



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

Tuesday, April 28, 2020
6:00 p.m.

Agenda

This meeting will be held remotely. Instructions for joining the meeting by computer or phone are attached to this agenda. 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 13.

Meeting link to join via computer:

<https://aspenuc.accessionmeeting.com/j/1163666093>

Phone number to join meeting: 503-212-9900

Meeting ID: 116 366 6093

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. INTRODUCTIONS
- E. APPOINT CHAIRPERSON
- F. ADOPTION OF MINUTES
 - 1) April 30, 2019 - Budget Committee Meeting
 - 2) May 15, 2019 - Budget Committee Meeting
- G. AGENCY DONATION REQUESTS
- H. FUEL TAX DISCUSSION - Consideration
- I. WATER AND SEWER RATES

J. OVERVIEW OF STRATEGIC PLAN

K. REVIEW CAPITAL IMPROVEMENT PLAN

L. RECEIVE BUDGET MESSAGE & PROPOSED FY 2020-21 BUDGET

M. OPEN FOR PUBLIC COMMENT

(mail, email, or written comments will be read in by city staff)

N. ADJOURNMENT

Upcoming Meeting:

May 5th @ 6:00 p.m. – Budget Committee 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.

Join Meeting Instructions – General Public

Until further notice, City Council, Planning Commission, and other required public meetings will be held remotely. This includes any required public hearings. Below are instructions for how to join the meeting and participate.

Note – Millersburg's virtual meeting software is through AspenUC. This software looks and acts very much like Zoom, so may be familiar to those who have used Zoom. However, this meeting will run through a different software platform and you will need to join through AspenUC per the instructions below in order to participate in the meeting.

To join the meeting via computer:

1. Click on the link provided or enter the link in your web browser. You will see the following:

Your meeting should start in a few seconds...

If nothing prompts from browser, [download & run](#) .

If this is your first time joining an AspenUC meeting, you will be prompted to install a file. This should run automatically. If not, you may need to click on the blue text. The computer will ask if you want to install the program. Click Yes.



2. The program will now ask you if you want to join the audio using your computer or your phone.
 - If you want to use the computer audio and microphone, click yes. You will now join the meeting.
 - If you want to use your phone:
 - click the button on the computer screen that says 'use phone audio.'
 - You will now join the meeting.
 - Dial 503-212-9900. When asked, enter the Meeting ID.
 - You will also be asked to enter you participant ID number. It should be on the computer screen in front you. If you do not have a participant code, just enter #.

During the meeting, all public participants will initially be muted. During periods for public comment, public participants will be unmuted.

3. While the meeting is in progress, you will see the participant toolbar at the bottom of the screen.

Participant toolbar:



4. Use the **Microphone** icon to toggle your microphone on  and off .
5. Use the **Start Video** icon to toggle your camera on and off (if you have a camera).

To join the meeting via phone (audio only):

1. Enter the Dial-in number and when prompted, enter the Meeting ID. If you do not have a participant code, just enter #. You will be muted upon entry to the meeting.

Public Comment Periods:

During the meeting, all public participants will initially be muted. During periods for public comment, public participants will be unmuted.

1. **Public comment will first be taken from those who are participating via computer.**

To speak during Public Comment periods “raise hand” by clicking on the “participants” icon on the toolbar. This will open the “participants” window on the right side of your screen.

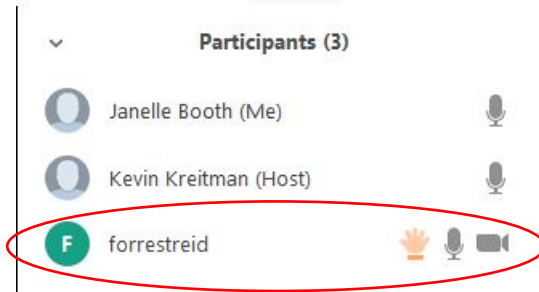
All participants muted by host.



Click on the “raise hand” icon in the lower right of your screen.



This is what it looks like when your hand is raised.



When the presiding officer calls upon you to speak, the meeting organizer will unmute you. Once your comment period is finished, you will be muted again. Public comments will be taken in the order in which the hands are raised.

2. **Next, public comments will be taken from those joining via phone.**

The presiding officer will direct the meeting host to unmute phones and will ask those wishing to speak to state their name and city of residence. Your name will be recorded. Once your name has been recorded, please mute your phone. Once all names have been recorded, individuals will be called upon to unmute themselves and speak in the order their names were recorded.

3. **At the close of public comment periods, all public participants will again be muted.**

All required Oregon Public Meeting laws will be strictly adhered to. These meetings will be audio/video recorded and posted to the City's website.



April 30, 2019 Budget Committee Minutes

4222 NE Old Salem Road

Albany, OR 97321

6:00 p.m.

A. CALL TO ORDER: Called to order by Mayor Lepin at 6:02 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

Committee Members: 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

D. INTRODUCTIONS

Because of the addition of two new members, David Denos and Mark Raum, the Committee did a round of brief introductions.

E. APPOINT CHAIRPERSON

Action: **Motion to Approve Darrin Lane as Chairperson for the Budget Committee made by Member Barry Hollsworth; seconded by Councilor Don Miller; passed 10-0**

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

F. ADOPTION OF MINUTES

1) Approval of May 1, 2018 and May 17, 2018 Budget Committee Meeting Minutes

Action: **Motion to Approve the May 1, 2018 and May 17, 2018 Budget Committee Meeting Minutes made by Member Barry Holsworth; seconded by Councilor Don Miller; passed 10-0**

Mayor Jim Lepin:	Aye
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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

G. OVERVIEW OF STRATEGIC PLAN

City Manager Kreitman went over the history of the Strategic Plan and the philosophies by which the Strategic Plan was revamped and updated, including discussing the relationships between the Strategic Plan, the Budget, and other City governing documents.

Chair Lane thanked City Manager Kreitman and Assistant City Manager/City Engineer Booth for their efforts on the update of the Strategic Plan. Member Gunner expressed his appreciation as well, and Councilor Don Miller said that the public's trust in the City has skyrocketed. The rest of the Committee concurred.

H. REVIEW CAPITAL IMPROVEMENT PROGRAM

Assistant City Manager/City Engineer Booth went over the update to the Capital Improvement Program for the upcoming fiscal year. There was some specific discussion regarding the planned City Hall upgrades and projects as well as the planning for the permanent fire station, including whether the City would contract the project as a construction management/general contractor (CMGC) or design/build project. Finally, Assistant City Manager/City Engineer Booth went over each individual project planned/funded or unfunded.

Action: **Motion to Recommend the Presented Capital Improvement Program to City Council for Approval made by Member Barry Hollsworth; second by Mayor Jim Lepin; passed 10-0**

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

I. RECEIVE BUDGET MESSAGE & PROPOSED BY 2019-20 BUDGET

City Manager Kreitman went over the FY 2019-20 budget message then City Manager Kreitman and Assistant City Manager/City Engineer Booth gave a presentation on population growth, assessed value, franchise fees, and the number of building permits issued last fiscal year. Assistant City Manager/City

Engineer Booth went into detail regarding streets, system development charges (SDCs) and restricted funds.

J. OPEN FOR PUBLIC COMMENT
No public in attendance

K. ADJOURNMENT
Meeting adjourned at 8:42 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meeting(s):

May 15 @ 6:00 p.m. – Second Budget Committee Meeting



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 Mayor Lepin at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

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

Members Absent: Dave Harms

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

D. PUBLIC HEARING

Chair Lane 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 – Discuss possible uses of funds

2) Public Comments

No public in attendance.

E. CONTINUED REVIEW OF PROPOSED FY 2019-20 BUDGET

City Manager Kreitman and Assistant City Manager/City Engineer Booth continued to review the draft of the 2019-20 budget with the Budget Committee. There was lengthy discussion among the Committee regarding requests from various non-profits for sponsorships and donations. There was also lengthy discussion regarding the parks & recreation reimbursement program provided by the City to residents.

Action: **Motion to Donate \$5,000 to ABC House and the Boys & Girls Club and \$3,000 to Linn County Fair and Expo and Increase Miscellaneous to \$6,000 made by Member Barry Holsworth; seconded by Don Miller.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Absent

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

Motion Passed: 7/2

After additional discussion on donations, committee decided to re-vote.

Action: **Motion to Donate \$5,000 to ABC House and the Boys & Girls Club and \$3,000 to Linn County and Increase Miscellaneous to \$6,000 made by Member Barry Holsworth; seconded by Don Miller.**

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

Motion Passed: 5/4

Additional discussion on donations ensued and another motion was made.

Action: **Motion to Reduce Community Support to Zero made by Councilor Scott McPhee; seconded by Member David Denos.**

Before the vote, after additional discussion among the Committee members:

Action: **Motion Amended to Support Linn County Fair and Expo at \$3,000, Arts & Air at \$2,500 and Meals on Wheels at \$1,100 made by Councilor Scott McPhee; seconded by David Denos.**

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

Motion Failed: 6/3

After subsequent discussion:

Action: **Motion to Table Discussion on Community Support until Later in the Meeting made by Member Mark Raum; seconded by Dennis Gunner.**

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

Motion Passed: 5/4

After discussion among the Committee regarding the recreational reimbursement program overall and the line item:

Action: **Motion to Fund the Line Item for Recreational Reimbursements to \$15,000 for the Fiscal Year made by Member Mark Raum; seconded by Member David Denos.**

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

Motion Passed: 8/1

The Committee discussed the addition of 40 hours to the agreement with the Linn County Sheriff's Office for public safety.

Action: **Motion to Approve the Addition of 40 Hours to the Linn County Sheriff's Office Line Item made by Mayor Jim Lepin; seconded by Member Barry Holsworth.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Absent
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: 9/0

City Manager Kreitman and Assistant City Manager/City Engineer Booth continued to review the proposed budget.

After the draft budget was presented, the Committee returned to discussing Community Support.

Action: **Motion to Place the Following Amounts in Community Support: ABC House \$5,000, Boys & Girls Club \$5,000; Linn County Fair \$3,000; Arts & Air Festival \$2,500; Meals on Wheels \$1,100; and Miscellaneous \$6,000 made by Mayor Jim Lepin; seconded by Councilor Don Miller.**

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

Motion Passed: 6/3

Assistant City Manager/City Engineer Booth noted there were a few more things that needs to be addressed under streets. Discussion followed regarding discussions with the Oregon Department of Transportation and Linn County regarding the potential of a guardrail off Highway I-5.

Action: **Motion to Put Money in the 2019-20 Budget for the Guardrail Project made by Councilor Scott Cowan; seconded by Mayor Jim Lepin.**

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

Motion Passed: 8/1

Assistant City Manager/City Engineer Booth also brought up the proposed project for a walking path along Woods Road. Lengthy discussion followed.

Action: **Motion to Move the Planning and Design for Proposed Walking Path Along Woods Road from Reserves to Budget Year 2020-21 made by Councilor Scott Cowan; seconded by Member Dennis Gunner.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Absent
Councilor Scott McPhee:	Nay
Councilor Don Miller:	Nay

David Denos: Aye
Dennis Gunner: Aye
Barry Holsworth: Aye
Darrin Lane: Aye
Mark Raum: Aye

Motion Passed: 7/2

Action: **Motion to Approve the Fiscal Year 2019-20 Budget as Presented with Changes and Recommending to the City Council made by Member Barry Holsworth; seconded by Member Dennis Gunner.**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
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: 9/0

F. OPEN FOR PUBLIC COMMENT
No public in attendance.

G. ADJOURNMENT
Meeting adjourned at 9:18 p.m.

Respectfully submitted:

Kimberly Wollenburg
City Recorder

Reviewed by:

Kevin Kreitman
City Manager

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



CITY OF
Millersburg

A COMMUNITY LINKING
AGRICULTURE AND INDUSTRY

City of Millersburg

DRAFT

2020-2024 CIP

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Table of Contents

Introduction	5
Finances	7
Parks	9
Public Facilities	27
Transportation	33
Storm Water.....	53
Wastewater	59
Water.....	71

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Introduction

Strategic Planning and Decisions

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

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

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

The six Strategic Priorities are:

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

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

Financial Planning

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

How to Use This Report

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

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

The CIP Process

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

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 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 2019-2023 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	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
GF Beginning Balance Scheduled Transfers	\$1,500,000	\$2,735,000	\$280,000	\$65,000	\$0	\$4,580,000
SDC-I Streets	\$710,000	\$251,000	\$0	\$0	\$0	\$961,000
SDC-R Streets	\$18,000	\$206,000	\$0	\$0	\$0	\$224,000
SDC-I Sewer	\$137,000	\$192,000	\$0	\$0	\$0	\$329,000
SDC-R Sewer	\$0	\$0	\$318,000	\$0	\$0	\$318,000
SDC-I Water	\$104,000	\$149,000	\$0	\$0	\$0	\$253,000
SDC-I Parks	\$350,000	\$0	\$0	\$25,000	\$400,000	\$775,000
SDC-R Parks	\$0	\$0	\$0	\$0	\$45,000	\$45,000
Highway Use Tax	\$153,000	\$96,000	\$75,000	\$85,000	\$0	\$409,000
Highway Use Tax – Bike/Ped	\$14,000	\$0	\$0	\$0	\$0	\$14,000
Street Reserves	\$55,000	\$0	\$0	\$0	\$0	\$55,000
Grants	\$91,000	\$0	\$0	\$0	\$0	\$91,000
Stormwater Reserves	\$19,000	\$48,000	\$0	\$0	\$0	\$67,000
Sewer Rates/Operating Revenues	\$489,000	\$10,000	\$318,000	\$0	\$0	\$817,000
Water Rates/Operating Revenues	\$100,000	\$79,000	\$394,000	\$0	\$0	\$573,000
Settlement Proceeds	\$420,000	\$0	\$0	\$0	\$0	\$420,000
TOTAL:	\$4,160,000	\$3,766,000	\$1,385,000	\$175,000	\$445,000	\$9,991,000

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	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
Parks	\$360,000	\$90,000	\$68,000	\$90,000	\$445,000	\$1,053,000
Public Facilities	\$1,490,000	\$2,500,000	\$0	\$0	\$0	\$3,990,000
Transportation	\$1,041,000	\$553,000	\$75,000	\$85,000	\$0	\$1,754,000
Stormwater	\$19,000	\$193,000	\$212,000	\$0	\$0	\$424,000
Wastewater	\$1,046,000	\$202,000	\$636,000	\$0	\$0	\$1,884,000
Water	\$204,000	\$228,000	\$394,000	\$0	\$0	\$826,000
GRAND TOTALS:	\$4,160,000	\$3,766,000	\$1,385,000	\$175,000	\$445,000	\$9,931,000

Parks

Finding Out What Our Community Wants

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.

Projected Cost Totals

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
GF Operating	\$0	\$0	\$0	\$0	\$0	\$0
GF Beginning Balance	\$10,000	\$90,000	\$68,000	\$65,000	\$0	\$233,000
SDC-R Parks	\$0	\$0	\$0	\$0	\$45,000	\$45,000
SDC-I Parks	\$350,000	\$0	\$0	\$25,000	\$400,000	\$775,000
GRAND TOTALS:	\$360,000	\$90,000	\$68,000	\$90,000	\$445,000	\$1,053,000

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: 2020 – 2021		
1102	CITY PARK TREE REPLACEMENT/LANDSCAPE ENHANCEMENTS	\$10,000
1113	NEW PARK PROPERTY ACQUISITION	\$350,000
Total for FY 2020 – 2021		\$360,000
Plan Year: 2021 – 2022		
1100	CITY PARK ADDITIONAL PAVED ACCESS PATHWAYS	\$25,000
1101	CITY PARK BENCHES REPLACEMENT	\$10,000
1102	CITY PARK TREE REPLACEMENT/LANDSCAPE ENHANCEMENTS	\$25,000
1105	CITY PARK TENNIS COURT RESURFACING	\$30,000
Total for FY 2021 - 2022		\$90,000
Plan Year: 2022 - 2023		
1106	CITY PARK TENNIS COURT LANSCAPE RENOVATION	\$20,000
1108	ACORN PARK PAVED PATHWAYS	\$15,000
1109	ACORN PARK PLAYGROUND UPGRADES	\$20,000
1110	ACORN PARK ACCESSIBLE BENCHES AND PICNIC TABLES	\$10,000
1112	ACORN PARK PICNIC TABLE PADS	\$3,000
Total for FY 2022 – 2023		\$68,000
Plan Year: 2023 – 2024		
1103	CITY PARK NORTH BALLFIELD RENOVATION	\$50,000
1104	CITY PARK SOUTH BALLFIELD INFIELD MIX	\$15,000
1111	ACORN PARK PICNIC SHELTER	\$25,000
Total for FY 2023 – 2024		\$90,000
Plan Year: 2024 – 2025		
1107	CITY PARK ADDITIONAL SHELTER	\$45,000
1114	NEW PARK PROPERTY ACQUISITION	\$400,000
Total for FY 2024 – 2025		\$445,000
Grand Total for Parks:		\$1,053,000

Plan FY: 2021-2022 CITY PARK ADDITIONAL PAVED ACCESS PATHWAYS
CIP Project #: 1100

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

Total Cost: \$25,000

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	\$25,000
Total:	\$25,000

Plan FY: 2021-2022 CITY PARK BENCH REPLACEMENT
CIP Project #: 1101

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

Total Cost: \$10,000

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	\$10,000
Total:	\$10,000

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

Total Cost: \$35,000

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 20-21 and \$25,000 in FY 21-22.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$35,000
	<hr/>
Total:	\$35,000

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

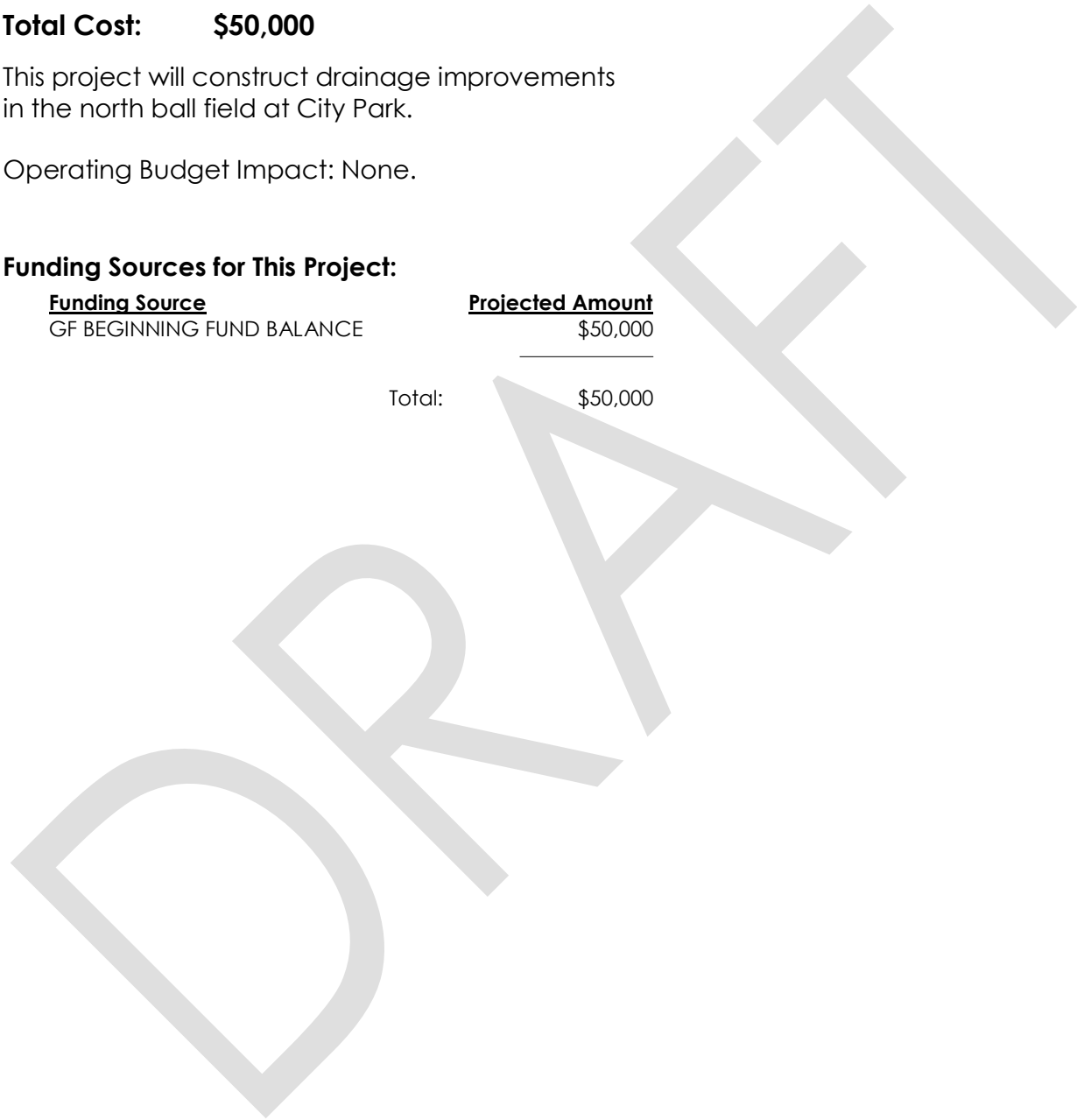
Total Cost: \$50,000

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	\$50,000
Total:	\$50,000



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

Total Cost: \$15,000

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	\$15,000
Total:	\$15,000

Plan FY: 2021-2022 CITY PARK TENNIS COURT RESURFACING
CIP Project #: 1105

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

Total Cost: \$30,000

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	\$30,000
Total:	\$30,000

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

Total Cost: \$20,000

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	\$20,000
Total:	<hr/> \$20,000

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

Total Cost: \$45,000

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 – IMPROVEMENTS FUND	\$45,000
Total:	\$45,000

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

Total Cost: \$15,000

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	\$15,000
Total:	\$15,000

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

Total Cost: \$20,000

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

Plan FY: 2022-2023 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: \$13,000

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	\$13,000
Total:	\$13,000

Plan FY: 2023-2024 ACORN PARK PICNIC SHELTER (SMALL)
CIP Project #: 1111

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

Total Cost: \$25,000

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	\$25,000
Total:	\$25,000

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

Total Cost: \$350,000

This project will acquire new property in the northwest area of the City for a future 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	\$350,000
Total:	<u>\$350,000</u>

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

Total Cost: \$400,000

This project will acquire new property in the northwest area of the City for a future 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	\$400,000
Total:	\$400,000

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	\$750,000
1116	0		PICKLEBALL COURT	\$60,000
1117	0		PROPERTY ACQUISITION FOR EXPANSION OF CITY PARK EAST	\$450,000
1118	0		RECONFIGURE CITY PARK LAYOUT TO ACCOMMODATE ADDITIONAL FACILITIES	\$1,250,000
1119	0		ACORN PARK REPLACE GRASS WITH NATIVE GROUNDCOVER IN SHADY AREAS	\$25,000
1120	0		SPORTS FIELDS AND PARKING ON PROPERTY BEHIND CITY HALL	\$1,500,000
1121	0		CITY PARK SPLASH PAD	\$350,000
1124	0		NATURE TRAILS THROUGH WETLAND AREAS	\$300,000
1125	0		MULTI-USE PATH BETWEEN CITY PARK AND CITY HALL	\$350,000
Total for Unfunded Parks System:				\$5,035,000

Grand Total for Unfunded Parks: \$5,035,000

Parks SDC Account Balances and Projections

Parks SDC Tracking			
SDC per EDU = \$1,200	SDC-R	SDC-I	Notes
% of total SDC (from 2006/2008 methodology)	23%	77%	
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)	134,404		\$110,404 collected thru March 30, 2020, projected total collected for year is \$134,404 assuming 20 more SFH building permits
SDC Revenue R/I	30,913	103,491	
Total SDC R/I Resources for FY	125,982	564,740	
SDC Expenditures			
Parks Capital Improvements	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	125,982	564,740	
SDC Balance EOY Total	690,722		projected
Parks SDC Tracking			
SDC per EDU = \$1,200	SDC-R	SDC-I	Notes
% of total SDC (from 2006/2008 methodology)	23%	77%	
FY 2020-2021 - PROJECTED			
SDC Revenues			
BOY	690,722		
BOY SDC R/I	125,982	564,740	
SDCs Received (revenue)		48,000	Estimated based on 40 EDUs
SDC Revenue R/I	11,040	36,960	
Total SDC R/I Resources for FY	137,022	601,700	
SDC Expenditures			
New Park Property Acquisition	0	350,000	100% SDC-I in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	0	350,000	
SDC Balance EOY R/I	137,022	251,700	
SDC Balance EOY Total	388,722		projected

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

It is planned for the temporary station to be in use until a permanent fire station is constructed. The project is now in the early stages of design, with construction anticipated to begin in the spring or summer of 2021.

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. The future year costs then have an annual three percent inflation factor added in to estimate the cost in the year proposed.

Projected Cost Totals

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
Fire Facility Reserve	\$1,425,000	\$2,500,000	\$0	\$0	\$0	\$0
GF Beginning Balance	\$65,000	\$0	\$0	\$0	\$0	\$65,000
GRAND TOTALS:	\$1,490,000	\$2,500,000	\$0	\$0	\$0	\$3,990,000

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: 2020 – 2021		
1004A	PERMANENT FIRE STATION DESIGN	\$425,000
1004B	PERMANENT FIRE STATION CONSTRUCTION	\$1,000,000
1005	REPAIR CONCRETE AT CITY HALL PARKING LOT, ADA RAMP, AND ADD SIDEWALK	\$65,000
Total for FY 2020 – 2021		\$1,490,000
Plan Year: 2021 – 2022		
1004B	PERMANENT FIRE STATION CONSTRUCTION	\$2,500,000
Total for FY 2021 - 2022		\$2,500,000
Plan Year: 2022 - 2023		
	NONE IDENTIFIED	\$0
Total for FY 2022 – 2023		\$0
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
Grand Total for Public Facilities:		\$3,990,000

Master Plan:
Category: Public Facilities

Plan Element:
Classification: Emergency Services

Total Cost: \$425,000

This project will provide architectural and engineering design for a permanent fire station within the City of Millersburg. Cost includes all disciplines, surveying, and geotechnical work.

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)	\$425,000
Total:	\$425,000

Plan FY: 2021-2022 PERMANENT FIRE STATION CONSTRUCTION
CIP Project #: 1004B

Master Plan:
Category: Public Facilities

Plan Element:
Classification: Emergency Services

Total Cost: \$3,500,000

This project will provide a permanent fire station within the City of Millersburg. Estimated project construction cost is \$3.5 million, with approximately \$60,000 in owner's rep costs. This project is budgeted to span over two fiscal years (FY 20-21 and FY 21-22).

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
Total:	\$3,500,000

Master Plan:
Category: Public Facilities

Plan Element:
Classification: City Hall

Total Cost: \$65,000

This project will replace failed concrete pavement panels at the City Hall parking lot, replace the ADA ramp at the front entrance to the building, and construct a new sidewalk around the north end of the building for access to the north office space.

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

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GENERAL FUND BEGINNING BALANCE	\$65,000
Total:	\$65,000

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Transportation

Investing in our Infrastructure

The City's transportation system consists of City and Linn County roads. The City maintains approximately 30 lane miles of improved streets, associated signs, three 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.

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. The future year costs then have an annual three percent inflation factor added in to estimate the cost in the year proposed.

Projected Cost Totals

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
General Fund Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0
Streets SDC-Improvements	\$710,000	\$251,000	\$0	\$0	\$0	\$961,000
Streets SDC-Reimbursement	\$18,000	\$206,000	\$0	\$0	\$0	\$224,000
Highway Use Tax	\$153,000	\$96,000	\$75,000	\$85,000	\$0	\$409,000
Highway Use Tax – Bike/Ped	\$14,000	\$0	\$0	\$0	\$0	\$14,000
Street Reserves and Street Beginning Fund Balance	\$55,000	\$0	\$0	\$0	\$0	\$55,000
Grant	\$91,000	\$0	\$0	\$0	\$0	\$91,000
<u>GRAND TOTALS:</u>	\$1,041,000	\$553,000	\$75,000	\$85,000	\$0	\$1,754,000

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Funded Projects Summary & Detail

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

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

CIP #	Phase Title	Projected Total
Plan Year: 2020 – 2021		
2006	KATHRYN LANE REPAIR	\$55,000
2007	WOODS ROAD REPAIR AND OVERLAY	\$105,000
2010	PROPERTY DEVELOPMENT FOR FUTURE ROADS	\$209,000
2011	SURFACE TREATMENT SWEETWATER AND MORNINGSTAR SUBDIVISIONS	\$97,000
2014	CRACK SEALING SOUTH RESIDENTIAL AREA	\$10,000
2039	WOODS ROAD SHARED USE PATH	\$40,000
2045	BEAUTY STRIPS ALONG WOODS ROAD NORTH	\$21,000
2047	THERMOPLASTIC STOP BARS AND LEGENDS	\$25,000
2050	FIRE STATION AND INDUSTRIAL PROPERTY ACCESS ROAD	\$479,000
Total for FY 2020 – 2021		\$1,041,000
Plan Year: 2021 – 2022		
2039	WOODS ROAD SHARED USE PATH	\$457,000
2040	SURFACE TREATMENT – SE RESIDENTIAL AREA	\$75,000
2041	CRACK SEALING – REMAINDER OF CITY STREETS OVER 10 YRS OLD	\$11,000
2046	STRIPING COLLECTORS AND ARTERIALS	\$10,000
Total for FY 2021 - 2022		\$553,000
Plan Year: 2022 – 2023		
2042	SURFACE TREATMENT – SW RESIDENTIAL AREA	\$75,000
Total for FY 2022 – 2023		\$75,000
Plan Year: 2023 – 2024		
2044	SURFACE TREATMENT – REMAINDER OF CITY	\$75,000
2046	STRIPING COLLECTORS AND ARTERIALS	\$10,000
Total for FY 2023 - 2024		\$85,000
Plan Year: 2024 – 2025		
	NONE	\$0
Total for FY 2024 - 2025		\$0
Grand Total for Transportation:		\$1,754,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Street Repair

Total Cost: \$55,000

This project will replace six panels of failed concrete pavement on Kathryn Lane.

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

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
STREET FUND RESERVES	\$55,000
Total:	\$55,000

Plan FY: 2020-2021 WOODS ROAD REPAIR AND OVERLAY
CIP Project #: 2007

Master Plan:
Category: Transportation

Plan Element:
Classification: Street Repair

Total Cost: \$105,000

This project will repair potholes, add a 2-inch overlay, and extend shoulders on Woods Road north of Alexander Lane.

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

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
STREET FUND RESERVES	\$14,000
GRANT	\$91,000
	<hr/>
Total:	\$105,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Streets

Total Cost: \$209,000

This project will include a wetland delineation of City-owned properties, including the industrial property located on the south side of Conser Road, the industrial property located on the west side of the railroad tracks, and the property behind City Hall. This project also includes acquisition of land for access to the industrial property on the west side of the railroad tracks.

Operating Budget Impact: None at this time. However, the results of the study and land acquisition will contribute to development of future roads, which will increase operating expenses for road maintenance.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
STREET SDC-IMPROVEMENTS FUND	\$209,000
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Total:	\$209,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Street Maintenance

Total Cost: \$97,000

This project will perform preventative maintenance on the streets in the Sweetwater Estates subdivision and the Morningstar Subdivision following up crack sealing with a surface treatment. The combination of these projects will extend the life of these streets.

Operating Budget Impact: This project will reduce maintenance costs over the long term by performing preventative maintenance before the pavement becomes further deteriorated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$97,000
Total:	
	\$97,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Street Maintenance

Total Cost: \$10,000

This project will perform preventative maintenance in the form of crack sealing. This project will be followed by a surface treatment in the next year. The combination of these two projects will extend the life of City streets.

Operating Budget Impact: This project will reduce maintenance costs over the long term by performing preventative maintenance before the pavement becomes further deteriorated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$10,000
Total:	\$10,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Pedestrian and Bikeways

Total Cost: \$497,000

This project will begin preliminary design and right-of-way acquisition for a multi-use path adjacent to Woods Road between Alexander Lane and Sonora Dr.

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	\$14,000
STREET SDC-IMPROVEMENTS FUND	\$273,000
STREET FUND RESERVES	\$210,000
	<hr/>
Total:	\$497,000

Master Plan: **Plan Element:**
Category: Transportation **Classification:** Street Maintenance

Total Cost: \$75,000

This project will perform preventative maintenance on the streets in the SE residential areas by following up crack sealing with a surface treatment. The combination of these projects will extend the life of these streets.

Operating Budget Impact: This project will reduce maintenance costs over the long term by performing preventative maintenance before the pavement becomes further deteriorated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$75,000
	\$75,000
Total:	\$75,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Street Maintenance

Total Cost: \$11,000

This project will perform preventative maintenance in the form of crack sealing. This project will be followed by a surface treatment in the next year. The combination of these two projects will extend the life of City streets.

Operating Budget Impact: This project will reduce maintenance costs over the long term by performing preventative maintenance before the pavement becomes further deteriorated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$11,000
Total:	\$11,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Street Maintenance

Total Cost: \$75,000

This project will perform preventative maintenance on the streets in the southwestern residential area of the City by following up crack sealing with a surface treatment. The combination of these Projects will extend the life of these streets.

Operating Budget Impact: This project will reduce maintenance costs over the long term by performing preventative maintenance before the pavement becomes further deteriorated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$75,000
Total:	\$75,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Street Maintenance

Total Cost: \$75,000

This project will perform preventative maintenance on the streets in the remainder of the residential area of the City streets over ten years old by following up crack sealing with a surface treatment. The combination of these projects will extend the life of these streets.

Operating Budget Impact: This project will reduce maintenance costs over the long term by performing preventative maintenance before the pavement becomes further deteriorated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$75,000

Total:	\$75,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Street Miscellaneous

Total Cost: \$21,000

This project will install low maintenance landscaping in the beauty strip in the Woods Road right-of-way north of Sonora.

Operating Budget Impact: This project will reduce maintenance costs over the long term by replacing vegetation with low maintenance landscaping.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$21,000
Total:	\$21,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Street Miscellaneous

Total Cost: \$10,000

This project will perform striping on City-owned collector and arterial streets throughout the City to increase visibility and safety. Streets to be striped are Conser Road, Alexander Lane, Millersburg Drive, and Woods Road.

Operating Budget Impact: This project is a continuation of necessary ongoing maintenance.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$10,000
Total:	\$10,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Street Miscellaneous

Total Cost: \$25,000

This project will install thermoplastic stop bars and legends throughout the City. Thermoplastic has a longer life than paint striping, therefore, this project will reduce the long-term maintenance needs for striping.

Operating Budget Impact: This project will reduce maintenance costs over the long term by replacing painted stop bars and legends with thermoplastic.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$25,000
	\$25,000
Total:	\$25,000

Master Plan:
Category: Transportation

Plan Element:
Classification: Streets

Total Cost: \$479,000

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	\$479,000
Total:	\$479,000

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
2016	0		MILLERSBURG DRIVE IMPROVEMENTS WEST OF WOODS ROAD	\$1,208,000
2017	0		WOODS ROAD FULL STREET IMPROVEMENTS CONSER TO ALEXANDER	\$911,000
2018	0		WOODS ROAD FULL STREET IMPROVEMENTS NORTH OF ALEXANDER	\$1,458,000
2019	0		PARKER LANE FULL STREET IMPROVEMENTS	\$592,000
2020	0		WAVERLY FULL STREET IMPROVEMENTS	\$456,000
2021	0		AMANDA FULL STREET IMPROVEMENTS	\$287,000
2022	0		BAIN AND TONI FULL STREET IMPROVEMENTS	\$456,000
2023	0		ZUHLKE EXTENSION EAST	\$424,000
2024	0		ZUHLKE EXTENSION WEST	\$1,059,000
2025	0		CONSER ROAD FULL STREET IMPROVEMENTS	\$1,026,000
2027	0		FUTURE ROAD THROUGH CITY INDUSTRIAL PROPERTY	\$3,075,000
Total for Unfunded Street Projects:				\$10,952,000

Bridges

CIP #	Phase	Year	Title	Projected Total
2028	0		BRIDGE REPLACEMENT WAVERLY DRIVE AT COX CREEK	\$2,384,000
Total for Unfunded Bridges:				\$2,384,000

Miscellaneous - Transportation

CIP #	Phase	Year	Title	Projected Total
2029	0		STREET LIGHTING WOODS ROAD AND CONSER ROAD	\$26,000
2030	0		SIGNAL LIGHT CONSER AND OLD SALEM ROAD (SHARED WITH LINN CO.)	\$530,000
2049	0		MILLERSBURG GATEWAY TREATMENTS (NORTH AND SOUTH ENDS OF CITY)	\$325,000
Total for Unfunded Miscellaneous - Transportation:				\$588,000

Pedestrian & Bikeway Projects

CIP #	Phase	Year	Title	Projected Total
2032	0		WIDEN SHOULDER AND PROVIDE BIKE LANES ALONG OLD SALEM ROAD	\$56,000
2033	0		EXTEND BICYCLE LANES ON CONSER WEST TO CITY LIMITS (PAINT ONLY)	\$11,000
2034	0		SIDEWALKS ON SOUTH END OF OLD SALEM RD (SHARED WITH LINN CO.)	\$226,000
2035	0		SIDEWALK ON EAST SIDE OF KATELYN, SOUTH END (440 FT)	\$10,000
2036	0		SIDEWALKS ALONG CONSER (WEST TO CITY LIMITS)	\$282,000
2037	0		PEDESTRIAN WALKWAY FROM CITY HALL TO SOUTH SIDE OF CONSER	\$106,000
2039	0		WOODS ROAD SHARED USE PATH	\$497,000
Total for Unfunded Pedestrian & Bikeway Projects:				\$1,188,000
Grand Total for Unfunded Transportation:				\$15,112,000

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Transportation SDC Account Balances and Projections

Transportation SDC Tracking			
SDC per EDU = \$3,542	SDC-R	SDC-I	Notes
% of total SDC (from 2006/2008 methodology)	4%	96%	
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 Total amount for FY 17-18 was \$95,305, 78% improvement per 2006/2008 SDC methodology
Woods Road Construction (north end)	20,967	74,338	
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		\$341,095 collected thru March 30, 2020, projected total collected for year is \$411,935 assuming 20 more SFH building permits
BOY SDC R/I	34,084	1,746,630	
SDCs Received (revenue)	411,935		
SDC Revenue R/I	16,477	395,458	
Total SDC R/I Resources for FY	50,561	2,142,088	
SDC Expenditures			
Street Capital Projects	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	50,561	2,142,088	
SDC Balance EOY Total	2,192,649		projected
Transportation SDC Tracking			
SDC per EDU = \$5723	SDC-R	SDC-I	Notes
% of total SDC (from 2020 methodology)	38%	62%	
FY 2020-2021 - PROJECTED			
SDC Revenues			
BOY	2,192,649		Estimated based on 40 EDUs
BOY SDC R/I	50,561	2,142,088	
SDCs Received (revenue)	228,920		
SDC Revenue R/I	87,240	141,680	
Total SDC R/I Resources for FY	137,801	2,283,768	
SDC Expenditures			
Access Road for Industrial Property West of RR Tracks	0	209,000	100% SDC-I in 2020 SDC methodology 100% SDC-I in 2020 SDC methodology 55% SDC-I in 2020 SDC methodology (project cost for 20-21 is \$40,000, remainder in following years)
Fire Station and Industrial Property Access Road	0	479,000	
Woods Road Shared Use Path	18,000	22,000	
Total SDC R/I Expenditures for FY	18,000	710,000	
SDC Balance EOY R/I	119,801	1,573,768	
SDC Balance EOY Total	1,693,569		projected

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 and upcoming 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) which is being updated to include additional requirements. Millersburg is also being 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	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
General Fund Beginning Balance	\$0	\$145,000	\$212,000	\$0	\$0	\$357,000
Stormwater Fund Beginning Balance	\$19,000	\$48,000	\$0	\$0	\$0	\$67,000
GRAND TOTALS:	\$19,000	\$193,000	\$212,000	\$0	\$0	\$424,000

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: 2020 – 2021		
3002	BECKER RIDGE DETENTION PONDS MODIFICATIONS	\$19,000
Total for FY 2020 – 2021		\$19,000
Plan Year: 2021 – 2022		
3001	NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS	\$193,000
Total for FY 2021 - 2022		\$193,000
Plan Year: 2022 – 2023		
3003	MORNINGSTAR ESTATES OUTFALL MODIFICATION	\$212,000
Total for FY 2022 – 2023		\$212,000
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
Grand Total for Stormwater:		\$424,000

Master Plan:
Category: Storm Water
 Stations

Plan Element:
Classification: Conveyance

Total Cost: \$193,000

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.

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	\$145,000
STORMWATER FUND BEGINNING BALANCE	\$48,000
Total:	\$193,000

Master Plan:
Category: Storm Water
 Stations

Plan Element:
Classification: Conveyance

Total Cost: \$19,000

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	\$19,000
Total:	\$19,000

Master Plan:
Category: Storm Water
 Stations

Plan Element:
Classification: Conveyance

Total Cost: \$212,000

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	\$212,000
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Total:	\$212,000

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	\$163,000
3005	0		UMPQUA LANE DETENTION PIPES MODIFICATION	\$114,000
3006	0		WOODS ROAD DRAINAGE CAPACITY INCREASE	\$581,000
3007	0		CROOKS CREEK SEDIMENTATION STUDY	\$73,000
3008	0		KATHRYN ST AND KNOX BUTTE AVE STORM IMPROVEMENTS	\$226,000
3014	0		SW IN WOODS ROAD EXTENSION	\$1,207,000
3015	0		SW IN ZUHLKE LANE EXTENSION	\$437,000
3016	0		SW IN 54 TH AVENUE EXTENSION	\$308,000
3017	0		SW IN CONSER ROAD IMPROVEMENTS	\$212,000
3018	0		OLD SALEM ROAD BUILD-OUT CAPACITY IMPROVEMENTS	\$735,000
3019	0		OLD SALEM ROAD EXISTING CAPACITY IMPROVEMENTS	\$3,854,000
Total for Unfunded Collection and Conveyance System:				\$7,910,000

Grand Total for Unfunded Stormwater: \$7,910,000

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. An annual three percent inflation factor is added to estimate future year costs.

Projected Cost Totals

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
SEWER SDC-R	\$0	\$0	\$318,000	\$0	\$0	\$318,000
SEWER SDC-I	\$137,000	\$192,000	\$0	\$0	\$0	\$329,000
Sewer Rates/Operating Revenues	\$489,000	\$10,000	\$318,000	\$0	\$0	\$817,000
Settlement Proceeds	\$420,000	\$0	\$0	\$0	\$0	\$420,000
<u>GRAND TOTALS:</u>	\$1,046,000	\$202,000	\$636,000	\$0	\$0	\$1,884,000

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Funded Projects Summary & Detail

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

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

CIP #	Phase Title	Projected Total
Plan Year: 2020 – 2021		
4009	WRF SOLIDS HANDLING PROJECT	\$356,000
4023	DEWATERING EQUIPMENT REPLACEMENT PROJECT	\$523,000
4024	INFLUENT VFDS	\$10,000
4042	REPAIR MH AT BURKHART FM DISCHARGE	\$20,000
4043	FIRE STATION, OLD SALEM ACCESS ROAD SEWER MAIN	\$137,000
Total for FY 2020 - 2021		\$1,046,000
Plan Year: 2021 – 2022		
4028	SEWER FOR MORNINGSTAR ROAD REALIGNMENT	\$192,000
4024	INFLUENT VFDS	\$10,000
Total for FY 2021 - 2022		\$202,000
Plan Year: 2022 – 2023		
4013	CROOKS CREEK PUMP STATION UPGRADES	\$636,000
Total for FY 2022 - 2023		\$636,000
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
Grand Total for Wastewater:		\$1,884,000

Master Plan:
Category: Wastewater

Plan Element:
Classification: Water Reclamation Facility

Total Cost: \$356,000

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 \$3,560,000.

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	\$356,000
	<hr/>
Total:	\$356,000

Plan FY: 2022-2023 CROOKS CREEK PUMP STATION UPGRADES

CIP Project #: 4013

Master Plan:

Category: Wastewater

Plan Element:

Classification: Pump Stations

Total Cost: \$636,000

This project will upgrade the Crooks Creek Pump Station to provide increased capacity in response to the increased flows from new construction in the basin.

Operating Budget Impact: This project may increase operational costs for power consumption over the long term and will reduce the risk of sewer overflows.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER RATES/OPERATING REVENUES	\$318,000
SEWER SDC – REIMBURSEMENT FUND	\$318,000
	\$636,000
Total:	\$636,000

Master Plan:
Category: Wastewater

Plan Element:
Classification: Miscellaneous - Wastewater

Total Cost: \$20,000

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 \$200,000. 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	\$20,000

Total:	\$20,000

Master Plan:
Category: Wastewater

Plan Element:
Classification: Collection System

Total Cost: \$192,000

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

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

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER SDC – IMPROVEMENTS FUND	\$192,000
Total:	\$192,000

Plan FY: 2020-2021 REPAIR MANHOLE AT BURKHART FORCE MAIN DISCHARGE
CIP Project #: 4042

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: \$137,000

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	\$137,000
Total:	\$137,000

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	\$2,119,000
4044		0	SYSTEM EXPANSION TO INDUSTRIAL PROPERTY SOUTH OF CONSER ROAD	\$180,000
Total for Unfunded Interceptors/Collectors:				\$2,299,000

Lift Stations

CIP #	Phase	Year	Title	Projected Total
4016		0	ATI PUMP REPLACEMENT	\$69,000
4017		0	MORNINGSTAR PUMP IMPELLER REPLACEMENT	\$34,000
Total for Unfunded Lift Stations:				\$103,000

Water Reclamation Facility

CIP #	Phase	Year	Title	Projected Total
4029		0	INFLUENT PUMP STATION EXPANSION	\$1,772,000
4030		0	HEADWORKS 4 TH CHANNEL EQUIPMENT AND SCREENING EQUIPMENT	\$219,000
4031		0	HEADWORKS GRIT REMOVAL EQUIPMENT	\$343,000
4032		0	VLR NO. 1A	\$157,000
4033		0	VLR NO. 2A	\$381,000
4034		0	VLR NO. 9 – NO. 14	\$2,748,000
4035		0	BLOWER BUILDING #2	\$687,000
4036		0	SECONDARY CLARIFIER #4	\$615,000
4038		0	CHLORINE CONTACT BASIN EXPANSION	\$324,000
4039		0	SLUDGE COMPOSTING AND DEWATERING FACILITIES	\$2,976,000
4041		0	OUTFALL AND DIFFUSER NO. 2	\$565,000
Total for Unfunded Water Reclamation Facility:				\$10,787,000

Talking Water Gardens

CIP #	Phase	Year	Title	Projected Total
4019		0	TALKING WATER GARDENS: COMPLETE ENTRANCE/PARKING LOT LANDSCAPING	\$14,000
4020		0	TALKING WATER GARDENS: COMPLETE BRIDGE IMPROVEMENTS AND LANDSCAPING	\$13,000
4021		0	TALKING WATER GARDENS: REROUTE OVERHEAD POWER LINES	\$42,000
4022		0	TALKING WATER GARDENS: ENTRANCE ROAD IMPROVEMENTS	\$74,000
Total for Unfunded Talking Water Gardens:				\$143,000

Grand Total for Unfunded Wastewater: \$13,332,000

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)	263,927		\$219,307 collected thru March 30, 2020, projected total collected for year is \$263,927 assuming 20 more SFH building permits
SDC Revenue R/I	121,406	142,521	
Total SDC R/I Resources for FY	121,407	762,876	
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
Total SDC R/I Expenditures for FY	67,183	238,194	
SDC Balance EOY R/I	54,224	524,682	
SDC Balance EOY Total	578,906		projected
Wastewater SDC Tracking			
SDC per EDU = \$4499	SDC-R	SDC-I	
% of total SDC (from 2020 methodology)	57%	43%	Notes
FY 2020-2021 - PROJECTED			
SDC Revenues			
BOY	578,906		
BOY SDC R/I	54,224	524,682	Estimated based on 40 EDUs
SDCs Received (revenue)	179,960		
SDC Revenue R/I	102,480	77,480	
Total SDC R/I Resources for FY	156,704	602,162	
SDC Expenditures			
WRF Capital Projects	0	0	
Wetland Loan Payment to DEQ	50,000	0	
WRF Debt Service	68,364	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	118,364	242,381	
SDC Balance EOY R/I	38,340	359,781	
SDC Balance EOY Total	398,121		projected

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 19 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 is currently underway. It is anticipated that water rate and SDC increases will be recommended at the completion of the study. This will be an important part of funding the projects listed in this CIP, as well as ongoing operations of the water system. If rate and SDC charges are not raised according to the recommendations, it may not be possible to complete many of the projects listed in the five-year life of the water portion of the CIP and future CIPs will reflect these changes.

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. An annual three percent inflation factor is added to estimate future year costs.

Projected Cost Totals

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
SDC – Improvement – Water	\$104,000	\$149,000	\$0	\$0	\$0	\$253,000
Water Rates/Operating Revenues	\$100,000	\$79,000	\$394,000	\$0	\$0	\$573,000
<u>GRAND TOTALS:</u>	\$204,000	\$228,000	\$394,000	\$0	\$0	\$826,000

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: 2020 - 2021		
5008	AM WTP RESERVOIR INSPECTION, CLEANING, AND VALVE REPLACEMENT	\$75,000
5009	LARGE METER REPLACEMENT	\$25,000
5015	FIRE STATION AND INDUSTRIAL PROPERTY ACCESS ROAD WATER MAIN	\$104,000
Total for FY 2020 - 2021		\$204,000
Plan Year: 2021 - 2022		
5004	ABANDON AC PIPE IN OLD SALEM ROAD NORTH OF TRUAX CREEK	\$79,000
5012	MORNINGSTAR ROAD REALIGNMENT WATER	\$149,000
Total for FY 2021 - 2022		\$228,000
Plan Year: 2022 - 2023		
5005	ABANDON AC PIPE IN OLD SALEM ROAD SOUTH OF TRUAX CREEK	\$394,000
Total for FY 2022 - 2023		\$394,000
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
Grand Total for Water:		\$826,000

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

Total Cost: \$79,000

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 RATES/OPERATING REVENUES	\$79,000
Total:	\$79,000

Master Plan: Water Master Plan
Category: Water

Plan Element:
Classification: Water Mains

Total Cost: \$394,000

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	\$394,000
Total:	\$394,000

Master Plan:
Category: Water

Plan Element:
Classification: Water Treatment

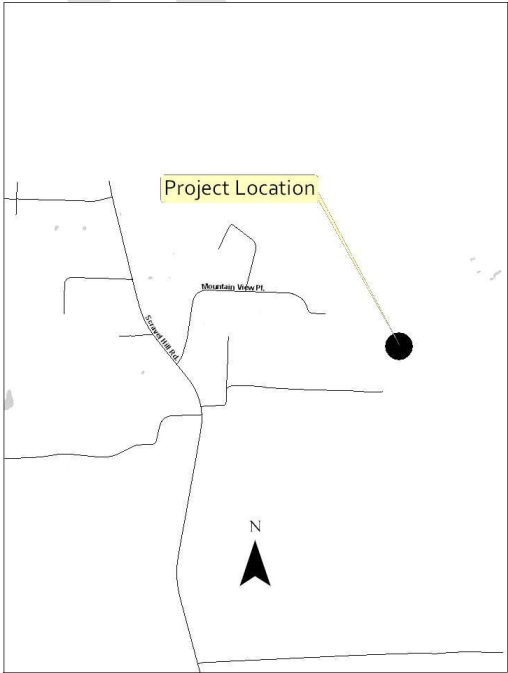
Total Cost: \$75,000 (total project cost \$150,000)

The reservoir at the Albany-Millersburg Water Treatment Plant provides storage for both Millersburg and Albany. The effluent valve on the reservoir needs to be replaced. In order to replace the valve, the reservoir must be emptied. While it is empty, it will be inspected and cleaned. The tank has not been inspected or cleaned since it was put into service.

Operating Budget Impact: This project will perform necessary maintenance of the reservoir to maximize its useful life.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$75,000
Total:	\$75,000



Master Plan:
Category: Water Distribution

Plan Element:
Classification: Water Services

Total Cost: \$25,000

This project will replace 4 large industrial customer water meters that are at the end of their operational lives.

Operating Budget Impact: Replacement of the meters will insure accuracy of readings and correct billing of these large water users into the future.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$25,000
	<hr/>
Total:	\$25,000

Master Plan:
Category: Water

Plan Element:
Classification: Water Mains

Total Cost: \$149,000

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	\$149,000
Total:	\$149,000

Master Plan:
Category: Water

Plan Element:
Classification: Water Mains

Total Cost: \$104,000

This project will install approximately 700 ft of new 12" water main in the new fire station and industrial property access road off of Old Salem Road. Project to be conducted concurrent with new fire station (CIP 1004).

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-IMPROVEMENT FUND	\$104,000
Total:	\$104,000

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	\$100,000
5006		0	STEELHEAD MAIN SIZE INCREASE	\$189,000
5011		0	A-M EXPANSION (MEMBRANES)	\$1,742,000
5014		0	SYSTEM EXPANSION UNDER SERVED INDUSTRIAL AREAS	\$404,000
5017		0	JOINT WATER PLANT BUILDOUT EXPANSION	\$1,792,000
5018		0	SYSTEM EXPANSION TO INDUSTRIAL PROPERTY SOUTH OF CONSER	\$1,112,000
Total for Unfunded Water:				\$4,584,000

Grand Total for Unfunded Water: \$4,584,000

Water SDC Account Balances and Projections

Water SDC Tracking			
SDC per EDU = \$1,921	SDC-R	SDC-I	Notes
% of total SDC (from 2006/2008 methodology)	81%	19%	
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)		212,172	\$173,752 collected thru March 30, 2020, projected total collected for year is \$212,172 assuming 20 more SFH building permits
SDC Revenue R/I	171,859	40,313	
Total SDC R/I Resources for FY	984,440	325,485	
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	624,440	325,485	
SDC Balance EOY Total	949,925		projected

Water SDC Tracking			
SDC per EDU = \$2,985	SDC-R	SDC-I	Notes
% of total SDC (from 2020 methodology)	65%	35%	
FY 2020-2021 - PROJECTED			
SDC Revenues			
BOY	949,925		
BOY SDC R/I	624,440	325,485	
SDC's received (revenue)		119,400	Estimated based on 40 EDUs
SDC Revenue R/I	77,760	41,640	
Total SDC R/I Resources for FY	702,200	367,125	
SDC Expenditures			
Water Treatment Plant Capital Projects	0	0	
Fire Station and Industrial Property Water Main	0	104,000	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	104,000	
SDC Balance EOY R/I	333,200	263,125	
SDC Balance EOY Total	596,325		projected

CITY OF MILLERSBURG

2020-2021 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

2020-2021 BUDGET CALENDAR

Target Dates Action Items

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



Budget Message Fiscal Year 2020-2021

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,



Kevin L Kreitman – EFO
City Manager

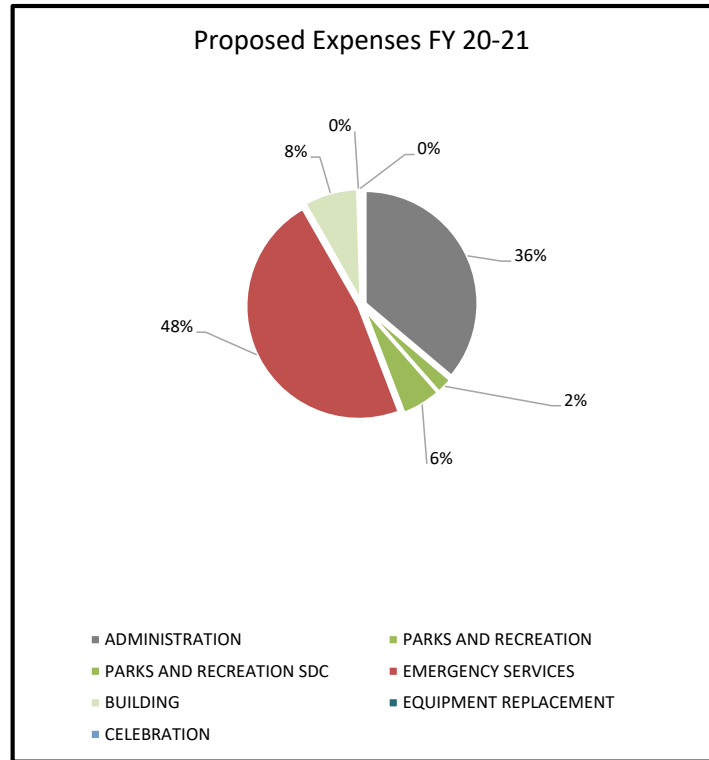
**CITY OF MILLERSBURG
GENERAL FUND - SUMMARY
FY 2020-2021**

Actual FY 2017 2018	Actual FY 2018 2019	Adopted FY 2019-2020	GENERAL FUND RESOURCES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
7,266,803	14,053,356	9,281,652	ADMINISTRATION	10,599,724	-	-
7,395	157,780	6,000	PARKS AND RECREATION	3,000	-	-
467,200	692,833	651,800	PARKS AND RECREATION SDC	738,722	-	-
1,326	4,131,798	500	EMERGENCY SERVICES	2,000	-	-
1,020,021	1,107,012	700,000	BUILDING	525,000	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
11,600	38,314	24,500	CELEBRATION	9,500	-	-
8,774,345	20,181,092	10,664,452	TOTAL GENERAL FUND RESOURCES	11,877,946	-	-
Actual FY 2017 2018	Actual FY 2018 2019	Adopted FY 2019-2020	GENERAL FUND EXPENSE BY OBJECT	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
			PERSONNEL SERVICES			
583,445	633,268	684,526	ADMINISTRATION	829,384	-	-
583,445	633,268	684,526	TOTAL PERSONNEL SERVICES	829,384	-	-
			MATERIALS & SERVICES			
665,548	569,935	728,725	ADMINISTRATION	743,380	-	-
62,002	73,463	115,000	PARKS AND RECREATION	137,000	-	-
88,140	1,434,559	1,551,182	EMERGENCY SERVICES	1,564,010	-	-
1,032,699	687,910	641,000	BUILDING	482,000	-	-
-	31,007	36,500	CELEBRATION	30,000	-	-
1,848,389	2,796,873	3,072,407	TOTAL MATERIALS & SERVICES	2,956,390	-	-
			CAPITAL OUTLAY			
62,597	25,100	213,000	ADMINISTRATION	65,000	-	-
18,984	31,579	55,000	PARKS AND RECREATION	10,000	-	-
-	-	-	PARKS AND RECREATION SDC	350,000	-	-
-	385,150	345,000	EMERGENCY SERVICES	1,350,000	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
81,580	441,830	613,000	TOTAL CAPITAL OUTLAY	1,775,000	-	-
			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	-	-
2,513,414	9,500,862	5,417,594	TOTAL GENERAL FUND EXPENDITURES	6,190,774	-	-

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

Actual FY 2017 2018	Actual FY 2018 2019	Adopted FY 2019-2020	OTHER GENERAL FUND REQUIREMENTS	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
			RESERVE ACCOUNT TOTALS			
-	-	651,800	PARKS AND RECREATION SDC	388,722	-	-
-	-	2,709,000	EMERGENCY SERVICES	2,500,000	-	-
-	-	100,000	EQUIPMENT REPLACEMENT	102,500	-	-
6,260,931	10,680,229	1,786,058	UNAPPROPRIATED ENDING FUND BALANCE	2,725,951	-	-
6,260,931	10,680,229	5,246,858	TOTAL RESERVE AND UNAPPROPRIATED FUNDS	5,717,173	-	-
8,774,345	20,181,092	10,664,452	TOTAL GENERAL FUND REQUIREMENTS	11,877,946	-	-

Actual FY 2017 2018	Actual FY 2018 2019	Adopted FY 2019-2020	GENERAL FUND EXPENDITURES BY PROGRAM	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
1,311,590	6,857,195	2,643,912	ADMINISTRATION	2,237,764	-	-
80,985	105,042	170,000	PARKS AND RECREATION	147,000	-	-
-	-	-	PARKS AND RECREATION SDC	350,000	-	-
88,140	1,819,709	1,926,182	EMERGENCY SERVICES	2,944,010	-	-
1,032,699	687,910	641,000	BUILDING	482,000	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
-	31,007	36,500	CELEBRATION	30,000	-	-
2,513,414	9,500,862	5,417,594	TOTAL GENERAL FUND EXPENDITURES	6,160,774	-	-



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

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

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

PARKS AND RECREATION SDC PROGRAM RESOURCES							
316,000	576,433	555,800		BEGINNING PARK SYSTEM DEVELOPMENT CHARGES (SDC) PROGRAM BALANCE	690,722		
-	132,580	127,834		BEGINNING SDC-R BALANCE	125,982		
-	449,618	433,524		BEGINNING SDC-I BALANCE	564,740		
151,200	116,400	96,000	01-3101	PARK SYSTEM DEVELOPMENT CHARGES (SDC) FEES	48,000		
-	26,772	22,080		PARK SDC-R FEES	11,040		
-	90,792	74,880		PARK SDC-I FEES	36,960		
467,200	692,833	651,800		TOTAL PARKS AND RECREATION SDC PROGRAM RESOURCES	738,722	-	-

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

EMERGENCY SERVICES PROGRAM RESOURCES							
-	3,035,000	-	01-4101	TRANSFER FROM GENERAL FUND BEGINNING FUND BALANCE	-		
-	1,096,550	-	01-4102	TRANSFER FROM GENERAL FUND	-		
1,326	248	500	01-4103	JUSTICE COURT	2,000		
1,326	4,131,798	500		TOTAL EMERGENCY SERVICES PROGRAM RESOURCES	2,000	-	-
BUILDING PROGRAM RESOURCES							
415,367	317,888	300,000	01-5101	CONSTRUCTION EXCISE TAX	225,000		
604,654	409,124	400,000	01-1119	BUILDING PERMIT FEES	300,000		
-	380,000	-	01-5102	TRANSFER FROM GENERAL FUND FOR LINN COUNTY BUILDING PERMITS	-	-	-
1,020,021	1,107,012	700,000		TOTAL BUILDING PROGRAM RESOURCES	525,000	-	-
EQUIPMENT REPLACEMENT PROGRAM RESOURCES							
-	-	-		TOTAL EQUIPMENT REPLACEMENT PROGRAM RESOURCES	-	-	-
MILLERSBURG CELEBRATION PROGRAM RESOURCES							
11,600	38,314	24,500	01-1115	MILLERSBURG CELEBRATION	9,500		
-					-	-	-
11,600	38,314	24,500		TOTAL MILLERSBURG CELEBRATION PROGRAM RESOURCES	9,500	-	-
467,200	692,833	651,800		RESTRICTED FUNDS (SDC'S)	738,722	-	-
8,307,145	19,488,259	10,012,652		AVAILABLE RESOURCES	11,139,224	-	-
8,774,345	20,181,092	10,664,452		TOTAL GENERAL FUND RESOURCES	11,877,946	-	-

FUND NARRATIVE

General Fund: Administration Program (01-1000)

Responsible Manager/Title: Kevin Kreitman, City Manager

Functions and Responsibilities

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

Strategies/Actions

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

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

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	ADMINISTRATION PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				PERSONNEL SERVICES			
100,593	66,415	75,600	01-1200	CITY MANAGER	81,453		
-	127,389	129,780	01-1201	ASSISTANT CITY MANAGER / CITY ENGINEER	135,608		
59,512	70,581	70,225	01-1202	CITY RECORDER	74,870		
76,819	-		01-1203	DEVELOPMENT COORDINATOR	-		
51,513	57,771	60,473	01-1204	DEPUTY CITY RECORDER	64,640		
3,411	-		01-1205	OFFICE ASSISTANT	25,830		
61,381	59,658	60,420	01-1206	MAINTENANCE SUPERVISOR	66,250		
43,517	41,776	44,520	01-1207	MAINTENANCE ASSISTANT	46,220		
			01-1215	CECOP INTERN	20,000		
-	12,102	25,000	01-1208	OVERTIME	20,000		
35,474	37,888	35,532	01-1209	PAYROLL TAXES	52,150		
63,482	67,871	80,030	01-1210	PERS	129,542		
74,776	80,761	89,250	01-1211	MEDICAL INSURANCE	91,062		
1,489	1,940	3,424	01-1212	DISABILITY INSURANCE AND WORKERS COMP	8,000		
5,364	-	-	01-1213	SUPPLEMENTAL MEDICAL INSURANCE - HSA EMPLOYEE CONTRIBUTION	2,460		
6,114	9,116	10,272	01-1214	DENTAL & VISION INSURANCE	11,299		
583,445	633,268	684,526		TOTAL PERSONNEL SERVICES	829,384	-	-

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

				MATERIALS & SERVICES		
1,565	15,232	20,000	01-1302	ACCOUNTING & AUDIT		20,000
293	1,535	1,000	01-1306	BIDS PUBLICATION		1,000
18,180	24,664	30,000	01-1308	BONDING & INSURANCE		34,000
18,755	9,849	22,000	01-1309	CITY HALL BUILDING		40,400
				GENERATOR INSTALLATION		15,000
				CABINETS		5,000
				AED		2,400
				MISCELLANEOUS		10,000
				BARK		5,000
				EXTERIOR LIGHTING IMPROVEMENTS (EAST AND WEST SIDES)		3,000
85,300	155,625	-	01-1316	CITY ATTORNEY		-
11,788	15,335	32,200	01-1317	CITY HALL UTILITIES		20,000
-	1,589	2,500	01-1318	MERCHANT FEES		9,000
26,528	36,091	22,600	01-1320	COMMUNITY SUPPORT		22,500
				MEALS ON WHEELS		1,000
				ABC HOUSE		5,000
				CLOVER RIDGE		-
				ALBANY BOYS AND GIRLS CLUB		5,000
				LINN COUNTY FAIR AND EXPO		3,000
				NW ART AND AIR FESTIVAL		2,500
				MISCELLANEOUS		6,000
1,365	2,946	3,000	01-1324	CALL-A-RIDE		6,000
-	1,011	1,100	01-1327	POSTAGE AND SHIPPING		6,000
91	9,363	15,000	01-1330	MATERIALS & SUPPLIES		25,000
-	-	16,000	01-1331	OFFICE EQUIPMENT AND SOFTWARE		22,040
95,214	68,741	162,625	01-1332	CONTRACTED SERVICES		81,440
-	99	2,500	01-1333	CITY COUNCIL		2,500
-	1,675	2,000	01-1334	EDUCATION & TRAINING		2,500
921	3,285	8,000	01-1335	MEETINGS & TRAVEL		13,000
15,182	6,878	9,000	01-1336	DUES & SUBSCRIPTIONS		14,000
22,500	30,000	30,000	01-1337	ALBANY-MILLERSBURG ECONOMIC DEVELOPMENT CORP (AMEDC)		30,000
7,500	22,500	30,000	01-1338	ECONOMIC DEVELOPMENT		42,000
55,256	29,302	170,000	01-1339	LEGAL SERVICES		190,000
2,640	3,680	3,000	01-1340	LIBRARY SERVICES		3,000
0	292	400	01-1350	LGIP / BANK FEES		400
-	1,036	1,600	01-1351	MILEAGE		1,600
19,939	16,889	-	01-1352	OFFICE EXPENSES		-
6,339	79,093	100,000	01-1353	CONSULTANTS - PLANNING		111,000
253,866	15,885	20,000	01-1354	CONSULTANTS - ENGINEERING		20,000
4,939	4,099	5,000	01-1355	PRINTING & ADVERTISING		5,000
7,705	8,751	9,200	01-1356	PROPERTY TAXES		9,000
1,660	1,358	5,000	01-1357	RENTAL PROPERTY		12,000
3,593	2,730	-	01-1358	TELEPHONE		-
4,428	401	5,000	01-1359	TRAVEL & MEALS		-
665,548	569,935	728,725		TOTAL MATERIALS & SERVICES		743,380

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

				CAPITAL OUTLAY				
53,783	-	130,000	01-1401	CITY HALL IMPROVEMENTS	-			
	-	60,000		REPAIR CITY HALL PARKING LOT AND ADD SIDEWALK	65,000			
2,623	4,936		01-1406	EQUIPMENT	-			
-	-	-	01-1411	LAND	-			
6,190	20,164	-	01-1415	WORK STATION AND FILE ROOM UPGRADES	-			
	-	14,000		FIBER TO CITY HALL	-			
	-	9,000		PLOTTER (FULL SIZE)	-			
62,597	25,100	213,000		TOTAL CAPITAL OUTLAY	65,000		-	-
				TRANSFERS				
-	4,131,550		01-1503	TRANSFER TO GENERAL FUND EMERGENCY SERVICES (FROM REVENUES)	-			
-	151,000		01-1503	TRANSFER TO GENERAL FUND EMERGENCY SERVICES FROM BEGINNING FUND BALANCE	-			
-	380,000		01-1504	TRANSFER TO GENERAL FUND PARKS AND REC	-			
-	180,108		01-1505	TRANSFER TO GENERAL FUND BUILDING FUND	-			
-	209,800	-	01-1506	TRANSFER TO STREET FUND	-			
-	-	417,661	01-1507	TRANSFER TO STORMWATER FUND	-			
-	576,433		01-1511	TRANSFER TO GENERAL FUND PARKS AND REC SDC	-			
-	5,628,891	417,661		TOTAL TRANSFERS	-		-	-
				CONTINGENCY				
-	-	600,000	01-1601	OPERATING CONTINGENCY	600,000			
1,311,590	6,857,195	2,643,912		TOTAL ADMINISTRATION PROGRAM EXPENDITURES	2,237,764		-	-
1,311,590	6,857,195	2,643,912		TOTAL ADMINISTRATION REQUIREMENTS	2,237,764		-	-

FUND NARRATIVE

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

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

Functions and Responsibilities

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

Strategies/Actions

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

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

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	PARKS AND RECREATION PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
11,546	12,632	15,000	01-2301	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	15,000		
50,456	37,107	70,000	01-2302	PARK SUPPLIES & MAINTENANCE	82,000		
-	23,723	25,000	01-2303	PARKS PROJECTS	34,000		
				TREE REPLACEMENT/PLANTING & LANDSCAPE ENHANCEMENTS	10,000		
				PLAYGROUND RAMP	1,500		
				REPAIRS (PAVEMENT, ETC.)	2,500		
				BATHROOM FLOOR AND WALL COATING	20,000		
-	-	5,000	01-2306	SDC STUDY	6,000		
62,002	73,463	115,000		TOTAL MATERIALS & SERVICES	137,000	-	-
18,984				CAPITAL OUTLAY			
-	-	-	01-2401	PARK FACILITY BUILDINGS	-		
-	9,195	55,000	01-2403	MAINTENANCE EQUIPMENT	10,000		
		15,000		TRAILER	10,000		
-	13,830	-	01-2404	VEHICLE	-		
-	-	-	01-2405	PARKS EQUIPMENT/FURNISHINGS	-		
-	8,554	-	01-2406	PARK LIGHTING UPGRADES	-		
18,984	31,579	55,000		TOTAL CAPITAL OUTLAY	10,000	-	-
80,985	105,042	170,000		TOTAL PARKS AND RECREATION PROGRAM EXPENDITURES	147,000	-	-

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

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

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

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

General Fund: Emergency Services Program (01-4000)

Responsible Manager/Title: Kevin Kreitman, City Manager

Functions and Responsibilities

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

Strategies/Actions

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

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

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

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

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

General Fund: Building Program (01-5000)

Responsible Manager/Title: Kevin Kreitman, City Manager

Functions and Responsibilities

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

Strategies/Actions

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

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

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

FUND NARRATIVE

General Fund: Equipment Replacement Program (01-6000)

Responsible Manager/Title: Kevin Kreitman, City Manager

Functions and Responsibilities

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

Strategies/Actions

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

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

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

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

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

General Fund: Millersburg Celebration Program (01-7000)

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

Functions and Responsibilities

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

Strategies/Actions

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

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

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

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

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

Enterprise Fund: Streets (02)

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

Functions and Responsibilities

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

Strategies/Actions

Strategic Priority

Target Date

Status

Goals/Objectives

Public Infrastructure

July-20

Ongoing

SDC Study

Aug-20

Ongoing

Surface Treatment Sweetwater and Morningstar Subdivisions
CIP#2011

Dec-20

Pending

Kathryn Lane Repair **CIP#2006**

Sept-20

Ongoing

Woods Road Repair and Overlay **CIP#2007**

Summer-20

Pending

Crack Sealing South Residential Area **CIP#2014**

Summer-21

Pending

Woods Road Shared Use Path **CIP#2039**

Summer-20

Pending

Beauty Strips Woods Road **CIP#2045**

Winter-20

Pending

Property Evaluation for Development of Future Roads **CIP#2010**

Spring-21

Pending

Fire Station and Industrial Property Access Road **CIP#2050**

Summer-20

Ongoing

Thermoplastic Stop Bars and Legends **CIP#2047**

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

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	STREET PROGRAM RESOURCES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
299,307	416,713	779,156		BEGINNING FUND BALANCE	431,598		
		12,600		BEGINNING FUND BALANCE BIKE/PED	14,250		
			02-1121	INTEREST RECEIVED	43,799		
		-		BEGINNING FUND BALANCE FROM STREET RESERVE FUND	-		
6,149	34,531	30,000	02-1102	STREET PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	12,000		
2,523	180,108	-	02-1103	TRANSFER FROM GENERAL FUND	-		
-	10,000	-	02-1104	TRANSFER FROM STREET SYSTEM DEVELOPMENT CHARGES (SDC) FUND	-		
120,539	150,326	200,000	02-1122	HIGHWAY USE TAX	200,000		
		163,350		HWY USE TAX ROADS	163,350		
		1,650		HWY USE TAX BIKE/PED	1,650		
		35,000		HB2017 STF	35,000		
	101,050	70,000	02-1126	STREET CONNECTION CHARGES	35,000		
110,250	-	-	02-1123	MISC. STREET REVENUE	-		
			02-1111	GRANT FOR WOODS ROAD CONSTRUCTION	91,000		
	410,390	410,390		OTHER RESTRICTED FUNDS	437,500		
		90,140		PERLENFEIN/ZUHLKE RESERVATION - RESTRICTED FUNDS	96,300		
		320,250		SUNIGA/MILLERSBURG DR RESERVATION - RESTRICTED FUNDS	341,200		
538,768	1,303,118	1,502,146		TOTAL STREET PROGRAM RESOURCES	1,265,147	-	-

			Account #	STREET SDC PROGRAM RESOURCES			
1,323,748	1,371,755	1,823,732		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	2,192,649		
52,950	54,870	72,949		BEGINNING SDC-R BALANCE	50,561		
1,270,798	1,316,885	1,750,783		BEGINNING SDC-I BALANCE	2,142,088		
446,592	340,032	283,360	02-2101	STREET SYSTEM DEVELOPMENT CHARGES (SDC) FEES	228,920		
17,864	13,601	11,334		SEWER SDC-R FEES (38% OF TOTAL SDC)	87,240		
428,728	326,431	272,026		SEWER SDC-I FEES (62% OF TOTAL SDC)	141,680		
1,770,340	1,711,787	2,107,092		STREET SDC PROGRAM RESOURCES	2,421,569	-	-

		251,7482		RESTRICTED FUNDS	2,859,069	-	-
		1091756		AVAILABLE RESOURCES	827,647	-	-
2,309,108	3,014,905	3,609,238		TOTAL STREET FUND RESOURCES	3,686,716	-	-

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

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	STREET PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
-	18,014	20,000	02-1301	CONSULTANTS ENGINEERING	50,000		
-	22,490	30,000	02-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000		
13,276	1,374	2,000	02-1311	MISCELLANEOUS	2,000		
-	-	5,000	02-1314	SDC STUDY	1,000		
-	17,531	25,000	02-1319	STREET SWEEPING	25,000		
20,060	32,436	164,000	02-1322	STREET & ROAD REPAIR	148,000		
-		26,000		CRACK SEALING	10,000		
-		88,000		SURFACE TREATMENT	98,000		
-		30,000		THERMOPLASTIC STOP BARS AND LEGENDS	20,000		
-		20,000		MISCELLANEOUS REPAIRS	20,000		
96,820	35,117	42,000	02-1323	STREET LIGHTS POWER	42,000		
-	8,770		02-1325	INSTALL BOLLARDS MORNINGSTAR AND PARKER	-		
3,334	20,759	5,000	02-1329	SIGNS	5,000		
133,490	156,491	293,000		TOTAL MATERIALS & SERVICES	283,000	-	-
				CAPITAL OUTLAY			
	17,905	75,000	02-1404	STREET CONSTRUCTION	181,000		
-	-	54,000		KATHRYN LANE	55,000		
-	-	-		WOODS ROAD	105,000		
-		21,000		BEAUTY STRIPS ALONG WOODS ROAD NORTH	21,000		
-				OLD SALEM ROAD GUARDRAIL	-		
-	13,543	15,000	02-1407	STREET LIGHTING CAPITAL IMPROVEMENTS	-		
-	4,610	-	02-1412	SERVICE VEHICLE			
-	-	25,000	02-1413	PROPERTY DEVELOPMENT FOR FUTURE ROADS	25,000		
-	-	25,000		WETLANDS DELINEATION FOR CITY-OWNED INDUSTRIAL PROPERTY	25,000		
-	-	-	02-1416	BIKE/PED PROJECTS	-		
-	-	158,269	02-1418	WOODS ROAD SHARED USE PATH	18,000		
-	36,058	273,269		TOTAL CAPITAL OUTLAY	224,000	-	-
				TRANSFERS			
-	74,600	78,829	02-1501	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	95,637		
-	74,600	78,829		TOTAL TRANSFERS	95,637	-	-
				CONTINGENCY			
-	-	50,000	02-1601	OPERATING CONTINGENCY	50,000		
133,490	267,149	695,098		TOTAL STREET PROGRAM EXPENDITURES	652,637	-	-

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

STREET SDC PROGRAM EXPENDITURES							
			02-1801	SDC-R		18,000	
				WOODS ROAD SHARED USE PATH		18,000	
124,044		205,000	02-1803	SDC-I		710,000	
124,044	-	205,000	02-2407	PROPERTY FOR ACCESS TO WEST INDUSTRIAL PROPERTY		209,000	
				FIRE STATION AND INDUSTRIAL PROPERTY ACCESS ROAD		479,000	
				WOODS ROAD SHARED USE PATH		22,000	
124,044	-	205,000		TOTAL SDC CAPITAL OUTLAY		728,000	-
				TRANSFERS			
	10,000	-	02-2501	TRANSFER TO STREET FUND BIKE/PED-		-	-
	-	-	02-2503	TRANSFER TO STREET FUND PROPERTY DEVELOPMENT FOR FUTURE ROADS-		-	-
				PROPERTY FOR ACCESS TO WEST INDUSTRIAL PROPERTY-		-	-
-	10,000	-		TOTAL TRANSFERS		-	-
124,044	10,000	205,000		TOTAL STREET SDC PROGRAM EXPENDITURES		728,000	-

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

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

Enterprise Fund: Storm Water (03)

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

Functions and Responsibilities

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

Strategies/Actions

Strategic Priority

Target Date

Status

Goals/Objectives

Public Infrastructure

Fall-20

In Progress

SDC and Rate Study

Summer-21

Pending

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

Summer-21

Ongoing

MS4 Support and Legal Fees

Summer-20

Pending

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

Summer-20

Ongoing

Inspection and Cleaning of Catch Basins and Manholes

Summer-20

Pending

Clean and TV Pipe System

Summer-20

Pending

Brush Clearing Crooks Creek Basin

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

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

-	236,893	518,661		TOTAL STORMWATER FUND RESOURCES	321,515	-	-
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Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	STORMWATER FUND EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
-	1,560	20,000	03-1301	CONSULTANTS ENGINEERING	10,000		
-	9,990	25,000	03-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000		
-	23,737	40,000	03-1312	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPORT AND LEGAL FEES	30,000		
-	-	10,000	03-1313	SYSTEM DEVELOPMENT CHARGES (SDC) AND RATE STUDY	1,000		
-	61,804		03-1321	STORMWATER MASTER PLAN	-		
-	20,171	122,000	03-1331	STORM DRAINS & DITCHES	120,000		
-	-	2,000	03-1360	EDUCATION AND OUTREACH	1,000		
-	117,262	219,000		TOTAL MATERIALS & SERVICES	172,000	-	-
				CAPITAL OUTLAY			
-	23,470		03-1402	FENCING DETENTION BASINS	-		
	-	225,000	03-1422	STORMWATER CONSTRUCTION	39,000		
		205,000		NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS	20,000		
		20,000		BECKER RIDGE DETENTION PONDS MODIFICATIONS	19,000		
-	23,470	225,000		TOTAL CAPITAL OUTLAY	39,000	-	-

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

				TRANSFERS			
-	51,800	54,661	03-1501	TRANSFER TO GENERAL FUND ADMINISTRATION PERSONNEL SERVICES	67,085		
-	51,800	54,661		TOTAL TRANSFERS	67,085	-	-
				CONTINGENCY			
-	-	20,000	03-1601	OPERATING CONTINGENCY	20,000		

-	192,532	518,661		TOTAL STORMWATER FUND EXPENDITURES	298,085	-	-
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Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	STORMWATER FUND SUMMARY	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				RESERVE ACCOUNTS			
			03-1710	CIP PROJECT LIST	23,430		
-	-	-		TOTAL RESERVE ACCOUNTS	23,430	-	-
-	44,361	-		UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
-	44,361	-		TOTAL OTHER STREET FUND REQUIREMENTS			

-	236,893	518,661		TOTAL STORMWATER FUND REQUIREMENTS	298,085	-	-
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FUND NARRATIVE

Enterprise Fund: Sewer (04)

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

Functions and Responsibilities

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

Strategies/Actions

Strategic Priority

Target Date

Status

Goals/Objectives

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

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

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	SEWER UTILITY ENTERPRISE PROGRAM FUND RESOURCES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
2,110,902	2,394,499	1,495,993		BEGINNING FUND BALANCE	1,554,964		
			04-1121	INTEREST RECEIVED	21,253		
	20,003	20,000	04-1102	SEWER PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) FEES	7,000		
	-	-	04-1103	TRANSFER FROM GENERAL FUND - ADMINISTRATION	-		
934,415	839,251	865,000	04-1104	SEWER USER FEES	870,000		
-	-	-	04-1105	TRANSFER FROM SEWER CONST 05-5605	-		
	-	31,500	04-1126	SEWER CONNECTION CHARGES	20,000		
-	685,000		04-1106	TRANSFER FROM SEWER SYSTEM DEVELOPMENT CHARGES (SDC) FUND	-		
37,538	37,363	37,000	04-1116	DEQ WETLAND LOAN PAYMENTS FROM ALBANY	37,000		
3,082,855	3,976,116	2,449,493		TOTAL SEWER PROGRAM RESOURCES	2,510,217	-	-

SEWER SDC PROGRAM RESOURCES							
801,770	342,279	892,576		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	578,906		
		410,585		BEGINNING SDC-R BALANCE	54,224		
		481,991		BEGINNING SDC-I BALANCE	524,682		
304,602	216,713	178,480	04-2101	SEWER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	179,960		
		82,101		SEWER SDC-R FEES (57% OF TOTAL SDC)	102,480		
		96,379		SEWER SDC-I FEES (43% OF TOTAL SDC)	77,480		
1,106,372	558,992	1,071,056		TOTAL SEWER SDC PROGRAM RESOURCES	758,866	-	-

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

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

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	SEWER UTILITY ENTERPRISE PROGRAM EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
-	9,800	20,000	04-1301	CONSULTANTS - ENGINEERING	10,000		
(2,435)	19,935	20,000	04-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	6,000		
128,577	184,834	256,000	04-1304	O&M SEWER PLANT	200,000		
68,393	93,971	198,000	04-1305	O&M COLLECTION SYSTEM	223,000		
-	12,910		04-1313	RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY	5,000		
-	14,232	50,000	04-1315	ALBANY-MILLERSBURG WATER RECLAMATION FACILITY LEGAL FEES	50,000		
-	2,991		04-1318	MERCHANT FEES	-		
-	2,545		04-1327	POSTAGE	-		
55,432	32,967	10,000	04-1328	SEWER MISCELLANEOUS EXPENSES	10,000		
249,967	374,184	554,000		TOTAL MATERIALS & SERVICES	504,000	-	-
				CAPITAL OUTLAY			
1,020,993	508,629	-	04-1403	MORNINGSTAR AND ATI PUMP STATION UPGRADES	-		
-	71,369	60,000	04-1409	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJECTS	704,700		
		50,000		WRF SOLIDS HANDLING IMPROVEMENTS DESIGN	30,000		
				WRF SOLIDS HANDLING IMPROVEMENTS (COMPOSTING)	300,000		
				DEWATERING EQUIPMENT REPLACEMENT	364,700		
		10,000		INFLUENT VFDS	10,000		
2,304	-	-	04-1414	SEWER LINE CONSTRUCTION	-		
	-	50,000	04-1423	SEWER LIFT STATION UPGRADES	20,000		
		50,000		BURKHART SEWER LIFT STATION PUMP REPLACEMENT	-		
				REPAIR AT BURKHART LIFT STATION FORCE MAIN DISCHARGE	20,000		
	13,830	-	04-1412	SERVICE VEHICLE	-		
1,023,297	593,828	110,000		TOTAL CAPITAL OUTLAY	724,700	-	-
				DEBT SERVICE			
121,179	83,923	77,149	04-1804	INTEREST PAYMENT TO ALBANY	70,254		
3,625	3,375	3,125	04-1806	INTEREST PAYMENT TO DEQ	2,875		
124,804	87,298	80,274		TOTAL DEBT SERVICE	73,129	-	-
				TRANSFERS			
-	72,100	76,179	04-1501	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	92,718		
-	64,800	97,323	04-1502	TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SERVICES	92,396		
-	136,900	173,502		TOTAL TRANSFERS	185,114	-	-
				CONTINGENCY			
-	-	100,000	04-1601	OPERATING CONTINGENCY	100,000		
1,398,068	1,192,210	1,017,776		TOTAL SEWER PROGRAM EXPENDITURES	1,586,943	-	-

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

SEWER SDC PROGRAM EXPENDITURES							
333,330	350,103	355,377	04-1801	SDC-R		292,000	
283,330	300,103	305,377		DEBT SERVICE TO ALBANY		242,000	
50,000	50,000	50,000	04-1805	WETLAND LOAN PAYMENT TO DEQ		50,000	
			04-1803	SDC-I		205,000	
				DEBT SERVICE TO ALBANY		68,000	
-				FIRE STATION AND INDUSTRIAL PROPERTY SEWER MAIN		137,000	
333,330	350,103	355,377		TOTAL SDC EXPENDITURES		497,000	-
				TRANSFERS			
-	-	-	04-2510	TRANSFER TO SEWER UTILITY FUND FOR DEBT SERVICE TO ALBANY		-	
-	-	-	04-2515	TRANSFER TO SEWER UTILITY FUND FOR MORNINGSTAR AND ATI PUMP STATION UPGRADES		-	
-	-	-	04-2520	TRANSFER TO SEWER UTILITY FUND FOR SEWER LINE IN WOODS ROAD NORTH OF SONORA		-	
-	-	-		TOTAL TRANSFERS		-	-
333,330	350,103	355,377		TOTAL SEWER SDC PROGRAM EXPENDITURES		497,000	-

1,731,398	1,542,313	1,373,153		TOTAL SEWER UTILITY ENTERPRISE FUND EXPENDITURES	2,083,943	-	-
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Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	SEWER ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				RESERVE ACCOUNTS			
			04-1710	CIP PROJECT LIST	\$ 1,185,140		
-	-	324,396	04-1702	SYSTEM EXPANSION TO UNDER SERVED AREAS RESERVE	-		
-	-	68,000	04-1703	ATI PUMP REPLACEMENT RESERVE	-		
-	-	33,000	04-1704	MORNINGSTAR PUMP IMPELLER REPLACEMENT RESERVE	-		
-	-	600,000	04-2701	CROOKS CREEK PUMP STATION UPGRADES RESERVE	-		
-	-	-	04-2704	ATI PUMP REPLACEMENT RESERVE	-		
-	-	-	04-2708	MORNINGSTAR PUMP IMPELLER REPLACEMENT RESERVE	-		
-	-	190,000	04-2709	SEWER FOR MORNINGSTAR ROAD REALIGNMENT	-		
-	-	490,000	04-2712	DEWATERING EQUIPMENT REPLACEMENT	-		
-	-	300,000	04-2713	WRF SOLIDS HANDLING IMPROVEMENTS	-		
-	-	142,000	04-2714	TWG PROJECTS	-		
-	-	2,147,396		TOTAL RESERVE ACCOUNTS	1,185,140	-	-
2,457,829	2,992,794	0		UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
2,457,829	2,992,794	2,147,396		TOTAL OTHER SEWER FUND REQUIREMENTS	1,185,140	-	-

4,189,227	4,535,108	3,520,549		TOTAL SEWER FUND REQUIREMENTS	3,269,083	-	-
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FUND NARRATIVE

Enterprise Fund: Water (05)

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

Functions and Responsibilities

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

Strategies/Actions

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

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

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

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	WATER SDC PROGRAM RESOURCES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
1,010,431	1,243,237	1,284,119		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	949,925		
		1,040,136		BEGINNING SDC-R BALANCE	624,440		
		243,983		BEGINNING SDC-I BALANCE	325,485		
295,832	216,787	153,680	05-2101	WATER SYSTEM DEVELOPMENT CHARGES (SDC) FEES	119,400		
		124,481		WATER SDC-R FEES	77,760		
		29,199		WATER SDC-I FEES	41,640		
1,306,263	1,460,024	1,437,799		TOTAL WATER SDC PROGRAM RESOURCES	1,069,325	-	-

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

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

Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	WATER UTILITY ENTERPRISE FUND EXPENDITURES	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				MATERIALS & SERVICES			
-	3,418	20,000	05-1301	CONSULTANT - ENGINEERING	10,000		
-	19,935	15,000	05-1303	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	6,000		
124,063	152,952	104,000	05-1304	OPERATION & MAINTENANCE (O&M) TRANSMISSION LINES	119,000		
338,773	241,430	350,000	05-1305	OPERATION & MAINTENANCE (O&M) WATER TREATMENT PLANT	300,000		
-	9,605	10,000	05-1307	OMI SERVICES FOR DIRECT RESPONSIBLE CHARGE (DRC) WATER SYSTEM OPERATOR	10,000		
-	8,382		05-1310	LEAK DETECTION-	-		
-	12,617		05-1313	RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY -	-		
-	47,520		05-1318	MERCHANT FEES-	-		
-	2,545		05-1327	POSTAGE-	-		
462,836	498,404	499,000		TOTAL MATERIALS & SERVICES	445,000	-	-
				CAPITAL OUTLAY			
-	-	30,000	05-1405	WATER LINE CONSTRUCTION	30,000		
		25,000		LARGE METER REPLACEMENT	25,000		
		5,000		SAMPLE STATION INSTALLATION	5,000		
40,882	21,143	175,000	05-1408	WATER RECLAMATION PLANT CAPITAL PROJECTS	75,000		
		100,000		INTAKE GENERATOR	-		
		75,000		RESERVOIR INSPECTION, CLEANING, AND VALVE REPLACEMENT	75,000		
-	13,830		05-1412	SERVICE VEHICLE	-		
40,882	34,973	205,000		TOTAL CAPITAL OUTLAY	105,000	-	-
				DEBT SERVICE			
158,863	63,627	67,251	05-1806	INTEREST ON LOAN	56,811		
158,863	63,627	67,251		TOTAL DEBT SERVICE	56,811	-	-
				TRANSFERS			
-	78,900	83,387	05-1501	TRANSFER TO GENERAL FUND ADMINISTRATION - PERSONNEL SERVICES	96,030		
-	64,800	97,323	05-1502	TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SUPPLIES	92,396		
-	143,700	180,710		TOTAL TRANSFERS	188,426	-	-
				CONTINGENCY			
-	-	100,000	05-1601	OPERATING CONTINGENCY	100,000		
662,581	740,703	1,051,961		TOTAL WATER PROGRAM EXPENDITURES	895,237.41	-	-

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

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

957,182	3,740,445	1,411,961		TOTAL WATER UTILITY ENTERPRISE FUND EXPENDITURES	1,368,237	-	-
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Actual FY 2017-2018	Actual FY 2018-2019	Adopted FY 2019-2020	Account #	WATER ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2020-2021	Approved FY 2020-2021	Adopted FY 2020-2021
				RESERVE ACCOUNTS			
			05-1710	CIP PROJECT LIST	\$ 1,715,187		
-	-	484,000	05-1701	ABANDON AC LINE IN OLD SALEM ROAD PROJECT RESERVE-	-		
-		187,000	05-2703	UPSIZING WATER MAIN IN STEELHEAD RUN PROJECT RESERVE-	-		
-		737,759	05-2706	WATER STORAGE RESERVOIR PROJECT RESERVE-	-		
		1,408,759		TOTAL RESERVE ACCOUNTS	1,715,187	-	-
1,977,540	2,096,252	0		UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
1,977,540	2,096,252	1,408,759		TOTAL OTHER WATER FUND REQUIREMENTS	1,715,187	-	-

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