



PROPOSED BUDGET

FISCAL YEAR

2021 - 2022

City of Monroe Fiscal Year 2021-22 Budget Message

To the Budget Committee, Monroe City Council and Citizens of Monroe:

This document contains the proposed budget for operating the City of Monroe for the fiscal year 2021-2022.

Budget Overview:

The approach utilized in creating this budget changed significantly from the previous year. In addition to complete staff changes, the primary changes involved creating a new enterprise fund for water operations and fully utilizing the accounting software rather than depending on separate spreadsheets for analyses.

This budget document is also in a different format than previous years, but still meets the state requirement. The budget is divided into sections, each section begins with a description of the funds and any changes to this fund. There is a line-item budget for a total of six-years. This is for comparison purposes, it includes actual figures for the three previous years, the current year's budget and the proposed budget for Fiscal Year 2021-22.

Overall, this budget is seeing a 34% increase. The approved budget amount for Fiscal Year 2020-21 is \$2,209,313 and the proposed budget for Fiscal Year 2021-22 is \$3,347,723. The increase is primarily due to the System Development Charge fees that were collect from the Red Hills Development and the treatment of the Water Plant as a separate fiscal entity.

Staffing levels have changed this budget year, with the addition the City Administrator position. Also, the Public Works department has a 1 FTE lead position and one .8 FTE seasonal position. In lieu of hiring a full-time water treatment operator, the City has engaged the City of Harrisburg to oversee water operations and a separate contract to oversee waste water operations. Administration is staffed with a 1 FTE Administration Specialist, 1 FTE Accounting Specialist, and a .5 FTE Janitorial staff.

Total personnel services costs are budgeted to decrease by 10% from the current years projected actual figures and the proposed budget for 2021-22.

In past years costs for water treatment operations has been allocated throughout the budget. This makes it extremely difficult to understand the true cost for operating the water plant and more importantly, knowing the cost of water production. With creating an enterprise fund for the water plant, all costs associated with producing water will be separate with indirect costs allocated to other funds.

The City was awarded a Safe Routes to School Grant in the amount of \$125,931 in FY2020-21 and the project will start in FY2021-22. This is to fund a multi modal path from the Monroe Elementary School to Orchard Street as well as an improved crosswalk across Orchard Street to 6th Street. At the time of budget preparation, the project is projected to be over budget by \$20,000 due to cost increases since the project was first scoped.

In this budget, the Monroe Festival Fund has revenue budgeted but no expenses. This is because of COVID-19 and the uncertainty revolving around when this event can be held. At the time of budget preparation, the Festival Committee has tentatively set the spring of 2022 for the event.

There is major maintenance at the water plant that still has to be addressed. Since the adoption of the System Development Charge (SDC) ordinance early in 2021, some SDC money is available to increase capacity by replacing some equipment; however, an estimated \$150,00 is required to bring current maintenance needs up to date. In addition, the water treatment plant is required by State authorities to decrease the level of disinfectant by-products in the finish water due to the organics found in the river water source. This will require additional engineering cost and loans to complete. It is anticipated that sale of City surplus property in the coming fiscal year will be used to offset some of these costs and for this fiscal year, no changes in utility rates are anticipated.

On the following pages, I will in explain in each of the funds any reason for any significant changes.

It is my pleasure to present this budget to you. This proposed budget is submitted, as required by Oregon Law.

Steve Martinenko, City of Monroe Budget Officer

Staffing Levels for the City of Monroe

At the time of budget preparation, the City has 5.25 FTE employees:

- 1 - Full Time City Administrator
- 1 - Full Time Administration Specialist
- 1 – Full Time Accounting Specialist
- 1 - Full Time Public Works Lead
- 1 - ¾ Time Public Works Assistant (seasonal May – October)
- 1 – ½ time Janitorial Staff

Payroll Costs

	Hours	Wages	SS	Medicare	Unempl.	L&I/ Workers	Total for Taxes	PERS Pension	Pers IAP	Medical	Dental	Vision	Total Health	Total Cost for
City Administrator	2,080	69,850.00	4,330.70	1,012.83	69.85	45.75	5,459.13	9,702.17	0.00	1161.05	76.81	10.18	14,976.48	\$99,988
Accounting	2,080	46,359.03	2,874.26	672.21	46.36	45.75	3,638.58	2,990.16	2,781.54	741.73	55.92	8.49	9,673.68	\$65,443
Administration	2,080	46,359.03	2,874.26	672.21	46.36	45.75	3,638.58	2,990.16	2,781.54	741.73	55.92	8.49	9,673.68	\$65,443
Utility II	2,080	44,712.69	2,772.19	648.33	44.71	45.75	3,510.99	2,883.97	2,682.76	741.73	76.81	8.49	9,924.36	\$63,715
Utility I (seasonal)	650	10,400.00	644.80	150.80	10.40	14.30	820.30	670.80	624.00				0.00	\$12,515
Janitor	1,080	16,740.00	1,037.88	242.73	16.74	23.76	1,321.11	1,079.73	1,004.40				0.00	\$20,145
TOTALS	10,049	234,421	14,534	3,399	234	221	18,389	20,317	9,874	3,386	265	36	44,248	327,249

General Fund

Resources

The proposed General Fund Budget allocates the entire cost of the City Administrator, Accounting Specialist, Administration Specialist and Janitor to the fund as the City's administrative resources. Other funds that utilize administration staff are charged to that fund as indirect. An example is the Water Treatment plant that is charged an indirect fee for the City Administrator's time for plant operation. Likewise, Attorney fees are not split between funds as this is primarily a City expense and not usually allocated to other funds.

**RESOURCES
GENERAL FUND 100
CITY OF MONROE**

	RESOURCE DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
1	Available Cash on Hand	251,059	225,384	255,000	140,000	122,937		1
2	Previously levied taxes estimated to be received	2,107	13,374	10,000	4,500	8,000		2
3	LGIP Interest	7,571	6,797	8,000	4,000	3,000		3
	OTHER RESOURCES							0
4	Cigarette Tax	778	714	698	700	700		4
5	Liquor Tax	9,960	10,073	11,069	11,000	10,500		5
6	State Marijuana Tax Revenue	3,076	1,791	2,274	1,700	2,500		6
7	PP&L Franchise	20,946	29,685	31,431	31,000	34,000		7
8	Monroe Telephone Franchise	2,837	1,588	1,626	1,600	2,000		8
9	Republic Services Franchise	2,604	3,826	3,448	4,413	5,000		9
10	Benton County Transient Tax (Bed Tax)			5,000	5,000	5,000		10
11	Licenses & Fees	75	100	150	4,276	200		11
12	RARE Funding Grants	18,000	12,000					12
13	Willamette Valley Visitor's Association Grant		5,000					13
14	South Benton Recreation Alliance Grant	2,000	3,000					14
15	ROI Grant		5,000					15
16	City Christmas Light Decorations		778					16
17	State Parks Grant		4,917	63,025				17
18	DLCD - TA Grant (every other year)	1,000		1,000				18
19	Hull Grant for Legion Hall	45,902						19
20	Comp Plan Grants	4,800						20
21	Monroe Fest Grant	5,000						21
22	State Highway Taxes	39,352	45,329	44,770	47,000	45,000		22
23	State Revenue Sharing	5,833	6,185	6,914	7,500	6,500		23
24	Monroe Fest	0	1,625	5,655				24
25	Court Revenue (Fines & Fees)	14,889	34,385	21,339	28,000	15,000		25
26	Donation for Beautification Committee	24						26
27	Lien Fee Searches	470	865	1,110	1,000	1,000		27
28	Engineering Fees	23,067	55,597	4,825	7,000	5,000		28
29	Planning Fees	5,160	2,665	990	1,000	2,000		29
30	SDC Admin Fee	8,486	1,382	9,614	6,400	5,000		30
31	Public Record Fees		35	82		200		31
32	Notary Fees	780	20	0	0	0		32
33	Sale of Gas Station Property		77,037					33
34	Non-employee health insurance prem.	6,210						34
35	Surplus Land Sale Income					300,000		35
36	Transfer in From Public Works- Billing Expenses					30,400		36
37	Transfer in From Water Treatment- Personnel Exp					12,000		37
38	Transfer in From Water Treatment- Billing Expenses					30,400		38
39	Transfer in from Library Fund-Janitorial Services					6,715		39
40	Transfer in from Legion Hall-Janitorial Services					6,715		40
41	Miscellaneous	598	56	100	500	300		41
42	Total resources, except taxes to be levied	482,582	549,209	488,119	306,589	660,067	0	0
43	Taxes necessary to balance							43
44	Taxes collected in year levied	107,375	108,362	108,363	110,000	172,000		44
45	TOTAL RESOURCES	589,957	657,571	596,482	416,589	832,067	0	0

General Fund

Requirements

The General Fund Requirements does not include sub funds for court, the library, legion hall and parks as in previous year budgets

**REQUIREMENTS SUMMARY
GENERAL FUND 100
CITY OF MONROE**

REQUIREMENTS FOR: ADMINISTRATION		Actual FY 2017-2018	Actual FY 2018-2019	Actual 2019-2020	Budgeted 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
PERSONNEL SERVICES								
1	COO/City Administrator	22,144	24,020	24,202	31,760	69,850		1
2	Finance Officer	11,248	15,192	12,594	16,000	46,400		2
3	Community Development Coord		2,600					3
4	Administrative Assistant		2,733	5,005	7,800	46,400		4
5	Janitorial Wages		268			16,800		5
6	Payroll Taxes	2,691	3,347	2,605	1,900	14,200		6
7	PERS	1,940	2,570	3,732	1,600	24,000		7
8	Health Insurance	12,737	9,098	6,480	6,000	35,000		8
9	Workers Compensation		464	264	270	200		9
10	COLA Increases					6,500		10
11	Total Personnel Services	50,760	60,293	54,883	65,330	259,350		11
12	Total Full-Time Equivalent (FTE)	1	1	1	1	3.5		12
MATERIALS & SERVICES								
13	Postage	518	606	740	600	2,200		13
14	Operating Supplies	2,726	2,772	2,866	3,000	3,000		14
15	Computer Equipment					2,000		15
16	Computer Supplies	6,644	4,604	2,783	2,000	2,000		16
17	On Line Bill Pay	1,087	869	7,088	6,000	3,000		17
18	Bank Service Charges and Fees					800		18
19	Attorney Fees	14,208	18,813	5,696	3,000	14,000		19
20	Audit & File Fees	4,106	4,235	4,318	5,000	5,000		20
21	Licenses and Fees					15,000		21
22	Engineering Fees	31,713	61,659	3,477	5,000	1,500		22
23	Planning Expenses	1,305	862	375	1,500	1,500		23
24	Professional Services	9,140	936	381	1,000	1,000		24
25	Planner Contract			2,707	18,000	18,000		25
26	Utility	6,945	7,192	5,603	5,900	6,000		26
27	Education & Travel	6,305	4,978	3,876	2,000	2,000		27
28	Education and Training City Council	509		80	1,500	1,500		28
29	Education and Training Planning Commission	1,347	1,525	1,080	1,500	1,500		29
30	General Liability and Auto	5,095	2,906	3,700	3,800	4,000		30
31	Codification			5,552				31
32								32
33	Office Equipment Repair & Maintenance				500	500		33
34	Building Repairs and Maintenance	5,761	1,867	1,533	2,500	2,500		34
35	Archive Records Destruction				1,000	1,000		35
36	Mat/Carpet Cleaning	20			500	1,000		36
37	Expenses not covered elsewhere	3,262	1,618	6,891	2,000	2,000		37
38	Advertisement	543	648	429	500	500		38
39	Election							39
40	Dues	2,355	3,368	3,494	2,500	2,500		40
41	Beautification/Main Street	88	3,394	2,500				41
42	Community Support Grants/Scholarships				5,000	5,000		42
43	Resource Assistance for Rural Environments-RARE	23,500	23,500					43
44	Community Engagement					5,000		44
45	Committees and Commission	640	297	1,143	500	1,500		45
46	Copier Maintenance/Service			418	500	800		46
47	Business Association of Monroe			9,019				47
48	Monroe Fest							48
49	Legion Hall Expense	8,529	8,111					49
50	Court Expenses	442		71				50
51	Bail Refund							51
52	TOTAL MATERIALS & SERVICES	136,791	157,465	93,506	75,300	104,800		52
CAPITAL OUTLAY								
53								53
54								54
55								55
56	TOTAL CAPITAL OUTLAY	0	0	0	0	0		56
57	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	187,551	217,758	148,389	140,630	364,150		57

**REQUIREMENTS SUMMARY
GENERAL FUND 100
CITY OF MONROE**

REQUIREMENTS FOR: ADMINISTRATION		Actual FY 2016-2017	Actual FY 2017-2018	Actual FY 2018-2019	Budget 2019-2020	PROPOSED BUDGET 2020-2021	Approved Budget By Budget Committee	Adopted Budget By Budget Council
CAPITAL OUTLAY								
1	Computers/office equipment		1,423		2,000			1
2	Legion Hall (Hull Grant)		15,393					2
3	Gas Station Purchase		31,629					3
4	Old Library remodel							4
5	Total Capital Outlay		48,445	0	2,000	0		5
6	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	#REF!	256,670	153,799	142,630	364,150	0	0

REQUIREMENTS FOR: COURT		Actual FY 2016-2017	Actual FY 2017-2018	Actual FY 2018-2019	Budget 2019-2020	PROPOSED BUDGET 2020-2021	Approved Budget By Budget Committee	Adopted Budget By Budget Council
MATERIALS AND SERVICES								
7	Law Enforcement IGA	39,126		32,000		34,000		7
8	Judge	1,200		1,350		1,500		8
9	Attorney Fees							9
10	Dues							10
11	Collection Services				500			11
12	Online Bill Pay Fees				100	500		12
13	Court Expenses				100	100		13
14	Court Operating Expenses				150	200		14
15	Court State and County Assessment Fees				1,500	1,000		15
16	Court Fine/Fee Refunds					500		16
17	Education and Travel				500	500		17
18	Total Materials and Services	40,326	0	33,350	2,850	38,300	0	0
CAPITAL OUTLAY								
19	Court Software Upgrades					25,000		19
20	Total Capital Outlay	0	0	0	0	25,000	0	0
21	ORGANIZATIONAL UNIT/ACTIVITY TOTAL	40,326	0	33,350	2,850	63,300	0	0

Total Materials and Services	0	0	33,350	2,850	38,300	0	0
Total Capital Outlay	0	0	0	0	25,000	0	0

NOT ALLOCATED
GENERAL ADMINISTRATION #201
CITY OF MONROE

		Actual FY 2016-2017	Actual FY 2017-2018	Actual FY 2018-2019	Budget 2019-2020	PROPOSED BUDGET 2020-2021	Approved Budget By Budget Committee	Adopted Budget By Council
	REQUIREMENTS DESCRIPTION NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM							
	PERSONNEL SERVICES NOT ALLOCATED							
	INTERFUND TRANSFERS							
1	Transfer to Legion Hall Fund					15,000		1
2	Transfer to Library Fund					22,000		2
3	Transfer to Building Reserve Fund	7,000	10,000	2,500	10,000	5,000		3
4	Transfer to Equipment Reserve Fund	5,000	10,000	2,500	10,000	5,000		4
5	Transfer to Parks Reserve Fund		5,000	10,000	10,000	5,000		5
6	Transfer to Capital Improvement Reserve Fund			10,000	15,000			6
7	Transfer to Water Reserve Fund					15,000		7
8	Transfer to Sewer Reserve Fund					5,000		8
9	Transfer to Storm Water Fund				10,000			9
10	Transfer to Monroe Festival Fund							10
11	TOTAL INTERFUND TRANSFERS	12,000	25,000	25,000	55,000	72,000	0	11
12	OPERATING CONTINGENCY				12,875	124,810		12
13	Total Requirements NOT ALLOCATED		25,000	25,000	67,875	196,810	0	13
14	TOTAL REQUIREMENTS ALLOCATED	146,121	322,082	411,040	418,625	427,450	0	14
15	Reserved for future expenditure				100,000			15
16	Ending balance (prior years)	198,112	251,059	232,165				16
17	UNAPPROPRIATED ENDING FUND BALANCE				100,000	207,807	0	17
18	TOTAL REQUIREMENTS	344,233	347,082	436,040	586,500	832,067	0	18

RESOURCES

PUBLIC WORKS FUND 201

CITY OF MONROE

	RESOURCE DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2019-2020	PROPOSED BUDGET 2020-2021	Approved Budget By Budget Committee	Adopted Budget By Budget Council
1	Beginning Cash Balance	82,874	96,438		105,000	259,321		1
2	Water Hook Up charges- Tap Fees	3,750	375	6,200	3,750	5,000		2
3	Sewer Service Charges	134,780	131,694	141,272	145,000	150,000		3
4	Sewer Hook Up Charges	2,250	250	4,125	9,500	5,000		4
5	Storm Water Service Charges	12,520	18,884	21,099	24,596	25,000		5
6	Storm Tap And Connection Fees		200	3,050	2,000	5,000		6
7	Shut Off & Turn On Fees	3,748	4,041	3,200	4,000	4,000		7
8	Small City Allotment Grant (SCA)				100,000			8
9	Utility Bill Late Fees	1,168	988	1,420	1,200	1,500		9
10	Safe Routes to School Grant				125,931	125,931		10
11	Surplus Equipment Sales					16,000		11
12	Transfer in From WTP for Personnel Expenses					18,000		12
13	LGIP Interest	1,315	2,043	2,273	2,000	1,200		13
14	Total resources, except taxes to be levied	242,404	254,912	182,640	522,977	615,952	-	14
15	Taxes estimated to be received							15
16	Taxes collected in year levied							16
17	TOTAL RESOURCES	242,404	254,912	182,640	522,977	615,952	-	17

**REQUIREMENTS
PUBLIC WORKS FUND #201
CITY OF MONROE**

	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Budget Council
PERSONNEL SERVICES							
1	2,941	3,134	4,605	5,510	45,000		1
2	750	1,373	2,415	2,500	11,000		2
3							3
4	303	350	550	800	4,500		4
5	216	114	400	600	7,000		5
6	433	599	950	1,000	10,000		6
7		524	600	450	400		7
8					3,000		8
9	4,643	6,094	9,520	10,860	80,900	0	9
10	0	0	0	0	1.8		10
MATERIALS & SERVICES							
11	2,586	4,424	5,540	6,500	7,000		11
12	7,754	8,040	8,354	7,550	7,500		12
13							13
14	6,147	3,202	2,000	2,000	2,000		14
15	4,320	5,480	4,366	3,700	3,800		15
16					2,700		16
17	413	1,000	4,000	4,900	6,000		17
18	221	1,736	6,680	3,500	4,000		18
19	401	1,328	1,500	600	5,000		19
20		55	0	1,000	2,000		20
21					500		21
22	13	0	1,000	1,000	5,000		22
23	1,117	475	1,500	2,000	2,000		23
24		57	0	250	500		24
25					500		25
26	1,617	1,140	1,500	1,500	2,000		26
27	1,710	1,723	2,000	2,000	2,000		27
28	3,904	4,232	4,500	45,000	4,500		28
29	0	0	3,500	3,500	8,000		29
30					8,000		30
31	147	265	400	500	500		31
32	30,350	33,157	46,840	85,500	73,500	0	32
CAPITAL OUTLAY							
33	669						33
34			20,469	20,000	20,000		34
35		996	11,726	39,275	15,000		35
36	669	996	32,195	59,275	35,000	0	36
37	35,662	40,247	88,555	155,635	189,400	0	37
ORGANIZATIONAL UNIT / ACTIVITY TOTAL							
REQUIREMENTS FOR: STREETS							
MATERIALS & SERVICES							
38	8,983	8,205	9,192	9,500	9,500		38
39	1,654	8,386	931	20,000	20,000		39
40		1,820	2,731	3,000	4,000		40
41	10,637	18,411	12,854	32,500	33,500	0	41
CAPITAL OUTLAY							
42				125,931	125,931		42
43	0	0	0	125,931	125,931	0	43
44	11,038	19,739	14,354	159,031	159,431	0	44
ORGANIZATIONAL UNIT / ACTIVITY TOTAL							

**REQUIREMENTS
PUBLIC WORKS FUND #201
CITY OF MONROE**

REQUIREMENTS FOR: SEWER		Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
MATERIALS & SERVICES								
1	Sewer- Repairs and Maintenance	1,540	2,334	7,475	3,100	3,100		1
2								2
3	TOTAL MATERIALS & SERVICES	1,540	2,334	7,475	3,100	3,100	0	0
CAPITAL OUTLAY								
4	Sewer- Manhole Sealant			10,160	12,000	18,000		4
5	TOTAL CAPITAL OUTLAY	0	0	10,160	12,000	18,000	0	0
6	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,540	2,334	17,635	15,100	21,100	0	0
0								6
REQUIREMENTS FOR: STORM								
MATERIALS & SERVICES								
7	Storm- Repairs and Maint.	198	983	758	3,000	3,000		7
8								8
9	TOTAL MATERIALS & SERVICES	198	983	758	3,000	3,000	0	0
CAPITAL OUTLAY								
10	Storm- IMIDL Projects	56				5,000		10
11	TOTAL CAPITAL OUTLAY	56	0	0	0	5,000	0	0
12	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	254	983	758	3,000	8,000	0	0
REQUIREMENTS FOR: PARKS								
MATERIALS & SERVICES								
13	Parks-Operating Supplies	2,413	2,892	1,826	3,000	3,500		13
14	Parks- Trail Maintenance and Operation				500	1,200		14
15	Parks- Equipment repair and maint.	226	1,290	446	1,000	5,000		15
16	TOTAL MATERIALS & SERVICES	2,639	4,182	2,272	4,500	9,700	0	0
CAPITAL OUTLAY								
17								17
18	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	0
19	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	2,639	4,182	2,272	4,500	9,700	0	0
REQUIREMENTS FOR: WASTE WATER TREATMENT								
MATERIALS & SERVICES								
20	WWTP- Equip. Repair and Maint.					5,000		20
21	WWTP- Equipment					10,000		21
22	WWTP- Outside Testing					2,500		22
23	WWTP- Chemicals					4,500		23
24	WWTP- Contracted Operator Fees					18,000		24
25	TOTAL MATERIALS & SERVICES	0	0	0	0	40,000	0	0
CAPITAL OUTLAY								
26								26
27	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	0
28	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	0	0	0	0	40,000	0	0

NOT ALLOCATED
PUBLIC WORKS FUND #201
CITY OF MONROE

	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
REQUIREMENTS DESCRIPTION NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM							
INTERFUND TRANSFERS							
1 Transfer to Water Treatment Fund							1
2 Transfer to GA for Billing Services					30,400		2
TOTAL INTERFUND TRANSFERS	0	0	0	0	30,400	0	0
OPERATING CONTINGENCY							3
4							4
5 Total Requirements NOT ALLOCATED	0	0	0	0	30,400	0	0
6 TOTAL REQUIREMENTS ALLOCATED	146,121	322,082	411,040	418,625	427,631	0	0
7 Reserved for future expenditure							7
8 Ending balance (prior years)	198,112	251,059	232,165				8
9 UNAPPROPRIATED ENDING FUND BALANCE					157,921	0	
10 TOTAL REQUIREMENTS	344,233	347,082	411,040	586,500	615,952	0	0

Monroe Festival Fund #202

Resources and Requirements

The Monroe Festival Fund is tentatively scheduled for Spring 2022; however, with COVID-19 and possible restrictions for large gatherings going forward, this event will be evaluated again in late Fall 2021.

There are no transfers in from the General Fund in this budget although revenue sources have been identified to start activities until Council can review and transfer funds if required.

For this proposed budget there is no staff time allocated but may be included as a separate to better understand the financial role the city plays in this festival it would be beneficial to add this in future budgets.

RESOURCES
MONROE FESTIVAL FUND #202
CITY OF MONROE

	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
1				0	0		1
2				750	750		2
3				500	500		3
4				500	500		4
5				1,000	1,000		5
6				3,500	3,500		6
7							7
8							8
9							9
10							10
11				7,000			11
12							12
13							13
14				13,250	6,250	0	0
15							15
16							16
17				13,250	6,250	0	0

**REQUIREMENTS SUMMARY
MONROE FESTIVAL FUND # 202
CITY OF MONROE**

	REQUIREMENTS DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
	PERSONNEL SERVICES							
1								1
2								2
3	TOTAL PERSONNEL SERVICES					0	0	0
4	Total Full-Time Equivalent (FTE)							4
5	MATERIALS & SERVICES							5
6	Signs, posters and banners				500			6
7	Operating Supplies							7
8	Advertising							8
9	Equipment Rental				4,750			9
10	Trolley Rental				1,500			10
11	Music Bands/Entertainment				1,200			11
12	Wine Glasses				950			12
13	Photographer, Social Media				100			13
14	Wine Tastings				2,500			14
15	Misc.				1,750			15
16								16
17	TOTAL MATERIALS & SERVICES				13,250	0	0	0
18	CAPITAL OUTLAY							18
19								19
20	TOTAL CAPITAL OUTLAY				0	0	0	0
21								21
22								22
23	ORGANIZATIONAL UNIT / ACTIVITY TOTAL				13,250	0	0	0

Bonded Debt

Water Revenue Bond #300

The Water Revenue Bond was taken out in 2008 in the amount of \$555,520 with 4.5% interest rate to be paid back over 40 years with our first payment in 2009. This bond was issued to complete phase 2 of the water improvements. As of June 1, 2021, we have paid to date \$362,316 with \$281,986 paid in interest and \$80,330 paid towards the principal.

This fund received revenue (transferred in from the Water Fund) and pays the bond (loan). The City has a long-standing debt for this fund of annual payments of \$30,1963 at 4.5% interest until 2049.

**BONDED DEBT
RESOURCES AND REQUIREMENTS
WATER REVENUE BOND FUND #300
CITY OF MONROE**

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation

		Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
	RESOURCES							
1	Beginning Cash on Hand	30,233	30,897	31,438	31,645	16,791		1
2	Interest	657	535	350	200	200		2
3	Transfer from Water Fund	30,200	30,200	30,200	30,200	30,000		3
4	Total Resources, Except Taxes to be Levied	61,090	61,631	61,989	62,045	46,991	0	0
5								5
6	TOTAL RESOURCES	61,090	61,631	61,989	62,045	46,991	0	0
	REQUIREMENTS							
	Bond Principal Payments							
	Bond Issue							
	Budgeted Payment Date							
7	Water Bond	7,387	7,720	8,067	8,430	8,430		7
8	Total Principal	7,387	7,720	8,067	8,430	8,430	0	0
	Bond Interest Payments							
	Bond Issue							
	Budgeted Payment Date							
9	Water Bond	22,806	22,473	22,126	21,763	21,763		9
10	Total Interest	22,806	22,473	22,126	21,763	21,763	0	0
	Unappropriated Balance for Following Year By							
	Bond Issue							
	Projected Payment Date							
11								11
12								12
13								13
14	Ending balance (prior years)							14
15	Total Unappropriated Ending Fund Balance	30,240	30,240	31,711	31,852	16,798		15
16	Loan Repayment to _____ Fund							16
17	Tax Credit Bond Reserve							17
18	TOTAL REQUIREMENTS	60,433	60,433	61,904	62,045	46,991	0	0

Bonded Debt

2010 General Obligation Bond Fund #302

The 2010 General Obligation Bond was issued in 2010 for \$1,570,000 at 4-5% interest rate to be paid back over 20 years. This bond was to complete capital improvements and capital construction to the City's wastewater system. As of June 1, 2021, we have paid to date \$1,190,624.27 with \$470,000 paid towards the principal and \$720,624.27 paid in interest.

The funding for this debt is paid from property taxes which makes it a general obligation bond.

Bond Debt Payments are for:
 Revenue Bonds or
 General Obligation Bonds

**BONDED DEBT
 RESOURCES AND REQUIREMENTS
 2010 GENERAL OBLIGATION AND REFUNDING BOND FUND #302
 CITY OF MONROE**

		Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
	RESOURCES							
1	Beginning Cash on Hand	30,233	953	2,438	3,438	3,342		1
2	Previously Levied Taxes to be Received							2
3	Interest	35	972	929	1,000	1,000		3
4	Total Resources, Except Taxes to be Levied	30,268	1,925	3,367	4,438	4,342	0	4
5	Taxes Estimated to be Received *			120,718	127,325	129,500		5
6	Taxes Collected in Year Levied	116,580	116,580					6
7	TOTAL RESOURCES	146,848	118,505	124,085	131,763	133,842	0	7
	REQUIREMENTS							
	Bond Principal Payments							
	Bond Issue							
8	2010 GO Bond	55,000	58,568	65,000	75,000	80,000		8
9	Admin and Agent fees							9
10	Total Principal	55,000	58,568	65,000	75,000	80,000	0	10
	Bond Interest Payments							
	Bond Issue							
11	2010 GO Bond	30,590	28,750	27,859	26,315	24,628		11
12	2010 GO Bond	30,590	28,750	27,859	26,315	24,628		12
13	Total Interest	61,180	57,500	55,718	52,630	49,255	0	13
	Unappropriated Balance for Following Year By							
	Bond Issue							
	Projected Payment Date							
14	Ending balance (prior years)							14
15	Total Unappropriated Ending Fund Balance			2,023	4,133	4,587		15
16	Loan Repayment to _____ Fund							16
17	Tax Credit Bond Reserve							17
18	TOTAL REQUIREMENTS	116,180	116,068	122,741	131,763	133,842	0	16

Reserve Funds

Equipment Reserve Fund #400; Building Reserve Fund # 401; Park Reserve Fund #402; Water Reserve Fund #403; Sewer Reserve Fund #404; Capital Improvement Fund # 405

The following reserved funds were established for the specific purpose of reserving funds for major purchases/improvements.

In order to save funds for future projects, the proposed budget utilizes the line "Reserved for Future Expenditure" this line item can be used when allowed by statute. A reserve for future expenditure is a line item requirement which identifies funds to be saved for future fiscal years.

If the need arises during the fiscal year to spend this money, a supplemental budget may be adopted to appropriate the expenditure.

**RESERVE FUND
RESOURCES AND REQUIREMENTS
Equipment Reserve Fund #400
City of Monroe**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: 2027

This fund is authorized and established by Resolution 17-05 on June 26, 2017 for the specific purpose of reserving funds for major equipment purchases including vehicles and heavy machinery.

		Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
RESOURCES								
1	Cash on hand	45,295	38,790	36,200	48,646	51,549		1
2	Interest	517	744	802	6,500	6500		2
3	Transfer in from Sewer Fund	15,000	6,250	5,000	5,000			3
4	Transfer in from Water Fund	15,000	6,250	2,500	2,500			4
5	Transfer in from General Fund	10,000	2,500	10,000	5,000	5,000		5
6	Total Resources, except taxes to be levied	85,812	54,534	54,502	61,796	63,049	0	6
7	Taxes estimated to be received							7
8	Taxes collected in year levied							8
9	TOTAL RESOURCES	85,812	54,534	54,502	61,796	63,049	0	0
REQUIREMENTS								
	Org. Unit or Prog. & Activity	Object Classification		Detail				
10	Public Works	Capital Outlay	Equipment					
11	Administration	Capital Outlay	Copier Equipment	2,614	2,000			
12	Public Works	Capital Outlay	Locator Scanner	3,140				
13	Public Works	Capital Outlay	Trash Pump					
14	Reserved for Future Expenditure							
15	Ending balance (prior years)							
16	UNAPPROPRIATED ENDING FUND BALANCE							
17	TOTAL REQUIREMENTS	47,022	138,333	5,754	43,796	57,199	0	0

**RESERVE FUND
RESOURCES AND REQUIREMENTS
Building Reserve Fund #401
CITY OF MONROE**

Year this reserve fund will be reviewed to be continued or abolished:
Date can not be more than 10 years after establishment.
Review Year: 2027

This fund is authorized and established by Resolution 2017-06 adopted on June 26, 2017 for the specific purpose of creating a reserve fund for future building construction, repair and remodeling of city owned structures.

		Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
RESOURCES								
1	Cash on hand	14,457	23,684	10,603	36,003	41,331		1
2	Interest	224	222	499	400	400		2
3	Sale of Gas Station		8,964					3
4	Transfer in from General Fund	10,000	2,500	10,000	5,000	5,000		4
5	Transfer in from Water Fund		1,250	5,000	2,500			5
6	Transfer in from Sewer Fund		1,250	10,000	10,000			6
7	Environmental Assessment Costs Reimbursement							7
8	Total Resources, except taxes to be levied	24,681	37,870	36,102	53,903	46,731	0	8
9	Taxes estimated to be received							9
10	Taxes collected in year levied							10
11	TOTAL RESOURCES	24,681	37,870	36,102	53,903	46,731	0	0

		Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
REQUIREMENTS								
	Org. Unit or Prog. & Activity							
	Object Classification							
	Detail							
12	Public Works		8232					12
13	Public Works	996	11,727	0	15,000			13
14	Public Works		7,308					14
15								15
16	Reserved for Future Expenditures				38,903	46,731		16
17								17
18	Ending balance (prior years)							18
19	UNAPPROPRIATED ENDING FUND BALANCE				0			19
20	TOTAL REQUIREMENTS	996	27,267	0	53,903	46,731	0	0

**RESERVE FUND
RESOURCES AND REQUIREMENTS
Park Reserve Fund #402
CITY OF MONROE**

Year this reserve fund will be reviewed to be continued or abolished
Date can not be more than 10 years after establishment
Review Year: 2027

This fund is authorized and established by Resolution 2017-07 adopted by council action on June 26, 2017 for the specific purpose for future capital projects in the City owned park properties.

		Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
	RESOURCES							
1	Cash on hand	203	5,294	15,523	12,620	11,011		1
2	Interest	91	229	234	35	80		2
3	Transfer in General Fund Parks	5,000	10,000	10,000	5,000	5,000		3
4								4
5	Total Resources, except taxes to be levied	5,294	15,523	25,756	17,655	16,091	0	5
6	Taxes estimated to be received							6
7	Taxes collected in year levied							7
8	TOTAL RESOURCES	5,294	15,523	25,756	17,655	16,091	0	8

	REQUIREMENTS							
	Org. Unit or Prog. & Activity	Object Classification	Detail					
9	Parks	Capital Outlay	New Toddler Park Equipment	15011.68				9
10	Parks	Capital Outlay	System Improvements	7,655				10
11								11
12	Reserved for Future Expenditures				10,000	16,091		12
13								13
14	Ending balance (prior years)							14
15	UNAPPROPRIATED ENDING FUND BALANCE							15
16	TOTAL REQUIREMENTS			15,012	17,655	16,091	0	16

**RESERVE FUND
RESOURCES AND REQUIREMENTS
WATER RESERVE FUND #403
CITY OF MONROE**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: 2027

This fund is authorized and established by Resolution 2017-08 on June 26, 2017 for the specific purpose of funding capital improvement water system projects in the current and future years.

DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted By Budget Council
RESOURCES							
1 Cash on hand	62,481	75,832	69,540	22,736	20,119		1
2 IFA Technical Assistance Grant for Water Master Plan			20,000				2
3 Safe Drinking Water Grant from Oregon Health Authority		7,606	20,468	20,000			3
4 Interest	1,075	1,516	660	50	150		4
5 Transfer in from Water Fund	13,000	5,000	2,500				5
6 Loan from Water System Development Charges				29,000			6
Transfer in from General Admin. Fund					15,000		
7 Total Resources, except taxes to be levied	76,556	89,954	113,169	74,286	35,269	0	7
8 Taxes estimated to be received							8
9 Taxes collected in year levied							9
TOTAL RESOURCES	76,556	89,954	113,169	74,286	35,269	0	10

REQUIREMENTS		Object Classification	Detail	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted By Budget Council
11	Water	Debt Services	Bond Payment							
12	Water	Capital Outlay	System Construction		2500					11
13	Water	Capital Outlay	Water Source Project	724	1,848	1,484	22,786			12
14	Water	Capital Outlay	Water System Master Plan		2,776					13
15	Water	Capital Outlay	WTP Generator			20,000				14
16	Water	Capital Outlay	Wonder Wear Software		5,684					15
17	Water	Capital Outlay	Membrane Replacement			50,327				16
18	Water	Capital Outlay	Treatment Pump Replacement							17
19	Water	Capital Outlay	Chemical Feed Installation							18
20	Water	Capital Outlay	Air Compressor Replacement							19
21	Water	Capital Outlay	Soda Ash Injection Move			2,000				20
22	Water	Capital Outlay	Reduce Pressure Valves			5,000				21
23	Water	Capital Outlay	Barrier at Wet W/ll Hatches			2,000				22
24	Water	Capital Outlay	Wet Well Venting, Fan and Seal			5,000				23
25	Water	Capital Outlay	Flow Meters			15,000				24
26	Water	Capital Project	Safe Drinking Water Projects		7,606	20,469	20,000			25
27	Water	Capital Outlay	System Software Programming Upgrade							26
28	Reserved for Future Expenditure						2,500	35,269		27
29	Ending balance (prior years)			49,481						28
30	UNAPPROPRIATED ENDING FUND BALANCE									29
31	TOTAL REQUIREMENTS			724	20,414	92,280	74,286	35,269	0	30

**RESERVE FUND
RESOURCES AND REQUIREMENTS
SEWER RESERVE FUND #404
CITY OF MONROE**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: 2027

This fund is authorized and established by Resolution 2017-09 on June 26, 2017 for the specific purpose of funding capital improvement sewer/wastewater projects in the current year and future fiscal years.

DESCRIPTION		Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
RESOURCES								
1	Cash on hand	78,684	88,805	100,453	96,761	100,237		1
2	Interest	121	1,649	1,849	400	400		2
3	Transfer in from Sewer Fund	10,000	10,000	5,000				3
4	Transfer in from Water Fund							4
5	Transfer in from Master Utility Fund							5
6	Transfer in from General Admin. Fund					5,000		6
7								7
8								8
9	Total Resources, except taxes to be levied	88,805	100,453	107,302	102,161	105,637	0	0
10	Taxes estimated to be received							
11	Taxes collected in year levied							
12	TOTAL RESOURCES	88,805	100,453	107,302	102,161	105,637	0	0
REQUIREMENTS								
	Org. Unit or Prog. & Activity	Object Classification		Detail				
13								
14	Sewer	Capital Outlay	Construction/Design					
15	Sewer	Capital Project	I & T Testing		12,700			
16	Sewer	Capital Project	WWTP Automation					
17	Sewer	Capital Project	Manhole Sealant		12,000			
18	Sewer	Capital Project	Chemical Feed Building for chlorine contact basin					
19	Sewer	Capital Project	Dredge and clean first pond cell					
20	Sewer	Capital Outlay	New effluent flow detector					
21								
22								
23								
24	Reserved for Future Expenditure				77,461	105,637		
25								
26	Ending balance (prior years)							
27	UNAPPROPRIATED ENDING FUND BALANCE							
28	TOTAL REQUIREMENTS	0	10,160	10,160	102,161	105,637	0	0

**RESERVE FUND
RESOURCES AND REQUIREMENTS
CAPITAL IMPROVEMENT RESERVE FUND #405
CITY OF MONROE**

Year this reserve fund will be reviewed to be or
Date can not be more than 10 years after establishment.
Review Year: 2027

This fund is authorized and established by Resolution 2017-09 on June 26, 2017 for the specific purpose of funding capital improvement sewer/wastewater projects in the current year and future fiscal years.

RESOURCES		Actual FY 2017-2018		Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
1	Cash on hand				10,115	21,613	25,626		1
2	Interest			115	356	240	180		2
3	Transfer in from General Fund			10,000	15,000	5,000			3
4									4
5									5
6									6
7									7
8									8
9	Total Resources, except taxes to be levied			10,115	15,356	26,853	25,806	0	0
10	Taxes estimated to be received								10
11	Taxes collected in year levied								11
12	TOTAL RESOURCES	0	0	10,115	15,356	26,853	25,806	0	0
REQUIREMENTS									
	Org. Unit or Prog. & Activity	Object Classification	Detail						
13	Administration	Capital Outlay	System Improvements						
14									
15									
16	Reserved for Future Expenditure								
17									
18									
19									
20									
21									
22									
23									
24									
25	Ending balance (prior years)								
26	UNAPPROPRIATED ENDING FUND BALANCE								
27	TOTAL REQUIREMENTS	0	0		0	26,853	25,806	0	0

SDC Funds #507, 508, 509, 510, 511,

No major changes to these funds. The funds increased significantly in FY 2020-21 due to fees collected from the Red Hills Development.

Sewer System Development Charge Fund #508
CITY OF MONROE

Resource Description	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
1 Available cash on hand	1,335	65,363	76,164	134,662	385,583		1
OTHER RESOURCES							
2 SDC Charges	64,002	9,630	91,237	60,820	30,000		2
3 Interest	26	1,171	2,043	1,500	1,500		3
4 Total resources, except taxes to be levied	65,363	76,164	169,444	196,982	417,083	0	4
5 Taxes estimated to be received							5
6 Taxes collected in year levied							6
7 TOTAL RESOURCES	65,363	76,164	169,444	196,982	417,083	0	7

Expenditure Description Allocated to an Organizational Unit or Program & Activity	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
PERSONNEL SERVICES							
8							8
9 TOTAL PERSONNEL SERVICES							9
MATERIALS & SERVICES							
10 Riverside District Wastewater Development Plan			481	5,000	5,000		10
11 TOTAL MATERIAL & SERVICES	0	0	481	5,000	5,000		11
CAPITAL OUTLAY							
12 Sewer Enhancement				191,982	412,083		12
13							13
14 TOTAL CAPITAL OUTLAY	0	0	0	191,982	412,083	0	14
INTERFUND TRANSFERS							
15 Transfer to Master Utility Plan			17,147				15
16							16
17 TOTAL INTERFUND TRANSFERS	0	0	17,147	0	0	0	17
18 Ending balance (prior years)							18
19 UNAPPROPRIATED ENDING FUND BALANCE				0			19
20 TOTAL REQUIREMENTS		0	0	196,982	417,083	0	20

**Street System Development Charge Fund #509
CITY OF MONROE**

RESOURCE DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
1 Available cash on hand	6,214	49,263	45,282	49,079	74,402		1
2 SDC Charges	48,648	4,242	9,305	6,203	3,000		2
3 Interest	133	765	893	700	650		3
4							4
5 Total resources, except taxes to be levied	6,214	54,270	55,480	55,982	78,052	0	5
6 Taxes estimated to be received							6
7 Taxes collected in year levied							7
8 TOTAL RESOURCES	6,214	54,270	55,480	55,982	78,052	0	8

EXPENDITURE DESCRIPTION ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
PERSONNEL SERVICES							
9							9
10 TOTAL PERSONNEL SERVICES							10
MATERIALS & SERVICES							
11 Riverside District Transportation Access Plan			481	5,000	5,000		11
12 Street Capital Improvement Plan and SDC			4,141				12
13 TOTAL MATERIAL & SERVICES				5,000	5,000	0	13
CAPITAL OUTLAY							
14 Street Enhancement	5,732	2,988		982	73,052		14
15 Street Surveying		6,000					15
16 TOTAL CAPITAL OUTLAY	5,732	8,988	0	982	73,052	0	16
INTERFUND TRANSFERS							
17 Transfer to Master Utility Plan							17
18 Loan to Street Fund							18
19 TOTAL INTERFUND TRANSFERS	0	0	0	0	0	0	19
20 Ending balance (prior years)		0					20
21 UNAPPROPRIATED ENDING FUND BALANCE							21
22 TOTAL REQUIREMENTS		0	0	5,982	78,052	0	22

Water System Development Charge Fund #511

CITY OF MONROE

	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
1 Available cash on hand	9,733	80,023	81,135	133,341	448,688		1
2							2
OTHER RESOURCES							
3 SDC Charges	70,083	7,945	116,535	77,690	30,000		3
4 Interest	207	1,407	1,889	1,280	15,000		4
5 Total resources, except taxes to be levied	80,023	89,375	199,559	212,311	493,688	0	5
6 Taxes estimated to be received							6
7 Taxes collected in year levied							7
8 TOTAL RESOURCES	80,023	89,375	199,559	212,311	493,688	0	8

EXPENDITURE DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
ALLOCATED							
TO AN ORGANIZATION UNIT OR PROGRAM & ACTIVITY							
PERSONNEL SERVICES							
9 TOTAL PERSONNEL SERVICES							9
10							10
MATERIALS & SERVICES							
11 Water Master Plan		8,240	45,211				11
12 Riverside District Water Development Plan			488	5,000	5,000		12
13 TOTAL MATERIALS AND SERVICES	0	8,240	45,699	5,000	5,000	0	13
CAPITAL OUTLAY							
14 Flow Meters				5,000	5,000		14
15 Water System Enhancement			4,553	173,311	461,188		15
16 SDC Methodology			4,141.5				16
17 TOTAL CAPITAL OUTLAY	0	0	8,694	178,311	466,188	0	17
18							18
INTERFUND TRANSFERS							
19 TOTAL INTERFUND TRANSFERS					9000		19
20 Transfer to Water Treatment Fund for Air Comp.							20
21 Loan TO Water Reserve Fund				29,000			21
22 Ending balance (prior years)		0	0				22
23 UNAPPROPRIATED ENDING FUND BALANCE							23
24 TOTAL REQUIREMENTS		0	54,394	126,845	480,188	0	24

Water Fund #601

Resources

There are no increases in user rates for FY2021-22. This fund is now stand-alone.

RESOURCES
WATER TREATMENT FUND #601
CITY OF MONROE

	RESOURCE DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Budget By Council
1	Available Cash on Hand	82,312	53,469	26,385	14,000	39,917		1
2	Miscellaneous	450	1,348	563		500		2
3	Engineering Fees							3
4	Interest	1,717	1,233	193	200	200		4
	OTHER RESOURCES							
5	Water Service Charges	122,468	105,335	111,929	121,240	130,000		5
6	Water Consumption	18,359	66,397	61,411	66,000	60,000		6
7	Water Bond Sales	42,966	38,327	40,135	40,500	45,000		7
8	Water Bond Consumption	3,613	11,597	10,089	11,000	10,000		8
9	Transfer in from Water SDC for Air Comp.					9000		9
10								10
11								11
12	Total resources, except taxes to be levied	271,883	277,706	250,704	252,940	294,617	0	0
13	Taxes necessary to balance							
14	Taxes collected in year levied							
15	Total resources	272,669	277,706	250,704	252,940	294,617	0	0

Water Fund #601

Requirements

One major change proposed in this budget is there is no dedicated water treatment operator position. IGA and contract oversight will supplement existing City staff in plant operation.

REQUIREMENTS SUMMARY
 ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
WATER TREATMENT FUND# 601

CITY OF MONROE

Expenditure Description	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
MATERIALS & SERVICES							
1 Operating Supplies	4,824	5,038	7,232	6,558	7,000		1
2 Computer Equipment							2
3 Computer Supplies	5,678	4,294	2,842	1,500	1,000		3
4 Online Bill Pay Fees	1,250	896	930	1,000	1,000		4
5 Office Supplies		57	21	250	250		5
6 Copier Maintenance Service		297	1,144	500	500		6
7 Tools and Equipment	2,386	935	844	3,500	3,500		7
8 Attorney Fees	37						8
9 Audit & Filing Fees	4,190	4,233	4,316	4,500	4,500		9
10 Engineering	56			1,000	1,000		10
11 Contracted Operator Fees		65,866	50,101	0	6,000		11
12 Education and Travel	1,084	475	827	2,000	2,000		12
13 Equipment Rental							13
14 General Liability and Auto	4,688	4,113	4,037	4,100	4,100		14
15 Utilities - Electric, Phone	17,449	16,059	18,629	17,500	19,500		15
16 Repairs and Maintenance System	3,617	2,624	2,664	4,000	6,000		16
17 Office Equipment Repairs and Maintenance							17
18 Equipment Repairs and Maintenance	2,380	7,469	3,887	4,000	6,000		18
19 Building Repairs and Maintenance		40	64		2,000		19
20 Vehicle Operation and Maintenance	1,098	1,920	1,175	1,500			20
21 Outside Testing	6,196	5,866	5,237	5,000	5,000		21
22 Chemicals	2,475	4,062	2,789	4,500	4,500		22
23 Refunds	91						23
24 Miscellaneous	109	108	448	500			24
25 Advertisement			1,923	500			25
26 Permit Fees	595		900	500	500		26
27 Dues	147	240	206	250	500		27
28 Container Deposit		(225)	160				28
Total Materials and Services	58,350	124,368	110,376	63,158	74,850	0	0

**REQUIREMENTS SUMMARY
 ALLOCATED TO AN ORGANIZATIONAL UNIT
 OR PROGRAM & ACTIVITY
 WATER FUND #601
 CITY OF MONROE**

	Expenditure Description	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
	CAPITAL OUTLAY							
1	System Construction							1
2	Water Meter Reading Upgrade Project	17,837	1,265	3,696	5,000	15,000		2
3	Membrane Replacement							3
4	Scada System Installation	3,121						4
5	Water Reservoir Cleaning	4,249				5,000		5
6	Equipment					9,000		6
7	Total Capital Outlay	25,207	1,265	3,696	5,000	29,000	0	0

REQUIREMENTS SUMMARY
 NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
Water Fund #601
 CITY OF MONROE

REQUIREMENTS DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Budget Council
PERSONNEL SERVICES NOT ALLOCATED							
1							1
2							2
3		0	0	0	0	0	3
4							4
TOTAL PERSONNEL SERVICES		0	0	0	0	0	0
Total Full-Time Equivalent (FTE)							
MATERIALS AND SERVICES NOT ALLOCATED							
5							5
6							6
7		0	0	0	0	0	7
TOTAL MATERIALS AND SERVICES		0	0	0	0	0	0
CAPITAL OUTLAY NOT ALLOCATED							
8							8
9							9
10		0	0	0	0	0	10
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
DEBT SERVICE							
11							11
12							12
13		0	0	0	0	0	13
TOTAL DEBT SERVICE		0	0	0	0	0	0
SPECIAL PAYMENTS							
14							14
15							15
16		0	0	0	0	0	16
TOTAL SPECIAL PAYMENTS		0	0	0	0	0	0
INTERFUND TRANSFERS							
17	13,000	5,000	2,500	2,500			17
18	15,000	6,250	2,500	2,500			18
19	30,200	30,200	30,200	30,200	30,000		19
20					30,400		20
21					12,000		21
22					18,000		22
23		1,250	5,000	2,500			23
24							24
25	58,200	42,700	40,200	37,700	90,400	0	25
26		10,000	8,415	3,436	29,462		26
27	53,600	52,700	48,615	41,136	119,862	0	27
28	83,557	125,633	114,072	68,158	103,850	0	28
29							29
30							30
31							31
32	137,157	178,333	162,687	109,294	294,617	0	32
TOTAL REQUIREMENTS							
UNAPPROPRIATED ENDING FUND BALANCE							
TOTAL							

RESOURCES
602- Library Fund
CITY OF MONROE

	RESOURCE DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
1	Beginning Cash Balance							1
2	Library Rental	1,460	2,169	1,550	2,000	2,000		2
3	Transfer in from GA Fund					22,000		3
4	LGIP Interest					50		4
5								5
6	Total resources, except taxes to be levied	1,460	2,169	1,550	2,000	24,050	0	0
7	Taxes estimated to be received							5
8	Taxes collected in year levied							8
9	TOTAL RESOURCES	1,460	2,169	1,550	2,000	24,050	0	0

**REQUIREMENTS SUMMARY
LIBRARY FUND 602
CITY OF MONROE**

	Expenditure Description	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
	MATERIALS & SERVICES							
1	Library Alarm Monitoring	488	216	288	300	300		1
2	Library Building Insurance		2,666	2,799	3,000	4,000		2
3	Library Electric	5,555	5,433	4,308	5,500	5,000		3
4	Library Propane	430	560	488	500	500		4
5	Library Repairs & Maintenance	3,284	4,505	6,151	6,000	6,000		5
6	Library Janitorial Supplies		620	889	1,000	1,000		6
7	Library Contracted Janitorial			2,613				7
8	Total Material & Services	9,757	14,001	17,535	16,300	16,800	0	0
9	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	9,757	14,001	17,535	16,300	16,800	0	0

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
LIBRARY FUND #601
CITY OF MONROE

REQUIREMENTS DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Budget Council
PERSONNEL SERVICES NOT ALLOCATED							
1							1
2							2
TOTAL PERSONNEL SERVICES							
3		0	0	0	0	0	0
4							3
Total Full-Time Equivalent (FTE)							4
MATERIALS AND SERVICES NOT ALLOCATED							
5							5
6							6
TOTAL MATERIALS AND SERVICES							
7		0	0	0	0	0	0
8							7
CAPITAL OUTLAY NOT ALLOCATED							
9							8
10							9
TOTAL CAPITAL OUTLAY							
11		0	0	0	0	0	0
12							10
DEBT SERVICE							
13							11
TOTAL DEBT SERVICE							
14							12
SPECIAL PAYMENTS							
15							13
TOTAL SPECIAL PAYMENTS							
16		0	0	0	0	0	0
17							14
INTERFUND TRANSFERS							
18							15
19							16
Transfer to GA for Janitorial Services					6,715		
20							17
Total Interfund Transfers							
21		0	0	0	6,715	0	0
OPERATING CONTINGENCY							
22							18
TOTAL REQUIREMENTS NOT ALLOCATED							
23		0	0	0	6,715	0	0
24							19
Total Requirements Allocated							
25		9,757	14,001	17,535	16,300	16,800	20
26							21
Reserved for future expenditure							
27							22
Ending balance (prior years)							
28							23
UNAPPROPRIATED ENDING FUND BALANCE							
29							24
TOTAL REQUIREMENTS							
30		9,757	14,001	17,535	16,300	24,050	0
31							25
32							26

RESOURCES
603- LEGION HALL FUND
CITY OF MONROE

	RESOURCE DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual 2019- 2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
1	Beginning Cash Balance					0		
2	Legion Hall Rental	4,025	5,295	4,012	2,000	3,500		
3	Transfer in from GA Fund					15,000		
4	LGIP Interest					50		
5								
6	Total resources, except taxes to be levied	4,025	5,295	4,012	2,000	18,550	0	0
7	Taxes estimated to be received							
8	Taxes collected in year levied							
9	TOTAL RESOURCES	4,025	5,295	4,012	2,000	18,550	0	0

**REQUIREMENTS SUMMARY
603-LEGION HALL FUND
CITY OF MONROE**

	Expenditure Description	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Council
	MATERIALS & SERVICES							
1	Legion Hall - Building Insurance		685	718	750	1,000		1
2	Legion Hall - Electricity		7,467	5,497	3,410	6,000		2
3	Legion Hall - Repairs and Maintenance		1,608	430	292	2,000		3
4	Legion Hall - Advertising							4
5	Legion Hall - Janitorial Supplies		640	191	47	1,000		5
6	Legion Hall- Building Repairs		3,140	286	2,000	1,500		6
7								7
8	Total Material & Services	0	13,540	7,122	6,499	11,500	0	0
9	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	0	13,540	7,122	6,499	11,500	0	0

REQUIREMENTS SUMMARY
 NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
LEGION HALL FUND #601
 CITY OF MONROE

REQUIREMENTS DESCRIPTION	Actual FY 2017-2018	Actual FY 2018-2019	Actual FY 2019-2020	Budget 2020-2021	PROPOSED BUDGET 2021-2022	Approved Budget By Budget Committee	Adopted Budget By Budget Council
PERSONNEL SERVICES NOT ALLOCATED							
1							1
2							2
TOTAL PERSONNEL SERVICES		0	0	0	0	0	0
3							3
4							4
MATERIALS AND SERVICES NOT ALLOCATED							
5							5
6							6
TOTAL MATERIALS AND SERVICES		0	0	0	0	0	0
7							7
CAPITAL OUTLAY NOT ALLOCATED							
8							8
9							9
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
10							10
DEBT SERVICE							
11							11
12							12
TOTAL DEBT SERVICE		0	0	0	0	0	0
13							13
SPECIAL PAYMENTS							
14							14
15							15
TOTAL SPECIAL PAYMENTS		0	0	0	0	0	0
16							16
INTERFUND TRANSFERS							
17					6,715		17
18							18
Total Interfund Transfers		0	0	0	6,715	0	0
19							19
OPERATING CONTINGENCY							
20							20
Total Requirements NOT ALLOCATED		0	0	0	6,715	0	0
21							21
Total Requirements Allocated		13,540	7,122	6,499	11,500	0	0
22							22
23							23
24							24
Ending balance (prior years)							
25							25
UNAPPROPRIATED ENDING FUND BALANCE							
26							26
TOTAL REQUIREMENTS	0	13,540	7,122	6,499	18,550	0	0