



Rules of Conduct for Public Hearings

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

BUDGET COMMITTEE AGENDA

Wednesday, May 10, 2023

6:00 p.m.

Meetings are in-person. Remote access continues to be available. Instructions for joining are at <https://www.cityofmillersburg.org/bc-budget/page/budget-committee-meeting>. If you do not have access to a phone or computer, or need additional support, please contact City Hall prior to 5:00 p.m. on Tuesday, May 9.

Meeting link to join via computer:

<https://aspenuc.accessionmeeting.com/j/11597014359>

Phone number to join meeting: 503-212-9900

Meeting ID: 115 9701 4359

A. CALL TO ORDER – Chair Raum

B. ROLL CALL

C. INTRODUCTIONS

D. APPOINT CHAIRPERSON

E. ADOPTION OF MINUTES

1) April 26, 2022 - Budget Committee Meeting

2) May 5, 2022 - Budget Committee Meeting

Action: _____

F. AGENCY DONATION REQUESTS

G. OVERVIEW OF STRATEGIC PLAN

H. REVIEW CAPITAL IMPROVEMENT PLAN

I. RECEIVE BUDGET MESSAGE & PROPOSED FY 2023-24 BUDGET

J. OPEN FOR PUBLIC COMMENT

The public has the opportunity to address the Committee during "Public Comment" while in the virtual meeting by virtually signaling by unmuting first, then those who call in will be acknowledged, or if the public prefers, may send written comments by email to cityclerk@cityofmillersburg.org. Please limit comments to one page and include your name and address. Emails received before 5:00 p.m. on the day of the meeting will be included and read into the record.

K. ADJOURNMENT

Upcoming Meetings:

Visit the City's online calendar: <https://www.cityofmillersburg.org/calendar>

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.



April 26, 2022, Budget Committee Minutes

Virtual Meeting

6:00 p.m.

A. CALL TO ORDER: Called to order by Chair Mark Raum at 6:19 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms (joined @ 7p virtually), Mark Raum, and John Sullivan

Committee Mbrs: Doug Iverson, Mike Martin, and Talley Richardson

Members Absent: Lorri Headrick and Rob Yencopal

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; and Kimberly Wollenburg, City Recorder/Budget Officer

C. INTRODUCTIONS

Chair Mark Raum began introductions of the Budget Committee and welcomed new members.

D. APPOINT CHAIRPERSON

Chair Raum opened for nominations to Chairperson of the Budget Committee.

Action: **Motion to nominate Mark Raum as the chairperson for the Budget Committee by Mayor Lepin; seconded by Councilor Scott Cowan.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Mark Raum:	Aye
Councilor John Sullivan:	Aye
Doug Iverson:	Aye
Mark Martin:	Aye
Talley Richardson:	Aye

Motion Passed: 7/0

E. ADOPTION OF MINUTES

1) Approval of April 27, 2021 and May 4, 2021 Budget Committee Meeting Minutes

Chair Raum noted the date on the May Budget Committee meeting minutes should be May 4, 2021 not May 5.

Action: **Motion to approve the April 27, 2021 and May 4, 2021 Budget Committee meeting minutes as corrected made by Mayor Jim Lepin; seconded by Mike Martin.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Mark Raum:	Aye
Councilor John Sullivan:	Aye
Doug Iverson:	Aye

Mark Martin:
Talley Richardson:
Motion Passed: 7/0

Aye
Aye

F. AGENCY DONATION REQUESTS

Scott Harper, Meals on Wheels; Glenda Lonstron, Development Director for ABC House; Ryan Lamm, Athletic Director, Boys & Girls Club of Albany; Mayor Lepin for the South Willamette Valley Honor Flight; and Staci Rubesh, South Albany High School Senior Night gave presentations regarding their programs and their request for donations/community support. Budget Committee members asked questions about the programs and their support of the Millersburg community specifically.

Chair Raum recommended updating the Donation and Sponsorship Application by adding a question as to how many Millersburg residents or students will be participating/receive a benefit. Councilor Cowan said he appreciated the presentations and noted he supports their requests as proposed within the draft budget with the revision of adding the donation to the South Albany High School Senior All Night Party of \$1,000.

Mayor Lepin spoke about costs increasing all around and proposed increasing ABC House to \$7,500 with the donation to the South Albany High School Senior All Night Party of \$1,000. Councilor Sullivan supports the proposed with the addition of \$1,000 for the high school senior part. Talley Richardson supports leaving ABC as \$5,000 but supports more than \$5,000 for the Boys & Girls Club to \$7,500 due to their involvement in Millersburg. More discussion to follow during May's Budget Committee meeting.

G. OVERVIEW OF STRATEGIC PLAN

City Manager Kreitman provided the Committee with a high-level overview of the City's Strategic Plan, including reviewing the missions, vision, and goals.

H. REVIEW CAPITAL IMPROVEMENT PROGRAM

Assistant City Manager/City Engineer Booth went over the updates to the Capital Improvement Program for the upcoming fiscal year. Assistant City Manager/City Engineer Booth next reviewed each individual project planned/funded or unfunded.

Maintenance Supervisor Randy Mueller shared with the Committee information regarding the needed roof replacements for structures at the City Park. Councilor Cowan asked about consideration for a pickleball court option or restriping option of the tennis court. Assistant City Manager/City Engineer Booth spoke about the challenges with doing some additional striping on tennis court and issues around use of the net and storage.

There was lengthy discussion regarding the proposed Woods Road Multi-Use Path and additional lighting.

I. FIRE STATION PROJECT UPDATE

City Manager Kreitman and Assistant City Manager/City Engineer Booth provided an overview of the floor plan of the new Fire Station and took the Committee on a photo tour of the new Fire Station.

There was some discussion regarding using the new conference room and the requirements and policies around that to be handled by the Albany Fire Department.

Budget Committee Chair Mark Raum recessed the meeting at 7:58 p.m.

Budget Committee Chair Mark Raum reopened the meeting at 8:03 p.m.

J. RECEIVED BUDGET MESSAGE & PROPOSED FY 2022-23 BUDGET

City Manager Kreitman reviewed the budget calendar with the upcoming meetings and schedule for adoption. He also reviewed the budget message.

City Manager Kreitman and Assistant City Manager Booth presented an overview of the City, the industries, and the current tax base then reviewed budgeted vs. actual expenditures for fiscal year 2021-2022 and began a review of the proposed 2022-2023 budget with the Committee.

Assistant City Manager/City Engineer Booth reviewed the System Development Charges (SDCs) and went over the proposed Restricted Funds.

K. OPEN FOR PUBLIC COMMENT

No public in attendance

L. ADJOURNMENT

Meeting adjourned at 8:53 p.m.

Respectfully submitted:

Kimberly Wollenburg
City Recorder

Reviewed by:

Kevin Kreitman
City Manager



May 5, 2022, Budget Committee & Public Hearing Minutes

4222 NE Old Salem Road, Millersburg OR 97321

6:00 p.m.

A. CALL TO ORDER: Called to order by Chair Mark Raum at 6:01 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms (virtual), and Mark Raum

Committee Mbrs: Lorri Headrick (virtual), Doug Iverson, Mike Martin, Talley Richardson, and Rob Yencopal

Members Absent: Councilor Sullivan

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Kimberly Wollenburg, City Recorder; and Matt Straite, Community Development Director

C. PUBLIC HEARING

Chair Raum opened the public hearing @ 6:02 p.m. and reviewed the proposed resolutions for State Shared Revenues then opened the hearing for public comment.

a. Comments received by correspondence.

None received.

b. Audience comments.

No public in attendance.

1) State Revenue Shared Funds – Discussed possible uses of funds

2) Public Comments

No public in attendance.

Chair Raum closed public hearing at 6:05 p.m.

D. CONTINUED REVIEW OF PROPOSED FY 2022-23 BUDGET

City Manager Kreitman and Assistant City Manager/City Engineer Booth continued to review the draft of the 2022-23 budget with the Budget Committee.

The Budget Committee had a lengthy discussion regarding Community Support and the requests for sponsorships/donations, particularly around the request from the South Albany High School Senior Night Party.

Action: **Mayor Lepin motioned for the following allocations for Community Support: Meals on Wheels, \$1,000; ABC House, \$5,000; Boys & Girls Club, \$5,000; Arts & Air Festival, \$3,000; Willamette Valley Honor Flight, \$2,000; South Albany High School Senior All Night Party, \$1,000; Miscellaneous, \$3,500; seconded by Councilor Scott Cowan.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Mark Raum: Aye
Lorri Headrick: Aye
Doug Iverson: Aye
Mike Martin: Aye
Talley Richardson: Aye
Rob Yencopal: Aye

Motion Passed: 9/0

The Committee discussed the City of Albany increase in non-resident fee for a library card and increasing the library reimbursement expense to cover the increase from \$40.00 to \$80.00.

Action: **Councilor Cowan motioned to fund the library reimbursement for FY 2022-2023 for the full \$80.00 up to a budget cap of \$5,000; seconded by Talley Richardson.**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Mark Raum: Aye
Lorri Headrick: Aye
Doug Iverson: Aye
Mike Martin: Aye
Talley Richardson: Aye
Rob Yencopal: Aye

Motion Passed: 9/0

City Manager Kreitman provided the Committee with information regarding the request by the Events Planning Committee to increase the Millersburg Celebration budget from \$45,500 to \$50,718. made by Scott Cowan; seconded by Mayor Jim Lepin.

Action: **Councilor Cowan motioned to increase the Millersburg Celebration budget from \$45,500 to \$50,718; seconded by Mayor Jim Lepin.**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Mark Raum: Aye
Lorri Headrick: Aye
Doug Iverson: Aye
Mike Martin: Aye
Talley Richardson: Aye
Rob Yencopal: Aye

Motion Passed: 9/0

Budget Committee Chair Mark Raum recessed the meeting at 7:45 p.m.

Budget Committee Chair Mark Raum reopened the meeting at 7:50 p.m.

During review of the stormwater budget, Mayor Lepin asked if the City was willing to consider helping the property owners at 3057 Millersburg Drive with repairing a culvert beneath a shared driveway. City Manager Kreitman recommended that the property owner to bring it to Council and the Council could then consider action.

E. OPEN FOR PUBLIC COMMENT
No public in attendance.

F. MOTIONS TO APPROVE CIP AND FY 2022-23 BUDGET

Action: **Motion to approve and recommend to City Council the adoption of the proposed FY 2022-2023 Budget and Capital Improvement Plan as modified made by Talley Richardson; seconded by Doug Iverson.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Aye
Councilor Mark Raum:	Aye
Lorri Headrick:	Aye
Doug Iverson:	Aye
Mike Martin:	Aye
Talley Richardson:	Aye
Rob Yencopal:	Aye

Motion Passed:

G. ADJOURNMENT

Meeting adjourned at 8:30 p.m.

Respectfully submitted:

Kimberly Wollenburg
City Recorder

Reviewed by:

Kevin Kreitman
City Manager



Due Date: April 18, 2023

Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: ABC House

Contact Person: Glenda Lonstron Position: Development Director

Phone: 541-926-2203 Email: glonstron@abchouse.org

Mailing Address: PO Box 68, Albany, OR 97321

Name of Project or Activity: Comprehensive Child Abuse Assessment & Support Services

Project or Activity Start Date: July 1, 2023 End Date: June 30, 2024

Amount of Funding Sought: \$ 10,000

Total Cost of the Project or Activity: \$ 1,420,473

Has the Project or Activity been Held Previously? Yes No
Details:

In 1991, the Oregon State Legislature mandated the creation of a multidisciplinary team approach to the investigation and treatment of child abuse in each county. Child abuse professionals in Linn (and Benton) counties worked together to create ABC House, the first child abuse intervention center serving our community. Since 1997, we have helped more than 12,000 children, youth, and families (approximately 550 from Linn County annually) overcome the crisis of abuse and neglect.

Have you Received Funds from City of Millersburg Previously? Yes No

Is your Organization Not-for-Profit or a Government Entity? Yes No

PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.
(Feel free to attach any supporting documentation.)

Please see attached supporting documentation regarding the need for comprehensive child abuse assessment and support services in Linn County and the services provided to residents of the City of Millersburg.

What is the purpose of your group/organization?

ABC House is an accredited member of the National Children's Alliance, and only agency providing child abuse assessment and support services for Oregon's Linn and Benton counties. ABC House is a children's advocacy center, dedicated to providing child abuse assessment and support services for children referred with concerns of abuse or neglect. Mission: We work to break the cycle of child abuse and neglect, supporting children as they find their voice, and helping children and families heal and thrive.

What are the objectives or outcomes to be achieved by the project or activity?

Please see attached supporting documentation regarding the objectives and outcomes that will be achieved through the Child Abuse Assessment and Support Services Program.

What is the benefit to the Millersburg community of the project or activity?
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

Please see attached supporting documentation regarding the benefits to Millersburg community.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

(e.g. audience surveys, attendee numbers, verbal feedback)

Please see attached supporting documentation regarding how we will measure and evaluate and report our Assessment Program success.

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

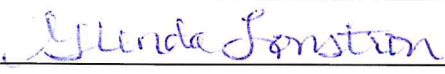
We have several pending and secured grants to help support this application's request, including Victims of Crime Act Competitive (\$92,383) and Non-Competitive grants (\$177,393); Linn County Child Abuse Multidisciplinary Intervention Grant (\$136,929); Benton County Child Abuse Multidisciplinary Intervention Grant (\$71,000); Bess Spiva Timmons Foundation (\$5,000); United Way of Linn County (\$10,000); United Way of Benton County (\$25,000); City of Philomath, \$5,000; and Benton Community Foundation (\$10,000). Recent grants received include the Chambers Family Foundation (\$10,000), the Ralph Hull Foundation (\$15,000), and the Wheeler Foundation (\$10,000).

DECLARATION

Declaration of not-for-profit group or organization or registered charity.

I certify the organization making this application is a not-for-profit group or organization or a registered charity.

Name: Glenda Lonstron Position: Development Director

Signature:  Date: April 17, 2023

SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at (458) 233-6300 or email sdickerman@cityofmillersburg.org.

Project or Activity Details:

We are seeking the support of the City of Millersburg to help deliver much-needed comprehensive child abuse assessment and support services for increasing numbers of children impacted by abuse or neglect in Linn (and Benton) counties. Demand for these essential services continues to be high and is showing no sign of slowing.

ABC House's Comprehensive Child Abuse Assessment & Support Services are central to our mission, with the goals of identifying abuse early so that children can be protected from further harm; providing necessary medical care to promote healing from the physical effects of abuse; connecting children and families to local agencies and community resources they need to support a healthy, safe and healing family environment; and connecting them to trauma counseling so that they can heal emotionally. Centers like ABC House are the most effective means of ensuring that children are not further traumatized by the system that was designed to protect them, by providing critical services in one location. Without ABC House, children would be questioned in police stations, treated in chaotic emergency rooms, and forced to share their experiences repeatedly, with multiple people who are not working together.

Demand for ABC House's child abuse assessment and support services remains high, including cases with pronounced severity of abuse, including significant physical abuse, sexual abuse, parental substance abuse, and domestic violence. In 2022, we provided 1,500 unique instances of service (e.g., 342 medical exams, 466 medical/emergency/drug endangered children consults, 242 forensic interviews, etc.), a 30% increase since 2019. We served a total of 771 children (101 from Millersburg) in 2021. In 2022, we served 833 children, another record high, and an 8% increase, without an increase in staffing (38 confirmed from Millersburg though this is likely low, as explained below).

Research shows that public health emergencies increase the risk for child abuse and neglect because of increased stressors and loss of financial and social supports. A number of stressors associated with the pandemic are continuing to have an effect: disruption of routine, increased stress and substance abuse, and reduced access to resources (now exacerbated by inflation). The "perfect storm" for child abuse is still very much a factor with conditions that increase rates of physical abuse and neglect. With the ongoing high demand for services, it is very important that we do all we can to serve as many children as possible, as promptly as possible. Children impacted by abuse cannot wait. Their safety, welfare, and futures are at stake. Child abuse remains the most common type of major childhood trauma today. In 2020, 15,000 children in the U.S. were diagnosed with cancer and 210,000 children were diagnosed with diabetes, but 618,000 were victims of child abuse and neglect.

What are the objectives or outcomes to be achieved by the project or activity?

ABC House's Comprehensive Child Abuse Assessment Program is our mission in action, with the goals of identifying abuse early so that children can be protected from further harm; providing necessary medical care to promote healing from the physical effects of abuse; and connecting children and families to local agencies and community resources they need to support a healthy and healing home environment; and connecting them to trauma counseling so that they can heal emotionally within the critical window when intervention is most effective.

When police or child protective services are concerned that a child has been abused, the child is brought to ABC House by a caregiver or parent for an assessment. The assessment goes at the child's pace and includes a head-to-toe medical exam, followed by a forensic interview where the child can talk about their experience with a trained interviewer who knows the right questions to ask to obtain accurate, objective information in a non-traumatic way. Families also receive guidance throughout the assessment process and referrals from Family Support Advocates for other needed assistance, such as counseling, housing and domestic violence assistance. Evidence from the assessment is used to help determine whether abuse occurred and what supports and services the child may need going forward. A multidisciplinary team (MDT) makes decisions together about how to help the child with safety planning and recommendations.

ABC House partners effectively with multidisciplinary professionals actively involved in the investigation and response to child abuse and neglect, to ensure a collaborative, efficient and child-focused investigation. Partners include law enforcement, DHS Child Protective Services, medical and mental health professionals, and other youth-serving agencies such as the Juvenile Department, CASA and school districts. We are also working to expand our outreach in historically underserved populations to ensure we are meeting the needs of children in these communities. Outreach efforts include offering English and Spanish language community prevention and education training workshops virtually or in community venues, like churches and schools. We also participate in health fairs and events that are scheduled throughout our service area, and actively increase our contacts in underserved communities.

What is the benefit to the Millersburg community of the project or activity?

During a 12-month period, we anticipate serving roughly 650 or more Linn County children (639 were seen last year; 550 in 2021), including an estimated 40-60 from the City of Millersburg. All children served are referred by DHS, law enforcement, or the medical community. As mentioned previously, we have been able to confirm 38 children from Millersburg were served at ABC House last year. We believe this is likely a low number due to tracking challenges (Millersburg and Albany have the same zip code). Further, if the State of Oregon has legal custody of a child (i.e., the child is in foster care) at the time of the assessment appointment, the contact address is automatically listed as the Department of Human Services office in Albany or Corvallis, regardless of where the child may have resided or the location of the alleged abuse.

With your support, Millersburg children impacted by abuse or neglect, and their families, will receive the vital services they need to heal, including medical examinations by physicians specializing in the recognition and treatment of child abuse; recorded forensic interviews by professionals trained in talking to children, to minimize the number of times they have to talk about their experience; family support and referral services to help families cope with the discovery of abuse; and trauma counseling to help children and family members heal emotionally. With the ongoing high demand for services, it is very important that we do all we can to serve as many children as possible, as promptly as possible. Research overwhelmingly shows the harmful impact of abuse when children do not receive the timely help they need. Abused children who do not receive intervention are at a greater risk of depression, teen pregnancy and juvenile delinquency. These children grow up suffering the long-term consequences of child abuse, including significantly increased risks of depression, substance abuse, re-victimization and criminal behavior, and physical maladies such as diabetes, heart disease and cancer. This project will

increase resilience and protective factors, while also decreasing PTSD symptoms for clients who have suffered one or more adverse childhood experiences (ACEs), including physical abuse, sexual abuse, neglect, and witnessing violence.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

As mentioned above, all children seen at ABC House are referred by law enforcement, DHS or the medical community. We measure our program success by collecting data and comparing actual results with projected goals and targets using data elements that include client demographics, types of abuse, and number/type of services provided. Relevant measures of success for this project include: providing child-sensitive assessment services to children in a welcoming environment that allows objective information to be gathered, and minimizes trauma to the child; facilitating healing for children and caregivers by providing clear information and making effective referrals to caregivers for additional services; and fostering a multidisciplinary approach with investigating agencies for more collaborative, efficient investigations.

These outcomes will be measured through follow-up surveys completed anonymously by caregivers. Our benchmark: 85% of surveyed clients will agree or strongly agree that the program facilitated healing. Data is routinely collected and reported to staff on a quarterly basis. Each year, the ABC House Annual Report shares the previous year's accomplishments on our website (www.abchouse.org), including the number of children served, the number of services rendered and by type of service, client statistics including age, gender and county of residence. Other data includes community education participation statistics, fundraising results, and a revenue and expense report.



Due Date: April 18, 2023

Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: Boys & Girls Club of Albany

Contact Person: John Andersen Position: CEO

Phone: 541-926-6666 ext. 218 Email: john.andersen@bgc-albany.org

Mailing Address: 1215 Hill Street SE Albany, OR 97322

Name of Project or Activity: Millersburg park youth sport camps, Youth Winter basketball leagues, HoopJam

Project or Activity Start Date: July 2023 End Date: June 2024

Amount of Funding Sought: \$ 6,000

Total Cost of the Project or Activity: \$ 130,000

Has the Project or Activity been Held Previously? Yes No

Details:

These programs and services are offered annually through the Boys & Girls Club of Albany. They are designed to serve ages 5-18 years old. We are hoping that the City of Millersburg will support these various youth sports opportunities that are utilized by Millersburg residents.

Have you Received Funds from City of Millersburg Previously? Yes No

Is your Organization Not-for-Profit or a Government Entity? Yes No

PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.
(Feel free to attach any supporting documentation.)

\$2500 for the Millersburg park summer youth sports camps. In what would be our 4th year offering this camp at Millersburg park, this camp provides Millersburg residents a great opportunity for their kids right in their own community! We have served over 140 Millersburg residents in the past and hope to continue to provide and grow this youth sports camp that emphasizes skill development, team work, and lots of fun! Funds would support staffing expenses, equipment, daily snacks/prizes, and camp t-shirts. Tentatively scheduled for the month of July.

\$2500 - 3rd-8th Grade Winter Basketball Leagues - We got back to pre-COVID registration numbers for our Winter basketball leagues for 3rd-8th grade boys and girls that included 455 participants. Of those, approximately 112 were city of Millersburg.

What is the purpose of your group/organization?

The Boys & Girls Club of Albany is a non-profit youth development program that serves youth ages 5-18 years old. The Club provides an after-school & Summer program, athletic leagues and camps, and dental services year round at affordable rates so every kid has the opportunity to learn and grow with trained professional staff, mentors, and coaches. Our after-school program runs from 2:30-7:00pm, Monday - Friday. Youth can participate in art, cooking, technology, dance, leadership, and education programs.

What are the objectives or outcomes to be achieved by the project or activity?

The objectives of our sports programs is to provide a safe and positive environment for all youth regardless of their skills & abilities to participate in a non-competitive league. Those who participate in sports have learned more than just fundamentals, youth will gain life-long characteristics like teamwork, sportsmanship, and hard work. In a society full of technology, the club is dedicated to creating an outlet to get kids active and ensure opportunities for exercise under the guidance of trained volunteers and staff.

What is the benefit to the Millersburg community of the project or activity?
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

As a sponsor of various youth sport leagues/programs, the City of Millersburg will be recognized as a partner of the Boys & Girls Club of Albany. Recognition will be seen through different marketing outlets; school & club flyer, social media, and logo placement at Club/event facilities. Sponsorship supports allows the Club of keeping sports fees affordable, allowing all youth especially those from disadvantage circumstances the opportunity to participate. Our programs also creates jobs for high school students as most of our officials and umpires are students from the local high schools. These entry positions allows the Club to train and develop students into possible long-term employment at the club or local businesses.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?
(e.g. audience surveys, attendee numbers, verbal feedback)

Our programs are evaluated through various platforms, for example:

1. Number of enrolled participants are evaluated quarterly and compared to prior years to look for growth in the various program areas.
2. Coaches surveys are implemented throughout the year to gain valuable feedback and identify strengths and ideas to make our programs even better.

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

As a non-profit organization, the Boys & Girls Club of Albany strives to keep cost of our services low and affordable. We apply for support from United Way of Linn, Benton, & Lincoln Counties through their granting process on an annual basis. However, most of our support comes from individual giving and corporate sponsors.

DECLARATION

Declaration of not-for-profit group or organization or registered charity.

I certify the organization making this application is a not-for-profit group or organization or a registered charity.

Name: John Andersen Position: CEO

Signature: John Andersen Digitally signed by John Andersen
Date: 2023.04.18 12:22:40 -07'00' Date: 4/18/23

SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at (458) 233-6300 or email sdickerman@cityofmillersburg.org.



Due Date: April 18, 2023

Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: City of Albany - Parks & Recreation

Contact Person: Nicole Markel Position: Resource Development Coordinator

Phone: 541-917-7774 Email: nicole.markel@cityofalbany.net

Mailing Address: 333 Broadalbin St SW Albany, OR 97321

Name of Project or Activity: Northwest Art & Air Festival Sponsorship

Project or Activity Start Date: August 23, 2024 End Date: August 25, 2024

Amount of Funding Sought: \$ 3,000

Total Cost of the Project or Activity: \$ 3,000

Has the Project or Activity been Held Previously? Yes No

Details:

The City of Millersburg has been a proud supporter of this event for many years and we hope to have this partnership continue for many years.

Have you Received Funds from City of Millersburg Previously? Yes No

Is your Organization Not-for-Profit or a Government Entity? Yes No

PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.
(Feel free to attach any supporting documentation.)

The Northwest Art & Air Festival is a celebration of creativity, flight, and entertainment. The festival continues to be Albany Parks & Recreation's biggest signature event every year, drawing crowds from around Oregon, more than 63,000 attended the 2019 event. The event includes hot air balloons that lift off each morning for the entire town to enjoy. Friday event thousands of spectators gather for Night Glow, a night time inflation of the colorful balloon along with a concert. This something for everyone event also includes a Family Zone play area, over 70 juried artist booths and the highlight of the event is a concert on the Main Stage in the amphitheater. This event is only possible with the generous support from sponsors.

What is the purpose of your group/organization?

Albany Parks & Recreation promotes healthy living through recreational experiences and serve as stewards of Albany's public parks and facilities.

What are the objectives or outcomes to be achieved by the project or activity?

With all of our event, Albany Parks & Recreation strives to provide a safe family fun for everyone in the community to enjoy. It is important for us to be able to offer as many free or low-cost events as possible to the community and that is only achieved through the generous support of sponsors. We believe the events and Parks & Recreations provides to the community help to make Albany a great place to live, work, and play.

What is the benefit to the Millersburg community of the project or activity?
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

The community of Millersburg is an important part of what makes Albany great. It represents the growing community that we all love and it is important for Parks & Recreation to create events that are important to all ages, income levels and ethnic diversity in all neighborhoods that make up our beautiful city. NW Art & Air Festival really does have something for everyone to enjoy and is an event that everyone who lives and works in Albany can feel proud of.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

(e.g. audience surveys, attendee numbers, verbal feedback)

We promote this event through a number of different ways, print ads, posters, social media, radio, television ads and our event program that is mailed to every household in Albany. We measure our success not only on the crowd size, but also event feedback from attendees and our sponsors. We want to continue to make this event grow and be better every year and we can only achieve that through feedback.

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

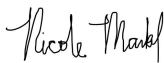
We work with many businesses in town for both cash and in-kind support for NW Art & Air Festival.

DECLARATION

Declaration of not-for-profit group or organization or registered charity.

I certify the organization making this application is a not-for-profit group or organization or a registered charity.

Name: Nicole Markel Position: Resource Development Coordinator

Signature:  Date: 04/11/2023

Digitally signed by Nicole Markel
Date: 2023.04.11 13:47:57
-07'00'

SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at (458) 233-6300 or email sdickerman@cityofmillersburg.org.



Due Date: April 18, 2023

Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: Oregon Cascades West Council of Governments

Contact Person: Alicia Lucke Position: Program Manager

Phone: 5419248440 Email: alucke@ocwcog.org

Mailing Address: 1400 Queen Avenue SE Albany, OR 97322

Name of Project or Activity: Meals on Wheels

Project or Activity Start Date: 7/1/2023 End Date: 6/30/2024

Amount of Funding Sought: \$ 1,000

Total Cost of the Project or Activity: \$ \$2,583,522.00

Has the Project or Activity been Held Previously? Yes No

Details:

Meals on Wheels has been providing nutritious meals to Linn County older adults and adults with disabilities for over 40 years. This is an ongoing project.

Have you Received Funds from City of Millersburg Previously? Yes No

Is your Organization Not-for-Profit or a Government Entity? Yes No

PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.
(Feel free to attach any supporting documentation.)

Meals on Wheels serves aging homebound adults and adults with disabilities through volunteers delivering hot meals directly to the client's front door or at congregate meal sites. The program is designed to inclusively provide eligible older adults access to nutritiously prepared meals, support overall health with daily well checks, and to stave off social isolation by providing a community connection. The main goal is to assist those we serve to remain independent and healthy in the home of their choosing for as long as possible.

What is the purpose of your group/organization?

MOW provides important nutrition, socialization, and a safety net for older adults through congregate dining at a local meal site, or by a friendly volunteer checking-in with vulnerable homebound clients. Each clients meet with a coordinator or case manager who evaluates any unmet needs and provides referrals and information about available wrap-around resources. Services directly affects client's health, vitality, and quality of life through providing proper nutrition, social interaction, and welfare checks.

What are the objectives or outcomes to be achieved by the project or activity?

Outcomes are defined by the ability to meet the need of all requests for meals for qualifying older adults and those living with disabilities; we currently operate without a wait list. Each meals that is served meets 1/3 the required specific caloric intake and nutrients to help keep consumers both physically and mentally active. Menus are planned with a Registered Dietitian and meets the 2021-2025 USDA Dietary Guidelines and Dietary Reference Intakes.

What is the benefit to the Millersburg community of the project or activity?
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

In 2022 the Meals on Wheels Albany site delivered a total of 211 meals to two Millersburg residents. Meals were delivered Monday through Friday, with frozen meals available for weekdays that the site is closed. Residents are also offered shelf stable food boxes to use during weather delays or other disaster events that may prohibit safe delivery.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?
(e.g. audience surveys, attendee numbers, verbal feedback)

Clients participate in an annual Customer Satisfaction Survey. Our success is based upon the consumer's ability to remain safely in the home of their choosing for as long as possible and averages a 94% success rate.

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

Meals on Wheels has braided local, state and federal funding as well as private donations, grants, and contributions from program participants. Local funding includes grants and donations from City and County municipalities, businesses, foundations and trusts, individual donations, and planned giving. Federal funding includes reimbursement through the Older Americans Act (OAA), the U.S. Department of Agriculture (USDA) and Medicaid and state funds through Oregon Project Independence (OPI). MOW leverages this funding base to attract additional resources to cover the balance of the program budget. Local "matching funds" are critical to the program and are a large part of the reason MOW successfully operates with no current wait list and was able to sustain its services during the pandemic.

DECLARATION

Declaration of not-for-profit group or organization or registered charity.

I certify the organization making this application is a not-for-profit group or organization or a registered charity.

Name: Alicia Lucke Position: Program Manager
Signature: Alicia Lucke Digitally signed by Alicia Lucke
Date: 2023.03.28 18:19:01
-07'00' Date: 3/28/2023

SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at (458) 233-6300 or email sdickerman@cityofmillersburg.org.



Due Date: April 18, 2023

Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: Linn County Fair

Contact Person: Scott Schuler Position: Cooridinator

Phone: 541-619-515 Email: scottschuler@bicoastal.media

Mailing Address: 3700 Knox Butte Rd E Albany Or 97322

Name of Project or Activity: Linn County Fair

Project or Activity Start Date: July 13 End Date: July15

Amount of Funding Sought: \$ 1500

Total Cost of the Project or Activity: \$ _____

Has the Project or Activity been Held Previously? Yes No

Details:
ngoing Fair

Have you Received Funds from City of Millersburg Previously? Yes No

Is your Organization Not-for-Profit or a Government Entity? Yes No

PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.
(Feel free to attach any supporting documentation.)

Thank you for your support of the 2023 Linn County Fair. We appreciate you more than you know, and look forward to a great time providing our local community with this outstanding event which has run 100 years in support of Linn County community.

What is the purpose of your group/organization?

What are the objectives or outcomes to be achieved by the project or activity?

What is the benefit to the Millersburg community of the project or activity?
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

Many people will be attending from Millersburg

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

(e.g. audience surveys, attendee numbers, verbal feedback)

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

DECLARATION

Declaration of not-for-profit group or organization or registered charity.

I certify the organization making this application is a not-for-profit group or organization or a registered charity.

Name: Scott Schuler Position: Cooridinator

Signature: _____ Date: 4-15-2023

SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at (458) 233-6300 or email sdickerman@cityofmillersburg.org.

Hello Valued Sponsor!

Thank you for your support of the **2023 Linn County Fair**. We appreciate you more than you know, and look forward to a great time providing our local community with this outstanding event which has run 100 years in support of Linn County community.

The fair runs from **Thursday July 13th – Saturday July 15th**. VIP will open at 5:30pm each day and run through the culmination of the night. Your VIP passes include parking, fair entry, and a drink ticket, which is reloaded each day. We have fabulous food provided by sponsors with Thursday provided by Carinos, Friday from Loafers, and wrapping up Saturday with N'Reeners Event Catering. Openers begin at 7pm with main stage acts following at 8:30pm.

We look forward to seeing everyone there and please don't hesitate to reach out with any questions or concerns leading up to the event.

Sincerely,

Scott Schuler- Fair Sponsorships
541-619-5150

Kerry Johnson – VIP Chair/Fair Board
(541) 974-2344 kerry@kerryjohnson.org

Linn County Fair Board

Kris Latimer – Chair Board
Damon Martin – Vice Chair
Steve Mote
Ed Perlenfein
Roger Nyquist
Michael Huber

Linn County Expo Supporting Staff

Kris Barnes, Director
Rachel Lytle, Administrative Assistant



Due Date: April 18, 2023

Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: Timber Ridge Ptc

Contact Person: Abby Johnson Position: President

Phone: (541)231-5647 Email: Dabbles81@gmail.com

Mailing Address: 3061 NE Malachi NE Malachi Way

Name of Project or Activity: Timber Ridge Carnival & Silent Auction

Project or Activity Start Date: 03/16/24 End Date: 03/16/24

Amount of Funding Sought: \$ 1,000

Total Cost of the Project or Activity: \$ 2,600

Has the Project or Activity been Held Previously? Yes No

Details:
We hosted this event this past March 18th. It was a very successful event. The City of Millersburg cash donation made a huge impact. We were able to purchase items for the auction, buy food and decorations. This was our first event since Covid. We had so many families and community members participate. We expect the Carnival in 2024 to be just as big.

Have you Received Funds from City of Millersburg Previously? Yes No

Is your Organization Not-for-Profit or a Government Entity? Yes No

PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.
(Feel free to attach any supporting documentation.)

We are hosting our second school carnival and silent auction. We will have games and contests for students to participate in. We will also have physical challenges for students: two parkour courses and a scooter maze. Our carnival brings in families from both Timber Ridge and Meadow Ridge. We will be purchasing food, prizes and supplies. We are hoping to offset our cost for these needed items.

What is the purpose of your group/organization?

The Timber Ridge PTC consists of parents and teachers representing Timber Ridge school. We host fundraisers throughout the year in order to pay for activities in and out of the classroom, field trips, and field days. Our board also helps teachers purchase items that the school doesn't provide.

What are the objectives or outcomes to be achieved by the project or activity?

The mission of our school parent club is to support Timber Ridge (students and staff) through fundraising, and other acts of stewardship, building a cooperative environment and working with community to support learning in all areas. The carnival will bring families together to raise money through admissions, the silent auction and food sales. The money raised will help us with our events: Bingo, Classified Appreciation, Wreath Sale, OMSI Presentations, Teacher Appreciation, Field Day, 5th Grade Promotion, Admin Appreciation, 8th Grade Graduation as well as teacher requested grants.

What is the benefit to the Millersburg community of the project or activity?
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

Many of Timber Ridge's families reside in Millersburg. This is an opportunity for the community and families to enjoy a fun atmosphere while supporting Timber Ridge School. The money is supporting local business that we purchase supplies from. The City of Millersburg is supporting Albany and other businesses in the process.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

(e.g. audience surveys, attendee numbers, verbal feedback)

Our carnival will be advertised through social media, the radio, parent square and fliers. We will measure the success by how much money we bring in. We also heard back from teachers and families how much fun they had. We asked parents to send in pictures from the event, but only had a handful of people sent in pictures. The 2024 carnical will have a dedicated media person taking pictures and documenting the event. There was a huge learning curve with the 2023 Carnival being our first one.

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

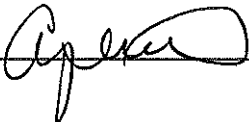
We intend on asking other companies for support, but have not done so yet. For last years event, we asked for money from Henry's food court and a few other local businesses and recieved small cash donations that went to our Silent Auction.

DECLARATION

Declaration of not-for-profit group or organization or registered charity.

I certify the organization making this application is a not-for-profit group or organization or a registered charity.

Name: Abigail Johnson Position: President

Signature:  Date: 5/4/23

SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at (458) 233-6300 or email sdickerman@cityofmillersburg.org.



CITY OF
Millersburg

A COMMUNITY LINKING
AGRICULTURE AND INDUSTRY

Capital Improvements Plan

City of Millersburg

2023-2027

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Table of Contents

Introduction.....	5
Finances	7
Parks.....	9
Public Facilities	21
Transportation	27
Storm Water	39
Wastewater.....	43
Water	53

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Introduction

Strategic Planning and Decisions

The City of Millersburg Strategic Plan consists of a mission statement, vision, and six strategic priorities, which are each supported by goals and objectives. Our mission statement and vision are founded on basic values that guide our decisions.

Mission Statement: Providing a strong industrial base to maintain a quality, small-town atmosphere.

Vision: A community which values its strong industrial base and economic development that supports its ability to maintain a small-town atmosphere by providing funding for excellent services, resulting in a safe and healthy environment for residents

The six Strategic Priorities are:

1. **Governance** – Millersburg is governed in a way that supports the needs of its growing residential base, businesses, and industry.
2. **Safety** – Provide effective emergency services to the community.
3. **Development** – Development of residential, commercial, and industrial properties as a planned and managed process.
4. **Public Infrastructure** – City infrastructure systems are designed, constructed, and maintained to meet current and future needs.
5. **Recreation** – A community that supports recreational and social activities for all ages.
6. **Environmental Stewardship** – Millersburg promotes sustainability through efficient management of natural resources.

Our principle and vision statements must be upheld by and guide the decision-making process when determining planned projects and expenditures. The visions and values of the Strategic Plan are the basis for the projects proposed in this Capital Improvement Program (CIP).

Financial Planning

The Capital Improvement Program (CIP) is a planning document that identifies capital projects in the next five-year horizon for elected officials, citizens, and staff. The first year of the CIP will be the basis for developing the capital portion of the forthcoming City Budget for the year. This CIP shows the total cost of a project in the year it is funded. Once a project appears in the first year of the CIP and makes it into the budget, it does not appear again in the CIP because the project has moved beyond the planning phase.

How to Use This Report

Each section of the report deals with a major infrastructure service the city provides. You will find separate sections for parks, public facilities, transportation, stormwater, wastewater, and water.

Each project scheduled over the next five years is individually identified. Each project shows the total cost and the sources of money used to pay for it. Each project has a unique CIP identification number attached to it.

The CIP Process

This report is distributed to the City Council and Budget Committee, and copies are made available to the public at City Hall and on the city's website. During the first Budget Committee meeting the proposed project list will be reviewed and an opportunity will be provided to ask questions to clarify issues and information. The CIP will be revised as necessary and the final Program adopted along with the City Budget. This final version is the basis for projects found in the City Budget.

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Finances

Paying for Capital Projects

The city has operating and reserve funds which can be used to fund projects, however there is not enough money for all the projects the city needs or would like to do. In most cases the source of money determines which projects get included. For instance, Water Fund revenue can only be spent on water projects. The money each of these funds receives must be spent for the purposes for which the fund was created.

Sources of Funding

The table below shows the relative breakdown of funding sources for all the projects contained in the 2023-2027 CIP.

This chart shows a projection of funds needed for projects in any given year. Any given project can have funding from more than one source. For instance, a sewer upgrade project may be funded by a combination of Sewer Rate revenue and Sewer System Development Charges (SDC) revenue. Each project in this CIP will have funding sources identified.

A fund is an accounting term that denotes a stand-alone operation that has its own set of accounting books. Even though it is part of the city, for financial purposes it operates as a separate service.

Projected Cost Totals by Funding Source

FUNDING SOURCE	2023-24	2024-25	2025-26	2026-27	2027-28	TOTAL
GF-Beginning Balance	\$110,000	\$400,000	\$397,000	\$0	\$0	\$907,000
GF-Operating	\$74,000	\$56,000	\$62,000	\$0	\$0	\$192,000
SDC-I Streets	\$1,003,000	\$1,277,000	\$925,000	\$0	\$0	\$3,205,000
SDC-R Streets	\$27,000	\$204,000	\$791,000	\$0	\$0	\$1,022,000
SDC-I Sewer	\$0	\$514,000	\$240,000	\$0	\$0	\$754,000
SDC-I Water	\$0	\$250,000	\$0	\$187,000	\$0	\$437,000
SDC-R Water	\$375,000	\$233,000	\$100,000	\$0	\$0	\$708,000
SDC-I Parks	\$0	\$300,000	\$100,000	\$276,000	\$0	\$676,000
SDC-R Parks	\$0	\$0	\$0	\$0	\$0	\$0
Highway Use Tax	\$0	\$0	\$0	\$0	\$0	\$0
Highway Use Tax - Bike/Ped	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Street Reserves	\$65,000	\$358,000	\$262,000	\$0	\$0	\$685,000
Perlenfein Zuhlke Lane Reservation	\$96,300	\$0	\$0	\$0	\$0	\$96,300
Suniga Millersburg Drive Reservation	\$0	\$0	\$341,000	\$0	\$0	\$341,000
Stormwater Reserves	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Rates/Operating Revenues	\$74,000	\$7,000	\$0	\$0	\$0	\$81,000
Water Rates/Operating Revenues	\$16,000	\$178,000	\$392,000	\$0	\$0	\$586,000
Grants	\$623,000	\$1,000,000	\$0	\$0	\$0	\$1,623,000
Sale of Industrial Property	\$786,000	\$3,714,000	\$0	\$0	\$0	\$4,500,000
TOTAL:	\$3,269,300	\$8,491,000	\$3,610,000	\$463,000	\$0	\$15,833,300

The Five-Year Plan

The following table shows the total cost of projects authorized in each of the next five years for each major category of capital projects.

Occasionally new issues, changing cost and revenue realities, or shifts in city priorities will cause a project, or a number of projects, to be either bumped forward or back in the five-year schedule. Any changes of this nature would be reflected in future CIP documents.

Projected Cost Totals by Category

CATEGORY	2023-24	2024-25	2025-26	2026-27	2027-28	TOTAL
Parks	\$426,000	\$1,197,000	\$559,000	\$276,000	\$0	\$2,458,000
Public Facilities	\$110,000	\$0	\$0	\$0	\$0	\$110,000
Transportation	\$1,302,300	\$4,362,000	\$2,319,000	\$0	\$0	\$7,983,300
Stormwater	\$0	\$0	\$0	\$0	\$0	\$0
Wastewater	\$74,000	\$521,000	\$240,000	\$0	\$0	\$835,000
Water	\$1,357,000	\$2,411,000	\$492,000	\$187,000	\$0	\$4,447,000
GRAND TOTALS:	\$3,269,300	\$8,491,000	\$3,610,000	\$463,000	\$0	\$15,833,300

Parks

A Path Forward

Strategy 5 of the Strategic Plan states, “Millersburg is a community that strives to support community recreational and social activities for all ages.” In accordance with this goal the Millersburg City Council formed a Parks Committee in 2017 and began development of a Parks Master Plan in 2018.

The Parks Master Plan was completed and adopted in April 2020. Now that the Parks Master Plan is complete, it will guide the city's investment in park acquisition, renovation, and facility improvements. In 2021 a System Development Charge (SDC) study was completed and new parks SDC charges were adopted in September 2021. Parks projects may be funded by a mix of funds from outside grants, private donations, Parks SDCs, and the general fund.

The capital projects from the Parks Master Plan are included in this CIP. The Parks Commission will evaluate the project list and guide implementation of projects going forward, as funding becomes available.

Projected Cost Totals

FUNDING SOURCE	2023-24	2024-25	2025-26	2026-27	2027-28	TOTAL
GF Operating	\$74,000	\$56,000	\$62,000	\$0	\$0	\$192,000
GF Beginning Balance	\$0	\$400,000	\$397,000	\$0	\$0	\$797,000
Grant	\$32,000	\$0	\$0	\$0	\$0	\$32,000
SDC-R Parks	\$0	\$0	\$0	\$0	\$0	\$0
SDC-I Parks	\$0	\$300,000	\$100,000	\$276,000	\$0	\$676,000
Sale of Industrial Property	\$320,000	\$441,000	\$0	\$0	\$0	\$761,000
GRAND TOTALS:	\$426,000	\$1,197,000	\$559,000	\$276,000	\$0	\$2,458,000

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvement Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2023 – 2024		
1115	NEW NEIGHBORHOOD PARK PLANNING AND DEVELOPMENT	\$40,000
1123	LINEAR PARK AND MULTIUSE PATH SOUTH OF CONSER ROAD	\$320,000
1127	CITY PARK RESTROOMS FLOOR AND WALL COATING	\$26,000
1128	ACORN PARK FRONTAGE IMPROVEMENTS	\$40,000
Total for FY 2022-2023		\$426,000
Plan Year: 2024-2025		
1104	CITY PARK SOUTH BALLFIELD INFIELD MIX	\$19,000
1105	CITY PARK TENNIS COURT RESURFACING	\$37,000
1115	NEW NEIGHBORHOOD PARK PLANNING AND DEVELOPMENT	\$400,000
1123	LINEAR PARK AND MULTIUSE PATH SOUTH OF CONSER ROAD	\$741,000
Total for FY 2023 – 2024		\$1,197,000
Plan Year: 2025 – 2026		
1103	CITY PARK NORTH BALLFIELD RENOVATION	\$62,000
1115	NEW NEIGHBORHOOD PARK PLANNING AND DEVELOPMENT	\$497,000
Total for FY 2024 – 2025		\$559,000
Plan Year: 2026 – 2027		
1117	ACQUISITION OF PROPERTY FOR EXPANSION OF CITY PARK	\$276,000
Total for FY 2025 – 2026		\$276,000
Plan Year: 2027 – 2028		
	NONE IDENTIFIED	\$0
Total for FY 2026 – 2027		\$0
Grand Total for Parks:		\$2,458,000

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

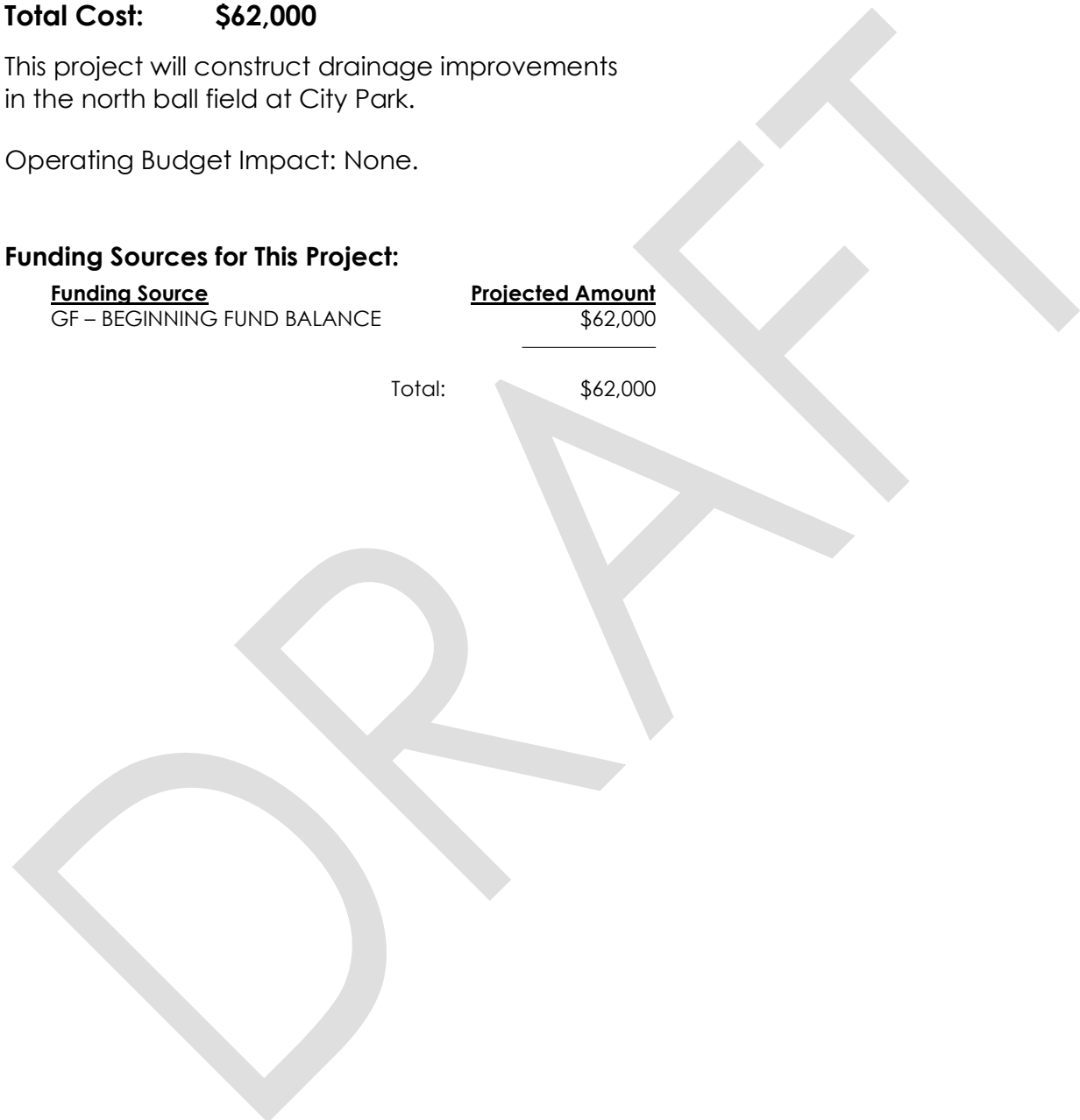
Total Cost: \$62,000

This project will construct drainage improvements in the north ball field at City Park.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF – BEGINNING FUND BALANCE	\$62,000
	<hr/>
Total:	\$62,000



Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

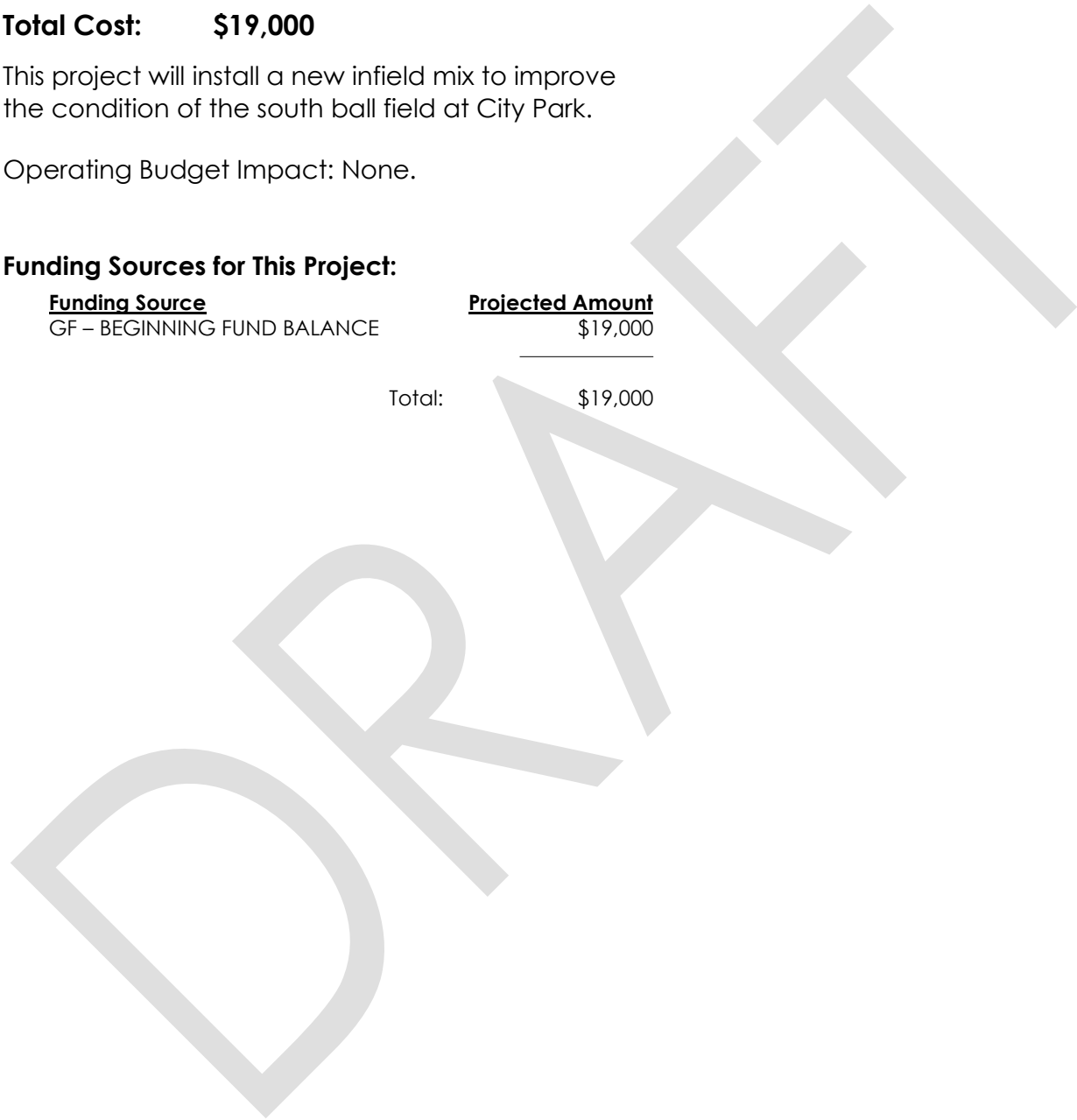
Total Cost: \$19,000

This project will install a new infield mix to improve the condition of the south ball field at City Park.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF – BEGINNING FUND BALANCE	\$19,000
Total:	\$19,000



Plan FY: 2024-2025 CITY PARK TENNIS COURT RESURFACING
CIP Project #: 1105

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$37,000

This project will resurface the existing tennis court at City Park.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF – BEGINNING FUND BALANCE	\$37,000
	<hr/>
Total:	\$37,000

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$937,000

This project will plan, design, and construct a new neighborhood park in the northwest area of the city. This project will span multiple fiscal years. The city has applied for, and expects to receive, a grant to cover up to \$32,000 of initial design and planning costs in FY 22-23. At this time, funding for detailed design and construction is planned to come from Park SDC Funds and General Fund. Additional grant funding will be pursued in subsequent fiscal years to help offset these costs.

Operating Budget Impact: Additional parks maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u> <u>FY 23/24</u>	<u>Projected Amount</u> <u>FY 24/25</u>	<u>Projected Amount</u> <u>FY 25/26</u>
PARKS – SDC – IMPROVEMENTS FUND	\$0	\$0	\$100,000
GF – BEGINNING BALANCE	\$8,000	\$400,000	\$397,000
GRANT	\$32,000	\$0	\$0
Total:	\$40,000	\$400,000	\$497,000

Plan FY: 2025-2026 PROPERTY ACQUISITION FOR EXPANSION OF CITY PARK
CIP Project #: 1117

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$276,000

This project will acquire additional property on the to expand the existing City Park.

Operating Budget Impact: Ongoing park maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
PARKS – SDC – IMPROVEMENTS FUND	\$276,000
Total:	<u>\$276,000</u>

Master Plan: Plan Element:
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$26,000

This project will coat restroom floors and walls at City Park for visibility enhancement and improved cleaning ability.

Operating Budget Impact: May decrease maintenance costs.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF – BEGINNING BALANCE	\$26,000
Total:	\$26,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the City's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Parks System

CIP #	Phase	Year	Title	Projected Total
1100		0	CITY PARK ADDITIONAL PAVED ACCESS PATHWAYS	\$31,000
1107		0	CITY PARK ADDITIONAL PICNIC SHELTER	\$56,000
1108		0	ACORN PARK PAVED PATHWAYS AND PICNIC TABLE PADS, ACCESSIBLE BENCHES AND PICNIC TABLES	\$35,000
1109		0	ACORN PARK PLAYGROUND UPGRADES	\$25,000
1111		0	ACORN PARK PICNIC SHELTER (SMALL)	\$31,000
1114		0	NEW PARK PROPERTY ACQUISITION	\$499,000
1116		0	PICKLEBALL COURT	\$75,000
1118		0	RECONFIGURE CITY PARK LAYOUT TO ACCOMMODATE ADDITIONAL FACILITIES	\$1,561,000
1119		0	ACORN PARK REPLACE GRASS WITH NATIVE GROUNDCOVER IN SHADY AREAS	\$31,000
1120		0	SPORTS FIELDS & PARKING ON PROPERTY BEHIND CITY HALL	1873000
1121		0	CITY PARK SPLASH PAD	\$437,000
1124		0	NATURE TRAILS THROUGH WETLAND AREAS	\$375,000
1125		0	MULTIUSE PATH BETWEEN CITY PARK AND CITY HALL	\$437,000
			Total for Unfunded Parks System:	\$5,466,000
			Grand Total for Unfunded Parks:	\$5,466,000

Parks SDC Account Balances and Projections

City of Millersburg

Parks SDC Tracking			
SDC per EDU = \$1,200	SDC-R	SDC-I	Notes
% of total SDC (from 2006/2008 methodology)	23%	77%	
FY 2020-2021			
SDC Revenues			
BOY	652,642		
BOY SDC R/I	97,141	555,500	
SDCs Received (revenue)	81,596		68 EDUs
SDC Revenue R/I	18,767	62,829	
Total SDC R/I Resources for FY	115,908	618,329	
SDC Expenditures			
New Park Property Acquisition	91,000	618,000	100% SDC-I eligible in 2006/2008 SDC methodology, total cost \$709,000
SDC Study	3,950	0	SDC eligible, total cost \$3,950
Total SDC R/I Expenditures for FY	94,950	618,000	
SDC Balance EOY R/I	20,958	329	
SDC Balance EOY Total	21,287		final

Parks SDC Tracking			
SDC per EDU = \$1,200	SDC-R	SDC-I	Notes
% of total SDC (from 2006/2008 methodology)	23%	77%	
FY 2021-2022 - old methodology for permits issued through October, then switch to new			
SDC Revenues			
BOY	21,287		
BOY SDC R/I	20,958	329	
SDCs Received (revenue)	14,400		12 EDUs at \$1,200 each
SDC Revenue R/I	3,312	11,088	
SDC per EDU = \$3,627 (adopted September 2021)	SDC-R	SDC-I	
% of total SDC (from 2021 methodology)	11%	89%	
SDCs Received (revenue)	36,330		10 EDUs at \$3,627 each
SDC Revenue R/I	3,996	32,334	
Total Revenue for FY	7,308	43,422	
Total SDC R/I Resources for FY	28,266	43,751	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	28,266	43,751	
SDC Balance EOY Total	72,017		final

FY 2022-2023 - ESTIMATED			
SDC Revenues			
BOY	72,017		
BOY SDC R/I	28,266	43,751	
SDCs Received (revenue)	71,334		1 EDU at \$3627, 7 EDUs at \$4080, 1 EDU at \$2427 plus 10 more projected at \$4080
SDC Revenue R/I	7,847	63,487	
Total SDC R/I Resources for FY	36,113	107,238	
SDC Expenditures			
	0	30,000	
Total SDC R/I Expenditures for FY	0	30,000	
SDC Balance EOY R/I	36,113	77,238	
SDC Balance EOY Total	113,351		projected

FY 2023-2024 - PROJECTED			
SDC Revenues			
BOY	113,351		
BOY SDC R/I	36,113	77,238	
SDCs Received (revenue)	69,360		Estimated based on 17 EDUs
SDC Revenue R/I	7,630	61,730	
Total SDC R/I Resources for FY	43,743	138,969	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	43,743	138,969	
SDC Balance EOY Total	182,711		estimated

Public Facilities

Moving Toward the Future

Emergency Facilities

The City of Millersburg's emergency fire service is provided by the City of Albany through an Intergovernmental Agreement (IGA) for the incorporated limits of the City, which became effective July 1, 2018. To support this service, the City of Millersburg constructed a new fire station, which was completed in July of 2022.

City Buildings

Millersburg currently has a small number of city buildings, including City Hall and the Maintenance Shop. Staff continue to evaluate the needs of these facilities and equipment replacement programs. Some needs have been identified and are included in this CIP. As these facility needs are further identified, projects will be added to the CIP in future years.

Funding Summary

The following table shows the total amount of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected construction costs in the year the project is proposed. Each year the estimated cost of the projects is adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle.

Projected Cost Totals

FUNDING SOURCE	2023-24	2024-25	2025-26	2026-27	2027-28	TOTAL
GF Beginning Balance	\$110,000	\$0	\$0	\$0	\$0	\$110,000
GRAND TOTALS:	\$110,000	\$0	\$0	\$0	\$0	\$110,000

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvement Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2023 – 2024		
1006	CITY HALL DROP BOX AREA, ADA RAMPS, AND SIDEWALK	\$40,000
1007	CITY HALL GENERATOR	\$55,000
1009	OFFICE INTERIOR REMODEL	\$15,000
Total for FY 2022 - 2023		\$110,000
Plan Year: 2024 - 2025		
	NONE IDENTIFIED	\$0
Total for FY 2023 – 2024		\$0
Plan Year: 2025 – 2026		
	NONE IDENTIFIED	\$0
Total for FY 2024 – 2025		\$0
Plan Year: 2026 – 2027		
	NONE IDENTIFIED	\$0
Total for FY 2025 – 2026		\$0
Plan Year: 2027 – 2028		
	NONE IDENTIFIED	\$0
Total for FY 2026 – 2027		\$0
Grand Total for Public Facilities:		\$110,000

Master Plan:
Category: Public Facilities

Plan Element:
Classification: City Hall

Total Cost: \$40,000

This project will replace the ADA ramp at the front entrance to the building and construct a new sidewalk around the north end of the building for access to the north office space.

Operating Budget Impact: This project will reduce maintenance costs over the long term by reducing the amount of maintenance of the deteriorated pavement.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GENERAL FUND BEGINNING BALANCE	\$40,000
Total:	\$40,000

Master Plan:
Category: Public Facilities

Plan Element:
Classification: City Hall

Total Cost: \$55,000

This project will install an existing city-owned emergency generator at City Hall to act as a backup power supply in case of power outages.

Operating Budget Impact: This project will allow for continuity of operations at City Hall and reduce costs associated with down-time.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GENERAL FUND BEGINNING BALANCE	\$55,000
	<hr/>
Total:	\$55,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the city's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Public Facilities

CIP #	Phase	Year	Title	Projected Total
1010		0	OFFICE ADDITION	\$100,000
1011		0	MAINTENANCE YARD	\$700,000
			Total for Unfunded Public Facilities:	\$800,000
			Grand Total for Unfunded Public Facilities:	\$800,000

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Transportation

Investing in our Infrastructure

The City's transportation system consists of City and Linn County roads. The City maintains approximately 35 lane miles of improved streets, associated signs, four bridges, and one crosswalk with flashing beacons.

Federal regulations require that communities with populations greater than 50,000 and adjacent communities within the "urbanized area" of the larger community form Metropolitan Planning Organizations (MPOs). As a result, in 2013 the Albany Area Metropolitan Planning Organization (AAMPO) was formed with the cities of Albany, Millersburg, Tangent, and Jefferson and Linn and Benton counties. AAMPO provides a platform for Albany and its neighboring communities to work together on regional planning efforts.

In past years, Millersburg's street capital projects have primarily been funded from state gas tax revenues (highway use tax), street SDCs, the general fund, and grants.

Addressing Maintenance Needs

Millersburg's Strategic Plan identifies an objective to develop and implement a proactive maintenance plan for City streets. In 2018 Millersburg invested in an inventory and condition assessment of City streets and a pavement management system. Based on this information, projects and maintenance activities are being prioritized. If the appropriate steps are taken at this time, the life of the streets can be extended, deferring more costly improvements. Maintenance activities such as crack sealing and striping are included in the annual budget but are not included in this Capital Improvements Plan.

The City and Linn County have entered into an agreement for realignment of and improvements to a portion of Morningstar Road, to be constructed by Linn County prior transfer of jurisdiction to Millersburg. The City is responsible for costs associated with construction of public water and sewer infrastructure within the new roadway alignment. These utility costs are identified in the Wastewater and Water sections.

Funding Summary

The following table shows the total value of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected total costs in the year the project is proposed.

Each year the estimated costs of the projects are brought up to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle.

Projected Cost Totals

FUNDING SOURCE	2023-24	2024-25	2025-26	2026-27	2027-28	TOTAL
General Fund Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0
Streets SDC-Improvements	\$1,003,000	\$1,277,000	\$925,000	\$0	\$0	\$3,205,000
Streets SDC-Reimbursement	\$27,000	\$204,000	\$791,000	\$0	\$0	\$1,022,000
Highway Use Tax	\$0	\$0	\$0	\$0	\$0	\$0
Highway Use Tax - Bike/Ped	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Street Reserves and Street Beginning Fund Balance	\$65,000	\$358,000	\$262,000	\$0	\$0	\$685,000
Perlenfein Zuhlke Lane Reservation	\$96,300	\$0	\$0	\$0	\$0	\$96,300
Suniga Millersburg Drive Reservation	\$0	\$0	\$341,000	\$0	\$0	\$341,000
Grants	\$91,000	\$1,000,000	\$0	\$0	\$0	\$1,091,000
Sale of Industrial Property	\$0	\$1,523,000	\$0	\$0	\$0	\$1,523,000
GRAND TOTALS:	\$1,302,300	\$4,362,000	\$2,319,000	\$0	\$0	\$7,983,300

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvement Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2023 – 2024		
2024	ZUHLKE EXTENSION WEST – PHASE I	\$96,300
2026	TRANSITION PARKWAY	\$971,000
2028	BRIDGE REPLACEMENT WAVERLY DRIVE AT COX CREEK	\$50,000
2029	STREET LIGHTING – WOODS ROAD	\$15,000
2039	WOODS ROAD SHARED USE PATH - NORTH	\$170,000
Total for FY 2022 - 2023		\$1,302,300
Plan Year: 2024 – 2025		
2026	TRANSITION PARKWAY	\$3,552,000
2028	BRIDGE REPLACEMENT WAVERLY DRIVE AT COX CREEK	\$50,000
2039	WOODS ROAD SHARED USE PATH – NORTH	\$760,000
Total for FY 2023 – 2024		\$4,362,000
Plan Year: 2025 – 2026		
2016	MILLERSBURG DRIVE WEST FO WOODS ROAD FULL STREET IMPROVEMENTS	\$2,057,000
2028	BRIDGE REPLACEMENT WAVERLY DRIVE AT COX CREEK	\$262,000
Total for FY 2024 - 2025		\$2,319,000
Plan Year: 2026 – 2027		
	NONE	\$0
Total for FY 2025 – 2026		\$0
Plan Year: 2027 – 2028		
	NONE	\$0
Total for FY 2026 - 2027		\$0
Grand Total for Transportation:		\$7,983,300

Master Plan:
Category: Transportation

Plan Element:
Classification: Streets

Total Cost: \$2,057,000

This project will construct full street improvements on Millersburg Drive west of Woods Road to the railroad tracks.

In 2017, the developer of the Eagle's Nest project paid street frontage fees which must be returned, with associated interest, to the developer if street improvements are not constructed within 20 years.

Operating Budget Impact: None at this time.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SUNIGA MILLERSBURG DRIVE RESERVATION	\$341,000
STREET SDC-IMPROVEMENTS FUND	\$925,000
STREET SDC-REIMBURSEMENT FUND	\$791,000
	\$2,057,000
Total:	\$2,057,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Streets

Total Cost: \$96,300

This project will construct street improvements on Zuhlke Lane along the south side of the West Park subdivision.

In 2017, the developer of the West Park subdivision paid street frontage fees which must be returned, with associated interest, to the developer if street improvements are not constructed within 20 years.

Another developer now intends to develop Zuhlke Lane in conjunction with a new subdivision. The funds collected from the previous developer will be used toward the construction of the north half of the road fronting the West Park subdivision.

Operating Budget Impact: None at this time.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
PERLENFEIN ZUHLKE LANE RESERVATION	\$96,300
Total:	\$96,300

Master Plan:
Category: Transportation

Plan Element:
Classification: Streets

Total Cost: \$4,523,000

This project will construct a new street, Transition Parkway, south of Conser Road to serve as a new route from Woods Road to Old Salem Road. The project will route pass-through and industrial traffic away from existing residences on the north side of Conser Road. It will also serve as access for industrial property to the south.

This project also includes a water main and linear park/multiuse path. Costs for these portions of the project are included in the Parks and Water Funds.

The funding for this project will come from a combination of grants and fees paid by developers, including SDC fees. The costs expended for construction of this infrastructure are eligible for reimbursement through the RSIS program.

Operating Budget Impact: Addition of a new road increases maintenance costs over time.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u> <u>FY 23/24</u>	<u>Projected Amount</u> <u>FY 24/25</u>
STREET SDC – IMPROVEMENT FUND	\$971,000	\$1,029,000
SALE OF INDUSTRIAL PROPERTY	\$0	\$1,523,000
GRANTS	\$0	\$1,000,000
	\$971,000	\$3,552,000
Total:		

Master Plan:
Category: Transportation

Plan Element:
Classification: Bridges

Total Cost: \$362,000

This project will replace the bridge over Cox Creek on Waverly Drive.

The Cox Creek Waverly Drive Bridge is in significant need of replacement and is the only access to Talking Water Gardens, Simpson Park, and a rail yard. In cooperation with Linn County, and with support from the City of Albany, Millersburg has been pursuing grant funding for replacement of this bridge since 2017. This bridge was selected for award during the latest round of Local Bridge Program (LBP) funding provided by the Infrastructure Investment and Jobs Act (IIJA).

The overall project estimate is \$3,524,000 and the grant funding requires a 10.27% match to be provided by the City of Millersburg. As a certified local agency, Linn County will provide design and construction oversight for the project.

Operating Budget Impact: Decrease of ongoing maintenance costs.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u> <u>FY 23/24</u>	<u>Projected Amount</u> <u>FY 24/25</u>	<u>Projected Amount</u> <u>FY 25/26</u>
STREET FUND RESERVES	\$50,000	\$50,000	\$262,000
Total:	\$50,000	\$50,000	\$262,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Signage and Lighting

Total Cost: \$15,000

This project will add streetlights to existing power poles along Woods Road.

Operating Budget Impact: Increased electrical power costs.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
STREET FUND RESERVES	\$15,000
Total:	\$15,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Pedestrian and Bikeways

Total Cost: \$930,000

This project will construct a multi-use path adjacent to Woods Road between Alexander Lane and Sonora Dr.

This project is budgeted to span over two fiscal years (FY 23-24 and FY 24-25). The first phase of the work, to begin preliminary design and right-of-way acquisition, began in FY 22-23.

Operating Budget Impact: Development of new path increases operating expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u> <u>FY 23/24</u>	<u>Projected Amount</u> <u>FY 24/25</u>
HIGHWAY USE TAX – BIKE/PED	\$20,000	\$0
GRANT	\$91,000	\$0
STREET SDC – IMPROVEMENTS FUND	\$32,000	\$248,000
STREET SDC – REIMBURSEMENT FUND	\$27,000	\$204,000
STREET FUND RESERVES	\$0	\$308,000
Total:	\$170,000	\$760,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the city's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Street Reconstruction/Improvements Projects

CIP #	Phase	Year	Title	Projected Total
2018		0	WOODS ROAD FULL STREET IMPROVEMENTS	\$1,917,000
2019		0	PARKER LAND FULL STREET IMPROVEMENTS	\$740,000
2020		0	WAVERLY FULL STREET IMPROVEMENTS	\$569,000
2021		0	AMANDA FULL STREET IMPROVEMENTS	\$359,000
2022		0	BAIN AND TONI FULL STREET IMPROVEMENTS	\$569,000
2023		0	ZUHLKE EXTENSION EAST	\$564,000
2025		0	CONSER ROAD FULL STREET IMPROVEMENTS	\$1,281,000
Total for Unfunded Street Reconstruction/Improvements:				\$5,999,000

Bridges

CIP #	Phase	Year	Title	Projected Total
			NONE	
Total for Unfunded Bridges:				\$0

Signage and Lighting

CIP #	Phase	Year	Title	Projected Total
2029		0	STREET LIGHTING WOODS ROAD AND CONSER ROAD	\$18,000
2031		0	SIGNAL LIGHT CONSER AND OLD SALEM ROAD (SHARED WITH LINN COUNTY)	\$661,000
2049		0	MILLERSBURG GATEWAY TREATMENTS (NORTH AND SOUTH ENDS OF CITY)	\$40,000
Total for Unfunded Street Reconstruction/Improvements:				\$719,000

Pedestrian and Bike Projects

CIP #	Phase	Year	Title	Projected Total
2032		0	WIDEN SHOULDER AND PROVIDE BIKE LANES ALONG OLD SALEM ROAD	\$70,000
2034		0	SIDEWALKS ON SOUTH END OF OLD SALEM ROAD (SHARED WITH LINN COUNTY)	\$282,000
2035		0	SIDEWALK ON EAST SIDE OF KATELYN, SOUTH END	\$12,000
2037		0	PEDESTRIAN WALKWAY FROM CITY HALL TO SOUTH SIDE OF CONSER	\$132,000
2049		0	OLD SALEM ROAD MULTIUSE PATH	\$1,249,000
Total for Unfunded Street Reconstruction/Improvements:				\$1,745,000

GRAND TOTAL UNFUNDED TRANSPORTATION: \$8,463,000

Transportation SDC Account Balances and Projections

City of Millersburg

FY 2020-2021 - old methodology for permits issued through mid-September, then switch to new			
SDC Revenues			
BOY (per previous auditor workpaper)	2,157,229		
BOY SDC R/I	49,144	2,108,084	
SDCs Received (revenue)	162,932		46 EDUs
SDC Revenue R/I	6,517	156,415	
SDC per EDU = \$6381	SDC-R	SDC-I	
% of total SDC (from 2020 methodology)	34%	66%	
SDC Revenue R/I	47,498	92,884	22 EDUs
Total Revenue for FY	54,015	249,299	
Total SDC R/I Resources for FY	103,160	2,357,383	
SDC Expenditures			
Access Road for Industrial Property West of RR Tra	0	0	100% SDC-I in 2020 SDC methodology
Fire Station and Industrial Property Access Road	0	0	100% SDC-I in 2020 SDC methodology
Woods Road Shared Use Path	0	0	55% SDC-I in 2020 SDC methodology (project cost for 20-21 is \$40,000, remainder in following years)
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	103,160	2,357,383	
SDC Balance EOY Total	2,460,543		final

Streets SDC Tracking - beginning July 1, 2021			
SDC per EDU = \$6381	SDC-R	SDC-I	
% of total SDC (from 2020 methodology)	34%	66%	Notes

FY 2021-2022			
SDC Revenues			
BOY	2,460,543		
BOY SDC R/I	103,160	2,357,383	
SDCs Received (revenue)	121,239		19 EDUs
SDC Revenue R/I	41,021	80,218	
Total SDC R/I Resources for FY	144,181	2,437,601	
SDC Expenditures			
Access Road for Industrial Property West of RR Tra	0	0	100% SDC-I in 2020 SDC methodology
Transition Parkway	0	605,649	100% SDC-I in 2020 SDC methodology
Woods Road Shared Use Path	5,408	7,178	55% SDC-I in 2020 SDC methodology (project cost for 20-21 is \$40,000, remainder in following years)
Total SDC R/I Expenditures for FY	5,408	612,827	
SDC Balance EOY R/I	138,773	1,824,774	
SDC Balance EOY Total	1,963,547		final

FY 2022-2023 - ESTIMATED			
SDC Revenues			
BOY	1,963,547		
BOY SDC R/I	138,773	1,824,774	
SDCs Received (revenue)	128,424		1 at \$6,381, 7 at \$7179 plus 10 more projected at \$7179
SDC Revenue R/I	43,452	84,972	
Total SDC R/I Resources for FY	182,225	1,909,746	
SDC Expenditures			
Access Road for Industrial Property West of RR Tra	0	0	100% SDC-I in 2020 SDC methodology
Transition Parkway	0	565,000	100% SDC-I in 2020 SDC methodology
Woods Road Shared Use Path	0	0	55% SDC-I in 2020 SDC methodology (project cost for 22-23 is paid for by grant \$)
Total SDC R/I Expenditures for FY	0	565,000	
SDC Balance EOY R/I	182,225	1,344,746	
SDC Balance EOY Total	1,526,971		projected

FY 2023-2024 - PROJECTED			
SDC Revenues			
BOY	1,526,971		
BOY SDC R/I	182,225	1,344,746	
SDCs Received (revenue)	122,043		Estimated based on 17 EDUs
SDC Revenue R/I	41,293	80,750	
Total SDC R/I Resources for FY	223,519	1,425,496	
SDC Expenditures			
Transition Parkway	0	971,000	100% SDC-I in 2020 SDC methodology
Woods Road Shared Use Path	27,000	32,000	55% SDC-I in 2020 SDC methodology (project cost for 22-23 is paid for by grant \$)
Total SDC R/I Expenditures for FY	27,000	1,003,000	
SDC Balance EOY R/I	196,519	422,496	
SDC Balance EOY Total	619,014		estimated

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Storm Water

Protecting our Resources

Millersburg receives an average annual rainfall of approximately 42 inches. During rain events, it is important to have infrastructure in place to manage the storm water runoff. Infrastructure for storm water includes pipes and ditches and facilities to hold and reduce the peak storm water discharge in a safe and efficient manner that protects against flooding while also minimizing impacts to the environment.

In order to properly operate and maintain the storm water system, it is important the City understand how the existing storm water system performs, plan for future infrastructure needs, adapt to new regulatory requirements, and understand new methods and technologies for protecting Millersburg's valuable water resources.

Evaluating Our System and Planning for the Future

In 2018, Millersburg hired a consultant to create a Storm Water Master Plan. The purpose of the plan was to evaluate the storm water patterns and needs of the city on a holistic level. The Storm Water Master Plan is now used to identify storm water improvement and maintenance projects, as well as provide valuable information to help guide development within the city. The master plan's project list has been added to this section of the CIP.

One of the storm water challenges now facing the City is responding to new regulatory requirements mandated by the Environmental Protection Agency (EPA) and the Oregon Department of Environmental Quality (DEQ). Millersburg currently has an approved five-year plan for complying with the Willamette River Total Maximum Daily Load (TMDL). Millersburg is also now required to comply with requirements of the National Pollution Discharge Elimination Standards (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II General Permit from DEQ. To comply with the approved TMDL plan and NPDES MS4 Phase II permit, the City will need to make significant changes to our storm water management practices within the five-year window of this CIP.

Taking steps to address the Funding Challenge

Unlike the street, wastewater, and water utilities, storm water management and maintenance activities do not currently have a dedicated funding source. Potential sources of funding could include establishing a storm water utility charge in the future.

Each year the estimated costs of the projects are adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle.

Projected Cost Totals

FUNDING SOURCE	2023-24	2024-25	2025-26	2026-27	2027-28	TOTAL
General Fund Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0
Stormwater Fund Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTALS:	\$0	\$0	\$0	\$0	\$0	\$0

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvement Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2023 – 2024		
	NONE IDENTIFIED	\$0
	Total for FY 2022 – 2023	\$0
Plan Year: 2024 – 2025		
	NONE IDENTIFIED	\$0
	Total for FY 2023 – 2024	\$0
Plan Year: 2025 – 2026		
	NONE IDENTIFIED	\$0
	Total for FY 2024 – 2025	\$0
Plan Year: 2026 – 2027		
	NONE IDENTIFIED	\$0
	Total for FY 2025 – 2026	\$0
Plan Year: 2027 – 2028		
	NONE IDENTIFIED	\$0
	Total for FY 2026 – 2027	\$0
Grand Total for Stormwater:		\$0

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the city's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Collection and Conveyance System

CIP #	Phase	Year	Title	Projected Total
3001	0		NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS	\$263,000
3003	0		MORNINGSTAR ESTATES OUTFALL MODIFICATION	\$240,000
3004	0		HOFFMAN ESTATES STORM WATER CAPACITY IMPROVEMENTS	\$185,000
3005	0		UMPQUA LANE DETENTION PIPES MODIFICATION	\$129,000
3006	0		WOODS ROAD DRAINAGE CAPACITY INCREASE	\$658,000
3007	0		CROOKS CREEK SEDIMENTATION STUDY	\$82,000
3008	0		KATHRYN ST AND KNOX BUTTE AVE STORM IMPROVEMENTS	\$256,000
3014	0		SW IN WOODS ROAD EXTENSION	\$1,367,000
3015	0		SW IN ZUHLKE LANE EXTENSION	\$495,000
3016	0		SW IN 54 TH AVENUE EXTENSION	\$348,000
3017	0		SW IN CONSER ROAD IMPROVEMENTS	\$240,000
3018	0		OLD SALEM ROAD BUILD-OUT CAPACITY IMPROVEMENTS	\$832,000
3019	0		OLD SALEM ROAD EXISTING CAPACITY IMPROVEMENTS	\$4,363,000

Total for Unfunded Collection and Conveyance System: \$9,458,000

Grand Total for Unfunded Stormwater: \$9,458,000

Stormwater SDC Account Balances and Projections

City of Millersburg

Stormwater SDC Tracking			
SDC per EDU = \$660		SDC-R	SDC-I
% of total SDC (from 2020 methodology)		6%	94%
FY 2020-2021			
SDC Revenue R/I	836	13,684	22 EDUs
Total SDC R/I Resources for FY	836	13,684	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	836	13,684	
SDC Balance EOY Total	14,520		final

FY 2021-2022			
SDC Revenues			
BOY	14,520		
BOY SDC R/I	836	13,684	
SDC's received (revenue)	12,540		19 EDUs
SDC Revenue R/I	722	11,818	
Total SDC R/I Resources for FY	1,558	25,502	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	1,558	25,502	
SDC Balance EOY Total	27,060		final

FY 2022-2023 - ESTIMATED			
SDC Revenues			
BOY	27,060		
BOY SDC R/I	1,558	25,502	
SDC's received (revenue)	13,291		1 at \$660, 7 at \$743 plus 10 more projected at \$743
SDC Revenue R/I	765	12,526	
Total SDC R/I Resources for FY	2,323	38,028	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	2,323	38,028	
SDC Balance EOY Total	40,351		projected

FY 2023-2024 - PROJECTED			
SDC Revenues			
BOY	40,351		
BOY SDC R/I	2,323	38,028	
SDC's received (revenue)	14,860		Estimated based on 17 EDUs
SDC Revenue R/I	856	14,004	
Total SDC R/I Resources for FY	3,179	52,032	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	3,179	52,032	
SDC Balance EOY Total	55,211		estimated

Wastewater

Maintaining our Assets

The city's wastewater system consists of a collection system that is made up of approximately 20 miles of gravity flow pipes, 3 miles of pressure pipes, over 350 manholes, and 5 sewer lift stations. Millersburg is a joint owner with the City of Albany in the Water Reclamation Facility and Talking Water Gardens wetlands; the City of Albany holds the discharge permit with DEQ.

In 2016 and 2017, the city performed a Sanitary Sewer System Master Plan. The Master Plan identified recommended capital improvement projects. The Morningstar and ATI Pump Station Upgrades were completed in 2018 and 2019. Additional recommended projects are included in this CIP. The Master Plan also recommended performing a condition assessment of the collection system.

Millersburg contracts with the City of Albany for operation and maintenance of the sewer collection system through an Intergovernmental Agreement (IGA). The wastewater projects identified in this year's five-year window include those recommended by the city's adopted Sanitary Sewer System Master Plan and needs identified by City of Millersburg staff and City of Albany operations staff. Maintenance of the collection system helps reduce infiltration of groundwater and inflow of storm water into the collection system, which can impact capacity requirements within the system and require additional capital improvements for conveyance and treatment of sewer flows. Maintenance activities that consist of cleaning and inspecting of the system are not included in the CIP. Significant repairs required to address unsatisfactory inspection results are included in the CIP.

Future projects will be required to address issues at both the Water Reclamation Facility and Talking Water Gardens. Solids handling (composting) and dewatering equipment projects are currently being completed at the Water Reclamation Facility. These projects were addressed in prior CIPs and other projects will be incorporated into future CIPs.

Funding Summary

The following table shows the total value of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected total project costs in the year the project is proposed.

Each year the estimated costs of the projects are adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle.

Projected Cost Totals

FUNDING SOURCE	2023-24	2024-25	2025-26	2026-27	2027-28	TOTAL
Sewer SDC-R	\$0	\$0	\$0	\$0	\$0	\$0
Sewer SDC-I	\$0	\$514,000	\$240,000	\$0	\$0	\$754,000
Sewer Rates/Operating Revenues	\$74,000	\$7,000	\$0	\$0	\$0	\$81,000
Settlement Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTALS:	\$74,000	\$521,000	\$240,000	\$0	\$0	\$835,000

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvement Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2023 – 2024		
4042	REPAIR MHS AT BURKHART AND ATI FM DISCHARGES	\$40,000
4045	AM-WRF CAPITAL PROJECTS	\$34,000
Total for FY 2022 – 2023		\$74,000
Plan Year: 2024 – 2025		
4016	ATI PUMP REPLACEMENT	\$85,000
4044	SYSTEM EXPANSION TO INDUSTRIAL AREA SOUTH OF CONSER ROAD	\$429,000
4045	AM-WRF CAPITAL PROJECTS	\$7,000
Total for FY 2023 – 2024		\$521,000
Plan Year: 2025 – 2026		
4028	SEWER FOR MORNINGSTAR ROAD REALIGNMENT	\$240,000
Total for FY 2024 – 2025		\$240,000
Plan Year: 2026 – 2027		
	NONE IDENTIFIED	\$0
Total for FY 2025 – 2026		\$0
Plan Year: 2027 – 2028		
	NONE IDENTIFIED	\$0
Total for FY 2026 – 2027		\$0
Grand Total for Wastewater:		\$835,000

Master Plan:
Category: Wastewater

Plan Element:
Classification: Collection System

Total Cost: \$85,000

This project will replace existing pumps at the ATI sewer pumping station to increase capacity.

Operating Budget Impact: This project will result in an incremental increase in power usage and costs over the long term.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER SDC – IMPROVEMENTS FUND	\$85,000
Total:	\$85,000

Master Plan:
Category: Wastewater

Plan Element:
Classification: Collection System

Total Cost: \$240,000

This project will install approximately 1000 ft of new sewer main in Morningstar Road along with the Morningstar Road realignment project to be conducted by Linn County.

Operating Budget Impact: This project will expand sewer service within the city, which may increase operational costs over the long term.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER SDC – IMPROVEMENTS FUND	\$240,000
Total:	\$240,000

Master Plan:
Category: Wastewater

Plan Element:
Classification: Collection System

Total Cost: \$40,000

This project will perform needed repairs at the discharge manhole for the Burkhart sewer lift station force main.

Operating Budget Impact: This project will address a maintenance need in the collection system.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER RATES/OPERATING REVENUES	\$40,000
Total:	\$40,000

Master Plan:
Category: Wastewater

Plan Element:
Classification: Collection System

Total Cost: \$429,000

This project will expand sewer collection system to the industrial area south of Conser Road.

Operating Budget Impact: This project will expand sewer service within the City, which may increase operational costs over the long term.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER SDC – IMPROVEMENTS FUND	\$429,000
Total:	<hr/> \$429,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the city's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Interceptors/Collectors

CIP #	Phase	Year	Title	Projected Total
4015		0	SYSTEM EXPANSION TO UNDER SERVED NE INDUSTRIAL AREAS	\$161,000
4046		0	INCREASED CONVEYANCE CAPACITY TO AM-WRF	\$5,000,000
Total for Unfunded Interceptors/Collectors				\$5,161,000

Lift Stations

CIP #	Phase	Year	Title	Projected Total
4017		0	MORNINGSTAR PUMP IMPELLER REPLACEMENT	\$42,000
Total for Unfunded Lift Stations:				\$42,000

Water Reclamation Facility

CIP #	Phase	Year	Title	Projected Total
4029		0	INFLUENT PUMP STATION EXPANSION	\$2,212,000
4030		0	HEADWORKS 4TH CHANNEL EQUIPMENT AND SCREENING EQUIPMENT	\$274,000
4031		0	HEADWORKS GRIT REMOVAL EQUIPMENT	\$428,000
4032		0	VLR NO. 1A	\$196,000
4033		0	VLR NO. 2A	\$476,000
4034		0	VLR NO. 9 - NO. 14	\$3,432,000
4035		0	BLOWER BUILDING #2	\$858,000
4036		0	SECONDARY CLARIFIER #4	\$768,000
4038		0	CHLORINE CONTACT BASIN EXPANSION	\$405,000
4039		0	SLUDGE COMPOSTING AND DEWATERING FACILITIES	\$3,716,000
4041		0	OUTFALL AND DIFFUSER NO. 2	\$706,000
Total for Unfunded Water Reclamation Facility:				\$13,471,000

Talking Water Gardens

CIP #	Phase	Year	Title	Projected Total
4019		0	COMPLETE ENTRANCE/PARKING LOT LANDSCAPING	\$17,000
4020		0	COMPLETE BRIDGE IMPROVEMENTS AND LANDSCAPING	\$17,000
4021		0	REROUTE OVERHEAD POWER LINES	\$53,000
4022		0	ENTRANCE ROAD IMPROVEMENTS	\$93,000
Total for Unfunded Talking Water Gardens:				\$180,000

GRAND TOTAL UNFUNDED WASTEWATER: \$18,854,000

Wastewater SDC Account Balances and Projections

City of Millersburg

Wastewater SDC Tracking			
SDC per EDU = \$2,231	SDC-R	SDC-I	
% of total SDC (from 2006/2008 methodology)	46%	54%	Notes
FY 2020-2021 - old methodology for permits issued through mid-September, then switch to new			
SDC Revenues			
BOY (per previous auditor workpaper)	556,596		
BOY SDC R/I	43,961	512,635	
SDCs Received (revenue)	102,626		46 EDUs
SDC Revenue R/I	47,208	55,418	
SDC per EDU = \$4655			
% of total SDC (from 2020 methodology)			
	55%	45%	
SDC Revenue R/I	58,926	48,139	23 EDUs (22 new homes, 1 new connection to exst home with failed septic)
Total Revenue for FY	106,134	103,557	
Total SDC R/I Resources for FY	150,095	616,192	
SDC Expenditures			
WRF Capital Projects	0	0	
Wetland Loan Payment to DEQ	50,000	0	
WRF Debt Service	68,357	242,358	Total amount for FY 20-21 is \$310,745, 78% improvement per 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	118,357	242,358	
SDC Balance EOY R/I	31,738	373,834	
SDC Balance EOY Total	405,572		final
FY 2021-2022			
SDC Revenues			
BOY	405,572		
BOY SDC R/I	31,738	373,834	
SDC's received (revenue)	88,445		19 EDUs
SDC Revenue R/I	48,678	39,767	
Total SDC R/I Resources for FY	80,416	413,601	
SDC Expenditures			
AM-WRF Capital Projects	0	0	
Transition Parkway Sewer Main	0	63,224	100% SDC-I in 2020 SDC methodology
Total SDC R/I Expenditures for FY	0	63,224	
SDC Balance EOY R/I	80,416	350,377	
SDC Balance EOY Total	430,793		final
FY 2022-2023 - ESTIMATED			
SDC Revenues			
BOY	430,793		
BOY SDC R/I	80,416	350,377	
SDC's received (revenue)	93,684		1 at \$4655, 7 at \$5237 plus 10 more projected at \$5237
SDC Revenue R/I	51,561	42,123	
Total SDC R/I Resources for FY	131,977	392,500	
SDC Expenditures			
Transition Parkway Sewer Main	0	4,000	
Total SDC R/I Expenditures for FY	0	4,000	
SDC Balance EOY R/I	131,977	388,500	
SDC Balance EOY Total	520,477		projected
FY 2023-2024 - PROJECTED			
SDC Revenues			
BOY	520,477		
BOY SDC R/I	131,977	388,500	
SDC's received (revenue)	104,740		Estimated based on 17 EDUs
SDC Revenue R/I	57,646	47,094	
Total SDC R/I Resources for FY	189,624	435,594	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	189,624	435,594	
SDC Balance EOY Total	625,217		estimated

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Water

Maintaining Ongoing Operations

As a result of the City's partnership with Albany in the Albany-Millersburg Water Treatment Plant (A-M WTP) and relatively new distribution system, Millersburg water customers benefit from a safe, reliable source of drinking water, a distribution system with capacity to serve growth, and stable operation and maintenance expenses.

The City's water system consists of a network of pipes, with a reservoir and pump station located at the A-M WTP. The water system is made up of over 20 miles of pipes, one pump station, one reservoir, service lines, hydrants, valves, and a water treatment plant. Over 90% of the distribution system consists of ductile iron and HDPE pipe. The remaining less than 10% is asbestos cement (AC) and steel pipe. All of the AC and steel pipe is located along Old Salem Road, south of the Viewcrest interchange. One long-term goal of the city is to eliminate the remaining AC and steel pipe in the system.

Millersburg employs a Direct Responsible Charge (DRC) Operator and contracts with the City of Albany for operation and maintenance of the water distribution system through an Intergovernmental Agreement (IGA). The water projects identified in this plan include those recommended by the City's adopted Water Master Plan and needs identified by City of Millersburg staff and City of Albany operations staff; they represent the projects necessary for continued consistent quality water services and to support growth and economic development in the city.

A water rate and SDC study was recently completed. This resulted in increases to SDC fees, a restructuring of water rates, and future planned inflationary increases to water rates. These changes are an important part of funding the projects listed in this CIP, as well as ongoing operations of the water system.

Funding Summaries

The following table shows the total value of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected total project costs in the year the project is proposed.

Each year the estimated costs of the projects are adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle.

Projected Cost Totals

FUNDING SOURCE	2023-24	2024-25	2025-26	2026-27	2027-28	TOTAL
Water SDC-I	\$0	\$250,000	\$0	\$187,000	\$0	\$437,000
Water SDC-R	\$375,000	\$233,000	\$100,000	\$0	\$0	\$708,000
Water Rates/Operating Revenues	\$16,000	\$178,000	\$392,000	\$0	\$0	\$586,000
Grants	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Sale of Industrial Property	\$466,000	\$1,750,000	\$0	\$0	\$0	\$2,216,000
GRAND TOTALS:	\$1,357,000	\$2,411,000	\$492,000	\$187,000	\$0	\$4,447,000

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Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvement Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2023 - 2024		
5004	TRANSFER SERVICES FROM AC PIPE IN OLD SALEM ROAD NORTH OF TRUAX CREEK	\$125,000
5018	SYSTEM EXPANSION TO INDUSTRIAL PROPERTY SOUTH OF CONSER	\$1,216,000
5023	AM-WTP IT AND SCADA UPGRADES	\$11,000
5024	AM-WTP ACID WASH LINE	\$5,000
Total for FY 2023 – 2024		\$1,357,000
Plan Year: 2024 – 2025		
5004	TRANSFER SERVICES FROM AC PIPE IN OLD SALEM ROAD NORTH OF TRUAX CREEK	\$200,000
5018	SYSTEM EXPANSION TO INDUSTRIAL PROPERTY SOUTH OF CONSER	\$2,000,000
5019	AM-WTP SEISMIC VALVE REPLACEMENT AND RAW WATER PUMPING STATION VALVE	\$33,000
5022	AM-WTP GENERATOR	\$167,000
5023	AT-WTP IT AND SCADA UPGRADES	\$11,000
Total for FY 2024 – 2025		\$2,411,000
Plan Year: 2025 – 2026		
5005	ABAONDON AC PIPE IN OLD SALEM ROAD SOUTH OF TRUAX CREEK	\$492,000
Total for FY 2025 – 2026		\$492,000
Plan Year: 2026 – 2027		
5012	MORNINGSTAR ROAD REALIGNMENT WATER	\$187,000
Total for FY 2026 – 2027		\$187,000
Plan Year: 2027 – 2028		
	NONE IDENTIFIED	\$0
Total for FY 2027 – 2028		\$0
Grand Total for Water:		\$4,447,000

Plan FY: 2023-2025 TRANSFER SERVICES FROM AC PIPE IN OLD SALEM ROAD NORTH OF TRUAX CREEK
CIP Project #: 5004

Master Plan: Water Master Plan **Plan Element:**
Category: Water **Classification:** Water Mains

Total Cost: \$325,000

This project will replace services currently connected to an existing AC pipe with connections to the 20" ductile iron (DI) water main.

Replacement services are to three industries located on Old Salem Road, north of Truax Creek. A 3" meter scheduled for replacement will also be replaced with this project. Existing AC pipe will remain in place, but normally isolated from the rest of the system.

Operating Budget Impact: Isolating the AC pipe may reduce the amount of water loss from the system and will reduce the risk of an AC pipe failure.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u> <u>FY 23/24</u>	<u>Projected Amount</u> <u>FY 24/25</u>
WATER SDC-REIMBURSEMENT FUND	\$125,000	\$200,000
Total:	\$125,000	\$200,000

Master Plan: Water Master Plan **Plan Element:**
Category: Water **Classification:** Water Mains

Total Cost: \$492,000

This project will replace approximately 15 services currently connected to an existing AC pipe with connections to the 20" ductile iron (DI) water main. Approximately 3,000 feet of asbestos cement (AC) pipe will be abandoned.

Replacement services are located on Old Salem Road, south of Truax Creek.

Operating Budget Impact: Abandonment of the AC pipe may reduce the amount of water loss from the system and will reduce the risk of an AC pipe failure.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$392,000
WATER SDC – REIMBURSEMENT FUND	\$100,000
Total:	\$492,000

Master Plan:
Category: Water

Plan Element:
Classification: Water Mains

Total Cost: \$187,000

This project will install approximately 1000 ft of new 12" water main in Morningstar Road along with the Morningstar Road realignment project to be conducted by Linn County.

Operating Budget Impact: This project will expand water service within the city, which may increase operational costs over the long term.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER SDC-IMPROVEMENTS FUND	\$187,000
Total:	\$187,000

Plan FY: 2023-2025 TRANSITION PARKWAY WATER MAIN
CIP Project #: 5018

Master Plan: Water Master Plan **Plan Element:**
Category: Water **Classification:** Water Mains

Total Cost: \$3,216,000

This overall project extends water to the industrial area south of Conser Road, including segments A, B, C, D and E from Millersburg Water Distribution System - South Conser Road Analysis Memo.

The Transition Parkway Water Main project, to be constructed in 2023-2025, includes segments A, B, and a portion of C. The remainder of the overall project is unfunded at this time.

Operating Budget Impact: This project will expand water service within the city, which may increase operational costs over the long term.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u> <u>FY 23/24</u>	<u>Projected Amount</u> <u>FY 24/25</u>
WATER SDC – IMPROVEMENT FUND	\$0	\$250,000
WATER SDC – REIMBURSEMENT FUND	\$250,000	\$0
SALE OF INDUSTRIAL PROPERTY	\$466,000	\$1,750,000
GRANTS	\$500,000	\$0
	<hr/>	<hr/>
Total:	\$1,216,000	\$2,000,000

Plan FY: 2023-2024 AM-WTP ACID WASH LINE
CIP Project #: 5024

Master Plan:
Category: Water

Plan Element:
Classification: Treatment Plant

Total Cost: **\$5,000**

This project will replace an existing acid wash line at the AM-WTP.

Operating Budget Impact: None anticipated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$5,000
Total:	\$5,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the city's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Water

CIP #	Phase	Year	Title	Projected Total
5006		0	STEELHEAD MAIN SIZE INCREASE	\$236,000
5011		0	AM-WTP EXPANSION (MEMBRANES)	\$2,176,000
5014		0	SYSTEM EXPANSION TO UNDER SERVED NE INDUSTRIAL AREA	\$504,000
5017		0	AM-WTP EXPANSION (STORAGE)	\$2,237,000
Total for Unfunded Water:				\$5,153,000

Grand Total for Unfunded Water: \$5,153,000

Water SDC Account Balances and Projections

City of Millersburg

Water SDC Tracking			
SDC per EDU = \$1,921	SDC-R	SDC-I	
% of total SDC (from 2006/2008 methodology)	81%	19%	Notes
FY 2020-2021 - old methodology for permits issued through mid-September, then switch to new			
SDC Revenues			
BOY (per previous auditor workpaper)	930,715		
BOY SDC R/I	608,880	321,835	
SDC's received (revenue) until mid-September	86,445		45 EDUs
SDC Revenue R/I	70,020	16,425	
Beginning mid-September SDC per EDU = \$3,295			
% of total SDC (from 2020 methodology)			
	59%	41%	
SDC Revenue R/I	48,613	33,763	25 EDUs (22 new homes, 3 new connections to existing homes)
Total Revenue for FY	118,633	50,187	
Total SDC R/I Resources for FY	727,513	372,022	
SDC Expenditures			
Fire Station and Industrial Property Water Main	0	0	100% SDC-I in 2020 SDC methodology
Water Plant Loan, principal payment	369,000	0	100% SDC-R
Total SDC R/I Expenditures for FY	369,000	0	
SDC Balance EOY R/I	358,513	372,022	
SDC Balance EOY Total	730,535		final
FY 2021-2022			
SDC Revenues			
BOY	730,535		
BOY SDC R/I	358,513	372,022	
SDC's received (revenue)	62,605		19 EDUs
SDC Revenue R/I	36,946	25,660	
Total SDC R/I Resources for FY	395,459	397,682	
SDC Expenditures			
Water Treatment Plant Capital Projects	0	0	
Transition Parkway Water Main	0	203,913	100% SDC-I in 2020 SDC methodology
Transfer Servcies from AC Pipe North of Truax Creek	16,415	0	100% SDC-R
Total SDC R/I Expenditures for FY	16,415	203,913	
SDC Balance EOY R/I	379,044	193,768	
SDC Balance EOY Total	572,812		final
FY 2022-2023 - ESTIMATED			
SDC Revenues			
BOY	572,812		
BOY SDC R/I	379,044	193,768	
SDC's received (revenue)	68,235		1 at \$3295, 7 at \$3707, 1 at \$1921 plus 10 more projected at \$3707
SDC Revenue R/I	40,268	27,967	
Total SDC R/I Resources for FY	419,312	221,735	
SDC Expenditures			
Water Treatment Plant Capital Projects	9,766	0	Seismic and RW PS valve replacements and VFD replacement
Transition Parkway Water Main	15,000	221,000	100% SDC-I eligible in 2020 SDC methodology
Transfer Servcies from AC Pipe North of Truax Creek	25,000	0	100% SDC-R
Total SDC R/I Expenditures for FY	49,766	221,000	
SDC Balance EOY R/I	369,546	735	
SDC Balance EOY Total	370,281		projected
FY 2023-2024 - PROJECTED			
SDC Revenues			
BOY	370,281		
BOY SDC R/I	369,546	735	
SDC's received (revenue)	63,019		estimated based on 17 EDUs
SDC Revenue R/I	37,190	25,829	
Total SDC R/I Resources for FY	406,736	26,564	
SDC Expenditures			
Transition Parkway Water Main	250,000	0	100% SDC-I eligible in 2020 SDC methodology
Transfer Servcies from AC Pipe North of Truax Creek	125,000	0	100% SDC-R
Total SDC R/I Expenditures for FY	375,000	0	
SDC Balance EOY R/I	31,736	26,564	
SDC Balance EOY Total	58,300		projected

CITY OF MILLERSBURG

2023-2024 BUDGET



CITY OF
Millersburg

A COMMUNITY LINKING
AGRICULTURE AND INDUSTRY

Linn County, Oregon



CITY OF MILLERSBURG

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

2023-2024 BUDGET CALENDAR

Target Dates	Action Items
April 18, 2023	Publish Notice of Budget Meetings on City website and in newspaper (5-30 days prior to the meeting)
May 10, 2023	First Budget Committee Meeting, Public Hearing Elect Chair Deliver budget message
May 16, 2023	Second Budget Committee Meeting and Public Hearing (if needed)
May 22, 2023	Publish Notice of Budget hearing and financial summary on website and newspaper (5-30 days prior to hearing)
June 13, 2023	City Council - Hold Budget Public Hearing Adoption of Resolution: Adopt Budget Appropriate Budget Levy Taxes
June 20, 2023	Submit Appropriation Resolution



Budget Message Fiscal Year 2023 – 2024

Our proposed budget maintains a status quo regarding personnel and operations within the general fund, except for our receipt of a grant to begin the design work for a new park in the northwest area of town off of Millersburg Drive. A number of projects are anticipated if planned industrial development projects move forward. To track and support these projects, a new Economic Development fund has been created. This new fund will be the repository for funds from the sale of City property grant funds received to support the development, and utilized for tracking of expenditures which would be eligible for reimbursement under the state Regionally Significant Industrial Sites (RSIS) economic development program. This program provides state income tax reimbursements based on the employment value of the new industry. These funds can be used to reimburse qualified site readiness activities.

Our strategic plan, associated facility master plans, Capital Improvement Program (CIP) along with our Development Code, Municipal Code and Policies and Procedures continue to provide guiding principles for the development of our budget.

This past year we experienced a 4.1 percent increase of our tax base to \$674,946,284 in assessed value. Even though we are expecting to see major industrial projects start this year it is unlikely we will see assessed value increases associated with these developments until fiscal year 2024-2025. Given the current slowdown of the economy we are continuing to be conservative with regard to revenue projections. However, we do expect to see electric franchise fee increases this year due to significant investments and production increases at ATI.

The major projects envisioned for this year include the completion of design work, and potential construction starting in the 4th quarter, for the extension of Transition Parkway, buffer/linear park, and water lines to service the City's industrial property. We also anticipate the upgrade and extension of the Arnold Road water line to support future industrial development of properties fronting Arnold Road and the Wilbur-Ellis project on the west side of the Burlington Northern Railroad. The addition of the potential anticipated sales of properties and projects in the new Economic Development fund represents an approximate \$10 million dollar increase in our overall proposed budget when compared to the 2022-2023 budget.

This past fiscal year noted the completion of the City of Millersburg Station 15, a \$6.5 million project for the construction and outfitting of our new fire station and associated infrastructure. The construction and staffing of this 24/7 station with a three-person

paramedic engine company was possible because of the strong industrial base Millersburg enjoys. This fiscal year we anticipate potential development of vacant City owned industrial properties south of Conser Road, both east and west of the Burlington Northern railroad tracks. Numerous projects, both public and private, are proposed to occur this budget year, including road, water, and wastewater extensions to service industrial zoned properties.

We also expect development of County owned property east of Old Salem Road by a company named Aymium. They propose a facility to produce a metallurgical biocarbon from waste wood products for the replacement of coal in steel manufacturing. This process results in a significant reduction of net CO₂ in the production of steel and can also be used as a replacement for coal in power facilities.

City History of Industry and Economic Development

Prior to and since incorporation of the City in 1974, Millersburg has been identified as an important industrial hub in the region. The City is uniquely situated with access to a major highway, the Union Pacific Railway system, and the Burlington Northern Railway system all within its southern industrial area. Upon incorporation, the City boundary included a strong established industrial base. This base provided the City with funding to develop water and wastewater treatment facilities in joint ownership with the City of Albany. The conveyance infrastructure required to provide water and wastewater service to our community was also made possible because of this strong industrial base. The provision and expansion of water and wastewater infrastructure enabled the development of our residential areas over the last 40 years.

In 1974 the City provided 3,045 manufacturing jobs to the region. Since that time the City has lost three major employers; based on State employment data through 2021, we have lost 1,578 jobs.

Since 1974, the industrial zoned land within our Urban Growth Boundary (UGB) has decreased by 232 acres, and the use of additional industrial zoned lands has been impacted by changes to the regulatory environment and industrial practices. As an example, the closure of the International Paper (IP) mill site and subsequent purchase of the mill site property by Linn County for the development of the Intermodal Center has effectively rendered an additional 291 acres of industrial zoned land used for purposes ancillary to the paper mill, most of which is within the floodway, no longer feasible for industrial development or use.

These combined changes have resulted in a net reduction of the City's developable industrial land from 1,360 acres identified in 1974 to just 813 acres today, a 40 percent reduction. This reduction of developable industrial zoned lands prompted the City to begin the process of a 162 acre UGB swap a year ago. The property proposed for the UGB swap is contiguous with City owned industrial lands currently available for development. The UGB swap would have created the potential for a tract of land exceeding 200 acres, which numerous manufacturing industrial users are seeking.

The proposed UGB swap is a process allowed under Oregon Department of Land Conservation and Development (DLCDD) regulations, where a City's UGB can be modified without increasing the total area of the approved UGB. The proposed swap met DLCDD's regulatory requirements. The City involved County planning staff and together, staff mapped out the process that would be followed for the UGB swap.

The owners of the properties involved in the proposed swap were in favor. Both proposed parcels were previously owned by Willamette Industries and IP and were utilized for water treatment activities associated with the former paper mill. The parcel proposed for removal from the City's UGB was owned by IP and zoned industrial. Decoupled from the mill site and its discharge permit, this property is no longer usable for water treatment. Because it is located within a floodway, this property is not practically developable for other industrial uses and a conservation easement is now being proposed. The property proposed for the swap into the UGB was previously requested for a UGB expansion by Willamette Industries in 1987 and 1997, which was prior to the regulations currently in place allowing UGB swaps.

During the UGB swap process, Business Oregon referred to the City a paper converting company interested in the proposed property. That company, Sofidel USA, proposed a facility that could represent 1,000 jobs and up to \$1 billion in investment. It is extremely rare to see a company with this level of investment and associated manufacturing jobs pursuing a location in our region. Unfortunately, Linn County Commissioners voted to deny the swap proposal in a 2:1 vote, even though the request met all of DLCDD's requirements and was supported by County Planning staff. Since the regulations for the UGB swap process were first adopted over 11 years ago a county has never opposed a city's requested UGB swap, until now.

Even with the apparent loss of this significant opportunity, the City remains committed to securing high value investments with minimal to no hazards and high paying manufacturing jobs for the community. However, with the continuing loss of developable industrial lands due to regulatory and wetland issues, and the challenges encountered in trying to replace just a portion of those lost properties through a UGB swap, this is an uphill battle.

Millersburg Services Provided by our Property Tax Revenue.

Millersburg enjoys one of the lowest tax rates of cities in Linn County at only \$3.50 per \$1000 of assessed value. Even with that low tax rate, we are able to provide 24/7 Fire and EMS service protection with no additional fire district taxes. No other city of our size in our region provides this level of service. Our new fire station is staffed with a 3-person paramedic engine company, and the City built it without the need for a construction bond levying additional taxes.

Based on our current assessed values, 50 percent of our total tax revenue is provided by our current commercial and industrial properties in Millersburg (at the time of incorporation this was over 85%). This percentage of industrial value is unheard of in the vast majority of communities. If our industrial base did not exist, a City tax rate of over

\$7.70 per thousand assessed value, more than double our current rate (a 120% increase), would be required to maintain the same service levels our residents enjoy today. Our City is fortunate we are currently in a position where we do not need to have additional fees for stormwater management, operating levies, and public safety services; we are also currently able to maintain our streets without the need for bond measures. We provide library card and recreation fund reimbursements and improvements to our parks and trail systems, all within our current resources. The importance of our industrial base to our ongoing financial health cannot be understated. The value provided by our industrial base has provided for funding for development of the water and wastewater systems which allowed for our residential development, and our ability to adopt 10,000 sq.ft. minimum lots size is also related to the tax and franchise fee value our industrial properties provide to meet our daily operational requirements.

The City currently has 60 of the 135 acres of City owned property south of Conser Road under contract for sale with a Fortune 500 company. This project will result in up to 300 manufacturing jobs and \$400 million in capital investment along with significant electrical franchise fees. This is one of the driving factors for the proposed extension of Transition Parkway and the development of a buffer/linear park included in this year's budget.

The City also has 25 of approximately 65 acres of industrial zoned property west of the Burlington Northern/Portland and Western railroad tracks and south of Conser Road, under contract with Wilbur-Ellis. This property is south of and contiguous with the proposed property to be brought in with the UGB swap. This project will result in the construction of a looped water line to service industrial zoned properties from Arnold Road to the west side of the Burlington Northern railroad tracks and back to the new extension of Transition Parkway.

These properties south of Conser Road have been planned for industrial development since the incorporation of the City in 1974. The additional tax revenues and franchise fees from development of these and other industrial zoned properties will allow the Council to consider further service enhancements to our community. Some of the possible enhancements include:

- Increased Fire and EMS Service from the Millersburg Fire Station
 - Staffed Paramedic Ambulance 24/7
 - Increased staffing of Engine Company to 4 personnel
- Increased law enforcement coverage
- Enhanced recreation services
 - New park facilities and sports fields
 - New multi-use paths, (Woods Road, Transition Parkway/Conser Road linear park)
 - YMCA/Boys and Girls Club facility on City-donated property
- Development of a commercial center (could include things like a restaurant, shops, professional services, etc.) on City-owned property

- Streets and stormwater
 - Ongoing maintenance and improvement of current streets without the need for new fees or taxes
 - Intersection and capacity improvements on Old Salem Road
 - Support of stormwater program development without additional fees
- Additional staff for maintenance of streets, stormwater systems, and new parks

We are hopeful that the remaining vacant industrial lands within the City will be utilized for projects that produce a high value return in assessed value, franchise fees, and high paying manufacturing jobs that continue to support the wants and needs of the community and future generations, while continuing to maintain the low City tax rate our businesses and citizens enjoy.

In closing, as always, the staff remains committed and dedicated to providing a high level of service to our citizens and encourage them to contact the City with any questions they may have.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin L. Kreitman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kevin L. Kreitman – EFO
City Manager

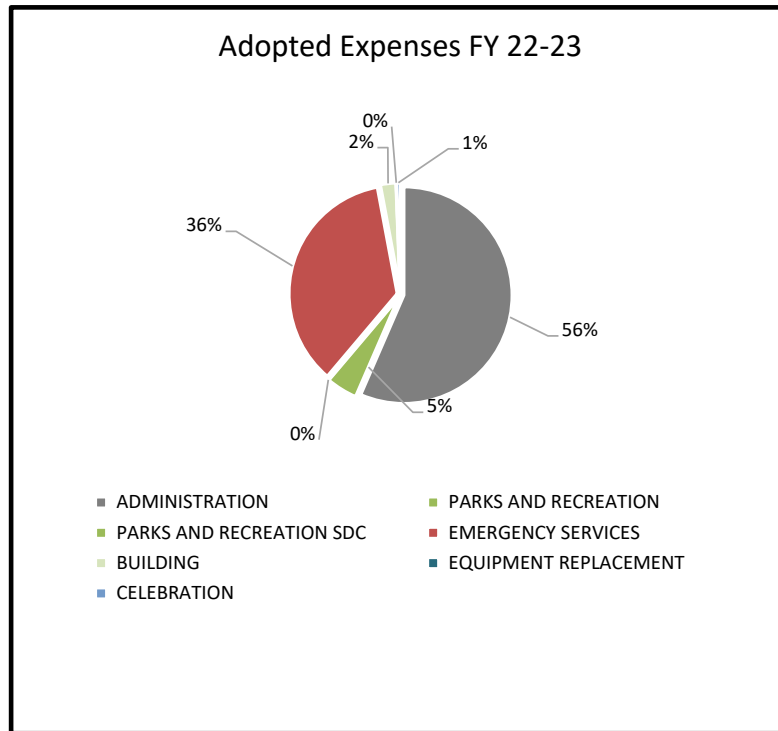
**CITY OF MILLERSBURG
GENERAL FUND - SUMMARY
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	GENERAL FUND RESOURCES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
10,997,366	10,951,938	7,071,952	ADMINISTRATION	6,841,686	-	-
2,815	5,945	33,000	PARKS AND RECREATION	27,000	-	-
734,238	72,017	139,670	PARKS AND RECREATION SDC	182,651	-	-
2,545	3,411	2,500	EMERGENCY SERVICES	3,500	-	-
670,727	204,721	313,000	BUILDING	136,000	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
1,764	12,646	19,600	CELEBRATION	-	-	-
12,409,455	11,250,679	7,579,722	TOTAL GENERAL FUND RESOURCES	7,190,837	-	-
Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	GENERAL FUND EXPENSE BY OBJECT	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
			PERSONNEL SERVICES			
833,776	897,134	1,022,105	ADMINISTRATION	1,152,877	-	-
833,776	897,134	1,022,105	TOTAL PERSONNEL SERVICES	1,152,877	-	-
			MATERIALS & SERVICES			
770,309	482,099	623,705	ADMINISTRATION	739,274	-	-
48,525	74,845	174,000	PARKS AND RECREATION	165,100	-	-
1,593,305	1,644,439	1,690,800	EMERGENCY SERVICES	1,729,189	-	-
505,864	252,577	289,400	BUILDING	116,000	-	-
15,342	25,745	50,718	CELEBRATION	30,000	-	-
2,933,345	2,479,705	2,828,623	TOTAL MATERIALS & SERVICES	2,779,562	-	-
			CAPITAL OUTLAY			
86,447	-	38,800	ADMINISTRATION	110,000	-	-
655	-	133,000	PARKS AND RECREATION	66,000	-	-
712,950	-	-	PARKS AND RECREATION SDC	-	-	-
449,707	5,035,696	776,000	EMERGENCY SERVICES	17,500	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
1,249,759	5,035,696	947,800	TOTAL CAPITAL OUTLAY	193,500	-	-
			TRANSFERS			
-	-	179,076	ADMINISTRATION	196,608	-	-
-	-	179,076	TOTAL TRANSFERS	196,608	-	-
			CONTINGENCY			
-	-	600,000	ADMINISTRATION	600,000	-	-
-	-	30,000	EMERGENCY SERVICES	30,000	-	-
-	-	630,000	TOTAL CONTINGENCIES	630,000	-	-
5,016,879	8,412,534	5,607,604	TOTAL GENERAL FUND EXPENDITURES	4,952,547	-	-

**CITY OF MILLERSBURG
GENERAL FUND - SUMMARY
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	OTHER GENERAL FUND REQUIREMENTS	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
			RESERVE ACCOUNT TOTALS			
-	-	139,670	PARKS AND RECREATION SDC	182,651	-	-
-	-	-	EMERGENCY SERVICES	-	-	-
-	-	113,000	EQUIPMENT REPLACEMENT	150,000	-	-
7,392,575	2,838,145	1,719,448	UNAPPROPRIATED ENDING FUND BALANCE	1,905,639	-	-
7,392,575	2,838,145	1,972,118	TOTAL RESERVE AND UNAPPROPRIATED FUNDS	2,238,290	-	-
12,409,455	11,250,679	7,579,722	TOTAL GENERAL FUND REQUIREMENTS	7,190,837	-	-

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	GENERAL FUND EXPENDITURES BY PROGRAM	Proposed FY 2022-2023	Approved FY 2022-2023	Adopted FY 2022-2023
1,690,531	1,379,232	2,463,686	ADMINISTRATION	2,798,759	-	-
49,179	74,845	307,000	PARKS AND RECREATION	231,100	-	-
712,950	-	-	PARKS AND RECREATION SDC	-	-	-
2,043,013	6,680,135	2,496,800	EMERGENCY SERVICES	1,776,689	-	-
505,864	252,577	289,400	BUILDING	116,000	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
15,342	25,745	50,718	CELEBRATION	30,000	-	-
5,016,879	8,412,534	5,607,604	TOTAL GENERAL FUND EXPENDITURES	4,952,547	-	-



**CITY OF MILLERSBURG
GENERAL FUND RESOURCES
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	ADMINISTRATION PROGRAM RESOURCES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
7,056,428	6,772,529	6,772,529		BEGINNING FUND BALANCE	2,808,807		
		(4,021,120)		PROJECTED CARRYOVER	(283,000)		
2,053,079	2,198,018	2,265,232	01-30-100	CURRENT YEAR TAX LEVY	2,311,522	-	-
536,262	542,936	622,880	01-39-100	TRANSFER FROM STREET, STORMWATER, AND ENTERPRISE FUNDS	734,985	-	-
		112,657		STREET FUND	125,119	-	-
		91,673		STORMWATER FUND	102,118	-	-
		201,326		SEWER FUND	245,196	-	-
		217,224		WATER FUND	262,552	-	-
16,073	15,780	5,000	01-31-200	LAND USE FEE	10,000		
6,516	35,858	10,000	01-38-900	MISCELLANEOUS REVENUE	-	-	-
		3,000		MISC FEES, ETC.			
		7,000		JBO BALLFIELD FENCE REIMBURSEMENT	-		
		-	-	CITY HALL RENTAL FEES	-	-	-
38,090	74,488	42,000	01-38-200	RENTAL PROPERTY INCOME	10,000		
		-	01-32-100	GRANT	-	-	-
46,520	48,567	55,000	01-34-100	STATE REVENUE SHARING	56,000		
891,295	888,118	971,700	01-31-100	FRANCHISE FEES	1,042,500	-	-
60,553	63,015	61,500		REPUBLIC SERVICES	75,000		
51,056	59,371	62,000		NW NATURAL GAS	80,000		
3,360	3,275	3,200		CENTURY LINK	3,000		
724,552	716,923	800,000		PACIFIC POWER	840,000		
49,455	44,112	44,000		COMCAST CABLE	44,000		
2,319	1,421	1,000		LIGHTSPEED	500		
45	55	100	01-35-100	LIQUOR LICENSES	100		
2,546	2,466	2,320	01-30-155	CIGARETTE TAXES	2,294		
49,454	55,178	56,602	01-30-150	LIQUOR TAXES	60,075		
161,004	5,000	-	01-32-150	PCPI BOND	-		
43,583	28,971	5,709	01-38-100	INTEREST RECEIVED	88,403	-	-
19,602		-	01-38-700	PROPERTY SALE	-		
76,870	283,974	284,000	01-38-800	COVID FUNDS	-		
10,997,366	10,951,938	7,071,952		TOTAL ADMINISTRATION PROGRAM RESOURCES	6,841,686	-	-

**CITY OF MILLERSBURG
GENERAL FUND RESOURCES
FY 2023-2024**

PARKS AND RECREATION PROGRAM RESOURCES								
2,815	5,945	1,000	01-31-300	PARK SHELTER USER FEES		1,000		
		32,000	01-31-310	GRANT		26,000		
-	-		-	TRANSFER FROM GENERAL FUND - ADMINISTRATION		-	-	
2,815	5,945	33,000		TOTAL PARKS AND RECREATION PROGRAM RESOURCES		27,000	-	-

PARKS AND RECREATION SDC PROGRAM RESOURCES								
652,642	21,287	67,130		BEGINNING PARK SYSTEM DEVELOPMENT CHARGES (SDC) PROGRAM BALANCE		113,291	-	-
		27,585		BEGINNING SDC-R BALANCE		36,107		
		39,546		BEGINNING SDC-I BALANCE		77,185		
81,596	50,730	72,540	01-31-450	PARK SYSTEM DEVELOPMENT CHARGES (SDC) FEES		69,360	-	-
		16,684		PARK SDC-R FEES		7,630		
		55,856		PARK SDC-I FEES		61,730		
734,238	72,017	139,670		TOTAL PARKS AND RECREATION SDC PROGRAM RESOURCES		182,651	-	-

EMERGENCY SERVICES PROGRAM RESOURCES								
-	-	-	-	TRANSFER FROM GENERAL FUND BEGINNING FUND BALANCE		-	-	-
-	-	-	-	TRANSFER FROM GENERAL FUND		-	-	-
2,545	3,411	2,500	01-33-100	JUSTICE COURT		3,500		
2,545	3,411	2,500		TOTAL EMERGENCY SERVICES PROGRAM RESOURCES		3,500	-	-

BUILDING PROGRAM RESOURCES								
223,143	56,630	60,000	01-30-200	CONSTRUCTION EXCISE TAX		65,000		
437,019	144,636	250,000	01-31-250	BUILDING PERMIT FEES		68,000		
10,565	3,455	3,000	01-31-350	CITY PERMIT FEES		3,000		
-	-	-		TRANSFER FROM GENERAL FUND FOR LINN COUNTY BUILDING PERMITS		-	-	-
670,727	204,721	313,000		TOTAL BUILDING PROGRAM RESOURCES		136,000	-	-

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

MILLERSBURG CELEBRATION PROGRAM RESOURCES								
1,764	12,646	19,600	01-37-100	MILLERSBURG CELEBRATION		-	-	-
		10,000		SPONSORSHIPS		-		
		9,600		REVENUE		-		
1,764	12,646	19,600		TOTAL MILLERSBURG CELEBRATION PROGRAM RESOURCES		-	-	-

734,238	72,017	139,670		RESTRICTED FUNDS (SDC'S)		182,651	-	-
11,675,217	11,178,662	7,440,052		AVAILABLE RESOURCES		7,008,186	-	-
12,409,455	11,250,679	7,579,722		TOTAL GENERAL FUND RESOURCES		7,190,837	-	-

FUND NARRATIVE

General Fund: General Fund (01-40)

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	Implement new modules and website capabilities
Development	Jun-24	In Progress	Development of City industrial properties
	Mar-22	Completed	Consider expansion of UGB to meet Oregon land use requirements
	May-24	In Progress	Update City Comprehensive Plan
Public Infrastructure	Sept-23	Pending	Installation of emergency generator and associated work CIP#1007
	Sept-23	Pending	City Hall drop box area, ADA ramps, and sidewalk CIP#1006
	Winter-23/24	Pending	Front office interior remodel CIP#1009

**CITY OF MILLERSBURG
GENERAL FUND - ADMINISTRATION PROGRAM
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	ADMINISTRATION PROGRAM EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				PERSONNEL SERVICES			
90,019	103,845	108,183	01-40-110	CITY MANAGER	145,980		
142,781	142,687	148,700	01-40-111	ASSISTANT CITY MANAGER / CITY ENGINEER	161,509		
74,367	75,608	79,396	01-40-112	CITY RECORDER	82,966		
-	-	119,919	01-40-113	COMMUNITY DEVELOPMENT DIRECTOR	130,426		
64,535	140,524	36,810	01-40-114	BILLING/COLLECTION SPECIALIST	39,762		
22,719	26,997	30,672	01-40-115	OFFICE ASSISTANT/EXTRA COVERAGE	32,024		
86,146	67,696	74,766	01-40-120	MAINTENANCE SUPERVISOR	80,970		
49,411	49,244	52,238	01-40-121	MAINTENANCE ASSISTANT	54,840		
15,955	20,660	-	01-40-125	CECOP INTERN	-		
6,358	138	16,200	01-40-129	OVERTIME	20,000		
48,039	43,003	65,021	01-40-130	PAYROLL TAXES	72,976	-	-
134,930	111,371	178,105	01-40-131	PERS	208,554	-	-
84,245	92,101	94,495	01-40-132	MEDICAL INSURANCE	102,870		
1,605	13,091	7,600	01-40-133	DISABILITY INSURANCE AND WORKERS COMP	8,000		
-	321	-	01-40-134	SUPPLEMENTAL MEDICAL INSURANCE - HSA EMPLOYEE CONTRIBUTION	-	-	-
12,667	9,847	10,000	01-40-135	DENTAL & VISION INSURANCE	12,000		
833,776	897,134	1,022,105		TOTAL PERSONNEL SERVICES	1,152,877	-	-
				MATERIALS & SERVICES			
13,150	19,775	20,000	01-40-236	ACCOUNTING & AUDIT	22,000		
3,350	260	2,000	01-40-211	BIDS PUBLICATION	5,000		
43,794	43,573	50,000	01-40-212	PROPERTY/CASUALTY/LOSS INSURANCE	68,000		
8,465	8,420	18,500	01-40-213	CITY HALL BUILDING	37,000	-	-
		2,500		AED	-		
		10,000		MISCELLANEOUS	10,000		
		6,000		BARK	2,000		
				CITY HALL EXPANSION MASTER PLANNING	25,000		
18,342	19,508	17,066	01-40-215	CITY HALL UTILITIES	21,000	-	-
		9,366		ELECTRIC	12,000		
		6,600		INTERNET (FIBER) AND PHONE SERVICE	7,100		
				BUSINESS CONNECTIONS	600		
		1,100		GARBAGE	1,300		
11,215	7,081	14,000	01-40-216	MERCHANT FEES	8,000		
27,500	(2,500)	20,500	01-40-217	COMMUNITY SUPPORT	21,500	-	-
		1,000		MEALS ON WHEELS	1,000		
		5,000		ABC HOUSE	5,000		
		5,000		ALBANY BOYS AND GIRLS CLUB	5,000		
		-		LINN COUNTY FAIR AND EXPO	1,500		
		3,000		NW ART AND AIR FESTIVAL	3,000		
		2,000		HONOR FLIGHTS	-		
		1,000		SOUTH ALBANY HIGH SCHOOL ALL NIGHT PARTY	-		

**CITY OF MILLERSBURG
GENERAL FUND - ADMINISTRATION PROGRAM
FY 2023-2024**

		-		TIMBER RIDGE PTC	1,000		
		3,500		MISCELLANEOUS	5,000		
192	2,412	4,000	01-40-218	CALL-A-RIDE	5,000		
5,911	9,205	10,000	01-40-220	POSTAGE AND SHIPPING	12,000		
15,963	22,947	25,000	01-40-221	MATERIALS & SUPPLIES	25,000		
12,405	23,484	24,940	01-40-222	OFFICE EQUIPMENT AND SOFTWARE	28,800	-	-
		6,200		COPIER LEASE	3,100		
		1,800		PLOTTER LEASE	1,800		
		2,440		PRINTERS AND FOLDER LEASE	2,500		
		8,000		IT EQUIPMENT (COMPUTERS, ETC.)	14,000		
		5,900		SOFTWARE (OFFICE 365, GIS, PHOTOSHOP, ETC.)	5,900		
		600		IPAD, PHONE, AND PARK WIFI HOTSPOT	1,500		
61,259	103,499	90,179	01-40-223	CONTRACTED SERVICES	95,554	-	-
		2,000		PROFESSIONAL SECURITY ALARM	2,000		
		8,000		OREGON CASCADES WEST COG - TECH SUPPORT	8,000		
		25,000		BILLING/UTILITY SYSTEM ANNUAL COST	25,000		
		5,000		HVAC MAINTENANCE	6,000		
		-		PAYROLL ACCOUNTING	3,000		
		19,354		LANDSCAPING (CITY HALL)	19,354		
		8,000		JANITORIAL	8,500		
		1,700		HEATH'S LAUNDRY - RUGS	1,200		
		4,000		MISCELLANEOUS	4,000		
		400		PEST CONTROL	500		
		8,225		CIVIC PLUS - WEBSITE, CODE HOSTING, AND UPDATES	15,000		
		3,000		BRUSH REMOVAL	3,000		
		5,500		CODE HOSTING AND UPDATES	-		
230	370	2,500	01-40-224	CITY COUNCIL	2,500		
279	2,362	3,000	01-40-225	EDUCATION & TRAINING	8,000		
180	5,000	13,000	01-40-226	MEETINGS & TRAVEL	17,000		
10,906	9,188	14,000	01-40-227	DUES & SUBSCRIPTIONS	15,000		
35,000	39,240	50,000	01-40-229	ECONOMIC DEVELOPMENT	-		
335,265	127,184	150,000	01-40-230	LEGAL SERVICES	250,000		
1,240	2,160	5,000	01-40-231	LIBRARY SERVICES	5,000		
1,161	1,166	1,200	01-40-232	LGIP / BANK FEES	1,200		
161	14	1,600	01-40-233	MILEAGE	1,000		
63,510	21,046	13,500	01-40-235	CONSULTANTS - PLANNING	17,000	-	-
		-		LAND USE PLANNING	-		
		-		CODIFICATION OF NEW CODE	-		
		10,000		ECONOMIC OPPORTUNITIES ANALYSIS	17,000		
		3,500		UGB EXPANSION/SWAP	-		
22,942		25,000	01-40-210	CONSULTANTS - ENGINEERING	25,000		
795	1,106	3,000	01-40-237	PRINTING & ADVERTISING	3,000		
3,116	10,042	3,200	01-40-238	PROPERTY TAXES	3,200		
8,158	3,631	40,000	01-40-239	RENTAL PROPERTY	40,000		

**CITY OF MILLERSBURG
GENERAL FUND - ADMINISTRATION PROGRAM
FY 2023-2024**

-	1,925	2,520	01-40-240	CELL PHONE REIMBURSEMENT	2,520		
45			01-40-241	TRAVEL & MEALS	-		
			01-40-650	MISCELLANEOUS EXPENSES	-		
65,775		-	01-40-810	COVID EXPENSES	-		
770,309	482,099	623,705		TOTAL MATERIALS & SERVICES	739,274	-	-
				CAPITAL OUTLAY			
5,922	-	25,000	01-40-710	CITY HALL IMPROVEMENTS - EMERGENCY GENERATOR	55,000		
39,525		-	01-40-716	CITY HALL DROP BOX AREA, ADA RAMPS, AND SIDEWALK	40,000		
	-	8,800	01-40-711	EQUIPMENT - HVAC UNIT REPLACEMENT COUNCIL CHAMBERS			
41,000		-	01-40-712	LAND			
	-	5,000	01-40-713	HOLIDAY LIGHT DISPLAY			
		-	01-40-714	OFFICE WORKSTATION UPGRADES	15,000		
		-	01-40-715	PLOTTER (FULL SIZE)			
86,447	-	38,800		TOTAL CAPITAL OUTLAY	110,000	-	-
				TRANSFERS			
-	-	-	01-40-910	TRANSFER TO GENERAL FUND EMERGENCY SERVICES (FROM REVENUES)			
-	-	-		TRANSFER TO GENERAL FUND EMERGENCY SERVICES FROM BEGINNING FUND BALANCE			
-	-	-		TRANSFER TO GENERAL FUND PARKS AND REC			
-	-	-		TRANSFER TO GENERAL FUND BUILDING FUND			
-	-	-	01-40-914	TRANSFER TO STREET FUND			
-	-	109,076	01-40-915	TRANSFER TO STORMWATER FUND	196,608		
		70,000	01-40-916	TRANSFER TO ECONOMIC DEVELOPMENT FUND			
		-		TRANSFER TO GENERAL FUND PARKS AND REC SDC			
-	-	179,076		TOTAL TRANSFERS	196,608	-	-
				CONTINGENCY			
-	-	600,000	01-40-800	OPERATING CONTINGENCY	600,000		
1,690,531	1,379,232	2,463,686		TOTAL ADMINISTRATION PROGRAM EXPENDITURES	2,798,759	-	-
1,690,531	1,379,232	2,463,686		TOTAL ADMINISTRATION REQUIREMENTS	2,798,759	-	-

FUND NARRATIVE

General Fund: Parks and Rec (01-45, 01-46)

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

Functions and Responsibilities

- Fund 01-45 is for general operations of parks facilities and fund 01-46 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 city events.
- Facilitate implementation of projects and initiatives identified in the Parks Master Plan.
- Provide administrative and technical support to Parks Commission.
- Provide for community needs through park shelter rentals.
- Support Millersburg residents through reimbursement programs.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Recreation	Ongoing	In Progress	Support Parks Commission
	Ongoing	In Progress	Pursue additional grants for development of new NW park
	Spring-23	Pending	Complete initial design for new park in NW area of city CIP#1115
	Summer-24	Pending	Construction of linear park Conser/Transition Parkway CIP#1123
	Summer-23	Pending	Name linear and NW parks, secure grants for construction NW park.
	Spring-24	Pending	City Park restrooms floor and wall coating
	Spring-24	Pending	Acorn Park frontage improvements

**CITY OF MILLERSBURG
GENERAL FUND - PARKS AND RECREATION PROGRAM
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	PARKS AND RECREATION PROGRAM EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				MATERIALS & SERVICES			
4,216	7,404	15,000	01-45-210	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	15,000		
44,308	60,267	85,000	01-45-211	PARK SUPPLIES & MAINTENANCE	98,600	-	-
		5,000		LANDSCAPING MATERIALS	8,000		
		15,000		MINOR EQUIPMENT, SUPPLIES, AND RENTALS	17,000		
		6,000		FUEL	7,000		
		20,000		CONTRACTED SERVICES	25,000		
		2,000		SHOP UTILITIES	3,000		
		6,000		EQUIPMENT PARTS AND REPAIRS	7,000		
		7,500		MISCELLANEOUS	7,500		
		7,500		GARBAGE SERVICE	7,700		
		4,000		VALLEY MERCHANT POLICE	4,400		
		12,000		WATER AND SEWER BILL	12,000		
-	2,931	42,000	01-45-212	PARKS PROJECTS	25,500	-	-
		12,000		CITY PARK TREE REPLACEMENT/PLANTING AND LANDSCAPE ENHANCEMENT	12,000		
		2,000		PLAYGROUND RAMPS (ACORN AND MILLERSBURG PARK)	-		
		6,000		CITY PARK REPLACE BENCHES WITH ADA COMPLIANT MODELS	6,000		
		5,000		CITY PARK AND ACORN PARK PLAY SAFETY SURFACE REFILL	5,000		
		1,000		CITY PARK BASKETBALL COURT STRIPING	-		
		2,500		REPAIRS (PAVEMENT, ETC.)	2,500		
		3,000		TENNIS COURT LANDSCAPE RENOVATION	-		
				BATHROOM FLOOR AND WALL COATING			
		7,000		ADD SAFETY FENCE TO SOUTH BALL FIELD	-		
		2,000		ADDITIONAL LIGHTING	-		
		1,500		ACORN PARK - REPAIR CABLE POST AND MOVE DOG POT MOUNT	-		
-	4,243	32,000	01-45-213	SDC STUDY / PARK PLANNING	26,000		
48,525	74,845	174,000		TOTAL MATERIALS & SERVICES	165,100	-	-
				CAPITAL OUTLAY			
-	-	133,000	01-45-720	PARK FACILITY BUILDINGS	26,000	-	-
		120,000		ROOF REPLACEMENT SHELTER AND SOUTH RESTROOM	-		
		13,000		ENCLOSED OFFICE/BREAKROOM IN SHOP WITH HEATING			
				RESTROOMS FLOOR AND WALL COATINGS	26,000		
655		-	01-45-741	MAINTENANCE EQUIPMENT	-	-	-
-	-	-		TBD	-		
			01-45-730	ACORN PARK FRONTAGE IMPROVEMENTS	40,000		
655	-	133,000		TOTAL CAPITAL OUTLAY	66,000	-	-
49,179	74,845	307,000		TOTAL PARKS AND RECREATION PROGRAM EXPENDITURES	231,100		

**CITY OF MILLERSBURG
GENERAL FUND - PARKS AND RECREATION PROGRAM
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	PARKS AND RECREATION SDC PROGRAM EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
-	-	-	01-46-201	SDC-R	-	-	-
712,950	-	-	01-46-760	SDC-I	-	-	-
-	-	-					
712,950	-	-		TOTAL CAPITAL OUTLAY	-	-	-
712,950	-	-		TOTAL PARKS AND RECREATION SDC PROGRAM EXPENDITURES	-	-	-

762,129	74,845	307,000		TOTAL PARKS AND RECREATION EXPENDITURES	231,100	-	-
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Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	PARKS AND RECREATION SUMMARY	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				RESERVE ACCOUNTS			
-	-	139,670	01-46-760	CIP PROJECT LIST	182,651	-	-
-	-	139,670		TOTAL RESERVE ACCOUNTS	182,651	-	-
-	-	139,670		TOTAL OTHER PARKS AND RECREATION REQUIREMENTS	182,651	-	-

762,129	74,845	446,670		TOTAL PARKS AND RECREATION REQUIREMENTS	413,751	-	-
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FUND NARRATIVE

General Fund: Emergency Services (01-50)

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.

<u>Strategies/Actions</u>			
Strategic Priority	Target Date	Status	Goals/Objectives
Safety	Ongoing	Pending	Evaluate increased contract hours with LCSO with assessed value increases related to new industries
	Ongoing	Pending	Evaluate additional fire service staffing with assessed value increases related to new industries
	Fall-23	In Progress	Purchase of Autopulse

**CITY OF MILLERSBURG
GENERAL FUND - EMERGENCY SERVICES PROGRAM
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	EMERGENCY SERVICES PROGRAM EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				MATERIALS & SERVICES			
1,417,996	1,425,674	1,478,800	01-50-210	CONTRACTED FIRE SERVICES	\$ 1,498,889		
134,010	138,636	150,000	01-50-211	LINN COUNTY CONTRACTED SHERIFF	160,000		
6,110	6,609	14,000	01-50-212	UTILITIES - FIRE STATION	20,000		
-	37,832	4,000	01-50-214	EQUIPMENT, FURNISHINGS AND UPKEEP	4,000		
190	688	9,000	01-50-215	MAINTENANCE AND SUPPLIES	11,300	-	-
		3,000		GENERATOR MAINTENANCE/FUEL	4,000		
		2,000		FIRE ALARM/SPRINKLER MONITORING	2,200		
		3,000		HVAC MAINTENANCE	3,600		
		1,000		UPS MAINTENANCE	1,500		
35,000	35,000	35,000	01-50-216	EQUIPMENT REPLACEMENT TO ALBANY	35,000		
1,593,305	1,644,439	1,690,800		TOTAL MATERIALS & SERVICES	1,729,189	-	-
				CAPITAL OUTLAY			
-		-	01-50-720	AUTO PULSE	17,500	-	-
393,977	47,066	-	01-50-721	PERMANENT FIRE STATION DESIGN	-	-	-
55,730	4,988,630	776,000	01-50-725	FIRE FACILITY CONSTRUCTION	-		
449,707	5,035,696	776,000		TOTAL CAPITAL OUTLAY	17,500	-	-
-	-	30,000	01-50-800	CONTINGENCY	30,000		
2,043,013	6,680,135	2,496,800		TOTAL EMERGENCY SERVICES PROGRAM EXPENDITURES	1,776,689	-	-

2,043,013	6,680,135	2,496,800		TOTAL EMERGENCY SERVICES EXPENDITURES	1,776,689	-	-
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Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	EMERGENCY SERVICES PROGRAM SUMMARY	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				RESERVE ACCOUNTS			
-	-	-	01-50-780	FIRE FACILITY RESERVE	-	-	-
-	-	-		TOTAL EMERGENCY SERVICES PROGRAM RESERVE ACCOUNTS	-	-	-
-	-	-		TOTAL OTHER EMERGENCY SERVICES REQUIREMENTS	-	-	-

2,043,013	6,680,135	2,496,800		TOTAL EMERGENCY SERVICES REQUIREMENTS	1,776,689	-	-
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FUND NARRATIVE

General Fund: Building (01-52)

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, mechanical, and electrical inspection services.
- Through this arrangement, the City of Millersburg processes building permits; Linn County issues permits and inspects per state building code requirements.
- As part of the agreement, the City collects all funds associated with permits processed 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	Fall-24	Pending	Transition to electronic data input for Linn County's permit program

**CITY OF MILLERSBURG
GENERAL FUND - BUILDING PROGRAM
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	BUILDING PROGRAM EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				MATERIALS & SERVICES			
193,775	103,835	59,400	01-52-210	PAYMENT TO GREATER ALBANY PUBLIC SCHOOL	65,000		
312,089	148,742	225,000	01-52-211	PAYMENT TO LINN COUNTY BUILDING DEPARTMENT	51,000		
-	-	5,000	01-52-212	BUILDING PERMITTING SOFTWARE			
505,864	252,577	289,400		TOTAL MATERIALS & SERVICES	116,000	-	-
505,864	252,577	289,400		TOTAL BUILDING PROGRAM EXPENDITURES	116,000	-	-

505,864	252,577	289,400		TOTAL BUILDING PROGRAM REQUIREMENTS	116,000	-	-
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FUND NARRATIVE

General Fund: Equipment Replacement (01-54)

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 due to its age, operations, maintenance costs and condition, obsolescence, and depreciation 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 useful life and replacement costs are updated each year.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Community Governance, Safety, Recreation	Ongoing	In Progress	Develop and update equipment replacement schedule

**CITY OF MILLERSBURG
GENERAL FUND - EQUIPMENT REPLACEMENT PROGRAM
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	EQUIPMENT REPLACEMENT PROGRAM EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				CAPITAL OUTLAY			
-	-	-	01-54-710	IMPROVEMENTS (CITY HALL)	-	-	-
-	-	-	01-54-711	IMPROVEMENTS (CITY PARK)	-	-	-
-	-	-	01-54-712	VEHICLE (PARKS AND REC MAINTENANCE)	-	-	-
-	-	-		TOTAL CAPITAL OUTLAY	-	-	-
-	-	-		EQUIPMENT REPLACEMENT FUND EXPENDITURES	-	-	-

-	-	-		TOTAL EQUIPMENT REPLACEMENT PROGRAM EXPENDITURES	-	-	-
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Actual FY 2020-2021	Actual FY 2020-2021	Adopted FY 2022-2023	Account #	EQUIPMENT REPLACEMENT PROGRAM SUMMARY	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				RESERVE ACCOUNTS			
-	-	56,500	01-54-781	EQUIPMENT REPLACEMENT - (GENERAL FUND ADMIN)	75,000		
-	-	56,500	01-54-782	EQUIPMENT REPLACEMENT - (GENERAL FUND PARKS AND REC EQUIPMENT)	75,000		
-	-	113,000		TOTAL RESERVE ACCOUNTS	150,000	-	-
-	-	113,000		TOTAL OTHER EQUIPMENT REPLACEMENT PROGRAM REQUIREMENTS	150,000	-	-

-	-	113,000		TOTAL EQUIPMENT REPLACEMENT REQUIREMENTS	150,000	-	-
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FUND NARRATIVE

General Fund: Millersburg Celebration (01-56)

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 Events Planning Committee.
- Provide financial support for the Millersburg Celebration.
- Due to the timing of this event in September, event expenditures extend over two fiscal years. For accounting purposes, expenses associated with the event in September are required to be reported and reconciled no later than November 30th of that fiscal year. The remaining fund balance (after accounting for first quarter expenses minus revenues associated with the event) will be available for the budget of the event in the following fiscal year.
- Beginning January 1st, funds remaining in the account are available to spend for the next year's event. These expenditures will be identified in the budget for the upcoming event (as example, expenditures from fiscal year budget 2021-2022 for the planned upcoming September event in fiscal year 2022-2023 will be identified as expenditures for the 2022 Celebration).

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Recreation	Annually	Ongoing	Provide resources and support for continuation of City events

**CITY OF MILLERSBURG
GENERAL FUND - MILLERSBURG CELEBRATION PROGRAM
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	MILLERSBURG CELEBRATION PROGRAM EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				MATERIALS & SERVICES			
15,342	25,745	50,718	01-56-210	CELEBRATION EXPENSES	30,000	-	-
		4,600		RUN EXPENSES 2022 EVENT			
		3,241		CAR SHOW EXPENSES			
		42,377		GENERAL EVENT			
		500		CELEBRATION OF LIGHTS			
15,342	25,745	50,718		TOTAL MATERIALS & SERVICES	30,000	-	-
15,342	25,745	50,718		TOTAL MILLERSBURG CELEBRATION EXPENDITURES	30,000	-	-

15,342	25,745	50,718		TOTAL MILLERSBURG CELEBRATION EXPENDITURES	30,000	-	-
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Actual FY 2020-2021	Actual FY 2020-2021	Adopted FY 2022-2023	Account #	MILLERSBURG CELEBRATION PROGRAM SUMMARY	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				RESERVE ACCOUNTS			
		-			-	-	-
-	-	-		TOTAL RESERVE ACCOUNTS	-	-	-
-	-	-		TOTAL OTHER MILLERSBURG CELEBRATION REQUIREMENTS	-	-	-

15,342	25,745	50,718		TOTAL MILLERSBURG CELEBRATION	30,000	-	-
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FUND NARRATIVE

Enterprise Fund: Streets (02-60)

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

Functions and Responsibilities

- Maintain our Transportation System Plan (TSP) to ensure City transportation system is 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	Annual – as needed	Ongoing	Crack sealing
	Annual – as needed	Ongoing	Striping
	2025	In design	Woods Road shared use path CIP#2039
	Spring-25	In design	Conser/Transition Parkway shared use path CIP#2026
	Spring-25	In design	Construction of Transition Parkway extension to Woods Road CIP#2026
	Spring-24	Pending	Zuhlke Extension (by developer) CIP#2024
	2025	Pending	Bridge replacement Wavery Drive at Cox Creek CIP#2028
	2023/24	Pending	Street lighting Woods Road CIP#2029

**CITY OF MILLERSBURG
STREET FUND 02
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	STREET PROGRAM RESOURCES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
405,652	250,572	182,267	02-29-800	BEGINNING FUND BALANCE	326,804		
		18,061		BEGINNING FUND BALANCE BIKE/PED	20,461		
437,500	437,500	437,500		OTHER RESTRICTED FUNDS	437,500	-	-
		96,300	02-29-110	PERLENFEIN/ZUHLKE RESERVATION - RESTRICTED FUNDS	96,300		
		341,200	02-29-115	SUNIGA/MILLERSBURG DR RESERVATION - RESTRICTED FUNDS	341,200		
33,234	22,092	34,724	02-38-100	INTEREST RECEIVED	32,799		
31,176	2,258	5,000	02-31-105	STREET PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	-		
		-		TRANSFER FROM GENERAL FUND-			
		-		TRANSFER FROM STREET SYSTEM DEVELOPMENT CHARGES (SDC) FUND-			
197,260	237,406	236,358	02-30-500	HIGHWAY USE TAX	249,633	-	-
		233,994		HWY USE TAX ROADS	247,137		
		2,364		HWY USE TAX BIKE/PED	2,496		
		-		HB2017 STF	-		
-	70,511	-	02-31-550	STREET CONNECTION CHARGES	-		
-	1,016	-	02-38-900	MISC. STREET REVENUE	-		
91,000	-	191,000	02-32-100	GRANTS	99,000		
1,195,822	1,021,355	1,104,910		TOTAL STREET PROGRAM RESOURCES	1,166,197	-	-
			Account #	STREET SDC PROGRAM RESOURCES			
2,157,229	1,963,547	1,891,486	02-29-100	BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	1,526,971	-	-
		127,663		BEGINNING SDC-R BALANCE	182,225		
		1,763,823		BEGINNING SDC-I BALANCE	1,344,746		
303,314	121,239	126,943	02-31-500	STREET SYSTEM DEVELOPMENT CHARGES (SDC) FEES	122,043	-	-
		42,503		STREET SDC-R FEES	41,293		
		84,440		STREET SDC-I FEES	80,750		
2,460,543	2,084,786	2,018,429		STREET SDC PROGRAM RESOURCES	1,649,014	-	-
2,898,043	2,522,286	2,455,929		RESTRICTED FUNDS	2,086,514	-	-
758,322	583,855	667,410		AVAILABLE RESOURCES	728,697	-	-
3,656,365	3,106,141	3,123,339		TOTAL STREET FUND RESOURCES	2,815,211	-	-

**CITY OF MILLERSBURG
STREET FUND 02
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	STREET PROGRAM EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				MATERIALS & SERVICES			
62,613	2,447	73,750	02-60-210	CONSULTANTS ENGINEERING	30,000		
18,761	16,986	20,000	02-60-211	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000		
7,955	7,062	8,000	02-60-212	MISCELLANEOUS	10,000		
1,324		-	02-60-213	SDC STUDY	-		
22,171	25,496	27,000	02-60-214	STREET SWEEPING	30,000		
135,135	56,207	75,000	02-60-215	STREET & ROAD REPAIR	70,000	-	-
		15,000		CRACK SEALING	10,000		
		-		SURFACE TREATMENT	-		
		20,000		THERMOPLASTIC STOP BARS AND LEGENDS/STRIPING	20,000		
		10,000		REPAIR ALEXANDER EAST OF UMPQUA	10,000		
		20,000		MISCELLANEOUS REPAIRS	30,000		
		10,000		STREET CONDITION ASSESSMENT	-		
36,276	41,617	44,000	02-60-216	STREET LIGHTS POWER	45,000		
-		-	02-60-217	INSTALL BOLLARDS MORNINGSTAR AND PARKER	-		
817	2,239	5,000	02-60-218	SIGNS	6,000		
			02-60-219	RADAR SPEED SIGNS	5,000		
			02-60-230	REFUNDS	-		
285,053	152,055	252,750		TOTAL MATERIALS & SERVICES	206,000	-	-
				CAPITAL OUTLAY			
207,370	-	248,300	02-60-710	STREET CONSTRUCTION	226,300	-	-
		52,000		BEAUTY STRIPS ALONG WOODS ROAD NORTH AND SIDEWALK EXTENSION TO RIVERSONE LOOP	30,000		
		100,000		OLD SALEM ROAD GUARDRAIL	100,000		
		96,300		ZUHLKE EXTENSION (BY DEVELOPER)	96,300		
-	-	15,000	02-60-711	STREET LIGHTING CAPITAL IMPROVEMENTS	15,000		
-	-	-	02-60-712	SERVICE VEHICLE	-		
932	-	-	02-60-713	PROPERTY DEVELOPMENT FOR FUTURE ROADS	-	-	-
				WETLANDS DELINEATION FOR CITY-OWNED INDUSTRIAL PROPERTY	-		
-	-	-	02-60-714	BIKE/PED PROJECTS	-		
-	-	100,000	02-60-715	WOODS ROAD SHARED USE PATH	111,000		
		10,000	02-60-716	RSIS REIMBURSEMENT ELIGIBLE			
			02-60-717	COX CREEK BRIDGE	50,000		
208,302	-	363,300		TOTAL CAPITAL OUTLAY	402,300	-	-
				TRANSFERS			
95,637	99,987	112,657	02-60-910	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	125,119	-	-
		5,409		5% CITY MANAGER	7,299	-	-
		29,740		20% ASSISTANT CITY MANAGER/CITY ENGINEER	32,302	-	-
		3,970		5% CITY RECORDER	4,148	-	-
		5,996		5% COMMUNITY DEVELOPMENT DIRECTOR	6,521	-	-
		-		0% BILLING/COLLECTION SPECIALIST	-	-	-
		3,067		10% OFFICE ASSISTANT	3,202	-	-

**CITY OF MILLERSBURG
STREET FUND 02
FY 2023-2024**

		14,953		20% MAINTENANCE SUPERVISOR	16,194	-	-
		10,448		20% MAINTENANCE ASSISTANT	10,968	-	-
		-		20% CECOP INTERN	-	-	-
		39,074		11% BENEFITS	44,484	-	-
			02-60-912	TRANSFER TO ECONOMIC DEVELOPMENT FUND	971,000		
				TRANSITION PARKWAY DESIGN	471,000		
				TRANSITION PARKWAY CONSTRUCTION	500,000		
95,637	99,987	112,657		TOTAL TRANSFERS	125,119	-	-
				CONTINGENCY			
		50,000	02-60-800	OPERATING CONTINGENCY	50,000		
588,991	252,042	778,707		TOTAL STREET PROGRAM EXPENDITURES	783,419	-	-
			Account #	STREET SDC PROGRAM EXPENDITURES			
-	5,408	-	02-65-201	SDC-R	27,000	-	-
				WOODS ROAD SHARED USE PATH	27,000		
-	612,827	65,000	02-65-202	SDC-I	32,000	-	-
			02-65-710	WEST INDUSTRIAL PROPERTY ACCESS ROAD	-		
		65,000		TRANSITION PARKWAY	-		
				WOODS ROAD SHARED USE PATH	32,000		
-	612,827	500,000	02-65-212	SDC-I RSIS REIMBURSEMENT	971,000	-	-
		500,000		TRANSITION PARKWAY	971,000		
-	618,235	565,000		TOTAL SDC CAPITAL OUTLAY	1,030,000	-	-
				TRANSFERS			
-	-	-			-	-	-
-	-	-		TOTAL TRANSFERS	-	-	-
-	618,235	565,000		TOTAL STREET SDC PROGRAM EXPENDITURES	1,030,000	-	-
588,991	870,277	1,343,707		TOTAL STREET FUND EXPENDITURES	1,813,419	-	-
Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	STREET FUND SUMMARY	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				RESERVE ACCOUNTS			
-	-	1,779,632	02-60-760	STREETS CIP PROJECTS	1,001,792		
-	-	1,779,632		TOTAL RESERVE ACCOUNTS	1,001,792	-	-
3,067,374	2,235,865	0		UNAPPROPRIATED ENDING FUND BALANCE	0	-	-
3,067,374	2,235,865	1,779,632		TOTAL OTHER STREET FUND REQUIREMENTS	1,001,792	-	-
3,656,365	3,106,141	3,123,339		TOTAL STREET FUND REQUIREMENTS	2,815,211	-	-

FUND NARRATIVE

Enterprise Fund: Storm Water (03-70)

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 program and MS4 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		Ongoing	Inspection and cleaning of catch basins and manholes
		Ongoing	Clean and TV pipe system
	Annually in Sept/Oct	Ongoing	Brush clearing Crooks Creek as needed
	Feb-24	In Progress	Stormwater program development – compliance with MS4 Permit

**CITY OF MILLERSBURG
STORMWATER FUND 03
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	STORMWATER PROGRAM RESOURCES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
346,612	154,556	154,316	03-29-800	BEGINNING FUND BALANCE	67,159		
1,908	1,269	1,281	03-38-100	INTEREST RECEIVED	2,351	-	-
18,563	-	5,000	03-31-105	STORMWATER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	-		
-		-	03-38-900	MISC REVENUE	-		
-	-	109,076	03-39-100	TRANSFER FROM GENERAL FUND	196,608		
-	38,853	-	03-31-550	STORMWATER CONNECTION CHARGES	-		
367,083	194,678	269,673		TOTAL STORMWATER PROGRAM RESOURCES	266,118	-	-

			Account #	STORMWATER SDC PROGRAM RESOURCES			
-	27,060	27,720		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	40,351	-	-
		1,596		BEGINNING SDC-R BALANCE	2,323		
		26,124		BEGINNING SDC-I BALANCE	38,028		
14,520	12,540	13,200	03-31-500	STORMWATER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	14,860	-	-
		760		STORMWATER SDC-R FEES	856		
		12,440		STORMWATER SDC-I FEES	14,004		
14,520	39,600	40,920		STORMWATER SDC PROGRAM RESOURCES	55,211	-	-

381,603	234,278	310,593		TOTAL STORMWATER FUND RESOURCES	321,329	-	-
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**CITY OF MILLERSBURG
STORMWATER FUND 03
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	STORMWATER FUND EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				MATERIALS & SERVICES			
2,916	-	5,000	03-70-210	CONSULTANTS ENGINEERING	5,000		
18,452	16,986	10,000	03-70-211	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000		
28,552		-	03-70-212	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPORT AND LEGAL FEES	-		
1,324	-	30,000	03-70-213	PLANS AND STUDIES	-		
-			03-70-214	STORMWATER MASTER PLAN			
30,062	28,242	93,000	03-70-215	STORM DRAINS & DITCHES	88,000	-	-
		-		STORMFILTER CARTRIDGE REPLACEMENT	-		
		20,000		INSPECT AND CLEAN CATCH BASINS AND MANHOLES	20,000		
		40,000		CLEAN AND TV PIPES	40,000		
		16,000		BRUSH CLEARING CROOKS CREEK BASIN	16,000		
		5,000		BACKFLOW VALVE ON 24" PIPE NORTH OF MILLERSBURG DRIVE	-		
		5,000		STORMWATER CULVERT IN EASEMENT TO NORTH OAK	-		
		5,000		MISCELLANEOUS	10,000		
		2,000		CMMS CHARGES	2,000		
-	75	-	03-70-216	EDUCATION AND OUTREACH	1,000		
-	2,525	20,000	03-70-217	STORMWATER PROGRAM DEVELOPMENT	40,000		
			03-70-230	REFUNDS	-		
81,305	45,303	158,000		TOTAL MATERIALS & SERVICES	144,000	-	-
				CAPITAL OUTLAY			
-	-	-	03-70-710	FENCING DETENTION BASINS	-	-	-
-	-	-	03-70-711	STORMWATER CONSTRUCTION	-	-	-
		-		NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS	-		
		-		BECKER RIDGE DETENTION PONDS MODIFICATIONS	-		
-	-	-		TOTAL CAPITAL OUTLAY	-	-	-

**CITY OF MILLERSBURG
STORMWATER FUND 03
FY 2023-2024**

				TRANSFERS			
67,085	55,960	91,673	03-70-910	TRANSFER TO GENERAL FUND ADMINISTRATION PERSONNEL SERVICES	102,118	-	-
		5,409		5% CITY MANAGER	7,299	-	-
		29,740		20% ASSISTANT CITY MANAGER/CITY ENGINEER	32,302	-	-
		3,970		5% CITY RECORDER	4,148	-	-
		-		0% BILLING/COLLECTION SPECIALIST	-	-	-
		1,534		5% OFFICE ASSISTANT	1,601	-	-
		11,215		15% MAINTENANCE SUPERVISOR	12,145	-	-
		7,836		15% MAINTENANCE ASSISTANT	8,226	-	-
		-		20% INTERN	-	-	-
		31,970		9% BENEFITS	36,396	-	-
67,085	55,960	91,673		TOTAL TRANSFERS	102,118	-	-
				CONTINGENCY			
-	-	20,000	03-70-800	OPERATING CONTINGENCY	20,000		

148,390	101,263	269,673		TOTAL STORMWATER FUND EXPENDITURES	266,118	-	-
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Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	STORMWATER FUND SUMMARY	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				RESERVE ACCOUNTS			
-	-	40,920	03-70-760	CIP PROJECT LIST	55,211	-	-
-	-	40,920		TOTAL RESERVE ACCOUNTS	55,211	-	-
233,214	133,015	-		UNAPPROPRIATED ENDING FUND BALANCE	(0)	-	-
233,214	133,015	40,920		TOTAL OTHER STORMWATER FUND REQUIREMENTS	55,211	-	-

381,603	234,278	310,593		TOTAL STORMWATER FUND REQUIREMENTS	321,329	-	-
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FUND NARRATIVE

Enterprise Fund: Sewer (04-80)

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 system and the treatment system 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.

<u>Strategies/Actions</u>			
Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Summer-22	Completed	WRF Solids Handling Project
	Summer-22	Completed	Dewatering Equipment Replacement Project
	Fall-23	Pending	Repair MHs at Burkhart and ATI FM Discharges CIP#4042
		Ongoing	MH Inspections
		Ongoing	TV/Clean Pipes
	2024	In Progress	NPDES Discharge Permit Renewal – City of Albany
	2023/24	In Progress	Evaluate capacity of existing pumping station and new sewer route to AM-WRF to address capacity needs
	2023/25	In Progress	Ongoing capital projects at the AM-WRF CIP#4045

**CITY OF MILLERSBURG
SEWER ENTERPRISE UTILITY FUND 04
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	SEWER UTILITY ENTERPRISE PROGRAM FUND RESOURCES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
2,110,799	3,435,139	3,007,417	04-29-800	BEGINNING FUND BALANCE	3,439,837		
16,126	10,720	34,212	04-38-100	INTEREST RECEIVED	138,611		
15,776	1,025	5,000	04-31-105	SEWER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	-		
1,067,924	1,172,850	900,000	04-31-100	SEWER USER FEES	1,000,000		
-	-	-	04-31-110	SEWER SERVICE INSTALLATION	-		
-	39,325	-	04-31-550	SEWER CONNECTION CHARGES	-		
37,013	36,838	36,663	04-38-500	DEQ WETLAND LOAN PAYMENTS FROM ALBANY	36,488		
-	-	-	04-38-900	MISC REVENUE	-		
-	-	-	04-38-950	GRANTS	80,000		
3,247,638	4,695,897	3,983,292		TOTAL SEWER PROGRAM RESOURCES	4,694,936	-	-

				SEWER SDC PROGRAM RESOURCES			
556,596	430,793	427,552	04-29-100	BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	520,477	-	-
		82,978		BEGINNING SDC-R BALANCE	131,977		
		344,574		BEGINNING SDC-I BALANCE	388,500		
209,691	88,445	89,980	04-31-500	SEWER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	104,740	-	-
		51,240		SEWER SDC-R FEES (57% OF TOTAL SDC)	57,646		
		38,740		SEWER SDC-I FEES (43% OF TOTAL SDC)	47,094		
766,287	519,238	517,532		TOTAL SEWER SDC PROGRAM RESOURCES	625,217	-	-

766,287	519,238	517,532		RESTRICTED FUNDS (SDC'S)	625,217	-	-
3,247,638	4,695,897	3,983,292		AVAILABLE RESOURCES	4,694,936	-	-
4,013,925	5,215,135	4,500,825		TOTAL SEWER UTILITY ENTERPRISE FUND RESOURCES	5,320,153	-	-

**CITY OF MILLERSBURG
SEWER ENTERPRISE UTILITY FUND 04
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	SEWER UTILITY ENTERPRISE PROGRAM EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				MATERIALS & SERVICES			
31,912	4,332	20,000	04-80-210	CONSULTANTS - ENGINEERING	20,000		
11,380	10,192	15,000	04-80-211	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000		
176,927	172,842	200,000	04-80-212	O&M SEWER PLANT	250,000		
152,938	91,883	256,000	04-80-213	O&M COLLECTION SYSTEM	228,000	-	-
		10,000		MH REPAIRS	10,000		
		121,000		TV/CLEAN PIPES	106,000		
		-		UTILITIES			
		20,000		FLOW MONITORING	27,000		
		5,000		REPAIRS	5,000		
		40,000		INDUSTRIAL PRETREATMENT LAB CHARGES	40,000		
		-		MORNINGSTAR GENERATOR REPAIR	-		
		60,000		MAINTENANCE - CITY OF ALBANY	40,000		
1,324		19,000	04-80-214	RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY	-	-	-
111,230	55,915	40,000	04-80-215	ALBANY-MILLERSBURG WATER RECLAMATION FACILITY LEGAL FEES	50,000	-	-
15,232	18,246	30,000	04-80-217	SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTILITIES	30,000		
-	-	30,000	04-80-218	STUDIES - PERMIT RENEWAL	23,000		
			04-80-219	FEASIBILITY STUDY	88,000		
			04-80-230	REFUNDS	-		
500,942	353,409	610,000		TOTAL MATERIALS & SERVICES	699,000	-	-
				CAPITAL OUTLAY			
-		-	04-80-710	MORNINGSTAR AND ATI PUMP STATION UPGRADES			
23,640	251,616	663,500	04-80-712	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJECTS	8,000	-	-
		284,000		WRF SOLIDS HANDLING IMPROVEMENTS (COMPOSTING)	6,000		
		375,000		DEWATERING EQUIPMENT REPLACEMENT	2,000		
		-		INFLUENT VFDS	-		
		4,500		CLARIFIER DRIVE REPLACEMENT	-		
				HYPOCHLORITE SYSTEM IMPROVEMENTS	10,000		
				SCREENS, GRIT SYSTEM, SWITCHGEAR TESTING, FIRE PANELS	14,000		
				AUTOMATION, SCADA, IT UPGRADES	7,000		
				ACID WASH LINE REPLACEMENT	3,000		
-	-	-	04-80-714	SEWER LINE CONSTRUCTION	-	-	-
-	87,650	40,000	04-80-715	SEWER LIFT STATION UPGRADES	40,000	-	-
		-		BURKHART SEWER LIFT STATION PUMP REPLACEMENT			
		-		MORNINGSTAR LIFT STATION EMERGENCY REPAIR			
		-		CROOKS CREEK LIFT STATION CONTROLS UPGRADES			
		40,000		REPAIR AT BURKHART AND ATI LIFT STATION FORCE MAIN DISCHARGES	40,000		
		-	04-80-713	SERVICE VEHICLE			
23,640	339,267	703,500		TOTAL CAPITAL OUTLAY	48,000	-	-
				DEBT SERVICE			
-	316,207	321,764	04-80-609	DEBT SERVICE TO ALBANY	327,420		
-	50,000	50,000	04-80-610	WETLAND LOAN PAYMENT TO DEQ	50,000		
70,254	63,238	56,100	04-80-611	INTEREST PAYMENT TO ALBANY	48,835		
2,875	2,625	2,375	04-80-613	INTEREST PAYMENT TO DEQ	2,125		
73,129	115,863	430,239		TOTAL DEBT SERVICE	428,380	-	-

**CITY OF MILLERSBURG
SEWER ENTERPRISE UTILITY FUND 04
FY 2023-2024**

TRANSFERS							
92,718	96,543	117,379	04-80-910	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	130,515	-	-
		5,409		5% CITY MANAGER	7,299	-	-
		29,740		20% ASSISTANT CITY MANAGER/CITY ENGINEER	32,302	-	-
		11,909		15% CITY RECORDER	12,445	-	-
		14,724		40% BILLING/COLLECTION SPECIALIST	15,905	-	-
		3,067		10% OFFICE ASSISTANT	3,202	-	-
		3,738		5% MAINTENANCE SUPERVISOR	4,048	-	-
		2,612		5% MAINTENANCE ASSISTANT	2,742	-	-
		-		20% CECOP INTERN	-	-	-
		46,179		13% BENEFITS	52,572	-	-
92,396	95,246	83,947	04-80-920	TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SERVICES	114,681	-	-
		75,697		GENERAL	106,431	-	-
		8,250		BILLING/UTILITY SYSTEM ANNUAL COST	8,250	-	-
		258,000	04-80-930	TRANSFER TO ECONOMIC DEVELOPMENT FUND FROM SETTLEMENT	-	-	-
185,114	191,789	459,326		TOTAL TRANSFERS	245,196	-	-
CONTINGENCY							
-	-	100,000	04-80-800	OPERATING CONTINGENCY	100,000	-	-
782,826	1,000,328	2,303,065		TOTAL SEWER PROGRAM EXPENDITURES	1,520,576	-	-

SEWER SDC PROGRAM EXPENDITURES							
316,525		-	04-85-610	SDC-R	-	-	-
		-			-	-	-
44,220	63,224	4,000	04-85-202	SDC-I	-	-	-
		4,000		TRANSITION PARKWAY SEWER MAIN	-	-	-
360,745	63,224	4,000		TOTAL SDC EXPENDITURES	-	-	-
360,745	63,224	4,000		TOTAL SEWER SDC PROGRAM EXPENDITURES	-	-	-

1,143,571	1,063,552	2,307,065		TOTAL SEWER UTILITY ENTERPRISE FUND EXPENDITURES	1,520,576	-	-
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Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	SEWER ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				RESERVE ACCOUNTS			
		2,193,760	04-80-760	CIP PROJECT LIST	3,799,577		
-	-	2,193,760		TOTAL RESERVE ACCOUNTS	3,799,577	-	-
2,870,355	4,151,583	(0)		UNAPPROPRIATED ENDING FUND BALANCE	(0)	-	-
2,870,355	4,151,583	2,193,760		TOTAL OTHER SEWER FUND REQUIREMENTS	3,799,577	-	-

4,013,925	5,215,135	4,500,825		TOTAL SEWER FUND REQUIREMENTS	5,320,153	-	-
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FUND NARRATIVE

Enterprise Fund: Water (05-90)

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.
- To meet the requirements of the Water Management and Conservation Plan, including an annual water audit, leak detection program, and meter testing program.
- To comply with Lead and Copper Rule Revision (LCRR) issued by EPA.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Summer-22	In Progress	Transfer Services from AC Pipe in Old Salem Road north of Truax Creek CIP#5004
	Spring-25	In Design	Extension of water line with Transition Parkway CIP#5018
	Summer-24	Pending	Extension of water line Arnold Road to western industrial property and completion of main to connect with new water line in Transition Parkway (by developer)
	2023/25	In Progress	A-M WTP Capital Projects CIP#5023 and CIP#5024
	October-24	Pending	Complete lead service line inventory

**CITY OF MILLERSBURG
WATER ENTERPRISE UTILITY FUND 05
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	WATER UTILITY ENTERPRISE FUND RESOURCES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
1,443,198	1,932,643	1,809,306	05-29-800	BEGINNING FUND BALANCE	2,263,282		
25,115	16,695	38,969	05-38-100	INTEREST RECEIVED	46,087		
13,877	1,942	5,000	05-31-105	WATER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	-		
32,819	22,630	20,000	05-31-110	WATER SERVICE INSTALLATION	5,000		
908,090	1,114,297	1,000,000	05-31-100	WATER USER FEES	1,100,000		
-	38,018	-	05-31-550	WATER CONNECTION CHARGES	-		
			05-38-950	GRANTS	-		
2,423,100	3,126,224	2,873,275		TOTAL WATER PROGRAM RESOURCES	3,414,369	-	-

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	WATER SDC PROGRAM RESOURCES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
930,715	572,812	538,235	05-29-100	BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	370,281	-	-
		372,393		BEGINNING SDC-R BALANCE	369,546		
		165,842		BEGINNING SDC-I BALANCE	735		
177,406	62,605	59,700	05-31-500	WATER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	63,019	-	-
		38,880		WATER SDC-R FEES	37,190		
		20,820		WATER SDC-I FEES	25,829		
1,108,121	635,417	597,935		TOTAL WATER SDC PROGRAM RESOURCES	433,300	-	-

1,108,121	635,417	597,935		RESTRICTED FUNDS (SDC'S)	433,300	-	-
2,423,100	3,126,224	2,873,275		AVAILABLE RESOURCES	3,414,369	-	-
3,531,221	3,761,641	3,471,210		TOTAL WATER UTILITY ENTERPRISE FUND RESOURCES	3,847,670	-	-

**CITY OF MILLERSBURG
WATER ENTERPRISE UTILITY FUND 05
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	WATER UTILITY ENTERPRISE FUND EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				MATERIALS & SERVICES			
2,623	7,959	20,000	05-90-210	CONSULTANT - ENGINEERING	5,000		
11,071	10,192	15,000	05-90-211	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	15,000		
93,191	148,502	215,000	05-90-212	OPERATION & MAINTENANCE (O&M) TRANSMISSION LINES	219,000	-	-
		20,000		CUSTOMER SERVICE	20,000		
		15,000		UTILITY LOCATES	15,000		
		40,000		NEW SERVICES	40,000		
		15,000		REPAIRS	15,000		
		6,000		WATER QUALITY SAMPLING	7,000		
		10,000		METER READING	10,000		
		2,000		HYDRANT CLEANING/PAINTING	-		
		60,000		VALVE SURVEY	60,000		
		12,000		SYSTEM FLUSHING	12,000		
		15,000		LEAK DETECTION	15,000		
		20,000		METER REPLACEMENT AND TESTING	25,000		
223,941	214,063	300,000	05-90-213	OPERATION & MAINTENANCE (O&M) WATER TREATMENT PLANT	350,000		
8,793	6,986	10,000	05-90-214	OMI SERVICES FOR DIRECT RESPONSIBLE CHARGE (DRC) WATER SYSTEM OPERATOR	10,000		
-	30,052	5,000	05-90-218	REPORTS AND STUDIES	30,000		
		5,000		WATER MANAGEMENT AND CONSERVATION PLAN	-		
				ALBANY WATER MASTER PLAN	30,000		
		-	05-90-215	LEAK DETECTION	-		
		-	05-90-216	RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY	-		
		-	05-90-217	MERCHANT FEES	-		
		-		POSTAGE	-		
			05-90-230	REFUNDS	-		
339,619	417,753	565,000		TOTAL MATERIALS & SERVICES	629,000	-	-
				CAPITAL OUTLAY			
		-	05-90-710	WATER LINE CONSTRUCTION	-	-	-
62,578	18,346	33,400	05-90-711	WATER TREATMENT PLANT CAPITAL PROJECTS	16,000	-	-
				ACID WASH LINE	5,000	-	-
				IT AND SCADA UPGRADES	11,000		
		33,400		VFD REPLACEMENT			
		-	05-90-712	SERVICE VEHICLE	-	-	-

**CITY OF MILLERSBURG
WATER ENTERPRISE UTILITY FUND 05
FY 2023-2024**

62,578	18,346	33,400			TOTAL CAPITAL OUTLAY	16,000	-	-
					DEBT SERVICE			
	382,000	390,000	05-90-610		LOAN PAYMENT	403,000		
51,104	40,509	29,377	05-90-611		INTEREST PAYMENT	17,879		
51,104	40,509	419,377			TOTAL DEBT SERVICE	420,879	-	-
					TRANSFERS			
96,030	99,954	133,277	05-90-910		TRANSFER TO GENERAL FUND ADMINISTRATION - PERSONNEL SERVICES	147,871	-	-
		5,409			5% CITY MANAGER	7,299	-	-
		29,740			20% ASSISTANT CITY MANAGER/CITY ENGINEER	32,302	-	-
		11,909			15% CITY RECORDER	12,445	-	-
		5,996			5% COMMUNITY DEVELOPMENT DIRECTOR	6,521	-	-
		14,724			40% BILLING/COLLECTION SPECIALIST	15,905	-	-
		3,067			10% OFFICE ASSISTANT	3,202	-	-
		7,477			10% MAINTENANCE SUPERVISOR	8,097	-	-
		5,224			10% MAINTENANCE ASSISTANT	5,484	-	-
		-			20% CECOP INTERN	-	-	-
		49,731			14% BENEFITS	56,616	-	-
92,396	95,246	83,947	05-90-920		TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SUPPLIES	114,681	-	-
		75,697			GENERAL	106,431	-	-
		8,250			BILLING/UTILITY SYSTEM ANNUAL COST	8,250	-	-
188,426	195,200	217,224			TOTAL TRANSFERS	262,552	-	-
					CONTINGENCY			
		100,000	05-90-800		OPERATING CONTINGENCY	100,000		
641,727	671,809	1,335,001			TOTAL WATER PROGRAM EXPENDITURES	1,428,430	-	-

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	WATER SDC PROGRAM EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
369,000	16,415	400,000	05-95-610	SDC-R	375,000	-	-
		67,000		SEISMIC AND RW PS VALVES REPLACEMENT	-		
		33,000		VFD REPLACEMENT	-		
		300,000		TRANSFER SERVICES FROM AC PIPE NORTH OF TRUAX CREEK	125,000		
				TRANSITION PARKWAY WATER MAIN	250,000		
-	203,913	11,000	05-95-611	SDC-I	-	-	-
		11,000			-		
		225,000	05-95-621	SDC-I RSIS REIMBURSABLE	-		
		225,000		TRANSITION PARKWAY WATER MAIN			
369,000	220,328	636,000		TOTAL SDC EXPENDITURES	375,000	-	-
369,000	220,328	636,000		TOTAL WATER SDC PROGRAM EXPENDITURES	375,000	-	-

**CITY OF MILLERSBURG
WATER ENTERPRISE UTILITY FUND 05
FY 2023-2024**

1,010,727	892,137	1,971,001		TOTAL WATER UTILITIY ENTERPRISE FUND EXPENDITURES	1,803,430	-	-
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Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	WATER ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				RESERVE ACCOUNTS			
-	-	1,500,209	05-90-760	CIP PROJECT LIST	2,044,239		
-	-	1,500,209		TOTAL RESERVE ACCOUNTS	2,044,239	-	-
2,520,493	2,869,504	0		UNAPPROPRIATED ENDING FUND BALANCE	0	-	-
2,520,493	2,869,504	1,500,209		TOTAL OTHER WATER FUND REQUIREMENTS	2,044,239	-	-
3,531,221	3,761,641	3,471,210		TOTAL WATER FUND REQUIREMENTS	3,847,670	-	-

FUND NARRATIVE

Economic Development Fund: (06-30)

Responsible Manager/Title: Kevin Kreitman, City Manager

Functions and Responsibilities

- Provides a tracking mechanism for projects eligible for reimbursement through the Regionally Significant Industrial Sites (RSIS) program.
- To provide a funding source for economic development activities.
- Provides a funding source for financial participation in economic development and other activities deemed appropriate by City Council.
- A repository of funds from sale of city industrial properties, state and federal grants, and reimbursements from the RSIS program.

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Spring-25	In Design	Design/Construction extension Transition Parkway, buffer/linear park, and water line
	Summer-24	Pending	Extension of water line Arnold Road to western industrial property and completion of main to connect with new water line in Transition Parkway (by developer)
	Summer-24	Pending	Construction of western access road (by developer)

**CITY OF MILLERSBURG
ECONOMIC DEVELOPMENT FUND 06
FY 2023-2024**

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	ECONOMIC DEVELOPMENT FUND RESOURCES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
		-	06-29-800	BEGINNING FUND BALANCE	100,000		
		-	06-38-100	INTEREST RECEIVED	1,750		
		-	06-38-700	PROPERTY SALES	7,000,000		
		-	06-32-100	GRANTS	1,500,000		
				SPWF GRANT FOR WATER INFRASTRUCTURE	500,000		
				IOF GRANT FOR STREET INFRASTRUCTURE	1,000,000		
		328,000	06-39-100	TRANSFERS	971,000		
		70,000		TRANSFER FROM GENERAL FUND			
				TRANSFER FROM PARKS SDCS			
				TRANSFER FROM STREET SDCS	971,000		
				TRANSFER FROM WATER SDCS	-		
		258,000		TRANSFER FROM SEWER FUND			
-	-	328,000		TOTAL ECONOMIC DEVELOPMENT FUND RESOURCES	9,572,750	-	-

Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	ECONOMIC DEVELOPMENT FUND EXPENDITURES	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				MATERIALS & SERVICES			
		30,000	06-60-210	WETLAND CONSULTANTS	10,000		
		50,000	06-60-211	ENGINEERING CONSULTANTS	50,000		
		10,000	06-60-212	RADON CONSULTANTS	10,000		
			06-60-229	ECONOMIC DEVELOPMENT SERVICES	50,000		
		50,000	06-60-230	LEGAL SERVICES	50,000		
			06-60-240	MASTER PLANNING	30,000		
				COMMERCIAL AREA	30,000		
		140,000		TOTAL MATERIALS & SERVICES	200,000	-	-
				CAPITAL OUTLAY			
		188,000	06-60-710	TRANSITION PARKWAY DESIGN	857,000		
				LINEAR PARK	170,000		
				WATER LINE	216,000		
				STREETS	471,000		
			06-60-711	TRANSITION PARKWAY CONSTRUCTION	1,650,000		
				LINEAR PARK	150,000		
				WATER LINE	1,000,000		
				STREETS	500,000		
-	-	188,000		TOTAL CAPITAL OUTLAY	2,507,000	-	-
				TRANSFERS			
-	-	-		TOTAL TRANSFERS	-	-	-

**CITY OF MILLERSBURG
ECONOMIC DEVELOPMENT FUND 06
FY 2023-2024**

				CONTINGENCY				
			06-90-800	OPERATING CONTINGENCY		100,000		

-	-	328,000		TOTAL ECONOMIC DEVELOPMENT FUND EXPENDITURES	2,807,000	-	-
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Actual FY 2020-2021	Actual FY 2021-2022	Adopted FY 2022-2023	Account #	ECONOMIC DEVELOPMENT FUND SUMMARY	Proposed FY 2023-2024	Approved FY 2023-2024	Adopted FY 2023-2024
				RESERVE ACCOUNTS			
-	-	-	06-90-760	ECONOMIC DEVELOPMENT RESERVE	6,765,750	-	-
-	-	-		TOTAL RESERVE ACCOUNTS	6,765,750	-	-
-	-	-		UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
-	-	-		TOTAL OTHER ECONOMIC DEVELOPMENT FUND REQUIREMENTS	6,765,750	-	-

-	-	328,000		TOTAL ECONOMIC DEVELOPMENT FUND REQUIREMENTS	9,572,750	-	-
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