



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.

**NOTICE OF PUBLIC MEETING
CITY OF MILLERSBURG
BUDGET COMMITTEE**

Electronic Meeting

Tuesday, April 27, 2021

6:00 p.m.

Agenda

This meeting will be held remotely. Instructions for joining the meeting can be found at <https://www.cityofmillersburg.org/bc-budget/page/budget-committee-meeting-1>. 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 Monday, April 26.

Meeting link to join via computer:

<https://aspencu.accessionmeeting.com/j/1166391804>

Phone number to join meeting: 503-212-9900

Meeting ID: 116 639 1804

A. CALL TO ORDER – Chair Raum

B. ROLL CALL

C. INTRODUCTIONS

D. APPOINT CHAIRPERSON

E. ADOPTION OF MINUTES

1) April 28, 2020 - Budget Committee Meeting

2) May 5, 2020 - Budget Committee Meeting

Action: _____

F. AGENCY DONATION REQUESTS

G. ALBANY-MILLERSBURG WTP AND WRF CAPITAL PROJECT UPDATES

H. OVERVIEW OF STRATEGIC PLAN

I. REVIEW CAPITAL IMPROVEMENT PLAN

J. RECEIVE BUDGET MESSAGE & PROPOSED FY 2021-22 BUDGET

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 Meeting:

May 4, 2021 @ 6:00 p.m. – Budget Committee Meeting (Continued Review of Proposed Budget if Needed)

May 11, 2021 @ 6:30 p.m. – City Council Meeting

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 28, 2020 Budget Committee Minutes

Virtual Meeting

6:00 p.m.

A. CALL TO ORDER: Called to order by Chair Darrin Lane at 6:04 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee, Don Miller

Committee Mbrs: David Denos, Dennis Gunner, Barry Holsworth, Darrin Lane, Mark Raum

Members Absent: None

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

C. APPOINT CHAIRPERSON

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

Action: **Member Barry Holsworth Motioned to Nominate Member Mark Raum as the Chairperson for the Budget Committee; seconded by Member David Denos.**

Action: **Motion to Nominate Member David Denos made by Member Mark Raum. Member Denos Declined as he is moving out of the City in the summer.**

Action: **Motion to Close Nominations for Chairperson for the Budget Committee made by Councilor Scott Cowan; seconded by Councilor John Sullivan**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Aye
Councilor Scott McPhee:	Aye
Councilor Don Miller:	Aye
David Denos:	Aye
Dennis Gunner:	Aye
Barry Holsworth:	Aye
Darrin Lane:	Aye
Mark Raum:	Aye

Motion Passed: 10/0

Action: **Motion for Approval of Member Mark Raum as Chairperson for the Budget Committee made by Member David Denos; seconded by Councilor Scott McPhee**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Aye

Councilor Scott McPhee: Aye
Councilor Don Miller: Aye
David Denos: Aye
Dennis Gunner: Aye
Barry Holsworth: Aye
Darrin Lane: Aye
Mark Raum: Aye

Motion Passed: 10/0

D. ADOPTION OF MINUTES

1) Approval of April 30, 2019 and May 15, 2019 Budget Committee Meeting Minutes

Action: **Motion to Approve the April 30, 2019 and May 15, 2019 Budget Committee Meeting Minutes made by Member Darin Lane; seconded by Councilor Scott McPhee**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye
David Denos: Aye
Dennis Gunner: Aye
Barry Holsworth: Aye
Darrin Lane: Aye
Mark Raum: Aye

Motion Passed: 10/0

E. AGENCY DONATION REQUESTS

Anita Lengacher, Program Supervisor for Meals on Wheels, Jenny Gilmore Robinson, Executive Director for ABC House, and John Andersen, Boys & Girls Club of Albany, 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. City Manager Kreitman shared that the numbers in the budget are what was requested and based on previous years support.

Action: **Motion to Approve Budget as Presented in the Budget for the Community Support Donations made by Mayor Jim Lepin; seconded by Member Barry Holsworth.**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Scott McPhee: Nay
Councilor Don Miller: Aye
David Denos: Aye
Dennis Gunner: Aye
Barry Holsworth: Aye
Darrin Lane: Aye
Mark Raum: Aye

Motion Passed: 9/1

Budget Committee Chair Mark Raum recessed the meeting at 7:08 p.m.

Budget Committee Chair Mark Raum reopened the meeting at 7:15 p.m.

F. FUEL TAX DISCUSSION

Mayor Jim Lepin provided a brief background to the reason for the discussion and the presentation to the Budget Committee and seeking their input. Mayor Lepin presented on the possibility of the City of Millersburg having a fuel tax on the November ballot. Councilor Harms agreed with the idea of having community input in May and June, and is in agreement with the fuel tax. Councilor McPhee noted he supports the fuel tax to provide for the maintenance and repair of our roads. Member Lane thought it would be great if the City could pass but noted the City will need to negotiate some deal with ODOT to collect but they'll want a percentage and he recommends getting that information before going to voters. Councilor Sullivan supports the fuel tax.

City Attorney Reid requested clarification on taxing propane and electricity. Consensus from the Committee to only focus on gas and diesel at this time.

G. WATER AND SEWER RATES

Assistant City Manager/City Engineer Booth gave a presentation on the water and sewer rate structure evaluation project and an overview of the financial forecasting for the water and sewer revenue and expenses. She also shared the timeline to implement.

H. OVERVIEW OF STRATEGIC PLAN

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

I. REVIEW CAPITAL IMPROVEMENT PROGRAM

Assistant City Manager/City Engineer Booth went over the update 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.

J. RECEIVE BUDGET MESSAGE & PROPOSED BY 2020-21 BUDGET

City Manager Kreitman highlighted two items in the budget message. He thanked last year's Budget Committee members for their approval of the City Hall improvements which allowed the City to handle meetings remotely and provided the technology and support to continue running the City. He also thanked staff for their efforts over the last few months in particular.

Budget Officer Gabell reviewed briefly the budget calendar.

City Manager Kreitman and Assistant City Manager Booth presented an overview of the City then reviewed budgeted vs. actual for fiscal year 2018-2019 and began a review of the proposed budget with the Committee.

K. OPEN FOR PUBLIC COMMENT
No public in attendance

L. ADJOURNMENT
Meeting adjourned at 9:25 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meeting(s):
May 5 @ 6:00 p.m. – Second Budget Committee Meeting

DRAFT



May 15, 2019 Budget Committee Minutes

4222 NE Old Salem Road

Albany, OR 97321

6:00 p.m.

A. CALL TO ORDER: Called to order by Chair Mark Raum at 6:04 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee, John Sullivan

Committee Mbrs: David Denos, Dennis Gunner, Barry Holsworth, Mark Raum

Members Absent: Darin Lane joined @ 6:35 p.m.

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

C. PUBLIC HEARING

Chair Raum opened public hearing and went over resolutions for State Shared Revenues (Resolutions 2019-10 and 2019-11) then opened 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 6:15 p.m.

D. CONTINUED REVIEW OF PROPOSED FY 2020-21 BUDGET

City Manager Kreitman and Assistant City Manager/City Engineer Booth continued to review the draft of the 2020-21 budget with the Budget Committee. There was some discussion related to the contract with LCSO and services they provide based on the number of hours. Mayor Lepin shared some background regarding this history with contracting with LCSO.

Councilor Cowan asked about the funds for the Woods Road shared use path and how they break down. Assistant City Manager/City Engineer Booth brought up the project in the CIP to show how funds will be expended. He also asked for clarification regarding the preliminary design work. Assistant City Manager/City Engineer Booth shared that at the start of design Council could decide direction and scope of project.

Mayor Lepin asked about the methodology regarding staffing hours and the process behind the assignment of the funds. City Manager Kreitman shared that

personnel wages and some services, materials and supplies are budgeted in the general fund. A formula is used to ensure we capture cost required to support the enterprise funds and provide reimbursement to the general fund. Assistant City Manager/City Engineer Booth further explained how it varies based on staff working in each area.

There was some discussion regarding the maintenance and repair of the sewer lift stations.

Action: **Motion to Recommend to City Council the Adoption of Proposed FY 2020-2021 Budget and Capital Improvement Program as Updated made by Member Barry Holsworth; seconded by Member Darin Lane.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Aye
Councilor Scott McPhee:	Nay
Councilor Don Miller:	Aye
David Denos:	Aye
Dennis Gunner:	Nay
Barry Holsworth:	Aye
Darin Lane:	Aye
Mark Raum:	Aye

Motion Passed: 8/2

Councilor McPhee brought up the approval of the money for Community Support and noted that the Council had approved a guidance document to make decisions and is concerned that the committee didn't review the requests against the guidance document so the Council and Committee can't really answer why we are providing the funds. Member Lane noted that while the Committee approved the funding, it doesn't mean that is locked in; the Council can change the amounts or not fund anything.

- E. OPEN FOR PUBLIC COMMENT
No public in attendance.
- F. ADJOURNMENT
Meeting adjourned at 7:18 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meeting(s):
June 11 @ 6:30 p.m. – City Council Meeting



Donations and Sponsorship Request Application

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

Name of Organization/Government Entity: Meals on Wheels (MOW) Linn, Benton and Lincoln Counties

Contact Person: Alicia Lucke Position: Program Manager

Phone: [REDACTED] Email: [REDACTED]

Mailing Address: 1400 Queen Ave SE, Suite 206 Albany, OR 97322

Name of Project or Activity: Meals on Wheels Linn County

Project or Activity Start Date: 07/01/1980 End Date: Current

Amount of Funding Sought: \$ 1,000

Total Cost of the Project or Activity: \$ 3,447,384

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.)

MOW serves specifically formulated meals to aging homebound adults and adults with disabilities who often live alone two ways, 1) through take-out meals for those able to travel (dining rooms are closed due to COVID-19), and 2) through volunteers delivering hot meals directly to the client's front door. 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 take-out meals from the 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 gauged by the ability to meet the need of all requests for meals for qualifying older adults and those living with disabilities. 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)

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: _____ Position: _____

Signature: _____ Date: _____

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 kwollenb@cityofmillersburg.org.



Due Date: March 26, 2021

Donations and Sponsorship Request Application

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

Name of Organization/Government Entity: ABC House, Inc.

Contact Person: Glenda Lonstron Position: Development Director

Phone: [REDACTED] Email: [REDACTED]

Mailing Address: P. O.Box 68 Albany, OR 97321

Name of Project or Activity: Comprehensive Child Abuse Assessments

Project or Activity Start Date: 7/01/2021 End Date: 6/30/2022

Amount of Funding Sought: \$ 10,000.00

Total Cost of the Project or Activity: \$ 1,154,711

Has the Project or Activity been Held Previously? Yes No

Details:

Since 1997, ABC House has been providing comprehensive, specialized services for children referred with concerns of abuse or neglect. We are requesting renewed support of our Comprehensive Child Abuse Assessment Program. The period of support for this project, which includes services and activities offered on a continuous basis, will begin after funds are awarded.

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 assessments and support services in Linn County, and the services that will be provided to residents of the City of Millersburg.

What is the purpose of your group/organization?

ABC House is the children's advocacy center serving Linn and Benton counties, providing a safe space and comprehensive services that support and promote healing for children referred for suspicions of abuse or neglect, and their families. Our mission: We work to break the cycle of 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?

ABC House's Comprehensive Child Abuse Assessment Program is 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 within the critical window when intervention is most effective. A grant from the City of Millersburg will help ABC House better meet the demand for these essential services.

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 FYE20, 480 children from Linn County were referred to us for assessment and medical consultation services. We have been able to identify 101 children from the Millersburg/ NE Albany area and estimate the majority of these children are from Millersburg. Tracking is challenging because Millersburg and Albany have the same zip code. Further, if the State of Oregon has legal custody of the 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 be previously resided or the location of the alleged abuse. We will continue to capture this data as much as possible.

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)

Children are referred by law enforcement/DHS for concerns of physical abuse, sexual abuse, or neglect. Partners include the District Attorney's Office, law enforcement, medical and mental health professionals, and other youth-serving agencies (e.g., Juvenile Department, CASA, school districts). We collect data and compare actual results with projected goals and targets using data elements that include client demographics, types of abuse, and number/type of services provided. Outcomes are measured through follow-up surveys completed anonymously by caregivers immediately following the appointment.

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.

Yes, our fundraising plan for this project includes submitting grant applications to other private and corporate foundations. This year we have applied to:

- Bess Spiva Timmons Foundation --\$5,000 submitted
- Bank of America Foundation--\$10,000 submitted
- Benton Community Foundation--\$10,000 submitted
- United Way of Benton County--\$35,000 submitted
- United Way of Linn County--\$20,000 submitted
- City of Philomath \$10,000 planned



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: *Glenda Lonstron* Date: 3/25/2021

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 kwollenb@cityofmillersburg.org.

Brief Organization Description: An accredited member of the National Children's Alliance, ABC House is the only children's advocacy center providing child abuse assessment and support services for Linn County. We provide high-quality child abuse assessments for local children referred for concerns of abuse and neglect; and offer support and healing to children and families who have suffered from abuse through a continuum of comprehensive services, including medical examinations, forensic interviews, family support and referral, and trauma counseling.

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 later Benton counties worked together to create ABC House, the first child abuse intervention center serving our community. Since then, we have helped more than 11,000 children, youth, and families overcome the crisis of abuse and neglect. Our team of child abuse experts and professionals provide compassionate, specialized care and support to approximately 700 infants, children and youth each year; nearly half come from rural areas. As many as 3,000 people are trained annually through our Community Education program.

The need for the project:.

Demand for abuse assessment and support services continues to be high during the extended pandemic. As children return to school and adults are receiving the vaccine, the stressors of COVID 19 are still prevalent, including job loss, finances, and health concerns. ABC House has remained open throughout the pandemic. Early on, we implemented heightened safety protocols to protect clients and staff, including limiting the number of child clients and caregivers on site to only one family at a time to reduce exposure risk. We also moved the delivery of some of our services to a virtual platform. For example, forensic interviews with older children are conducted through secure video conferencing, with the child in one interview room and the interviewer another. This allows them to talk at length without masks or PPE that could impact their rapport or the child's comfort level.

Last year, our assessment program served 25% more children over the summer than during the same period in 2019. Additionally, we anticipate an increase in referrals during the coming year as social distancing mandates gradually ease. We commonly see an uptick in the number of children needing abuse assessments following periods of isolation or time away from supportive adults, such as summer break. Over a 12-month period beginning July 1, 2021, grant funds from the City of Millersburg would help underwrite the cost of providing the child abuse assessment and support services described in this request to the residents of the City of Millersburg.

It is too soon to determine whether COVID-19 is resulting in increased rates of child maltreatment. Research shows that child abuse tends to increase during times of crisis, such as natural disasters, and many of the same factors are present during the

pandemic: disruption of routine, increased stress and substance abuse, and reduced access to resources. We can confirm that the **severity** of the abuse cases referred has been pronounced, including significant physical abuse, sexual abuse, parental substance abuse and domestic violence. This aligns with national trends in which medical visits for children generally have decreased but hospitalizations for severe abuse have remained steady.

Prior to COVID-19, child abuse in our area was already a serious issue. According to the *2019 Oregon Child Welfare Data Book* (released in June 2020), the victim rate for Linn County (18.6% per 1,000 children) is still well ahead of the state average (15.7%).

Those eligible for services are children 0 to 18 years, referred by community partners for concerns of physical abuse, sexual abuse, or neglect. Other children we see are witnesses to domestic violence or are drug-endangered. Young children are most at-risk for abuse and neglect; in Oregon, the majority of child victims are younger than seven years old.

In FYE20, 480 children from Linn County were referred to us for assessment and medical consultation services. Of these, we are able to confirm 101 were Millersburg/ NE Albany residents and estimate the majority of these children are from Millersburg. This number could be higher –once children are in foster care and in the custody of the State of Oregon, their residences are automatically listed as the DHS office in Corvallis or Albany. Overall, 269 were female and 211 were male. The vast majority (58%) were ages six or younger; 24% were between the ages of 7 and 12, and 18% were between the ages of 13 and 18. Approximately 7% of the Linn County residents served by ABC House self-identify as persons of color. Of the 480 Linn County residents served in FYE20, 90% were Caucasian; 4% were Latinx; 2% were African American; roughly 1% were Native American or Asian American; and 3% opted not to identify their race/ethnicity. In 2020, we were also able to serve more children on-site, who would previously have been served through remote consultations. This is a direct result of our increased staffing and facility capacity.

Although every county in Oregon is required to be served by a children’s advocacy center, ABC House and its counterparts throughout the state rarely receive tax-dollar funding. No child is ever turned away due to inability to pay and children are seen at no out-of-pocket cost to the family. This is only possible with help from funders like the City of Millersburg. If the family has insurance, ABC House bills their insurer for any reimbursable services, such as for the medical exam. However, because 80% of families served are low-income or underinsured, less than 20% of our operations is funded by insurance reimbursement.

Child abuse negatively affects the well-being of young people in our communities now and in the long run. Experiencing abuse as a child contributes to poor physical and

mental **health** well into adulthood. The compounding costs of medical care, lost productivity, child welfare services, criminal justice and specialized education services all place an additional burden on counties — above and beyond the human suffering associated with child abuse. Research shows the long-term impact of abuse when children do not receive the help they need: Children in pain grow up to be adults suffering the long-term emotional consequences of maltreatment in childhood, including depression, anxiety disorder, post-traumatic stress disorder, alcohol or drug abuse, smoking, and relationship problems.

About the project for which we are seeking support: ABC House respectfully requests \$10,000 to support the Comprehensive Child Abuse Assessment Program in the coming fiscal year. 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, safe and healing family environment.

ABC House offers a range of comprehensive services provided by child abuse experts and professionals, including:

- Medical Examinations by physicians specializing in the recognition and treatment of child abuse.
- Forensic Interviews by professionals trained in talking to children to obtain accurate and objective information, without leading, interrogating or traumatizing them.
- Family Support and Referral Services to help families cope with the discovery of abuse and connect them to other much-needed services.
- We also offer Trauma Counseling to help children and their non-offending family members move past abuse and begin healing.

ABC House is the designated medical provider for suspicious physical injury assessment for Linn County, as mandated under Karly's Law. Our medical providers are available 24/7 to handle emergency exams and consultations.

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 appointment. 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. Evidence from the assessment is used to help

determine whether abuse occurred and what supports and services the child may need going forward.

Our Family Support Advocates provide families with clear, concise information to help parents and caregivers understand the child abuse assessment and investigation processes. Family Support Advocates also connect families to community resources and non-profit partners that provide services like domestic violence assistance, food, housing, and trauma counseling. Ensuring basic and other needs are met is a vital step in creating a healing and nurturing environment for the child client and family to recover and heal from the trauma of abuse.

ABC House partners effectively with multidisciplinary professionals actively involved in child abuse investigation and response to ensure a collaborative, efficient and child-focused process. In addition to law enforcement and child protective services, these partners include the District Attorney's Office, medical and mental health professionals, and other youth-serving agencies (e.g., Juvenile Department, CASA, school districts). ABC House is also a member of the Linn County Multidisciplinary Team (MDT), comprised of the District Attorney's Office, law enforcement, DHS, the juvenile department and mental health services in Linn County, which meets weekly to share information on pending child abuse cases. ABC House fosters collaboration and communication amongst agencies, minimizes the number of times that children are interviewed, and provides a swift and sensitive, and culturally-responsive coordinated response to child victims and their families. ABC House also regularly collaborates with other children's advocacy centers from around the state.

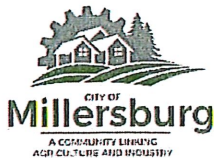
Centers like ABC House are the most effective means of ensuring that children are not further traumatized by the system that was designed to protect them. Without ABC House, children would be questioned in police stations, treated in chaotic emergency rooms, and forced to share their experiences repeatedly, with multiple people who are not working together.

Our primary outcome: Children and families receive the expert, timely care they need to overcome the trauma of abuse and heal emotionally within the critical window when intervention is most effective. We plan to measure our level of 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 the Comprehensive Child Abuse Assessment program 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 desired outcomes will be measured through follow-up surveys

completed anonymously by caregivers on-site immediately following the appointment or later via email. Our benchmark will be that 85% of surveyed clients will agree or strongly agree that the program facilitated healing. Semi-annual surveys are distributed to multidisciplinary team members, who complete the surveys anonymously. Our benchmark will be that 90% of surveyed multidisciplinary team partners will agree or strongly agree that ABC House's multidisciplinary approach results in more collaborative and efficient child abuse investigations.

Continuing support from the City of Millersburg is critical during this time of great need. With your support, more children who have suffered from abuse will receive the help they need to have the best chance to recover, heal and thrive. As the only child abuse intervention center in Linn County, it is incumbent upon us to meet the demand for abuse assessment and support services. Continued funding from the City of Millersburg will help make this possible. Thank you for your kind consideration.



Due Date: March 26, 2021

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: [REDACTED] Email: [REDACTED]

Mailing Address: 1215 Hill Street SE Albany, OR 97322

Name of Project or Activity: Hoop Jam, Indoor Soccer League, Millersburg Park Summer Sport Camps

Project or Activity Start Date: Aug. 2021 End Date: July 2022

Amount of Funding Sought: \$ 7,500

Total Cost of the Project or Activity: \$ 75,000

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 sponsor 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 Hoop Jam - This is our annual 3 on 3 basketball tournament scheduled for August 14th & 15th. We had over 600 participants (5-18 years old) 2 years ago (canceled last year due to COVID-19). Kids come from all over the Valley and surrounding towns to compete. Over 2,000 people were in attendance. City of Millersburg will be recognized as an event sponsor.
- * \$2500 K-8th Grade Indoor Soccer league runs during the winter, teaches soccer skills through weekly games and practices.
- * \$2500 for the Millersburg Park Summer Youth Sports Camps. Last year was our first year putting on the weekly sport camps at Millersburg park and it was a great success! We served over 70 Millersburg residents who found a great way to get their kids active and had the convenience of being in the neighborhood! Funds would support staffing expenses, equipment, daily snacks and...

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 coaches.

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 to keep sports fees low and 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 randomly implemented throughout the year to gain feedback and identify ways to be improved.
3. Parent surveys are utilized to gain feedback and gauge the quality of service provided to their kids.

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 for 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:  Date: 3/16/21

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 kwollenb@cityofmillersburg.org.



Due Date: March 26, 2021

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: [REDACTED] Email: [REDACTED]

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 27, 2021 End Date: August 29, 2021

Amount of Funding Sought: \$ 2,500

Total Cost of the Project or Activity: \$ 2,500

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: 03/23/21

Digitally signed by Nicole Markel
DN: cn=Nicole Markel, o=Parks & Recreation, ou=City of Albany, email=nicole.markel622@gmail.com, c=US
Date: 2021.03.23 09:56:27 -0700

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 kwollenb@cityofmillersburg.org.

REQUESTS FOR CITY OF MILLERSBURG DONATION OR SPONSORSHIP GUIDANCE

Policy:

- To provide a policy and direction to the City Council and City staff concerning donation or sponsorship requests from outside organizations and agencies.
- To provide a framework to evaluate requests for both in-kind donation/sponsorship as well as monetary donation/sponsorship with the intent of diligently administering City of Millersburg taxpayer funds.

Goal:

In the granting of any donation/sponsorship, the City should be able to answer:

- To whom the money is being donated.
- What type of services are received as a result of the donation/sponsorship.
- What types of services and programs will be considered for donations/sponsorships.
- Why the donation/sponsorship was made and how the amount of the donation/sponsorship was determined.

Criteria/Eligibility:

1. Applicant must be a non-profit corporation or government entity.
2. Applicant must provide a service or program that aligns with the goals of Millersburg.
3. The cost of the service or program must be less than what it would cost the City of Millersburg to provide.
4. If the request is by an organization located outside the City of Millersburg's taxing district, the donation/sponsorship must be donated to a specific purpose and not to the organization's general fund, and must be in proportion to the City of Millersburg's residents' use.
5. The benefit of the donation or sponsorship must be primary and direct to the public.

Decision Factors:

The Council will consider the following factors in determining whether to grant a request for donation/sponsorship:

1. The intended ultimate goal or benefit to the public.
2. If the applicant is a private or membership group.
3. Whether the donation/sponsorship is intended for a specific service/program or general fund revenue for applicant.
4. The probability and degree that the public interest will be served.
5. Whether public parties or private parties are the primary beneficiaries of the donation/sponsorship.
6. If controls, such as performance-based criteria, exist to determine whether the donation/sponsorship will be used to benefit the City of Millersburg residents.

CHECKLIST FOR MUNICIPAL DONATIONS

1. Is this a service or program normally provided by cities? (If no, then no donation).
2. Is this a service or program that aligns with the goals of Millersburg? (If no, then no donation).
3. Is the cost of the service or program less than the cost Millersburg can provide it for? (If no, then no donation).
4. If the donation is to an organization located outside Millersburg's taxing district, is the money donated to a specific purpose and not to the organization's general fund? (If no, then no donation).
5. If money is donated to an organization located outside Millersburg's taxing district and for a specific purpose, is the donated money in proportion to Millersburg residents' use? (Donation needs to be in proportion to Millersburg residents' use).
6. Do some Millersburg residents benefit from this service or program? (If no, then no donation).
7. Is the benefit to the public primary and direct or merely incidental? (If not direct and primary, then no donation).
8. Is the provider a non-profit corporation or government entity? (If no, then no donation).
9. Is the benefit to the public speculative? (If yes, then no donation).
10. Is the service/program provider a private or membership group? (If yes, then no donation for service that membership is required to benefit).

Following are some thought process questions to help determine whether and why the city council may want to donate

1. What is the intended ultimate goal or benefit to the public?
2. Is the donated money intended for a specific service/program or general fund revenue?

3. What is the probability that the public interest will be ultimately served and to what degree?
4. Are public parties or private parties the primary beneficiaries of the donation?
5. Do controls exist such as performance-based criteria to determine whether the donation was used to benefit Millersburg residents?

GOAL:

- 1) When this process is completed, the City should be able to answer for all donations:
 - a. To whom the money is being donated.
 - b. What type of services are received as a result of the donation.
 - c. What types of services and programs will be considered for donations.
 - d. Specific to each donation, the City should be able to answer why the donation was made and the amount of the donation.



CITY OF
Millersburg

A COMMUNITY LINKING
AGRICULTURE AND INDUSTRY

Capital Improvements Plan

City of Millersburg

2021-2025

(This Page Intentionally Left Blank)

DRY

Table of Contents

Introduction	5
Finances	7
Parks	9
Public Facilities	27
Transportation	32
Storm Water	43
Wastewater	49
Water	61

DRAFT

(This Page Intentionally Left Blank)

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.

DRAFT

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 2021-2025 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	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL
GF Beginning Balance	\$2,048,000	\$322,000	\$296,000	\$69,000	\$0	\$2,735,000
Fire Facility Reserve	\$3,500,000	\$0	\$0	\$0	\$0	\$3,500,000
SDC-I Streets	\$878,000	\$289,000	\$0	\$0	\$786,000	\$1,953,000
SDC-R Streets	\$0	\$0	\$0	\$0	\$124,000	\$124,000
SDC-I Sewer	\$68,000	\$203,000	\$0	\$0	\$0	\$271,000
SDC-I Water	\$227,000	\$158,000	\$0	\$0	\$0	\$385,000
SDC-R Water	\$133,000	\$0	\$0	\$0	\$0	\$133,000
SDC-I Parks	\$0	\$0	\$0	\$27,000	\$477,000	\$504,000
SDC-R Parks	\$0	\$0	\$0	\$0	\$48,000	\$48,000
Highway Use Tax	\$0	\$0	\$0	\$0	\$0	\$0
Highway Use Tax – Bike/Ped	\$0	\$16,000	\$0	\$0	\$0	\$16,000
Street Reserves	\$40,000	\$181,000	\$0	\$0	\$496,000	\$717,000
Suniga Millersburg Drive Reservation	\$0	\$0	\$0	\$0	\$341,000	\$341,000
Stormwater Reserves	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Sewer Rates/Operating Revenues	\$388,000	\$0	\$0	\$0	\$0	\$388,000
Water Rates/Operating Revenues	\$34,000	\$417,000	\$0	\$0	\$0	\$451,000
Settlement Proceeds	\$420,000	\$0	\$0	\$0	\$0	\$420,000
TOTAL:	\$7,756,000	\$1,586,000	\$296,000	\$96,000	\$2,272,000	\$12,006,000

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	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL
Parks	\$10,000	\$87,000	\$72,000	\$96,000	\$525,000	\$790,000
Public Facilities	\$5,538,000	\$30,000	\$0	\$0	\$0	\$5,568,000
Transportation	\$918,000	\$486,000	\$0	\$0	\$1,747,000	\$3,151,000
Stormwater	\$20,000	\$205,000	\$224,000	\$0	\$0	\$449,000
Wastewater	\$876,000	\$203,000	\$0	\$0	\$0	\$1,079,000
Water	\$394,000	\$575,000	\$0	\$0	\$0	\$969,000
GRAND TOTALS:	\$7,756,000	\$1,586,000	\$296,000	\$96,000	\$2,272,000	\$12,006,000

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. A System Development Charge (SDC) study will be completed based on the results of the Parks Master Plan and the current Parks SDC rates will be updated. 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	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL
GF Operating	\$0	\$0	\$0	\$0	\$0	\$0
GF Beginning Balance	\$10,000	\$87,000	\$72,000	\$69,000	\$0	\$238,000
SDC-R Parks	\$0	\$0	\$0	\$0	\$48,000	\$48,000
SDC-I Parks	\$0	\$0	\$0	\$27,000	\$477,000	\$504,000
GRAND TOTALS:	\$10,000	\$87,000	\$72,000	\$96,000	\$525,000	\$790,000

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: 2021 – 2022		
1102	CITY PARK TREE REPLACEMENT/LANDSCAPE ENHANCEMENTS	\$10,000
Total for FY 2021-2022		\$10,000
Plan Year: 2022-2023		
1100	CITY PARK ADDITIONAL PAVED ACCESS PATHWAYS	\$27,000
1101	CITY PARK BENCHES REPLACEMENT	\$11,000
1102	CITY PARK TREE REPLACEMENT/LANDSCAPE ENHANCEMENTS	\$17,000
1105	CITY PARK TENNIS COURT RESURFACING	\$32,000
Total for FY 2022 - 2023		\$87,000
Plan Year: 2023 – 2024		
1106	CITY PARK TENNIS COURT LANSCAPE RENOVATION	\$21,000
1108	ACORN PARK PAVED PATHWAYS	\$16,000
1109	ACORN PARK PLAYGROUND UPGRADES	\$21,000
1110	ACORN PARK ACCESSIBLE BENCHES AND PICNIC TABLES	\$11,000
1112	ACORN PARK PICNIC TABLE PADS	\$3,000
Total for FY 2023 – 2024		\$72,000
Plan Year: 2024 – 2025		
1103	CITY PARK NORTH BALLFIELD RENOVATION	\$53,000
1104	CITY PARK SOUTH BALLFIELD INFIELD MIX	\$16,000
1111	ACORN PARK PICNIC SHELTER	\$27,000
Total for FY 2024 – 2025		\$96,000
Plan Year: 2025 – 2026		
1107	CITY PARK ADDITIONAL SHELTER	\$48,000
1117	ACQUISITION OF PROPERTY ON EAST OF CITY PARK	\$477,000
Total for FY 2025 – 2026		\$525,000
Grand Total for Parks:		\$790,000

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

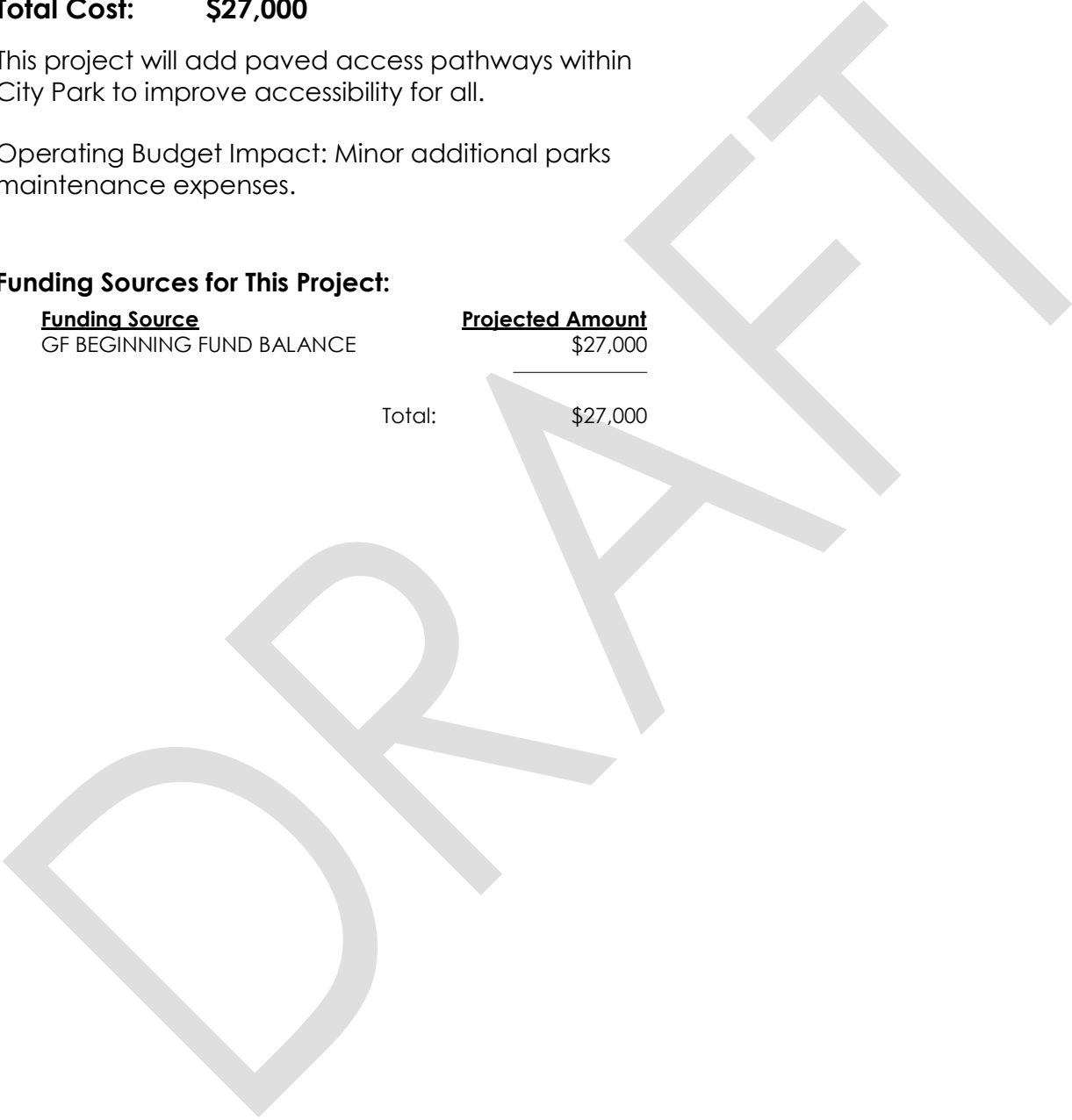
Total Cost: \$27,000

This project will add paved access pathways within City Park to improve accessibility for all.

Operating Budget Impact: Minor additional parks maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$27,000
	<hr/>
Total:	\$27,000



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

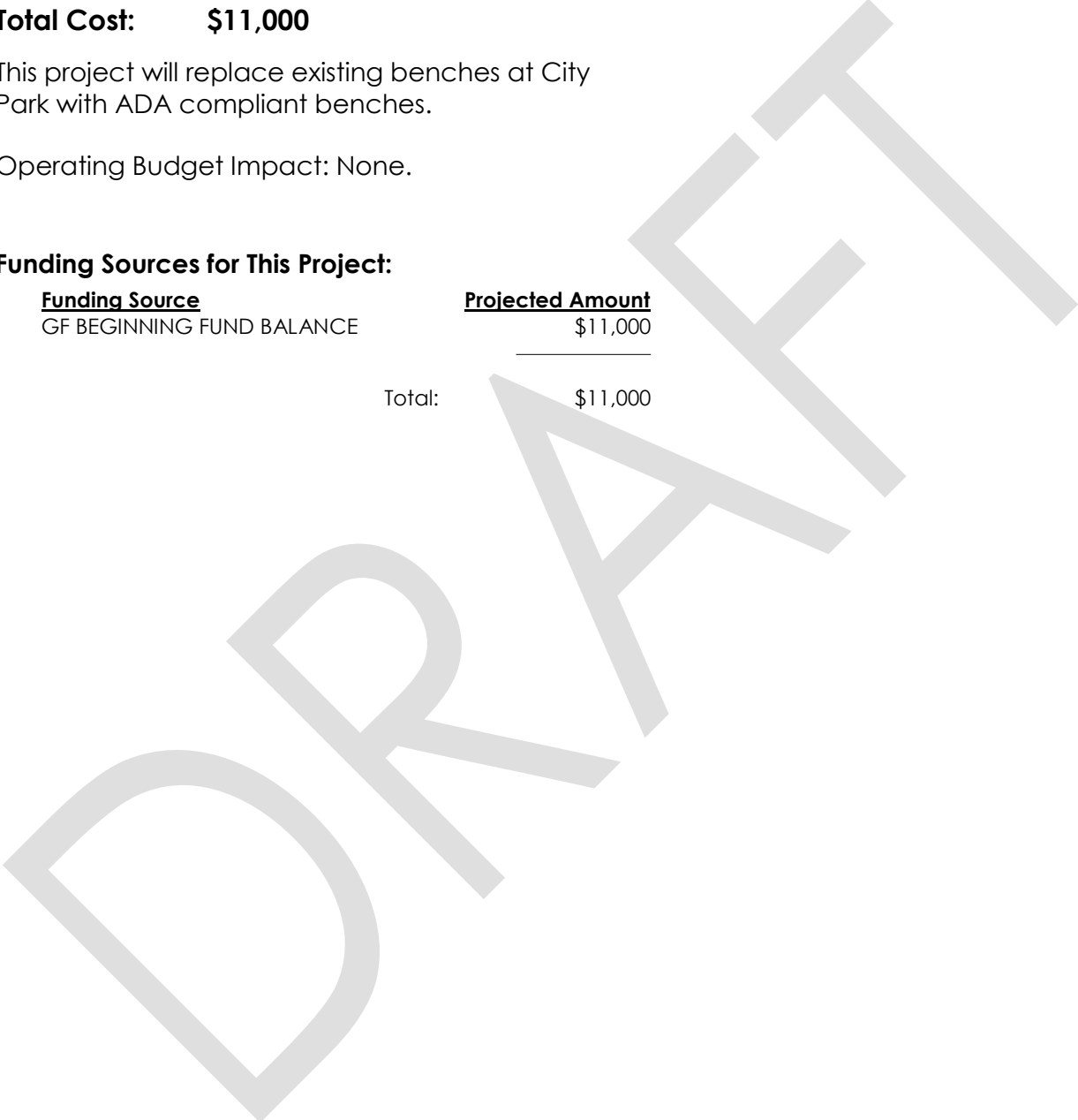
Total Cost: \$11,000

This project will replace existing benches at City Park with ADA compliant benches.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$11,000
Total:	\$11,000



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

Total Cost: \$37,000

This project will replace existing trees along east and west sides of the City Park, which are doing poorly or dying and conduct additional landscaping enhancements within the park. Anticipate \$10,000 in FY 2020-21, \$10,000 in FY 2021-22 and \$17,000 in FY 2022-23.

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

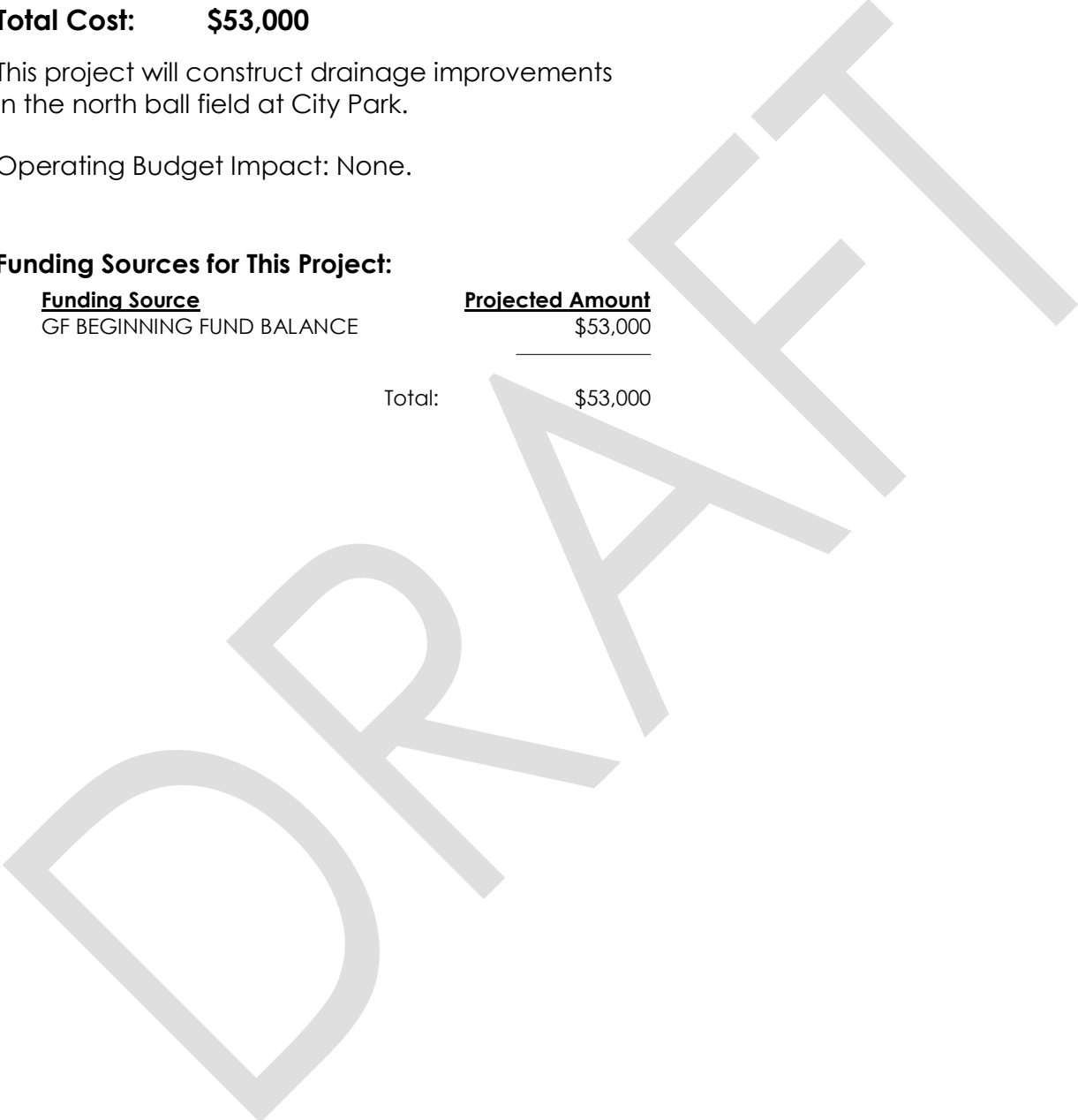
Total Cost: \$53,000

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	\$53,000
Total:	\$53,000



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

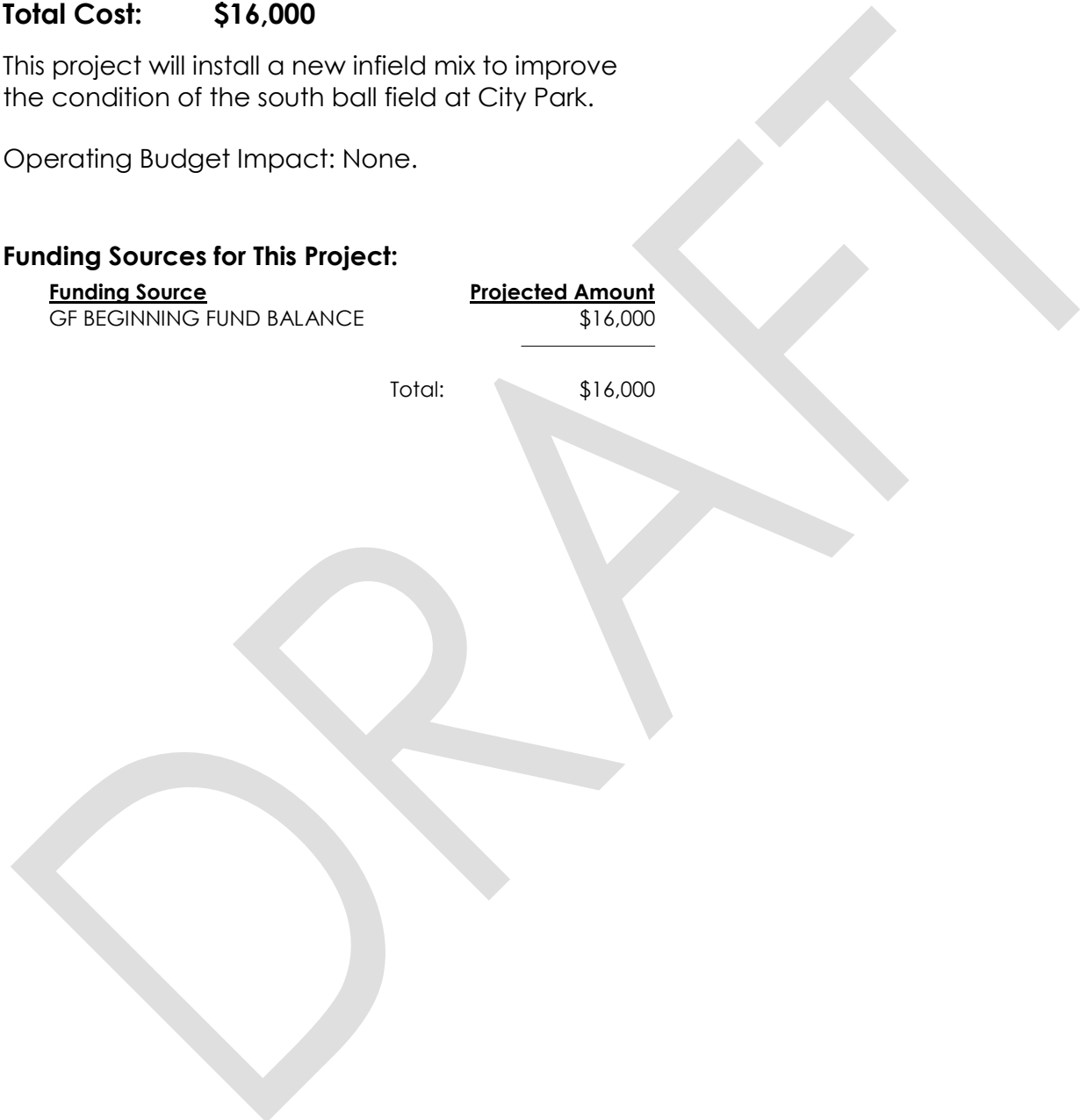
Total Cost: \$16,000

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	\$16,000
Total:	\$16,000



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

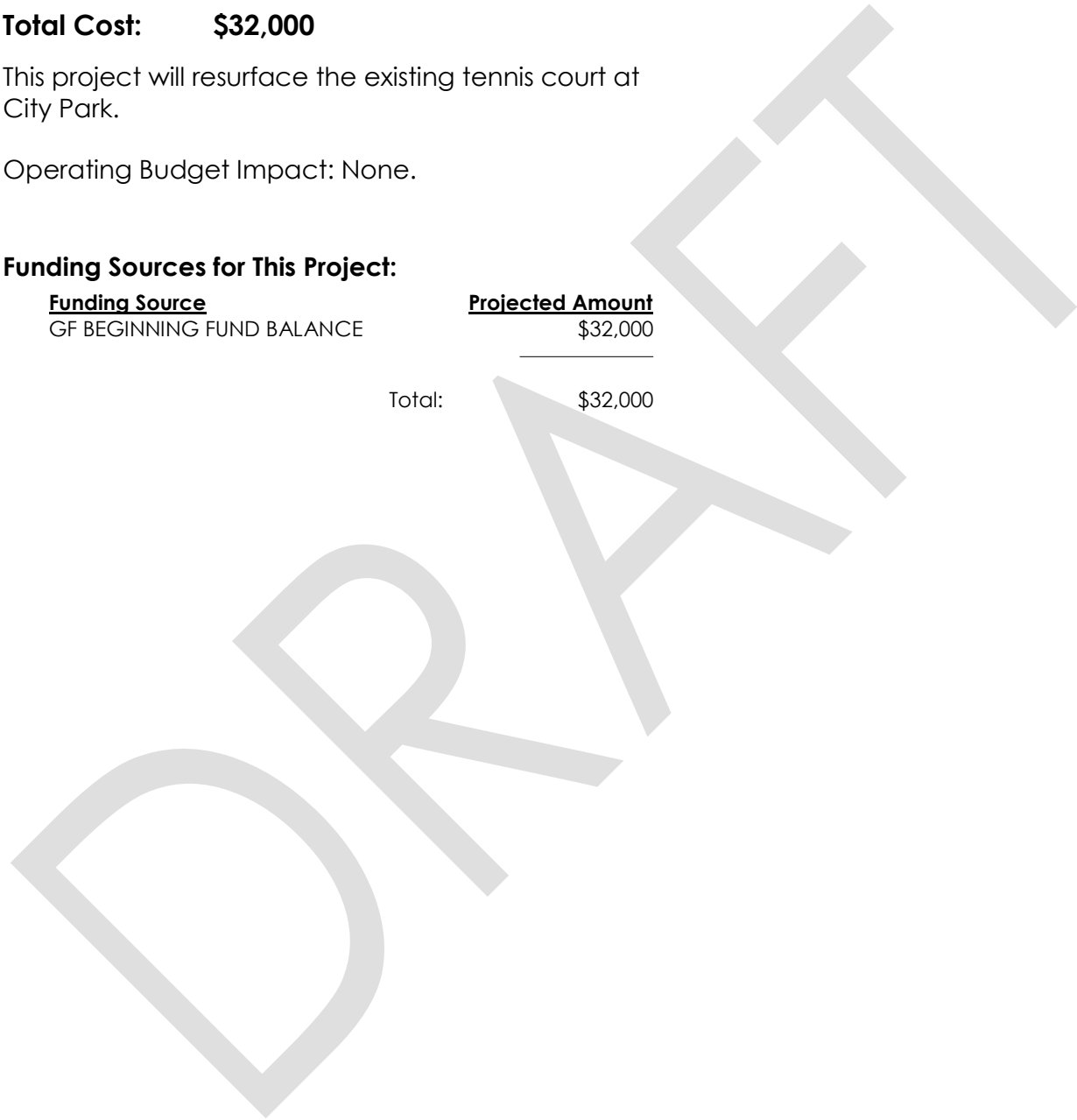
Total Cost: \$32,000

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	\$32,000
Total:	\$32,000



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

Total Cost: \$21,000

This project will remove existing hedges and vegetation around the tennis court at City Park and replace it with new vegetation to provide better visibility into tennis court area and reduce hedge maintenance needs.

Operating Budget Impact: Long-term reduction in hedge maintenance costs.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$21,000
	\$21,000
Total:	\$21,000

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

Total Cost: \$48,000

This project will construct an additional picnic shelter at City Park.

Operating Budget Impact: Additional parks maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
PARKS – SDC – REIMBURSEMENT FUND	\$48,000
Total:	\$48,000

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

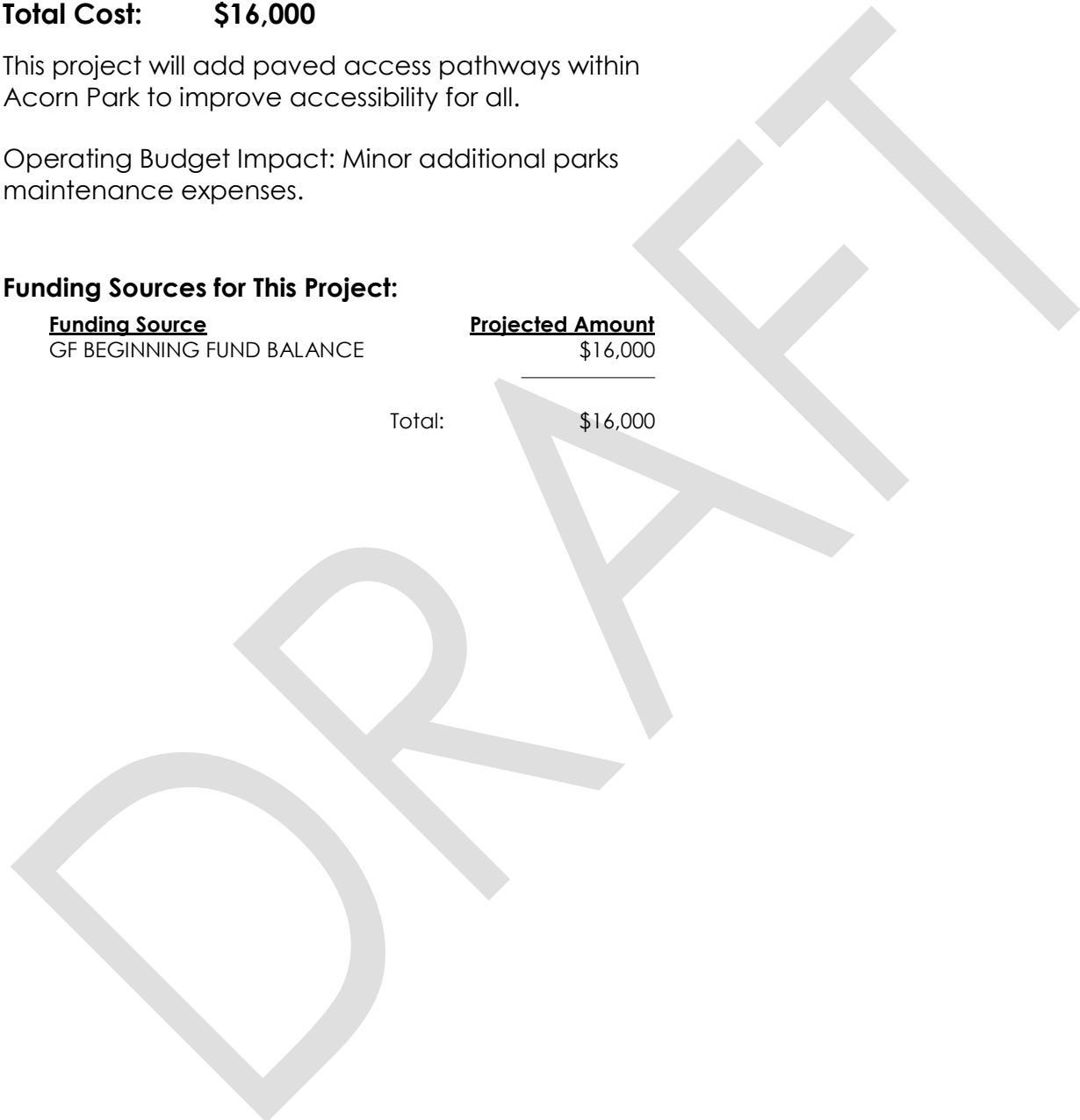
Total Cost: \$16,000

This project will add paved access pathways within Acorn Park to improve accessibility for all.

Operating Budget Impact: Minor additional parks maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$16,000
Total:	\$16,000



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

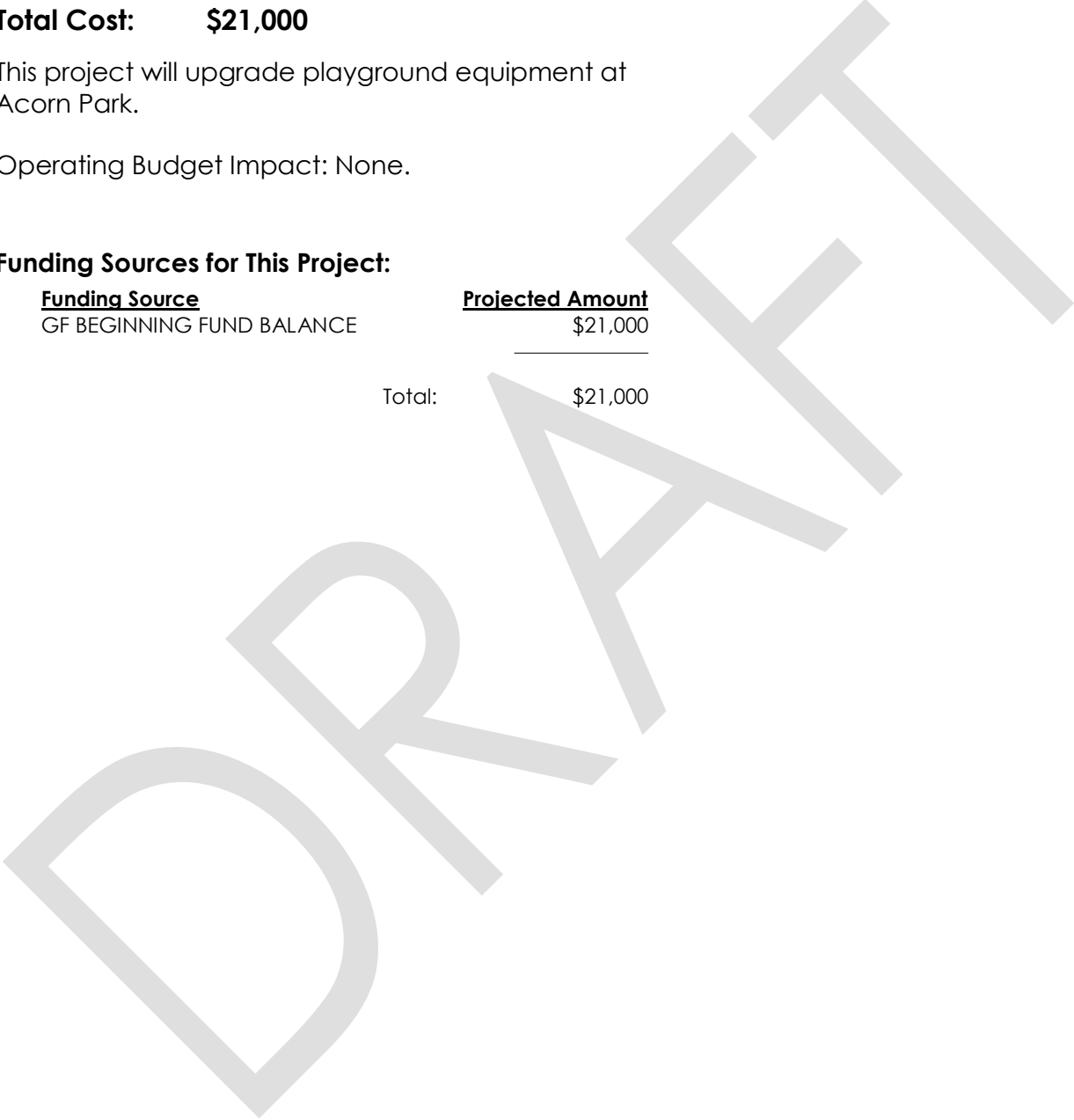
Total Cost: \$21,000

This project will upgrade playground equipment at Acorn Park.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$21,000
Total:	\$21,000



Plan FY: 2023-2024 ACORN PARK ACCESSIBLE BENCHES AND PICNIC TABLES
CIP Project #: 1110 and 1112

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

Total Cost: \$14,000

This project will install accessible benches and picnic tables at Acorn Park, including concrete pads for picnic tables.

Operating Budget Impact: Minor additional parks maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$14,000
Total:	\$14,000

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

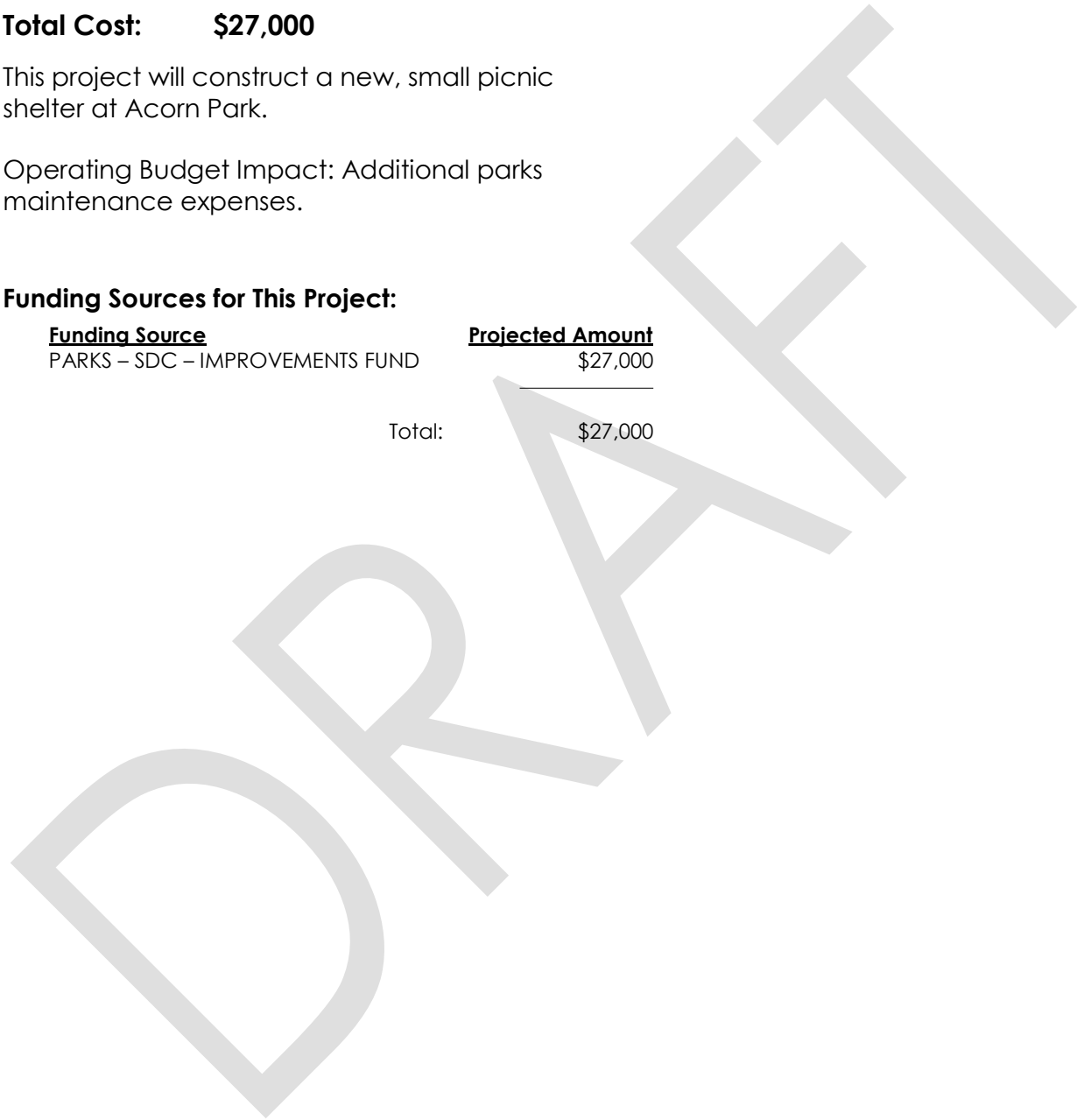
Total Cost: \$27,000

This project will construct a new, small picnic shelter at Acorn Park.

Operating Budget Impact: Additional parks maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
PARKS – SDC – IMPROVEMENTS FUND	\$27,000
Total:	\$27,000



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

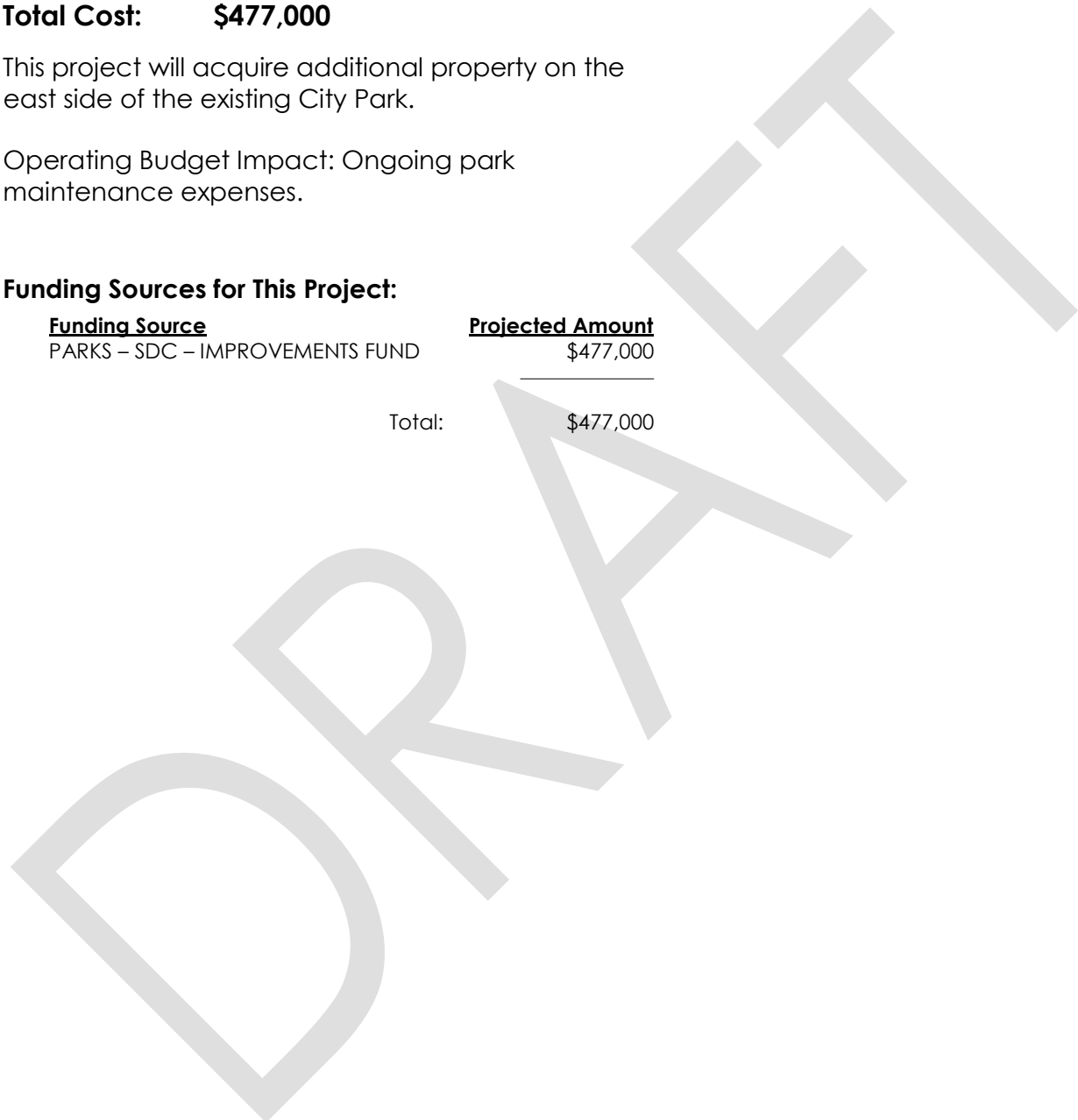
Total Cost: \$477,000

This project will acquire additional property on the east side of 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	\$477,000
Total:	\$477,000



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
1115	0		NEW NEIGHBORHOOD PARK MASTER PLAN AND DEVELOPMENT	\$795,000
1116	0		PICKLEBALL COURT	\$64,000
1114	0		PROPERTY ACQUISITION FOR ADDITIONAL PARK	\$424,000
1118	0		RECONFIGURE CITY PARK LAYOUT TO ACCOMMODATE ADDITIONAL FACILITIES	\$1,325,000
1119	0		ACORN PARK REPLACE GRASS WITH NATIVE GROUNDCOVER IN SHADY AREAS	\$27,000
1120	0		SPORTS FIELDS AND PARKING ON PROPERTY BEHIND CITY HALL	\$1,590,000
1121	0		CITY PARK SPLASH PAD	\$371,000
1123	0		MULTI-USE PATH SOUTH OF CONSER	\$901,000
1124	0		NATURE TRAILS THROUGH WETLAND AREAS	\$318,000
1125	0		MULTI-USE PATH BETWEEN CITY PARK AND CITY HALL	\$371,000
Total for Unfunded Parks System:				\$6,186,000

Grand Total for Unfunded Parks: \$6,186,000

Parks SDC Account Balances and Projections

Parks SDC Tracking			
SDC per EDU = \$1,200		SDC-R	SDC-I
% of total SDC (from 2006/2008 methodology)		23%	77%
Notes			
FY 2017-2018			
SDC Revenues			
BOY (per previous auditor workpaper)	331,250		
BOY SDC R/I	76,188	255,063	
SDCs Received (revenue)		151,375	
SDC Revenue R/I	34,816	116,559	
Total SDC R/I Resources for FY	111,004	371,621	
SDC Expenditures			
Parks Capital Improvements	18,984		100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	18,984	0	
SDC Balance EOY R/I	92,020	371,621	
SDC Balance EOY Total	463,641		
FY 2018-2019			
SDC Revenues			
BOY (per previous auditor workpaper)	463,641		
BOY SDC R/I	92,020	371,621	
SDCs Received (revenue)		116,400	
SDC Revenue R/I	26,772	89,628	
Total SDC R/I Resources for FY	118,792	461,249	
SDC Expenditures			
Parks Capital Improvements	0	0	
Parks Master Plan	23,723	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	23,723	0	
SDC Balance EOY R/I	95,069	461,249	
SDC Balance EOY Total	556,318		
FY 2019-2020			
SDC Revenues			
BOY (per previous auditor workpaper)	556,318		
BOY SDC R/I	95,069	461,249	
SDCs Received (revenue)		122,404	
SDC Revenue R/I	28,153	94,251	
Total SDC R/I Resources for FY	123,222	555,500	
SDC Expenditures			
Parks Capital Improvements			
Parks Master Plan	26,081	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	26,081	0	
SDC Balance EOY R/I	97,141	555,500	
SDC Balance EOY Total	652,642		
FY 2020-2021 - ESTIMATED			
SDC Revenues			
BOY	652,642		
BOY SDC R/I	97,141	555,500	
SDCs Received (revenue)		66,000	Estimated based on 55 EDUs, \$56,400 collected as of 4/15/21
SDC Revenue R/I	15,180	50,820	
Total SDC R/I Resources for FY	112,321	606,320	
SDC Expenditures			
New Park Property Acquisition	109,000	600,000	100% SDC-I eligible in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	109,000	600,000	
SDC Balance EOY R/I	3,321	6,320	
SDC Balance EOY Total	9,642		Estimated
FY 2021-2022 - PROJECTED			
SDC Revenues			
BOY	9,642		
BOY SDC R/I	3,321	6,320	
SDCs Received (revenue)		24,000	Estimated based on 20 EDUs
SDC Revenue R/I	5,520	18,480	
Total SDC R/I Resources for FY	8,841	24,800	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	8,841	24,800	
SDC Balance EOY Total	33,642		projected

(This Page Intentionally Left Blank)

DRAFT

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 temporary fire station to provide a facility within the City of Millersburg from which the City of Albany Fire Department could respond.

Construction of the permanent fire station begins in April 2021 and is anticipated to be completed in the late spring or early summer 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 we take the estimated cost of the projects and bring them 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	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL
Fire Facility Reserve	\$3,500,000	\$0	\$0	\$0	\$0	\$3,500,000
GF Beginning Balance	\$2,038,000	\$30,000	\$0	\$0	\$0	\$2,068,000
GRAND TOTALS:	\$5,538,000	\$30,000	\$0	\$0	\$0	\$5,568,000

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: 2021 – 2022		
1004B	PERMANENT FIRE STATION CONSTRUCTION	\$5,538,000
	Total for FY 2021 - 2022	\$5,538,000
Plan Year: 2022 - 2023		
1006	CITY HALL SIDEWALKS AND ADA RAMP	\$30,000
	Total for FY 2022 – 2023	\$30,000
Plan Year: 2023 – 2024		
	NONE IDENTIFIED	\$0
	Total for FY 2023 – 2024	\$0
Plan Year: 2024 – 2025		
	NONE IDENTIFIED	\$0
	Total for FY 2024 – 2025	\$0
Plan Year: 2025 – 2026		
	NONE IDENTIFIED	\$0
	Total for FY 2025 – 2026	\$0
Grand Total for Public Facilities:		\$5,568,000

Master Plan:
Category: Public Facilities

Plan Element:
Classification: Emergency Services

Total Cost: \$5,538,000

This project will provide a permanent fire station within the City of Millersburg. Total estimated general fund project construction cost is \$5.48 million. This project is budgeted to span over two fiscal years, with \$200,000 anticipated to be spent in FY 2020-21 and \$5,280,000 budgeted in FY 2021-22.

Operating Budget Impact: Ongoing facility operation costs, including utilities and maintenance, will be required.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
FIRE FACILITY RESERVE (FROM GF BEGINNING FUND BALANCE)	\$3,500,000
GENERAL FUND	\$2,038,000
	\$5,538,000
Total:	\$5,538,000

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
1008		0	CONSER ROAD BUFFER	\$1,000,000
Total for Unfunded Public Facilities:				\$1,000,000

Grand Total for Unfunded Public Facilities: \$1,000,000

Transportation

Investing in our Infrastructure

The City's transportation system consists of City and Linn County roads. The City maintains approximately 33 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, and the general fund.

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 cost 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	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL
General Fund Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0
Streets SDC-Improvements	\$878,000	\$289,000	\$0	\$0	\$786,000	\$1,953,000
Streets SDC-Reimbursement	\$0	\$0	\$0	\$0	\$124,000	\$124,000
Highway Use Tax	\$0	\$0	\$0	\$0	\$0	\$0
Highway Use Tax – Bike/Ped	\$0	\$16,000	\$0	\$0	\$0	\$16,000
Street Reserves and Street Beginning Fund Balance	\$40,000	\$181,000	\$0	\$0	\$496,000	\$717,000
Suniga Millersburg Drive Reservation	\$0	\$0	\$0	\$0	\$341,000	\$341,000
Grants	\$0	\$0	\$0	\$0	\$0	\$0
<u>GRAND TOTALS:</u>	\$918,000	\$486,000	\$0	\$0	\$1,747,000	\$3,151,000

DRAFT

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: 2021 – 2022		
2010	WEST INDUSTRIAL PROPERTY ACCESS ROAD	\$222,000
2039	WOODS ROAD SHARED USE PATH	\$40,000
2050	TRANSITION PARKWAY	\$656,000
Total for FY 2021 - 2022		\$918,000
Plan Year: 2022 – 2023		
2039	WOODS ROAD SHARED USE PATH	\$486,000
Total for FY 2022 – 2023		\$486,000
Plan Year: 2023 – 2024		
	NONE	\$0
Total for FY 2023 - 2024		\$0
Plan Year: 2024 – 2025		
	NONE	\$0
Total for FY 2024 - 2025		\$0
Plan Year: 2025 – 2026		
2016	MILLERSBURG DRIVE WEST OF WOODS ROAD FULL STREET IMPROVEMENTS	\$1,747,000
Total for FY 2025 - 2026		\$1,747,000
Grand Total for Transportation:		\$3,151,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Streets

Total Cost: \$222,000

This project will construct a new access road to City-owned industrial property on the west side of the Burlington Northern railroad tracks.

Operating Budget Impact: Development of new roads increases operating expenses for road maintenance.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
STREET SDC-IMPROVEMENTS FUND	\$222,000
Total:	\$222,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Streets

Total Cost: \$1,747,000

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	\$786,000
STREET SDC-REIMBURSEMENT FUND	\$124,000
STREET FUND RESERVES	\$496,000
	\$1,747,000
Total:	\$1,747,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Pedestrian and Bikeways

Total Cost: \$526,000

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 21-22 and FY 22-23). The first phase of the work (FY 21-22) is budgeted for \$40,000 to begin preliminary design and right-of-way acquisition.

Operating Budget Impact: None at this time.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX – BIKE/PED	\$16,000
STREET SDC-IMPROVEMENTS FUND	\$289,000
STREET FUND RESERVES	\$221,000
	<hr/>
Total:	\$526,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Streets

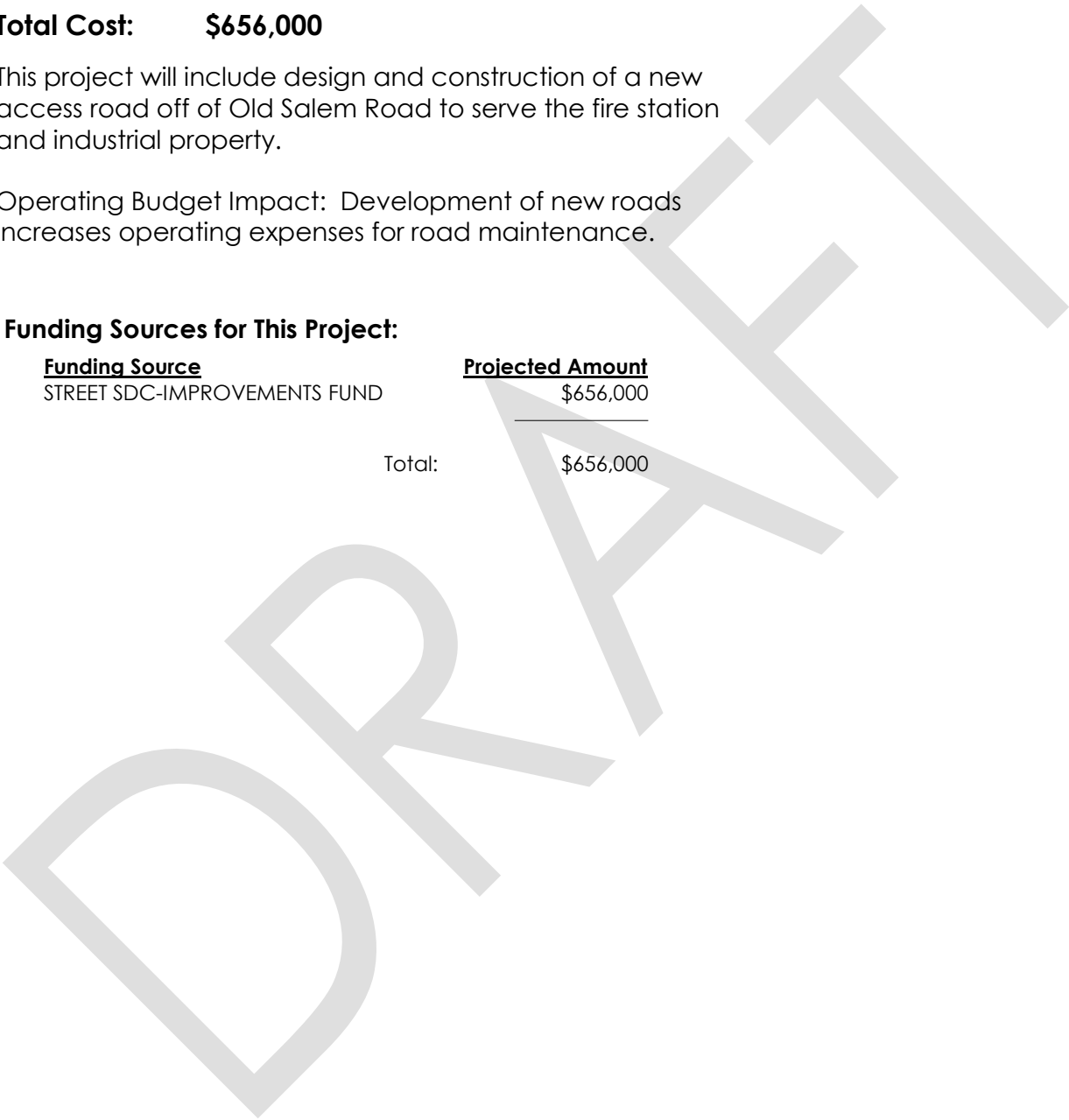
Total Cost: \$656,000

This project will include design and construction of a new access road off of Old Salem Road to serve the fire station and industrial property.

Operating Budget Impact: Development of new roads increases operating expenses for road maintenance.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
STREET SDC-IMPROVEMENTS FUND	\$656,000
Total:	\$656,000



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	\$1,795,000
2019	0		PARKER LANE FULL STREET IMPROVEMENTS	\$628,000
2020	0		WAVERLY FULL STREET IMPROVEMENTS	\$483,000
2021	0		AMANDA FULL STREET IMPROVEMENTS	\$304,000
2022	0		BAIN AND TONI FULL STREET IMPROVEMENTS	\$483,000
2023	0		ZUHLKE EXTENSION EAST	\$479,000
2024	0		ZUHLKE EXTENSION WEST	\$1,123,000
2025	0		CONSER ROAD FULL STREET IMPROVEMENTS	\$1,087,000
2026	0		FUTURE ROAD THROUGH CITY INDUSTRIAL PROPERTY	\$3,622,000
Total for Unfunded Street Projects:				\$10,004,000

Bridges

CIP #	Phase	Year	Title	Projected Total
2028	0		BRIDGE REPLACEMENT WAVERLY DRIVE AT COX CREEK	\$2,527,000
Total for Unfunded Bridges:				\$2,527,000

Miscellaneous - Transportation

CIP #	Phase	Year	Title	Projected Total
2029	0		STREET LIGHTING WOODS ROAD AND CONSER ROAD	\$28,000
2030	0		SIGNAL LIGHT CONSER AND OLD SALEM ROAD (SHARED WITH LINN CO.)	\$562,000
2049	0		MILLERSBURG GATEWAY TREATMENTS (NORTH AND SOUTH ENDS OF CITY)	\$350,000
Total for Unfunded Miscellaneous - Transportation:				\$624,000

Pedestrian & Bikeway Projects

CIP #	Phase	Year	Title	Projected Total
2032	0		WIDEN SHOULDER AND PROVIDE BIKE LANES ALONG OLD SALEM ROAD	\$60,000
2033	0		EXTEND BICYCLE LANES ON CONSER WEST TO CITY LIMITS (PAINT ONLY)	\$12,000
2034	0		SIDEWALKS ON SOUTH END OF OLD SALEM RD (SHARED WITH LINN CO.)	\$239,000
2035	0		SIDEWALK ON EAST SIDE OF KATELYN, SOUTH END (440 FT)	\$10,000
2036	0		SIDEWALKS ALONG CONSER (WEST TO CITY LIMITS)	\$299,000
2037	0		PEDESTRIAN WALKWAY FROM CITY HALL TO SOUTH SIDE OF CONSER	\$112,000
2039	0		WOODS ROAD SHARED USE PATH	\$526,000
2049	0		OLD SALEM ROAD MULTI-USE PATH	\$1,060,000

Total for Unfunded Pedestrian & Bikeway Projects: \$2,318,000

Grand Total for Unfunded Transportation: \$15,473,000

DRAFT

Transportation SDC Account Balances and Projections

Streets SDC Tracking			
SDC per EDU = \$3,542		SDC-R	SDC-I
% of total SDC (from 2006/2008 methodology)		4%	96%
			Notes
FY 2017-2018			
SDC Revenues			
BOY (per previous auditor workpaper)	1,110,218		In previous audits, \$410,390 in other restricted funds was included in the SDC balance, for a total of \$1,520,608. The amount in other restricted funds should be subtracted from the SDC BOY balance.
BOY SDC R/I	44,409	1,065,809	
SDCs Received (revenue)		446,592	
SDC Revenue R/I	17,864	428,728	
Total SDC R/I Resources for FY	62,272	1,494,538	
SDC Expenditures			
Solar Speed Signs	20,823	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Woods Road Construction (north end)	20,967	74,338	Total amount for FY 17-18 was \$95,305, 78% improvement per 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	41,790	74,338	
SDC Balance EOY R/I	20,482	1,420,200	
SDC Balance EOY Total		1,440,682	
FY 2018-2019			
SDC Revenues			
BOY (per previous auditor workpaper)	1,440,682		
BOY SDC R/I	20,482	1,420,200	
SDCs Received (revenue)		340,032	
SDC Revenue R/I	13,601	326,431	
Total SDC R/I Resources for FY	34,084	1,746,630	
SDC Expenditures			
Streets Capital Projects	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	34,084	1,746,630	
SDC Balance EOY Total		1,780,714	
FY 2019-2020			
SDC Revenues			
BOY (per previous auditor workpaper)	1,780,714		
BOY SDC R/I	34,084	1,746,630	
SDCs Received (revenue)		376,515	
SDC Revenue R/I	15,061	361,454	
Total SDC R/I Resources for FY	49,144	2,108,084	
SDC Expenditures			
Street Capital Projects	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	49,144	2,108,084	
SDC Balance EOY Total		2,157,229	
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)		148,764	Based on 43 EDUs
SDC Revenue R/I	5,951	142,813	
Beginning mid-September SDC per EDU = \$5723	SDC-R	SDC-I	
% of total SDC (from 2020 methodology)	38%	62%	
SDC Revenue R/I	26,172	42,504	Estimated based on 12 EDUs
Total Revenue for FY	32,123	185,317	
Total SDC R/I Resources for FY	81,267	2,293,402	
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	81,267	2,293,402	
SDC Balance EOY Total		2,374,669	projected
Streets SDC Tracking - beginning July 1, 2021			
SDC per EDU = \$5723		SDC-R	SDC-I
% of total SDC (from 2020 methodology)		38%	62%
			Notes
FY 2021-2022 - PROJECTED			
SDC Revenues			
BOY	2,374,669		
BOY SDC R/I	81,267	2,293,402	
SDCs Received (revenue)		114,460	Estimated based on 20 EDUs
SDC Revenue R/I	43,620	70,840	
Total SDC R/I Resources for FY	124,887	2,364,242	
SDC Expenditures			
Access Road for Industrial Property West of RR Tra	0	209,000	100% SDC-I in 2020 SDC methodology
Fire Station and Industrial Property Access Road	0	656,000	100% SDC-I in 2020 SDC methodology
Woods Road Shared Use Path	18,000	22,000	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	18,000	887,000	
SDC Balance EOY R/I	106,887	21,477,242	
SDC Balance EOY Total		1,584,129	projected

(This Page Intentionally Left Blank)

DRAFT

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 how to respond 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.

Projected Cost Totals

FUNDING SOURCE	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL
General Fund Beginning Balance	\$0	\$205,000	\$224,000	\$0	\$0	\$429,000
Stormwater Fund Beginning Balance	\$20,000	\$0	\$0	\$0	\$0	\$20,000
GRAND TOTALS:	\$20,000	\$205,000	\$224,000	\$0	\$0	\$449,000

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: 2021 – 2022		
3001	NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS	\$20,000
3002	BECKER RIDGE DETENTION POND OUTFALL MODIFICATIONS	\$20,000
Total for FY 2020 – 2021		\$40,000
Plan Year: 2022 – 2023		
3001	NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS	\$185,000
Total for FY 2021 - 2022		\$185,000
Plan Year: 2023 – 2024		
3003	MORNINGSTAR ESTATES OUTFALL MODIFICATION	\$224,000
Total for FY 2022 – 2023		\$224,000
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
Grand Total for Stormwater:		\$449,000

Master Plan:
Category: Storm Water
 Stations

Plan Element:
Classification: Conveyance

Total Cost: \$205,000

This project consists of regrading and removing obstructions from the existing channel of a tributary to Crooks Creek north of Millersburg Drive to improve drainage. The project will regrade approximately 3,050 linear feet of channel to provide a 0.2% channel slope.

This project is budgeted to span over two fiscal years (FY 21-22 and FY 22-23). The first phase of the work (FY 21-22) is budgeted for \$20,000 to begin preliminary design and permitting.

Operating Budget Impact: This project will reduce the risk of flooding properties adjacent to the tributary.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GENERAL FUND	\$205,000

Total:	\$205,000

Master Plan:
Category: Storm Water
 Stations

Plan Element:
Classification: Conveyance

Total Cost: \$20,000

Emergency overflow designs for two of the three detention basins present in the Becker Ridge development do not adequately prevent flooding in the adjacent or upstream roadways.

This project will install a secondary emergency overflow structure in each of the ponds to ensure the system has the capacity to pass design flows up to the 25-year storm without flooding the roadway.

Operating Budget Impact: This project will reduce maintenance costs over the long term and reduce the risk of flooding roads adjacent to the detention basins.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
STORMWATER FUND BEGINNING BALANCE	\$20,000
	<hr/>
Total:	\$20,000

Master Plan:
Category: Storm Water
 Stations

Plan Element:
Classification: Conveyance

Total Cost: \$224,000

The Morningstar Estates storm water system currently lacks an emergency overflow. In the event of the system exceeding capacity the excess storm water has no escape route and ponds in the roadways with the possibility of causing damage to adjacent property.

This project will install an emergency overflow that allows the conveyance of large storms while reducing the risk to life and property.

Operating Budget Impact: This project will reduce maintenance costs over the long term and reduce the risk of flooding streets.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GENERAL FUND	\$224,000
	<hr/>
Total:	\$224,000

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.

Collection and Conveyance System

CIP #	Phase	Year	Title	Projected Total
3004	0		HOFFMAN ESTATES STORM WATER CAPACITY IMPROVEMENTS	\$173,000
3005	0		UMPQUA LANE DETENTION PIPES MODIFICATION	\$121,000
3006	0		WOODS ROAD DRAINAGE CAPACITY INCREASE	\$616,000
3007	0		CROOKS CREEK SEDIMENTATION STUDY	\$77,000
3008	0		KATHRYN ST AND KNOX BUTTE AVE STORM IMPROVEMENTS	\$240,000
3014	0		SW IN WOODS ROAD EXTENSION	\$1,280,000
3015	0		SW IN ZUHLKE LANE EXTENSION	\$463,000
3016	0		SW IN 54 TH AVENUE EXTENSION	\$326,000
3017	0		SW IN CONSER ROAD IMPROVEMENTS	\$225,000
3018	0		OLD SALEM ROAD BUILD-OUT CAPACITY IMPROVEMENTS	\$779,000
3019	0		OLD SALEM ROAD EXISTING CAPACITY IMPROVEMENTS	\$4,085,000
Total for Unfunded Collection and Conveyance System:				\$8,385,000

Grand Total for Unfunded Stormwater: \$8,385,000

Wastewater

Establishing a Maintenance Program

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. In addition, the Master Plan 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 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. These projects are currently in preliminary planning phases. Some have been incorporated into this CIP and others will be incorporated into future CIPs once more detailed information is available.

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 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	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL
Sewer SDC-R	\$0	\$0	\$0	\$0	\$0	\$0
Sewer SDC-I	\$68,000	\$203,000	\$0	\$0	\$0	\$271,000
Sewer Rates/Operating Revenues	\$388,000	\$0	\$0	\$0	\$0	\$388,000
Settlement Proceeds	\$420,000	\$0	\$0	\$0	\$0	\$420,000
GRAND TOTALS:	\$876,000	\$203,000	\$0	\$0	\$0	\$1,079,000

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: 2021 – 2022		
4009	WRF SOLIDS HANDLING PROJECT	\$319,000
4013	CROOKS CREEK PUMP STATION UPGRADES	\$20,000
4023	DEWATERING EQUIPMENT REPLACEMENT PROJECT	\$439,000
4024	INFLUENT VFDS	\$10,000
4042	REPAIR MHS AT BURKHART AND ATI FM DISCHARGES	\$20,000
4043	TRANSITION PARKWAY SEWER MAIN	\$68,000
Total for FY 2021 - 2022		\$876,000
Plan Year: 2022 – 2023		
4028	SEWER FOR MORNINGSTAR ROAD REALIGNMENT	\$203,000
Total for FY 2022 - 2023		\$203,000
Plan Year: 2023 – 2024		
	NONE IDENTIFIED	\$0
Total for FY 2023 – 2024		\$0
Plan Year: 2024 – 2025		
	NONE IDENTIFIED	\$0
Total for FY 2024 - 2025		\$0
Plan Year: 2025 – 2026		
	NONE IDENTIFIED	\$0
Total for FY 2025 - 2026		\$0
Grand Total for Wastewater:		\$1,079,000

Master Plan:
Category: Wastewater

Plan Element:
Classification: Water Reclamation Facility

Total Cost: \$319,000

This project will perform the planned solids handling modifications at the wastewater treatment facility. The project will include a composting facility at the wastewater treatment facility. Millersburg’s cost for this project is 10% of the total anticipated project cost of \$3,190,000.

Operating Budget Impact: The design effort will help to address long-term operational costs associated with solids handling.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER RATES/OPERATING REVENUES	\$0
SETTLEMENT PROCEEDS	\$319,000
	<hr/>
Total:	\$319,000

Master Plan:
Category: Wastewater

Plan Element:
Classification: Pump Stations

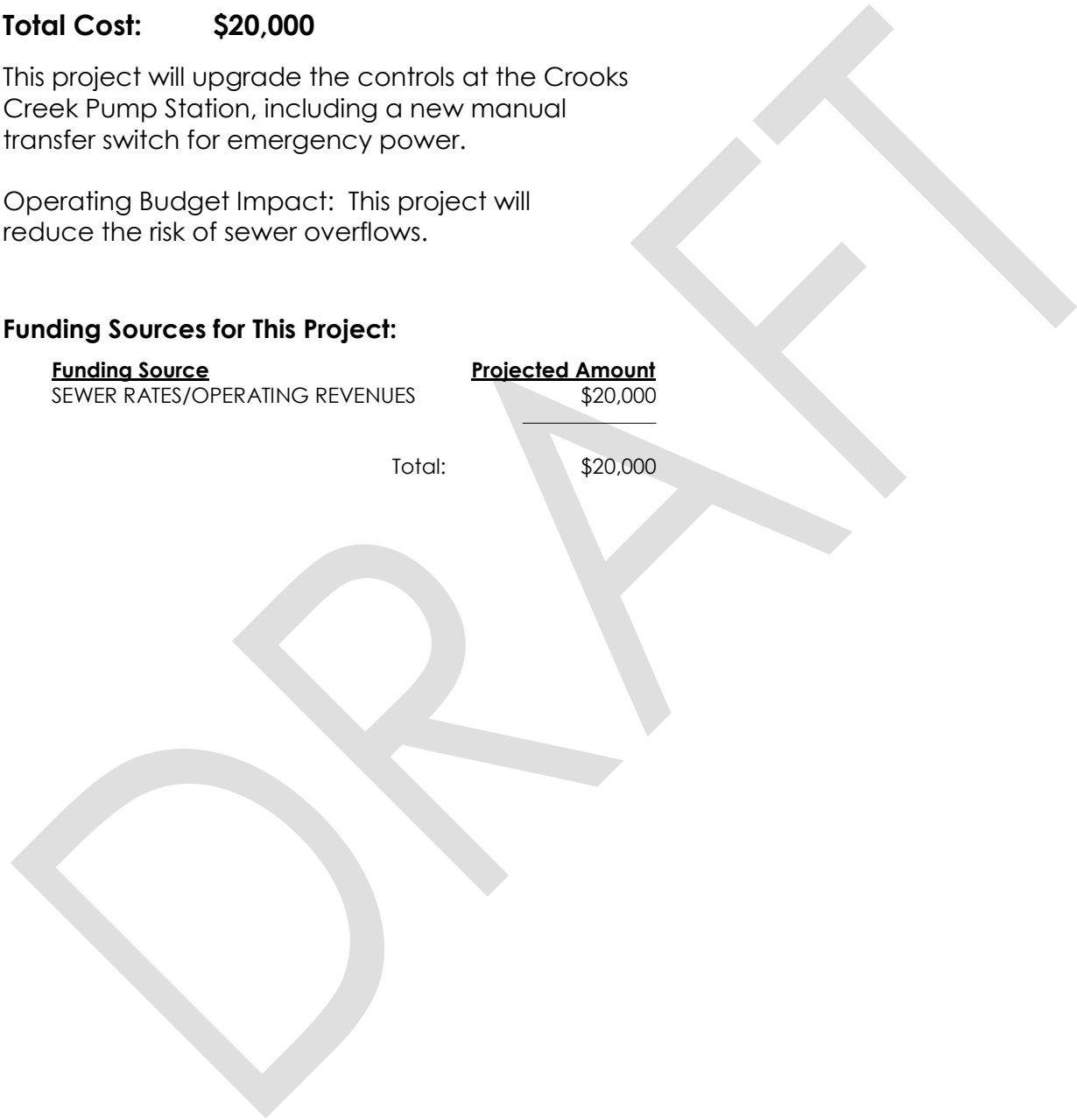
Total Cost: \$20,000

This project will upgrade the controls at the Crooks Creek Pump Station, including a new manual transfer switch for emergency power.

Operating Budget Impact: This project will reduce the risk of sewer overflows.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER RATES/OPERATING REVENUES	\$20,000
Total:	\$20,000



Master Plan:
Category: Wastewater

Plan Element:
Classification: Miscellaneous - Wastewater

Total Cost: \$30,000

This project will replace aging variable frequency drives (VFDs) on influent pumps at the wastewater treatment facility. Millersburg's cost for this project is 10% of the total remaining project cost of \$300,000. It is anticipated that 2 of the 6 VFDs will be replaced each year beginning in FY 2019-20 at a cost of \$100,000 per year for three years.

Operating Budget Impact: This project will address a maintenance need at the WRF.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER RATES/OPERATING REVENUES	\$30,000
Total:	\$30,000

Master Plan:
Category: Wastewater

Plan Element:
Classification: Collection System

Total Cost: \$20,000

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	\$20,000
Total:	\$20,000

Master Plan:
Category: Wastewater

Plan Element:
Classification: Collection System

Total Cost: \$68,000

This project will install approximately 900 ft of new sewer main in the new fire station and industrial property access road off of Old Salem Road, extending north to tie into the existing sewer main in Conser Road. Project to be conducted concurrent with new fire station (CIP 1004).

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	\$68,000
Total:	\$68,000

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	EXPANSION OF SYSTEM TO UNDER SERVED INDUSTRIAL AREAS	\$137,000
4044	0	SYSTEM EXPANSION TO INDUSTRIAL PROPERTY SOUTH OF CONSER ROAD	\$364,000
Total for Unfunded Interceptors/Collectors:			\$501,000

Lift Stations

CIP # Phase	Year	Title	Projected Total
4016	0	ATI PUMP REPLACEMENT	\$72,000
4017	0	MORNINGSTAR PUMP IMPELLER REPLACEMENT	\$36,000
Total for Unfunded Lift Stations:			\$108,000

Water Reclamation Facility

CIP # Phase	Year	Title	Projected Total
4029	0	INFLUENT PUMP STATION EXPANSION	\$1,878,000
4030	0	HEADWORKS 4 TH CHANNEL EQUIPMENT AND SCREENING EQUIPMENT	\$232,000
4031	0	HEADWORKS GRIT REMOVAL EQUIPMENT	\$363,000
4032	0	VLR NO. 1A	\$166,000
4033	0	VLR NO. 2A	\$404,000
4034	0	VLR NO. 9 – NO. 14	\$2,913,000
4035	0	BLOWER BUILDING #2	\$728,000
4036	0	SECONDARY CLARIFIER #4	\$652,000
4038	0	CHLORINE CONTACT BASIN EXPANSION	\$344,000
4039	0	SLUDGE COMPOSTING AND DEWATERING FACILITIES	\$3,155,000
4041	0	OUTFALL AND DIFFUSER NO. 2	\$599,000
Total for Unfunded Water Reclamation Facility:			\$11,434,000

Talking Water Gardens

CIP # Phase	Year	Title	Projected Total
4019	0	TALKING WATER GARDENS: COMPLETE ENTRANCE/PARKING LOT LANDSCAPING	\$15,000
4020	0	TALKING WATER GARDENS: COMPLETE BRIDGE IMPROVEMENTS AND LANDSCAPING	\$14,000
4021	0	TALKING WATER GARDENS: REROUTE OVERHEAD POWER LINES	\$45,000
4022	0	TALKING WATER GARDENS: ENTRANCE ROAD IMPROVEMENTS	\$79,000
Total for Unfunded Talking Water Gardens:			\$153,000

Grand Total for Unfunded Wastewater: \$12,196,000

Wastewater SDC Account Balances and Projections

Wastewater SDC Tracking			
SDC per EDU = \$2,658	SDC-R	SDC-I	
% of total SDC (from 2006/2008 methodology)	46%	54%	Notes
FY 2017-2018			
SDC Revenues			
BOY (per previous auditor workpaper)	1,047,542		
BOY SDC R/I	481,869	565,673	
SDCs Received (revenue)		318,034	
SDC Revenue R/I	146,296	171,738	
Total SDC R/I Resources for FY	628,165	737,411	
SDC Expenditures			
WRF Capital Projects	0	0	
Wetland Capital Projects	2,304	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Sewer Lift Station Projects	625,861	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	628,165	0	
SDC Balance EOY R/I	0	737,411	
SDC Balance EOY Total	737,411		
FY 2018-2019			
SDC Revenues			
BOY (per previous auditor workpaper)	737,411		
BOY SDC R/I	0	737,411	
SDCs Received (revenue)		216,713	
SDC Revenue R/I	99,688	117,025	
Total SDC R/I Resources for FY	99,688	854,436	
SDC Expenditures			
WRF Capital Projects	0	0	
Wetland Capital Projects	0	0	
WRF Debt Service	66,023	234,080	Total amount for FY 18-19 is \$300,103, 78% improvement per 2006/2008 SDC methodology
Sewer Lift Station Projects	33,665	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	99,688	234,080	
SDC Balance EOY R/I	0	620,356	
SDC Balance EOY Total	620,356		
FY 2019-2020			
SDC Revenues			
BOY (per previous auditor workpaper)	620,356		
BOY SDC R/I	0	620,356	
SDCs Received (revenue)		241,617	
SDC Revenue R/I	111,144	130,473	
Total SDC R/I Resources for FY	111,144	750,829	
SDC Expenditures			
WRF Capital Projects	0	0	
Wetland Capital Projects	0	0	
WRF Debt Service	67,183	238,194	Total amount for FY 19-20 is \$305,377, 78% improvement per 2006/2008 SDC methodology
Wetlands DEQ Loan	11,000	39,000	Total amount for FY 19-20 is \$50,000, 78% improvement per 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	78,183	277,194	
SDC Balance EOY R/I	32,961	473,635	
SDC Balance EOY Total	506,596		
FY 2020-2021 - old methodology for permits issued through mid-September, then switch to new			
SDC Revenues			
BOY (per previous auditor workpaper)	506,596		
BOY SDC R/I	32,961	473,635	
SDCs Received (revenue)		114,294	Based on 43 EDUs
SDC Revenue R/I	52,575	61,719	
SDC per EDU = \$4499	SDC-R	SDC-I	
% of total SDC (from 2020 methodology)	57%	43%	
SDC Revenue R/I	30,744	23,244	Estimated based on 12 EDUs
Total Revenue for FY	83,319	84,963	
Total SDC R/I Resources for FY	116,281	558,598	
SDC Expenditures			
WRF Capital Projects	0	0	
Wetland Loan Payment to DEQ	50,000	0	
WRF Debt Service	66,281	242,381	Total amount for FY 20-21 is \$310,745, 78% improvement per 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	116,281	242,381	
SDC Balance EOY R/I	0	316,217	
SDC Balance EOY Total	316,216		projected
FY 2021-2022 - PROJECTED			
SDC Revenues			
BOY	316,216		
BOY SDC R/I	0	316,217	
SDC's received (revenue)		89,980	Estimated based on 20 EDUs
SDC Revenue R/I	51,240	38,740	
Total SDC R/I Resources for FY	51,240	354,957	
SDC Expenditures			
AM-WRF Capital Projects	0	0	
Fire Station and Industrial Property Sewer Main	0	68,000	100% SDC-I in 2020 SDC methodology
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	51,240	286,957	
SDC Balance EOY Total	338,196		projected

(This Page Intentionally Left Blank)

DRAFT

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 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 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	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL
SDC – Improvement – Water	\$227,000	\$158,000	\$0	\$0	\$0	\$385,000
SDC – Reimbursement – Water	\$133,000	\$0	\$0	\$0	\$0	\$133,000
Water Rates/Operating Revenues	\$34,000	\$417,000	\$0	\$0	\$0	\$451,000
GRAND TOTALS:	\$394,000	\$575,000	\$0	\$0	\$0	\$969,000

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: 2021 - 2022		
5004	ABANDON AC PIPE IN OLD SALEM ROAD NORTH OF TRUAX CREEK	\$83,000
5015	TRANSITION PARKWAY WATER MAIN	\$227,000
5019	AM-WTP SEISMIC VALVE REPLACEMENT	\$50,000
5020	AM-WTP RAW WATER VFD REPLACEMENT	\$34,000
Total for FY 2021 - 2022		\$394,000
Plan Year: 2022 - 2023		
5005	ABANDON AC PIPE IN OLD SALEM ROAD SOUTH OF TRUAX CREEK	\$417,000
5012	MORNINGSTAR ROAD REALIGNMENT WATER	\$158,000
Total for FY 2022 - 2023		\$575,000
Plan Year: 2023 - 2024		
NONE IDENTIFIED		\$0
Total for FY 2023 - 2024		\$0
Plan Year: 2024 - 2025		
NONE IDENTIFIED		\$0
Total for FY 2024 - 2025		\$0
Plan Year: 2025 - 2026		
NONE IDENTIFIED		\$0
Total for FY 2025 - 2026		\$0
Grand Total for Water:		\$969,000

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

Total Cost: \$83,000

This project will replace 3 services currently connected to an existing AC pipe with connections to the 20" ductile iron (DI) water main. Approximately 2,800 feet of asbestos cement (AC) pipe will be abandoned.

Replacement services are to 3 industries located on Old Salem Road, north 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 SDC-REIMBURSEMENT FUND	\$83,000
Total:	\$83,000

Master Plan: Water Master Plan
Category: Water

Plan Element:
Classification: Water Mains

Total Cost: \$417,000

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	\$417,000
Total:	\$417,000

Master Plan:
Category: Water

Plan Element:
Classification: Water Mains

Total Cost: \$158,000

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	\$158,000
Total:	\$158,000

Master Plan:
Category: Water

Plan Element:
Classification: Water Supply

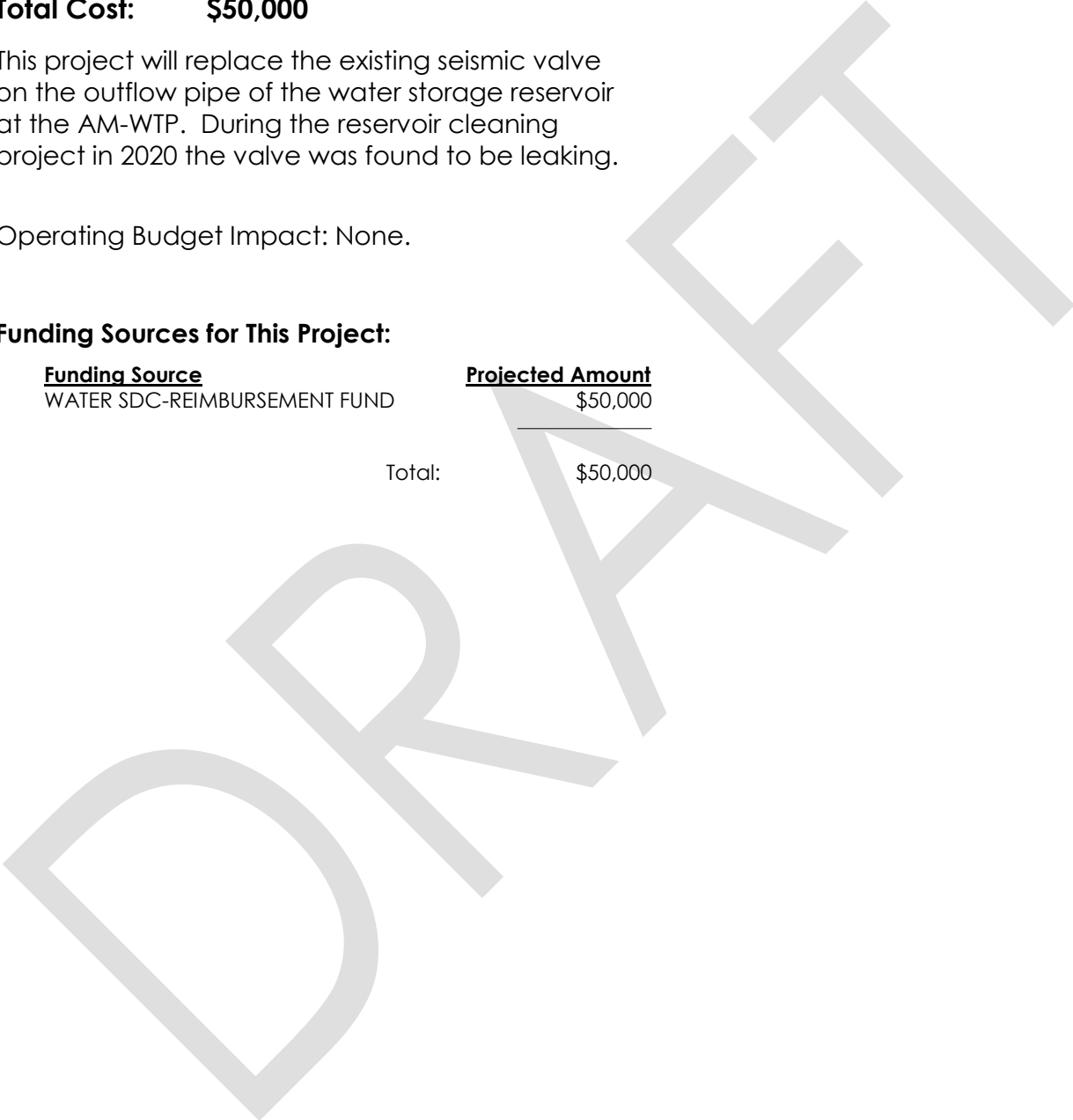
Total Cost: \$50,000

This project will replace the existing seismic valve on the outflow pipe of the water storage reservoir at the AM-WTP. During the reservoir cleaning project in 2020 the valve was found to be leaking.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER SDC-REIMBURSEMENT FUND	\$50,000
Total:	\$50,000



Master Plan:
Category: Water

Plan Element:
Classification: Water Supply

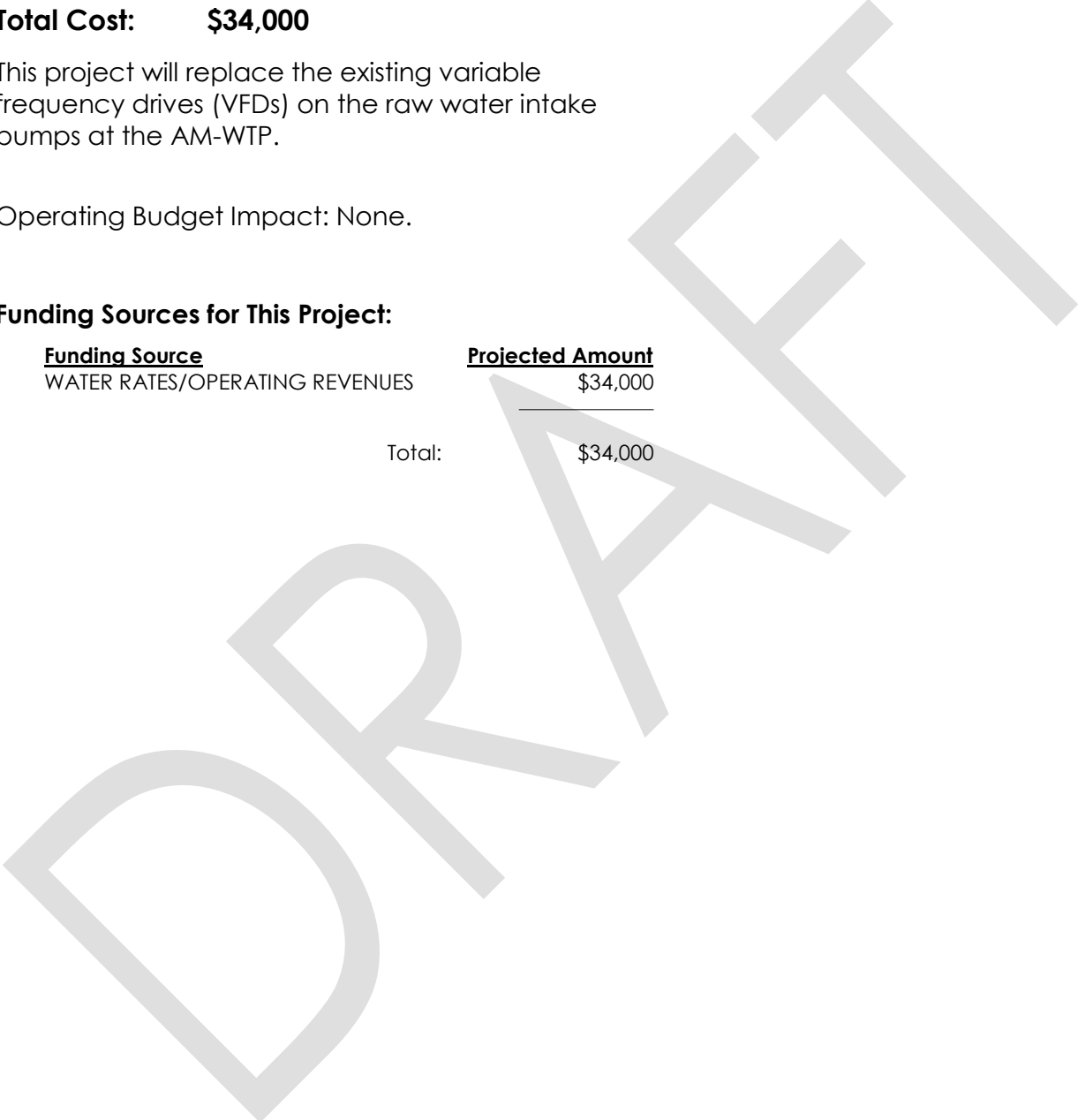
Total Cost: \$34,000

This project will replace the existing variable frequency drives (VFDs) on the raw water intake pumps at the AM-WTP.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$34,000
Total:	\$34,000



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
5003		0	AM WTP INTAKE GENERATOR	\$106,000
5006		0	STEELHEAD MAIN SIZE INCREASE	\$200,000
5011		0	AM-WTP EXPANSION (MEMBRANES)	\$1,847,000
5014		0	SYSTEM EXPANSION UNDER SERVED INDUSTRIAL AREAS	\$428,000
5017		0	AM-WTP EXPANSION (STORAGE)	\$1,899,000
5018		0	SYSTEM EXPANSION TO INDUSTRIAL PROPERTY SOUTH OF CONSER	\$5,391,000
Total for Unfunded Water:				\$9,871,000

Grand Total for Unfunded Water: \$9,871,000

Water SDC Account Balances and Projections

Water SDC Tracking			
SDC per EDU = \$1,921		SDC-R	SDC-I
% of total SDC (from 2006/2008 methodology)		81%	19%
		Notes	
FY 2017-2018			
SDC Revenues			
BOY (per previous auditor workpaper)	988,287		
BOY SDC R/I	800,512	187,775	
SDC's received (revenue)	295,832		
SDC Revenue R/I	239,624	56,208	
Total SDC R/I Resources for FY	1,040,136	243,983	
SDC Expenditures			
Water Treatment Plant Capital Projects	40,882	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	40,882	0	
SDC Balance EOY R/I	999,254	243,983	
SDC Balance EOY Total	1,243,237		
FY 2018-2019			
SDC Revenues			
BOY (per previous auditor workpaper)	1,243,237		
BOY SDC R/I	999,254	243,983	
SDC's received (revenue)	216,787		
SDC Revenue R/I	175,597	41,190	
Total SDC R/I Resources for FY	1,174,852	285,172	
SDC Expenditures			
Water Treatment Plant Capital Projects	0	0	
Water Plant Loan, principal payment	362,271	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	362,271	0	
SDC Balance EOY R/I	812,581	285,172	
SDC Balance EOY Total	1,097,753		
FY 2019-2020			
SDC Revenues			
BOY (per previous auditor workpaper)	1,097,753		
BOY SDC R/I	812,581	285,172	
SDC's received (revenue)	192,962		
SDC Revenue R/I	156,299	36,663	
Total SDC R/I Resources for FY	968,880	321,835	
SDC Expenditures			
Water Treatment Plant Capital Projects	0	0	
Water Plant Loan, principal payment	360,000	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	360,000	0	
SDC Balance EOY R/I	608,880	321,835	
SDC Balance EOY Total	930,715		
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	82,603		Based on 43 EDUs
SDC Revenue R/I	66,908	15,695	
Beginning mid-September SDC per EDU = \$2,985	SDC-R	SDC-I	
% of total SDC (from 2020 methodology)	65%	35%	
SDC Revenue R/I	23,328	12,492	Estimated based on 12 EDUs
Total Revenue for FY	90,236	28,187	Total of 55 EDU
Total SDC R/I Resources for FY	699,117	350,022	
SDC Expenditures			
Water Treatment Plant Capital Projects	0	0	
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	330,117	350,022	
SDC Balance EOY Total	680,138		projected
FY 2021-2022 - PROJECTED			
SDC Revenues			
BOY	680,138		
BOY SDC R/I	330,117	350,022	
SDC's received (revenue)	59,700		Estimated based on 20 EDUs
SDC Revenue R/I	38,880	20,820	
Total SDC R/I Resources for FY	368,997	370,842	
SDC Expenditures			
Water Treatment Plant Capital Projects	50,000	0	
Fire Station and Industrial Property Water Main	0	227,000	100% SDC-I in 2020 SDC methodology
Abandon AC Pipe North of Truax Creek	83,000	0	100% SDC-R
Total SDC R/I Expenditures for FY	133,000	227,000	
SDC Balance EOY R/I	235,997	143,842	
SDC Balance EOY Total	379,838		projected

CITY OF MILLERSBURG

2021-2022 PROPOSED BUDGET



CITY OF
Millersburg

A COMMUNITY LINKING
AGRICULTURE AND INDUSTRY

Linn County, Oregon



CITY OF MILLERSBURG

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

2021-2022 BUDGET CALENDAR

Target Dates Action Items

- April 17, 2021 Publish Notice of Budget Meetings on City website and in newspaper (5-30 days prior to the meeting)

- April 27, 2021 First Budget Committee Meeting, Public Hearing
 - Elect Chair
 - Deliver budget message

- May 4, 2021 Second Budget Committee Meeting and Public Hearing (if needed)

- May 20, 2021 Publish Notice of Budget hearing and financial summary on website and newspaper (5-30 days prior to hearing)

- June 8, 2021 City Council - Hold Budget Public Hearing
 - Adoption of Resolution:
 - Adopt Budget
 - Appropriate Budget
 - Levy Taxes

- June 25, 2021 Submit Appropriation Resolution



Budget Message Fiscal Year 2021-2022

This past year has been a year of challenges and milestones. The City of Millersburg, as with most communities, had to conduct the majority of our public business remotely. Fortunately, in previous months, the City had made infrastructure investments into our IT and phone systems that allowed us to accommodate the necessary changes.

Funding received through adoption of the CARES act in March 2020 enabled us to enhance the protection of our employees and citizens with the purchase of personal protective equipment, upgrades to our HVAC system in City Hall (installation of new HEPA filtration with UV light disinfection), the installation of protective barriers at our front counter, the installation of a walk-up window with intercom system, and the purchase of disinfectant and application equipment for the protection of our park facilities restrooms, playground equipment, and City Hall facilities.

The Act also provided for additional purchases of IT equipment to further enhance our ability to communicate with our residents during remote meetings. The City was also able to purchase required signage for our park facilities and City Hall, including signage to meet entry and exiting requirements associated with the reopening of the City Hall lobby.

Even though COVID-19 presented significant challenges in the past year, the City was able to complete a number of significant projects.

Our Strategic Plan and Master Plans, along with our Comprehensive Plan, Development Code, Municipal Code, Policies and Procedures, and Capital Improvement Program (CIP) continue to provide the guiding principles for the development of our annual budget. The CIP will be reviewed with the Budget Committee, highlighting general fund and utility fund planned capital expenditures for the coming budget year through 2025.

The assessed value (A/V) of the community for 2020/21 increased to \$602,382,391, a 6.32% increase over our 2019/20 A/V. However, we are continuing to utilize an estimated A/V growth of 4% as a basis for our budget calculation for general fund revenues. Our beginning fund balance for 2020/21 was approximately \$900,000 greater than what was estimated in fiscal year 2019/20.

This past year experienced a reduction in franchise utility fee revenues, primarily associated with a reduction in electrical franchise fees. This appears to be related to production reductions associated with major industries due to the pandemic. We expect to see a return this year back to normal as the economy continues to pick up, and with major capital investments planned at ATI. We have, however, lowered the expectations for franchise receipts in this coming budget.

Our budget development continues to be designed to ensure our daily operation needs and expenses do not exceed our estimated annual projected revenues. To this end it is important to note that our beginning fund balance consists of restricted and reserve fund balances required for planned future projects and/or capital expenditures, in addition to funds held in reserve for emergencies.

The proposed budget maintains general fund contingencies of \$630,000 and includes planned expenditure of general fund reserves at just over \$5.6 million for the construction of the new fire station and associated furnishings. The construction of our fire station is being accomplished without having to secure passage of a bond or obtaining a loan. This was made possible because of savings the City set aside over the years, while maintaining one of the lowest city tax rates in Linn County at \$3.50 per thousand of assessed value. This would not have been possible without the value our industries add to our community, allowing us to provide services not typically seen for a city of our size, such as 24/7 career fire service staffing of a three-person paramedic engine company. The expenditures for the fire station will result in an estimated remaining general fund reserve of approximately \$1.1 million this fiscal year, not including the contingency funds included in the general fund.

Additionally, associated with the construction of the new fire station, approximately \$1.0 million is budgeted from our streets, water, and sewer funds for the construction of the initial phase of Transition Parkway, which will provide access to the new fire station and our industrial properties to the west.

Finally, the City is in the early phase of negotiations for the potential long-term lease of 25 acres of City owned industrial property which, if concluded, will result in additional long-term general fund lease revenues in addition to the added tax value associated with the development of the property.

The following is a highlight of initiatives that were completed as a part of last year's budget.

Website

Our new website went active December 2020, with a number of changes and improvements from the previous site. The new site ensures we are meeting ADA requirements and significantly expands ease of use and the sharing of information and materials with citizens and users of our site. New features that are currently available to our residents include the ability to make payments online and improved latest news and calendar access, including meeting agendas, packets, and video recordings. Also coming soon will be the ability for citizens to sign up to receive e-notifications via a subscription list on the website, including emergency information, news, general information regarding meetings, and other announcements. These are examples of the site's enhancements.

Accounting and Utility Billing Software System

The City has completed the installation and set-up of a new accounting and utility billing software system. The new system allows the City to provide programs often requested by our residents such as electronic and automatic bill pay, which was very limited and cumbersome under our old system, and the ability for customers to see and track their utility account information. The new system is also addressing a number of areas of

frustration and limitations with our previous ability to track and monitor our financial performance and tracking of account and payment information.

Land Use Code

A complete rewrite and update of our land use code regulations was completed with the adoption of our new Millersburg Development Code on October 13, 2020. The process involved a tremendous amount of work, time, and energy over a three-year period by our Planning Commission and staff, including numerous open houses and public hearings prior to code adoption.

We would like to recognize those Planning Commission members who played a critical role through their commitment of time and work on the new Code adoption:

Jimmie Kirkendahl – Planning Commission Chair
Dennis Gunner – Planning Commission member
Connie Lepin – Planning Commission member
Anne Peltier – Planning Commission member
Ryan Penning – Planning Commission member
John Sullivan – Planning Commission member
Steve Vogler – Planning Commission member

Fire Station

City of Millersburg and Albany Fire Department staff, in consultation with the City Council, this past year worked with Soderstrom Architecture for the design for the construction of the new Millersburg Fire Station, which will continue to be operated by the Albany Fire Department under an Intergovernmental Agreement with the City of Albany. The station is designed as an essential services building. This means in the event of a major earthquake, the building is designed to survive and still be able to operate and serve our community. In addition, as part of the design process, we looked for design features which will reduce the long term operating costs of the station, such as concrete and/or polished concrete floors throughout the majority of the station, roofing materials (50-year metal roof), and siding materials to name a few.

The station is designed for a minimum 50-year operational status and to meet the City's long term emergency response growth needs. Based on experience with COVID-19 and impacts on emergency response personnel, additional enhanced design components were incorporated to address and limit potential exposure of employees to COVID-19, or other similar airborne pathogens, along with the ability to ensure easy cleaning and decontamination of surfaces to prevent and limit pathogen spread from surface contamination.

The new station also includes a training/conference room that is designed for Fire's training needs in addition to City and community use. This room will also function as the City's Emergency Operations Center should the need ever arise and as a back-up center for City operations if ever required (note - City Hall is not designed as an essential services building).

The contract for construction of the 10,200 square foot fire station, street, and utilities was awarded to Wildish Building Company, with an expected completion date of May 31, 2022, for \$6,025,230.

Woods Road/Slurry Seal

During the summer of 2020, several street maintenance projects were completed. Crack sealing was conducted on streets west and south of the City Park and a slurry seal was applied to streets in the Morningstar and Sweetwater neighborhoods, which were previously crack sealed. This surface treatment project represented the first maintenance project of its type to be done on local neighborhood streets in Millersburg. Through a combination of City funds and grant funds, a pavement repair and overlay project was completed on Woods Road between Alexander Lane and Sonora Drive.

Economic Development

The City has remained committed and active on economic development of City-owned property and the development of public property which Linn County owns subsequent to the purchase of the former International Paper Mill site for the development of the Intermodal Center, which has broken ground. The City continues to support our existing industries and businesses and is glad to report that ATI Specialty Alloys and Components (Wah Chang) is making new investments valued at approximately \$52 million dollars of new investment. Additionally, Ti Square recently completed additional capabilities on their site for a \$3-million-dollar investment.

The City continues to see interest in our property for potential high-valued industrial investments. The construction of the fire station and availability of services to the site associated with the new road, as well as the planned construction by Pacific Power of their new power substation on property purchased from the City, should further enhance interest in our property.

We are currently in negotiations with a client for the potential lease and development of 25 acres of our industrial zoned property on the west side of the Burlington Northern/Portland and Western Railroad tracks.

Construction of the new Intermodal Project will also likely add interest to City and County owned properties.

The City was approached by the State of Oregon and encouraged to consider submitting an application for consideration of our property as a Regionally Significant Industrial Site (RSIS). The City has elected to do so. If selected as a qualified site by the State, development costs associated with infrastructure costs to serve the site for a qualified prospective project could be eligible for state income tax reimbursement. Tax reimbursements go to the approved local community annually the year after a project's employment thresholds are reached. The following examples are eligible site readiness activities: land acquisition and assembly costs, planning and engineering, environmental remediation and mitigation, transportation improvements, infrastructure improvements, and site grading.

Water and Sewer Rate Changes

In March 2021, the City completed an update to our water and sewer rates. The adoption of the new rate structures and proposed future increases completed a project which began in 2018. The project modernized the water rate structure by changing from declining block to uniform block charges, where customers pay the same amount per unit of water, regardless of amount of water used. It also modified the sewer rate structure

from a flat rate to a structure that accounts for water consumption. The changes became effective in April and will be seen by customers on bills received in early June 2021.

System Development Charge (SDC) Updates

During the past year, the City completed an update to SDCs for transportation, water, and sewer, as well as adoption of a new SDC charge for stormwater. SDCs are one-time charges assessed on new development, which provide a mechanism to allow new growth in a community to pay for its share of infrastructure costs rather than existing taxpayers or utility ratepayers. The new SDCs went into effect during the summer of 2020. Park SDCs are now under review and are scheduled to be updated during the summer of 2021.

Buildable Lands Inventory (BLI)/Housing Needs Assessment (HNA)

The City has contracted with ECO Northwest to conduct a BLI and HNA. With the City surpassing the population threshold of 2,500 residents, we are required to ensure we meet State planning goals. This involves looking 25 years out to ensure we have sufficient land available to meet projected populations for our community. The 2045 population estimates just completed by PSU put our population at 5,436 with an estimated 2070 population of 8,974. Our consultants have completed the BLI and are finalizing the HNA based on the completed population forecast which help determine what, if any, steps the City may need to take to ensure we remain in compliance with State planning requirements.

I would like to thank our staff for their dedication and commitment to the City's Mission, Vision, and Values. Their continued commitment to these principles was evident in how we responded to and addressed the impacts associated with Coronavirus this past year, in addition to meeting our citizens needs and their everyday responsibilities and is greatly appreciated.

Sincerely,

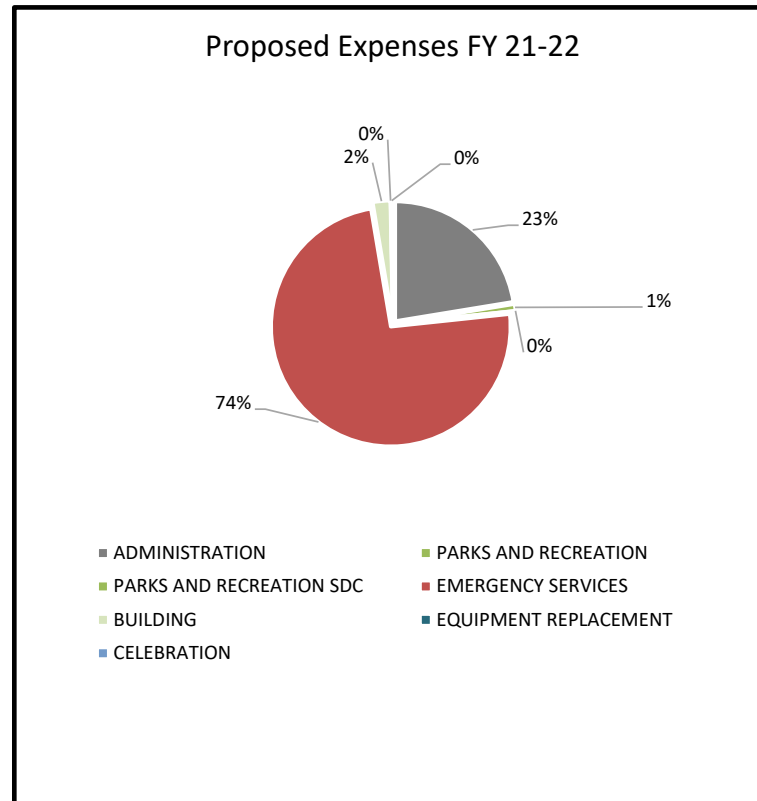


Kevin L Kreitman – EFO
City Manager

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	GENERAL FUND RESOURCES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
8,983,881	10,136,059	10,599,724	ADMINISTRATION	10,520,339	-	-
157,780	1,805	3,000	PARKS AND RECREATION	-	-	-
692,833	586,045	738,722	PARKS AND RECREATION SDC	33,641	-	-
4,131,798	4,124	2,000	EMERGENCY SERVICES	2,000	-	-
1,107,012	790,351	525,000	BUILDING	253,000	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
38,314	16,217	9,500	CELEBRATION	-	-	-
15,111,617	11,534,601	11,877,946	TOTAL GENERAL FUND RESOURCES	10,808,980	-	-
Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	GENERAL FUND EXPENSE BY OBJECT	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
			PERSONNEL SERVICES			
633,268	667,773	829,384	ADMINISTRATION	881,389	-	-
633,268	667,773	829,384	TOTAL PERSONNEL SERVICES	881,389	-	-
			MATERIALS & SERVICES			
569,935	765,194	743,380	ADMINISTRATION	716,748	-	-
73,463	90,945	137,000	PARKS AND RECREATION	88,000	-	-
1,469,559	1,590,905	1,599,010	EMERGENCY SERVICES	1,689,636	-	-
687,910	787,390	482,000	BUILDING	230,500	-	-
31,007	44,257	30,000	CELEBRATION	30,000	-	-
2,831,873	3,278,691	2,991,390	TOTAL MATERIALS & SERVICES	2,754,884	-	-
			CAPITAL OUTLAY			
25,100	109,746	65,000	ADMINISTRATION	-	-	-
31,579	936	10,000	PARKS AND RECREATION	-	-	-
-	-	350,000	PARKS AND RECREATION SDC	-	-	-
350,150	3,365	1,315,000	EMERGENCY SERVICES	5,538,000	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
406,830	114,047	1,740,000	TOTAL CAPITAL OUTLAY	5,538,000	-	-
			TRANSFERS			
5,628,891	417,661	-	ADMINISTRATION	-	-	-
5,628,891	417,661	-	TOTAL TRANSFERS	-	-	-
			CONTINGENCY			
-	-	600,000	ADMINISTRATION	600,000	-	-
-	-	30,000	EMERGENCY SERVICES	30,000	-	-
-	-	630,000	TOTAL CONTINGENCIES	630,000	-	-
9,500,862	4,478,173	6,190,774	TOTAL GENERAL FUND EXPENDITURES	9,804,273	-	-

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	OTHER GENERAL FUND REQUIREMENTS	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
			RESERVE ACCOUNT TOTALS			
-	-	388,722	PARKS AND RECREATION SDC	33,641	-	-
-	-	2,500,000	EMERGENCY SERVICES	-	-	-
-	-	102,500	EQUIPMENT REPLACEMENT	102,500	-	-
5,610,754	7,056,428	2,695,951	UNAPPROPRIATED ENDING FUND BALANCE	868,566	-	-
5,610,754	7,056,428	5,687,173	TOTAL RESERVE AND UNAPPROPRIATED FUNDS	1,004,707	-	-
15,111,617	11,534,601	11,877,946	TOTAL GENERAL FUND REQUIREMENTS	10,808,980	-	-

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	GENERAL FUND EXPENDITURES BY PROGRAM	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
6,857,195	1,960,375	2,237,764	ADMINISTRATION	2,198,137	-	-
105,042	91,881	147,000	PARKS AND RECREATION	88,000	-	-
-	-	350,000	PARKS AND RECREATION SDC	-	-	-
1,819,709	1,594,270	2,944,010	EMERGENCY SERVICES	7,257,636	-	-
687,910	787,390	482,000	BUILDING	230,500	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
31,007	44,257	30,000	CELEBRATION	30,000	-	-
9,500,862	4,478,173	6,190,774	TOTAL GENERAL FUND EXPENDITURES	9,804,273	-	-



Actual FY 2018 2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	ADMINISTRATION PROGRAM RESOURCES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
5,368,672	5,723,546	6,187,187		BEGINNING FUND BALANCE	7,056,428		
		733,000		PROJECTED CARRYOVER	(833,000)		
1,760,529	1,907,183	1,938,685	01-30-100	CURRENT YEAR TAX LEVY	2,104,965		
407,000	487,702	536,262	01-39-100	TRANSFER FROM STREET, STORMWATER, AND ENTERPRISE FUNDS	542,936		
		95,637		STREET FUND	99,987		
		67,085		STORMWATER FUND	55,960		
		185,114		SEWER FUND	191,789		
		188,426		WATER FUND	195,200		
26,900	21,565	10,000	01-31-200	LAND USE FEE	5,000		
16,746	13,418	7,000	01-38-900	MISCELLANEOUS REVENUE AND CITY PERMIT FEES	3,000		
(200)		-	-	CITY HALL RENTAL FEES			
60,824	60,204	55,000	01-38-200	RENTAL PROPERTY INCOME	70,000		
-	1,000	1,000	01-32-100	GRANT	1,000		
32,538	30,219	50,805	01-34-100	STATE REVENUE SHARING	54,920		
938,952	951,469	972,500	01-31-100	FRANCHISE FEES	927,400		
		62,000		REPUBLIC SERVICES	60,000		
		52,000		NW NATURAL GAS	53,000		
		3,700		CENTURY LINK	3,400		
		819,000		PACIFIC POWER	780,000		
		35,000		COMCAST CABLE	30,000		
		800		LIGHTSPEED	1,000		
75	75	100	01-35-100	LIQUOR LICENSES	100		
2,310	12,600	2,200	01-30-155	CIGARETTE TAXES	2,500		
36,293	37,189	48,547	01-30-150	LIQUOR TAXES	50,974		
1,100	-	-	01-32-150	PCPI BOND	-		
332,142	301,829	57,438	01-38-100	INTEREST RECEIVED	12,914		
	588,060			PROPERTY SALE			
	-		01-38-800	COVID FUNDS	521,203		
8,983,881	10,136,059	10,599,724		TOTAL ADMINISTRATION PROGRAM RESOURCES	10,520,339	-	-

PARKS AND RECREATION PROGRAM RESOURCES							
6,780	1,805	3,000	01-31-300	PARK SHELTER USER FEES	-		
151,000	-	-	-	TRANSFER FROM GENERAL FUND - ADMINISTRATION	-		
157,780	1,805	3,000		TOTAL PARKS AND RECREATION PROGRAM RESOURCES	-	-	-

PARKS AND RECREATION SDC PROGRAM RESOURCES							
576,433	463,641	690,722		BEGINNING PARK SYSTEM DEVELOPMENT CHARGES (SDC) PROGRAM BALANCE	9,641		
132,580		125,982		BEGINNING SDC-R BALANCE	3,321		
449,618		564,740		BEGINNING SDC-I BALANCE	6,320		
116,400	122,404	48,000	01-31-450	PARK SYSTEM DEVELOPMENT CHARGES (SDC) FEES	24,000		
26,772		11,040		PARK SDC-R FEES	5,520		
90,792		36,960		PARK SDC-I FEES	18,480		
692,833	586,045	738,722		TOTAL PARKS AND RECREATION SDC PROGRAM RESOURCES	33,641	-	-

EMERGENCY SERVICES PROGRAM RESOURCES								
3,035,000	-	-	-	-	TRANSFER FROM GENERAL FUND BEGINNING FUND BALANCE	-	-	-
1,096,550	-	-	-	-	TRANSFER FROM GENERAL FUND	-	-	-
248	4,124	2,000	01-33-100	JUSTICE COURT		2,000	-	-
4,131,798	4,124	2,000		TOTAL EMERGENCY SERVICES PROGRAM RESOURCES		2,000	-	-

BUILDING PROGRAM RESOURCES								
317,888	326,029	225,000	01-30-200	CONSTRUCTION EXCISE TAX		100,000	-	-
409,124	455,242	300,000	01-31-250	BUILDING PERMIT FEES		150,000	-	-
-	9,080	-	01-31-350	CITY PERMIT FEES		3,000	-	-
380,000	-	-		TRANSFER FROM GENERAL FUND FOR LINN COUNTY BUILDING PERMITS		-	-	-
1,107,012	790,351	525,000		TOTAL BUILDING PROGRAM RESOURCES		253,000	-	-

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

MILLERSBURG CELEBRATION PROGRAM RESOURCES								
38,314	16,217	9,500	01-37-100	MILLERSBURG CELEBRATION		-	-	-
		4,500		SPONSORSHIPS		-	-	-
		5,000		REVENUE		-	-	-
38,314	16,217	9,500		TOTAL MILLERSBURG CELEBRATION PROGRAM RESOURCES		-	-	-

692,833	586,045	738,722		RESTRICTED FUNDS (SDC'S)		33,641	-	-
14,418,784	10,948,556	11,139,224		AVAILABLE RESOURCES		10,775,339	-	-
15,111,617	11,534,601	11,877,946		TOTAL GENERAL FUND RESOURCES		10,808,980	-	-

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-22	In Progress	Work on development of City industrial properties
	Mar-22	In Progress	Consider expansion of UGB to meet Oregon land use requirements
	Apr-22	Pending	Update City Comprehensive Plan
Community Governance/Public Infrastructure	Mar-22	In Progress	Implement new modules in financial software system

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	ADMINISTRATION PROGRAM EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				PERSONNEL SERVICES			
66,415	76,369	81,453	01-40-110	CITY MANAGER	101,340		
127,389	132,047	135,608	01-40-111	ASSISTANT CITY MANAGER / CITY ENGINEER	139,208		
70,581	72,953	74,870	01-40-112	CITY RECORDER	75,615		
-	-	-	01-40-113	DEVELOPMENT COORDINATOR	-		
57,771	59,655	64,640	01-40-114	DEPUTY CITY RECORDER	65,252		
-	-	25,830	01-40-115	OFFICE ASSISTANT	26,243		
59,658	61,974	66,250	01-40-120	MAINTENANCE SUPERVISOR	68,226		
41,776	43,831	46,220	01-40-121	MAINTENANCE ASSISTANT	48,646		
-	-	20,000	01-40-125	CECOP INTERN	20,000		
12,102	8,464	20,000	01-40-129	OVERTIME	20,000		
37,888	39,883	52,150	01-40-130	PAYROLL TAXES	55,042		
67,871	76,099	129,542	01-40-131	PERS	146,520		
80,761	87,559	91,062	01-40-132	MEDICAL INSURANCE	93,339		
1,940	1,878	8,000	01-40-133	DISABILITY INSURANCE AND WORKERS COMP	9,500		
-	-	2,460	01-40-134	SUPPLEMENTAL MEDICAL INSURANCE - HSA EMPLOYEE CONTRIBUTION	2,460		
9,116	7,060	11,299	01-40-135	DENTAL & VISION INSURANCE	10,000		
633,268	667,773	829,384		TOTAL PERSONNEL SERVICES	881,389	-	-

				MATERIALS & SERVICES			
15,232	12,950	20,000	01-40-236	ACCOUNTING & AUDIT	16,000		
1,535	4,514	1,000	01-40-211	BIDS PUBLICATION	1,000		
24,664	42,412	34,000	01-40-212	BONDING & INSURANCE	44,000		
9,849	4,142	40,400	01-40-213	CITY HALL BUILDING	10,000		
155,625	-	-	01-40-214	CITY ATTORNEY	-		
15,335	24,539	20,000	01-40-215	CITY HALL UTILITIES	19,900		
1,589	9,318	9,000	01-40-216	MERCHANT FEES	14,000		
36,091	17,752	22,500	01-40-217	COMMUNITY SUPPORT	18,500		
2,946	4,884	6,000	01-40-218	CALL-A-RIDE	6,000		
1,011	4,607	6,000	01-40-220	POSTAGE AND SHIPPING	6,500		
9,363	15,502	25,000	01-40-221	MATERIALS & SUPPLIES	25,000		
-	9,054	22,040	01-40-222	OFFICE EQUIPMENT AND SOFTWARE	22,040		
68,741	146,983	81,440	01-40-223	CONTRACTED SERVICES	87,588		
99	330	2,500	01-40-224	CITY COUNCIL	2,500		
1,675	840	2,500	01-40-225	EDUCATION & TRAINING	2,500		
3,285	2,773	13,000	01-40-226	MEETINGS & TRAVEL	13,000		
6,878	11,588	14,000	01-40-227	DUES & SUBSCRIPTIONS	14,000		
30,000	30,000	30,000	01-40-228	ALBANY-MILLERSBURG ECONOMIC DEVELOPMENT CORP (AMEDC)	-		
22,500	43,700	42,000	01-40-229	ECONOMIC DEVELOPMENT	50,000		
29,302	219,755	190,000	01-40-230	LEGAL SERVICES	220,000		
3,680	2,440	3,000	01-40-231	LIBRARY SERVICES	5,000		
292	197	400	01-40-232	LGIP / BANK FEES	1,000		
1,036	688	1,600	01-40-233	MILEAGE	1,600		
16,889	-	-	01-40-234	OFFICE EXPENSES	-		
79,093	81,435	111,000	01-40-235	CONSULTANTS - PLANNING	95,000		
15,885	23,433	20,000	01-40-210	CONSULTANTS - ENGINEERING	20,000		
4,099	2,032	5,000	01-40-237	PRINTING & ADVERTISING	3,000		
8,751	8,176	9,000	01-40-238	PROPERTY TAXES	3,500		
1,358	24,389	12,000	01-40-239	RENTAL PROPERTY	12,600		
2,730	-	-	01-40-240	CELL PHONE REIMBURSEMENT	2,520		
401	40	-	01-40-241	TRAVEL & MEALS	-		
-	16,721	-	01-40-810	COVID Expenses	-		
569,935	765,194	743,380		TOTAL MATERIALS & SERVICES	716,748	-	-

				CAPITAL OUTLAY			
-	104,747	-	01-40-710	CITY HALL IMPROVEMENTS	-		
-	-	65,000	01-40-716	REPAIR CITY HALL PARKING LOT AND ADD SIDEWALK	-		
4,936	-	-	01-40-711	EQUIPMENT	-		
-	-	-	01-40-712	LAND	-		
20,164	-	-	01-40-713	WORK STATION AND FILE ROOM UPGRADES	-		
-	4,549	-	01-40-714	FIBER TO CITY HALL	-		
-	450	-	01-40-715	PLOTTER (FULL SIZE)	-		
25,100	109,746	65,000		TOTAL CAPITAL OUTLAY	-	-	-
				TRANSFERS			
4,131,550	-	-	01-40-910	TRANSFER TO GENERAL FUND EMERGENCY SERVICES (FROM REVENUES)	-		
151,000	-	-	-	TRANSFER TO GENERAL FUND EMERGENCY SERVICES FROM BEGINNING FUND BALANCE	-		
380,000	-	-	-	TRANSFER TO GENERAL FUND PARKS AND REC	-		
180,108	-	-	-	TRANSFER TO GENERAL FUND BUILDING FUND	-		
209,800	-	-	01-40-914	TRANSFER TO STREET FUND	-		
-	417,661	-	01-40-915	TRANSFER TO STORMWATER FUND	-		
576,433	-	-	-	TRANSFER TO GENERAL FUND PARKS AND REC SDC	-		
5,628,891	417,661	-		TOTAL TRANSFERS	-	-	-
				CONTINGENCY			
-	-	600,000	01-40-800	OPERATING CONTINGENCY	600,000		
6,857,195	1,960,375	2,237,764		TOTAL ADMINISTRATION PROGRAM EXPENDITURES	2,198,137	-	-

6,857,195	1,960,375	2,237,764		TOTAL ADMINISTRATION REQUIREMENTS	2,198,137	-	-
------------------	------------------	------------------	--	--	------------------	----------	----------

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 the Millersburg Celebration.
- 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	Summer-21	In Progress	SDC Update
	Summer-21	Pending	Begin design of new park in NW area of City

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	PARKS AND RECREATION PROGRAM EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				MATERIALS & SERVICES			
12,632	8,245	15,000	01-45-210	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	15,000		
37,107	56,619	82,000	01-45-211	PARK SUPPLIES & MAINTENANCE	66,000		
23,723	26,081	34,000	01-45-212	PARKS PROJECTS	7,000		
-	-	6,000	01-45-213	SDC STUDY	-		
73,463	90,945	137,000		TOTAL MATERIALS & SERVICES	88,000	-	-
				CAPITAL OUTLAY			
-	-	-	01-45-720	PARK FACILITY BUILDINGS	-		
9,195	-	10,000	01-45-741	MAINTENANCE EQUIPMENT	-		
13,830	936	-	01-45-742	SERVICE VEHICLE	-		
-	-	-	01-45-731	PARKS EQUIPMENT/FURNISHINGS	-		
8,554	-	-	01-45-732	PARK LIGHTING UPGRADES	-		
31,579	936	10,000		TOTAL CAPITAL OUTLAY	-	-	-
105,042	91,881	147,000		TOTAL PARKS AND RECREATION PROGRAM EXPENDITURES	88,000	-	-

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	PARKS AND RECREATION SDC PROGRAM EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
	-	-	01-46-201	SDC-R	-		
	-	350,000	01-46-760	SDC-I	-		
	-				-		
-	-	350,000		TOTAL CAPITAL OUTLAY	-	-	-
-	-	350,000		TOTAL PARKS AND RECREATION SDC PROGRAM EXPENDITURES	-	-	-

105,042	91,881	497,000		TOTAL PARKS AND RECREATION EXPENDITURES	88,000	-	-
---------	--------	---------	--	---	--------	---	---

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	PARKS AND RECREATION SUMMARY	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				RESERVE ACCOUNTS			
-	-	388,722	01-46-760	CIP PROJECT LIST	33,641		
-	-	388,722		TOTAL RESERVE ACCOUNTS	33,641	-	-
-	-	388,722		TOTAL OTHER PARKS AND RECREATION REQUIREMENTS	33,641	-	-

105,042	91,881	885,722		TOTAL PARKS AND RECREATION REQUIREMENTS	121,641	-	-
---------	--------	---------	--	---	---------	---	---

Functions and Responsibilities

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

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Safety	May-21	In-Progress	Construction of new fire station CIP#1004B

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	EMERGENCY SERVICES PROGRAM EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				MATERIALS & SERVICES			
1,245,015	1,406,291	1,418,000	01-50-210	CONTRACTED FIRE SERVICES	1,426,000		
88,140	130,081	134,010	01-50-211	LINN COUNTY CONTRACTED SHERIFF	138,636		
4,296	6,373	8,000	01-50-212	UTILITIES - FIRE STATION	8,000		
8,652	600	-	01-50-213	INSTALLATION OF TEMPORARY FACILITIES	-		
88,456	7,722	2,000	01-50-214	EQUIPMENT/FURNISHINGS FOR NEW STATION	80,000		
-	4,838	2,000	01-50-215	MAINTENANCE AND SUPPLIES	2,000		
35,000	35,000	35,000	01-50-216	EQUIPMENT REPLACEMENT TO ALBANY	35,000		
1,469,559	1,590,905	1,599,010		TOTAL MATERIALS & SERVICES	1,689,636	-	-
				CAPITAL OUTLAY			
350,150	-	-	01-50-720	TEMPORARY STATION	-		
-	3,365	315,000	01-50-721	PERMANENT FIRE STATION DESIGN	70,000		
-	-	1,000,000	01-50-725	FIRE FACILITY CONSTRUCTION	5,468,000		
350,150	3,365	1,315,000		TOTAL CAPITAL OUTLAY	5,538,000	-	-
-	-	30,000	01-50-800	CONTINGENCY	30,000		
1,819,709	1,594,270	2,944,010		TOTAL EMERGENCY SERVICES PROGRAM EXPENDITURES	7,257,636	-	-

1,819,709	1,594,270	2,944,010		TOTAL EMERGENCY SERVICES EXPENDITURES	7,257,636	-	-
------------------	------------------	------------------	--	--	------------------	---	---

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	EMERGENCY SERVICES PROGRAM SUMMARY	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				RESERVE ACCOUNTS			
-	-	2,500,000	01-50-780	FIRE FACILITY CONSTRUCTION RESERVE	-		
-	-	2,500,000		TOTAL EMERGENCY SERVICES PROGRAM RESERVE ACCOUNTS	-	-	-
-	-	2,500,000		TOTAL OTHER EMERGENCY SERVICES REQUIREMENTS	-	-	-

1,819,709	1,594,270	5,444,010		TOTAL EMERGENCY SERVICES REQUIREMENTS	7,257,636	-	-
------------------	------------------	------------------	--	--	------------------	---	---

Functions and Responsibilities

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

<u>Strategies/Actions</u>	Target Date	Status	Goals/Objectives
Strategic Priority			
Development	Summer-21	Pending	Purchase of Software to Provide Millersburg Access to Linn County's Computerized Permitting Program

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	BUILDING PROGRAM EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				MATERIALS & SERVICES			
308,296	386,508	223,000	01-52-210	PAYMENT TO GREATER ALBANY PUBLIC SCHOOL	99,000		
379,614	400,882	255,000	01-52-211	PAYMENT TO LINN COUNTY BUILDING DEPARTMENT	127,500		
-	-	4,000	01-52-212	BUILDING PERMITTING SOFTWARE	4,000		
687,910	787,390	482,000		TOTAL MATERIALS & SERVICES	230,500	-	-
687,910	787,390	482,000		TOTAL BUILDING PROGRAM EXPENDITURES	230,500	-	-
687,910	787,390	482,000		TOTAL BUILDING PROGRAM REQUIREMENTS	230,500	-	-

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	Develop and Update Equipment Replacement Schedule

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	EQUIPMENT REPLACEMENT PROGRAM EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				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	-	-	-
---	---	---	--	---	---	---	---

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	EQUIPMENT REPLACEMENT PROGRAM SUMMARY	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				RESERVE ACCOUNTS			
-	-	51,250	01-54-781	EQUIPMENT REPLACEMENT - (GENERAL FUND ADMIN)	51,250		
-	-	51,250	01-54-782	EQUIPMENT REPLACEMENT - (GENERAL FUND PARKS AND REC EQUIPMENT)	51,250		
-	-	102,500		TOTAL RESERVE ACCOUNTS	102,500	-	-
-	-	102,500		TOTAL OTHER EQUIPMENT REPLACEMENT PROGRAM REQUIREMENTS	102,500	-	-

-	-	102,500		TOTAL EQUIPMENT REPLACEMENT REQUIREMENTS	102,500	-	-
---	---	---------	--	---	---------	---	---

Functions and Responsibilities

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

<u>Strategies/Actions</u>	<u>Target Date</u>	<u>Status</u>	<u>Goals/Objectives</u>
<u>Strategic Priority</u>			
Recreation	Sep-21	Ongoing	Provide resources and support for continuation of an annual celebration

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	MILLERSBURG CELEBRATION PROGRAM EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				MATERIALS & SERVICES			
31,007	44,257	30,000	01-56-210	CELEBRATION EXPENSES	30,000		
31,007	44,257	30,000		TOTAL MATERIALS & SERVICES	30,000	-	-
31,007	44,257	30,000		TOTAL MILLERSBURG CELEBRATION EXPENDITURES	30,000	-	-

31,007	44,257	30,000		TOTAL MILLERSBURG CELEBRATION EXPENDITURES	30,000	-	-
--------	--------	--------	--	--	--------	---	---

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	MILLERSBURG CELEBRATION PROGRAM SUMMARY	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				RESERVE ACCOUNTS			
-		-		CARRYOVER FROM PREVIOUS YEAR	-		
-	-	-		TOTAL RESERVE ACCOUNTS	-	-	-
-	-	-		TOTAL OTHER MILLERSBURG CELEBRATION REQUIREMENTS	-	-	-

31,007	44,257	30,000		TOTAL MILLERSBURG CELEBRATION	30,000	-	-
--------	--------	--------	--	-------------------------------	--------	---	---

Functions and Responsibilities

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

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Summer-21	Pending	Surface Treatment
	Summer-21	Pending	Crack Sealing
	Summer-21	Pending	Striping
	Summer-21	Pending	Woods Road Shared Use Path CIP#2039
	Summer-21	Pending	Beauty Strips Woods Road
	Fall-21	Pending	West Industrial Property Access Road CIP#2010
	Spring-21	In Progress	Transition Parkway CIP#2050

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	STREET PROGRAM RESOURCES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
416,713	519,542	431,598	02-29-800	BEGINNING FUND BALANCE	96,815		
		14,250		BEGINNING FUND BALANCE BIKE/PED	15,900		
410,390	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		
	-	43,799	02-38-100	INTEREST RECEIVED	41,291		
34,531	18,279	12,000	02-31-105	STREET PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	5,000		
180,108	-	-		TRANSFER FROM GENERAL FUND	-		
10,000	-	-		TRANSFER FROM STREET SYSTEM DEVELOPMENT CHARGES (SDC) FUND	-		
150,326	174,044	165,000	02-30-500	HIGHWAY USE TAX	216,144		
		163,350		HWY USE TAX ROADS	213,983		
		1,650		HWY USE TAX BIKE/PED	2,161		
		-		HB2017 STF	-		
101,050	19,839	35,000	02-31-550	STREET CONNECTION CHARGES	-		
-	-	-	02-38-900	MISC. STREET REVENUE	-		
	-	91,000	02-32-100	GRANT	-		
1,303,118	1,169,204	1,230,147		TOTAL STREET PROGRAM RESOURCES	812,650	-	-

			Account #	STREET SDC PROGRAM RESOURCES			
1,371,755	1,780,714	2,192,649	02-29-100	BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	2,374,669		
54,870		50,561		BEGINNING SDC-R BALANCE	81,267		
1,316,885		2,142,088		BEGINNING SDC-I BALANCE	2,293,402		
340,032	376,515	228,920	02-31-500	STREET SYSTEM DEVELOPMENT CHARGES (SDC) FEES	114,460		
13,601		87,240		STREET SDC-R FEES	43,620		
326,431		141,680		STREET SDC-I FEES	70,840		
1,711,787	2,157,229	2,421,569		STREET SDC PROGRAM RESOURCES	2,489,129	-	-

	2,594,729	2,859,069		RESTRICTED FUNDS	2,926,629	-	-
	731,704	792,647		AVAILABLE RESOURCES	375,150	-	-
3,014,905	3,326,433	3,651,716		TOTAL STREET FUND RESOURCES	3,301,778	-	-

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	STREET PROGRAM EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				MATERIALS & SERVICES			
18,014	66,688	50,000	02-60-210	CONSULTANTS ENGINEERING	28,000		
22,490	31,177	10,000	02-60-211	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000		
1,374	1,361	2,000	02-60-212	MISCELLANEOUS	2,000		
-	5,591	1,000	02-60-213	SDC STUDY	-		
17,531	23,709	25,000	02-60-214	STREET SWEEPING	25,000		
32,436	50,945	148,000	02-60-215	STREET & ROAD REPAIR	95,000		
35,117	38,514	42,000	02-60-216	STREET LIGHTS POWER	44,000		
8,770	-	-	02-60-217	INSTALL BOLLARDS MORNINGSTAR AND PARKER	-		
20,759	3,392	5,000	02-60-218	SIGNS	5,000		
156,491	221,377	283,000		TOTAL MATERIALS & SERVICES	209,000	-	-
				CAPITAL OUTLAY			
17,905	-	245,500	02-60-710	STREET CONSTRUCTION	21,000		
13,543	6,509	-	02-60-711	STREET LIGHTING CAPITAL IMPROVEMENTS	-		
4,610	312		02-60-712	SERVICE VEHICLE			
-	19,025	-	02-60-713	PROPERTY DEVELOPMENT FOR FUTURE ROADS	-		
-	-	-	02-60-714	BIKE/PED PROJECTS	-		
-	-	-	02-60-715	WOODS ROAD SHARED USE PATH	-		
36,058	25,846	245,500		TOTAL CAPITAL OUTLAY	21,000	-	-
				TRANSFERS			
74,600	78,829	95,637	02-60-910	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	99,987		
74,600	78,829	95,637		TOTAL TRANSFERS	99,987	-	-
				CONTINGENCY			
-	-	50,000	02-60-800	OPERATING CONTINGENCY	50,000		
267,149	326,052	674,137		TOTAL STREET PROGRAM EXPENDITURES	379,987	-	-

			Account #	STREET SDC PROGRAM EXPENDITURES			
-	-	18,000		SDC-R	18,000		
	-	710,000		SDC-I	900,000		
-	-	728,000		TOTAL SDC CAPITAL OUTLAY	918,000	-	-
				TRANSFERS			
10,000	-	-		TRANSFER TO STREET FUND - BIKE/PED-	-	-	-
10,000	-	-		TOTAL TRANSFERS	-	-	-
10,000	-	728,000		TOTAL STREET SDC PROGRAM EXPENDITURES	918,000	-	-

277,149	326,052	1,402,137		TOTAL STREET FUND EXPENDITURES	1,297,987	-	-
----------------	----------------	------------------	--	---------------------------------------	------------------	---	---

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	STREET FUND SUMMARY	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				RESERVE ACCOUNTS			
-	-	2,249,579	02-60-760	STREETS CIP PROJECTS	2,003,791		
-	-	2,249,579		TOTAL RESERVE ACCOUNTS	2,003,791	-	-
2,737,756	3,000,381	-		UNAPPROPRIATED ENDING FUND BALANCE	(0)		
2,737,756	3,000,381	2,249,579		TOTAL OTHER STREET FUND REQUIREMENTS	2,003,791	-	-

3,014,905	3,326,433	3,651,716		TOTAL STREET FUND REQUIREMENTS	3,301,778	-	-
------------------	------------------	------------------	--	---------------------------------------	------------------	---	---

Functions and Responsibilities

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

<u>Strategies/Actions</u>			
Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Summer-21/22	Pending	North Tributary of Crooks Creek Improvements CIP#3001
	Summer-21	Pending	Becker Ridge Detention Pond Modifications CIP#3002
		Ongoing	Inspection and Cleaning of Catch Basins and Manholes
		Ongoing	Clean and TV Pipe System
	Annually in Sept/Oct	Ongoing	Brush Clearing Crooks Creek Basin
Summer-21	In Progress	Storm facilities construction with street project to new fire station/industrial property	

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	STORMWATER PROGRAM RESOURCES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
-	44,361	303,000	03-29-800	BEGINNING FUND BALANCE	185,677		
	-	2,515	03-38-100	INTEREST RECEIVED	1,541		
27,093	3,538	6,000	03-31-105	STORMWATER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	-		
	7,500		03-38-900	MISC REVENUE	-		
209,800	417,661	-	03-39-100	TRANSFER FROM GENERAL FUND	-		
-	10,932	10,000	03-31-550	STORMWATER CONNECTION CHARGES	-		
236,893	483,991	321,515		TOTAL STREET PROGRAM RESOURCES	187,218	-	-

			Account #	STORMWATER SDC PROGRAM RESOURCES			
	-	-		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	7,920		
				BEGINNING SDC-R BALANCE	456		
				BEGINNING SDC-I BALANCE	7,464		
	-	-	03-31-500	STORMWATER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	13,200		
				STREET SDC-R FEES	760		
				STREET SDC-I FEES	12,440		
-	-	-		STORMWATER SDC PROGRAM RESOURCES	21,120	-	-

236,893	483,991	321,515		TOTAL STORMWATER FUND RESOURCES	208,338	-	-
----------------	----------------	----------------	--	--	----------------	---	---

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	STORMWATER FUND EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				MATERIALS & SERVICES			
1,560	3,726	10,000	03-70-210	CONSULTANTS ENGINEERING	5,000		
9,990	25,981	10,000	03-70-211	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000		
23,737	26,266	30,000	03-70-212	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPORT AND LEGAL FEES	-		
-	5,591	1,000	03-70-213	SYSTEM DEVELOPMENT CHARGES (SDC) AND RATE STUDY	-		
61,804	-	-	03-70-214	STORMWATER MASTER PLAN	-		
20,171	21,156	120,000	03-70-215	STORM DRAINS & DITCHES	50,000		
-	-	1,000	03-70-216	EDUCATION AND OUTREACH	1,000		
			03-70-217	STORMWATER PROGRAM DEVELOPMENT	5,000		
117,262	82,719	172,000		TOTAL MATERIALS & SERVICES	71,000	-	-
				CAPITAL OUTLAY			
23,470	-	-	03-70-710	FENCING DETENTION BASINS	-		
-	-	39,000	03-70-711	STORMWATER CONSTRUCTION	40,000		
23,470	-	39,000		TOTAL CAPITAL OUTLAY	40,000	-	-

				TRANSFERS			
51,800	54,661	67,085	03-70-910	TRANSFER TO GENERAL FUND ADMINISTRATION PERSONNEL SERVICES	55,960		
51,800	54,661	67,085		TOTAL TRANSFERS	55,960	-	-
				CONTINGENCY			
-	-	20,000	03-70-800	OPERATING CONTINGENCY	20,000		

192,532	137,380	298,085		TOTAL STORMWATER FUND EXPENDITURES	186,960	-	-
----------------	----------------	----------------	--	---	----------------	---	---

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	STORMWATER FUND SUMMARY	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				RESERVE ACCOUNTS			
	-	23,430	03-70-760	CIP PROJECT LIST	21,378		
-	-	23,430		TOTAL RESERVE ACCOUNTS	21,378	-	-
44,361	346,612	-		UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
44,361	346,612	23,430		TOTAL OTHER STREET FUND REQUIREMENTS	21,378		

236,893	483,991	321,515		TOTAL STORMWATER FUND REQUIREMENTS	208,338	-	-
----------------	----------------	----------------	--	---	----------------	---	---

Functions and Responsibilities

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

<u>Strategies/Actions</u>			
Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Summer-21	Pending	Crooks Creek Lift Station Controls Upgrade CIP#4013
	Spring-22	In Progress	WRF Solids Handling Project CIP#4009
	Spring-22	In Progress	Dewatering Equipment Replacement Project CIP#4023
	Summer-21	Pending	Influent VFDs CIP#4024
	Summer-21	Pending	Repair MHs at Burkhart and ATI FM Discharges CIP#4042
		Ongoing	MH Inspections
		Ongoing	TV/Clean Pipes
	Summer-21	In Progress	Fire Station Old Salem Access Road Sewer CIP#4043
	Summer-21	In Progress	Morningstar Lift Station Emergency Repair
2022	In Progress	NPDES Discharge Permit Renewal	

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	SEWER UTILITY ENTERPRISE PROGRAM FUND RESOURCES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
2,394,499	1,687,397	1,728,889	04-29-800	BEGINNING FUND BALANCE	2,218,811		
	-	22,986	04-38-100	INTEREST RECEIVED	25,249		
20,003	7,849	7,000	04-31-105	SEWER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	5,000		
839,251	1,057,320	870,000	04-31-100	SEWER USER FEES	900,000		
-	-	-	04-31-110	SEWER SERVICE INSTALLATION	-		
-	8,502	20,000	04-31-550	SEWER CONNECTION CHARGES	-		
37,363	37,188	37,000	04-38-500	DEQ WETLAND LOAN PAYMENTS FROM ALBANY	37,000		
	30,201		04-38-900	MISC REVENUE	-		
3,291,116	2,828,459	2,685,875		TOTAL SEWER PROGRAM RESOURCES	3,186,060	-	-
SEWER SDC PROGRAM RESOURCES							
342,279	620,356	578,906	04-29-100	BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	316,217		
		54,224		BEGINNING SDC-R BALANCE	-		
		524,682		BEGINNING SDC-I BALANCE	316,217		
216,713	241,617	179,960	04-31-500	SEWER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	89,980		
		102,480		SEWER SDC-R FEES (57% OF TOTAL SDC)	51,240		
		77,480		SEWER SDC-I FEES (43% OF TOTAL SDC)	38,740		
558,992	861,973	758,866		TOTAL SEWER SDC PROGRAM RESOURCES	406,197	-	-
	861,973	758,866		RESTRICTED FUNDS (SDC'S)	406,197	-	-
	2,828,459	2,685,875		AVAILABLE RESOURCES	3,186,060	-	-
3,850,108	3,690,432	3,444,741		TOTAL SEWER UTILITY ENTERPRISE FUND RESOURCES	3,592,257	-	-

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	SEWER UTILITY ENTERPRISE PROGRAM EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				MATERIALS & SERVICES			
9,800	7,403	10,000	04-80-210	CONSULTANTS - ENGINEERING	20,000		
19,935	20,784	6,000	04-80-211	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000		
184,834	178,836	200,000	04-80-212	O&M SEWER PLANT	200,000		
93,971	84,776	223,000	04-80-213	O&M COLLECTION SYSTEM	200,000		
12,910	25,431	5,000	04-80-214	RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY	-		
14,232	60,924	50,000	04-80-215	ALBANY-MILLERSBURG WATER RECLAMATION FACILITY LEGAL FEES	90,000		
32,967	17,172	10,000	04-80-217	SEWER MISCELLANEOUS EXPENSES	10,000		
	-			STUDIES - PERMIT RENEWAL	20,000		
368,649	395,326	504,000		TOTAL MATERIALS & SERVICES	550,000	-	-
				CAPITAL OUTLAY			
508,629	-	-	04-80-710	MORNINGSTAR AND ATI PUMP STATION UPGRADES	-		
71,369	17,662	704,700	04-80-712	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJECTS	768,000		
-	-	-	04-80-714	SEWER LINE CONSTRUCTION	-		
-	-	20,000	04-80-715	SEWER LIFT STATION UPGRADES	100,000		
13,830	936	-	04-80-713	SERVICE VEHICLE	-		
593,828	18,598	724,700		TOTAL CAPITAL OUTLAY	868,000	-	-

				DEBT SERVICE			
				DEBT SERVICE TO ALBANY	316,207		
	50,000			WETLAND LOAN PAYMENT TO DEQ	50,000		
83,923	77,149	70,254	04-80-611	INTEREST PAYMENT TO ALBANY	63,238		
3,375	3,125	2,875	04-80-613	INTEREST PAYMENT TO DEQ	2,625		
87,298	130,274	73,129		TOTAL DEBT SERVICE	65,863	-	-
				TRANSFERS			
72,100	76,179	92,718	04-80-910	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	96,543		
64,800	97,323	92,396	04-80-920	TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SERVICES	95,246		
136,900	173,502	185,114		TOTAL TRANSFERS	191,789	-	-
				CONTINGENCY			
-	-	100,000	04-80-800	OPERATING CONTINGENCY	100,000		
1,186,674	717,700	1,586,943		TOTAL SEWER PROGRAM EXPENDITURES	1,775,652	-	-

SEWER SDC PROGRAM EXPENDITURES							
	305,377	292,000	04-85-610	SDC-R	-		
		205,000	04-85-202	SDC-I	68,000		
350,103	305,377	497,000		TOTAL SDC EXPENDITURES	68,000	-	-
350,103	305,377	497,000		TOTAL SEWER SDC PROGRAM EXPENDITURES	68,000	-	-

1,536,777	1,023,077	2,083,943		TOTAL SEWER UTILITY ENTERPRISE FUND EXPENDITURES	1,843,652	-	-
-----------	-----------	-----------	--	--	-----------	---	---

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	SEWER ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				RESERVE ACCOUNTS			
		1,185,140	04-80-760	CIP PROJECT LIST	1,748,605		
-	-	1,185,140		TOTAL RESERVE ACCOUNTS	1,748,605	-	-
2,313,330	2,667,355	175,658		UNAPPROPRIATED ENDING FUND BALANCE	(0)	-	-
2,313,330	2,667,355	1,360,798		TOTAL OTHER SEWER FUND REQUIREMENTS	1,748,605	-	-

3,850,108	3,690,432	3,444,741		TOTAL SEWER FUND REQUIREMENTS	3,592,257	-	-
-----------	-----------	-----------	--	-------------------------------	-----------	---	---

Functions and Responsibilities

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

Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Summer-21	Pending	Abandon AC Pipe in Old Salem Road North of Truax Creek CIP#5004
	Summer-21	Pending	A-M WTP Seismic Valve Replacement CIP#5019
	Fall-21	Pending	A-M WTP Raw Water VFD Replacement CIP#5020
	Summer-21	In Progress	Fire Station and Industrial Property Access Road Water Main CIP#5015
	Winter-22	Pending	Water Management and Conservation Plan Update

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	WATER UTILITY ENTERPRISE FUND RESOURCES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
734,303	998,458	1,044,000	05-29-800	BEGINNING FUND BALANCE	1,697,189		
	-	33,099	05-38-100	INTEREST RECEIVED	39,464		
16,357	7,562	7,000	05-31-105	WATER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	5,000		
50,884	46,328	20,000	05-31-110	WATER SERVICE INSTALLATION	20,000		
893,129	983,131	900,000	05-31-100	WATER USER FEES	1,000,000		
-	5,938	10,000	05-31-550	WATER CONNECTION CHARGES	-		
2,682,000	-	-		LOAN PROCEEDS	-	-	-
4,376,673	2,041,417	2,014,099		TOTAL WATER PROGRAM RESOURCES	2,761,653	-	-

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	WATER SDC PROGRAM RESOURCES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
1,243,237	1,097,753	949,925	05-29-100	BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	680,138		
	812,581	624,440		BEGINNING SDC-R BALANCE	330,117		
	285,172	325,485		BEGINNING SDC-I BALANCE	350,022		
216,787	192,962	119,400	05-31-500	WATER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	59,700		
	156,299	77,760		WATER SDC-R FEES	38,880		
	36,663	41,640		WATER SDC-I FEES	20,820		
1,460,024	1,290,715	1,069,325		TOTAL WATER SDC PROGRAM RESOURCES	739,838	-	-

	1,290,715	1,069,325		RESTRICTED FUNDS (SDC'S)	739,838	-	-
	2,041,417	2,014,099		AVAILABLE RESOURCES	2,761,653	-	-
5,836,697	3,332,132	3,083,424		TOTAL WATER UTILITY ENTERPRISE FUND RESOURCES	3,501,491	-	-

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	WATER UTILITY ENTERPRISE FUND EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				MATERIALS & SERVICES			
3,418	6,725	10,000	05-90-210	CONSULTANT - ENGINEERING	10,000		
19,935	15,588	6,000	05-90-211	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000		
152,952	107,535	119,000	05-90-212	OPERATION & MAINTENANCE (O&M) TRANSMISSION LINES	125,000		
241,430	199,950	300,000	05-90-213	OPERATION & MAINTENANCE (O&M) WATER TREATMENT PLANT	300,000		
9,605	7,234	10,000	05-90-214	OMI SERVICES FOR DIRECT RESPONSIBLE CHARGE (DRC) WATER SYSTEM OPERATOR	10,000		
			05-90-218	WATER MANAGEMENT AND CONSERVATION PLAN	45,000		
8,382		-	05-90-215	LEAK DETECTION	-		
12,617	12,440	-	05-90-216	RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY	-		
47,520		-	05-90-217	MERCHANT FEES	-		
2,545		-		POSTAGE	-		
498,404	349,473	445,000		TOTAL MATERIALS & SERVICES	500,000	-	-

				CAPITAL OUTLAY			
-		30,000	05-90-710	WATER LINE CONSTRUCTION	-		
21,143	5,446	75,000	05-90-711	WATER RECLAMATION PLANT CAPITAL PROJECTS	33,400		
13,830	936	-	05-90-712	SERVICE VEHICLE	-		
34,973	6,382	105,000		TOTAL CAPITAL OUTLAY	33,400	-	-
				DEBT SERVICE			
				LOAN PAYMENT	382,000		
63,627	61,654	56,811	05-90-611	INTEREST PAYMENT	40,571		
63,627	61,654	56,811		TOTAL DEBT SERVICE	422,571	-	-
				TRANSFERS			
78,900	83,387	96,030	05-90-910	TRANSFER TO GENERAL FUND ADMINISTRATION - PERSONNEL SERVICES	99,954		
64,800	97,323	92,396	05-90-920	TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SUPPLIES	95,246		
143,700	180,710	188,426		TOTAL TRANSFERS	195,200	-	-
				CONTINGENCY			
-		100,000	05-90-800	OPERATING CONTINGENCY	100,000		
740,703	598,219	895,237		TOTAL WATER PROGRAM EXPENDITURES	1,251,171	-	-

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	WATER SDC PROGRAM EXPENDITURES	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
2,999,742	360,000	369,000	05-95-610	SDC-R	133,000		
-	-	104,000	05-95-611	SDC-I	227,000		
2,999,742	360,000	473,000		TOTAL SDC EXPENDITURES	360,000	-	-
2,999,742	360,000	473,000		TOTAL WATER SDC PROGRAM EXPENDITURES	360,000	-	-

3,740,445	958,219	1,368,237		TOTAL WATER UTILITY ENTERPRISE FUND EXPENDITURES	1,611,171	-	-
------------------	----------------	------------------	--	---	------------------	---	---

Actual FY 2018-2019	Actual FY 2019-2020	Adopted FY 2020-2021	Account #	WATER ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2021-2022	Approved FY 2021-2022	Adopted FY 2021-2022
				RESERVE ACCOUNTS			
-	-	1,715,187	05-90-760	CIP PROJECT LIST	1,890,320		
-	-	1,715,187		TOTAL RESERVE ACCOUNTS	1,890,320	-	-
2,096,252	2,373,914	0		UNAPPROPRIATED ENDING FUND BALANCE	(0)	-	-
2,096,252	2,373,914	1,715,187		TOTAL OTHER WATER FUND REQUIREMENTS	1,890,320	-	-

5,836,697	3,332,132	3,083,424		TOTAL WATER FUND REQUIREMENTS	3,501,491	-	-
------------------	------------------	------------------	--	--------------------------------------	------------------	---	---