

CITY OF MILLERSBURG

2019-2020 ADOPTED BUDGET



CITY OF
Millersburg

A COMMUNITY LINKING
AGRICULTURE AND INDUSTRY

Linn County, Oregon



CITY OF MILLERSBURG

4222 NE Old Salem Road
Albany Oregon, 97321
(541) 928-4523
www.cityofmillersburg.org

2019-2020 BUDGET CALENDAR

Target Dates	Action Items
March 11, 2019	Appoint Budget Officer for 2019-2020
April 20, 2019	Publish Notice of Budget Meetings on website and newspaper (5-30 days prior to the meeting)
April 30, 2019	First Budget Committee Meeting Elect Chair Deliver budget message
May 15, 2019	Second Budget Committee Meeting, Public Hearing
May 20, 2019	Publish Notice of Budget hearing and financial summary on website and newspaper (5-30 days prior to hearing)
June 11, 2019	City Council - Hold Budget Public Hearing Adoption of resolution: Adopt Budget Appropriate Budget Levy Taxes
June 25, 2019	Submit Appropriation Resolution

RESOLUTION 2019-12

A RESOLUTION ADOPTING THE 2019-2020 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES FOR FISCAL YEAR 2019-2020

ADOPTING THE BUDGET

BE IT RESOLVED, that the City Council of the City of Millersburg hereby adopts the budget for fiscal year 2019-2020 in a total \$ 21,133,620 now on file at City Hall.

MAKING APPROPRIATIONS

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2019, and for the purposes shown below, are hereby appropriated.

	Proposed	Approved	Adopted
GENERAL FUND	5,351,521	5,417,594	5,417,594
STREET FUND	731,829	890,098	900,098
STORMWATER FUND	508,661	508,661	518,661
SEWER ENTERPRISE UTILITY FUND	1,363,153	1,363,153	1,373,153
WATER ENTERPRISE UTILITY FUND	1,406,961	1,406,961	1,411,961
Total 2019-2020 Appropriated Funds	9,362,124	9,586,466	9,621,466
Total Unappropriated Funds	1,816,232	1,808,059	1,786,059
Total Reserve Funds	9,862,364	9,704,095	9,726,095
Total 2019-2020 Adopted Budget	21,040,720	21,098,620	21,133,620

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 2019-2020 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 11th day of June, 2019.



Jim Lepin, Mayor
City of Millersburg

ATTEST:


Kimberly Wollensburg
City Recorder

Budget Account Number Layout

GENERAL FUND

<u>GENERAL FUND ADMINISTRATION</u>	<u>01-1000</u>
PROGRAM RESOURCES	01-1100
PERSONNEL SERVICES	01-1200
MATERIALS & SERVICES	01-1300
CAPITAL OUTLAY	01-1400
TRANSFERS	01-1500
CONTINGENCY	01-1600
RESERVE ACCOUNTS	01-1700

<u>GENERAL FUND - PARKS AND REC</u>	<u>01-2000</u>
PROGRAM RESOURCES	01-2100
MATERIALS & SERVICES	01-2300
CAPITAL OUTLAY	01-2400

<u>GENERAL FUND - PARKS AND REC SDC</u>	<u>01-3000</u>
PROGRAM RESOURCES	01-3100
CAPITAL OUTLAY	01-3400
TRANSFERS	01-3500
RESERVE ACCOUNTS	01-3700

<u>GENERAL FUND - EMERGENCY SERVICES</u>	<u>01-4000</u>
PROGRAM RESOURCES	01-4100
MATERIALS & SERVICES	01-4300
CAPITAL OUTLAY	01-4400
CONTINGENCY	01-4600
RESERVE ACCOUNTS	01-4700

<u>GENERAL FUND - BUILDING</u>	<u>01-5000</u>
PROGRAM RESOURCES	01-5100
MATERIALS & SERVICES	01-5300

<u>GENERAL FUND - EQUIPMENT REPLACEMENT</u>	<u>01-6000</u>
PROGRAM RESOURCES	01-6100
CAPITAL OUTLAY	01-6400
RESERVE ACCOUNTS	01-6700

STREET FUND

<u>STREET</u>	<u>02-1000</u>
PROGRAM RESOURCES	02-1100
MATERIALS & SERVICES	02-1300
CAPITAL OUTLAY	02-1400
TRANSFERS	02-1500
CONTINGENCY	02-1600

<u>STREET SDC</u>	<u>02-2000</u>
PROGRAM RESOURCES	02-2100
CAPITAL OUTLAY	02-2400
RESERVE ACCOUNTS	02-2700

STORMWATER FUND

<u>STORMWATER</u>	<u>03-1000</u>
FUND RESOURCES	03-1100
MATERIALS & SERVICES	03-1300
CAPITAL OUTLAY	03-1400
TRANSFERS	03-1500
CONTINGENCY	03-1600
RESERVE ACCOUNTS	03-1700

SEWER FUND

<u>SEWER ENTERPRISE UTILITY</u>	<u>04-1000</u>
PROGRAM RESOURCES	04-1100
MATERIALS & SERVICES	04-1300
CAPITAL OUTLAY	04-1400
TRANSFERS	04-1500
CONTINGENCY	04-1600
RESERVE ACCOUNTS	04-1700
DEBT SERVICE	04-1800

<u>SEWER SDC</u>	<u>04-2000</u>
PROGRAM RESOURCES	04-2100
CAPITAL OUTLAY	04-2400
TRANSFERS	04-2500
RESERVE ACCOUNTS	04-2700

Budget Account Number Layout

WATER FUND

<u>WATER UTILITY ENTERPRISE</u>	<u>05-1000</u>
PROGRAM RESOURCES	05-1100
MATERIALS & SERVICES	05-1300
CAPITAL OUTLAY	05-1400
TRANSFERS	05-1500
CONTINGENCY	05-1600
RESERVE ACCOUNTS	05-1700
DEBT SERVICE	05-1800

<u>WATER SDC</u>	<u>05-2000</u>
PROGRAM RESOURCES	05-2100
CAPITAL OUTLAY	05-2400
TRANSFERS	05-2500
RESERVE ACCOUNTS	05-2700

**CITY OF MILLERSBURG
GENERAL FUND - SUMMARY
FY 2019-2020**

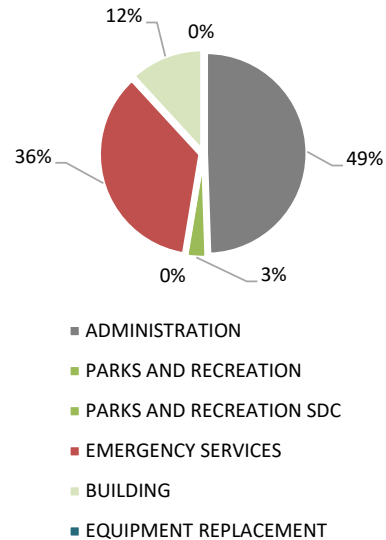
GENERAL FUND RESOURCES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
ADMINISTRATION	9,248,252	9,306,152	9,306,152
PARKS AND RECREATION	6,000	6,000	6,000
PARKS AND RECREATION SDC	651,800	651,800	651,800
EMERGENCY SERVICES	500	500	500
BUILDING	700,000	700,000	700,000
EQUIPMENT REPLACEMENT	-	-	-
TOTAL GENERAL FUND RESOURCES	10,606,552	10,664,452	10,664,452

GENERAL FUND EXPENDITURES BY PROGRAM	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
ADMINISTRATION	2,663,112	2,680,412	2,680,412
PARKS AND RECREATION	155,000	170,000	170,000
PARKS AND RECREATION SDC	-	-	-
EMERGENCY SERVICES	1,892,409	1,926,182	1,926,182
BUILDING	641,000	641,000	641,000
EQUIPMENT REPLACEMENT	-	-	-
TOTAL GENERAL FUND EXPENDITURES	5,351,521	5,417,594	5,417,594

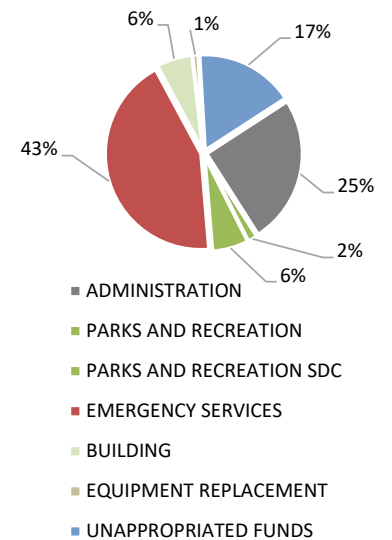
GENERAL FUND EXPENSE BY OBJECT	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
PERSONNEL SERVICES			
ADMINISTRATION	684,526	684,526	684,526
TOTAL PERSONNEL SERVICES	684,526	684,526	684,526
MATERIALS & SERVICES			
ADMINISTRATION	747,925	765,225	765,225
PARKS AND RECREATION	100,000	115,000	115,000
EMERGENCY SERVICES	1,517,409	1,551,182	1,551,182
BUILDING	641,000	641,000	641,000
TOTAL MATERIALS & SERVICES	3,006,334	3,072,407	3,072,407
CAPITAL OUTLAY			
ADMINISTRATION	213,000	213,000	213,000
PARKS AND RECREATION	55,000	55,000	55,000
PARKS AND RECREATION SDC	-	-	-
EMERGENCY SERVICES	345,000	345,000	345,000
EQUIPMENT REPLACEMENT	-	-	-
TOTAL CAPITAL OUTLAY	613,000	613,000	613,000
TRANSFERS			
ADMINISTRATION	417,661	417,661	417,661
TOTAL TRANSFERS	417,661	417,661	417,661
CONTINGENCY			
ADMINISTRATION	600,000	600,000	600,000
EMERGENCY SERVICES	30,000	30,000	30,000
TOTAL CONTINGENCIES	630,000	630,000	630,000
TOTAL GENERAL FUND EXPENDITURES	5,351,521	5,417,594	5,417,594

OTHER GENERAL FUND REQUIREMENTS	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
RESERVE ACCOUNT TOTALS			
PARKS AND RECREATION SDC	651,800	651,800	651,800
EMERGENCY SERVICES	2,709,000	2,709,000	2,709,000
EQUIPMENT REPLACEMENT	100,000	100,000	100,000
UNAPPROPRIATED ENDING FUND BALANCE	1,794,232	1,786,058	1,786,058
TOTAL RESERVE AND UNAPPROPRIATED FUNDS	5,255,032	5,246,858	5,246,858
TOTAL GENERAL FUND REQUIREMENTS	10,606,552	10,664,452	10,664,452

Adopted Expenses FY 19-20



Adopted Total Budget FY 19-20



**CITY OF MILLERSBURG
GENERAL FUND RESOURCES
FY 2019-2020**

Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	ADMINISTRATION PROGRAM RESOURCES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
4,348,412	5,179,723	5,179,723		BEGINNING FUND BALANCE	5,389,305	5,389,305	5,389,305
-		317,579		PROJECTED CARRYOVER FROM 2018-2019	200,000	200,000	200,000
724,327	782,233	1,639,075	01-1101	CURRENT YEAR TAX LEVY	1,795,646	1,795,646	1,795,646
-	-	407,000	01-1103	TRANSFER FROM STREET, STORMWATER, AND ENTERPRISE FUNDS	487,701	487,701	487,701
-	-	74,600		STREET FUND	78,829	78,829	78,829
-	-	51,800		STORMWATER FUND	54,661	54,661	54,661
-	-	136,900		SEWER FUND	173,502	173,502	173,502
-	-	143,700		WATER FUND	180,710	180,710	180,710
12,200	21,281	20,000	01-1106	LAND USE FEE	23,000	23,000	23,000
1,842	10,397	1,000	01-1107	MISCELLANEOUS REVENUE	10,000	10,000	10,000
75	3,100	500	01-1108	CITY HALL RENTAL FEES	-	-	-
62,224	84,634	62,000	01-1109	RENTAL PROPERTY INCOME	-	53,400	53,400
20,000	-	-	01-1111	GRANT	-	-	-
31,275	33,913	23,000	01-1112	STATE REVENUE SHARING	45,000	45,000	45,000
881,770	919,647	950,500	01-1113	FRANCHISE FEES	981,800	981,800	981,800
43,527	44,791	50,000		REPUBLIC SERVICES	54,000	54,000	54,000
20,500	39,558	43,000		NW NATURAL GAS	43,000	43,000	43,000
5,434	4,089	5,500		CENTURY LINK	4,000	4,000	4,000
788,477	803,475	825,000		PACIFIC POWER	840,000	840,000	840,000
23,832	27,734	27,000		COMCAST CABLE	40,000	40,000	40,000
-	-	-		LIGHTSPEED	800	800	800
60	75	60	01-1114	LIQUOR LICENSES	100	100	100
-	11,600	-	01-1115	MILLERSBURG CELEBRATION	20,000	24,500	24,500
2,322	2,379	2,500	01-1117	CIGARETTE TAXES	2,700	2,700	2,700
25,270	28,546	27,000	01-1118	LIQUOR TAXES	43,000	43,000	43,000
93,106	200,876	200,000	01-1121	INTEREST RECEIVED	250,000	250,000	250,000
6,202,883	7,278,403	8,829,937		TOTAL ADMINISTRATION PROGRAM RESOURCES	9,248,252	9,306,152	9,306,152

				PARKS AND RECREATION PROGRAM RESOURCES			
7,360	7,395	5,000	01-2102	PARK SHELTER USER FEES	6,000	6,000	6,000
-	-	151,000	01-2103	TRANSFER FROM GENERAL FUND - ADMINISTRATION	-	-	-
-	-	50,000	01-2104	TRANSFER FROM GENERAL FUND - PARKS AND REC SDC	-	-	-
7,360	7,395	206,000		TOTAL PARKS AND RECREATION PROGRAM RESOURCES	6,000	6,000	6,000

				PARKS AND RECREATION SDC PROGRAM RESOURCES			
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**CITY OF MILLERSBURG
GENERAL FUND RESOURCES
FY 2019-2020**

-	316,000	576,433		BEGINNING PARK SYSTEM DEVELOPMENT CHARGES (SDC) PROGRAM BALANCE	555,800	555,800	555,800
-	-	132,580		BEGINNING SDC-R BALANCE	127,834	127,834	127,834
-	-	443,853		BEGINNING SDC-I BALANCE	433,524	433,524	433,524
130,800	151,200	150,000	01-3101	PARK SYSTEM DEVELOPMENT CHARGES (SDC) FEES	96,000	96,000	96,000
-	-	34,500		PARK SDC-R FEES	22,080	22,080	22,080
-	-	115,500		PARK SDC-I FEES	74,880	74,880	74,880
130,800	467,200	726,433		TOTAL PARKS AND RECREATION SDC PROGRAM RESOURCES	651,800	651,800	651,800

				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	-	-	-
180	1,326	750	01-4103	JUSTICE COURT	500	500	500
180	1,326	4,132,300		TOTAL EMERGENCY SERVICES PROGRAM RESOURCES	500	500	500

				BUILDING PROGRAM RESOURCES			
333,316	415,367	360,000	01-5101	CONSTRUCTION EXCISE TAX	300,000	300,000	300,000
470,594	604,654	450,000	01-1119	BUILDING PERMIT FEES	400,000	400,000	400,000
-	-	380,000	01-5102	TRANSFER FROM GENERAL FUND FOR LINN COUNTY BUILDING PERMITS	-	-	-
803,910	1,020,021	740,000		TOTAL BUILDING PROGRAM RESOURCES	700,000	700,000	700,000

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

130,800	467,200	726,433		RESTRICTED FUNDS (SDC'S)	651,800	651,800	651,800
7,014,333	8,307,145	13,908,237		AVAILABLE RESOURCES	9,954,752	10,012,652	10,012,652
7,145,133	8,774,345	14,634,670		TOTAL GENERAL FUND RESOURCES	10,606,552	10,664,452	10,664,452

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	Dec-19	Pending	Council Chambers Modifications CIP#1002
	Ongoing	In Progress	Improve Website Organization and Usability
	Sep-19	Pending	Repair of Concrete Panel and Sidewalk Extension City Hall CIP#1005
	Sep-19	Pending	Fiber to City Hall
Development	Jan-19	In Progress	Partner with LEDG for the Development of City Industrial Properties
	Aug-19	In Progress	Update City Land Use Development Code
	Aug-19	Pending	Consider Expansion of UGB
	Jan-21	Pending	Update City Comprehensive Plan
Community Governance/Public Infrastructure	Jul-19	Pending	Purchase New Financial, Utility Billing Software

CAPITAL OUTLAY REQUESTS
General Fund: General Fund (01-1000)

PROJECT NAME: Plotter

FUND NUMBER: 01

LINE ITEM TO BE CHARGED: 01-1420

PROPOSED BUDGET YEAR: 2019-2020

Description:

Purchase of wide base 36" plotter.

Discussion

This will allow us the ability to print large format maps, designs, diagrams, and documents. This will also provide the ability to print projects we have designed with our AutoCAD program.

Project Cost:

Plotter	\$9,000
TOTAL PROJECT COST	\$9,000

PROJECT NAME: City Hall Fiber

FUND NUMBER: 01

LINE ITEM TO BE CHARGED: 01-1419

PROPOSED BUDGET YEAR: 2019-2020

Description:

This project will provide high speed fiber to City Hall.

Discussion

Our current internet service provided by Comcast has limited upload speeds which has created issues with our internet reliability and negatively affects our utility billing and financial software systems. Installation of the proposed fiber would provide for upload and download speeds at 100 Mbps, compared to our current download speeds of approximately 58 Mbps and upload speeds of 18 Mbps, received from Comcast. The upload speeds are what create the biggest challenge for us when uploading billing and other information required of our Utility Billing Software which results in errors and data corruption requiring significant staff time to correct. Additionally, our data for daily operations is stored on servers located at the Council of Governments (CoG) in which our upload speed can have impact on when back-ups of our data occur. Finally, we are in need of updating our phone system and the upgrade to new fiber offers us the ability to move to Voice Over Internet Protocol (VOIP) for the new phone system.

Project Cost:

Fiber into City Hall	\$14,000
TOTAL PROJECT COST	\$14,000

**CITY OF MILLERSBURG
GENERAL FUND - ADMINISTRATION PROGRAM
FY 2019-2020**

Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	ADMINISTRATION PROGRAM EXPENDITURES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				PERSONNEL SERVICES			
34,615	100,593	72,000	01-1200	CITY MANAGER	75,600	75,600	75,600
	-	123,600	01-1201	ASSISTANT CITY MANAGER / CITY ENGINEER	129,780	129,780	129,780
92,559	59,512	66,250	01-1202	CITY RECORDER	70,225	70,225	70,225
	76,819		01-1203	DEVELOPMENT COORDINATOR			
50,899	51,513	57,050	01-1204	DEPUTY CITY RECORDER	60,473	60,473	60,473
2,439	3,411	-	01-1205	OFFICE ASSISTANT			
56,972	61,381	57,000	01-1206	MAINTENANCE SUPERVISOR	60,420	60,420	60,420
42,314	43,517	42,000	01-1207	MAINTENANCE ASSISTANT	44,520	44,520	44,520
	-	40,000	01-1208	OVERTIME	25,000	25,000	25,000
19,909	35,474	32,900	01-1209	PAYROLL TAXES	35,532	35,532	35,532
29,350	63,482	75,500	01-1210	PERS	80,030	80,030	80,030
39,523	74,776	85,000	01-1211	MEDICAL INSURANCE	89,250	89,250	89,250
1,741	1,489	3,200	01-1212	DISABILITY INSURANCE	3,424	3,424	3,424
3,560	5,364	-	01-1213	SUPPLEMENTAL MEDICAL INSURANCE			
8,578	6,114	9,600	01-1214	DENTAL & VISION INSURANCE	10,272	10,272	10,272
382,459	583,445	664,100		TOTAL PERSONNEL SERVICES	684,526	684,526	684,526
				MATERIALS & SERVICES			
13,023	1,565	20,000	01-1302	ACCOUNTING & AUDIT	20,000	20,000	20,000
	293	500	01-1306	BIDS PUBLICATION	1,000	1,000	1,000
6,407	18,180	30,000	01-1308	BONDING & INSURANCE	30,000	30,000	30,000
12,674	18,755	22,000	01-1309	CITY HALL MAINTENANCE & SUPPLIES	22,000	22,000	22,000
69,575	85,300	80,000	01-1316	CITY ATTORNEY	155,000	-	-
10,229	11,788	15,000	01-1317	CITY HALL UTILITIES	32,200	32,200	32,200
				ELECTRIC	17,600	17,600	17,600
				TELEPHONE	7,800	7,800	7,800
				INTERNET (FIBER)	6,000	6,000	6,000
				GARBAGE	800	800	800
	-	2,000	01-1318	MERCHANT FEES	2,500	2,500	2,500
7,245	26,528	40,000	01-1320	COMMUNITY SUPPORT	29,800	22,600	22,600
		1,000		MEALS ON WHEELS	1,100	1,100	1,100
		17,500		ABC HOUSE	10,000	5,000	5,000
		400		CLOVER RIDGE	200	-	-
		10,000		ALBANY BOYS AND GIRLS CLUB	10,000	5,000	5,000
		3,000		LINN COUNTY FAIR AND EXPO	5,000	3,000	3,000
		3,000		NW ART AND AIR FESTIVAL	2,500	2,500	2,500
		6,100		MISCELLANEOUS	1,000	6,000	6,000
1,680	1,365	3,000	01-1324	CALL-A-RIDE	3,000	3,000	3,000
	-	10,000	01-1326	MILLERSBURG CELEBRATION	12,000	36,500	36,500

**CITY OF MILLERSBURG
GENERAL FUND - ADMINISTRATION PROGRAM
FY 2019-2020**

	-	1,000	01-1327	POSTAGE AND SHIPPING	1,100	1,100	1,100
	91	10,000	01-1330	MATERIALS & SUPPLIES	15,000	15,000	15,000
	-	11,000	01-1331	OFFICE EQUIPMENT	16,000	16,000	16,000
30,802	95,214	99,500	01-1332	CONTRACTED SERVICES	162,625	162,625	162,625
		500		SECURITY ALARM	1,500	1,500	1,500
		25,000		OFFICE ASSISTANT	29,000	29,000	29,000
		2,200		VALLEY MERCHANT POLICE	2,875	2,875	2,875
		4,000		OREGON CASCADES WEST COUNCIL OF GOVERNMENT	4,000	4,000	4,000
		9,000		OREGON CASCADES WEST COG - TECH SUPPORT	9,000	9,000	9,000
		4,250		COPIER	4,250	4,250	4,250
		5,000		UNITED SYSTEM TECHNOLOGY - BILLING/UTILITY SYSTEM	-	-	-
				BILLING/UTILITY SYSTEM ANNUAL COST	34,000	34,000	34,000
				CASELLE MIGRATION AND TRAINING	34,000	34,000	34,000
		8,000		CITY HALL - JANITORIAL	8,000	8,000	8,000
		1,500		BEST HEATING AND COOLING	1,700	1,700	1,700
		1,000		KOONTZ, PERDUE, AND BLASQUEZ ACCOUNTING	1,100	1,100	1,100
		3,000		MISCELLANEOUS	3,000	3,000	3,000
		30,000		LOCAL WETLANDS INVENTORY	30,000	30,000	30,000
		6,000		PAINTING CITY HALL	-	-	-
				PEST CONTROL	200	200	200
	-	2,500	01-1333	CITY COUNCIL	2,500	2,500	2,500
	-	2,000	01-1334	EDUCATION & TRAINING	2,000	2,000	2,000
208	921	8,000	01-1335	MEETINGS & TRAINING	8,000	8,000	8,000
4,943	15,182	9,000	01-1336	DUES & SUBSCRIPTIONS	9,000	9,000	9,000
30,158	22,500	30,000	01-1337	ALBANY-MILLERSBURG ECONOMIC DEVELOPMENT CORP (AMEDC)	30,000	30,000	30,000
-	7,500	3,000	01-1338	ECONOMIC DEVELOPMENT	30,000	30,000	30,000
17,909	55,256	75,000	01-1339	LEGAL SERVICES	15,000	170,000	170,000
2,600	2,640	3,000	01-1340	LIBRARY SERVICES	3,000	3,000	3,000
	0	50	01-1350	LGIP FUND FEES	400	400	400
	-	1,500	01-1351	MILEAGE	1,600	1,600	1,600
7,897	19,939	20,000	01-1352	OFFICE EXPENSES	-	-	-
39,840	6,339	80,000	01-1353	CONSULTANTS - PLANNING	100,000	100,000	100,000
				LAND USE PLANNING	80,000	80,000	80,000
				UGB EXPANSION	20,000	20,000	20,000
477,733	253,866	20,000	01-1354	CONSULTANTS - ENGINEERING	20,000	20,000	20,000
5,333	4,939	5,000	01-1355	PRINTING & ADVERTISING	5,000	5,000	5,000
6,805	7,705	8,000	01-1356	PROPERTY TAXES	9,200	9,200	9,200
17,638	1,660	5,000	01-1357	RENTAL PROPERTY	5,000	5,000	5,000
2,361	3,593	7,000	01-1358	TELEPHONE	-	-	-
1,333	4,428	5,000	01-1359	TRAVEL & MEALS	5,000	5,000	5,000
766,393	665,548	669,050		TOTAL MATERIALS & SERVICES	747,925	765,225	765,225

**CITY OF MILLERSBURG
GENERAL FUND - ADMINISTRATION PROGRAM
FY 2019-2020**

				CAPITAL OUTLAY			
25,726	53,783	20,000	01-1401	CITY HALL IMPROVEMENTS	130,000	130,000	130,000
				REPAIR CITY HALL PARKING LOT AND ADD SIDEWALK	60,000	60,000	60,000
3,527	2,623	-	01-1406	EQUIPMENT			
-	-	-	01-1411	LAND	-	-	-
-	6,190	19,800	01-1415	WORK STATION AND FILE ROOM UPGRADES	-	-	-
			01-1419	FIBER TO CITY HALL	14,000	14,000	14,000
			01-1420	PLOTTER (FULL SIZE)	9,000	9,000	9,000
29,253	62,597	39,800		TOTAL CAPITAL OUTLAY	213,000	213,000	213,000
				TRANSFERS			
	-	1,096,550	01-1503	TRANSFER TO GENERAL FUND EMERGENCY SERVICES (FROM REVENUES)			
	-	3,035,000	01-1503	TRANSFER TO GENERAL FUND EMERGENCY SERVICES FROM BEGINNING FUND BALANCE			
	-	151,000	01-1504	TRANSFER TO GENERAL FUND PARKS AND REC			
	-	380,000	01-1505	TRANSFER TO GENERAL FUND BUILDING FUND			
-	-	180,108	01-1506	TRANSFER TO STREET FUND	-	-	-
	-	209,800	01-1507	TRANSFER TO STORMWATER FUND	417,661	417,661	417,661
	-	576,433	01-1511	TRANSFER TO GENERAL FUND PARKS AND REC SDC			
-	-	5,628,891		TOTAL TRANSFERS	417,661	417,661	417,661
				CONTINGENCY			
-	-	500,000	01-1601	OPERATING CONTINGENCY	600,000	600,000	600,000
1,178,105	1,311,590	7,501,841		TOTAL ADMINISTRATION PROGRAM EXPENDITURES	2,663,112	2,680,412	2,680,412
1,178,105	1,311,590	7,501,841		TOTAL ADMINISTRATION REQUIREMENTS	2,663,112	2,680,412	2,680,412

FUND NARRATIVE

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

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

Functions and Responsibilities

- 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 initiative 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-19	Pending	Purchase New Mower to Provide Ability to Mow in Wet Conditions
	Nov-19	Pending	Purchase Utility/Dump Trailer
	Jan -20	Pending	Establish a Parks Commission upon Adoption of the Parks Master Plan

CITY OF MILLERSBURG
GENERAL FUND - PARKS AND RECREATION PROGRAM
FY 2019-2020

Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	PARKS AND RECREATION PROGRAM EXPENDITURES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				MATERIALS & SERVICES			
12,541	11,546	15,000	01-2301	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	-	15,000	15,000
23,185	50,456	55,000	01-2302	PARK SUPPLIES & MAINTENANCE	70,000	70,000	70,000
		8,000		LANDSCAPING MATERIALS	12,000	12,000	12,000
		12,000		MINOR EQUIPMENT, SUPPLIES, AND RENTALS	12,000	12,000	12,000
		2,500		FUEL	2,500	2,500	2,500
		10,000		CONTRACTED SERVICES	20,000	20,000	20,000
		6,000		SHOP UTILITIES	5,000	5,000	5,000
		9,000		EQUIPMENT PARTS AND REPAIRS	7,000	7,000	7,000
		7,500		MISCELLANEOUS	7,500	7,500	7,500
				GARBAGE SERVICE	4,000	4,000	4,000
	-	50,000	01-2303	PARKS MASTER PLAN	25,000	25,000	25,000
	-	5,000	01-2306	SDC STUDY	5,000	5,000	5,000
35,726	62,002	125,000		TOTAL MATERIALS & SERVICES	100,000	115,000	115,000
424	18,984			CAPITAL OUTLAY			
	-	20,000	01-2401	PARK FACILITY BUILDINGS	-	-	-
	-	9,000	01-2403	MAINTENANCE EQUIPMENT	55,000	55,000	55,000
				MOWER	40,000	40,000	40,000
				TRAILER	15,000	15,000	15,000
	-	15,000	01-2404	VEHICLE	-	-	-
	-	25,000	01-2405	PARKS EQUIPMENT/FURNISHINGS	-	-	-
	-	12,000	01-2406	PARK LIGHTING UPGRADES	-	-	-
424	18,984	81,000		TOTAL CAPITAL OUTLAY	55,000	55,000	55,000
36,150	80,985	206,000		TOTAL PARKS AND RECREATION PROGRAM EXPENDITURES	155,000	170,000	170,000

Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	PARKS AND RECREATION SDC PROGRAM EXPENDITURES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				CAPITAL OUTLAY			
	-	-	01-3301	PARK SYSTEM DEVELOPMENT CHARGES (SDC) PROJECTS	-	-	-
-	-	-		TOTAL CAPITAL OUTLAY	-	-	-
				TRANSFERS			
	-	25,000	01-3501	TRANSFER TO GENERAL FUND - PARKS AND REC FOR EXERCISE STATIONS ALONG- PATH AT PARK	-	-	-
	-	25,000	01-3502	TRANSFER TO GENERAL FUND - PARKS AND REC FOR PARKS MASTER PLAN	-	-	-

CITY OF MILLERSBURG
GENERAL FUND - PARKS AND RECREATION PROGRAM
FY 2019-2020

-	-	50,000		TOTAL TRANSFERS	-	-	-
-	-	50,000		TOTAL PARKS AND RECREATION SDC PROGRAM EXPENDITURES	-	-	-

36,150	80,985	256,000		TOTAL PARKS AND RECREATION EXPENDITURES	155,000	170,000	170,000
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Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	PARKS AND RECREATION SUMMARY	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				RESERVE ACCOUNTS			
		676,433	01-3709	PROJECTS IDENTIFIED FROM PARKS MASTER PLAN	651,800	651,800	651,800
-	-	676,433		TOTAL RESERVE ACCOUNTS	651,800	651,800	651,800
-	-	676,433		TOTAL OTHER PARKS AND RECREATION REQUIREMENTS	651,800	651,800	651,800

36,150	80,985	932,433		TOTAL PARKS AND RECREATION REQUIREMENTS	806,800	821,800	821,800
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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.
- Establish and review benchmarks for law enforcement, fire, and emergency response.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Safety	Nov-18	Ongoing	Provide Funding for Equipment Replacement Fund (to Albany)
	July-19	Pending	Evaluate Law Enforcement Staffing as Compared to Incidents Occurring within the City
	Sep -19	Pending	Select Design Team for Construction of New Fire Station CIP#1004A

**CITY OF MILLERSBURG
GENERAL FUND - EMERGENCY SERVICES PROGRAM
FY 2019-2020**

Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	EMERGENCY SERVICES PROGRAM EXPENDITURES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				MATERIALS & SERVICES			
	-	1,000,000	01-4301	CONTRACTED FIRE SERVICES	1,410,000	1,410,000	1,410,000
87,812	88,140	91,300	01-4302	LINN COUNTY CONTRACTED SHERIFF	95,409	129,182	129,182
	-	6,000	01-4303	UTILITIES - FIRE STATION	7,000	7,000	7,000
	-	50,000	01-4304	INSTALLATION OF TEMPORARY FACILITIES	-	-	-
	-	125,000	01-4305	EQUIPMENT/FURNISHINGS FOR NEW STATION	3,000	3,000	3,000
	-		01-4306	MAINTENANCE AND SUPPLIES	2,000	2,000	2,000
87,812	88,140	1,272,300		TOTAL MATERIALS & SERVICES	1,517,409	1,551,182	1,551,182
				CAPITAL OUTLAY			
	-	35,000	01-4402	EQUIPMENT REPLACEMENT TO ALBANY	35,000	35,000	35,000
	-	295,000	01-4403	TEMPORARY STATION	-	-	-
		175,000		SITE PREP AND UTILITIES			
		120,000		PURCHASE OF STATION BUILDING AND ADDITION TO PORTABLE BAY			
			01-4404	PERMANENT FIRE STATION DESIGN	310,000	310,000	310,000
-	-	330,000		TOTAL CAPITAL OUTLAY	345,000	345,000	345,000
	-	30,000	01-4601	CONTINGENCY	30,000	30,000	30,000
87,812	88,140	1,632,300		TOTAL EMERGENCY SERVICES PROGRAM EXPENDITURES	1,892,409	1,926,182	1,926,182

87,812	88,140	1,632,300		TOTAL EMERGENCY SERVICES EXPENDITURES	1,892,409	1,926,182	1,926,182
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Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	EMERGENCY SERVICES PROGRAM SUMMARY	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				RESERVE ACCOUNTS			
		2,500,000	01-4701	FIRE FACILITY CONSTRUCTION RESERVE	2,709,000	2,709,000	2,709,000
-	-	2,500,000		TOTAL EMERGENCY SERVICES PROGRAM RESERVE ACCOUNTS	2,709,000	2,709,000	2,709,000
-	-	2,500,000		TOTAL OTHER EMERGENCY SERVICES REQUIREMENTS	2,709,000	2,709,000	2,709,000

87,812	88,140	4,132,300		TOTAL EMERGENCY SERVICES REQUIREMENTS	4,601,409	4,635,182	4,635,182
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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	Nov-19	Pending	Purchase of Software to Provide Millersburg Access to Linn County's Computerized Permitting Program

**CITY OF MILLERSBURG
GENERAL FUND - BUILDING PROGRAM
FY 2019-2020**

Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	BUILDING PROGRAM EXPENDITURES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				MATERIALS & SERVICES			
195,153	470,099	356,400	01-5331	PAYMENT TO GREATER ALBANY PUBLIC SCHOOL	297,000	297,000	297,000
303,134	562,600	380,000	01-5332	PAYMENT TO LINN COUNTY BUILDING DEPARTMENT	340,000	340,000	340,000
	-	3,600	01-5333	BUILDING PERMITTING SOFTWARE	4,000	4,000	4,000
498,287	1,032,699	740,000		TOTAL MATERIALS & SERVICES	641,000	641,000	641,000
498,287	1,032,699	740,000		TOTAL BUILDING PROGRAM EXPENDITURES	641,000	641,000	641,000

498,287	1,032,699	740,000		TOTAL BUILDING PROGRAM REQUIREMENTS	641,000	641,000	641,000
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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-19	Ongoing	Develop and Update Equipment Replacement Schedule

**CITY OF MILLERSBURG
GENERAL FUND - EQUIPMENT REPLACEMENT PROGRAM
FY 2019-2020**

Actual FY 2016-2017	Actual FY 2017-2018	Budgeted FY 2018-2019	Account #	EQUIPMENT REPLACEMENT PROGRAM EXPENDITURES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				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 2016-2017	Actual FY 2017-2018	Budgeted FY 2018-2019	Account #	EQUIPMENT REPLACEMENT PROGRAM SUMMARY	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				RESERVE ACCOUNTS			
			01-6701	EQUIPMENT REPLACEMENT - (GENERAL FUND ADMIN)	\$ 50,000	\$ 50,000	50,000
			01-6702	EQUIPMENT REPLACEMENT - (GENERAL FUND PARKS AND REC EQUIPMENT)	\$ 50,000	\$ 50,000	50,000
-	-	-		TOTAL RESERVE ACCOUNTS	100,000	100,000	100,000
-	-	-		TOTAL OTHER EQUIPMENT REPLACEMENT PROGRAM REQUIREMENTS	100,000	100,000	100,000

-	-	-		TOTAL EQUIPMENT REPLACEMENT REQUIREMENTS	100,000	100,000	100,000
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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	Dec-19	Pending	SDC Study
	Oct-19	Pending	Surface Treatment Sweetwater Subdivision CIP#2011
	Sep-19	Pending	Kathryn Lane Repair CIP#2006
	Summer-19	Ongoing	Woods Road Repair and Overlay CIP#2007
	Summer-19	Ongoing	Street Lighting on Kathryn Lane and Knox Butte Avenue
	Oct-19	Pending	Crack Sealing Morningstar Subdivision CIP#2012
	Oct-19	Pending	Beauty Strips Woods Road CIP#2045
	Fall-19	Pending	Property Evaluation for Development of Future Roads CIP#2010
	Fall-19	Pending	Striping Collectors and Arterials CIP#2046
	Fall-19	Pending	Thermoplastic Stop Bars and Legends CIP#2047

**CITY OF MILLERSBURG
STREET FUND 02
FY 2019-2020**

Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	STREET PROGRAM RESOURCES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
334,118	299,307	90,000		BEGINNING FUND BALANCE	779,156	779,156	779,156
				BEGINNING FUND BALANCE BIKE/PED	12,600	12,600	12,600
		45,000		BEGINNING FUND BALANCE FROM STREET RESERVE FUND-	-	-	-
	6,149	30,000	02-1102	STREET PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	20,000	20,000	30,000
-	2,523	180,108	02-1103	TRANSFER FROM GENERAL FUND	-	-	-
-	-	210,000	02-1104	TRANSFER FROM STREET SYSTEM DEVELOPMENT CHARGES (SDC) FUND-	-	-	-
100,241	120,539	128,392	02-1122	HIGHWAY USE TAX	200,000	200,000	200,000
				HWY USE TAX ROADS	163,350	163,350	163,350
				HWY USE TAX BIKE/PED	1,650	1,650	1,650
				HB2017 STF	35,000	35,000	35,000
			02-1126	STREET CONNECTION CHARGES	70,000	70,000	70,000
	110,250		02-1123	MISC. STREET REVENUE	-	-	-
				OTHER RESTRICTED FUNDS	410,390	410,390	410,390
				PERLENFEIN/ZUHLKE RESERVATION - RESTRICTED FUNDS	90,140	90,140	90,140
				SUNIGA/MILLERSBURG DR RESERVATION - RESTRICTED FUNDS	320,250	320,250	320,250
434,359	538,768	683,500		TOTAL STREET PROGRAM RESOURCES	1,492,146	1,492,146	1,502,146

			Account #	STREET SDC PROGRAM RESOURCES			
490,535	1,323,748	2,228,839		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	1,823,732	1,823,732	1,823,732
	52,950	89,154		BEGINNING SDC-R BALANCE	72,949	72,949	72,949
	1,270,798	2,139,685		BEGINNING SDC-I BALANCE	1,750,783	1,750,783	1,750,783
833,213	446,592	430,000	02-2101	STREET SYSTEM DEVELOPMENT CHARGES (SDC) FEES	283,360	283,360	283,360
	17,864	17,200		STREET SDC-R FEES	11,334	11,334	11,334
	428,728	412,800		STREET SDC-I FEES	272,026	272,026	272,026
1,323,748	1,770,340	2,658,839		STREET SDC PROGRAM RESOURCES	2,107,092	2,107,092	2,107,092

				RESTRICTED FUNDS	2,517,482	2,517,482	2,517,482
				AVAILABLE RESOURCES	1,081,756	1,081,756	1,091,756
1,758,107	2,309,108	3,342,339		TOTAL STREET FUND RESOURCES	3,599,238	3,599,238	3,609,238
Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	STREET PROGRAM EXPENDITURES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				MATERIALS & SERVICES			
-	-	20,000	02-1301	20% CONSULTANTS ENGINEERING	20,000	20,000	20,000
-	-	20,000	02-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	20,000	20,000	30,000
35,352	13,276	2,000	02-1311	MISCELLANEOUS	2,000	2,000	2,000
-	-	5,000	02-1314	SDC STUDY	5,000	5,000	5,000
-	-	24,000	02-1319	STREET SWEEPING	25,000	25,000	25,000

**CITY OF MILLERSBURG
STREET FUND 02
FY 2019-2020**

-	20,060	35,000	02-1322	STREET & ROAD REPAIR	164,000	164,000	164,000
-	-	25,000		CRACK SEALING	26,000	26,000	26,000
				SURFACE TREATMENT	88,000	88,000	88,000
				STRIPING AND LEGENDS	30,000	30,000	30,000
-	-	10,000		MISCELLANEOUS REPAIRS	20,000	20,000	20,000
29,157	96,820	40,000	02-1323	STREET LIGHTS POWER	42,000	42,000	42,000
-	-	5,000	02-1325	INSTALL BOLLARDS MORNINGSTAR AND PARKER-			
486	3,334	3,000	02-1329	SIGNS	5,000	5,000	5,000
64,995	133,490	154,000		TOTAL MATERIALS & SERVICES	283,000	283,000	293,000
				CAPITAL OUTLAY			
		137,000	02-1404	STREET CONSTRUCTION	75,000	75,000	75,000
-	-	52,000		KATHRYN LANE	54,000	54,000	54,000
-	-	85,000		WOODS ROAD	-	-	-
				BEAUTY STRIPS ALONG WOODS ROAD NORTH	21,000	21,000	21,000
				OLD SALEM ROAD GUARDRAIL			
-	-	25,000	02-1407	STREET LIGHTING CAPITAL IMPROVEMENTS	15,000	15,000	15,000
-	-	5,000	02-1412	SERVICE VEHICLE	-	-	-
-	-	25,000	02-1413	PROPERTY DEVELOPMENT FOR FUTURE ROADS	25,000	25,000	25,000
-	-	25,000		WETLANDS DELINEATION FOR CITY-OWNED INDUSTRIAL PROPERTY	25,000	25,000	25,000
-	-	12,900	02-1416	BIKE/PED PROJECTS	-	-	-
-	-	-	02-1418	WOODS ROAD MULTI-USE PATH	-	158,269	158,269
-	-	204,900		TOTAL CAPITAL OUTLAY	115,000	273,269	273,269
				TRANSFERS			
	-	74,600	02-1501	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	78,829	78,829	78,829
	-	24,700		20% ASSISTANT CITY MANAGER/CITY ENGINEER	25,935	25,935	25,935
	-	3,300		5% CITY RECORDER	3,498	3,498	3,498
	-	2,900		5% DEPUTY CITY RECORDER	3,074	3,074	3,074
	-	11,400		20% MAINTENANCE SUPERVISOR	12,084	12,084	12,084
	-	8,400		20% MAINTENANCE ASSISTANT	8,904	8,904	8,904
	-	23,900		12% BENEFITS	25,334	25,334	25,334
-	-	74,600		TOTAL TRANSFERS	78,829	78,829	78,829
				CONTINGENCY			
	-	50,000	02-1601	OPERATING CONTINGENCY	50,000	50,000	50,000
64,995	133,490	483,500		TOTAL STREET PROGRAM EXPENDITURES	526,829	685,098	695,098
				STREET SDC PROGRAM EXPENDITURES			
				CAPITAL OUTLAY			
59,072	124,044	200,000	02-2407	PROPERTY DEVELOPMENT FOR FUTURE ROADS	205,000	205,000	205,000
-	-	200,000		PROPERTY FOR ACCESS TO WEST INDUSTRIAL PROPERTY	205,000	205,000	205,000
59,072	124,044	200,000		TOTAL CAPITAL OUTLAY	205,000	205,000	-
				TRANSFERS			
		10,000	02-2501	TRANSFER TO STREET FUND - BIKE/PED-	-	-	-
		200,000	02-2503	TRANSFER TO STREET FUND - PROPERTY DEVELOPMENT FOR FUTURE ROADS-	-	-	-

**CITY OF MILLERSBURG
STREET FUND 02
FY 2019-2020**

		200,000		PROPERTY FOR ACCESS TO WEST INDUSTRIAL PROPERTY	-	-	-
-	-	210,000		TOTAL TRANSFERS	-	-	-
59,072	124,044	410,000		TOTAL STREET SDC PROGRAM EXPENDITURES	205,000	205,000	205,000

124,067	257,535	893,500		TOTAL STREET FUND EXPENDITURES	731,829	890,098	900,098
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Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	STREET FUND SUMMARY	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				RESERVE ACCOUNTS			
90,140	90,140	90,140	02-2702	PERLENFEIN/ZUHLKE RESERVATION - RESTRICTED FUNDS	90,140	90,140	90,140
320,250	320,250	320,250	02-2705	SUNIGA/MILLERSBURG DR RESERVATION - RESTRICTED FUNDS	320,250	320,250	320,250
-	-	582,750	02-2707	MILLERSBURG DRIVE FULL STREET IMPROVEMENTS WEST OF WOODS	866,750	866,750	866,750
-	-	1,376,000	02-2710	WOODS ROAD FULL STREET IMPROVEMENTS NORTH OF ALEXANDER	1,432,000	1,432,000	1,432,000
-	-	79,699	02-2711	WOODS ROAD MULTI-USE PATH	158,269	-	-
410,390	410,390	2,448,839		TOTAL RESERVE ACCOUNTS	2,867,409	2,709,140	2,709,140
1,223,650	1,641,183	-		UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
1,634,040	2,051,573	2,448,839		TOTAL OTHER STREET FUND REQUIREMENTS	2,867,409	2,709,140	2,709,140

1,758,107	2,309,108	3,342,339		TOTAL STREET FUND REQUIREMENTS	3,599,238	3,599,238	3,609,238
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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-19

In Progress

SDC and Rate Study

Summer-20

Pending

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

Summer-21

Ongoing

MS4 Support and Legal Fees

Summer-19

Pending

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

Summer-19

Pending

Inspection and Cleaning of Catch Basins and Manholes

Summer-19

Pending

Clean and TV Pipe System

Summer-19

Pending

Brush Clearing Crooks Creek Basin

**CITY OF MILLERSBURG
STORMWATER FUND 03
FY 2019-2020**

Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	STORMWATER FUND RESOURCES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				BEGINNING FUND BALANCE	36,000	36,000	36,000
	-	15,000	03-1102	STORMWATER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	15,000	15,000	25,000
	-	209,800	03-1103	TRANSFER FROM GENERAL FUND	417,661	417,661	417,661
			03-1126	STORMWATER CONNECTION CHARGES	40,000	40,000	40,000

-	-	224,800		TOTAL STORMWATER FUND RESOURCES	508,661	508,661	518,661
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Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	STORMWATER FUND EXPENDITURES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				MATERIALS & SERVICES			
	-	20,000	03-1301	20% CONSULTANTS ENGINEERING	20,000	20,000	20,000
	-	10,000	03-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	15,000	15,000	25,000
	-	2,000	03-1312	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPORT AND LEGAL FEES	40,000	40,000	40,000
	-	10,000	03-1313	SYSTEM DEVELOPMENT CHARGES (SDC) AND RATE STUDY	10,000	10,000	10,000
	-	65,000	03-1321	STORMWATER MASTER PLAN			
6,150	-	21,000	03-1331	STORM DRAINS & DITCHES	122,000	122,000	122,000
		1,000		STORMFILTER CARTRIDGE REPLACEMENT	5,000	5,000	5,000
				INSPECT AND CLEAN CATCH BASINS AND MANHOLES	20,000	20,000	20,000
				CLEAN AND TV PIPES	80,000	80,000	80,000
				BRUSH CLEARING CROOKS CREEK BASIN	12,000	12,000	12,000
		20,000		MISCELLANEOUS	5,000	5,000	5,000
	-	2,000	03-1360	EDUCATION AND OUTREACH	2,000	2,000	2,000
6,150	-	130,000		TOTAL MATERIALS & SERVICES	209,000	209,000	219,000
				CAPITAL OUTLAY			
	-	23,000	03-1402	FENCING DETENTION BASINS			
			03-1422	STORMWATER CONSTRUCTION	225,000	225,000	225,000
				NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS	205,000	205,000	205,000
				BECKER RIDGE DETENTION PONDS MODIFICATIONS	20,000	20,000	20,000
-	-	23,000		TOTAL CAPITAL OUTLAY	225,000	225,000	225,000
				TRANSFERS			
	-	51,800	03-1501	TRANSFER TO GENERAL FUND ADMINISTRATION PERSONNEL SERVICES	54,661	54,661	54,661
	-	24,700		20% ASSISTANT CITY MANAGER/CITY ENGINEER	25,935	25,935	25,935
	-	3,300		5% CITY RECORDER	3,498	3,498	3,498

**CITY OF MILLERSBURG
STORMWATER FUND 03
FY 2019-2020**

	-	2,900		5% DEPUTY CITY RECORDER	3,074	3,074	3,074
	-	2,900		5% MAINTENANCE SUPERVISOR	3,074	3,074	3,074
	-	2,100		5% MAINTENANCE ASSISTANT	2,226	2,226	2,226
	-	15,900		8% BENEFITS	16,854	16,854	16,854
-	-	51,800		TOTAL TRANSFERS	54,661	54,661	54,661
				CONTINGENCY			
	-	20,000	03-1601	OPERATING CONTINGENCY	20,000	20,000	20,000

6,150	-	224,800		TOTAL STORMWATER FUND EXPENDITURES	508,661	508,661	518,661
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Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	STORMWATER FUND SUMMARY	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				RESERVE ACCOUNTS			
-	-	-		TOTAL RESERVE ACCOUNTS	-	-	-
(6,150)	-	-		UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
(6,150)	-	-		TOTAL OTHER STREET FUND REQUIREMENTS			

-	-	224,800		TOTAL STORMWATER FUND REQUIREMENTS	508,661	508,661	518,661
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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	Pending	Burkhart Lift Station Pumps Replacement CIP#4007
	Spring-20	Pending	WRF Solids Handling Design CIP#4009
	Spring-20	Pending	Influent VFDS CIP#4024
	Fall-19	Ongoing	Sewer Rate and SDC Update
	Fall-19	Pending	MH Inspection – Burkhart Basin and Remainder of System
	Fall-19	Pending	TV/Clean Pipes Millersburg Drive (Crooks Creek Basin)

**CITY OF MILLERSBURG
SEWER ENTERPRISE UTILITY FUND 04
FY 2019-2020**

Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	SEWER UTILITY ENTERPRISE PROGRAM FUND RESOURCES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
2,114,846	2,110,902	745,000		BEGINNING FUND BALANCE	1,495,993	1,495,993	1,495,993
		20,000	04-1102	SEWER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	10,000	10,000	20,000
		-	04-1103	TRANSFER FROM GENERAL FUND - ADMINISTRATION	-	-	-
740,833	934,415	850,000	04-1104	SEWER USER FEES	865,000	865,000	865,000
	-	13,800	04-1105	TRANSFER FROM SEWER CONST-05-5605-			
			04-1126	SEWER CONNECTION CHARGES	31,500	31,500	31,500
	-	875,000	04-1106	TRANSFER FROM SEWER SYSTEM DEVELOPMENT CHARGES (SDC) FUND-			
	-	385,000		-MORNINGSTAR AND ATLIFT STATION UPGRADES-			
	-	300,000		-DEBT SERVICE FOR WRF UPGRADES-			
	-	190,000		-SEWER LINE IN WOODS ROAD FROM SONORA NORTH-			
37,713	37,538	37,000	04-1116	DEQ WETLAND LOAN PAYMENTS FROM ALBANY	37,000	37,000	37,000
2,893,392	3,082,855	2,540,800		TOTAL SEWER PROGRAM RESOURCES	2,439,493	2,439,493	2,449,493

				SEWER SDC PROGRAM RESOURCES			
762,686	801,770	1,385,322		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	892,576	892,576	892,576
		637,248		BEGINNING SDC-R BALANCE	410,585	410,585	410,585
		748,074		BEGINNING SDC-I BALANCE	481,991	481,991	481,991
304,602	304,602	300,000	04-2101	SEWER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	178,480	178,480	178,480
		138,000		SEWER SDC-R FEES	82,101	82,101	82,101
		162,000		SEWER SDC-I FEES	96,379	96,379	96,379
1,067,288	1,106,372	1,685,322		TOTAL SEWER SDC PROGRAM RESOURCES	1,071,056	1,071,056	1,071,056

				RESTRICTED FUNDS (SDC'S)	1,071,056	1,071,056	1,071,056
				AVAILABLE RESOURCES	2,439,493	2,439,493	2,449,493
3,960,680	4,189,227	4,226,122		TOTAL SEWER UTILITY ENTERPRISE FUND RESOURCES	3,510,549	3,510,549	3,520,549
Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	SEWER UTILITY ENTERPRISE PROGRAM EXPENDITURES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				MATERIALS & SERVICES			
	-	20,000	04-1301	20% CONSULTANTS - ENGINEERING	20,000	20,000	20,000
	(2,435)	15,000	04-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000	10,000	20,000
145,877	128,577	170,000	04-1304	O&M SEWER PLANT	256,000	256,000	256,000
79,731	68,393	175,000	04-1305	O&M COLLECTION SYSTEM	198,000	198,000	198,000
		11,000		MH INSPECTION - BURKHART BASIN AND REMAINDER OF SYSTEM	25,000	25,000	25,000

CITY OF MILLERSBURG
SEWER ENTERPRISE UTILITY FUND 04
FY 2019-2020

		97,000		TV/CLEAN PIPES - MILLERSBURG DR (CROOKS CREEK) BASIN	80,000	80,000	80,000
		30,000		UTILITIES	10,000	10,000	10,000
				FLOW MONITORING	30,000	30,000	30,000
		7,000		BURKHART SEWER LIFT STATION PUMP REBUILD			
		30,000		REPAIRS	3,000	3,000	3,000
				MAINTENANCE - CITY OF ALBANY	50,000	50,000	50,000
	-	10,000	04-1313	RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY			
	-	50,000	04-1315	ALBANY-MILLERSBURG WATER RECLAMATION FACILITY LEGAL FEES	50,000	50,000	50,000
	-	5,000	04-1318	MERCHANT FEES			
	-	2,500	04-1327	POSTAGE			
41,527	55,432	25,000	04-1328	SEWER MISCELLANEOUS EXPENSES	10,000	10,000	10,000
267,135	249,967	472,500		TOTAL MATERIALS & SERVICES	544,000	544,000	554,000
				CAPITAL OUTLAY			
41,966	1,020,993	385,000	04-1403	MORNINGSTAR AND ATI PUMP STATION UPGRADES	-	-	-
16,864	-	107,500	04-1409	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJECTS	60,000	60,000	60,000
		27,500		WRF ENERGY PROJECTS (VLR DISK MIXERS, VFD ON BLOWER)	-	-	-
		30,000		WRF VLR AIR LINE REPAIRS	-	-	-
		50,000		WRF SOLIDS HANDLING IMPROVEMENTS PRE-DESIGN	50,000	50,000	50,000
				INFLUENT VFDS	10,000	10,000	10,000
	2,304	190,000	04-1414	SEWER LINE IN WOODS ROAD FROM SONORA NORTH	-	-	-
			04-1423	SEWER LIFT STATION UPGRADES	50,000	50,000	50,000
				BURKHART SEWER LIFT STATION PUMP REPLACEMENT	50,000	50,000	50,000
		15,000	04-1412	SERVICE VEHICLE	-	-	-
58,830	1,023,297	697,500		TOTAL CAPITAL OUTLAY	110,000	110,000	110,000
				DEBT SERVICE			
150,760	121,179	84,000	04-1804	INTEREST PAYMENT TO ALBANY	77,149	77,149	77,149
3,875	3,625	3,700	04-1806	INTEREST PAYMENT TO DEQ	3,125	3,125	3,125
154,635	124,804	87,700		TOTAL DEBT SERVICE	80,274	80,274	80,274
				TRANSFERS			
	-	72,100	04-1501	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	76,179	76,179	76,179
	-	24,700		20% ASSISTANT CITY MANAGER/CITY ENGINEER	25,935	25,935	25,935
	-	9,900		15% CITY RECORDER	10,494	10,494	10,494
	-	8,600		15% DEPUTY CITY RECORDER	9,116	9,116	9,116
	-	2,900		5% MAINTENANCE SUPERVISOR	3,074	3,074	3,074
	-	2,100		5% MAINTENANCE ASSISTANT	2,226	2,226	2,226
	-	23,900		12% BENEFITS	25,334	25,334	25,334
	-	64,800	04-1502	TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SERVICES	97,323	97,323	97,323
				GENERAL	74,883	74,883	74,883
				BILLING/UTILITY SYSTEM ANNUAL COST	11,220	11,220	11,220

**CITY OF MILLERSBURG
SEWER ENTERPRISE UTILITY FUND 04
FY 2019-2020**

				CASELLE MIGRATION	11,220	11,220	11,220
-	-	136,900		TOTAL TRANSFERS	173,502	173,502	173,502
				CONTINGENCY			
-	-	100,000	04-1601	OPERATING CONTINGENCY	100,000	100,000	100,000
480,600	1,398,068	1,494,600		TOTAL SEWER PROGRAM EXPENDITURES	1,007,776	1,007,776	1,017,776

				SEWER SDC PROGRAM EXPENDITURES			
				DEBT SERVICE			
264,466	283,330	300,000	04-1801	DEBT SERVICE TO ALBANY	305,377	305,377	305,377
50,000	50,000	50,000	04-1805	WETLAND LOAN PAYMENT TO DEQ	50,000	50,000	50,000
314,466	333,330	350,000		TOTAL DEBT SERVICE	355,377	355,377	355,377
				TRANSFERS			
	-	300,000	04-2510	TRANSFER TO SEWER UTILITY FUND FOR DEBT SERVICE TO ALBANY	-	-	-
	-	385,000	04-2515	TRANSFER TO SEWER UTILITY FUND FOR MORNINGSTAR AND ATI PUMP STATION UPGRADES	-	-	-
	-	190,000	04-2520	TRANSFER TO SEWER UTILITY FUND FOR SEWER LINE IN WOODS ROAD NORTH OF SONORA	-	-	-
-	-	875,000		TOTAL TRANSFERS	-	-	-
314,466	333,330	1,225,000		TOTAL SEWER SDC PROGRAM EXPENDITURES	355,377	355,377	355,377

795,066	1,731,398	2,719,600		TOTAL SEWER UTILITY ENTERPRISE FUND EXPENDITURES	1,363,153	1,363,153	1,373,153
Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019	Account #	SEWER ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				RESERVE ACCOUNTS			
	-	603,700	04-1702	SYSTEM EXPANSION TO UNDER-SERVED AREAS RESERVE	324,396	324,396	324,396
	-	65,500	04-1703	ATI PUMP REPLACEMENT RESERVE	68,000	68,000	68,000
	-	27,000	04-1704	MORNINGSTAR PUMP IMPELLER REPLACEMENT RESERVE	33,000	33,000	33,000
	-	300,000	04-2701	CROOKS CREEK PUMP STATION UPGRADES RESERVE	600,000	600,000	600,000
	-	65,500	04-2704	ATI PUMP REPLACEMENT RESERVE	-	-	-
	-	32,000	04-2708	MORNINGSTAR PUMP IMPELLER REPLACEMENT RESERVE	-	-	-
	-	412,822	04-2709	SEWER FOR MORNINGSTAR ROAD REALIGNMENT	190,000	190,000	190,000
			04-2712	DEWATERING EQUIPMENT REPLACEMENT	490,000	490,000	490,000
			04-2713	WRF SOLIDS HANDLING IMPROVEMENTS	300,000	300,000	300,000
			04-2714	TWG PROJECTS	142,000	142,000	142,000
-	-	1,506,522		TOTAL RESERVE ACCOUNTS	2,147,396	2,147,396	2,147,396
3,165,615	2,457,829	-		UNAPPROPRIATED ENDING FUND BALANCE	0	0	0
3,165,615	2,457,829	1,506,522		TOTAL OTHER SEWER FUND REQUIREMENTS	2,147,396	2,147,396	2,147,396

3,960,680	4,189,227	4,226,122		TOTAL SEWER FUND REQUIREMENTS	3,510,549	3,510,549	3,520,549
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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-19	Ongoing	SDC and Rate Study
	Dec-19	Ongoing	A-M WTP Intake Generator Project (Millersburg portion 16.67% cost of project) CIP#5003
	Spring-20	Pending	A-M WTP Reservoir Inspection, Cleaning, and Valve Replacement CIP#5008
	Spring-20	Pending	Large Meter Replacement CIP#5009

**CITY OF MILLERSBURG
WATER ENTERPRISE UTILITY FUND 05
FY 2019-2020**

Actual FY 2016-2017	Actual FY 2017-2018	Budgeted FY 2018-2019	Account #	WATER UTILITY ENTERPRISE FUND RESOURCES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
715,983	748,853	540,000		BEGINNING FUND BALANCE	445,921	445,921	445,921
	3,239	20,000	05-1102	WATER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	10,000	10,000	15,000
		295,000	05-1104	TRANSFER FROM WATER SYSTEM DEVELOPMENT CHARGES (SDC) FUND-	-	-	-
		10,000	05-1105	WATER SERVICE INSTALLATION	50,000	50,000	50,000
891,766	876,366	800,000	05-1106	WATER USER FEES	850,000	850,000	850,000
			05-1126	WATER CONNECTION CHARGES	22,000	22,000	22,000
715,983	1,628,459	1,665,000		TOTAL WATER PROGRAM RESOURCES	1,377,921	1,377,921	1,382,921

Actual FY 2016-2017	Actual FY 2017-2018	Budgeted FY 2018-2019	Account #	WATER SDC PROGRAM RESOURCES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
773,413	1,010,431	1,306,263		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	1,284,119	1,284,119	1,284,119
		1,058,073		BEGINNING SDC-R BALANCE	1,040,136	1,040,136	1,040,136
		248,190		BEGINNING SDC-I BALANCE	243,983	243,983	243,983
237,018	295,832	300,000	05-2101	WATER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	153,680	153,680	153,680
		243,000		WATER SDC-R FEES	124,481	124,481	124,481
		57,000		WATER SDC-I FEES	29,199	29,199	29,199
1,010,431	1,306,263	1,606,263		TOTAL WATER SDC PROGRAM RESOURCES	1,437,799	1,437,799	1,437,799

				RESTRICTED FUNDS (SDC'S)	1,437,799	1,437,799	1,437,799
				AVAILABLE RESOURCES	1,377,921	1,377,921	1,382,921
1,726,414	2,934,722	3,271,263		TOTAL WATER UTILITY ENTERPRISE FUND RESOURCES	2,815,720	2,815,720	2,820,720
Actual FY 2016-2017	Actual FY 2017-2018	Budgeted FY 2018-2019	Account #	WATER UTILITY ENTERPRISE FUND EXPENDITURES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				MATERIALS & SERVICES			
	-	20,000	05-1301	20% CONSULTANT - ENGINEERING	20,000	20,000	20,000
	-	15,000	05-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000	10,000	15,000
125,896	124,063	80,000	05-1304	OPERATION & MAINTENANCE (O&M) TRANSMISSION LINES	104,000	104,000	104,000
				CUSTOMER SERVICE	12,000	12,000	12,000
				UTILITY LOCATES	25,000	25,000	25,000
				NEW SERVICES	50,000	50,000	50,000
				WATER QUALITY SAMPLING	5,000	5,000	5,000
				HYDRANT METERS	2,000	2,000	2,000
				METER READING	6,000	6,000	6,000
				SYSTEM FLUSHING	4,000	4,000	4,000

**CITY OF MILLERSBURG
WATER ENTERPRISE UTILITY FUND 05
FY 2019-2020**

215,671	338,773	310,000	05-1305	OPERATION & MAINTENANCE (O&M) WATER TREATMENT PLANT	350,000	350,000	350,000
	-	10,000	05-1307	OMI SERVICES FOR DIRECT RESPONSIBLE CHARGE (DRC) WATER SYSTEM OPERATOR	10,000	10,000	10,000
	-	20,000	05-1310	LEAK DETECTION-			
	-	10,000	05-1313	RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY-			
	-	5,000	05-1318	MERCHANT FEES-			
	-	2,500	05-1327	POSTAGE-			
341,567	462,836	472,500		TOTAL MATERIALS & SERVICES	494,000	494,000	499,000
				CAPITAL OUTLAY			
	-	-	05-1405	WATER LINE CONSTRUCTION	30,000	30,000	30,000
				LARGE METER REPLACEMENT	25,000	25,000	25,000
				SAMPLE STATION INSTALLATION	5,000	5,000	5,000
	40,882	89,700	05-1408	WATER RECLAMATION PLANT CAPITAL PROJECTS	175,000	175,000	175,000
		23,000		BACKWASH PONDS IMPROVEMENTS			
		66,700		INTAKE GENERATOR	100,000	100,000	100,000
				RESERVOIR INSPECTION, CLEANING, AND VALVE REPLACEMENT	75,000	75,000	75,000
	-	15,000	05-1412	SERVICE VEHICLE			
-	40,882	104,700		TOTAL CAPITAL OUTLAY	205,000	205,000	205,000
				DEBT SERVICE			
173,956	158,863	142,700	05-1806	INTEREST ON LOAN	67,251	67,251	67,251
173,956	158,863	142,700		TOTAL DEBT SERVICE	67,251	67,251	67,251
				TRANSFERS			
	-	78,900	05-1501	TRANSFER TO GENERAL FUND ADMINISTRATION - PERSONNEL SERVICES	83,387	83,387	83,387
		24,700		20% ASSISTANT CITY MANAGER/CITY ENGINEER	25,935	25,935	25,935
		9,900		15% CITY RECORDER	10,494	10,494	10,494
		8,600		15% DEPUTY CITY RECORDER	9,116	9,116	9,116
		5,700		10% MAINTENANCE SUPERVISOR	6,042	6,042	6,042
		2,100		10% MAINTENANCE ASSISTANT	2,226	2,226	2,226
		27,900		14% BENEFITS	29,574	29,574	29,574
	-	64,800	05-1502	TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SUPPLIES	97,323	97,323	97,323
				GENERAL	74,883	74,883	74,883
				BILLING/UTILITY SYSTEM ANNUAL COST	11,220	11,220	11,220
				CASELLE MIGRATION	11,220	11,220	11,220
-	-	143,700		TOTAL TRANSFERS	180,710	180,710	180,710
				CONTINGENCY			
	-	100,000	05-1601	OPERATING CONTINGENCY	100,000	100,000	100,000
515,523	662,581	963,600		TOTAL WATER PROGRAM EXPENDITURES	1,046,961	1,046,961	1,051,961

**CITY OF MILLERSBURG
WATER ENTERPRISE UTILITY FUND 05
FY 2019-2020**

Actual FY 2016-2017	Actual FY 2017-2018	Budgeted FY 2018-2019	Account #	WATER SDC PROGRAM EXPENDITURES	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				DEBT SERVICE			
274,409	294,601	310,000	05-1802	DEBT SERVICE - LOAN PAYMENTS	360,000	360,000	360,000
	-						
274,409	294,601	310,000		TOTAL DEBT SERVICE	360,000	360,000	360,000
				TRANSFERS			
		295,000	05-2502	TRANSFER TO WATER UTILITY FUND FOR DEBT SERVICE TO ALBANY			
-	-	295,000		TOTAL TRANSFERS	-	-	-
274,409	294,601	605,000		TOTAL WATER SDC PROGRAM EXPENDITURES	360,000	360,000	360,000

789,932	957,182	1,568,600		TOTAL WATER UTILITY ENTERPRISE FUND EXPENDITURES	1,406,961	1,406,961	1,411,961
Actual FY 2016-2017	Actual FY 2017-2018	Budgeted FY 2018-2019	Account #	WATER ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2019-2020	Approved FY 2019-2020	Adopted FY 2019-2020
				RESERVE ACCOUNTS			
-	-	391,400	05-1701	ABANDON AC LINE IN OLD SALEM ROAD PROJECT RESERVE	484,000	484,000	484,000
-	-	180,000	05-2703	UPSIZE WATER MAIN IN STEELHEAD RUN PROJECT RESERVE	187,000	187,000	187,000
-	-	1,131,263	05-2706	WATER STORAGE RESERVOIR PROJECT RESERVE	715,759	715,759	737,759
-	-	1,702,663		TOTAL RESERVE ACCOUNTS	1,386,759	1,386,759	1,408,759
936,482	1,977,540	-		UNAPPROPRIATED ENDING FUND BALANCE	22,000	22,000	0
936,482	1,977,540	1,702,663		TOTAL OTHER WATER FUND REQUIREMENTS	1,408,759	1,408,759	1,408,759

1,726,414	2,934,722	3,271,263		TOTAL WATER FUND REQUIREMENTS	2,815,720	2,815,720	2,820,720
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