

Budget

FY 2020-2021

Adopted June 9, 2020

City of Millersburg Officials

Mayor
Jim Lepin

City Council
Scott Cowan
Dave Harms
Scott McPhee
John Sullivan

Citizens Budget Committee
David Denos
Dennis Gunner
Barry Holsworth
Darrin Lane
Mark Raum

Administrative Staff

City Manager
Kevin Kreitman

Assistant City Manager/City Engineer
City Recorder
Deputy City Recorder/Budget Officer
Office Assistant
City Attorney
Planning Director
City Planner
Maintenance Supervisor
Maintenance Assistant

Janelle Booth
Kimberly Wollenburg
Jake Gabell
Astrid Hesberg
Forrest Reid
John Morgan
Matt Straite
Sean Shearer
Dustin Patton



Mission Statement

Partnering with business and industry to maintain a quality, small-town atmosphere.

Vision

A community valuing our strong industrial foundation and economic development, which supports a tax-base providing funding for excellent services to maintain a safe and healthy community with a small-town atmosphere.

Values

Community Trust and Integrity

Developing community trust is our highest priority and is centered on our ability to build and uphold a reputation as being open, honest, ethical, and transparent. We say what we mean and mean what we say. We honor our word and keep our commitments, striving to be worthy of the public's and each other's trust.

Commitment to Service

We put our customers first, striving to provide assistance beyond the expectations of those we serve. We respond to our internal and external customers, treating them with courtesy and respect. We facilitate, enable, and seek out solutions to improve the community and meet our citizen and business needs.

Continued Fiscal Responsibility

As stewards of public resources, we recognize the responsibility to utilize those resources efficiently, operating with the goal of delivering value while sustaining long-term success.

Collaboration

We work together effectively as a team, and in collaboration with other governmental agencies, private entities, and non-profit partners to effectively meet the needs of our community.

Continuous Improvement

We continuously improve by promoting innovation and flexibility to best meet the needs of citizens and the business community with available resources.

Communication

We openly communicate with the public and each other through sharing of information and soliciting feedback to achieve our goals.



Strategic Priorities

Strategic Priority 1: Community Governance

Millersburg is governed in a way that supports the needs of its growing residential base, businesses, and industry.

Strategic Priority 2: Safety

Provide effective emergency services to the community.

Strategic Priority 3: Development

Development of residential, commercial, and industrial properties as a planned and managed process.

Strategic Priority 4: Public Infrastructure

City infrastructure systems are designed, constructed, and maintained to meet current and future needs.

Strategic Priority 5: Recreation

A community that supports recreational and social activities for all ages.

Strategic Priority 6: Environmental Stewardship

Millersburg promotes sustainability through efficient management of natural resources.



CITY OF MILLERSBURG

4222 NE Old Salem Road
Albany Oregon, 97321
(458) 233-6300
www.cityofmillersburg.org

2020-2021 BUDGET CALENDAR

Target Dates	Action Items
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April 20, 2020	Publish Notice of Budget Meetings on City website and in newspaper (5-30 days prior to the meeting)
April 28, 2020	First Budget Committee Meeting, Public Hearing Elect Chair Deliver budget message
May 5, 2020	Second Budget Committee Meeting and Public Hearing (if needed)
May 20, 2020	Publish Notice of Budget hearing and financial summary on website and newspaper (5-30 days prior to hearing)
June 9, 2020	City Council - Hold Budget Public Hearing Adoption of Resolution: Adopt Budget Appropriate Budget Levy Taxes
June 25, 2020	Submit Appropriation Resolution



Budget Message Fiscal Year 2020-2021

The City of Millersburg, along with the rest of the state and country, has experienced a challenge no one could have thought possible two months ago with the emergence of Coronavirus (Covid-19); this will likely present challenges going into the coming fiscal year.

One of last year's budget objectives was the upgrade of our internet backbone with the installation of high speed fiber into City Hall, upgrade to the phone system, and significant audio visual upgrades within City Hall. These upgrades have been essential in our ability to address the challenges presented by Coronavirus. These improvements give us the ability to keep our community informed, and the City operating, while meeting state and federal recommendations and requirements for social distancing and stay home measures to maintain the safety of our citizens and employees.

These new systems allow us, now and into the future, to conduct our meetings virtually, while providing for public participation when required. Even with the challenges Coronavirus is likely to present the final four months of our current fiscal year, the City continues to experience significant growth and maintains a solid financial position.

Residential growth this past year in the City remained strong. As has been shared previously, the Portland State University (PSU) population forecast model completed in 2017 estimated our 2035 population at 2,974. This was based on our 2017 estimate of 1,835 residents, which we realized was incorrect and ultimately was updated by PSU. Our 2019 PSU certified population is 2,615.

This is significant in that exceeding the population threshold of 2,500 residents, triggers additional planning, development code and comprehensive plan requirements on the City that previously did not apply to Millersburg.

We expect to see our population growth experience significant slowing after fiscal year 2020-2021. This is based on information shared with us by developers that the property owners of the majority of the remaining large residentially zoned parcels in the City, representing approximately 200 acres, are not currently interested in selling or developing their property.

This, coupled with our previous population growth and the new population threshold requirements, is why the general fund budget includes ongoing funding for consideration of the expansion of our Urban Growth Boundary, by contracting for the completion of a buildable lands survey and housing needs analysis. These studies will provide information that will help guide the Council in their decisions regarding the need and/or requirement to expand our Urban Growth Boundary, to ensure compliance with state land use law.

This past year the City completed a Parks Master Plan and is nearing the completion of an update to the Development Code. Our Municipal Code update was completed and is now available online with search functions.

Work by the Parks Committee, appointed by the City Council in 2017, has been completed and the Council has adopted the Parks Master Plan. Council will be appointing a Parks Commission which will provide input to the City Council. Functions of the Commission will include review of parks projects as identified in the master plan and providing feedback with regard to recommendations on the inclusion and timing of parks projects in the CIP moving forward for future budget considerations.

Our Strategic Plan continues to provide the guiding principles for our Master Plans, Comprehensive Plan, Development Code, Municipal Code, Policies and Procedures, and Capital Improvement Program (CIP). The CIP will be reviewed with the budget committee, highlighting general fund and utility fund planned expenditures. These supporting documents are key to the development of our annual budget.

With the state selection of the former International Paper site and purchase of the property by Linn County for the development of the Mid-Willamette Valley Intermodal Site, along with continued local and national trends in industrial development, the possibility remains strong for the potential of investment and expansion by current industries located in Millersburg. The potential for development of vacant commercial and industrial properties within the City also remains promising, and we are continuing to see interest in City-owned industrial zoned property during the Coronavirus outbreak.

The assessed value (A/V) of the community for 2019/20 increased to \$566,600,000, a 9.69% increase over our 2018/19 A/V. However, we are continuing to utilize an estimated A/V growth of 4% as a basis for our budget calculation for general fund revenues. Our beginning fund balance for 2019/20 was approximately \$800,000 greater than what was estimated for fiscal year 2019/20.

The budget continues to be developed with the goal that our daily operations and related expenses do not exceed our estimated annual projected revenues. To this end it is important to note that our beginning fund balance consists of restricted and reserve fund balances required for future projects and/or capital, and funds held in reserve for emergencies.

We have contracted for architectural services with Soderstrum Architects for the design of the new Millersburg fire station. In discussions with architects during the selection process, they shared that bid costs for new fire stations constructed this last year increased to an average of \$350-\$400 a square foot. Based on that feedback we have proposed an increase of construction funds budgeted for the new fire station to \$3,500,000; we anticipate construction would begin next spring. We are optimistic that, given current circumstances, it is possible we could experience lower bid prices this coming year.

Our general fund maintains functions associated primarily with administration, parks and recreation, emergency services (including fire and police services), and building. We are also placing the Millersburg Celebration into a separate budget for easier tracking of resources and expenditures; it is likely the event this coming year will be scaled back due to the impact of Covid-19. The general fund also provides transfers to our storm water

maintenance and street program funds when required. Based on previous general fund resources moved to these accounts and state revenue sharing estimates designated for the streets fund, the storm water and street funds will not require general fund budget transfers this year.

As shared previously the proposed budget includes funding for the design and construction of the new Millersburg fire station which is programed over fiscal years 2020-2021 and 2021-2022; and the potential purchase of land for a future park in the northwest area of the city, as recommended in the recently adopted Parks Master Plan.

The proposed budget maintains general fund contingencies of \$630,000 with the expenditure of planned general fund reserves at just over \$1.315 million for the fire station construction and approximately \$350,000 from the park SDC fund for park land acquisition. This would result in an estimated remaining general fund reserve of approximately \$5.7 million this fiscal year. Subtracting reserve funding earmarked in the proposed budget for completion of the fire station construction in fiscal year 2021-2022 of \$2.5 million, remaining park SDC funds of approximately \$400,000, and equipment replacement reserve funds of \$100,000, our estimated unappropriated ending fund balance represents approximately \$2.7 million.

In addition to the general fund unappropriated ending fund balance, general fund contingencies and equipment replacement funds, which are not restricted, represent approximately \$730,000 of additional available funding not budgeted for expenditure.

The City continues to maintain intergovernmental relationships with the City of Albany through joint ownership of our water treatment and wastewater treatment facilities. In association with these facilities, Millersburg has Intergovernmental Agreements (IGAs) with the City of Albany for operation and maintenance of the water and wastewater systems within the City of Millersburg.

It is important that we ensure the financial stability for operation and long-term maintenance of both our jointly owned facilities and City of Millersburg owned infrastructure by including funding for both replacement and capital improvements. To ensure we are meeting our financial needs and setting appropriate funding aside for the operations of these services, we are near the completion of a review and update of utility rates and System Development Charges (SDCs) for these funds. In addition we are also completing review of our SDCs for streets and storm water and have scheduled to begin review of park SDCs this fall.

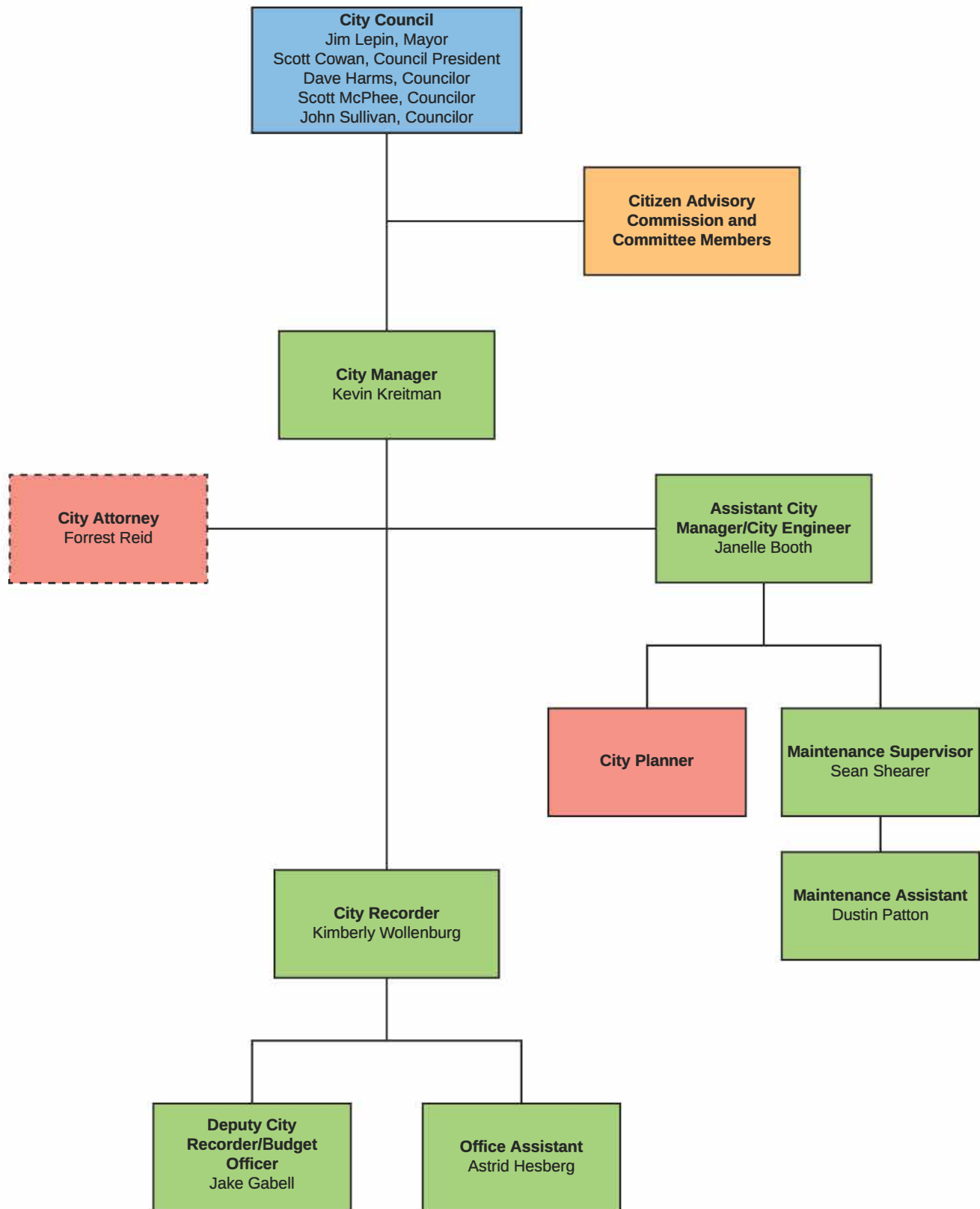
Finally, I would like to thank our staff for their dedication and commitment to the City's Mission, Vision, and Values. Their commitment to these principles has never stood out more than over these past few months as we address Coronavirus, in addition to their everyday responsibilities, and is greatly appreciated.

Sincerely,



Kevin L Kreitman – EFO
City Manager

Organizational Chart of the City of Millersburg



Elected

Appointed by Council

City Staff/Hired by City Manager

Contractors/Consultants



The City of Millersburg was incorporated in 1974.

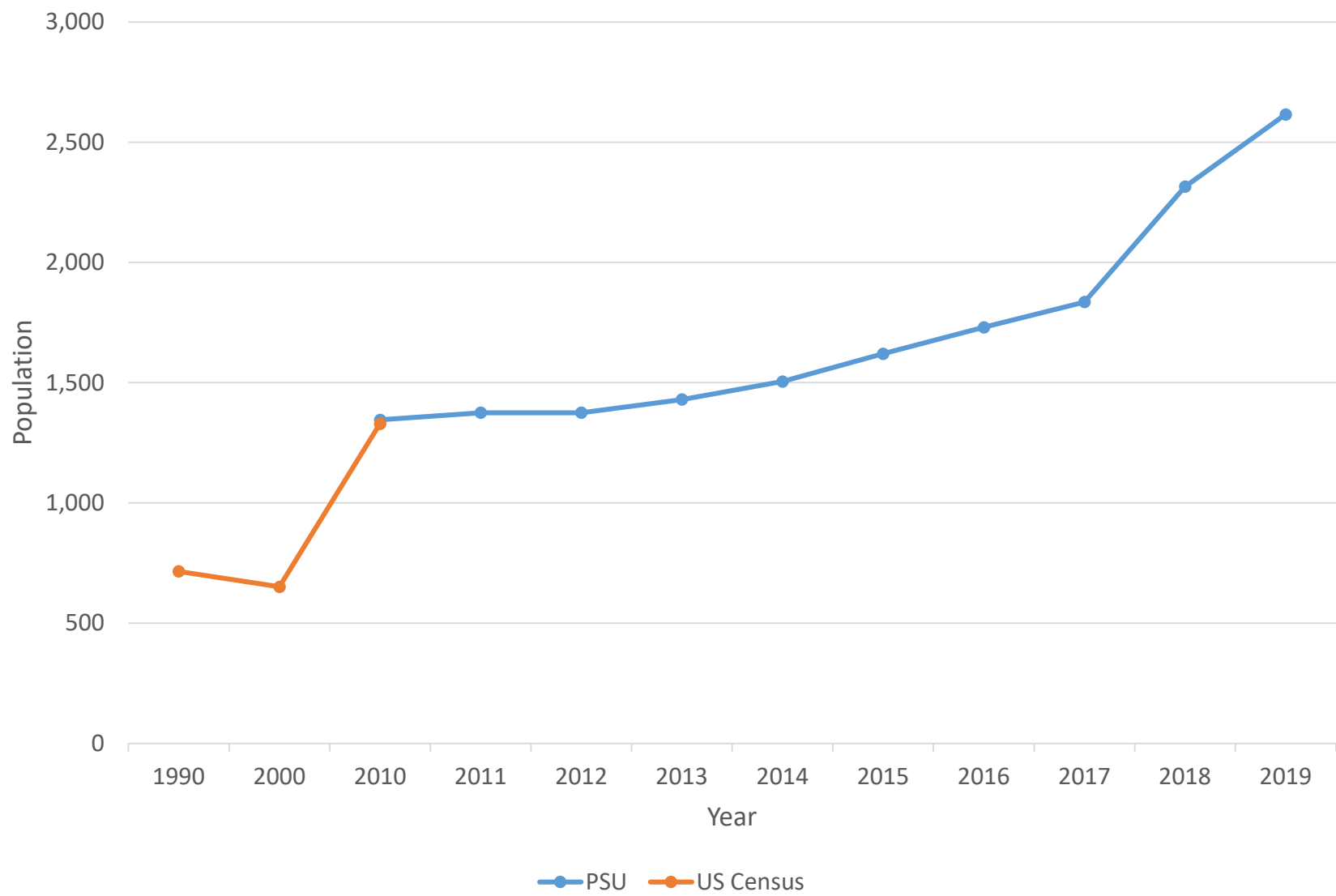
Millersburg is located in Linn County, immediately north of the City of Albany. A contiguous City Limits boundary along Cox Creek divides the two cities. The City is situated between the Interstate 5 freeway and the Willamette River. It is also located between the Union Pacific Railroad on the east and the Burlington Northern Railroad on the west.

The City is approximately a mile wide in the east-west direction and three and one-half miles long in the north-south direction. It contains 2,850 acres and has a resident population of 2615 and an employment population of approximately 3,000.

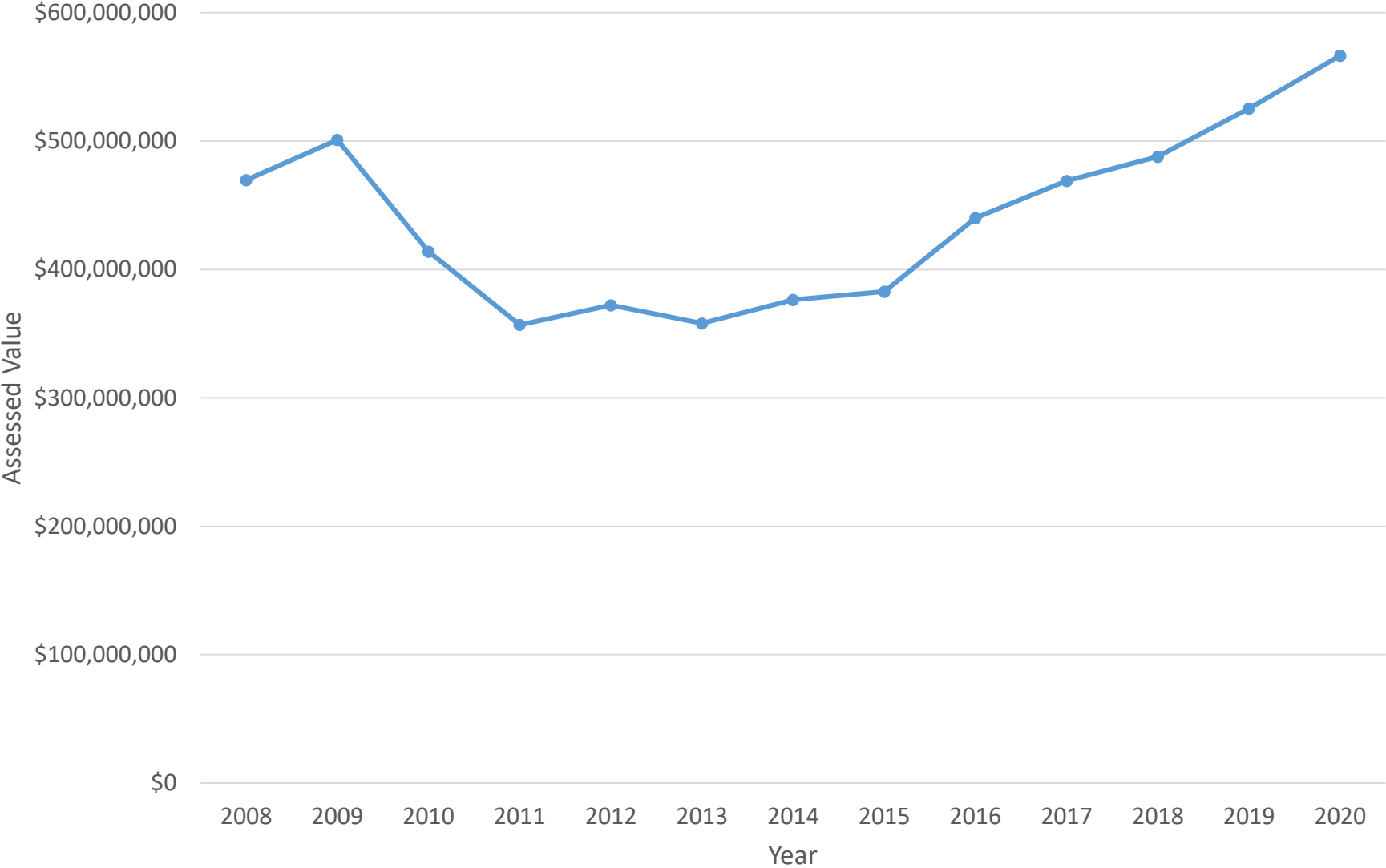
The City contains the major industrial employment companies for the Albany-Millersburg Area and is a dominant factor in the economy of the whole Mid-Willamette Valley.

Although the City is a major industrial center, its area is almost equally divided between industrial and residential land uses.

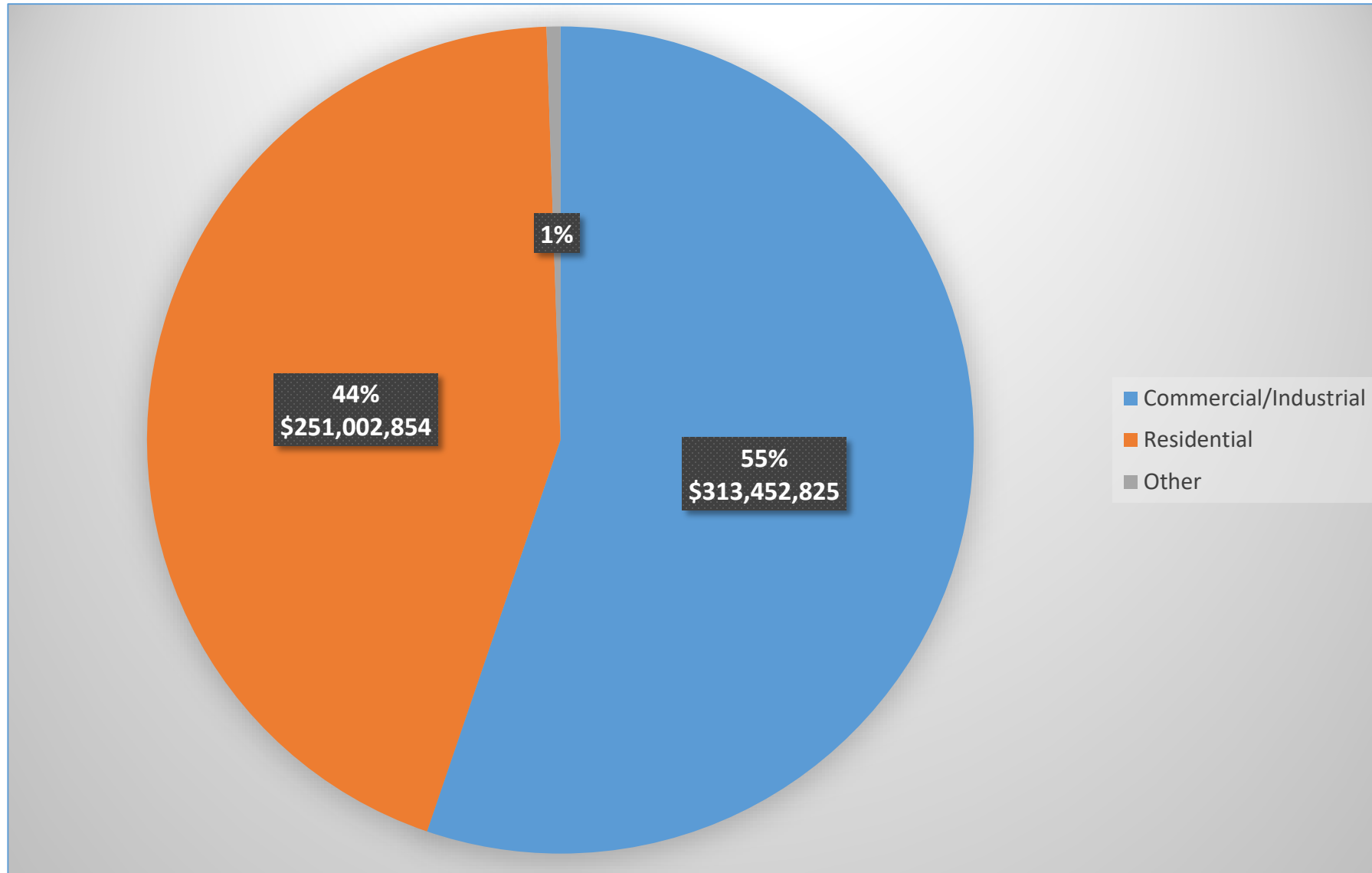
City Trends - Population Growth



City Trends - Assessed Value (A/V) of City

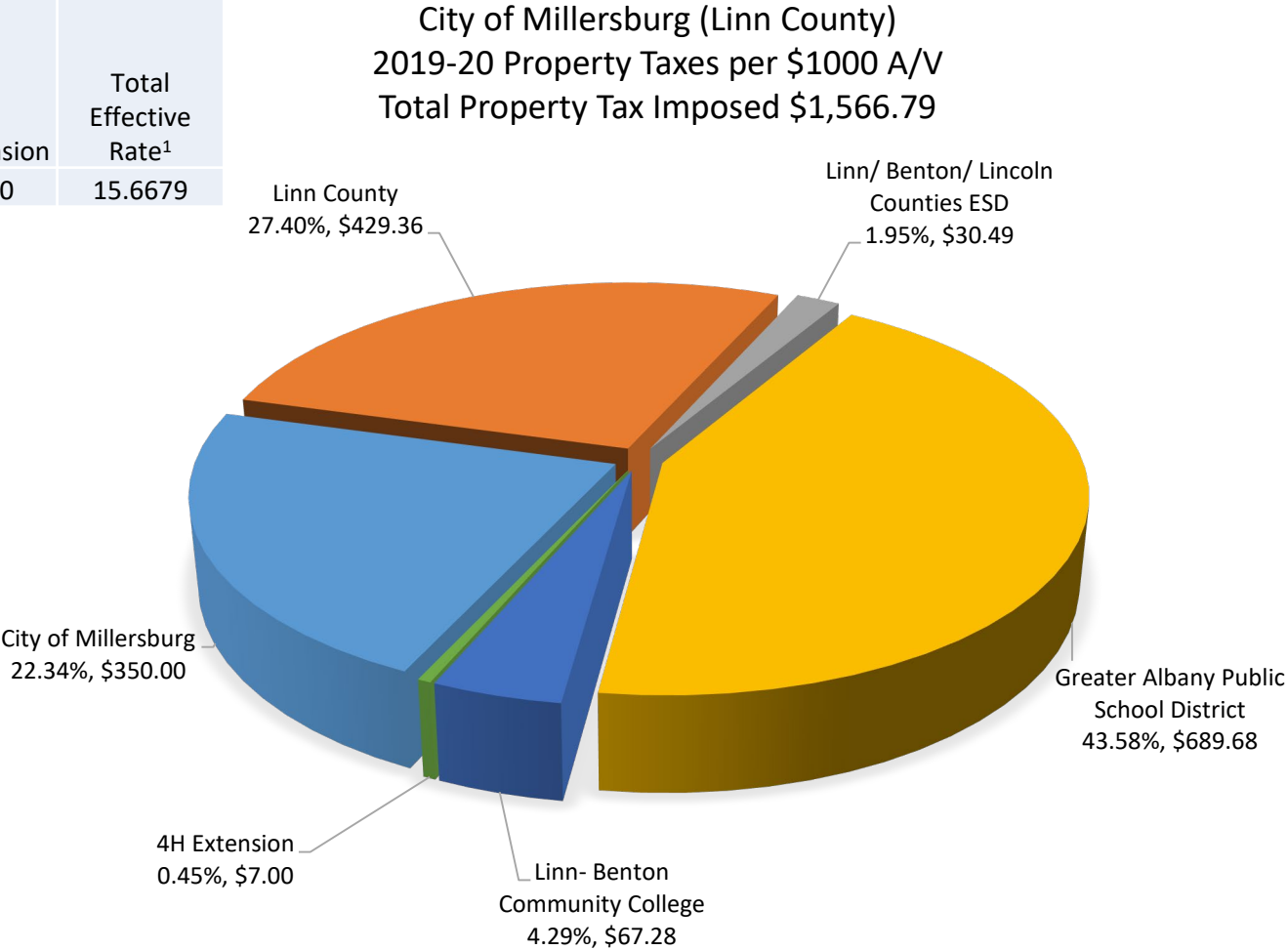


A/V by Type for 2019-2020

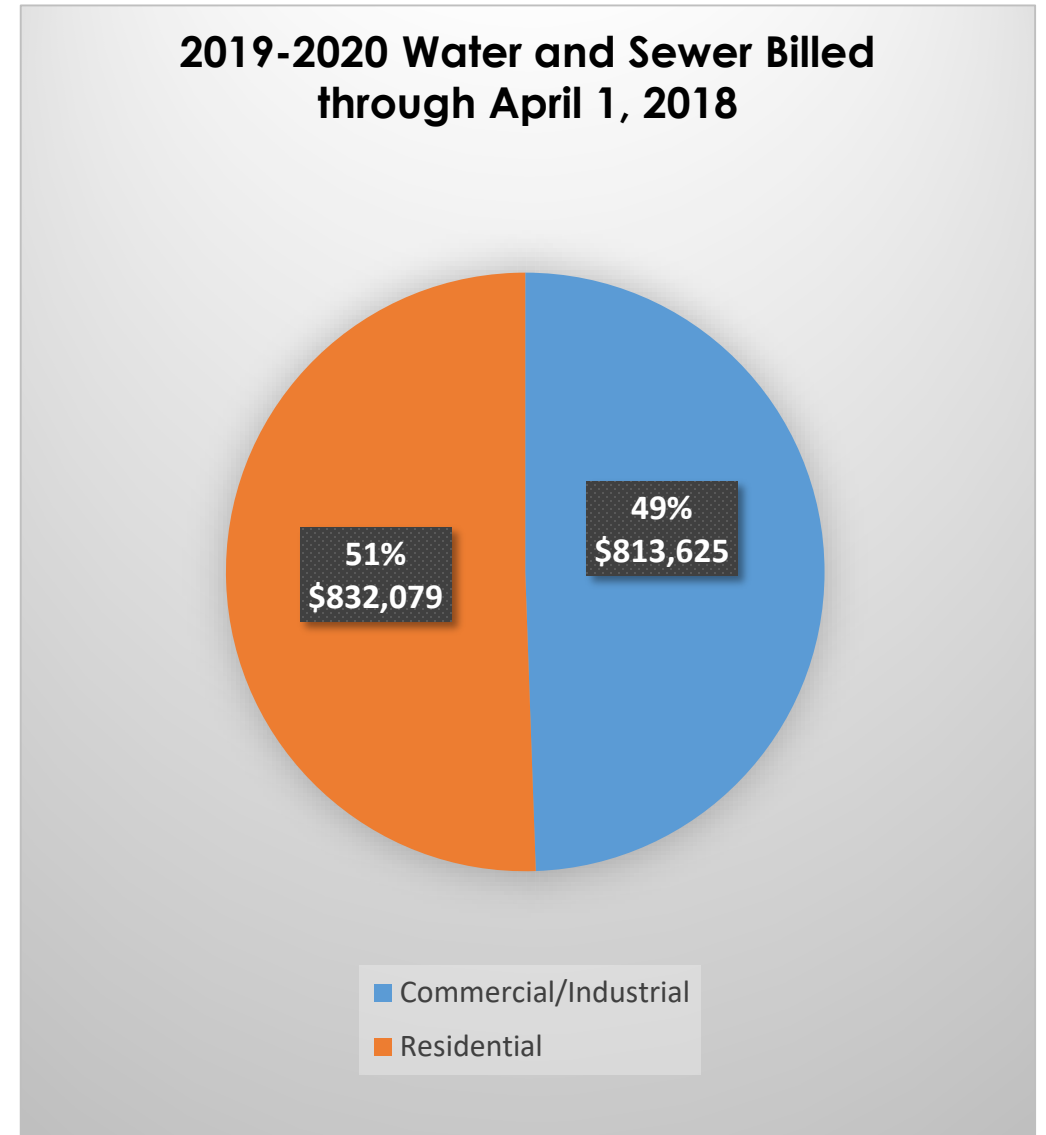
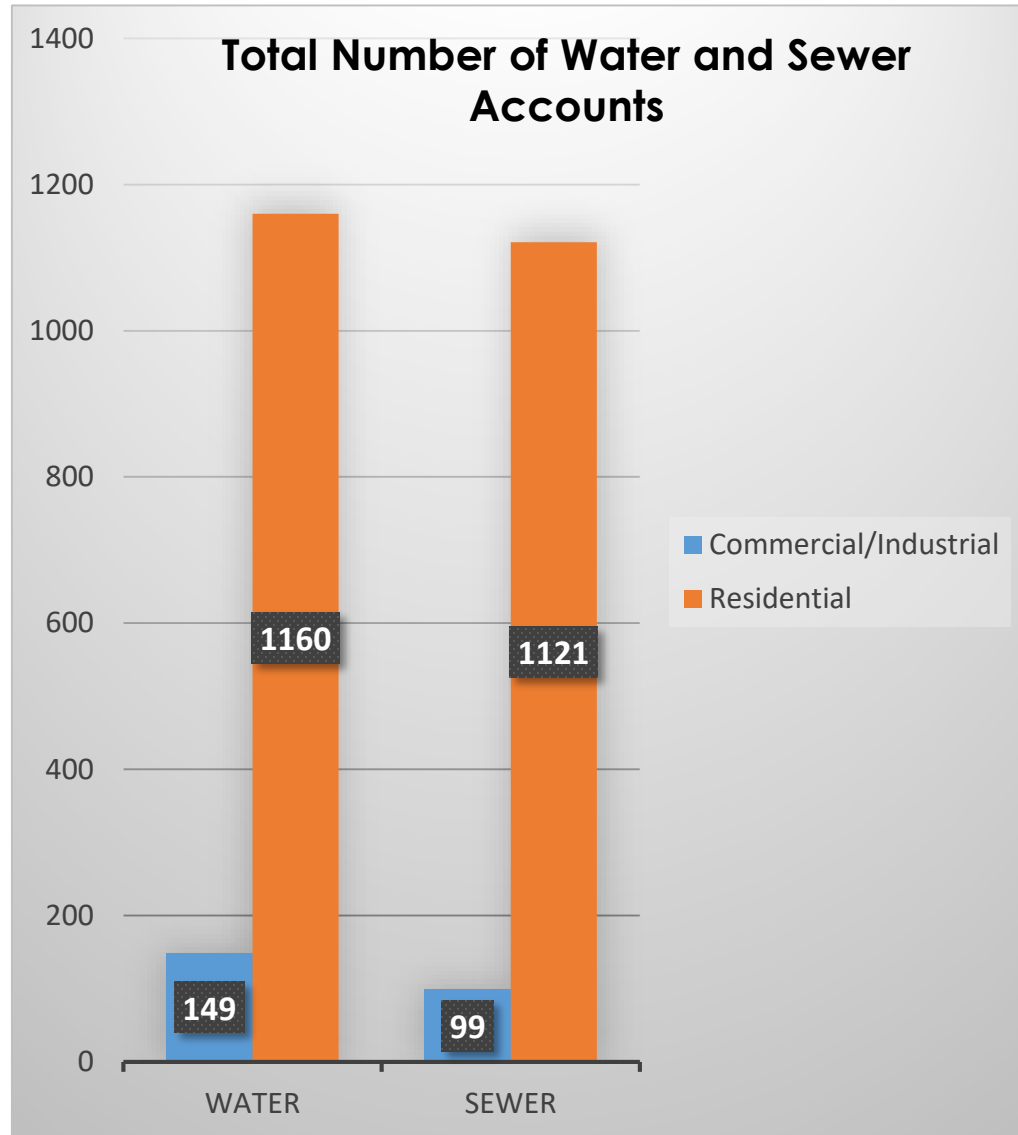


Property Taxes

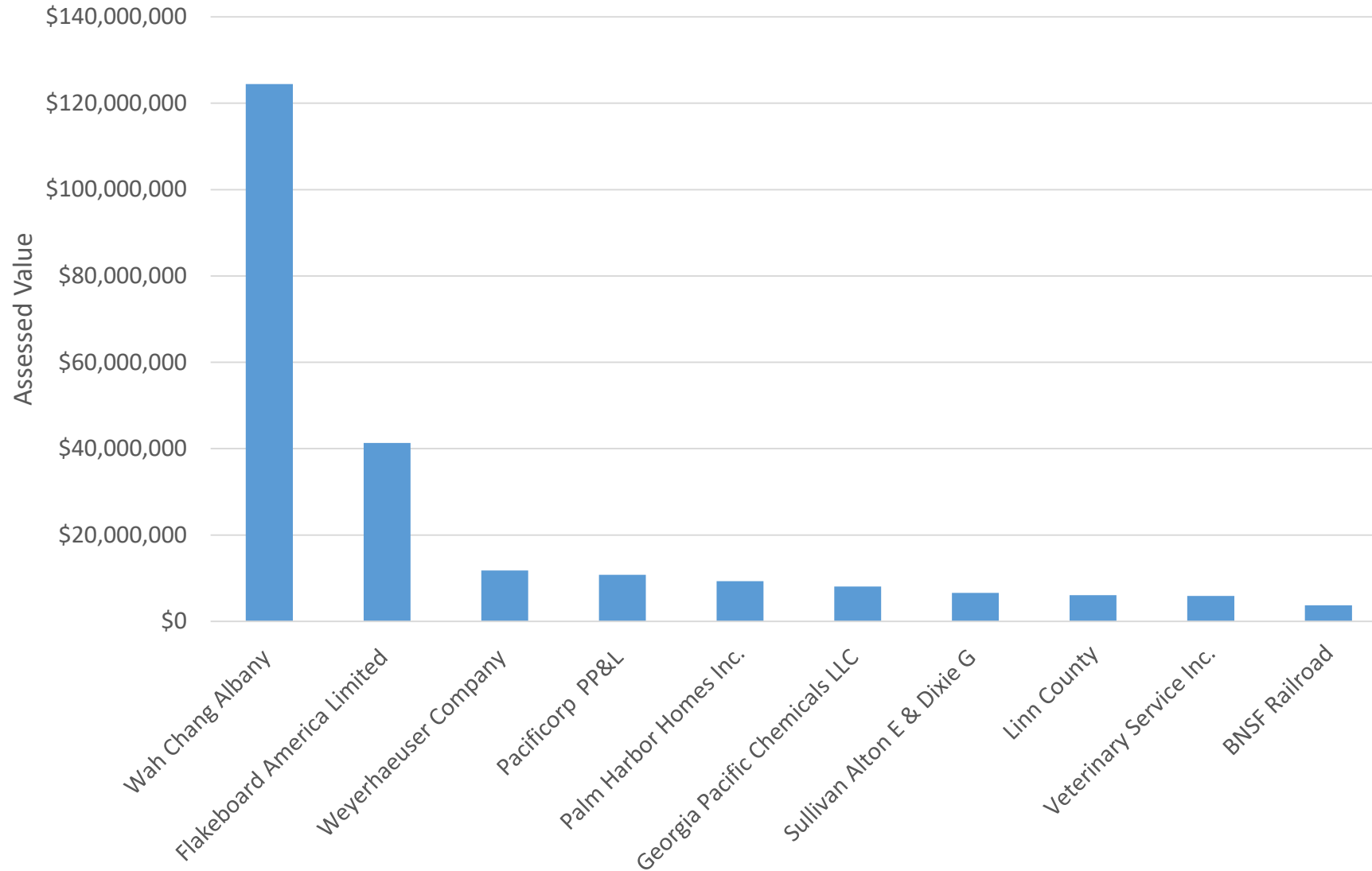
PROPERTY TAX RATES - ALL OVERLAPPING DISTRICTS							
Per \$1000 of Assessed Value							
Fiscal Year Ended/ Ending June 30,	City of Millersburg	Linn County	Linn/ Benton/ Lincoln Counties ESD	Greater Albany Public School District	Linn- Benton Community College	4H Extension	Total Effective Rate ¹
2019	3.5000	4.2936	0.3049	6.8280	0.6714	0.0700	15.6679



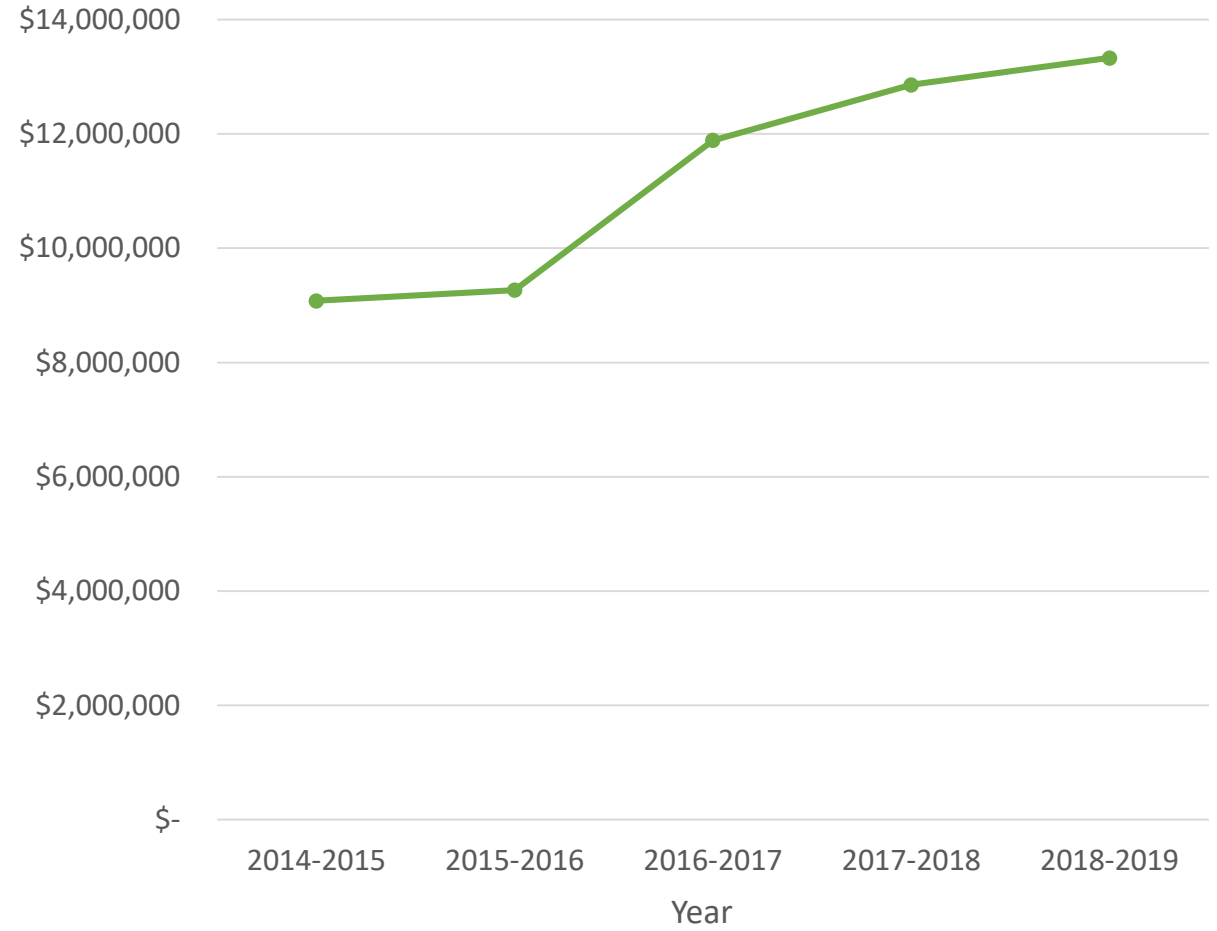
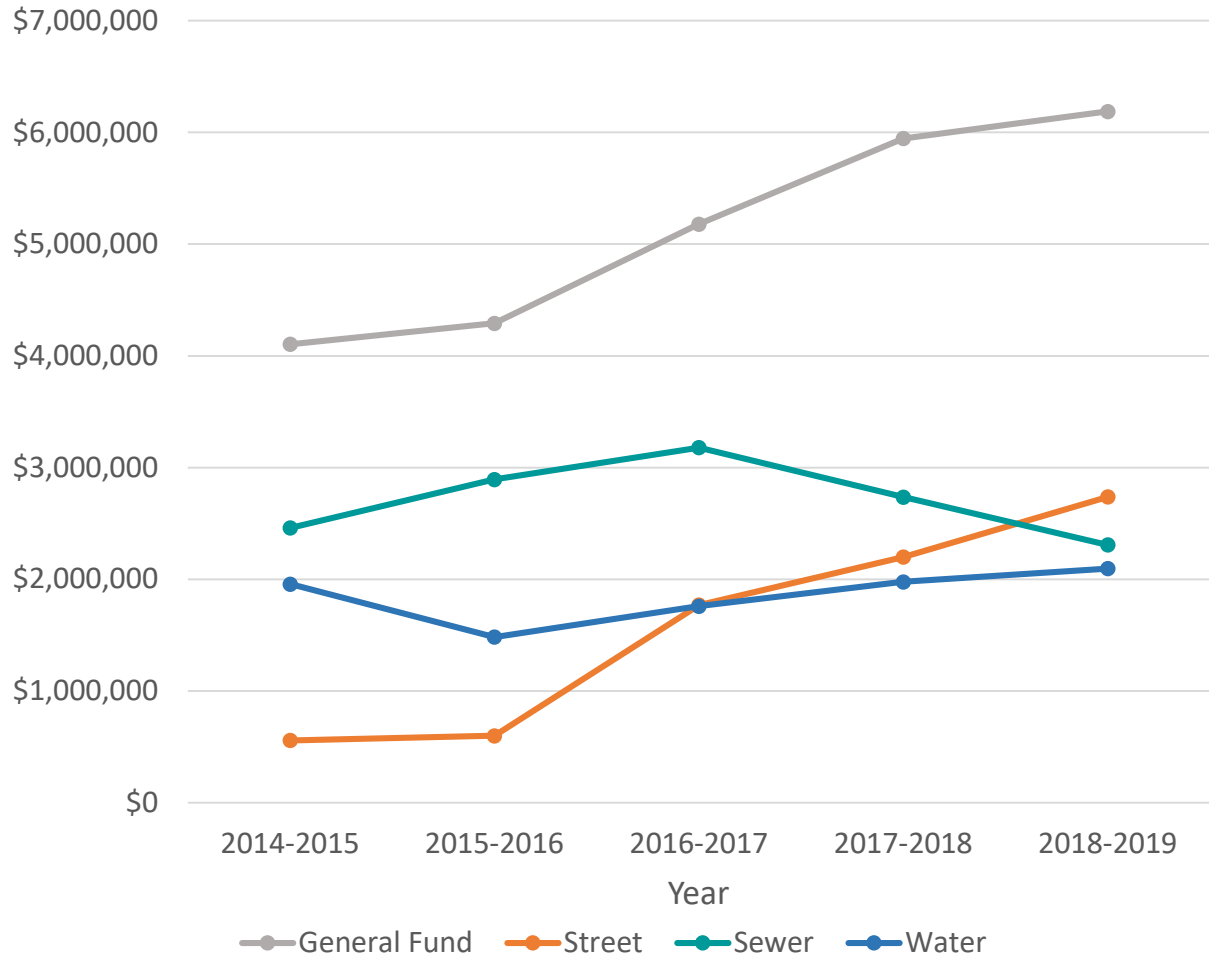
Water and Sewer Summary



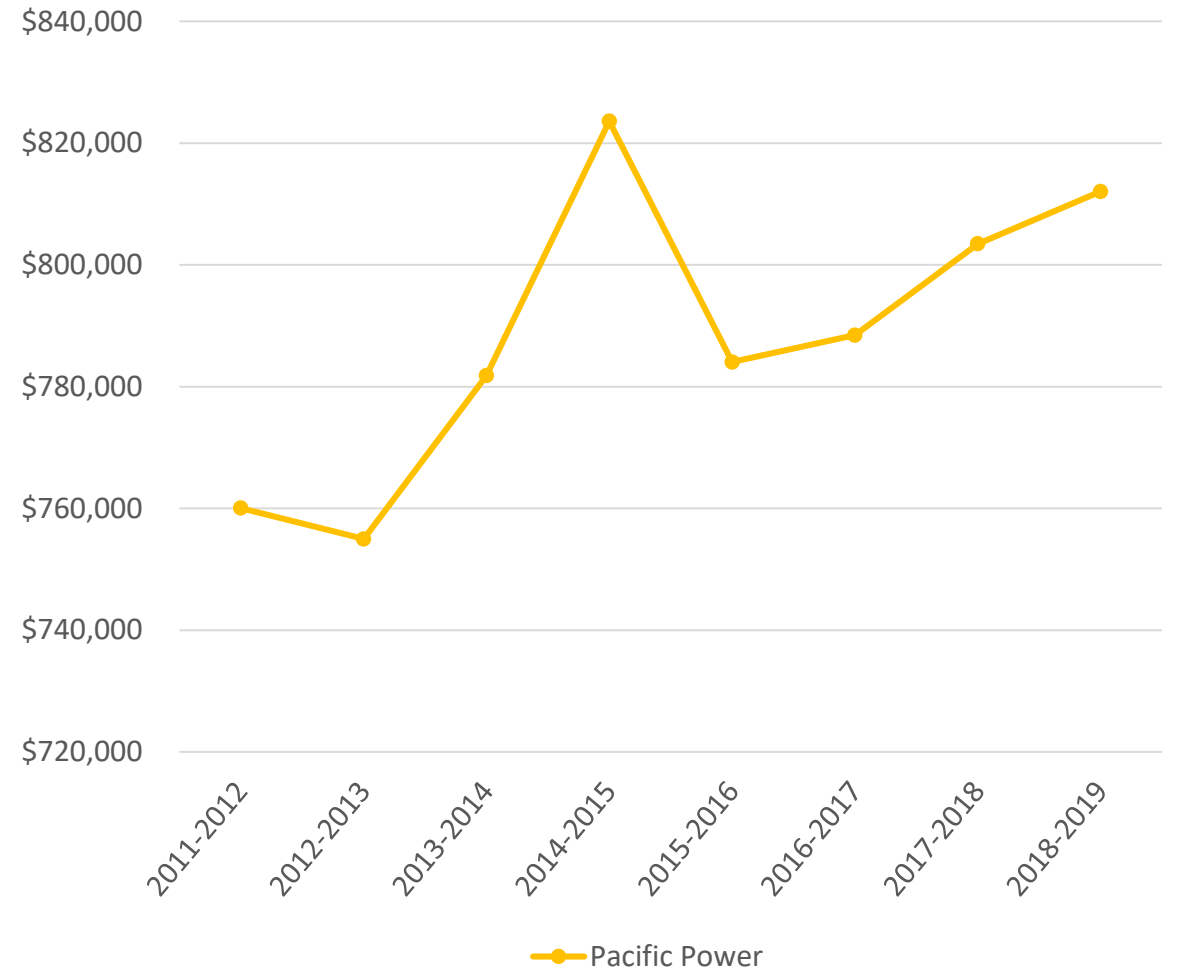
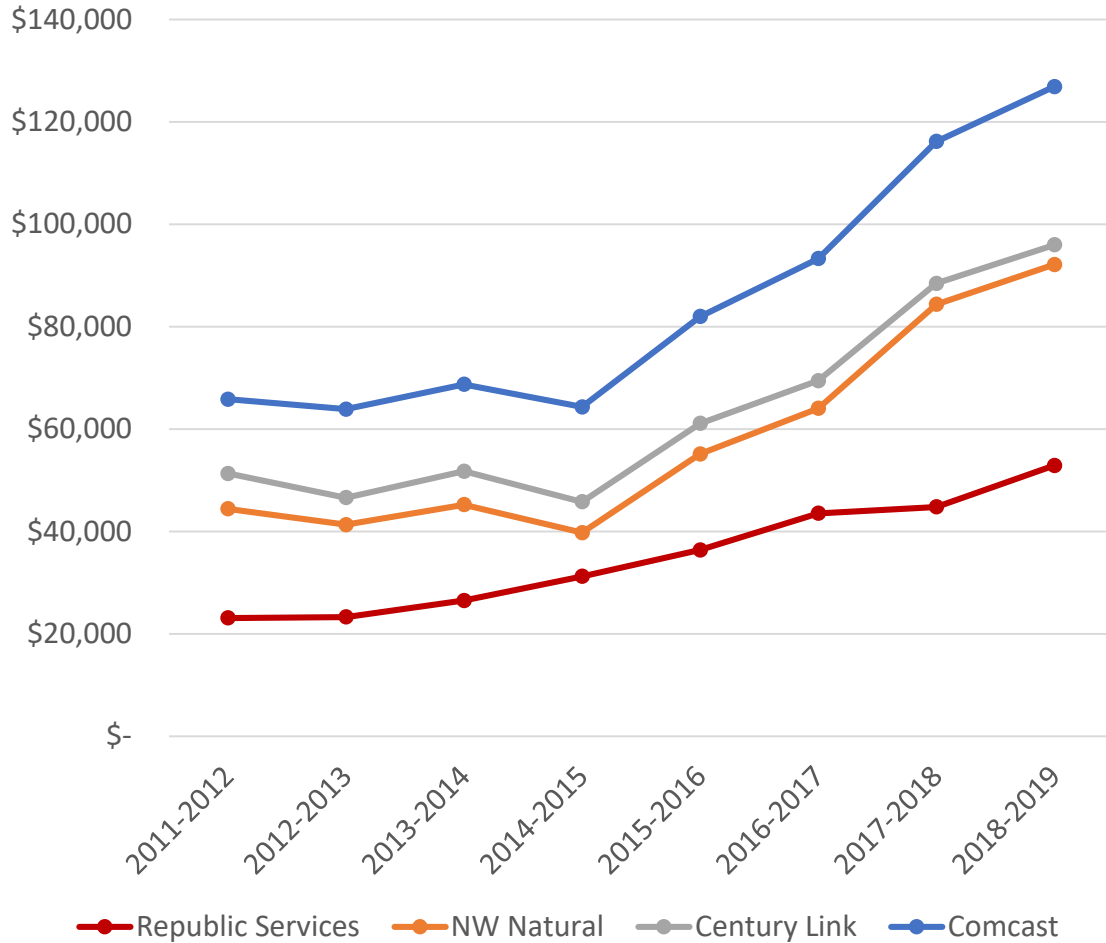
Top Ten A/V in City



Year End Fund Balances

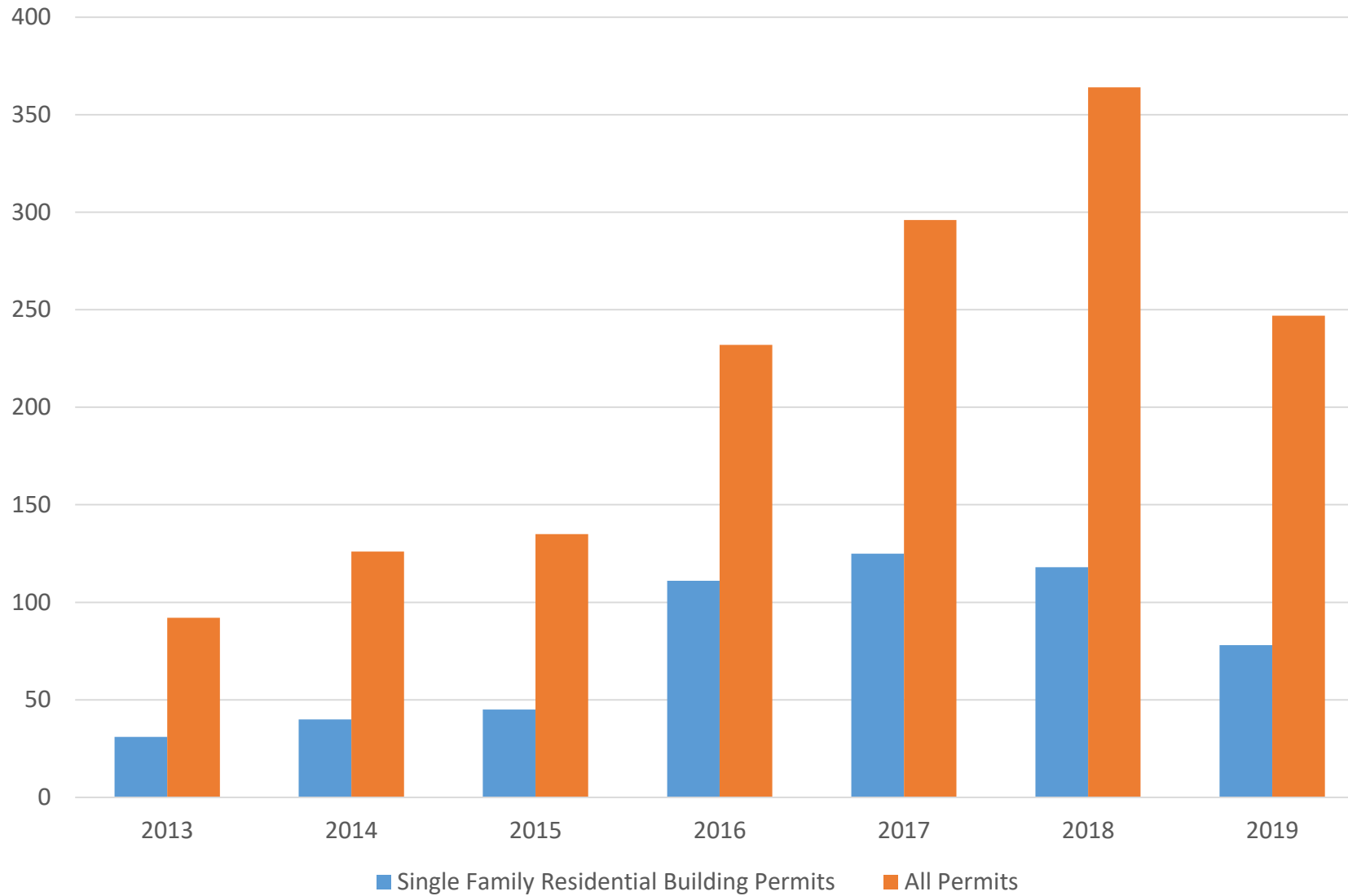


Franchise Fees

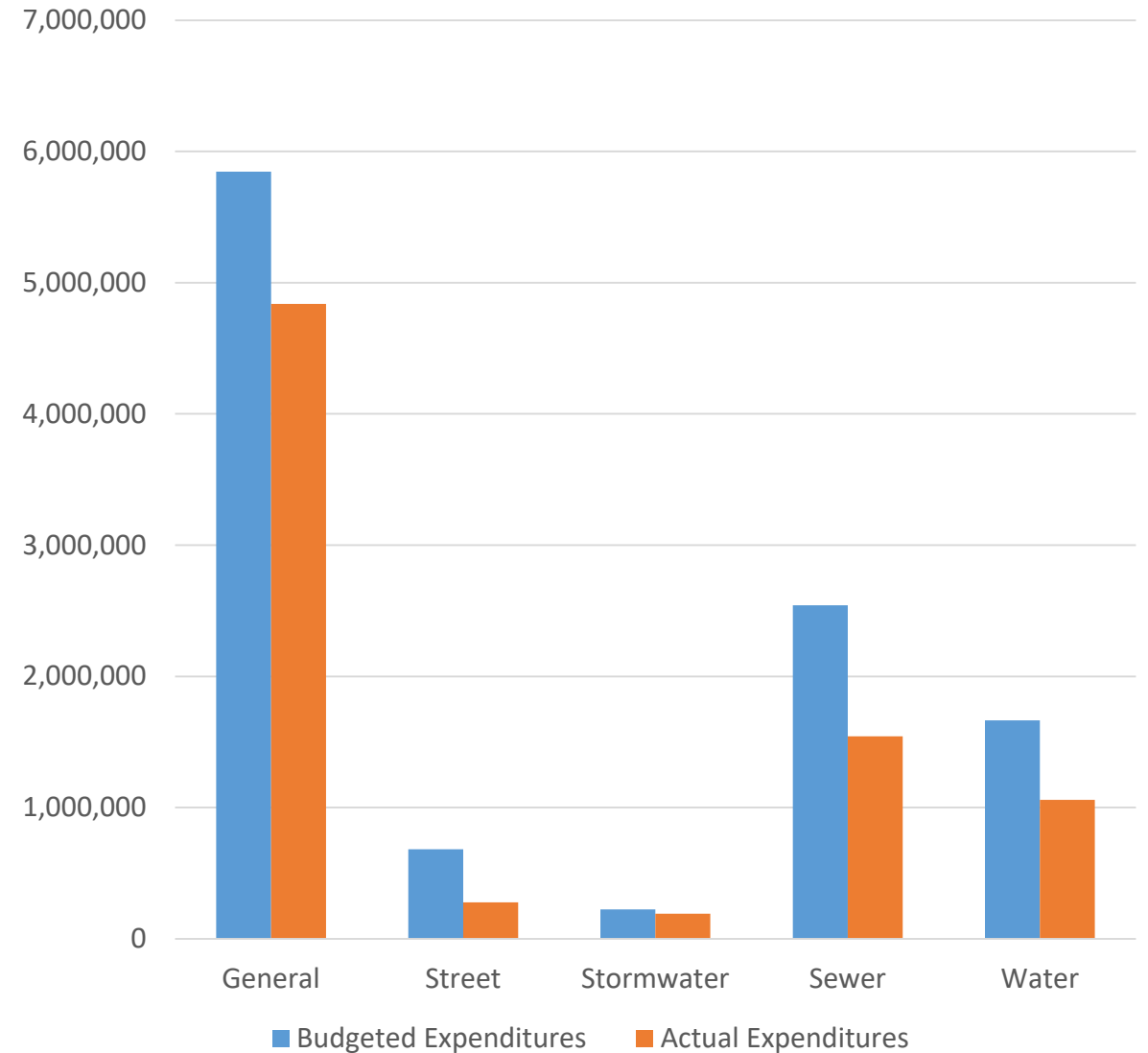
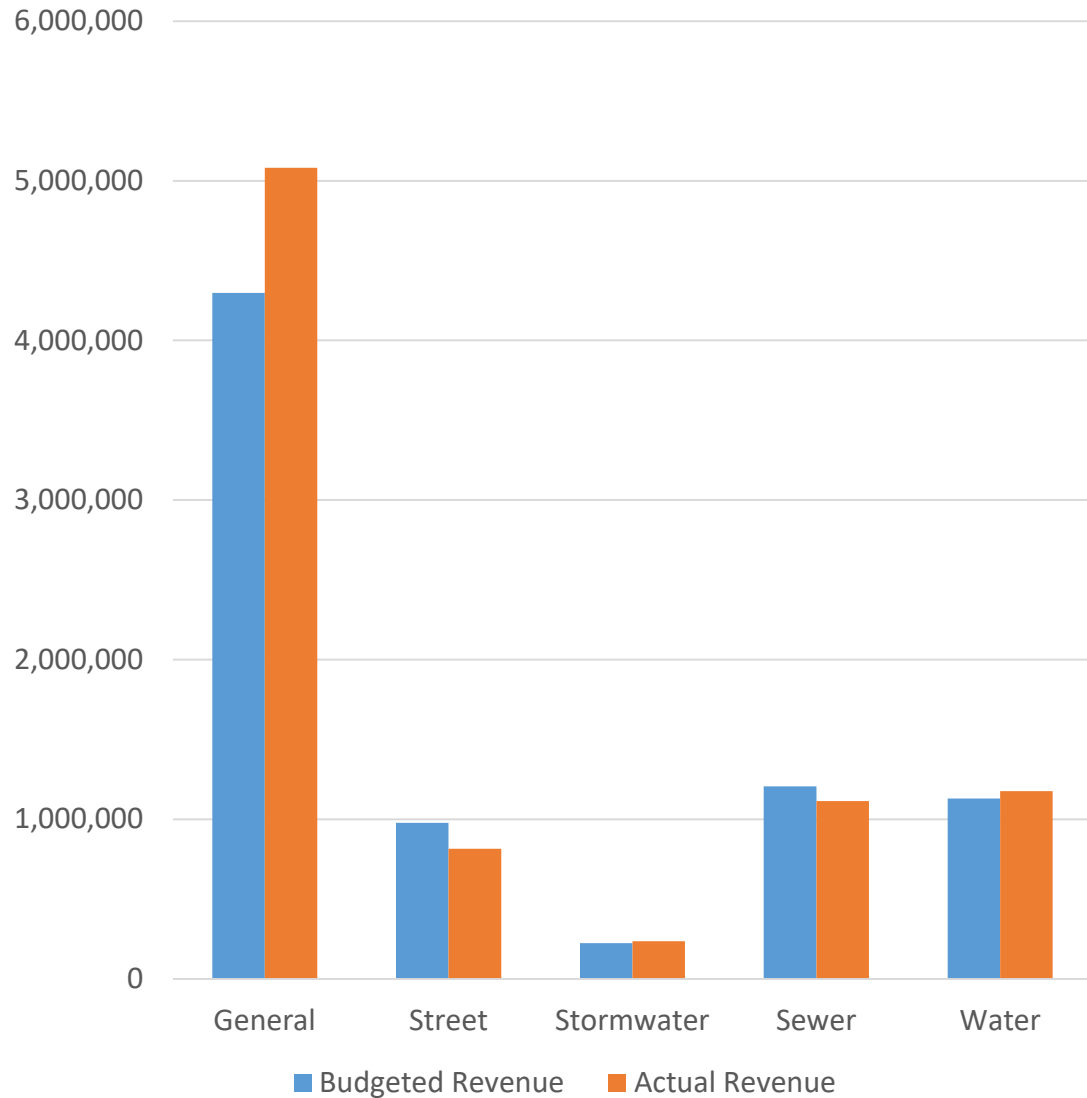


Building Permits Issued

by Fiscal Year



2018-2019 Budgeted vs. Actual



Proposed to Adopted Budget Comparison

						2019-2020	2020-2021
						Adopted	Proposed
GENERAL FUND						\$ 5,417,594	6,190,774
	GENERAL FUND - ADMINISTRATION					\$ 2,643,912	2,237,764
	GENERAL FUND - PARKS AND RECREATION					\$ 170,000	147,000
	GENERAL FUND - PARKS AND RECREATION SDC					\$ -	350,000
	GENERAL FUND - EMERGENCY SERVICES					\$ 1,926,182	2,944,010
	GENERAL FUND - BUILDING					\$ 641,000	482,000
	GENERAL FUND - EQUIPMENT REPLACEMENT						
	GENERAL FUND - CELEBRATION					\$ 36,500	30,000
STREET FUND						\$ 900,098	1,380,637
	STREET FUND					\$ 695,098	652,637
	STREET FUND - SDC					\$ 205,000	728,000
STORMWATER FUND						\$ 518,661	298,085
SEWER ENTERPRISE UTILITY FUND						\$ 1,373,153	2,083,943
	SEWER UTILITY FUND					\$ 1,017,776	1,586,943
	SEWER FUND - SDC					\$ 355,377	497,000
WATER UTILITY ENTERPRISE FUND						\$ 1,411,961	1,368,237
	WATER UTILITY FUND					\$ 1,051,961	895,237
	WATER FUND - SDC					\$ 360,000	473,000
Total Appropriated Funds						\$ 9,621,466	11,321,676
Total Unappropriated Funds						\$ 1,786,058	2,725,951
Total Reserve Funds						\$ 9,726,095	8,197,628
Total 2019-2020 Adopted Budget						\$ 21,133,619	22,245,254

Proposed Reserve Funds

GENERAL FUND				TOTAL RESERVE FUNDS
	GENERAL FUND - ADMINISTRATION			
	GENERAL FUND - PARKS AND RECREATION			
	GENERAL FUND - PARKS AND RECREATION SDC			\$ 388,722
	GENERAL FUND - EMERGENCY SERVICES			\$ 2,500,000
	GENERAL FUND - BUILDING			
	GENERAL FUND - EQUIPMENT REPLACEMENT			\$ 102,500
	GENERAL FUND - CELEBRATION			
STREET FUND				\$ 2,306,079
STORMWATER FUND				
SEWER ENTERPRISE UTILITY FUND				\$ 1,185,140
WATER UTILITY ENTERPRISE FUND				\$ 1,715,187
Total Reserve Funds				\$ 8,197,628

General Fund Estimated Available Resources

2020-2021 REVENUES	
CURRENT YEAR TAX LEVY (96% COLLECTIBLE)	\$ 1,938,685
CARRYOVER FROM PREVIOUS YEAR	\$ 733,000
CIGARETTE TAXES	\$ 2,200
LIQUOR TAXES	\$ 48,547
LIQUOR LICENSES	\$ 100
INTEREST RECEIVED	\$ 57,438
LAND USE FEE	\$ 10,000
MISCELLANEOUS REVENUE	\$ 7,000
GRANT	\$ 1,000
RENTAL PROPERTY INCOME	\$ 55,000
MILLERSBURG CELEBRATION	\$ 9,500
STATE REVENUE SHARING	\$ 50,805
FRANCHISE FEES	\$ 972,500
PARK SHELTER USER FEES	\$ 3,000
JUSTICE COURT	\$ 2,000
BUILDING FUND	\$ 525,000
TRANSFER FROM ENTERPRISE FUNDS	\$ 536,262
TOTAL REVENUE	\$ 4,952,038

PROPOSED EXPENDITURES FROM BEGINNING FUND BALANCE AND CARRYOVER FROM PREVIOUS YEAR	
REPAIR CITY HALL PARKING LOT AND ADD SIDEWALK	\$ 65,000
PARKS AND RECREATION CAPITAL	\$ 10,000
FIRE FACILITY DESIGN	\$ 315,000
FIRE FACILITY CONSTRUCTION	\$ 1,000,000
EQUIPMENT REPLACEMENT FIRE	\$ 35,000
EQUIPMENT REPLACEMENT FUND	\$ 102,500
CONTINGENCY	\$ 600,000
STORMWATER PROJECTS	\$ 39,000
TOTAL COST COMING FROM BEGINNING FUND BALANCE	\$ 2,166,500

OPERATING FUNDS AVAILABLE	
TOTAL PROPOSED GENERAL FUND EXPENDITURES	\$ 5,840,774
PROPOSED EXPENDITURE FROM GENERAL FUND BEGINNING BALANCE AND CARRYOVER	\$ 2,166,500
PROPOSED GENERAL FUND OPERATING EXPENDITURES	\$ 3,674,274
GENERAL FUND OPERATING REVENUES	\$ 4,952,038
GENERAL FUND OPERATING REVENUES CONTRIBUTING TO CAPITAL/BEGINNING FUND BALANCE	\$ 1,277,764

SDC Restricted Funds

RESTRICTED FUNDS AS OF JUNE 30, 2019	
PARK SDC	\$ 556,318
STREET SDC	\$ 1,780,714
SEWER SDC	\$ 620,356
WATER SDC	\$ 1,097,753
TOTAL RESTRICTED FUNDS	\$ 4,055,141
PROJECTED RESTRICTED FUNDS AS OF JUNE 30, 2020	
PARK SDC	\$ 690,722
STREET SDC	\$ 2,192,649
SEWER SDC	\$ 578,906
WATER SDC	\$ 949,925
TOTAL RESTRICTED FUNDS	\$ 4,412,202

**CITY OF MILLERSBURG
GENERAL FUND - SUMMARY
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	GENERAL FUND RESOURCES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
7,266,803	14,053,356	9,281,652	ADMINISTRATION	10,599,724	10,599,724	10,599,724
7,395	157,780	6,000	PARKS AND RECREATION	3,000	3,000	3,000
467,200	692,833	651,800	PARKS AND RECREATION SDC	738,722	738,722	738,722
1,326	4,131,798	500	EMERGENCY SERVICES	2,000	2,000	2,000
1,020,021	1,107,012	700,000	BUILDING	525,000	525,000	525,000
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
11,600	38,314	24,500	CELEBRATION	9,500	9,500	19,000
8,774,345	20,181,092	10,664,452	TOTAL GENERAL FUND RESOURCES	11,877,946	11,877,946	11,868,446

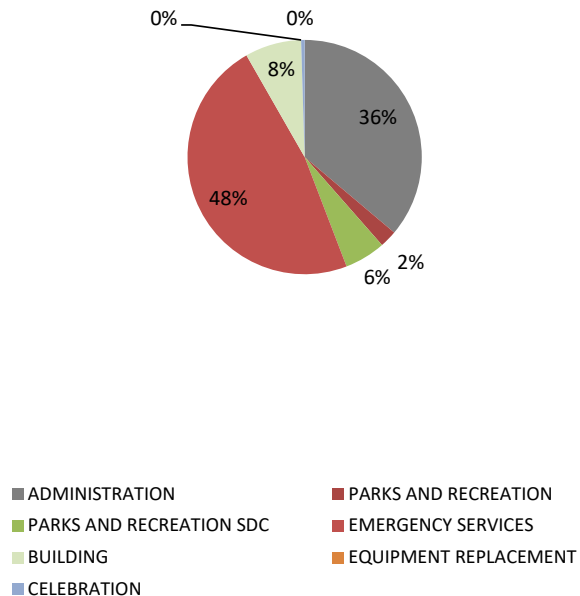
Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	GENERAL FUND EXPENSE BY OBJECT	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
			PERSONNEL SERVICES			
583,445	633,268	684,526	ADMINISTRATION	829,384	829,384	829,384
583,445	633,268	684,526	TOTAL PERSONNEL SERVICES	829,384	829,384	829,384
			MATERIALS & SERVICES			
665,548	569,935	728,725	ADMINISTRATION	743,380	743,380	743,380
62,002	73,463	115,000	PARKS AND RECREATION	137,000	137,000	137,000
88,140	1,434,559	1,551,182	EMERGENCY SERVICES	1,564,010	1,564,010	1,564,010
1,032,699	687,910	641,000	BUILDING	482,000	482,000	482,000
-	31,007	36,500	CELEBRATION	30,000	30,000	30,000
1,848,389	2,796,873	3,072,407	TOTAL MATERIALS & SERVICES	2,956,390	2,956,390	2,956,390
			CAPITAL OUTLAY			
62,597	25,100	213,000	ADMINISTRATION	65,000	65,000	65,000
18,984	31,579	55,000	PARKS AND RECREATION	10,000	10,000	10,000
-	-	-	PARKS AND RECREATION SDC	350,000	350,000	350,000
-	385,150	345,000	EMERGENCY SERVICES	1,350,000	1,350,000	1,350,000
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
81,580	441,830	613,000	TOTAL CAPITAL OUTLAY	1,775,000	1,775,000	1,775,000
			TRANSFERS			
-	5,628,891	417,661	ADMINISTRATION	-	-	-
-	5,628,891	417,661	TOTAL TRANSFERS	-	-	-
			CONTINGENCY			
-	-	600,000	ADMINISTRATION	600,000	600,000	600,000
-	-	30,000	EMERGENCY SERVICES	30,000	30,000	30,000
-	-	630,000	TOTAL CONTINGENCIES	630,000	630,000	630,000
2,513,414	9,500,862	5,417,594	TOTAL GENERAL FUND EXPENDITURES	6,190,774	6,190,774	6,190,774

**CITY OF MILLERSBURG
GENERAL FUND - SUMMARY
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	OTHER GENERAL FUND REQUIREMENTS	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
			RESERVE ACCOUNT TOTALS			
-	-	651,800	PARKS AND RECREATION SDC	388,722	388,722	388,722
-	-	2,709,000	EMERGENCY SERVICES	2,500,000	2,500,000	2,500,000
-	-	100,000	EQUIPMENT REPLACEMENT	102,500	102,500	102,500
6,260,931	10,680,229	1,786,058	UNAPPROPRIATED ENDING FUND BALANCE	2,695,951	2,695,951	2,686,451
6,260,931	10,680,229	5,246,858	TOTAL RESERVE AND UNAPPROPRIATED FUNDS	5,687,173	5,687,173	5,677,673
8,774,345	20,181,092	10,664,452	TOTAL GENERAL FUND REQUIREMENTS	11,877,946	11,877,946	11,868,446

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	GENERAL FUND EXPENDITURES BY PROGRAM	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
1,311,590	6,857,195	2,643,912	ADMINISTRATION	2,237,764	2,237,764	2,237,764
80,985	105,042	170,000	PARKS AND RECREATION	147,000	147,000	147,000
-	-	-	PARKS AND RECREATION SDC	350,000	350,000	350,000
88,140	1,819,709	1,926,182	EMERGENCY SERVICES	2,944,010	2,944,010	2,944,010
1,032,699	687,910	641,000	BUILDING	482,000	482,000	482,000
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
-	31,007	36,500	CELEBRATION	30,000	30,000	30,000
2,513,414	9,500,862	5,417,594	TOTAL GENERAL FUND EXPENDITURES	6,190,774	6,190,774	6,190,774

Adopted Expenses FY 20-21



**CITY OF MILLERSBURG
GENERAL FUND RESOURCES
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	ADMINISTRATION PROGRAM RESOURCES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
5,179,723	5,368,672	5,389,305		BEGINNING FUND BALANCE	6,187,187	6,187,187	6,187,187
		200,000		PROJECTED CARRYOVER	733,000	733,000	733,000
782,233	1,760,529	1,795,646	01-1101	CURRENT YEAR TAX LEVY	1,938,685	1,938,685	1,938,685
-	407,000	487,701	01-1103	TRANSFER FROM STREET, STORMWATER, AND ENTERPRISE FUNDS	536,262	536,262	536,262
21,281	26,900	23,000	01-1106	LAND USE FEE	10,000	10,000	10,000
10,397	16,746	10,000	01-1107	MISCELLANEOUS REVENUE AND CITY PERMIT FEES	7,000	7,000	7,000
3,100	(200)	-	01-1108	CITY HALL RENTAL FEES	-	-	-
84,634	60,824	53,400	01-1109	RENTAL PROPERTY INCOME	55,000	55,000	55,000
-	-	-	01-1111	GRANT	1,000	1,000	1,000
33,913	32,538	45,000	01-1112	STATE REVENUE SHARING	50,805	50,805	50,805
919,647	938,952	981,800	01-1113	FRANCHISE FEES	972,500	972,500	972,500
75	5,069,550	100	01-1114	LIQUOR LICENSES	100	100	100
2,379	2,310	2,700	01-1117	CIGARETTE TAXES	2,200	2,200	2,200
28,546	36,293	43,000	01-1118	LIQUOR TAXES	48,547	48,547	48,547
	1,100	-	01-1125	PCPI BOND	-	-	-
200,876	332,142	250,000	01-1121	INTEREST RECEIVED	57,438	57,438	57,438
7,266,803	14,053,356	9,281,652		TOTAL ADMINISTRATION PROGRAM RESOURCES	10,599,724	10,599,724	10,599,724

				PARKS AND RECREATION PROGRAM RESOURCES			
7,395	6,780	6,000	01-2102	PARK SHELTER USER FEES	3,000	3,000	3,000
-	151,000	-	01-2103	TRANSFER FROM GENERAL FUND - ADMINISTRATION	-	-	-
7,395	157,780	6,000		TOTAL PARKS AND RECREATION PROGRAM RESOURCES	3,000	3,000	3,000

				PARKS AND RECREATION SDC PROGRAM RESOURCES			
316,000	576,433	555,800		BEGINNING PARK SYSTEM DEVELOPMENT CHARGES (SDC) PROGRAM BALANCE	690,722	690,722	690,722
151,200	116,400	96,000	01-3101	PARK SYSTEM DEVELOPMENT CHARGES (SDC) FEES	48,000	48,000	48,000
467,200	692,833	651,800		TOTAL PARKS AND RECREATION SDC PROGRAM RESOURCES	738,722	738,722	738,722

**CITY OF MILLERSBURG
GENERAL FUND RESOURCES
FY 2020-2021**

				EMERGENCY SERVICES PROGRAM RESOURCES			
-	3,035,000	-	01-4101	TRANSFER FROM GENERAL FUND BEGINNING FUND BALANCE	-	-	-
-	1,096,550	-	01-4102	TRANSFER FROM GENERAL FUND	-	-	-
1,326	248	500	01-4103	JUSTICE COURT	2,000	2,000	2,000
1,326	4,131,798	500		TOTAL EMERGENCY SERVICES PROGRAM RESOURCES	2,000	2,000	2,000

				BUILDING PROGRAM RESOURCES			
415,367	317,888	300,000	01-5101	CONSTRUCTION EXCISE TAX	225,000	225,000	225,000
604,654	409,124	400,000	01-1119	BUILDING PERMIT FEES	300,000	300,000	300,000
-	380,000	-	01-5102	TRANSFER FROM GENERAL FUND FOR LINN COUNTY BUILDING PERMITS	-	-	-
1,020,021	1,107,012	700,000		TOTAL BUILDING PROGRAM RESOURCES	525,000	525,000	525,000

				EQUIPMENT REPLACEMENT PROGRAM RESOURCES			
-	-	-		TOTAL EQUIPMENT REPLACEMENT PROGRAM RESOURCES	-	-	-

				MILLERSBURG CELEBRATION PROGRAM RESOURCES			
11,600	38,314	24,500	01-1115	MILLERSBURG CELEBRATION	9,500	9,500	9,500
-					-	-	-
11,600	38,314	24,500		TOTAL MILLERSBURG CELEBRATION PROGRAM RESOURCES	9,500	9,500	19,000

467,200	692,833	651,800		RESTRICTED FUNDS (SDC'S)	738,722	738,722	28,500
8,307,145	19,488,259	10,012,652		AVAILABLE RESOURCES	11,139,224	11,139,224	52,500
8,774,345	20,181,092	10,664,452		TOTAL GENERAL FUND RESOURCES	11,877,946	11,877,946	11,887,446

FUND NARRATIVE

General Fund: General Fund (01-1000)

Responsible Manager/Title: Kevin Kreitman, City Manager

Functions and Responsibilities

- Provide excellent service to our customers by treating everyone with empathy, respect, kindness, patience, and consideration.
- Provide management oversight for Strategic Plan initiatives.
- Develop and maintain policies and procedures which provide budget guidance and fiscal responsibility.
- Ensure adequate staffing, policies and procedures and programs are in place to meet community needs and expectations.
- Support the safety, administrative, and regulatory needs of citizens.
- Develop and enhance opportunities to communicate with citizens.
- Seek out and provide opportunities for citizens to volunteer in support of their community.
- Provide economic development and support for existing and future businesses.
- Market City-owned property to the best advantage of our community.
- Invest in tools, programs, processes, and training that enhance the professionalism by which the City is governed and managed.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Community Governance	Ongoing	In Progress	Improve Website Organization and Usability
	Dec-20	Pending	Repair of Concrete Panel and Sidewalk Extension City Hall CIP#1005
Development	Jan-20	In Progress	Work on Development of City Industrial Properties
	Aug-20	In Progress	Update City Land Use Development Code
	Aug-20	Pending	Consider Expansion of UGB
	Jan-21	Pending	Update City Comprehensive Plan
Community Governance/Public Infrastructure	Nov-20	Pending	Purchase New Financial, Utility Billing Software

**CITY OF MILLERSBURG
GENERAL FUND - ADMINISTRATION PROGRAM
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	ADMINISTRATION PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				PERSONNEL SERVICES			
100,593	66,415	75,600	01-1200	CITY MANAGER	81,453	81,453	81,453
-	127,389	129,780	01-1201	ASSISTANT CITY MANAGER / CITY ENGINEER	135,608	135,608	135,608
59,512	70,581	70,225	01-1202	CITY RECORDER	74,870	74,870	74,870
76,819	-		01-1203	DEVELOPMENT COORDINATOR	-	-	-
51,513	57,771	60,473	01-1204	DEPUTY CITY RECORDER	64,640	64,640	64,640
3,411	-		01-1205	OFFICE ASSISTANT	25,830	25,830	25,830
61,381	59,658	60,420	01-1206	MAINTENANCE SUPERVISOR	66,250	66,250	66,250
43,517	41,776	44,520	01-1207	MAINTENANCE ASSISTANT	46,220	46,220	46,220
			01-1215	CECOP INTERN	20,000	20,000	20,000
-	12,102	25,000	01-1208	OVERTIME	20,000	20,000	20,000
35,474	37,888	35,532	01-1209	PAYROLL TAXES	52,150	52,150	52,150
63,482	67,871	80,030	01-1210	PERS	129,542	129,542	129,542
74,776	80,761	89,250	01-1211	MEDICAL INSURANCE	91,062	91,062	91,062
1,489	1,940	3,424	01-1212	DISABILITY INSURANCE AND WORKERS COMP	8,000	8,000	8,000
5,364	-	-	01-1213	SUPPLEMENTAL MEDICAL INSURANCE - HSA EMPLOYEE CONTRIBUTION	2,460	2,460	2,460
6,114	9,116	10,272	01-1214	DENTAL & VISION INSURANCE	11,299	11,299	11,299
583,445	633,268	684,526		TOTAL PERSONNEL SERVICES	829,384	829,384	829,384
				MATERIALS & SERVICES			
1,565	15,232	20,000	01-1302	ACCOUNTING & AUDIT	20,000	20,000	20,000
293	1,535	1,000	01-1306	BIDS PUBLICATION	1,000	1,000	1,000
18,180	24,664	30,000	01-1308	BONDING & INSURANCE	34,000	34,000	34,000
18,755	9,849	22,000	01-1309	CITY HALL BUILDING	40,400	40,400	40,400
85,300	155,625	-	01-1316	CITY ATTORNEY	-	-	-
11,788	15,335	32,200	01-1317	CITY HALL UTILITIES	20,000	20,000	20,000
-	1,589	2,500	01-1318	MERCHANT FEES	9,000	9,000	9,000
26,528	36,091	22,600	01-1320	COMMUNITY SUPPORT	22,500	22,500	22,500
1,365	2,946	3,000	01-1324	CALL-A-RIDE	6,000	6,000	6,000
-	1,011	1,100	01-1327	POSTAGE AND SHIPPING	6,000	6,000	6,000
91	9,363	15,000	01-1330	MATERIALS & SUPPLIES	25,000	25,000	25,000
-	-	16,000	01-1331	OFFICE EQUIPMENT AND SOFTWARE	22,040	22,040	22,040
95,214	68,741	162,625	01-1332	CONTRACTED SERVICES	81,440	81,440	81,440
-	99	2,500	01-1333	CITY COUNCIL	2,500	2,500	2,500
-	1,675	2,000	01-1334	EDUCATION & TRAINING	2,500	2,500	2,500
921	3,285	8,000	01-1335	MEETINGS & TRAVEL	13,000	13,000	13,000

**CITY OF MILLERSBURG
GENERAL FUND - ADMINISTRATION PROGRAM
FY 2020-2021**

15,182	6,878	9,000	01-1336	DUES & SUBSCRIPTIONS	14,000	14,000	14,000
22,500	30,000	30,000	01-1337	ALBANY-MILLERSBURG ECONOMIC DEVELOPMENT CORP (AMEDC)	30,000	30,000	30,000
7,500	22,500	30,000	01-1338	ECONOMIC DEVELOPMENT	42,000	42,000	42,000
55,256	29,302	170,000	01-1339	LEGAL SERVICES	190,000	190,000	190,000
2,640	3,680	3,000	01-1340	LIBRARY SERVICES	3,000	3,000	3,000
0	292	400	01-1350	LGIP / BANK FEES	400	400	400
-	1,036	1,600	01-1351	MILEAGE	1,600	1,600	1,600
19,939	16,889	-	01-1352	OFFICE EXPENSES	-	-	-
6,339	79,093	100,000	01-1353	CONSULTANTS - PLANNING	111,000	111,000	111,000
253,866	15,885	20,000	01-1354	CONSULTANTS - ENGINEERING	20,000	20,000	20,000
4,939	4,099	5,000	01-1355	PRINTING & ADVERTISING	5,000	5,000	5,000
7,705	8,751	9,200	01-1356	PROPERTY TAXES	9,000	9,000	9,000
1,660	1,358	5,000	01-1357	RENTAL PROPERTY	12,000	12,000	12,000
3,593	2,730	-	01-1358	TELEPHONE	-	-	-
4,428	401	5,000	01-1359	TRAVEL & MEALS	-	-	-
665,548	569,935	728,725		TOTAL MATERIALS & SERVICES	743,380	743,380	743,380
				CAPITAL OUTLAY			
53,783	-	130,000	01-1401	CITY HALL IMPROVEMENTS	-	-	-
	-	60,000	01-1421	REPAIR CITY HALL PARKING LOT AND ADD SIDEWALK	65,000	65,000	65,000
2,623	4,936		01-1406	EQUIPMENT	-	-	-
-	-	-	01-1411	LAND	-	-	-
6,190	20,164	-	01-1415	WORK STATION AND FILE ROOM UPGRADES	-	-	-
	-	14,000		FIBER TO CITY HALL	-	-	-
	-	9,000		PLOTTER (FULL SIZE)	-	-	-
62,597	25,100	213,000		TOTAL CAPITAL OUTLAY	65,000	65,000	65,000
				TRANSFERS			
-	4,131,550		01-1503	TRANSFER TO GENERAL FUND EMERGENCY SERVICES (FROM REVENUES)	-	-	-
-	151,000		01-1503	TRANSFER TO GENERAL FUND EMERGENCY SERVICES FROM BEGINNING FUND BALANCE	-	-	-
-	380,000		01-1504	TRANSFER TO GENERAL FUND PARKS AND REC	-	-	-
-	180,108		01-1505	TRANSFER TO GENERAL FUND BUILDING FUND	-	-	-
-	209,800	-	01-1506	TRANSFER TO STREET FUND	-	-	-
-	-	417,661	01-1507	TRANSFER TO STORMWATER FUND	-	-	-
-	576,433		01-1511	TRANSFER TO GENERAL FUND PARKS AND REC SDC	-	-	-
-	5,628,891	417,661		TOTAL TRANSFERS	-	-	-
				CONTINGENCY			
-	-	600,000	01-1601	OPERATING CONTINGENCY	600,000	600,000	600,000
1,311,590	6,857,195	2,643,912		TOTAL ADMINISTRATION PROGRAM EXPENDITURES	2,237,764	2,237,764	2,237,764
1,311,590	6,857,195	2,643,912		TOTAL ADMINISTRATION REQUIREMENTS	2,237,764	2,237,764	2,237,764

FUND NARRATIVE

General Fund: Parks and Rec (01-2000, 01-3000)

Responsible Manager/Title: Janelle Booth, Assistant City Manager/City Engineer

Functions and Responsibilities

- Fund 01-2000 is for general operations of parks facilities and fund 01-3000 is for SDC eligible park improvements.
- Increase the usability of the City Park facilities for recreational opportunities.
- To provide safe, sufficient, and useable park facilities which meet the needs of the community.
- To conduct ongoing maintenance of parks and public grounds to provide safe, pleasant, and presentable facilities.
- Support local teams through use of ball fields and equipment.
- Provide support for the Millersburg Celebration.
- Facilitate implementation of projects and initiatives identified in the Parks Master Plan.
- Provide for community needs through park shelter rentals.
- Support Millersburg residents through reimbursement programs.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Recreation	Nov-20	Pending	Purchase Utility/Dump Trailer
	Summer-20	Pending	Establish a Parks Commission upon Adoption of the Parks Master Plan

**CITY OF MILLERSBURG
GENERAL FUND - PARKS AND RECREATION PROGRAM
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	PARKS AND RECREATION PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
11,546	12,632	15,000	01-2301	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	15,000	15,000	15,000
50,456	37,107	70,000	01-2302	PARK SUPPLIES & MAINTENANCE	82,000	82,000	82,000
-	23,723	25,000	01-2303	PARKS PROJECTS	34,000	34,000	34,000
-	-	5,000	01-2306	SDC STUDY	6,000	6,000	6,000
62,002	73,463	115,000		TOTAL MATERIALS & SERVICES	137,000	137,000	137,000
18,984				CAPITAL OUTLAY			
-	-	-	01-2401	PARK FACILITY BUILDINGS	-	-	-
-	9,195	55,000	01-2403	MAINTENANCE EQUIPMENT	10,000	10,000	10,000
-	13,830	-	01-2404	VEHICLE	-	-	-
-	-	-	01-2405	PARKS EQUIPMENT/FURNISHINGS	-	-	-
-	8,554	-	01-2406	PARK LIGHTING UPGRADES	-	-	-
18,984	31,579	55,000		TOTAL CAPITAL OUTLAY	10,000	10,000	10,000
80,985	105,042	170,000		TOTAL PARKS AND RECREATION PROGRAM EXPENDITURES	147,000	147,000	147,000

**CITY OF MILLERSBURG
GENERAL FUND - PARKS AND RECREATION PROGRAM
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2017-2018	Adopted FY 2019-2020	Account #	PARKS AND RECREATION SDC PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
			01-3301	SDC-R	-	-	-
			01-3302	SDC-I	350,000	350,000	350,000
-	-	-		TOTAL CAPITAL OUTLAY	350,000	350,000	350,000
				TRANSFERS			
-	-	-	01-3501	TRANSFER TO GENERAL FUND - PARKS AND REC FOR EXERCISE STATIONS ALONG PATH AT PARK	-	-	-
-		-	01-3502	TRANSFER TO GENERAL FUND - PARKS AND REC FOR PARKS MASTER PLAN	-		-
-	-	-		TOTAL TRANSFERS	-	-	-
-	-	-		TOTAL PARKS AND RECREATION SDC PROGRAM EXPENDITURES	350,000	350,000	350,000

80,985	105,042	170,000		TOTAL PARKS AND RECREATION EXPENDITURES	497,000	497,000	497,000
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Actual FY 2017-2018	Actual FY 2017-2018	Adopted FY 2019-2020	Account #	PARKS AND RECREATION SUMMARY	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				RESERVE ACCOUNTS			
	-	651,800	01-3709	CIP PROJECT LIST	388,722	388,722	388,722
-	-	651,800		TOTAL RESERVE ACCOUNTS	388,722	388,722	388,722
-	-	651,800		TOTAL OTHER PARKS AND RECREATION REQUIREMENTS	388,722	388,722	388,722

80,985	105,042	821,800		TOTAL PARKS AND RECREATION REQUIREMENTS	885,722	885,722	885,722
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FUND NARRATIVE

General Fund: Emergency Services (01-4000)

Responsible Manager/Title: Kevin Kreitman, City Manager

Functions and Responsibilities

- Provide effective emergency services to the community.
- Ensure adequate staffing is in place to match the demands of the growing community.
- Support the safety, administration, and regulatory needs of the citizens.
- Conduct an annual review of crimes and calls for service with the Linn County Sheriff's Office to ensure adequate support is provided.
- Maintain contract law enforcement, fire, emergency, and life safety services which are sufficient to meet the needs of our community.
- Maintain current fire/emergency staffing levels and evaluate need for increased staffing levels to meet growth demands in the future.
- Provide funding for Equipment Replacement Fund (to Albany Fire).
- Establish and review benchmarks for law enforcement, fire, and emergency response.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Safety	Dec-20	In Progress	Complete design of New Fire Station CIP#1004A
	Jan-21	Pending	Go to bid for construction of New Fire Station CIP#1004B
	Mar-21	Pending	Begin construction of a New Fire Station CIP#1004B

**CITY OF MILLERSBURG
GENERAL FUND - EMERGENCY SERVICES PROGRAM
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	EMERGENCY SERVICES PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
-	1,245,015	1,410,000	01-4301	CONTRACTED FIRE SERVICES	1,418,000	1,418,000	1,418,000
88,140	88,140	129,182	01-4302	LINN COUNTY CONTRACTED SHERIFF	134,010	134,010	134,010
-	4,296	7,000	01-4303	UTILITIES - FIRE STATION	8,000	8,000	8,000
-	8,652	-	01-4304	INSTALLATION OF TEMPORARY FACILITIES	-	-	-
-	88,456	3,000	01-4305	EQUIPMENT/FURNISHINGS FOR NEW STATION	2,000	2,000	2,000
-	-	2,000	01-4306	MAINTENANCE AND SUPPLIES	2,000	2,000	2,000
88,140	1,434,559	1,551,182		TOTAL MATERIALS & SERVICES	1,564,010	1,564,010	1,564,010
				CAPITAL OUTLAY			
-	35,000	35,000	01-4402	EQUIPMENT REPLACEMENT TO ALBANY	35,000	35,000	35,000
-	350,150	-	01-4403	TEMPORARY STATION	-	-	-
	-	310,000	01-4404	PERMANENT FIRE STATION DESIGN	315,000	315,000	315,000
			01-4405	FIRE FACILITY CONSTRUCTION	1,000,000	1,000,000	1,000,000
-	385,150	345,000		TOTAL CAPITAL OUTLAY	1,350,000	1,350,000	1,350,000
-	-	30,000	01-4601	CONTINGENCY	30,000	30,000	30,000
88,140	1,819,709	1,926,182		TOTAL EMERGENCY SERVICES PROGRAM EXPENDITURES	2,944,010	2,944,010	2,944,010

88,140	1,819,709	1,926,182		TOTAL EMERGENCY SERVICES EXPENDITURES	2,944,010	2,944,010	2,944,010
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Actual FY 2017-2018	Actual FY 2017-2018	Adopted FY 2019-2020	Account #	EMERGENCY SERVICES PROGRAM SUMMARY	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				RESERVE ACCOUNTS			
	-	2,709,000	01-4701	FIRE FACILITY CONSTRUCTION RESERVE	2,500,000	2,500,000	2,500,000
-	-	2,709,000		TOTAL EMERGENCY SERVICES PROGRAM RESERVE ACCOUNTS	2,500,000	2,500,000	2,500,000
-	-	2,709,000		TOTAL OTHER EMERGENCY SERVICES REQUIREMENTS	2,500,000	2,500,000	2,500,000

88,140	1,819,709	4,635,182		TOTAL EMERGENCY SERVICES REQUIREMENTS	5,444,010	5,444,010	5,444,010
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FUND NARRATIVE

General Fund: Building (01-5000)

Responsible Manager/Title: Kevin Kreitman, City Manager

Functions and Responsibilities

- Support the safety, administrative, and regulatory needs of our community.
- The City of Millersburg contracts with Linn County through an Intergovernmental Agreement for our building, plumbing, and electrical inspection services.
- Through this arraignment, the City of Millersburg processes building permits with Linn County issuing and inspecting per state building code requirements.
- As part of the agreement, the City collects all funds associated with permits issued through the City of Millersburg, with the City maintaining a portion of those receipts to cover personnel and material and supplies cost associated with the program.
- This fund identifies the pass-through costs to Linn County for the building permit process.
- This fund also contains construction excise taxes the City collects on behalf of Greater Albany Public School and transfers on a quarterly basis.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Development	Spring-21	Pending	Purchase of Software to Provide Millersburg Access to Linn County's Computerized Permitting Program

**CITY OF MILLERSBURG
GENERAL FUND - BUILDING PROGRAM
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	BUILDING PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
470,099	308,296	297,000	01-5331	PAYMENT TO GREATER ALBANY PUBLIC SCHOOL	223,000	223,000	223,000
562,600	379,614	340,000	01-5332	PAYMENT TO LINN COUNTY BUILDING DEPARTMENT	255,000	255,000	255,000
-	-	4,000	01-5333	BUILDING PERMITTING SOFTWARE	4,000	4,000	4,000
1,032,699	687,910	641,000		TOTAL MATERIALS & SERVICES	482,000	482,000	482,000
1,032,699	687,910	641,000		TOTAL BUILDING PROGRAM EXPENDITURES	482,000	482,000	482,000
1,032,699	687,910	641,000		TOTAL BUILDING PROGRAM REQUIREMENTS	482,000	482,000	482,000

FUND NARRATIVE

General Fund: Equipment Replacement (01-6000)

Responsible Manager/Title: Kevin Kreitman, City Manager

Functions and Responsibilities

- Provides an equipment replacement program to replace equipment, excluding storm, water, and sewer fund equipment, when the end of its useful life has been reached.
- Equipment will be replaced when it is determined that its age, operations, maintenance costs and condition, obsolescence and depreciation that it is no longer economical to keep in service. Referred to as the life expectancy or economic life of the equipment.
- Ideally, monies are transferred on an annual basis to the equipment replacement program based on the economic life, replacement cost, and estimated return on invested funds for each asset in the equipment replacement program. Estimates of remaining life useful life and replacement costs are updated each year.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Community Governance, Safety, Recreation	Winter-20	Ongoing	Develop and Update Equipment Replacement Schedule

**CITY OF MILLERSBURG
GENERAL FUND - EQUIPMENT REPLACEMENT PROGRAM
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	EQUIPMENT REPLACEMENT PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				CAPITAL OUTLAY			
	-	-	01-6401	IMPROVEMENTS (CITY HALL)	-	-	-
	-	-	01-6402	IMPROVEMENTS (CITY PARK)	-	-	-
	-	-	01-6403	VEHICLE (PARKS AND REC MAINTENANCE)	-	-	-
-	-	-		TOTAL CAPITAL OUTLAY	-	-	-
-	-	-		EQUIPMENT REPLACEMENT FUND EXPENDITURES	-	-	-

-	-	-		TOTAL EQUIPMENT REPLACEMENT PROGRAM EXPENDITURES	-	-	-
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Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	EQUIPMENT REPLACEMENT PROGRAM SUMMARY	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				RESERVE ACCOUNTS			
	-	50,000	01-6701	EQUIPMENT REPLACEMENT - (GENERAL FUND ADMIN)	\$ 51,250	\$ 51,250	\$ 51,250
	-	50,000	01-6702	EQUIPMENT REPLACEMENT - (GENERAL FUND PARKS AND REC EQUIPMENT)	\$ 51,250	\$ 51,250	\$ 51,250
-	-	100,000		TOTAL RESERVE ACCOUNTS	102,500	102,500	102,500
-	-	100,000		TOTAL OTHER EQUIPMENT REPLACEMENT PROGRAM REQUIREMENTS	102,500	102,500	102,500

-	-	100,000		TOTAL EQUIPMENT REPLACEMENT REQUIREMENTS	102,500	102,500	102,500
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FUND NARRATIVE

General Fund: Millersburg Celebration (01-7000)

Responsible Manager/Title: Janelle Booth, Assistant City Manager/City Engineer

Functions and Responsibilities

- To provide an annual community event celebrating the Millersburg community and recognizing the importance of our local business and industries.
- Provide support to the Celebration Committee.
- Provide financial support for the Millersburg Celebration.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Recreation	Sep-20	Ongoing	Provide resources and support for continuation of an annual celebration

**CITY OF MILLERSBURG
GENERAL FUND - MILLERSBURG CELEBRATION PROGRAM
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	MILLERSBURG CELEBRATION PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
	31,007	36,500	01-1326	CELEBRATION EXPENSES	30,000	30,000	30,000
-	31,007	36,500		TOTAL MATERIALS & SERVICES	30,000	30,000	30,000
-	31,007	36,500		TOTAL MILLERSBURG CELEBRATION EXPENDITURES	30,000	30,000	30,000

-	31,007	36,500		TOTAL MILLERSBURG CELEBRATION EXPENDITURES	30,000	30,000	30,000
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Actual FY 2017-2018	Actual FY 2017-2018	Adopted FY 2019-2020	Account #	MILLERSBURG CELEBRATION PROGRAM SUMMARY	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				RESERVE ACCOUNTS			
	-			CARRYOVER FROM PREVIOUS YEAR	-	-	-
-	-	-		TOTAL RESERVE ACCOUNTS	-	-	-
-	-	-		TOTAL OTHER MILLERSBURG CELEBRATION REQUIREMENTS	-	-	-

-	31,007	36,500		TOTAL MILLERSBURG CELEBRATION	30,000	30,000	30,000
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FUND NARRATIVE

Enterprise Fund: Streets (02)

Responsible Manager/Title: Janelle Booth, Assistant City Manager/City Engineer

Functions and Responsibilities

- Maintain our Transportation System Plan (TSP) to ensure City streets are designed and developed to accommodate future growth.
- Ensure the City street system is designed and maintained according to the TSP and appropriate safety requirements.
- Establish policies and projects which will address transportation needs for projected population growth and new development.
- Continually update and implement a proactive inspection and maintenance program for City streets.
- Provide a safe, adequate, and well-connected transportation system for all system users.
- Plan for public transportation systems as funding and opportunities allow.
- Enhance connectivity and provide a balanced multimodal transportation system for all travel modes, including pedestrian and bicycling.
- Promote economic development and mobility through the preservation of freight routes.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	July-20	Ongoing	SDC Study
	Aug-20	Ongoing	Surface Treatment Sweetwater and Morningstar Subdivisions CIP#2011
	Dec-20	Pending	Kathryn Lane Repair CIP#2006
	Sept-20	Ongoing	Woods Road Repair and Overlay CIP#2007
	Summer-20	Pending	Crack Sealing South Residential Area CIP#2014
	Summer-21	Pending	Woods Road Shared Use Path CIP#2039
	Summer-20	Pending	Beauty Strips Woods Road CIP#2045
	Winter-20	Pending	Property Evaluation for Development of Future Roads CIP#2010
	Spring-21	Pending	Fire Station and Industrial Property Access Road CIP#2050
	Summer-20	Ongoing	Thermoplastic Stop Bars and Legends CIP#2047

**CITY OF MILLERSBURG
STREET FUND 02
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	STREET PROGRAM RESOURCES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
299,307	416,713	779,156		BEGINNING FUND BALANCE	431,598	431,598	431,598
		12,600		BEGINNING FUND BALANCE BIKE/PED	14,250	14,250	14,250
			02-1121	INTEREST RECEIVED	43,799	43,799	43,799
6,149	34,531	30,000	02-1102	STREET PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	12,000	12,000	12,000
2,523	180,108	-	02-1103	TRANSFER FROM GENERAL FUND	-	-	-
-	10,000	-	02-1104	TRANSFER FROM STREET SYSTEM DEVELOPMENT CHARGES (SDC) FUND	-	-	-
120,539	150,326	200,000	02-1122	HIGHWAY USE TAX	200,000	165,000	165,000
	101,050	70,000	02-1126	STREET CONNECTION CHARGES	35,000	35,000	35,000
110,250	-	-	02-1123	MISC. STREET REVENUE	-	-	-
			02-1111	GRANT FOR WOODS ROAD CONSTRUCTION	91,000	91,000	91,000
	410,390	410,390		OTHER RESTRICTED FUNDS	437,500	437,500	437,500
538,768	1,303,118	1,502,146		TOTAL STREET PROGRAM RESOURCES	1,265,147	1,230,147	1,230,147

			Account #	STREET SDC PROGRAM RESOURCES			
1,323,748	1,371,755	1,823,732		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	2,192,649	2,192,649	2,192,649
446,592	340,032	283,360	02-2101	STREET SYSTEM DEVELOPMENT CHARGES (SDC) FEES	228,920	228,920	228,920
1,770,340	1,711,787	2,107,092		STREET SDC PROGRAM RESOURCES	2,421,569	2,421,569	2,421,569

		2517482		RESTRICTED FUNDS	2,859,069	2,859,069	2,859,069
		1091756		AVAILABLE RESOURCES	827,647	792,647	792,647
2,309,108	3,014,905	3,609,238		TOTAL STREET FUND RESOURCES	3,686,716	3,651,716	3,651,716

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	STREET PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
-	18,014	20,000	02-1301	CONSULTANTS ENGINEERING	50,000	50,000	50,000
-	22,490	30,000	02-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000	10,000	10,000
13,276	1,374	2,000	02-1311	MISCELLANEOUS	2,000	2,000	2,000
-	-	5,000	02-1314	SDC STUDY	1,000	1,000	1,000
-	17,531	25,000	02-1319	STREET SWEEPING	25,000	25,000	25,000
20,060	32,436	164,000	02-1322	STREET & ROAD REPAIR	148,000	148,000	148,000
96,820	35,117	42,000	02-1323	STREET LIGHTS POWER	42,000	42,000	42,000
-	8,770		02-1325	INSTALL BOLLARDS MORNINGSTAR AND PARKER	-	-	-
3,334	20,759	5,000	02-1329	SIGNS	5,000	5,000	5,000
133,490	156,491	293,000		TOTAL MATERIALS & SERVICES	283,000	283,000	283,000

**CITY OF MILLERSBURG
STREET FUND 02
FY 2020-2021**

				CAPITAL OUTLAY			
	17,905	75,000	02-1404	STREET CONSTRUCTION	181,000	181,000	245,500
-	13,543	15,000	02-1407	STREET LIGHTING CAPITAL IMPROVEMENTS	-	-	
-	4,610	-	02-1412	SERVICE VEHICLE			
-	-	25,000	02-1413	PROPERTY DEVELOPMENT FOR FUTURE ROADS	25,000	-	
-	-	-	02-1416	BIKE/PED PROJECTS	-	-	
-	-	158,269	02-1418	WOODS ROAD SHARED USE PATH	18,000	-	
-	36,058	273,269		TOTAL CAPITAL OUTLAY	224,000	181,000	245,500
				TRANSFERS			
-	74,600	78,829	02-1501	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	95,637	95,637	95,637
-	74,600	78,829		TOTAL TRANSFERS	95,637	95,637	95,637
				CONTINGENCY			
-	-	50,000	02-1601	OPERATING CONTINGENCY	50,000	50,000	50,000
133,490	267,149	695,098		TOTAL STREET PROGRAM EXPENDITURES	652,637	609,637	674,137

				STREET SDC PROGRAM EXPENDITURES			
				SDC-R	18,000	18,000	18,000
				SDC-I	710,000	710,000	710,000
124,044	-	205,000		TOTAL SDC CAPITAL OUTLAY	728,000	728,000	728,000
				TRANSFERS			
	10,000	-	02-2501	TRANSFER TO STREET FUND - BIKE/PED	-	-	-
	-	-	02-2503	TRANSFER TO STREET FUND - PROPERTY DEVELOPMENT FOR FUTURE ROADS	-	-	-
-	10,000	-		TOTAL TRANSFERS	-	-	-
124,044	10,000	205,000		TOTAL STREET SDC PROGRAM EXPENDITURES	728,000	728,000	728,000

257,535	277,149	900,098		TOTAL STREET FUND EXPENDITURES	1,380,637	1,337,637	1,402,137
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Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	STREET FUND SUMMARY	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				RESERVE ACCOUNTS			
			02-1710	STREETS CIP PROJECTS	\$ 2,306,079	\$ 2,314,079	\$ 2,249,579
90,140	-	90,140	02-2702	PERLENFEIN/ZUHLKE RESERVATION - RESTRICTED FUNDS	-		
320,250	-	320,250	02-2705	SUNIGA/MILLERSBURG DR RESERVATION - RESTRICTED FUNDS	-		
-	-	866,750	02-2707	MILLERSBURG DRIVE FULL STREET IMPROVEMENTS WEST OF WOODS	-		
-	-	1,432,000	02-2710	WOODS ROAD FULL STREET IMPROVEMENTS NORTH OF ALEXANDER	-		
-	-	-	02-2711	WOODS ROAD MULTI-USE PATH	-		
410,390	-	2,709,140		TOTAL RESERVE ACCOUNTS	2,306,079	2,314,079	2,249,579
1,641,183	2,737,756	-		UNAPPROPRIATED ENDING FUND BALANCE	(0)	-	-
2,051,573	2,737,756	2,709,140		TOTAL OTHER STREET FUND REQUIREMENTS	2,306,079	2,314,079	2,249,579

2,309,108	3,014,905	3,609,238		TOTAL STREET FUND REQUIREMENTS	3,686,716	3,651,716	3,651,716
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FUND NARRATIVE

Enterprise Fund: Storm Water (03)

Responsible Manager/Title: Janelle Booth, Assistant City Manager/City Engineer

Functions and Responsibilities

- To provide a safe and adequate storm water conveyance system for residents, businesses, and industries within the City.
- To evaluate the capacity of the existing conveyance system and plan for necessary capacity improvement projects.
- To inspect and maintain the conveyance system elements in a systematic way on a regular basis.
- To respond to storm water emergencies in a timely manner.
- To comply with all requirements of the TMDL permit, administered by Oregon DEQ.
- To project future needs, plan for future growth / expansion, and develop programs to address regulatory requirements while working toward a financially self-supporting utility.

Strategies/Actions

Strategic Priority

Target Date

Status

Goals/Objectives

Public Infrastructure

Fall-20

In Progress

SDC and Rate Study

Summer-21

Pending

North Tributary of Crooks Creek Improvements **CIP#3001**

Summer-21

Ongoing

MS4 Support and Legal Fees

Summer-20

Pending

Becker Ridge Detention Pond Modifications **CIP#3002**

Summer-20

Ongoing

Inspection and Cleaning of Catch Basins and Manholes

Summer-20

Pending

Clean and TV Pipe System

Summer-20

Pending

Brush Clearing Crooks Creek Basin

**CITY OF MILLERSBURG
STORMWATER FUND 03
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	STORMWATER FUND RESOURCES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
	-	36,000		BEGINNING FUND BALANCE	303,000	303,000	303,000
			03-1121	INTEREST RECEIVED	2,515	2,515	2,515
-	27,093	25,000	03-1102	STORMWATER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	6,000	6,000	6,000
-	209,800	417,661	03-1103	TRANSFER FROM GENERAL FUND	-	-	-
	-	40,000	03-1126	STORMWATER CONNECTION CHARGES	10,000	10,000	10,000

-	236,893	518,661		TOTAL STORMWATER FUND RESOURCES	321,515	321,515	321,515
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Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	STORMWATER FUND EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
-	1,560	20,000	03-1301	CONSULTANTS ENGINEERING	10,000	10,000	10,000
-	9,990	25,000	03-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000	10,000	10,000
-	23,737	40,000	03-1312	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPORT AND LEGAL FEES	30,000	30,000	30,000
-	-	10,000	03-1313	SYSTEM DEVELOPMENT CHARGES (SDC) AND RATE STUDY	1,000	1,000	1,000
-	61,804		03-1321	STORMWATER MASTER PLAN	-	-	-
-	20,171	122,000	03-1331	STORM DRAINS & DITCHES	120,000	120,000	120,000
-	-	2,000	03-1360	EDUCATION AND OUTREACH	1,000	1,000	1,000
-	117,262	219,000		TOTAL MATERIALS & SERVICES	172,000	172,000	172,000
				CAPITAL OUTLAY			
-	23,470		03-1402	FENCING DETENTION BASINS	-	-	-
	-	225,000	03-1422	STORMWATER CONSTRUCTION	39,000	39,000	39,000
-	23,470	225,000		TOTAL CAPITAL OUTLAY	39,000	39,000	39,000
				TRANSFERS			
-	51,800	54,661	03-1501	TRANSFER TO GENERAL FUND ADMINISTRATION PERSONNEL SERVICES	67,085	67,085	67,085
-	51,800	54,661		TOTAL TRANSFERS	67,085	67,085	67,085
				CONTINGENCY			
-	-	20,000	03-1601	OPERATING CONTINGENCY	20,000	20,000	20,000

-	192,532	518,661		TOTAL STORMWATER FUND EXPENDITURES	298,085	298,085	298,085
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**CITY OF MILLERSBURG
STORMWATER FUND 03
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	STORMWATER FUND SUMMARY	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				RESERVE ACCOUNTS			
			03-1710	CIP PROJECT LIST	23,430	23,430	23,430
-	-	-		TOTAL RESERVE ACCOUNTS	23,430	23,430	23,430
-	44,361	-		UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
-	44,361	-		TOTAL OTHER STREET FUND REQUIREMENTS	23,430	23,430	23,430
-	236,893	518,661		TOTAL STORMWATER FUND REQUIREMENTS	321,515	321,515	321,515

FUND NARRATIVE

Enterprise Fund: Sewer (04)

Responsible Manager/Title: Janelle Booth, Assistant City Manager/City Engineer

Functions and Responsibilities

- To provide a safe and adequate sewer collection system for residents, businesses, and industries within the City.
- Provide the funding mechanism for operational, treatment, capital, and legal costs associated with the wastewater collection and treatment systems held in joint ownership with the City of Albany.
- Financial participation in projects at the Water Reclamation Facility (WRF) and Talking Water Gardens (TWG) per agreements with the City of Albany.
- To comply with all requirements of the NPDES discharge permit, held by the City of Albany.
- To inspect and maintain the collection system on a systematic, regular basis.
- To respond to wastewater emergencies in a timely manner.
- To provide service for new customers in a timely manner.
- To project future needs and plan for future growth / expansion while maintaining a financially self-supporting utility.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Spring-20	In Progress	Burkhart Lift Station Pumps Replacement CIP#4007
	Spring-21	In Progress	WRF Solids Handling Design CIP#4009
	Spring-21	In Progress	Dewatering Equipment and Replacement Project CIP#4023
	Spring-21	Pending	Influent VFDS CIP#4024
	Fall-20	Ongoing	Sewer Rate and SDC Update
	Fall-20	Ongoing	MH Inspection – Remainder of System
	Spring-21	Ongoing	TV/Clean Pipes – Millersburg Drive (Crooks Creek) Basin
	Spring-21	Pending	Fire Station Old Salem Access Road Sewer CIP#4043

**CITY OF MILLERSBURG
SEWER ENTERPRISE UTILITY FUND 04
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	SEWER UTILITY ENTERPRISE PROGRAM FUND RESOURCES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
2,110,902	2,394,499	1,495,993		BEGINNING FUND BALANCE	1,554,964	1,554,964	1,554,964
			04-1121	INTEREST RECEIVED	21,253	21,253	21,253
	20,003	20,000	04-1102	SEWER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	7,000	7,000	7,000
	-	-	04-1103	TRANSFER FROM GENERAL FUND - ADMINISTRATION	-	-	-
934,415	839,251	865,000	04-1104	SEWER USER FEES	870,000	870,000	870,000
	-	31,500	04-1126	SEWER CONNECTION CHARGES	20,000	20,000	20,000
-	685,000		04-1106	TRANSFER FROM SEWER SYSTEM DEVELOPMENT CHARGES (SDC) FUND-	-	-	-
37,538	37,363	37,000	04-1116	DEQ WETLAND LOAN PAYMENTS FROM ALBANY	37,000	37,000	37,000
3,082,855	3,976,116	2,449,493		TOTAL SEWER PROGRAM RESOURCES	2,510,217	2,510,217	2,510,217

				SEWER SDC PROGRAM RESOURCES			
801,770	342,279	892,576		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	578,906	578,906	578,906
304,602	216,713	178,480	04-2101	SEWER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	179,960	179,960	179,960
1,106,372	558,992	1,071,056		TOTAL SEWER SDC PROGRAM RESOURCES	758,866	758,866	758,866

		1071056		RESTRICTED FUNDS (SDC'S)	758,866	758,866	758,866
		2449493		AVAILABLE RESOURCES	2,510,217	2,510,217	2,510,217
4,189,227	4,535,108	3,520,549		TOTAL SEWER UTILITY ENTERPRISE FUND RESOURCES	3,269,083	3,269,083	3,269,083

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	SEWER UTILITY ENTERPRISE PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
-	9,800	20,000	04-1301	CONSULTANTS - ENGINEERING	10,000	10,000	10,000
(2,435)	19,935	20,000	04-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	6,000	6,000	6,000
128,577	184,834	256,000	04-1304	O&M SEWER PLANT	200,000	200,000	200,000
68,393	93,971	198,000	04-1305	O&M COLLECTION SYSTEM	223,000	223,000	223,000
-	12,910		04-1313	RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY	5,000	5,000	5,000
-	14,232	50,000	04-1315	ALBANY-MILLERSBURG WATER RECLAMATION FACILITY LEGAL FEES	50,000	50,000	50,000
-	2,991		04-1318	MERCHANT FEES-	-	-	-
-	2,545		04-1327	POSTAGE-	-	-	-
55,432	32,967	10,000	04-1328	SEWER MISCELLANEOUS EXPENSES	10,000	10,000	10,000
249,967	374,184	554,000		TOTAL MATERIALS & SERVICES	504,000	504,000	504,000

**CITY OF MILLERSBURG
SEWER ENTERPRISE UTILITY FUND 04
FY 2020-2021**

				CAPITAL OUTLAY			
1,020,993	508,629	-	04-1403	MORNINGSTAR AND ATI PUMP STATION UPGRADES	-	-	-
-	71,369	60,000	04-1409	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJECTS	704,700	704,700	704,700
2,304	-	-	04-1414	SEWER LINE CONSTRUCTION	-	-	-
	-	50,000	04-1423	SEWER LIFT STATION UPGRADES	20,000	20,000	20,000
	13,830	-	04-1412	SERVICE VEHICLE	-	-	-
1,023,297	593,828	110,000		TOTAL CAPITAL OUTLAY	724,700	724,700	724,700
				DEBT SERVICE			
121,179	83,923	77,149	04-1804	INTEREST PAYMENT TO ALBANY	70,254	70,254	70,254
3,625	3,375	3,125	04-1806	INTEREST PAYMENT TO DEQ	2,875	2,875	2,875
124,804	87,298	80,274		TOTAL DEBT SERVICE	73,129	73,129	73,129
				TRANSFERS			
-	72,100	76,179	04-1501	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	92,718	92,718	92,718
-	64,800	97,323	04-1502	TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SERVICES	92,396	92,396	92,396
-	136,900	173,502		TOTAL TRANSFERS	185,114	185,114	185,114
				CONTINGENCY			
-	-	100,000	04-1601	OPERATING CONTINGENCY	100,000	100,000	100,000
1,398,068	1,192,210	1,017,776		TOTAL SEWER PROGRAM EXPENDITURES	1,586,943	1,586,943	1,586,943

				SEWER SDC PROGRAM EXPENDITURES			
			04-1801	SDC-R	292,000	292,000	292,000
			04-1803	SDC-I	205,000	205,000	205,000
333,330	350,103	355,377		TOTAL SDC EXPENDITURES	497,000	497,000	497,000
				TRANSFERS			
-	-	-	04-2510	TRANSFER TO SEWER UTILITY FUND FOR DEBT SERVICE TO ALBANY	-	-	-
-	-	-	04-2515	TRANSFER TO SEWER UTILITY FUND FOR MORNINGSTAR AND ATI PUMP STATION UPGRADES	-	-	-
-	-	-	04-2520	TRANSFER TO SEWER UTILITY FUND FOR SEWER LINE IN WOODS ROAD NORTH OF SONORA	-	-	-
-	-	-		TOTAL TRANSFERS	-	-	-
333,330	350,103	355,377		TOTAL SEWER SDC PROGRAM EXPENDITURES	497,000	497,000	497,000

1,731,398	1,542,313	1,373,153		TOTAL SEWER UTILITY ENTERPRISE FUND EXPENDITURES	2,083,943	2,083,943	2,083,943
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**CITY OF MILLERSBURG
SEWER ENTERPRISE UTILITY FUND 04
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	SEWER ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				RESERVE ACCOUNTS			
		2,147,396	04-1710	CIP PROJECT LIST	\$ 1,185,140	\$ 1,185,140	\$ 1,185,140
-	-	2,147,396		TOTAL RESERVE ACCOUNTS	1,185,140	1,185,140	1,185,140
2,457,829	2,992,794	0		UNAPPROPRIATED ENDING FUND BALANCE	-	-	0
2,457,829	2,992,794	2,147,396		TOTAL OTHER SEWER FUND REQUIREMENTS	1,185,140	1,185,140	1,185,140
4,189,227	4,535,108	3,520,549		TOTAL SEWER FUND REQUIREMENTS	3,269,083	3,269,083	3,269,083

FUND NARRATIVE

Enterprise Fund: Water (05)

Responsible Manager/Title: Janelle Booth, Assistant City Manager/City Engineer

Functions and Responsibilities

- To provide a safe and adequate supply of potable water to residents, businesses, and industries in the City.
- Provides the funding mechanism for operational, treatment, capital, and legal costs associated with the water distribution system and the treatment system held in joint ownership with the City of Albany.
- Financial participation in projects at the Albany-Millersburg Water Treatment and Storage Facilities per the agreements with the City of Albany.
- To maintain a direct responsible control (DRC) license holder for the water distribution system, in accordance with requirements of the Oregon Health Authority (OHA).
- To meet all requirements of the OHA Drinking Water Services for sampling, reporting, and notification.
- To respond to water emergencies in a timely manner.
- To maintain the system to meet fire insurance rating requirement.
- To provide service for new customers in a timely manner.
- To project future needs and plan for future growth / expansion while maintaining a financially self-supporting utility.
- Provide hydrant meters for approved hydrant water uses (construction, street sweeping, etc.).
- To meet the requirements of the Water Management and Conservation Plan, including an annual water audit, leak detection program, and meter testing program.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Fall-20	Ongoing	SDC and Rate Study
	Summer-20	Pending	A-M WTP Reservoir Inspection, Cleaning, and Valve Replacement CIP#5008
	Summer-20	Pending	Large Meter Replacement CIP#5009
	Spring-21	Pending	Fire Station and Industrial Property Access Road Water Main CIP#5015

**CITY OF MILLERSBURG
WATER ENTERPRISE UTILITY FUND 05
FY 2020-2021**

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	WATER UTILITY ENTERPRISE FUND RESOURCES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
748,853	734,303	445,921		BEGINNING FUND BALANCE	1,044,000	1,044,000	1,044,000
			05-1121	INTEREST RECEIVED	33,099	33,099	33,099
3,239	16,357	15,000	05-1102	WATER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	7,000	7,000	7,000
	50,884	50,000	05-1105	WATER SERVICE INSTALLATION	20,000	20,000	20,000
876,366	893,129	850,000	05-1106	WATER USER FEES	900,000	900,000	900,000
	-	22,000	05-1126	WATER CONNECTION CHARGES	10,000	10,000	10,000
	2,682,000	-	05-1199	LOAN PROCEEDS	-	-	-
1,628,459	4,376,673	1,382,921		TOTAL WATER PROGRAM RESOURCES	2,014,099	2,014,099	2,014,099

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	WATER SDC PROGRAM RESOURCES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
1,010,431	1,243,237	1,284,119		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	949,925	949,925	949,925
295,832	216,787	153,680	05-2101	WATER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	119,400	119,400	119,400
1,306,263	1,460,024	1,437,799		TOTAL WATER SDC PROGRAM RESOURCES	1,069,325	1,069,325	1,069,325

		1,437,799		RESTRICTED FUNDS (SDC'S)	1,069,325	1,069,325	1,069,325
		1,382,921		AVAILABLE RESOURCES	2,014,099	2,014,099	2,014,099
2,934,722	5,836,697	2,820,720		TOTAL WATER UTILITY ENTERPRISE FUND RESOURCES	3,083,424	3,083,424	3,083,424

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	WATER UTILITY ENTERPRISE FUND EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
-	3,418	20,000	05-1301	CONSULTANT - ENGINEERING	10,000	10,000	10,000
-	19,935	15,000	05-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	6,000	6,000	6,000
124,063	152,952	104,000	05-1304	OPERATION & MAINTENANCE (O&M) TRANSMISSION LINES	119,000	119,000	119,000
338,773	241,430	350,000	05-1305	OPERATION & MAINTENANCE (O&M) WATER TREATMENT PLANT	300,000	300,000	300,000
-	9,605	10,000	05-1307	OMI SERVICES FOR DIRECT RESPONSIBLE CHARGE (DRC) WATER SYSTEM OPERATOR	10,000	10,000	10,000
-	8,382		05-1310	LEAK DETECTION	-	-	-
-	12,617		05-1313	RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY	-	-	-
-	47,520		05-1318	MERCHANT FEES	-	-	-
-	2,545		05-1327	POSTAGE	-	-	-
462,836	498,404	499,000		TOTAL MATERIALS & SERVICES	445,000	445,000	445,000

**CITY OF MILLERSBURG
WATER ENTERPRISE UTILITY FUND 05
FY 2020-2021**

				CAPITAL OUTLAY			
-	-	30,000	05-1405	WATER LINE CONSTRUCTION	30,000	30,000	30,000
40,882	21,143	175,000	05-1408	WATER RECLAMATION PLANT CAPITAL PROJECTS	75,000	75,000	75,000
-	13,830		05-1412	SERVICE VEHICLE	-	-	-
40,882	34,973	205,000		TOTAL CAPITAL OUTLAY	105,000	105,000	105,000
				DEBT SERVICE			
158,863	63,627	67,251	05-1806	INTEREST ON LOAN	56,811	56,811	56,811
158,863	63,627	67,251		TOTAL DEBT SERVICE	56,811	56,811	56,811
				TRANSFERS			
-	78,900	83,387	05-1501	TRANSFER TO GENERAL FUND ADMINISTRATION - PERSONNEL SERVICES	96,030	96,030	96,030
-	64,800	97,323	05-1502	TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SUPPLIES	92,396	92,396	92,396
-	143,700	180,710		TOTAL TRANSFERS	188,426	188,426	188,426
				CONTINGENCY			
-	-	100,000	05-1601	OPERATING CONTINGENCY	100,000	100,000	100,000
662,581	740,703	1,051,961		TOTAL WATER PROGRAM EXPENDITURES	895,237	895,237	895,237

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	WATER SDC PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
294,601	2,999,742	360,000	05-1802	SDC-R	369,000	369,000	369,000
			05-1803	SDC-I	104,000	104,000	104,000
294,601	2,999,742	360,000		TOTAL SDC EXPENDITURES	473,000	473,000	473,000
				TRANSFERS			
	-		05-2502	TRANSFER TO WATER UTILITY FUND FOR DEBT SERVICE TO ALBANY	-	-	-
-	-	-		TOTAL TRANSFERS	-	-	-
294,601	2,999,742	360,000		TOTAL WATER SDC PROGRAM EXPENDITURES	473,000	473,000	473,000

957,182	3,740,445	1,411,961		TOTAL WATER UTILITY ENTERPRISE FUND EXPENDITURES	1,368,237	1,368,237	1,368,237
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Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	WATER ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				RESERVE ACCOUNTS			
		1,408,759	05-1710	CIP PROJECT LIST	\$ 1,715,187	\$ 1,715,187	\$ 1,715,187
-	-	1,408,759		TOTAL RESERVE ACCOUNTS	1,715,187	1,715,187	1,715,187
1,977,540	2,096,252	0		UNAPPROPRIATED ENDING FUND BALANCE	-	-	0
1,977,540	2,096,252	1,408,759		TOTAL OTHER WATER FUND REQUIREMENTS	1,715,187	1,715,187	1,715,187

2,934,722	5,836,697	2,820,720		TOTAL WATER FUND REQUIREMENTS	3,083,424	3,083,424	3,083,424
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RESOLUTION 2020-08

A RESOLUTION ADOPTING THE 2020-2021 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES FOR FISCAL YEAR 2020-2021

ADOPTING THE BUDGET

BE IT RESOLVED, that the City Council of the City of Millersburg hereby adopts the budget for fiscal year 2020-2021 in a total of \$ 22,194,185 now on file at City Hall.

MAKING APPROPRIATIONS

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2020 and for the purposes shown below, are hereby appropriated.


	Proposed	Approved	Adopted
GENERAL FUND	6,190,774	6,190,774	6,190,774
ADMINISTRATION	1,637,764	1,637,764	1,637,764
PARKS AND RECREATION	147,000	147,000	147,000
PARKS AND RECREATION SDC	350,000	350,000	350,000
EMERGENCY SERVICES	2,914,010	2,914,010	2,914,010
BUILDING	482,000	482,000	482,000
EQUIPMENT REPLACEMENT	-	-	-
CELEBRATION	30,000	30,000	30,000
CONTINGENCY	630,000	630,000	630,000
STREET FUND	1,380,637	1,337,637	1,402,137
MATERIALS & SERVICES	283,000	283,000	283,000
CAPITAL OUTLAY	952,000	909,000	973,500
TRANSFERS	95,637	95,637	95,637
CONTINGENCY	50,000	50,000	50,000
STORMWATER FUND	298,085	298,085	298,085
MATERIALS & SERVICES	172,000	172,000	172,000
CAPITAL OUTLAY	39,000	39,000	39,000
TRANSFERS	67,085	67,085	67,085
CONTINGENCY	20,000	20,000	20,000
SEWER ENTERPRISE UTILITY FUND	2,083,943	2,083,943	2,083,943
MATERIALS & SERVICES	504,000	504,000	504,000
CAPITAL OUTLAY	861,700	861,700	861,700
DEBT SERVICE	433,129	433,129	433,129
TRANSFERS	185,114	185,114	185,114
CONTINGENCY	100,000	100,000	100,000
WATER ENTERPRISE UTILITY FUND	1,368,237	1,368,237	1,368,237
MATERIALS & SERVICES	445,000	445,000	445,000
CAPITAL OUTLAY	209,000	209,000	209,000
DEBT SERVICE	425,811	425,811	425,811
TRANSFERS	188,426	188,426	188,426
CONTINGENCY	100,000	100,000	100,000
Total 2020-2021 Appropriated Funds	11,321,676	11,278,676	11,343,176
Total Unappropriated Funds	2,695,950	2,695,951	2,686,451
Total Reserve Funds	8,221,058	8,229,058	8,164,558
Total 2020-2021 Adopted Budget	22,238,684	22,203,684	22,194,185

IMPOSING AND CATERGORIZING TAXES

BE IT RESOLVED, that the City Council of the City of Millersburg hereby imposes the taxes provided for in the adopted budget in the amount, or at the rate, per \$1,000 of assessed value of \$3.50 for operations, and that these taxes are hereby imposed and categorized for purposes of Article XI Section 11b for tax year 2020-2021 upon the assessed value of all taxable property within the City.

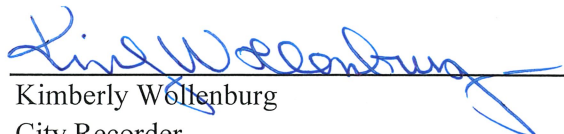
General Fund \$3.50/\$1,000 - General Government Limitation

Resolved and adopted by the Council this 9th day of June, 2020.



Jim Lepin, Mayor
City of Millersburg

ATTEST:



Kimberly Wollenburg
City Recorder

