

# CITY OF MILLERSBURG

**2024-2025 BUDGET**

**Approved**



CITY OF  
**Millersburg**

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A COMMUNITY LINKING  
AGRICULTURE AND INDUSTRY

Linn County, Oregon

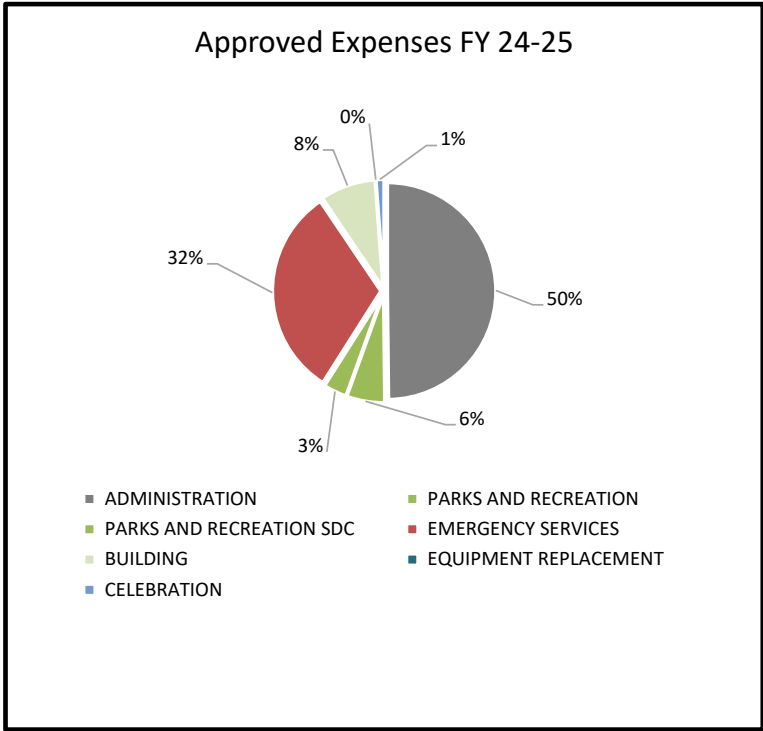
**CITY OF MILLERSBURG  
GENERAL FUND - SUMMARY  
FY 2024-2025**

<b>Actual FY 2021-2022</b>	<b>Actual FY 2022-2023</b>	<b>Adopted FY 2023-2024</b>	<b>GENERAL FUND RESOURCES</b>	<b>Proposed FY 2024-2025</b>	<b>Approved FY 2024-2025</b>	<b>Adopted FY 2024-2025</b>
10,951,938	7,291,298	6,845,286	ADMINISTRATION	8,163,614	8,163,614	-
5,945	7,670	27,000	PARKS AND RECREATION	3,000	3,000	-
72,017	151,511	182,651	PARKS AND RECREATION SDC	478,255	478,255	-
3,411	4,844	3,500	EMERGENCY SERVICES	4,500	4,500	-
204,721	178,413	136,000	BUILDING	484,040	484,040	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
12,646	14,946	-	CELEBRATION	-	40,000	-
<b>11,250,679</b>	<b>7,648,682</b>	<b>7,194,437</b>	<b>TOTAL GENERAL FUND RESOURCES</b>	<b>9,133,409</b>	<b>9,173,409</b>	<b>-</b>
<b>Actual FY 2021-2022</b>	<b>Actual FY 2022-2023</b>	<b>Adopted FY 2023-2024</b>	<b>GENERAL FUND EXPENSE BY OBJECT</b>	<b>Proposed FY 2024-2025</b>	<b>Approved FY 2024-2025</b>	<b>Adopted FY 2024-2025</b>
			<b>PERSONNEL SERVICES</b>			
897,134	1,184,688	1,152,877	ADMINISTRATION	1,402,453	1,402,453	-
<b>897,134</b>	<b>1,184,688</b>	<b>1,152,877</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,402,453</b>	<b>1,402,453</b>	<b>-</b>
			<b>MATERIALS &amp; SERVICES</b>			
500,935	805,425	754,774	ADMINISTRATION	738,277	760,577	-
74,845	76,272	165,100	PARKS AND RECREATION	163,240	163,240	-
1,644,439	1,698,289	1,729,189	EMERGENCY SERVICES	1,818,266	1,818,266	-
252,577	123,434	116,000	BUILDING	485,000	485,000	-
25,745	41,985	30,000	CELEBRATION	30,000	70,000	-
<b>2,498,540</b>	<b>2,745,405</b>	<b>2,795,062</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>3,234,783</b>	<b>3,297,083</b>	<b>-</b>
			<b>CAPITAL OUTLAY</b>			
-	8,658	110,000	ADMINISTRATION	50,000	50,000	-
-	99,095	66,000	PARKS AND RECREATION	170,000	170,000	-
-	30,000	-	PARKS AND RECREATION SDC	-	-	-
5,035,696	666,261	17,500	EMERGENCY SERVICES	-	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
<b>5,035,696</b>	<b>804,013</b>	<b>193,500</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>220,000</b>	<b>220,000</b>	<b>-</b>
			<b>TRANSFERS</b>			
-	179,076	196,608	ADMINISTRATION	113,686	113,686	-
-	<b>179,076</b>	<b>196,608</b>	<b>TOTAL TRANSFERS</b>	<b>113,686</b>	<b>113,686</b>	<b>-</b>
			<b>CONTINGENCY</b>			
-	-	600,000	ADMINISTRATION	600,000	600,000	-
-	-	30,000	EMERGENCY SERVICES	35,000	35,000	-
-	-	<b>630,000</b>	<b>TOTAL CONTINGENCIES</b>	<b>635,000</b>	<b>635,000</b>	<b>-</b>
<b>8,431,370</b>	<b>4,913,182</b>	<b>4,968,047</b>	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>5,605,921</b>	<b>5,668,221</b>	<b>-</b>

**CITY OF MILLERSBURG  
GENERAL FUND - SUMMARY  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	OTHER GENERAL FUND REQUIREMENTS	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>RESERVE ACCOUNT TOTALS</b>			
-	-	182,651	PARKS AND RECREATION SDC	273,255	273,255	-
-	-	-	EMERGENCY SERVICES	-	-	-
-	-	150,000	EQUIPMENT REPLACEMENT	400,000	400,000	-
2,819,309	2,735,500	1,893,739	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	2,649,233	2,626,933	-
<b>2,819,309</b>	<b>2,735,500</b>	<b>2,226,390</b>	<b>TOTAL RESERVE AND UNAPPROPRIATED FUNDS</b>	<b>3,322,488</b>	<b>3,300,188</b>	<b>-</b>
<b>11,250,679</b>	<b>7,648,682</b>	<b>7,194,437</b>	<b>TOTAL GENERAL FUND REQUIREMENTS</b>	<b>9,133,409</b>	<b>9,173,409</b>	<b>-</b>

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	GENERAL FUND EXPENDITURES BY PROGRAM	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
1,398,068	2,177,847	2,814,259	ADMINISTRATION	2,904,416	2,926,716	-
74,845	175,367	231,100	PARKS AND RECREATION	333,240	333,240	-
-	30,000	-	PARKS AND RECREATION SDC	205,000	205,000	-
6,680,135	2,364,549	1,776,689	EMERGENCY SERVICES	1,853,266	1,853,266	-
252,577	123,434	116,000	BUILDING	485,000	485,000	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
25,745	41,985	30,000	CELEBRATION	30,000	70,000	-
<b>8,431,370</b>	<b>4,913,182</b>	<b>4,968,047</b>	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>5,810,921</b>	<b>5,873,221</b>	<b>-</b>



**CITY OF MILLERSBURG  
GENERAL FUND RESOURCES  
FY 2024-2025**

<b>Actual FY 2021-2022</b>	<b>Actual FY 2022-2023</b>	<b>Adopted FY 2023-2024</b>	<b>ADMINISTRATION PROGRAM RESOURCES</b>	<b>Proposed FY 2024-2025</b>	<b>Approved FY 2024-2025</b>	<b>Adopted FY 2024-2025</b>
6,772,529	2,808,807	2,808,807	BEGINNING FUND BALANCE (PRIOR YEAR)	2,541,972	2,541,972	
		(283,000)	PROJECTED CARRYOVER	460,000	460,000	
2,198,018	2,295,027	2,311,522	CURRENT YEAR TAX LEVY	2,500,173	2,500,173	
	17,508		PRIOR YEAR TAX COLLECTION	10,000	10,000	
55	60	100	LIQUOR LICENSE FEES	150	150	
			LIEN SEARCH FEES	2,200	2,200	
15,780	14,000	10,000	LAND USE FEE	10,000	10,000	
55,178	61,513	60,075	LIQUOR TAXES	68,095	68,095	
			ENTERPRISE ZONE CLAWBACK FEE	350,000	350,000	
5,000	9,280	-	PCPI BOND	-	-	-
48,567	51,011	56,000	STATE REVENUE SHARING	59,000	59,000	
2,466	2,272	2,294	CIGARETTE TAXES	2,276	2,276	
		-	GRANT FUNDS	-	-	-
283,974	283,974		COVID FUNDS	-	-	-
936,926	959,841	1,090,000	FRANCHISE FEES			
716,923	762,612	840,000	ELECTRIC FRANCHISE FEE	960,000	960,000	
63,015	74,653	75,000	REFUSE FRANCHISE FEE	87,000	87,000	
59,371	75,139	80,000	GAS FRANCHISE FEE	85,000	85,000	
48,808	47,438	47,500	COMMUNICATION FRANCHISE FEE	46,900	46,900	-
3,275	3,032	3,000	CENTURY LINK	2,400	2,400	
44,112	43,622	44,000	COMCAST CABLE	44,000	44,000	
1,421	783	500	LIGHTSPEED	500	500	
542,936	622,880	738,585	TRANSFER IN FROM STREET, STORMWATER, AND ENTERPRISE FUNDS			
99,987	112,657	125,119	TRANSFER IN FROM STREET FUND	152,526	152,526	-
55,960	91,673	102,118	TRANSFER IN FROM STORMWATER FUND	121,626	121,626	-
191,789	201,326	246,996	TRANSFER IN FROM SEWER FUND	275,966	275,966	-
195,200	217,224	264,352	TRANSFER IN FROM WATER FUND	295,172	295,172	-
			TRANSFER IN FROM ECON DEV FUND	42,000	42,000	
74,488	84,214	10,000	RENTAL PROPERTY INCOME	3,500	3,500	
	1,000	-	PROPERTY SALE	-	-	-
28,971	17,559	88,403	INTEREST RECEIVED	90,059	90,059	-
35,858	62,351	-	MISCELLANEOUS REVENUE	-	-	-
<b>10,951,938</b>	<b>7,291,298</b>	<b>6,845,286</b>	<b>TOTAL ADMINISTRATION PROGRAM RESOURCES</b>	<b>8,163,614</b>	<b>8,163,614</b>	<b>-</b>

**CITY OF MILLERSBURG  
GENERAL FUND RESOURCES  
FY 2024-2025**

PARKS AND RECREATION PROGRAM RESOURCES						
5,945	7,670	1,000	PARK SHELTER USER FEES	3,000	3,000	
		26,000	GRANT FUNDS - PARKS	-	-	
<b>5,945</b>	<b>7,670</b>	<b>27,000</b>	<b>TOTAL PARKS AND RECREATION PROGRAM RESOURCES</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
PARKS AND RECREATION SDC PROGRAM RESOURCES						
21,287	72,017	113,291	BEGINNING PARK SYSTEM DEVELOPMENT CHARGES (SDC) PROGRAM BALANCE	178,144	178,144	-
		36,107	BEGINNING SDC-R BALANCE	43,240	43,240	
		77,185	BEGINNING SDC-I BALANCE	134,904	134,904	
50,730	79,494	69,360	SDC FEES - PARKS	300,111	300,111	-
		7,630	PARK SDC-R FEES	33,012	33,012	
		61,730	PARK SDC-I FEES	267,099	267,099	
<b>72,017</b>	<b>151,511</b>	<b>182,651</b>	<b>TOTAL PARKS AND RECREATION SDC PROGRAM RESOURCES</b>	<b>478,255</b>	<b>478,255</b>	<b>-</b>
EMERGENCY SERVICES PROGRAM RESOURCES						
-	-	-	TRANSFER FROM GENERAL FUND BEGINNING FUND BALANCE	-	-	-
-	-	-	TRANSFER FROM GENERAL FUND	-	-	-
3,411	4,844	3,500	JUSTICE COURT	4,500	4,500	
<b>3,411</b>	<b>4,844</b>	<b>3,500</b>	<b>TOTAL EMERGENCY SERVICES PROGRAM RESOURCES</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>
BUILDING PROGRAM RESOURCES						
56,630	66,584	65,000	CONSTRUCTION EXCISE TAX	482,040	482,040	
144,636	107,623	68,000	BUILDING PERMIT FEES	-	-	
3,455	4,206	3,000	CITY PERMIT FEES	2,000	2,000	
-	-	-	TRANSFER FROM GENERAL FUND FOR LINN COUNTY BUILDING PERMITS	-	-	-
<b>204,721</b>	<b>178,413</b>	<b>136,000</b>	<b>TOTAL BUILDING PROGRAM RESOURCES</b>	<b>484,040</b>	<b>484,040</b>	<b>-</b>
EQUIPMENT REPLACEMENT PROGRAM RESOURCES						
-	-	-	TOTAL EQUIPMENT REPLACEMENT PROGRAM RESOURCES	-	-	-
MILLERSBURG CELEBRATION PROGRAM RESOURCES						
12,646	14,946	-	MILLERSBURG CELEBRATION	-	40,000	-
			SPONSORSHIPS	-	40,000	
			REVENUE	-		
<b>12,646</b>	<b>14,946</b>	<b>-</b>	<b>TOTAL MILLERSBURG CELEBRATION PROGRAM RESOURCES</b>	<b>-</b>	<b>40,000</b>	<b>-</b>
72,017	151,511	182,651	RESTRICTED FUNDS (SDC'S)	478,255	478,255	-
11,178,662	7,497,171	7,011,786	AVAILABLE RESOURCES	8,655,154	8,695,154	-
<b>11,250,679</b>	<b>7,648,682</b>	<b>7,194,437</b>	<b>TOTAL GENERAL FUND RESOURCES</b>	<b>9,133,409</b>	<b>9,173,409</b>	<b>-</b>

**FUND NARRATIVE**

**General Fund: General Fund (01-40)**

**Responsible Manager/Title:** Kevin Kreitman, City Manager

**Functions and Responsibilities**

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

**Strategies/Actions**

<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Community Governance	Dec-24	Pending	Update Strategic Plan
Development	Jun-26	In Progress	Development of City industrial properties
	Ongoing	In Progress	Update City Comprehensive Plan
Public Infrastructure	Sept-23	Completed	Installation of emergency generator and associated work <b>CIP#1007</b>
	Sept-23	Completed	City Hall drop box area, ADA ramps, and sidewalk <b>CIP#1006</b>
	Winter-23/24	Completed	Front office interior remodel <b>CIP#1009</b>
	Jul-24	Pending	Planning/Engineering Office Remodel <b>CIP#1012</b>
	Jun-25	Pending	City Hall Siding and Paint <b>CIP#1013</b>

**CITY OF MILLERSBURG  
GENERAL FUND - ADMINISTRATION PROGRAM  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	ADMINISTRATION PROGRAM EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>PERSONNEL SERVICES</b>			
103,845	126,239	145,980	CITY MANAGER (1 FTE)	179,393	179,393	
142,687	153,668	161,509	ASSISTANT CITY MANAGER / CITY ENGINEER (1.5 FTE)	227,433	227,433	
75,608	87,673	82,966	CITY RECORDER (1 FTE)	85,865	85,865	
-	115,503	130,426	COMMUNITY DEVELOPMENT DIRECTOR (1 FTE)	142,080	142,080	
140,524	41,859	39,762	BILLING/COLLECTION SPECIALIST (0.75 FTE)	44,817	44,817	
26,997	30,894	32,024	OFFICE ASSISTANT - FINANCIAL (0.625 FTE)	35,554	35,554	
67,696	75,309	80,970	MAINTENANCE SUPERVISOR (1 FTE)	83,393	83,393	
49,244	52,444	54,840	MAINTENANCE ASSISTANT (1 FTE)	59,489	59,489	
20,660	-	-	ECONOMIC DEVELOPMENT (0.25 FTE)	28,600	28,600	-
138	-	20,000	OVERTIME	20,000	20,000	
43,003	223,718	72,976	PAYROLL TAXES	88,396	88,396	-
111,371	168,017	208,554	PERS	251,379	251,379	-
92,101	93,939	102,870	MEDICAL INSURANCE	134,670	134,670	
13,091	4,249	8,000	DISABILITY INSURANCE AND WORKERS COMP	9,544	9,544	
321	45	-	SUPPLEMENTAL INSURANCE	-	-	-
9,847	11,134	12,000	DENTAL & VISION INSURANCE	11,841	11,841	
<b>897,134</b>	<b>1,184,688</b>	<b>1,152,877</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,402,453</b>	<b>1,402,453</b>	<b>-</b>
			<b>MATERIALS &amp; SERVICES</b>			
19,775	25,800	22,000	ACCOUNTING & AUDIT	23,100	23,100	
260	8,137	5,000	BIDS PUBLICATION	7,000	7,000	
43,573	55,321	68,000	PROPERTY/CASUALTY/LOSS INSURANCE	66,049	66,049	
8,420	2,985	37,000	CITY HALL BUILDING	18,000	18,000	-
		-	LED LIGHT UPGRADES - OFFICES AND HALLWAYS	7,000	7,000	
		10,000	MISCELLANEOUS	10,000	10,000	
		2,000	BARK	1,000	1,000	
		25,000	CITY HALL EXPANSION MASTER PLANNING	-	-	
19,508	19,261	21,000	CITY HALL UTILITIES	23,728	23,728	-
		12,000	ELECTRIC	14,028	14,028	
		7,100	INTERNET (FIBER) AND PHONE SERVICE	7,500	7,500	
		600	BUSINESS CONNECTIONS	700	700	
		1,300	GARBAGE	1,500	1,500	
7,081	8,299	8,000	MERCHANT FEES	12,000	12,000	
(2,500)	18,000	25,000	COMMUNITY SUPPORT	25,000	35,000	-
		1,000	MEALS ON WHEELS	1,000	1,000	
		5,000	ABC HOUSE	5,000	5,000	
		5,000	ALBANY BOYS AND GIRLS CLUB	5,000	5,000	
		1,500	LINN COUNTY FAIR AND EXPO	1,500	1,500	
		3,000	NW ART AND AIR FESTIVAL	3,000	3,000	

**CITY OF MILLERSBURG  
GENERAL FUND - ADMINISTRATION PROGRAM  
FY 2024-2025**

		-	HONOR FLIGHT	-	2,400	
		-	SOUTH ALBANY HIGH SCHOOL ALL NIGHT PARTY	-	1,500	
		1,000	TIMBER RIDGE PTC	1,000	1,500	
		2,500	MILLER CEMETERY ASSOCIATION	2,500	5,000	
			MORNINGSTAR GRANGE	-	2,500	
		6,000	MISCELLANEOUS	6,000	6,600	
2,412	4,146	5,000	CALL-A-RIDE	5,000	5,000	
9,205	5,652	12,000	POSTAGE AND SHIPPING	12,000	12,000	
22,947	27,939	25,000	MATERIALS & SUPPLIES	25,000	25,000	
23,484	24,616	37,800	OFFICE EQUIPMENT AND SOFTWARE	37,250	37,250	-
		3,100	COPIER LEASE	6,200	6,200	
		1,800	PLOTTER LEASE/PURCHASE	3,450	3,450	
		2,500	PRINTERS AND FOLDER LEASE	2,400	2,400	
		23,000	IT EQUIPMENT (COMPUTERS, ETC.)	12,000	12,000	
		5,900	SOFTWARE (OFFICE 365, GIS, PHOTOSHOP, ETC.)	7,500	7,500	
		1,500	IPAD, PHONE, AND PARK WIFI HOTSPOT	1,700	1,700	
			ADDITIONAL SECURITY CAMERAS AT CITY HALL	4,000	4,000	
103,499	80,055	95,554	CONTRACTED SERVICES	102,210	102,210	-
		2,000	PROFESSIONAL SECURITY ALARM	2,000	2,000	
		8,000	OREGON CASCADES WEST COG - TECH SUPPORT	8,000	8,000	
		25,000	BILLING/UTILITY SYSTEM ANNUAL COST	25,000	25,000	
		6,000	HVAC MAINTENANCE	6,500	6,500	
		3,000	PAYROLL ACCOUNTING	-	-	
		19,354	LANDSCAPING (CITY HALL)	19,500	19,500	
		8,500	JANITORIAL	9,000	9,000	
		1,200	HEATH'S LAUNDRY - RUGS	1,300	1,300	
		4,000	MISCELLANEOUS	4,000	4,000	
		500	PEST CONTROL	600	600	
		15,000	CIVIC PLUS - WEBSITE, CODE HOSTING, AND UPDATES	15,750	15,750	
		3,000	BRUSH REMOVAL	3,000	3,000	
		-	CODE HOSTING AND UPDATES	-	-	
			TEMPORARY OFFICE COVERAGE	7,560	7,560	
370	848	2,500	CITY COUNCIL	2,500	14,800	
2,362	3,946	8,000	EDUCATION & TRAINING	10,000	10,000	
5,000	9,445	17,000	MEETINGS & TRAVEL	17,000	17,000	
9,188	14,547	15,000	DUES & SUBSCRIPTIONS	18,000	18,000	
39,240	29,599	-	ECONOMIC DEVELOPMENT	-	-	-
127,184	339,371	250,000	LEGAL SERVICES	260,000	260,000	
2,160	6,048	8,000	LIBRARY SERVICES	8,000	8,000	
1,166	1,058	1,200	LGIP / BANK FEES	1,200	1,200	
14	391	1,000	MILEAGE	1,000	1,000	
21,046	17,786	17,000	CONSULTANTS - PLANNING	-	-	-



**CITY OF MILLERSBURG  
GENERAL FUND - ADMINISTRATION PROGRAM  
FY 2024-2025**

		-	LAND USE PLANNING			
		-	CODIFICATION OF NEW CODE			
		17,000	ECONOMIC OPPORTUNITIES ANALYSIS			
		-	UGB EXPANSION/SWAP			
18,836	8,882	25,000	CONSULTANTS - ENGINEERING	15,000	15,000	
1,106	900	3,000	PRINTING & ADVERTISING-			
10,042	3,291	3,200	PROPERTY TAXES	1,300	1,300	
3,631	10,237	40,000	RENTAL PROPERTY	45,000	45,000	
1,925	2,468	2,520	CELL PHONE REIMBURSEMENT	2,940	2,940	
	41,216	-	REFUNDS - CONSTRUCTION BONDS	-	-	
	35,184	-	MISCELLANEOUS EXPENSES	-	-	
<b>500,935</b>	<b>805,425</b>	<b>754,774</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>738,277</b>	<b>760,577</b>	-
			<b>CAPITAL OUTLAY</b>			
-	-	55,000	CITY HALL IMPROVEMENTS - EMERGENCY GENERATOR	-	-	
-		40,000	CITY HALL DROP BOX AREA, ADA RAMPS, AND SIDEWALK	-	-	
-	8,658		EQUIPMENT - HVAC UNIT REPLACEMENT COUNCIL CHAMBERS	-	-	
-			REPAIRS - CITY HALL SIDING AND PAINTING	30,000	30,000	
-	-		HOLIDAY LIGHT DISPLAY	-	-	
-		15,000	OFFICE WORKSTATION UPGRADES	20,000	20,000	
-	<b>8,658</b>	<b>110,000</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>50,000</b>	<b>50,000</b>	-
			<b>TRANSFERS</b>			
-	-	-	TRANSFER TO STREET FUND			
-	109,076	196,608	TRANSFER TO STORMWATER FUND	113,686	113,686	-
-	70,000	-	TRANSFER TO ECONOMIC DEVELOPMENT FUND			
-	<b>179,076</b>	<b>196,608</b>	<b>TOTAL TRANSFERS</b>	<b>113,686</b>	<b>113,686</b>	-
			<b>CONTINGENCY</b>			
-	-	600,000	OPERATING CONTINGENCY	600,000	600,000	
<b>1,398,068</b>	<b>2,177,847</b>	<b>2,814,259</b>	<b>TOTAL ADMINISTRATION PROGRAM EXPENDITURES</b>	<b>2,904,416</b>	<b>2,926,716</b>	-
<b>1,398,068</b>	<b>2,177,847</b>	<b>2,814,259</b>	<b>TOTAL ADMINISTRATION REQUIREMENTS</b>	<b>2,904,416</b>	<b>2,926,716</b>	-

**FUND NARRATIVE**

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

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

**Functions and Responsibilities**

- Fund 01-45 is for general operations of parks facilities and fund 01-46 is for SDC eligible park improvements.
- Increase the usability of the City Park facilities for recreational opportunities.
- To provide safe, sufficient, and useable park facilities which meet the needs of the community.
- To conduct ongoing maintenance of parks and public grounds to provide safe, pleasant, and presentable facilities.
- Support local teams through use of ball fields and equipment.
- Provide support for city events.
- Facilitate implementation of projects and initiatives identified in the Parks Master Plan.
- Provide administrative and technical support to Parks Commission.
- Provide for community needs through park shelter rentals.
- Support Millersburg residents through reimbursement programs.

**Strategies/Actions**

<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Recreation	Ongoing	In Progress	Support Parks Commission
	Ongoing	In Progress	Pursue additional grants for development of new NW park
	Spring-24	Completed	Complete initial design for new park in NW area of city <b>CIP#1115</b>
	2025-2026	Pending	Construction of linear park Conser/Transition Parkway <b>CIP#1123</b>
	Ongoing	In Progress	Research and pursue grants for construction NW park
	Spring-25	Pending	City Park restrooms wall coating <b>CIP#1127</b>
	Fall-24	Pending	Acorn Park frontage improvements <b>CIP#1128</b>
	Summer-24	Pending	Repair/Overlay Multiuse Path at Millersburg Park, add ADA Connection <b>CIP#1129</b>
	Summer-24	Pending	Purchase New Tractor and Implements

**CITY OF MILLERSBURG  
GENERAL FUND - PARKS AND RECREATION PROGRAM  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	PARKS AND RECREATION PROGRAM EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>MATERIALS &amp; SERVICES</b>			
7,404	9,257	15,000	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	15,000	15,000	
60,267	65,472	98,600	PARK SUPPLIES & MAINTENANCE	108,240	108,240	-
		8,000	MATERIALS (LANDSCAPING, SAND, CHIPS, ETC.)	8,000	8,000	
		17,000	MINOR EQUIPMENT, SUPPLIES, AND RENTALS	17,000	17,000	
		7,000	FUEL	8,000	8,000	
		25,000	CONTRACTED SERVICES - GENERAL	10,000	10,000	
			CONTRACTED SERVICES - SEASONAL HELP	24,040	24,040	
		3,000	SHOP UTILITIES	4,200	4,200	
		7,000	EQUIPMENT PARTS AND REPAIRS	7,000	7,000	
		7,500	MISCELLANEOUS	5,000	5,000	
		7,700	GARBAGE SERVICE	7,000	7,000	
		4,400	VALLEY MERCHANT POLICE	5,000	5,000	
		12,000	WATER AND SEWER BILL	13,000	13,000	
2,931	1,543	25,500	PARKS PROJECTS	40,000	40,000	-
		12,000	CITY PARK TREE REPLACEMENT/PLANTING AND LANDSCAPE ENHANCEMENT	-	-	
		-	CITY PARK SIGNAGE UPDATE - INTERIOR SIGNS	5,000	5,000	
		6,000	CITY PARK REPLACE BENCHES	12,000	12,000	
		5,000	CITY PARK AND ACORN PARK PLAY SAFETY SURFACE REFILL	3,500	3,500	
			BALL FIELD AMENDMENT	1,500	1,500	
		-	CITY PARK PARKING LOT STRIPING	3,500	3,500	
			CITY PARK PARKING LOT AND PATH CRACK SEAL	2,500	2,500	
		2,500	REPAIRS (PAVEMENT, ETC.)	1,000	1,000	
			5G WIRELESS ROUTER, SECURITY SYSTEM	5,000	5,000	
			REPLACE ONE HORSESHOE PIT WITH CORNHOLE	6,000	6,000	
4,243	-	26,000	SDC STUDY / PARK PLANNING	-	-	
		-	REFUNDS	-	-	-
<b>74,845</b>	<b>76,272</b>	<b>165,100</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>163,240</b>	<b>163,240</b>	<b>-</b>
			<b>CAPITAL OUTLAY</b>			
-	99,095	26,000	PARK FACILITY BUILDINGS	27,000	27,000	-
		26,000	RESTROOMS WALL COATINGS	27,000	27,000	
		40,000	PARK FACILITY IMPROVEMENTS	45,000	45,000	
		40,000	ACORN PARK FRONTAGE IMPROVEMENTS	20,000	20,000	
			MULTIUSE PATH REPAIR AND ADA CONNECTION	25,000	25,000	
-	-	-	MAINTENANCE EQUIPMENT	98,000	98,000	-
			VENTRAC AND IMPLEMENTS	81,000	81,000	
		-	DUMP TRAILER	17,000	17,000	-
-	99,095	66,000	<b>TOTAL CAPITAL OUTLAY</b>	<b>170,000</b>	<b>170,000</b>	<b>-</b>
<b>74,845</b>	<b>175,367</b>	<b>231,100</b>	<b>TOTAL PARKS AND RECREATION PROGRAM EXPENDITURES</b>	<b>333,240</b>	<b>333,240</b>	<b>-</b>

**CITY OF MILLERSBURG  
GENERAL FUND - PARKS AND RECREATION PROGRAM  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	PARKS AND RECREATION SDC PROGRAM EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
-	-	-	SDC-R	-	-	-
-	30,000		SDC-I RSIS REIMBURSABLE	-	-	-
-	-	-	SDC-I	-	-	-
-	30,000	-	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-
			<b>TRANSFERS</b>			
			SDC-I RSIS REIMBURSABLE	130,000	130,000	-
			TRANSITION PARKWAY - TRANSFER TO ECONOMIC DEVELOPMENT FUND	130,000	130,000	
			SDC-R RSIS REIMBURSABLE	75,000	75,000	-
			TRANSITION PARKWAY - TRANSFER TO ECONOMIC DEVELOPMENT FUND	75,000	75,000	
-	-	-	<b>TOTAL TRANSFERS</b>	<b>205,000</b>	<b>205,000</b>	-
-	30,000	-	<b>TOTAL PARKS AND RECREATION SDC PROGRAM EXPENDITURES</b>	<b>205,000</b>	<b>205,000</b>	-

<b>74,845</b>	<b>205,367</b>	<b>231,100</b>	<b>TOTAL PARKS AND RECREATION EXPENDITURES</b>	<b>538,240</b>	<b>538,240</b>	<b>-</b>
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Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	PARKS AND RECREATION SUMMARY	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>RESERVE ACCOUNTS</b>			
-	-	182,651	CIP PROJECT LIST	273,255	273,255	-
-	-	182,651	<b>TOTAL RESERVE ACCOUNTS</b>	<b>273,255</b>	<b>273,255</b>	-
-	-	182,651	<b>TOTAL OTHER PARKS AND RECREATION REQUIREMENTS</b>	<b>273,255</b>	<b>273,255</b>	-

<b>74,845</b>	<b>205,367</b>	<b>413,751</b>	<b>TOTAL PARKS AND RECREATION REQUIREMENTS</b>	<b>811,495</b>	<b>811,495</b>	<b>-</b>
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**FUND NARRATIVE**

**General Fund: Emergency Services (01-50)**

**Responsible Manager/Title:** Kevin Kreitman, City Manager

**Functions and Responsibilities**

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

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**Strategies/Actions**

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

**CITY OF MILLERSBURG  
GENERAL FUND - EMERGENCY SERVICES PROGRAM  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	EMERGENCY SERVICES PROGRAM EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>MATERIALS &amp; SERVICES</b>			
1,425,674	1,500,654	1,498,889	CONTRACTED FIRE SERVICES	1,576,866	1,576,866	
138,636	145,576	160,000	LINN COUNTY CONTRACTED SHERIFF	165,000	165,000	
6,609	18,116	20,000	UTILITIES - FIRE STATION	24,000	24,000	
37,832	30,105	4,000	EQUIPMENT, FURNISHINGS AND UPKEEP	5,000	5,000	
688	3,838	11,300	MAINTENANCE AND SUPPLIES	12,400	12,400	-
		4,000	GENERATOR MAINTENANCE/FUEL	4,500	4,500	
		2,200	FIRE ALARM/SPRINKLER MONITORING	2,300	2,300	
		3,600	HVAC MAINTENANCE	3,600	3,600	
		1,500	UPS MAINTENANCE	2,000	2,000	
35,000	-	35,000	EQUIPMENT REPLACEMENT TO ALBANY	35,000	35,000	
<b>1,644,439</b>	<b>1,698,289</b>	<b>1,729,189</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,818,266</b>	<b>1,818,266</b>	<b>-</b>
			<b>CAPITAL OUTLAY</b>			
-	-	17,500	AUTO PULSE			
47,066	-	-	PERMANENT FIRE STATION DESIGN	-	-	-
4,988,630	666,261	-	FIRE FACILITY CONSTRUCTION	-	-	-
<b>5,035,696</b>	<b>666,261</b>	<b>17,500</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>
-	-	30,000	<b>CONTINGENCY</b>	35,000	35,000	
<b>6,680,135</b>	<b>2,364,549</b>	<b>1,776,689</b>	<b>TOTAL EMERGENCY SERVICES PROGRAM EXPENDITURES</b>	<b>1,853,266</b>	<b>1,853,266</b>	<b>-</b>

<b>6,680,135</b>	<b>2,364,549</b>	<b>1,776,689</b>	<b>TOTAL EMERGENCY SERVICES EXPENDITURES</b>	<b>1,853,266</b>	<b>1,853,266</b>	<b>-</b>
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Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	EMERGENCY SERVICES PROGRAM SUMMARY	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>RESERVE ACCOUNTS</b>			
-	-	-	FIRE FACILITY RESERVE	-	-	-
-	-	-	<b>TOTAL EMERGENCY SERVICES PROGRAM RESERVE ACCOUNTS</b>	<b>-</b>	<b>-</b>	<b>-</b>
-	-	-	<b>TOTAL OTHER EMERGENCY SERVICES REQUIREMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>6,680,135</b>	<b>2,364,549</b>	<b>1,776,689</b>	<b>TOTAL EMERGENCY SERVICES REQUIREMENTS</b>	<b>1,853,266</b>	<b>1,853,266</b>	<b>-</b>
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**FUND NARRATIVE**

**General Fund: Building (01-52)**

**Responsible Manager/Title:** Kevin Kreitman, City Manager

**Functions and Responsibilities**

- Support the safety, administrative, and regulatory needs of our community.
- The City of Millersburg contracts with Linn County through an Intergovernmental Agreement for our building, plumbing, mechanical, and electrical inspection services.
- Through this arrangement, the City of Millersburg processes building permits; Linn County issues permits and inspects per state building code requirements.
- With the County's transition to an online permitting system, the City no longer collects permit funds and transmits them to Linn County; applicants pay Linn County directly.
- This fund contains the pass-through costs to City of Albany for Fire review of building permits.
- This fund also contains construction excise taxes the City collects on behalf of Greater Albany Public School and transfers on a quarterly basis.

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**Strategies/Actions**

**Strategic Priority**

**Target Date**

**Status**

**Goals/Objectives**

Development

Fall-24

Completed

Transition to electronic data input for Linn County's permit program

**CITY OF MILLERSBURG  
GENERAL FUND - BUILDING PROGRAM  
FY 2024-2025**

<b>Actual FY 2021-2022</b>	<b>Actual FY 2022-2023</b>	<b>Adopted FY 2023-2024</b>	<b>BUILDING PROGRAM EXPENDITURES</b>	<b>Proposed FY 2024-2025</b>	<b>Approved FY 2024-2025</b>	<b>Adopted FY 2024-2025</b>
			<b>MATERIALS &amp; SERVICES</b>			
103,835	27,133	65,000	PAYMENT TO GREATER ALBANY PUBLIC SCHOOL	482,000	482,000	
148,742	96,301	51,000	PAYMENT TO LINN COUNTY BUILDING DEPARTMENT	-	-	
-	-	-	ALBANY FIRE DEPARTMENT REVIEW FEES	3,000	3,000	-
<b>252,577</b>	<b>123,434</b>	<b>116,000</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>485,000</b>	<b>485,000</b>	<b>-</b>
<b>252,577</b>	<b>123,434</b>	<b>116,000</b>	<b>TOTAL BUILDING PROGRAM EXPENDITURES</b>	<b>485,000</b>	<b>485,000</b>	<b>-</b>
<b>252,577</b>	<b>123,434</b>	<b>116,000</b>	<b>TOTAL BUILDING PROGRAM REQUIREMENTS</b>	<b>485,000</b>	<b>485,000</b>	<b>-</b>



**FUND NARRATIVE**

**General Fund: Equipment Replacement (01-54)**

**Responsible Manager/Title:** Kevin Kreitman, City Manager

**Functions and Responsibilities**

- Provides an equipment replacement program to replace equipment, excluding storm, water, and sewer fund equipment, when the end of its useful life has been reached.
- Equipment will be replaced when it is determined that due to its age, operations, maintenance costs and condition, obsolescence, and depreciation it is no longer economical to keep in service. Referred to as the life expectancy or economic life of the equipment.
- Provides funding for renovation/expansion/replacement of City Hall and Fire Station facilities.
- 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.

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**Strategies/Actions**

**Strategic Priority**

**Target Date**

**Status**

**Goals/Objectives**

Community Governance, Safety,  
Recreation

Ongoing

In Progress

Develop and update equipment replacement schedule

**CITY OF MILLERSBURG  
GENERAL FUND - EQUIPMENT REPLACEMENT PROGRAM  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	EQUIPMENT REPLACEMENT PROGRAM EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>CAPITAL OUTLAY</b>			
-	-	-	IMPROVEMENTS (CITY HALL)	-	-	-
-	-	-	IMPROVEMENTS (CITY PARK)	-	-	-
-	-	-	VEHICLE (PARKS AND REC MAINTENANCE)	-	-	-
-	-	-	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-
-	-	-	<b>EQUIPMENT REPLACEMENT FUND EXPENDITURES</b>	-	-	-

-	-	-	<b>TOTAL EQUIPMENT REPLACEMENT PROGRAM EXPENDITURES</b>	-	-	-
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Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	EQUIPMENT REPLACEMENT PROGRAM SUMMARY	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>RESERVE ACCOUNTS</b>			
-	-	75,000	EQUIPMENT REPLACEMENT - (GENERAL FUND ADMIN)	100,000	100,000	
-	-	75,000	EQUIPMENT REPLACEMENT - (GENERAL FUND PARKS AND REC EQUIPMENT)	100,000	100,000	
			FACILITIES RENOVATION, EXPANSION, AND REPLACEMENT	200,000	200,000	
-	-	<b>150,000</b>	<b>TOTAL RESERVE ACCOUNTS</b>	<b>400,000</b>	<b>400,000</b>	-
-	-	<b>150,000</b>	<b>TOTAL OTHER EQUIPMENT REPLACEMENT PROGRAM REQUIREMENTS</b>	<b>400,000</b>	<b>400,000</b>	-

-	-	<b>150,000</b>	<b>TOTAL EQUIPMENT REPLACEMENT REQUIREMENTS</b>	<b>400,000</b>	<b>400,000</b>	-
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**FUND NARRATIVE**

**General Fund: Millersburg Celebration (01-56)**

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

**Functions and Responsibilities**

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

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**Strategies/Actions**

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

**CITY OF MILLERSBURG  
GENERAL FUND - MILLERSBURG CELEBRATION PROGRAM  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	MILLERSBURG CELEBRATION PROGRAM EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>MATERIALS &amp; SERVICES</b>			
25,745	41,985	30,000	CELEBRATION EXPENSES	30,000	70,000	
<b>25,745</b>	<b>41,985</b>	<b>30,000</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>30,000</b>	<b>70,000</b>	<b>-</b>
<b>25,745</b>	<b>41,985</b>	<b>30,000</b>	<b>TOTAL MILLERSBURG CELEBRATION EXPENDITURES</b>	<b>30,000</b>	<b>70,000</b>	<b>-</b>

<b>25,745</b>	<b>41,985</b>	<b>30,000</b>	<b>TOTAL MILLERSBURG CELEBRATION EXPENDITURES</b>	<b>30,000</b>	<b>70,000</b>	<b>-</b>
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Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	MILLERSBURG CELEBRATION PROGRAM SUMMARY	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			RESERVE ACCOUNTS			
		-		-	-	-
-	-	-	<b>TOTAL RESERVE ACCOUNTS</b>	<b>-</b>	<b>-</b>	<b>-</b>
-	-	-	<b>TOTAL OTHER MILLERSBURG CELEBRATION REQUIREMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>25,745</b>	<b>41,985</b>	<b>30,000</b>	<b>TOTAL MILLERSBURG CELEBRATION</b>	<b>30,000</b>	<b>70,000</b>	<b>-</b>
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**FUND NARRATIVE**

**Enterprise Fund: Streets (02-60)**

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

**Functions and Responsibilities**

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

**Strategies/Actions**

<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Public Infrastructure	Annual – as needed	Ongoing	Crack sealing
	Annual – as needed	Ongoing	Striping
	Summer-2024	Soliciting Quotes	Surface Treatment
	2027	Design	Woods Road Shared Use Path - North <b>CIP#2039a</b>
	2025-2026	Design/Bidding	Conser/Transition Parkway shared use path <b>CIP#2026</b>
	2025-2026	Design/Bidding	Transition Parkway extension to Woods Road <b>CIP#2026</b>
	2026	Pending	Bridge replacement Wavery Drive at Cox Creek <b>CIP#2028</b>
	2025	Pending	Street lighting Woods Road <b>CIP#2029</b>

**CITY OF MILLERSBURG  
STREET FUND 02  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	STREET PROGRAM RESOURCES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
169,331	250,572	326,804	BEGINNING FUND BALANCE	263,479	263,479	
		20,461	BEGINNING FUND BALANCE BIKE/PED	-	-	
437,500	437,500	437,500	OTHER RESTRICTED FUNDS	475,096	475,096	-
		96,300	PERLENFEIN/ZUHLKE RESERVATION - RESTRICTED FUNDS	104,568	104,568	
		341,200	SUNIGA/MILLERSBURG DR RESERVATION - RESTRICTED FUNDS	370,528	370,528	
2,258	94	-	PCPI FEES - STREETS	-	-	-
70,511	-	-	CONNECTION CHARGES - STREETS	-	-	-
237,406	243,229	249,633	HIGHWAY USE TAX	257,496	257,496	-
		247,137	HWY USE TAX ROADS	254,921	254,921	
		2,496	BIKE/PED	2,575	2,575	
-	94,000	99,000	GRANT FUNDS - STREETS	-	-	
22,092	106,801	32,799	INTEREST RECEIVED	16,466	16,466	-
1,016	-	-	MISC REVENUE - STREETS	-	-	-
<b>940,114</b>	<b>1,132,196</b>	<b>1,166,197</b>	<b>TOTAL STREET PROGRAM RESOURCES</b>	<b>1,012,537</b>	<b>1,012,537</b>	<b>-</b>

STREET SDC PROGRAM RESOURCES						
2,460,543	1,963,547	1,526,971	BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	834,225	834,225	-
		182,225	BEGINNING SDC-R BALANCE	209,707	209,707	
		1,344,746	BEGINNING SDC-I BALANCE	624,519	624,519	
121,239	135,603	122,043	SDC FEES - STREETS	1,935,134	1,935,134	-
		41,293	STREET SDC-R FEES	654,751	654,751	
		80,750	STREET SDC-I FEES	1,280,383	1,280,383	
<b>2,581,782</b>	<b>2,099,150</b>	<b>1,649,014</b>	<b>STREET SDC PROGRAM RESOURCES</b>	<b>2,769,359</b>	<b>2,769,359</b>	<b>-</b>

3,019,282	2,536,650	2,086,514	RESTRICTED FUNDS	3,244,455	3,244,455	-
502,614	694,696	728,697	AVAILABLE RESOURCES	537,441	537,441	-
<b>3,521,896</b>	<b>3,231,346</b>	<b>2,815,211</b>	<b>TOTAL STREET FUND RESOURCES</b>	<b>3,781,896</b>	<b>3,781,896</b>	<b>-</b>

**CITY OF MILLERSBURG  
STREET FUND 02  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	STREET PROGRAM EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>MATERIALS &amp; SERVICES</b>			
2,447	21,342	30,000	CONSULTANTS ENGINEERING	20,000	20,000	
16,986	21,412	10,000	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000	10,000	
7,062	8,603	10,000	MISCELLANEOUS	10,000	10,000	
		-	<del>SDC STUDY</del>	-	-	-
25,496	26,703	30,000	STREET SWEEPING	32,000	32,000	
56,207	25,954	70,000	STREET & ROAD REPAIR	150,000	150,000	-
		10,000	CRACK SEALING	10,000	10,000	
		-	SURFACE TREATMENT	100,000	100,000	
		20,000	THERMOPLASTIC STOP BARS AND LEGENDS/STRIPING	10,000	10,000	
		10,000	REPAIR ALEXANDER EAST OF UMPQUA	-	-	
		30,000	MISCELLANEOUS REPAIRS	30,000	30,000	
		-	STREET CONDITION ASSESSMENT	-	-	
41,617	40,033	45,000	STREET LIGHTS POWER	53,000	53,000	
2,239	3,629	6,000	SIGNS	6,000	6,000	
	-	5,000	RADAR SPEED SIGNS	5,000	5,000	
	-	-	REFUNDS	-	-	
<b>152,055</b>	<b>147,675</b>	<b>206,000</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>286,000</b>	<b>286,000</b>	<b>-</b>
			<b>CAPITAL OUTLAY</b>			
-	13,862	226,300	STREET CONSTRUCTION	40,000	40,000	-
		30,000	BEAUTY STRIPS ALONG WOODS ROAD NORTH AND SIDEWALK EXTENSION TO RIVERSTONE LOOP	-	-	
		100,000	OLD SALEM ROAD GUARDRAIL	-	-	
		96,300	ZUHLKE EXTENSION (BY DEVELOPER)	-	-	
			SIDEWALK INFILL	40,000	40,000	
-	2,316	15,000	STREET LIGHTING CAPITAL IMPROVEMENTS	15,000	15,000	
-	10,000	-	PROPERTY DEVELOPMENT FOR FUTURE ROADS	-	-	-
-	-	-	BIKE/PED PROJECTS	-	-	-
-	22,681	111,000	WOODS ROAD SHARED USE PATH	-	-	
	-		RSIS REIMBURSEMENT ELIGIBLE	-	-	
	-	50,000	COX CREEK BRIDGE	90,000	-	
<b>-</b>	<b>48,859</b>	<b>402,300</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>145,000</b>	<b>55,000</b>	<b>-</b>

**CITY OF MILLERSBURG  
STREET FUND 02  
FY 2024-2025**

			<b>TRANSFERS</b>			
99,987	112,657	125,119	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	152,526	152,526	-
		7,299	5% CITY MANAGER	8,970	8,970	-
		32,302	20% ASSISTANT CITY MANAGER/CITY ENGINEER	45,487	45,487	-
		4,148	5% CITY RECORDER	4,293	4,293	-
		6,521	5% COMMUNITY DEVELOPMENT DIRECTOR	7,104	7,104	-
		-	0% BILLING/COLLECTION SPECIALIST	-	-	-
		3,202	10% OFFICE ASSISTANT	3,555	3,555	-
		16,194	20% MAINTENANCE SUPERVISOR	16,679	16,679	-
		10,968	20% MAINTENANCE ASSISTANT	11,898	11,898	-
		44,484	11% BENEFITS	54,541	54,541	-
			TRANSFER TO ECONOMIC DEVELOPMENT FUND	1,000,000	0	
			TRANSITION PARKWAY DESIGN	-	-	
			TRANSITION PARKWAY CONSTRUCTION	1,000,000	0	
<b>99,987</b>	<b>112,657</b>	<b>125,119</b>	<b>TOTAL TRANSFERS</b>	<b>152,526</b>	<b>152,527</b>	<b>-</b>
			<b>CONTINGENCY</b>			
		50,000	OPERATING CONTINGENCY	50,000	50,000	
<b>252,042</b>	<b>309,192</b>	<b>783,419</b>	<b>TOTAL STREET PROGRAM EXPENDITURES</b>	<b>633,526</b>	<b>543,527</b>	<b>-</b>
			<b>STREET SDC PROGRAM EXPENDITURES</b>			
			<b>CAPITAL OUTLAY</b>			
5,408	-	27,000	SDC-R	90,000	180,000	-
		27,000	WOODS ROAD SHARED USE PATH	90,000	90,000	
			COX CREEK BRIDGE		90,000	
612,827	65,009	32,000	SDC-I	110,000	110,000	-
		32,000	WOODS ROAD SHARED USE PATH	110,000	110,000	
-	309,558	-	SDC-I RSIS REIMBURSEMENT	-	-	-
			TRANSITION PARKWAY - TRANSFER TO ECONOMIC DEVELOPMENT FUND			
<b>618,235</b>	<b>374,567</b>	<b>59,000</b>	<b>TOTAL SDC CAPITAL OUTLAY</b>	<b>200,000</b>	<b>290,000</b>	<b>-</b>
			<b>TRANSFERS</b>			
-	-	971,000	SDC-I RSIS REIMBURSABLE	1,699,000	1,699,000	-
		971,000	TRANSITION PARKWAY - TRANSFER TO ECONOMIC DEVELOPMENT FUND	1,699,000	1,699,000	
-	-	<b>971,000</b>	<b>TOTAL SDC TRANSFERS</b>	<b>1,699,000</b>	<b>1,699,000</b>	<b>-</b>
<b>618,235</b>	<b>374,567</b>	<b>1,030,000</b>	<b>TOTAL STREET SDC PROGRAM EXPENDITURES</b>	<b>1,899,000</b>	<b>1,989,000</b>	<b>-</b>
<b>870,277</b>	<b>683,759</b>	<b>1,813,419</b>	<b>TOTAL STREET FUND EXPENDITURES</b>	<b>2,532,526</b>	<b>2,532,527</b>	<b>-</b>



**CITY OF MILLERSBURG  
STREET FUND 02  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	STREET FUND SUMMARY	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>RESERVE ACCOUNTS</b>			
-	-	1,001,792	STREETS CIP PROJECTS	1,249,370		
-	-	1,001,792	<b>TOTAL RESERVE ACCOUNTS</b>	1,249,370	1,249,370	-
2,651,620	2,547,587	0	UNAPPROPRIATED ENDING FUND BALANCE	(0)	(0)	-
2,651,620	2,547,587	1,001,792	TOTAL OTHER STREET FUND REQUIREMENTS	1,249,370	1,249,370	-
<b>3,521,896</b>	<b>3,231,346</b>	<b>2,815,211</b>	<b>TOTAL STREET FUND REQUIREMENTS</b>	<b>3,781,896</b>	<b>3,781,896</b>	<b>-</b>

**FUND NARRATIVE**

**Enterprise Fund: Stormwater (03-70)**

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

**Functions and Responsibilities**

- To provide a safe and adequate stormwater 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 stormwater emergencies in a timely manner.
- To comply with all requirements of the TMDL program and MS4 permit, administered by Oregon DEQ.
- To project future needs, plan for future growth / expansion, and develop programs to address regulatory requirements while working toward a financially self-supporting utility.

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**Strategies/Actions**

<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Public Infrastructure	Annually	Ongoing	Inspection and cleaning of catch basins and manholes
	Annually	Ongoing	Clean and TV pipe system
	Annually in Sept/Oct	Ongoing	Brush clearing Crooks Creek fronting City-owned property as needed
	Feb-24	Completed	Stormwater Management Program Plan development

**CITY OF MILLERSBURG  
STORMWATER FUND 03  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	STORMWATER PROGRAM RESOURCES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
218,694	154,556	67,159	BEGINNING FUND BALANCE	156,253	156,253	
-	914	-	PCPI FEES - STORMWATER	-	-	-
38,853	-	-	CONNECTION CHARGES - STORMWATER	-	-	-
			GRANT FUNDS - STORMWATER	-	-	
-	109,076	196,608	TRANSFERS IN FROM GENERAL FUND	113,686	113,686	
1,269	3,940	2,351	INTEREST RECEIVED	4,688	4,688	-
	-	-	MISC REVENUE - STORMWATER	-	-	-
<b>258,816</b>	<b>268,486</b>	<b>266,118</b>	<b>TOTAL STORMWATER PROGRAM RESOURCES</b>	<b>274,627</b>	<b>274,627</b>	<b>-</b>

			STORMWATER SDC PROGRAM RESOURCES			
14,520	27,060	40,351	BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	51,260	51,260	-
		2,323	BEGINNING SDC-R BALANCE	2,951	2,951	
		38,028	BEGINNING SDC-I BALANCE	48,308	48,308	
12,540	14,034	14,860	SDC FEES - STORMWATER	3,765	3,765	-
		856	STORMWATER SDC-R FEES	217	217	
		14,004	STORMWATER SDC-I FEES	3,548	3,548	
<b>27,060</b>	<b>41,094</b>	<b>55,211</b>	<b>STORMWATER SDC PROGRAM RESOURCES</b>	<b>55,025</b>	<b>55,025</b>	<b>-</b>

<b>285,876</b>	<b>309,580</b>	<b>321,329</b>	<b>TOTAL STORMWATER FUND RESOURCES</b>	<b>329,651</b>	<b>329,651</b>	<b>-</b>
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**CITY OF MILLERSBURG  
STORMWATER FUND 03  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	STORMWATER FUND EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>MATERIALS &amp; SERVICES</b>			
-	-	5,000	CONSULTANTS ENGINEERING	10,000	10,000	
16,986	21,412	10,000	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000	10,000	
		-	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPORT AND LEGAL FEES	-	-	-
-	62,702	-	PLANS AND STUDIES	-	-	-
28,242	13,264	88,000	STORM DRAINS & DITCHES	92,000	92,000	-
		-	STORMFILTER CARTRIDGE REPLACEMENT	-	-	
		20,000	INSPECT AND CLEAN CATCH BASINS AND MANHOLES	25,000	25,000	
		40,000	CLEAN AND TV PIPES	45,000	45,000	
		16,000	BRUSH CLEARING CROOKS CREEK BASIN	10,000	10,000	
		10,000	MISCELLANEOUS	10,000	10,000	
		2,000	CMMS CHARGES	2,000	2,000	
75	-	1,000	EDUCATION AND OUTREACH	1,000	1,000	
2,525	224	40,000	STORMWATER PROGRAM SUPPORT	20,000	20,000	
			EPSC INSPECTIONS	10,000	10,000	
			MISCELLANEOUS	10,000	10,000	
	-	-	REFUNDS	-	-	-
<b>47,828</b>	<b>97,603</b>	<b>144,000</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>133,000</b>	<b>133,000</b>	<b>-</b>
			<b>CAPITAL OUTLAY</b>			
-	-	-	STORMWATER CONSTRUCTION	-	-	-
		-		-	-	-
<b>-</b>	<b>-</b>	<b>-</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF MILLERSBURG  
STORMWATER FUND 03  
FY 2024-2025**

<b>TRANSFERS</b>						
55,960	91,673	102,118	TRANSFER TO GENERAL FUND ADMINISTRATION PERSONNEL SERVICES	121,626	121,626	-
		7,299	5% CITY MANAGER	8,970	8,970	-
		32,302	20% ASSISTANT CITY MANAGER/CITY ENGINEER	45,487	45,487	-
		4,148	5% CITY RECORDER	4,293	4,293	-
		-	0% BILLING/COLLECTION SPECIALIST	-	-	-
		1,601	5% OFFICE ASSISTANT - FINANCIAL	1,778	1,778	-
		12,145	15% MAINTENANCE SUPERVISOR	12,509	12,509	-
		8,226	15% MAINTENANCE ASSISTANT	8,923	8,923	-
		36,396	8% BENEFITS	39,666	39,666	-
<b>55,960</b>	<b>91,673</b>	<b>102,118</b>	<b>TOTAL TRANSFERS</b>	<b>121,626</b>	<b>121,626</b>	<b>-</b>
<b>CONTINGENCY</b>						
-	-	20,000	OPERATING CONTINGENCY	20,000	20,000	-

<b>103,788</b>	<b>189,276</b>	<b>266,118</b>	<b>TOTAL STORMWATER FUND EXPENDITURES</b>	<b>274,626</b>	<b>274,626</b>	<b>-</b>
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Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	STORMWATER FUND SUMMARY	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
<b>RESERVE ACCOUNTS</b>						
-	-	55,211	CIP PROJECT LIST	55,025	55,025	-
-	-	55,211	<b>TOTAL RESERVE ACCOUNTS</b>	<b>55,025</b>	<b>55,025</b>	<b>-</b>
<b>182,088</b>	<b>120,304</b>	-	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>0</b>	<b>-</b>	<b>-</b>
<b>182,088</b>	<b>120,304</b>	<b>55,211</b>	<b>TOTAL OTHER STORMWATER FUND REQUIREMENTS</b>	<b>55,025</b>	<b>55,025</b>	<b>-</b>

<b>285,876</b>	<b>309,580</b>	<b>321,329</b>	<b>TOTAL STORMWATER FUND REQUIREMENTS</b>	<b>329,651</b>	<b>329,651</b>	<b>-</b>
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## FUND NARRATIVE

### Enterprise Fund: Sewer (04-80)

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

#### Functions and Responsibilities

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

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#### Strategies/Actions

<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Public Infrastructure	Fall-25	Pending	Repair MHs at Burkhart and ATI FM Discharges <b>CIP#4042</b>
	Annual	Ongoing	MH Inspections
	Annual	Ongoing	TV/Clean Pipes
	2025	In Progress	NPDES Discharge Permit Renewal – City of Albany
	Fall-2024	In Progress	Evaluate capacity of existing pumping station and new sewer route to AM-WRF to address capacity needs
	Ongoing	In Progress	Ongoing capital projects at the AM-WRF <b>CIP#4045</b>

**CITY OF MILLERSBURG  
SEWER ENTERPRISE UTILITY FUND 04  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	SEWER UTILITY ENTERPRISE PROGRAM FUND RESOURCES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
2,464,783	3,435,139	3,439,837	BEGINNING FUND BALANCE	3,722,162	3,722,162	
1,025	1,358	-	PCPI FEES - SEWER	-	-	-
1,172,850	1,235,416	1,000,000	USER FEES - SEWER	1,300,000	1,300,000	
39,325	35,691	-	CONNECTION CHARGES - SEWER	-	-	-
36,838	36,663	36,488	DEQ WETLAND LOAN PAYMENTS FROM ALBANY	36,313	36,313	
-	-	80,000	GRANT FUNDS - SEWER	80,000	80,000	
10,720	105,318	138,611	INTEREST RECEIVED	130,264	130,264	-
1,133	-	-	MISC REVENUE - SEWER	-	-	-
<b>3,726,674</b>	<b>4,849,586</b>	<b>4,694,936</b>	<b>TOTAL SEWER PROGRAM RESOURCES</b>	<b>5,268,740</b>	<b>5,268,740</b>	<b>-</b>
<b>SEWER SDC PROGRAM RESOURCES</b>						
405,572	430,793	520,477	BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	619,986	619,986	-
		131,977	BEGINNING SDC-R BALANCE	186,394	186,394	
		388,500	BEGINNING SDC-I BALANCE	433,592	433,592	
88,445	109,395	104,740	SDC FEES - SEWER	554,993	554,993	-
		57,646	SEWER SDC-R FEES (57% OF TOTAL SDC)	305,455	305,455	
		47,094	SEWER SDC-I FEES (43% OF TOTAL SDC)	249,538	249,538	
<b>494,017</b>	<b>540,188</b>	<b>625,217</b>	<b>TOTAL SEWER SDC PROGRAM RESOURCES</b>	<b>1,174,979</b>	<b>1,174,979</b>	<b>-</b>
494,017	540,188	625,217	RESTRICTED FUNDS (SDC'S)	1,174,979	1,174,979	-
3,726,674	4,849,586	4,694,936	AVAILABLE RESOURCES	5,268,740	5,268,740	-
<b>4,220,691</b>	<b>5,389,774</b>	<b>5,320,153</b>	<b>TOTAL SEWER UTILITY ENTERPRISE FUND RESOURCES</b>	<b>6,443,719</b>	<b>6,443,719</b>	<b>-</b>

**CITY OF MILLERSBURG  
SEWER ENTERPRISE UTILITY FUND 04  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	SEWER UTILITY ENTERPRISE PROGRAM EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>MATERIALS &amp; SERVICES</b>			
4,332	10,099	20,000	CONSULTANTS - ENGINEERING	20,000	20,000	
10,192	12,847	10,000	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000	10,000	
172,842	212,968	250,000	O&M SEWER PLANT	350,000	350,000	
91,883	54,271	228,000	O&M COLLECTION SYSTEM	273,000	273,000	-
			MH INSPECTION	18,000	18,000	
		10,000	MH REPAIRS	10,000	10,000	
		106,000	TV/CLEAN PIPES	120,000	120,000	
		27,000	FLOW MONITORING	30,000	30,000	
		5,000	REPAIRS	5,000	5,000	
		40,000	INDUSTRIAL PRETREATMENT LAB CHARGES	45,000	45,000	
		40,000	MAINTENANCE - CITY OF ALBANY	45,000	45,000	
	-	-	RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY	-	-	
55,915	21,069	50,000	ALBANY-MILLERSBURG WATER RECLAMATION FACILITY LEGAL FEES	80,000	80,000	
18,246	28,044	30,000	SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTILITIES	30,000	30,000	
-	-	23,000	STUDIES - PERMIT RENEWAL	10,000	10,000	
	-	88,000	FEASIBILITY STUDY	55,000	55,000	
	-	-	REFUNDS	-	-	
<b>353,409</b>	<b>339,299</b>	<b>699,000</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>828,000</b>	<b>828,000</b>	<b>-</b>
			<b>CAPITAL OUTLAY</b>			
251,616	291,180	8,000	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJECTS	10,000	10,000	-
		6,000	WRF SOLIDS HANDLING IMPROVEMENTS (COMPOSTING)	-	-	
		2,000	DEWATERING EQUIPMENT REPLACEMENT	-	-	
		-	AM-WRF FIRE PANELS	10,000	10,000	
		10,000	HYPOCHLORITE SYSTEM IMPROVEMENTS	-	-	
		14,000	SCREENS, GRIT SYSTEM, SWITCHGEAR TESTING, FIRE PANELS	-	-	
		7,000	AUTOMATION, SCADA, IT UPGRADES	-	-	
		3,000	ACID WASH LINE REPLACEMENT	-	-	
-	-	-	SEWER LINE CONSTRUCTION	-	-	-
87,650	-	40,000	SEWER LIFT STATION UPGRADES	40,000	40,000	-
		40,000	REPAIR AT BURKHART AND ATI LIFT STATION FORCE MAIN DISCHARGES	40,000	40,000	
<b>339,267</b>	<b>291,180</b>	<b>48,000</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>
			<b>DEBT SERVICE</b>			
316,207	321,764	327,420	DEBT SERVICE TO ALBANY	333,175	333,175	
50,000	50,000	50,000	WETLAND LOAN PAYMENT TO DEQ	50,000	50,000	
63,238	56,100	48,835	INTEREST PAYMENT TO ALBANY	41,443	41,443	
2,625	2,375	2,125	INTEREST PAYMENT TO DEQ	1,875	1,875	
<b>432,070</b>	<b>430,239</b>	<b>428,380</b>	<b>TOTAL DEBT SERVICE</b>	<b>426,493</b>	<b>426,493</b>	<b>-</b>



**CITY OF MILLERSBURG  
SEWER ENTERPRISE UTILITY FUND 04  
FY 2024-2025**

			<b>TRANSFERS</b>			
96,543	117,379	130,515	TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	160,420	160,420	-
		7,299	5% CITY MANAGER	8,970	8,970	-
		32,302	20% ASSISTANT CITY MANAGER/CITY ENGINEER	45,487	45,487	-
		12,445	15% CITY RECORDER	12,880	12,880	-
			0% COMMUNITY DEVELOPMENT DIRECTOR	-	-	-
		15,905	40% BILLING/COLLECTION SPECIALIST	17,927	17,927	-
		3,202	10% OFFICE ASSISTANT	3,555	3,555	-
		4,048	5% MAINTENANCE SUPERVISOR	4,170	4,170	-
		2,742	5% MAINTENANCE ASSISTANT	2,974	2,974	-
		-	0% ECONOMIC DEVELOPMENT	-	-	-
		52,572	13% BENEFITS	64,458	64,458	-
95,246	83,947	116,481	TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SERVICES	115,545	115,545	-
		108,231	GENERAL	107,295	107,295	-
		8,250	BILLING/UTILITY SYSTEM ANNUAL COST	8,250	8,250	-
	258,000		TRANSFER TO ECONOMIC DEVELOPMENT FUND FROM SETTLEMENT	-	-	-
<b>191,789</b>	<b>459,326</b>	<b>246,996</b>	<b>TOTAL TRANSFERS</b>	<b>275,966</b>	<b>275,966</b>	<b>-</b>
			<b>CONTINGENCY</b>			
-	-	100,000	OPERATING CONTINGENCY	100,000	100,000	-
<b>1,316,535</b>	<b>1,520,044</b>	<b>1,522,376</b>	<b>TOTAL SEWER PROGRAM EXPENDITURES</b>	<b>1,680,459</b>	<b>1,680,459</b>	<b>-</b>

			<b>SEWER SDC PROGRAM EXPENDITURES</b>			
		-	SDC-R	-	-	-
		-		-	-	-
63,224	3,363	-	SDC-I	-	-	-
				-	-	-
<b>63,224</b>	<b>3,363</b>	<b>-</b>	<b>TOTAL SDC EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>63,224</b>	<b>3,363</b>	<b>-</b>	<b>TOTAL SEWER SDC PROGRAM EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>1,379,759</b>	<b>1,523,407</b>	<b>1,522,376</b>	<b>TOTAL SEWER UTILITY ENTERPRISE FUND EXPENDITURES</b>	<b>1,680,459</b>	<b>1,680,459</b>	<b>-</b>
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<b>Actual FY 2021-2022</b>	<b>Actual FY 2022-2023</b>	<b>Adopted FY 2023-2024</b>	<b>SEWER ENTERPRISE UTILITY FUND SUMMARY</b>	<b>Proposed FY 2024-2025</b>	<b>Approved FY 2024-2025</b>	<b>Adopted FY 2024-2025</b>
			<b>RESERVE ACCOUNTS</b>			
		3,797,777	CIP PROJECT LIST	4,763,260	4,763,260	-
-	-	<b>3,797,777</b>	<b>TOTAL RESERVE ACCOUNTS</b>	<b>4,763,260</b>	<b>4,763,260</b>	<b>-</b>
<b>3,865,932</b>	<b>3,866,367</b>	(0)	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>0</b>	<b>-</b>	<b>-</b>
<b>3,865,932</b>	<b>3,866,367</b>	<b>3,797,777</b>	<b>TOTAL OTHER SEWER FUND REQUIREMENTS</b>	<b>4,763,260</b>	<b>4,763,260</b>	<b>-</b>

<b>5,245,691</b>	<b>5,389,774</b>	<b>5,320,153</b>	<b>TOTAL SEWER FUND REQUIREMENTS</b>	<b>6,443,719</b>	<b>6,443,719</b>	<b>-</b>
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**FUND NARRATIVE**

**Enterprise Fund: Water (05-90)**

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

**Functions and Responsibilities**

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

**Strategies/Actions**

<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Public Infrastructure	Summer-25	In Progress	Transfer Services from AC Pipe in Old Salem Road north of Truax Creek <b>CIP#5004</b>
	2025-2026	Design/ Bidding	Extension of water line with Transition Parkway <b>CIP#5018</b>
	Summer-26	Pending	Extension of water line Arnold Road to western industrial property and completion of main to connect with new water line in Transition Parkway (by developer)
	2025	In Progress	A-M WTP Capital Projects <b>CIP#5023</b> and <b>CIP#5019</b>
	October-24	Pending	Complete lead service line inventory

**CITY OF MILLERSBURG  
WATER ENTERPRISE UTILITY FUND 05  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	WATER UTILITY ENTERPRISE FUND RESOURCES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
1,789,838	1,929,610	2,263,282	BEGINNING FUND BALANCE	2,460,364	2,460,364	
1,942	726	-	PCPI FEES - WATER	-	-	-
22,630	5,225	5,000	WATER SERVICE AND METER INSTALLATION	-	-	-
1,114,297	1,186,126	1,100,000	USER FEES - WATER	1,250,000	1,250,000	
38,018	30,288	-	CONNECTION CHARGES - WATER	-	-	-
			GRANT FUNDS - WATER	-	-	-
16,695	119,857	46,087	INTEREST RECEIVED	70,379	70,379	-
			MISC REVENUE - WATER	-	-	-
<b>2,983,419</b>	<b>3,271,832</b>	<b>3,414,369</b>	<b>TOTAL WATER PROGRAM RESOURCES</b>	<b>3,780,743</b>	<b>3,780,743</b>	<b>-</b>

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	WATER SDC PROGRAM RESOURCES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
730,535	572,812	370,281	BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	472,092	472,092	-
		369,546	BEGINNING SDC-R BALANCE	379,320	379,320	
		735	BEGINNING SDC-I BALANCE	92,772	92,772	
62,605	71,942	63,019	SDC FEES - WATER	219,040	219,040	-
		37,190	WATER SDC-R FEES	129,264	129,264	
		25,829	WATER SDC-I FEES	89,776	89,776	
<b>793,140</b>	<b>644,754</b>	<b>433,300</b>	<b>TOTAL WATER SDC PROGRAM RESOURCES</b>	<b>691,132</b>	<b>691,132</b>	<b>-</b>

793,140	644,754	433,300	RESTRICTED FUNDS (SDC'S)	691,132	691,132	-
2,983,419	3,271,832	3,414,369	AVAILABLE RESOURCES	3,780,743	3,780,743	-
<b>3,776,559</b>	<b>3,916,586</b>	<b>3,847,670</b>	<b>TOTAL WATER UTILITY ENTERPRISE FUND RESOURCES</b>	<b>4,471,875</b>	<b>4,471,875</b>	<b>-</b>

**CITY OF MILLERSBURG  
WATER ENTERPRISE UTILITY FUND 05  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	WATER UTILITY ENTERPRISE FUND EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>MATERIALS &amp; SERVICES</b>			
7,959	2,553	5,000	CONSULTANT - ENGINEERING	10,000	10,000	
10,192	12,847	15,000	PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	15,000	15,000	
148,502	55,282	219,000	OPERATION & MAINTENANCE (O&M) TRANSMISSION LINES	179,000	179,000	-
		20,000	CUSTOMER SERVICE	24,000	24,000	
		15,000	UTILITY LOCATES	16,000	16,000	
		40,000	NEW SERVICES	40,000	40,000	
		15,000	REPAIRS	17,000	17,000	
		7,000	WATER QUALITY SAMPLING	8,000	8,000	
		10,000	METER READING	12,000	12,000	
		-	HYDRANT CLEANING/PAINTING	-	-	
		60,000	VALVE SURVEY	-	-	
		12,000	SYSTEM FLUSHING	12,000	12,000	
		15,000	LEAK DETECTION	15,000	15,000	
			LEAD SERVICE LINE REPLACEMENT	10,000	10,000	
		25,000	METER REPLACEMENT AND TESTING	25,000	25,000	
214,063	234,875	350,000	OPERATION & MAINTENANCE (O&M) WATER TREATMENT PLANT	516,000	516,000	
6,986	9,432	10,000	OMI SERVICES FOR DIRECT RESPONSIBLE CHARGE (DRC) WATER SYSTEM OPERATOR	-	-	
30,052	4,425	30,000	REPORTS AND STUDIES	-	-	-
		-	WATER MANAGEMENT AND CONSERVATION PLAN	-	-	
		30,000	ALBANY WATER MASTER PLAN	-	-	
	-	-	REFUNDS	-	-	-
<b>417,753</b>	<b>319,415</b>	<b>629,000</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>720,000</b>	<b>720,000</b>	<b>-</b>
			<b>CAPITAL OUTLAY</b>			
		-	WATER LINE CONSTRUCTION	-	-	-
18,346	6,098	16,000	WATER TREATMENT PLANT CAPITAL PROJECTS	60,120	60,120	-
		5,000	ACID WASH LINE	-	-	
		11,000	IT AND SCADA UPGRADES	26,720	26,720	
			VALVE REPLACEMENT AT RW PS	33,400	33,400	
<b>18,346</b>	<b>6,098</b>	<b>16,000</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>60,120</b>	<b>60,120</b>	<b>-</b>
			<b>DEBT SERVICE</b>			
382,000	390,000	403,000	LOAN PAYMENT	415,000	415,000	
40,509	29,188	17,879	INTEREST PAYMENT	6,018	6,018	
<b>422,509</b>	<b>419,188</b>	<b>420,879</b>	<b>TOTAL DEBT SERVICE</b>	<b>421,018</b>	<b>421,018</b>	<b>-</b>

**CITY OF MILLERSBURG  
WATER ENTERPRISE UTILITY FUND 05  
FY 2024-2025**

			<b>TRANSFERS</b>			
99,954	133,277	147,871	TRANSFER TO GENERAL FUND ADMINISTRATION - PERSONNEL SERVICES	179,626	179,626	-
		7,299	5% CITY MANAGER	8,970	8,970	-
		32,302	20% ASSISTANT CITY MANAGER/CITY ENGINEER	45,487	45,487	-
		12,445	15% CITY RECORDER	12,880	12,880	-
		6,521	5% COMMUNITY DEVELOPMENT DIRECTOR	7,104	7,104	-
		15,905	40% BILLING/COLLECTION SPECIALIST	17,927	17,927	-
		3,202	10% OFFICE ASSISTANT	3,555	3,555	-
		8,097	10% MAINTENANCE SUPERVISOR	8,339	8,339	-
		5,484	10% MAINTENANCE ASSISTANT	5,949	5,949	-
		-	0% ECONOMIC DEVELOPMENT	-	-	-
		56,616	14% BENEFITS	69,416	69,416	-
95,246	83,947	116,481	TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SUPPLIES	115,545	115,545	-
		108,231	GENERAL	107,295	107,295	-
		8,250	BILLING/UTILITY SYSTEM ANNUAL COST	8,250	8,250	-
<b>195,200</b>	<b>217,224</b>	<b>264,352</b>	<b>TOTAL TRANSFERS</b>	<b>295,172</b>	<b>295,172</b>	<b>-</b>
			<b>CONTINGENCY</b>			
		100,000	OPERATING CONTINGENCY	100,000	100,000	-
<b>1,053,809</b>	<b>961,926</b>	<b>1,430,230</b>	<b>TOTAL WATER PROGRAM EXPENDITURES</b>	<b>1,596,309</b>	<b>1,596,309</b>	<b>-</b>

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	WATER SDC PROGRAM EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
16,415	33,032	375,000	<b>SDC-R</b>	-	-	-
		125,000	TRANSFER SERVICES FROM AC PIPE NORTH OF TRUAX CREEK	-	-	-
		250,000	TRANSITION PARKWAY WATER MAIN	-	-	-
203,913	10,845	-	<b>SDC-I</b>	-	-	-
		-		-	-	-
	140,708	-	<b>SDC-I RSIS REIMBURSABLE</b>	-	-	-
				-	-	-
<b>220,328</b>	<b>184,585</b>	<b>375,000</b>	<b>TOTAL SDC CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>TRANSFERS</b>			
			SDC-I RSIS REIMBURSABLE	180,000	180,000	-
			TRANSITION PARKWAY WATER - TRANSFER TO ECONOMIC DEV FUND	180,000	180,000	-
			SDC-R RSIS REIMBURSABLE	341,000	341,000	-
			TRANSITION PARKWAY WATER - TRANSFER TO ECONOMIC DEV FUND	341,000	341,000	-
-	-	-	<b>TOTAL SDC TRANSFERS</b>	<b>521,000</b>	<b>521,000</b>	<b>-</b>
<b>220,328</b>	<b>184,585</b>	<b>375,000</b>	<b>TOTAL WATER SDC PROGRAM EXPENDITURES</b>	<b>521,000</b>	<b>521,000</b>	<b>-</b>

**CITY OF MILLERSBURG  
WATER ENTERPRISE UTILITY FUND 05  
FY 2024-2025**

1,274,137	1,146,511	1,805,230	<b>TOTAL WATER UTILITY ENTERPRISE FUND EXPENDITURES</b>	2,117,309	2,117,309	-
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Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	WATER ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>RESERVE ACCOUNTS</b>			
-	-	2,042,439	CIP PROJECT LIST	2,354,565	2,354,565	
-	-	2,042,439	<b>TOTAL RESERVE ACCOUNTS</b>	2,354,565	2,354,565	-
2,502,422	2,770,075	0	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0	-	-
2,502,422	2,770,075	2,042,439	<b>TOTAL OTHER WATER FUND REQUIREMENTS</b>	2,354,565	2,354,565	-
<b>3,776,559</b>	<b>3,916,586</b>	<b>3,847,670</b>	<b>TOTAL WATER FUND REQUIREMENTS</b>	<b>4,471,875</b>	<b>4,471,875</b>	-

**FUND NARRATIVE**

**Economic Development Fund: (06)**

**Responsible Manager/Title:** Kevin Kreitman, City Manager

**Functions and Responsibilities**

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

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**Strategies/Actions**

<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Public Infrastructure	2025-2026	Design/ Bidding	Design/Construction extension Transition Parkway, buffer/linear park, and water line
	Summer-26	Pending	Extension of water line Arnold Road to western industrial property and completion of main to connect with new water line in Transition Parkway (by developer)
	Fall-24	Pending	Construction of western access road (by developer)

**CITY OF MILLERSBURG  
ECONOMIC DEVELOPMENT FUND 06  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	ECONOMIC DEVELOPMENT FUND RESOURCES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
		100,000	BEGINNING FUND BALANCE	5,175,700	5,175,700	
		1,500,000	GRANT FUNDS - ECON DEV	4,000,000	4,000,000	-
		500,000	SPWF GRANT FOR WATER INFRASTRUCTURE	1,000,000	1,000,000	
		1,000,000	IOF GRANT FOR STREET INFRASTRUCTURE	2,000,000	2,000,000	
			PARKS GRANT FOR SCHEDULE C	1,000,000	1,000,000	
	328,000	971,000	TRANSFERS IN	2,425,000	2,425,000	-
			TRANSFER FROM GENERAL FUND	-	-	
			TRANSFER FROM PARKS SDCS	205,000	205,000	
		971,000	TRANSFER FROM STREET SDCS	1,699,000	1,699,000	-
			TRANSFER FROM WATER SDCS	521,000	521,000	-
			TRANSFER FROM SEWER FUND	-	-	
		7,000,000	PROPERTY SALES	3,000,000	3,000,000	
		1,750	INTEREST RECEIVED	155,271	155,271	-
			MISC REVENUE - ECON DEV	-		
-	328,000	9,572,750	<b>TOTAL ECONOMIC DEVELOPMENT FUND RESOURCES</b>	<b>14,755,971</b>	<b>14,755,971</b>	-



**CITY OF MILLERSBURG  
ECONOMIC DEVELOPMENT FUND 06  
FY 2024-2025**

Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	ECONOMIC DEVELOPMENT FUND EXPENDITURES	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>MATERIALS &amp; SERVICES</b>			
	21,908	10,000	WETLAND CONSULTANTS	10,000	10,000	
	40,317	50,000	ENGINEERING CONSULTANTS	50,000	50,000	
	8,250	10,000	RADON CONSULTANTS	10,000	10,000	
	-	50,000	ECONOMIC DEVELOPMENT SERVICES			
	50,000	50,000	LEGAL SERVICES	50,000	50,000	
	-	30,000	MASTER PLANNING	30,000	30,000	-
		30,000	COMMERCIAL AREA	30,000	30,000	
	<b>120,475</b>	<b>200,000</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>150,000</b>	<b>150,000</b>	<b>-</b>
			<b>CAPITAL OUTLAY</b>			
	82,567	857,000	TRANSITION PARKWAY DESIGN AND SUPPORT DURING CONSTRUCTION	448,000	448,000	-
		170,000	LINEAR PARK	160,000	160,000	
		216,000	WATER LINE	75,000	75,000	
		471,000	STREETS	213,000	213,000	
		1,650,000	TRANSITION PARKWAY CONSTRUCTION	5,620,000	5,620,000	-
		150,000	LINEAR PARK	2,000,000	2,000,000	
		1,000,000	WATER LINE	950,000	950,000	
		500,000	STREETS	2,670,000	2,670,000	
-	<b>82,567</b>	<b>2,507,000</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>6,068,000</b>	<b>6,068,000</b>	<b>-</b>
			<b>TRANSFERS</b>			
			TRANSFERS OUT - TO GF	42,000	42,000	
-	-	-	<b>TOTAL TRANSFERS</b>	<b>42,000</b>	<b>42,000</b>	<b>-</b>
			<b>CONTINGENCY</b>			
		100,000	OPERATING CONTINGENCY	2,000,000	2,000,000	

-	<b>203,042</b>	<b>2,807,000</b>	<b>TOTAL ECONOMIC DEVELOPMENT FUND EXPENDITURES</b>	<b>8,260,000</b>	<b>8,260,000</b>	<b>-</b>
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Actual FY 2021-2022	Actual FY 2022-2023	Adopted FY 2023-2024	ECONOMIC DEVELOPMENT FUND SUMMARY	Proposed FY 2024-2025	Approved FY 2024-2025	Adopted FY 2024-2025
			<b>RESERVE ACCOUNTS</b>			
-	124,958	6,765,750	ECONOMIC DEVELOPMENT RESERVE	6,495,971	6,495,971	-
-	<b>124,958</b>	<b>6,765,750</b>	<b>TOTAL RESERVE ACCOUNTS</b>	<b>6,495,971</b>	<b>6,495,971</b>	<b>-</b>
-	-	-	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	-	-	-
-	<b>124,958</b>	<b>6,765,750</b>	<b>TOTAL OTHER ECONOMIC DEVELOPMENT FUND REQUIREMENTS</b>	<b>6,495,971</b>	<b>6,495,971</b>	<b>-</b>

-	<b>328,000</b>	<b>9,572,750</b>	<b>TOTAL ECONOMIC DEVELOPMENT FUND REQUIREMENTS</b>	<b>14,755,971</b>	<b>14,755,971</b>	<b>-</b>
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