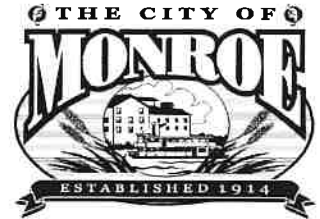


# CITY COUNCIL NOTICE/AGENDA

Wednesday June 24, 2020  
MONROE CITY HALL MEETING ROOM

6PM  
668 Commercial



1. **OPENING:** Call to Order, Pledge of Allegiance and Roll Call
2. **PUBLIC ITEMS and COMMENTS:** *(please limit your comments to less than 3 minutes)*
3. **STAFF REPORTS and PRESENTATIONS**
  - 3.1. Police Report, Junction City
  - 3.2. Tracy Floyd, City Finance Officer Report page3
4. **CONSENT AGENDA:** The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda. A motion to accept the consent agenda is appropriate:
  - 4.1. Approval of Bills, Financials and Minutes page5
5. **PUBLIC HEARINGS**
  - 5.1 Budget for 2020-2021 A PUBLIC HEARING TO FACILITATE PUBLIC INPUT FOR THE CITY OF MONROE BUDGET FOR JULY 1, 2020-JUNE 30, 2021 INCLUDING THE ACCEPTANCE AND EXPENDITURE OF STATE REVENUE SHARING FUNDS AND SETTING OF TAXES AND UTILITY RATES
6. **NEW BUSINESS:**
  - 6.2 Scare & Share Insurance Coverage & Rental Agreement page37
  - 6.3 Utility Bill Adjustment Request page 40
  - 6.4 OHA Bilateral Compliance Agreement page 42
  - 6.5 RESOLUTION 2020-11 A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE GENERAL FUND AND WATER FUND 2019-2020 BUDGET. page 47
  - 6.6 RESOLUTION 2020-08 A RESOLUTION ADOPTING APPROVED CITY OF MONROE BUDGET, IMPOSING TAXES AND APPROPRIATING EXPENDITURES FOR THE FISCAL YEAR 2020-2021 BUDGET. page 49
  - 6.7 RESOLUTION 2020-09 A RESOLUTION ESTABLISHING AND AUTHORIZING UTILITY RATES AND FEES FOR THE CITY OF MONROE. page 116

6.8 RESOLUTION 2020-10 A RESOLUTION DECLARING THE CITY'S  
ELECTION TO RECEIVE STATE REVENUE SHARING FUNDS page 121

6.9 RESOLUTION 2020-12 A RESOLUTION AUTHORIZING \$29,000 LOAN  
FROM THE WATER SYSTEM DEVELOPMENT FUND TO THE WATER  
RESERVE FUND IN THE APPROVED 2020-2019 FISCAL YEAR BUDGET  
page 122

6.10 RESOLUTION 2020-13 A RESOLUTION AUTHORIZING THE  
DEVELOPMENT OF THE COMMUNITY SUPPORT SCHOLARSHIP/GRANT  
PROGRAM. page 123

## **7. OLD BUSINESS**

## **8. OTHER BUSINESS:**

8.1. Councilor Comments

8.2. Committee Reports:

Personnel & Finance Committee: recommendations from the committee  
regarding Salary Review Request, Staff attending meetings, and  
Timeclock for employees.

Park Committee: Proposal for the RV Host work site page 126

8.2. Mayor's Comments:

## **9. ADJOURN:**

## **Tracy Floyd's June 2020 Staff Report:**

*Its been a very busy month.*

### **Grant Updates:**

1135 Grant – John Greydanus has been keeping up with the progress on this grant. The team (Long Tom Watershed Council, Army Corp of Engineers and the Siletz Tribe) have been having regular telephone meetings to keep the project moving forward. It sounds like the Siletz Tribe is excited to partner with this project and that would be a huge benefit. There will hopefully be an in-person meeting with the COE, LTWC, City of Monroe, and Siletz Tribe in July.

Safe Routes to School – John Greydanus is also working closely on this grant. He is working with Bill Crowson to get the school to do a Right of Way Dedication on part of 6<sup>th</sup> street so we can move the proposed path over a bit instead of redesigning the path.

Riverside District Masterplan – They held an online open house on May 21. I am still awaiting results on this. I will have a follow up report on this hopefully in July.

### **Planning Projects:**

Art Gallery – The site plan review has been submitted for the Art Gallery. I spoke with Pat Depa on Tuesday 6/16/2020 about this project at his first glance of the site review he was happy with the plan. He will be in contact with the Nystroms to let them know the next steps. This site plan review will have to go in front of the Planning Commission because it's a change in use of the building.

RV Pad – I spoke with Pat Depa regarding the variance needed for the RV pad at the City Park. I will work with him on getting the paperwork filled out on this. This variance will also have to go in front of the Planning Commission.

Annexations – Pat Depa has discovered that two areas within the city have not been officially annexed into the city limits. One is the Brickyard property and the other is a piece of property north of Fir Street between 6<sup>th</sup> and 8<sup>th</sup> streets. All of the City's paperwork had been done but nothing was filed at the time of the annexation with the county. Pat will be doing more research and filing the paperwork. If it gets rejected due to the length of time between when the City did the initial paperwork and when it was filed, he will let us know and let us know what needs to be done in order to get this all corrected. The draw backs of not having the paperwork filed with the City is that we are not collecting property taxes on this.

Boundary Mapping – Pat Depa has also been working with the County's GIS intern and they discovered some mapping corrections that need to be made. He will provide me with more detail on this next month and the council will have a chance to review the maps and the corrections sometime in the near future.

FEMA Flood Insurance Program – There are certain requirements that the City needs in order to stay active in the program. Pat is getting us these requirements and they will probably need to be reviewed by council in the near future.

SDC Charges – I had a conversation with Pat Depa on 6/15/2020 regarding SDC charges. He recommends I reach out to Patrick Wingard from DLCD as Patrick has extensive knowledge in this area and can give me some good recommendations on where to go with the SDC's. I also spoke with Ross Boschler from Red Hills and they are very interested in the City's SDC charges and would like to be involved in any further public meetings on this.

Red Hills – We got word yesterday from MonteVista that they are moving forward with the building of the next 7 homes. Many of these 7 lots have already sold.

#### **Financials:**

Annual Audit - We are wrapping up the end of year finances and preparing for our annual finance audit on July 20<sup>th</sup>. The auditors ha/'ve a new online platform to share documents. It has been pretty easy to give them they required documentation for the audit. I expect this audit to be pretty smooth as there has been nothing significant happen over the last year financially.

Utility Billing – Laurie and I will be working on contacting the utility customers that have balances that are 60 days or over, currently there are 9 utility customers that meet this criteria. We will be trying to set up a payment plan to get the utility accounts to current.

Water Fund – As of today, 6/17/2020 at 3:05pm the water fund was in the positive at about \$3,700. We still have half of a month of revenue to receive, but we also have expenses to pay this month. I am monitoring this fund very closely.

#### **Other Items to Note:**

Recycling – I received a request from a citizen in town to increase recycling in town. Back in October of 2018 the council decided to leave the recycling services in town as is. I have the citizens request and am happy to share it with anyone if needed.

Fences – In the last two weeks I have dealt with two separate concerns on privacy fences. The current code states that a fence height is 6 feet. Both citizens would like taller fences for privacy. They were both given the current land use code on fences and I spoke with Pat Depa on issuing any kind of variances for this. He made a good point if you do it for one you have to do it for all and privacy isn't a reason to grant a variance the code.

Janitorial Services – I spoke with Suzan Jackson regarding her availability to do extra cleanings at the Library and Legion Hall when they open up for business. Currently her schedule is full and can't add any more days to her workload. There could be a potential in the fall but during summer months her project list at the Harrisburg School District is long.

# MONROE CITY COUNCIL MINUTES

May 18, 2020 6 PM City Hall Meeting Room

**1. CALL TO ORDER:** Mayor Paul Canter called the City Council meeting to order at 6:00 P.M.

Pledge of Alliance: Mayor Canter asked Councilor Thayer to lead the Pledge of Allegiance.

Roll Call: Present was Mayor Canter, Council President Billings, Councilors Canter, Cuthbertson, Greene, Koroush, and Thayer. Staff present was interim City Recorder Tracy Floyd, and Office Administrative Assistant Laurie Eastridge. In the audience was Planning Commissioners Tim Eastridge, Dan Sheets, Fred Cuthbertson and John Greydanus. Also, in the audience was Bob Eastridge, Todd Nystrom, Amy Nystrom, Lorri O'Hare, Terry Koroush and Chuck Scholz.

**2. PUBLIC COMMENTS:** Todd Nystrom rose to speak regarding the plans for the HardTimes building turning into an art studio. He stated that he has been working with our associate planner Pat Depa and understands there are planning codes to follow. He is looking at replacing the building down the road, maybe 4-5 years, and doesn't want to invest in paving the entire parking lot, that maybe paving a few parking spaces and letting the storm drain into the gravel would be sufficient. He will continue working with Depa to develop a plan that works.

Lorri O'Hare rose to speak regarding the Haunted House and their insurance policy is set to renew in June. With the restrictions in place regarding the COVID-19 pandemic, the Haunted House won't happen this year to recoup the \$1300 cost for the insurance premium. She said she would love to continue doing things at the property but can't see renewing the insurance at this time. She also stated that the rental agreement expired in February and she would like to have it renewed. Council directed Ms. O'Hare to not take any action yet on the insurance and city staff will do research on our end regarding the insurance. Council would like this to be added to the June Council Agenda for further review.

## **3. STAFF REPORTS:**

**3.1 Chief Bob Morris: Not Present**

**3.2 City Finance Officer, Tracy Floyd:** FO Floyd presented her written report which was in the council packet. Highlighting the utility bills status and the financial audit is scheduled for July 20.

**3.3 Mayor Canter asked for Chuck Scholz to speak regarding the Water Treatment Plant:** Scholz spoke about the status of the sanitary survey and that currently the city is in violation and if the violation doesn't get addressed immediately it will go to enforcement and the city will be fined for a willful violation. He also spoke about the disinfection by product (DBP) status and the violations

there. He stated that the City could potentially see fines if these items on the sanitary survey and the DBP's aren't corrected immediately. He said he has been in contact with our representative from the Oregon Health Authority and has asked for an extension on these state deadlines and was granted an short extension. Councilor Thayer asked if there was an immediate danger to the citizens of Monroe. Mr. Scholz said there is no danger at this time, but could potential be an issue in the future. Mr. Koroush asked who was monetarily responsible for the violations/issues. Mr. Scholz stated the owner of the system is responsible. Council deliberated on why the issues where not brought to their attention in 2019. Mayor Canter asked how long it would take Mr. Scholz to assess the situation and come up with a plan to address the corrections and recommendations in the Sanitary Survey as well as the DBP issues. Mr. Scholz stated he has a plan but it changes daily. Mr. Scholz stated he will share his information on the Sanitary Survey with the council.

#### **4. CONSENT AGENDA:**

**Bills and Minutes:** Councilor Thayer questioned the bill for T. Evans and using SDC money to pay this expense. FO Floyd stated this for the Riverside District Master Plan which the council previously approved. FO Floyd will provide follow up information on the status of the grant and what has previously been approved. Councilor Thayer moved to accept the consent agenda and Councilor Billings seconded. All Ayes.

#### **5. NEW BUSINESS:**

5.1 Adopting Resolution 2020-07: A resolution authorizing the engagement of services for the annual municipal audit and authorizing Mayor Paul Canter to sign the letter of engagement on behalf of the City of Monroe. Councilor Billings made a motion to adopt the resolution as written Councilor Thayer seconded. All Ayes.

5.2 Personnel and Finance Committee Recommendation on Water Treatment Plant Operator: Councilor Canter stated the PFC met before the council meeting and is making the recommendation to hire Steve Martinenko and he would work under the license or Direct Responsible Charge (DRC) of Chuck Scholz from Harrisburg. She recommended that the City enter into an agreement with Harrisburg to provide the DRC and support for the water plant system and at a fee of \$500.00 per month. Council deliberated on hours and job duties of the operator. Councilor Thayer made a motion to accept the recommendation of the Personnel and Finance Committee, Councilor Canter seconded. Councilor Koroush inquired about Steve Martinenko's role and knowledge of the violations in 2019. It was discussed about Martinenko's employment with SOWT at the time. Councilor Canter stated the wages for Steve Martinenko would be \$55,000 per year. Mr.Scholz commented on Mr. Martinenko's plan to obtain his level one certification and the plan to further his training and education to obtain his level two certification as well as to cross train Steve Wyman in the water plant and get both operators certified. Mayor Canter called for a vote. Greene, Cuthbertson, Canter, Billings, Thayer, Ayes. Koroush, No.

5.3 Update on Park Host RV Pad at the City Park: Councilor Greene handed out a map of where the proposed location of the RV Pad would go at the city park and he doesn't have an estimation on cost yet because more research on what is required to get this project done needs to occur. Councilor Billings made a motion for Councilor Greene to move forward with this project and contact county and the City's Associate Planner to gather more information. Councilor Koroush seconded. All Ayes.

## **6. OLD BUSINESS: None**

### **7. OTHER BUSINESS:**

#### **7.1 Committee Reports:**

Councilor Canter gave an update on the toddler park and the idea to hold a small ceremony when the park can be reopened and inviting all of the people that work hard to make this happen.

Festival Committee Chair Dan Sheets gave an update on the Monroe Festival and the committee's decision to cancel due to the Governor's guidelines on restrictions on large gatherings due to the COVID-19 pandemic. He stated that refunds will need to be given out to all vendors and festival sponsors. Todd Nystrom, owner of the Long Timber Brew Pub, stated the committee can roll over their sponsorship to the next year.

Councilor Billings would like the Planning Commission to take a look at the SDC Methodology.

Councilor Thayer would like to have the comments and corrections for the codification update sent to him as soon as possible.

**7.2 Councilor Comments:** Councilor Koroush thanked Laurie and Tracy for the smaller council packets. Councilor Greene stated that the streetlight at the City Park is very dim and he would like to see a brighter light installed there and he mentioned some of the lights on the outside of the water plant need to be replaced as they are burnt out. Mr. Scholz said he would put that on Martinenko's to do list.

Councilor Canter gave an update on the High School Senior Flags.

Tim Eastridge inquired about the status of the Main Street Project and Councilor Greene stated he will hold a public works and safety meeting soon to discuss this project.

**7.3 Mayor's Comments:** Mayor Canter expressed his concern with the water treatment plant and his appreciation for Mr. Scholz and his willingness to get involved to improve the City's water.

**8. ADJOURN:** Mayor Canter adjourned the City Council meeting at 7:20 PM.

Approved by Council Action on June 24, 2020.

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Mayor Paul Canter

DATE:

Attest: \_\_\_\_\_

Tracy Floyd, Interim City Recorder

DRAFT



## CITY COUNCIL WORK SESSION MINUTES

May 27, 2020 5:30PM

Monroe City Park

### RV Pad at City Park

**Present:** Mayor Canter, Councilors Canter, Greene, Koroush, Thayer, Planning Commission Vice Chair Sheets, Commissioner Eastridge and City Staff Floyd. Councilor Cuthbertson arrived at 5:37pm

**Work Session:** Mayor Canter stated the purpose of the meeting was to see the location for the proposed RV Pad site and to have the Council come to a consensus on the location so they can move forward on the project.

**Discussions:** Council discussed options of different locations at the park and the concerns and obstacles at each location. Councilor Greene explained the location next to the old water treatment plant, as proposed, is the best option in the fact that there would be no engineers needed in the plans, and the only permit that will be required is an electrical permit. All of the services needed are located within a reasonable distance and there is ample room and storage close by. There was concern about privacy of the person living in the RV pad and a discussion about fencing and bushes was discussed. A discussion on the work that needs to be done to complete the restroom project and the RV pad was discussed.

**Conclusion and Adjournment:** Council was in agreement this proposed location is the best location at the park. Work session adjourned at 5:48pm.

Approved as minutes by Council action on June 24, 2020.

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Mayor, Paul Canter

Date:



# **ACCOUNTS PAYABLE**

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
2070	05/14/2020	06/24/2020 11	<b>B &amp; I Hardware &amp; Rental</b>	<b>28.99</b>	<b>Acrylic Sheet For City Hall</b>
	510 00 31 1001 Operating Supplies		100 300 510 General Fund	28.99	
2137	05/18/2020	06/24/2020 11	<b>B &amp; I Hardware &amp; Rental</b>	<b>119.13</b>	<b>Fasteners For Mowers And Oil Service Equipment</b>
	576 00 32 1000 Parks - Fuel Oil		100 400 576 General Fund	27.90	
	576 00 60 1000 Parks - Equip. Repair & M		100 400 576 General Fund	91.23	
2145	05/19/2020	06/24/2020 11	<b>B &amp; I Hardware &amp; Rental</b>	<b>-64.09</b>	<b>Return Of Wrong Parts For Mowers And Correct Parts For Mower</b>
	576 00 60 1000 Parks - Equip. Repair & M		100 400 576 General Fund	-82.63	
	576 00 60 1000 Parks - Equip. Repair & M		100 400 576 General Fund	18.54	
2187	06/09/2020	06/24/2020 11	<b>B &amp; I Hardware &amp; Rental</b>	<b>195.42</b>	<b>Ant Bait, Keys, Fasteners For Picnic Table, Edger Supplies</b>
	510 00 31 1001 Operating Supplies		100 300 510 General Fund	77.99	Keys And Ant Bait For City Hall
	510 00 31 1001 Operating Supplies		100 300 510 General Fund	18.99	Shop Supplies
	576 00 31 1000 Parks - Operating Suppli		100 400 576 General Fund	13.18	Parks - Edger Supplies
	594 00 60 1006 City Park Restroom & A		100 400 594 General Fund	85.26	Fasteners And Spray Paint For Table
2194	06/15/2020	06/24/2020 11	<b>B &amp; I Hardware &amp; Rental</b>	<b>81.28</b>	<b>Caulking, Spackle, Prep Supplies For Restroom Project</b>
	594 00 60 1006 City Park Restroom & A		100 400 594 General Fund	81.28	
2144	05/19/2020	06/24/2020 16	<b>Better Portable Toilets</b>	<b>130.00</b>	<b>ADA Portable Toilet Rental 4/20/2020 - 5/17/2020</b>
	576 00 45 1000 Parks - Temporary Restr		100 400 576 General Fund	130.00	
2199	06/17/2020	06/24/2020 16	<b>Better Portable Toilets</b>	<b>130.00</b>	<b>ADA Small Portable Toilet Rental - 5/18/2020 - 6/14/2020</b>
	576 00 45 1000 Parks - Temporary Restr		100 400 576 General Fund	130.00	
1963	03/31/2020	06/24/2020 23	<b>Canter, Paul</b>	<b>30.00</b>	<b>June Monthly Cell Phone Reimbursement</b>
	510 00 42 1000 Telephone		100 300 510 General Fund	10.00	
	534 00 42 6010 Telephone		601 400 534 Water Fund	10.00	
	535 00 42 6020 Telephone		602 000 535 Sewer Fund	10.00	
2179	06/05/2020	06/24/2020 25	<b>Carson Oil Co.</b>	<b>83.80</b>	<b>Fuel For Service Trucks &amp; Equipment</b>
	535 00 48 6024 Vehicle Operation & Ma		602 000 535 Sewer Fund	27.93	
	542 00 48 2012 Vehicle Operation & Ma		201 000 542 Street Fund	27.94	
	576 00 32 1000 Parks - Fuel Oil		100 400 576 General Fund	27.93	



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<b>2163</b>	<b>06/02/2020</b>	<b>06/24/2020</b>	<b>217</b>	<b>Chase Paymentech</b>	<b>30.10 Online Merchant Fee - Court Payments Received For The Month, \$215.00</b>
	521 00 49 1001	Court Online Bill Pay Fe	100 300 510 General Fund	30.10	
<b>2164</b>	<b>06/02/2020</b>	<b>06/24/2020</b>	<b>217</b>	<b>Chase Paymentech</b>	<b>105.50 Online Merchant Fees-Utility Payments For The Month, \$8941.88</b>
	531 00 31 6030	Online Bill Pay Fees	603 000 531 Storm Fund	10.55	
	534 00 31 6012	Online Bill Pay Fees	601 400 534 Water Fund	47.48	
	535 00 31 6023	Online Bill Pay Fees	602 000 535 Sewer Fund	47.47	
<b>2184</b>	<b>06/05/2020</b>	<b>06/24/2020</b>	<b>1491</b>	<b>CloudCrest Homes LLC</b>	<b>4.52 385 - 450 S 10TH ST - Utility Deposit Refund</b>
	589 00 00 9001	Water Refund	900 000 000 Customer Depo	4.52	
<b>2135</b>	<b>05/18/2020</b>	<b>06/24/2020</b>	<b>31</b>	<b>Coenergy - Valley Office</b>	<b>117.37 Propane For Library</b>
	572 00 47 1001	Library - Heating/Propan	100 400 572 General Fund	117.37	
<b>2190</b>	<b>06/11/2020</b>	<b>06/24/2020</b>	<b>33</b>	<b>Consolidated Supply Co.</b>	<b>119.87 Water Meter Gaskets</b>
	534 00 48 6010	Repairs & Maintenance	601 400 534 Water Fund	119.87	
<b>2180</b>	<b>06/05/2020</b>	<b>06/24/2020</b>	<b>331</b>	<b>EVOQUA</b>	<b>493.00 Parts For Water Treatment Plant To Repair Membrane #1.</b>
	594 00 60 4034	Membrane Replacement	403 000 594 Water Reserve	493.00	
<b>2140</b>	<b>05/18/2020</b>	<b>06/24/2020</b>	<b>36</b>	<b>Edge Analytical, Inc.</b>	<b>81.00 Water Plant Testing TOC &amp; Alkalinity</b>
	534 00 49 6010	Outside Testing	601 400 534 Water Fund	81.00	
<b>2155</b>	<b>05/29/2020</b>	<b>06/24/2020</b>	<b>36</b>	<b>Edge Analytical, Inc.</b>	<b>800.00 Lead And Copper Testing</b>
	534 00 49 6010	Outside Testing	601 400 534 Water Fund	800.00	
<b>2183</b>	<b>06/05/2020</b>	<b>06/24/2020</b>	<b>36</b>	<b>Edge Analytical, Inc.</b>	<b>33.00 Monthly Water Plant Coliform Test</b>
	534 00 49 6010	Outside Testing	601 400 534 Water Fund	33.00	
<b>2191</b>	<b>06/15/2020</b>	<b>06/24/2020</b>	<b>36</b>	<b>Edge Analytical, Inc.</b>	<b>85.00 Wastewater Testing - BOD And TSS</b>
	535 00 49 6020	Outside Testing	602 000 535 Sewer Fund	85.00	
<b>2192</b>	<b>06/15/2020</b>	<b>06/24/2020</b>	<b>36</b>	<b>Edge Analytical, Inc.</b>	<b>150.00 Water Plant Testing - Lead And Copper</b>
	534 00 49 6010	Outside Testing	601 400 534 Water Fund	150.00	
<b>2193</b>	<b>06/15/2020</b>	<b>06/24/2020</b>	<b>36</b>	<b>Edge Analytical, Inc.</b>	<b>50.00 Water Plant Testing - Lead And Copper</b>
	534 00 49 6010	Outside Testing	601 400 534 Water Fund	50.00	



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2152	05/29/2020	06/24/2020 264	Evans, Taylor	250.00	TGM Project Management - Riverside District Master Plan
	545 00 49 5080 Riverside District Waste		508 000 535 Sewer System I RIVERSIDE	62.50	
	545 00 49 5090 Riverside District Transp		509 000 534 Street System I RIVERSIDE	62.50	
	545 00 49 5100 Riverside District Storm		510 000 531 Storm System I RIVERSIDE	62.50	
	545 00 49 5111 Riverside Distric Water I		511 000 534 Water System I RIVERSIDE	62.50	
2069	05/14/2020	06/24/2020 359	Evergreen Rural Water of WA	50.00	Advertising For WTPO Position
	534 00 49 6014 Advertising		601 400 534 Water Fund	50.00	
2196	06/15/2020	06/24/2020 39	Fern Ridge Review	64.00	Budget Meeting Notice
	510 00 49 1004 Advertising		100 300 510 General Fund	64.00	
2195	06/15/2020	06/24/2020 1475	Floyd, Tracy	38.06	Refund Utility Deposit
	589 00 00 9001 Water Refund		900 000 000 Customer Depo	38.06	Refund Utility Deposit
2200	06/17/2020	06/24/2020 328	Jackson, Suzan	275.00	Contracted Janitorial Work
	510 00 41 1007 Professional Services Otl		100 300 510 General Fund	275.00	
2151	05/26/2020	06/24/2020 306	Jerry's Home Improvement Center	199.99	Weed Killer
	576 00 31 1000 Parks - Operating Suppli		100 400 576 General Fund	199.99	
2177	06/03/2020	06/24/2020 306	Jerry's Home Improvement Center	468.99	Re-issuing For Invoice 30137
	576 00 31 1000 Parks - Operating Suppli		100 400 576 General Fund	468.99	
2160	06/02/2020	06/24/2020 60	Monroe Telephone	167.19	Monthly Telephone Lines
	510 00 42 1000 Telephone		100 300 510 General Fund	10.44	
	510 00 42 1000 Telephone		100 300 510 General Fund	25.01	
	534 00 42 6010 Telephone		601 400 534 Water Fund	10.44	
	534 00 42 6010 Telephone		601 400 534 Water Fund	25.00	
	534 00 42 6010 Telephone		601 400 534 Water Fund	30.43	
	535 00 42 6020 Telephone		602 000 535 Sewer Fund	10.44	
	535 00 42 6020 Telephone		602 000 535 Sewer Fund	30.43	
	535 00 42 6020 Telephone		602 000 535 Sewer Fund	25.00	
2162	06/02/2020	06/24/2020 64	OHA Cashier	900.00	OHA Annual Water System
	534 00 49 6015 Permit Fees		601 400 534 Water Fund	900.00	
2071	05/14/2020	06/24/2020 267	Office Depot	16.79	Accordian File For Court
	521 00 49 1003 Court Operating Expense		100 300 510 General Fund	16.79	

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2119	05/18/2020	06/24/2020 267	Office Depot	50.91	Label Maker, Post It Notes And Batteries For City Hall
	510 00 31 1001 Operating Supplies		100 300 510 General Fund	50.91	
2138	05/18/2020	06/24/2020 267	Office Depot	14.66	New Sign Holders For City Council/committee Meetings
	510 00 31 1001 Operating Supplies		100 300 510 General Fund	14.66	
2139	05/18/2020	06/24/2020 267	Office Depot	118.50	3ply Pleated Face Masks (150) - For Court
	510 00 31 1001 Operating Supplies		100 300 510 General Fund	79.00	
	521 00 49 1002 Court Expenses		100 300 510 General Fund	39.50	
2150	05/26/2020	06/24/2020 267	Office Depot	36.87	Perforated Paper For Utility Bills
	534 00 31 6010 Operating Supplies		601 400 534 Water Fund	18.44	
	535 00 31 6021 Operating Supplies		602 000 535 Sewer Fund	18.43	
2153	05/29/2020	06/24/2020 267	Office Depot	37.24	Colored Paper For Mailing Out Notices
	510 00 31 1001 Operating Supplies		100 300 510 General Fund	12.41	
	534 00 31 6010 Operating Supplies		601 400 534 Water Fund	12.41	
	535 00 31 6021 Operating Supplies		602 000 535 Sewer Fund	12.42	
2156	05/29/2020	06/24/2020 267	Office Depot	20.87	Clock For Meeting Room
	510 00 31 1001 Operating Supplies		100 300 510 General Fund	20.87	
2181	06/05/2020	06/24/2020 267	Office Depot	84.98	Checks & Deposit Slips
	510 00 31 1001 Operating Supplies		100 300 510 General Fund	28.32	
	534 00 31 6010 Operating Supplies		601 400 534 Water Fund	28.32	
	535 00 31 6021 Operating Supplies		602 000 535 Sewer Fund	28.34	
2182	06/05/2020	06/24/2020 267	Office Depot	29.04	Case Of Copy Paper
	510 00 31 1001 Operating Supplies		100 300 510 General Fund	9.68	
	534 00 31 6010 Operating Supplies		601 400 534 Water Fund	9.68	
	535 00 31 6021 Operating Supplies		602 000 535 Sewer Fund	9.68	
2198	06/16/2020	06/24/2020 267	Office Depot	20.12	Envelopes
	510 00 31 1001 Operating Supplies		100 300 510 General Fund	6.71	
	534 00 31 6010 Operating Supplies		601 400 534 Water Fund	6.71	
	535 00 31 6021 Operating Supplies		602 000 535 Sewer Fund	6.70	
2185	06/08/2020	06/24/2020 262	Oregon RAIN	485.96	Rural Economic Development Support - July 2020 -June 2021

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
510 00 49 1006	Dues		100 300 510 General Fund	485.96	
<b>2161</b>	<b>06/02/2020</b>	<b>06/24/2020 76</b>	<b>Pacific Power</b>	<b>2,863.08</b>	
510 00 47 1000	Electric (city Hall)		100 300 510 General Fund	95.67	City Hall Electricity
534 00 47 6010	Electric		601 400 534 Water Fund	1,064.01	Water Plant Electricity
535 00 47 6020	Electric		602 000 535 Sewer Fund	494.97	Waste Water Plant Electricity
542 00 31 2011	Street Lights		201 000 542 Street Fund	773.93	Street Lights
572 00 47 1000	Library - Electricity		100 400 572 General Fund	166.23	Library Electricity
575 00 47 1000	Legion Hall - Electricity		100 400 575 General Fund	268.27	Legion Hall Electricity
<b>2068</b>	<b>05/14/2020</b>	<b>06/24/2020 87</b>	<b>Speer Hoyt, LLC</b>	<b>57.00</b>	<b>Attorney Fees</b>
510 00 41 1002	Attorney Fees		100 300 510 General Fund	57.00	
<b>2188</b>	<b>06/10/2020</b>	<b>06/24/2020 336</b>	<b>The Oregonian</b>	<b>664.02</b>	<b>Advertising For Water Treatment Plant Operator Position April 2020</b>
534 00 49 6014	Advertising		601 400 534 Water Fund	664.02	
<b>2146</b>	<b>05/19/2020</b>	<b>06/24/2020 93</b>	<b>USA Bluebook</b>	<b>153.00</b>	<b>Electrode Storage Solution For WWTP And Oakton PH Electrode For WTP</b>
534 00 31 6010	Operating Supplies		601 400 534 Water Fund	127.70	
535 00 31 6021	Operating Supplies		602 000 535 Sewer Fund	25.30	
<b>2148</b>	<b>05/20/2020</b>	<b>06/24/2020 93</b>	<b>USA Bluebook</b>	<b>1,483.78</b>	<b>Parts For WTP To Assist In The DBP Issues And OHA Compliance Issues</b>
594 00 60 4030	System Construction		403 000 594 Water Reserve	1,483.78	
<b>2149</b>	<b>05/26/2020</b>	<b>06/24/2020 93</b>	<b>USA Bluebook</b>	<b>114.90</b>	<b>Hand Sanitizer (10 Containers)</b>
510 00 31 1001	Operating Supplies		100 300 510 General Fund	114.90	
<b>2154</b>	<b>05/29/2020</b>	<b>06/24/2020 93</b>	<b>USA Bluebook</b>	<b>152.87</b>	<b>Rotary Drum Pump For Sodium Hypochlorite</b>
535 00 33 6020	Tools and equipment		602 000 535 Sewer Fund	152.87	
<b>2157</b>	<b>06/01/2020</b>	<b>06/24/2020 93</b>	<b>USA Bluebook</b>	<b>373.62</b>	<b>Fix Bad Sensor In Filter Unit #2 At WTP</b>
534 00 48 6012	Equip. Repair & Maintainer		601 400 534 Water Fund	373.62	
<b>2197</b>	<b>06/15/2020</b>	<b>06/24/2020 94</b>	<b>Umpqua Bank Cardmember Services</b>	<b>1,288.69</b>	<b>Finance Officer's Credit Card Purchases For City Business</b>
510 00 31 1000	Postage		100 300 510 General Fund	3.80	USPS - To Mail R. Hohnbaum His Personal USB Drive
510 00 31 1000	Postage		100 300 510 General Fund	6.95	USPS - Postage For Code Enforcement Letter - 1 Letter Sent



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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
510 00 31 1000	Postage		100 300 510 General Fund	58.70	USPS - Code Enforcement Letters - 9 Letters Sent Certified
510 00 31 1001	Operating Supplies		100 300 510 General Fund	185.88	Walmart - Folding Tables For Meeting Room - 4 Total Tables That Are 6 Ft In Length
510 00 49 1006	Dues		100 300 510 General Fund	110.00	OGFOA - Annual Dues For Finance Officer
534 00 31 6010	Operating Supplies		601 400 534 Water Fund	58.50	Amazon - Gas Air Purifying Respirator - For WTP - Requested By Steve M.
534 00 31 6010	Operating Supplies		601 400 534 Water Fund	49.94	Harbor Freight - Shop Tools - Requested By Steve W.
534 00 43 6010	Education and Travel		601 400 534 Water Fund	107.00	Office Of Water Programs - Water Treatment Plant Operations Manual - Requested By C. Scholz For Licensing Requirements
534 00 43 6010	Education and Travel		601 400 534 Water Fund	107.00	Office Of Water Programs - Water Treatment Plant Operations And Training Manual - Requested By C. Scholz For Licensing Requirements
534 00 48 6012	Equip. Repair & Maint		601 400 534 Water Fund	324.00	Amazon - Stenner Pump For Soda Ash At WTP - Requested By Steve M.
534 00 48 6012	Equip. Repair & Maint		601 400 534 Water Fund	54.98	Amazon - Replacement Oxygen Sensor For Gas Alert Micro 5 - Steve W. Requested
535 00 31 6021	Operating Supplies		602 000 535 Sewer Fund	61.78	Thomas Scientific - Traceable Schock/waterproof Thermometer To Comply With State Regs. At WWTP - Requested By Steve W.
535 00 31 6021	Operating Supplies		602 000 535 Sewer Fund	49.95	Harbor Freight - Shop Tools - Requested By Steve W.
535 00 48 6022	Equip. Repair & Maint		602 000 535 Sewer Fund	54.97	Amazon - Replacement Oxygen Sensor For Gas Alert Micro 5 - Steve W. Requested
542 00 31 2010	Operating Supplies		201 000 542 Street Fund	49.94	Harbor Freight - Shop Tools - Requested By Steve W.
576 00 60 1000	Parks - Equip. Repair & M		100 400 576 General Fund	5.30	Mr. Chainsaw - Part For Chainsaw - Steve W. Requested
<b>2159</b>	<b>06/01/2020</b>	<b>06/24/2020</b>	<b>201 Xpress Bill Pay</b>	<b>101.09</b>	<b>Online Hosting Fee For Online Payments</b>
510 00 31 1003	Online Bill Pay Fees		100 300 510 General Fund	30.33	
531 00 31 6030	Online Bill Pay Fees		603 000 531 Storm Fund	10.11	
534 00 31 6012	Online Bill Pay Fees		601 400 534 Water Fund	30.33	
535 00 31 6023	Online Bill Pay Fees		602 000 535 Sewer Fund	30.32	

Report Total: 13,385.11

Fund	
100 General Fund	3,717.40
201 Street Fund	851.81
403 Water Reserve Fund	1,976.78
508 Sewer System Development Fund	62.50



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509 Street System Development Fund	62.50
510 Storm System Development Fund	62.50
511 Water System Development Fund	62.50
601 Water Fund	5,343.88
602 Sewer Fund	1,182.00
603 Storm Fund	20.66
900 Customer Deposit Fund	42.58

This report has been reviewed by:

REMARKS:

 FO  
Signature & Title

6/17/2020  
Date





# Monroe Festival Refunds

## ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
2109	05/15/2020	06/12/2020 393	4 Spirits Distillery	25.00	Monroe Festival Refund-Wineries
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2133	05/18/2020	06/12/2020 411	Alpine Community Center	100.00	Monroe Festival Refund-Sponser
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	100.00	
2147	05/19/2020	06/12/2020 415	Barbee, Jan	100.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	100.00	
2074	05/15/2020	06/12/2020 360	Barry, Michael	100.00	Monroe Festival Refund:Food Truck
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	100.00	
2097	05/15/2020	06/12/2020 381	Barry, Sheila	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2141	05/18/2020	06/12/2020 413	Becky, Powell	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2110	05/15/2020	06/12/2020 394	Benton -Lane Winery	25.00	Monroe Festival Refund-Wineries
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2121	05/18/2020	06/12/2020 403	Bessie, Joyce	25.00	Monroe Festival Refund-Artist
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2111	05/15/2020	06/12/2020 395	Bluebird Hill Cellars	25.00	Monroe Festival Refund-Wineries
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2112	05/15/2020	06/12/2020 396	Brigadoon Wine Co	25.00	Monroe Festival Refund-Wineries
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2076	05/15/2020	06/12/2020 362	Brooks, Casey	100.00	Monroe Festival Refund:Food Truck
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	100.00	
2130	05/18/2020	06/12/2020 410	Business Association of Monroe	250.00	Monroe Festival Refund-Sponser
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	250.00	
2095	05/15/2020	06/12/2020 379	Campbell, Cathie	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2113	05/15/2020	06/12/2020 397	Cardwell Hill Cellars	25.00	Monroe Festival Refund-Wineries



# Monroe Festival Refunds

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2107	05/15/2020	06/12/2020 391	Chase, Katie	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2096	05/15/2020	06/12/2020 380	Clark, Galena	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2122	05/18/2020	06/12/2020 404	Cole, Anne Marie	25.00	Monroe Festival Refund-Artist
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2114	05/15/2020	06/12/2020 398	Compton Family Wines	25.00	Monroe Festival Refund-Wineries
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2093	05/15/2020	06/12/2020 1097	Cuthbertson, Fred & Jeannine	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2073	05/15/2020	06/12/2020 1219	Dari-Mart 14 - Corporate Office	100.00	Monroe Festival Refund-Food Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	100.00	
2132	05/18/2020	06/12/2020 1219	Dari-Mart 14 - Corporate Office	500.00	Monroe Festival Refund-Sponser
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	500.00	
2099	05/15/2020	06/12/2020 383	Downes, Pam	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2115	05/15/2020	06/12/2020 399	Dragon's Vineyard and Wine Company	25.00	Monroe Festival Refund-Wineries
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2123	05/18/2020	06/12/2020 405	Evans, Sky	25.00	Monroe Festival Refund-Artist
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2142	05/18/2020	06/12/2020 368	Faries, Leticia	50.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	50.00	
2101	05/15/2020	06/12/2020 385	Gledhill, Christine	50.00	Monroe Festival Refund-Vendor 2 Spaces
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	50.00	
2103	05/15/2020	06/12/2020 387	Gledhill, Lynn	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	



# Monroe Festival Refunds

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
2080	05/15/2020	06/12/2020 366	Haddock, Sally	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2094	05/15/2020	06/12/2020 378	Hansen, Dayna	50.00	Monroe Festival Refund-Vendor 2 Spaces
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	50.00	
2108	05/15/2020	06/12/2020 392	Highfill, Jennifer	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2087	05/15/2020	06/12/2020 372	Hilchey, Cindy	50.00	Monroe Festival Refund-Vendor 2 Spaces
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	50.00	
2072	05/15/2020	06/12/2020 1208	Hooper, Andrea	100.00	Monroe Festival Refund - Food Truck
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	100.00	
2104	05/15/2020	06/12/2020 388	Howland, Michael	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2075	05/15/2020	06/12/2020 361	Hughes, Travis	100.00	Monroe Festival Refund:Food Truck
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	100.00	
2098	05/15/2020	06/12/2020 382	Imhof, Andrew	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2088	05/15/2020	06/12/2020 373	Jordan, Jane	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2092	05/15/2020	06/12/2020 377	Kaldahl, Chelsea	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2120	05/18/2020	06/12/2020 402	Kelly, Fran	25.00	Monroe Festival Refund-Artist
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2084	05/15/2020	06/12/2020 369	Knox, Linda	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2082	05/15/2020	06/12/2020 367	Lewis, Jackie	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2117	05/15/2020	06/12/2020 401	Lumos Wine Company	25.00	Monroe Festival Refund-Wineries



# Monroe Festival Refunds

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2143	05/15/2020	06/12/2020 414	Merklin, Mara	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2105	05/15/2020	06/12/2020 389	Miller, Scott	50.00	Monroe Festival Refund-Vendor 2 Spaces
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	50.00	
2091	05/15/2020	06/12/2020 376	Monn, Sabina	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2127	05/18/2020	06/12/2020 349	MonteVista Homes	1,000.00	Monroe Festival Refund-Sponser
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	1,000.00	
2131	05/18/2020	06/12/2020 61	Montgomery Heating&Air Conditioning	750.00	Monroe Festival Refund-Sponser
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	750.00	
2106	05/15/2020	06/12/2020 390	Nero, Lori	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2077	05/15/2020	06/12/2020 363	Ngo, Thuy	100.00	Monroe Festival Refund:Food Truck
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	100.00	
2090	05/15/2020	06/12/2020 375	Nystrom, Dixie	50.00	Monroe Festival Refund-Vendor 2 Spaces
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	50.00	
2089	05/15/2020	06/12/2020 374	O'Banion, Jan	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2125	05/18/2020	06/12/2020 407	Osterman, Rachel	15.00	Monroe Festival Refund-Artist
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	15.00	
2128	05/18/2020	06/12/2020 409	Pacific Hometown Insurance	250.00	Monroe Festival Refund-Sponser
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	250.00	
2124	05/18/2020	06/12/2020 406	Ploeger, Sue	25.00	Monroe Festival Refund-Artist
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2178	06/05/2020	06/12/2020 417	Powell, Becky	25.00	Festival Vendor Refund
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	





# Monroe Festival Refunds

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
2085	05/15/2020	06/12/2020 370	Ritch, Erin	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2078	05/15/2020	06/12/2020 364	Schmidt, Amber	50.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	50.00	
2081	05/15/2020	06/12/2020 247	Sheets, Dan	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2079	05/15/2020	06/12/2020 365	Sheets, Michelle	25.00	Monroe Festival Refund-vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2102	05/15/2020	06/12/2020 386	Simpson, Jeanne	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2086	05/15/2020	06/12/2020 371	Smith, Janet	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2134	05/18/2020	06/12/2020 412	South Benton Community Enhancement Assoc	100.00	Monroe Festival Refund-Sponser
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	100.00	
2116	05/15/2020	06/12/2020 400	TeBri Vineyards and Lavender	25.00	Monroe Festival Refund-Wineries
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	
2126	05/18/2020	06/12/2020 408	Wadsack, Sheila	15.00	Monroe Festival Refund-Artist
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	15.00	
2100	05/15/2020	06/12/2020 384	Wignam, Tiffany	25.00	Monroe Festival Refund-Vendor
	510 00 49 1015	Vino Vintage & Victory	100 000 510 General Fund	25.00	

Report Total: 5,055.00

Fund  
100 General Fund 5,055.00

This report has been reviewed by:

REMARKS:

  
Signature & Title

6/5/2020  
Date



### ACCOUNTS PAYABLE PAID

City Of Monroe  
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Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
2189	06/11/2020	2020	2181	326	Tolbert Company Construction LLC	1,615.00	Plumbing Work For Park Restroom Structure
594 00 60 1006 City Park Restroom & Acces						1,615.00	
100 400 594 General Fund							

Total: 1,615.00

Fund

100 General Fund 1,615.00

This report has been reviewed by:

REMARKS:

  
\_\_\_\_\_  
Signature & Title

  
\_\_\_\_\_  
Date



# **Bellchambers Property – Scare and Share**

## **STAFF REPORT BY TRACY FLOYD**

As Lorri O'Hare talked about at the last council meeting, the insurance policy for the Scare and Share is not going to be renewed at this time due to the haunted house not able to be put on during this COVID-19 pandemic.

I was in contact with our insurance agent regarding letting volunteers work on the property under the city's insurance. He recommends not allowing any person on the property who doesn't carry insurance.

I was also notified that on July 1, 2020 this house is being removed from our property schedule, which means our insurance company will no longer insure this building at its current state. I reached out to our agent as well as our underwriter to see about getting this added back in and I was told until much needed maintenance/repairs are done, this building is not insured. I am awaiting clarification from CIS to determine what they need to see done to the building in order to insure it. I should have more information to share at the council meeting on Wednesday.

## Memorandum of Understanding

The AGREEMENT, made this 24th day of June 2020 between The City of Monroe and Scare & Share Productions. For good consideration it is agreed between the parties as follows:

1. The City of Monroe hereby agrees to allow Scare & Share Productions the use of the Real Property as described:
  - A. Property location: 24800 HWY 99W Monroe, OR 97456
  - B. Map/Tax Lot #: 145330002400
2. Portion of Property to be leased/entered into agreement:
  - A. Approximately 1.9 acres, excluding a permanent buffer zone surrounding the existing City well head located on the North side of the property.
  - B. The buffer zone will remain clear, and free of obstruction at all times.
  - C. It is understood between both parties that the well is currently non-functioning, but could be activated at the City's discretion.
3. This agreement shall be in effect for a term of 4 year(s), commencing on July 1, 2020. The lease term can be extended only by mutual agreement of the parties hereto.
4. Rent shall be in the amount of \$ 0.00 per year, payable at the time of agreement execution.
5. Option to Renew:
  - A. Scare & Share shall have an option to renew this agreement for a 4 year period, providing all terms and conditions have been met.
  - B. The option to renew must be exercised in writing and must be received by Monroe City Council no less than 120 days prior to the expiration of this agreement.
  - C. Either party may terminate this agreement with 30 days notice, but not less than 120 days prior to Halloween.
6. Scare & Share also agrees that:
  - A. Upon the expiration of the agreement, it will return possession of the premises in good condition, reasonable wear and tear excepted. All personal properties belonging to Scare & Share Productions, including construction materials and waste will be removed from the property.
  - B. Smoke detectors and fire suppression equipment will be installed at Scare & Shares expense. Units will be required to pass inspection by Monroe Rural Fire Protection prior to an event.

- C. All emergency exits will be clearly marked, unobstructed and subject to inspection.
- D. It shall not conduct business deemed extra hazardous, a nuisance or requiring additional insurance beyond our current Event policy coverage. Scare & Share warrants the premises shall be used only for not-for profit fundraising events.
- E. Any major alterations to the premises will require written approval by City Council.
- F. Scare & Share will agree to waive any claims against the City of Monroe in the form of a Hold Harmless release.
- G. Scare & Share agrees to provide proof of Liability insurance coverage in the amount of \$1 million dollars, naming the City of Monroe as coinsured.
- H. Scare & Share agrees to adhere to all required land use laws, and coordinate with ODOT for safety.

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President - Scare & Share Productions  
Lorrie O'Hare

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Vice President - Scare & Share Productions  
Kevin O'Hare

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Monroe City Council Mayor  
Paul Canter

# Utility Bill Reduction Request Due to COVID-19

## STAFF REPORT BY TRACY FLOYD

Attached is a request from Andrea Hooper to reduce her utility bill due to the COVID-19 pandemic.

*Per Resolution 2018-04: Waste Water Rates for commercial accounts are determined by how much water consumption they are using. The total water consumption for the year is added up and averaged. It is then determined how many EDU's is being used (with 1 EDU=4,000 gallons). The new base rate for these soon to be 14 accounts is the base rate times the number of the EDU's (Equivalent Dwelling Units). If the business uses less than 1 EDU they are charged the base rate. New accounts are configured based upon cumulative average until they have completed a full fiscal year at which time their monthly rate will be consistent based upon the previous fiscal year. Any commercial account that uses more than 4,000 gallons for three consecutive months will be added to the commercial sewer rate calculations. All commercial accounts under the commercial rate for sewer are reconfigured in July of every year.*

Andrea Hooper's water consumption history:

Average monthly water usage for April and May billing cycles for 2020:	3,795 gallons
Average monthly water usage for 12 months prior:	11,386 gallons
Average monthly water usage for April and May billing cycles for 2019:	9,075 gallons

Based on the above-mentioned policy Andrea's utility rates each month are:

Water	\$44.99 plus charges for anything over 4000 gallons
Water Bond	\$10.85
Sewer Rate	\$91.70
Storm Water	\$8.00

\$155.54 minimum bill each month

Currently her balance owed is \$478.89

May 2020	\$173.74
April 2020	\$157.75
March 2020	\$155.54

I recommend adjusting her sewer rate for these three months and going forward as long as the water usage stays below 5,000 gallons or until her catering business is back up and running, whichever comes first, to the base rate of \$35.47 for each month and remove the late fees on the bills for April and May. This would adjust her total bill currently down by \$175.48, making her total amount owed \$303.41. I also recommend setting up a payment plan with Ms. Hooper to allow her to pay this balance of \$303.41 on her utility bill over time.



**tracy.floyd@ci.monroe.or.us**

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**From:** bosshawgscatering@yahoo.com  
**Sent:** Tuesday, June 16, 2020 3:10 PM  
**To:** tracy.floyd@ci.monroe.or.us  
**Subject:** Fw: Water bill

----- Forwarded Message -----

**From:** "bosshawgscatering@yahoo.com" <bosshawgscatering@yahoo.com>  
**To:** "tracy.floyd@ci.monroe.or.us" <tracy.floyd@ci.monroe.or.us>  
**Sent:** Friday, June 5, 2020, 12:18:34 PM PDT  
**Subject:** Water bill

Hello,

My name is Andrea Hooper the owner of Boss Hawgs BBQ in Monroe. Im writing in regards to my water bill in Monroe. I have been unable to work for the last 3 months due to Covid 19 and will be unable to do any catering or food cart business until September at this point. All festivals, weddings, etc that I had lined up have been cancelled. As a self employed business owner I at this time have still not received any unemployment, loans, or any other help due to the Covid 19. I'm hoping I can get my water bill reduced since I will not be using any water until the Covid 19 restrictions are lifted. Please let me know if you have any questions. I can be reached by phone or email.

Thank you,  
Andrea Hooper

800 NE Oregon St.  
Portland, Oregon 97232-2162  
Voice (971) 673-0405  
FAX (971) 673-0694  
TTY (971) 673-0372

BEFORE THE STATE OF OREGON  
OREGON HEALTH AUTHORITY  
CENTER FOR HEALTH PROTECTION

In the Matter of

City of Monroe Public Water System

BILATERAL COMPLIANCE AGREEMENT

The Oregon Health Authority, Public Health Division, Center for Health Protection, Drinking Water Services (DWS) and the City of Monroe agree to the following:

1. The City of Monroe is a water supplier (hereinafter “Water Supplier”) as defined in Oregon Revised Statute (ORS) 448.115 and Oregon Administrative Rule (OAR) 333-061-0020. The responsibilities of water suppliers are identified in OAR 333-061-0025.
2. Water Supplier owns and operates the public water system (hereinafter “Water System”) serving the residents and businesses of Monroe, Oregon, identified by public water system ID# OR4100540. The Water System is a community water system serving approximately 600 people and subject to regulation under ORS 448.115 to 448.290 and OAR 333-061-0005 to 333-061-0272.
3. DWS has reviewed the operation of the Water System pursuant to its authority in ORS 431A.010, 448.150 and 448.255. DWS has determined that water provided by the water system exceeds the maximum contaminant level (MCL) as specified in OAR 333-061-0030 for total trihalomethanes (TTHM). Water with TTHM above the MCL represents a potential public health hazard.

Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous system, and may have an increased risk of getting cancer. OAR 333-061-0097.

4. This Bilateral Compliance Agreement (“Agreement”) is entered into between DWS and Water Supplier to address the contamination of the drinking water provided by the Water System. This Agreement establishes the corrective action(s) that Water Supplier must take and the deadlines for completing those actions with the purpose of reducing the contamination in the drinking water to below the MCL. The corrective actions and respective deadlines are described in detail below.

#### FINDINGS OF FACT AND CONCLUSIONS OF LAW

1. Water Supplier was and is required to meet all the responsibilities for water suppliers described in OAR 333-061-0025.
2. The MCL for TTHM is 0.080 mg/L. OAR 333-061-0030(2)(b).
3. Sample results for the Water System demonstrate that the water has been above the MCL for TTHM in violation of OAR 333-061-0030(2)(b). On September 27, 2019, test results showed that the running annual average concentration of TTHM in the water provided by the Water System at the 575 S 5<sup>th</sup> Street sampling site was 0.081 mg/L. The average concentration of TTHM, inclusive of sample results reported through March 27, 2020, is 0.089 mg/L and continues to exceed the MCL.
4. Water Supplier is not in compliance with OAR 333-061-0030(2)(b).
5. The MCL for haloacetic acids (HAA5) is 0.060 mg/L. OAR 333-061-0030(2)(b).
6. Samples collected at the Water System on September 5, 2019 and February 26, 2020 indicate that HAA5 exceeded the MCL in drinking water at the Water System on those monitoring dates; however, the average concentration of HAA5 is not above the MCL as specified in OAR 333-061-0030(2)(b).
7. Water Supplier initiated a program to flush water from the Water System and adjusted the water levels within a reservoir to reduce HAA5 and TTHM formation. Water Supplier also installed two sampling stations at designated sample sites to better monitor HAA5 and TTHM concentrations in drinking water.

### CORRECTIVE ACTIONS

Water Supplier agrees to take the following corrective actions and meet the deadlines set out below:

1. Water Supplier shall submit an action plan to DWS no later than August 31, 2020 identifying how it will ensure compliance with the MCL for both HAA5 and TTHM at the Water System. The action plan shall:
  - Identify all tasks Water Supplier intends to perform to ensure drinking water produced by the Water System has concentrations below the MCL for both HAA5 and TTHM and set reasonable deadlines for completing all the identified tasks. Upon approval by DWS, the submitted tasks and deadlines shall become enforceable by incorporation.
2. Water Supplier shall perform and complete all tasks in the action plan described in Corrective Action No. 1 by the deadlines in the action plan and shall notify DWS in writing within 5 calendar days of completing all the tasks. For this corrective action to be met, any construction or installation that was performed must meet the applicable construction standards in OAR 333-061-0050, as approved by DWS.
3. Water Supplier shall collect water samples according to OAR 333-061-0036(4) and submit testing results to DWS within sixty (60) calendar days of notifying DWS that all the tasks of the action plan have been completed that show the drinking water produced by the Water System is not above the MCL in OAR 333-061-0030(1) for each of the contaminants.
  - For this corrective action to be satisfied, Water Supplier must monitor HAA5 and TTHM according to OAR 333-061-0036(4)(e) and demonstrate that concentrations of the contaminants do not exceed the MCL as specified in OAR 333-061-0030(2)(b) for at least four consecutive calendar quarters.
  - If monitoring indicates that concentrations of HAA5 or TTHM continue to exceed the MCL after monitoring for four consecutive calendar quarters, DWS may require Water Supplier to take further corrective action.
4. Water Supplier shall continue to publish a public notice according to the requirements in OAR 333-061-0042, that informs customers that drinking water at the Water System exceeds the MCL for HAA5 and TTHM.

- Within 10 calendar days of distributing public notice to customers, Water Supplier shall send a copy of the notice to DWS along with a written statement that it has fully complied with the distribution and public notification requirements in OAR 333-061-0040(1)(i).
- Water Supplier shall provide public notice to customers every three months that includes any changes or additional information regarding HAA5 and TTHM in the drinking water at the Water System. Water Supplier must comply with this action until DWS notifies it that its drinking water is below the MCL for HAA5 and TTHM, and that the drinking water otherwise meets all applicable state and federal drinking water laws and rules.

#### DWS RESPONSIBILITIES

- DWS shall review and approve any corrective action plan or construction plans submitted by Water Supplier within thirty (30) days of receipt. DWS shall approve or require changes to the submitted plans immediately upon completing the review.

#### GENERAL PROVISIONS

1. Water Supplier satisfies the terms of this Agreement by completing the corrective actions listed above according to the deadlines specified herein.
2. This Agreement does not constitute a waiver, suspension or modification of the requirements of the Oregon Drinking Water Quality Act; ORS 448.115 to 448.285 and administrative rules OAR 333-061-0005 to 333-061-0272, which remain in full force and effect.
3. This Agreement does not relieve Water Supplier of any responsibilities or liabilities established by any applicable federal, state, or local law or regulation.
4. If Water Supplier fails to complete any of the corrective actions listed above or fails to meet any of the listed deadlines, DWS may pursue any enforcement action, which may include assessment of civil penalties or other legal remedies pursuant to ORS 431A.010, 431.155, 448.255 and 448.280. If DWS proceeds with such an enforcement action, Water Supplier will have the right to a hearing.

5. DWS may consider the findings of fact and violations cited in the conclusions of law of this Agreement for purposes of any future enforcement action or sanction involving Water Supplier.
6. Water Supplier is aware of its rights to contest the violations listed in this Agreement in a contested case hearing under the Administrative Procedure Act (Oregon Revised Statutes, Chapter 183) and its rights to judicial review of a final order issued in the contested case. Water Supplier freely and voluntarily waives all rights to a contested case hearing and to all judicial review of the findings of fact or conclusions of law contained in this Agreement in a proceeding brought by DWS to enforce this Agreement.
7. This Agreement may be executed in one or more multiple counterparts, including facsimile, scanned, and electronically transmitted counterparts, each of which shall constitute an original and all of which together shall constitute one and the same agreement.

Dated this 16th day of June, 2020.



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Paul Canter  
Mayor  
City of Monroe

Dated this 17th day of June, 2020.



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David Emme, Manager  
Drinking Water Services  
Oregon Health Authority

cc: Chuck Scholz, City of Monroe  
Shawn Stevenson, Oregon Health Authority, Drinking Water Services



## RESOLUTION NO. 2020-11

### RESOLUTION TRANSFERRING FUNDS WITHIN THE GENERAL FUND AND WATER FUND 2019-2020 BUDGET

WHEREAS, expenditures have been made for the General Fund Operations; and

WHEREAS, the city has expended more funds than expected within the General Fund public works including the City Park restroom structure and expended less funds than expected within the administration including attorney and engineering fees during the fiscal year that ends on June 30, 2020, and

WHEREAS, the expenditures for personnel wages for a full-time water treatment plant operator within the Water Fund was not anticipated; now therefore

BE IT RESOLVED that the City Council of the City of Monroe hereby authorizes the transfer of funds for fiscal year 2019-2020 as shown below:

Fund	Transfer	In/(Out)
General Fund Administration - Attorney Fees		(\$16,000)
General Fund Administration - Engineering Fees		(\$31,000)
General Fund Administration - Building Repairs & Maintenance		(\$4,000)
General Fund Administration - Beautification/Main Street		(\$7,500)
General Fund Administration - Personnel Community Dev. Cord.		(\$2,600)
General Fund Administration - Personnel Health Insurance		(\$3,000)
General Fund Public Works – Parks, City Park Restroom & Access.		\$64,100
Water Fund Transfer to Water Reserve Fund		(\$2,500)
Water Fund Transfer to Equipment Reserve Fund		(\$2,500)
Water Fund Transfer to Building Reserve Fund		(\$5,000)

Water Fund Personnel – Water Treatment Plant Operator

\$10,000

Adopted by the City Council this 24<sup>th</sup> day of June, 2020.

APPROVED:

\_\_\_\_\_  
Paul Canter, Mayor

ATTESTED:

\_\_\_\_\_  
Tracy Floyd, City Recorder

DRAFT



## BUDGET COMMITTEE MINUTES (Part 1)

May 20, 2020 6:00 P.M. Next to Monroe City Hall (Former Monroe Library Space)

1. Call to Order. Mayor Canter called the meeting to order at 6:00 P.M. Floyd Billings led us in the Pledge of Allegiance.
2. Roll Call: For the record Mayor Canter stated the majority of the Budget Committee are present including: Paul Canter, Cindy Canter, Nick Ritch, Floyd Billings, Fred Cuthbertson, Jeanni Cuthbertson, Dan Sheets, Tim Eastridge, Lonnie Koroush, Harry Myers, and Brian Greene. Budget Officer: Tracy Floyd. City Staff: Laurie Eastridge. Budget Committee members not present are Frank Thayer, Kathy Smith, Elizabeth Hayler, and Bruce Hayler.
3. Election of Chair: Mayor Canter called for nominations for Budget Committee Chair. Cindy Canter was nominated for Budget Committee Chair. Mayor Canter called for a vote and Cindy Canter was unanimously elected Budget Committee Chair.
4. Election of Secretary: Mayor Canter called for nominations for Budget Committee Secretary. Dan Sheets was nominated for Budget Committee Secretary. Mayor Canter called for the vote and Dan Sheets was unanimously elected Budget Committee Secretary.
5. Budget Presentation: Budget Officer Floyd using a PowerPoint Presentation provided a review of the significant elements of the proposed budget centered on changes and effects from the current budget and the review of the financial status of the municipal organization.
6. The Budget Officer shared that the formal budget message (Pages 4-5) was in written format and contained within the budget document. In addition, the Budget Officer included in the following changes in this year's budget message:
  - a. 3 percent increase in 2020-2021 budget
  - b. New fund created for the Monroe Festival
  - c. Reviewed Staffing Levels for the City of Monroe
  - d. Updated information on Water Operator's Salary
  - e. Improvements to Main Street and Safe Routes to School Grants
  - f. New line item for General Fund called "Community Support Grants/Sponsorship"
  - g. All Reserve Funds have a new line items called "Reserved for Future Expenditure".
    - i. Note: Need definition of a project for this line item.
  - h. Some big maintenance items addressed in Water System Development Charges and Reserve Fund
  - i. Proposed utility rate increases for water and storm water
    - i. **Note:** These are base rate increases

7. Review of Funds.

Starting with the General Fund and going through the budget fund by fund, the committee began the review of all active funds that make up the proposed budget. The Budget Committee will vote and approve fund by fund.

**GENERAL FUND 100: Page 9.**

- Line 1. Available cash on hand is \$115,000 less than the previous year.
- Line 17. On the State Parks Grant, the city was received back all but \$7,000 from the original \$75,000 total grant. The remaining \$7,000 will be paid out once the park structure is completed.
- Line 10. Question on Benton County Transient Tax (Bed Tax): The city received \$5,000 but it doesn't show up on this line item, so Budget Officer Floyd will follow-up on Airbnbs.

**GENERAL FUND 100: Page 11.**

- Line 39. This line item lists the new "Community Support Grants/Sponsorships" with \$5,000.
- Line 46. Judge expense was moved to Court Expenses on Page 14, Lines 21-40.
- Line 2. Add previous City Administrator (CA) Salary and CA Expenses back into the General Fund, including Payroll Expenses.
- Line 38. Previous Beautification Committee funds moved to the new "Community Support Grants/Sponsorship" Fund.
- **Note:** Need more funds for concrete RV pad, engineering, and electrical permit for the Park Host.
- **Note:** In the Parks Fund, \$35,000 (Page 13, Line 30) is not used for new Park Restroom project and will be moved to the CA Salary on Page 11, Line 2.
- Line 17. Increased Attorney Fees from \$3,000 to \$10,000.
- Line 15. Online Bill Pay is listed at \$6,000 – This number can be reduced if the city doesn't take System Development Charges (SDCs) via credit card.
- Going back to Line 17, Page 11. Increased attorney fees from \$3,000 to \$10,000.
  - **Note:** Budget Committee needs to determine where this increased expense is coming from such as the Unappropriated Ending Fund Balance.
- Line 24. Education & Travel – Discussed using funds to cover increase with Line 17, but it was decided against and will be taken out of the Unappropriated Fund on Line 13, Page 15.

**GENERAL FUND 100: Page 13.**

- Line 20. Move \$500 from Temporary Restroom Rental line item and to a new line item for Park Host Electricity.

**GENERAL FUND 100: Page 14.**

- **Note:** Park Host utilities will come off existing meter at the city water treatment plant.
- **Fred Cuthbertson made a motion to accept all General Fund 100, Cindy Canter seconded the motion.**

***VOTE ON GENERAL FUND 100 – 11 voted Aye. Passed.***

**STREET FUND 201: Page 17.**

- Line 8. To keep this fund out of the red, after the city uses the \$100,000 Small City Allotment Grant plus comes up with an additional \$195,000 for improvements to Main Street (Total cost of the Main Street project is \$295,000), a \$50,000 loan would be needed from the System Development Fund. The loan would be repaid next year. There was discussion about whether or not to keep the Small City Allotment Grant or not. In the end the Budget Committee voted to turn the grant back, then the loan from the System Development Fund would no longer be required. Lastly, remove this line item from the budget.

**STREET FUND 201: Page 19.**

- Line 24. Subtract \$50,000 from this line item, Small City Allotment Grant Project.
- Line 27. Subtract \$50,000 from this line item, Organizational Unit/Activity Total, with a new total of \$400, 841.
- Line 15. Increase this line item, Repairs and Maintenance System from 10,000 to 20,000.
- **Fred Cuthbertson made a motion to approve Street Fund 201 with the changes noted, Floyd Billings seconded the motion.**

***VOTE ON STREET FUND 201 – 11 voted Aye. Passed.***

**MONROE FESTIVAL FUND 202: Page 23.**

- Line 19. Question on how the festival will take money for wine tastings, on behalf of the wineries, then reimburse the wineries.
- Line 20. Question on unforeseen expenses which could include PPE, washing stations, masks, etc.
- **Fred Cuthbertson made a motion to approve Monroe Festival Fund 202, Harry Myers seconded the motion.**

***VOTE ON MONROE FESTIVAL FUND 202 – 11 voted Aye. Passed.***

**WATER REVENUE BOND FUND 300: Page 25.**

- **Floyd Billings made a motion to accept Water Revenue Bond Fund 300, Fred Cuthbertson seconded the motion.**

***VOTE ON WATER REVENUE BOND FUND 300 – 11 voted Aye. Passed.***

**GENERAL OBLIGATION AND REFUNDING BOND FUND 302: Page 27.**

- **Lonnie Koroush made a motion to accept Bond Fund 302, Harry Myers seconded the motion.**

***VOTE ON GENERAL OBLIGATION AND REFUNDING BOND FUND 302 – 11 voted Aye. Passed.***

**RESERVE FUNDS 400 THROUGH 405: Pages 29-35.**

- In all the Reserve Funds under line item Reserved for Future Expenditure, it needs a project description.
- Paul Canter made a motion to approve Equipment Reserve Fund 400, Seconded by Fred Cuthbertson.
- Paul Canter amended the motion to include all Funds 400 through 405, Seconded by Harry Myers.

***VOTE ON ALL RESERVE FUNDS 400 THROUGH 405 – 11 voted Aye. Passed.***

**SYSTEM DEVELOPMENT CHARGE (SDC) FUNDS 507 THROUGH 511: Pages 36-41.**

- Floyd Billings made a motion to approve all SDC Funds 507 through 511, with the noted changes to the Street System Development Fund 509: Line 18: Loan to Street Fund, transfer \$50,000 to Line 14: Street Enhancement Fund, Lonnie Koroush seconded the motion.

***VOTE ON SDC FUNDS 507 THROUGH 511 – 10 voted Aye, 1 voted Nay (Floyd Billings). Passed.***

**WATER FUND 601: Page 43 (Part 1).**

- Discussion on water rate increase. The current proposed budget includes a \$2 increase to the base rate, or another suggestion by Councilor Billings is a \$2.50 rate increase for the first six months of the 2020-2021 fiscal year then another \$2.50 rate increase for the last six months of the same fiscal year.
- Next week's follow-up Budget Committee meeting will be used to review rate increase scenarios for the Water Fund.

8. Mayor Canter adjourned the Budget Committee meeting at 8:30 P.M.

## **BUDGET COMMITTEE MINUTES (Part 2)**

**May 27, 2020 6:00 P.M. Next to Monroe City Hall (Former Monroe Library Space)**

9. Call to Order. Mayor Canter called the meeting to order at 6:00 P.M. Nick Ritch led the Pledge of Allegiance.
10. Roll Call: For the record Mayor Canter stated the majority of the Budget Committee are present including: Paul Canter, Cindy Canter, Nick Ritch, Floyd Billings, Fred Cuthbertson, Jeanni Cuthbertson, Dan Sheets, Tim Eastridge, Lonnie Koroush, Harry Myers, Brian Greene, and Frank Thayer. Budget Officer: Tracy Floyd. City Staff: Laurie Eastridge. Budget Committee members not present are Kathy Smith, Elizabeth Hayler, and Bruce Hayler.
11. Continue Review of Funds.

### **WATER FUND 601: Page 43 (Part 2).**

- Discussion on water rate increase continued from where we left off on the Budget Committee's May 20, 2020 meeting. There is a \$2 increase to the water base rate included in the 2020-2021 budget. Does the Budget Committee consider the \$2 increase or more such as \$5 or another amount to bring the Water Fund out of the red?
- Currently spent \$242,256 out of the Water Fund, which includes the cost of everything. There is also \$90,000 out of the Water Reserve Fund.
- Budget Officer Floyd confirmed the City of Monroe sold 12 million gallons of water.
- Budget Committee needs to consider regulatory fines, damage to the new membrane and other equipment. There was talk about insurance on replacing the damaged membrane.
- The current water bill includes the water, sewer and the water bond.
- Discussion continued to increase the water base rate by \$5 plus increase usage from 4,000 to 5,000 gallons per month. That would bring the minimum water bill to \$85.80.
- **Lonnie Koroush made a motion to raise the water base rate by \$5.00 for the use of 5,000 gallons, seconded by Cindy Canter.**

***VOTE ON WATER FUND 601, PAGE 43 – 10 voted Aye (Canter P., Canter C., Ritch, Cuthbertson F., Cuthbertson J., Sheets, Eastridge, Greene, Myers, Koroush), 2 voted Nay (Thayer and Billings). Passed.***

### **WATER FUND 601: Page 45.**

- For the Budget Committee to balance the Water Fund (Page 43), \$21,000 in Expenses will need to be taken out from Pages 45-47.

- Discussion on monetary compensation for city personnel including a proposal to give everyone raises and bring salaries up to \$55,000 annually. Further discussion to follow in the Personnel & Finance Committee.
- Line 2. Excess amount of \$10,390 can be added to the City Administrator line item to balance the Water Fund on Page 45.

**WATER FUND 601: Page 46.**

- No discussion or questions on Pages 46-47.

**WATER FUND 601: Page 47.**

- Line 29. New adjusted total for the Water Fund is \$261,890, it was \$251,500.
- **Nick Ritch made a motion to approve Water Fund 601, seconded by Lonnie Koroush.**

***VOTE ON WATER FUND 601, PAGES 45-47 – 12 voted Aye. Passed.***

**SEWER FUND 602: Page 49.**

- No Sewer rate changes in current budget.

**SEWER FUND 602: Page 51.**

- Line 2. Add City Administrator Salary or \$31, 760 to this line item.

**SEWER FUND 602: Page 53.**

- Line 30. Reduce this line item from \$16,535 to \$14,775.
- **Brian Greene made a motion to approve Sewer Fund 602, seconded by Frank Thayer.**

***VOTE ON SEWER FUND 602 – 12 voted Aye. Passed.***

**STORM WATER FUND 603: Page 55.**

- Proposed \$1 rate increase included in this 2020-2021 budget.
- **Lonnie Koroush made a motion to not raise Storm Water Fund. No one seconded, the motion dies.**
- **Frank Thayer made a motion to increase storm water base rate \$1.00, like it is proposed in the budget, seconded by Harry Myers.**

***VOTE ON STORM WATER FUND 603 – 10 voted Aye (Canter P., Canter C., Ritch, Cuthbertson F., Cuthbertson J., Sheets, Eastridge, Greene, Myers, Thayer), 2 voted Nay (Billings, Koroush). Passed.***

**12. Review, Discussion, Questions, Deliberations of Budget Committee**

The Budget Officer shared the required motions when the Budget Committee was prepared to move the process forward which was contained within the budget packet as well as the corrected total for the budget final.

13. Budget Committee Action:

**BUDGET LAW & APPROVAL OF 2020-2021 BUDGET: Page 57.**

- **Line 1.** Harry Myers made a motion that the Budget Committee of the City of Monroe approve the property taxes for the 2020-2021 fiscal year at the rate of \$3.5566 per \$1,000 assessed value for the permanent tax levy, Floyd Billings seconded the motion.

***VOTE ON BUDGET LAW, LINE 1 – 12 voted Aye (Canter P., Canter C., Ritch, Cuthbertson F., Cuthbertson J., Sheets, Eastridge, Greene, Myers, Thayer, Billings, Koroush). Approved.***

- **Line 2.** Nick Ritch made a motion that the Budget Committee of the City of Monroe approve property taxes for the 2020-2021 fiscal year in the amount of \$127,325 for the General Obligation Bond Levy, Floyd Billings seconded the motion.

***VOTE ON BUDGET LAW, LINE 2 – 11 voted Aye (Canter P., Canter C., Ritch, Cuthbertson F., Cuthbertson J., Sheets, Eastridge, Greene, Myers, Koroush, Billings), 1 voted Nay (Thayer). Approved.***

- **Line 3.** Nick Ritch made a motion that the Budget Committee of the City of Monroe approve the budget for the 2020-2021 fiscal year in the amount of \$2,366,929. Proposed budget is \$2,406,539, Floyd Billings seconded the motion.

***VOTE ON BUDGET LAW, LINE 3 – 11 voted Aye (Canter P., Canter C., Ritch, Cuthbertson F., Cuthbertson J., Sheets, Eastridge, Greene, Myers, Thayer, Billings), 1 voted Nay (Koroush). Approved.***

14. Adjournment: Cindy Canter adjourned the Budget Committee meeting at 7:30 P.M.

Respectfully Submitted: Tracy Floyd, Budget Officer, City Recorder

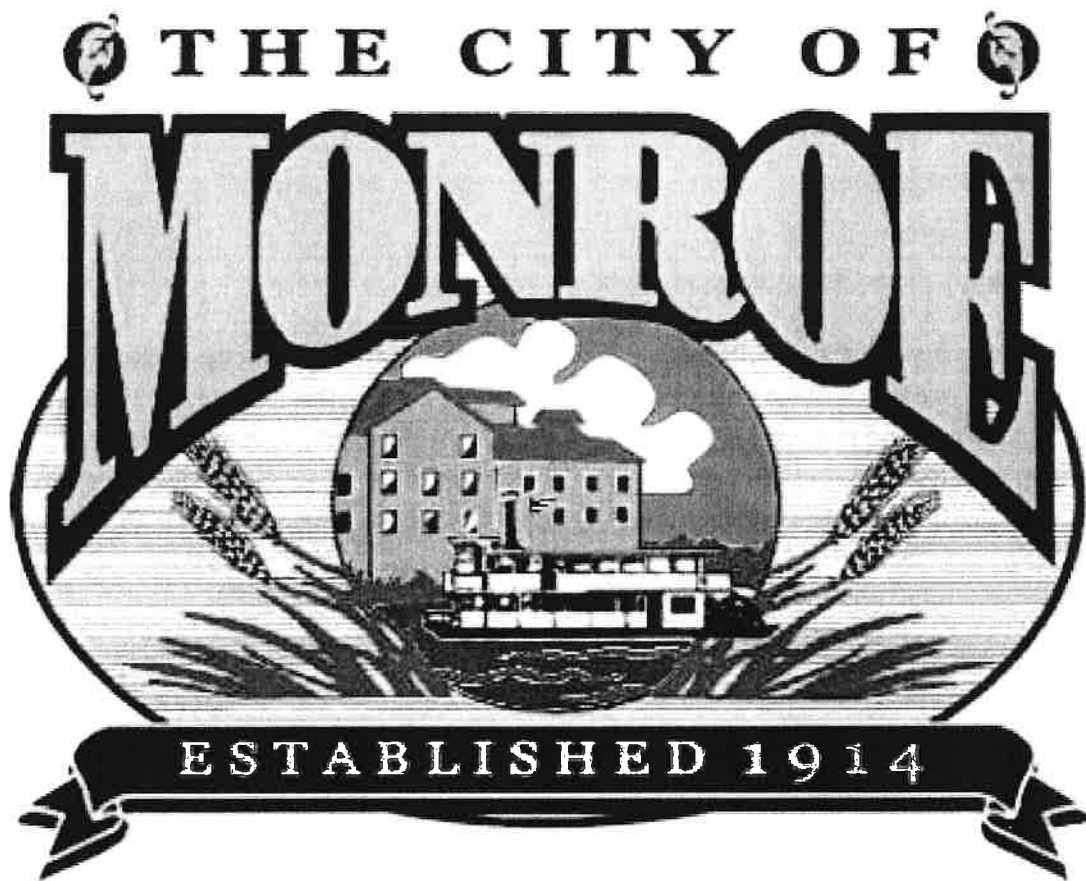
Reviewed and Approved by Budget Committee Secretary Dan Sheets and authorized on date as signed.



Dan Sheets, Monroe Budget Committee Secretary



Date:



# **2020-2021 City of Monroe**

## **Approved Budget by Budget Committee**

Public Hearing &  
Council Adoption  
June 24, 2020

Presented by Tracy Floyd, Budget Officer 541-847-5175

[Tracy.floyd@ci.monroe.or.us](mailto:Tracy.floyd@ci.monroe.or.us)





## **City of Monroe Budget Committee Members**

**Fiscal Year 2020-21**

### **Mayor**

Paul Canter

### **Councilors**

Floyd Billings  
Cindy Canter  
Jeanni Cuthbertson  
Brian Greene  
Lonnie Koroush  
Frank Thayer

### **Citizens**

Dan Sheets  
Nicholas Ritch  
Fred Cuthbertson  
Elizabeth Hayler  
Kathy Smith  
Bruce Hayler  
Harry Myers

### **City Finance Officer/Budget Officer**

Tracy Floyd

### **City Staff**

Laurie Eastridge, Office Administrative Assistant  
Steve Wyman, Public Works Lead/Wastewater Operator  
Fred Hilburger, Public Works Assistant

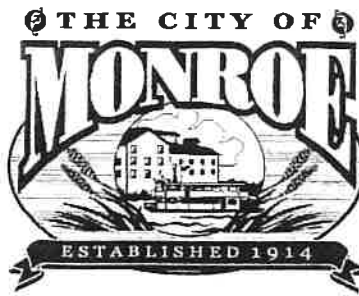


## **BUDGET CALENDAR 2019-2020**

### **Adopted by Council February 24, 2020**

#### **DEADLINE**

<u>February 24, 2020</u>	Council Appoint Budget Officer
<u>February 24, 2020</u>	Council Adopt Budget Calendar
<u>April</u>	Staff prepare Budget
<u>May 1, 2020</u>	Prepare notice of budget meeting, give to paper seven days before publication date
<u>May 6, 2020</u>	Publish in Tri-County Notice of Budget Committee meeting and possible uses of Shared Revenues; twice, 7 days apart, not more than 30 days or less than 5 days prior to the meeting day {May 9 & 16}
<u>May 6, 2020</u>	Publish on web page
<u>May 13, 2020</u>	Send out agenda, budget and budget message to all committee members (Council and lay citizens). Have available in office.
<u>May 20, 2020</u>	Budget Committee meeting held with public hearing and budget message.
<u>May 27, 2020</u>	2 <sup>nd</sup> Budget Committee meeting, if needed
<u>June 1, 2020</u>	Complete changes to budget from Budget Committee action.
<u>June 10, 2020</u>	Publish public hearing notices (shared revenue proposed use) and summary in paper, 5 to 30 days before public hearing.
<u>June 15, 2020</u>	<u>Council Work Session on Budget (Optional at Council's Discretion)</u>
<u>June 22, 2020</u>	Hold public hearings, adopt resolutions authorizing expenditures and taxes



## RESOLUTION 19-05

### A RESOLUTION ADOPTING CITY ORGANIZATIONAL GOALS AND PRIORITIES FOR THE 2019-2021 FISCAL YEARS

WHEREAS, the Monroe City Council hosted a work session on April 8, 2019 with representatives from the city planning commission for the purpose of establishing goals and priorities for the City of Monroe; and

WHEREAS, five elected officials, three appointed officials and three staff members reviewed existing goals, survey results from public input, plans defining future and current infrastructure needs; and

WHEREAS, this dedicated team of community leaders committed their efforts and focus both prior to the work session, during the work session and the review following the work session to consider and deliberate the diverse collective insights and perspectives gained from their esteemed positions within the organization and the community; and

WHEREAS, a general consensus was achieved as to the reasonable set of priorities and goals in which to dedicate the limited resources of the organization beyond the standard operating projects, programs and planning efforts, now therefore

BE IT RESOLVED THAT THE GOALS FOR MUNICIPAL OPERATIONS FOR 2019-2021 FISCAL YEARS ARE HEREBY DETERMINED AND DECLARED


1. Water Source-Determination and permitting of permanent drinking water source

Playground Improvement next to Legion Hall  
Repurpose Old Library Space in City Hall  
Park Host Security for City Park  
Wastewater System Inflow/Infiltration Issues Resolved

Public Works Shop  
City Emergency Operations Plan  
City Facilities Maintenance Program  
Increased parking at City Park

Passed by the Monroe City Council this 22nd of April, 2019.

  
\_\_\_\_\_  
Mayor Paul Canter

Attest:   
\_\_\_\_\_  
Rick A. Hohnbaum, City Recorder

# **CITY OF MONROE**

## **Fiscal Year 2020-21**

### **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 2020-2021.

#### **Budget Overview:**

The approach utilized in creating this budget did not significantly change from the previous year, except for the change in the budget officer. The tools, resources and processes used were the same as in the two previous years.

This budget document is 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 2020-21.

Overall, this budget is seeing less than a 3% increase. The approved budget amount for Fiscal Year 2019-20 is \$2,172,329 and the proposed budget for Fiscal Year 2020-21 is \$2,228,244.

In this budget, a new fund was added. Fund 202 Monroe Festival Fund. This fund was created to better track the monies received and expended for the Festival. There is a transfer of \$7,000 from the General Fund to the Monroe Festival Fund to support the Festival.

Staffing levels have changed this budget year, with the removal of the City Administrator position and the hiring of a full time Water Treatment Operator. In this budget it is proposed to increase the wages of the Finance Officer, Office Administrative Assistant and the Public Works Lead position.

Total personnel services costs are budgeted to decrease a little less than 9% from the current years projected actual figures and the proposed budget for 2020-21.

In years past the personnel costs for the Water Treatment Operator have been allocated based on an average of work done outside of the Water Treatment Functions. Since, October of 2018 the Water Treatment Operator has spent all of their scheduled time operating the plant. Therefore, this proposed budget has the personnel costs allocation at 100% to the Water Fund.

The City was awarded a \$100,000 grant for improvements to Main Street between 6<sup>th</sup> and 7<sup>th</sup>. The budget proposes a loan from the Street System Development Fund to the Street Fund in the amount of \$50,000 to complete the Main Street Improvement Project.

The City was also awarded a Safe Routes to School Grant in the amount of \$125,931. 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 6<sup>th</sup> Street.

There is a new line item in the General Fund called Community Support Grants/Scholarship. This is to assist groups/organizations in the community. I propose there be a small application process for the funds and a committee or the council decide either on a monthly basis or a one-time basis who would be the recipients of the allocated money.

In all of the Reserve Funds there is a new line item call Reserved for Future Expenditure. The intent of this line item is to not spend the amount reserved for future expenditure. This amount is not included in the resolution or the ordinance making appropriations for this budget. If the need arises during the fiscal year to spend this money, a supplemental budget may be adopted to appropriate the expenditure.

There are some big maintenance items that need to be addressed at the Water Treatment Plant, in order to accomplish what we can this budget year there is a loan proposed from the Water System Development Fund to the Water Reserve Fund in the amount of \$29,000. These big items don't include the replacement of the second membrane, which will need to happen in FY 2021-2022. The first membrane was replaced in December 2019.

This budget does propose a \$2.00 per user rate increase for water. This rate increase is a step in the right direction to get the water fund back on track to make it sustainable long term.

This budget also proposes a \$1.00 per user rate increase for Storm Water. The city does have significant Inflow and Infiltration problems. We have made good progress in correcting some of these. It would be beneficial to seal more manholes and replace/update/install new storm drain piping in and around town.

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.

Tracy Floyd, City of Monroe Budget Officer

## Staffing Levels for the City of Monroe:

At the writing of this budget we have three and a three quarters (3  $\frac{3}{4}$ ) full time employees and working on hiring a full time water treatment plant operator.

**Allocation** of these positions are:

- 1 - Full Time Finance Officer/City Recorder/Court Clerk
- 1 - Full Time Office Administrative Assistant
- 1 - Full Time Public Works Lead/Wastewater Treatment Plant Operator
- 1 - Three Quarter (30 hour per week) Public Works Assistant
- 1 - Full Time Water Treatment Plant Operator

		FY17-18 FTE	FY18-19 FTE	FY19-20 FTE	Proposed FY 20-21 FTE
<b>General Fund</b>	<b>FO</b>	0.67	1.01	0.78	0.62
	<b>CA</b>				
	<b>OAA</b>				
	<b>Janitorial</b>				
<b>Court</b>	<b>FO</b>			0.05	0.05
<b>Library</b>	<b>JANITORIAL</b>	0.13	0.14	0.09	0.09
	<b>PWL</b>				
	<b>PWA</b>				
<b>Legion Hall</b>	<b>JANITORIAL</b>	0.06	0.10	0.09	0.09
	<b>PWL</b>				
	<b>PWA</b>				
<b>Parks</b>	<b>PWL</b>		0.76	0.55	0.45
	<b>PWA</b>				
<b>Street</b>	<b>PWL</b>	0.13	0.15	0.18	0.18
	<b>PWA</b>				
<b>Water Fund</b>	<b>FO</b>	1.27	1.15	1.06	1.89
	<b>CA</b>				
	<b>OAA</b>				
	<b>PWL</b>				
	<b>PWA</b>				
	<b>WTPO</b>				
<b>Sewer Fund</b>	<b>FO</b>	1.20	1.08	1.20	1.13
	<b>CA</b>				
	<b>OAA</b>				
	<b>PWL</b>				
	<b>PWA</b>				
<b>Storm Water</b>	<b>PWL</b>	0.07	0.23	0.26	0.26
	<b>PWA</b>				
		<b>3.53</b>	<b>4.62</b>	<b>4.25</b>	<b>4.75</b>

**Payroll costs for the city:** In this budget it is proposed a wage increase for the Public Works Lead, Finance Officer and the Office Administrative Assistant.

For comparison, below are the total costs of payroll for the city to keep staffing levels the same vs. if a City Administrator/Manager was hired. *Both charts include the proposed wage increases.*

#### **Payroll Cost *Without* a City Administrator/Manager**

	Hours	Wages	Total for Taxes	PERS	Total Health Insurance	Total Annual Cost for City
City Administrator			0	0		0
Finance Officer	2,080	55,016	4,289	3,549	9,582	72,436
Office Admin Assis	2,080	29,120	2,282	1,878	9,582	42,862
Public Works Lead	2,080	55,016	4,289	3,549	9,582	72,436
Public Works Assis	1,560	24,960	1,953	1,610		28,523
Water Treatment	2,080	55,016	4,289	7,642	9,582	76,529
		<b>219,128</b>	<b>17,101</b>	<b>18,227</b>	<b>38,329</b>	<b>292,785</b>

#### **Payroll Cost with Staffing Levels at Current and a City Administrator/Manager**

	Hours	Wages	Total for Taxes	PERS	Total Health Insurance	Total Annual Cost for City
City Administrator	2,080	75,000	5,837	4,838	9,582	95,257
Finance Officer	2,080	55,016	4,289	3,549	9,582	72,436
Office Admin Assis	2,080	29,120	2,282	1,878	9,582	42,862
Public Works Lead	2,080	55,016	4,289	3,549	9,582	72,436
Public Works Assis	1,560	24,960	1,953	1,610		28,523
Water Treatment	2,080	55,016	4,289	7,642	9,582	76,529
		<b>294,128</b>	<b>22,938</b>	<b>23,064</b>	<b>47,911</b>	<b>388,042</b>

*\*charts updated on 6/17/2020*

## General Fund

### Resources

The proposed General Fund Budget includes a decrease of the projected revenue by \$196,600. This is largely due to the decreased amount in carryover from the current year, as well as the decreased in applying for and receiving grants for special programs/projects, like the RARE program.

Some other lines to note:

Line 31 Engineering -- This line item has decreased significantly in this current fiscal year because of the Red Hills Subdivision phase 1 is in the building stage therefore we aren't seeing the engineering fees we have had in previous years.

Line 33 SDC Admin Fee -- With the building of houses in the Red Hills subdivision, this budget proposes to received 10 new SDC fees paid during this budget year.



**RESOURCES  
GENERAL FUND 100  
CITY OF MONROE**

	RESOURCE DESCRIPTION	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
1	Available Cash on Hand	198,112	251,059	225,384	255,000	140,000	140,000	1
2	Previously levied taxes estimated to be received	1,861	2,107	13,374	10,000	4,500	4,500	2
3	Interest	7,593	7,571	6,797	8,000	4,000	4,000	3
4	<b>OTHER RESOURCES</b>							
4	Cigarette Tax	999	778	714	500	700	700	4
5	Liquor Tax	9,339	9,960	10,073	9,500	11,000	11,000	5
6	State Marijuana Tax Revenue		3,076	1,791	1,600	1,700	1,700	6
7	PP&L Franchise	22,603	20,946	29,685	30,000	31,000	31,000	7
8	Monroe Telephone Franchise	3,753	2,837		1,500	1,600	1,600	8
9	Republic Services Franchise	2,779	2,604	3,826	3,700	3,500	3,500	9
10	Benton County Transient Tax (Bed Tax)	4,410				5,000	5,000	10
11	Licenses & Fees	1,300	75	100				11
12	RARE Funding Grants		18,000	12,000	5,000			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	70,000			17
18	DLCD - TA Grant <i>(every other year)</i>		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 Revenue Sharing	7,027	5,833	6,185	5,700	7,500	7,500	22
23	Monroe Fest		0	1,625	2,000			23
24	Court Revenue (Fines & Fees)	15,231	14,889	34,385	30,000	28,000	28,000	24
25	Library Rental	1,300	1,460	2,170	1,500	2,000	2,000	25
26	Legion Hall Rental	4,410	4,025	5,295	5,000	3,500	3,500	26
27	Old Library Lease	1,200	1,200	900				27
28	Donation for Beautification Committee		24					28
29	Lien Fee Searches	365	470	865	900	1,000	1,000	29
30	Miscellaneous	1,807	598	56	100	500	500	30
31	Engineering Fees	2,000	23,067	55,597	30,000	7,000	7,000	31
32	Planning Fees	5,305	5,160	2,665	3,000	1,000	1,000	32
33	SDC Admin Fee	74	8,486	1,382	2,500	6,400	6,400	33
34	Public Record Fees			35				34
35	Notary Fees			20				35
36	Sale of Gas Station Property			77,037				36
37	Library - Misc Income		780					37
38	Non-employee health insurance prem.		6,210					38
39	<b>Total resources, except taxes to be levied</b>	<b>291,468</b>	<b>449,915</b>	<b>510,656</b>	<b>476,500</b>	<b>259,900</b>	<b>259,900</b>	<b>0</b>
40	Taxes necessary to balance							40
41	Taxes collected in year levied	112,213	107,375	108,362	110,000	130,000	130,000	41
42	<b>TOTAL RESOURCES</b>	<b>403,681</b>	<b>557,290</b>	<b>619,018</b>	<b>586,500</b>	<b>389,900</b>	<b>389,900</b>	<b>0</b>

## General Fund

### Requirements

The General Fund Requirements include sub funds for court, the library, legion hall and parks.

Some things to note:

Line 15 Online Bill Pay Fees – The large increase is due to the fees associated with taking SDC Fees over the phone via a credit card. We pay about 3.1 % in fees for the SDC payments we take this way. That is roughly \$524 per \$17,490.46. We charge \$640.98 in Admin Charges for the SDC.

Line 16 City Hall Heating Propane – This fiscal year we participated in CoEnergy's pre-buy propane purchase for City Hall. This has significantly decreased the purchase price of propane. We will continue this process into this new budget year.

Line 17 Attorney Fees – With the majority of our big development projects finished or well on their way to being finished, the use of the attorney will most likely decrease.

Line 24 Education and Travel – This line item is to send city staff to training. The BIAS Conference and the Oregon Government Finance Officers Association conferences are great training resources for the finance/utility staff. It would be beneficial to send each staff member to at least one training event this budget year. The training event should be selected on what would best benefit the employee so that they can better serve our community.

Line 33 Mat/Carpet Cleaning – This is increased due to the vacant office building next to city hall. The carpet at City Hall, Council Chamber and the new Vacant Meeting Room need to be professionally cleaned.

Line 39 Community Support Grants/Scholarships – This is a new line item this year. This budget proposes reallocating the funds that have in the past been allocated for the light parade support, youth summer program and cemetery support. This program will allow the council to decide what groups/organizations/individuals the money should be spent on. To account for the council actions on how the money is spent there is a short half page application the recipient will fill out. Page 12 has a draft form of the application.

*Budget committee approved the following changes:*

*Add previous City Administrator Salary and payroll expenses back into personnel costs*

*Remove the \$35,000 from the Parks Fund – Restroom Project*

*Increase attorney fees from \$3,000 to \$10,000*

*Move the \$500 in the Parks Temporary Restroom Rental to Parks Electrical (this is a new line item)*

**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 Council
	<b>PERSONNEL SERVICES</b>							
1	Finance Officer	14,149	11,248	15,192	13,650	16,000	16,000	1
2	COO/City Administrator	15,816	22,144	24,020	25,275		31,760	2
3	Community Development Coord			2,600	2,600			3
4	Administrative Assistant			2,733	4,025	7,800	7,800	4
5	Janitorial Wages			268	750			5
6	Payroll Taxes	3,109	2,691	3,347	3,350	1,900	1,900	6
7	PERS	1,101	1,940	2,570	2,625	1,600	1,600	7
8	Health Insurance	3,199	12,737	9,098	9,850	6,000	6,000	8
9	Workers Compensation			464	600	270	270	9
10	<b>Total Personnel Services</b>	<b>37,374</b>	<b>50,760</b>	<b>60,293</b>	<b>62,725</b>	<b>33,570</b>	<b>65,330</b>	10
11	<b>Total Full-Time Equivalent (FTE)</b>	<b>0.52</b>	<b>0.67</b>	<b>0.67</b>	<b>0.78</b>	<b>0.62</b>	<b>0.95</b>	11
	<b>MATERIALS &amp; SERVICES</b>							
12	Postage		518	606	500	600	600	12
13	Operating Supplies	1,480	2,726	2,772	3,000	3,000	3,000	13
14	Computer	3,309	6,644	4,604	4,000	2,000	2,000	14
15	On Line Bill Pay		1,087	869	1,000	6,000	6,000	15
16	City Hall Heating Propane	2,996	3,472	3,968	4,000	2,600	2,600	16
17	Attorney Fees	2,898	14,208	18,813	22,000	3,000	10,000	17
18	Audit & File Fees	4,026	4,106	4,235	5,000	5,000	5,000	18
19	Engineering Fees	299	31,713	61,659	35,000	5,000	5,000	19
20	Planning Expenses	2,663	1,305	862	1,500	1,500	1,500	20
21	Professional Services	425	9,140	936	5,000	1,000	1,000	21
22	Planner Contract			2,707	17,000	18,000	18,000	22
23	Telephone	1,021	1,252	1,029	1,500	1,200	1,200	23
24	Education & Travel	727	6,305	4,978	5,000	2,000	2,000	24
25	Education and Training City Council		509		1,500	1,500	1,500	25
26	Education and Training Planning Commission		1,347	1,525	1,500	1,500	1,500	26
27	General Liability and Auto	4,543	5,095	2,906	3,000	3,800	3,800	27
28	Codification				6,000			28
29	Electric (city hall)	2,435	2,221	2,195	2,500	2,100	2,100	29
30	Office Equipment Repair & Maintenance				1,000	500	500	30
31	Building Repairs and Maintenance	2,397	5,761	1,867	6,000	2,500	2,500	31
32	Archive Records Destruction				1,000	1,000	1,000	32
33	Mat/Carpet Cleaning		20		250	500	500	33
34	Expenses not covered elsewhere	816	3,262	1,618	1,500	2,000	2,000	34
35	Advertisement	408	543	648	1,340	500	500	35
36	Election				0	0	0	36
37	Dues	1,904	2,355	3,368	2,500	2,500	2,500	37
38	Beautification/Main Street	2,500	88	3,394	10,000			38
39	Community Support Grants/Scholarships					5,000	5,000	39
40	Resource Assistance for Rural Environments-RARE		23,500	23,500				40
41	Committees and Commission		640		1,000	500	500	41
42	Copier Maintenance/Service			297	500	500	500	42
43	Business Association of Monroe				500			43
44	Monroe Fest			8,111	11,625			44
45	Sheriff Contract (9-3/4 hrs./week)	28,296	39,126					45
46	Judge	1,200	1,200					46
47	Legion Hall Expense	8,964	8,529					47
48	Court Expenses	671	442					48
49	Bail Refund	30						49
50	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>74,008</b>	<b>177,116</b>	<b>157,464</b>	<b>156,215</b>	<b>75,300</b>	<b>82,300</b>	50

664 Commercial Street  
PO Box 486  
Monroe, OR 97456



Phone: 541-847-5175  
Fax: 541-847-5177

### Community Support Scholarships/Grants

The City of Monroe is pleased to offer a number of scholarships to groups/organizations that benefit our community. Please fill out the application below and include it with a copy of your W9. As long as there are funds available, a small group of city councilors will meet once per month to make a determination on any applications received. The maximum award amount given to any group/organization is \$1,000.

NAME OF GROUP/ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOW MUCH MONEY ARE YOU REQUESTING (MAX OF \$1000): \_\_\_\_\_

HOW WOULD THIS MONEY BENEFIT THE COMMUNITY (CAN USE ADDITIONAL SHEET IF NECESSARY):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please turn in this application along with your W9 to City Hall PO Box 486 Monroe, OR 97456 or you can email it to [tracy.floyd@ci.monroe.or.us](mailto:tracy.floyd@ci.monroe.or.us)**

*For City of Monroe only:*

☐ Approved Award Amount \$ \_\_\_\_\_

☐ Denied at this time. Why? \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Signed by City Councilor, \_\_\_\_\_

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

CITY OF MOIRNUE									
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 Committee	Adopted Budget By 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	111,382	276,321	217,757	220,940	108,870	147,630	0	
REQUIREMENTS FOR: PARKS									
		Actual FY 2016-2017	Actual FY 2017-2018	Actual FY 2018-2019	Budget 2019-2020	PROPOSED BUDGET 2020-2021	Approved Budget By Committee	Adopted Budget By Council	
PERSONNEL SERVICES									
7	Public Works Superintendent/Lead	2,846	2,941	9,095	11,510	8,500	8,500	7	
8	Public Works Assistant	688	750	3,088	9,650	10,000	10,000	8	
9	Water Treatment Plant Operator							9	
10	Payroll Taxes	150	302	948	1,660	1,500	1,500	10	
11	PERS	11	225	216	1,125	1,200	1,200	11	
12	Health Insurance	422	216	2,716	2,350	1,500	1,500	12	
13	Workers Compensation Insurance			230	350	400	400	13	
14	Total Personnel Services	4331	4,426	16,192	26,645	23,100	23,100	0	
15	Total Full-Time Equivalent (FTE)	0.10	0.20		0.55	0.45	0.45	15	
MATERIALS & SERVICES									
16	Park Operating Supplies	5789	2,414	2,893	3,000	3,000	3,000	16	
17	Trail Maintenance and Operations				500	500	500	17	
18	Fuel and Oil	317	390	524	700	500	500	18	
19	Telephone			26	50	100	100	19	
20	Temporary restroom rental		1,638	1,972	800	500	500	20	
21	Electricity							21	
22	General Liability Insurance			83	100	250	250	22	
23	Monroe Cemetery Support		500		500			23	
24	Youth Summer Program Support		1,000	1,000	1,000			24	
25	Light Parade Event Support		1,179	0	500			25	
26	Park Equipment Repair and Maintenance		227	1,290	1,500	1,000	1,000	26	
27	Total Material & Services	6106	7,347	7,788	8,650	5,850	5,850	0	
CAPITAL OUTLAY									
28	Parks equipment		759	204	1,500			28	
29	Park ball field improvement			64	500			29	
30	Reservoir Height Park Improvement				1,000			30	
31	City Park Restroom and Accessibility Project		4,277	14,913	75,000	35,000	3,240	31	
32	Dog Waste Stations for Rail Path				700			32	
33	Total Capital Outlay		5,036	15,181	78,700	35,000	3,240	0	
34	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	10,437	16,809	39,161	113,995	63,950	32,190	0	
REQUIREMENTS FOR: LIBRARY									
		Actual FY 2016-2017	Actual FY 2017-2018	Actual FY 2018-2019	Budget 2019-2020	PROPOSED BUDGET 2020-2021	Approved Budget By Committee	Adopted Budget By Council	
PERSONNEL SERVICES									
35	Library Janitorial	2695	3,518	1,802	3,000			35	
36	Public Works Superintendent/Lead			745	2,305	2,800	2,800	36	
37	Public Works Assistant			214	1,210	1,300	1,300	37	
38	Payroll Taxes		283	216	275	350	350	38	
39	PERS			0	150	300	300	39	
40	Health Insurance			265	500	480	480	40	
41	Total Personnel Services	2695	3,801	3,242	7,440	5,230	5,230	0	
42	Total Full-Time Equivalent (FTE)	0.01	0.13	0.14	0.09	0.09	0.09	42	
MATERIALS & SERVICES									
43	Library Alarm Monitoring	288	488	216	300	300	300	43	
44	Library Building Insurance			2,666	2,800	3,000	3,000	44	
45	Library Electric	7395	5,555	5,433	6,000	5,500	5,500	45	
46	Library Propane	442	431	560	600	500	500	46	
47	Library Repairs & Maintenance	3707	3,285	4,305	6,000	6,000	6,000	47	
48	Library Janitorial Supplies			620	500	1,000	1,000	48	
49	Library Contracted Janitorial					5,000	5,000	49	
50	Total Material & Services	11832	9,758	14,001	16,200	21,300	21,300	0	
51	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	14,527	13,560	17,243	23,640	26,530	26,530	0	

**REQUIREMENTS SUMMARY  
GENERAL FUND  
CITY OF MONROE**

REQUIREMENTS FOR: LEGION HALL										Adopted Budget By Council
		Actual FY 2016-2017	Actual FY 2017-2018	Actual FY 2018-2019	Budget 2019-2020	PROPOSED BUDGET 2020-2021	Approved Budget By Budget Committee			
PERSONNEL SERVICES										
1	Legion Hall Janitorial	1		669	1,000			1		
2	Public Works Superintendent/Lead	2		745	2,305	2,800	2800	2		
3	Public Works Assistant	3		214	1,210	1,250	1250	3		
4	Legion Hall Payroll Taxes	4		127	275	350	350	4		
5	PERS	5			200	300	300	5		
6	Health Insurance	6		265	475	480	480	6		
7	Total Personnel Services	7		2,021	5,465	5,180	5,180	0		
8	Total Full-Time Equivalent (FTE)	8			0.09	0.09	0.09			
MATERIALS AND SERVICES										
9	Building Insurance	9		685	750	750	750	9		
10	Electricity	10		7,468	7,250	6,000	6000	10		
11	Maintenance	11		1,608	2,500	1,000	1000	11		
12	Building Improvements	12		3,141	2,500	2,000	2000	12		
13	Operating Supplies	13		77	100			13		
14	Cleaning Supplies and Paper Products	14		641	750	1,000	1000	14		
15	Legion Hall Contracted Janitorial	15				2,500	2500	15		
16	Rental Refunds	16						16		
17	Total Materials and Services	17		13,620	13,850	13,250	13,250	0		
CAPITAL OUTLAY										
18	Legion Hall (Hull Grant)	18	15,393	38,380	0	0		0		
19	Total Capital Outlay	19	15,393	38,380	0	0		0		
20	ORGANIZATIONAL UNIT/ACTIVITY TOTAL	20	15,393	54,021	19,315	18,430	18,430	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 Council	
PERSONNEL SERVICES									
21	Court clerk				2,410	2,800	2,800		
22	Taxes				200	250	250		
23	PERS				175	180	180		
24	Health Insurance				900	479	479		
25	Total Personnel Services				3,685	3,709	3,709	0	
26	Total Full-Time Equivalent (FTE)				0.05	0.05	0.05		
MATERIALS AND SERVICES									
27	Sheriff/Law Enforcement Contract (15 hrs./week)				33,000	32,000	32,000		
28	Judge				1,200	1,500	1,500		
29	Attorney Fees								
30	Dues								
31	Collection Services				500				
32	Online Bill Pay Fees				100	250	250		
33	Court Expenses				100	100	100		
34	Court Operating Expenses				150	200	200		
35	Court State and County Assessment Fees				1,500	1,000	1,000		
36	Court Fine/Fee Refunds					500	500		
37	Education and Travel				500	500	500		
38	Total Materials and Services				37,050	36,050	36,050	0	
CAPITAL OUTLAY									
39	Total Capital Outlay								
40	ORGANIZATIONAL UNIT/ACTIVITY TOTAL			0	40,735	39,759	39,759	0	

**GENERAL FUND  
CITY OF MONROE**

		REQUIREMENTS DESCRIPTION NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM	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	
		<b>PERSONNEL SERVICES NOT ALLOCATED</b>								
		<b>INTERFUND TRANSFERS</b>								
1		Transfer to Building Reserve Fund	7,000	10,000	2,500	10,000	5,000	5,000		1
2		Transfer to Equipment Reserve Fund	5,000	10,000	2,500	10,000	5,000	5,000		2
3		Transfer to Parks Reserve Fund		5,000	10,000	10,000	5,000	5,000		3
4		Transfer to Capital Improvement Reserve Fund			10,000	15,000	5,000	5,000		4
5		Transfer to Storm Water Fund				10,000				5
6		Transfer to Monroe Festival Fund					7,000	7,000		6
7		<b>TOTAL INTERFUND TRANSFERS</b>	<b>12,000</b>	<b>25,000</b>	<b>25,000</b>	<b>55,000</b>	<b>27,000</b>	<b>27,000</b>	<b>0</b>	7
8		<b>OPERATING CONTINGENCY</b>								8
9		<b>Total Requirements NOT ALLOCATED</b>		<b>25,000</b>	<b>25,000</b>	<b>67,875</b>	<b>32,361</b>	<b>32,361</b>	<b>0</b>	9
10		<b>TOTAL REQUIREMENTS ALLOCATED</b>	146,121	322,082	411,040	418,625	257,539	264,539	0	10
11		Reserved for future expenditure				100,000	100,000			11
12		Ending balance (prior years)	198,112	251,059	232,165					12
13		<b>UNAPPROPRIATED ENDING FUND BALANCE</b>				100,000	100,000	93,000		13
14		<b>TOTAL REQUIREMENTS</b>	<b>344,233</b>	<b>347,082</b>	<b>436,040</b>	<b>586,500</b>	<b>389,900</b>	<b>389,900</b>	<b>0</b>	14

## Street Fund

### Resources

The proposed Street Fund Budget includes an increase of the projected revenue. The city has been awarded \$100,000 for improvements on Main Street between 6<sup>th</sup> and 7<sup>th</sup> street and a grant for \$125,931 for a Safe Routes to School project to construct a multi modal path from the grade school to Orchard as well as improve the crosswalk safety at Orchard and 6<sup>th</sup> Street.

Some other lines to note:

Line 8 Loan from Street System Development Fund – This is to loan is to help fund the Main Street Improvement project. A loan from the Street SDC fund to the Street Fund will help finish out the financial obligation for this project.

*Budget Committee Approved the Following Changes:*

*Remove \$50,000 loan from the SDC Fund*



**RESOURCES**  
**STREET FUND 201**  
**CITY OF MONROE**

	RESOURCE DESCRIPTION	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	
1	Beginning Cash Balance	60,550	82,874	96,438	105,000	125,710	125,710		1
2	State Highway Taxes								
3	Small City Allotment Grant (SCA)	37,151	39,352	45,329	45,000	47,000	47,000		2
4	Safe Routes to School Grant					100,000	100,000		3
5	Transit Tax					125,931	125,931		4
6	LGIP Interest				14,000				5
7	Dust Control		1,315	2,043	1,300	2,000	2,000		6
8	Loan From Street System Development Fund			402	200	200	200		7
9	Miscellaneous	8,230	502			50,000	0		8
10	Engineering Fees	785							9
11	<b>Total resources, except taxes to be levied</b>	<b>106,716</b>	<b>124,044</b>	<b>144,211</b>	<b>165,500</b>	<b>450,841</b>	<b>400,841</b>	<b>0</b>	10
12	Taxes estimated to be received								11
13	Taxes collected in year levied								12
14	<b>TOTAL RESOURCES</b>	<b>106,716</b>	<b>124,044</b>	<b>144,211</b>	<b>165,500</b>	<b>450,841</b>	<b>400,841</b>	<b>0</b>	13

## Street Fund

### Requirements

The overall Material and Services expenses for this fund are lower. Most of the city's resources will be focused on starting and completing the Safe Routes to School Project and the Main Street Improvement Projects.

Some things to note:

Line 3: Water Treatment Plant Operator – I allocated 100% of the operator's wages to the water plant. This is due to the current work load by the operator.

Line 15 Repairs and Maintenance – was decreased, due to the large projects on the horizon as well as the actuals for this fiscal year are significantly less than budgeted.

*Budget Committee Approved the Following Changes:*

*Increase the Repairs and Maintenance to the System from \$1,000 to \$20,000*

*Remove the Small City Allotment Grant – Budget Committee Approved to not proceed with this grant*

*Add \$226,950 to System Construction*

**REQUIREMENTS**  
**STREET FUND #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
	<b>PERSONNEL SERVICES</b>							
1	Public Works Superintendent/Lead	2,846	2,941	3,134	4,605	5,510	5,510	1
2	Public Works Assistant	688	750	1,373	2,415	2,500	2,500	2
3	Water Treatment Plant Operator							3
4	Payroll Taxes	318	303	350	550	800	800	4
5	PERS Retirement	184	216	114	400	600	600	5
6	Health Insurance	448	433	599	950	1,000	1,000	6
7	Workers Compensation			524	600	450	450	7
8	<b>TOTAL PERSONNEL SERVICES</b>	<b>4,484</b>	<b>4,643</b>	<b>6,094</b>	<b>9,520</b>	<b>10,860</b>	<b>10,860</b>	<b>0</b>
9	<b>Total Full-Time Equivalent (FTE)</b>		<b>0.13</b>		<b>0.18</b>	<b>0.18</b>	<b>0.18</b>	
	<b>MATERIALS &amp; SERVICES</b>							
10	Operating Supplies	141	797	1,591	2,500	2,000	2,000	10
11	Street Lights	12,108	8,983	8,205	9,700	9,500	9,500	11
12	Engineering	420	2,585	1,936	5,000	1,000	1,000	12
13	Telephone			54	75	150	150	13
14	Liability and Auto Insurance	153	321	943	1,000	250	250	14
15	Repairs and Maintenance System	5,299	1,654	8,387	12,000	1,000	20,000	15
16	Equipment Repair and Maintenance	142	22	752	1,000	500	500	16
17	Vehicle Maintenance and Operation	149	401	1,328	1,500	600	600	17
18	Dust Control Program			1,820	2,500	3,000	3,000	18
19	Misc.	276		0	100	100	100	19
20	Sign Replacement Insurance		8,200					20
21	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>24,811</b>	<b>22,964</b>	<b>25,016</b>	<b>35,375</b>	<b>18,100</b>	<b>37,100</b>	<b>0</b>
	<b>CAPITAL OUTLAY</b>							
22	Equipment	669						22
23	System Construction			4,227	120,605		226,950	23
24	Small City Allotment Grant Project					295,950	0	24
25	SRTS - Multi Modal Trail School to Orchard					125,931	125,931	25
26	<b>TOTAL CAPITAL OUTLAY</b>	<b>669</b>	<b>0</b>	<b>4,227</b>	<b>120,605</b>	<b>421,881</b>	<b>352,881</b>	<b>0</b>
27	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	<b>29,964</b>	<b>27,606</b>	<b>35,337</b>	<b>165,500</b>	<b>450,841</b>	<b>400,841</b>	<b>0</b>

## **Monroe Festival Fund #202**

### **Resources and Requirements**

The proposed Monroe Festival Fund is a new Fund this year. With the great success of the Vino, Vintage and Victory Festival in 2019. The City has decided to make this an annual event. As a way to better track donations, revenues and requirements received this fund was created.

There is a transfer in from the General Fund of \$7,000.

All of the resources and requirements proposed were based off of the 2019 Festival and the 2020 Festival (before it was changed due to the COVID-19 pandemic)

For this proposed budget there is no staff time allocated but 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 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	
1	Beginning Cash Balance	1				0	0		1
2	Art/Craft Vendor Fees	2				750	750		2
3	Food Truck Vendor Fees	3				500	500		3
4	Wine Vendor Fees	4				500	500		4
5	Wine Glass Sales/Tastings at Festival	5				1,000	1,000		5
6	Festival Sponsors	6				3,500	3,500		6
7	Donations	7							7
8	Miscellaneous	8							8
9	LGIP Interest	9							9
10	Transfer in from General Fund	10				7,000	7,000		10
11	<b>Total resources, except taxes to be levied</b>	11				13,250	13,250	0	11
12	Taxes estimated to be received	12							12
13	Taxes collected in year levied	13							13
14	<b>TOTAL RESOURCES</b>	14				13,250	13,250	0	14



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

	REQUIREMENTS DESCRIPTION	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	
1	PERSONNEL SERVICES	1							1
2		2							2
3		3							3
4	TOTAL PERSONNEL SERVICES	4				0	0	0	4
5	Total Full-Time Equivalent (FTE)	5							5
6	MATERIALS & SERVICES	6							6
7	Signs, posters and banners	7				500	500		7
8	Operating Supplies	8							8
9	Advertising	9							9
10	Equipment Rental	10				4,750	4,750		10
11	Trolley Rental	11				1,500	1,500		11
12	Music Bands/Entertainment	12				1,200	1,200		12
13	Wine Glasses	13				950	950		13
14	Photographer, Social Media	14				100	100		14
15	Wine Tastings	15				2,500	2,500		15
16	Misc.	16				1,750	1,750		16
17		17							17
18	TOTAL MATERIALS & SERVICES	18				13,250	13,250	0	18
19	CAPITAL OUTLAY	19							19
20	TOTAL CAPITAL OUTLAY	20				0	0	0	20
21	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	21				13,250	13,250	0	21

## **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, 2020, we have paid to date \$332,123 with \$260,223 paid in interest and \$71,900 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 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
	<b>RESOURCES</b>							
1	Beginning Cash on Hand	1 30,226	30,233	30,897	31,304	31,645	31,645	1
2	Interest	2	657	535	400	200	200	2
3	Transfer from Water Fund	3 30,200	30,200	30,200	30,200	30,200	30,200	3
4	Total Resources, Except Taxes to be Levied	4 60,426	61,090	61,631	61,904	62,045	62,045	4 0
5	<b>TOTAL RESOURCES</b>	5 60,426	61,090	61,631	61,904	62,045	62,045	5 0
	<b>REQUIREMENTS</b>							
	<b>Bond Principal Payments</b>							
	Bond Issue							
6	Water Bond	6 7,069	7,387	7,720	8,067	8,430	8,430	6
7	<b>Total Principal</b>	7 7,069	7,387	7,720	8,067	8,430	8,430	7 0
	<b>Bond Interest Payments</b>							
	Bond Issue							
8	Water Bond	8 23,124	22,806	22,473	22,126	21,763	21,763	8
9	<b>Total Interest</b>	9 23,124	22,806	22,473	22,126	21,763	21,763	9 0
	<b>Unappropriated Balance for Following Year By</b>							
	Bond Issue							
10		10						10
11		11						11
12		12						12
13	Ending balance (prior years)	13						13
14	<b>Total Unappropriated Ending Fund Balance</b>	14	30,240	30,240	31,711	31,852	31,852	14
15	Loan Repayment to _____ Fund	15						15
16	Tax Credit Bond Reserve	16						16
17	<b>TOTAL REQUIREMENTS</b>	17 30,193	60,433	60,433	61,904	62,045	62,045	17 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, 2020, we have paid to date \$1,062,994.27 with \$395,000 paid towards the principal and \$667,994.27 paid in interest.

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

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

Bond Debt Payments are for:

- ☐ Revenue Bonds or  
☒ General Obligation Bonds

		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	
	<b>RESOURCES</b>								
1	Beginning Cash on Hand	1,618	30,233	953	923	3,438	3,438		1
2	Previously Levied Taxes to be Received								2
3	Interest		35	972	1,100	1,000	1,000		3
4	Total Resources, Except Taxes to be Levied	1,618	30,268	1,925	2,023	4,438	4,438	0	4
5	Taxes Estimated to be Received *				120,718	127,325	127,325		5
6	Taxes Collected in Year Levied	112,455	116,580	116,580					6
7	<b>TOTAL RESOURCES</b>	<b>114,073</b>	<b>146,848</b>	<b>118,505</b>	<b>122,741</b>	<b>131,763</b>	<b>131,763</b>	<b>0</b>	7
	<b>REQUIREMENTS</b>								
	<b>Bond Principal Payments</b>								
	Bond Issue								
8	2010 GO Bond	50,000	55,000	58,568	65,000	75,000	75,000		8
9	Admin and Agent fees	400							9
10	<b>Total Principal</b>	<b>50,400</b>	<b>55,000</b>	<b>58,568</b>	<b>65,000</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>	10
	<b>Bond Interest Payments</b>								
	Bond Issue								
11	2010 GO Bond	31,778	30,590	28,750	27,859	26,315	26,315		11
12	2010 GO Bond	31,777	30,590	28,750	27,859	26,315	26,315		12
13	<b>Total Interest</b>	<b>63,555</b>	<b>61,180</b>	<b>57,500</b>	<b>55,718</b>	<b>52,630</b>	<b>52,630</b>	<b>0</b>	13
	<b>Unappropriated Balance for Following Year By</b>								
	Bond Issue								
14	Ending balance (prior years)	1618							14
15	<b>Total Unappropriated Ending Fund Balance</b>				2,023	4,133	4,133		15
16	Loan Repayment to _____ Fund								16
17	Tax Credit Bond Reserve								17
18	<b>TOTAL REQUIREMENTS</b>	<b>115,573</b>	<b>116,180</b>	<b>116,068</b>	<b>122,741</b>	<b>131,763</b>	<b>131,763</b>	<b>0</b>	18

## **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.

There is an \$29,000 loan in the Water Reserve Fund from Water System Development Fund. This loan is in place to address he immediate water capital projects. This loan will be borrowed at zero interest.

**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.

		RESOURCES		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
1	Cash on hand			23,795	45,295	38,790	36,000	48,646	48,646	
2	Interest				517	744	600	650	650	
3	Transfer in from Sewer Fund			16,500	15,000	6,250	5,000	5,000	5,000	
4	Transfer in from Water Fund				15,000	6,250	5,000	2,500	2,500	
5	Transfer in from General Fund			5,000	10,000	2,500	10,000	5,000	5,000	
6	Total Resources, except taxes to be levied			45,295	85,812	54,533	56,600	61,796	61,796	0
7	Taxes estimated to be received									
8	Taxes collected in year levied									
9	<b>TOTAL RESOURCES</b>			<b>45,295</b>	<b>85,812</b>	<b>54,533</b>	<b>56,600</b>	<b>61,796</b>	<b>61,796</b>	<b>0</b>
		REQUIREMENTS								
		Org. Unit or Prog. & Activity	Object Classification	Detail						
10	Public Works	Capital Outlay	Equipment	3,578	47,022	133,336	52,600	20,000	20,000	
11	Administration	Capital Outlay	Copier Equipment			4,997				
12	Public Works	Capital Outlay	Locator Scanner				4,000			
13	Public Works	Capital Outlay	Trash Pump							
14	Reserved for Future Expenditure							2,700	2,700	
15	Ending balance (prior years)			23,795				39,096	39,096	
16	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>									
17	<b>TOTAL REQUIREMENTS</b>			<b>27,373</b>	<b>47,022</b>	<b>138,333</b>	<b>56,600</b>	<b>61,796</b>	<b>61,796</b>	<b>0</b>

**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 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
	<b>RESOURCES</b>							
1	Cash on hand	7,457	14,457	23,684	9,100	36,003	36,003	1
2	Interest		224	222	175	400	400	2
3	Sale of Gas Station			8,964				3
4	Transfer in from General Fund	7,000	10,000	2,500	10,000	5,000	5,000	4
5	Transfer in from Water Fund			1,250	10,000	2,500	2,500	5
6	Transfer in from Sewer Fund			1,250	10,000	10,000	10,000	6
7	Environmental Assessment Costs Reimbursement							7
8	Total Resources, except taxes to be levied	14,457	24,681	37,870	39,275	53,903	53,903	8
9	Taxes estimated to be received							9
10	Taxes collected in year levied							10
11	<b>TOTAL RESOURCES</b>	<b>14,457</b>	<b>24,681</b>	<b>37,870</b>	<b>39,275</b>	<b>53,903</b>	<b>53,903</b>	<b>0</b>

	Org. Unit or Prog. & Activity	Object Classification	Detail					
12	Public Works	Capital Outlay	Phase 2 Assessment for Gas Station	8232				12
13	Public Works	Capital Outlay	Building Improvements	11,727	39,275	15,000	15,000	13
14	Public Works	Capital Outlay	Legion Hall Door	7,308				14
15								15
16	Reserved for Future Expenditures					38,903	38,903	16
17								17
18	Ending balance (prior years)							18
19	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>				0			19
20	<b>TOTAL REQUIREMENTS</b>				<b>39,275</b>	<b>53,903</b>	<b>53,903</b>	<b>0</b>

**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 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
	<b>RESOURCES</b>							
1	Cash on hand	4,188	203	5,294	15,444	12,620	12,620	1
2	Interest		91	229	150	35	35	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	4,188	5,294	15,523	25,594	17,655	17,655	5
6	Taxes estimated to be received							6
7	Taxes collected in year levied							7
8	<b>TOTAL RESOURCES</b>	4,188	5,294	15,523	25,594	17,655	17,655	8

		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
	<b>REQUIREMENTS</b>							
	Org. Unit or Prog. & Activity							
9	Parks				25,594			9
10	Parks					7,655	7,655	10
11								11
12	Reserved for Future Expenditures					10,000	10,000	12
13								13
14	Ending balance (prior years)	4,188						14
15	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>							15
16	<b>TOTAL REQUIREMENTS</b>	8,173	0	0	25,594	17,655	17,655	16

## **Water Reserve Fund #403**

There is an \$29,000 loan in the Water Reserve Fund from Water System Development Fund. This loan is in place to address the immediate water capital projects. This loan will be borrowed at zero interest.



**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 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
<b>RESOURCES</b>								
1	Cash on hand	49,481	62,481	75,832	72,500	22,736	22,736	1
2	IFA Technical Assistance Grant for Water Master Plan				20,000			2
3	Safe Drinking Water Grant from Oregon Health Authority			7,606	20,000	20,000	20,000	3
4	Interest		1,075	1,516	1,200	50	50	4
5	Transfer in from Water Fund							5
6	Loan from Water System Development Charges	13,000	13,000	5,000	5,000	2,500	2,500	6
7	Total Resources, except taxes to be levied	62,481	76,556	89,954	138,700	74,286	74,286	7
8	Taxes estimated to be received							8
9	Taxes collected in year levied							9
10	<b>TOTAL RESOURCES</b>	<b>62,481</b>	<b>76,556</b>	<b>89,954</b>	<b>138,700</b>	<b>74,286</b>	<b>74,286</b>	<b>0</b>

REQUIREMENTS		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
11	Debt Services			2,500				11
12	Capital Outlay			1,848	16,200	22,786	22,786	12
13	Capital Outlay		724	2,776	5,000			13
14	Capital Outlay				20,000			14
15	Capital Outlay							15
16	Capital Outlay			5,684				16
17	Capital Outlay				45,000			17
18	Capital Outlay				10,000			18
19	Capital Outlay				5,000			19
20	Capital Outlay				7,500			20
21	Capital Outlay					2,000	2,000	21
22	Capital Outlay					5,000	5,000	22
23	Capital Outlay					2,000	2,000	23
24	Capital Outlay					5,000	5,000	24
25	Capital Outlay					15,000	15,000	25
26	Capital Project			7,606	20,000	20,000	20,000	26
27	Capital Outlay				10,000			27
28	Reserved for Future Expenditure							28
29	Ending balance (prior years)		49,481				2,500	29
30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>							30
31	<b>TOTAL REQUIREMENTS</b>		<b>724</b>	<b>20,414</b>	<b>138,700</b>	<b>74,286</b>	<b>74,286</b>	<b>0</b>

**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 RESOURCES AND REQUIREMENTS		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	
<b>RESOURCES</b>									
1	Cash on hand	5,554	78,684	88,805	100,000	96,761	96,761		1
2	Interest		121	1,649	1,200	400	400		2
3	Transfer in from Sewer Fund	4,600	10,000	10,000	5,000	5,000	5,000		3
4	Transfer in from Water Fund	10,400							4
5	Transfer in from Master Utility Fund	58,130							5
6									6
7	Total Resources, except taxes to be levied	78,684	88,805	100,453	106,200	102,161	102,161	0	7
8	Taxes estimated to be received								8
9	Taxes collected in year levied								9
10	<b>TOTAL RESOURCES</b>	<b>78,684</b>	<b>88,805</b>	<b>100,453</b>	<b>106,200</b>	<b>102,161</b>	<b>102,161</b>	<b>0</b>	<b>10</b>
<b>REQUIREMENTS</b>									
	Org. Unit or Prog. & Activity	Object Classification	Detail						
11	Sewer	Capital Outlay	Construction/Design						11
12	Sewer	Capital Project	I & I Testing		67,200	12,700	12,700		12
13	Sewer	Capital Project	WWTP Automation		10,000				13
14	Sewer	Capital Project	Manhole Sealant		12,000	12,000	12,000		14
15	Sewer	Capital Project	Chemical Feed Building for chlorine contact basin		5,000				15
16	Sewer	Capital Project	Dredge and clean first pond cell		5,000				16
17	Sewer	Capital Outlay	New effluent flow detector		2,000				17
18									18
19	Reserved for Future Expenditure					77,461	77,461		19
20									20
21	Ending balance (prior years)								21
22	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>								
23	<b>TOTAL REQUIREMENTS</b>								
			0	0	0	106,200	102,161	0	23

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

Year this reserve fund will be reviewed to be continued  
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 Resources and Requirements		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
<b>RESOURCES</b>								
1	Cash on hand				10,060	21,613	21,613	1
2	Interest			115	80	240	240	2
3	Transfer in from General Fund			10,000	15,000	5,000	5,000	3
4								4
5								5
6								6
7								7
8								8
9	Total Resources, except taxes to be levied			10,115	25,140	26,853	26,853	0
10	Taxes estimated to be received							10
11	Taxes collected in year levied							11
12	<b>TOTAL RESOURCES</b>	0	0	10,115	25,140	26,853	26,853	0
<b>REQUIREMENTS</b>								
	Org. Unit or Prog. & Activity							
	Object Classification							
	Detail							
13	Administration				25,140	10,853	10,853	13
14	Capital Outlay							14
15	System Improvements							15
16	Reserved for Future Expenditure					16,000	16,000	16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25	Ending balance (prior years)							25
26	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>							26
27	<b>TOTAL REQUIREMENTS</b>		0	0	25,140	26,853	26,853	0

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

No major changes to these funds. Except for Fund #511 Water System Development Fund. There is a proposed loan to the Water Reserve Fund of \$29,000. This is a short-term loan to address immediate needs of capital projects. The loan will be at zero interest and be repaid in the next fiscal year.

The proposed budget accounts for 10 new SDC fees.

*Budget Committee Approved the Following Changes:*

*Remove the \$50,000 loan from the Street System Development Fund*

# PARK SYSTEM DEVELOPMENT CHARGE FUND #507

## CITY OF MONROE

Resource Description	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
1 Available cash on hand	1 5,197	5,267	10,745	11570	15,335	15335	1
<b>OTHER RESOURCES</b>							
2 SDC Charges	2 70	5,365	650	2951	5,901	5901	2
3 Interest	3	113	216	200	100	100	3
4 Total resources, except taxes to be levied	4 5,267	10,745	11,611	14721	21,336	21336	4 0
5 Taxes estimated to be received	5						5
6 Taxes collected in year levied	6						6
<b>TOTAL RESOURCES</b>	7 5,267	10,745	11,611	14,721	21,336	21336	7 0

Expenditure Description	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
<b>PERSONNEL SERVICES</b>							
<b>TOTAL PERSONNEL SERVICES</b>							
<b>MATERIALS &amp; SERVICES</b>							
<b>TOTAL MATERIAL &amp; SERVICES</b>							
<b>CAPITAL OUTLAY</b>							
8 Park Enhancement and Park Access	8	0	0		21,336	21,336	8
9 Park Capital Improvement Plan and Engineering	9			14,721			9
<b>TOTAL CAPITAL OUTLAY</b>	10	0	0	14,721	21,336	21,336	10 0
<b>ENDING BALANCE (prior years)</b>	11 5,197	5,267	11,611				11
<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	12						12
<b>TOTAL REQUIREMENTS</b>	13	0	0	14,721	21,336	21,336	13 0

# Sewer System Development Charge Fund #508

## CITY OF MONROE

Resource Description	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
1 Available cash on hand	1,189	1,335	65,363	72,281	134,662	134,662	1
<b>OTHER RESOURCES</b>							
2 SDC Charges	146	64,002	9,630	30,412	60,820	60,820	2
3 Interest		26	1,171	750	1,500	1,500	3
4 Total resources, except taxes to be levied	1,335	65,363	76,164	103,443	196,982	196,982	4
5 Taxes estimated to be received							5
6 Taxes collected in year levied							6
7 <b>TOTAL RESOURCES</b>	1,335	65,363	76,164	103,443	196,982	196,982	7

Expenditure Description Allocated to an Organizational Unit or Program & Activity	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
<b>PERSONNEL SERVICES</b>							
8							8
9 <b>TOTAL PERSONNEL SERVICES</b>							9
<b>MATERIALS &amp; SERVICES</b>							
10 Riverside District Wastewater Development Plan				5,000	5,000	5,000	10
11 <b>TOTAL MATERIAL &amp; SERVICES</b>				5,000	5,000	5,000	11
<b>CAPITAL OUTLAY</b>							
12 Sewer Enhancement		0	0	98,443	191,982	191,982	12
13							13
14 <b>TOTAL CAPITAL OUTLAY</b>		0	0	98,443	191,982	191,982	14
<b>INTERFUND TRANSFERS</b>							
15 Transfer to Master Utility Plan							15
16							16
17 <b>TOTAL INTERFUND TRANSFERS</b>		0	0				17
18 Ending balance (prior years)			0				18
19 UNAPPROPRIATED ENDING FUND BALANCE				0			19
20 <b>TOTAL REQUIREMENTS</b>		0	0	103,443	196,982	196,982	20

# Street System Development Charge Fund #509

## CITY OF MONROE

RESOURCE DESCRIPTION	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
1 Available cash on hand	6,138	6,214	49,263	43,601	49,079	49,079	1
2 SDC Charges	76	48,648	4,242	3,102	6,203	6,203	2
3 Interest		133	765	650	700	700	3
4							4
5 Total resources, except taxes to be levied	6,214	54,995	54,270	47,353	55,982	55,982	0
6 Taxes estimated to be received							6
7 Taxes collected in year levied							7
8 TOTAL RESOURCES	6,214	54,995	54,270	47,353	55,982	55,982	0

EXPENDITURE DESCRIPTION ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY	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
PERSONNEL SERVICES							
9							9
10 TOTAL PERSONNEL SERVICES							10
MATERIALS & SERVICES							
11 Riverside District Transportation Access Plan				5,000	5,000	5,000	11
12 Street Capital Improvement Plan and SDC				5,000			12
13 TOTAL MATERIAL & SERVICES				10,000	5,000	5,000	13
CAPITAL OUTLAY							
14 Street Enhancement		5,732	2,988	27,353	982	50,982	14
15 Street Surveying			6,000	10,000			15
16 TOTAL CAPITAL OUTLAY			8,988	37,353	982	50,982	0
INTERFUND TRANSFERS							
17 Transfer to Master Utility Plan							17
18 Loan to Street Fund					50,000		18
19 TOTAL INTERFUND TRANSFERS					50,000	0	19
20 Ending balance (prior years)		0					20
21 UNAPPROPRIATED ENDING FUND BALANCE							21
22 TOTAL REQUIREMENTS		0	8,988	47,353	55,982	55,982	0

# Storm System Development Charge Fund #510

## CITY OF MONROE

RESOURCE DESCRIPTION	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
1 Available cash on hand	2,835	2,951	20,940	22,250	36,289	36,289	1
<b>OTHER RESOURCES</b>							
2 SDC Charges	116	17,989	6,930	4,813	9,630	9,630	2
3 Interest			413	300	475	475	3
4 Total resources, except taxes to be levied	2,951	20,940	28,283	27,363	46,394	46,394	0
5 Taxes estimated to be received							5
6 Taxes collected in year levied							6
7 <b>TOTAL RESOURCES</b>	2,951	20,940	28,283	27,363	46,394	46,394	0

EXPENDITURE DESCRIPTION ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY	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
<b>PERSONNEL SERVICES</b>							
8 <b>TOTAL PERSONNEL SERVICES</b>							8
<b>MATERIALS &amp; SERVICES</b>							
9 Riverside District Storm Water Plan				5,000	5,000	5,000	9
10 Capital Improvement and SDC Plan				5,000			10
11 <b>TOTAL MATERIAL &amp; SERVICES</b>				10,000	5,000	5,000	11
<b>CAPITAL OUTLAY</b>							
12 Storm Drain Enhancement				17,363	41,394	41,394	12
13 <b>TOTAL CAPITAL OUTLAY</b>		0	0	17,363	41,394	41,394	0
<b>INTERFUND TRANSFERS</b>							
14 Transfer to Master Utility Plan							14
15							15
<b>TOTAL INTERFUND TRANSFERS</b>		0	0				
16							16
17 Ending balance (prior years)							17
18 UNAPPROPRIATED ENDING FUND BALANCE				0			18
19 <b>TOTAL REQUIREMENTS</b>		0	0	27,363	46,394	46,394	0



# Water System Development Charge Fund #511

## 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
1	Available cash on hand	9,582	9,733	80,023	86,500	133,341	133,341	1
2								2
	<b>OTHER RESOURCES</b>							
3	SDC Charges	205	70,083	7,945	38,845	77,690	77,690	3
4	Interest		207	1,407	1,500	1,280	1,280	4
5	Total resources, except taxes to be levied	9,733	80,023	89,375	126,845	212,311	212,311	5
6	Taxes estimated to be received							6
7	Taxes collected in year levied							7
8	<b>TOTAL RESOURCES</b>	9,733	80,023	89,375	126,845	212,311	212,311	8

	EXPENDITURE DESCRIPTION TO AN ORGANIZATION UNIT OR PROGRAM & ACTIVITY	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
9	<b>PERSONNEL SERVICES</b>							9
10	<b>TOTAL PERSONNEL SERVICES</b>							10
	<b>MATERIALS &amp; SERVICES</b>							
11	Water Master Plan			8,240	50,000			11
12	Riverside District Water Development Plan				5,000	5,000	5,000	12
13	<b>TOTAL MATERIALS AND SERVICES</b>			8,240	55,000	5,000	5,000	13
	<b>CAPITAL OUTLAY</b>							
14	Flow Meters					5,000	5,000	14
15	Water System Enhancement				51,845	173,311	173,311	15
16								16
17	<b>TOTAL CAPITAL OUTLAY</b>		0	0	51,845	178,311	178,311	17
	<b>INTERFUND TRANSFERS</b>							
18	<b>TOTAL INTERFUND TRANSFERS</b>							18
19	Loan TO Water Reserve Fund				20,000	29,000	29,000	19
20	Ending balance (prior years)		0	0				20
21	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>							21
22	<b>TOTAL REQUIREMENTS</b>		0	8,240	126,845	212,311	212,311	22

## Water Fund #601

### Resources

The proposed Water Fund does include a \$2.00 per user rate increase in the base rate. The last time the city raised water rates was \$2.00 back in 2018.

This fiscal year to date, we have received/paid out:

Revenue: \$200,058.13

Expenses: \$234,091.48

*Budget Committee Approved the Following Changes:*

*Raise the base water rate by \$5.00 for every user and increase the minimum gallons from 4,000 to 5,000 gallons.*

*Increase Water Service Charges to \$121,240*

# RESOURCES

## WATER FUND #601

### CITY OF MONROE

	RESOURCE DESCRIPTION	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	
1	Available Cash on Hand	79,029	82,312	53,469	17,000	14,000	14,000		1
2	Miscellaneous	1,000	450	1,348	500				2
3	Engineering Fees								3
4	Interest		1,717	1,233	1,000	200	200		4
	<b>OTHER RESOURCES</b>								
5	Water Service Charges	191,938	122,468	105,335	113,700	106,850	121,240		5
6	Water Hook Up "Tap" fees		3,750	375	1,000	3,750	3,750		6
7	Late Fees	702	1,168	988	1,000	1,200	1,200		7
8	Public Works Service Fees								8
9	Water Consumption		18,359	66,397	75,000	70,000	66,000		9
10	Water Bond Sales		42,966	38,327	40,000	40,500	40,500		10
11	Water Bond Consumption		3,613	11,597	14,000	11,000	11,000		11
12	Shut off and Turn on Fees		3,748	4,041	4,000	4,000	4,000		12
13									13
14									14
15									15
16	<b>Total resources, except taxes to be levied</b>	<b>272,669</b>	<b>280,549</b>	<b>283,110</b>	<b>267,200</b>	<b>251,500</b>	<b>261,890</b>	<b>0</b>	16
17	Taxes necessary to balance								17
18	Taxes collected in year levied								18
19	<b>Total resources</b>	<b>272,669</b>	<b>280,549</b>	<b>283,110</b>	<b>267,200</b>	<b>251,500</b>	<b>261,890</b>	<b>0</b>	19

## **Water Fund #601**

### **Requirements**

One major change proposed in this budget is the allocation of the water treatment operator. This budget proposes allocation of 100% of his/her wages to the Water Fund.

*Budget Committee Approved the Following Changes:*

*Add City Administrator Salary of \$10,390 into personnel expenses*

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

**CITY OF MONROE**

Expenditure Description		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
<b>PERSONNEL SERVICES</b>								
1	Finance Officer	1	13,895	11,245	15,187	16,055	18,400	1
2	COO/City Administrator	2	15,562	22,137	24,013	25,265	10,390	2
3	Public Works Superintendent/Lead	3	25,363	26,216	16,278	6,910	8,300	3
4	Public Works Assistant	4	5,943	6,752	8,926	2,500	2,500	4
5	Administrative Assistant	5			2,732	4,020	8,000	5
6	Water Treatment Plant Operator	6				67,506	67,506	
7	Taxes	7	5,313	5,427	5,284	4,265	8,200	7
8	PERS	8	2,551	3,885	3,596	3,320	6,800	8
9	Health Insurance	9	7,707	9,660	10,251	12,250	17,500	9
10	Workers Compensation	10			2,123	3,000	3,500	10
11	<b>TOTAL PERSONNEL SERVICES</b>	11	<b>76,334</b>	<b>85,323</b>	<b>88,390</b>	<b>77,585</b>	<b>140,706</b>	<b>0</b>
12	<b>Total Full-Time Equivalent (FTE)</b>	12	0.99	1.27		1.06	1.89	2.22
<b>MATERIALS &amp; SERVICES</b>								
13	Operating Supplies	13	3,213	4,824	5,038	6,000	6,558	13
14	Computer	14	596	5,678	4,294	2,000	1,500	14
15	Online Bill Pay Fees	15		1,250	896	1,000	1,000	15
16	Office Supplies	16			57	500	250	16
17	Copier Maintenance Service	17			297	350	500	17
18	Tools and Equipment	18	1,461	2,386	935	2,000	3,500	18
19	Attorney Fees	19		37				19
20	Audit & Filing Fees	20	4,270	4,190	4,233	4,500	4,500	20
21	Engineering	21	219	56		1,000	1,000	21
22	Contracted Operator Fees	22			65,866	65,000	0	22
23	Telephone	23	1,204	1,265	1,143	1,300	1,500	23
24	Education and Travel	24	1,197	1,084	475	1,000	2,000	24
25	Equipment Rental	25						25
26	General Liability and Auto	26	3,999	4,688	4,113	4,500	4,100	26
27	Utilities - Electric	27	14,782	16,184	14,916	17,000	17,500	27
28	Repairs and Maintenance System	28	14,321	3,617	2,624	5,000	4,000	28
29	Office Equipment Repairs and Maintenance	29						29
30	Equipment Repairs and Maintenance	30	3,644	2,380	7,469	5,000	4,000	30
31	Building Repairs and Maintenance	31	14		40	1,000		31
32	Vehicle Operation and Maintenance	32	459	1,098	1,920	2,000	1,500	32
33	Outside Testing	33	2,989	6,196	5,866	4,500	5,000	33
34	Chemicals	34	6,734	2,475	4,062	4,000	4,500	34
35	Refunds	35		91		250		35
36	Miscellaneous	36	519	109	108	250	500	36
37	Advertisement	37				100	500	37
38	Permit Fees	38	680	595		500	500	38
39	Dues	39	82	147	240	250	250	39
40	Container Deposit	40			(225)			40
41	<b>Total Materials and Services</b>	41	<b>60,423</b>	<b>58,350</b>	<b>124,369</b>	<b>129,000</b>	<b>64,658</b>	<b>0</b>

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

	<b>Expenditure Description</b>		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	
	<b>CAPITAL OUTLAY</b>									
1	System Construction	1								1
2	Water Meter Reading Upgrade Project	2		17,837	1,266	2,000	5,000	5,000		2
3	Membrane Replacement	3								3
4	Scada System Installation	4		3,121						4
5	Water Reservoir Cleaning	5		4,249						5
6	Equipment	6								6
7	<b>Total Capital Outlay</b>	7		<b>25,207</b>	<b>1,266</b>	<b>2,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	7

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

REQUIREMENTS DESCRIPTION	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
<b>PERSONNEL SERVICES NOT ALLOCATED</b>							
1							1
2							2
3		0	0	0	0	0	3
4							4
<b>TOTAL PERSONNEL SERVICES</b>							
<b>Total Full-Time Equivalent (FTE)</b>							
<b>MATERIALS AND SERVICES NOT ALLOCATED</b>							
5							5
6							6
7		0	0	0	0	0	7
<b>TOTAL MATERIALS AND SERVICES</b>							
<b>CAPITAL OUTLAY NOT ALLOCATED</b>							
8							8
9							9
10		0	0	0	0	0	10
<b>TOTAL CAPITAL OUTLAY</b>							
<b>DEBT SERVICE</b>							
11							11
12							12
13		0	0	0	0	0	13
<b>TOTAL DEBT SERVICE</b>							
<b>SPECIAL PAYMENTS</b>							
14							14
15							15
16		0	0	0	0	0	16
<b>TOTAL SPECIAL PAYMENTS</b>							
<b>INTERFUND TRANSFERS</b>							
17	13,000	13,000	5,000	5,000	2,500	2,500	17
18		15,000	6,250	5,000	2,500	2,500	18
19	30,200	30,200	30,200	30,200	30,200	30,200	19
20			1,250	10,000	2,500	2,500	20
21	10,400						21
22	53,600	58,200	42,700	50,200	37,700	37,700	22
23		10,000		8,415	3,436	3,436	23
24	53,600	68,200	42,700	58,615	41,136	41,136	24
25	136,757	158,880		208,585	210,364	220,754	25
26							26
27							27
28							28
<b>UNAPPROPRIATED ENDING FUND BALANCE</b>							
29	190,357	227,080	42,700	267,200	251,500	261,890	29
<b>TOTAL REQUIREMENTS</b>							

## **Sewer Fund #602**

### **Resources**

There are no major changes proposed.



**RESOURCES**  
**WASTEWATER FUND #602**  
**CITY OF MONROE**

	RESOURCE DESCRIPTION	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	
1	Available Cash on Hand	101,273	97,635	93,445	50,000	32,535	32,535		1
2	Interest		2,200	1,584	1,500	750	750		2
3									3
4									4
5									5
6									6
7	<b>OTHER RESOURCES</b>								7
8	Sewer Service Charges	130,559	134,780	131,694	145,000	145,000	145,000		8
9	Miscellaneous	1,000	218			200	200		9
10	Engineering Fees								10
11	Hookup Fees		2,250	250	1,250	2,500	2,500		11
12									12
13									13
14									14
29	<b>Total resources, except taxes to be levied</b>	<b>232,832</b>	<b>237,083</b>	<b>226,973</b>	<b>197,750</b>	<b>180,985</b>	<b>180,985</b>	<b>0</b>	29
30	Taxes necessary to balance								30
31	Taxes collected in year levied								31
32	<b>TOTAL RESOURCES</b>	<b>232,832</b>	<b>237,083</b>	<b>226,973</b>	<b>197,750</b>	<b>180,985</b>	<b>180,985</b>	<b>0</b>	32

## **Sewer Fund #602**

### **Requirements**

There are no major changes proposed.

*Budget Committee Approved the Following Changes:*

*Add City Administrator Salary of \$31,760 to personnel expenses.*

*Decrease contingency by \$31,760.*

REQUIREMENTS SUMMARY  
 ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY  
**WASTEWATER FUND #602**  
 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
	<b>PERSONNEL SERVICES</b>							
1	Finance Officer	13,895	11,245	14,321	16,055	18,500	18,500	1
2	COO/City Administrator	15,562	22,137	24,879	25,265	0	31,760	2
3	Public Works Superintendent/Lead	25,363	23,528	13,890	11,510	13,300	19,300	3
4	Public Works Assistant	5,943	6,002	7,768	3,620	3,800	3,800	4
5	Office Administrative Assistant			2,732	4,020	7,800	7,800	5
6	Water Treatment Plant Operator							6
7	Taxes	5,313	5,144	5,008	4,725	3,900	3,900	7
8	PERS	2,551	3,669	3,481	3,675	3,200	3,200	8
9	Health Insurance	7,707	9,228	9,917	13,050	9,800	9,800	9
10	Workers Compensation			1,650	1,700	1,500	1,500	10
11	<b>TOTAL PERSONNEL SERVICES</b>	<b>76,334</b>	<b>80,953</b>	<b>83,646</b>	<b>83,620</b>	<b>67,800</b>	<b>99,560</b>	<b>0</b>
12	<b>Total Full-Time Equivalent (FTE)</b>	<b>0.99</b>	<b>1.20</b>	<b>1.08</b>	<b>1.20</b>	<b>1.13</b>	<b>1.46</b>	
	<b>MATERIALS &amp; SERVICES</b>							
13	Operating Supplies	2,245	3,283	2,449	3,000	3,000	3,000	13
14	Computer	196	6,147	3,202	2,000	2,000	2,000	14
15	Online Bill Pay Fees		1,250	896	1,000	1,000	1,000	15
16	Office Supplies and Materials			57		250	250	16
17	Tools and Equipment	727	164		1,500	2,900	2,900	17
18	Attorney Fees							18
19	Audit & Filing Fees	3,904	3,904	4,232	4,500	4,500	4,500	19
20	Engineering	797			1,000	1,000	1,000	20
21	Contract Services System (50%)			30,354	43,000			21
22	Telephone	1,143	1,264	1,111	1,200	1,200	1,200	22
23	Education and Travel	349	1,117	475	1,500	2,000	2,000	23
24	Equipment Rental			55		1,000	1,000	24
25	General Liability and Auto Insurance	3,999	4,537	2,866	3,000	3,200	3,200	25
26	Utilities-Electric	9,036	6,490	6,800	7,000	6,000	6,000	26
27	System Repairs and Maintenance	4,583	1,541	2,335	3,000	3,100	3,100	27
28	Office Equipment Repairs and Maintenance	161						28
29	Equipment Repair and Maintenance	2,131	165	924	2,000	2,000	2,000	29
30	Building Repair and Maintenance	27		13	1,000	1,000	1,000	30
31	Vehicle Operation and Maintenance	546	1,195	1,807	2,000	1,500	1,500	31
32	Outside Testing	2,370	2,173	2,470	3,000	2,500	2,500	32
33	Chemicals	3,088	2,492	7,120	7,000	4,500	4,500	33
34	Miscellaneous	516	104	82	1,000	1,000	1,000	34
35	Permit Fees	1,863	1,710	1,723	2,000	2,000	2,000	35
36	Dues	82	147	265	400	500	500	36
37	Deposit Refunds							37
38	Copier Maintenance/Service			297	400	500	500	38
39	Container Deposit							39
40	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>37,763</b>	<b>37,684</b>	<b>69,532</b>	<b>90,500</b>	<b>46,650</b>	<b>46,650</b>	<b>0</b>

# 108 REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL

UNIT OR PROGRAM & ACTIVITY

## WASTEWATER FUND #602

CITY OF MONROE

	Expenditure Description	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	
	<b>CAPITAL OUTLAY</b>								
1	System Construction	1	0	1,900					1
2	Lab Testing System	2							2
3	Equipment	3	0	0					3
4	<b>TOTAL CAPITAL OUTLAY</b>	4	0	1,900	0	0	0	0	4

**REQUIREMENTS SUMMARY**  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM  
**Waste Water Fund #602**  
City of Monroe

REQUIREMENTS DESCRIPTION		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
1	PERSONNEL SERVICES NOT ALLOCATED	1						1
2		2						2
3		3						3
4	TOTAL PERSONNEL SERVICES	4	0	0	0	0	0	0
5	Total Full-Time Equivalent (FTE)	5						5
MATERIALS AND SERVICES NOT ALLOCATED								
6		6						6
7		7						7
8	TOTAL MATERIALS AND SERVICES	8	0	0	0	0	0	0
CAPITAL OUTLAY NOT ALLOCATED								
9		9						9
10		10						10
11	TOTAL CAPITAL OUTLAY	11	0	0	0	0	0	0
DEBT SERVICE								
12		12						12
13		13						13
14	TOTAL DEBT SERVICE	14	0	0	0	0	0	0
SPECIAL PAYMENTS								
15		15						15
16		16						16
17		17						17
18	TOTAL SPECIAL PAYMENTS	18	0	0	0	0	0	0
INTERFUND TRANSFERS								
19		19						19
20	To Sewer Reserve	20	4,600	10,000	5,000	5,000	5,000	20
21	To Equipment Reserve	21	16,500	6,250	5,000	5,000	5,000	21
22	To Building Reserve Fund	22		1,250	10,000	10,000	10,000	22
23	Total Interfund Transfers	23	21,100	17,500	20,000	20,000	20,000	23
24		24						24
25	TOTAL INTERFUND TRANSFERS	25	21,100	17,500	20,000	20,000	20,000	25
OPERATING CONTINGENCY								
26		26			3,630	46,535	14,775	26
27	Total Requirements NOT ALLOCATED	27	21,100	0	23,630	66,535	34,775	27
28	Total Requirements ALLOCATED	28	114,097	118,637	172,307	114,450	146,210	28
29	Reserved for future expenditure	29						29
30	Ending balance (prior years)	30	101,273	97,635	54,666			30
31	UNAPPROPRIATED ENDING FUND BALANCE	31						31
32	TOTAL REQUIREMENTS	32	135,197	118,637	172,307	180,985	180,985	32

## **Storm Water Fund #603**

### **Resources and Requirements**

In this proposed budget it is written with a \$1.00 per user increase. This is to help combat the Inflow and Infiltration issues we have within the city.

No other major changes to note.

**RESOURCES AND REQUIREMENTS**  
**Storm Water Fund #603**

**CITY OF MONROE**

RESOURCES AND REQUIREMENTS		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
1	Available Cash on Hand	10,648	17,862	22,733	28,000	29,500	29,500	1
2	Storm Water Service Charge	6,784	12,520	18,884	20,000	24,596	24,596	2
3	Engineering Fees	1,000						3
4	Tap and Connection Fees			200	1,000	2,000	2,000	4
5	Misc Income		2,267					5
6	Transfer in from General Fund				10,000			6
7	Interest		231	514	500	500	500	7
8	<b>Total resources, except taxes to be levied</b>	<b>18,432</b>	<b>32,880</b>	<b>42,331</b>	<b>59,500</b>	<b>56,596</b>	<b>56,596</b>	<b>0</b>
9	Taxes necessary to balance							8
10	Taxes collected in year levied							9
11	<b>TOTAL RESOURCES</b>	<b>18,432</b>	<b>32,880</b>	<b>42,331</b>	<b>59,500</b>	<b>56,596</b>	<b>56,596</b>	<b>0</b>

REQUIREMENTS		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
<b>PERSONNEL SERVICES</b>								
12	Public Works Superintendent/Lead		2,941	3,879	6,910	8,300	8,300	12
13	Public Works Assistant		750	1,587	3,620	3,800	3,800	13
14	Water Treatment Plant Operator							14
15	Payroll Taxes		395	425	825	950	950	15
16	PERS		216	114	600	800	800	16
17	Health Insurance		433	864	1,400	1,500	1,500	17
18	Workers Compensation				500	380	380	18
19	<b>TOTAL PERSONNEL SERVICES</b>		<b>4,735</b>	<b>6,869</b>	<b>13,855</b>	<b>15,730</b>	<b>15,730</b>	<b>0</b>
20	<b>Total Full-Time Equivalent (FTE)</b>		<b>0.07</b>	<b>0.07</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>20</b>
<b>MATERIALS AND SERVICES</b>								
21	Online Bill Pay Fees	7	367	244	500	500	500	21
22	Operating Supplies			344	1,500	1,500	1,500	22
23	Tools and Equipment		249	1,000	2,500	2,000	2,000	23
24	Engineering Fees	467			2,500	2,500	2,500	24
25	Telephone			54	100	200	200	25
26	General Liability and Auto Insurance				500	250	250	26
27	Repairs and Service System	96	199	984	10,000	3,000	3,000	27
28	TMDL		56		2,000			28
29	<b>TOTAL MATERIAL AND SERVICES</b>	<b>570</b>	<b>871</b>	<b>2,626</b>	<b>19,600</b>	<b>9,950</b>	<b>9,950</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
30	7TH TO 8TH Street Project		1,995					30
31	8th Street Ditch and Culvert Project		2,545					31
32	Main Street Project							32
33	9th Street Commercial to Orchard			2,976				33
34	6th/7th Street to Pine			3,879				34
35	Sealing Manholes Project				6,000	6,000	6,000	35
36	9th Street between Main and Commercial				3,000			36
37	7th and Main half block line to system				3,000			37
38	Total Maximum Daily Load projects/programs				10,000	5,000	5,000	38
39	System Improvements				4,045	6,000	6,000	39
40	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>4,541</b>	<b>6,855</b>	<b>26,045</b>	<b>17,000</b>	<b>17,000</b>	<b>0</b>
<b>INTERFUND TRANSFERS</b>								
41	<b>TOTAL INTERFUND TRANSFERS</b>							
42	<b>OPERATING CONTINGENCY</b>				3,630	13,916	13,916	42
43	<b>Total Requirements NOT ALLOCATED</b>	<b>21,100</b>	<b>3,417</b>		<b>95,775</b>	<b>13,916</b>	<b>13,916</b>	<b>43</b>
44	<b>Total Requirements ALLOCATED</b>	<b>114,097</b>	<b>118,637</b>	<b>172,307</b>	<b>174,120</b>	<b>42,680</b>	<b>42,680</b>	<b>44</b>
45	Reserved for future expenditure							45
46	Ending balance (prior years)	101,273	97,635	54,666				46
47	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>							
48	<b>TOTAL REQUIREMENTS</b>	<b>135,197</b>	<b>122,054</b>	<b>172,307</b>	<b>197,750</b>	<b>56,596</b>	<b>56,596</b>	<b>0</b>

## BUDGET LAW

TO APPROVE THE BUDGET IT WILL TAKE AT LEAST 8 AFFIRMATIVE VOTES AND THREE SEPARATE MOTIONS.

### BUDGET LAW & APPROVAL OF 2020-2021 BUDGET: Page 57.

- Line 1. Harry Myers made a motion that the Budget Committee of the City of Monroe approve the property taxes for the 2020-2021 fiscal year at the rate of \$3.5566 per \$1,000 assessed value for the permanent tax levy. Floyd Billings Seconeded the motion.  
***VOTE ON BUDGET LAW, LINE 1 – 12 voted Aye (Canter P., Canter C., Ritch, Cuthbertson F., Cuthbertson J., Sheets, Eastridge, Greene, Myers, Thayer, Billings, Koroush). Approved.***
- Line 2. Nick Ritch made a motion that the Budget Committee of the City of Monroe approve property taxes for the 2020-2021 fiscal year in the amount of \$127,325 for the General Obligation Bond Levy. Floyd Billings Seconeded the motion.  
***VOTE ON BUDGET LAW, LINE 2 – 11 voted Aye (Canter P., Canter C., Ritch, Cuthbertson F., Cuthbertson J., Sheets, Eastridge, Greene, Myers, Koroush, Billings), 1 voted Nay (Thayer). Approved.***
- Line 3. Nick Ritch made a motion that the Budget Committee of the City of Monroe approve the budget for the 2020-2021 fiscal year in the amount of \$2,366,929. Proposed budget is \$2,406,539. Floyd Billings Seconeded the motion.  
***VOTE ON BUDGET LAW, LINE 3 – 11 voted Aye (Canter P., Canter C., Ritch, Cuthbertson F., Cuthbertson J., Sheets, Eastridge, Greene, Myers, Thayer, Billings), 1 voted Nay (Koroush). Approved.***



# RESOLUTION 2020-08

## RESOLUTION ADOPTING BUDGET

BE IT RESOLVED that the City Council for the City of Monroe, Oregon hereby adopts THE BUDGET FOR THE FISCAL YEAR 2020-2021 WITH A TOTAL OF \$2,366,929. The budget is now on file at 664 Commercial Street in Monroe, Oregon.

## RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning 1-Jul-20 for the following purposes.

<u>General Fund 100</u>	
Administration	\$187,389
Public Works	\$77,150
Transfers	\$27,000
Contingency	\$5,361
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$296,900</b>
<u>Street Fund 201</u>	
Public Works	\$400,841
<b>TOTAL STREET FUND APPROPRIATIONS</b>	<b>\$400,841</b>
<u>Monroe Festival Fund 202</u>	
Public Works	\$11,500
Contingency	\$1,750
<b>TOTAL MONROE FESTIVAL FUND APPROPRIATIONS</b>	<b>\$13,250</b>
<u>Revenue Bond 300</u>	
Debt Service	\$30,193
<b>TOTAL REVENUE BOND APPROPRIATIONS</b>	<b>\$30,193</b>
<u>GO Bond 302</u>	
Debt Service	\$127,630
<b>TOTAL GO Bond APPROPRIATIONS</b>	<b>\$127,630</b>
<u>Equipment Reserve Fund 400</u>	
Public Works	\$22,700
<b>TOTAL EQUIPMENT FUND APPROPRIATIONS</b>	<b>\$22,700</b>
<u>Building Reserve Fund 401</u>	
Public Works	\$15,000
<b>TOTAL BUILDING FUND APPROPRIATIONS</b>	<b>\$15,000</b>
<u>Park Reserve Fund 402</u>	
Public Works	\$7,655
<b>TOTAL PARKS FUND APPROPRIATIONS</b>	<b>\$7,655</b>
<u>Water Reserve Fund 403</u>	
Public Works	\$71,786
<b>TOTAL WATER RESERVE FUND APPROPRIATIONS</b>	<b>\$71,786</b>
<u>Sewer Reserve Fund 404</u>	
Public Works	\$24,700
<b>TOTAL SEWER RESERVE FUND APPROPRIATIONS</b>	<b>\$24,700</b>
<u>Capital Improvement Reserve Fund 405</u>	
Public Works	\$10,853
<b>TOTAL SEWER RESERVE FUND APPROPRIATIONS</b>	<b>\$10,853</b>
<u>Park SDC Fund 507</u>	
Public Works	\$21,336

<b>TOTAL SDC FUND APPROPRIATIONS</b>	<b>\$21,336</b>
<u>Sewer SDC Fund 508</u>	
Public Works	\$196,982
<b>TOTAL SDC FUND APPROPRIATIONS</b>	<b>\$196,982</b>
<u>Street SDC Fund 509</u>	
Public Works	\$55,982
<b>TOTAL SDC FUND APPROPRIATIONS</b>	<b>\$55,982</b>
<u>Storm SDC Fund 510</u>	
Public Works	\$46,394
<b>TOTAL SDC FUND APPROPRIATIONS</b>	<b>\$46,394</b>
<u>Water SDC Fund 511</u>	
Public Works	\$212,311
<b>TOTAL SDC FUND APPROPRIATIONS</b>	<b>\$212,311</b>
<u>Water Fund 601</u>	
Public Works	\$220,754
Transfers	\$37,700
Contingency	\$3,436
<b>TOTAL WATER FUND APPROPRIATIONS</b>	<b>\$261,890</b>
<u>Sewer Fund 602</u>	
Public Works	\$146,210
Transfers	\$20,000
Contingency	\$14,775
<b>TOTAL SEWER FUND APPROPRIATIONS</b>	<b>\$180,985</b>
<u>Storm Water Fund 603</u>	
Public Works	\$42,680
Contingency	\$13,916
<b>TOTAL STORM WATER FUND APPROPRIATIONS</b>	<b>\$42,680</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$2,026,818</b>
<u>General Fund 100</u>	
Unappropriated Ending Fund Balance	\$93,000
<u>Revenue Bond Fund 300</u>	
Unappropriated Ending Fund Balance	\$31,852
<u>General Obligation Bond Fund 302</u>	
Unappropriated Ending Fund Balance	\$4,133
<u>Equipment Reserve Fund 400</u>	
Unappropriated Ending Fund Balance	\$39,096
<u>Building Reserve Fund 401</u>	
Unappropriated Ending Fund Balance	\$38,903
<u>Park Reserve Fund 402</u>	
Unappropriated Ending Fund Balance	\$10,000
<u>Water Reserve Fund 403</u>	
Unappropriated Ending Fund Balance	\$2,500
<u>Sewer Reserve Fund 404</u>	
Unappropriated Ending Fund Balance	\$77,461

Capital Improvement Fund 405

Unappropriated Ending Fund Balance \$16,000

**TOTAL UNAPPROPRIATED AMOUNTS \$312,945**

**TOTAL ADOPTED BUDGET \$2,366,929**

**RESOLUTION IMPOSING THE TAX**

BE IT RESOLVED the City Council of the City of Monroe, Oregon hereby levies taxes provided for in the adopted budget in the aggregate amount of 3.5566 mil. for tax year 2020-2021 upon the assessed value of all taxable property within the City for the bond indebtedness of \$127,630.

**CATEGORIZING THE TAX**

General Fund	General Government	Excluded from Limitation
	3.5566 mil.	
Debt Service (GO bond)		\$127,630

**The above resolution statements were approved and declared adopted on June 24, 2020.**

\_\_\_\_\_  
Approved Date  
Mayor Paul Canter

\_\_\_\_\_  
Attested: Date  
Tracy Floyd, Finance Officer

DRAFT

## **RESOLUTION 2020-09**

### **A RESOLUTION ESTABLISHING AND AUTHORIZING UTILITY RATES AND FEES FOR THE CITY OF MONROE**

WHEREAS, the Budget Committee met on May 20 and 27, 2020 and conducted a public hearing prior to deliberating, discussing and approved a budget recommending that the water base rate be increased by \$5.00, and storm water rates be increased by \$1.00 and that sewer rates not be increased; and

WHEREAS, the Budget Committee has reviewed the resources and the needs to address significant community water operational and storm water needs including capital expenses; and

WHEREAS, the City Council has reviewed the recommendations from the Budget Committee and has conducted a public hearing regarding the Budget Committee approved budget with an increase in the base water rate and base storm water rate; and

WHEREAS, the base rate for minimum water users should allow for a little more usage without significant increase of costs which can be obtained by a slight increase of allowable usable water for the base rate to increase from 4,000 to 5,000 gallons; and

WHEREAS, the professional recommendation for significant water treatment plant capital replacement costs for treatment cell membranes and pumps will require additional funding; and

WHEREAS, the City of Monroe is in the process of updating our Water Master Plan which is outlined \$5.7M in Capital Improvement Projects to be completed over the next 20 years.

WHEREAS, the City of Monroe completed a Storm Water Master Plan in December of 2015 which outlined \$1.4M in priority projects for the City's storm water system; and

WHEREAS, the City of Monroe is having to address new federally mandated storm water issues including annual Total Maximum Daily Load (TMDL) reports outlining storm water system improvements and public education related to storm water issues; and

WHEREAS, the infrastructure needs and water operations costs exceed the revenue for the Water Fund; and now therefore

**BE IT RESOLVED**, by the City Council of the City of Monroe, as follows:

SECTION 1. BASE WATER RATES. Increase the base water rate by \$5.00 for the first 5,000 gallons used for all users.

SECTION 2. BASE WASTE WATER (SEWER) RATES. No change from existing rates as of **July 1, 2012**.

SECTION 3. BASE STORM WATER RATES. Increase the base storm water rate for all users by \$1.00

SECTION 4. UTILITY RATE STRUCTURE.

### RESIDENTIAL SERVICE

#### Residential – Inside city limits

Minimum monthly charge, first 5,000gallons	\$33.48
5,001 to 6,000 gallons additional	\$11.50
6,001 to 7,000 gallons additional	\$21.50
7,001 to 8,000 gallons additional	\$32.50
8,001 to 9,000 gallons additional	\$44.00
9,001 gallons and above \$15.00 per 1,000 gallons	

#### Residential – Outside city limits

Minimum monthly charge, first 5,000gallons	\$49.99
5,001 to 6,000 gallons additional	\$11.50
6,001 to 7,000 gallons additional	\$21.50
7,001 to 8,000 gallons additional	\$32.50
8,001 to 9,000 gallons additional	\$44.00
9,001 gallons and above \$15.00 per 1,000 gallons	

### COMMERCIAL SERVICE

#### Commercial – Inside city limits

Minimum monthly charge, first 5,000gallons	\$49.99
5,001 to 6,000 gallons additional	\$11.50
6,001 to 7,000 gallons additional	\$21.50
7,001 to 8,000 gallons additional	\$32.50
8,001 to 9,000 gallons additional	\$44.00
9,001 gallons and above \$15.00 per 1,000 gallons	

#### Commercial – Outside city limits

Minimum monthly charge, first 5,000gallons	\$66.18
5,001 to 6,000 gallons additional	\$11.50
6,001 to 7,000 gallons additional	\$21.50
7,001 to 8,000 gallons additional	\$32.50
8,001 to 9,000 gallons additional	\$44.00
9,001 gallons and above \$15.00 per 1,000 gallons	

### STORM WATER RATES

Single-family residential customers	\$ 7.00
All other customers	\$ 9.00

### REVENUE BOND

Each Service connection	
Minimum monthly charge, first 5,000 gallons	\$10.85
Each additional 1000 gallons	\$ 2.12

### WASTEWATER RATES

Flat rate for all residential users per the Equivalent Residential Unit rate at 5,000 gallons of water \$35.47

Commercial rates are determined annually. Rate is \$35.47 per EDU with a minimum charge of 1 EDU.

Waste Water Rates for commercial accounts are determined by how much water consumption they are using. The total water consumption for the year is added up and averaged. It is then determined how many EDU's is being used (with 1 EDU=5,000 gallons). The new base rate for these soon to be 14 accounts is the base rate times the number of the EDU's (Equivalent Dwelling Units). If the business uses less than 1 EDU they are charged the base rate. New accounts are configured based upon cumulative average until they have completed a full fiscal year at which time their monthly rate will be consistent based upon the previous fiscal year. Any commercial account that uses more than 5,000 gallons for three consecutive months will be added to the commercial sewer rate calculations. All commercial accounts under the commercial rate for sewer are reconfigured in July of every year.

1 EDU = 5000 gallons

SECTION 13. EFFECTIVE DATE. The rates and charges herein provided to be paid and collected shall be effective for all collection periods beginning on August 1, 2020.

ADOPTED by the City Council this 24<sup>th</sup> day of June, 2020.

APPROVED:

\_\_\_\_\_  
Paul Canter, Mayor

ATTEST:

\_\_\_\_\_  
Tracy Floyd, Interim City Recorder



# City of Monroe

## Application for Utility Services

PO Box 486 Monroe, OR 97456  
Phone: (541) 847-5175 Fax: (541) 847-5177

PLEASE PRINT CLEARLY – ALL INFORMATION IS **REQUIRED** UNLESS STATED OTHERWISE

Service Start Date: \_\_\_\_\_ **INITIAL ONE** Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Service Address: \_\_\_\_\_

Mailing Address: ☐ Same or \_\_\_\_\_

Social Security # (optional): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Applicant is: ☐ Owner ☐ Renter ☐ Landlord

Applicant Phone (for leak notification): \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

**An \$100.00 deposit is required for all new accounts at the time service is to begin. If you are a renter the deposit will be applied to the final bill. If you are the owner the deposit will be applied to the account after one year of payments with no late fees or upon the close of service.**

Your utility bill is a combination of water, sewer and stormwater charges. The City bills in arrears -- for services already provided from the 23<sup>rd</sup> to the 22<sup>nd</sup> of each month and billed on the first day of each month. Payments are due by the 22<sup>nd</sup> of the month. Any bill outstanding on the 23<sup>rd</sup> of the month may be subject to a 1.5% interest penalty. If your account is past due, payment must be received by the 10<sup>th</sup> of the following month to avoid a shut off notice. The city charges \$15.00 when a shut off notice is issued. If payment is not received or arrangements are not made, water service will be suspended as per date listed on the notice. In the event service is disconnected, an additional \$35.00 in fees will be assessed against the property address. Before service will be restored, the total amount due, including fees must be paid in full to the city.

**It is the responsibility of utility user to contact City staff regarding billing concerns/payments.**

The undersigned agrees to pay all utility fees, rates and charges as set by Council resolution, and as amended from time to time. Currently, these fees, rates, and charges are set at the rates on page 2. I recognize and accept that these amounts may be changed by Council resolution and agree to pay such amounts when amended, whether they are increased or decreased.

I hereby state that I read and that I fully understand the terms as stated above.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

.....  
**IF UTILITY SERVICE WILL BE IN TENANT'S NAME: PROPERTY OWNER MUST PROVIDE THE FOLLOWING & SIGN:**

Property Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email (optional): \_\_\_\_\_

I, \_\_\_\_\_ am the owner of the property for which utility service is being requested. I understand that, in any event the applicant fails to pay charges incurred for any utility service provided by the City of Monroe to my property I hereby authorize the City of Monroe to transfer my tenant's payment delinquencies to me and to lien my property in the amount of the delinquent charges, plus any associated penalties and interest. I further understand that except where transfer of the property may occur, my property identified above shall not be lien by the City unless and until the City has sent written notice of the owed amount(s) to me at least 30 days prior to certifying these amounts to the Benton County Clerk. I understand that my failure to respond and pay the outstanding fees within 30 days will result in a lien being placed upon my property.

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

For office use only: Account # \_\_\_\_\_ Ser. Loc.: \_\_\_\_\_ Date Received \_\_\_\_\_ Entered By \_\_\_\_\_

## RESIDENTIAL SERVICE

### Residential – Inside city limits

Minimum monthly charge, first 5,000gallons	\$33.48
5,001 to 6,000 gallons additional	\$11.50
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9,001 gallons and above\$15.00 per 1,000 gallons	

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## STORM WATER RATES

Single-family residential customers	\$ 7.00
All other customers	\$ 9.00

## REVENUE BOND

Each Service connection	
Minimum monthly charge, first 5,000 gallons	\$10.85
Each additional 1000 gallons	\$ 2.12

## WASTEWATER RATES

Flat rate for all residential users per the Equivalent

Residential Unit rate at 5,000 gallons of water \$35.47

Commercial rates are determined annually. Rate is \$35.47 per EDU with a minimum charge of 1 EDU.

1 EDU = 5000 gallons

## DELINQUENT CHARGES:

Payments are defined as delinquent if not paid by the 22<sup>nd</sup> of each month after the utility bills have been processed. All delinquent bills shall be assessed a late fee of one and one-half percent (1.5%) per month on all outstanding balances. If the account is unpaid after 60 days the city may assign the balance to a private collection agency. A collection fee of 25%, maximum of \$200, may be added if assigned to an agency per ORS 697.105.

## SHUT OFF NOTICES and RECONNECT CHARGES:

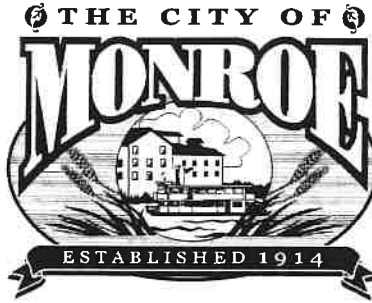
The City will provide notices for delinquent accounts that have not cleared past due amounts by the 10<sup>th</sup> of the month after the bill is determined delinquent. When the City finds it appropriate to provide a door hanger or other notice of pending termination of utility service a notice fee of \$15 shall be added to the utility bill. In the event that services are disconnected, service will be reinstated only after all bills for service then due have been paid, or a payment plan acceptable to the City has been agreed to and adhered with, along with a reconnect charge of \$35.

There will be a \$35.00 fee assessed for all returned payments.

Payments can be made by mail to PO Box 486 Monroe, OR 97456, in person at City Hall at 664 Commercial St Monroe, OR 97456, or via our online bill pay system <https://www.xpressbillpay.com/#/?org=CityofMonroeOR10553>.

If you have any questions or concerns about your bill please contact Tracy Floyd, Finance Officer, at 541-847-5175 or via email at [tracy.floyd@ci.monroe.or.us](mailto:tracy.floyd@ci.monroe.or.us)





## **RESOLUTION 2020-10**

### **A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES**

**BE IT RESOLVED** the City of Monroe City Council hereby ordains and elects to receive state revenues for the fiscal year 2020-2021 beginning July 1, 2020, pursuant to ORS 221.770.

Passed by Monroe City Council the 24th day of June 2020.

Approved by the Mayor this 24<sup>th</sup> day of June 2020.

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Signed: Paul Canter, Mayor

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Attest: Tracy Floyd, Interim City Recorder

I certify that a public hearing before the Budget Committee was held on May 20, 2020 and a public hearing before the City Council was held on June 24, 2020, giving citizens an opportunity to comment on use of State Revenue Sharing.

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Tracy Floyd, Interim City Recorder



## **RESOLUTION NO. 2020-12**

### **A RESOLUTION AUTHORIZING \$29,000 LOAN FROM THE WATER SYSTEM DEVELOPMENT FUND TO THE WATER RESERVE FUND IN THE APPROVED 2020-2021 FISCAL YEAR BUDGET**

WHEREAS, the extent of water system improvement projects exceeds current available water resources with or without additional water rate increases; and

WHEREAS, the city has need to address immediate water system improvements; and

WHEREAS, funds for capital projects expended from the Water System Development Fund can only be expended on capacity improvement projects for which are yet to be defined by the Water Master Plan currently being created;

BE IT RESOLVED that the City Council of the City of Monroe hereby authorizes the loan of \$29,000 from the Water System Development Fund to the Water Reserve Fund for the purpose of addressing immediate water capital projects which will be borrowed at zero interest for the length of time of one fiscal year and to be repaid by the 2021-2022 fiscal budget minus any expenditure defined as capacity development which is a permitted use of Water System Development Funds as defined by the Water Master Plan currently being created by Civil West Engineering which will include a Capital Improvement Plan.

Adopted by the City Council this 24<sup>th</sup> day of June, 2020.

APPROVED:

\_\_\_\_\_  
Paul Canter, Mayor

ATTESTED:

\_\_\_\_\_  
Tracy Floyd, Interim-City Recorder



## RESOLUTION NO. 2020-13

### **A RESOLUTION AUTHORIZING THE DEVELOPMENT OF THE COMMUNITY SUPPORT SCHOLARSHIP/GRANT PROGRAM**

WHEREAS, the community of Monroe has many groups, non-profit organizations and/or individuals doing work to improve our city and surrounding areas by programs, activities, and volunteer work; and

WHEREAS, the city would like to support these groups, organizations and/or individuals in their work; and

WHEREAS, the city has in past years supported many programs and would like to expand their support each year;

BE IT RESOLVED that the City Council of the City of Monroe hereby declares and adopts the Community Support Scholarship/Grant policy as attached as Exhibit A.

Adopted by the City Council this 24<sup>th</sup> day of June, 2020.

APPROVED:

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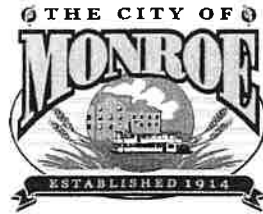
Paul Canter, Mayor

ATTESTED:

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Tracy Floyd, Interim-City Recorder

## Exhibit A



### Community Support Scholarships/Grants

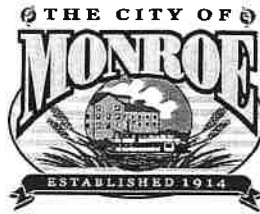
#### Purpose:

The City of Monroe would like to expand its support to the community's groups, organizations and/or individuals (referred to from here on as "applicant") that work hard to improve our community. These groups put on programs like the Art in the Park, clean up the local cemeteries, put up banners recognizing our high school graduating class, food boxes for families in need, and much, much more.

#### Procedure:

1. Applicant seeking financial support from the City will fill out the Community Support Scholarships/Grants Application and submit it to the City with a copy of their W9.
  - a. The application can be mailed to City of Monroe PO Box 486 Monroe, OR 97456, or faxed to 541-847-5177 or emailed to Finance Officer at [hr@ci.monroe.or.us](mailto:hr@ci.monroe.or.us), or dropped off in person to City Hall at 664 Commercial Street.
2. Applicants are limited to \$1,000 in funding per Fiscal Year (July 1 – June 30).
3. Once an application is received at the City. The City staff will notify the Chair of the Personnel and Finance Committee of the received application.
4. The Personnel and Finance Committee will hold a committee meeting monthly to review, approve or deny an application and determine the award amount.
5. The Personnel and Finance Committee Chair will notify City staff of the status of the application.
  - a. If Awarded - City Staff will notify the applicant via email and prepare a check for the award amount and include it in the account's payables for the next council meeting.
  - b. If Denied - City Staff will notify the groups via email and will give the reason why the committee denied the application at this time.
6. At this time there is no appeals process.

664 Commercial Street  
PO Box 486  
Monroe, OR 97456



Phone: 541-847-5175  
Fax: 541-847-5177

### Community Support Scholarships/Grants Application

The City of Monroe is pleased to offer a number of scholarships to groups/organizations that benefit our community. Please fill out the application below and include it with a copy of your W9. As long as there are funds available, a small group of City Councilors will meet once per month to make a determination on any applications received. The maximum award amount given to any group/organization is \$1,000. Per fiscal year (July 1 to June 30).

NAME OF GROUP/ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

HOW MUCH MONEY ARE YOU REQUESTING (MAX OF \$1000): \_\_\_\_\_

HOW WOULD THIS MONEY BENEFIT THE COMMUNITY (CAN USE ADDITIONAL SHEET IF NECESSARY):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please turn in this application along with your W9** to City Hall PO Box 486 Monroe, OR 97456 or you can email it to [hr@ci.monroe.or.us](mailto:hr@ci.monroe.or.us)

*For City of Monroe only:*

☐ Approved Award Amount \$ \_\_\_\_\_  
☐ Denied at this time. Why? \_\_\_\_\_

Date: \_\_\_\_\_ Signed by City Councilor, \_\_\_\_\_



PO Box 72206  
Springfield, OR 97475  
541-741-7369 (O)  
541-988-1800 (F)  
Email: gmd@gmdelectric.com  
CCB #218447

# Proposal

Date 5/20/20

Proposal # 4545

## Name / Address

City of Monroe  
Steve Wyman  
664 Commercial Street  
Monroe, OR 97456

## Job Location

Monroe Rest Area

## Description

As per your request for a proposal for the following scope of work at the job location above:

- Provide and install a 50 amp RV Outlet Enclosure on a 4" X4" Post, approximately 30' away from the Water Treatment Building
- This will include Wire, Breaker, Enclosure, Conduit, Labor and Permit
- Provide Electrical Permit

Our proposal for above is for \$2,450.00 (Two Thousand Four Hundred Fifty and 00/Dollars). Permit cost is included.

### EXCLUSIONS:

NO Concrete Cutting/Removal/Replacement  
NO Sheetrock Cutting/Removal/Replacement  
NO Trenching  
NO Painting  
NO Venting

## Total

2,450.00

GMD appreciates your business. Thank you.

Total

\$2,450.00

Signature: \_\_\_\_\_

\_\_\_\_\_  
Date Signed

By signing this proposal you are entering into a contract with GMD for the scope of work and cost above.  
All accounts not paid within the 30 day terms are subject to a 1.5% monthly finance charge.