Fund

The Sanitary Sewer Fund is able to cover basic operations, debt service as well as its capital needs. As a result, no rate increase has been recommended. In order to address plant operational and capacity issues, financing was obtained in early 2011-2012 and several significant improvements to the city's existing plant were initiated. These improvements were completed in 2012-13. These projects were completed at a substantial savings. Significant capital improvements are scheduled for 2014-15 are the Church Street Sewerline replacement and the SW Pump Station Project.

Water Fund

After an aggressive program of capital improvements, the Water Fund is able to fund basic operations, but has come in below adopted reserve policies and has little funding available for future capital projects. Major projects in this fund include reservoir painting and a rate study. Due to the condition of this fund, a 10% rate increase is recommended.

Power and Light Fund

The Power and Light Fund is in excellent shape. It features very high reserves and is bringing in slightly higher revenue than needed to cover routine operations and capital projects. No rate increase is proposed for this fund.

Building Fund

As a small, stand alone fund, the Building Fund has been dramatically impacted by construction projects the last few years. Prior new housing construction and ongoing construction on the Western Oregon University campus has kept the department busy. Several housing and WOU projects are anticipated in 2014-15. While current revenue does not quite cover annual expenses, the fund starts the year with significant carryover funds from previously permitted projects.

Streets (State Gas Tax Fund)

The primary revenue for the State Gas Tax Fund is gas tax revenue. These revenues have recently increased, but still do not cover basic street maintenance costs or capital

needs. The Street Fund will need immediate attention to keep it operational.

SDC, Special Revenue Funds and Capital Projects Funds

The City charges System Development Charges (SDC) to assist with the cost of improvements needed to accommodate new growth. Moderate new revenue is anticipated in these funds due to projected building activity. The expenditures for the five SDC funds are noted in the City's Capital Improvement Program.

The City also maintains a variety of special funds to account for specific, unique expenditures such as grants, tourism promotion and public access support. The largest projects in the Grants Fund are the Senior Center expansion project and the Madrona Park improvement project.

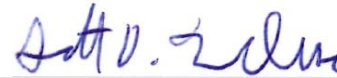
A significant project included in this year's budget is building a new police station. A special capital projects fund has been created for this project. A new Economic Development Loan Fund has also been created.

CONCLUSION AND RECOMMENDATION

The recommended budget as presented represents a wise and effective use of resources. As noted previously, basic services are maintained, targeted increases are included and critical capital needs would be addressed as presented. Staff looks forward to working with the Budget Committee to review the plan and to discuss alternative approaches to

delivering key community services while maintaining the financial stability of the City.

Respectfully submitted,



Scott D. McClure
City Manager and Budget Officer June 18, 2014

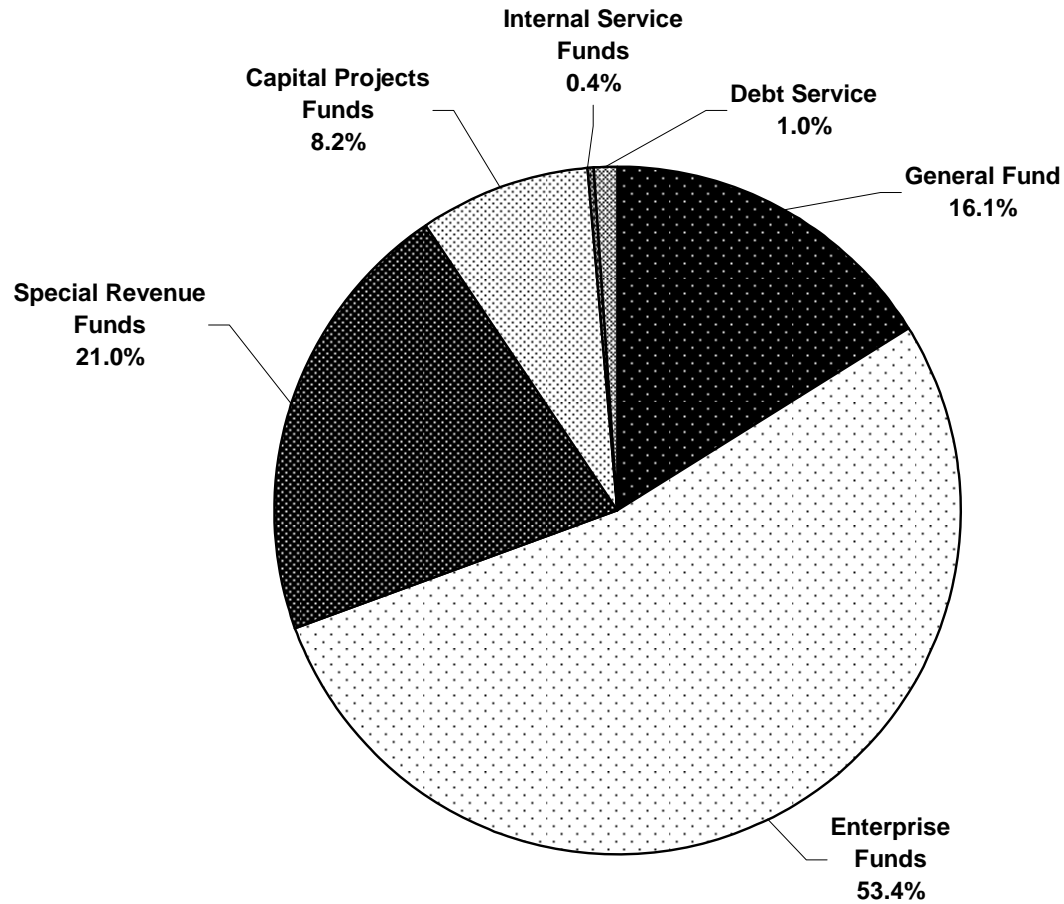
BUDGET SUMMARY

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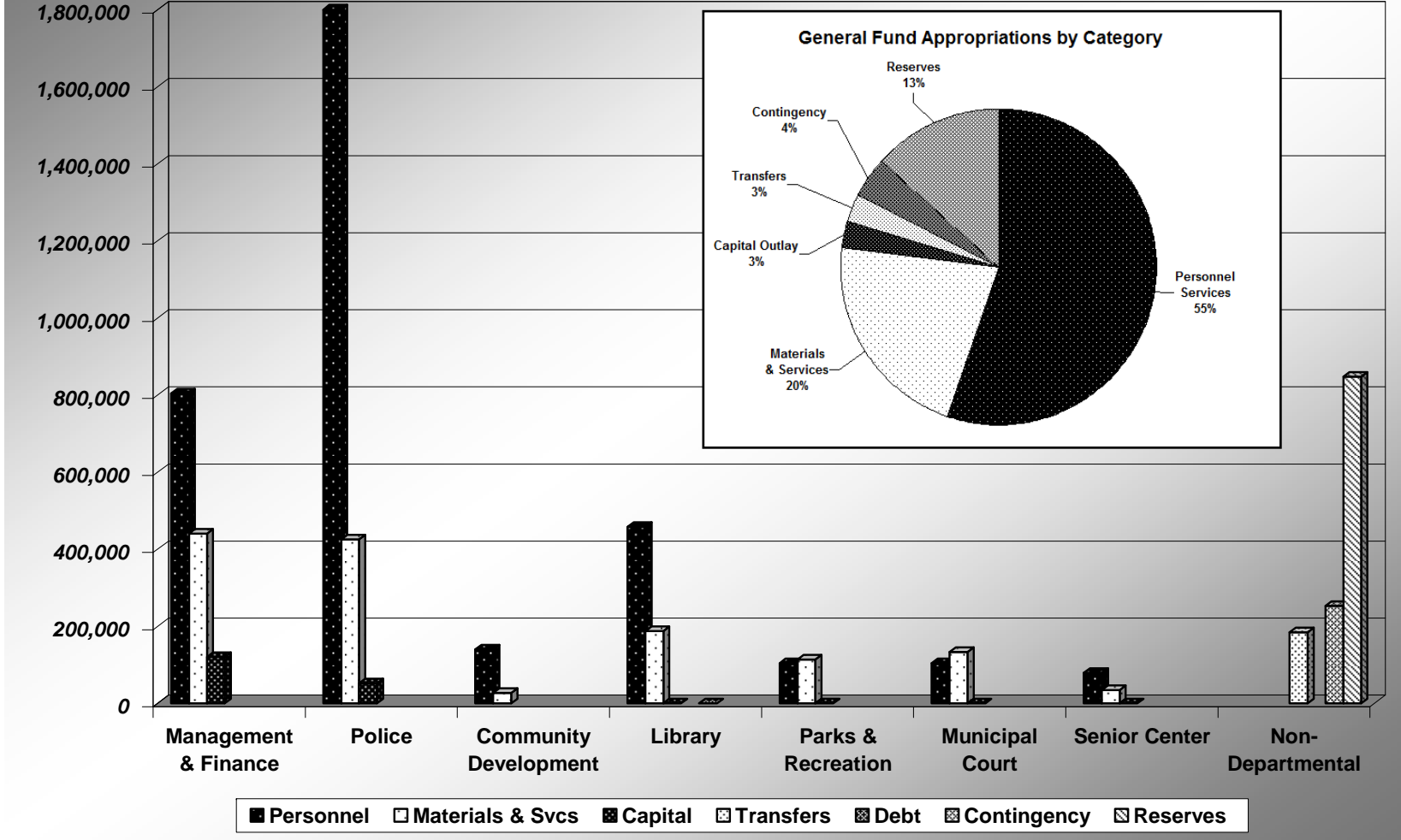
BUDGET SUMMARY - 2014-2015 ADOPTED BUDGET

	Personnel Services	Materials & Services	Capital Outlay	Transfers	Debt Services	Contingency	Reserves	Total
General Fund								
Management & Finance	804,266	440,010	120,000					1,364,276
Police	1,799,880	425,048	52,000					2,276,928
Community Development	139,513	26,492						166,005
Library	457,296	186,986	-		-			644,282
Parks & Recreation	104,338	113,453	-					217,791
Municipal Court	103,453	133,482	-					236,935
Senior Center	78,545	34,322	-					112,867
Non-Departmental				559,586		177,411	546,995	1,283,992
Total General Fund	3,487,291	1,359,793	172,000	559,586	-	177,411	546,995	6,303,076
Enterprise Funds								
Sanitary Sewer	260,806	931,117	334,000		391,688	1,488,361	1,900,000	5,305,972
Water	348,249	882,680	650,500			121,141	30,000	2,032,570
Power & Light	981,872	4,760,642	489,860	1,135,000	292,579	2,337,594	3,500,000	13,497,547
Total Enterprise Funds	1,590,927	6,574,439	1,474,360	1,135,000	684,267	3,947,096	5,430,000	20,836,089
Special Revenue Funds								
Street	288,285	371,745	58,000			128,379	10,000	856,409
Grants Fund		186,506	944,000	-		10	-	1,130,516
MINET				25,000	1,130,111	21,810	1,125,000	2,301,921
Building Services	131,302	70,625				212,834	100,000	514,761
911 Fund		-				-	-	-
Swenson Library			30,000			2,309	5,000	37,309
WIMPEG Fund	-	16,231		-		454	100	16,785
WIMPEG Capital Fund			38,000			726	500	39,226
Tourism Fund		58,982		10,050		10,000	3,000	82,032
Economic Dev Loan Fund		60,000				15,000	200	75,200
Parks SDC		1,000	250,000	185,000		79,830	50,000	565,830
Sanitary Sewer SDC		1,000	710,000			432,303	200,000	1,343,303
Water SDC		40,000	50,000			277,585	50,000	417,585
Storm Drain SDC		1,000	-			166,200	25,000	192,200
Transportation SDC		1,000	130,000			381,051	100,000	612,051
Total Special Revenue Funds	419,587	808,089	2,210,000	220,050	1,130,111	1,728,491	1,668,800	8,185,128
Capital Projects Funds								
Special Assessment			500,000					500,000
New Police Station		5,000	2,675,000			6,288		2,686,288
Total Capital Projects	-	5,000	3,175,000	-	-	6,288	-	3,186,288
Internal Service Funds								
Gas Revolving		127,500	22,250			2,077	-	151,827
Total Internal Service Funds	-	127,500	22,250	-	-	2,077	-	151,827
Debt Service Funds								
PERS Bonds					188,353			188,353
Police Station GO Bonds					203,750			203,750
Total Debt Service	-	-	-	-	392,103	-	-	392,103
Total Annual Budget	5,497,805	8,874,821	7,053,610	1,914,636	2,206,481	5,861,363	7,645,795	39,054,511

Below is a visual representation of the budget summary on the preceding page. As can be seen, the Enterprise Funds, which include all utility funds, comprise just over half of the City's total budget. The Special Revenue Funds represents the second largest budget and is followed by the General Fund. The General Fund contains administrative services, police, land-use planning, library, parks, municipal court, the senior center, and non-dept expenditures. Capital Projects makes up the 4th largest group and includes a new fund to account for the construction of the new Police Station. Finally the City's Internal Service Fund and Debt Service Fund together make 1.4% of the City's budget. The Internal Service Fund accounts for fuel purchases across all City depts and the Debt Service Funds tracks payments for the City's Pension Obligation bonds and the new Police Station.

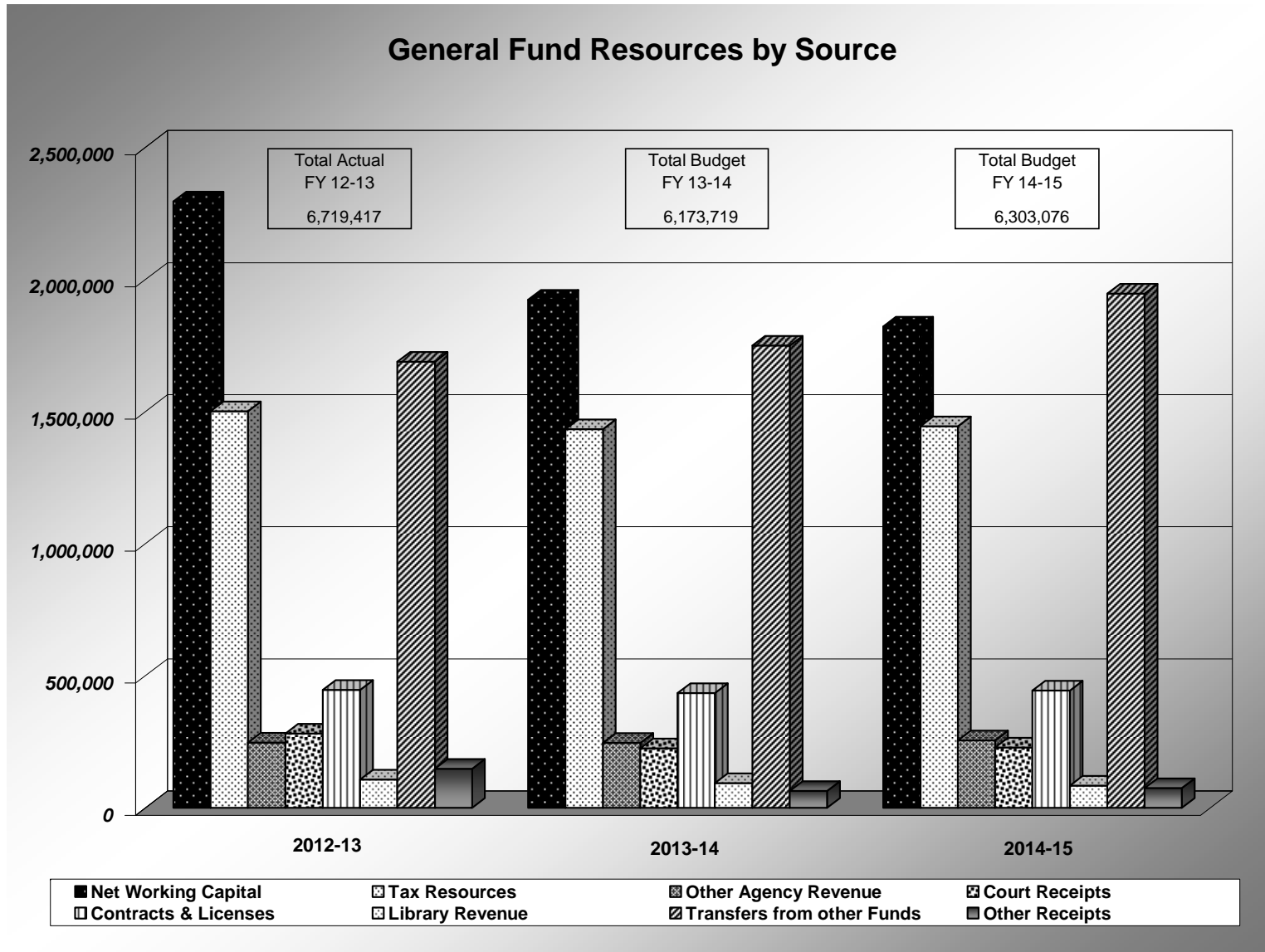


General Fund Appropriations by Department



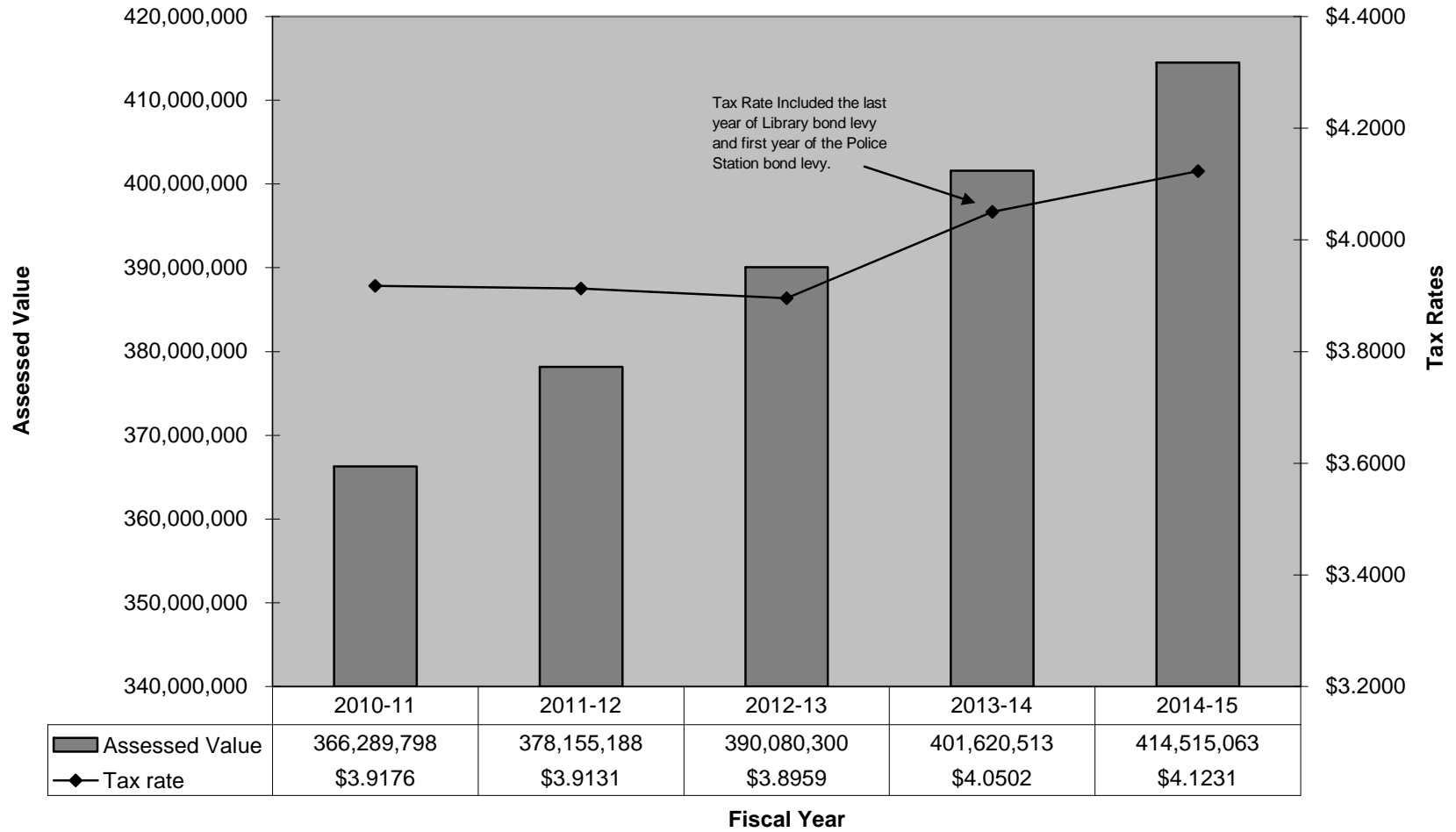
The charts above show General Fund appropriations by department and category. As can be seen, personnel services are the largest portion of the City’s General Fund budget, comprising 55% of the total budget. It is important to note that almost all of the City’s park maintenance is contracted and appears under materials and services. With the most employees of any City department, the Police Dept comprises 36% of the total General Fund budget. With the purchase of new finance software planned for FY 14-15, the Management & Finance Dept has the 2nd largest budget at 22%. Finally, the Non-Departmental budget which includes transfers, contingency, and reserves, comprises 20% of the total General Fund budget.

The next chart shows General Fund revenue by source. Property taxes are expected to provide about 23% of total resources. Note that the total resources for 2014-15 increased from 2013-2014. This was due to operational revenue increases that offset the drop in beginning working capital. For FY 14-15, the total General Fund tax revenue increase was just under 1% even though tax assessments are expected to generate a 3% increase. This is because the Library G.O. bonds were paid off last year so Library Bond taxes are no longer assessed. Tax assessments for the new Police Station G.O. bonds are budgeted in the new Police Station Capital Project Debt Service Fund.



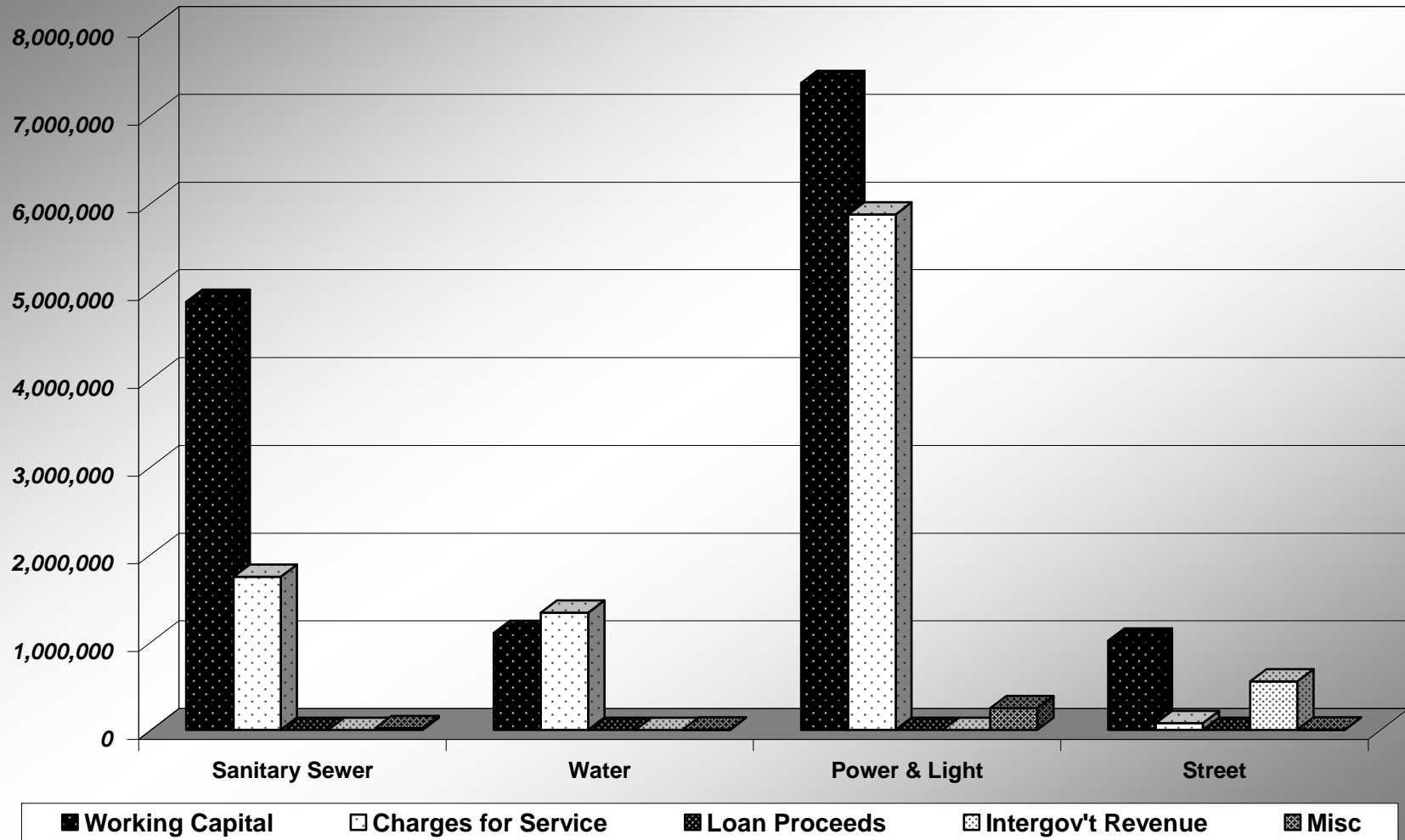
This chart shows historical tax rates and assessed value. For FY 14-15, total assessed value is estimated to be \$414,515,063. This represents an increase of just over \$12.9M or 3.21% in assessed value. The change includes both valuation increases and property additions. For every \$1,000 of assessed value, the City collects \$3.6107 in taxes. This is the City's permanent rate. The City collects additional taxes for voter approved GO bonds. FY 13-14 was the final year for the Library GO bond levy and the first year for the new Police Station GO bonds. In FY 14-15, only the Police Station GO bonds will be levied. That assessment will result in an additional 51.24 cents per \$1,000 of assessed over the City's permanent rate.

Tax Rates and Assessed Value



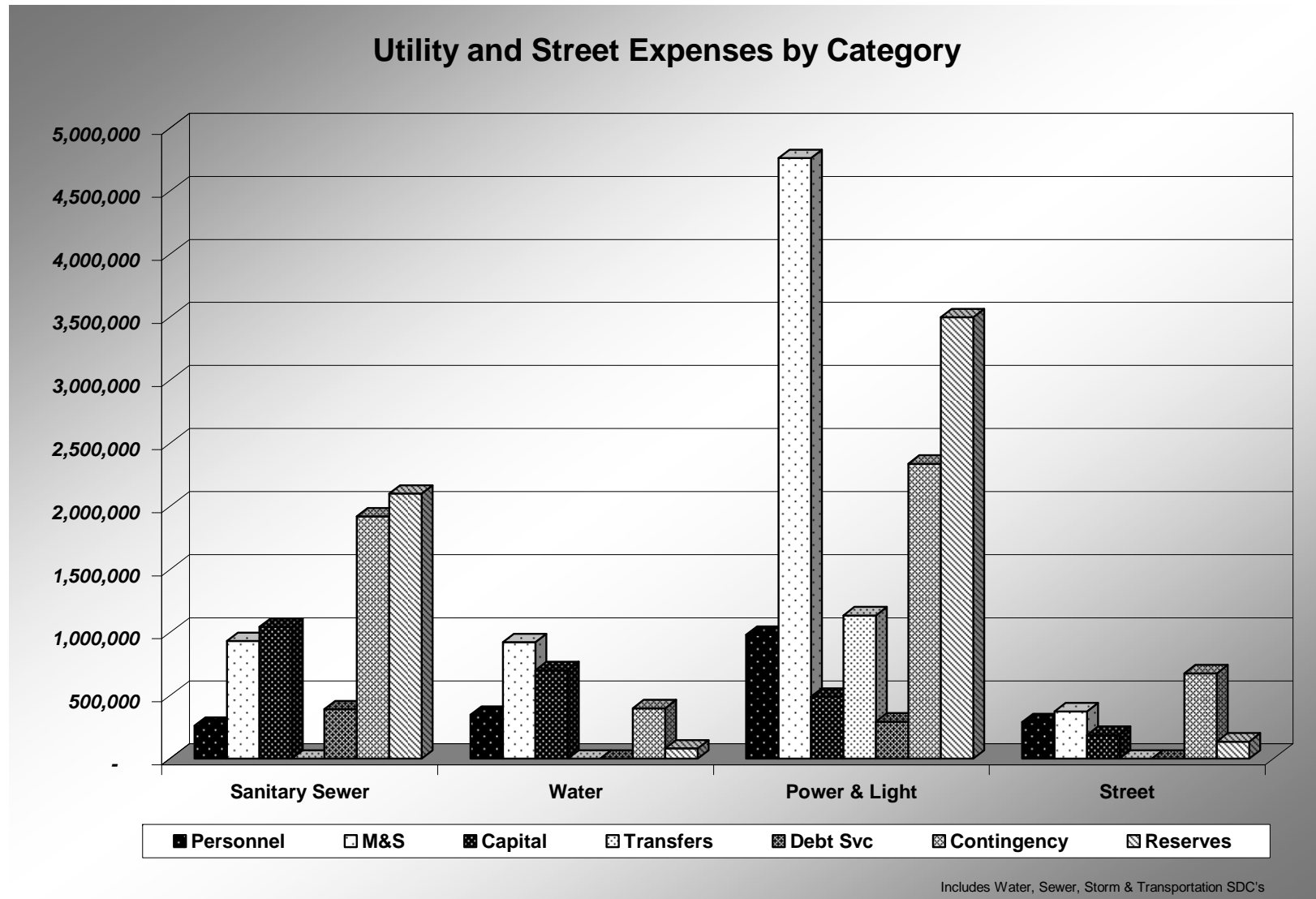
The next chart shows revenue sources for the Enterprise and Street Funds. Unlike the General Fund, the Sanitary Sewer, Water, and Power and Light Funds are financed with user fees. The Street Fund is financed through State Gas Tax proceeds. Working capital in each of the utility funds represents cash available for unexpected infrastructure failure and future capital projects.

Utility and Street Fund Revenue



includes Sewer, Water, Storm & Transportation SDC's

This final chart shows the Enterprise and Street Fund expenses by category. For FY 14-15, contingencies and reserves represented substantial portions of the utility and street budgets. This was due in part to savings on prior capital projects and better than anticipated results from prior year operations. The largest expense category is the M&S (Materials & Services) category in the Power & Light fund which includes wholesale power costs. The second largest category is Power & Light Reserves which are earmarked for future capital needs, rate stabilization, and a MINET debt contingency.



GENERAL FUND SECTION

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HISTORICAL DATA			RESOURCES 10 GENERAL FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
GENERAL FUND RESOURCES							
<i>WORKING CAPITAL</i>							
2,183,398	2,296,228	1,923,621	10-8-0008-0110	NET WORKING CAPITAL JULY 1	1,822,581	1,822,581	1,822,581
2,183,398	2,296,228	1,923,621		<i>TOTAL WORKING CAPITAL</i>	1,822,581	1,822,581	1,822,581
<i>TAX RESOURCES</i>							
1,258,184	1,310,993	1,340,000	10-8-0008-0210	CURRENT YEAR TAXES	1,379,500	1,379,500	1,379,500
106,032	103,547	26,500	10-8-0008-0211	PROPERTY TAXES - LIBRARY BOND	-	-	-
63,684	75,211	60,000	10-8-0008-0220	PRIOR YEAR TAXES	65,000	65,000	65,000
10,174	11,733	8,006	10-8-0008-0221	PRIOR YEAR TAXES-LIBRARY BOND	-	-	-
1,438,074	1,501,484	1,434,506		<i>TOTAL TAX RESOURCES</i>	1,444,500	1,444,500	1,444,500
<i>REVENUES FROM OTHER AGENCIES</i>							
-	-	-	10-8-0008-0225	STATE 9-1-1 REVENUE	-	-	-
14,063	13,833	13,500	10-8-0008-0230	CIGARETTE TAX REVENUE	12,500	12,500	12,500
123,373	129,790	130,000	10-8-0008-0240	LIQUOR TAX REVENUE	136,000	136,000	136,000
85,879	90,462	90,000	10-8-0008-0250	RECEIPTS FROM ST REV SHARING	94,250	94,250	94,250
13,000	13,000	13,000	10-8-0008-0260	COUNTY SHARED ECON DEV REVENUE	13,000	13,000	13,000
236,314	247,085	246,500		<i>TOTAL REVS FROM OTHER AGENCIES</i>	255,750	255,750	255,750
<i>COURT RECEIPTS</i>							
108,251	117,373	92,500	10-8-0008-0410	COURT - TRAFFIC FINES	100,000	100,000	100,000
5,948	2,973	3,250	10-8-0008-0411	COURT - PARKING FINES	2,750	2,750	2,750
93,608	73,100	68,000	10-8-0008-0420	COURT - COURT COSTS	60,000	60,000	60,000
120	375	500	10-8-0008-0421	COURT - RESTITUTION	250	250	250
7,287	7,196	5,500	10-8-0008-0422	COURT - ATTORNEY FEES	7,000	7,000	7,000
3,635	3,225	3,000	10-8-0008-0423	COURT - SUSPENSION FEE	3,000	3,000	3,000
10,577	8,224	8,250	10-8-0008-0430	DOG CONTROL	8,500	8,500	8,500
-	-	-	10-8-0008-0450	POLICE ASSESSMENTS	-	-	-
51,149	63,778	42,500	10-8-0008-0455	COURT - ST ASSESSMENT	45,000	45,000	45,000
10,869	1,844	800	10-8-0008-0456	COURT - CO ASSESSMENT	1,750	1,750	1,750
745	143	50	10-8-0008-0457	COURT - LEMLA (MED ACCESS)	50	50	50
2,003	293	100	10-8-0008-0458	COURT - ST SECURITY FUND	100	100	100
4,405	1,224	1,000	10-8-0008-0459	COURT - ST OBLIGATION	100	100	100
650	110	250	10-8-0008-0460	COURT - DRIVER INTOX	-	-	-
900	212	100	10-8-0008-0461	COURT - MARIJUANA SURCHARGE	-	-	-
2,565	365	200	10-8-0008-0462	COURT - DUUI SURCHARGE	-	-	-
21,629	1,521	500	10-8-0008-0465	COURT - OFFENSE SURCHARGE	500	500	500
-	-	-	10-8-0008-0470	COURT - PROBATE FEE	-	-	-
324,341	281,954	226,500		<i>TOTAL COURT RECEIPTS</i>	229,000	229,000	229,000

HISTORICAL DATA			RESOURCES 10 GENERAL FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>CONTRACTS AND LICENSES</i>			
453,216	447,651	434,500	10-8-0008-0550	FRANCHISE FEES	445,000	445,000	445,000
453,216	447,651	434,500		<i>TOTAL CONTRACTS AND LICENSES</i>	445,000	445,000	445,000
				<i>LIBRARY REVENUE</i>			
75,431	89,897	78,451	10-8-0008-0610	CHEMEKETA REGIONAL LIBRARY	70,000	70,000	70,000
17,239	13,251	13,500	10-8-0008-0620	LIBRARY FINES AND FEES	12,000	12,000	12,000
1,194	1,306	1,000	10-8-0008-0630	LIBRARY GRANTS	-	-	-
-	-	-	10-8-0008-0635	READY TO READ GRANT REVENUE	1,500	1,500	1,500
724	1,234	100	10-8-0008-0640	LIBRARY DONATIONS	100	100	100
-	-	-	10-8-0008-0645	LIBRARY TRUST CONTRIBUTIONS	-	-	-
1,708	1,576	1,000	10-8-0008-0650	LIBRARY BOOK REPLACEMENT	1,000	1,000	1,000
96,295	107,264	94,051		<i>TOTAL LIBRARY REVENUES</i>	84,600	84,600	84,600
				<i>GRANTS AND DONATIONS</i>			
1,745	940	100	10-8-0008-0740	PARK DONATIONS	100	100	100
10,792	-	-	10-8-0008-0742	MISCELLANEOUS GRANTS	-	-	-
75	-	-	10-8-0008-0750	FORFEITURE REVENUE	-	-	-
23,970	20,936	10,000	10-8-0008-0751	MISC POLICE GRANTS AND FEES	12,500	12,500	12,500
-	-	-	10-8-0008-0752	DOJ - JAG GRANT REVENUE	-	-	-
-	-	-	10-8-0008-0753	DOJ - UNIVERSAL HIRING GRANT	-	-	-
-	50,206	-	10-8-0008-0754	STATE POLICE GRANTS	-	-	-
-	1,000	-	10-8-0008-0755	HISTORICAL PRESERVATION GRANT	4,250	4,250	4,250
36,582	73,082	10,100		<i>TOTAL GRANTS AND DONATIONS</i>	16,850	16,850	16,850

HISTORICAL DATA			RESOURCES				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
<i>TRANSFERS FROM OTHER FUNDS</i>							
949,956	1,020,839	1,089,494	10-8-0008-0815	TSF FOR SUPPORT SERVICES	1,268,979	1,268,979	1,268,979
-	-	-	10-8-0008-0816	TSF FOR GEN FUND SUPPORT FEE	-	-	-
-	-	-	10-8-0008-0817	TSF FOR 9-1-1 SERVICES	-	-	-
-	9,000	9,900	10-8-0008-0818	TRANSFER FROM TOURISM FUND	10,050	10,050	10,050
-	-	-	10-8-0008-0819	TRANSFER FROM STR - SIDEWALK INSP	-	-	-
-	-	-	10-8-0008-0820	RECEIPTS FROM ST REV SHARING	-	-	-
13,666	20,234	18,500	10-8-0008-0821	PARK IRR DONATION - WATER FUND	25,000	25,000	25,000
204,099	203,412	204,600	10-8-0008-0850	IN LIEU OF TAXES - SEWER FUND	200,400	200,400	200,400
139,883	144,789	140,400	10-8-0008-0855	IN LIEU OF TAXES - WATER FUND	154,440	154,440	154,440
295,691	290,501	287,047	10-8-0008-0860	IN LIEU OF TAXES - POWER/LIGHT	287,926	287,926	287,926
1,603,295	1,688,775	1,749,941		TOTAL TSF FROM OTHER FUNDS	1,946,795	1,946,795	1,946,795
<i>OTHER RESOURCES</i>							
13,838	15,148	12,000	10-8-0008-0910	INTEREST ON INVESTED FUNDS	12,000	12,000	12,000
3,775	3,150	2,500	10-8-0008-0930	LAND USE APPLICATION FEES	2,500	2,500	2,500
15,000	15,000	15,000	10-8-0008-0935	MGMT SUPPORT PROCEEDS- URD	15,000	15,000	15,000
-	-	-	10-8-0008-0937	LOAN REPAYMENT PROCEEDS - URD	-	-	-
-	3,500	-	10-8-0008-0938	TRANSFER IN FROM GRANTS FUND	-	-	-
-	-	250	10-8-0008-0940	MUNICIPAL CODE ENFORCEMENT FEES	250	250	250
3,369	3,527	4,000	10-8-0008-0950	RECREATION PROGRAM FEES	4,000	4,000	4,000
-	-	-	10-8-0008-0955	PENSION OBLIGATION BOND REVENUE	-	-	-
-	-	-	10-8-0008-0960	EVENT REVENUE	-	-	-
6,889	5,769	5,000	10-8-0008-0965	SENIOR/COMM CENTER USER FEES	5,000	5,000	5,000
44	-	250	10-8-0008-0966	SENIOR DONATIONS	250	250	250
9,036	5,874	5,000	10-8-0008-0967	SENIOR TRAVEL	4,000	4,000	4,000
12,331	7,050	-	10-8-0008-0968	SR CTR EXPANSION CONTRIBUTIONS	-	-	-
21,394	16,866	10,000	10-8-0008-0970	MISCELLANEOUS REVENUE	15,000	15,000	15,000
50	10	-	10-8-0008-0975	CASH OVER AND SHORT	-	-	-
85,726	75,894	54,000		TOTAL OTHER RESOURCES	58,000	58,000	58,000
6,457,242	6,719,417	6,173,719		TOTAL GENERAL FUND RESOURCES	6,303,076	6,303,076	6,303,076

HISTORICAL DATA			GENERAL FUND EXPENDITURE SUMMARY BY DEPARTMENT				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	DEPT	TITLE	PROPOSED	APPROVED	ADOPTED
672,508	734,599	788,551	MGMT / FIN	PERSONNEL SERVICES	804,266	804,266	804,266
258,511	298,027	366,571	MGMT / FIN	MATERIALS AND SERVICES	440,010	440,010	440,010
20,115	-	-	MGMT / FIN	CAPITAL EXPENDITURES	120,000	120,000	120,000
1,483,156	1,561,010	1,767,762	POLICE	PERSONNEL SERVICES	1,799,880	1,799,880	1,799,880
244,461	308,794	379,859	POLICE	MATERIALS AND SERVICES	425,048	425,048	425,048
59,965	156,966	67,050	POLICE	CAPITAL EXPENDITURES	52,000	52,000	52,000
120,637	128,183	138,655	COMM DEV	PERSONNEL SERVICES	139,513	139,513	139,513
11,416	18,260	17,500	COMM DEV	MATERIALS AND SERVICES	26,492	26,492	26,492
426,537	457,639	470,422	LIBRARY	PERSONNEL SERVICES	457,296	457,296	457,296
142,850	164,118	178,800	LIBRARY	MATERIALS AND SERVICES	186,986	186,986	186,986
104,620	101,105	102,350	LIBRARY	LIBRARY DEBT SERVICE	-	-	-
-	-	-	LIBRARY	CAPITAL EXPENDITURES	-	-	-
82,064	92,559	101,199	PARKS	PERSONNEL SERVICES	104,338	104,338	104,338
90,439	88,086	104,900	PARKS	MATERIALS AND SERVICES	113,453	113,453	113,453
8,630	9,734	90,000	PARKS	CAPITAL EXPENDITURES	-	-	-
95,930	96,280	101,701	COURT	PERSONNEL SERVICES	103,453	103,453	103,453
144,576	142,362	157,392	COURT	MATERIALS AND SERVICES	133,482	133,482	133,482
28,126	-	21,000	COURT	CAPITAL EXPENDITURES	-	-	-
57,838	61,340	68,946	SR. CNTR	PERSONNEL SERVICES	78,545	78,545	78,545
18,899	21,610	38,070	SR. CNTR	MATERIALS AND SERVICES	34,322	34,322	34,322
9,002	9,985	-	SR. CNTR	CAPITAL EXPENDITURES	-	-	-
80,734	49,387	108,601	NON-DEPT	TRANSFERS TO OTHER FUNDS	184,586	559,586	559,586
-	-	257,395	NON-DEPT	GENERAL FUND CONTINGENCY	252,411	177,411	177,411
-	-	846,995	NON-DEPT	GENERAL FUND RESERVES	846,995	546,995	546,995
2,296,228	2,219,372	-	NON-DEPT	ENDING FUND BAL CARRY FORWARD	-	-	-
6,457,242	6,719,417	6,173,719		TOTAL GENERAL FUND EXPENDITURES	6,303,076	6,303,076	6,303,076

MANAGEMENT & FINANCE
MISSION STATEMENT/PROFILE

The Management & Finance department budget section reflects the costs associated with the day-to-day business operations of the City. Historically it has also included the General Fund contingency, transfer, and reserve line items. Starting in FY 11-12, these lines have been moved to the Non-Departmental section. The Management & Finance department strives to provide excellent customer service to both the public and other City departments. In addition, the department seeks to guide service delivery by implementing City policy and by providing information and recommendations for policy development to the City Council.

SERVICES/PROGRAMS

Financial Services: This includes budgeting, accounts payable, payroll, general ledger, miscellaneous accounts receivable, utility billing, cash management, and the annual audit.

Legal Services: This includes contracted legal service for all departments as well as the City Council.

Technical Services: This includes contracted services to maintain the City's automated financial system, the City's network, telephone system, and citywide system development.

Legislative & Executive: This includes service provided by the City Council in establishing policy and providing leadership in the community. It also includes services provided by the City Recorder in maintaining records of the Council and official City records. Finally, it includes the City Manager who matches the resources of the City's organization with the direction of the Council to efficiently and effectively deliver service to the public.

WORKLOAD STATISTICS
(Calendar Year)

	<u>2011</u>	<u>2012</u>	<u>2013</u>		<u>2011</u>	<u>2012</u>	<u>2013</u>
Utility Billings	55,620	56,803	57,539	Service Orders	2,977	3,162	3,249
Reminder Notices	11,061	11,047	10,209	Meter Change-outs	398	508	883
Disconnect Notices	7,441	7,557	7,528	Payment Receipts	50,848	44,959	45,123
Non-Pay Disconnect	498	474	375	A/P Vouchers	3,662	3,752	3,513
Total Billed Utility Accounts	4,420	4,516	4,540	Payroll Vouchers	670	723	679

WORKLOAD STATISTICS CONTINUED
(Calendar Year)

	<u>2011</u>	<u>2012</u>	<u>2013</u>		<u>2011</u>	<u>2012</u>	<u>2013</u>
Pre-Collections				Liens			
Number of Accounts Sent	111	88	76	Number of Properties Liened	75	63	44
Number of Accounts Paid	65	52	49	Number of Liens Removed	47	42	80
Collections				Collection Write-offs			
Number of Accounts Sent	48	35	27	Number of Bankruptcies	1	1	0
Number of Accounts Collected	17	18	35	Number of Time Limitations	5	2	2

MANAGEMENT & FINANCE PERSONNEL
(Full Time Equivalentents – FTE)

Position	2011-2012		2012-2013		2013-2014		2014-2015
	Proposed	Filled	Proposed	Filled	Proposed	Filled	Proposed
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Acct Technician	2.00	2.00	2.00	1.83	2.00	2.00	2.00
Acct Clerk	0.70	0.70	0.70	0.80	0.85	0.85	0.85

2013-2014 ACCOMPLISHMENTS

- Completed the financing for the new Police Station after voters approved the Police Station G.O. bond issue in 2013.
- Researched and implemented credit and debit card acceptance at the City Hall customer service counter and online.
- Changed the Finance Operations Manager position to one with an increased focus on process and system optimization. Position renamed Finance Systems Manager and reclassified from the 580 to 581 pay grade.
- Performed significant analysis of current finance software and alternative software options. Analysis included demos of new finance software systems as well as inquiry with other cities that provide water, sewer, and electric services. Results of analysis justified the proposal to purchase of new finance software – see FY 14-15 goals below.
- Contracted a full-time clerical position to assist with increased workload while the finance department is in transition.
- Completed the City's annual audit on time.
- Anticipate completion of the Continuity of Operations Plan.

2014-2015 GOALS

- Install and fine tune new finance software in early 2015 to improve the following processes and systems:
 - Change the following process from manual creation/verification to accurate system generated processes:
 - Monthly disconnection for non-payment lists (current manual process takes 5 people 2 hours each).
 - Monthly PERS processing (current process requires significant manipulation of the PERS upload file).
 - Annual W2 and 1099 creation (W2's and 1099 reporting currently done manually in excel).
 - Monthly electric and water meter reading files (current files are synced manually with the AMR system).
 - Ongoing utility service orders for account changes and meter change outs (current process is all paper).
 - Optimization of payroll by adding electronic time cards and direct posting of withholdings to the GL.
 - Implement an inventory tracking system that provides inventory on hand with reorder points.
 - Implement a job costing system that tracks the fully loaded cost of electric, water, and sewer utility work orders.
 - Integrate the City's online utility payment system to the new finance software so all payments direct-post to the GL.
- Update the City's garage sale ordinance and implement the garage sale tracking system developed at the end of FY 12-13.
- Continue the temporary Full-Time clerical position contract for FY 14-15 to assist with the transition to new finance software.
- Become fully trained in the new Municipal Court software which will allow for higher levels of service to the public.
- Finish the update of the City's personnel handbook and completion of a comprehensive update to all city job descriptions.
- Perform a compensation study for all non-represented positions.
- Finish the Re-codification of the City Code.
- Implement City Council goals.

HISTORICAL DATA

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	10 GENERAL FUND				
PRECEDING	PRECEDING	BUDGET	10 MANAGEMENT & FINANCE				
YEAR 11-12	YEAR 12-13	YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
<i>PERSONNEL SERVICES</i>							
440,438	460,613	473,741	10-9-1010-0150	SALARIES AND WAGES	488,649	488,649	488,649
3,283	13,879	7,500	10-9-1010-0170	STANDBY & OVERTIME	15,000	15,000	15,000
228,787	260,106	307,310	10-9-1010-0210	FRINGE BENEFITS	300,617	300,617	300,617
<i>672,508</i>	<i>734,599</i>	<i>788,551</i>		<i>TOTAL PERSONNEL SERVICES</i>	<i>804,266</i>	<i>804,266</i>	<i>804,266</i>
<i>MATERIALS AND SUPPLIES</i>							
77,663	113,176	143,350	10-9-1020-0310	PROFESSIONAL SERVICES	201,050	201,050	201,050
1,657	7,179	8,221	10-9-1020-0320	CODIFICATION	8,350	8,350	8,350
7,532	3,665	9,800	10-9-1020-0410	PROFESSIONAL DEVELOPMENT	7,600	7,600	7,600
18,509	17,378	18,780	10-9-1020-0420	DUES & PUBLICATIONS	19,161	19,161	19,161
3,280	6,718	6,250	10-9-1020-0430	ORGANIZATIONAL BUSINESS EXP	13,750	13,750	13,750
2,277	3,373	4,000	10-9-1020-0435	COMMUNITY OUTREACH	4,000	4,000	4,000
1,091	1,362	1,400	10-9-1020-0440	EMP SAFETY PROGRAMS	1,400	1,400	1,400
1,379	686	1,300	10-9-1020-0445	EMP WELLNESS PROGRAMS	1,300	1,300	1,300
-	-	-	10-9-1020-0450	SESQUICENTENNIAL COMMITTEE	-	-	-
9,783	11,268	14,500	10-9-1020-0510	OFFICE SUPPLIES	14,500	14,500	14,500
9,417	10,287	10,400	10-9-1020-0610	UTILITIES	10,400	10,400	10,400
19,672	20,557	29,100	10-9-1020-0695	FACILITY MAINTENANCE & REPAIR	27,100	27,100	27,100
2,281	3,075	3,600	10-9-1020-0720	INSURANCE	3,894	3,894	3,894
8,765	8,249	8,750	10-9-1020-0725	POSTAGE	8,750	8,750	8,750
9,904	8,423	13,950	10-9-1020-0730	PRINTING & COPYING	13,950	13,950	13,950
20,018	22,684	22,720	10-9-1020-0735	COMMUNICATIONS	23,130	23,130	23,130
1,157	-	250	10-9-1020-0831	VEHICLE MAINTENANCE & REPAIR	250	250	250
169	38	250	10-9-1020-0850	FUEL	250	250	250
49,143	46,336	49,700	10-9-1020-0860	EQUIPMENT RENTAL & MAINT	60,975	60,975	60,975
8,605	7,051	6,950	10-9-1020-0870	SMALL EQUIPMENT PURCHASE	6,900	6,900	6,900
2,716	3,352	2,000	10-9-1020-0910	MISCELLANEOUS	2,000	2,000	2,000
3,494	3,171	10,800	10-9-1020-0920	CITY COUNCIL	10,800	10,800	10,800
-	-	250	10-9-1020-0930	ELECTION	250	250	250
-	-	250	10-9-1020-0940	REFUNDS	250	250	250
-	-	-	10-9-1020-0950	UTILITY ASSISTANCE	-	-	-
-	-	-	10-9-1020-1140	RECYCLING	-	-	-
-	-	-	10-9-1030-0940	GROUNDS MAINTENANCE CONTRACT	-	-	-
<i>258,511</i>	<i>298,027</i>	<i>366,571</i>		<i>TOTAL MATERIALS AND SERVICES</i>	<i>440,010</i>	<i>440,010</i>	<i>440,010</i>

HISTORICAL DATA

DETAILED EXPENDITURES

ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>CAPITAL EXPENDITURES</i>			
20,115	-	-	10-9-1040-0110	EQUIPMENT	120,000	120,000	120,000
-	-	-	10-9-1040-0170	CAP PURCH/PROJ - 159 S MON AVE	-	-	-
-	-	-	10-9-1040-0171	CAP PURCH/PROJ - 152 N WARREN	-	-	-
-	-	-	10-9-1040-0172	CAP PURCH/PROJ - CITY HALL	-	-	-
20,115	0	0		<i>TOTAL CAPITAL EXPENDITURES</i>	120,000	120,000	120,000
951,135	1,032,626	1,155,122		<i>TOTAL MGT & FINANCE EXPENDITURES</i>	1,364,276	1,364,276	1,364,276

MONMOUTH POLICE DEPARTMENT

MISSION STATEMENT/PROFILE

The mission of the Monmouth Police Department is to create a safe community and a feeling of security by providing the highest quality of professional law enforcement services to every citizen. To accomplish this mission, all members are held to a set of professional standards promoting dedication, consistency, efficiency, and a positive relationship with those we serve. We will constantly strive to work together with community members in order to meet the challenges of modern day law enforcement.

The police department is the only department in the City that is staffed twenty-four hours per day, 365 days per year on a full-time basis to accomplish this mission. The business/records office is open and staffed between the hours of 8:00 A.M. and 5:00 P.M. weekdays. All 9-1-1 emergency calls are received and dispatched by the Willamette Valley Communications Center. After-hours business calls are answered by a contracted service. The answering service transfers information received immediately to the supervisor and/or officers on duty by sending a text message to their cellular telephone. After-hours messages may also be accessed in real time via a secured website.

SERVICES AND PROGRAMS

Administrative Services: The Chief of Police is responsible for the day-to-day operations of the department and has specific duties related to strategic planning, training of all personnel, providing overall direction of personnel, and assignment of duties. The Chief develops the annual budget, manages grants, assesses departmental needs for equipment and programs, and develops and completes a variety of reports. The Chief also serves on numerous professional and community based committees, assures compliance with all State, Local and Federal laws and strives to maintain a positive working relationship with a variety of other law enforcement agencies and the citizens of the community.

Supervision: Three Sergeants supervise patrol officers, detectives, a part-time community service officer, and reserve officers. The Sergeants rotate every three months in order to supervise day and night shift activities. Their duties and responsibilities are divided between supervision of patrol, uniform detective, POINT detective, CSO, and reserve officers. The Sergeants manage major crime investigations, assist in the preparation of personnel evaluations, manage shift scheduling, maintain all police equipment, and make recommendations for special assignments. They also oversee department involvement in community events, assess training needs and policy changes, and assist with budget preparation and related administrative responsibilities. All three Sergeants alternate after-hour on-call duties to provide an immediate resource to officers on duty.

Police Officers: The department employs nine full-time police officers. The officers handle a wide variety of calls for service that require both emergency and non-emergency response. Officers also investigate reported crimes and ordinance violations, provide traffic enforcement, conduct crime prevention and provide education whenever possible. Each officer strives to maintain a close relationship with various community groups, business owners, and citizens living in various neighborhoods within the City. Some officers, based on their shifts, may be assigned to develop safety programs and seek mini-grant funding for such programs.

One of the nine officers serves as the Uniform Detective in addition to their patrol functions. This officer is assigned priority follow-up investigations that are usually complex in nature and involve felony crimes. The Uniform Detective is also assigned to the Polk County Major Crimes Team and works in that capacity on an as-needed basis. One officer is also assigned to the Polk County Inter-agency Narcotics Team (POINT). The POINT detective investigates criminal activity involving possession, manufacturing, and the delivery of controlled substances throughout Polk County. Currently there is no School Resource Officer Program.

Community Service Officer: One non-sworn, part-time community service officer is employed to handle non-hazardous work related to law enforcement. Specifically the CSO responds to ordinance violations involving animal complaints, abandoned vehicles, accumulation of objects, and some parking complaints. In addition, the CSO sets up the radar trailer, assists with maintenance of the dog impound and assures compliance with dog licensing. The CSO has been trained and can serve as the Municipal Court Bailiff if needed.

Support Staff: Two full-time non-sworn employees and one part-time non-sworn employee provide office support. The Records Supervisor maintains all police records, enters police report data, answers the telephone, greets the public, and acts as a confidential secretary to the Chief. She is also the department's representative to the Regional Automated Information Network (RAIN), the Law Enforcement Data System (LEDS), and she oversees the entire Police Records Information and Offense Reporting System (PRIORS), which is the records management system. Additionally, the Records Supervisor serves as the primary evidence technician.

The Records Assistant and part-time Records Assistant both provide office and clerical support, enter reports, file reports, purge reports, answer the telephone, greet the public, and prepare all paperwork to be sent to Municipal and Circuit Court. In addition, the Records Assistant assists with ordinance enforcement and ordering of materials and equipment. All three employees in the records department are cross-trained in case one of them should be absent for any period of time. All are considered to be confidential employees and work under the supervision and direction of the Chief.

Auxiliary and Volunteers: The police department usually staffs approximately two to four Reserve Police Officers. Currently there are two reserve officers. Reserve Officers work on a voluntary basis and are required to complete a six-month reserve officer

academy once hired. Reserve officers augment full-time staff by volunteering for such duties as transport officers, investigation of city ordinance violations, uniform bicycle patrol, and a variety of other activities usually involving security during community events.

WORKLOAD STATISTICS
(by calendar year)

	<u>2011</u>	<u>2012</u>	<u>2013</u>		<u>2011</u>	<u>2012</u>	<u>2013</u>
Events:				Part I Offenses:			
Total Number of Events	10,610	10,321	9,174	Serious/Felony Offenses	192	191	246
Calls for Service:				Part II Offenses:			
Total Number of Written Reports	4,212	4,174	3,665	Misdemeanor Offenses	937	926	778
Total Number of Arrests:				Part III Offenses:			
Adult & Juvenile	916	943	732	Self Generated/Minor Violations	3,285	3,299	2,878
Total Number of Traffic Citations				Parking Offenses:			
Adult & Juvenile	1,066	1,434	816	Total Parking Cites/Warnings	246	206	154
Total Number of Traffic Warnings	1,834	2,047	1,992				

POLICE PERSONNEL

Position	2012-2013		2013-2014		2014-2015
	Proposed	Filled	Proposed	Filled	Proposed
Police Chief	1	1	1	1	1
Lieutenant	0	0	0	0	0
Sergeants	3	3	3	3	3
Police Officers	9	9	9	9	9
Records Supervisor	1	1	1	1	1
Records Assistant	1.45	1.45	1.45	1.45	1.45
Admin Support Sp	0	0	0	0	0.70
CSO	0.63	0.63	0.63	0.63	0.63

2013-2014 ACCOMPLISHMENTS

- Successfully passed a bond measure in May to fund the cost of renovating the former Boise Cascade building into the New Monmouth Police Station.
- Obtained two separate mini-grants that funded seat belt enforcement/education and DUII enforcement. Also obtained Federal Bulletproof Vest program funding that paid for 50% of four vests purchased in 2013 and a Homeland Security grant that funded approx. \$4,500 in communication equipment.
- Hired and trained one full-time Police Officer, one Reserve Officer, one Community Service Officer, and one part-time Records Clerk.
- Completed an extensive sexual abuse investigation that resulted in a conviction and seven year prison sentence of an adult male.
- Completed an investigation of serving alcohol to minors at the Black Diamond Restaurant/Lounge resulting in OLCC suspending their license and closing the establishment for 27 days.
- Obtained \$50,200 grant from ODOT to fund the installation and implementation of electronic citations (E-cites) and electronic crash reporting (E-crash).
- Distributed close to 50 free bicycle helmets (provided by an ODOT grant) to youth in our community.
- Officers participated in the following community events: Monmouth 4th of July Celebration, Talmadge Middle School Health Fair, National Night Out, Nite Court and WOU Commencement.
- Began the implementation of the Everbridge Community Notification Program.

- Implemented the new/updated Solicitation Ordinance.
- All sworn personnel met DPSST guidelines for mandated maintenance training.

2014– 2015 GOALS

- Complete the renovation/construction of the new Monmouth Police Station and move all operations to the new facility by end of February, 2015.
- Successfully complete the training of two new police officers.
- Maintain full staffing and keep a Detective assigned to the POINT team full-time.
- Continue to update the Police Department web page and place information on Facebook to keep citizens better informed.
- Begin utilizing the Everbridge Community Notification Program.
- Continue to seek mini-grants that help in the purchase of small equipment and provide reimbursement for overtime patrol costs.
- Purchase one new patrol car and needed replacement equipment.
- Continue to participate and work with community organizations during events such as National Night Out, Monmouth 4th of July Celebration, and Holiday Tree Lighting Parade.
- Continue to work toward obtaining Recognition from the Oregon Accreditation Alliance as an Accredited Police Department.
- Work toward increasing the number of volunteers within the reserve officer program.
- Complete the implementation of the LEXIPOL policy manual and training program.
- Hire a part-time Administrative Support Specialist to assist the Chief and Sergeants with their administrative duties.

POINTS OF INTEREST

- Anticipated grants include seat belt OT reimbursement through ODOT and the Bullet Proof Vest Federal Grant program again this year.
- Operational costs for investigations are increasing (POINT, CERT, Computer/Cell Phone Forensics).
- Capital Equipment includes one fully equipped replacement patrol car.
- The population of Monmouth has steadily increased by almost 2,000 residents over the past 14 years. The number of sworn officers has remained the same since the year 2000. We are serving a population increase of close to 25% with the same resources.

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	10 GENERAL FUND 20 POLICE DEPARTMENT TITLE	PROPOSED	APPROVED	ADOPTED
				<i>PERSONNEL SERVICES</i>			
873,290	913,017	1,001,200	10-9-2010-0150	SALARIES AND WAGES	1,041,741	1,041,741	1,041,741
35,054	40,175	50,000	10-9-2010-0170	STANDBY & OVERTIME	50,000	50,000	50,000
574,811	607,819	716,562	10-9-2010-0210	FRINGE BENEFITS	708,139	708,139	708,139
1,483,156	1,561,010	1,767,762		<i>TOTAL PERSONNEL SERVICES</i>	1,799,880	1,799,880	1,799,880
				<i>MATERIALS AND SERVICES</i>			
52,891	60,449	53,086	10-9-2020-0310	PROFESSIONAL SERVICES	62,200	62,200	62,200
-	33,270	80,000	10-9-2020-0370	9-1-1 SERVICES	80,802	80,802	80,802
11,366	11,232	12,100	10-9-2020-0410	PROFESSIONAL DEVELOPMENT	12,500	12,500	12,500
3,236	2,367	3,380	10-9-2020-0420	DUES & PUBLICATIONS	2,930	2,930	2,930
1,074	1,188	1,050	10-9-2020-0430	ORGANIZATIONAL BUSINESS EXP	1,400	1,400	1,400
3,064	2,413	3,700	10-9-2020-0510	OFFICE SUPPLIES	3,700	3,700	3,700
15,019	10,628	18,300	10-9-2020-0520	OPERATING SUPPLIES	18,300	18,300	18,300
11,835	12,598	14,475	10-9-2020-0570	UNIFORMS	14,075	14,075	14,075
5,663	9,203	10,820	10-9-2020-0580	INVESTIGATIONS	13,320	13,320	13,320
9,148	8,659	10,200	10-9-2020-0610	UTILITIES	21,600	21,600	21,600
11,355	10,079	17,943	10-9-2020-0695	FACILITY MAINTENANCE & REPAIR	21,850	21,850	21,850
19,973	27,681	32,000	10-9-2020-0720	INSURANCE	36,410	36,410	36,410
2,048	1,535	2,160	10-9-2020-0725	POSTAGE	1,818	1,818	1,818
2,342	1,813	2,850	10-9-2020-0730	PRINTING & COPYING	3,000	3,000	3,000
22,425	22,720	23,287	10-9-2020-0735	COMMUNICATIONS	24,867	24,867	24,867
8,584	9,497	11,200	10-9-2020-0831	VEHICLE MAINTENANCE & REPAIR	14,300	14,300	14,300
31,022	23,682	40,000	10-9-2020-0850	FUEL	38,000	38,000	38,000
15,139	17,597	18,213	10-9-2020-0860	EQUIPMENT RENTAL & MAINT	25,926	25,926	25,926
13,101	35,172	20,995	10-9-2020-0870	SMALL EQUIPMENT PURCHASE	22,250	22,250	22,250
562	372	500	10-9-2020-0910	MISCELLANEOUS	500	500	500
3,745	1,362	2,400	10-9-2020-0970	DOG CONTROL	1,700	1,700	1,700
-	4,676	-	10-9-2020-0981	PCFD#1 SHARE OF 9-1-1	-	-	-
870	600	1,200	10-9-2030-0940	GROUNDS MAINTENANCE CONTRACT	3,600	3,600	3,600
244,461	308,794	379,859		<i>TOTAL MATERIALS AND SERVICES</i>	425,048	425,048	425,048
				<i>CAPITAL EXPENDITURES</i>			
48,472	100,498	67,050	10-9-2040-0110	EQUIPMENT	52,000	52,000	52,000
-	-	-	10-9-2040-0115	DOJ - JAG GRANT EXPENDITURES	-	-	-
-	56,468	-	10-9-2040-0120	E-TICKET GRANT EXPENDITURES	-	-	-
11,493	-	-	10-9-2040-0135	FACILITY IMPROVEMENTS	-	-	-
59,965	156,966	67,050		<i>TOTAL CAPITAL EXPENDITURES</i>	52,000	52,000	52,000
1,787,582	2,026,770	2,214,671		TOTAL POLICE EXPENDITURES	2,276,928	2,276,928	2,276,928

COMMUNITY DEVELOPMENT

MISSION STATEMENT/PROFILE

In conjunction with the Planning Commission, Parks and Recreation Board, Tree Advisory Board and the Historic Commission, Community Development improves the quality of life for Monmouth residents through development of policies and programs reflecting current planning trends, legal requirements, and community needs. The Community Development Department helps develop and implement various community projects. The Department is also responsible for economic development including marketing, tourism, and local event planning. The Community Development department provides a wide variety of services to development related customers. The department ensures that development conforms to the planning policies in the Comprehensive Plan and in the Zoning and Development Ordinance.

SERVICES/PROGRAMS

Zoning and Development Ordinance Administration: This includes updating the Zoning Ordinance, as necessary, processing of land use requests to ensure compliance with ordinance requirements, and assisting applicants with City land use processes.

Public Involvement: This includes time spent with the Planning Commission, Tree Advisory Board, Parks and Recreation Board, Historic Commission, and other public groups to facilitate interest in the growth and development of the City.

Special Projects: This includes efforts to improve the community through obtaining grants, coordinating with other agencies, or participating with various citizens and local groups, advisory boards, and commissions to develop programs and complete projects.

Comprehensive Plan Maintenance: This includes work to maintain the Plan in conformance with State land use requirements and community goals.

Zoning and Development Ordinance Maintenance: This includes work to update and revise the Ordinance as necessary to meet community needs.

Economic Development: This includes customer service and assistance for parties interested in development projects within the city as well as tourism, special events planning and marketing.

Website Development: This includes managing and improving the City's website.

WORKLOAD STATISTICS
(Calendar Year)

	2011	2012	2013
# of Planning Commission Meetings:	13	15	16
# of Planning Commission Decisions:	2	1	0
# of Administrative Decisions:	6	5	4

COMMUNITY DEVELOPMENT PERSONNEL
(Full Time Equivalent – FTE)

Position	2011-2012		2012-2013		2013-2014		2014-2015 Proposed
	Proposed	Filled	Proposed	Filled	Proposed	Filled	
Planner	1	1	1	1	1	1	1
Secretary	0	0	0	0	0	0	0
Code Enforcement	.10	.10	.10	.10	.10	.10	.10
Code Enforcement Sup	0	0	0	0	0	0	0

2013-2014 ACCOMPLISHMENTS

- Provided staff support to the Planning Commission, Tree Advisory Board, Parks and Recreation Board, Historic Commission, Senior Advisory Board and the Monmouth Business Association.
- Developed amendments to the Zoning Ordinance and Sign Code to improve consistency and ease of application.
- Completed a buildable lands inventory, housing inventory, and housing needs analysis as part of the 2035 update of the Comprehensive Plan.
- Coordinated the Mel Brown jazz concert in Main Street Park.
- Coordinated the Music In The Park Series.
- Coordinated the July 4th Festival.
- Assisted with implementation of the Parks Master Plan.

- Provided assistance for the Arbor Day and fall tree-planting events.
- Provided assistance with the Main Street Park Fountain project.
- Oversaw development of the Main Street Park Amphitheater design project.
- Served as Secretary for the Monmouth Business Association.
- Prepared and submitted successful grant requests for \$420,000 for the Madrona Park Walking Trail and Arboretum.
- Prepared and submitted grant request for the Senior Center expansion project.
- Coordinated local addressing.
- Completed a Monmouth marketing brochure.
- Worked with local jurisdictions and the Monmouth-Independence Chamber of Commerce on tourism marketing and development.
- Oversaw the Monmouth Recreation Grants Program.
- Processed Façade Grant applications.
- Assisted with the Historic Preservation Celebration.
- Served on the Polk County Tourism Group.
- Coordinated development of a Bounty Market in Main Street Park.

2014-2015 GOALS

- Work with the Planning Commission to update the Zoning and Development Ordinance and Sign Code.
- Complete staff review and processing of land use applications.
- Continue to pursue grant opportunities.
- Complete adoption of the 2035 update for the Land Use and Housing elements of the Comprehensive Plan.
- Continue to provide excellent customer service to the general public and the development community.
- Continue to assist with implementation of the Parks Master Plan.
- Coordinate the Monmouth Recreation Grants Program.
- Coordinate marketing and tourism activities.
- Continue to provide assistance to the Monmouth Business Association.
- Provide assistance for the Arbor Day and fall tree-planting events.
- Complete the Main Street Park Amphitheater design project and develop a construction funding plan.
- Provide assistance with the Madrona Park Walking Trail and Arboretum Project.
- Oversee development of the Senior Center expansion.
- Support activities of the Planning Commission, Historic Commission, Tree Advisory Board and Parks and Recreation Board.
- Promote the availability of buildable lands and provide resources to support new commercial and industrial development.

- Work to remove barriers to development of industrial lands within Monmouth.
- Continue to add items of interest to the monthly Community Notes, and the City's website and Facebook page.
- Provide assistance for various cultural events such as the July 4th Festival, Hometown Holidays Festival, Music In The Park Series, Community Yard Sale, and the Mel Brown Jazz Concert.
- Continue development of the urban forestry program, including coordination with WOU staff on a Street Tree Inventory and associated website.
- Complete adoption of a Local Wetland Inventory.
- Assist with community-initiated projects such as the Knox Street Xeriscape Demonstration Garden.
- Complete adoption of an updated Comprehensive Plan element pertaining to Statewide Planning Goal 5 (Natural Resources, Scenic and Historic Areas, and Open Spaces).
- Coordinate local addressing.
- Complete adoption of Zoning Ordinance amendments related to riparian corridors and wetlands.
- Work with local Chambers of Commerce and other jurisdictions to promote tourism in Polk County.
- Fund municipal code enforcement from Community Development, the fund that originates municipal code.

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	10 GENERAL FUND				
PRECEDING	PRECEDING	BUDGET	30 COMMUNITY DEVELOPMENT				
YEAR 11-12	YEAR 12-13	YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>PERSONNEL SERVICES</i>			
86,467	91,740	95,959	10-9-3010-0150	SALARIES AND WAGES	99,345	99,345	99,345
-	-	-	10-9-3010-0170	STANDBY & OVERTIME	-	-	-
34,170	36,443	42,696	10-9-3010-0210	FRINGE BENEFITS	40,168	40,168	40,168
120,637	128,183	138,655		TOTAL PERSONNEL SERVICES	139,513	139,513	139,513
				<i>MATERIALS AND SERVICES</i>			
340	7,770	6,000	10-9-3020-0310	PROFESSIONAL SERVICES	6,000	6,000	6,000
141	68	1,000	10-9-3020-0410	PROFESSIONAL DEVELOPMENT	1,000	1,000	1,000
675	335	500	10-9-3020-0420	DUES & PUBLICATIONS	1,000	1,000	1,000
4,972	3,133	4,000	10-9-3020-0430	ORGANIZATIONAL BUSINESS EXP	4,000	4,000	4,000
64	93	300	10-9-3020-0510	OFFICE SUPPLIES	300	300	300
142	191	250	10-9-3020-0720	INSURANCE	242	242	242
704	889	1,000	10-9-3020-0725	POSTAGE	1,000	1,000	1,000
3,280	1,546	2,500	10-9-3020-0730	PRINTING & COPYING	2,500	2,500	2,500
901	851	1,000	10-9-3020-0735	COMMUNICATIONS	1,000	1,000	1,000
-	-	100	10-9-3020-0860	EQUIPMENT RENTAL & MAINT	100	100	100
198	215	500	10-9-3020-0870	SMALL EQUIPMENT PURCHASE	500	500	500
-	-	350	10-9-3020-0910	MISCELLANEOUS	350	350	350
-	-	-	10-9-3020-0940	REFUNDS	-	-	-
-	3,170	-	10-9-3020-1010	HISTORICAL PRESERVATION GRANT	8,500	8,500	8,500
11,416	18,260	17,500		TOTAL MATERIALS AND SERVICES	26,492	26,492	26,492
				<i>CAPITAL EXPENDITURES</i>			
-	-	-	10-9-3040-0110	EQUIPMENT	-	-	-
0	0	0		TOTAL CAPITAL EXPENDITURES	0	0	0
132,053	146,444	156,155		TOTAL COMMUNITY DEV EXPENDITURES	166,005	166,005	166,005

MONMOUTH PUBLIC LIBRARY

MISSION STATEMENT/PROFILE

Monmouth Public Library provides materials and services to meet the growing informational, recreational, and cultural needs of its community. Special emphasis is placed on stimulating young children's interests and their appreciation for reading and learning. The Library serves as an educational center in support of the life-long learning needs of its service population.

The Monmouth Public Library is a primary service provider to the City of Monmouth's 9,755 residents. Under an annual contract with the Chemeketa Cooperative Regional Library Service (CCRLS), the Library also provides specific services to residents of municipalities, library districts, and unincorporated areas of Polk, Yamhill, and Marion counties. Informally, the Library serves a population of about 17,500 residents in our service area. There are 7,036 registered borrowers at the Monmouth Public Library.

Approximately 119,815 items, including books, periodicals, videos, DVDs, recorded books on CD, music CDs and electronically downloadable items are available at Monmouth Public Library. As a member of CCRLS, the Library provides access to over 1.5 million items held among the 18 member libraries through an on-line catalog. A daily courier service delivers requested items and returned items to the eighteen member libraries.

SERVICES/PROGRAMS

Administrative Services: This service has responsibility for planning, budgeting, personnel management, grant writing and administration, liaison with the Friends of Monmouth Library and other allied civic groups, and for booking the use of the community room. Under the provisions of state law, this service also provides professional staff, secretarial support, and clerical assistance to the Monmouth Library Board of Trustees. All operational contacts with the regional library service (CCRLS) and cooperative efforts with neighboring institutions (PYM) are also coordinated by this service.

Adult Services/Collection Development: Adult collection development includes the systematic selection of materials in paper, audio-visual, and electronic formats to create reference and circulating collections which are diversified, balanced, and effective in meeting most community needs. Selection is defined by a collection development policy and by the ability of the regional library service and the inter-library loan system to fill requests for more unusual, scholarly, or costly materials. Adult collection development also includes the evaluation of all donated materials for possible inclusion in the Library's collections.

Adult Services/Reference: This service responds to patrons' walk-in and telephone questions, monitors the use of electronic access tools such as the Internet, the shared automated catalog, subscribed databases, and secures requested inter-library loan items. This service also includes the development and updating of Web and Facebook pages. This service is also responsible for the planning, promotion and presentation of adult library programs.

Circulation Services: This is the Library's largest customer service operation, with responsibilities that include: checking out and checking in all materials; patron registrations; fee collections; problems with patron accounts; the homebound delivery program; and management of the Library's displays and gallery spaces. Circulation services is also responsible for the collection maintenance, including training and supervision of volunteer shelvees and shelf readers.

Technical Services: This service is responsible for the ordering, receiving, cataloging, physical processing, and mending of collection materials in all formats. Technical Services is also responsible for the management of the Library's extensive volunteer program. This service also processes lost book reports.

Youth Services: This service is responsible for: planning and conducting storytimes, literature-based programming, a summer reading program, class tours; selecting materials for children's and young adult (YA) collections in all formats; providing reference and readers' advisory assistance to children, young adults, parents, and teachers; and maintaining a public relations program through news releases, community liaison efforts, publications, and bulletin boards. This service also prepares children's and YA requests for annual Friends of Monmouth Library funding, annual state "Ready to Read" grant funding, and private foundation funding.

WORKLOAD STATISTICS

	FY 10-11	FY 11-12	FY 12-13		FY 10-11	FY 11-12	FY 12-13
<u>Administrative Services:</u>				<u>Circulation Services (cont.):</u>			
Community Room bookings	251	212	228	Patrons registered	7,309	7,842	7,036
				Number of volunteers	55	50	49
				Number of volunteer hours worked per month	241	220	214
<u>Adult Services/Collection Development:</u>				<u>Technical Services:</u>			
New titles added to adult collection	3,279	3,234	3,274	Number of physical items added to collections	4,714	4,885	4,680
<u>Adult Services/Reference:</u>				<u>Youth Services:</u>			
Reference questions answered	3,450	2,768	2,900	Number of children's programs per month	10.5	10	11
Patrons using Internet/PC	19,304	18,831	17,711	Average attendance at each children's program	45	44	37
<u>Circulation Services:</u>				Number of book titles added to children's/YA collection	1,497	1,651	1,406
Items circulated	178,661	159,507	160,760	Users of children's computers	494	676	497

LIBRARY PERSONNEL (Full Time Equivalent – FTE)

Position	2011-2012		2012-2013		2013-2014		2014-2015
	Proposed	Filled	Proposed	Filled	Proposed	Filled	Proposed
Library Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Librarian II	.875	.875	1.00	1.00	1.00	1.00	1.00
Librarian I	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Associate	.50	.50	.50	.50	.50	.50	.50
Business Manager	.65	.65	.65	.65	.65	.65	.65
Library Assistant III	.60	.60	.60	.60	.60	.60	.60
Library Assistant II	.60	.60	.60	.60	.60	.60	.60
Library Assistant I	.85	.85	.925	.925	.925	.925	.925

2013-2014 ACCOMPLISHMENTS

- A new Library Director, Krist Obrist, was hired in July. As Ms. Obrist was formerly the Children's Librarian a search was conducted to replace her, and a new Children's Librarian, Carrie Kasperick, was hired in October.
- The sidewalks around the building, especially on the Broad Street side, and the Ecols Street driveway entry were repaired to fix potential tripping hazards.
- The public Internet area was streamlined to provide easier access to the computers. The library has 11 public Internet computers available for 60-minute sessions. Additionally, print management software was installed to help stave off unwanted pages being printed.
- Collections were shifted and tables and computers were moved to facilitate more working space for patrons.
- Software upgraded on all public Internet computers.

2014-2015 GOALS

- Increase adult programming opportunities.
- Upgrade to a new Integrated Library System (ILS).
- Staff attend training as needed.
- Create job descriptions and a training manual for volunteers.
- Seek grant funding to create a "computer lab" for patron instruction.

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>PERSONNEL SERVICES</i>			
299,493	326,866	312,982	10-9-4010-0150	SALARIES AND WAGES	325,394	325,394	325,394
127,044	130,773	157,440	10-9-4010-0210	FRINGE BENEFITS	131,902	131,902	131,902
426,537	457,639	470,422		<i>TOTAL PERSONNEL SERVICES</i>	457,296	457,296	457,296
				<i>MATERIALS AND SERVICES</i>			
858	406	500	10-9-4020-0310	PROFESSIONAL SERVICES	500	500	500
247	319	2,500	10-9-4020-0350	REGIONAL LIBRARY	2,500	2,500	2,500
445	484	1,000	10-9-4020-0410	PROFESSIONAL DEVELOPMENT	3,200	3,200	3,200
330	749	800	10-9-4020-0420	DUES & PUBLICATIONS	1,370	1,370	1,370
752	2,707	800	10-9-4020-0430	ORGANIZATIONAL BUSINESS EXP	950	950	950
1,589	1,539	2,500	10-9-4020-0510	OFFICE SUPPLIES	2,500	2,500	2,500
6,249	5,709	6,500	10-9-4020-0520	OPERATING SUPPLIES	6,500	6,500	6,500
7,510	7,605	7,700	10-9-4020-0545	PERIODICALS	8,270	8,270	8,270
51,214	52,254	53,000	10-9-4020-0546	BOOKS	52,600	52,600	52,600
6,000	7,192	7,500	10-9-4020-0550	AUDIO/VISUAL	8,100	8,100	8,100
996	921	1,000	10-9-4020-0560	LIBRARY BOOK REPLACEMENT	1,000	1,000	1,000
1,824	2,874	5,000	10-9-4020-0565	LIBRARY DONATION EXPENDITURES	3,500	3,500	3,500
-	-	-	10-9-4020-0570	READY TO READ GRANT EXPENDITURES	1,500	1,500	1,500
22,864	21,714	26,000	10-9-4020-0610	UTILITIES	26,000	26,000	26,000
23,740	39,674	40,000	10-9-4020-0695	FACILITY MAINTENANCE & REPAIR	44,000	44,000	44,000
4,554	6,139	7,100	10-9-4020-0720	INSURANCE	7,776	7,776	7,776
345	290	400	10-9-4020-0725	POSTAGE	420	420	420
1,182	1,813	2,000	10-9-4020-0730	PRINTING & COPYING	2,000	2,000	2,000
10,137	9,689	11,500	10-9-4020-0735	COMMUNICATIONS	10,000	10,000	10,000
949	1,154	1,500	10-9-4020-0860	EQUIPMENT RENTAL & MAINT	1,500	1,500	1,500
27	249	300	10-9-4020-0870	SMALL EQUIPMENT PURCHASE	300	300	300
872	324	500	10-9-4020-0900	HYATT LIBRARY TRUST EXP	1,500	1,500	1,500
106	123	200	10-9-4020-0910	MISCELLANEOUS	500	500	500
59	189	500	10-9-4020-0940	REFUNDS	500	500	500
142,850	164,118	178,800		<i>TOTAL MATERIALS AND SERVICES</i>	186,986	186,986	186,986
				<i>LIBRARY DEBT SERVICE</i>			
95,000	95,000	100,000	10-9-4050-0340	BOND PRINCIPAL - 1994 ISSUE (LIB)	-	-	-
9,220	5,705	1,950	10-9-4050-0380	BOND INTEREST - 1994 ISSUE (LIB)	-	-	-
400	400	400	10-9-4050-0381	CLEARING HOUSE EXPENSE (LIB)	-	-	-
104,620	101,105	102,350		<i>TOTAL LIBRARY DEBT SERVICE</i>	0	0	0
				<i>CAPITAL EXPENDITURES</i>			
-	-	-	10-9-4040-0135	FACILITY IMPROVEMENTS	-	-	-
0	0	0		<i>TOTAL CAPITAL EXPENDITURES</i>	0	0	0
674,007	722,862	751,572		<i>TOTAL LIBRARY EXPENDITURES</i>	644,282	644,282	644,282

PARKS & RECREATION DEPARTMENT

MISSION STATEMENT/PROFILE

The Department provides leadership, facilities and recreational activities to enhance the livability, quality of life, and hometown pride for all ages. We support programs that provide personal, social, economic and environmental benefits to neighborhoods and the entire city. We strive to ensure diverse opportunities and activities that respond to the changing needs of our community.

SERVICES PROVIDED

Park Maintenance and Development: The Park component provides 25.1 acres of open space, natural areas, play equipment, picnic facilities, recreational facilities and restrooms for all ages to enjoy. Safe and attractive parks help reduce stress and increase recreational opportunities for citizens, resulting in increased community pride and higher quality neighborhoods.

PARK STATISTICS

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Developed park acreage	25.1	25.1	25.1

PARK & RECREATION PERSONNEL
(Full Time Equivalents – FTE)

Position	2012-2013		2013-2014		2014-2015
	Proposed	Filled	Proposed	Filled	Proposed
Public Works Operations Manager	0	0	0	0	0
Parks & Recreation Director	0	0	0	0	0
Public Works Utility Technician	.85	.85	.85	.85	.85
Wastewater Specialist	0	0	0	0	0
Seasonal Maint. Worker	.50	.50	.50	.50	.50
Utility Secretary	0	0	0	0	.05
Public Works Director	.05	.05	.05	.05	.05

2013-2014 ACCOMPLISHMENTS

- Administered Park Landscape Maintenance Contract.
- Added (2) drinking fountains, a pet waste station, and bike racks at Gentlewoods Park.
- Constructed a fenced dog park at Monmouth Recreation Park.
- Removed (4) failing tree planters at Cherry Lane Park, and replanted with (6) replacement cherry trees.
- Worked with volunteer groups to spread 120 cubic yards of wood chips under play equipment in Cherry Lane and Main Street Parks.
- Installed 2 new small play toys, and fall material at Madrona Park.

2014-2015 GOALS

- Administer Park Landscape Maintenance Contract.

POINTS OF INTEREST

- Continue Recreation Grant Program.

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	10 GENERAL FUND 50 PARKS & RECREATION TITLE	PROPOSED	APPROVED	ADOPTED
				<i>PERSONNEL SERVICES</i>			
51,212	57,530	59,159	10-9-5010-0150	SALARIES AND WAGES	62,006	62,006	62,006
30,852	35,029	42,040	10-9-5010-0210	FRINGE BENEFITS	42,332	42,332	42,332
82,064	92,559	101,199		<i>TOTAL PERSONNEL SERVICES</i>	104,338	104,338	104,338
				<i>MATERIALS AND SERVICES</i>			
-	840	5,000	10-9-5020-0310	PROFESSIONAL SERVICES	5,000	5,000	5,000
-	-	-	10-9-5020-0360	RECREATION PROVIDERS	-	-	-
-	-	-	10-9-5020-0410	PROFESSIONAL DEVELOPMENT	-	-	-
-	-	-	10-9-5020-0420	DUES & PUBLICATIONS	-	-	-
-	17	100	10-9-5020-0430	ORGANIZATIONAL BUSINESS EXP	100	100	100
-	-	-	10-9-5020-0510	OFFICE SUPPLIES	-	-	-
3,451	3,191	6,500	10-9-5020-0520	OPERATING SUPPLIES	5,000	5,000	5,000
16,933	23,142	22,000	10-9-5020-0610	UTILITIES	32,500	32,500	32,500
15,601	8,257	11,000	10-9-5020-0695	FACILITY MAINTENANCE & REPAIR	11,000	11,000	11,000
617	831	1,000	10-9-5020-0720	INSURANCE	1,053	1,053	1,053
-	-	-	10-9-5020-0725	POSTAGE	-	-	-
-	-	-	10-9-5020-0730	PRINTING & COPYING	-	-	-
288	257	1,000	10-9-5020-0735	COMMUNICATIONS	500	500	500
48	-	-	10-9-5020-0831	VEHICLE MAINTENANCE & REPAIR	-	-	-
-	88	300	10-9-5020-0850	FUEL	300	300	300
1,981	2,718	2,500	10-9-5020-0860	EQUIPMENT RENTAL & MAINT	2,500	2,500	2,500
-	792	500	10-9-5020-0870	SMALL EQUIPMENT PURCHASE	500	500	500
-	-	-	10-9-5020-0910	MISCELLANEOUS	-	-	-
45	-	1,500	10-9-5020-0940	REFUNDS	1,500	1,500	1,500
3,500	3,500	3,500	10-9-5020-1010	GRANTS/SPECIAL EVENTS	3,500	3,500	3,500
47,976	44,455	50,000	10-9-5030-0840	GROUNDS MAINTENANCE CONTRACT	50,000	50,000	50,000
90,439	88,086	104,900		<i>TOTAL MATERIALS AND SERVICES</i>	113,453	113,453	113,453
-	-	-	10-9-5040-0110	EQUIPMENT	-	-	-
8,630	9,734	90,000	10-9-5040-0111	PARK IMPROVEMENTS	-	-	-
-	-	-	10-9-5040-0171	PARK DEVELOPMENT	-	-	-
8,630	9,734	90,000		<i>TOTAL CAPITAL EXPENDITURES</i>	0	0	0
181,132	190,379	296,099		<i>TOTAL PARKS & REC EXPENDITURES</i>	217,791	217,791	217,791

MUNICIPAL COURT

MISSION STATEMENT/PROFILE

The Municipal Court provides the judicial function within the City of Monmouth. It dispenses fair and impartial justice to protect residents of the Community. To accomplish this, the Court adjudicates violators of the Monmouth Municipal Code, Oregon Criminal Code, the Oregon Motor Vehicle Code, and all other misdemeanor charges, both traffic and non-traffic, including driving under the influence of intoxicants (DUII's).

SERVICES/PROGRAMS

Responsibilities of the Municipal Court include filing all cases referred to the court, maintaining court dockets, conducting court appearances, collecting and reporting fines and assessments, monitoring payment agreements, bench probations, diversions, probation reviews, operating a Correctable Violations program, impaneling juries, and conducting the hearing types listed below:

Municipal Code Hearings: This service includes hearings related to violations of the Monmouth Municipal Code. Nuisances, zoning, and parking are included.

Traffic Court Hearings: This includes hearings held for violations and criminal citations written to enforce the State's Uniform Traffic Code. The court is registered as a "Violations Bureau" which allows citizens to avoid court appearances in certain instances and work directly with the Court Clerk to come to a resolution regarding qualifying violations.

Criminal Court Hearings: This includes hearings held for non-juvenile criminal cases such as vandalism, criminal trespass, theft, disorderly conduct etc.

WORKLOAD STATISTICS (Calendar Year)

Top Five Traffic Violations:	<u>2011</u>	<u>2012</u>	<u>2013</u>	Correctable Violations:	<u>2011</u>	<u>2012</u>	<u>2013</u>
Speeding	249	269	187	Issued	44	72	37
Unlawful Use of a Cell Phone	93	250	104	Corrected	28	45	22
No Insurance	85	134	87				
No Seatbelt	125	117	63				
Driving While Suspended	79	82	60	Total Number of Cases:	1,581	1,916	1,335

MUNICIPAL COURT PERSONNEL
(Full Time Equivalent – FTE)

Position	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015
	Proposed	Filled	Proposed	Filled	Proposed	Filled	Proposed	Filled	Proposed
Judge	.11	.11	.11	.11	.11	.11	.11	.11	.11
Court Clerk	1	1	1	1	1	1	1	1	1
Records Clerk	.12	.12	0	0	0	0	0	0	0
Temp Rcds Clrk	.25	.25	0	0	0	0	0	0	0

2013-2014 ACCOMPLISHMENTS

- Continued the court software conversion. History has been difficult to port. Anticipate go-live in early June of 2014.
- Video Arraignment system was completed for the Monmouth Municipal Court during FY 2013. Unfortunately with the staffing reductions at the Polk County Jail and Sherriff’s office, the County’s move to a Video Arraignment system has not yet been approved. County approval anticipated once staffing levels stabilize. When installed by the County, Video Arraignment will allow the Judge to connect to the Polk County Jail through a live video feed allowing the arraignment of defendants without physical transport. This will provide a significant time and cost savings to the Police Department on an ongoing basis.
- Initiated credit and debit card acceptance for court payments at City Hall and online at the City’s website.

2014-2015 GOALS

- Become fully trained on the use of the new court software and take advantage of its many efficiencies.
- Connect the new court software to the Police Department’s new e-ticketing system to eliminate manual data entry of citations.
- Install a door camera and remote door latch on the door that leads to the Jury room and the Judges Chambers in order to make it easier for the court clerk to grant access to authorized entrants who do not an access code.
- Continue to work with Polk County on the initiation of Video Arraignment.

POINTS OF INTEREST

- Funds budgeted for Municipal Court Expense are for restitution, court appointed attorneys and witness & jury fees.
- Funds budgeted for Professional Services are primarily attorney services for prosecution and interpreter services.
- Funds budgeted for Police Assessments are fines and penalties collected and passed to the County and State.

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	10 GENERAL FUND				
PRECEDING	PRECEDING	BUDGET	60 MUNICIPAL COURT				
YEAR 11-12	YEAR 12-13	YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>PERSONNEL SERVICES</i>			
69,208	67,807	70,380	10-9-6010-0150	SALARIES AND WAGES	72,781	72,781	72,781
2,943	4,464	5,000	10-9-6010-0170	STANDBY & OVERTIME	5,000	5,000	5,000
23,779	24,009	26,321	10-9-6010-0210	FRINGE BENEFITS	25,672	25,672	25,672
95,930	96,280	101,701		<i>TOTAL PERSONNEL SERVICES</i>	103,453	103,453	103,453
				<i>MATERIALS AND SERVICES</i>			
52,909	53,402	54,650	10-9-6020-0310	PROFESSIONAL SERVICES	54,650	54,650	54,650
8,568	7,675	10,500	10-9-6020-0330	MUNICIPAL COURT EXPENSE	12,750	12,750	12,750
949	533	6,950	10-9-6020-0410	PROFESSIONAL DEVELOPMENT	1,950	1,950	1,950
403	231	275	10-9-6020-0420	DUES & PUBLICATIONS	275	275	275
289	167	100	10-9-6020-0430	ORGANIZATIONAL BUSINESS EXP	100	100	100
734	697	750	10-9-6020-0510	OFFICE SUPPLIES	900	900	900
3,397	1,698	2,500	10-9-6020-0610	UTILITIES	2,250	2,250	2,250
2,309	2,267	2,500	10-9-6020-0695	FACILITY MAINTENANCE & REPAIR	2,500	2,500	2,500
410	552	650	10-9-6020-0720	INSURANCE	700	700	700
1,132	1,250	1,000	10-9-6020-0725	POSTAGE	1,000	1,000	1,000
863	268	750	10-9-6020-0730	PRINTING & COPYING	750	750	750
1,321	1,275	1,347	10-9-6020-0735	COMMUNICATIONS	1,337	1,337	1,337
319	40	1,520	10-9-6020-0860	EQUIPMENT RENTAL & MAINT	1,520	1,520	1,520
2,488	3,703	3,500	10-9-6020-0870	SMALL EQUIPMENT PURCHASE	2,400	2,400	2,400
-	-	100	10-9-6020-0910	MISCELLANEOUS	100	100	100
332	1,364	300	10-9-6020-0940	REFUNDS	300	300	300
68,153	67,241	70,000	10-9-6020-1130	POLICE ASSESSMENTS	50,000	50,000	50,000
144,576	142,362	157,392		<i>TOTAL MATERIALS AND SERVICES</i>	133,482	133,482	133,482
				<i>CAPITAL EXPENDITURES</i>			
28,126	-	21,000	10-9-6040-0110	EQUIPMENT	-	-	-
28,126	0	21,000		<i>TOTAL CAPITAL EXPENDITURES</i>	0	0	0
268,632	238,643	280,093		TOTAL MUNICIPAL COURT EXPENDITURES	236,935	236,935	236,935

SENIOR CENTER

MISSION STATEMENT/PROFILE

Enhancing, caring, and supporting the lives of maturing adults aged 55 and over are the focal points of community resources. The Monmouth Senior Center is the only “focal point” senior center designated by the Mid-Willamette Valley Senior Services Agency in Polk County. The Monmouth Senior Center is a leader in the community, promoting a positive, active image that heightens and enhances awareness of senior programs, services, and resources accessible to the City of Monmouth and the surrounding area.

SERVICES PROVIDED

Senior Community Center/ Program: The Senior Center provides a positive place for seniors to gather for programs, trips, classes, meals, services and resources that meet the needs of those 55 and older. The senior citizens, through the Center and programs, have an opportunity for social interaction, recreation, health, travel and education. The Center is available to the public for classes and special events as well as renting the facility for private parties, receptions, and meetings. Library services, a full kitchen, meals, medical equipment and computer lab are also available.

WORKLOAD STATISTICS (Calendar Year)

<u>Programs/Events</u>	<u>Attendance</u>		
	<u>2011</u>	<u>2012</u>	<u>2013</u>
Contact Hours	32,072	40,211	30,000
Trips(number) Attendees	(38) 418	(35) 385	(16) 160
Classes/Activities (each class or activity is counted once no matter how many times it met)	(62)	(49)	(76)
Sign-in for year	14,451	15,912	14,828
Meals served	6,126	6,200	6,000

SENIOR CENTER PERSONNEL
(Full Time Equivalent – FTE)

Position	2011-2012		2012-2013		2013-2014		2014-2015
	Proposed	Filled	Proposed	Filled	Proposed	Filled	Proposed
Senior Center Coordinator	.75	.75	.75	.75	.75	.75	.88
Volunteer Coordinator *	0	0	0	0	0	0	0
Desk Volunteer *	0	0	0	0	0	0	0
Prime Time Practicum *	0	0	0	0	0	0	0

* Position filled by volunteers (no budgeted expenditure)

2013-2014 ACCOMPLISHMENTS

- NorthWest Senior and Disability Services served 5,000 hot meals and 1,000 frozen meals at the Center.
- Partnership continued with Chemeketa Community College, NorthWest Senior and Disability Services, Oregon State Extension, AARP, English Language Study Center, WOU, Salem Hospital, Polk County Health Dept., Central Lions Club, Catholic Community Services (Living Healthy Programs), Arthritis Foundation and Alzheimer Foundation. The Center continues to work with new resources and find it is a huge benefit for the older adults.
- The Prime Time Practicum Program through WOU has changed and the Center no longer interviews students to pick just one. The curriculum has changed and students are required to have 60 hours in a term and work with the director to decide just how it can be accomplished. This allows more students in this program. The Gerontology Department also has a class requiring 15 hours for a term to volunteer in the community and students have been helping older adults with electronics such as iPads, Computers, Smartphones, tablets and Windows 8.
- Met our goal to have monthly Blood Pressure checks at the Center. We now hold them twice a month.
- Service Learning Projects from WOU students included yard cleanup, raking leaves and giving out fresh pies during the holidays.

2014-2015 GOALS

- Secure funding for the 2,100 sq. ft. expansion project.
- Work with Western to provide another Service Learning Project that will help seniors in and around their homes.
- Travel Committee to continue finding places for the older adults. The Center held 5 trips in the first two months of 2014, holding only 16 all year in 2013.
- The new goal for the Advisory Board is to spread the word to others about the senior center and ways their life can be enriched by attending. They are also working on organizing the Center and removing the excess clutter.

POINTS OF INTEREST

- Percentage of members has stayed almost the same since last year even though our numbers went down due to death and illnesses. Monmouth 57%, Independence 24%, Dallas 14%, other outlying areas 5%.
- Sign-in numbers are down a bit and we have been monitoring closely and notice there is at least 15% of those coming in that do not put their names down.
- 327 volunteers gave 3,315.5 hours.
- Membership continued to average 360. Newsletter circulation is 530+. The Center has been hearing from community members and how they are telling older adults about the offerings of the senior center.

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	10 GENERAL FUND 80 SENIOR CENTER TITLE	PROPOSED	APPROVED	ADOPTED
				<i>PERSONNEL SERVICES</i>			
34,005	35,830	37,706	10-9-8010-0150	SALARIES AND WAGES	45,993	45,993	45,993
23,832	25,510	31,240	10-9-8010-0210	FRINGE BENEFITS	32,552	32,552	32,552
57,838	61,340	68,946		<i>TOTAL PERSONNEL SERVICES</i>	78,545	78,545	78,545
				<i>MATERIALS AND SERVICES</i>			
962	761	1,500	10-9-8020-0310	PROFESSIONAL SERVICES	1,000	1,000	1,000
1,508	1,384	2,000	10-9-8020-0360	RECREATION PROVIDERS	2,000	2,000	2,000
48	59	850	10-9-8020-0410	PROFESSIONAL DEVELOPMENT	850	850	850
120	60	320	10-9-8020-0420	DUES & PUBLICATIONS	320	320	320
24	21	-	10-9-8020-0430	ORGANIZATIONAL BUSINESS EXP	-	-	-
443	190	1,000	10-9-8020-0510	OFFICE SUPPLIES	1,000	1,000	1,000
278	516	1,350	10-9-8020-0520	OPERATING SUPPLIES	1,350	1,350	1,350
3,100	3,893	3,600	10-9-8020-0610	UTILITIES	3,600	3,600	3,600
3,778	5,167	11,925	10-9-8020-0695	FACILITY MAINTENANCE & REPAIR	6,925	6,925	6,925
704	949	1,100	10-9-8020-0720	INSURANCE	1,202	1,202	1,202
66	81	125	10-9-8020-0725	POSTAGE	125	125	125
-	-	550	10-9-8020-0730	PRINTING & COPYING	550	550	550
1,385	1,390	900	10-9-8020-0735	COMMUNICATIONS	1,200	1,200	1,200
290	-	3,000	10-9-8020-0831	VEHICLE MAINTENANCE & REPAIR	3,000	3,000	3,000
4,005	4,004	5,000	10-9-8020-0840	SENIOR CENTER TRAVEL	4,000	4,000	4,000
590	416	1,350	10-9-8020-0850	FUEL	1,200	1,200	1,200
-	-	-	10-9-8020-0860	EQUIPMENT RENTAL & MAINT	100	100	100
85	-	-	10-9-8020-0870	SMALL EQUIPMENT PURCHASE	2,400	2,400	2,400
362	570	500	10-9-8020-0910	MISCELLANEOUS	500	500	500
1,153	2,151	3,000	10-9-8020-0940	REFUNDS	3,000	3,000	3,000
-	-	-	10-9-8030-0840	GROUNDS MAINTENANCE CONTRACT	-	-	-
18,899	21,610	38,070		<i>TOTAL MATERIALS AND SERVICES</i>	34,322	34,322	34,322
				<i>CAPITAL EXPENDITURES</i>			
-	-	-	10-9-8040-0110	EQUIPMENT	-	-	-
9,002	9,985	-	10-9-8040-0135	FACILITY IMPROVEMENTS	-	-	-
9,002	9,985	0		<i>TOTAL CAPITAL EXPENDITURES</i>	0	0	0
85,739	92,935	107,016		<i>TOTAL SENIOR CENTER EXPENDITURES</i>	112,867	112,867	112,867

NON-DEPARTMENTAL

MISSION STATEMENT/PROFILE

A few of the General Fund budget line items do not relate to any one department, but rather to the General Fund collectively as a whole. They include the contingency line, various transfer lines, and reserves.

Beginning in FY 11-12, a Non-Departmental section was established to provide information on these budget line items. Previously, they were included in the Management & Finance Department. To improve readability, the historical information for these lines were removed from the Management and Finance Department and included in this section.

HISTORICAL DATA

DETAILED EXPENDITURES

ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	10 GENERAL FUND NON-DEPARTMENTAL TITLE	PROPOSED	APPROVED	ADOPTED
-	-	257,395	10-9-9070-0920	<i>CONTINGENCIES</i>			
0	0	257,395		OPERATING CONTINGENCIES	252,411	177,411	177,411
				<i>TOTAL CONTINGENCIES</i>	<i>252,411</i>	<i>177,411</i>	<i>177,411</i>
				<i>TRANSFERS</i>			
2,000	5,000	3,601	10-9-9070-0930	TRANSFER TO WIMPEG	4,586	4,586	4,586
-	-	-	10-9-9070-0932	TRANSFER TO BLDG DEPT FUND BAL	-	-	-
250	-	100,000	10-9-9070-0933	TRANSFER TO GRANTS FUND	120,000	120,000	120,000
-	-	-	10-9-9070-0935	LOAN TO URBAN RENEWAL DISTRICT	-	-	-
-	-	-	10-9-9070-0936	TRANSFER - ECONOMIC LOAN FUND	60,000	60,000	60,000
-	-	5,000	10-9-9070-0937	TRANSFER TO PD BOND DEBT SVC FUND	-	-	-
-	-	-	10-9-9070-0938	TRANSFER - PD CAPITAL FUND	-	375,000	375,000
78,484	44,387	-	10-9-9070-0940	TRANSFER TO 911 FUND	-	-	-
80,734	49,387	108,601		<i>TOTAL TRANSFERS</i>	<i>184,586</i>	<i>559,586</i>	<i>559,586</i>
				<i>RESERVES</i>			
-	-	800,000	10-9-9070-0960	RESERVE - FUTURE EXPENDITURES	800,000	500,000	500,000
-	-	46,995	10-9-9070-0965	RESERVE - HIATT LIBRARY TRUST	46,995	46,995	46,995
-	-	846,995		<i>TOTAL RESERVES</i>	<i>846,995</i>	<i>546,995</i>	<i>546,995</i>
80,734	49,387	1,212,991		TOTAL NON-DEPARTMENTAL EXPENDITURES	1,283,992	1,283,992	1,283,992

ENTERPRISE FUND SECTION

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SANITARY SEWER FUND

MISSION STATEMENT/PROFILE

The Public Works Department contains 7 funds including the Sanitary Sewer Fund. Public Works strives to maintain and operate the sewer system at a level of quality consistent with the needs and expectations of the community, and to plan and implement improvements that enhance system performance and/or increase system capacity to meet community growth needs. The City's wastewater collection and treatment systems are operated through the Sewer Fund. Sewer Fund revenues are derived from user fees, and expenditures are dedicated to system maintenance, repair and improvement.

SERVICES/PROGRAM

Sanitary Sewer Collection and Treatment: Activities include daily treatment plant maintenance and record keeping, sampling, testing, main and service line repairs, customer service calls and new service construction/inspection.

WORKLOAD STATISTICS (Fiscal Year)

Miles of pipe in Collection System: 26 miles of mainline pipe ranging from 6-inches to 30-inches in diameter.

Treatment Facilities: 5 lift pump stations
3 treatment lagoons with a surface area of 50 acres

System Usage: Average Day Dry Weather Flow 0.75 Million Gallons per Day (MGD)
Maximum Day Wet Weather Flow 5.00 MGD
Design Capacity3.50 MGD
Peak Pumping Capacity7.50 MGD
Storage Volume (3 Lagoons) 94.6 MG
Out-fall Sewer Capacity 3.50 MGD

New Service Connections: 10
Sanitary Sewer Locates: 51

PERSONNEL REQUIREMENTS
(Full Time Equivalents – FTE)

Position	2012-2013		2013-2014		2014-2015
	Proposed	Filled	Proposed	Filled	Proposed
Public Works Director	.32	.32	.32	.32	.32
Public Works Operations Manager	.33	.33	.33	.33	.33
Utility Technician	1.02	1.02	1.02	1.02	1.02
Wastewater Specialist	.50	.50	.50	.50	.50
Temporary Seasonal Worker	0	0	0	0	0
Shops Clerical Position	.08	.08	.08	.08	.40

2013-2014 ACCOMPLISHMENTS

- Infiltration & Inflow Abatement.
- Effluent Reuse Project – Applied 74.8 million gallons of treated effluent on 134 acres of trees and grass seed.
- Completed upgrade of telemetry to improve monitoring and control at (3) remote pump stations.
- Replaced (1) pickup truck (standard 1/2 ton, 2wd)
- Reconstructed badly deteriorated gravel access roads around WWTF treatment lagoons.

2014-2015 GOALS

- Infiltration & Inflow Abatement – program continuation.
- Replace (1) pickup truck (standard 3/4 ton, 2wd)
- Design Suzana Ave. sewer trunk line replacement project.
- Design and construct the wastewater treatment facility dechlorination system.
- Replace the failing Church Street sewer main line.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	11 SANITARY SEWER FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
1,721,276	4,869,589	3,090,395	11-8-0008-0110	NET WORKING CAPITAL - JULY 1	3,618,172	3,618,172	3,618,172
1,700,823	1,695,101	1,705,000	11-8-0008-0210	SEWER CHARGES	1,670,000	1,670,000	1,670,000
2,700	1,600	1,500	11-8-0008-0285	CONNECTION FEES	2,800	2,800	2,800
-	-	-	11-8-0008-0410	CHARGES TO PRIVATE OWNERS	-	-	-
4,455,378	-	-	11-8-0008-0411	BOND SALE REVENUE	-	-	-
10,841	-	-	11-8-0008-0450	MISCELLANEOUS REVENUE	-	-	-
120	-	-	11-8-0008-0455	DEVELOPMENT INSPECTION FEE	-	-	-
21,780	19,926	15,000	11-8-0008-0460	INTEREST ON INVESTMENTS	15,000	15,000	15,000
7,912,919	6,586,216	4,811,895		TOTAL SEWER FUND RESOURCES	5,305,972	5,305,972	5,305,972

HISTORICAL DATA			DETAILED EXPENDITURES 11 SANITARY SEWER FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>PERSONNEL SERVICES</i>			
99,103	114,240	130,623	11-9-9910-0150	SALARIES AND WAGES	143,822	143,822	143,822
10,132	10,994	12,040	11-9-9910-0170	STANDBY & OVERTIME	12,040	12,040	12,040
65,960	75,523	100,982	11-9-9910-0210	FRINGE BENEFITS	104,944	104,944	104,944
<i>175,195</i>	<i>200,757</i>	<i>243,645</i>		<i>TOTAL PERSONNEL SERVICES</i>	<i>260,806</i>	<i>260,806</i>	<i>260,806</i>
				<i>MATERIALS AND SERVICES</i>			
7,387	20,641	16,000	11-9-9920-0310	PROFESSIONAL SERVICES	15,000	15,000	15,000
-	17,367	10,000	11-9-9920-0340	INSPECTION SERVICES	20,000	20,000	20,000
4,354	3,551	4,000	11-9-9920-0410	PROFESSIONAL DEVELOPMENT	4,000	4,000	4,000
1,369	1,056	2,000	11-9-9920-0420	DUES & PUBLICATIONS	1,500	1,500	1,500
187	57	1,500	11-9-9920-0430	ORGANIZATIONAL BUSINESS EXP	1,000	1,000	1,000
287	311	750	11-9-9920-0510	OFFICE SUPPLIES	500	500	500
32,533	28,562	45,000	11-9-9920-0520	OPERATING SUPPLIES	35,000	35,000	35,000
45,466	68,043	80,000	11-9-9920-0610	UTILITIES	120,000	120,000	120,000
1,022	1,064	1,000	11-9-9920-0620	UNCOLLECTIBLES EXPENSE	1,000	1,000	1,000
(725)	-	10,000	11-9-9920-0690	INVENTORY PURCHASES (SWR)	5,000	5,000	5,000
28,817	22,979	45,000	11-9-9920-0695	FACILITY MAINTENANCE & REPAIR	45,000	45,000	45,000
8,269	11,146	13,000	11-9-9920-0720	INSURANCE	14,118	14,118	14,118
2,502	2,655	3,000	11-9-9920-0725	POSTAGE	3,000	3,000	3,000
125	36	1,500	11-9-9920-0730	PRINTING & COPYING	2,500	2,500	2,500
4,771	4,714	5,200	11-9-9920-0735	COMMUNICATIONS	7,000	7,000	7,000
2,347	4,384	3,500	11-9-9920-0831	VEHICLE MAINTENANCE & REPAIR	6,000	6,000	6,000
-	3,488	60,000	11-9-9920-0840	I/I CONTROL MAINTENANCE	80,000	80,000	80,000
8,868	7,580	10,000	11-9-9920-0850	FUEL	9,000	9,000	9,000
12,950	2,679	10,000	11-9-9920-0860	EQUIPMENT RENTAL & MAINT	15,000	15,000	15,000
3,242	3,230	3,500	11-9-9920-0870	SMALL EQUIPMENT PURCHASE	4,000	4,000	4,000
393	2	1,000	11-9-9920-0910	MISCELLANEOUS	1,000	1,000	1,000
3,909	-	2,000	11-9-9920-0940	REFUNDS	1,000	1,000	1,000
-	-	2,000	11-9-9920-1040	UTILITY ASSISTANCE	1,000	1,000	1,000
211,774	229,842	244,926	11-9-9920-1210	GEN FUND SUPPORT SERVICES	287,159	287,159	287,159
1,315	1,493	1,445	11-9-9920-1215	BLD FUND SUPPORT SERVICES	1,390	1,390	1,390
204,099	203,412	204,600	11-9-9920-1220	IN LIEU OF TAXES	200,400	200,400	200,400
51,025	50,853	51,150	11-9-9920-1230	FRANCHISE FEES	50,100	50,100	50,100
		450	11-9-9920-1245	WIMPEG SEWER SVC DONATION	450	450	450
<i>636,287</i>	<i>689,146</i>	<i>832,521</i>		<i>TOTAL MATERIALS AND SERVICES</i>	<i>931,117</i>	<i>931,117</i>	<i>931,117</i>

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	11 SANITARY SEWER FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>CAPITAL EXPENDITURES</i>			
-	10,000	18,000	11-9-9940-0110	EQUIPMENT	29,000	29,000	29,000
-	-	30,000	11-9-9940-0160	DIKING FOR OXIDATION PONDS	-	-	-
-	-	170,000	11-9-9940-0170	SYSTEM IMPROVEMENTS	225,000	225,000	225,000
-	-	-	11-9-9940-0171	CITY SHARE ASSESSED PROJECTS	-	-	-
-	-	-	11-9-9940-0172	CITY SHOPS	-	-	-
4,100	-	-	11-9-9940-0181	I/I CONTROL	-	-	-
-	-	-	11-9-9940-0182	EFFLUENT RE-USE PROJECT	-	-	-
1,749,991	1,651,814	-	11-9-9940-0183	SEWER PLANT UPGRADE	80,000	80,000	80,000
1,754,091	1,661,814	218,000		TOTAL CAPITAL EXPENDITURES	334,000	334,000	334,000
				<i>SEWER DEBT SERVICE</i>			
339,171	-	-	11-9-9950-0321	PRIN - 2003 SEWER REFUNDING BONDS	-	-	-
-	-	-	11-9-9950-0322	PRIN - OECDD NOTE 2000 ISSUE	-	-	-
-	240,000	245,000	11-9-9950-0323	PRIN - WWTP UPGRADE BONDS 2011 ISSUE	250,000	250,000	250,000
137,861	-	-	11-9-9950-0361	INT - 2003 SEWER REFUNDING BONDS	-	-	-
-	-	-	11-9-9950-0362	INT - OECDD NOTE 2000 ISSUE	-	-	-
-	150,188	145,388	11-9-9950-0363	INT - WWTP UPGRADE BONDS 2011 ISSUE	140,488	140,488	140,488
725	475	1,200	11-9-9950-0900	BOND CLEARINGHOUSE EXPENSE (SWR)	1,200	1,200	1,200
477,757	390,663	391,588		TOTAL DEBT SERVICE EXPENDITURES	391,688	391,688	391,688
				<i>OTHER EXPENDITURES</i>			
-	-	1,226,141	11-9-9970-0920	OPERATING CONTINGENCIES	1,488,361	1,488,361	1,488,361
-	-	-	11-9-9970-0925	EMERGENCY FUND	-	-	-
-	-	1,500,000	11-9-9970-0960	RESERVE - FUTURE EXPENDITURES	1,500,000	1,500,000	1,500,000
-	-	400,000	11-9-9970-0976	BOND RESERVE ACCOUNT	400,000	400,000	400,000
0	0	3,126,141		TOTAL OTHER EXPENDITURES	3,388,361	3,388,361	3,388,361
3,043,330	2,942,380	4,811,895		TOTAL SEWER FUND EXPENSES	5,305,972	5,305,972	5,305,972

WATER FUND

MISSION STATEMENT/PROFILE

The Public Works Department contains 7 different funds including the Water Fund. Public Works strives to maintain and operate the water system at a level of quality consistent with the needs and expectations of the community. To plan and implement improvements, which enhance system performance and/or increase system capacity to meet community growth needs. The Water Fund is operated as a utility, or proprietary fund of the City. All revenues are derived from water sales and connection fees.

SERVICES/PROGRAM

Water Supply and Distribution System Operation and Maintenance: Activities include daily well maintenance and chemical monitoring (Chlorine, Fluoride and Corrosion Buffering Agents), monthly meter reading, leak repair, valve and hydrant operation and repair, sampling and testing, service and main installation, cross connection control, and customer service calls.

WORKLOAD STATISTICS (Fiscal Year)

Supply System Facilities: Marion County Wells No. 1 and No. 2, located at the foot of the Independence Bridge over the Willamette River, and 1500 feet south of the bridge respectively.
Additional supply Wells No. 4 and No. 5 (Fourth Street), south of Independence.
Four reservoirs (3) located on Cupids Knoll and (1) located south of Independence.

Distribution Pipe in System: Approximately 37 miles of pipeline ranging in size from 2-inch to 18-inch.

Water Usage: Average Demand 0.95 Million Gallon per Day (MGD)
Maximum Demand 2.89 MGD
Peak Pumping Capacity 2.53 MGD
Storage Volume (4 reservoirs) ... 7.2 MG

Number of new water services: 10
Number of water service locates: 515

PERSONNEL REQUIREMENTS
(Full Time Equivalent – FTE)

Position	2012-2013		2013-2014		2014-2015
	Proposed	Filled	Proposed	Filled	Proposed
Public Works Director	.31	.31	.31	.31	.31
Public Works Operations Manager	.34	.34	.34	.34	.34
Utility Technician	2.19	2.19	2.19	2.19	2.19
Wastewater Specialist	.50	.50	.25	.25	.25
Temporary Seasonal Worker	0	0	0	0	0
Shops Clerical Position	.09	.09	.09	.09	.40

2013-2014 ACCOMPLISHMENTS

- Evaluated pilot test of water automated meter reading system for functionality.
- Completed Water System Master Plan update.
- Replaced (1) pickup truck (standard 1/2 ton, 2wd)

2014-2015 GOALS

- Operate the water production and distribution systems in conformance with Federal Drinking Water Requirements.
- Perform preventative maintenance and repaint 1 million gallon steel storage reservoir
- Deploy phase one of automated water meter reading system meters.
- Replace (1) pickup truck (standard 3/4 ton, 2wd)

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	12 WATER FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
2,008,130	1,007,049	623,713	12-8-0008-0110	NET WORKING CAPITAL - JULY 1	728,820	728,820	728,820
1,165,692	1,206,578	1,170,000	12-8-0008-0210	WATER SALES	1,287,000	1,287,000	1,287,000
1,990	2,208	1,500	12-8-0008-0280	WATER SERVICE CHARGES	2,250	2,250	2,250
10,950	12,478	3,750	12-8-0008-0285	CONNECTION FEES	11,500	11,500	11,500
-	-	-	12-8-0008-0410	CHARGES TO PRIVATE OWNERS	-	-	-
-	-	-	12-8-0008-0420	CONT. IN AID TO CONSTRUCTION	-	-	-
-	30	-	12-8-0008-0425	SALE OF MATERIALS AND SUPPLIES	-	-	-
9,000	9,000	9,000	12-8-0008-0440	LEASE REVENUE	-	-	-
4,807	1,634	-	12-8-0008-0450	MISCELLANEOUS REVENUE	-	-	-
120	-	-	12-8-0008-0455	DEVELOPMENT INSPECTION FEE	-	-	-
8,570	3,992	3,500	12-8-0008-0460	INTEREST ON INVESTMENTS	3,000	3,000	3,000
-	-	-	12-8-0008-0461	ASSESSMENT INTEREST	-	-	-
3,209,259	2,242,970	1,811,463		WATER FUND RESOURCES	2,032,570	2,032,570	2,032,570

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>PERSONNEL SERVICES</i>			
180,202	186,690	176,136	12-9-9910-0150	SALARIES AND WAGES	190,158	190,158	190,158
11,418	12,115	15,400	12-9-9910-0170	STANDBY & OVERTIME	15,400	15,400	15,400
123,021	129,798	141,109	12-9-9910-0210	FRINGE BENEFITS	142,691	142,691	142,691
<i>314,641</i>	<i>328,603</i>	<i>332,645</i>		<i>TOTAL PERSONNEL SERVICES</i>	<i>348,249</i>	<i>348,249</i>	<i>348,249</i>
				<i>MATERIALS AND SERVICES</i>			
11,080	3,987	25,000	12-9-9920-0310	PROFESSIONAL SERVICES	50,000	50,000	50,000
1,863	4,825	5,000	12-9-9920-0340	INSPECTION SERVICES	5,000	5,000	5,000
2,568	3,201	4,000	12-9-9920-0410	PROFESSIONAL DEVELOPMENT	4,000	4,000	4,000
580	1,730	2,000	12-9-9920-0420	DUES & PUBLICATIONS	2,000	2,000	2,000
405	64	1,000	12-9-9920-0430	ORGANIZATIONAL BUSINESS EXP	1,000	1,000	1,000
281	629	1,000	12-9-9920-0510	OFFICE SUPPLIES	1,000	1,000	1,000
31,439	29,109	50,000	12-9-9920-0520	OPERATING SUPPLIES	45,000	45,000	45,000
75,092	94,901	90,000	12-9-9920-0610	UTILITIES	105,000	105,000	105,000
1,681	709	1,000	12-9-9920-0620	UNCOLLECTIBLES EXPENSE	1,000	1,000	1,000
19,252	20,183	20,000	12-9-9920-0690	INVENTORY PURCHASES (WTR)	25,000	25,000	25,000
20,102	21,643	40,000	12-9-9920-0695	FACILITY MAINTENANCE & REPAIR	30,000	30,000	30,000
5,489	7,399	8,750	12-9-9920-0720	INSURANCE	9,372	9,372	9,372
3,467	3,155	3,500	12-9-9920-0725	POSTAGE	3,500	3,500	3,500
4,527	4,351	4,000	12-9-9920-0730	PRINTING & COPYING	8,000	8,000	8,000
2,547	3,129	3,500	12-9-9920-0735	COMMUNICATIONS	3,500	3,500	3,500
3,250	4,768	8,000	12-9-9920-0831	VEHICLE MAINTENANCE & REPAIR	8,000	8,000	8,000
8,097	6,437	9,500	12-9-9920-0850	FUEL	8,500	8,500	8,500
1,487	2,821	3,000	12-9-9920-0860	EQUIPMENT RENTAL & MAINT	3,000	3,000	3,000
3,530	2,928	3,500	12-9-9920-0870	SMALL EQUIPMENT PURCHASE	4,000	4,000	4,000
287	2	1,000	12-9-9920-0910	MISCELLANEOUS	1,000	1,000	1,000
946	-	1,000	12-9-9920-0940	REFUNDS	1,000	1,000	1,000
-	-	2,000	12-9-9920-1040	UTILITY ASSISTANCE	2,000	2,000	2,000
260,546	279,909	298,972	12-9-9920-1210	GEN FUND SUPPORT SERVICES	342,203	342,203	342,203
1,315	1,493	1,445	12-9-9920-1215	BLD FUND SUPPORT SERVICES	1,390	1,390	1,390
139,883	144,789	140,400	12-9-9920-1220	IN LIEU OF TAXES	154,440	154,440	154,440
34,971	36,197	35,100	12-9-9920-1230	FRANCHISE FEES	38,610	38,610	38,610
13,666	20,234	18,500	12-9-9920-1240	PARK WATER DONATIONS	25,000	25,000	25,000
		150	12-9-9920-1245	WIMPEG WATER SVC DONATION	165	165	165
<i>648,349</i>	<i>698,595</i>	<i>781,317</i>		<i>TOTAL MATERIALS AND SERVICES</i>	<i>882,680</i>	<i>882,680</i>	<i>882,680</i>

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	12 WATER FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>CAPITAL EXPENDITURES</i>			
-	10,000	18,000	12-9-9940-0110	EQUIPMENT	24,000	24,000	24,000
398,575	198,979	100,000	12-9-9940-0111	WATER LINE REPLACEMENT	100,000	100,000	100,000
839,870	310,099	100,000	12-9-9940-0170	SYSTEM IMPROVEMENTS	526,500	526,500	526,500
-	-	-	12-9-9940-0171	CITY SHARE ASSESSED PROJECTS	-	-	-
775	-	-	12-9-9940-0172	CITY SHOPS	-	-	-
1,239,220	519,078	218,000		TOTAL CAPITAL EXPENDITURES	650,500	650,500	650,500
				<i>OTHER EXPENDITURES</i>			
-	-	429,501	12-9-9970-0920	OPERATING CONTINGENCIES	121,141	121,141	121,141
-	-	-	12-9-9970-0925	EMERGENCY FUND	-	-	-
-	-	50,000	12-9-9970-0960	RESERVE - FUTURE EXPENDITURES	30,000	30,000	30,000
0	0	479,501		TOTAL OTHER EXPENDITURES	151,141	151,141	151,141
2,202,210	1,546,275	1,811,463		TOTAL WATER FUND EXPENSES	2,032,570	2,032,570	2,032,570

POWER & LIGHT
MISSION STATEMENT/PROFILE

The department seeks to continue providing reliable and professional service at reasonable cost, to continue encouraging energy conservation and to position the City to compete in a deregulated energy environment.

SERVICES/PROGRAMS

Distribution System Maintenance: Includes installation and maintenance of wires, poles, vaults, switches, transformers, reclosures, meters, and tree trimming for power line clearance and facilities locates as required.

Energy Conservation: Includes the weatherization program, incentives to replace heat pumps and water heaters with more efficient models, duct sealing, lighting retrofits (including LED streetlights), insulation measures and consumer education for both residential and commercial customers. Additionally, we offered \$5 off coupon for Christmas lights (exchange regular lights for LED) at local Ace Hardware stores.

Community Service: Includes services provided to the community not necessarily related to the electric distribution system - such as hanging holiday decorations, digging holes for signs, helping residents with electrical problems, hanging banners that announce events and parades, participate in various organizations and events.

WORKLOAD STATISTICS

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Installed Services						Energy Code Review					
Single Fam Homes	18	30	29	6	4	Single Family Homes	21	21	14	13	12
Multi-Family Homes	196	0	0	80	0	Multi-Family Homes	0	0	0	0	42
Commercial	29	0	0	11	14	Commercial	1	1	1	2	3
Line Locate Requests	625	550	299	588	293	Appliances Rebated					
Weatherization						Heat Pump	2	2	4	0	2
Single Fam Homes	19	30	21	62	9	Ductless Heat Pump	99	99	14	4	11
Multi-Family Homes	0	0	1	0	24	Washer/Hot Water	9	9	21	9	4
Commercial	0	0	0	2	0	Dishwasher	2	2	0	0	0
Marketing Promotion	2189	24541	38308	3882	4875	Commercial Lighting	164	164	5	65	3

(Fiscal Year Ending)
POWER AND LIGHT PERSONNEL
(Full Time Equivalent – FTE)

Position	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015
	Proposed	Filled	Proposed	Filled	Proposed	Filled	Proposed	Filled	Proposed
Superintendent	1	1	1	1	1	1	1	1	1
Foreman	1	1	1	1	1	1	1	1	1
Serviceman	1	0	1	0	1	1	1	1	1
Journeyman Lineman	2	3	3	3	2	2	2	2	2
Journeyman Lineman-Part Time	.5	.5	.5	.5	0	.5	0	.5	0
Planning Technician	0	0	0	0	1	.17	1	.17	1
Energy Services Coordinator	0	0	0	0	1	.17	1	1	1
Secretary	.75	.75	.75	.75	.75	.75	.75	.75	1
Field Services Manager	1	.5	1	0	0	0	0	0	0

2013-2014 ACCOMPLISHMENTS

- Continued implementation of the P&L Department Master Plan.
- Reduced power rates by 3%.
- Completed services to 4 new homes, 20 multi-family units and 14 commercial units.
- Began an Electrical Cost of Service Study and a Rate Study.
- Continued mapping the electric infrastructure for operational and safety purposes.
- Energized services to 20 units at 350 Powell (re-built/re-conducted), and 4 homes in Edwards Addition.
- Provided line extension and electrical service for Minet advertising sign in the S-Curves.
- Completed tree trimming on the system to meet PUC compliance requirements.
- Continued underground cable replacement project in the Orchard Heights area (Walnut, Cherry, Stadium, Orchard, Ackerman and Clay Streets and a portion of the Fall City Highway).
- Continued construction of the Downtown Electrical Grid, extending conduit across Main Street in several locations, installing underground cable and removing overhead primary and secondary conductors.
- Assisted with serving the DeVolder Science Building. In planning stages with WOU for new College of Education.
- Completed our pilot LED streetlight program. Moving forward with additional LED street light installations.
- Assisted several homeowners and businesses with energy efficiency measures and associated rebates.

2014-2015 GOALS

- Continue implementation of the Power and Light Master Plan.
- Continue coordinating and implement an electronic mapping system of the electric infrastructure for operational and safety purposes.
- Continue replacing old and failing underground cable in southwest sections of city.
- Begin planning phase of the next underground area to rebuild.
- Install services for additional homes in Edwards Addition.
- Replace the aging roto-phase by completing a three-phase line extension in the southeast area.
- Provide line extension and service as needed for WOU new College of Education, if approved. Assist WOU with mapping and fuse coordination.
- Continue ongoing NESC code compliance efforts as required by the PUC.
- Continue effective Vegetation Management program as directed by PUC policy.
- Maintain reliable electric service at a reasonable cost; provide exemplary customer service.
- Continue aggressive energy conservation measures including Ductless Heat Pumps and Commercial Lighting/Refrigeration retrofitting.
- Install LED street lighting to assist in reducing our electric load and overall cost of operation.

POINTS OF INTEREST

- Continue supporting the City's low-income energy assistance program.
- Our conservation program continues to be active. We have reduced our load over 119,068 kWh with annual savings of over \$57,500.
- This budget reflects a continuation in reduction of power rates by 3.0%.
- BPA Tier I and Tier II rates are in effect. We are projecting a 1/2% load growth. Our conservation efforts have kept us in the Tier I rate structure.
- Electrical system upgrading continues as load increases and infrastructure ages.
- BPA has again approached MPL concerning the sale of North Monmouth Substation to MPL.

HISTORICAL DATA			RESOURCES				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
6,010,230	7,279,489	7,151,564	13-8-0008-0110	NET WORKING CAPITAL - JULY 1	7,372,877	7,372,877	7,372,877
				<i>SALES AND SERVICE REVENUE</i>			
3,741,103	3,604,238	3,686,000	13-8-0008-0220	RESIDENTIAL ELECTRIC SALES	3,685,000	3,685,000	3,685,000
317,449	327,171	329,800	13-8-0008-0240	SMALL COMMERCIAL	330,000	330,000	330,000
1,687,107	1,688,581	1,634,450	13-8-0008-0250	GENERAL PURPOSE	1,650,000	1,650,000	1,650,000
22,747	25,777	24,250	13-8-0008-0260	RENTAL LIGHTS	23,523	23,523	23,523
68,334	71,825	66,445	13-8-0008-0270	STREET LIGHTING	70,000	70,000	70,000
84,550	84,980	80,000	13-8-0008-0280	SERVICE CHARGES	85,000	85,000	85,000
45,205	37,160	40,000	13-8-0008-0290	RECONNECT CHARGES	32,000	32,000	32,000
5,966,496	5,839,732	5,860,945		<i>TOTAL SALES AND SERVICE REVENUE</i>	5,875,523	5,875,523	5,875,523
				<i>OTHER REVENUES</i>			
-	-	-	13-8-0008-0410	CHARGES TO PRIVATE OWNERS	-	-	-
-	-	-	13-8-0008-0411	REVENUE BOND SALE	-	-	-
-	-	-	13-8-0008-0412	MINET LEASE	-	-	-
6,009	3,350	6,000	13-8-0008-0415	POLE CONTACTS	4,200	4,200	4,200
113,862	84,333	100,000	13-8-0008-0420	CONT. IN AID TO CONSTRUCTION	50,000	50,000	50,000
377,818	22,155	30,244	13-8-0008-0425	BPA CONSERVATION REVENUE	65,000	65,000	65,000
2,684	-	-	13-8-0008-0435	SALE OF MATERIALS AND SUPPLIES	-	-	-
-	-	-	13-8-0008-0440	RESIDENTIAL ENERGY EXCHANGE REFUND	-	-	-
34,112	23,644	5,000	13-8-0008-0450	MISCELLANEOUS REVENUE	5,000	5,000	5,000
10,399	10,009	9,619	13-8-0008-0455	FIBER LOOP PAYMENT	9,229	9,229	9,229
28,156	33,622	35,000	13-8-0008-0460	INTEREST ON INVESTMENTS	32,500	32,500	32,500
-	-	-	13-8-0008-0461	ASSESSMENT INTEREST	-	-	-
95,465	20,000	25,000	13-8-0008-0815	TRANSFER IN - MINET LS NETWORK PMT	25,000	25,000	25,000
-	48,515	58,219	13-8-0008-0820	TRANSFER IN - LOAN PYMT FROM URD	58,219	58,219	58,219
668,505	245,629	269,082		<i>TOTAL OTHER REVENUE</i>	249,148	249,148	249,148
12,645,231	13,364,850	13,281,591		<i>TOTAL POWER & LIGHT FUND REVENUE</i>	13,497,547	13,497,547	13,497,547

HISTORICAL DATA			DETAILED EXPENDITURES 13 POWER & LIGHT FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>PERSONNEL SERVICES</i>			
489,817	504,031	591,529	13-9-9910-0150	SALARIES AND WAGES	606,455	606,455	606,455
16,328	8,971	35,000	13-9-9910-0170	STANDBY & OVERTIME	35,000	35,000	35,000
267,837	254,833	381,333	13-9-9910-0210	FRINGE BENEFITS	340,417	340,417	340,417
773,983	767,835	1,007,862		<i>TOTAL PERSONNEL SERVICES</i>	981,872	981,872	981,872
				<i>MATERIALS AND SERVICES</i>			
70,757	48,916	120,000	13-9-9920-0310	PROFESSIONAL SERVICES	120,000	120,000	120,000
5,955	8,348	23,000	13-9-9920-0410	PROFESSIONAL DEVELOPMENT	23,000	23,000	23,000
40,255	38,188	40,000	13-9-9920-0420	DUES & PUBLICATIONS	41,000	41,000	41,000
4,576	2,615	15,000	13-9-9920-0430	ORGANIZATIONAL BUSINESS EXP	10,000	10,000	10,000
5,619	8,025	10,000	13-9-9920-0450	MARKETING & ECONOMIC DEVELOP	5,000	5,000	5,000
1,768	1,536	2,000	13-9-9920-0510	OFFICE SUPPLIES	2,000	2,000	2,000
21,650	22,725	17,500	13-9-9920-0520	OPERATING SUPPLIES	17,500	17,500	17,500
2,186,171	2,143,716	2,350,000	13-9-9920-0590	PURCHASED POWER	2,550,000	2,550,000	2,550,000
308,744	297,700	375,000	13-9-9920-0595	POWER TRANSMISSION	375,000	375,000	375,000
5,288	6,899	6,000	13-9-9920-0610	UTILITIES	6,000	6,000	6,000
2,838	1,846	5,000	13-9-9920-0620	UNCOLLECTIBLES EXPENSE	5,000	5,000	5,000
167,047	170,920	250,000	13-9-9920-0690	INVENTORY PURCHASES	250,000	250,000	250,000
62,321	22,725	150,000	13-9-9920-0695	FACILITY MAINTENANCE & REPAIR	150,000	150,000	150,000
7,432	10,386	12,000	13-9-9920-0720	INSURANCE	12,690	12,690	12,690
15,496	16,785	17,500	13-9-9920-0725	POSTAGE	18,000	18,000	18,000
426	274	1,500	13-9-9920-0730	PRINTING & COPYING	1,500	1,500	1,500
5,707	6,299	8,000	13-9-9920-0735	COMMUNICATIONS	8,000	8,000	8,000
5,232	15,473	15,000	13-9-9920-0831	VEHICLE MAINTENANCE & REPAIR	15,000	15,000	15,000
12,252	10,679	12,000	13-9-9920-0850	FUEL	12,000	12,000	12,000
1,946	1,256	5,000	13-9-9920-0860	EQUIPMENT RENTAL & MAINT	5,000	5,000	5,000
2,100	1,723	10,000	13-9-9920-0870	SMALL EQUIPMENT PURCHASE	10,000	10,000	10,000
1,552	7,722	1,000	13-9-9920-0910	MISCELLANEOUS	1,000	1,000	1,000
109	509	1,000	13-9-9920-0940	REFUNDS	1,000	1,000	1,000
1,487	1,120	1,100	13-9-9920-0950	U/B DEPOSIT INTEREST	1,100	1,100	1,100
163,497	47,572	200,000	13-9-9920-0960	CONSERVATION PROGRAM	200,000	200,000	200,000
8,000	75	12,000	13-9-9920-1040	UTILITY ASSISTANCE	12,000	12,000	12,000
329,004	351,404	376,303	13-9-9920-1210	GEN FUND SUPPORT SERVICES	445,980	445,980	445,980
1,315	1,493	1,445	13-9-9920-1215	BLD FUND SUPPORT SERVICES	1,390	1,390	1,390
295,691	290,501	287,047	13-9-9920-1220	IN LIEU OF TAXES	287,926	287,926	287,926
187,275	178,258	172,228	13-9-9920-1230	FRANCHISE FEES	172,756	172,756	172,756
		800	13-9-9920-1245	WIMPEG ELECTRIC SVC DONATION	800	800	800
3,921,509	3,715,687	4,497,423		<i>TOTAL MATERIALS AND SERVICES</i>	4,760,642	4,760,642	4,760,642

HISTORICAL DATA			DETAILED EXPENDITURES 13 POWER & LIGHT FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
<i>CAPITAL EXPENDITURES</i>							
171,275	231,714	-	13-9-9940-0110	EQUIPMENT	30,000	30,000	30,000
135,641	122,689	459,860	13-9-9940-0170	SYSTEM IMPROVEMENTS	459,860	459,860	459,860
1,384	-	-	13-9-9940-0172	CITY SHOPS	-	-	-
308,300	354,403	459,860		TOTAL CAPITAL EXPENDITURES	489,860	489,860	489,860
<i>POWER & LIGHT DEBT SERVICE</i>							
197,804	139,518	145,376	13-9-9950-0331	PRIN - OBDD SUBSTATION NOTE 2009 ISSUE	151,264	151,264	151,264
-	68,000	71,000	13-9-9950-0332	PRIN - BofA SUBSTATION TAP LOAN	-	-	-
164,146	150,287	145,404	13-9-9950-0371	INT - OBDD SUBSTATION NOTE 2009 ISSUE	140,315	140,315	140,315
-	6,742	3,444	13-9-9950-0372	INT - BofA SUBSTATION TAP LOAN	-	-	-
-	-	1,000	13-9-9950-0900	BOND CLEARING HOUSE EXPENSE	1,000	1,000	1,000
361,950	364,546	366,224		TOTAL P&L DEBT SERVICE	292,579	292,579	292,579
<i>OTHER EXPENDITURES</i>							
-	-	2,325,222	13-9-9970-0920	OPERATING CONTINGENCIES	2,337,594	2,337,594	2,337,594
-	-	-	13-9-9970-0921	TRANSFER OUT - GRANTS FUND	10,000	10,000	10,000
-	270,000	-	13-9-9970-0922	TRANSFER OUT - URD LOAN	-	-	-
-	427,275	1,125,000	13-9-9970-0923	TRANSFER TO MINET (LOAN INT)	1,125,000	1,125,000	1,125,000
-	-	-	13-9-9970-0925	RESERVE - BPA EMERGENCY RESERVE	-	-	-
-	-	500,000	13-9-9970-0933	RESERVE - RATE STABILIZATION	500,000	500,000	500,000
-	-	1,000,000	13-9-9970-0935	RESERVE - MINET DEBT RESERVE	1,000,000	1,000,000	1,000,000
-	-	2,000,000	13-9-9970-0960	RESERVE - FUTURE EXPENDITURES	2,000,000	2,000,000	2,000,000
0	697,275	6,950,222		TOTAL OTHER EXPENDITURES	6,972,594	6,972,594	6,972,594
5,365,742	5,899,746	13,281,591		TOTAL POWER & LIGHT EXPENSES	13,497,547	13,497,547	13,497,547

SPECIAL REVENUE FUND SECTION

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STREET FUND

MISSION STATEMENT/PROFILE

The Public Works Department contains 7 different funds including the Street Fund. Public Works strives to maintain and operate the transportation and storm water collection systems at levels of quality consistent with regulatory requirements, and the needs and expectations of the community. The Department plans and implements improvements that enhance system performance and/or increase system capacity to meet community growth needs. The City's street and storm drainage systems are operated through the Street Fund. The principal source of income in the Street Fund is State Gasoline Tax and Surface Transportation Program (STP) dollars that come from the federal government and are administered by the state.

SERVICES/PROGRAM

Street & Storm Drainage Maintenance: Activities include street sweeping, leaf pickup, crack sealing, pavement patching, resurfacing, sign maintenance, catch basin cleaning, pipe cleaning and ditch cleaning.

WORKLOAD STATISTICS

(Fiscal Year)

Miles of Streets in System: 34.5

Miles of Storm Drain Pipe in System (sizes 6" to 48"): 14.5

Miles of Open Ditch: 1.5

Drain Lines Cleared: 18

Leaves Collected: 650 Tons

STREET FUND PERSONNEL
(Full Time Equivalent – FTE)

Position	2012-2013		2013-2014		2014-2015
	Proposed	Filled	Proposed	Filled	Proposed
Public Works Director	.32	.32	.32	.32	.32
Public Works Operations Manager	.33	.33	.33	.33	.33
Utility Technician	1.94	1.94	1.94	1.94	1.94
Wastewater Specialist	0	0	.25	.25	.25
Temporary Seasonal Worker	0	0	0	0	0
Shops Clerical Position	.08	.08	.08	.08	.15

2013-2014 ACCOMPLISHMENTS

- Completed an asphalt overlay project along Main Street From Hwy 99W to Knox Street.
- Partnered with Monmouth Power and Light and a local developer to repave a badly deteriorated alley.
- Maintained the Street and Storm Drain Systems.

2014-2015 GOALS

- Continue a multi-year crack seal program for City streets.
- Continue multi-year catch basin reconstruction project.
- Purchase light duty truck mounted snow plow.
- Identify additional funding mechanisms for the Street Department.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	14 STREET FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
263,018	323,672	206,495	14-8-0008-0110	NET WORKING CAPITAL - JULY 1	296,209	296,209	296,209
-	-	-	14-8-0008-0210	CURRENT TAXES-GO BOND	-	-	-
-	-	-	14-8-0008-0211	PRIOR TAXES-GO BOND	-	-	-
-	-	-	14-8-0008-0410	CHARGES TO PRIVATE OWNERS	-	-	-
-	2,100	4,200	14-8-0008-0440	LEASE REVENUE	4,200	4,200	4,200
1,414	139	-	14-8-0008-0450	MISCELLANEOUS REVENUE	-	-	-
460	-	-	14-8-0008-0455	DEVELOPMENT INSPECTION FEE	-	-	-
1,139	767	1,000	14-8-0008-0460	INTEREST ON INVESTMENTS	1,000	1,000	1,000
-	-	-	14-8-0008-0470	MOWING CHARGES	-	-	-
-	-	-	14-8-0008-0475	SIDEWALK REPAIRS	-	-	-
-	-	-	14-8-0008-0476	STATE BRIDGE GRANT	-	-	-
-	-	-	14-8-0008-0478	CDGB BLOCK GRANT	-	-	-
-	15,000	-	14-8-0008-0479	ODOT BIKE PED GRANT	-	-	-
524,583	532,670	541,000	14-8-0008-0480	STATE FUND APPORTIONMENT	555,000	555,000	555,000
-	425,000	-	14-8-0008-0481	SURFACE TRANSPORTATION ACT	-	-	-
-	-	-	14-8-0008-0485	ODOT/FED STIMULUS FUNDS	-	-	-
-	-	-	14-8-0008-0815	TRANSFER IN - URD (MAIN STR IMP)	-	-	-
790,614	1,299,348	752,695		TOTAL STREET FUND RESOURCES	856,409	856,409	856,409

HISTORICAL DATA			DETAILED EXPENDITURES 14 STREET FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>PERSONNEL SERVICES</i>			
131,039	147,548	163,403	14-9-9910-0150	SALARIES AND WAGES	169,059	169,059	169,059
368	1,846	560	14-9-9910-0170	STANDBY & OVERTIME	560	560	560
88,395	103,009	124,093	14-9-9910-0210	FRINGE BENEFITS	118,666	118,666	118,666
<i>219,802</i>	<i>252,403</i>	<i>288,056</i>		<i>TOTAL PERSONNEL SERVICES</i>	<i>288,285</i>	<i>288,285</i>	<i>288,285</i>
				<i>MATERIALS AND SERVICES</i>			
980	15,337	56,000	14-9-9920-0310	PROFESSIONAL SERVICES	55,000	55,000	55,000
-	18,155	3,000	14-9-9920-0340	INSPECTION SERVICES	1,500	1,500	1,500
702	577	200	14-9-9920-0410	PROFESSIONAL DEVELOPMENT	600	600	600
112	-	-	14-9-9920-0420	DUES & PUBLICATIONS	-	-	-
-	-	-	14-9-9920-0430	ORGANIZATIONAL BUSINESS EXP	-	-	-
37	10	100	14-9-9920-0510	OFFICE SUPPLIES	100	100	100
6,335	9,889	9,000	14-9-9920-0520	OPERATING SUPPLIES	9,000	9,000	9,000
1,560	1,293	2,000	14-9-9920-0610	UTILITIES	1,800	1,800	1,800
-	-	-	14-9-9920-0620	MOWING CHARGES	-	-	-
68,823	73,531	71,000	14-9-9920-0630	STREET LIGHTING	77,000	77,000	77,000
851	1,252	3,000	14-9-9920-0650	GRAVEL AND GRADING	2,000	2,000	2,000
9,718	-	10,000	14-9-9920-0655	PAVING REPAIR	15,000	15,000	15,000
-	-	-	14-9-9920-0656	SURFACE TRANSPORTATION ACT	-	-	-
-	-	-	14-9-9920-0660	SIDEWALK REPAIRS	-	-	-
6,697	10,485	9,000	14-9-9920-0662	STREET SIGNS AND STRIPING	10,000	10,000	10,000
3,557	9,694	11,000	14-9-9920-0695	FACILITY MAINTENANCE & REPAIR	10,000	10,000	10,000
3,586	4,834	5,750	14-9-9920-0720	INSURANCE	6,123	6,123	6,123
2,049	895	1,000	14-9-9920-0725	POSTAGE	500	500	500
1,649	36	1,500	14-9-9920-0730	PRINTING & COPYING	2,800	2,800	2,800
2,403	2,806	3,000	14-9-9920-0735	COMMUNICATIONS	3,000	3,000	3,000
7,449	9,126	8,000	14-9-9920-0831	VEHICLE MAINTENANCE & REPAIR	10,000	10,000	10,000
11,637	9,867	12,000	14-9-9920-0850	FUEL	12,000	12,000	12,000
326	651	500	14-9-9920-0860	EQUIPMENT RENTAL & MAINT	1,000	1,000	1,000
110	252	1,000	14-9-9920-0870	SMALL EQUIPMENT PURCHASE	1,500	1,500	1,500
-	2	-	14-9-9920-0910	MISCELLANEOUS	-	-	-
115,716	123,517	132,518	14-9-9920-1210	GEN FUND SUPPORT SERVICES	151,432	151,432	151,432
1,315	1,493	1,445	14-9-9920-1215	BLD FUND SUPPORT SERVICES	1,390	1,390	1,390
<i>245,612</i>	<i>293,700</i>	<i>341,013</i>		<i>TOTAL MATERIALS AND SERVICES</i>	<i>371,745</i>	<i>371,745</i>	<i>371,745</i>

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	14 STREET FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>CAPITAL EXPENDITURES</i>			
-	10,000	4,000	14-9-9940-0110	EQUIPMENT	8,000	8,000	8,000
-	-	-	14-9-9940-0170	CITY SHARE ASSESSED PROJECTS	-	-	-
-	-	20,000	14-9-9940-0171	STREET IMPROVEMENTS	50,000	50,000	50,000
-	-	-	14-9-9940-0172	CITY SHOPS	-	-	-
-	-	-	14-9-9940-0173	TALMADGE BRIDGE PROJECT	-	-	-
-	-	10,000	14-9-9940-0174	STORM DRAIN IMPROVEMENTS	-	-	-
-	-	-	14-9-9940-0175	SURFACE TRANS ACT (CAP PROJECTS)	-	-	-
-	-	-	14-9-9940-0176	ODOT/FED STIMULUS CAP PROJ	-	-	-
948	436,320	-	14-9-9940-0177	DOWNTOWN PROJECT	-	-	-
-	-	-	14-9-9940-0178	S-CURVE PROJECT	-	-	-
-	20,434	-	14-9-9940-0179	ODOT BIKE PED GRANT	-	-	-
579	-	-	14-9-9940-0180	BICYCLE/FOOTPATHS	-	-	-
1,527	466,753	34,000		TOTAL CAPITAL EXPENDITURES	58,000	58,000	58,000
				<i>OTHER EXPENDITURES</i>			
-	-	79,626	14-9-9970-0920	OPERATING CONTINGENCIES	128,379	128,379	128,379
-	-	-	14-9-9970-0925	EMERGENCY FUND	-	-	-
-	-	-	14-9-9970-0930	TRANSFER TO DOWNTOWN DEV FUND	-	-	-
-	-	-	14-9-9970-0940	TRANSFER TO GF - SIDEWALK INSPECTION	-	-	-
-	-	10,000	14-9-9970-0960	RESERVE - FUTURE EXPENDITURES	10,000	10,000	10,000
0	0	89,626		TOTAL OTHER EXPENDITURES	138,379	138,379	138,379
466,941	1,012,857	752,695		TOTAL STREET FUND EXPENDITURES	856,409	856,409	856,409

GRANTS FUND

MISSION STATEMENT/PROFILE

The Grants Fund contains revenue and expenditures associated with grants received during the fiscal year. This Fund allows for accurate tracking of multiple grants. For fiscal year 2014-2015, grant activity consists of the Grants listed below:

Community Development Block Grant: This grant is administered through the Polk Community Development Corporation for housing rehabilitation. Funding is provided by the Federal Government and passes through the State and the City to the Polk CDC for approved housing rehabilitation expenditures.

Madrona Park Improvement Grant: The City has received approval for a \$350,000 grant that will provide funding for the construction of a walking trail, Arboretum, and restroom at Madrona Park. Total project costs are estimated at \$624,000 with city matching funds at 43% (primarily made up of a transfer from the Parks SDC fund).

Senior Center Building Expansion Grant: If approved, a \$100,000 grant through the Friends of the Monmouth Senior Center will add 2,100 square feet to the existing building to better accommodate the Senior Meal Site program as well as add needed classrooms, restrooms, and meeting space. The Friends of the Monmouth Senior Center have also raised \$100,000 for the expansion, and the City has budgeted a \$120,000 contribution from the General Fund for the expansion as well.

Senior Center Training & Tuition Grant: This grant is the result of cash-back programs that various travel and lodging companies offer. The Friends of the Monmouth Senior Center have requested that this money be used to provide training programs for seniors.

HISTORICAL DATA			RESOURCES 15 GRANTS FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
107	4,315	940	15-8-0008-0110	NET WORKING CAPITAL - JULY 1	895	895	895
13	5	5	15-8-0008-0460	INTEREST ON INVESTMENTS	5	5	5
-	74,151	395,000	15-8-0008-0700	COMMUNITY DEV BLOCK GRANT	185,616	185,616	185,616
-	-	-	15-8-0008-0705	PARKS & REC LOCAL GOV GRANT	-	-	-
3,905	-	-	15-8-0008-0710	HISTORIC PRESERVATION GRANT	-	-	-
-	50	370,000	15-8-0008-0715	MADRONA PARK IMPROVEMENT GRANT	419,000	419,000	419,000
-	-	800,000	15-8-0008-0720	SENIOR CENTER BUILDING EXP GRANT	200,000	200,000	200,000
-	-	-	15-8-0008-0742	MISCELLANEOUS GRANTS	10,000	10,000	10,000
-	-	-	15-8-0008-0745	LIBRARY - READY TO READ GRANT	-	-	-
-	-	-	15-8-0008-0746	LIBRARY - GATES LIBRARY GRANT	-	-	-
40	120	-	15-8-0008-0747	SENIOR CENTER TRAINING & TUITION	-	-	-
-	-	-	15-8-0008-0748	CYCLE OREGON BIKE RACK GRANT	-	-	-
-	-	244,000	15-8-0008-0900	TRANS IN - P&R GRT MATCH	185,000	185,000	185,000
-	-	-	15-8-0008-0903	TRANS IN - P&L DONATION (MADRONA)	10,000	10,000	10,000
-	-	-	15-8-0008-0905	TRANS IN - HISTORIC PRES GRT MATCH	-	-	-
-	-	-	15-8-0008-0910	TRANS IN - GATES GRT MATCH	-	-	-
250	-	100,000	15-8-0008-0915	TRANSFER IN - GENERAL FUND	120,000	120,000	120,000
4,315	78,641	1,909,945		TOTAL GRANT REVENUE	1,130,516	1,130,516	1,130,516

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	15 GRANTS FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>MATERIALS AND SERVICES</i>			
-	-	-	15-9-9920-0450	MISCELLANEOUS GRANT EXP	-	-	-
-	-	-	15-9-9920-0510	PARKS & REC LOCAL GOV GRT EXP	-	-	-
-	-	935	15-9-9920-0520	SENIOR CTR TRAIN/TUITION GRT EXP	890	890	890
-	-	-	15-9-9920-0525	CYCLE OREGON BIKE RACK GRT EXP	-	-	-
-	-	-	15-9-9920-0530	HISTORIC PRESERVATION GRANT EXP	-	-	-
-	-	-	15-9-9920-0535	MADRONA PARK RESTROOM GRANT EXP	-	-	-
-	74,151	395,000	15-9-9920-0540	COMMUNITY DEVELOPMENT	185,616	185,616	185,616
-	-	-	15-9-9920-0548	READY TO READ GRANT EXP	-	-	-
-	-	-	15-9-9920-0550	GATES LIBRARY GRANT EXP	-	-	-
0	74,151	395,935		<i>TOTAL MATERIALS AND SERVICES</i>	186,506	186,506	186,506
				<i>CAPITAL EXPENDITURES</i>			
-	-	900,000	15-9-9940-0135	SENIOR CENTER BUILDING EXPANSION COSTS	320,000	320,000	320,000
-	-	614,000	15-9-9940-0175	MADRONA PARK IMPROVEMENT EXPENSES	624,000	624,000	624,000
0	0	1,514,000		<i>TOTAL CAPITAL EXPENDITURES</i>	944,000	944,000	944,000
				<i>OTHER EXPENDITURES</i>			
-	-	10	15-9-9970-0920	OPERATING CONTINGENCIES	10	10	10
-	3,500	-	15-9-9970-0923	TRANSFER OUT - GENERAL FUND	-	-	-
-	-	-	15-9-9970-0960	RESERVE - FUTURE EXPENDITURES	-	-	-
0	3,500	10		<i>TOTAL OTHER EXPENDITURES</i>	10	10	10
0	77,651	1,909,945		<i>TOTAL GRANTS FUND EXPENDITURES</i>	1,130,516	1,130,516	1,130,516

MONMOUTH/INDEPENDENCE NETWORK

MISSION STATEMENT/PROFILE

The Monmouth/Independence Network (MINET) has been created to bring advanced capability to municipal utilities and provide high-speed data, voice and video services in the Monmouth/Independence area. MINET is managed and maintained through an ORS 190 Intergovernmental Agreement between the City of Monmouth and the City of Independence. As of July of 2005, the City of Independence began serving as the fiscal agent. In FY 06-07, MINET began accounting for all its own operational activities. As a result, the City's MINET Fund now only accounts for payments received from MINET to cover debt service on the City's loans taken out to fund the build out of MINET's infrastructure. These loans are shown below. They are recorded as a receivable from MINET.

- OECDD MINET Loan	2031 Maturity	5.125% - 6.00% Interest	Unpaid Principal at 7/1/2014 - \$4,887,126
- MINET Debt Restructure	2040 Maturity	4.64% - 5.74% Interest	Unpaid Principal at 7/1/2014 - \$9,245,000

SERVICES/PROGRAMS

Operations: MINET provides high-speed data, voice and video services in the Monmouth/Independence area. All operations are accounted for by MINET.

Network Construction: Construction of the local loops and the redundant middle mile completed (phase I of the project). Phase II construction continues which includes the connection of customers to the backbone and central office infrastructural expansion.

Network Maintenance/Management: Network maintenance and network management is done by contract and by MINET staff.

Administration: MINET is organized as an ORS 190 intergovernmental organization.

2013-2014 ACCOMPLISHMENTS

- Hired a new MINET General Manager.
- Continued sales and customer connections for telephone, internet, and video services and initiated new business services.
- Continued repayment of MINET debt service.

2014-2015 GOALS

- Continue sales and customer connections for telephone, internet and video services, as well as provide new business services.
- Continue repayment of MINET debt service.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	18 MINET FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
98,534	21,208	23,199	18-8-0008-0110	NET WORKING CAPITAL - JULY 1	22,760	22,760	22,760
				SALES AND SERVICE REVENUE			
-	-	-	18-8-0008-0230	COLLOCATION	-	-	-
-	-	-	18-8-0008-0250	GENERAL PURPOSE	-	-	-
0	0	0		TOTAL SALES AND SERVICE REV.	0	0	0
				OTHER REVENUES			
-	-	-	18-8-0008-0410	INSTALLATION CHARGES	-	-	-
941,262	658,587	1,125,173	18-8-0008-0415	PROCEEDS FOR DEBT SVC-MINET	1,129,111	1,129,111	1,129,111
-	-	-	18-8-0008-0420	LOAN/BOND PROCEEDS	-	-	-
-	427,275	1,125,000	18-8-0008-0430	TRANSFERS FROM P&L FUND	1,125,000	1,125,000	1,125,000
-	-	-	18-8-0008-0435	DONATIONS	-	-	-
18,863	21,912	25,000	18-8-0008-0440	MINET/LS NETWORKS LOC CREDIT	25,000	25,000	25,000
-	-	-	18-8-0008-0450	MISCELLANEOUS REVENUE	-	-	-
-	-	-	18-8-0008-0456	INTEREST	-	-	-
276	103	50	18-8-0008-0460	INTEREST ON INVESTMENTS	50	50	50
960,401	1,107,877	2,275,223		TOTAL OTHER REVENUE	2,279,161	2,279,161	2,279,161
1,058,935	1,129,085	2,298,422		TOTAL MINET FUND REVENUE	2,301,921	2,301,921	2,301,921

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	18 MINET FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>DEBT SERVICE</i>			
157,040	168,728	180,528	18-9-9950-0340	PRIN - OECDD MINET NOTE 2007 ISSUE	192,480	192,480	192,480
-	140,000	180,000	18-9-9950-0341	PRIN - MINET SERIES 2010 BONDS	190,000	190,000	190,000
784,222	293,221	284,532	18-9-9950-0380	INT - OECDD MINET BONDS 2007 ISSUE	275,054	275,054	275,054
-	482,913	480,113	18-9-9950-0381	INT - MINET SERIES 2010 BONDS	471,577	471,577	471,577
1,000	1,000	1,000	18-9-9950-0900	CLEARING HOUSE EXPENSE (MIN)	1,000	1,000	1,000
942,262	1,085,862	1,126,173		TOTAL MINET DEBT SERVICE	1,130,111	1,130,111	1,130,111
				<i>OTHER EXPENDITURES</i>			
-	-	22,249	18-9-9970-0920	OPERATING CONTINGENCIES	21,810	21,810	21,810
95,465	20,000	25,000	18-9-9970-0923	TRANSFER TO P&L (LS NETWORK LOC)	25,000	25,000	25,000
-	-	-	18-9-9970-0925	EMERGENCY FUND	-	-	-
-	-	1,125,000	18-9-9970-0960	RESERVE - FUTURE EXPENDITURES	1,125,000	1,125,000	1,125,000
95,465	20,000	1,172,249		TOTAL OTHER EXPENDITURES	1,171,810	1,171,810	1,171,810
1,037,727	1,105,862	2,298,422		TOTAL MINET EXPENDITURES	2,301,921	2,301,921	2,301,921

BUILDING SERVICES

MISSION STATEMENT/PROFILE

The Building Services Department seeks to ensure safe buildings are constructed through enforcement of State Building Codes. From plan review to final inspection, the department works with the builder to meet code requirements and assure the structure is code compliant. The Building Services Department strives to plan review residential projects within 10 business days and commercial projects within 30 calendar days. Inspection services are provided daily, and many permits can be issued over the counter, by fax, or mail. The Building Department enforces the City Housing Code to provide safe rental property by enforcing the minimum standards to safeguard life or limb, health, property and public welfare by regulating maintenance of all residential buildings within the city. The Building Department also enforces other sections of the City Municipal Code.

SERVICES/PROGRAMS

Building Services: The Building Department is a full service jurisdiction providing plan review, permit issuance and inspection services in all disciplines to include Structural, Mechanical, Plumbing, Electrical and Manufactured Homes. Services are provided to owners, contractors, architects and engineers to facilitate the construction of safe, accessible, and energy efficient structures. In providing these services, the department seeks to balance regulations associated with enforcement of all State Codes with positive public relations to ensure the City has a good partnership with the building community. The Building Department also enforces the City Housing Code, Abatement of Dangerous Buildings, City Sign Code and selected areas of the City Municipal Code.

Special Projects: This includes efforts to improve the community through abatement of code violations and coordinating with other agencies to provide requested information concerning City regulations. In addition, the Building Department provides pre-construction meetings to all developers, architects, engineers and builders to ensure compliance with all State and City regulations. The department also evaluates maintenance concerns and oversees all construction projects concerning City owned buildings. Many small maintenance or repairs to City buildings are handled in house by the Building Department.

WORKLOAD STATISTICS
(Calendar Year)

	2006	2007	2008	2009	2010	2011	2012	2013
# of Single Family Building Permits:	122	57	10	15	9	5	6	7
# of Multi-Family Permits:	5	0	6	1	13	10	2	0
# of Commercial Replace/Alterations:	11	24	26	13	25	23	22	4
# of total Permits Issued:	614	383	268	257	272	323	306	296
# of Housing Code Complaints	59	46	101	49	31	36	32	23
# of Inspections performed	1664	970	622	429	678	718	853	618

BUILDING DEPARTMENT PERSONNEL
(Full Time Equivalent – FTE)

Position	2011-2012		2012-2013		2013-2014		2014-2015
	Proposed	Filled	Proposed	Filled	Proposed	Filled	Proposed
Building Official	.90	.90	.90	.90	.90	.90	.90
Office Clerical	0	0	0	0	0	0	0
Temp Building Insp	.10	.10	.10	.10	.09	.09	.04
Building Inspector	0	0	0	0	0	0	0
Code Enforcement	0	0	0	0	0	0	0

2013-2014 ACCOMPLISHMENTS

- Worked with several contractors for the re-model upgrade of the Four Seasons Apartments located at 350 Powell Street East. This project came about due to the constant pressure through the City Housing Code for code compliance.
- Residential Electrical Inspections are now done within the department during normal business hours. This was achieved through the State Certification process.
- First full year of the Electrical program. Issued 125 Electrical permits.
- Updated all Building Department forms and fee schedules to make more uniform and user friendly.

2014-2015 GOALS

- Assist the University in the construction of the new Education Building.
- Assist the University in electrical upgrade project. (Summer of 2015)
- Assist contractors through the construction process for new single family and multi family projects.
- Will start working on obtaining new Building Department software.
- Will continue with efforts to gain full Housing Code compliance of substandard housing.
- Will provide the best customer service possible as a single person department.
- Assist the City in all areas of building maintenance and repair to the best of my abilities.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	19 BUILDING FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
312,154	324,558	307,874	19-8-0008-0110	NET WORKING CAPITAL - JULY 1	240,101	240,101	240,101
61,022	58,069	27,750	19-8-0008-0310	BUILDING PERMITS	94,500	94,500	94,500
15,819	28,900	15,000	19-8-0008-0315	ELECTRICAL PERMITS	27,000	27,000	27,000
34,648	19,258	10,000	19-8-0008-0320	PLUMBING PERMITS	25,900	25,900	25,900
13,035	13,142	11,500	19-8-0008-0330	MECHANICAL PERMITS	18,300	18,300	18,300
11,661	14,986	3,000	19-8-0008-0332	FIRE LIFE PLAN REVIEW	29,900	29,900	29,900
-	190	190	19-8-0008-0340	MOBILE HOME PERMITS	-	-	-
14,857	14,298	8,000	19-8-0008-0350	PERMIT SURCHARGES	19,900	19,900	19,900
39,936	40,839	17,750	19-8-0008-0360	PLAN CHECK FEES	50,600	50,600	50,600
1,211	2,882	1,950	19-8-0008-0365	MISC BUILDING DEPT FEES	2,000	2,000	2,000
-	-	-	19-8-0008-0370	MOWING CHARGES	-	-	-
1,501	1,713	1,250	19-8-0008-0460	INTEREST REVENUE	1,000	1,000	1,000
5,260	5,972	5,782	19-8-0008-0815	UTILITY FUND SUPPORT SERVICES	5,560	5,560	5,560
-	-	-	19-8-0008-0900	TRANSFER IN - GEN FUND	-	-	-
511,104	524,806	410,046		TOTAL BUILDING FUND RESOURCES	514,761	514,761	514,761

HISTORICAL DATA			DETAILED EXPENDITURES 19 BUILDING FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>PERSONNEL SERVICES</i>			
86,757	92,273	86,278	19-9-9910-0150	SALARIES AND WAGES	84,816	84,816	84,816
-	-	-	19-9-9910-0170	STANDBY & OVERTIME	-	-	-
41,768	46,180	49,556	19-9-9910-0210	FRINGE BENEFITS	46,486	46,486	46,486
128,524	138,453	135,834		TOTAL PERSONNEL SERVICES	131,302	131,302	131,302
				<i>MATERIALS AND SERVICES</i>			
389	4,920	3,050	19-9-9920-0310	PROFESSIONAL SERVICES	1,850	1,850	1,850
725	470	525	19-9-9920-0410	PROFESSIONAL DEVELOPMENT	600	600	600
521	279	650	19-9-9920-0420	DUES & PUBLICATIONS	650	650	650
220	383	925	19-9-9920-0430	ORGANIZATIONAL BUSINESS EXP	925	925	925
99	86	150	19-9-9920-0510	OFFICE SUPPLIES	150	150	150
-	-	-	19-9-9920-0620	MOWING CHARGES	-	-	-
900	-	-	19-9-9920-0695	FACILITY MAINTENANCE & REPAIR	-	-	-
776	1,046	1,250	19-9-9920-0720	INSURANCE	1,325	1,325	1,325
11	1	20	19-9-9920-0725	POSTAGE	20	20	20
150	338	200	19-9-9920-0730	PRINTING & COPYING	200	200	200
646	599	850	19-9-9920-0735	COMMUNICATIONS	850	850	850
287	499	300	19-9-9920-0831	VEHICLE MAINTENANCE & REPAIR	300	300	300
1,033	511	600	19-9-9920-0850	FUEL	600	600	600
-	-	-	19-9-9920-0860	EQUIPMENT RENTAL & MAINT	-	-	-
390	1,181	350	19-9-9920-0870	SMALL EQUIPMENT PURCHASE	850	850	850
90	83	200	19-9-9920-0910	MISCELLANEOUS	200	200	200
18,868	14,298	8,000	19-9-9920-1110	BUILDING PERMIT SURCHARGES	19,900	19,900	19,900
-	-	-	19-9-9920-1205	RENT EXPENSE	-	-	-
32,916	36,167	36,776	19-9-9920-1210	GEN FUND SUPPORT SERVICES	42,205	42,205	42,205
58,021	60,861	53,846		TOTAL MATERIALS AND SERVICES	70,625	70,625	70,625
				<i>CAPITAL EXPENDITURES</i>			
-	-	-	19-9-9940-0110	EQUIPMENT	-	-	-
0	0	0		TOTAL CAPITAL EXPENDITURES	0	0	0
				<i>OTHER EXPENDITURES</i>			
-	-	170,366	19-9-9970-0920	OPERATING CONTINGENCIES	212,834	212,834	212,834
-	-	50,000	19-9-9970-0960	RESERVE - FUTURE EXPENDITURES	100,000	100,000	100,000
0	0	220,366		TOTAL OTHER EXPENDITURES	312,834	312,834	312,834
186,545	199,314	410,046		TOTAL BUILDING FUND EXPENSES	514,761	514,761	514,761

9-1-1 FUND

MISSION STATEMENT/PROFILE

The 9-1-1 Fund has historically accounted for the telephone excise taxes and surcharge revenues collected by the State on devices that have access to the 9-1-1 system. Through the end of 2012, the State remitted a portion of these funds on a per capita basis to jurisdictions that utilize the State's 9-1-1 system services.

On January 1st, 2013, the State began remitting payments to the dispatch centers rather than paying these proceeds directly to Cities. 9-1-1 Dispatch centers apply these payments against the costs of the services they provide. The result for Cities is reduced 9-1-1 dispatch fees and no revenue receipts from the State. Because the City of Monmouth will no longer directly receive any 9-1-1 revenue, the 9-1-1 Fund will no longer be used to account for 9-1-1 services.

Beginning in FY 13-14, all 9-1-1 service costs were accounted for in the City's General Fund; specifically in the Police Department budget. The 9-1-1 fund will remain in the City's budget for the next two years to show historical information.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	23 9-1-1 FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
0	5,216	0	23-8-0008-0110	WORKING CAPITAL-JULY 1	0	0	0
47,096	11,784	-	23-8-0008-0215	STATE 9-1-1 REVENUE	-	-	-
78,484	44,387	-	23-8-0008-0300	TRANSFER IN FROM GENERAL FUND	-	-	-
-	0	-	23-8-0008-0460	INTEREST ON INVESTMENTS	-	-	-
125,580	61,388	0		TOTAL 9-1-1 FUND RESOURCES	0	0	0

HISTORICAL DATA			DETAILED EXPENDITURES					
ACTUAL	ACTUAL	ADOPTED	23 9-1-1 FUND					
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED	
YEAR 11-12	YEAR 12-13	YEAR 13-14						
				<i>MATERIALS AND SERVICES</i>				
101,484	51,900	-	23-9-9920-0980	9-1-1 CENTRAL DISPATCH	-	-	-	
18,880	9,488	-	23-9-9920-0981	PCFD #1 SHARE	-	-	-	
<i>120,364</i>	<i>61,387</i>	<i>0</i>		<i>TOTAL MATERIALS AND SERVICES</i>	<i>0</i>	<i>0</i>	<i>0</i>	
				<i>OTHER EXPENDITURES</i>				
-	-	-	23-9-9970-0920	CONTINGENCIES	-	-	-	
-	-	-	23-9-9970-0960	RESERVE - FUTURE EXPENDITURES	-	-	-	
<i>0</i>	<i>0</i>	<i>0</i>		<i>TOTAL OTHER EXPENDITURES</i>	<i>0</i>	<i>0</i>	<i>0</i>	
120,364	61,387	0		TOTAL 9-1-1 FUND EXPENDITURES	0	0	0	

SWENSON LIBRARY FUND

MISSION STATEMENT/PROFILE

The Swenson Fund contains proceeds from the Swenson Trust dedicated to the Monmouth Public Library. Income attributed to the Swenson Fund from the Trust is restricted to purchases of furnishings and equipment for the library.

2013-2014 ACCOMPLISHMENTS

- Purchased new chairs for staff.
- Purchased two new computers for staff.

2014-2015 GOALS

- Continue replacing and upgrading computers for library staff as needed.
- Purchase media drawers to complete the DVD section.
- Purchase additional library furniture when needed.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	28 SWENSON LIBRARY FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
32,555	33,450	39,383	28-8-0008-0110	NET WORKING CAPITAL - JULY 1	33,159	33,159	33,159
4,128	6,174	4,000	28-8-0008-0210	DONATIONS FROM TRUST	4,000	4,000	4,000
156	176	100	28-8-0008-0910	INTEREST ON INVESTED FUNDS	150	150	150
-	-	-	28-8-0008-0970	OTHER DONATIONS	-	-	-
36,839	39,800	43,483		TOTAL SWENSON LIB FD RESOURCES	37,309	37,309	37,309

HISTORICAL DATA			DETAILED EXPENDITURES 28 SWENSON LIBRARY FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>CAPITAL OUTLAY</i>			
3,388	1,316	35,000	28-9-9940-0110	EQUIPMENT	30,000	30,000	30,000
3,388	1,316	35,000		TOTAL CAPITAL OUTLAY	30,000	30,000	30,000
				<i>OTHER EXPENDITURES</i>			
-	-	3,483	28-9-9970-0920	OPERATING CONTINGENCIES	2,309	2,309	2,309
-	-	-	28-9-9970-0930	TRANS TO GRYS FUND - GATES LBR GRT	-	-	-
-	-	5,000	28-9-9970-0940	RESERVE - FUTURE EXPENDITURES	5,000	5,000	5,000
0	0	8,483		TOTAL OTHER EXPENDITURES	7,309	7,309	7,309
3,388	1,316	43,483		TOTAL SWENSON LIB FD EXPENDITURES	37,309	37,309	37,309

WESTERN-INDEPENDENCE-MONMOUTH PUBLIC EDUCATION AND GOVERNMENTAL CHANNEL

MISSION STATEMENT/PROFILE

The City acts as the fiscal agent for WIMPEG TV. WIMPEG is governed through an intergovernmental agreement between Western Oregon University, Independence, and Monmouth. WIMPEG is in place to provide public, educational and governmental programming to the community. It creates opportunities for members of the community to produce programs of interest. It also creates opportunities for educational institutions to conduct training courses and other educational opportunities. In addition, it provides a communication medium (emergency and non-emergency) for citizens in the community.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	30 WIMPEG FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
6,274	4,593	6,920	30-8-0008-0110	NET WORKING CAPITAL - JULY 1	2,774	2,774	2,774
4,175	-	-	30-8-0008-0550	FRANCHISE FEES	-	-	-
4,000	10,000	4,730	30-8-0008-0742	GRANTS & DONATIONS	6,000	8,000	8,000
2,000	5,000	1,601	30-8-0008-0752	MONMOUTH DONATION - GF TRANS	4,586	4,586	4,586
		450	30-8-0008-0755	SEWER SVC DONATION - MONMOUTH	450	450	450
		150	30-8-0008-0760	WATER SVC DONATION - MONMOUTH	165	165	165
		800	30-8-0008-0765	ELECT SVC DONATION - MONMOUTH	800	800	800
		2,000	30-8-0008-0770	CONTINGENT MONMOUTH XFER - GF	-	-	-
8	11	5	30-8-0008-0910	INTEREST ON INVESTED FUNDS	10	10	10
-	-	-	30-8-0008-0950	TVTN UNDERWRITER REV SHARING	-	-	-
-	-	-	30-8-0008-0970	MISCELLANEOUS REVENUE	-	-	-
16,457	19,604	16,656		TOTAL WIMPEG FUND RESOURCES	14,785	16,785	16,785

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	30 WIMPEG FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>PERSONNEL SERVICES</i>			
6,803	3,543	-	30-9-9910-0150	SALARIES AND WAGES	-	-	-
-	-	-	30-9-9910-0170	STANDBY & OVERTIME	-	-	-
1,508	765	-	30-9-9910-0210	FRINGE BENEFITS	-	-	-
8,311	4,308	0		<i>TOTAL PERSONNEL SERVICES</i>	0	0	0
				<i>MATERIALS AND SERVICES</i>			
100	160	9,360	30-9-9920-0310	PROFESSIONAL SERVICES	11,340	11,340	11,340
-	-	-	30-9-9920-0410	PROFESSIONAL DEVELOPMENT	-	-	-
-	-	-	30-9-9920-0420	DUES & PUBLICATIONS	-	-	-
-	20	-	30-9-9920-0430	ORGANIZATIONAL BUSINESS EXP	-	-	-
75	-	-	30-9-9920-0510	OFFICE SUPPLIES	-	-	-
76	-	-	30-9-9920-0520	OPERATING SUPPLIES	-	-	-
1,357	1,304	1,400	30-9-9920-0610	UTILITIES	1,415	1,415	1,415
1	1	1	30-9-9920-0696	RENT	1	1	1
732	858	875	30-9-9920-0720	INSURANCE	975	2,975	2,975
-	-	-	30-9-9920-0730	PRINTING & COPYING	-	-	-
930	1,257	-	30-9-9920-0735	COMMUNICATIONS	-	-	-
-	-	-	30-9-9920-0831	VEHICLE MAINTENANCE & REPAIR	-	-	-
-	-	-	30-9-9920-0850	FUEL	-	-	-
-	-	400	30-9-9920-0860	EQUIPMENT RENTAL & MAINT	-	-	-
281	-	-	30-9-9920-0870	SMALL EQUIPMENT PURCHASE	-	-	-
-	-	500	30-9-9920-0910	MISCELLANEOUS	500	500	500
3,552	3,600	12,536		<i>TOTAL MATERIALS AND SERVICES</i>	14,231	16,231	16,231
				<i>CAPITAL OUTLAY</i>			
-	-	-	30-9-9940-0110	CAPITAL OUTLAY	-	-	-
0	0	0		<i>TOTAL CAPITAL OUTLAY</i>	0	0	0
				<i>OTHER EXPENDITURES</i>			
-	-	2,120	30-9-9970-0920	OPERATING CONTINGENCIES	454	454	454
-	3,387	-	30-9-9970-0923	TRANSFER OUT - WIMPEG CAP FUND	-	-	-
-	-	2,000	30-9-9970-0960	RESERVES	100	100	100
0	3,387	4,120		<i>TOTAL OTHER EXPENDITURES</i>	554	554	554
11,863	11,295	16,656		<i>TOTAL WIMPEG EXPENDITURES</i>	14,785	16,785	16,785

WESTERN-INDEPENDENCE-MONMOUTH PUBLIC EDUCATION AND GOVERNMENTAL CHANNEL
CAPITAL FUND

MISSION STATEMENT/PROFILE

As described in the WIMPEG Fund, the City acts as the fiscal agent for WIMPEG TV. WIMPEG is in place to provide public, educational and governmental programming to the community. WIMPEG receives resources that can only be used for the acquisition of capital equipment. The WIMPEG Capital Fund was created to account for these resources and expenditures.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	31 WIMPEG CAPITAL FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
<i>0</i>	<i>0</i>	<i>5,852</i>	<i>31-8-0008-0110</i>	<i>NET WORKING CAPITAL - JULY 1</i>	<i>9,961</i>	<i>9,961</i>	<i>9,961</i>
-	-	-	31-8-0008-0742	GRANTS & DONATIONS	-	6,000	6,000
-	3,526	5,400	31-8-0008-0560	PEG FEES	23,250	23,250	23,250
-	3,387	-	31-8-0008-0800	TRANSFERS IN	-	-	-
-	18	15	31-8-0008-0910	INTEREST ON INVESTED FUNDS	15	15	15
-	-	-	31-8-0008-0970	MISCELLANEOUS REVENUE	-	-	-
0	6,931	11,267		TOTAL WIMPEG CAP FUND RESOURCES	33,226	39,226	39,226

HISTORICAL DATA			DETAILED EXPENDITURES 31 WIMPEG CAPITAL FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>CAPITAL OUTLAY</i>			
-	-	10,000	31-9-9940-0110	EQUIPMENT	32,000	38,000	38,000
0	0	10,000		<i>TOTAL CAPITAL OUTLAY</i>	32,000	38,000	38,000
				<i>OTHER EXPENDITURES</i>			
-	-	767	31-9-9970-0920	OPERATING CONTINGENCIES	726	726	726
-	-	500	31-9-9970-0960	RESERVES	500	500	500
0	0	1,267		<i>TOTAL OTHER EXPENDITURES</i>	1,226	1,226	1,226
0	0	11,267		<i>TOTAL WIMPEG CAP FUND EXPENSES</i>	33,226	39,226	39,226

TOURISM FUND

MISSION STATEMENT/PROFILE

The Tourism Fund was established to market and enhance tourism in Monmouth. Revenues come from the local transient “Hotel-Motel” tax established during fiscal year 2006-2007. The fund also accounts for tourism related expenditures and ensures their disbursement is in compliance with state law and City policy.

2013-2014 ACCOMPLISHMENTS

- Ensured fund expenditures were in compliance with state law and City policy.
- Provided ongoing support for the Monmouth Independence Chamber of Commerce & Visitor Center.
- Provided support for multiple events including the 4th of July celebration and the Music in the Park Series.
- Provided Sponsorship of the Polk County Bounty Market in Monmouth.

2014-2015 GOALS

- Continue to attract visitors and promote tourism through advertising, marketing, and special events / projects.

HISTORICAL DATA			RESOURCES 32 TOURISM FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
17,112	39,436	52,894	32-8-0008-0110	NET WORKING CAPITAL - JULY 1	46,932	46,932	46,932
31,256	34,261	33,000	32-8-0008-0205	HOTEL MOTEL TAX	33,500	33,500	33,500
3,021	3,498	1,500	32-8-0008-0450	MISCELLANEOUS REVENUE	1,500	1,500	1,500
108	218	100	32-8-0008-0460	INTEREST ON INVESTMENTS	100	100	100
51,497	77,413	87,494		TOTAL TOURISM REVENUE	82,032	82,032	82,032

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	32 TOURISM FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>MATERIALS AND SERVICES</i>			
-	-	-	32-9-9920-0420	DUES & PUBLICATIONS	-	-	-
11,741	16,388	60,594	32-9-9920-0450	PROMOTION/SPECIAL EVENTS	56,982	56,982	56,982
320	-	2,000	32-9-9920-0910	MISCELLANEOUS	2,000	2,000	2,000
12,061	16,388	62,594		TOTAL MATERIALS AND SERVICES	58,982	58,982	58,982
				<i>OTHER EXPENDITURES</i>			
-	-	12,000	32-9-9970-0920	OPERATING CONTINGENCIES	10,000	10,000	10,000
-	9,000	9,900	32-9-9970-0923	TRANSFER TO GENERAL FUND	10,050	10,050	10,050
-	-	-	32-9-9970-0925	TRANSFER OUT - MISC	-	-	-
-	-	3,000	32-9-9970-0960	RESERVE - FUTURE EXPENDITURES	3,000	3,000	3,000
0	9,000	24,900		TOTAL OTHER EXPENDITURES	23,050	23,050	23,050
12,061	25,388	87,494		TOTAL TOURISM FUND EXPENDITURES	82,032	82,032	82,032

ECONOMIC DEVELOPMENT LOAN FUND

MISSION STATEMENT/PROFILE

In early 2014, the City's Recreation Building located at 169 Broad St. was sold. Proceeds from the sale have been budgeted to create a new Economic Loan Fund with the purpose of supporting local businesses by providing loans for building renovations and improvements.

With further development and formalization of program parameters in FY 14-15, the city hopes to assist the renovation and improvement efforts of local business here in Monmouth.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	33 ECONOMIC DEVELOPMENT LOAN FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
0	0	0	33-8-0008-0110	NET WORKING CAPITAL - JULY 1	0	0	0
-	-	-	33-8-0008-0440	ECONOMIC LOAN REPAYMENT	15,000	15,000	15,000
-	-	-	33-8-0008-0900	TRANSFER IN FROM GENERAL FUND	60,000	60,000	60,000
-	-	-	33-8-0008-0460	INTEREST ON INVESTMENTS	200	200	200
0	0	0		TOTAL ECON DEV LOAN REVENUE	75,200	75,200	75,200

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	33 ECONOMIC DEVELOPMENT LOAN FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>MATERIALS AND SERVICES</i>			
-	-	-	33-9-9920-0310	PROFESSIONAL SERVICES	-	-	-
-	-	-	33-9-9920-0435	ECONOMIC LOAN AWARDS	60,000	60,000	60,000
-	-	-	33-9-9920-0910	MISCELLANEOUS EXPENSE	-	-	-
<i>0</i>	<i>0</i>	<i>0</i>		<i>TOTAL MATERIALS AND SERVICES</i>	<i>60,000</i>	<i>60,000</i>	<i>60,000</i>
				<i>OTHER EXPENDITURES</i>			
-	-	-	33-9-9970-0920	OPERATING CONTINGENCIES	15,000	15,000	15,000
-	-	-	33-9-9970-0960	RESERVE - FUTURE EXPENDITURES	200	200	200
<i>0</i>	<i>0</i>	<i>0</i>		<i>TOTAL OTHER EXPENDITURES</i>	<i>15,200</i>	<i>15,200</i>	<i>15,200</i>
<i>0</i>	<i>0</i>	<i>0</i>		<i>TOTAL ECON DEV LOAN EXPENDITURES</i>	<i>75,200</i>	<i>75,200</i>	<i>75,200</i>

PARKS SYSTEM DEVELOPMENT CHARGE FUND

MISSION STATEMENT/PROFILE

To provide for the expansion of the park system necessitated by community growth and to provide for the reimbursement of additional capacity built into the park system to accommodate that growth. This program is funded through a fee from development, which offsets the City's cost of increasing system capacity to serve the development.

SERVICES/PROGRAMS

Park Development: Activities include advance planning, preliminary engineering, design engineering, contract plan preparation and review, construction, inspection and management.

2013-2014 ACCOMPLISHMENTS

- Continued to accumulate funds for future park development.
- Completed the construction of the Main Street Splash Fountain.
- Facilitated public input and completed design for the Main Street Park amphitheater.
- Obtained an Oregon State Parks grant for construction of the Madrona Park walking trail and arboretum.

2014-2015 GOALS

- Construct the Madrona Park walking trail, arboretum, and restroom facility.
- Continue to accumulate funds and pursue opportunities for park system improvements.
- Determine funding and pursue grant opportunities for construction of the Main Street Park Amphitheater.

HISTORICAL DATA			RESOURCES 50 PARKS SDC FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
<i>547,033</i>	<i>670,331</i>	<i>549,304</i>	<i>50-8-0008-0110</i>	<i>NET WORKING CAPITAL - JULY 1</i>	<i>522,959</i>	<i>522,959</i>	<i>522,959</i>
111,060	43,594	17,270	50-8-0008-0210	SDC RECEIPTS	40,371	40,371	40,371
18,476	-	-	50-8-0008-0430	TRANSFER IN - URD	-	-	-
2,787	3,301	3,500	50-8-0008-0460	INTEREST ON INVESTMENTS	2,500	2,500	2,500
-	-	-	50-8-0008-0742	MISC GRANTS/DONATIONS	-	-	-
679,355	717,226	570,074		TOTAL PARKS SDC RESOURCES	565,830	565,830	565,830

SANITARY SEWER SYSTEM DEVELOPMENT CHARGE FUND

MISSION STATEMENT/PROFILE

To provide for the expansion of the sewer system necessitated by community growth and to provide for the reimbursement of additional capacity built into the sewer system to accommodate community growth. This program is funded with a fee from development, which offsets the City's cost of increasing system capacity to serve the development.

SERVICES/PROGRAM

Sanitary Sewer Development: Activities include advance planning, preliminary engineering, design engineering, contract plan preparation and review, construction inspection and construction management of projects, which increase the capacity of the sewer system.

2013-2014 ACCOMPLISHMENTS

- Continued to accumulate revenue for system capacity enhancement work.

2014-2015 GOALS

- Partner with development community to construct sewer main lines if required.
- Continue to accumulate revenue for system capacity enhancement work.
- Construct the SW Pump Station 18" inch sanitary trunk line.
- Partner with landowners to expand effluent reuse sites if opportunity exists.

HISTORICAL DATA			RESOURCES				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	51 SANITARY SEWER SDC FUND				
			ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
995,765	1,148,077	1,218,548	51-8-0008-0110	NET WORKING CAPITAL - JULY 1	1,263,881	1,263,881	1,263,881
123,709	67,739	29,380	51-8-0008-0210	SDC RECEIPTS	73,922	73,922	73,922
23,680	-	-	51-8-0008-0430	TRANSFER IN - URD	-	-	-
4,923	5,861	6,000	51-8-0008-0460	INTEREST ON INVESTMENTS	5,500	5,500	5,500
1,148,077	1,221,677	1,253,928		TOTAL SEWER SDC RESOURCES	1,343,303	1,343,303	1,343,303

WATER SYSTEM DEVELOPMENT CHARGE FUND

MISSION STATEMENT/PROFILE

To provide for the expansion of the water system necessitated by community growth and to provide for the reimbursement of additional capacity built into the water system to accommodate community growth. This program is funded through a fee from development, which offsets the City's cost of increasing system capacity to serve the development.

SERVICES/PROGRAM

Water System Development: Activities include advance planning, preliminary engineering, design engineering, contract plan preparation and review, construction inspection and construction management of projects, which increase the capacity of the water system.

2013-2014 ACCOMPLISHMENTS

- Accumulated funds for future projects.

2014-2015 GOALS

- Partner with development community to construct water main lines if required.
- Continue to accumulate funds for future projects.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	52 WATER SDC FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
286,045	353,504	386,828	52-8-0008-0110	NET WORKING CAPITAL - JULY 1	379,451	379,451	379,451
57,488	34,776	15,080	52-8-0008-0210	SDC RECEIPTS	36,634	36,634	36,634
8,499	-	-	52-8-0008-0430	TRANSFER IN - URD	-	-	-
-	-	-	52-8-0008-0440	REIMBURSEMENTS	-	-	-
1,472	1,844	1,500	52-8-0008-0460	INTEREST ON INVESTMENTS	1,500	1,500	1,500
353,504	390,124	403,408		TOTAL WATER SDC FUND RESOURCES	417,585	417,585	417,585

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	52 WATER SDC FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>MATERIALS AND SERVICES</i>			
-	-	1,000	52-9-9920-0110	SDC REFUNDS - OVER-SIZING	40,000	40,000	40,000
0	0	1,000		<i>TOTAL MATERIALS AND SERVICES</i>	40,000	40,000	40,000
				<i>CAPITAL OUTLAY</i>			
-	30,000	80,000	52-9-9970-0170	SYSTEM DEVELOPMENT	50,000	50,000	50,000
0	30,000	80,000		<i>TOTAL CAPITAL OUTLAY</i>	50,000	50,000	50,000
				<i>OTHER EXPENDITURES</i>			
-	-	272,408	52-9-9970-0920	OPERATING CONTINGENCIES	277,585	277,585	277,585
-	-	50,000	52-9-9970-0960	RESERVE - FUTURE EXPENDITURES	50,000	50,000	50,000
0	0	322,408		<i>TOTAL OTHER EXPENDITURES</i>	327,585	327,585	327,585
0	30,000	403,408		<i>TOTAL WATER SDC FUND EXPEND.</i>	417,585	417,585	417,585

STORM DRAINAGE SYSTEM DEVELOPMENT CHARGE FUND

MISSION STATEMENT/PROFILE

To provide for the expansion of the storm drainage system necessitated by community growth and to provide for the reimbursement of additional capacity built into the storm drainage system to accommodate community growth. This program is funded through a fee from development that offsets the City's cost of increasing system capacity to serve the development.

SERVICES/PROGRAM

Storm Drainage Development: Activities include advance planning, preliminary engineering, design engineering, contract plan preparation and review, construction inspection and construction management, which increase the capacity of the storm drainage system.

2013-2014 ACCOMPLISHMENTS

- Continued to accumulate funding for future projects.

2014-2015 GOALS

- Accumulate funds for the construction of the West Campus Storm Drainage system.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	54 STORM DRAINAGE SDC FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
161,917	176,082	182,161	54-8-0008-0110	NET WORKING CAPITAL - JULY 1	186,253	186,253	186,253
12,215	5,787	2,880	54-8-0008-0210	SDC RECEIPTS	5,247	5,247	5,247
1,173	-	-	54-8-0008-0430	TRANSFER IN - URD	-	-	-
777	883	700	54-8-0008-0460	INTEREST ON INVESTMENTS	700	700	700
176,082	182,751	185,741		TOTAL STORM DRAIN SDC RESOURCES	192,200	192,200	192,200

HISTORICAL DATA			DETAILED EXPENDITURES					
ACTUAL	ACTUAL	ADOPTED	54 STORM DRAINAGE SDC FUND					
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED	
YEAR 11-12	YEAR 12-13	YEAR 13-14						
				<i>MATERIALS AND SERVICES</i>				
-	-	1,000	54-9-9920-0110	SDC REFUNDS - OVER-SIZING	1,000	1,000	1,000	
0	0	1,000		<i>TOTAL MATERIALS AND SERVICES</i>	1,000	1,000	1,000	
				<i>CAPITAL OUTLAY</i>				
-	-	-	54-9-9970-0170	SYSTEM DEVELOPMENT	-	-	-	
0	0	0		<i>TOTAL CAPITAL OUTLAY</i>	0	0	0	
				<i>OTHER EXPENDITURES</i>				
-	-	159,741	54-9-9970-0920	OPERATING CONTINGENCIES	166,200	166,200	166,200	
-	-	25,000	54-9-9970-0960	RESERVE - FUTURE EXPENDITURES	25,000	25,000	25,000	
0	0	184,741		<i>TOTAL OTHER EXPENDITURES</i>	191,200	191,200	191,200	
0	0	185,741		TOTAL STORM DRAINAGE SDC EXP	192,200	192,200	192,200	

TRANSPORTATION SYSTEM DEVELOPMENT CHARGE FUND

MISSION STATEMENT/PROFILE

To provide for the expansion of the transportation system necessitated by community growth and to provide for the reimbursement of additional capacity built into the transportation system to accommodate community growth. This program is funded through a fee from development that offsets the City's cost of increasing system capacity to serve the development.

SERVICES/PROGRAM

Transportation System Development: Activities include advance planning, preliminary engineering, design engineering, contract plan preparation and review, construction inspection and construction management of projects which increase the capacity of the Transportation System.

2013-2014 ACCOMPLISHMENTS

- Continued to accumulate funding for future projects.
- Partnered with Polk County to construct pedestrian improvements along the west side of Talmadge Road.

2014-2015 GOALS

- Partner with development community to expand the collector street system if required.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	55 TRANSPORTATION SDC FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
565,714	593,202	525,546	55-8-0008-0110	NET WORKING CAPITAL - JULY 1	534,211	534,211	534,211
21,643	32,320	35,000	55-8-0008-0210	SDC RECEIPTS	75,340	75,340	75,340
3,172	-	-	55-8-0008-0430	TRANSFER IN - URD	-	-	-
2,672	2,953	2,500	55-8-0008-0460	INTEREST ON INVESTMENTS	2,500	2,500	2,500
593,202	628,475	563,046		TOTAL TRANSPORTATION SDC RES	612,051	612,051	612,051

HISTORICAL DATA			DETAILED EXPENDITURES					
ACTUAL	ACTUAL	ADOPTED	55 TRANSPORTATION SDC FUND					
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED	
YEAR 11-12	YEAR 12-13	YEAR 13-14						
				<i>MATERIALS AND SERVICES</i>				
-	-	1,000	55-9-9920-0110	SDC REFUNDS - OVER-SIZING	1,000	1,000	1,000	
0	0	1,000		<i>TOTAL MATERIALS AND SERVICES</i>	1,000	1,000	1,000	
				<i>CAPITAL OUTLAY</i>				
-	21,940	80,000	55-9-9970-0170	SYSTEM DEVELOPMENT	130,000	130,000	130,000	
0	21,940	80,000		<i>TOTAL CAPITAL OUTLAY</i>	130,000	130,000	130,000	
				<i>OTHER EXPENDITURES</i>				
-	-	392,046	55-9-9970-0920	OPERATING CONTINGENCIES	381,051	381,051	381,051	
-	-	90,000	55-9-9970-0960	RESERVE - FUTURE EXPENDITURES	100,000	100,000	100,000	
0	0	482,046		<i>TOTAL OTHER EXPENDITURES</i>	481,051	481,051	481,051	
0	21,940	563,046		<i>TOTAL TRANSPORTATION SDC EXP</i>	612,051	612,051	612,051	

CAPITAL PROJECTS FUND SECTION

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SPECIAL ASSESSMENT FUND

MISSION STATEMENT / PROFILE

Any future local improvement construction projects will be budgeted in this Fund. Property owners benefiting from the improvements pay for local improvements.

POINTS OF INTEREST

- If interest develops, funds have been budgeted for Local Improvement District (LID) opportunities.

HISTORICAL DATA			RESOURCES				
			16 SPECIAL ASSESSMENT FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
0	0	0	16-8-0008-0110	NET WORKING CAPITAL - JULY 1	0	0	0
-	-	-	16-8-0008-0460	INTEREST ON INVESTMENTS	-	-	-
-	-	500,000	16-8-0008-0470	NEW CONSTRUCTION	500,000	500,000	500,000
-	-	-	16-8-0008-0475	ASSESSMENT PRINCIPAL RECEIVED	-	-	-
0	0	500,000		TOTAL SPECIAL ASSESS. RESOURCE	500,000	500,000	500,000

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	16 SPECIAL ASSESSMENT FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>CAPITAL EXPENDITURES</i>			
-	-	500,000	16-9-9940-0230	NEW CONSTRUCTION	500,000	500,000	500,000
0	0	500,000		<i>TOTAL CAPITAL EXPENDITURES</i>	500,000	500,000	500,000
0	0	500,000		<i>TOTAL SPECIAL ASSESS. EXPEND.</i>	500,000	500,000	500,000

POLICE STATION CAPITAL FUND

MISSION STATEMENT / PROFILE

On May 21st, 2013, Monmouth voters approved a General Obligation bond levy to fund the purchase and construction of a new police station to be located at 450 Pacific Highway N. in Monmouth. This Capital Project fund accounts for the revenues and expenditures associated with purchase and construction.

2013-2014 ACCOMPLISHMENTS

- Completed the G.O. Bond funding for the purchase and construction of the new police station.
- Completed purchase of the 450 Pacific Highway N. property.
- Contracted an Owners-Representative project manager.
- Selected an architecture and design firm for facility design.
- Contracted a construction/general project manager.
- Anticipate completion of construction design as well as building permitting.

2014-2015 GOALS

- Complete the bids for and selection of subcontractors.
- Begin construction in August 2014 with completion anticipated by February 2015.
- Building occupancy targeted for March 2015.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	40 POLICE STATION CAPITAL FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
<i>0</i>	<i>0</i>	<i>0</i>	<i>40-8-0008-0110</i>	<i>NET WORKING CAPITAL - JULY 1</i>	<i>2,308,788</i>	<i>2,308,788</i>	<i>2,308,788</i>
-	-	4,000,000	40-8-0008-0420	GO BOND PROCEEDS	-	-	-
-	-	-	40-8-0008-0430	GIFT - BUILDING PURCHASE	-	-	-
-	-	-	40-8-0008-0440	TRANSFER IN - GENERAL FUND	-	375,000	375,000
-	-	-	40-8-0008-0460	INTEREST ON INVESTMENTS	2,500	2,500	2,500
0	0	4,000,000		TOTAL POLICE STATION CAP FUND REV	2,311,288	2,686,288	2,686,288

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	40 POLICE STATION CAPITAL FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>MATERIALS AND SERVICES</i>			
-	-	350,000	40-9-9920-0310	PROFESSIONAL SERVICES	5,000	5,000	5,000
-	-	-	40-9-9920-0430	ORGANIZATIONAL BUSINESS EXPENSE	-	-	-
-	-	-	40-9-9920-0725	POSTAGE	-	-	-
-	-	-	40-9-9920-0730	PRINTING & COPYING	-	-	-
-	-	-	40-9-9920-0910	MISCELLANEOUS	-	-	-
0	0	350,000		<i>TOTAL MATERIALS AND SERVICES</i>	5,000	5,000	5,000
				<i>CAPITAL EXPENDITURES</i>			
-	-	2,150,000	40-9-9940-0185	NEW POLICE STATION	2,300,000	2,675,000	2,675,000
-	-	1,500,000	40-9-9940-0190	LAND ACQUISITION	-	-	-
0	0	3,650,000		<i>TOTAL CAPITAL EXPENDITURES</i>	2,300,000	2,675,000	2,675,000
				<i>OTHER EXPENDITURES</i>			
-	-	-	40-9-9970-0920	OPERATING CONTINGENCIES	6,288	6,288	6,288
-	-	-	40-9-9970-0960	RESERVE - FUTURE EXPENDITURES	-	-	-
0	0	0		<i>TOTAL OTHER EXPENDITURES</i>	6,288	6,288	6,288
0	0	4,000,000		<i>TOTAL POLICE STATION CAP FUND EXP</i>	2,311,288	2,686,288	2,686,288

INTERNAL SERVICE FUND SECTION

Pages 109 - 111

GAS REVOLVING FUND

MISSION STATEMENT/PROFILE

The Gas Revolving Fund contains revenue and expenditures associated with fueling operations within the City. Each Fund is charged for the fuel used and proceeds are used to purchase fuel. The City also sells fuel to Polk County Fire District #1 and to MINET. In order to recoup the cost of depreciation and maintenance of the equipment, the City charges an administrative fee.

The FY 14-15 fuel budget is based on the assumption that fuel prices and consumption levels will not change significantly from the previous year. But to accommodate the possibility of cost and/or consumption increases, the FY 14-15 Gas Fund budget includes a 10% increase for both fuel prices and consumption.

The result is a budget based on the purchase of approximately 33,100 gallons of fuel at an average price of \$3.84 per gallon. It's estimated that about 60% of the fuel purchased in FY 14-15 will be used by City vehicles with the remaining amount split between PCFD #1 and MINET at approximately 25% and 15% respectively.

Finally, the City had planned on installing a card lock fuel system during FY 13-14 but was not able to do so because of staff turnover. It's anticipated the card lock system will be installed during FY 14-15 and will improve the efficiency and accuracy of the recordkeeping function required for billing fuel costs to system users.

HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	17 GAS REVOLVING FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
22,766	27,414	25,014	17-8-0008-0110	NET WORKING CAPITAL - JULY 1	21,727	21,727	21,727
121	111	100	17-8-0008-0460	INTEREST ON INVESTMENTS	100	100	100
130,646	102,796	151,500	17-8-0008-0490	GAS REVOLVING ACCOUNT	130,000	130,000	130,000
153,534	130,321	176,614		TOTAL GAS REVOLVING RESOURCES	151,827	151,827	151,827

HISTORICAL DATA			DETAILED EXPENDITURES 17 GAS REVOLVING FUND				
ACTUAL PRECEDING YEAR 11-12	ACTUAL PRECEDING YEAR 12-13	ADOPTED BUDGET YEAR 13-14	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
				<i>MATERIALS AND SERVICES</i>			
126,119	105,920	150,000	17-9-9920-0850	GAS REVOLVING ACCOUNT	127,500	127,500	127,500
<i>126,119</i>	<i>105,920</i>	<i>150,000</i>		<i>TOTAL MATERIALS AND SERVICES</i>	<i>127,500</i>	<i>127,500</i>	<i>127,500</i>
				<i>CAPITAL EXPENDITURES</i>			
-	-	22,250	17-9-9940-0110	EQUIPMENT	22,250	22,250	22,250
<i>0</i>	<i>0</i>	<i>22,250</i>		<i>TOTAL CAPITAL EXPENDITURES</i>	<i>22,250</i>	<i>22,250</i>	<i>22,250</i>
				<i>OTHER EXPENDITURES</i>			
-	-	4,364	17-9-9970-0920	OPERATING CONTINGENCIES	2,077	2,077	2,077
-	-	-	17-9-9970-0965	RESERVE - FUTURE EXPENDITURES	-	-	-
<i>0</i>	<i>0</i>	<i>4,364</i>		<i>TOTAL OTHER EXPENDITURES</i>	<i>2,077</i>	<i>2,077</i>	<i>2,077</i>
126,119	105,920	176,614		TOTAL GAS REVOLVING FUND EXP.	151,827	151,827	151,827

DEBT SERVICE FUND SECTION

Pages 112 - 117

LIMITED TAX PENSION OBLIGATION BOND DEBT SERVICE FUND

MISSION STATEMENT/PROFILE

This Debt Service Fund has been established to account for the collection of revenues and expenditures related to the City of Monmouth Limited Tax Pension Obligation Bond debt. In September of 2005, the City of Monmouth participated with several other Oregon cities, counties and districts to obtain financing to relieve PERS unfunded liabilities. The resulting debt, funded by long-term bonds, is paid semiannually each year. Revenues to cover annual debt service are provided through a cost allocation to each fund that employs City personnel. Further details on this loan are shown below:

PERS Bonds	2028 Maturity	4.328% - 5.004% Interest	Unpaid Principal at 7/1/2014: \$2,260,000
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HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	75 PERS BOND DEBT SERVICE FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
1,283	1,392	1,492	75-8-0008-0110	NET WORKING CAPITAL - JULY 1	1,076	1,076	1,076
102	130	100	75-8-0008-0460	INTEREST ON INVESTMENTS	100	100	100
165,222	172,746	179,617	75-8-0008-0920	DEBT SERVICE REVENUE	187,177	187,177	187,177
-	-	-	75-8-0008-0970	MISCELLANEOUS REVENUE	-	-	-
166,607	174,268	181,209		TOTAL PERS BOND DEBT SVC REV	188,353	188,353	188,353

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	75 PERS BOND DEBT SERVICE FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>DEBT SERVICE</i>			
45,000	55,000	65,000	75-9-9950-0360	PENSION OBLIGATION PRINCIPAL	75,000	75,000	75,000
120,215	117,745	116,209	75-9-9950-0390	PENSION OBLIGATION INTEREST	113,353	113,353	113,353
-	-	-	75-9-9950-0395	CLEARING HOUSE EXPENSE	-	-	-
165,215	172,745	181,209		<i>TOTAL DEBT SVC EXPENDITURES</i>	188,353	188,353	188,353
165,215	172,745	181,209		<i>TOTAL PERS BOND DEBT SVC FUND EXP</i>	188,353	188,353	188,353

POLICE STATION BOND DEBT SERVICE FUND

MISSION STATEMENT/PROFILE

The Police Station Bond Debt Service Fund was established to account for the revenues and expenditures associated with the issuance of general obligation bonds to pay for the purchase and renovation of a new Police Station located at 450 Pacific Highway N. in Monmouth. The bond issue was approved by voters on May 21st, 2013 and authorized the assessment of property taxes to pay for bond debt service. Further details on this loan are shown below:

Police Station Bonds	2038 Maturity	0.90% - 4.75% Interest	Unpaid Principal at 7/1/2014: \$3,910,000
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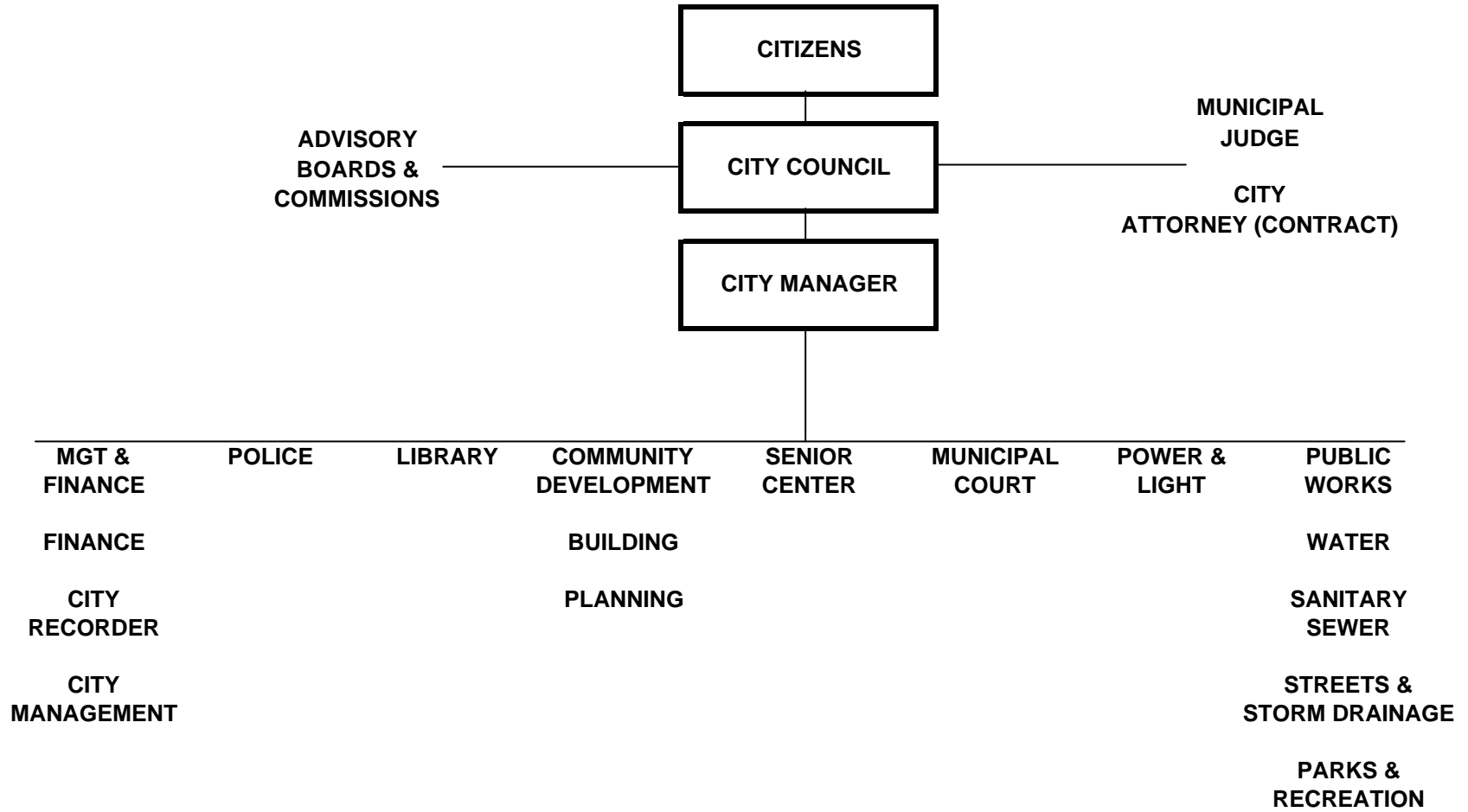
HISTORICAL DATA			RESOURCES				
ACTUAL	ACTUAL	ADOPTED	76 POLICE STATION DEBT SERVICE FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
0	0	0	76-8-0008-0110	NET WORKING CAPITAL - JULY 1	500	500	500
-	-	141,894	76-8-0008-0210	CURRENT YEAR TAXES - PD BOND	203,250	203,250	203,250
-	-	-	76-8-0008-0220	PRIOR YEARS TAXES - PD BOND	-	-	-
-	-	-	76-8-0008-0460	INTEREST ON INVESTMENTS	-	-	-
-	-	5,000	76-8-0008-0915	TRANS IN - GENERAL FUND	-	-	-
-	-	-	76-8-0008-0970	MISCELLANEOUS REVENUE	-	-	-
0	0	146,894		TOTAL PD DEBT SVC RESOURCES	203,750	203,750	203,750

HISTORICAL DATA			DETAILED EXPENDITURES				
ACTUAL	ACTUAL	ADOPTED	76 POLICE STATION DEBT SERVICE FUND				
PRECEDING	PRECEDING	BUDGET	ACCOUNT	TITLE	PROPOSED	APPROVED	ADOPTED
YEAR 11-12	YEAR 12-13	YEAR 13-14					
				<i>DEBT SERVICE</i>			
-	-	10,000	76-9-9950-0365	POLICE STATION BOND PRINCIPAL	35,000	35,000	35,000
-	-	131,394	76-9-9950-0395	POLICE STATION BOND INTEREST	168,250	168,250	168,250
-	-	500	76-9-9950-0900	CLEARING HOUSE EXPENSE	500	500	500
0	0	141,894		TOTAL DEBT SVC EXPENDITURES	203,750	203,750	203,750
				<i>OTHER EXPENDITURES</i>			
-	-	5,000	76-9-9970-0920	OPERATING CONTINGENCIES	-	-	-
-	-	-	76-9-9970-0965	RESERVE - FUTURE EXPENDITURES	-	-	-
0	0	5,000		TOTAL OTHER EXPENDITURES	0	0	0
0	0	146,894		TOTAL PD DEBT SVC FUND EXPEND	203,750	203,750	203,750

APPENDICES

Pages 118 - 123

APPENDIX 1



APPENDIX 2

1.80% COLA effective July 1, 2013

2.70% COLA effective July 1, 2014

<u>JOB TITLE</u>	<u>GRADE</u>	<u>Points</u>	<u>Grade</u>	<u>Start Range</u>	<u>End Range</u>
Library Assistant I	571	0-700	569	1,758.37	2,727.82
Library Assistant II	572			\$ 10.14	\$ 15.74
Accounting Clerk	573				
Records Clerk/Sec	573	701-1000	570	1,881.46	2,918.76
Building Department Office Assistant	573			\$ 10.85	\$ 16.84
Library Asst III	574				
CSO Officer	575	1001-1200	571	2,013.17	3,123.07
Utility Account Technician	575			\$ 11.61	\$ 18.02
Accounts Technician	575				
Business Manager	575	1201-1300	572	2,154.08	3,341.69
Court Clerk	575			\$ 12.43	\$ 19.28
Records Supervisor	576				
Senior Center Coordinator	576	1301-1500	573	2,304.87	3,575.60
Library Associate	576			\$ 13.30	\$ 20.63
City Recorder	577				
Librarian I	578	1501-1675	574	2,466.20	3,825.90
Energy Services Coordinator	579			\$ 14.23	\$ 22.07
Librarian II	580	1676-1825	575	2,638.85	4,093.72
Planning Technician	580			\$ 15.22	\$ 23.62
Finance Systems Manager	581				
Sergeant	581	1826-2000	576	2,823.57	4,380.27
City Planner	581			\$ 16.29	\$ 25.27
Public Works Operations Manager	582				
Parks & Recreation Director	582	2001-2175	577	3,021.22	4,686.89
Lieutenant	582			\$ 17.43	\$ 27.04
Building Official	584				
Community Development Director	584	2176-2325	578	3,232.69	5,014.98
Library Director	585			\$ 18.65	\$ 28.93
Director of Development Services	585				
Finance Director	585	2326-2475	579	3,458.99	5,366.03
Public Works Director	585			\$ 19.96	\$ 30.96
Police Chief	585				
Power & Light Field Services Mgr	585	2476-2625	580	3,701.11	5,741.66
Power & Light Superintendent	Contract			\$ 21.35	\$ 33.12
City Manager	Contract	2626-2800	581	\$ 3,960.20	\$ 6,143.56
		2801-3100	582	\$ 4,237.40	\$ 6,573.61
		3101-3250	583	\$ 4,534.03	\$ 7,033.77
		3251-3500	584	\$ 4,851.40	\$ 7,526.13
			585	\$ 5,255.34	\$ 8,145.78
			586	\$ 5,623.93	\$ 8,715.44
			P&L Superintendent Ct		\$ 10,025.38
			City Manager Contract		\$ 11,340.75

APPENDIX 3

Salary Schedule	FTE	2014-15 Budget Salary Range		General Fund	Sanitary Sewer Fund	Water Fund	Power & Light	Street	Building Services
		Low	High						
City Manager	1.00	134,171	n/a	8.00%	15.00%	30.00%	33.00%	10.00%	4.00%
Finance Director	1.00	97,749	n/a	10.00%	20.00%	25.00%	30.00%	12.50%	2.50%
Finance Systems Mgr	1.00	73,249	n/a	10.00%	20.00%	25.00%	30.00%	12.50%	2.50%
Acct Technician (AP)	1.00	49,125	n/a	5.00%	25.00%	25.00%	30.00%	10.00%	5.00%
Acct Technician (UB)	1.00	46,698	n/a	5.00%	27.00%	27.00%	30.00%	10.00%	1.00%
Acct Clerk (pt)	0.85	31,414	n/a	5.00%	25.00%	25.00%	30.00%	10.00%	5.00%
City Recorder	1.00	56,243	n/a	18.00%	20.00%	20.00%	25.00%	16.00%	1.00%
Police Chief	1.00	97,749	n/a	100.00%					
Sergeant	3.00	77,409	81,095	100.00%					
Police Officer	9.00	45,702	69,181	100.00%					
CSO Officer	0.63	20,194	n/a	100.00%					
Secretaty/Supervisor	1.00	51,181	n/a	100.00%					
Admin Support Spec	0.70	23,296	n/a	100.00%					
Records Clerk	1.45	12,697	35,942	100.00%					
Planner	1.00	90,314	n/a	88.00%	3.00%	3.00%	3.00%	3.00%	
Code Enforcement	0.10	9,031	n/a	96.00%	1.00%	1.00%	1.00%	1.00%	
Library Director	1.00	82,819	n/a	100.00%					
Librarian II	1.00	68,900	n/a	100.00%					
Children's Librarian	1.00	44,941	n/a	100.00%					
Library Associate (pt)	0.50	19,362	n/a	100.00%					
Business Manager (pt)	0.65	29,513	n/a	100.00%					
Library Asst III (pt)	0.60	22,924	n/a	100.00%					
Library Asst II (pt)	0.60	21,269	n/a	100.00%					
Library Asst I (pt)	0.93	13,100	15,509	100.00%					
Building Official	0.90	81,282	n/a	0.00%	1.00%	1.00%	1.00%	1.00%	96.00%
Field Inspector (pt)	0.04	454	1,890	0.00%	1.00%	1.00%	1.00%	1.00%	96.00%
Sr. Center Coord. (pt)	0.88	45,993	n/a	100.00%					
Municipal Judge	0.13	23,691	n/a	100.00%					
Court Clerk	1.00	49,090	n/a	100.00%					
P&L Superintendent	1.00	116,570	n/a				100.00%		
Foreman	1.00	96,215	n/a				100.00%		
Serviceman	1.00	90,571	n/a				100.00%		
Journeyman Lineman	2.00	85,437	n/a				100.00%		
Planning Technician	1.00	50,273	n/a				100.00%		
Energy Svcs Coordinator	1.00	48,260	n/a				100.00%		
Clerical	1.00	29,873	n/a				100.00%		
Public Works Director	1.00	98,289	n/a	5.00%	32.00%	31.00%		32.00%	
Public Works Supervisor	1.00	66,491	n/a		33.00%	34.00%		33.00%	
Lead Utility Worker	1.00	55,501	n/a	5.00%	17.00%	45.00%		33.00%	
Waste Water Specialist	1.00	51,244	n/a		50.00%	25.00%		25.00%	
Utility Technician	5.00	49,306	49,553	16.00%	17.00%	35.00%		32.00%	
Seasonal Worker	0.25	6,500	n/a	100.00%					
Clerical	1.00	33,496	n/a		33.00%	34.00%		33.00%	

Chart of Accounts
Account Descriptions

APPENDIX 4

PERSONNEL SERVICES

XX-9-XX10-0150	Salaries and Wages	Regularly scheduled hourly and exempt wage expense for regular and part-time employees.
XX-9-XX10-0170	Standby and Overtime	Wage expense for hourly employees working beyond an 8 hour day.
XX-9-XX10-0210	Fringe Benefits	Employee benefit expense includes: Medical, Dental, Vision, Retirement, Life Ins., Disability, etc.

MATERIALS AND SERVICES

XX-9-XX20-0310	Professional Services	Legal, audit, consultative, inspection, etc.
XX-9-XX20-0320	Codification	Annual LOC cost for city ordinance review and codification.
XX-9-XX20-0330	Court Expense	Witness, jury, counseling, and court appointed attorney fees.
XX-9-XX20-0340	Inspection Services	Purchased services for sewer, water and street inspection.
XX-9-XX20-0350	Regional Library	Charges for participation in Chemekata Community Library System.
XX-9-XX20-0360	Recreation Providers	Payments to recreation class instructors.
XX-9-XX20-0410	Professional Development	Staff development & training - includes: registration, travel, lodging, meals, materials, etc.
XX-9-XX20-0420	Dues & Publications	Association/Membership costs and related books, subscriptions, and periodicals.
XX-9-XX20-0430	Organizational Business Expense	Non-training related travel, meal and lodging costs; employee recognition and awards.
XX-9-XX20-0450	Marketing & Economic Dev.	Power & Light program for expansion and community recognition - receptions, materials, etc.
XX-9-XX20-0510	Office Supplies	Misc. supplies and small equipment with a cost of less than \$75.
XX-9-XX20-0520	Operating Supplies	Non-office supplies used in the operation of a department - book jackets, cases, treatment chemicals, etc.
XX-9-XX20-0545	Periodicals	Library collection purchases.
XX-9-XX20-0546	Books	Library collection purchases.
XX-9-XX20-0550	Audio/Visual	Library collection purchases.
XX-9-XX20-0560	Library Book Replacement	Library replacement purchases.

XX-9-XX20-0570	Uniforms	Police officer uniforms.
XX-9-XX20-0580	Investigations	Expenditures specific to police department investigations.
XX-9-XX20-0590	Purchased Power	Cost of purchased power from Bonneville.
XX-9-XX20-0610	Utilities	City owned building utility costs - power, water, sewer and garbage.
XX-9-XX20-0620	Mowing	Mowing of property along street when owner fails to mow.
XX-9-XX20-0630	Street Lighting	Cost of providing street lighting in city.
XX-9-XX20-0650	Gravel & Grading	Repair of current facilities - specific to roads.
XX-9-XX20-0655	Paving	Repair of current facilities - specific to pavement.
XX-9-XX20-0656	Surface Transportation Act	Expenditure of designated State / Federal Grant Funds.
XX-9-XX20-0660	Sidewalk Repairs	Repair of current facilities - specific to sidewalks.
XX-9-XX20-0662	Street Signs & Striping	Repair of current facilities - specific to street signs and striping.
XX-9-XX20-0695	Facility. Maintenance & Repair	All other non-capital maint. & repair - painting, HVAC, janitorial service & supplies, park, etc.
XX-9-XX20-0720	Insurance	General liability and vehicle insurance costs.
XX-9-XX20-0725	Postage	Mailing costs.
XX-9-XX20-0730	Printing & Copying.	Forms, letterhead, brochures, etc. and purchased copying services.
XX-9-XX20-0735	Communications	Telephone & Pager expenditures.
XX-9-XX20-0831	Vehicle Maint. & Repair	Costs associated with the upkeep of city owned vehicles.
XX-9-XX20-0840	Senior Center Transportation	Transportation related costs of Senior Center Programs.
XX-9-XX20-0850	Fuel	Fuel purchases for city vehicles.
XX-9-XX20-0860	Equipment Rental & Maint.	Office and shop equipment (fax, copier, etc.) and related maintenance costs.
XX-9-XX20-0870	Small Equipment Purchase	Equipment and furniture with a cost greater than \$75 and less than \$1,000.

XX-9-XX20-0910	Miscellaneous	Minor expenditures that do not fall within another account definition.
XX-9-XX20-0920	City Council	League Conference and Training.
XX-9-XX20-0930	Election Expense	Incidental costs - advertising, notification, etc.
XX-9-XX20-0940	Refunds	Misc. refunds for overpayments.
XX-9-XX20-0950	U/B Deposit Interest	Interest expense on utility deposits.
XX-9-XX20-0960	Conservation Program	Power & Light program - energy efficient appliance rebates and weatherization costs.
XX-9-XX20-0970	Dog Control	License, food, shelter, etc. for the control of dogs within the city.
XX-9-XX20-1010	Grants/Special Events	Mini-Grants to be disbursed to community groups.
XX-9-XX20-1110	Building Permit Surcharge	Fee passed to State from issuance of building permits.
XX-9-XX20-1120	Drug Enforcement	Expenditures of funds received from State from proceeds of drug enforcement confiscations.
XX-9-XX20-1130	Police Assessments	Fees passed to State and County collected through court fines.
XX-9-XX20-1140	Recycling	Expenditures to encourage/support community solid waste recycling.
XX-9-XX20-1210	Gen. Fund Support Services	Transfer of administrative and support costs to utilities.
XX-9-XX20-1220	In Lieu of Taxes	City owned utility services charge in absence of a tax charge.
XX-9-XX20-1230	Franchise Fee	City owned utility services charge for right-of-way use.

End of City of Monmouth Budget