



CITY OF ALBANY, OREGON  
**Budget FY 2018-2019**



**CITY OF ALBANY, OREGON  
ADOPTED BUDGET**

2018-2019



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**City of Albany  
Oregon**

For the Fiscal Year Beginning

**July 1, 2017**

*Christopher P. Morrill*

Executive Director



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# EXECUTIVE SUMMARY





## Budget Message

### Fiscal Year 2018-2019

The budget document is the result of one of the most important processes the City undertakes. In the course of building a budget, the City makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations using the precious resources of its citizens.

The City's Strategic Plan is a road map - a five-year look into the future - and the City's staff are always trying to improve the linkage between planning and budgeting. Albany's Strategic Plan and Capital Improvement Plan are revised annually and are therefore "living" documents. That process of revision helps to guide and inform the development of the City's budget. The City's Budget Committee reviews the Strategic Plan, hears from City staff, and provides guidance and oversight. Each of our department directors developed a 12-month work plan, and these plans help to inform our budget build and operationalize the Strategic Plan.

In any organization, competing needs and priorities always determine a budget; there simply are not enough resources to meet every need or to fund every good idea. But every line item in the City's budget supports the Council's strategic intent. The budget is the primary tool for accomplishing the goals of the City, and the primary means by which we exercise good stewardship of the public's resources.

Previous years' budgets represented their own sets of trade-off decisions, but times change and priorities change, so the imperative to re-examine assumptions and make difficult decisions is never-ending. The need to weigh competing needs and to live within our budget never stops. Our Finance Director's estimates have indicated that we can anticipate an approximate 4% increase in property tax revenue. In keeping with the City's conservative fiscal policy, city departments were asked to limit budget increases within the General Fund to 3%. The Public Safety levy and other revenue sources were vital to maintaining levels of service. The process of planning helps us focus resources on improving service levels, reducing costs, increasing returns on investment, and anticipating growth areas and potential obstacles.

As we discussed at the first budget meeting of the year, our approach to building this budget was to:

1. Maintain existing levels of service wherever possible
2. Make adjustments based on good business cases (which clearly demonstrate a return on investment), and
3. Replenish our reserves to the extent possible.

**Maintaining existing levels of service:** The adopted budget maintains service levels, but the cost of providing existing levels of service continues to grow. We've incorporated a 2.5% COLA into the adopted budget, but overall operating costs continue to rise at a rate that exceeds the growth of the General Fund, driven in part by an increase in PERS rates. While we have managed to adopt a balanced budget for 2018-2019, this trend has two troubling ramifications: 1) it hinders our ability to build our reserves, and 2) it is a trend that is not sustainable over the long run without reductions in service levels.

**Adjustments (organizational changes or changes in business processes):** Significant adjustments are often motivated by need, scarcity, or some other compelling reason for change. The Parks and Recreation Department, when faced with the ramifications of limited resources, reorganized their staff to be able to cut 1.125 FTE. The Municipal Court has added a position to be able to provide proper follow-up for a growing caseload. As we implement a modernized financial system in 2018-2019, we have dedicated resources to help ensure that the implementation meets the needs and expectations of the organization. To support implementation, a temporary accountant was hired to complete routine tasks, while the current accounting supervisor is focused on the financial system upgrade.

**Replenish reserves:** Unemployment rates are at historic lows and the regional economy is booming, but we can't really claim to have recovered from the recession until we're able to build our reserves to the level where we can mitigate a similar event in the future. With this budget, reserves have been slightly increased: We have established a City Hall facility reserve fund supported by an increase in rental fees (for departments located in City Hall). While some departments' asset replacement funds have been used to offset the costs of maintaining levels of service, others have been supplemented with additional funds this year. Finally, ***it's imperative that we remember the relationship of reserves to our bond rating...which directly affects the cost of borrowing money.*** The stronger our reserves, the better our bond rating. The better our bond rating, the less we pay in debt service. There are compelling reasons to rebuild reserves, but the imperative to restore our reserves competes directly with the need to continue providing quality public services.

Albany is not alone in suffering the effects of rising PERS rates. Cities across Oregon are concerned that police and fire protection, library programs, park maintenance and other essential services may be subject to cuts as PERS and other costs increase. But these rates are state-mandated; they cannot be controlled or changed at the city level; and solutions must come from the state legislature. Rate increases are projected to take effect in 2020 and further increases are anticipated in 2022. To mitigate budget effects of the expected PERS increase in 2020, the city has distributed the cost over the next two fiscal years.

In addition to PERS, there are other fundamental issues that confront cities and drive the cost of service upward. The rising costs of healthcare and the upward pressure on competitive compensation confront cities as well as private-sector organizations. While revenues are increasing, they are not keeping pace with projected expenditures at current staffing levels. Additionally, the costs of construction and major maintenance are rising at rates much higher than inflation. This makes it more challenging to maintain our infrastructure - our major capital assets.

Within the City's enterprise funds, aging pipes and new stormwater regulations will add pressure to rates in our stormwater utility. Water and sewer utilities continue to be closely monitored to ensure their long-term viability, and they too require capital improvements and face comparable challenges. However, these older utilities have the advantage of larger and better developed base funding.

HB-2017, the state's Transportation Bill that was passed last summer, will see the City receiving additional funds for street maintenance and transit. However, even with this additional funding, the need for street maintenance funding will still be significantly greater than the funding available. This in turn will result in a slow degradation of the City's street condition until that funding is identified. The City proposed a gas tax which was defeated in May 2018.

In his last budget message, my predecessor recommended to the Council the adoption of a biennial budget to 1) take a longer term look at financial needs, while 2) significantly reducing the resources required to prepare budgets. I'm happy to note that the Council has adopted a biennial budget to be effective starting with the 2019-2021 biennium. We look forward to this process improvement as we work to enhance productivity and maximize resources.

This budget reflects the hard work of many. I'd like to thank our Council and budget committee for their guidance and oversight, and our staff for their diligent efforts to prioritize and to recognize efficiencies wherever possible. A compelling example is the refinancing of DEQ loans which, when combined with the payoff of the wetlands loan in 2020, allowed the new Riverfront Interceptor project to begin. We will never have enough to meet the wishes of every citizen, or to accomplish the great ideas of individual citizens, Councilors, budget committee members, and staff members, but we will *always* exercise sound stewardship of the funds we *do* have to provide quality services and maintain the finances of the City in sound shape.

Respectfully Submitted,



Peter Troedsson, City Manager



CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

## EXECUTIVE SUMMARY

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### Overview

The budget for Fiscal Year 2018-2019 reflects moderate growth. General property tax revenues are expected to increase approximately four percent, while franchise fees and privilege tax revenues are expected to remain flat. Water and sewer revenues reflect scheduled rate increases but are tempered by conservation. The ambulance, fire, and police operating levy was increased by voters in 2012 and is seeing improvement as the effects of property tax compression decrease. Expenditure increases are directly correlated to growing personnel costs. The result is a budget that maintains minimum reserves and allocates available resources to maintain targeted levels of service.

This year's approach to developing the budget continues the practice of identifying available resources and then allocating departments an appropriate target within which to build their operating budgets. Two very favorable dynamics continue to characterize this approach. First, operating budgets are funded within projected resources. Second, department directors have the ability to evaluate needs and allocate scarce resources to priority programs and activities. The challenge in future budgets will continue to be increases in expenditures growing faster than revenues.

### Economic Conditions

The slow growth out of the global economic downturn is continuing in Albany. A couple of key indicators are described below.

*Unemployment.* In February 2018, Linn County's unemployment rate was 4.8 percent, an increase from its revised January rate of 4.6 percent. Linn County's seasonally adjusted unemployment rate has declined 0.4 percent over the past 12 months. Benton County's unemployment rate increased to 3.1 percent in February from its revised rate of 2.9 percent in January. Oregon's statewide unemployment rate remained relatively flat in February at 4.1 percent.

*Development.* Albany's Building Inspection Division reports that permits for new residential construction and total permits were up over previous years as indicated in the following table:

February Fiscal YTD	2014	2015	2016	2017	2018
New Residential Permits	114	92	98	94	145
New Commercial Permits	4	5	12	6	10
Total Number of all Permits	1,558	1,492	1,723	1,630	2,172

The increased activity over the past two years contributes to growth in revenues for the Building Inspection Division and may suggest gradual growth in other revenues such as property taxes and franchise fees.

### Population Growth

Many of the services provided by the City are more closely tied to population growth than to economic conditions. A slowdown in the economy does not reduce the need for police, fire, library, utility and many other municipal services. An increase in population, however, often entails a corresponding increase in demand for the same services.

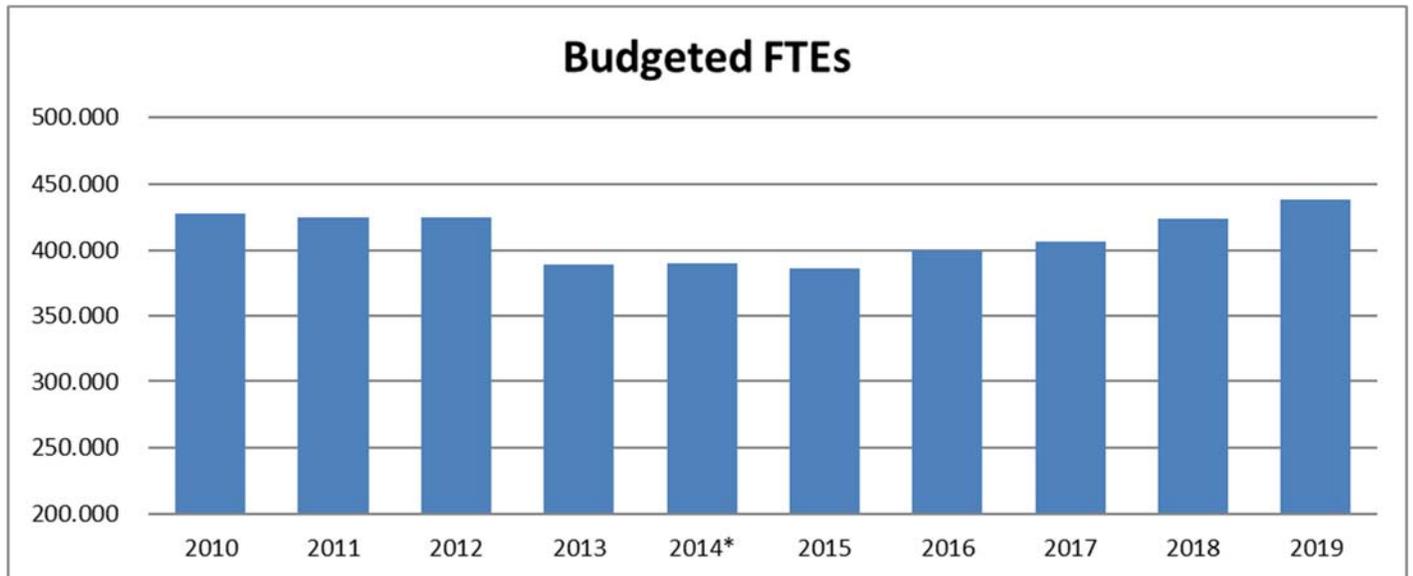
*Budgeted FTEs per 1,000 Population.* The number of budgeted full-time equivalent (FTE) City employees per thousand of population has decreased by over four percent during the past ten years. In past years, a distinction was made between authorized positions and budgeted positions. Authorized positions were those that had previously been approved by the City Council but may or may not have been funded in the budget. Budgeted positions were authorized positions that were actually funded. The expectation was that authorized positions that were not funded in the budget could be filled as funding sources became available or other expenditures were reduced. Continued budget constraints have eliminated the anticipated benefit of the two designations. Therefore, the distinction between authorized and budgeted has been dropped.

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The following table presents the population for the City of Albany as stated by Portland State University, the number of budgeted FTEs, and the budgeted FTEs per 1,000 of population in the corresponding budget year.

<b>Budgeted FTEs per 1,000 Population</b>											
FY ending June 30	2010	2011	2012	2013	2014*	2015	2016	2017	2018	2019	10-Year % Change
Population	49,165	49,530	50,325	50,520	50,710	50,720	51,270	51,670	52,540	52,710	7.21%
Budgeted FTEs	427.425	424.925	424.925	388.825	389.775	385.875	399.508	406.558	424.118	438.493	2.59%
Budgeted FTEs per 1,000 pop	8.694	8.579	8.444	7.696	7.686	7.608	7.792	7.868	8.072	8.319	-4.31%
*Includes six firefighter positions partially funded through the SAFER Grant											

Population has increased over the last ten years by 7.21 percent while the number of budgeted FTEs has increased by 2.59 percent. The number of FTEs per thousand declined by 4.31 percent over the same timeframe. The greater number of FTEs per thousand over the past two years reflects an improving economy. However, careful consideration of staffing must continue in order to stay within available resources.



### Cost-Saving Strategies

Department budgets for 2018-2019 were compiled in the context of current economic conditions, increasing costs, and sustainability of programs and services in future years. A lot of effort and analysis has been done to keep expenditures within estimated available resources. The following outline presents several of the previous and current cost-saving strategies that have been used to contain costs.

*Voluntary Separation Incentive Program.* Three different Voluntary Separation Incentive Programs were offered to employees over the past several years to create vacancies and reduce staffing. The primary objective of the programs was to reduce staffing in a way that avoids the dislocation of employees and families typically

## EXECUTIVE SUMMARY

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associated with layoffs. Fifty employees participated in the incentive programs, resulting in several vacancies and significant budget savings.

*Hiring Chill.* A hiring chill was imposed for all departments. No vacancies are filled without careful review of the timing and the need to fill the position by the relevant department director and the City Manager. Savings associated with the hiring chill depend on the vacancies that occur.

*Cost of Living Adjustments (COLAs).* Non-represented employees and all bargaining units were asked to forgo COLAs in previous budgets.

*Leave Buy-back.* Non-represented employees no longer have the option to buy back up to forty hours of administrative leave time.

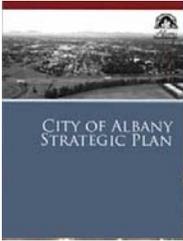
*Reserves and Replacement Funds.* Reserve accounts are being drawn down and contributions to vehicle and equipment replacement funds are still below desired funding levels.

*Materials and Services.* Expenditures for contracted services, minor equipment, office supplies and other materials and services continue to be reviewed very closely.

### **Closing Statement**

It is the goal of City staff to produce a sustainable budget. Although staff has succeeded in the FY 2018-2019 budget, the issue of resources being outpaced by expenditure growth remains a concern. All departments must continue to give careful consideration to expenditures, as well as funding sources, in order to maintain existing levels of service in future years.

## Strategic Plan and Program Budgets



Albany's strategic plan was first implemented in the 2005-2006 Adopted Budget. In that document, the plan was characterized as a way of taking traditional goal-setting to the next level. The plan continues to evolve but has in a very meaningful way fulfilled that expectation by becoming the standard against which goals, objectives, strategies and activities are measured. Each succeeding budget has to a greater degree incorporated references to the themes and objectives of the strategic plan.

The City Council has maintained the policy direction and leadership role in the strategic planning process by reviewing the plan on a regular basis. The most recent revisions were adopted on January 24, 2018. The direction provided in the strategic plan is followed by the City Manager and department directors in developing the proposed budget that is presented to the Budget Committee. Through this process, the adopted budget effectively becomes the implementing document for the strategic plan.

Presented below are examples of objectives and actions in the strategic plan for various operating programs.

### **Community Development Department**

Strategic Plan Theme – Great Neighborhoods

- Objective GN-1a: Monitor and apply for grants that further advancement of Strategic Plan objectives and department goals.
- Actions: Apply for State Historic Preservation Office grants. Make rehabilitation loans and track completions.

Strategic Plan Theme – Great Neighborhoods

- Objective GN-3: Ensure public buildings, sidewalks, and public transportation are accessible to all.
- Actions: Develop a plan and prioritization system for making accessibility improvements when funding is identified and available.

### **Library Department**

Strategic Plan Theme – Great Neighborhoods

- Objective GN-10: By the end of 2022, increase library visits to 371,000.
- Actions: Add five new programs across all service areas. Increase the percentage of operating dollars spent on collections to Oregon state median (ten percent).

### **Police and Fire Departments**

Strategic Plan Theme – A Safe City

- Objective SC-1: Complete construction of the Albany Police Department building and Fire Station 11.
- Actions: Complete building projects by November 2017.

Strategic Plan Theme – A Safe City

- Objective SC-5: Maintain the combined number of fatal and injury collisions at 2.5 per thousand residents or less annually.
- Actions: Achieve this objective through continued traffic enforcement with an emphasis at high-collision areas.

#### Strategic Plan Theme – A Safe City

- Objective SC-9: Collaborate with neighboring fire departments and communities to improve emergency response reliability and provide a consistent level of emergency and life safety services.
- Actions: Collaboratively staff and maintain a single-role medic unit with other emergency response agencies; expand community risk reduction services by increasing community paramedic program capabilities; explore opportunities to provide equivalent emergency services irrespective of geographic boundary.

#### **Public Works Department**

#### Strategic Plan Theme – A Safe City

- Objective SC-15: Optimize the use and management of the Vine Street and Albany-Millersburg Water Treatment Plants to meet regulatory and demand needs for the City's drinking water supply.
- Actions: Develop a written water production management plan that will maximize the efficient use of the two water treatment plants to meet supply and regulatory requirements.

#### Strategic Plan Theme – A Safe City

- Objective SC-17: Effectively manage biosolids waste at the Albany-Millersburg Water Reclamation Facility.
- Actions: Maximize efficiencies and cost-effective management and disposal of solids at the Albany-Millersburg Water Reclamation Facility. Identify a preferred alternative for a solids improvement project along with funding options.

#### **Parks and Recreation**

#### Strategic Plan Theme – An Effective Government

- Objective EG-1: Reduce the percentage of total annual Parks & Recreation Fund expenditures subsidized with property tax revenues to 55 percent by 2020.
- Actions: Achieve this objective through a combination of nontax revenue increases and expenditure reductions.

#### **Finance Department**

#### Strategic Plan Theme – An Effective Government

- Objective EG-13: Continue recognition from the Government Finance Officers Association for excellence in budgeting and financial reporting. Maintain audit results establishing conformance to requirements and generally accepted accounting principles.
- Actions: Receive the GFOA “Excellence in Financial Reporting” and “Distinguished Budget Presentation” awards. Achieve annual audit with no reportable findings of noncompliance.



## OUR MISSION

“Providing quality public services for a better Albany community.”

## OUR VISION

“A vital and diverse community that promotes a high quality of life, great neighborhoods, balanced economic growth, and quality public services.”

The City of Albany's Strategic Plan is guided by three fundamental elements: our mission, our vision, and our core values. Our Mission Statement is based on the principles of high quality and continuous improvement. Our Vision Statement presents a compelling future toward which our Strategic Plan is directed. Both our mission and our vision are founded on the following basic values that guide all of our actions and that reflect what we expect from our employees and our elected officials:

**Transparent, Open, and Honest Government.** This value reflects our first and most important responsibility. Our competence is measured and, in fact, reinforced through active engagement of those we serve. We maintain an organizational reputation for openness, honesty, and integrity.

**Dedication to Service.** Our primary duty is to the people we serve. We are accessible, responsive, consistent, and understanding. We provide assistance beyond our customers' expectations, and we find effective solutions to problems that they bring to our attention.

**Fiscal Responsibility.** Proper use of public resources is a trust which we continually guard. In our management of this trust, we must avoid even the appearance of impropriety. In our management of public funds, we constantly strive for the greatest possible efficiency and effectiveness to sustain affordable services.

**Personal Honesty and Integrity.** Each of us demonstrates the highest standards of personal integrity and honesty in our public activities to inspire confidence and trust in our government.

**Excellence.** We continually pursue excellence by being creative and professional, taking risks, showing initiative, and being committed to our community and team. In this pursuit, we support continuing education and training for all team members.

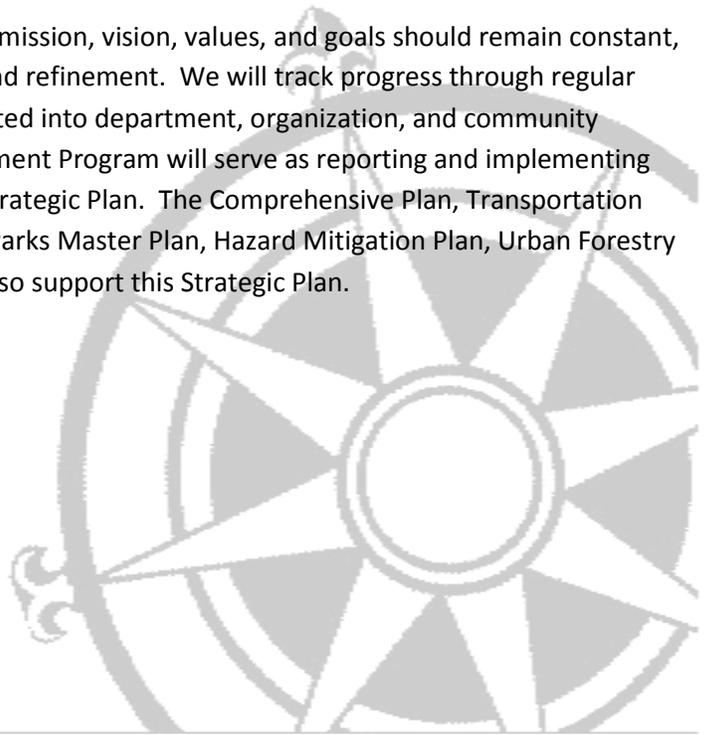
**Teamwork.** We are a team that emphasizes high levels of trust and cooperation and a commitment to excellent communications within the organization. We encourage employees to exercise independent judgment in meeting customer needs through professional behavior that is consistent with our values.

**A Humane and Diverse Organization.** We are a humane organization that honors diversity and protects individual rights. Open communication, respect for others, compassion, and a sense of humor contribute to our positive work environment. We make it possible for every employee to achieve his or her full potential. We value the cultural and social diversity that is reflected in our community, and we welcome the changes and new perspectives that this diversity brings to us. We protect those individuals whose basic rights are placed in jeopardy.

Our Strategic Plan has four primary themes that reflect our Mission and Vision Statements: Great Neighborhoods, a Safe City, a Healthy Economy, and an Effective Government. Specific goals, objectives, and actions move the organization toward our vision of the future.

Each theme is followed by the City's primary goals in that subject area for the foreseeable future. The goals should remain constant over time and should only be revised to reflect significant community changes or unanticipated events. A list of measurable objectives with benchmarks helps us track progress toward the goals. Objectives are generally identified to cover the five-year planning period from the date they are adopted or revised. Actions are the steps needed to meet the objective. Many more strategies and actions will be developed at the department and division level to align the entire organization with the goals and objectives.

This plan is intended as a work in progress. While the mission, vision, values, and goals should remain constant, the objectives and actions will need periodic review and refinement. We will track progress through regular reporting on the measures, and they will be incorporated into department, organization, and community publications. The annual Budget and Capital Improvement Program will serve as reporting and implementing policy documents, identifying relationships with the Strategic Plan. The Comprehensive Plan, Transportation System Plan, Water Master Plan, Sewer Master Plan, Parks Master Plan, Hazard Mitigation Plan, Urban Forestry Management Plan, and related planning documents also support this Strategic Plan.



## Goals:

- Goal 1: Create and sustain a city of diverse neighborhoods where residents feel good about where they live.
- Goal 2: Provide an efficient transportation system with safe streets and alternative modes of transportation.
- Goal 3: Provide effective stewardship of Albany’s significant natural, cultural, and historic resources.
- Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.

## Great Neighborhoods Objectives:

**Goal 1:** Create and sustain a city of diverse neighborhoods where residents feel good about where they live.

**Objective GN-1:** Enforce City ordinances when properties are neglected or abandoned to prevent erosion of property values and quality of life. [City Manager’s Office and Police]

*Actions: Reduce unresolved cases.*

**Objective GN-1a:** Monitor and apply for grants that further advancement of Strategic Plan objectives and department goals. [All Departments]

*Actions: Apply for State Historic Preservation Office grants every other year to support local preservation programs.*

**Objective GN-2:** Create a Community Development/Land Use Issues list of code issues that are identified as not optimal. This list will be evaluated annually to identify priority issues that might be addressed with code revisions. [Community Development]

*Actions: Review and update the Albany Development Code (ADC) to address code issues.*

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
GN-1	Maintain a close to open ratio of 75% or higher on submitted cases per fiscal year.	≥75%	71%	96.7%	75%	75%	75%	75%	75%
GN-1a	Continue to seek grant funding from State Historic Preservation Office when available.	1	n/a	1	n/a	1	n/a	1	n/a
GN-2	Develop CD/Land Use Issues list.	Complete annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually

**Goal 2:** Provide an efficient transportation system with safe streets and alternative modes of transportation.

**Objective GN-3:** Ensure public buildings, sidewalks, and public transportation are accessible to all. [Community Development, Public Works]

*Actions: Develop a plan and prioritization system for making accessibility improvements when funding is identified and available (ADA Transition Plan).*

**Objective GN-4:** Utilize available street funding to maintain collector and arterial streets in “fair” or better condition and address local street needs as funding allows. Additionally, seek other sources of funding for the street system. [Public Works]

*Actions: Measure and monitor street condition in order to identify and prioritize street condition improvement projects. Implement repair and preventative street maintenance projects to preserve and restore City streets with the annual Street Maintenance budget. Plan for street rehabilitation and reconstruction capital projects with the annual five-year Capital Improvement Program and implement capital projects with the annual Street Capital budget.*

**Objective GN-5:** Work as a cooperative partner of the Albany Area Metropolitan Planning Organization (AAMPO) for the funding of street and transit improvements. [Public Works]

*Actions: Work within the AAMPO structure to plan for use of available Surface Transportation Program (STP) funding for the preservation and improvement of City streets. Work with the AAMPO to stabilize funding and maximize the effective use of transit funding for the City and the region.*

**Objective GN-6:** By the end of FY2023, increase the number of transit system riders by ten percent over the FY2012-2013 ridership. [Public Works]

*Actions: Measure and monitor the number of rides provided. Identify opportunities to modify and maximize routes, increase operating revenue, and improve transit level of service. Identify and implement route improvements to serve more citizens, as funding allows.*



**Roundabout construction at Main Street & Third Avenue.**

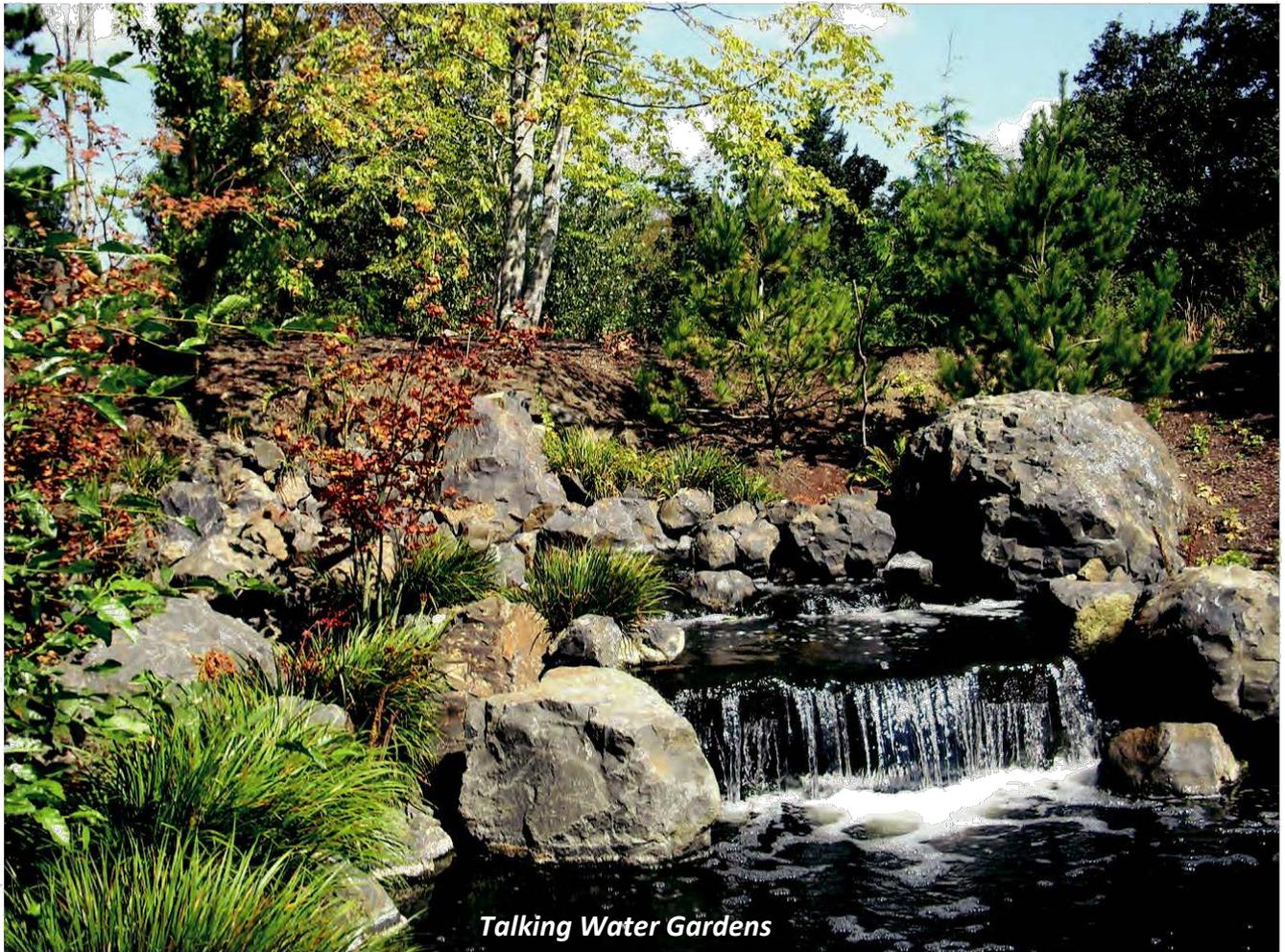
OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
GN-3	Accessibility Transition Plan completed.	Complete by FY2019				Dec 2018			
GN-4	Percentage of collector and arterial streets in “fair” or better condition (minimum PCI of 60):	100%	n/a	68%	67%	65%	64%	62%	61%
GN-5	Complete Regional Transportation Plan (RTP).	Complete by FY2018			Feb 2018				
GN-6	Increase transit system ridership to:								
	Albany Transit System	≥96,000	79,369	76,696	82,000	84,000	86,000	89,000	92,000
	Linn-Benton Loop	≥145,000	111,595	109,927	112,000	115,000	118,500	123,000	128,000
	Paratransit	≥21,000	18,346	17,646	19,000	21,000	21,000	23,000	24,000

**Goal 3:** Provide effective stewardship of Albany’s significant natural, cultural, and historic resources.

**Objective GN-7:** Continue to partner and coordinate with community groups, such as the Calapooia Watershed Council, on watershed improvement programs and projects to meet statewide planning goals (Goal 5). [Community Development, Parks & Recreation, Public Works]

*Actions: Identify City-owned open spaces, riparian corridors, and natural resources and coordinate and help fund restoration and education/outreach projects.*

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
GN-7	Coordinate and partner on restoration and education/outreach projects.	Complete annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually



**Goal 4:** Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.

**Objective GN-8:** Maintain total City-managed park land inventory at an annual average of 17.0 acres or greater per 1,000 residents. [Parks & Recreation]

*Actions: Acquire by purchase, lease, or other means enough park land to achieve and keep pace with Albany's growth and to meet the City's adopted total park acreage standards.*

**\*Objective GN-9:** Sustain total developed parks and recreation lands at 11.0 acres or greater per 1,000 residents. [Parks & Recreation]

*Actions: Maintain enough developed park land to keep pace with Albany's growth and to meet the City's adopted developed park acreage standards.*

**Objective GN-10:** By the end of 2022, increase library visits to 371,000. [Library]

*Actions: Add five new programs across all service areas. Increase the percentage of operating dollars spent on collections to Oregon state median (ten percent).*



**Reading Girl at Main Library.**

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
GN-8	Average total acres of park land per 1,000 residents.	≥17.0	17.3	17.1	17.1	16.8	16.6	16.6	16.6
GN-9	Average acres of developed parks and recreation land per 1,000 residents.	≥11.0	10.9	10.8	10.8	10.6	10.4	10.4	10.4
GN-10	Annual number of library visits.	≥371,000	331,000	324,000	340,000	345,000	350,000	355,000	360,000
GN-10	Number of discrete Library programs across all service areas.	≥19	21	24	25	25	25	25	26
GN-10	Percentage of Library operating expenditures spent on collections.	10%	7.4%	9.2%	10%	10%	10%	12%	12%

*\*Includes gift of 94 acres to City in Oak Creek Greenbelt.*

## Goals:

- Goal 1: Ensure a safe community by protecting people and property.
- Goal 2: Provide safe, sufficient, and reliable drinking water, sewage disposal, and drainage systems.

## Safe City Objectives:

**Goal 1:** Ensure a safe community by protecting people and property.



*New Albany Police Station under construction.*

**Objective SC-1:** Complete construction of Albany Police Department building and Fire Station 11. [Fire, Police]  
*Actions: Complete building projects by November 2017.*

**Objective SC-2:** Participate in the FEMA National Flood Insurance Program and maintain the City's Community Rating System (CRS) rating. [Community Development]  
*Actions: Form and maintain a cross-department team to continuously improve the City's floodplain management. Participate in FEMA's CRS Program.*

**Objective SC-3:** Use Community Development Block Grant (CDBG) funds to provide funding to community programs that assist the vulnerable children and families in our City. [Community Development]  
*Actions: Work with the Community Development Commission to identify and distribute funds to appropriate programs.*

**Objective SC-4:** Maintain police patrol response times to Priority One calls for service from dispatch to arrival time to four minutes fifteen seconds, or less, annually. [Police]  
*Actions: Achieve this objective through maintaining no less than current staffing levels and incremental staffing increases related to population/demand for service increases.*

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
SC-1	Move into new Fire Station 11.	Complete by June 2017			Oct 2017				
SC-1	Move into new Police Department building.	Complete by June 2017			Dec 2017				
SC-2	Maintain CRS rating.	≤ 5	6	6	5	5	5	5	5
SC-3	Distribute CDBG funding to assist Albany's vulnerable populations and neighborhoods.	\$300,000/year	\$202,000	\$300,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
SC-4	Patrol Unit: Maintain response time to priority one calls annually.	≤4:15 annually	4:15 annually	3:06 annually	4:15 annually	4:15 annually	4:15 annually	4:15 annually	4:15 annually

**Objective SC-5:** Maintain the combined number of fatal and injury collisions at 2.5 per thousand residents or less annually. [Police]

*Actions: Achieve this objective through continued traffic enforcement with an emphasis at high-collision areas.*

**Objective SC-6:** Achieve at least a 60 percent clearance rate for violent crimes and a 20 percent clearance rate for property crimes annually. [Police]

*Actions: Achieve this objective through maintaining current staffing levels in patrol and detectives with an emphasis on solving crimes.*



**Objective SC-7:** Maintain Part One crimes at 32.0 per thousand residents or less annually with the goal of being at or below the Oregon average. [Police]

*Actions: Continue emphasis on crime reduction through the Computer Statistics (COMPSTAT) process.*



**Objective SC-8:** Facilitate continued development of property surrounding Fire Station 12 as an emergency responder training center.

[Fire, Police, Public Works, Other Jurisdictions]

*Actions: Relocate City bus storage to expand current training facilities and build a training tower.*

**Objective SC-9:** Collaborate with neighboring fire departments and communities to improve emergency response reliability and provide a consistent level of emergency and life safety services. [Fire]

*Actions: Collaboratively staff and maintain a single-role medic unit with other emergency response agencies; expand community risk reduction services by increasing community paramedic program capabilities; explore opportunities to provide equivalent emergency services irrespective of geographic boundary.*

**Objective SC-10:** Fund Fire Department equipment replacement and facilities maintenance to adequately address emergency equipment and vehicle needs and long-term upkeep of department facilities. [Fire]

*Actions: Commit ambulance revenue received over budgeted amount to equipment replacement; pursue grants and other funding alternatives; consider a bond to fund department equipment replacement needs; consider other potential funding sources to provide both short- and long-term solutions to replace vehicles and equipment and provide for facilities maintenance.*

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
SC-5	Maintain the combined number of fatal and injury collisions at 2.5 per thousand residents or less annually.	≤2.5 per thousand annually		2.63 per thousand annually	≤2.5 per thousand annually	≤2.5 per thousand annually	≤2.5 per thousand annually	≤2.5 per thousand annually	≤2.5 per thousand annually
SC-6	Achieve clearance rate for violent crimes annually.	≥60% annually	60% annually	59.5% annually	60% annually	60% annually	60% annually	60% annually	60% annually
SC-6	Achieve clearance rate for property crimes annually.	≥20%	20% annually	29.1% annually	20% annually	20% annually	20% annually	20% annually	20% annually
SC-7	Achieve reduction in Part I crimes annually.	≥5% annually	5% annually	12.4% annually	5% annually	5% annually	5% annually	5% annually	5% annually
SC-8	Relocate City bus storage.	Complete by FY2019				June 2019			
SC-8	Provide improvements to training site by building training tower and training props.	Complete by FY2018			June 2018				
SC-9	Collaborate by staffing single-role medic units with overlapping coverage of an additional single-role medic unit.	80 hours/week and 30 hours/week	Hired and trained personnel	Hired and trained personnel	80 hrs/wk and 30 hrs/wk	92 hrs/wk and 30 hrs/wk	92 hrs/wk and 40 hrs/wk	92 hrs/wk and 50 hrs/wk	92 hrs/wk and 60 hrs/wk
SC-9	Increase Community Paramedic availability.	7-day coverage	5-day coverage	5-day coverage	5-day coverage	6-day coverage	6-day coverage	7-day coverage	7-day coverage
SC-10	Provide funding to replace emergency vehicles and equipment and maintain facilities.	\$2.4 million	\$583K	\$418K	\$360K	\$700K	\$600K	\$550K	\$150K

**Objective SC-11:** Reduce property code violations, substandard housing conditions, and inadequate infrastructure. [City Manager’s Office, CARA, Community Development, Police]  
*Actions: Community Development, Police, and the City Manager’s Office will work together to set priorities for addressing property code violations and responding to citizen complaints. A partnership with CARA will focus significant code compliance and safety efforts within the CARA boundaries.*

**Objective SC-12:** CARA will continue to fund projects that eliminate blight and increase public safety. [Central Albany Revitalization Area, Police, Community Development]

*Actions: Use CARA funding on projects that eliminate blight, increase public safety, and reduce police calls.*



**Objective SC-13:** Maintain and continue to minimize the impact of fires on our community. [Fire]  
*Actions: Continue to incorporate Fire Department requirements in the development review and approval process. Conduct Fire Code compliance inspections on existing buildings. Provide fire/life safety education. Maintain residential fire/life safety equipment programs. Promote fire sprinkler systems in CARA-funded projects and other projects of new construction and remodeling.*

**Objective SC-14:** Fund to adequately staff for increasing emergency responses, response times, and community growth. [Fire]

*Actions: Continue to evaluate all funding options for public safety; hire additional personnel to address increases in responses and times; maintain Staffing for Adequate Fire & Emergency Response (SAFER) Grant-funded positions throughout the three-year grant performance period and beyond; implement response time tracking system.*

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
SC-11	Amount of CARA funding targeting code compliance/public safety.	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
SC-12	Number of blighted structures remediated within the CARA boundary.	≥3	3	4	3	3	3	3	3
SC-13	Structure fires per 1,000 residents.	≤0.9	0.81	1.07	0.90	0.90	0.85	0.85	0.80
SC-13	Number of fire compliance inspections.	≥1,500	637	1,748	1,750	2,000	2,000	2,000	2,000
SC-13	Percentage of fire code violations corrected.	≥75%	72.5%	90%	90%	92.5%	92.5%	95%	95%
SC-14	Hire/promote personnel to address emergency call volume, increasing response times, and community needs.	As needed	3 (1 DFM & 2 EMTs)	3 (3 FF/EMTs)	7 (6 FF/EMTs & 1 Training Chief)	3 (1 Admin Support & 2 EMTs)	3 (3 FF/EMTs)	1 (1 Admin)	3 (3 FF/EMTs)

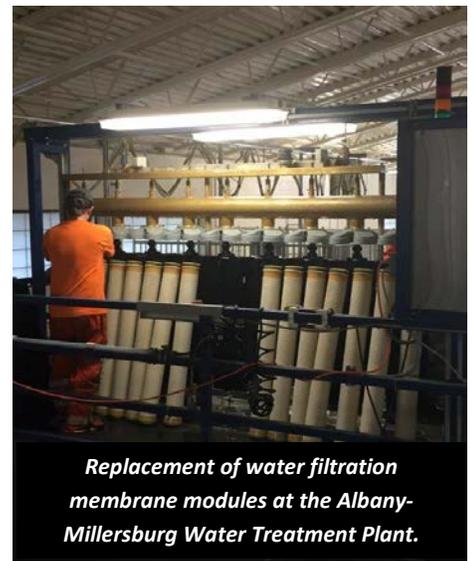
**Goal 2:** Provide safe, sufficient, and reliable drinking water, sewage disposal, and drainage systems.

**Objective SC-15:** Optimize the use and management of the Vine Street and Albany-Millersburg Water Treatment Plants to meet regulatory and demand needs for the City’s drinking water supply. [Public Works]

*Actions: Develop a written water production management plan that will maximize the efficient use of the two water treatment plants to meet supply and regulatory requirements.*

**Objective SC-16:** Maintain existing compliance with all water quality, pretreatment, and biosolids regulatory requirements. [Public Works]

*Actions: Prepare for the requirements of a pending new wastewater discharge permit, which will likely include more restrictive water quality-based limitations. Remain engaged in agency groups such as ACWA and PNCWA in order to remain informed and offer input into regulatory direction. Prepare for the requirements of a stormwater discharge permit.*



*Replacement of water filtration membrane modules at the Albany-Millersburg Water Treatment Plant.*

**Objective SC-17:** Effectively manage biosolids waste at the Albany-Millersburg Water Reclamation Facility. [Public Works]

*Actions: Maximize efficiencies and cost-effective management and disposal of solids at the Albany-Millersburg Water Reclamation Facility. Initiate a pre-design effort for the solids improvement project preferred alternative.*

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
SC-15	Develop written water production management plan.	Complete by FY2019				June 2019			
SC-16	Obtain a new discharge permit for the WRF. (DEQ DEPENDENT)	Complete by FY2019				June 2019			
SC-16	Obtain a stormwater discharge permit. (DEQ DEPENDENT)	Complete by FY2018			June 2018				
SC-17	Initiate solids handling pre-design effort.	Complete by FY2018			June 2018				



## Goals:

- Goal 1: Business — Enhance the value and diversity of Albany’s economy by attracting, retaining, diversifying, and expanding local businesses.
- Goal 2: Partnerships — Strengthen the area’s role as a leading regional economic center through local and regional coordination and collaboration on economic development planning and projects.
- Goal 3: Prosperity — Maintain and grow the income levels with a focus on living-wage jobs, training, and education opportunities of Albany residents consistent with Oregon and national trends. Work to improve the community’s assessed value while working to achieve a healthy balance of housing and jobs.
- Goal 4: Central Albany — Create a readily identifiable downtown core that is unique and vibrant with a mixture of entertainment, housing, specialty shops, offices, and other commercial uses.

## Healthy Economy Objectives:

**Goal 1: Business:** Enhance the value and diversity of Albany’s economy by attracting, retaining, diversifying, and expanding local businesses.

**Objective HE-1 - Support Local Business:** Provide a supportive environment for the development and expansion of desired businesses, especially those that are locally owned or provide living-wage jobs.  
[Economic Development/Urban Renewal]

*Actions: Conduct regular visits to local businesses and industries as a business ambassador. Address the needs and opportunities for growth and work to eliminate barriers for future development. Connect growing businesses with available resources including the Chamber of Commerce, AMEDC, SBA, COG, and the Small Business Development Center (SBDC) at LBCC.*

**Objective HE-2 - Land:** Identify the availability of commercial and industrial land identified in the Economic Opportunities Analysis. Facilitate development consistent with community goals.  
[Economic Development/Urban Renewal, Community Development, Public Works]

*Actions: Complete research and documentation of available land, work to remove barriers for developable land.*

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
HE-1	Conduct regular visits to local businesses and industries.	≥12	12	15	12	12	12	12	12
HE-1	Projects assisted: financial assistance or removal of development barriers.	≥5	15	5	8	8	8	8	8
HE-2	Complete research and documentation of significant available sites.	≥4	43	7	5	5	5	5	5

**Goal 2: Partnerships:** Strengthen the area’s role as a leading regional economic center through local and regional coordination and collaboration on economic development planning and projects.

**Objective HE-3 - Partnerships:** Collaborate with organizations focused on business retention, expansion, startup development, and entrepreneurship to establish new firms and strengthen existing businesses locally.

[Economic Development, All Departments]

*Actions: Maintain key department contacts for immediate response to information requests. Strong intra-city collaboration among departments to further economic development priorities, eliminate barriers, and provide accurate and timely assistance within the requested time frames. Continue to foster relationships and cultivate partnerships with the Chamber of Commerce, AMEDC, SBA, COG, and SBDC. Continue work of LBCC/Industry/City partnership on \$2.9 million investment in equipment for workforce development and training.*

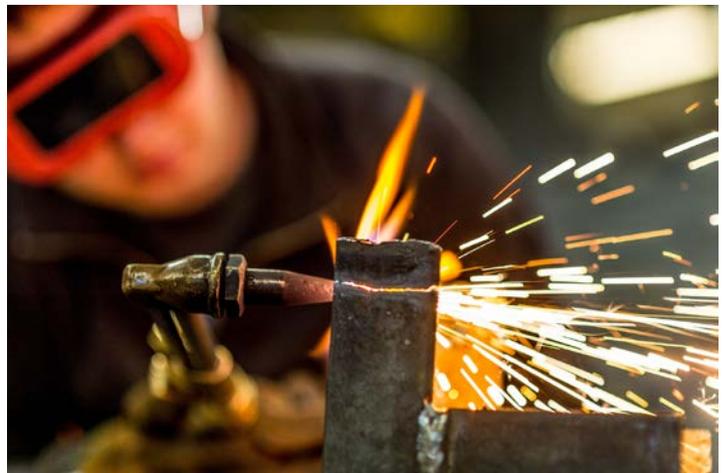
OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
HE-3	Respond to information inquiries within the requested timelines.	100%	100%	100%	100%	100%	100%	100%	100%

**Goal 3: Prosperity:** Maintain and grow the income levels with a focus on living-wage jobs, training, and education opportunities of Albany residents consistent with Oregon and national trends. Work to improve the community’s assessed value while working to achieve a healthy balance of housing and jobs.

**Objective HE-4 - Living-wage Jobs:**

Focus on the creation and retention of living-wage jobs through policy, staff support, and funding of projects that support a healthy local economy and community. Continue to refine CARA and CDBG programs to support job-creation projects. Support the area’s educational resources as vital to the social and economic well-being of the community. Encourage opportunities for increasing skill levels of local workers and microenterprise development. [Economic Development/Urban Renewal and Community Development]

*Actions: Complete draft, review, and implementation of CARA economic development programs. Track results and job creation of the program. Work to improve the community’s assessed value. Facilitate connections between residents/businesses and workforce training or education. Track unemployment rate and per capita income for the city of Albany.*



*The City of Albany, LBCC, Chamber of Commerce, and AMEDC are partnering to provide workforce development training and purchase specialized equipment that prepares students to fill technical, high-demand manufacturing jobs within local industries.*

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
HE-4	CARA/City-funded economic development projects.	≥3	4	4	4	4	4	4	4
HE-4	Jobs (FTE) created through CARA/City-funded economic development projects.	≥5	10	16	17	17	17	17	17
HE-4	Jobs (FTE) created through CDBG-funded programs.	≥3	9	3	3	3	3	3	3
HE-4	Technical assistance provided to microenterprises.	≥5	25	8	5	5	5	5	5

**Goal 4:** Central Albany: Create a readily identifiable downtown core that is unique and vibrant with a mixture of entertainment, housing, specialty shops, offices, and other commercial uses.

**Objective HE-5:** Leverage urban renewal dollars to maximize the total investment and development effort in Central Albany. Create an increase in assessed value with the majority of public-private partnerships or spur private investment through strategic public investment. [Central Albany Revitalization Area]

*Actions: Continue to focus CARA funding on public infrastructure projects that will drive or complement private investment and private projects that create a return on investment through an increase in assessed value.*



**Albany Historic Carousel & Museum, a \$5.6 million investment in Downtown Albany, opened in August 2017 as part of a Developer-Partnership agreement with CARA.**

**Objective HE-6:** Recognize and support Albany’s unique historic character as a major cultural and tourist-oriented economic resource. Increase residential opportunities in the Central Albany area. [Central Albany Revitalization Area]

*Actions: Continue funding of rehabilitation and restoration of historic buildings, creation of new residential units, and various projects in the Main Street area and throughout the Central Albany Revitalization Area (CARA).*

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
HE-5	Annual CARA investment in CARA projects.	≥\$350K	\$107,200	\$8,760,620	\$400K	\$350K	\$350K	\$350K	\$350K
HE-5	Annual private investment in CARA projects.	≥\$750K	\$1.7M	\$5.9M	\$750K	\$750K	\$750K	\$750K	\$750K
HE-5	Cumulative joint value of CARA and private investments.	≥\$13.8M	\$15,607,200	\$30,267,820	\$31.4M	\$32.5M	\$33.6M	\$34.7M	\$35.8M
HE-6	Cumulative number of CARA-funded new residential units.	≥303	292	298	312	326	340	354	368

## Goals:

- Goal 1: Effectively and efficiently deliver the services that Albany’s citizens need, want, and are willing to support.

## Effective Government Objectives:

**Goal 1:** Effectively and efficiently deliver the services that Albany’s citizens need, want, and are willing to support.

**Objective EG-1:** Reduce the percentage of total annual Parks & Recreation Fund expenditures subsidized with property tax revenues to 55 percent or lower by 2020. [Parks & Recreation]

*Actions: Achieve this objective through a combination of nontax revenue increases and expenditure reductions.*

**Objective EG-2:** Sustain revenues received from gifts, grants, and endowments to equal or greater than \$10 per capita. [Parks & Recreation]

*Actions: Complete and implement a Revenue Enhancement Plan by 2018, including strategies and private sector solicitations. Improve marketing and promotion efforts to communicate parks and recreation program needs to a wider audience.*

**Objective EG-3:** Maintain Parks & Recreation Department staffing levels at or below 0.60 FTE per 1,000 residents. [Parks & Recreation]

*Actions: Annually adjust staffing plans and service delivery strategies to achieve the objective.*

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
EG-1	Property tax as a percent of Parks Fund revenue.	≤55%	53.6%	50.2%	54%	54%	52%	52%	52%
EG-2	Parks per-capita revenue through grants, gifts, and endowments.	≥\$10.26	\$6.35	\$7.82	\$8.00	\$8.50	\$9.50	\$10.00	\$10.00
EG-3	Parks & Recreation full-time equivalents per 1,000 residents.	≤0.60	0.52	0.53	0.54	0.60	0.60	0.60	0.60

**Objective EG-4:** Provide responsive, efficient, customer-oriented service and meet mandated deadlines for project reviews. [Community Development]

*Actions: Meet or exceed state requirements for timely issuance of reviews, permits, and inspections.*

*Complete building inspections as requested.*

**Objective EG-5:** Maintain water loss at 10 percent or less. [Public Works]

*Actions: Continue leak detection efforts to identify system leaks. Replace and upgrade older water meters to reduce under-reading water usage. Investigate and eliminate unmetered water use and enforce against water theft. Evaluate water system replacement needs to best target limited capital funds to provide best return.*



*Joining 30-inch water line by heat fusion.*

**Objective EG-6:** Provide the City Council with annual reports regarding the running five-year sewer, water, and stormwater revenue, expenditure, and rate funding requirements. [Public Works]

*Actions: Annual updates to the current five-year rate projection at the time the City Council considers utility rate adjustments.*

**Objective EG-7:** Maintain accreditation with the American Public Works Association (APWA). [Public Works]

*Actions: Maintain standards and policies to allow the department to obtain reaccreditation from APWA on a four-year cycle.*

**Objective EG-8:** Develop a full stormwater management program and identify stable funding strategy for stormwater utility functions. [Public Works]

*Actions: Complete the Stormwater Master Plan. Implement code changes to bring the City in line with regulatory requirements. Identify the annual operations and maintenance and capital costs required to maintain the City's stormwater system in order to meet service level expectations and regulatory requirements. Develop SDC funding mechanism and funding levels.*

**Objective EG-9:** Complete update of the Sewer SDC methodology. [Public Works]

*Actions: Develop updated facility plan in phases. Upon completion of the collection system and treatment system updates, complete a new SDC methodology and have the City Council adopt it.*

**Objective EG-10:** Continue participation in national performance benchmarking for comparison with other jurisdictions. Implement process improvement projects to reduce processing time and costs or increase revenues. [City Manager's Office]

*Actions: Prepare annual report to detail participation and compliance to appropriate national benchmarks. Institute tracking systems to gather management data where lacking. Perform process improvement studies.*

**Objective EG-11:** By the end of FY2020, reduce the cost/item circulated by 15 percent. [Library]

*Actions: Explore outsourcing processing.*

**Objective EG-12:** Seek \$200,000 of outside funding for new library program support by 2020. [Library]

*Actions: Create an annual fund-raising campaign by working with library support groups and the Albany Library Scharpf Endowment Fund.*

**Objective EG-13:** Continue recognition from the Government Finance Officers Association (GFOA) for excellence in budgeting and financial reporting. Maintain annual audit results establishing conformance to requirements and generally accepted accounting principles. [Finance]

*Actions: Receive the GFOA award for “Excellence in Financial Reporting.” Receive the GFOA “Distinguished Budget Presentation” award. Achieve annual audit with no reportable findings of noncompliance.*

**Objective EG-14:** Ensure compliance with all federal and state regulations relating to municipal services. [All Departments]

*Actions: Monitor federal and state regulations on a routine basis. Target resources to maintain compliance.*

**Objective EG-15:** Maintain or improve City’s bond ratings. [Finance]

*Actions: Maintain sufficient reserves. Follow best practices for financial management.*

**Objective EG-16:** Maintain appropriate levels of Information Technology (IT) systems availability and services rating. [Information Technology]

*Actions: Ensure sufficient IT resources are available to maintain City functions.*

**Objective EG-17:** Establish personnel succession planning for executive and other key leadership positions throughout the organization. [All Departments]

*Actions: Ensure the City maintains adequate succession planning for executives and other key leadership positions.*

**Objective EG-18:** Conduct feasibility analysis on “portable” systems development charges. [Public Works]

*Actions: Retain consultant to evaluate feasibility of “portable” system development charges and identify steps necessary for implementation. Identify risks/rewards, data system support needs, and any additional staffing requirements to support such a program.*

**Objective EG-19:** Consider opportunities to secure additional funding for transportation system improvements with emphasis placed on maintaining and repairing the City’s. [Public Works]

*Actions: Continue public outreach and funding alternatives discussion with Council.*

**Objective EG-20:** Cooperate and partner with neighboring jurisdictions as appropriate to provide assistance, accomplish common goals/objectives, and maximize efficiencies. [All Departments]

*Actions: Maintain regular communication with community partners. Discuss areas of shared interest and consider ways to accomplish common goals through partnerships.*

OBJECTIVE	MEASURE	TARGET	COMPLETED FY2016	COMPLETED FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
EG-4	Residential plan reviews completed within 10 days.	100%	100%	100%	100%	100%	100%	100%	100%
EG-4	Land use decisions issued within 120 days.	100%	100%	100%	100%	100%	100%	100%	100%
EG-4	Complete inspections within same day of request (when called in by 7:00 a.m.)	≥95%	95%	95%	95%	95%	95%	95%	95%
EG-5	Maintain a water loss rate of 10% or less.	≤10%	9.7%	<9%	<10%	<10%	<10%	<10%	<10%
EG-6	Annual rate reports to Council.	2	2	3	3	3	3	3	3
EG-7	APWA accreditation.	Accreditation mid-term report by FY2017		mid-term report		Reaccreditation		mid-term report	
EG-8	Complete Stormwater Master Plan.	Complete Master Plan by FY2019				June 2019			
<del>EG-8</del>	<del>Implement Stormwater funding plan.</del>	Complete by FY2017	In progress	June 2017					
EG-9	Complete Sewer SDC methodology update.	Complete by FY2019	In progress	In progress		Dec 2018			
EG-10	Annual report of performance benchmarking progress.	Annually		Nov 2017	Nov 2018	Nov 2019	Nov 2020	Nov 2021	Nov 2022
EG-11	Cost per library item circulated.	≤\$3.73	\$4.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
EG-12	Non-General Fund program support for the Library.	\$40,000	\$40,000	\$56,300	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
EG-13	Receive "Excellence in Financial Reporting" award.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EG-13	Receive "Distinguished Budget Presentation" award.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EG-13	Reportable audit findings of noncompliance.	None	None	None	None	None	None	None	None
EG-14	Compliance with federal and state regulations.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EG-15	Maintain bond ratings.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EG-16	Maintain an overall quality of service rating at 4 or 5, with 5 being excellent.	90%	91.4%	93.34%	90%	90%	90%	90%	90%
EG-16	Maintain an overall timeliness of service rating at 4 or 5, with 5 being excellent.	90%	93.6%	94.56%	90%	90%	90%	90%	90%
EG-17	Recruit and hire new City Manager.	July 2017		June 2017					
EG-17	Recruit and hire new Finance Director.	Jan 2018			Jan 2018				
EG-17	Recruit and hire new Human Resources Director.	July 2018				July 2018			
EG-17	Identify and develop personnel with the potential to fill executive and other key leadership roles.	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
EG-18	Complete feasibility analysis on "portable" systems development charges.	Complete by FY 2018			Dec 2017				
EG-19	Consider opportunities to secure additional funding for transportation system improvements.	Ongoing until addressed	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
EG-20	Regular meetings.	Annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually

## City Manager's Office

- Received the 2017 ICMA Award of Excellence for Performance Management.

## CARA and Economic Development

### *CARA*

- Funded an \$8 million street improvement project to be completed in early 2018. The project includes new ADA ramps, street lighting, street trees, and improvements to the water and sewer lines in the downtown area.
- The Albany Historic Carousel & Museum, a \$5.6 million investment in Downtown Albany, was completed in August 2017. Through a Developer Partnership Agreement, CARA provided funding totaling \$749,500 over several phases of the project. The Carousel receives over 2,000 visitors per month and has recorded more than 160,000 hours of volunteer time to date.

### *Economic Development*

- Responded to information inquiries within requested time frames 100 percent of the time.
- Worked with Ameri-Tool Industries, Inc., to retain 25 jobs in the city of Albany.
- Made multiple visits to local businesses to engage and better understand their current challenges.

## Community Development

- Managed the Sustainable City Year Program partnership with the University of Oregon through to successful completion.
- Completed Central Albany Code Amendment Project.
- Initiated a comprehensive audit of the Albany Development Code to identify possible amendments and analysis needed to comply with state and federal law, implement best practices, and achieve long-term goals for facilitating development consistent with the Comprehensive and other adopted plans.
- Managed Community Development Block Grant (CDBG) programs that serve Albany low- and moderate-income or at-risk residents in accordance with federal requirements.

## **Finance**

- Received the Excellence in Financial Reporting Award.
- Received the Distinguished Budget Presentation Award.
- No findings of noncompliance in the annual audit.
- Moody's credit rating was increased to Aa3.

## **Fire**

- Objective SC-1: Completed construction of Fire Station 11 and moved in October 2017.
- Objective SC-8: Continued conversations regarding relocating the City bus storage. Refilled Department Training Chief position to continue to move this objective forward.
- Objective SC-9: With assistance from Lebanon Fire District, expanded coverage for single-role medic unit to provide second unit availability. Continuing to explore expansion and cost-recovery for Community Paramedic position.
- Objective SC-10: Received ambulance revenue in excess of budgeted amount. Funds to be committed to Department equipment replacement. Unsuccessful in grant request to replace medic unit.
- Objective SC-14: Received SAFER Grant; hired and trained six new firefighter positions.

## **Information Technology**

- Successful deployment of the multijurisdictional CAD/RMS system.
- Successful upgrade of the MuniCourt system and City's virtual infrastructure.

## **Library**

- The Library partnered with United Way and other partners to provide books to over 1,000 Albany youth under age 5.
- The Library partnered with five other Linn County libraries to provide a courier system that delivered materials amongst those libraries.
- The Library received over \$60,000 in grants and donations.
- The Library partnered with Greater Albany Public Schools (GAPS) to facilitate student IDs to function as Albany Public Library cards.

## **Parks & Recreation**

- Secured use of gyms for P&R programs at Timber Ridge School and at the Boys & Girls Club of Albany.
- Operational effectiveness:
  - » increased donations of cash for department activities from \$7 to nearly \$10 per capita.
  - » reduced maintenance costs per developed park acre from \$3,000 to \$2,700.
  - » maintained the property tax subsidy for all P&R activities at 60 percent or lower.
  - » maintained consistent levels of total park acres and developed acres per 1,000 residents, despite population growth.
  - » renovated and/or replaced playground equipment at several parks.

## **Police**

- A public facilities bond was approved by voters in May 2015 for the construction of a police station and main fire station. A contractor was selected through a bid process and construction on the new police station began in August 2016. The new police station is slated to be completed in November 2017.

## Public Works

- Completed purchase and installation of 320 new membrane modules at the Albany-Millersburg Water Treatment Plant.
- Implemented Stormwater Utility.
- Completed analysis of treatment and reuse alternatives for waste solids handling at the Albany-Millersburg Water Reclamation Facility.
- Participated in the development of the first Albany Area Metropolitan Planning Organization Regional Transportation Plan including a Transit Development Plan for Albany Transit System.
- Continued to implement Strategic Energy Management to achieve >5% reduction in energy consumption in water treatment and delivery systems.
- Completed design and initiated construction on CARA's downtown streetscape and utility improvement projects.
- Converted a significant portion of the City's water right permit into a permanent water right, which creates greater security of source of water supply into the future.
- Completed portable SDC evaluation.
- In partnership with the Calapooia Watershed Council, provided over 20 days of outdoor learning and over 30 classroom presentations about natural resources to area youth.
- Implemented emergency preparedness improvements, such as additional Uninterrupted Power Supplies, improved communications equipment, and installation of a repeater for the department UHF radio network.



## EXECUTIVE SUMMARY

### PROPERTY TAXES

The total property taxes to be levied for operations and debt service are estimated to be \$29,651,203.

Assumptions:

- (1) The assessed valuation of the City is estimated to be \$4,185,613,897, an increase of 3.61 percent.
- (2) The City's permanent tax rate is \$6.3984 per \$1,000 of assessed value.
- (3) The Budget Committee will approve and the City Council will adopt the full taxing authority.
- (4) The levy for the General Obligation Debt will be \$1,130,844, a tax rate of \$0.27 per \$1,000 of assessed value.
- (5) The Public Safety Local Option Levy is estimated to be \$4,813,460, an effective tax rate of \$1.15 per \$1,000 of assessed value.
- (6) The Public Safety Local Option levy will have an estimated \$618,203 reduction in tax revenues due to compression.
- (7) The Fiscal Year 2018-2019 tax collection rate is estimated to be 93.47 percent.

### CAPITAL EQUIPMENT

The City prepares a separate five-year Capital Improvement Program (CIP). On June 13, 2018, the City Council adopted the 2019-2023 CIP as a planning document, following a public hearing.

For Fiscal Year 2018-2019 the CIP identified capital projects totaling \$30,179,000.

A complete list of Capital Projects is included in the Capital Budget section of this budget document.

### DEBT MANAGEMENT

The City has a General Obligation Bond rating of "Aa3" from Moody's Investors Service, and a rating of "AA-" from Standard and Poor's. The ratings reflect the City's growing tax base, stable financial position, and moderate debt burden. Full true cash value of property assessed in the City, per capita, is a respectable \$94,841.

The City's direct debt burden is 0.49 percent of the true cash value, and the overall debt burden is 1.23 percent of the true cash value.

#### Debt Principal Outstanding as of July 1, 2018

General Obligation Bonds:  
2015 Public Safety Facility \$16,820,000

Other Bonds:  
Water Revenue \$23,575,000  
Revenue Obligations 340,000  
Limited Tax Pension 4,880,861  
Total Other Bonds \$28,795,861

Other Debt:  
Clean Water SRF Loan 1,023,180  
2012 SRF ARRA Loan 1,350,000  
SRF Loans, Sewer 45,456,667  
Total Other Debt \$47,829,847

SRF = State Revolving Funds

Oregon Revised Statutes, Chapter 287, provides a debt limit for General Obligation Bonds of three percent of the true cash value (TCV) of all taxable property within the City's boundaries. As of June 30, 2018, that limit was \$150.0 million on \$4.999 billion TCV. The City's legal debt margin for General Obligation Debt is \$133.2 million. It is anticipated that the margin will increase for Fiscal Year 2018-2019 as debt is paid off.

## EXECUTIVE SUMMARY

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### **BASIS OF BUDGETING**

The budgets of all fund types (General, Special Revenue, Debt Service, Capital Projects, Permanent, Enterprise, and Internal Service) are prepared on a modified accrual basis. Briefly, this means that obligations of the City are budgeted as expenditures but revenues are recognized only when they are measurable and available.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the City prepares its budget. Exceptions are as follows:

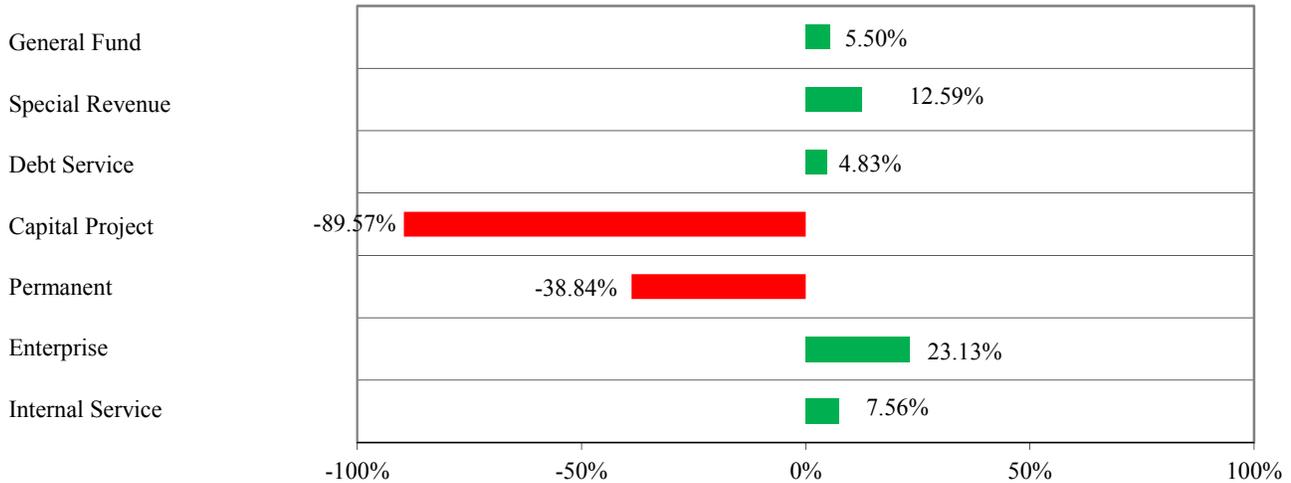
- 1) Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP), as opposed to being expended when paid (Budget).
- 2) Principal payments on long-term debt within the Enterprise Funds are applied to outstanding liability on a GAAP basis, as opposed to being expended on a Budget basis.
- 3) Capital outlay within the Enterprise and Internal Service Funds is recorded as assets on a GAAP basis and expended on a Budget basis.
- 4) Depreciation expense is recorded in the Enterprise and Internal Service Funds on a GAAP basis only.
- 5) Revenues are accrued on a GAAP basis in the Enterprise and Internal Service Funds as opposed to the modified accrual method for the Budget.
- 6) Principal receipts on City-financed assessments are applied to outstanding assets on a GAAP basis as opposed to being recorded as revenue on a Budget basis.

**EXECUTIVE SUMMARY**

**FUND TYPE SUMMARY AS PROPOSED BY THE CITY MANAGER**  
for the 2018-19 Fiscal Year

Fund Type	.....2017-18.....		.....2018-19.....			Over (under) 2017-18 Revised Budget	Percent of Total Budget
	Adopted Budget	Revised Budget	Proposed Budget	Approved Budget	Adopted Budget		
General Fund	38,909,100	\$ 39,409,100	41,578,000	\$ -	\$ -	5.50%	20.24%
Special Revenue	49,215,700	52,361,500	58,955,000	-	-	12.59%	28.69%
Debt Service	2,225,300	2,225,300	2,332,800	-	-	4.83%	1.14%
Capital Project	14,772,000	14,772,000	1,540,600	-	-	(89.57%)	0.75%
Permanent	136,700	136,700	83,600	-	-	(38.84%)	0.04%
Enterprise	68,564,800	68,564,800	84,427,200	-	-	23.13%	41.08%
Internal Service	15,321,300	15,421,300	16,587,700	-	-	7.56%	8.07%
<b>Totals, All Fund Types</b>	<b>\$ 189,144,900</b>	<b>\$ 192,890,700</b>	<b>\$205,504,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>6.54%</b>	<b>100.00%</b>

**Percentage Change in the 2018-19 Proposed Budget from the 2017-18 Revised Budget**



**EXECUTIVE SUMMARY**

**APPROVED BUDGET**  
for the 2018-19 Fiscal Year

**ADJUSTMENTS AS APPROVED BY THE BUDGET COMMITTEE**

The City Manager and the Budget Officer have the responsibility for preparing and presenting a proposed document to the City's Budget Committee that is balanced and consistent with the Council's policies. The Budget Committee met, reviewed the proposed budget along with more current information, and considered public input.

**RESOURCES:**

No adjustments from the Proposed Budget were made by the Committee.

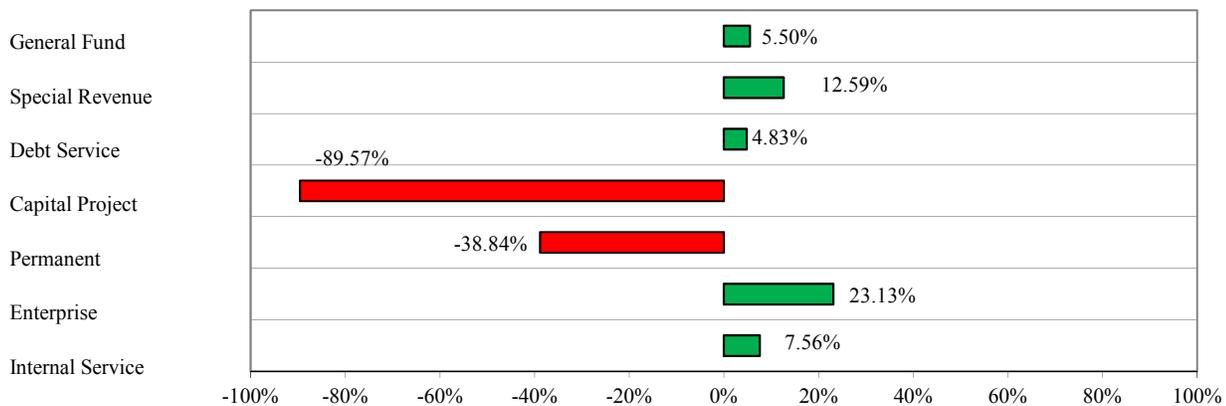
**REQUIREMENTS:**

No adjustments from the Proposed Budget were made by the Committee.

**COMPARISON OF 2017-18 REVISED BUDGET TO 2018-19 APPROVED BUDGET  
AND PERCENT OF TOTAL BUDGET BY FUND**

Fund Type	.....2017-18.....		.....2018-19.....		Adopted Budget	Over (under) 2017-18 Revised Budget	Percent of Total Budget
	Adopted Budget	Revised Budget	Proposed Budget	Approved Budget			
General Fund	\$ 38,909,100	\$ 39,409,100	\$ 41,578,000	\$ 41,578,000	\$ -	5.50%	20.23%
Special Revenue	49,215,700	52,361,500	58,955,000	58,955,000	-	12.59%	28.69%
Debt Service	2,225,300	2,225,300	2,332,800	2,332,800	-	4.83%	1.14%
Capital Project	14,772,000	14,772,000	1,540,600	1,540,600	-	(89.57%)	0.75%
Permanent	136,700	136,700	83,600	83,600	-	(38.84%)	0.04%
Enterprise	68,564,800	68,564,800	84,427,200	84,427,200	-	23.13%	41.08%
Internal Service	15,321,300	15,421,300	16,587,700	16,587,700	-	7.56%	8.07%
<b>Totals</b>	<b>\$ 189,144,900</b>	<b>\$ 192,890,700</b>	<b>\$ 205,504,900</b>	<b>\$ 205,504,900</b>	<b>\$ -</b>	<b>6.54%</b>	<b>100.00%</b>

**PERCENTAGE CHANGE IN THE 2018-19 APPROVED BUDGET  
FROM THE 2017-18 REVISED BUDGET**



**EXECUTIVE SUMMARY**

**ADOPTED BUDGET**  
for the 2018-19 Fiscal Year

**ADJUSTMENTS AS ADOPTED BY THE CITY COUNCIL**

**RESOURCES:**

The General Fund resources increased \$300,000 to reflect an increase in revenues received from Albany Rural Fire Protection District. In the Grants Fund, \$50,000 was added to account for the contract with the City of Millersburg for Station 15.

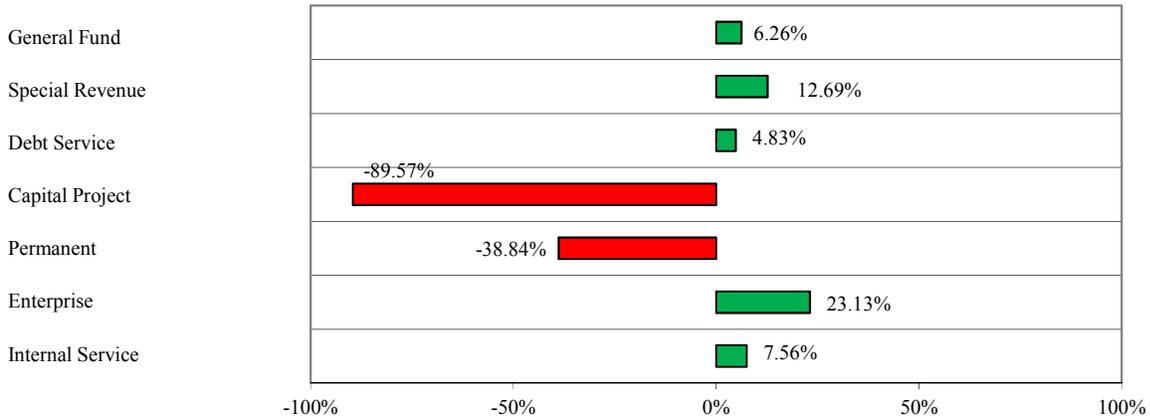
**REQUIREMENTS:**

The General Fund increased \$300,000 to reflect an increase in Fire personnel costs. In the Grants Fund, \$50,000 was added to account for Station 15 in Millersburg.

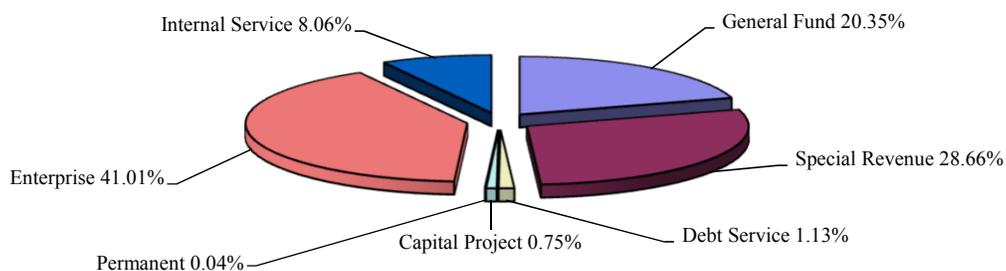
**COMPARISON OF 2017-18 REVISED BUDGET TO 2018-19 ADOPTED BUDGET  
AND PERCENT OF TOTAL BUDGET BY FUND**

Fund Type	.....2017-18.....		.....2018-19.....		Adopted Budget	Over (under) 2017-18 Revised Budget	Percent of Total Budget
	Adopted Budget	Revised Budget	Proposed Budget	Approved Budget			
General Fund	\$ 38,909,100	\$ 39,409,100	\$ 41,578,000	\$ 41,578,000	\$ 41,878,000	6.26%	20.35%
Special Revenue	49,215,700	52,361,500	58,955,000	58,955,000	59,005,000	12.69%	28.66%
Debt Service	2,225,300	2,225,300	2,332,800	2,332,800	2,332,800	4.83%	1.13%
Capital Project	14,772,000	14,772,000	1,540,600	1,540,600	1,540,600	(89.57%)	0.75%
Permanent	136,700	136,700	83,600	83,600	83,600	(38.84%)	0.04%
Enterprise	68,564,800	68,564,800	84,427,200	84,427,200	84,427,200	23.13%	41.01%
Internal Service	15,321,300	15,421,300	16,587,700	16,587,700	16,587,700	7.56%	8.06%
Totals, All Fund Types	\$ 189,144,900	\$ 192,890,700	\$ 205,504,900	\$ 205,504,900	\$ 205,854,900	6.72%	100.00%

**Percentage Change in the 2018-19 Adopted Budget from the 2017-18 Revised Budget**

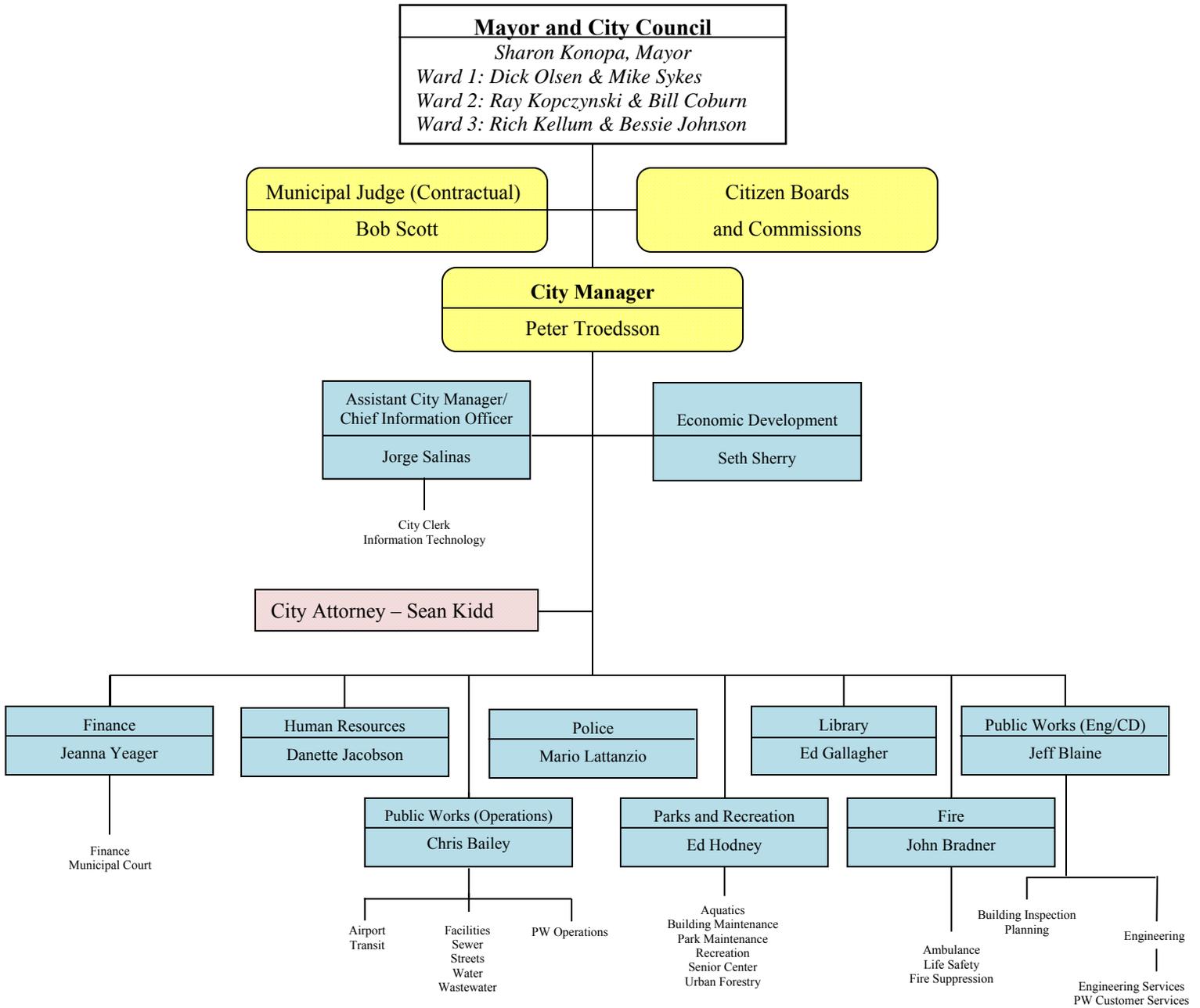


**Adopted Budget by Fund Type, Percentage of Total Budget**



# EXECUTIVE SUMMARY

## CITIZENS OF THE CITY OF ALBANY



Elected

Appointed by Council

Recommended by City Manager, ratified by Council

Appointed by City Manager



# City Council



Back Row, left to right

Mike Sykes – Councilor, Ward 1

Rich Kellum – Councilor, Ward 3

Dick Olsen – Councilor, Ward 1

Ray Kopczynski – Councilor, Ward 2

Front Row, left to right

Bill Coburn – Councilor, Ward 2

Sharon Konopa – Mayor

Bessie Johnson – Councilor, Ward 3

## PERSONNEL CHANGE REPORT

During FY 2017-2018, the following personnel position adjustments were approved:

1. Increased 0.50 FTE Library Aide position to 1.00 FTE and reclassified the position to Librarian I (100-45-1701)
2. Reclassified vacant 1.00 FTE Economic Development & Urban Renewal Director position to Economic Development Manager (211-11-1101)
3. Added 6.0 FTE Firefighter/EMT positions under the 2016 Fire SAFER Grant and eliminated 3.0 FTE new, vacant Firefighter/EMT positions in 10025-1208, resulting in a net increase of 3.0 FTE in the Fire Department. Funding for the 6.0 FTE SAFER Grant positions is 25% 100-25-1208 and 75% 203-25-5123.
4. Transferred supervision of 2.00 FTE positions (City Clerk and Deputy City Clerk) from the Finance Department to the City Manager's Office; transfer of funding for the positions will be effective July 1, 2018.
5. Increased salary range for Police Lieutenant classification four percent which adjusted the salary grade from N230 to N231a, an open pay range (100-30-1301)
6. Adjusted salary grade for Planning Manager classification from N231 to N233 (100-40-1601)
7. Reclassified vacant 1.00 FTE Administrative Services Supervisor position to Senior Administrative Supervisor in the City Manager's Office (701-11-1028)
8. Changed job title of the Management Assistant/Public Information Officer to Management Assistant/Communications Officer in the City Manager's Office (701-11-1028)
9. Added 1.00 FTE Court Clerk position in the Finance Department [Municipal Court] (100-10-1029)
10. Changed job title of the Assistant City Manager/Chief Information Officer position to Deputy City Manager/Chief Information Officer (701-13-1030)
11. Reclassified vacant 1.00 FTE Police Lieutenant position to Police Officer (100-30-1301)
12. Changed job title of the Public Works Project Coordinator position to Public Works Contracting Coordinator (705-50-2802)
13. Increased FTE for 0.75 Clerk II position to 1.00 FTE in the Parks & Recreation Department (202-35-1408)
14. Reclassified vacant 1.00 FTE Recreation Programs Manager position to Recreation Programs Supervisor and transferred 20% funding each from Children, Youth, & Family Services; Resource Development/Marketing Services; and Parks and Recreation Administration (202-35-1403, 1404, and 1408) to Adult Recreation Services (202-35-1413)
15. Reclassified 1.00 FTE Recreation Programs Supervisor position to Recreation Coordinator and transferred 50% funding from Adult Recreation Services (202-35-1413) to Children, Youth, & Family Services (202-35-1403)
16. Reclassified vacant 1.00 FTE Administrative Assistant I position to Public Works Contracting Assistant (705-50-2802)
17. Reclassified vacant 1.00 FTE Administrative Assistant I position to Administrative Assistant (705-50-2802)
18. Reclassified vacant 1.00 FTE Urban Renewal Officer to Economic Development Coordinator (211-11-1101)
19. Reclassified vacant 1.00 FTE Library Aide position to Library Assistant (100-45-1701)

With the above adjustments, the revised authorized FTE increased from 424.1176 to 428.8676 FTE positions as of April 1, 2018.

The adopted budget for Fiscal Year 2018-2019 authorizes 430.185 budgeted FTE positions, an increase of 1.3174 FTE. The proposed FTE changes are:

Fire Department	+0.6924 FTE
Parks & Recreation Department	-1.3750 FTE
Public Works & Community Develop.	+1.0000 FTE
Public Works Operations Department	<u>+1.0000 FTE</u>
<b>Total</b>	<b>+1.3174 FTE</b>

### ***CITY MANAGER'S OFFICE***

- Add 1.00 FTE City Clerk position as a transfer from Finance
- Add 1.00 FTE Deputy City Clerk position as a transfer from Finance

## ***FINANCE DEPARTMENT***

- Transfer 1.00 FTE City Clerk position to the City Manager's Office
- Transfer 1.00 FTE Deputy City Clerk position to the City Manager's Office

## ***FIRE DEPARTMENT***

### Fire & Life Safety

- Add 1.00 FTE Community Paramedic position as a transfer from Fire Department Emergency Services

### Fire Department Emergency Services

- Add 3.00 FTE Fire Lieutenant positions
- Reclassify 3.00 FTE Firefighter/EMT positions to 3.00 FTE Apparatus Operator positions through promotional process from the addition of the 3.00 FTE Fire Lieutenant positions
- Transfer 1.00 FTE Community Paramedic position to Fire & Life Safety
- Delete vacant 1.00 FTE Medic 71-Paramedic position
- Delete two vacant 0.0769 FTE, or 0.1538 total, Medic 71-Paramedic positions
- Delete vacant 1.00 FTE Medic 71-EMT position
- Delete two vacant 0.0769 FTE, or 0.1538 total, Medic 71-EMT positions

## ***LIBRARY***

- Reclassify 1.00 FTE Administrative Assistant I position to Administrative Services Coordinator
- Change job title of 1.00 FTE Supervising Librarian position to Assistant Library Director on October 1, 2018

## ***PARKS & RECREATION DEPARTMENT***

### Children, Youth, & Family Recreation Services

- Delete vacant 0.25 FTE Event & Program Coordinator position
- Delete two vacant 0.4375 FTE, or 0.875 total, Maple Lawn Preschool Teaching Assistant I positions
- Add 0.20 FTE Parks & Facilities Maintenance Manager position as a transfer from Park Maintenance Services
- Transfer 0.50 FTE Recreation Program Specialist position to Adult Recreation Services

- Delete vacant 0.75 FTE Event and Program Coordinator position
- Add 0.25 FTE Event and Program Coordinator position as a transfer from Adult Recreation Services

### Park Maintenance Services

- Transfer 0.20 FTE Parks & Facilities Maintenance Manager position to Children, Youth, & Family Recreation Services
- Add 1.00 FTE Park Maintenance III position as a transfer from Park Facilities Repair & Construction
- Transfer 1.00 FTE Park Maintenance II position to Park Facilities Repair & Construction

### Parks and Recreation Administration

- Transfer 0.75 Clerk II position to Adult Recreation Services

### Adult Recreation Services

- Add 0.50 FTE Recreation Programs Specialist position as a transfer from Children, Youth, & Family Recreation Services
- Add 0.75 FTE Clerk II position as a transfer from Parks and Recreation Administration
- Add 0.50 Building Security/Custodian position
- Transfer 0.25 FTE Event and Program Coordinator position to Resource Development/Marketing Services

### Park Facilities Repair & Construction

- Transfer 1.00 FTE Park Maintenance III position to Park Maintenance Services
- Add 1.00 FTE Park Maintenance II position as a transfer from Park Maintenance Services

## ***POLICE DEPARTMENT***

### Police

- Transfer 1.00 FTE Police Communications Specialist position to Public Safety Levy-Police
- Transfer 1.00 FTE Police Clerk position to Public Safety Levy-Police

### Public Safety Levy-Police

- Add 1.00 FTE Police Communications Specialist position as a transfer from Police
- Add 1.00 FTE Police Clerk position as a transfer from Police

Planning

- Add 0.585 FTE Planner III position as a transfer from Planning/CDBG Administration

Planning/CDBG Administration

- Transfer 0.585 FTE Planner III position to Planning

Engineering Services

- Add 1.00 FTE Engineering Associate I position

***PUBLIC WORKS OPERATIONS DEPARTMENT***

Street Maintenance

- Add 1.00 FTE Street Maintenance II position

Facilities & Maintenance Engineering

- Reclassify 1.00 FTE Computerized Maintenance Management Systems Analyst position to Computerized Maintenance Management Systems Analyst II

## Authorized Positions and Monthly Salary Schedule

(Regular, Full-Time FTE and Regular, Part-Time FTE)

Position	2016-2017 Adjusted Positions	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Salary Schedule	
				Minimum	Maximum
<b>City Manager's Office</b>					
<b>Council &amp; Nondepartmental – 701-11-1027</b>					
Mayor	1.0	1.0	1.0	\$185	N/A
Councilor	6.0	6.0	6.0	\$130	N/A
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>		
<b>City Manager's Office – 701-11-1028</b>					
City Manager	1.0	1.0	1.0	\$13,108	N/A
Management Assistant/Communications Officer	1.0	1.0	1.0	\$5,651	\$6,952
Senior Administrative Supervisor	0.0	1.0	1.0	\$5,018	\$6,175
City Clerk	0.0	0.0	1.0	\$4,874	\$5,994
Deputy City Clerk	0.0	0.0	1.0	\$4,206	\$5,171
Administrative Assistant I (confidential)	1.0	1.0	1.0	\$4,083	\$5,018
Administrative Assistant (confidential)	0.7	0.7	0.7	\$3,629	\$4,463
<b>TOTAL</b>	<b>3.7</b>	<b>4.7</b>	<b>6.7</b>		
<b>Economic Development Activities – 211-11-1101</b>					
Economic Development & Urban Renewal Director	1.0	0.0	0.0	N/A	N/A
Economic Development Manager	0.0	1.0	1.0	\$7,376	\$9,071
Urban Renewal Officer	1.0	0.0	0.0	N/A	N/A
Economic Development Coordinator	0.0	1.0	1.0	\$3,539	\$4,516
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>		
<b>Finance Department</b>					
<b>Municipal Court – 100-10-1029</b>					
Municipal Court Judge	0.250	0.250	0.250	N/A	\$7,123
Court Supervisor	1.000	1.000	1.000	\$4,874	\$5,994
Senior Court Clerk	1.000	1.000	1.000	\$3,193	\$4,069
Court Clerk	2.125	3.125	3.125	\$2,757	\$3,509
<b>TOTAL</b>	<b>4.375</b>	<b>5.375</b>	<b>5.375</b>		
<b>Finance Office – 701-10-1035</b>					
Finance Director	1.0	1.0	1.0	\$9,420	\$11,774
Accounting Supervisor	2.0	2.0	2.0	\$6,749	\$8,303
City Clerk	1.0	1.0	0.0	N/A	N/A
Deputy City Clerk	0.0	1.0	0.0	N/A	N/A
Payroll Supervisor	1.0	1.0	1.0	\$4,874	\$5,994
Purchasing Coordinator	1.0	1.0	1.0	\$4,437	\$5,734
Accounting Specialist	4.0	4.0	4.0	\$3,193	\$4,069
<b>TOTAL</b>	<b>10.0</b>	<b>11.0</b>	<b>9.0</b>		
<b>Fire Department</b>					
<b>Public Safety Levy - Fire – 100-25-1202</b>					
Firefighter/EMT	7.0	7.0	7.0	\$5,050	\$6,384
Senior Deputy Fire Marshal - Compliance	1.0	1.0	1.0	\$6,005	\$7,618
<b>TOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>		
<b>Fire &amp; Life Safety – 100-25-1203</b>					
Safety Division Chief - Fire Marshal	1.0	1.0	1.0	\$7,376	\$9,071
City Emergency Manager/Safety Officer	1.0	1.0	1.0	\$6,362	\$7,825
Deputy Fire Marshal - Compliance	2.0	2.0	2.0	\$5,769	\$7,312
Deputy Fire Marshal - Risk Reduction Specialist/Public Information Officer	1.0	1.0	1.0	\$5,368	\$6,743
Community Paramedic	0.0	0.0	1.0	\$5,365	\$6,789
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>6.0</b>		
<b>Fire Department Emergency Services – 100-25-1208</b>					
Fire Chief	1.0000	1.0000	1.0000	\$9,420	\$11,774
Assistant Fire Chief	1.0000	1.0000	1.0000	\$8,061	\$9,914
Special Operations Division Chief	1.0000	1.0000	1.0000	\$7,376	\$9,071
Training Division Chief	0.0000	1.0000	1.0000	\$7,376	\$9,071
Training Lieutenant	1.0000	1.0000	1.0000	\$5,859	\$7,432
Battalion Chief	3.0000	3.0000	3.0000	\$6,952	\$8,551
Lieutenant	13.0000	12.0000	15.0000	\$6,005	\$7,618
Apparatus Operator	12.0000	12.0000	12.0000	\$5,417	\$6,831
Firefighter/EMT	28.0000	30.5000	30.5000	\$5,050	\$6,384
Medic 71 - Paramedic	1.1538	2.1538	1.0000	\$20.50/hr	\$26.17/hr
Medic 71 - EMT	1.1538	2.1538	1.0000	\$15.38/hr	\$19.62/hr
Community Paramedic	1.0000	1.0000	0.0000	\$5,365	\$6,789
Senior Administrative Supervisor	1.0000	1.0000	1.0000	\$5,018	\$6,175
Administrative Assistant I	1.0000	1.0000	1.0000	\$3,539	\$4,516
Ambulance Billing Coordinator	1.0000	1.0000	1.0000	\$3,492	\$4,331
Ambulance Billing Specialist	0.6000	0.6000	0.6000	\$2,757	\$3,509
Clerk III	1.0000	1.0000	1.0000	\$2,757	\$3,509
<b>TOTAL</b>	<b>67.9076</b>	<b>72.4076</b>	<b>72.1000</b>		
<b>2016 Fire SAFER Grant - 203-25-5123</b>					
Firefighter/EMT	0.0	4.5	4.5	\$5,050	\$6,384
<b>TOTAL</b>	<b>0.0</b>	<b>4.5</b>	<b>4.5</b>		

## Authorized Positions and Monthly Salary Schedule

(Regular, Full-Time FTE and Regular, Part-Time FTE)

Position	2016-2017 Adjusted Positions	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Salary Schedule	
				Minimum	Maximum
<b>Human Resources Department</b>					
<b>Human Resources – 701-14-1032</b>					
Human Resources Director	1.0	1.0	1.0	\$8,481	\$10,603
Senior Human Resources Programs Coordinator	1.0	1.0	1.0	\$5,821	\$7,160
Human Resources Programs Coordinator	1.0	2.0	2.0	\$4,874	\$5,994
Human Resources Information System (HRIS) Coordinator	1.0	1.0	1.0	\$4,594	\$5,651
<b>TOTAL</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>		
<b>Information Technology Department</b>					
<b>Information Technology Services – 701-13-1030</b>					
Deputy City Manager/Chief Information Officer	0.0	0.0	1.0	\$9,420	\$11,774
Assistant City Manager/Chief Information Officer	1.0	1.0	0.0	N/A	N/A
Information Technology Project Manager	1.0	1.0	1.0	\$6,552	\$8,061
Security & Network Solutions Engineer	1.0	1.0	1.0	\$5,417	\$6,910
Enterprise Technology Manager	1.0	1.0	1.0	\$6,552	\$8,061
IT Infrastructure Administrator	1.0	1.0	1.0	\$4,921	\$6,265
System Administrator	2.0	2.0	2.0	\$4,709	\$6,015
Media & Applications Developer	1.0	1.0	1.0	\$4,709	\$6,015
Graphics and Web Specialist	0.0	0.0	0.0	N/A	N/A
Senior Information Systems Technician	1.0	1.0	1.0	\$3,978	\$5,079
Information Systems Technician	1.0	1.0	1.0	\$3,697	\$4,727
Application Support Specialist	0.5	0.5	0.5	\$3,614	\$4,601
<b>TOTAL</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>		
<b>Geographic Information Services – 701-13-2010</b>					
Data Systems Manager	1.0	1.0	1.0	\$6,552	\$8,061
Geographic Information System Analyst	1.0	1.0	1.0	\$4,709	\$6,015
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>		
<b>Permit Tracking Services – 701-13-2011</b>					
Application Support Specialist	0.5	0.5	0.5	\$3,614	\$4,601
<b>TOTAL</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>		
<b>Library Department</b>					
<b>Library – 100-45-1701</b>					
Library Director	1.0000	1.0000	1.0000	\$8,481	\$10,603
Supervising Librarian	1.0000	1.0000	1.0000	\$5,651	\$6,952
Library Resources Coordinator	0.7500	0.7500	0.7500	\$4,437	\$5,734
Librarian II	4.0000	4.0000	4.0000	\$4,023	\$5,125
Librarian I	2.5000	3.5000	3.5000	\$3,575	\$4,546
Senior Library Assistant	1.0000	1.0000	1.0000	\$3,460	\$4,408
Library Assistant	2.7125	3.7125	3.7125	\$3,119	\$3,980
System Administrator	1.0000	1.0000	1.0000	\$4,709	\$6,015
Administrative Services Coordinator	0.0000	0.0000	1.0000	\$3,881	\$4,930
Administrative Assistant I	1.0000	1.0000	0.0000	N/A	N/A
Library Aide	5.9625	4.7375	4.7375	\$2,541	\$3,230
<b>TOTAL</b>	<b>20.9250</b>	<b>21.7000</b>	<b>21.7000</b>		
<b>Parks &amp; Recreation Department</b>					
<b>Sports Services – 202-35-1402</b>					
Event & Program Coordinator	1.0	1.0	1.0	\$4,437	\$5,734
Recreation Aide	0.0	1.0	1.0	\$1,978	\$2,515
<b>TOTAL</b>	<b>1.0</b>	<b>2.0</b>	<b>2.0</b>		
<b>Children, Youth, &amp; Family Recreation Services – 202-35-1403</b>					
Recreation Programs Manager	0.200	0.0000	0.0000	N/A	N/A
Parks & Facilities Maintenance Manager	0.000	0.0000	0.2000	\$6,175	\$7,596
Recreation Programs Supervisor	1.000	0.0000	0.0000	N/A	N/A
Event and Program Coordinator	0.250	0.2500	0.0000	N/A	N/A
Recreation Programs Specialist	0.000	1.0000	0.5000	\$3,713	\$4,741
Recreation Coordinator	0.000	1.0000	1.0000	\$4,223	\$5,381
Maple Lawn Preschool Instructor	1.750	1.7500	1.7500	\$2,757	\$3,509
Maple Lawn Preschool Teaching Assistant I	0.875	1.3125	0.4375	\$1,978	\$2,515
<b>TOTAL</b>	<b>4.075</b>	<b>5.3125</b>	<b>3.8875</b>		
<b>Resource Development/Marketing Services – 202-35-1404</b>					
Recreation Programs Manager	0.2	0.0	0.0	N/A	N/A
Resource Development Coordinator	1.0	1.0	1.0	\$4,437	\$5,734
Event and Program Coordinator	1.5	1.5	1.0	\$4,437	\$5,734
<b>TOTAL</b>	<b>2.7</b>	<b>2.5</b>	<b>2.0</b>		

## Authorized Positions and Monthly Salary Schedule

(Regular, Full-Time FTE and Regular, Part-Time FTE)

Position	2016-2017 Adjusted Positions	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Salary Schedule	
				Minimum	Maximum
<b>Park Maintenance Services – 202-35-1407</b>					
Parks & Facilities Maintenance Manager	0.0	0.5	0.3	\$6,175	\$7,596
Parks Operations Supervisor	1.5	0.0	0.0	N/A	N/A
Natural Resources Specialist	1.0	1.0	1.0	\$4,081	\$5,212
Park Maintenance III	2.0	0.0	1.0	\$3,881	\$4,930
Park Maintenance II	4.0	3.0	2.0	\$3,575	\$4,546
Park Maintenance I	1.0	1.0	1.0	\$3,294	\$4,186
<b>TOTAL</b>	<b>9.5</b>	<b>5.5</b>	<b>5.3</b>		
<b>Parks &amp; Recreation Administration – 202-35-1408</b>					
Parks & Recreation Director	1.00	1.00	1.00	\$8,481	\$10,603
Recreation Programs Manager	0.20	0.00	0.00	N/A	N/A
Administrative Services Coordinator	1.00	1.00	1.00	\$3,881	\$4,930
Clerk III	1.00	1.00	1.00	\$2,757	\$3,509
Clerk II	1.25	1.75	1.00	\$2,541	\$3,230
<b>TOTAL</b>	<b>4.45</b>	<b>4.75</b>	<b>4.00</b>		
<b>Aquatic Services – 202-35-1410</b>					
Recreation Programs Manager	1.0	1.0	1.0	\$6,175	\$7,596
Building Maintenance II	0.5	0.5	0.5	\$3,575	\$4,546
Aquatics Program Coordinator	2.0	2.0	2.0	\$3,492	\$4,439
Clerk II	0.0	0.5	0.5	\$2,541	\$3,230
<b>TOTAL</b>	<b>3.5</b>	<b>4.0</b>	<b>4.0</b>		
<b>Adult Recreation Services – 202-35-1413</b>					
Recreation Programs Manager	0.40	0.00	0.00	N/A	N/A
Recreation Programs Supervisor	0.00	1.00	1.00	\$4,733	\$5,821
Event and Program Coordinator	0.25	0.25	0.00	N/A	N/A
Recreation Programs Specialist	2.00	1.00	1.50	\$3,713	\$4,741
Building Security/Custodian	0.00	0.00	0.50	\$2,853	\$3,642
Clerk III	1.00	1.00	1.00	\$2,757	\$3,509
Clerk II	0.00	0.00	0.75	\$2,541	\$3,230
<b>TOTAL</b>	<b>3.65</b>	<b>3.25</b>	<b>4.75</b>		
<b>Park Facilities Repair &amp; Construction – 202-35-1420</b>					
Parks Operations Supervisor	0.0	1.0	1.0	\$4,733	\$5,821
Park Maintenance III	0.0	2.0	1.0	\$3,881	\$4,930
Park Maintenance II	0.0	1.0	2.0	\$3,575	\$4,546
<b>TOTAL</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>		
<b>Facilities Maintenance – 701-35-1033</b>					
Parks & Facilities Maintenance Manager	0.0	0.5	0.5	\$6,175	\$7,596
Parks Operations Supervisor	0.5	0.0	0.0	N/A	N/A
Building Maintenance Supervisor	0.0	1.0	1.0	\$4,733	\$5,821
Building Maintenance Lead Worker	1.0	0.0	0.0	N/A	N/A
Building Maintenance II	2.0	2.0	2.0	\$3,575	\$4,546
<b>TOTAL</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>		
<b><i>Police Department</i></b>					
<b>Police – 100-30-1301</b>					
Police Chief	1.00	1.00	1.00	\$9,420	\$11,774
Police Captain	2.00	2.00	2.00	\$7,825	\$9,625
Police Lieutenant (changed from Sergeant to Lieutenant)	8.00	7.00	7.00	\$6,814	\$8,383
Police Sergeant (changed from Corporal to Sergeant)	6.00	6.00	6.00	\$5,679	\$7,169
Police Officer	41.00	45.00	45.00	\$4,795	\$6,038
Police Records & Systems Supervisor	1.00	1.00	1.00	\$5,325	\$6,552
Police Communications Supervisor	1.00	1.00	1.00	\$5,325	\$6,552
Police Accreditation Manager	0.00	1.00	1.00	\$4,934	\$6,377
Police Communications Specialist	9.00	10.00	9.00	\$3,863	\$4,907
Code Compliance Officer	1.00	1.00	1.00	\$4,548	\$5,877
Crime Prevention Specialist	1.00	1.00	1.00	\$4,106	\$5,260
Community Service Officer	1.00	1.00	1.00	\$3,986	\$5,109
Property and Evidence Specialist	2.00	2.00	2.00	\$3,533	\$4,422
Senior Administrative Supervisor	1.00	1.00	1.00	\$5,018	\$6,175
Administrative Assistant I (confidential)	2.00	2.00	2.00	\$4,083	\$5,018
Police Clerk	6.25	6.25	5.25	\$3,050	\$3,886
<b>TOTAL</b>	<b>83.25</b>	<b>88.25</b>	<b>86.25</b>		
<b>Public Safety Levy - Police – 100-30-1302</b>					
Police Officer	4.0	4.0	4.0	\$4,795	\$6,038
Crime Analyst	1.0	1.0	1.0	\$4,622	\$5,899
Community Service Officer	3.0	3.0	3.0	\$3,986	\$5,109
Police Communications Specialist	1.0	1.0	2.0	\$3,863	\$4,907
Police Clerk	0.0	1.0	2.0	\$3,050	\$3,886
<b>TOTAL</b>	<b>9.0</b>	<b>10.0</b>	<b>12.0</b>		

## Authorized Positions and Monthly Salary Schedule

(Regular, Full-Time FTE and Regular, Part-Time FTE)

Position	2016-2017 Adjusted Positions	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Salary Schedule	
				Minimum	Maximum
<b>Public Works Engineering &amp; Community Development Department</b>					
<b>Planning – 100-40-1601</b>					
Planning Manager	1.00	1.0000	1.0000	\$7,160	\$8,806
Planner III	2.00	2.1125	2.6975	\$5,417	\$6,910
Planner II	1.00	1.0000	1.0000	\$4,921	\$6,265
Planner I	1.00	1.0000	1.0000	\$4,081	\$5,212
Permit Technician	0.50	0.5000	0.5000	\$3,539	\$4,516
Senior Code Compliance Inspector	0.32	0.3200	0.3200	\$4,437	\$5,734
<b>TOTAL</b>	<b>5.82</b>	<b>5.9325</b>	<b>6.5175</b>		
<b>CDBG Administration 203-40-5100</b>					
Planner III	0.60	0.585	0.000	\$5,417	\$6,910
<b>TOTAL</b>	<b>0.60</b>	<b>0.585</b>	<b>0.000</b>		
<b>Building Inspection – 204-40-1602</b>					
Building Official Manager	1.00	1.00	1.00	\$6,749	\$8,303
Building Inspector	3.25	3.25	3.25	\$4,365	N/A
Senior Code Compliance Inspector	0.68	0.68	0.68	\$4,437	\$5,734
Permit Technician	1.50	1.50	1.50	\$3,539	\$4,516
<b>TOTAL</b>	<b>6.43</b>	<b>6.43</b>	<b>6.43</b>		
<b>Electrical Permit Program – 204-40-1603</b>					
Building Inspector	0.75	0.75	0.75	\$4,365	N/A
<b>TOTAL</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>		
<b>Public Works Administration – 705-50-2802</b>					
Public Works Engineering & Community Development Director	1.0	1.0	1.0	\$9,420	\$11,774
Public Works/Community Development Business Manager	1.0	1.0	1.0	\$6,749	\$8,303
Senior Administrative Supervisor	1.0	1.0	1.0	\$5,018	\$6,175
Administrative Project Coordinator	1.0	0.0	0.0	N/A	N/A
Public Works Contracting Coordinator	0.0	1.0	1.0	\$3,978	\$5,079
Public Works Project Coordinator	1.0	0.0	0.0	N/A	N/A
Public Works Contracting Assistant	0.0	0.0	1.0	\$3,649	\$4,651
Administrative Assistant I	3.0	3.0	1.0	\$3,539	\$4,516
Administrative Assistant	0.0	0.0	1.0	\$3,202	\$4,083
Clerk III	2.0	2.0	2.0	\$2,757	\$3,509
<b>TOTAL</b>	<b>10.0</b>	<b>9.0</b>	<b>9.0</b>		
<b>Engineering Services – 705-50-2803</b>					
City Engineer	1.0	1.0	1.0	\$7,376	\$9,071
Engineering Manager/Assistant City Engineer	1.0	1.0	1.0	\$6,952	\$8,551
Development Services Manager	1.0	1.0	1.0	\$7,376	\$9,071
Transportation Systems Analyst	1.0	1.0	1.0	\$5,417	\$6,910
Civil Engineer III	5.0	5.0	5.0	\$6,059	\$7,732
Civil Engineer II	2.0	2.0	2.0	\$5,417	\$6,910
Lead Engineering Technician	1.0	1.0	1.0	\$4,921	\$6,265
Infrastructure Analyst	1.0	1.0	1.0	\$4,921	\$6,265
Engineering Associate I	0.0	0.0	1.0	\$4,709	\$6,015
Engineering Technician IV	2.0	2.0	2.0	\$4,709	\$6,015
Engineering Technician III	1.0	1.0	1.0	\$4,283	\$5,456
Engineering Technician II	2.0	2.0	2.0	\$3,780	\$4,813
Public Works Project Accountant	1.0	1.0	1.0	\$3,756	\$4,780
<b>TOTAL</b>	<b>19.0</b>	<b>19.0</b>	<b>20.0</b>		
<b>Public Works Customer Services – 705-50-2807</b>					
Public Works Customer Services Supervisor	1.0	1.0	1.0	\$5,651	\$6,952
Field Representative II	2.0	2.0	2.0	\$3,271	\$4,180
Billing/Collection Specialist II	4.0	4.0	4.0	\$2,892	\$3,749
Public Works Customer Service Representative	2.0	2.0	2.0	\$2,757	\$3,509
<b>TOTAL</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>		

## Authorized Positions and Monthly Salary Schedule

(Regular, Full-Time FTE and Regular, Part-Time FTE)

Position	2016-2017 Adjusted Positions	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Salary Schedule	
				Minimum	Maximum
<b>Public Works Operations Department</b>					
<b>Albany Municipal Airport – 211-50-1103</b>					
Utility Superintendent - Transportation	0.1	0.1	0.1	\$6,362	\$7,825
<b>TOTAL</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>		
<b>Albany Transit System – 213-50-1106</b>					
Utility Superintendent - Transportation	0.15	0.15	0.15	\$6,362	\$7,825
Transit Programs Supervisor	0.50	0.50	0.50	\$5,018	\$6,175
Operations Maintenance I	0.25	0.25	0.25	\$3,294	\$4,186
Transit Operator	2.68	2.68	2.68	\$3,193	\$4,069
Clerk III	0.33	0.33	0.33	\$2,757	\$3,509
<b>TOTAL</b>	<b>3.91</b>	<b>3.91</b>	<b>3.91</b>		
<b>Linn-Benton Transit Loop – 213-50-1107</b>					
Utility Superintendent - Transportation	0.150	0.150	0.150	\$6,362	\$7,825
Transit Programs Supervisor	0.500	0.500	0.500	\$5,018	\$6,175
Operations Maintenance I	0.250	0.250	0.250	\$3,294	\$4,186
Transit Operator	3.245	3.245	3.245	\$3,193	\$4,069
Clerk III	0.330	0.330	0.330	\$2,757	\$3,509
<b>TOTAL</b>	<b>4.475</b>	<b>4.475</b>	<b>4.475</b>		
<b>Paratransit System – 213-50-1108</b>					
Utility Superintendent - Transportation	0.15	0.15	0.15	\$6,362	\$7,825
Paratransit Services Supervisor	1.00	1.00	1.00	\$4,733	\$5,821
Transportation Assistant	3.00	3.00	3.00	\$2,757	\$3,509
Clerk III	0.34	0.34	0.34	\$2,757	\$3,509
<b>TOTAL</b>	<b>4.49</b>	<b>4.49</b>	<b>4.49</b>		
<b>Street Maintenance – 250-50-2602</b>					
Street Maintenance Lead Worker	1.0	1.0	1.0	\$4,180	\$5,331
Street Maintenance II	6.0	6.0	7.0	\$3,575	\$4,546
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>8.0</b>		
<b>Street Administration - 250-50-2604</b>					
Utility Superintendent - Transportation	0.45	0.45	0.45	\$6,362	\$7,825
<b>TOTAL</b>	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>		
<b>Wastewater Treatment Plant – 601-50-2404 (A-M Water Reclamation Facility)</b>					
Treatment Plant Supervisor	1.0	1.0	1.0	\$5,821	\$7,160
Treatment Facilities Operator	5.0	5.0	5.0	\$3,649	\$4,651
Treatment Facilities Technician	1.0	1.0	1.0	\$3,294	\$4,186
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>		
<b>Wastewater Collection – 601-50-2405</b>					
Wastewater Collections Supervisor	1.0	1.0	1.0	\$5,821	\$7,160
Lead Wastewater Operator	1.0	1.0	1.0	\$4,180	\$5,331
Wastewater Maintenance II	8.0	8.5	8.5	\$3,575	\$4,546
Water Maintenance II	0.5	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>		
<b>Wastewater Administration – 601-50-2407</b>					
Wastewater Superintendent	0.0	1.0	1.0	\$6,749	\$8,303
Utility Superintendent - Wastewater	1.0	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>		
<b>Wetlands – 601-50-2411</b>					
Natural Treatment Systems Specialist	1.0	1.0	1.0	\$4,709	\$6,015
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>		
<b>Industrial Pretreatment – 601-50-2413</b>					
Environmental Programs Supervisor	1.0	0.0	0.0	N/A	N/A
Lead Environmental Services Technician	0.0	1.0	1.0	\$4,437	\$5,734
Environmental Services Technician II	3.0	2.0	2.0	\$4,223	\$5,381
<b>TOTAL</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>		
<b>Water Administration – 615-50-2202</b>					
Utility Superintendent - Water	1.0	1.0	1.0	\$6,362	\$7,825
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>		
<b>Water Canal Maintenance – 615-50-2204</b>					
Water Operations Supervisor	0.5	0.5	0.5	\$5,821	\$7,160
Lead Water Operator	1.0	1.0	1.0	\$4,180	\$5,331
Water Maintenance II	2.0	2.0	2.0	\$3,575	\$4,546
<b>TOTAL</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>		

## Authorized Positions and Monthly Salary Schedule

(Regular, Full-Time FTE and Regular, Part-Time FTE)

Position	2016-2017 Adjusted Positions	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Salary Schedule	
				Minimum	Maximum
<b>Vine Street Water Treatment Plant – 615-50-2205</b>					
Treatment Plant Supervisor	0.5	0.5	0.5	\$5,821	\$7,160
Treatment Facilities Operator	3.5	4.0	4.0	\$3,649	\$4,651
<b>TOTAL</b>	<b>4.0</b>	<b>4.5</b>	<b>4.5</b>		
<b>Water Distribution – 615-50-2206</b>					
Water Operations Supervisor	0.5	0.5	0.5	\$5,821	\$7,160
Lead Water Operator	1.0	1.0	1.0	\$4,180	\$5,331
Water Maintenance III	1.0	1.0	1.0	\$3,780	\$4,813
Water Maintenance II	6.5	6.5	6.5	\$3,575	\$4,546
<b>TOTAL</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>		
<b>Albany-Millersburg Water Treatment Plant – 615-50-2207</b>					
Treatment Plant Supervisor	0.50	0.5	0.5	\$5,821	\$7,160
Treatment Facilities Operator	3.50	4.0	4.0	\$3,649	\$4,651
<b>TOTAL</b>	<b>4.00</b>	<b>4.5</b>	<b>4.5</b>		
<b>Operations Administration – 705-50-2805</b>					
Public Works Operations Director	1.0	1.0	1.0	\$9,420	\$11,774
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>		
<b>Water Quality Control Services – 705-50-2806</b>					
Environmental Services Manager	0.0	1.0	1.0	\$5,994	\$7,376
Environmental Services Technician II	2.0	2.0	2.0	\$4,223	\$5,381
WWTP Laboratory Technician	1.0	1.0	1.0	\$4,180	\$5,331
<b>TOTAL</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>		
<b>Facilities &amp; Maintenance Engineering – 705-50-2809</b>					
Public Works Technical Services Manager	1.0	1.0	1.0	\$6,362	\$7,825
Public Works Technical Services Supervisor	1.0	1.0	1.0	\$5,651	\$6,952
Facilities Automation Analyst	3.0	3.0	3.0	\$5,026	\$6,411
System Administrator	1.0	1.0	1.0	\$4,709	\$6,015
Computerized Maintenance Management Systems Analyst II	0.0	0.0	1.0	\$4,283	\$5,456
Computerized Maintenance Management Systems Analyst	3.0	3.0	2.0	\$4,081	\$5,212
Facilities Maintenance Electrician	1.0	1.0	1.0	\$4,025	\$5,129
Facilities Automation Technician	1.0	1.0	1.0	\$3,697	\$4,727
Facilities Mechanic I	3.0	3.0	3.0	\$3,614	\$4,601
Inventory Specialist	1.0	1.0	1.0	\$3,066	\$3,903
<b>TOTAL</b>	<b>15.0</b>	<b>15.0</b>	<b>15.0</b>		
<b>ALL DEPARTMENTS TOTAL</b>	<b>406.5576</b>	<b>428.8676</b>	<b>430.1850</b>		

FTE = Full-Time Equivalency

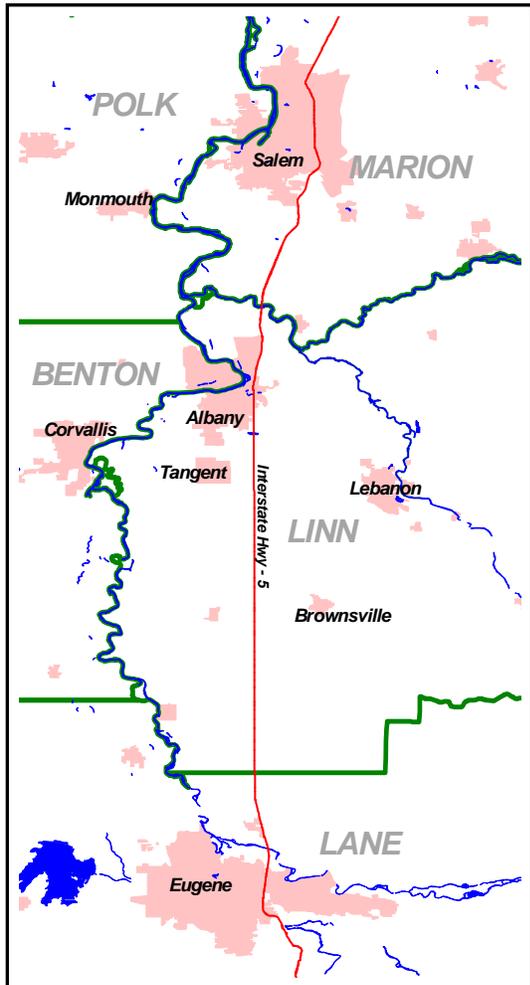
# USER'S GUIDE



**A BRIEF TOUR OF ALBANY**

**Location**

The City of Albany is located in both Linn and Benton counties. It is the county seat of Linn County and has been called the “Hub of the Willamette Valley” due to its location at the junction of US Highways 99 and 20, and Interstate 5. Albany is 24 miles south of Salem, the Oregon state capital, and 69 miles south of Portland. Benton County is adjacent to and west of Linn County and is part of the Willamette Valley. The Willamette River forms the border between Linn and Benton counties. The city of Corvallis is the county seat of Benton County and is the largest city in the county. The second largest city in Benton County is the City of Albany.



**Population**

Albany has a population of 52,710. Nearly 86 percent of the City’s population resides in Linn County, with the remainder in Benton County. The City came close to matching the record growth in population of the 1960s and 1970s (over 40 percent) in the 1990s, at around 39 percent. In the 2000s, the total increase was approximately 17 percent. The increases for the last six years are:

<u>As of</u>	<u>Population</u>	<u>% Change</u>
2013	50,520	0.4%
2014	50,710	0.4%
2015	50,720	0.0%*
2016	51,270	1.1%
2017	51,670	0.8%
2018	52,540	1.7%

Source: Center for Population Research and Census at Portland State University  
\*Change of 0.02%

**Demographics**

*City Boundary Land Area*

2015	17.70 sq. mi.
2016	17.70 sq. mi.
2017	17.70 sq. mi.

*Urban Growth Boundary Land Area*

2015	21.72 sq. mi.
2016	21.72 sq. mi.
2017	21.72 sq. mi.

*Assessed Value (\$Millions)*

2015-16	3,552
2016-17	3,663
2017-18	3,811

Source: Linn and Benton County Assessor’s Offices

*School Enrollment*

2015	9,600
2016	9,600
2017	10,677

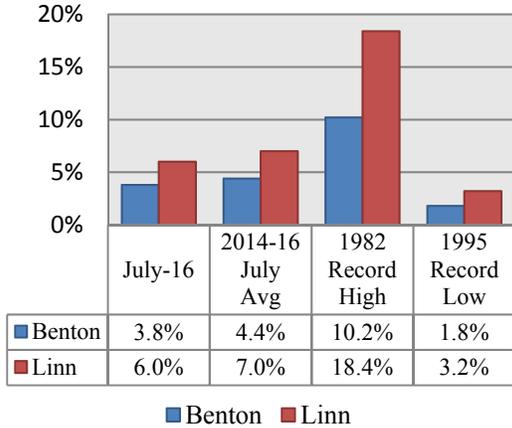
*Infrastructure (as of June 30, 2018)*

Police Stations	1
Fire Stations	4
Libraries	2
Number of Parks	36/895.18 acres
Lane Miles of Asphalt Roads	372.74
Lane Miles of Concrete Roads	8.02
Lane Miles of Gravel/Oil Mat Roads	20.04
Miles of Water Lines	285
Miles of Sewer Lines	225
Miles of Storm Drains	131

**Economics**

*Unemployment Rate, Linn County*

2016 .....	6.0%
2017 .....	5.0%
2018 .....	4.3%



*Unemployment Rate, Benton County*

2016 .....	3.8%
2017 .....	3.2%
2018 .....	2.7%

Source: State of Oregon Employment Division – July 2018.

*Top Ten Taxpayers to the City of Albany in 2017*

<u>Taxpayer</u>	<u>Tax Imposed</u>
Target Corporation	\$1,234,797
Oregon Freeze Dry Inc	727,789
Comcast Corporation	536,195
WR Grace & Co Conn	499,655
Oregon Metallurgical Corp	450,875
Pacific Cast Technologies Inc	419,932
PacifiCorp (PP&L)	380,182
Mennonite Home of Albany, Inc	378,572
Energ2 Inc	359,979
Wal-Mart Real Estate Business Trust	355,112

*Major Employers*

Education, including Oregon State University (OSU), located in Corvallis; Linn-Benton Community College (LBCC), located in Albany and Corvallis; and Greater Albany Public School District 8J (GAPS), is the largest single source of employment in the Albany area. OSU is Oregon’s leading source of basic applied research in forestry, agriculture, fisheries, engineering, electronics, home economics, and the sciences for the development of human, land, atmospheric, and oceanic resources.

Rare metals provide the largest single source of employment within the city limits. The US Bureau of Mines, which opened a research facility in Albany in 1943, introduced rare metal technology. The primary private rare metal industrial plant in the area is Wah Chang, a subsidiary of Allegheny Technologies, along with their sister company Allvac Albany.

Dayton Hudson Corporation, dba Target Distribution Center, is also a major employer in the City. As a regional distribution center, it serves Target stores all over California, Oregon, Washington, Idaho, and Montana.

**Government**

The City of Albany was founded in 1848, incorporated in 1864, and adopted a home rule charter in 1891. It operates under the provisions of its own Charter and applicable state law. It has a City Manager/Council form of government. The City Council consists of seven members who are elected by the citizens of Albany. Councilors are elected to serve overlapping four-year terms. There are three wards in the City. Two Councilors represent each ward. The Mayor is elected “at-large” by the entire City and serves a two-year term. The Mayor presides over all Council meetings and may vote only in the case of a tie. All Council members are part-time elected officials who exercise the legislative powers of the City and determine matters of policy.

The City of Albany provides a full range of municipal services including fire and police protection; street construction, maintenance and lighting; parks and recreation; library services; planning and zoning; and general administrative services. It also operates water and wastewater treatment plants, and maintains water and sewer systems.

## FUND STRUCTURE

The City budgets use seven fund types: General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, Permanent Funds, Enterprise Funds, and Internal Services Funds.

### General Fund

The General Fund accounts for resources that are generally not dedicated for a specific purpose. Most services provided are basic to the everyday operation of a municipality.

#### Major Revenues

- Property tax
- Franchise fees
- Privilege tax
- Intergovernmental (federal, state)

#### Primary Services

- Police protection
- Fire protection
- Emergency medical services
- Planning
- Municipal court
- Library services

### Special Revenue Funds

These funds account for revenues that are to be used for a specific purpose. Most of the time, the revenues are obtained through a legal agreement and must be restricted for such purposes. An example is a gas tax for street improvements.

#### Major Revenues

- Property tax
- State gas tax
- State and federal grants
- Building fees and permits
- Intergovernmental (federal, state)
- Charges for services

#### Primary Services

- Street maintenance
- Parks & recreation services
- Building inspections
- ADA code enforcement
- Economic development
- Public transit

### Debt Service Funds

These funds account for the payment of principal and interest on bond issues. The revenues used to retire debt can come from taxes or other revenue sources.

#### Major Revenues

- Property tax
- Department charges
- Special assessments

#### Primary Services

- Payment of principal and interest on outstanding bonds.

### Capital Projects Fund

This fund is created to record all revenues and expenditures used to finance the building or acquisition of capital facilities.

#### Major Revenues

- Transfers from other funds
- Special assessments
- Federal and state grants

#### Primary Services

- Acquisition, construction, and improvement of City buildings, bridges, sewer and water, and road extensions.

### Permanent Funds

These funds are created to account for assets that have been given to the City, of which the City acts as trustee. The assets are legally restricted to the extent that only earnings, and not principal, may be used for the benefit of the government or its citizenry.

#### Major Revenues

- Endowments
- Gifts and donations

#### Primary Services

- To account for and spend monies in the manner for which they were granted.

## **FUND STRUCTURE (cont.)**

### **Enterprise Funds**

These funds are created to finance and account for acquiring, operating, and maintaining facilities and services that are self-supporting.

#### Major Revenues

- Charges for service
- Intergovernmental revenues
- Licenses and fees
- Assessments
- Development fees

#### Primary Services

- Water treatment and distribution
- Wastewater collection and disposal
- Wastewater and water infrastructure maintenance and improvements

### **Internal Services Funds**

These funds account for services furnished by one City department to other departments on a cost reimbursement basis.

#### Major Revenues

- Charges to other City departments

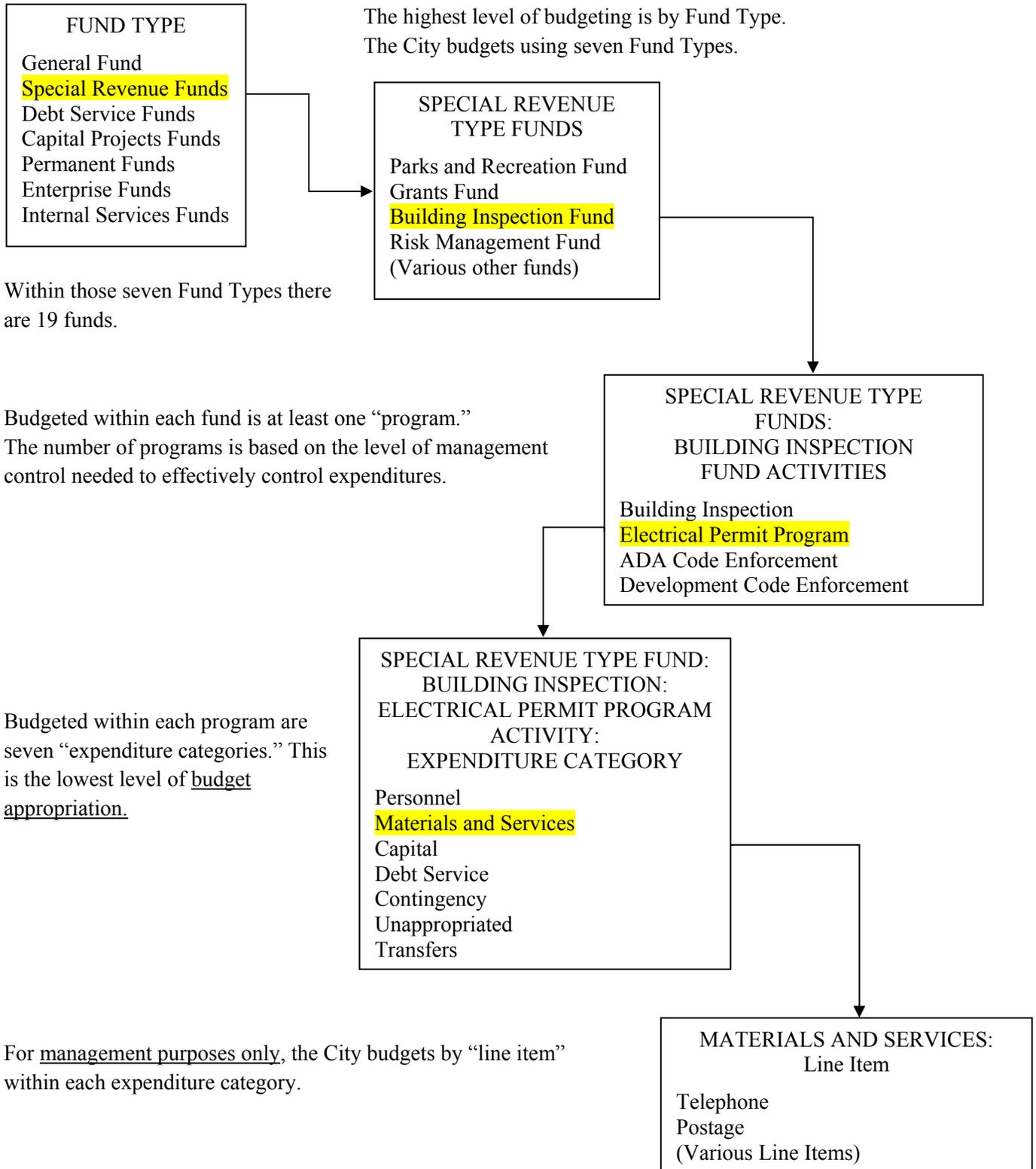
#### Primary Services

- General administrative services (e.g., City manager, finance, and legal)
- Human resources
- Information technology services
- Geographic information services
- Facilities maintenance
- Permit tracking services
- Public works administration

# USER'S GUIDE

## BUDGET DOCUMENT STRUCTURE

The City's budget document is organized into sections by fund type. Each fund type section contains summaries by fund and program. Each program is explained by its functions and responsibilities, strategies/actions, performance measures and workload indicators, staffing summary and three-year financial history.



## CITY OF ALBANY BUDGET PROCESS

The objective throughout the budgeting process is to strive to achieve the City's mission statement, which is "Providing quality public services for a better Albany." With this in mind, the City Council and management staff expand upon its mission and lay the groundwork for a detailed budget process. The City of Albany's budget process is driven primarily by four components: 1) revenue forecast, 2) Council's Strategic Plan themes, 3) departmental strategies/actions, and 4) Oregon Local Budget Law.

### Revenue Forecast

Toward the end of the calendar year, a five-year revenue forecast is prepared. This forecast takes into consideration such things as the current and future economic outlook, construction, population growth, and business growth in the City. These factors, as well as operational directives, will result in future demands for City services.

### Council's Strategic Plan Themes

Soon after the revenue forecast has been made, the City Council and Budget Committee meet during a work session to set policy and themes (goals) for the fiscal year beginning July 1. About this same time, the Council will be meeting with City staff to develop its five-year Capital Improvement Program, which will also aid in the development of department strategies.

### Department Strategies/Actions

After Citywide policy and themes have been developed, management and staff will formulate their current and future departmental strategies or actions. While prioritizing these strategies, City staff has to consider many factors, such as current workload or service demands, its revenue forecast, project schedules, current workforce staffing needs, and fixed assets.

## Oregon Local Budget Law

Chapter 294 of the Oregon Revised Statutes (ORS) governs budgeting in Oregon. The objectives are as follows:

- To provide standard procedures for preparing, presenting, and administering a district's budget.
- To encourage citizen participation in the preparation of and exposure to the budget before its adoption.

ORS 294 requires all taxing districts to file their budgets with the county no later than July 15 of the new fiscal year.

As an aid to taxing districts, the Oregon State Department of Revenue has broken down the budget process into nine steps. They are as follows:

1. *Appoint Budget Officer* - Every local government is required to have a budget officer, either appointed by the governing body or designated in its charter. The Albany City Council has chosen to designate the City's Finance Director as the Budget Officer.
2. *Prepare Proposed Budget* - With much of the groundwork laid by the City Council and various work sessions, City management and staff meet and prepare an estimate of revenues and expenditures for the upcoming fiscal year. The City Manager and Budget Officer meet with various departments in order to "balance" the budget as required by the Oregon Revised Statutes.
3. *Public Notice of Meeting* - Upon completion of the budget reviews, the proposed budget is prepared and a "Notice of Budget Committee Meeting" is advertised in the local newspaper. ORS 294 requires notice to be published at least twice, five to 30 days before the scheduled Budget Committee meeting date, separated by at least seven days.

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4. *Budget Committee Meets* - At the first formal Budget Committee meeting, the City Manager presents the budget message and the proposed budget document to the Committee for review. The Budget Committee may then meet as often as necessary with the public, until all citizen concerns are heard.
  5. *Budget Committee Approves Budget* - When the Budget Committee is satisfied that the budget will meet the needs of the citizens of Albany, it will approve the document and forward it to the City Council for adoption. The Budget Committee shall also approve a rate of total ad valorem property taxes to be certified for collection.
  6. *Notice of Hearing and Financial Summary* - After approval of the budget, a budget hearing must be held. The City Council must publish, by one or more of the methods described in ORS 294.311, a summary of the recommended budget and a notice of budget hearing five to 25 days before the scheduled hearing date. If the notice is posted instead of published in the newspaper, then a second posted notice is required eight to 14 days prior to the budget hearing.
7. *Budget Hearing Held* - The budget hearing must be held on the date advertised in the newspaper and must allow for public testimony on any aspect of the approved budget.
  8. *Adopt Budget, Make Appropriations, Levy Taxes* - The City Council may make changes to the budget during the budget hearing; however, there are limitations to these changes:
    - a. Taxes may not be increased over the amount approved by the Budget Committee.
    - b. Estimated expenditures in any fund may not be increased by more than \$5,000 or 10 percent, whichever is greater.

The City Council may do either of these only after publishing a revised financial summary and holding another budget hearing.

After considering any public testimony, the City Council will then adopt a resolution that appropriates expenditures, levies the ad valorem tax rate, and categorizes the levy. The resolution must be adopted by June 30 before the next fiscal year.

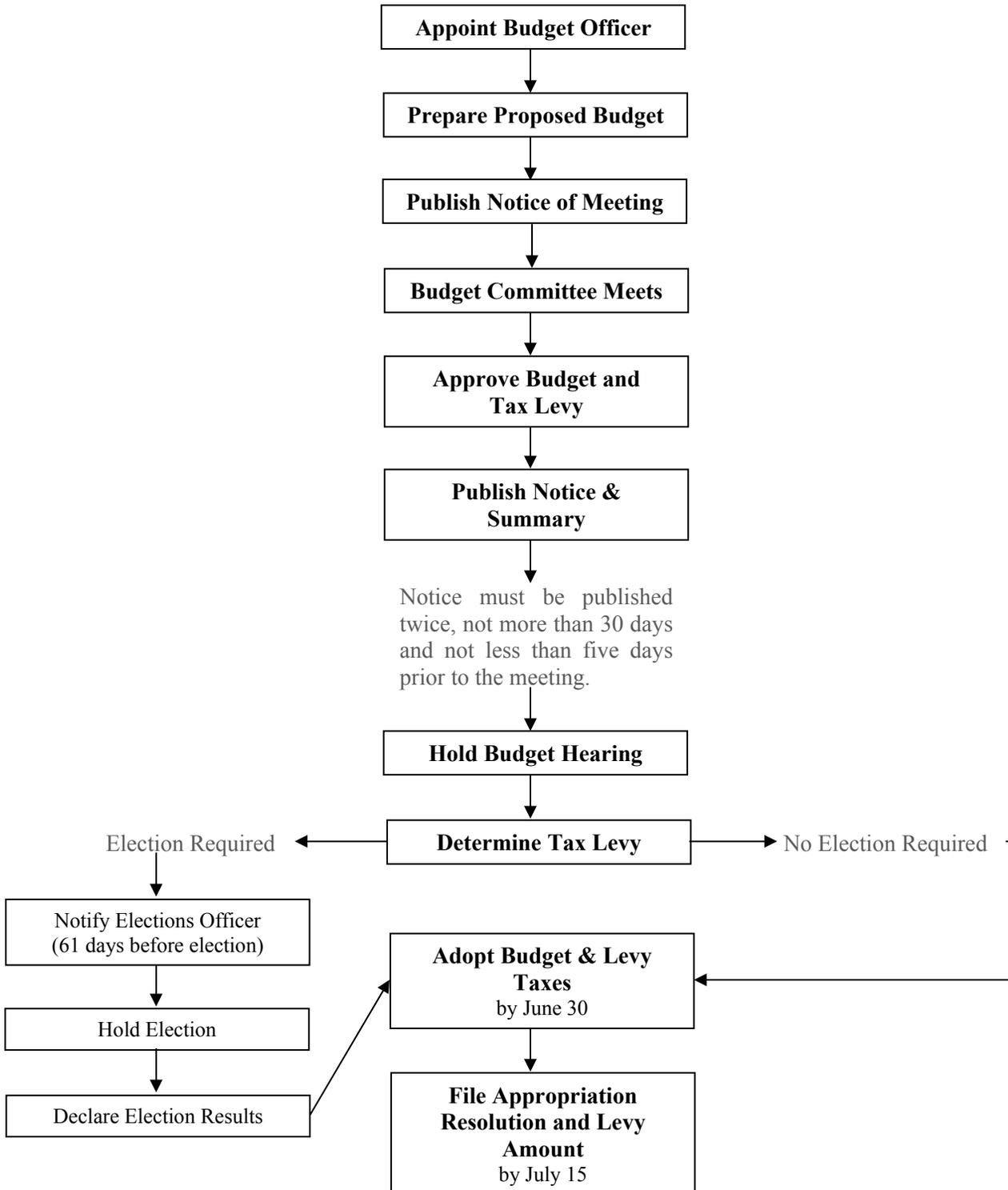
Included in the notice shall be a summary of the budget comparing the most recent preceding year's actual expenditures and budget resources, the current year budget summary with detail for each expenditure category (Personnel Services, Materials & Services, Capital Outlays, Debt Service, Transfers, and Operating Contingencies), the major resources for financing activities and significant changes from the current year, the estimated tax levy necessary to balance the budget and an analysis of tax levy and special levies for the ensuing years and current year, the time and place of the budget hearing, the basis of accounting used in the preceding and current years, and the place where the complete budget document can be inspected by the general public.

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9. *Submit Budget to Assessor* - The final step in the budget process is to file the budget and certify any necessary property tax levy to the Linn and Benton County Assessors.

### THE BUDGET PROCESS



### Supplemental Budget

During the fiscal year, circumstances may require expenses to be paid that were not budgeted or the City may receive unanticipated resources. A supplemental budget must be adopted and appropriated before any additional money can be spent. Supplemental budgets are good only through June 30 of the fiscal year in which they are adopted. Preparing a supplemental budget does not authorize the governing body to levy additional ad valorem taxes.

When the estimated expenditures contained in a supplemental budget differ by less than 10 percent of any one of the individual funds contained in the regular budget for that fiscal year, then the process used to adopt the supplemental budget is as follows:

1. The supplemental budget may be adopted by the Council at a regularly scheduled Council meeting. The Budget Committee is not required to convene.
2. Notice of the regular meeting at which the supplemental budget will be adopted must be published not less than five days before the meeting. The notice must include the name of each fund being adjusted and the amount of change in each fund's revenues and expenditures.
3. At the Council meeting a resolution adopting the supplemental budget and making appropriations may be approved.

When the supplemental budget will adjust any one of the individual funds in the current budget by 10 percent or more, then a different process must be used to adopt the supplemental budget. This process is described below:

1. A public hearing must be held to discuss and adopt the supplemental budget. The City Council holds the hearing. The Budget Committee is not required.
2. A "Notice of Hearing" of the proposed supplemental budget and a summary of the proposed supplemental budget must be published and posted not less than 5 days and not more than 30 days prior to the hearing.
3. The City Council may resolve to adopt and appropriate the supplemental budget at the hearing.



**FISCAL YEAR 2018-2019  
BUDGET CALENDAR**

*Council/Budget Committee Work Session .....6:30 p.m. Thursday, January 25*

Central Services budget review with City Manager/Finance Director ..... February 6&7

Supervisors Meeting: Review of Budget Process ..... 10:00 a.m., February 15

Departmental budget reviews with City Manager and Finance Director..... March 19-21

Dept's submit final Requested Budget, if changes occurred after Director's review ..... April 2

**Council, Budget Committee, Planning Commission, and staff review of the Capital Improvement Program (CIP) and budget update ..... April 5**

Publish Notice of Budget Committee Meeting (first - paper)..... April 23

*Budget Committee Meetings ..... 6:30 p.m., May 10, May 15, May 22, & May 29 (If needed)*

Publish CIP Public Hearing Notice, and Approved Budget and Public Hearing Notice ..... May 30

*CIP Public Hearing and adoption by City Council ..... June 13*

*Public Hearing on 2018-2019 Approved Budget ..... June 13*

*Adoption of FY 2017-2018 Supplemental Budget ..... June 13*

If necessary:

*Public Hearing on 2017-2018 Supplemental Budget ..... June 27*

## USER'S GUIDE

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### BUDGET ASSUMPTIONS

During the initial phase of the budget process, the Finance Department compiles the Budget Planning Resource Guide. This manual provides the budget calendar, guidelines for budget worksheets, assumptions to include when formulating a program budget, and samples of budget forms. The rates provided below assist in the formulation of economic and personnel expenditures and revenues.

#### Economic

- **Interest:** The average rate of return for City investments will be 2.0 percent.
- **Assessed Value Growth:** The assessed value of property within the City of Albany will increase by 4.0 percent.

#### Personnel

- **Salaries:** Salaries will be adjusted per union contracts (e.g., Fire, Police, and AFSCME bargaining units).
- **PERS:** The cost per employee for retirement benefits for the Public Employee Retirement System (PERS) will be calculated at 27 percent of the monthly salary.
- **PERS Pick-Up:** The City of Albany will continue the PERS pick-up of six percent.
- **Health Benefits:** An increase in health insurance premiums will be calculated at 15 percent.

### REVENUE TRENDS AND ASSUMPTIONS

#### General Fund

- The Local Option Public Safety Levy for this budget will continue to be impacted by compression. The City's permanent tax rate will be \$6.3984/\$1,000 valuation.

#### Special Revenue Funds

- New housing and commercial development is growing slowly.
- The City will continue to receive state revenue sharing funds at a slightly higher level than the prior year.

#### Capital Projects Funds

- The budget will reflect the total estimated capital projects that will be initiated in the fiscal year.

#### Enterprise Funds

- Sewer rates will increase 3.5% on July 1, 2018.
- Water rates will increase 5.0% on January 1, 2019.
- Stormwater rates will increase 5.0% on March 1, 2019.

# POLICIES



	<p><b>City of Albany</b>  Finance Policy  Policy #: F-07-08-007  Title: Financial Policies</p>	
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**I. POLICY STATEMENT**

It is the policy of the City of Albany to actively manage financial, operational, and budgetary affairs within established guidelines in order to maintain financial stability both now and in the future.

**II. GENERAL GUIDELINES**

1. The City Manager and department directors are charged with achieving the themes, goals, and objectives adopted by the City Council in the City’s Strategic Plan.
2. The implementing document for the Strategic Plan is the annually adopted budget. The adopted budget establishes types and levels of services through both operating and capital budgets. The relationships between the operating and capital budgets will be explicitly recognized and incorporated into the budget process. Resources will be identified to provide designated levels of service, and maintenance or enhancement of related capital and fixed assets.
3. The City will actively measure performance and pursue process improvements to enhance productivity and maximize resources.
4. Adequate reserves will be maintained for all known liabilities, including employee leave balances and explicit post employment benefits.
5. The City will actively seek partnerships with private interests and other government agencies to achieve common policy objectives, share the costs of providing local services, and support favorable legislation at the state and federal levels.
6. The City will seek out, apply for, and effectively administer federal, state, and foundation grants-in-aid that address the City’s priorities and objectives.

**III. REVENUES**

1. The City will actively identify and administer funding sources that create a reliable, equitable and diversified revenue stream to shelter the City from short-term fluctuations in any single revenue source and to maintain desired levels of services.
2. Revenues will be conservatively estimated in the budget process.
3. Target fund balances for operating budgets will range between 5 and 15 percent of operations.
4. The City will consider full cost recovery and comparable rates charged by other municipalities of similar size in establishing rates, fees, and charges.
5. The City will follow an aggressive policy of collecting revenues.
6. Enterprise and internal service funds are intended to be self-supporting.

**IV. EXPENDITURES**

1. The City will identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

2. The City will operate on a current funding basis. Expenditures will be monitored on an ongoing basis so as not to exceed current revenues and targeted fund balances.
3. The City Manager will take immediate corrective actions if at any time during a fiscal year revised revenue and expenditure estimates project a year-end deficit. Mitigating actions may include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. Actions to be avoided include expenditure deferrals into the following fiscal year, short-term loans, and use of one-time revenues to support ongoing operations.
4. Target contingencies for operating budgets will range between 5 and 15 percent of operations.
5. Internal service charges and project accounting should be used when service recipients and parameters of a project can be easily identified. The charges should be based on methodologies that fairly allocate the full cost of services. The Finance Director shall review the methodologies on a periodic basis to verify that they are consistent with federal guidelines and Oregon Local Budget Law.
6. The City Manager will undertake ongoing staff and third-party reviews of City programs to measure efficiency and effectiveness. Privatization and contracting with other governmental agencies will be evaluated as alternatives to in-house service delivery. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.

#### **V. CAPITAL IMPROVEMENT PROGRAM (CIP)**

1. The City will monitor and periodically assess the City's capital equipment and infrastructure, setting priorities for its renovation and replacement based on needs and available resources.
2. The City will develop a multi-year program for capital improvements that will be reviewed annually in the budget process.
3. Projects in the CIP will be flagged as either funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded projects are included in the operating budget for the corresponding budget year.
4. The City will maintain its physical assets at a level adequate to protect the City's capital investment and minimize future maintenance and replacement costs. The budget process will provide for review of maintenance and orderly replacement of capital assets from current revenues where possible.

#### **VI. CAPITAL ASSETS**

1. Capital assets are non-consumable assets with a purchase price of \$5,000 or greater and a useful life of more than one year.
2. The Finance Department will oversee a physical count/inspection of all capital assets at least on a biennial basis. All additions, deletions, and depreciation of infrastructure will be reported consistent with the requirements of the Government Accounting Standards Board Statement Number 34.
3. Adequate insurance will be maintained on all capital assets.

## **VII. DEBT**

1. The City will generally limit long-term borrowing to capital improvements.
2. The City will follow a policy of full disclosure on every financial report, official statement, and bond prospectus.
3. The City Manager will ensure that continuing disclosure policies and procedures are in place and include the following:
  - a. The City's bond counsel will advise the City in developing appropriate policies and procedures.
  - b. The Finance Director is primarily responsible for meeting all post-issuance and continuing disclosure requirements of all bonds issued by the City.
  - c. The Finance Director will participate in timely and appropriate training to be familiar with any changes in continuing disclosure requirements.
  - d. Records will be maintained to substantiate compliance for three years after securities have matured.
  - e. The City will take timely steps to correct any instances of noncompliance.
4. The City will strive to maintain its high bond ratings, currently AA- from Standard & Poor's and Aa3 from Moody's, and will receive credit ratings on all its bond issues.
5. General obligation debt will not be used for self-supporting enterprise activities unless the activity provides a community-wide benefit.
6. The City shall ensure that its general obligation debt margins are within the 3% true cash value limitation as set forth in ORS Section 287.004.
7. Funding strategies that are necessary to support debt obligations should be implemented prior to debt payments becoming due so that debt obligations can be met from current revenues.
8. The City will use voter-approved general obligation debt to fund general-purpose public improvements that cannot be financed from current revenues. Special purpose debt including certificates of participation, revenue bonds, and loans will be linked to specific funding sources.

## **VIII. Grants**

1. Community organizations that desire financial support from the City must submit a Community Grant application no later than March 1 in order to be considered for funding in the next budget year. Applications will be reviewed by the department director assigned by the City Manager. Primary consideration will be given to requests that further the goals and objectives in the Strategic Plan. Applications that are approved by the department director and City Manager shall be included in the Proposed Budget to be considered by the Budget Committee and City Council.

Any recipient of a Community Grant shall submit an accounting of how the funds were expended and the benefits achieved as required by City Council Resolution No. 5089. Recipients of grants greater than \$100,000 must also submit an independent review of financial policies and procedures related to the grant proceeds no later than six months following the end of the fiscal year in which the funds were granted.

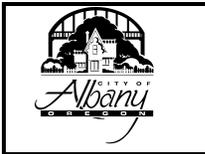
Notwithstanding the above, community organizations and events funded with transient lodging tax revenues will follow the guidelines set forth in Finance Policy F-12-11-001 as currently adopted or amended.

2. City departments are encouraged to seek grants and other financial support from private, nonprofit, and government agencies that would supplement City resources in meeting adopted goals and objectives. Grants that are available on an annual basis should be included in the proposed budget and do not require further City Council action once the budget is adopted, unless required by the granting agency. The City Manager is responsible to oversee other grant applications. All awarded grants must be accepted and appropriated by resolution of the City Council as required by Oregon Local Government Budget Law (ORS 294.326(3)).

**IX. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING**

1. The Finance Department is responsible to see that all accounting, auditing, and financial reporting comply with prevailing federal, state, and local statutes and regulations including generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).
2. The Finance Department will conduct periodic internal audits of financial procedures such as cash handling, purchasing, and accounts payable to test internal controls and to detect instances of fraud or abuse. The Finance Director shall establish locations and limits for petty cash, purchase cards, and other cash and purchasing procedures consistent with operational needs, GFOA best practices, and Oregon Administrative Rules and Revised Statutes.
3. The City will seek out and contract for the assistance of qualified financial advisors, consultants, and auditors in the management and administration of the City's financial functions.
4. The City Council will be provided monthly financial reports of revenues and expenditures.
5. A complete independent audit will be performed annually.
6. The City will issue annual financial reports in accordance with generally accepted accounting principles (GAAP) as outlined in the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) publication.
7. The City will annually seek the GFOA Certificate of Achievement for Excellence in Financial Reporting and the GFOA Distinguished Budget Presentation Award.

Supersedes: Res. No. 6555	Created/Amended by/date: October 25, 2017	Effective Date: October 25, 2017	Reviewed by Council: October 23, 2017
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## **I. INTRODUCTION**

The City of Albany, (hereinafter referred to as "Albany" or "City") was founded in 1848. Albany is the eleventh largest city in the state of Oregon, and is the county seat of Linn County. Albany has a home rule charter and is a Council-Manager form of government where the full time appointed City Manager administers the day-to-day operations and is the chief administrative officer of the City.

The average monthly balance of funds invested in the City's general portfolio and project funds is between \$70,000,000 and \$90,000,000. The highest balances occur when taxes are collected.

## **II. GOVERNING BODY**

It is the policy of the City of Albany that the administration of its funds and the investment of those funds shall be handled with the highest public trust. Investments shall be made in a manner that will assure security of principal. Parameters will be set to limit maturities and increase diversification of the portfolio while meeting the daily cash flow needs of the City and conforming to all applicable state and City requirements governing the investment of public funds. The receipt of a market rate of return will be secondary to safety and liquidity requirements. It is the intent of the City to be in complete compliance with local, state, and federal law. The earnings from investments will be used in a manner that best serves the public trust and interests of the City.

## **III. SCOPE**

This policy applies to activities of the City of Albany with regard to investing the financial assets of all funds. Funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the state of Oregon.

The City commingles its daily cash into one pooled investment fund for investment purposes of efficiency and maximum investment opportunity. The following funds, and any new funds created by the City, unless specifically exempted by the City Council and this policy, are defined in the City's Comprehensive Annual Financial Report:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds
- Internal Service Funds
- Permanent Funds

These funds will be invested in compliance with the provisions of all applicable Oregon Revised Statutes (ORS). Investments of any tax-exempt borrowing proceeds and any related Debt Service funds will comply with the arbitrage restrictions in all applicable Internal Revenue Codes.

## **IV. OBJECTIVES AND STRATEGY**

It is the policy of the City that all funds shall be managed and invested with three primary objectives, listed in the following order of priority:

### **1. Safety of Principal**

- Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- Diversification of the portfolio will include diversification by maturity and market sector and will include the use of multiple broker/dealers for diversification and market coverage.

### **2. Liquidity**

The City's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements that might be reasonably anticipated.

### **3. Yield-Return**

The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints and the cash flow of the portfolio. "Market rate of return" may be defined as the average yield of the current three-month U.S. Treasury bill or any other index that most closely matches the average maturity of the portfolio.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. The City shall maintain a comprehensive cash management program that includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms, and the management of banking services.

## **V. STANDARDS OF CARE**

### **1. Delegation of Investment Authority**

- a. Investment Officer. The Finance Director, acting on behalf of the City Council, is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Council is responsible for considering the quality and capability of investment advisors and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer and those delegated investment authority under this policy, when acting in accordance with the written procedures and this policy, and in accord with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio.

- b. Investment Advisor. The City may enter into contracts with external investment management firms on a non-discretionary basis.

If an investment advisor is hired, the adviser will serve as a fiduciary for the City and comply with all requirements of this Investment Policy. Exceptions to the Investment Policy must be disclosed and agreed upon in writing by both parties. The Investment Officer remains the person ultimately responsible for the prudent management of the portfolio.

- c. Staff Designation. The Investment Officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is not available.

## **2. Prudence**

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:

*"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."*

## **3. Ethics and Conflict of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees, officers, and their families shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. Officers and employees shall, at all times, comply with the state of Oregon Government Ethics as set forth in ORS 244.

# **VI. AUTHORIZED FINANCIAL INSTITUTIONS**

## **1. Broker/Dealer Approval Process**

The Investment Officer shall maintain a list of all authorized brokers/dealers and financial institutions that are approved for investment purposes or investment dealings. Any firm is eligible to make an application to the City of Albany and upon due consideration and approval will be added to the list. Additions and deletions to the list will be made at the discretion of the Investment Officer.

At the request of the City of Albany, the firms performing investment services shall provide their most recent financial statements or Consolidated Report of Condition for review. Further, there should be in place, proof as to all the necessary credentials and licenses held by employees of the brokers/dealers who will have contact with the City of Albany as specified by, but not necessarily limited to the Financial Industry Regulatory Authority (FINRA), Securities and Exchange Commission (SEC), etc. The Investment Officer shall conduct an annual evaluation of each firm's credit worthiness to determine if it should remain on the list.

All dealers with whom the City transacts business will be provided a copy of this Investment Policy to ensure that they are familiar with the goals and objectives of the investment program.

If the City hires an investment advisor to provide investment management services, the adviser is authorized to transact with its direct dealer relationships on behalf of the City. A list of approved dealers must be submitted to the investment officer prior to transacting business. The investment officer can assign the responsibility of broker/dealer due diligence process to the Adviser, and all

licensing information on the counterparties will be maintained by the Adviser and available upon request.

## **2. Investment Advisor**

An Investment Advisor may be selected through a competitive RFP process and must meet the following criteria:

- a. The investment adviser firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon if assets under management are less than \$100 million.
- b. All investment advisor firm representatives conducting investment transactions on behalf of the City must be registered representatives with FINRA.
- c. All investment advisor firm representatives conducting investment transactions on behalf of the City must be licensed by the state of Oregon. Factors to be considered when hiring an investment advisory firm may include, but are not limited to:
  - i. The firm's major business
  - ii. Ownership and organization of the firm
  - iii. The background and experience of key members of the firm, including the portfolio manager expected to be responsible for the City's account
  - iv. The size of the firm's asset base, and the portion of that base which would be made up by the City's portfolio if the firm were hired
  - v. Management fees
  - vi. Cost analysis of the adviser
  - vii. Performance of the investment advisory firm, net of all fees, versus the Local Government Investment Pool over a given period of time

## **3. Financial Bank Institutions**

All financial banks that provide bank deposits, certificates of deposits or any other deposit of the bank to the City must either be fully covered by the FDIC or the bank must be a participant of the Public Funds Collateralization Program (PFCP). ORS Chapter 295 governs the collateralization of Oregon public funds and provides the statutory requirements for the PFCP. Bank depositories are required to pledge collateral against any public fund deposits in excess of deposit insurance amounts. The PFCP provides additional protection for public funds in the event of a bank loss.

## **4. Competitive Transactions**

The Investment Officer will obtain telephone, faxed or emailed quotes before purchasing or selling an investment. The Investment Officer will select the quote which best satisfies the investment objectives of the investment portfolio within the parameters of this policy. The Investment Officer will maintain a written record of each bidding process including the name and prices offered by each participating financial institution.

The investment advisor must provide documentation of competitive pricing execution on each transaction. The adviser will retain documentation and provide upon request.

## **VII. Safekeeping and Custody, Controls**

### **1. Safekeeping and Custody Securities**

The laws of the state and prudent treasury management require that all purchased securities be bought on a delivery versus payment basis and be held in safekeeping by the City, an independent third-party financial institution, or the City's designated depository.

All safekeeping arrangements shall be designated by the Investment Officer and an agreement of the terms executed in writing. The approved broker/dealer or investment advisor shall provide the City with a confirmation ticket listing the specific instrument, issuer, coupon, maturity, CUSIP number, purchase or sale price, transaction date, and other pertinent information. The broker/dealer which executes the transaction on the City's behalf shall deliver all securities on a delivery versus payment method to the designated third party trustee at the direction of the Investment Officer.

### **2. Safekeeping of Funds at Bank Depositories**

The City may hold bank deposits or certificates of deposits at banks qualified under ORS 295.

### **3. Accounting Methods**

The City shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including but not necessarily limited to, the Governmental Accounting Standards Board (GASB); the American Institute of Certified Public Accountants (AICPA); and the Financial Accounting Standards Board (FASB).

### **4. Pooling of Funds**

Except for cash in certain restricted and special funds, the City will consolidate balances from all funds to maximize investment opportunities. Investment income will be allocated to the various funds based on their respective participation and in accordance with Generally Accepted Accounting Principles.

### **5. Internal Controls**

The City will maintain a structure of internal controls sufficient to assure the safekeeping and security of all investments. All out of compliance situations under this policy will be corrected and brought into compliance as soon as prudently possible.

The Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program that are consistent with this investment policy. Procedures will include reference to safekeeping, wire transfers, banking services contracts, and other investment-related activities.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer and approved by the Council.

## **VIII. AUTHORIZED AND SUITABLE INVESTMENTS**

### **1. Authorized Investments**

All investments of the City shall be made in accordance with Oregon Revised Statutes: ORS 294.035 (Investment of surplus funds of political subdivisions; approved investments), ORS 294.040 (Restriction on investments under ORS 294.035), ORS 294.052 (Definitions; investment by municipality of proceeds of bonds), ORS 294.135 (Investment maturity dates), ORS 294.145 (Prohibited conduct for custodial officer), ORS 294.805 to 294.895 (Local Government Investment Pool). Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

### **2. Suitable Investments**

The City will diversify investments across maturities, security types and institutions to avoid incurring unreasonable risks. The City has further defined the eligible types of securities and transactions as follows:

**U.S. Treasury Obligations:** Direct obligations of the United States Treasury whose payment is guaranteed by the United States. [ORS Section 294.035(3)(a)]

**US Agency Obligations - Primary:** Senior debenture obligations of US federal agencies and instrumentalities or U.S. government sponsored enterprises (GSE) that have actively traded markets and provide a higher level of liquidity. These include: Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Banks (FHLB), and the Federal Farm Credit Bureau (FFCB).

**US Agency Obligations - Secondary:** Other US government sponsored enterprises that are less marketable are considered secondary GSEs. They include, but are not limited to: Private Export Funding Corporation (PEFCO), Tennessee Valley Authority (TVA), Financing Corporation (FICO) and Federal Agricultural Mortgage Corporation, (Farmer Mac).

**Municipal Bonds:** Lawfully insured debt obligations of the States of Oregon, California, Idaho, and Washington and political subdivisions of those states if the obligations have a long-term rating on the settlement date of AA- or better by S&P or Aa3 or better by Moody's. In the case of a split rating, the lowest rating of these two rating agencies will be used.

**Corporate Bonds:** Corporate indebtedness must be rated on the settlement date Aa3 or better by Moody's Investors Service or AA- or better by S&P [ORS Section 294.035 (3) (B)]. In the case of a split rating, the lowest rating will be used.

**Commercial Paper:** Commercial Paper\* that is rated A1+/P1 and has long term bonds which have a minimum rating of AA- by Standard and Poor's and Aa3 by Moody's. In the case where both rating agencies provide ratings on the corporation, the lowest rating will be used.

**Bank Time Deposit/Savings Account:** Time deposit open accounts or savings accounts in insured institutions as defined in ORS Section 706.008, in credit unions as defined in ORS Section 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state [ORS Section 294.035(3)(d)].

**Certificates of Deposit:** Certificates of deposit in insured institutions as defined in ORS Section 706.008, in credit unions as defined in ORS Section 723.006, or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state [ORS Section 294.035(3)(d)].

**Bankers' Acceptance:** A short-term credit investment created by a non-financial firm and guaranteed by a qualified financial institution\* whose long-term letter of credit rating is at least AA- by Standard and Poor's or Aa3 by Moody's at the time of purchase. [ORS 294.035(3)(h)(A)]

**Oregon Intermediate Fund:** The Oregon Local Government Intermediate Fund (OLGIF) is a commingled investment pool for local governments offered by Oregon State Treasury due to Legislation HB2140 and pursuant to ORS Chapter 294. OLGIF provides qualified local government participants with a vehicle to invest assets over an intermediate time horizon (three to five years).

**Local Government Investment Pool:** State Treasurer's local short-term investment fund up to the statutory limit per ORS Section 294.810.

\*For the purposes of this paragraph, "qualified financial institution" means: (i) A financial institution that is located and licensed to do banking business in the State of Oregon; or (ii) A financial institution that is wholly owned by a financial holding company or a bank holding company that owns a financial institution that is located and licensed to do banking business in the State of Oregon [ORS Section 294.035(3)(h)].

### **3. Collateralization**

Time deposit open accounts, Certificates of Deposit and savings accounts shall be collateralized through the Public Funds Collateralization Program in accordance with ORS Section 295.018. All depositories must be on the State of Oregon's qualified list. Additional collateral requirements may be required if the Investment Officer deems increased collateral is beneficial to the protection of the monies under the City's management.

## **IX. INVESTMENT PARAMETERS**

### **1. Diversification**

The City will diversify the investment portfolio to avoid incurring unreasonable risks, both credit and interest rate risk, inherent in over investing in specific instruments, individual financial institutions or maturities.

**DIVERSIFICATION CONSTRAINTS ON TOTAL HOLDINGS:  
LIQUIDITY AND CORE FUNDS\***

<b>Issue Type</b>	<b>Maximum % Holdings</b>	<b>Maximum % per Issuer</b>	<b>Ratings S&amp;P</b>	<b>Ratings Moody's</b>
US Treasury Obligations	100%	None	N/A	N/A
US Agency Primary Securities FHLB, FNMA, FHLMC, FFCB	100%	33%	N/A	N/A
US Agency Secondary Securities FICO, FARMER MAC etc.	10%	10%	Security must be rated	Security must be rated
Municipal Bonds (OR, CA, ID, WA)	10%	5%	AA-	Aa3
Corporate Bonds	20%	5%	AA-	Aa3
Commercial Paper	10%	5%	A1+	P1
Bank Time Deposits/Savings Accounts	20%	10%	Oregon Public Depository	Oregon Public Depository
Certificates of Deposit	10%	5%	Oregon Public Depository	Oregon Public Depository
Banker's Acceptance	10%	5%	A1+ AA-Underlying	P1 Aa3 Underlying
Oregon Intermediate Fund	10%	None	N/A	N/A
Oregon Short Term Fund	Maximum allowed per ORS 294.810	None	N/A	N/A

**2. Investment Maturity**

The City will not directly invest in securities maturing more than five (5) years from the date of purchase.

- a. The maximum weighted maturity of the total portfolio shall not exceed 1.5 years. This maximum is established to limit the portfolio to excessive price change exposure.
- b. Liquidity funds will be held in the State Pool or in money market instruments maturing six months and shorter. The liquidity portfolio shall, at a minimum, represent three months budgeted outflows.
- c. Core funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have maturities between 1 day and 5 years and will be only invested in high quality and liquid securities.

**Total Portfolio Maturity Constraints:**

<b>Minimum % of Total Portfolio</b>	
<b>Maturity Constraints</b>	
Under 30 days	10%
Under 1 year	25%
Under 5 years	100%
<b>Maximum of Total Portfolio in Years</b>	
<b>Maturity Constraints</b>	
Weighted Average Maturity	2.00
<b>Maximum % of Total Portfolio</b>	
<b>Security Structure Constraint</b>	
Callable Agency Securities	25%

Reserve or Capital Improvement Project monies may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds

**3. Prohibited Investments**

The City shall not lend securities nor directly participate in a securities lending or reverse repurchase program. The purchase of derivatives and use of reverse repurchase agreements are specifically prohibited by this policy. The City shall not purchase mortgage-backed securities.

**X. POLICY COMPLIANCE AND PERFORMANCE EVALUATION**

**1. Compliance Report**

A compliance report shall be maintained quarterly to document the portfolio versus the investment policy.

**2. Compliance Measurement and Adherence**

- a. Compliance Measurement: Guideline measurements will use [par/market] value of investments.
- b. Compliance Procedures: If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.
- c. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the City Council.
- d. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

- e. As determined on any date that the security is held within the portfolio. If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Investment Officer shall evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold. The Investment Officer will apply the general objectives of Safety, Liquidity, Yield, and Legality to make the decision. If the City has hired the services of an Investment Advisor, the Investment Officer will act on the recommendation of the Adviser.

**3. Performance Measurement**

The performance of the City of Albany will be measured against the performance of the Local Government Investment Pool, using monthly net yield of both portfolios as the yardstick. Preservation of capital and maintenance of sufficient liquidity will be considered prior to attainment of market return performance. Given these considerations, the City's portfolio should provide a net yield that is equal or better to that attained by the Local Government Investment Pool over interest rate cycles.

Additionally, a market benchmark will be determined that is appropriate for longer term investments based on the City's risk and return profile. The investment advisor will provide return comparisons of the portfolio to the benchmark on a monthly basis. When comparing the performance of the City's portfolio, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return. This would include any in-house management of the funds, as well as outside management.

**XI. REPORTING REQUIREMENTS**

The Investment Officer shall submit quarterly and annual reports to the local governing board containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program. More frequent reports may be provided when market conditions merit or if requested by the governing board.

Minimum quarterly reporting requirements for total portfolio:

- Earnings Yield
- Holdings Report (including mark to market)
- Transactions Report
- Weighted Average Maturity or Duration
- Compliance Report

**XII. INVESTMENT POLICY ADOPTION BY GOVERNING BOARD**

This investment policy will be formally adopted by the Albany City Council. The policy shall be reviewed on an annual basis by the Investment Officer and the Albany City Council. Material revisions to this policy will require a review by the Oregon Short Term Fund Board, pursuant to ORS.

Supersedes: Res No. 6553	Created/Amended by/date: October 25, 2017	Effective Date: October 25, 2017	Reviewed by Council: October 23, 2017
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	<p><b>City of Albany</b>  Finance Policy  Policy #: F-08-08-006  Title: Risk Management</p>	
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**I. POLICY STATEMENT**

It is the policy of the City of Albany to proactively identify and manage the inherent risks of providing municipal services. Potential losses will be mitigated through employee safety committees, loss prevention programs, property and liability insurances, workers’ compensation, and employee health, life, and disability benefits.

**II. GENERAL RESPONSIBILITIES**

The City Council has responsibility to set the control environment for the organization based on integrity and ethical values. The internal controls that support the control environment are tested on an annual basis by an independent auditor and reported to the City’s Audit Committee.

Each employee of the City is responsible to contribute to a safe environment for all employees and the public. Employees should help identify and correct unsafe conditions and should follow all established safety laws, policies, and practices. In addition, employees have a responsibility to report any instance of fraud, waste, abuse, or unethical behavior to management or to the City Council.

The City Manager and department directors are responsible to protect the City of Albany’s assets by identifying and managing risks. Primary objectives include containing costs, minimizing accidents and injuries to employees and the public, reducing the frequency and severity of property loss, and promoting a healthy employee workforce and working environment.

Department directors are responsible for managing the risks of operations in their respective departments. They ensure that effective safety and loss prevention programs are implemented and oversee the investigation of claims and losses.

Department directors coordinate their efforts with the Accounting Supervisor who acts as the City’s Risk Manager. The Risk Manager is responsible for facilitating claims processing and working closely with third party property and liability insurers.

The City Manager may choose to retain professional advisors, consultants, insurers, brokers, and agents of record to assist the City in placing appropriate insurances and developing effective safety and loss prevention programs.

**III. SPECIFIC RESPONSIBILITIES**

1. **Human Resources Director.**
  - a. Coordinate and promote city-wide employee wellness programs.
  - b. Manage the City’s worker’s compensation and health insurance programs to contain costs and promote safety and wellness for employees and their families.

2. **Finance Director.**
  - a. Recommend appropriate levels of property and general liability insurance to the City Manager and City Council.
  - b. Coordinate periodic inventories of all property, buildings, equipment, vehicles, and other capital assets and verify that appropriate insurance is in place.
  - c. Maintain policies, bonds, and other legal documentation of insurance.
  - d. Provide an annual report to the City Council showing claims experience and the costs of insurance programs.
  
3. **Fire Chief.**
  - a. Conduct fire and life safety inspections of City facilities on a periodic basis according to the level of risk in each facility.
  - b. Verify that all facilities are in compliance with recognized fire code standards for fire and life safety.
  - c. Coordinate and promote city-wide safety awareness.
  
4. **City Attorney.**
  - a. Develop templates of contracts and leases which include language to identify and mitigate liability and other potential losses.
  - b. Notify the City Manager of changes in state statutes and common law that affect municipal liability.
  - c. Assist insurers in the investigation and settlement of claims against the City.
  - d. Review insurance and bond contracts.

#### IV. **RETAINING AND TRANSFERING RISK**

##### 1. **Reserve Account.**

A Risk Management Fund will be maintained with a working balance of up to \$2,000,000 for unforeseen catastrophic events and major deductibles. Each department will be responsible for claims and deductibles up to \$10,000 per incident resulting from losses in their respective operations.

##### 2. **Insurance Coverages.**

The following minimum policy limits and deductibles will be maintained:

###### **Property/Boiler & Machinery**

Limit:	Determined each year by the filed value of insured property.	
Deductibles:	Buildings/Contents	\$10,000
	Boiler & Machinery	\$10,000
	Mobile Equipment	\$10,000
	Earthquake	3% of value
		\$100,000 min
	Limit	\$25,000,000
	Flood	\$100,000
	Limit	\$10,000,000

###### **Tort Liability**

Limit: \$5,000,000

###### **Auto Liability**

Limit: \$5,000,000

###### **Auto Physical Damage**

Deductibles:	Comprehensive	\$100
	Collision	\$500

## **Senior Center Trips**

Limit:

\$5,250

### **3. Self Insurance.**

The City shall self-insure to the extent it is more cost effective than commercial insurance and does not present unacceptable financial or other risks to the City.

## **V. ALLOCATION OF INSURANCE COSTS**

Departments and programs that have dedicated revenue sources or are independent legal entities will be charged insurance costs specific to the risk exposures of the operations of those departments and programs.

Premiums and related costs for liability insurance, workers' compensation, and property insurance will be allocated to each department based on claims experience and risk exposure. Property insurance costs are allocated according to the specific properties used and operated by each department or program.

## **VI. CONFIDENTIALITY OF RECORDS**

All personally identifiable and confidential information will be maintained in compliance with the Identity Theft Protection Policy, Finance Policy Number F-04-08. All employee medical records and long-term disability claims held by the City will be maintained in separate locked files and access will be controlled through the City Manager and Human Resources Departments.

All police reports will be kept confidential unless the Albany Police Department and/or the City Attorney approve release.

## **VII. REPORTING PROPERTY/CASUALTY ACCIDENTS AND LOSSES**

1. Accidents and losses must be reported promptly and in accordance with prescribed procedures. The benefits of timely reporting include enhanced citizen confidence, better protection of the City's interests, reduced time lost for employees and equipment, and savings realized through prompt settlements.

Reports of general liability claims and automobile accidents should be immediately reported to the Risk Manager. The following information should be included in every report:

- a. Date, time, and location of accident or event
- b. Description of vehicle, equipment, or property involved
- c. Name(s) of person(s) involved
- d. Name(s) of person(s) injured
- e. Description of any medical attention received
- f. Nature of damage/loss and estimated cost
- g. Description of circumstances; diagram of events if possible
- h. Insurance Policy Numbers, Agents, and/or Agencies
- i. Name(s) and addresses of witnesses
- j. Appropriate signatures
- k. Copy of DMV report, if filed
- l. Copy of police report, if filed

In addition, procedures described in Human Resources Policy HR-SF-02-001 (Property Loss/Damage) must be followed.

2. The Risk Manager will process all accident/loss notices, except workers' compensation, and will notify the appropriate insurance company.

3. The Human Resources Department will file workers' compensation accident reports with the appropriate insurance company. Workers' compensation incidents will be processed in accordance with Human Resources Policy HR-SF-03-001 (Reporting On-the-Job Injuries).
4. Accidents of a serious nature and those occurring on weekends or holidays should be called in to the appropriate supervisor and followed up with the proper accident forms and information. The Risk Manager should be notified of the accident on the first day back to work.
5. As required by law, on-the-job injuries to employees that result in overnight hospitalization for treatment (not just observation), must be reported to OR-OSHA within twenty-four (24) hours of the injury. An on-the-job accident that results in the hospitalization of three or more employees, or in a fatality, must be reported to OR-OSHA within eight (8) hours of the accident. In either of these situations, the Human Resources Generalist or Human Resources Director should be notified immediately so they may make notification to OR-OSHA.

**VIII. REPORTS TO BE FILED**

1. All Property/Casualty claims reports will be filed with the Risk Manager.
2. Minutes of City Council meetings, safety meetings, and all other City committee meetings in which Risk Management policy or procedure decisions are made will be filed as appropriate.
3. Inspection reports when the building inspector or Fire Department inspects City premises will be filed with the Risk Manager or the Fire Department.
4. Long-term disability and life insurance claims and workers' compensation claims and reports will be filed with the Human Resources Department.

**IX. RISK MANAGER RECORDS**

The Risk Manager shall keep the following records:

1. An inventory of current locations, descriptions, and insurable values of all property/vehicles owned or leased by the City.
2. An insurance register, outlining all coverages in force and including premiums, policy numbers, servicing agents, terms of coverage, and expiration dates.
3. Premium payment and allocation records.
4. Claims filed and pending.
5. Loss records subdivided into property, liability, and other liability claims paid by the insurer under existing insurance policies.
6. Claim recoveries received from third parties who have damaged City property or who are reimbursing for City wages paid.

Supersedes: Res No. 6554	Created/Amended by/date: October 25, 2017	Effective Date: October 25, 2017	Reviewed by Council: October 23, 2017
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CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

# FINANCIAL SUMMARIES



Table 1  
**SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND TYPE AND CATEGORY**  
 Adopted for Fiscal Year 2018-19

Fund/Program	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Totals
<b>RESOURCES</b>								
Property taxes	\$19,521,000	\$ 8,812,600	\$1,081,700	\$ -	\$ -	\$ -	\$ -	29,415,300
Transient room taxes	-	1,067,800	-	-	-	-	-	1,067,800
Franchise fees/privilege taxes	5,281,800	-	-	-	-	-	-	5,281,800
Licenses & fees	696,300	2,648,800	-	-	-	1,350,800	-	4,695,900
Intergovernmental resources	4,435,500	10,107,000	-	-	-	762,100	-	15,304,600
Charges for service	3,678,100	2,299,100	705,300	-	-	31,717,100	16,413,900	54,813,500
Fines & forfeitures	810,400	-	-	-	-	-	-	810,400
Assessment payments	-	-	-	85,000	-	-	-	85,000
Other resources	138,900	3,533,100	-	-	-	13,122,400	40,000	16,834,400
Investment earnings	49,000	172,100	5,500	10,500	600	178,100	7,300	423,100
<b>Total Current Resources</b>	<b>34,611,000</b>	<b>28,640,500</b>	<b>1,792,500</b>	<b>95,500</b>	<b>600</b>	<b>47,130,500</b>	<b>16,461,200</b>	<b>128,731,800</b>
Transfers in	4,245,700	4,513,500	179,400	-	-	2,071,800	13,600	11,024,000
Beginning balance	3,021,300	25,763,600	197,500	1,445,100	3,500	33,615,000	112,900	64,158,900
Reserved beginning balance	-	87,400	163,400	-	-	1,609,900	-	1,860,700
Beginning balance held in trust	-	-	-	-	79,500	-	-	79,500
<b>TOTAL RESOURCES</b>	<b>\$41,878,000</b>	<b>\$ 59,005,000</b>	<b>\$2,332,800</b>	<b>\$ 1,540,600</b>	<b>\$ 83,600</b>	<b>\$84,427,200</b>	<b>\$16,587,700</b>	<b>\$205,854,900</b>

<b>REQUIREMENTS</b>								
Personnel	\$31,886,000	\$ 7,378,200	\$ -	\$ -	\$ -	\$ 5,359,900	\$12,378,100	\$ 57,002,200
Materials & Services	7,421,000	15,296,300	1,900	-	4,100	14,953,400	4,209,600	41,886,300
Capital	50,000	29,967,500	-	1,507,300	-	45,664,600	-	77,189,400
Transfers Out	847,200	5,876,300	-	33,300	-	4,035,600	-	10,792,400
Debt Service	-	-	2,330,900	-	-	12,371,300	-	14,702,200
Contingency	1,673,800	486,700	-	-	-	2,042,400	-	4,202,900
Unappropriated	-	-	-	-	79,500	-	-	79,500
<b>TOTAL REQUIREMENTS</b>	<b>\$41,878,000</b>	<b>\$ 59,005,000</b>	<b>\$2,332,800</b>	<b>\$ 1,540,600</b>	<b>\$ 83,600</b>	<b>\$84,427,200</b>	<b>\$16,587,700</b>	<b>\$205,854,900</b>

**SELECTED FINANCIAL RATIOS**

Fund/Ratio Description	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Totals
Property taxes as a percentage of the total fund type budget.	46.61%	14.94%	46.37%	-	-	-	-	14.29%
Current resources as a percentage of Personnel and Materials & Services.	88.05%	126.31%	-	-	14.63%	232.02%	99.24%	130.18%
Personnel as a percentage of the total fund type budget.	76.14%	12.50%	-	-	-	6.35%	74.62%	27.69%
Personnel and Materials & Services as a percentage of the total fund type budget.	93.86%	38.43%	0.08%	-	4.90%	24.06%	100.00%	48.04%
Capital as a percentage of the total fund budget.	0.12%	50.79%	-	97.84%	-	54.09%	-	37.50%

Table 2  
**SUMMARY OF MAJOR RESOURCES BY FUND TYPE**  
 Adopted Budget for Fiscal Year 2018-19

Fund type/Fund name			.....2017-18.....		Adopted 2018-19 Budget	% Change from 2017-18	Percent of Fund Type Budget
	2015-16 Actual	2016-17 Actual	Adopted Budget	Revised Budget			
<b>GENERAL FUND</b>							
Property taxes	\$ 17,726,277	\$ 18,347,744	\$ 18,694,100	\$ 18,794,100	\$ 19,521,000	3.87%	46.62%
Franchise fees/privilege taxes	4,882,455	5,402,186	5,139,000	5,139,000	5,281,800	2.78%	12.61%
Licenses & fees	319,107	312,638	318,100	318,100	696,300	118.89%	1.66%
Intergovernmental resources	3,210,629	3,082,498	3,497,500	3,497,500	4,435,500	26.82%	10.59%
Charges for service	2,856,110	3,232,936	3,309,200	3,709,200	3,678,100	(0.84%)	8.78%
Fines & forfeitures	718,892	650,489	636,100	636,100	810,400	27.40%	1.94%
Other resources	106,705	122,286	88,400	88,400	138,900	57.13%	0.33%
Investment earnings	16,807	49,786	18,000	18,000	49,000	172.22%	0.12%
<b>Total Current Resources</b>	<b>29,836,982</b>	<b>31,200,563</b>	<b>31,700,400</b>	<b>32,200,400</b>	<b>34,611,000</b>	<b>7.49%</b>	<b>82.65%</b>
Transfers in	2,805,200	3,145,014	3,625,200	3,625,200	4,245,700	17.12%	10.14%
Beginning balance	2,681,904	3,820,963	3,583,500	3,583,500	3,021,300	(15.69%)	7.21%
<b>Total General Fund</b>	<b>35,324,086</b>	<b>38,166,540</b>	<b>38,909,100</b>	<b>39,409,100</b>	<b>41,878,000</b>	<b>6.26%</b>	<b>100.00%</b>
<b>SPECIAL REVENUE FUNDS</b>							
Property taxes	7,182,178	7,836,520	8,082,400	8,082,400	8,812,600	9.03%	14.93%
Transient room taxes	1,058,892	1,117,461	1,237,400	1,237,400	1,067,800	(13.71%)	1.81%
Licenses & fees	3,030,720	3,883,676	2,378,400	2,378,400	2,648,800	11.37%	4.49%
Intergovernmental resources	5,902,551	5,369,560	7,669,000	10,271,300	10,107,000	(1.60%)	17.13%
Charges for service	2,120,041	2,421,571	2,972,000	3,078,000	2,299,100	(25.31%)	3.90%
Other resources	2,622,873	696,927	1,365,100	1,365,100	3,533,100	158.82%	5.99%
Investment earnings	224,197	233,013	137,500	137,500	172,100	25.16%	0.29%
<b>Total Current Resources</b>	<b>22,141,452</b>	<b>21,558,728</b>	<b>23,841,800</b>	<b>26,550,100</b>	<b>28,640,500</b>	<b>7.87%</b>	<b>48.54%</b>
Transfers in	2,993,554	3,024,906	3,316,100	3,859,600	4,513,500	16.94%	7.65%
Beginning balance	25,267,450	21,300,472	22,005,300	21,899,300	25,763,600	17.65%	43.66%
Reserved beginning balance	281,902	16,940	52,500	52,500	87,400	66.48%	0.15%
<b>Total Special Revenue Funds</b>	<b>50,684,358</b>	<b>45,901,046</b>	<b>49,215,700</b>	<b>52,361,500</b>	<b>59,005,000</b>	<b>12.69%</b>	<b>100.00%</b>
<b>DEBT SERVICE FUND</b>							
Property taxes	1,021,280	1,064,620	1,071,500	1,071,500	1,081,700	0.95%	46.37%
Charges for service	615,300	645,900	675,000	675,000	705,300	4.49%	30.23%
Investment earnings	26,596	5,670	3,100	3,100	5,500	77.42%	0.24%
<b>Total Current Resources</b>	<b>1,663,176</b>	<b>1,716,190</b>	<b>1,749,600</b>	<b>1,749,600</b>	<b>1,792,500</b>	<b>2.45%</b>	<b>76.84%</b>
Transfers in	180,304	272,599	180,400	180,400	179,400	(0.55%)	7.69%
Beginning balance	161,727	90,295	106,700	106,700	197,500	85.10%	8.47%
Reserved beginning balance	-	185,892	188,600	188,600	163,400	(13.36%)	7.00%
<b>Total Debt Service Fund</b>	<b>2,005,207</b>	<b>2,264,976</b>	<b>2,225,300</b>	<b>2,225,300</b>	<b>2,332,800</b>	<b>4.83%</b>	<b>100.00%</b>
<b>CAPITAL PROJECT FUND</b>							
Assessment payments	527,492	312,890	85,000	85,000	85,000	-	5.52%
Other resources	18,636,761	932	-	-	-	-	-
Investment earnings	154,732	199,692	10,000	10,000	10,500	5.00%	0.68%
<b>Total Current Resources</b>	<b>19,318,985</b>	<b>513,514</b>	<b>95,000</b>	<b>95,000</b>	<b>95,500</b>	<b>0.53%</b>	<b>6.20%</b>
Transfers in	6,455,000	692,923	1,002,000	1,002,000	-	(100.00%)	-
Beginning balance	892,338	24,273,462	13,675,000	13,675,000	1,445,100	(89.43%)	93.80%
<b>Total Capital Project Fund</b>	<b>26,666,323</b>	<b>25,479,899</b>	<b>14,772,000</b>	<b>14,772,000</b>	<b>1,540,600</b>	<b>(89.57%)</b>	<b>100.00%</b>

continued

Table 2  
**SUMMARY OF MAJOR RESOURCES BY FUND TYPE, continued**

Adopted Budget for Fiscal Year 2018-19

Fund type/Fund name	.....2017-18.....				Adopted 2018-19 Budget	% Change from 2017-18	Percent of Fund Type Budget
	2015-16 Actual	2016-17 Actual	Adopted Budget	Revised Budget			
<b>PERMANENT FUNDS</b>							
Other resources	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	-
Investment earnings	905	1,577	700	700	600	(14.29%)	0.72%
<b>Total Current Resources</b>	<b>930</b>	<b>1,577</b>	<b>700</b>	<b>700</b>	<b>600</b>	<b>(14.29%)</b>	<b>0.72%</b>
Beginning balance	51,627	51,991	56,500	56,500	3,500	(93.81%)	4.19%
Beginning balance held in trust	83,485	82,685	79,500	79,500	79,500	-	95.09%
<b>Total Permanent Funds</b>	<b>136,042</b>	<b>136,253</b>	<b>136,700</b>	<b>136,700</b>	<b>83,600</b>	<b>(38.84%)</b>	<b>100.00%</b>
<b>ENTERPRISE FUNDS</b>							
Property taxes	263	62	-	-	-	-	-
Licenses & fees	1,486,176	1,735,158	1,301,800	1,301,800	1,350,800	3.76%	1.60%
Intergovernmental resources	497,022	1,057,738	796,900	796,900	762,100	(4.37%)	0.90%
Charges for service	29,711,892	30,342,430	30,364,700	30,364,700	31,717,100	4.45%	37.57%
Other resources	161,986	182,247	130,500	130,500	13,122,400	9,955.48%	15.54%
Investment earnings	314,179	316,218	178,200	178,200	178,100	(0.06%)	0.21%
<b>Total Current Resources</b>	<b>32,171,518</b>	<b>33,633,853</b>	<b>32,772,100</b>	<b>32,772,100</b>	<b>47,130,500</b>	<b>43.81%</b>	<b>55.82%</b>
Transfers in	1,129,400	2,470,777	1,906,000	1,906,000	2,071,800	8.70%	2.45%
Beginning balance	33,007,992	31,832,949	32,284,700	32,284,700	33,615,000	4.12%	39.82%
Reserved beginning balance	1,632,354	1,610,928	1,602,000	1,602,000	1,609,900	0.49%	1.91%
<b>Total Enterprise Funds</b>	<b>67,941,264</b>	<b>69,548,507</b>	<b>68,564,800</b>	<b>68,564,800</b>	<b>84,427,200</b>	<b>23.13%</b>	<b>100.00%</b>
<b>INTERNAL SERVICE FUNDS</b>							
Intergovernmental resources	179	-	-	-	-	-	0.01%
Charges for service	12,988,402	13,921,549	14,945,200	14,945,200	16,413,900	9.83%	98.95%
Other resources	66,835	66,030	40,000	40,000	40,000	-	0.24%
Investment earnings	11,064	10,702	6,900	6,900	7,300	5.80%	0.04%
<b>Total Current Resources</b>	<b>13,066,480</b>	<b>13,998,281</b>	<b>14,992,100</b>	<b>14,992,100</b>	<b>16,461,200</b>	<b>9.80%</b>	<b>99.24%</b>
Transfers in	-	40,100	17,100	117,100	13,600	(88.39%)	0.08%
Beginning balance	670,553	365,464	312,100	312,100	112,900	(63.83%)	0.68%
<b>Total Internal Service Funds</b>	<b>13,737,033</b>	<b>14,403,845</b>	<b>15,321,300</b>	<b>15,421,300</b>	<b>16,587,700</b>	<b>7.56%</b>	<b>100.00%</b>
<b>ALL FUNDS</b>							
Property taxes	25,929,999	27,248,945	27,848,000	27,948,000	29,415,300	5.25%	14.29%
Transient room taxes	1,058,892	1,117,461	1,237,400	1,237,400	1,067,800	(13.71%)	0.52%
Franchise fees/privilege taxes	4,882,455	5,402,186	5,139,000	5,139,000	5,281,800	2.78%	2.57%
Licenses & fees	4,836,003	5,931,472	3,998,300	3,998,300	4,695,900	17.45%	2.28%
Intergovernmental resources	9,610,380	9,509,796	11,963,400	14,565,700	15,304,600	5.07%	7.43%
Charges for service	48,291,745	50,564,385	52,266,100	52,772,100	54,813,500	3.87%	26.62%
Fines & forfeitures	718,892	650,489	636,100	636,100	810,400	27.40%	0.39%
Assessment payments	527,492	312,890	85,000	85,000	85,000	-	0.04%
Other resources	21,595,186	1,068,421	1,624,000	1,624,000	16,834,400	936.60%	8.18%
Investment earnings	748,479	816,659	354,400	354,400	423,100	19.38%	0.21%
<b>Total Current Resources</b>	<b>118,199,523</b>	<b>102,622,704</b>	<b>105,151,700</b>	<b>108,360,000</b>	<b>128,731,800</b>	<b>18.80%</b>	<b>62.53%</b>
Transfers in	13,563,458	9,646,320	10,046,800	10,690,300	11,024,000	3.12%	5.36%
Beginning balance	62,733,592	81,735,597	72,023,800	71,917,800	64,158,900	(10.79%)	31.17%
Reserved beginning balance	1,914,256	1,813,832	1,843,100	1,843,100	1,860,700	0.95%	0.90%
Beginning balance held in trust	83,485	82,613	79,500	79,500	79,500	-	0.04%
<b>TOTALS, ALL FUNDS</b>	<b>\$196,494,314</b>	<b>\$195,901,066</b>	<b>\$ 189,144,900</b>	<b>\$192,890,700</b>	<b>\$205,854,900</b>	<b>6.72%</b>	<b>100.00%</b>

Table 3  
**ADOPTED BUDGET BY FUND TYPE AND REQUIREMENT TYPE**  
 Adopted Budget for Fiscal Year 2018-19

Fund type/Requirement type	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Type Budget
			Adopted Budget	Revised Budget			
<b>GENERAL FUND</b>							
Personnel	\$ 25,235,382	\$ 25,912,273	\$ 28,964,300	\$ 28,964,300	\$ 31,886,000	10.09%	76.14%
Materials & Services	5,912,740	6,719,810	7,329,100	7,329,100	7,421,000	1.25%	17.72%
Capital	5,200	211,881	128,000	128,000	50,000	(60.94%)	0.12%
Transfers Out	882,712	1,283,600	882,900	1,382,900	847,200	(38.74%)	2.02%
Contingency	-	-	1,604,800	1,604,800	1,673,800	4.30%	4.00%
<b>Total General Fund</b>	<b>32,036,034</b>	<b>34,127,564</b>	<b>38,909,100</b>	<b>39,409,100</b>	<b>41,878,000</b>	<b>6.26%</b>	<b>100.00%</b>
<b>SPECIAL REVENUE FUNDS</b>							
Personnel	5,662,983	5,711,464	6,533,900	7,834,700	7,378,200	(5.83%)	12.51%
Materials & Services	9,098,330	10,427,352	14,529,700	14,539,700	15,296,300	5.20%	25.92%
Capital	6,348,983	1,918,089	21,901,700	23,193,200	29,967,500	29.21%	50.79%
Transfers Out	8,573,664	4,341,308	5,671,300	5,814,800	5,876,300	1.06%	9.96%
Debt Service	38,184	-	-	-	-	-	-
Contingency	-	-	579,100	579,100	486,700	(15.96%)	0.82%
Unappropriated	-	-	-	400,000	-	(100.00%)	-
<b>Total Special Revenue Funds</b>	<b>29,722,144</b>	<b>22,398,213</b>	<b>49,215,700</b>	<b>52,361,500</b>	<b>59,005,000</b>	<b>12.69%</b>	<b>100.00%</b>
<b>DEBT SERVICE FUND</b>							
Materials & Services	1,600	750	1,700	1,700	1,900	11.76%	0.08%
Transfers Out	-	90,295	-	-	-	-	-
Debt Service	1,727,421	1,835,606	2,223,600	2,223,600	2,330,900	4.83%	99.92%
<b>Total Debt Service Fund</b>	<b>1,729,021</b>	<b>1,926,651</b>	<b>2,225,300</b>	<b>2,225,300</b>	<b>2,332,800</b>	<b>4.83%</b>	<b>100.00%</b>
<b>CAPITAL PROJECT FUND</b>							
Materials & Services	2,057,050	1,171,875	100,000	100,000	-	(100.00%)	-
Capital	92,063	15,737,956	14,638,700	14,638,700	1,507,300	(89.70%)	97.84%
Transfers Out	196,877	33,290	33,300	33,300	33,300	-	2.16%
<b>Total Capital Project Fund</b>	<b>2,345,990</b>	<b>16,943,121</b>	<b>14,772,000</b>	<b>14,772,000</b>	<b>1,540,600</b>	<b>(89.57%)</b>	<b>100.00%</b>
<b>PERMANENT FUNDS</b>							
Materials & Services	1,366	6,321	4,800	4,800	4,100	(14.58%)	4.90%
Transfers Out	-	-	52,400	52,400	-	(100.00%)	-
Unappropriated	-	-	79,500	79,500	79,500	-	95.10%
<b>Total Permanent Funds</b>	<b>1,366</b>	<b>6,321</b>	<b>136,700</b>	<b>136,700</b>	<b>83,600</b>	<b>(38.84%)</b>	<b>100.00%</b>
<b>ENTERPRISE FUNDS</b>							
Personnel	4,593,445	4,431,554	4,927,400	4,927,400	5,359,900	8.78%	6.35%
Materials & Services	12,823,839	13,415,961	14,320,200	14,320,200	14,953,400	4.42%	17.71%
Capital	7,126,979	3,852,177	31,614,000	31,614,000	45,664,600	44.44%	54.09%
Transfers Out	2,325,505	3,547,127	3,146,900	3,146,900	4,035,600	28.24%	4.78%
Debt Service	7,561,583	7,547,354	12,549,200	12,549,200	12,371,300	(1.42%)	14.65%
Contingency	-	-	2,007,100	2,007,100	2,042,400	1.76%	2.42%
<b>Total Enterprise Funds</b>	<b>34,431,351</b>	<b>32,794,173</b>	<b>68,564,800</b>	<b>68,564,800</b>	<b>84,427,200</b>	<b>23.13%</b>	<b>100.00%</b>

continued

Table 3  
**ADOPTED BUDGET BY FUND TYPE AND REQUIREMENT TYPE, continued**  
 Adopted Budget for Fiscal Year 2018-19

Fund type/Requirement type	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Type Budget
			Adopted Budget	Revised Budget			
<b>INTERNAL SERVICE FUNDS</b>							
Personnel	\$ 9,940,931	\$ 10,252,238	\$ 11,512,600	\$ 11,512,600	\$ 12,378,100	7.52%	74.62%
Materials & Services	3,430,638	3,562,590	3,808,700	3,908,700	4,209,600	7.70%	25.38%
Total Internal Service Funds	13,371,569	13,814,828	15,321,300	15,421,300	16,587,700	7.56%	100.00%
Total All Fund Types	\$ 113,637,475	\$ 122,010,871	\$ 189,144,900	\$ 192,890,700	\$ 205,854,900	6.72%	
<b>ALL FUND TYPES</b>							
Personnel	\$ 45,432,742	\$ 46,307,528	\$ 51,938,200	\$ 53,239,000	57,002,200	7.07%	27.69%
Materials & Services	33,325,563	35,304,660	40,094,200	40,204,200	41,886,300	4.18%	20.35%
Capital	13,573,225	21,720,103	68,282,400	69,573,900	77,189,400	10.95%	37.50%
Transfers Out	11,978,758	9,295,620	9,786,800	10,430,300	10,792,400	3.47%	5.24%
Debt Service	9,327,187	9,382,960	14,772,800	14,772,800	14,702,200	(0.48%)	7.14%
Contingency	-	-	4,191,000	4,191,000	4,202,900	0.28%	2.04%
Unappropriated	-	-	79,500	479,500	79,500	(83.42%)	0.04%
Total All Fund Types	\$ 113,637,475	\$ 122,010,871	\$ 189,144,900	\$ 192,890,700	\$ 205,854,900	6.72%	100.00%

**2018-19 Adopted Budget by Requirement Type**

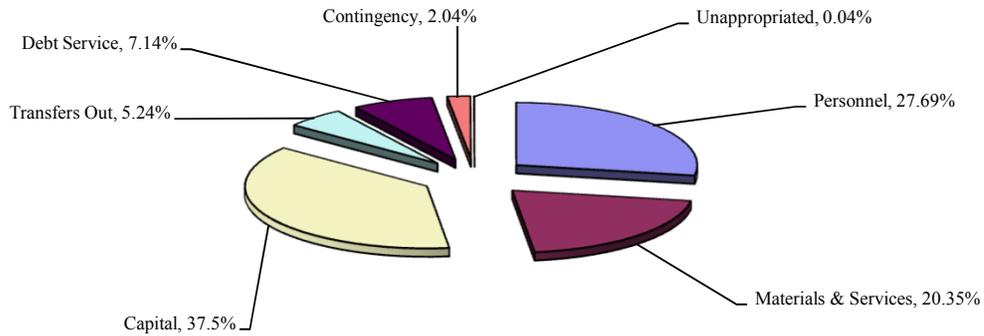


Table 4  
**BUDGET BY FUND AND REQUIREMENT TYPE**

Adopted Budget for Fiscal Year 2018-19

	.....RESOURCES.....		
	Beginning Fund Balance	Resources	Total Resources
<b>GENERAL FUND</b>	\$ 3,021,300	\$ 38,856,700	\$ 41,878,000
<b>SPECIAL REVENUE FUNDS</b>			
Parks & Recreation	2,514,300	7,456,800	9,971,100
Grants	223,200	2,887,200	3,110,400
Building	1,805,000	1,591,400	3,396,400
Risk Management	3,160,100	809,300	3,969,400
Economic Development	569,900	5,107,700	5,677,600
Public Transit	180,000	2,088,500	2,268,500
Public Safety Levy	72,200	3,973,300	4,045,500
Capital Replacement	6,771,700	1,220,600	7,992,300
Streets	10,554,600	8,019,200	18,573,800
Total Special Revenue Funds	25,851,000	33,154,000	59,005,000
<b>DEBT SERVICE FUND</b>			
Debt Service	163,400	886,200	1,049,600
General Obligation Debt Service	197,500	1,085,700	1,283,200
Total Debt Service Fund	360,900	1,971,900	2,332,800
<b>CAPITAL PROJECT FUND</b>			
Capital Projects	1,445,100	95,500	1,540,600
Total Capital Project Fund	1,445,100	95,500	1,540,600
<b>PERMANENT FUNDS</b>			
Senior Center Endowment	0	-	0
Library Trust	83,000	600	83,600
Total Permanent Funds	83,000	600	83,600
<b>ENTERPRISE FUNDS</b>			
Sewer	22,491,300	32,578,800	55,070,100
Water	12,230,900	14,643,300	26,874,200
Stormwater	502,700	1,980,200	2,482,900
Total Enterprise Funds	35,224,900	49,202,300	84,427,200
<b>INTERNAL SERVICE FUNDS</b>			
Central Services	53,400	7,117,300	7,170,700
Public Works Central Services	59,500	9,357,500	9,417,000
Total Internal Service Funds	112,900	16,474,800	16,587,700
<b>ADOPTED BUDGET FOR 2018-19</b>	\$ 66,099,100	\$ 139,755,800	\$ 205,854,900
Percent change from 2017-18	(10.48%)	17.39%	6.72%
Percent of 2018-19 budget	32.11%	67.89%	100.00%
<b>REVISED BUDGET FOR 2017-18</b>	\$ 73,840,400	\$ 119,050,300	\$ 192,890,700
Percent of 2017-18 budget	38.28%	61.72%	100.00%

Table 4 summarizes resources and requirements by fund. The revised budget amounts for 2017-18 are presented for comparison purposes. Also included are the percentage of total budget and percentage change from the previous fiscal year.

.....REQUIREMENTS.....

Personnel	Materials & Services	Capital Projects	Transfers Out	Debt Service	Contingency	Unappropriated	Total Requirements
\$ 31,886,000	\$ 7,421,000	\$ 50,000	\$ 847,200	\$ -	\$ 1,673,800	\$ -	\$ 41,878,000
3,166,400	4,070,600	2,059,700	499,400	-	175,000	-	9,971,100
651,500	1,091,700	1,367,200	-	-	-	-	3,110,400
950,400	2,386,000	-	60,000	-	-	-	3,396,400
-	3,160,800	770,600	38,000	-	-	-	3,969,400
267,900	985,200	3,960,100	464,400	-	-	-	5,677,600
1,343,000	914,200	11,300	-	-	-	-	2,268,500
-	-	-	4,045,500	-	-	-	4,045,500
-	240,900	7,682,400	69,000	-	-	-	7,992,300
999,000	2,446,900	14,116,200	700,000	-	311,700	-	18,573,800
7,378,200	15,296,300	29,967,500	5,876,300	-	486,700	-	59,005,000
-	1,000	-	-	1,048,600	-	-	1,049,600
-	900	-	-	1,282,300	-	-	1,283,200
-	1,900	-	-	2,330,900	-	-	2,332,800
-	-	1,507,300	33,300	-	-	-	1,540,600
-	-	1,507,300	33,300	-	-	-	1,540,600
-	-	-	-	-	-	-	-
-	4,100	-	-	-	-	79,500	83,600
-	4,100	-	-	-	-	79,500	83,600
2,304,600	6,974,000	32,918,300	3,013,800	8,825,600	1,033,800	-	55,070,100
2,728,300	6,266,200	12,343,600	1,021,800	3,545,700	968,600	-	26,874,200
327,000	1,713,200	402,700	-	-	40,000	-	2,482,900
5,359,900	14,953,400	45,664,600	4,035,600	12,371,300	2,042,400	-	84,427,200
5,028,300	2,142,400	-	-	-	-	-	7,170,700
7,349,800	2,067,200	-	-	-	-	-	9,417,000
12,378,100	4,209,600	-	-	-	-	-	16,587,700
\$ 57,002,200	\$ 41,886,300	\$ 77,189,400	\$ 10,792,400	\$ 14,702,200	\$ 4,202,900	\$ 79,500	\$ 205,854,900
7.07%	4.18%	10.95%	3.47%	(0.48%)	0.28%	(83.42%)	6.72%
27.69%	20.35%	37.50%	5.24%	7.14%	2.04%	0.04%	100.00%
\$ 53,239,000	\$ 40,204,200	\$ 69,573,900	\$ 10,430,300	\$ 14,772,800	\$ 4,191,000	\$ 479,500	\$ 192,890,700
27.60%	20.84%	36.07%	5.41%	7.66%	2.17%	0.25%	100.00%

Table 5  
**BUDGET BY FUND/PROGRAM AND REQUIREMENT TYPE**  
 Adopted Budget for Fiscal Year 2018-19

Fund/Program	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Conti- gency	Unappro- priated	Totals
<b>GENERAL FUND</b>								
Nondepartmental	-	355,600	-	847,200	-	1,673,800	-	\$ 2,876,600
Municipal Court	505,100	440,500	-	-	-	-	-	945,600
Public Safety Levy: Fire	1,218,100	170,900	-	-	-	-	-	1,389,000
Fire & Life Safety	978,500	191,000	-	-	-	-	-	1,169,500
Fire Emergency Services	12,256,400	2,229,300	50,000	-	-	-	-	14,535,700
Police	12,774,800	2,551,600	-	-	-	-	-	15,326,400
Public Safety Levy: Police	1,297,100	194,600	-	-	-	-	-	1,491,700
Planning	864,400	389,200	-	-	-	-	-	1,253,600
Library	1,991,600	898,300	-	-	-	-	-	2,889,900
<b>Total General Fund</b>	<b>31,886,000</b>	<b>7,421,000</b>	<b>50,000</b>	<b>847,200</b>	<b>-</b>	<b>1,673,800</b>	<b>-</b>	<b>41,878,000</b>
<b>PARKS &amp; RECREATION FUND</b>								
Sports Services	175,200	136,800	-	-	-	-	-	312,000
Children/Youth/Family Rec Services	288,500	80,700	-	-	-	-	-	369,200
Resource Development Marketing Services	208,800	69,100	-	-	-	-	-	277,900
Park Maintenance Services	535,000	1,101,500	-	-	-	-	-	1,636,500
Parks & Recreation Administration	471,900	958,000	-	179,400	-	175,000	-	1,784,300
Aquatic Services	617,500	283,000	16,000	-	-	-	-	916,500
Adult Recreation Services	419,900	237,200	-	-	-	-	-	657,100
Performance and Cultural Arts	8,000	637,900	-	-	-	-	-	645,900
Park Facilities Repair & Construction	441,600	103,800	108,900	-	-	-	-	654,300
Park SDC Projects	-	387,900	1,614,800	320,000	-	-	-	2,322,700
Senior Center Foundation	-	74,700	-	-	-	-	-	74,700
Parks Capital Improvement Program	-	-	320,000	-	-	-	-	320,000
<b>Total Parks &amp; Recreation Fund</b>	<b>3,166,400</b>	<b>4,070,600</b>	<b>2,059,700</b>	<b>499,400</b>	<b>-</b>	<b>175,000</b>	<b>-</b>	<b>9,971,100</b>
<b>GRANTS FUND</b>								
State HMEP Grant	-	27,500	-	-	-	-	-	27,500
Community Paramedic Program	-	30,000	-	-	-	-	-	30,000
Ground Emergency Transport	50,000	50,000	-	-	-	-	-	100,000
SAFER Grant	546,200	-	-	-	-	-	-	546,200
Public Safety Foundation	8,300	1,700	-	-	-	-	-	10,000
DOJ Bulletproof Vest	-	7,500	-	-	-	-	-	7,500
DOJ Equitable Sharing	-	110,100	-	-	-	-	-	110,100
Community Policing Donations	-	5,500	-	-	-	-	-	5,500
Asset Forfeiture	-	15,600	-	-	-	-	-	15,600
LINE	35,000	50,000	-	-	-	-	-	85,000
Station 15	-	50,000	-	-	-	-	-	50,000
CDBG	-	82,300	-	-	-	-	-	82,300
CDBG Activities	-	467,100	98,000	-	-	-	-	565,100
SHPO Historic Preservation	-	12,500	-	-	-	-	-	12,500
Library Foundation	-	-	36,200	-	-	-	-	36,200
Oregon Community Foundation	7,000	170,800	-	-	-	-	-	177,800
State Library Grant	-	11,100	-	-	-	-	-	11,100
FAA Annual Capital Grant	-	-	1,233,000	-	-	-	-	1,233,000
Title XIX Grant	5,000	-	-	-	-	-	-	5,000
<b>Total Grants Fund</b>	<b>651,500</b>	<b>1,091,700</b>	<b>1,367,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,110,400</b>
<b>BUILDING FUND</b>								
Building Inspection	836,400	2,195,700	-	60,000	-	-	-	3,092,100
Electrical Permit Program	114,000	190,300	-	-	-	-	-	304,300
<b>Total Building Fund</b>	<b>950,400</b>	<b>2,386,000</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,396,400</b>
<b>RISK MANAGEMENT FUND</b>								
Risk Management Reserve	-	1,849,200	-	-	-	-	-	1,849,200
PepsiCo Settlement Projects	-	1,311,600	770,600	38,000	-	-	-	2,120,200
<b>Total Risk Management Fund</b>	<b>-</b>	<b>3,160,800</b>	<b>770,600</b>	<b>38,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,969,400</b>

Table 5  
**BUDGET BY FUND/PROGRAM AND REQUIREMENT TYPE, continued**

Adopted Budget for Fiscal Year 2018-19

Fund/Program	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Conti- gency	Unappro- priated	Totals
<b>ECONOMIC DEVELOPMENT FUND</b>								
Lochner Road	-	-	3,669,000	-	-	-	-	3,669,000
Economic Development Activities	251,000	891,800	-	333,700	-	-	-	1,476,500
Albany Municipal Airport	16,900	93,400	174,000	7,400	-	-	-	291,700
Municipal Airport Capital Projects	-	-	117,100	123,300	-	-	-	240,400
Total Economic Development Fund	267,900	985,200	3,960,100	464,400	-	-	-	5,677,600
<b>PUBLIC TRANSIT FUND</b>								
Albany Transit System	422,600	536,000	11,300	-	-	-	-	969,900
Linn-Benton Loop	473,200	202,700	-	-	-	-	-	675,900
Paratransit System	447,200	175,500	-	-	-	-	-	622,700
Total Public Transit Fund	1,343,000	914,200	11,300	-	-	-	-	2,268,500
<b>PUBLIC SAFETY LEVY FUND</b>								
Public Safety Levy	-	-	-	4,045,500	-	-	-	4,045,500
Total Public Safety Levy Fund	-	-	-	4,045,500	-	-	-	4,045,500
<b>CAPITAL REPLACEMENT FUND</b>								
Equipment Replacement	-	-	5,361,100	69,000	-	-	-	5,430,100
GF Facilities Maintenance Projects	-	40,900	200,700	-	-	-	-	241,600
IT Equipment Replacement	-	200,000	1,419,200	-	-	-	-	1,619,200
Facilities Replacement	-	-	701,400	-	-	-	-	701,400
Total Capital Replacement Fund	-	240,900	7,682,400	69,000	-	-	-	7,992,300
<b>STREETS FUND</b>								
Street Maintenance	923,100	1,200,500	-	-	-	-	-	2,123,600
Street Administration	75,900	956,400	-	80,000	-	311,700	-	1,424,000
Street Capital & Restoration	-	280,000	9,554,200	20,000	-	-	-	9,854,200
N. Albany Frontage Fee Projects	-	-	4,400	-	-	-	-	4,400
Transportation SDC Imp Fee	-	8,000	3,857,500	-	-	-	-	3,865,500
Transportation SDC Reimb Fee	-	2,000	589,900	600,000	-	-	-	1,191,900
ADA Capital projects	-	-	110,200	-	-	-	-	110,200
Total Streets Fund	999,000	2,446,900	14,116,200	700,000	-	311,700	-	18,573,800
<b>DEBT SERVICE FUND</b>								
2002 LTD Tax Pension Bonds	-	-	-	-	870,200	-	-	870,200
2004 Revenue Obligations	-	1,000	-	-	178,400	-	-	179,400
Total Debt Service Fund	-	1,000	-	-	1,048,600	-	-	1,049,600
<b>GENERAL OBLIGATION DEBT SERVICE FUND</b>								
2015 Public Safety Facilities Bonds	-	900	-	-	1,282,300	-	-	-
Total General Obligation Debt Service Fund	-	900	-	-	1,282,300	-	-	1,283,200
<b>CAPITAL PROJECTS FUND</b>								
Albany Data Integration Project	-	-	532,600	-	-	-	-	532,600
LID Construction Projects	-	-	963,700	33,300	-	-	-	997,000
Public Safety Facilities	-	-	11,000	-	-	-	-	11,000
Total Capital Projects Fund	-	-	1,507,300	33,300	-	-	-	1,540,600
<b>LIBRARY TRUST FUND</b>								
V. O. Torney Trust	-	3,600	-	-	-	-	10,000	13,600
Manela Trust	-	500	-	-	-	-	69,500	70,000
Total Library Trust Fund	-	4,100	-	-	-	-	79,500	83,600

continued

Table 5  
**BUDGET BY FUND/PROGRAM AND REQUIREMENT TYPE, continued**

Adopted Budget for Fiscal Year 2018-19

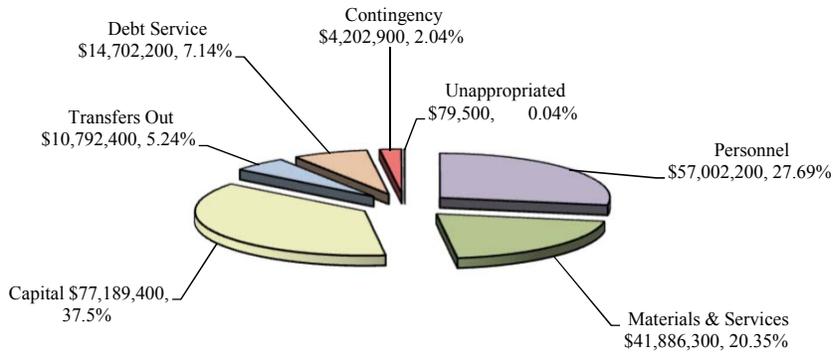
Fund/Program	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Conti- gency	Unappro- priated	Totals
<b>SEWER FUND</b>								
Wastewater Treatment Plant	800,900	1,880,300	53,500	-	-	-	-	2,734,700
Wastewater Collection	849,700	718,300	43,500	-	-	-	-	1,611,500
Wastewater Administration	160,900	3,624,000	-	1,397,800	-	1,033,800	-	6,216,500
Water Reuse and Biosolids	-	8,700	-	-	-	-	-	8,700
TWG Wetlands	113,900	146,700	2,800	-	-	-	-	263,400
Stormwater Operations	-	-	-	-	-	-	-	-
Industrial Pretreatment	379,200	134,000	-	-	-	-	-	513,200
Sewer System Capital Projects	-	455,000	29,853,300	-	-	-	-	30,308,300
Sewer Equipment Replacement	-	-	802,100	-	-	-	-	802,100
Sewer SDC Improvement Fee Projects	-	6,000	1,173,400	1,464,000	-	-	-	2,643,400
Sewer SDC Reimbursement Fee Projects	-	1,000	444,300	152,000	-	-	-	597,300
Sewer Debt Service	-	-	-	-	8,825,600	-	-	8,825,600
Sewer Economic Development	-	-	545,400	-	-	-	-	545,400
<b>Total Sewer Fund</b>	<b>2,304,600</b>	<b>6,974,000</b>	<b>32,918,300</b>	<b>3,013,800</b>	<b>8,825,600</b>	<b>1,033,800</b>	<b>-</b>	<b>55,070,100</b>
<b>WATER FUND</b>								
Water Administration	161,500	3,242,100	-	566,000	-	968,600	-	4,938,200
Water Canal Maintenance	470,100	396,400	118,800	-	-	-	-	985,300
Vine Street Water Treatment Plant	519,400	511,600	12,700	-	-	-	-	1,043,700
Water Distribution	1,057,900	1,102,000	93,300	-	-	-	-	2,253,200
Albany-Millersburg WTP	519,400	906,500	16,300	-	-	-	-	1,442,200
Water SDC Improvement Fee Projects	-	5,000	142,100	455,800	-	-	-	602,900
Water SDC Reimbursement Fee Projects	-	1,100	965,100	-	-	-	-	966,200
Water Debt Service	-	-	-	-	3,545,700	-	-	3,545,700
Water System Capital Projects	-	101,500	9,026,500	-	-	-	-	9,128,000
Water Economic Development	-	-	500,000	-	-	-	-	500,000
N. Albany Water Capital Projects	-	-	913,400	-	-	-	-	913,400
Water Equipment Replacement	-	-	555,400	-	-	-	-	555,400
<b>Total Water Fund</b>	<b>2,728,300</b>	<b>6,266,200</b>	<b>12,343,600</b>	<b>1,021,800</b>	<b>3,545,700</b>	<b>968,600</b>	<b>-</b>	<b>26,874,200</b>
<b>STORMWATER FUND</b>								
Stormwater Operations	327,000	280,200	-	-	-	-	-	607,200
Stormwater Administration	-	1,418,000	-	-	-	40,000	-	1,458,000
Stormwater Capital	-	15,000	263,100	-	-	-	-	278,100
Stormwater Equipment Replacement	-	-	139,600	-	-	-	-	139,600
<b>Total Stormwater Fund</b>	<b>327,000</b>	<b>1,713,200</b>	<b>402,700</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>2,482,900</b>
<b>CENTRAL SERVICES FUND</b>								
Finance Department	1,162,000	391,800	-	-	-	-	-	1,553,800
Council & Nondepartmental	17,800	240,300	-	-	-	-	-	258,100
City Manager's Office	902,100	358,600	-	-	-	-	-	1,260,700
Information Technology Services	1,421,000	350,300	-	-	-	-	-	1,771,300
GIS Services	327,300	141,700	-	-	-	-	-	469,000
Permit Tracking	54,000	54,300	-	-	-	-	-	108,300
Human Resources	750,400	178,900	-	-	-	-	-	929,300
Facilities Maintenance	393,700	426,500	-	-	-	-	-	820,200
<b>Total Central Services Fund</b>	<b>5,028,300</b>	<b>2,142,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,170,700</b>
<b>PUBLIC WORKS CENTRAL SERVICES FUND</b>								
PW Administration	1,131,100	225,400	-	-	-	-	-	1,356,500
Engineering Services	2,826,000	432,200	-	-	-	-	-	3,258,200
Operations Admin	241,400	399,900	-	-	-	-	-	641,300
Water Quality Control Service	471,500	78,200	-	-	-	-	-	549,700
PW Customer Services	837,400	652,300	-	-	-	-	-	1,489,700
Facilities & Maintenance Engineering	1,842,400	279,200	-	-	-	-	-	2,121,600
<b>Total Engineering/Water Quality Fund</b>	<b>7,349,800</b>	<b>2,067,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,417,000</b>
<b>Grand Totals</b>	<b>\$ 57,002,200</b>	<b>\$41,886,300</b>	<b>\$77,189,400</b>	<b>\$ 10,792,400</b>	<b>\$14,702,200</b>	<b>\$4,202,900</b>	<b>\$ 79,500</b>	<b>\$205,854,900</b>

Table 5 summarizes the 2018-19 budget by fund, program, and requirement type.

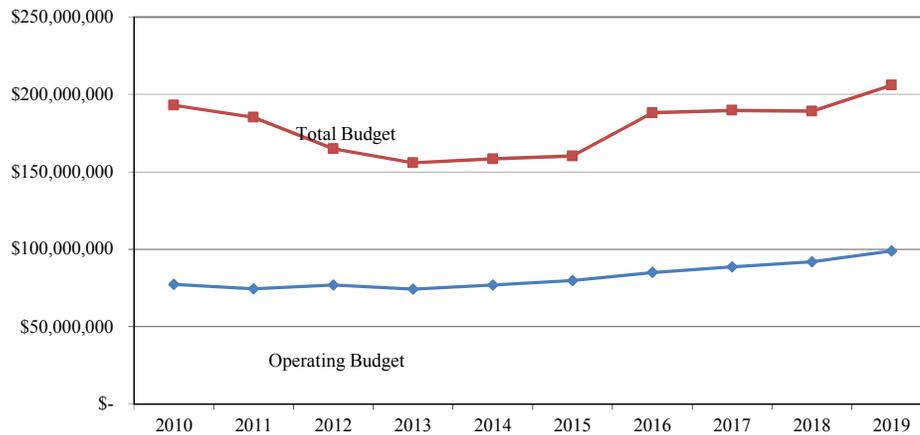
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Table 5  
**BUDGET BY FUND/PROGRAM AND REQUIREMENT TYPE, continued**  
 Adopted Budget for Fiscal Year 2018-19

**2018-19 Budget by Requirement Type**



**Operating Budget and Total Budget for Fiscal Years  
 Ended/Ending June 30, 2010, through 2019**



Fiscal Year June 30,	Personnel	Materials & Supplies	Total Operating Budget	Total Budget	Operating Budget as % of Total Budget
2010	\$ 41,588,200	\$35,839,800	\$77,428,000	\$193,109,200	40.10%
2011	42,325,800	32,220,300	74,546,100	185,224,500	40.25%
2012	43,782,600	33,176,500	76,959,100	164,966,200	46.65%
2013	42,547,700	31,666,800	74,214,500	155,830,600	47.63%
2014	44,754,400	32,270,000	77,024,400	158,291,600	48.66%
2015	46,014,900	33,859,600	79,874,500	160,228,600	49.85%
2016	47,265,300	37,828,100	85,093,400	188,088,000	45.24%
2017	50,142,800	38,574,200	88,717,000	189,634,900	46.78%
2018	51,938,200	40,094,200	92,032,400	189,144,900	48.66%
2019	57,002,200	41,886,300	98,888,500	205,854,900	48.04%

Table 6

**SCHEDULE OF RESTRICTED (R) AND UNRESTRICTED (U) RESERVES**

Adopted Budget for Fiscal Year 2018-19

An 'unrestricted reserve' is an appropriation which may be used for any legal purpose within the general instructions of the type of fund in which it is budgeted. For example, 'unrestricted reserve' in the Street Fund, a Special Revenue fund, can be used for any street-related purpose. A 'restricted reserve' can only be used for the specific purpose for which the reserve was established. Resources in the North Albany street reserve can be used only to maintain and replace streets in the North Albany area of the City.

Fund/Account#/Description	Reserved Amount	Description/Percent of Fund Budget
<b>GENERAL FUND</b>		
100-10-1003-99005 Contingencies	\$ 1,673,800	U Designated for General Fund activities
Total General Fund	1,673,800	4% of General Fund budget
<b>PARKS &amp; RECREATION FUND</b>		
202-35-1408-69027 Reserve: Public Art	1,000	U Designated for Parks activities
202-35-1408-99005 Contingencies	175,000	U Designated for Parks activities
202-35-1500-90012 Reserve: Capital Projects	1,614,800	R Restricted to Parks SDC projects
202-35-1506-69028 Reserve: Senior Center Foundation	56,800	R Restricted to Parks SDC projects
202-35-1507-90014 Reserve: Parks Capital Projects	50,000	U Designated for Parks capital projects
Total Parks & Recreation Fund	1,897,600	19.03% of Parks & Recreation Fund budget
<b>GRANTS FUND</b>		
203-30-5096-69023 Reserve: DOJ Equitable Sharing	100,000	R Restricted to Police
203-30-5119-69023 Reserve: DOJ Equitable Sharing	5,600	R Restricted to Police
Total Grants Fund	105,600	3.4% of Grants Fund budget
<b>BUILDING FUND</b>		
204-40-1602-69015 Reserve: Operating	1,375,400	U Designated for Building Inspection activities
204-40-1603-69015 Reserve: Operating	131,200	U Designated for Building Inspection activities
Total Building Fund	1,506,600	44.36% of Building Fund budget
<b>RISK MANAGEMENT FUND</b>		
208-10-1005-69016 Reserve: Risk Management	1,081,200	U Designated for potential risk management liabilities
208-10-1005-69029 Reserve: CH2M Hill	750,000	U Designated for potential risk management liabilities
208-10-1037-90015 Reserve: PepsiCo Settlement	770,600	U Designated for City Council-approved projects
Total Risk Management Fund	2,601,800	65.55% of Risk Management Fund budget
<b>ECONOMIC DEVELOPMENT FUND</b>		
211-11-1101-69020 Reserve: Economic Development	100,000	U Designated for economic development activities
211-50-1103-90017 Reserve: Facilities Maintenance	174,000	U Designated for airport facilities maintenance
211-50-1115-90012 Reserve: Capital Projects	37,100	U Designated for airport capital projects
Total Economic Development Fund	311,100	5.48% of Economic Development Fund budget
<b>PUBLIC TRANSIT FUND</b>		
213-50-1106-69015 Reserve: Operating	20,400	U Designated for Albany Transit operations
213-50-1106-69022 Reserve: Bus Barn	250,000	U Designated for Albany Transit capital
213-50-1107-69015 Reserve: Operating	13,600	U Designated for Loop operations
213-50-1108-69015 Reserve: Operating	9,300	U Designated for Paratransit operations
Total Public Transit Fund	293,300	12.93% of Public Transit Fund budget
<b>CAPITAL REPLACEMENT FUND</b>		
217-10-1010-90004 Reserve: Replacement	4,295,100	U Designated for equipment replacement
217-10-2002-90010 Reserve: Building Maintenance	145,100	U Designated for building maintenance projects
217-10-2002-90020 Reserve: Monteith House	4,900	U Designated for Monteith House projects
217-10-2002-90035 Reserve: Energy Trust	38,200	U Designated for Monteith House projects
217-10-2002-90039 Reserve: CH HVAC	12,500	U Designated for Monteith House projects
217-13-1031-90004 Reserve: Replacement	1,419,200	U Designated for Fire Property Management Expenses
217-50-2018-90019 Reserve: Facilities Replacement	350,700	U Designated for Public Works facilities replacement
217-50-2018-90038 Reserve: Bus Barn	350,700	U Designated for Public Works facilities replacement
Total Capital Replacement Fund	6,616,400	82.78% of Capital Replacement Fund budget
<b>STREETS FUND</b>		
250-50-2604-99005 Contingencies	311,700	U Designated for street capital projects
250-50-2700-90009 Reserve: Street Connection Fees	292,900	U Designated for street capital projects
250-50-2700-90012 Reserve: Capital Projects	1,546,300	U Designated for street capital projects
250-50-2700-90021 Reserve: Waverly RH Land Mod Dep - WM	203,300	U Designated for street capital projects
250-50-2700-90032 Reserve: ODOT Safety Grant Match	30,000	U Designated for street capital projects
250-50-2701-90012 Reserve: Capital Projects	4,400	U Designated for capital projects
250-50-2703-90012 Reserve: Capital Projects	1,460,700	U Designated for capital projects
250-50-2704-90012 Reserve: Capital Projects	589,900	U Designated for capital projects
250-50-2705-90012 Reserve: Capital Projects	1,200	U Designated for capital projects
250-50-2705-90023 Reserve: Albany Transit	15,000	U Designated for capital projects
250-50-2705-90025 Reserve: Street Capital	94,000	U Designated for capital projects
Total Streets Fund	4,549,400	24.49% of Streets Fund budget
<b>DEBT SERVICE FUND</b>		
301-10-1021-95000 Reserve: Debt Service	164,900	R Restricted to debt service
Total Debt Service Fund	164,900	15.71% of Debt Service Fund budget

continued

Table 6  
**SCHEDULE OF RESTRICTED (R) AND UNRESTRICTED (U) RESERVES, continued**  
 Adopted Budget for Fiscal Year 2018-19

Fund/Account#/Description	Reserved Amount	Description/Percent of Fund Budget
<b>GENERAL OBLIGATION DEBT SERVICE FUND</b>		
303-10-1051-95000 Reserve: Debt Service	210,600	R Restricted to debt service
Total General Obligation Debt Service Fund	210,600	16.41% of General Obligation Debt Service Fund budget
<b>CAPITAL PROJECTS FUND</b>		
402-10-1012-90012 Reserve: Capital Projects	913,700	U Designated for capital projects
402-10-1052-90012 Reserve: Capital Projects	11,000	U Designated for capital projects
Total Capital Projects Fund	924,700	60.02% of Capital Projects Fund budget
<b>LIBRARY TRUST FUND</b>		
502-45-1703-99505 Unappropriated Surplus	10,000	R Restricted endowment donations
502-45-1704-99505 Unappropriated Surplus	69,500	R Restricted endowment donations
Total Library Trust Fund	79,500	95.1% of Library Trust Fund budget
<b>SEWER FUND</b>		
601-50-2407-99005 Contingencies	1,033,800	U Designated for sewer operations
601-50-2500-90003 Reserve: Connection Fees	489,900	U Designated for sewer system capital projects
601-50-2500-90012 Reserve: Capital Projects	2,466,200	U Designated for sewer system capital projects
601-50-2500-90022 Reserve: Siemens Settlement	3,753,000	U Designated for sewer system capital projects
601-50-2501-90007 Reserve: Equipment Replacement	757,100	U Designated for sewer equipment replacement
601-50-2502-90001 Reserve: Pipe Over-sizing	10,000	R Restricted SDC - capacity increasing projects
601-50-2502-90012 Reserve: Capital Projects	3,100	R Restricted SDC - capacity increasing projects
601-50-2503-90012 Reserve: Capital Projects	444,300	R Restricted SDC - general capital improvements
601-50-2504-95002 Reserve: Rates	1,233,900	U Designated for debt service
601-50-2504-95009 Reserve: SRF Requirements (WWTP)	2,302,300	U Designated for debt service
601-50-2504-95010 Reserve: SRF Requirements (Wetlands)	50,000	U Designated for debt service
601-50-2506-90012 Reserve: Capital Projects	545,400	U Designated for sewer capital projects
Total Sewer Fund	13,089,000	23.77% of Sewer Fund budget
<b>WATER FUND</b>		
615-50-2202-99005 Contingencies	968,600	U Designated for water operations
615-50-2300-90001 Reserve: Pipe Over-sizing	10,000	U Designated for water system pipe over-sizing
615-50-2300-90012 Reserve: Capital Projects	25,500	R Restricted to SDC - improvement fee projects
615-50-2301-90012 Reserve: Capital Projects	5,100	R Restricted to SDC - reimbursement fee projects
615-50-2305-95002 Reserve: Rates	508,800	U Designated for debt service
615-50-2305-95007 Bond Payment Stabilization Reserve	1,100,000	U Designated for water canal maintenance
615-50-2308-90003 Reserve: Connection Fees	382,700	U Designated for water capital projects
615-50-2308-90012 Reserve: Capital Projects	873,700	U Designated for water capital projects
615-50-2308-90040 Reserve: Membrane Replacement	170,000	U Designated for water capital projects
615-50-2309-90012 Reserve: Capital Projects	500,000	U Designated for water economic development projects
615-50-2310-90012 Reserve: Capital Projects	913,400	R Restricted to North Albany water projects
615-50-2311-90007 Reserve: Equipment Replacement	549,700	U Designated for water equipment replacement
Total Water Fund	6,007,500	22.35% of Water Fund budget
<b>STORMWATER FUND</b>		
625-50-3004-99005 Contingencies	40,000	U Designated for stormwater
625-50-3100-90029 Reserve: Stormwater Capital	4,000	U Designated for stormwater
625-50-3100-90030 Reserve: Stormwater Deferred Planting	5,000	U Designated for stormwater
625-50-3100-90031 Reserve: Stormwater In-Lieu-of Planting	5,000	U Designated for stormwater
625-50-3100-90037 Reserve: Stormwater Drain Connection Fee	187,600	U Designated for stormwater
625-50-3101-90007 Reserve: Equipment Replacement	139,600	U Designated for equipment purchase
Total Stormwater Fund	381,200	15.35% of Stormwater Fund budget
<b>PUBLIC WORKS CENTRAL SERVICES FUND</b>		
705-50-2802-69015 Reserve: Operating	10,000	U Designated for Public Works Operations
705-50-2803-69015 Reserve: Operating	13,600	U Designated for Public Works Operations
705-50-2805-69015 Reserve: Operating	10,500	U Designated for Public Works Operations
705-50-2806-69015 Reserve: Operating	10,100	U Designated for Public Works Operations
705-50-2807-69015 Reserve: Operating	10,000	U Designated for Public Works Operations
705-50-2809-69015 Reserve: Operating	9,000	U Designated for Public Works Operations
Total Public Works Central Services Fund	63,200	0.67% of Public Works Central Services Fund budget
<b>TOTAL RESTRICTED RESERVES</b>	3,633,600	
<b>TOTAL DESIGNATED RESERVES</b>	36,842,600	
<b>TOTAL RESERVES</b>	\$40,476,200	

Table 7  
**HISTORICAL FINANCIAL INFORMATION BY FUND AND FUND TYPE**  
 Adopted Budget for Fiscal Year 2018-19

Fund type/Fund name	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18
			Adopted Budget	Revised Budget		
<b>GENERAL FUND</b>	\$ 32,036,034	34,127,564	\$ 38,909,100	\$ 39,409,100	\$ 41,878,000	6.26%
<b>SPECIAL REVENUE FUNDS</b>						
Parks & Recreation	6,311,067	6,679,512	9,445,100	9,445,100	9,971,100	5.57%
Grants	1,120,576	1,104,471	1,695,000	4,440,800	3,110,400	(29.96%)
Building	1,530,147	1,541,911	2,890,800	2,890,800	3,396,400	17.49%
Risk Management	5,084,340	1,331,057	3,092,000	3,092,000	3,969,400	28.38%
Economic Development	1,493,192	1,548,965	2,309,500	2,309,500	5,677,600	145.84%
Public Transit	1,653,226	1,785,107	3,339,700	3,339,700	2,268,500	(32.07%)
Public Safety Levy	2,756,000	2,985,814	3,464,600	3,464,600	4,045,500	16.77%
Capital Replacement	3,412,634	1,837,805	8,437,700	8,837,700	7,992,300	(9.57%)
Streets	6,360,962	3,583,560	14,541,300	14,541,300	18,573,800	27.73%
Total Special Revenue Funds	29,722,144	22,398,202	49,215,700	52,361,500	59,005,000	12.69%
<b>DEBT SERVICE FUNDS</b>						
Debt Service	795,540	828,281	1,046,200	1,046,200	1,049,600	0.32%
General Obligation Debt Service	933,481	1,098,370	1,179,100	1,179,100	1,283,200	8.83%
Total Debt Service Funds	1,729,021	1,926,651	2,225,300	2,225,300	2,332,800	4.83%
<b>CAPITAL PROJECT FUND</b>						
Capital Projects	2,345,990	16,943,121	14,772,000	14,772,000	1,540,600	(89.57%)
Total Capital Project Fund	2,345,990	16,943,121	14,772,000	14,772,000	1,540,600	(89.57%)
<b>PERMANENT FUNDS</b>						
Senior Center Endowment	-	5,569	52,400	52,400	-	(100.00%)
Library Trust	1,366	752	84,300	84,300	83,600	(0.83%)
Total Permanent Funds	1,366	6,321	136,700	136,700	83,600	(38.84%)
<b>ENTERPRISE FUNDS</b>						
Sewer	18,540,600	18,521,152	39,835,100	39,835,100	55,070,100	38.25%
Water	15,890,751	13,311,782	26,538,600	26,538,600	26,874,200	1.26%
Stormwater	-	961,238	2,191,100	2,191,100	2,482,900	13.32%
Total Enterprise Funds	34,431,351	32,794,172	68,564,800	68,564,800	84,427,200	23.13%
<b>INTERNAL SERVICE FUNDS</b>						
Central Services	5,931,898	6,105,613	6,672,300	6,772,300	7,170,700	5.88%
Public Works Central Services	7,439,671	7,709,215	8,649,000	8,649,000	9,417,000	8.88%
Total Internal Service Funds	13,371,569	13,814,828	15,321,300	15,421,300	16,587,700	7.56%
Totals for All Fund Types	\$113,637,475	\$122,010,859	\$189,144,900	\$192,890,700	\$205,854,900	6.72%

Table 7 summarizes the 2018-19 Budget by fund and fund type. Also included are the actual expenditures for the 2015-16 and the 2016-17 fiscal years as well as the 2017-18 adopted and revised budgets.

Table 8  
**PROJECTED FUND BALANCES**  
 Adopted Budget for Fiscal Year 2018-19

Fund Type/Fund Name	July 1, 2018 Fund Balance	.....Resources.....		Operating: Personnel, Materials & Services (1)	Capital (2)	Transfers Out	Debt Service (3)	Projected June 30, 2019, Fund Balance
		Current	Transfers In					
<b>GENERAL FUND</b>	3,021,300	34,611,000	4,245,700	39,307,000	50,000	847,200	-	\$ 1,673,800
<b>SPECIAL REVENUE FUNDS</b>								
Parks & Recreation	2,514,300	6,618,300	838,500	7,179,200	394,900	499,400	-	1,897,600
Grants	223,200	2,763,900	123,300	1,637,600	1,367,200	-	-	105,600
Building	1,805,000	1,591,400	-	1,829,800	-	60,000	-	1,506,600
Risk Management	3,160,100	26,000	783,300	1,329,600	-	38,000	-	2,601,800
Economic Development	569,900	4,250,000	857,700	1,153,100	3,749,000	464,400	-	311,100
Public Transit	180,000	1,488,500	600,000	1,963,900	11,300	-	-	293,300
Public Safety Levy	72,200	3,973,300	-	-	-	4,045,500	-	-
Capital Replacement	6,771,700	1,154,000	66,600	240,900	1,066,000	69,000	-	6,616,400
Streets	10,554,600	6,775,100	1,244,100	3,445,900	9,878,500	700,000	-	4,549,400
Total Special Revenue Funds	25,851,000	28,640,500	4,513,500	18,780,000	16,466,900	5,876,300	-	17,881,800
<b>DEBT SERVICE FUNDS</b>								
Debt Service	163,400	706,800	179,400	1,000	-	-	883,700	164,900
General Obligation Debt Service	197,500	1,085,700	-	900	-	-	1,071,700	210,600
Total Debt Service Funds	360,900	1,792,500	179,400	1,900	-	-	1,955,400	375,500
<b>CAPITAL PROJECT FUND</b>								
Capital Projects	1,445,100	95,500	-	-	582,600	33,300	-	924,700
Total Capital Project Fund	1,445,100	95,500	-	-	582,600	33,300	-	924,700
<b>PERMANENT FUNDS</b>								
Library Trust	83,000	600	-	4,100	-	-	-	79,500
Total Permanent Funds	83,000	600	-	4,100	-	-	-	79,500
Total Governmental Fund Types	30,761,300	65,140,100	8,938,600	58,093,000	17,099,500	6,756,800	1,955,400	20,935,300
<b>ENTERPRISE FUNDS</b>								
Sewer	22,491,300	30,962,800	1,616,000	9,278,600	24,449,300	3,013,800	5,239,400	13,089,000
Water	12,230,900	14,187,500	455,800	8,994,500	8,913,500	1,021,800	1,936,900	6,007,500
Stormwater	502,700	1,980,200	-	2,040,200	61,500	-	-	381,200
Total Enterprise Funds	35,224,900	47,130,500	2,071,800	20,313,300	33,424,300	4,035,600	7,176,300	19,477,700
<b>INTERNAL SERVICE FUNDS</b>								
Central Services	53,400	7,103,700	13,600	7,170,700	-	-	-	-
Public Works Central Services	59,500	9,357,500	-	9,353,800	-	-	-	63,200
Total Internal Service Funds	112,900	16,461,200	13,600	16,524,500	-	-	-	63,200
Total Proprietary Fund Types	35,337,800	63,591,700	2,085,400	36,837,800	33,424,300	4,035,600	7,176,300	19,540,900
Total All Fund Types	\$66,099,100	\$128,731,800	\$11,024,000	\$94,930,800	\$50,523,800	\$10,792,400	\$9,131,700	\$40,476,200

The projected June 30, 2019, fund balance is determined by subtracting the total requirements from the sum of the total resources and the Beginning Balance for July 1, 2018. Amounts held in reserve for future operating requirements, debt service, and capital projects total \$3,957,700, \$26,665,600, and \$5,570,500, respectively. The reserved amounts are included in the projected June 30, 2019, fund balance.

- (1) Operating expenditures less operating reserves.
- (2) Capital projects less capital reserves.
- (3) Debt service less debt reserves.

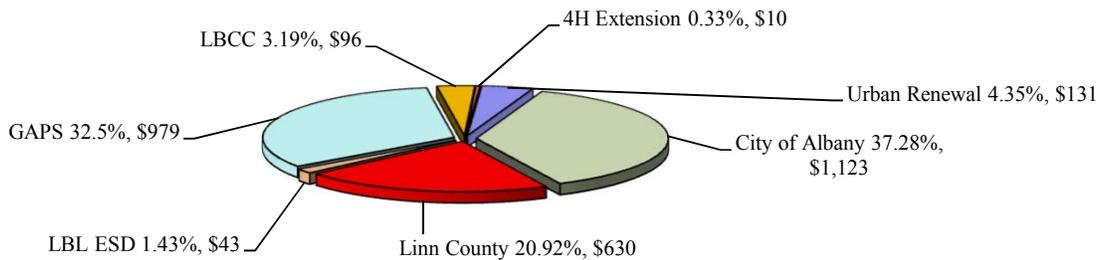
Table 9

**PROPERTY TAX RATES - ALL OVERLAPPING DISTRICTS**

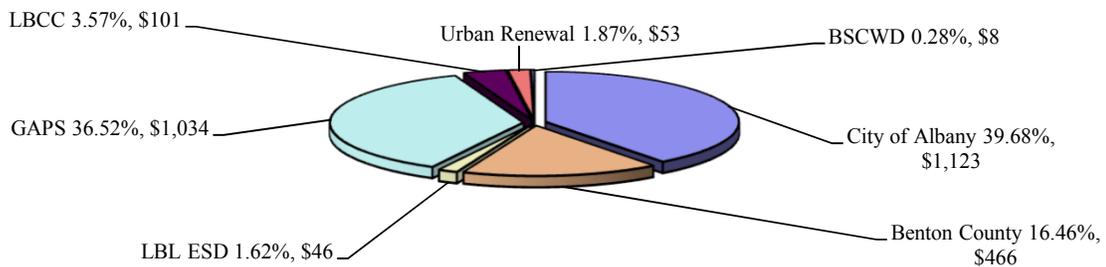
Per \$1,000 of Assessed Value

Fiscal Year Ended/ Ending June 30,	County	City of Albany	Linn & Benton Counties	Linn/ Benton/ Lincoln Counties ESD	Greater Albany Public School District	Linn-Benton Community College	4H Extension	Albany Urban Renewal	Benton County Soil & Water District (BCSWD)	Total Effective Rate <sup>1</sup>
2009	Linn	7.7737	3.5129	0.2964	6.0349	0.6577	-	0.5233	-	18.7989
	Benton	7.7994	3.1052	0.2977	6.0552	0.6606	-	0.5475	0.0500	18.5156
2010	Linn	7.7811	3.4893	0.2962	6.0520	0.6628	0.0503	0.5619	-	18.8936
	Benton	7.7811	2.7952	0.2962	6.0520	0.6628	-	0.5475	0.0500	18.1848
2011	Linn	7.8092	3.6136	0.3049	6.2160	0.6736	0.0520	0.6059	-	19.2752
	Benton	8.0572	2.8452	0.3049	6.2160	0.6736	-	0.5475	0.0500	18.6944
2012	Linn	7.1465	4.0436	0.3049	6.1893	0.6814	0.0520	0.6059	-	19.0236
	Benton	7.5155	2.8852	0.3049	6.1823	0.6814	-	0.5475	0.0500	18.1668
2013	Linn	7.4970	4.0436	0.3049	6.2006	0.6736	0.0520	0.7309	-	19.5026
	Benton	7.5132	2.9665	0.3049	6.2006	0.6754	-	0.5475	0.0500	18.2581
2014	Linn	7.6592	3.8492	0.2930	6.0682	0.6644	0.0495	0.7967	-	19.3802
	Benton	7.6592	3.1052	0.2930	6.0682	0.6644	-	0.5475	0.0500	18.3875
2015	Linn	7.5890	4.2189	0.2923	6.0551	0.6491	0.0494	0.7085	-	19.5623
	Benton	7.5890	3.1052	0.2923	6.0551	0.6491	-	0.5475	0.0500	18.2882
2016	Linn	7.4880	4.2936	0.3049	6.2923	0.6794	0.0700	0.6059	-	19.7341
	Benton	7.7875	3.1052	0.3049	6.2159	0.6794	-	0.5475	0.0500	18.6904
2017	Linn	7.5172	4.2052	0.2901	5.7858	0.6438	0.0658	0.7618	-	19.2697
	Benton	7.5175	3.1052	0.2901	5.7858	0.6438	-	0.6689	0.0500	18.0613
2018	Linn	7.4855	4.1971	0.2888	6.5253	0.6381	0.0654	0.8720	-	20.0722
	Benton	7.4855	3.1052	0.3049	6.8901	0.6737	0.0800	0.3543	0.0500	18.9437

**City of Albany (Linn County)  
2017-18 Property Taxes, \$150,000 Assessed Value  
Total Property Tax Imposed \$3,012**



**City of Albany (Benton County)  
2017-18 Property Taxes, \$150,000 Assessed Value  
Total Property Tax Imposed \$2,831**



(1) Source-Summary of Assessment and Tax Roll, Linn and Benton Counties.

Table 10

**PROPERTY TAX INFORMATION - 2018-19 ADOPTED BUDGET****2018-19 Estimated General Fund and Parks & Recreation Fund Taxes to be Levied for Linn and Benton Counties**

General Fund and Parks Fund Property Tax Data	Linn	Benton	Total
2017-18 Actual tax to be collected (amount levied)	\$ 19,564,989	\$ 4,818,342	\$ 24,383,331
Estimated increase in the amount to be levied in 2018-19	3.71%	5.28%	4.02%
Estimated 2018-19 tax levy	\$ 20,290,488	\$ 5,072,622	\$ 25,363,110
Estimated collection rate	93.47%	93.47%	93.47%
Total Estimated Tax Collections (General & Parks Funds)	\$ 18,965,519	\$ 4,741,380	\$ 23,706,899
Allocation of Estimated Tax to be collected			
General Fund (80%)			\$ 18,965,519
Parks Fund (20%)			\$ 4,741,380
Estimated Rate per \$1,000 of assessed value (AV)			\$ 6.06

**Estimated Public Safety Taxes to be Levied for Linn and Benton Counties**

Public Safety Levy Property Tax Data	Linn	Benton	Total
2017-18 Actual tax to be collected (levied before compression)	\$ 3,713,185	\$ 914,449	\$ 4,627,634
Estimated % increase in the amount to be levied in 2018-19	3.65%	5.50%	4.02%
Estimated 2018-19 tax levy*	\$ 3,848,716	\$ 964,744	\$ 4,813,460
Estimated 2018-19 compression loss	(554,147)	(64,056)	(618,203)
Estimated 2018-19 tax levy after compression	\$ 3,294,569	\$ 900,688	\$ 4,195,257
Estimated collection rate	93.47%	93.47%	93.47%
Total estimated tax collections for the Public Safety Levy	\$ 3,079,434	\$ 841,873	\$ 3,921,307
Estimated Rate per \$1,000 of assessed value (AV)			\$ 1.15

\* In May 2016, voters approved a new five-year \$1.15 per \$1,000 levy. This is the second year of that levy.

**General Obligation Debt Service Property Tax Requirements for Fiscal Year 2018-19**

General Obligation Debt Service Requirements	Levy Amount*	Budget
Debt Service Fund: 2015 GO Public Safety Facilities Bonds	\$ 1,130,844	1,057,000
Total General Obligation Debt Service Requirements	\$ 1,130,844	\$ 1,057,000

\* Levy Amount = Budget/collection rate (93.47%)

**Estimated Rate per \$1,000 of Assessed Value for General Obligation Debt**

2015 GO Bonds	\$ 0.27017
Total estimated rate per \$1,000 of assessed value	\$ 0.27017

**Estimated Total Taxes to be Levied for Fiscal Year 2018-19**

General Fund	\$ 20,290,488
Parks & Recreation Fund	5,072,622
Public Safety Levy	4,195,257
General Obligation Debt Service	1,130,844
Estimated total taxes to be levied	\$ 30,689,211
Estimated collection rate	93.47%
Estimated Current Tax Collections	\$ 28,685,206

Table 10

**PROPERTY TAX INFORMATION - 2018-19 ADOPTED BUDGET, continued****Estimated 2018-19 City Assessed Value for Linn and Benton Counties**

Assessed Value	Linn	Benton	Total
2017-18 actual assessed value	\$ 3,015,678,290	\$ 795,173,155	\$3,810,851,445
Estimated increase in assessed value	10.98%	5.50%	9.83%
Estimated 2018-19 assessed value	\$ 3,346,706,218	\$ 838,907,679	\$4,185,613,897

**Percentage of the Total City Assessed Value (AV) in Linn and Benton Counties**

2017-18 Actual Assessed Value

County	City AV	Percent of Total
Linn	\$ 3,015,678,290	79.13%
Benton	795,173,155	20.87%
Totals	\$ 3,810,851,445	100.00%

**Total City Assessed Value (AV) versus Total County Assessed Value**

2017-18 Actual Assessed Value

County	Total City AV	Total County AV	City % of Total County AV
Linn	\$3,015,678,290	\$ 6,127,581,961	49.21%
Benton	795,173,155	7,568,954,695	10.51%
Totals	\$3,810,851,445	\$13,696,536,656	27.82%

**Budgeted Current and Delinquent Property Tax Collections for 2018-19**

Fund Name (Percent of Total Collections)	Current	Delinquent	Total
General Fund (68.9%)	\$ 18,965,500	\$ 555,500	\$ 19,521,000
Parks & Recreation Fund (17.09%)	4,741,300	100,000	4,841,300
Public Safety Levy Fund (14.02%)	3,921,300	50,000	3,971,300
Total budgeted property tax collections	\$ 27,628,100	\$ 705,500	\$ 28,333,600

**Use of Property Tax Resources for 2018-19**

Description	Total Taxes	Percent of Total
General Fund, Parks & Recreation Fund	24,362,300	85.98%
Public Safety Local Option Levy	3,971,300	14.02%
Totals	\$ 28,333,600	100.00%

Table 11  
**Current and Delinquent Property Tax Collections**  
**Last Ten Fiscal Years <sup>1</sup>**

Fiscal Year June 30,	Total Property Taxes Received <sup>2</sup>	General Fund	Parks & Recreation	Public Safety Levy	General Obligation Debt Service	General Obligation Debt-Water
2010	\$ 23,609,154	\$ 15,223,744	\$ 3,806,006	\$ 2,628,400	\$ 1,294,417	\$ 656,587
2011	24,504,571	15,811,249	3,952,833	2,571,987	2,141,144	27,358
2012	23,936,714	16,204,832	4,051,531	2,321,263	1,333,190	25,898
2013	23,693,704	16,174,909	4,043,730	2,137,956	1,326,121	10,988
2014	24,273,951	16,376,958	4,150,416	2,429,127	1,315,152	2,298
2015	25,021,688	17,068,822	4,256,772	2,455,503	1,237,003	3,588
2016	25,929,999	17,726,277	4,431,550	2,750,629	1,021,280	263
2017	26,184,327	18,347,744	4,586,907	3,249,614	-	62
2018	27,948,000	18,794,100	4,622,600	3,459,800	1,071,500	-
2019	29,415,300	19,521,000	4,841,300	3,971,300	1,081,700	-

(1) Actual tax receipts for fiscal years ended June 30, 2010, through 2017. Budgeted receipts for fiscal years ending June 30, 2018 and 2019.

(2) Current plus delinquent taxes.

**Percent of Total Current and Delinquent Taxes Received by Fund**  
**Last Ten Fiscal Years**

Fiscal Year June 30,	Total Property Taxes Received	General Fund	Parks & Recreation	Public Safety Levy	General Obligation Debt Service	General Obligation Debt-Water
2010	100.00%	64.49%	16.12%	11.13%	5.48%	2.78%
2011	99.99%	64.51%	16.13%	10.50%	8.74%	0.11%
2012	100.01%	67.70%	16.93%	9.70%	5.57%	0.11%
2013	100.02%	68.28%	17.07%	9.02%	5.60%	0.05%
2014	100.01%	67.47%	17.10%	10.01%	5.42%	0.01%
2015	99.98%	68.21%	17.01%	9.81%	4.94%	0.01%
2016	99.99%	68.35%	17.09%	10.61%	3.94%	0.00%
2017	99.99%	70.06%	17.52%	12.41%	0.00%	0.00%
2018	100.00%	67.25%	16.54%	12.38%	3.83%	0.00%
2019	100.00%	66.36%	16.46%	13.50%	3.68%	0.00%

**Percent of Estimated Total Current and Delinquent Taxes  
to be Received by Fund for Fiscal Year 2018-19**

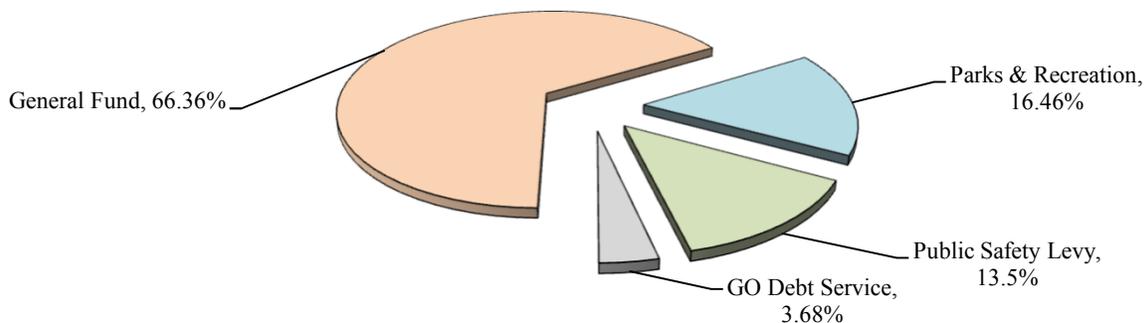
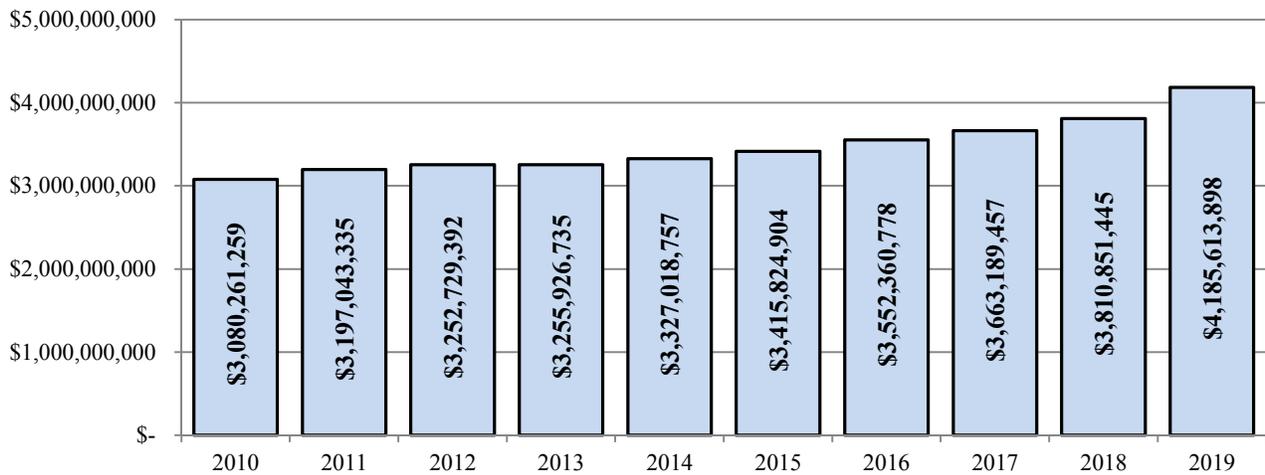


Table 12  
**Net Assessed Value Used to Compute Property Tax**  
**Last Ten Fiscal Years <sup>1</sup>**

Fiscal Year June 30,	.....Linn County.....		Value Used to Compute the Tax	Benton County Value Used to Compute the Tax	Total Value Used to Compute the Tax	Linn & Benton Counties Combined Annual Percentage Change
	Total Assessed Value	Adjustments				
2010	\$ 2,619,857,693	\$ (90,157,811)	\$ 2,529,699,882	\$ 550,561,377	\$ 3,080,261,259	na
2011	2,720,366,416	(101,564,871)	2,618,801,545	578,241,790	3,197,043,335	3.79%
2012	2,760,000,798	(111,196,690)	2,648,804,108	603,925,284	3,252,729,392	1.74%
2013	2,762,432,910	(123,803,553)	2,638,629,357	617,297,378	3,255,926,735	0.10%
2014	2,826,866,390	(135,999,495)	2,690,866,895	636,151,862	3,327,018,757	2.18%
2015	2,895,358,204	(147,927,166)	2,747,431,038	668,393,866	3,415,824,904	2.67%
2016	3,010,149,432	(166,529,559)	2,843,619,873	708,740,905	3,552,360,778	4.00%
2017	3,096,858,647	(187,363,932)	2,909,494,715	753,694,742	3,663,189,457	3.12%
2018	3,228,853,081	(213,174,791)	3,015,678,290	795,173,155	3,810,851,445	4.03%
2019	3,583,280,989	(236,574,770)	3,346,706,219	838,907,679	4,185,613,898	9.83%

(1) Actual assessed values for Fiscal Years 2010 through 2018. Estimated value for Fiscal Year 2019.



**Net Assessed Value Used to Compute Property Tax**  
**Linn and Benton Counties Combined Annual Percentage Change**

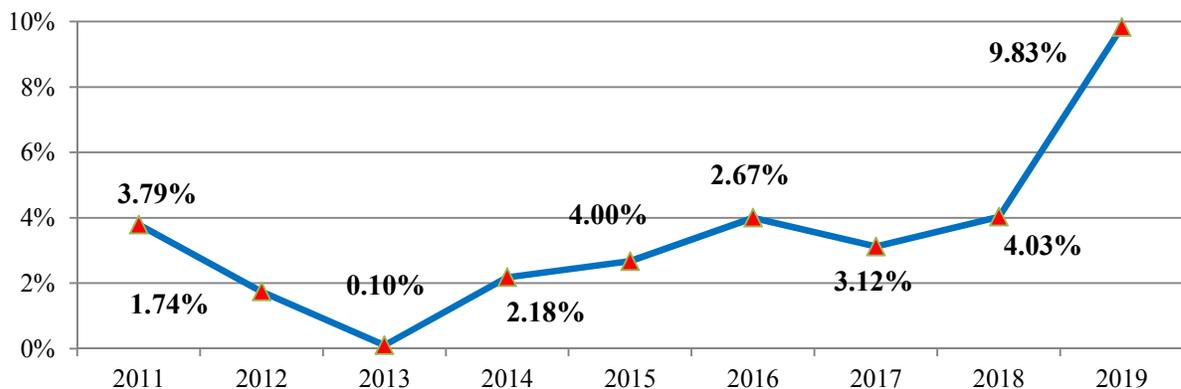
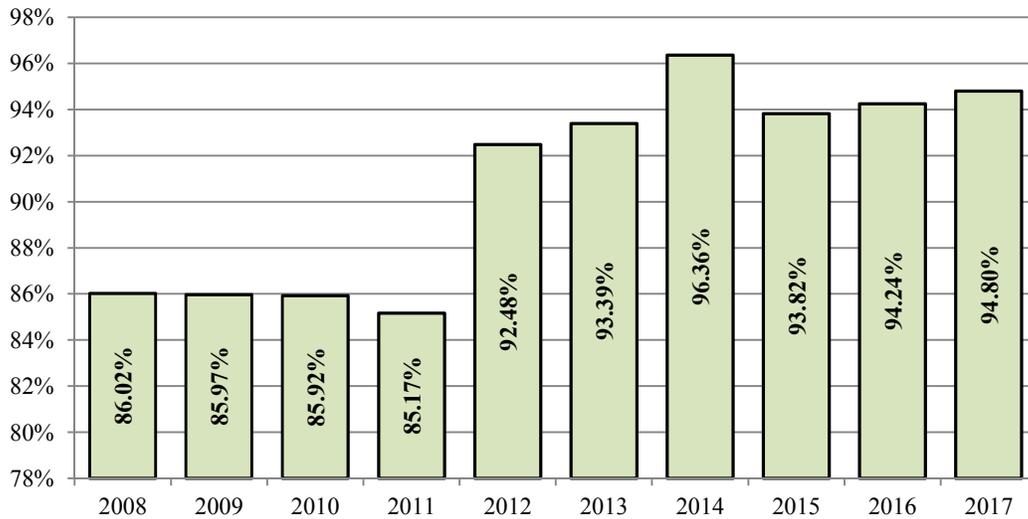


Table 13  
**Property Taxes Levied, Collected, and Collection Percentage**  
**Ten Fiscal Years from 2008-2017**

Fiscal Year Ended June 30,	Property Taxes Levied	Property Taxes Collected in the Year Levied	Annual Collection Percentage	Running Collection Percentage Average
2008	\$22,492,032	\$19,348,590	86.02%	86.02%
2009	23,516,147	20,217,523	85.97%	86.00%
2010	24,350,079	20,921,441	85.92%	85.97%
2011	25,400,423	21,633,669	85.17%	85.76%
2012	23,185,751	21,441,913	92.48%	87.07%
2013	23,026,177	21,504,835	93.39%	88.09%
2014	22,974,013	22,137,860	96.36%	89.25%
2015	24,377,157	22,870,109	93.82%	89.83%
2016	25,649,271	24,172,799	94.24%	90.36%
2017	26,781,048	25,388,224	94.80%	90.85%

**Annual Property Tax Collection Percentage**  
**Ten Fiscal Years from 2008-2017**



**Running Collection Percentage Average**

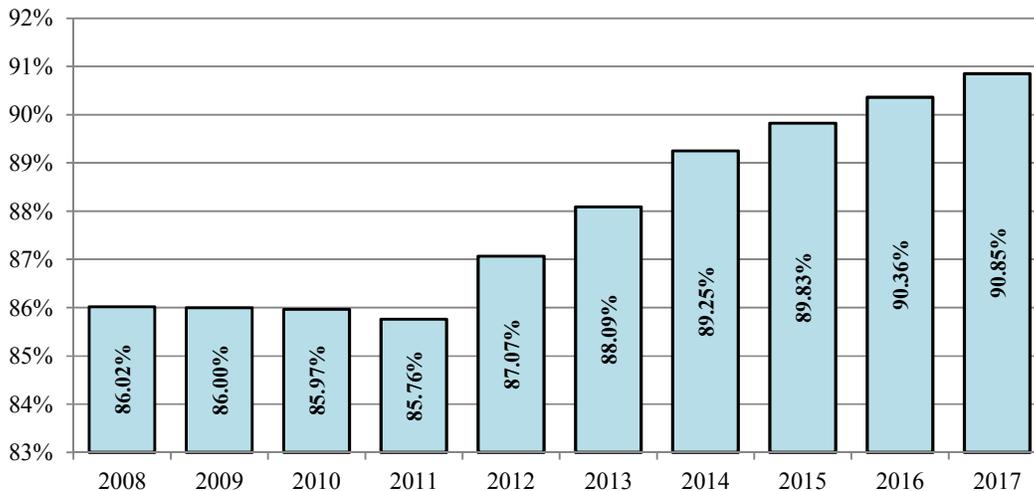


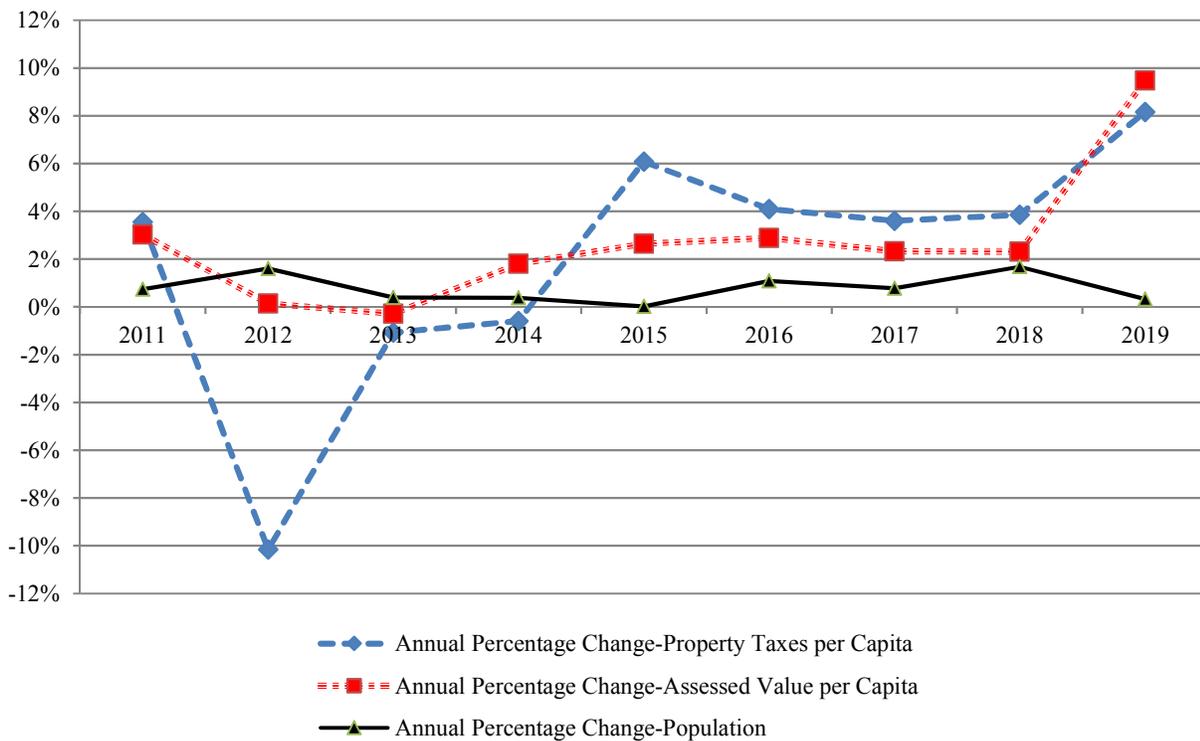
Table 14

**Total Property Taxes Levied per Capita and Assessed Value per Capita  
Ten Fiscal Years from 2010-2019 (1)**

Fiscal Year Ended June 30,	POPULATION		PROPERTY TAXES			ASSESSED VALUE		
	Amount	Annual Percentage Change	Amount Levied	per Capita	Annual Percentage Change	Value Used to Compute the Tax	per Capita	Annual Percentage Change
2010	49,165		\$24,350,079	\$ 495.27	n/a	\$ 3,080,261,259	\$ 62,651.51	n/a
2011	49,530	0.74%	25,400,423	512.83	3.55%	3,197,043,335	64,547.61	3.03%
2012	50,325	1.61%	23,185,751	460.72	(10.16%)	3,252,729,392	64,634.46	0.13%
2013	50,520	0.39%	23,026,177	455.78	(1.07%)	3,255,926,735	64,448.27	(0.29%)
2014	50,710	0.38%	22,974,013	453.05	(0.60%)	3,327,018,757	65,608.73	1.80%
2015	50,720	0.02%	24,377,157	480.62	6.09%	3,415,824,904	67,346.71	2.65%
2016	51,270	1.08%	25,649,271	500.28	4.09%	3,552,360,778	69,287.32	2.88%
2017	51,670	0.78%	26,781,048	518.31	3.60%	3,663,189,457	70,895.87	2.32%
2018	52,540	1.68%	28,283,577	538.32	3.86%	3,810,851,445	72,532.38	2.31%
2019	52,710	0.32%	30,689,211	582.23	8.16%	4,185,613,898	79,408.35	9.48%

(1) Actual amounts for fiscal years ended June 30, 2010, through 2017. Budgeted amounts for fiscal years ending June 30, 2018 and 2019.

**Annual Percentage Change  
Population, Property Taxes per Capita, and Assessed Value per Capita**



## DEBT MANAGEMENT

The City is subject to city charter and state constitutional limitations for issuing debt. Oregon Revised Statutes, Chapter 287 provides a debt limit of three percent (3%) of the True Cash Value of all taxable properties within city boundaries. Debt Service Schedule Tables 16-18 summarize the total principal and interest due on all debt of the City. Debt Service Table 19 presents Enterprise Fund revenue bond coverage information for the last 10 fiscal years.

### Debt Summary

Outstanding debt as of July 1, 2018:

Short-term	None
Long-term:	
Gross bonded debt (all debt with a General Obligation pledge)	
2015 General Obligation Public Facilities Bonds	\$ 16,820,000
Pledged from the general revenues of the City	
2002 Limited Tax Pension Obligations	4,880,861
Payable from unobligated, non-property tax revenues of the City	
2004 Revenue Obligations	340,000
2010 Wetlands Loan	1,023,180
2012 SRF ARRA Loan	1,350,000
Gross Debt (General obligation and general revenue and pledge)	\$ 24,414,041
Net direct debt (all debt paid in whole or in part by taxes)	\$ 16,820,000
Net overlapping debt as of June 30, 2017	36,930,381
Total net direct debt and overlapping debt	\$ 53,750,381

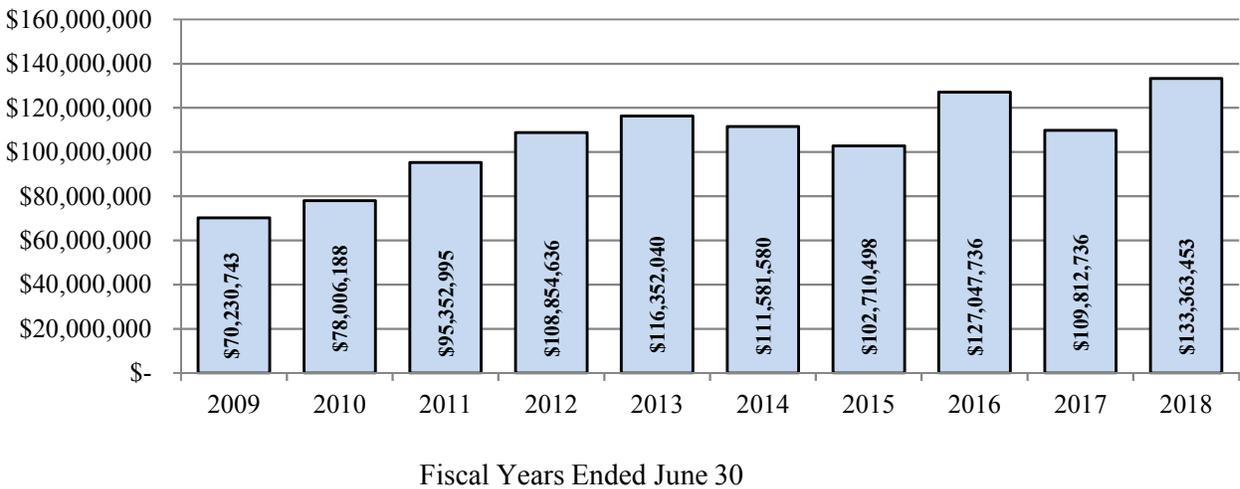
### Debt Ratios

		Per Capita	Percent of True Cash Value
2019 Population	52,710		
True Cash Value as of June 30, 2018	\$ 4,999,095,114	\$ 94,841.49	
Gross Bonded Debt	16,820,000	319.10	0.34%
Gross Debt including General Fund Obligations	24,414,041	463.18	0.49%
Overlapping Debt	36,930,381	700.63	0.74%
Net Direct (General Obligation) and Overlapping Debt	53,750,381	1,019.74	1.08%
Gross Debt and Overlapping Debt	61,344,422	1,163.81	1.23%

Debt Service Schedule - Table 15  
**COMPUTATION OF LEGAL DEBT MARGIN**

True Cash Value for the City of Albany (1)	\$ 4,999,095,114
3% Limitation	<u>3%</u>
General Obligation Debt Limit - 3% of True Cash Value	149,972,853
Gross bonded debt principal:	\$ 16,820,000
Net debt subject to 3% limitation	<u>16,609,400</u>
Legal Debt Margin for General Obligation Debt	<u><u>\$ 133,363,453</u></u>

**Historical Trend of Legal Debt Margin**



(1) Source: Tax Rolls - Linn and Benton County Tax Assessors as of June 30, 2017.

Oregon Revised Statutes Chapter 287 provides a debt limit of three percent (3%) of the true cash value of all taxable properties within City boundaries. Excluded from this limit are improvement bonds and sinking fund reserves. An increasing debt margin is a favorable trend which suggests that the true cash value of the City is rising as compared to outstanding general obligation debt.

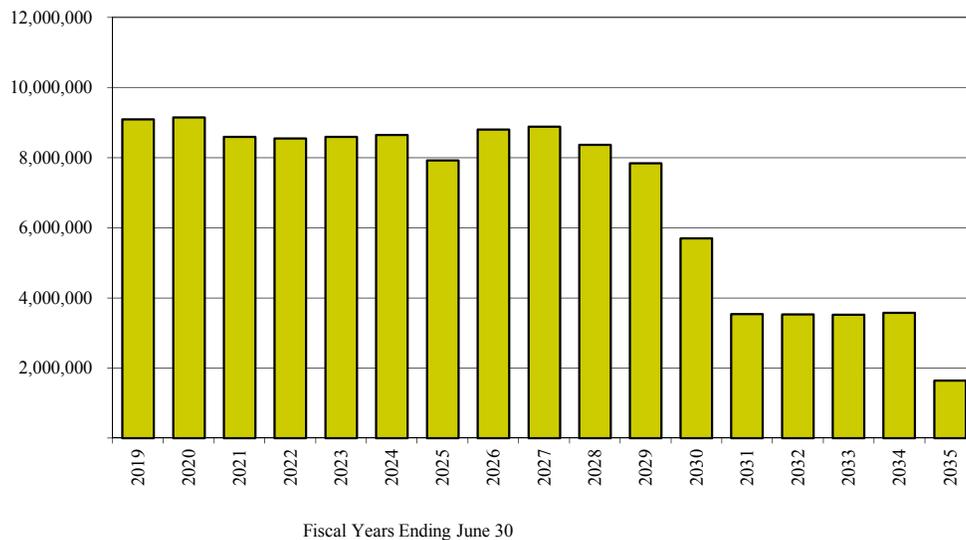
Debt Service Schedule - Table 16

**SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS  
OUTSTANDING PRINCIPAL AND INTEREST - ALL FUNDS**

as of June 30, 2018

Years of Maturity	Total Requirements.....			2015 Public Safety General Obligation Bonds		2002 Limited Tax Pension Obligations		2004 General Revenue Obligations	
	Total	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2018-2019	9,084,849	5,951,310	3,133,539	465,000	597,375	111,257	593,980	165,000	13,394
2019-2020	9,137,101	6,186,137	2,950,964	520,000	577,675	159,604	580,634	175,000	7,000
2020-2021	8,584,617	6,079,995	2,504,622	575,000	555,775	460,000	315,785		
2021-2022	8,542,477	6,233,680	2,308,797	625,000	531,775	530,000	284,275		
2022-2023	8,586,854	6,475,184	2,111,670	685,000	505,575	600,000	247,970		
2023-2024	8,638,077	6,737,856	1,900,221	745,000	473,250	685,000	206,870		
2024-2025	7,912,641	6,246,720	1,665,921	815,000	434,250		159,947		
2025-2026	8,795,458	7,331,793	1,463,665	890,000	391,625	865,000	159,947		
2026-2027	8,873,270	7,668,097	1,205,173	970,000	349,975	970,000	100,695		
2027-2028	8,359,336	7,410,655	948,681	1,050,000	314,825	500,000	34,250		
2028-2029	7,837,411	7,114,489	722,922	1,115,000	282,350				
2029-2030	5,693,571	5,160,305	533,266	1,190,000	247,775				
2030-2031	3,538,403	3,125,000	413,403	1,265,000	210,159				
2031-2032	3,527,359	3,210,000	317,359	1,345,000	169,375				
2032-2033	3,520,202	3,305,000	215,202	1,430,000	125,125				
2033-2034	3,572,578	3,465,000	107,578	1,520,000	77,188				
2034-2035	1,641,244	1,615,000	26,244	1,615,000	26,244				
<b>Totals</b>	<b>\$ 115,845,448</b>	<b>\$ 93,316,221</b>	<b>\$ 22,529,227</b>	<b>\$ 16,820,000</b>	<b>\$ 5,870,316</b>	<b>\$ 4,880,861</b>	<b>\$ 2,684,353</b>	<b>\$ 340,000</b>	<b>\$ 20,394</b>

**Annual Principal and Interest Requirements - All Funds**



continued

Debt Service Schedule - Table 16, continued

**SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS  
OUTSTANDING PRINCIPAL AND INTEREST - ALL FUNDS**

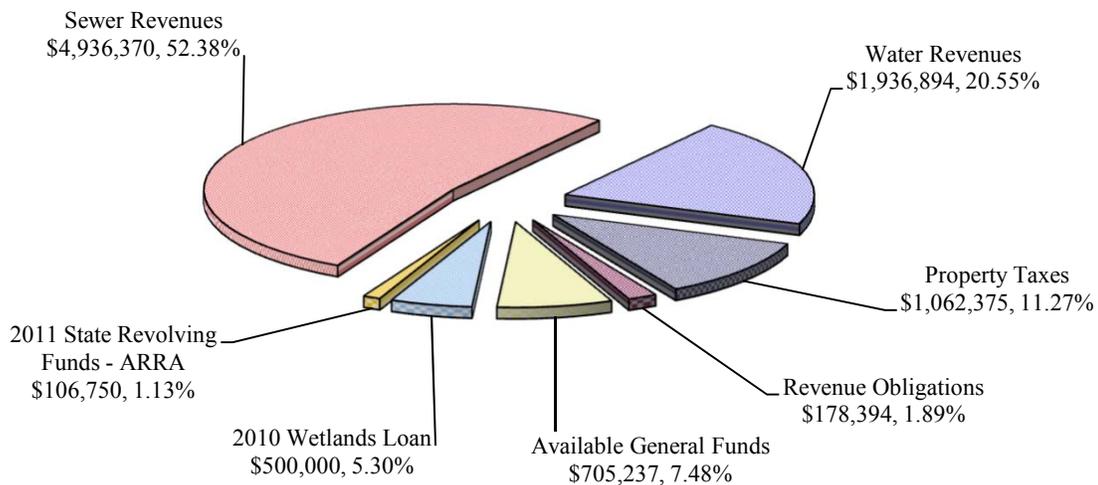
as of June 30, 2018

Years of Maturity	2013 Water Revenue Bonds		2007 State Revolving Fund Loans - Sewer		2010 Wetlands Loan		2012 SRF ARRA Loan	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Fee
2018-2019	1,060,000	876,894	3,590,980	1,004,219	459,073	40,927	100,000	6,750
2019-2020	1,100,000	833,694	3,654,097	923,147	477,436	22,564	100,000	6,250
2020-2021	1,140,000	783,194	3,718,324	840,651	86,671	3,467	100,000	5,750
2021-2022	1,195,000	730,794	3,783,680	756,703			100,000	5,250
2022-2023	1,240,000	682,094	3,850,184	671,281			100,000	4,750
2023-2024	1,290,000	631,494	3,917,856	584,357			100,000	4,250
2024-2025	1,345,000	572,068	3,986,720	495,906			100,000	3,750
2025-2026	1,420,000	502,944	4,056,793	405,899			100,000	3,250
2026-2027	1,500,000	437,444	4,128,097	314,309			100,000	2,750
2027-2028	1,560,000	376,244	4,200,655	221,112			100,000	2,250
2028-2029	1,625,000	312,544	4,274,489	126,278			100,000	1,750
2029-2030	1,705,000	254,468	2,165,305	29,773			100,000	1,250
2030-2031	1,760,000	202,494					100,000	750
2031-2032	1,815,000	147,734					50,000	250
2032-2033	1,875,000	90,077						
2033-2034	1,945,000	30,390						
2034-2035								
Totals	\$23,575,000	\$ 7,464,571	\$45,327,180	\$ 6,373,635	\$ 1,023,180	\$ 66,958	\$1,350,000	\$ 49,000

Debt Service Schedule - Table 17  
**SUMMARY OF DEBT SERVICE BY TYPE AND FUND**  
 2018-2019 Fiscal Year Requirements

Fund/Source/Debt Description	Principal	Interest	Total for 2018-2019
<b>DEBT SERVICE FUND:</b>			
General Obligation Bonds			
2015 Public Safety Facilities	\$ 465,000	\$ 597,375	\$ 1,062,375
Revenue Obligation Bonds			
2004 General Revenue Obligations	165,000	13,394	178,394
Limited Tax Pension Obligations			
2002 Limited Tax Pension Obligations	111,257	593,980	705,237
<b>Total Debt Service Fund</b>	<b>741,257</b>	<b>1,204,749</b>	<b>1,946,006</b>
<b>SEWER FUND:</b>			
State Revolving Fund Loans			
2007 State Revolving Fund Loans - Sewer Treatment Plant	3,360,192	1,576,178	4,936,370
2010 Wetlands Loan	459,073	40,927	500,000
2012 SRF ARRA Loan	100,000	6,750	106,750
<b>Total Sewer Fund:</b>	<b>3,919,265</b>	<b>1,623,855</b>	<b>5,543,120</b>
<b>WATER FUND:</b>			
Water Revenue Bonds			
2013 Full Faith and Credit Refunding Bonds	1,060,000	876,894	1,936,894
<b>Total Water Fund:</b>	<b>1,060,000</b>	<b>876,894</b>	<b>1,936,894</b>
<b>Total Requirements for Fiscal Year 2018-2019</b>	<b>\$ 5,720,522</b>	<b>\$ 3,705,498</b>	<b>\$ 9,426,020</b>

**Debt Service Requirements, Summary by Funding Source**



**LONG-TERM DEBT AND SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS****General Obligation Bonds**

General obligation bonds are direct obligations and pledge the full faith and credit of the City. The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities.

In May 2015, the voters approved \$18,000,000 of general obligation bonds to construct new police and fire facilities. The Series 2015 bonds were sold in August 2015. The bonds are payable from property taxes levied specifically for repayment. The interest rate ranges from 3 to 5 percent for the 20-year bonds. Final maturity is June 2035.

Years Ending June 30,	Principal	Interest	Totals
2019	465,000	597,375	1,062,375
2020	520,000	577,675	1,097,675
2021	575,000	555,775	1,130,775
2022	625,000	531,775	1,156,775
2023-2027	4,105,000	2,154,675	6,259,675
2028-2032	5,965,000	1,224,484	7,189,484
2033-2037	4,565,000	228,557	4,793,557
<b>Totals</b>	<b>\$ 16,820,000</b>	<b>\$ 5,870,316</b>	<b>\$ 22,690,316</b>

**Limited Tax Pension Obligations**

In March 2002, the City issued \$6,851,826 of Limited Tax Pension Obligations. Net proceeds in the amount of \$6,700,000 were used to finance a portion of the City's estimated unfunded liability in the Oregon Public Employees Retirement System. Debt service requirements are payable from available general funds, including taxes and other funds. Interest rates range from 2 percent to 7.36 percent for the 26-year bonds. Final maturity is June 2028.

Years Ending June 30,	Principal	Interest	Totals
2019	111,257	593,980	705,237
2020	159,604	580,634	740,238
2021	460,000	315,785	775,785
2022	530,000	284,275	814,275
2023-2027	3,120,000	875,429	3,995,429
2028-2030	500,000	34,250	534,250
<b>Totals</b>	<b>\$ 4,880,861</b>	<b>\$ 2,684,353</b>	<b>\$ 7,565,214</b>

**General Revenue Obligations**

In December 2004, the City issued \$3,720,000 of general revenue obligations, secured and payable from any unobligated, non-property tax revenues legally available to the City, to finance the construction of a public swimming pool and repayment and/or defeasance of the City's Certificates of Participation, Series 1994. Interest rates range from 2 percent to 5 percent for the 15-year bonds. Final maturity is January 2020.

Years Ending June 30,	Principal	Interest	Totals
2019	165,000	13,394	178,394
2020	175,000	7,000	182,000
<b>Totals</b>	<b>\$ 340,000</b>	<b>\$ 20,394</b>	<b>\$ 360,394</b>

**LONG-TERM DEBT AND SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS****Water Revenue Bonds**

In March 2013, the City issued \$28,405,000 Full Faith and Credit Refunding Bonds, Series 2013, to refinance certain outstanding Water Revenue and Refunding Bonds, Series 2003, that financed and re-financed capital projects for the City's Water System, and to pay the costs of issuance of the bonds. The interest rate is 3.125 percent for the 20-year bonds. Final maturity is August 2033.

Years Ending June 30,	Principal	Interest	Totals
2019	1,060,000	876,894	1,936,894
2020	1,100,000	833,694	1,933,694
2021	1,140,000	783,194	1,923,194
2022	1,195,000	730,794	1,925,794
2023-2027	6,795,000	2,826,044	9,621,044
2028-2032	8,465,000	1,293,484	9,758,484
2033-2037	3,820,000	120,467	3,940,467
<b>Totals</b>	<b>\$ 23,575,000</b>	<b>\$ 7,464,571</b>	<b>\$ 31,039,571</b>

**State Revolving Fund (SRF) Loans, Sewer Fund**

The City received two loans totaling \$69,000,000 from the Clean Water State Revolving Fund to assist in the payment of costs of a new wastewater treatment plant. Loan repayment requirements are payable from the net revenues of the City's sewer system. Accrued interest was paid on April 1, 2010. At that time the debt service payment schedule was prepared. Interest rates range from 2.9 percent to 3.14 percent for the 20-year loan. In addition, there is an annual 0.5% loan fee due at the time of debt service payments. In the table below, the loan fee has been included in the interest requirements.

Years Ending June 30,	Principal	Interest	Totals
2019	3,590,980	1,004,219	4,595,199
2020	3,654,097	923,147	4,577,244
2021	3,718,324	840,651	4,558,975
2022	3,783,680	756,703	4,540,383
2023-2027	19,939,650	2,471,752	22,411,402
2028-2032	10,640,449	377,163	11,017,612
<b>Totals</b>	<b>\$ 45,327,180</b>	<b>\$ 6,373,635</b>	<b>\$ 51,700,815</b>

**State Revolving Fund (SRF) ARRA Loans, Sewer Fund**

In 2010, the City received a \$4,000,000 loan from the Special Public Works Revolving Fund (SPWRF), which was funded by the American Recovery and Reinvestment Act (ARRA) to finance a portion of the costs of the Talking Water Garden Project. 50% of the loan is forgivable. Debt service requirements are payable solely from the net revenues of the City's sewer system. There is an annual fee of 5 percent on the outstanding loan balance, which is due at the time of debt service payments on the 20-year loan. In the table below, the loan fee has been included in the interest requirements. Final maturity is 2032.

Years Ending June 30,	Principal	Interest	Totals
2019	100,000	6,750	106,750
2020	100,000	6,250	106,250
2021	100,000	5,750	105,750
2022	100,000	5,250	105,250
2023-2027	500,000	18,750	518,750
2028-2032	450,000	6,250	456,250
<b>Totals</b>	<b>\$ 1,350,000</b>	<b>\$ 49,000</b>	<b>\$ 1,399,000</b>

**LONG-TERM DEBT AND SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS****Wetlands Loan**

The City received a loan in the amount of \$4,114,000 from the former property owner to assist in the payment of costs of Talking Water Garden. Loan repayment requirements are payable from the net revenues of the City's sewer system. The interest rate is 4 percent for the ten-year loan. Final maturity is December 2021.

Years Ending June 30,	Principal	Interest	Totals
2019	459,073	40,927	500,000
2020	477,436	22,564	500,000
2021	86,671	3,467	90,138
<b>Totals</b>	<b>\$ 1,023,180</b>	<b>\$ 66,958</b>	<b>\$ 1,090,138</b>

**TOTAL OUTSTANDING BONDS, CERTIFICATES OF PARTICIPATION, AND SRF LOANS**

Years Ending June 30,	Principal	Interest	Totals
2019	5,720,522	3,705,498	9,426,020
2020	5,994,548	3,484,878	9,479,426
2021	5,929,615	2,998,283	8,927,898
2022	6,126,596	2,759,914	8,886,510
2023-2027	34,652,354	9,877,425	44,529,779
2028-2032	26,637,073	3,176,268	29,813,341
2033-2037	8,385,000	349,024	8,734,024
<b>Totals</b>	<b>\$ 93,445,708</b>	<b>\$ 26,351,290</b>	<b>\$ 119,796,998</b>

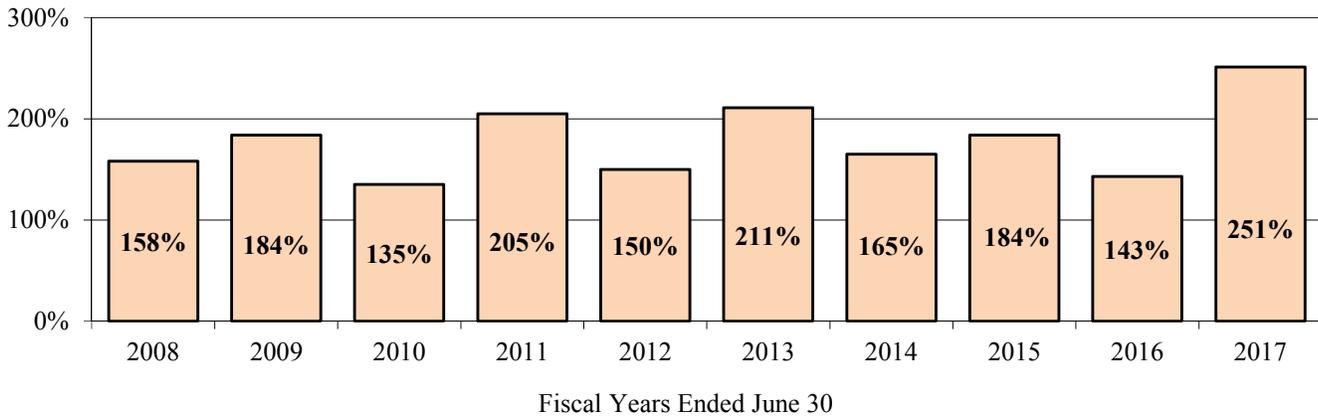
Debt Service Schedule - Table 19  
**REVENUE BOND COVERAGE: ENTERPRISE FUNDS**  
last 10 fiscal years

Fiscal Year Ended June 30,	Operating Revenue	Operating Expense <sup>1</sup>	Net		Total Debt		Coverage
			Operating Revenue	Debt Requirements <sup>2</sup> Principal	Interest	Requirements	
2008	22,970,160	14,999,807	7,970,353	1,976,955	3,072,934	5,049,889	157.83%
2009	23,806,995	14,591,520	9,215,475	2,030,396	2,977,014	5,007,410	184.04%
2010	26,188,307	15,032,412	11,155,895	2,401,143	5,881,196	8,282,339	134.69%
2011	30,059,038	14,284,897	15,774,141	3,770,148	3,938,971	7,709,119	204.62%
2012	26,697,590	15,330,041	11,367,549	3,759,599	3,808,017	7,567,616	150.21%
2013	30,855,527	15,444,084	15,411,443	3,636,835	3,675,970	7,312,805	210.75%
2014	27,175,162	15,923,044	11,252,118	3,897,278	2,930,937	6,828,215	164.79%
2015	28,489,572	14,884,999	13,604,573	4,367,742	3,018,747	7,386,489	184.18%
2016	29,096,871	19,234,576	9,862,295	4,006,056	2,909,389	6,915,445	142.61%
2017	36,130,879	17,255,227	18,875,652	4,663,993	2,845,648	7,509,641	251.35%

<sup>1</sup> Operating expenses less depreciation.

<sup>2</sup> Includes principal and interest amounts paid from water and sewer revenues only.

**Enterprise Funds Bond Coverage**





CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

# GENERAL FUND



**GENERAL FUND**  
PROGRAM FUNCTIONS, REVENUE TRENDS, AND ASSUMPTIONS

**PROGRAM FUNCTIONS**

The General Fund is used to account for all financial resources except those accounted for in another fund. The City has one General Fund. General Fund programs include:

**Nondepartmental**

Expenditures which cannot be attributed to other General Fund programs are accounted for in this program. City Hall building maintenance charges are expected to be \$229,700. Major interfund transfers include: \$410,000 of State Revenue Sharing proceeds to the Albany Transit System; \$190,000 of State Revenue Sharing proceeds to the Paratransit System; and \$187,200 to the Parks & Recreation Fund. \$85,400 is for Urban Forestry Management and \$101,800 to outside agencies.

**Municipal Court**

Municipal Court processes citations issued by the Albany Police Department, the City's Code Enforcement Division, and private citizens of the City. This program is responsible for scheduling and conducting pretrial conferences and court trials including notification of attorneys, police officers, and witnesses.

**Fire Emergency Services**

Fire Emergency Services responds to emergencies including fires, rescues, hazardous materials incidents, vehicle accidents, health difficulties, and natural or other disasters. This program is responsible for the production and maintenance of the Emergency Operations Plan. It also provides emergency and non-emergency ambulance transportation for Albany and portions of Linn, Benton, and Marion Counties. Included are ambulance billing, customer service, collection for charges related to ambulance transports, and administrative support of the FireMed program. The primary source of revenue is ambulance service charges. Service charge revenue is expected to be \$2,300,000. Fire Med revenues are limited by federal reimbursement rates and have been budgeted at \$172,900.

**Public Safety Levy-Fire**

This program accounts for the Fire personnel and materials funded by the five-year Public Safety Levy passed by the voters in May 2016. Fiscal Year 2018-19 is the third year of the levy.

**Fire & Life Safety**

Personnel in this program conduct fire and life safety inspections of occupancies within the City that are covered by municipal and state fire codes. Also provided are fire and life safety information and education, review of construction plans for compliance with the Uniform Fire Code and other appropriate laws and codes, fire investigation, and administration of the Juvenile Firesetters Program.

**Police**

The Police Department provides detective and prosecutorial services, community service assistance, City regulatory services, traffic enforcement, and accident investigation. In addition, the Department provides animal control, community policing, and crime prevention programs, and maintains records in accordance with state statutes and departmental policies.

**Public Safety Levy-Police**

This program accounts for the Police personnel and materials funded by the five-year Public Safety Levy passed by the voters in May 2016. Fiscal Year 2018-19 is the third year of the levy.

**Planning**

Staff in this program administer the Development Code, oversee the City's state-mandated "periodic review" process, and participate on the City's economic development team. Comprehensive planning activities include involvement in housing issues, historic preservation issues, and transportation planning.

**Library**

The Library program provides for educational, informational, cultural, and recreational needs of the residences and businesses of Albany.

**GENERAL FUND**  
PROGRAM FUNCTIONS, REVENUE TRENDS, AND ASSUMPTIONS

**REVENUE TRENDS AND ASSUMPTIONS**

**Property Taxes**

The estimated 2018-19 collection of current property taxes for the General Fund will be \$18,965,500. Provisions of Ballot Measure 50 and subsequent legislation have combined to set the permanent tax rate for the City of Albany at \$6.3984 per \$1,000 of assessed value. Ballot Measure 50 limits the annual increase in assessed value of each property to three percent. The increase is not automatic and can only increase as much as the real market value up to the three percent limit. The value of new construction is added to the assessed value, which may result in property tax revenues increasing more than three percent. For 2018-19, tax collections are estimated to rise by 3.99 percent. The collection rate is estimated to be 93.47 percent of the taxes levied.

In May of 2016, Albany voters passed a new local option levy to support public safety. The levy is for five years at \$1.15 per \$1,000 of assessed value starting in 2016-17. For 2018-19, the third year of the levy, current tax collections are estimated to be \$3,921,300. The tax revenues will be received into the Public Safety Fund (215) and distributed to the General Fund (100) throughout the year.

**Franchise Fees and Privilege Taxes**

Franchise fees and privilege taxes account for 12.61 percent of the General Fund budget. It is projected that the 2018-19 actual receipts will be more than those of 2017-18.

**Licenses and Fees**

Planning fees are forecast to remain the same in fiscal year 2018-19.

**Intergovernmental Revenues**

Intergovernmental revenues are projected to increase by 26.82 percent for Fiscal Year 2018-19. Rural fire district payments will increase by \$891,900 or 54.25 percent. The increase is due to the addition of the Millersburg Station and the purchase of new aquatic rescue equipment. 2017-18 was the first full year of collections for the marijuana tax. The new tax wasn't budgeted in 2017-18, which accounts for the large increase. Marijuana, liquor, and cigarette taxes, and state revenue sharing, are forecast to increase by \$204,700 (12.33 percent).

**Charges for Services**

The major item in this section is City Hall rental charges for office space. The rental charges are used to pay for building maintenance, utilities, and building insurance. Insurance costs continue to rise, increasing the costs to use the building.

**Fines and Forfeitures**

Court fines are estimated to increase by 27.86 percent from the 2017-18 estimate. An increase of 1.0 FTE has enabled court staff to collect a bigger portion of accounts receivable, sending less to uncollectables.

**Other Revenues**

There are no major changes in this category, as the 2018-19 adopted budget reflects historical levels of activity.

**Investment Earnings**

For 2018-19, interest earnings are expected to be \$49,000, increasing from the 2017-18 estimate.

## GENERAL FUND

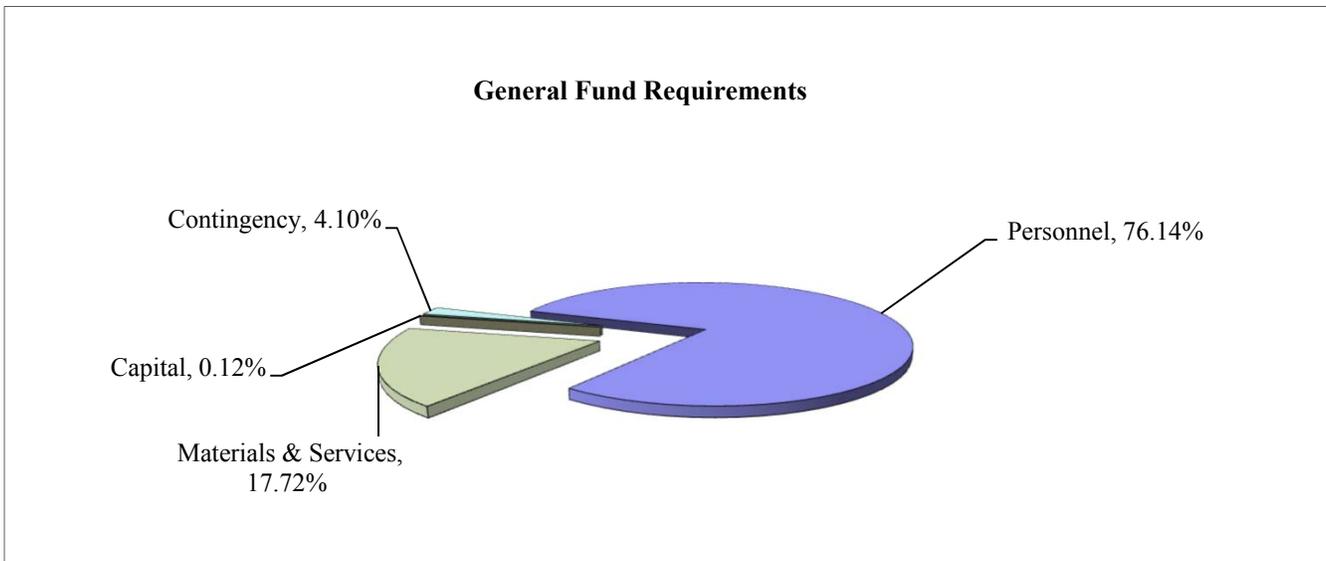
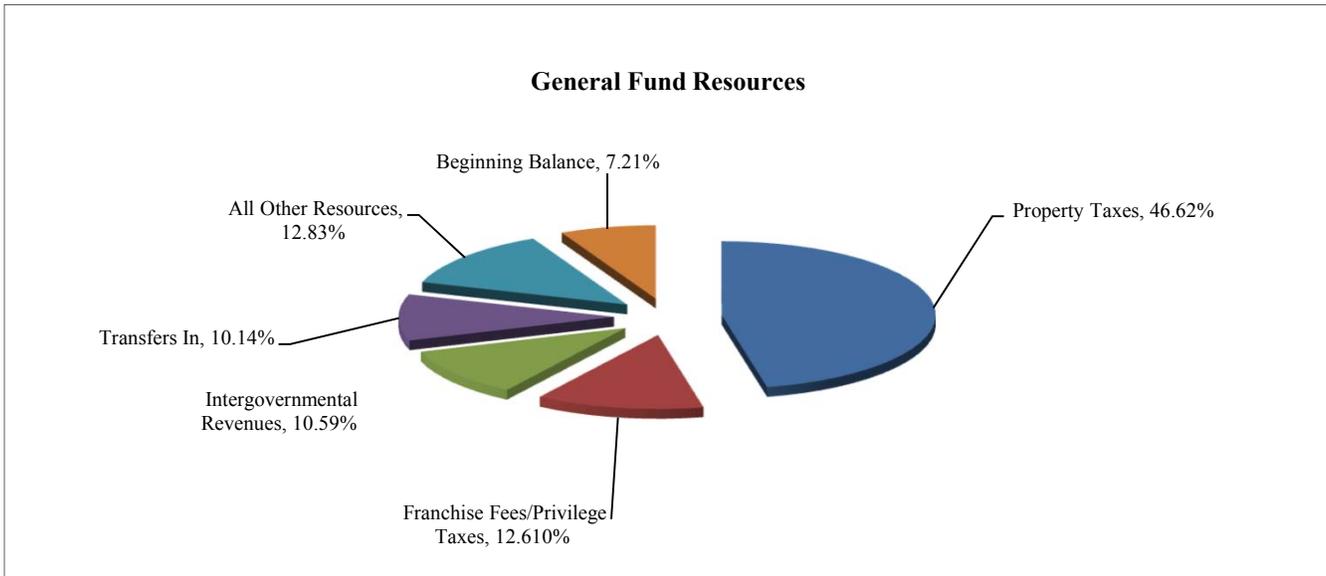
Adopted for the Fiscal Year 2018-19

### RESOURCES

Property Taxes	\$ 19,521,000
Franchise Fees/Privilege Taxes	5,281,800
Licenses & Fees	696,300
Intergovernmental Revenues	4,435,500
Charges for Service	3,678,100
Fines & Forfeitures	810,400
Other Revenues	138,900
Investment Earnings	49,000
Transfers In	4,245,700
Beginning Balance	3,021,300
<b>Total Resources</b>	<b>\$ 41,878,000</b>

### REQUIREMENTS

Personnel	31,886,000
Materials & Services	7,421,000
Capital	50,000
Transfers Out	847,200
Contingencies	1,673,800
<b>Total Requirements</b>	<b>\$ 41,878,000</b>



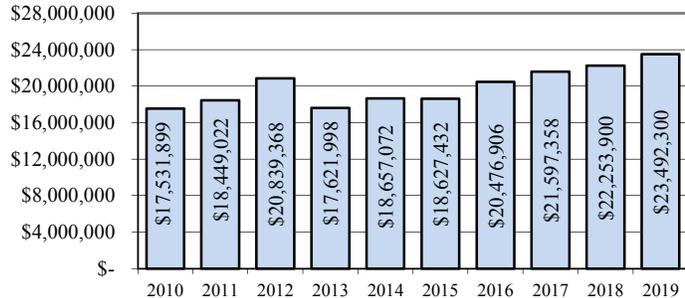
## GENERAL FUND

(Amounts for 2010 through 2017 are actual. Budgeted amounts have been used for 2018 and 2019.)

### Property Tax Collections

Year Ended/ Ending June 30,	Property Tax Collections	Percentage Increase
2010	\$ 17,531,899	-
2011	18,449,022	5.23%
2012	20,839,368	12.96%
2013	17,621,998	(15.44%)
2014	18,657,072	5.87%
2015	18,627,432	(0.16%)
2016	20,476,906	9.93%
2017	21,597,358	5.47%
2018	22,253,900	3.04%
2019	23,492,300	5.56%

**Property Tax Collections (Ten Years)**



Property tax collections include amounts collected in the Public Safety Levy Fund that were reported in the General Fund as transfers in.

Property taxes collected in the Public Safety Levy Fund and transferred to the General Fund:

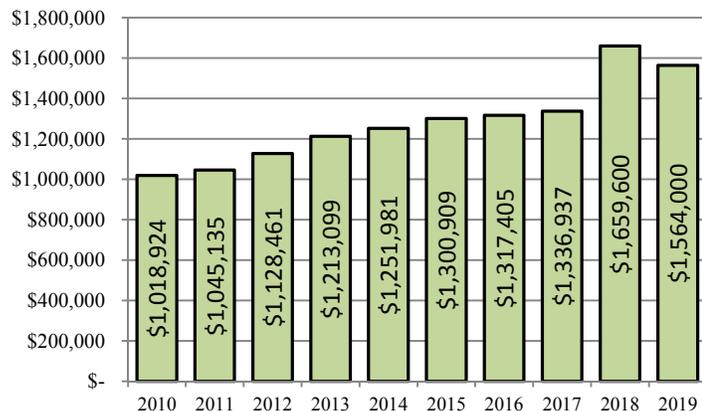
2010	\$ 2,308,154
2011	2,637,773
2012	2,317,268
2013	1,833,900
2014	2,250,300
2015 <sup>1</sup>	2,422,600
2016	2,750,629
2017	3,249,614
2018	3,459,800
2019	3,971,300

<sup>1</sup> As of FY 2014-2015, the Ambulance Fund was combined with Fire Emergency Services in the General Fund. All property taxes collected in the Public Safety Levy Fund are transferred to the General Fund.

### State Shared Resources: Cigarette Taxes, Liquor Taxes, and State Revenue Sharing

Year Ended/ Ending June 30,	State Shared Revenues	Percentage Increase (Decrease)
2010	\$ 1,018,924	-
2011	1,045,135	2.57%
2012	1,128,461	7.97%
2013	1,213,099	7.50%
2014	1,251,981	3.21%
2015	1,300,909	3.91%
2016	1,317,405	1.27%
2017	1,336,937	1.48%
2018	1,659,600	24.13%
2019	1,564,000	(5.76%)

**State Shared Revenues (Ten Years)**

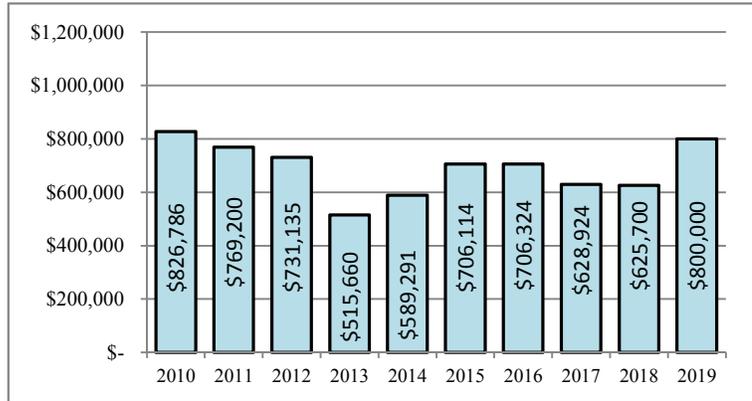


## GENERAL FUND

### Municipal Court Fines

Year Ended/ Ending June 30,	Fines	Percentage Increase (Decrease)
2010	\$ 826,786	-
2011	769,200	(6.97%)
2012	731,135	(4.95%)
2013	515,660	(29.47%)
2014	589,291	14.28%
2015	706,114	19.82%
2016	706,324	0.03%
2017	628,924	(10.96%)
2018	625,700	(0.51%)
2019	800,000	27.86%

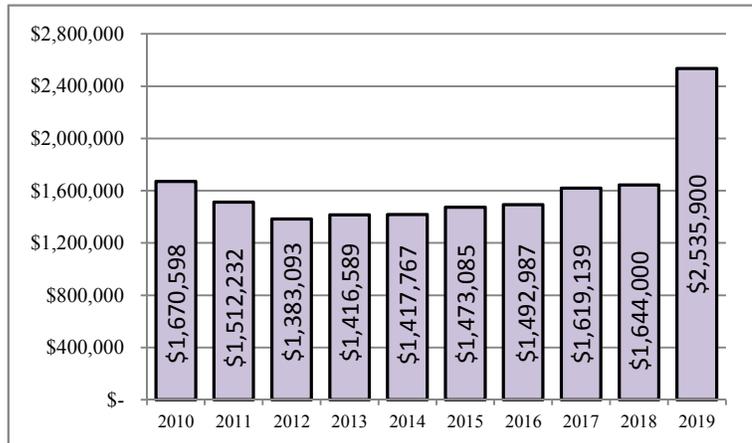
**Municipal Court Fines (Ten Years)**



### Rural Fire District Revenues (Albany RFD, North Albany RFD, Palestine RFD)

Year Ended/ Ending June 30,	Rural Fire Districts	Percentage Increase (Decrease)
2010	\$ 1,670,598	-
2011	1,512,232	(9.48%)
2012	1,383,093	(8.54%)
2013	1,416,589	2.42%
2014	1,417,767	0.08%
2015	1,473,085	3.90%
2016	1,492,987	1.35%
2017	1,619,139	8.45%
2018	1,644,000	1.54%
2019	2,535,900	54.25%

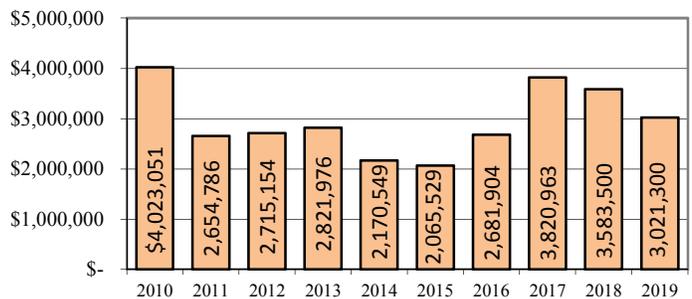
**Rural Fire District Revenues (Ten Years)**



### Beginning Fund Balance

Year Ended/ Ending June 30,	Beginning Fund Balance	Percentage Increase (Decrease)
2010	\$ 4,023,051	-
2011	2,654,786	(34.01%)
2012	2,715,154	2.27%
2013	2,821,976	3.93%
2014	2,170,549	(23.08%)
2015	2,065,529	(4.84%)
2016	2,681,904	29.84%
2017	3,820,963	42.47%
2018	3,583,500	(6.21%)
2019	3,021,300	(15.69%)

**Beginning Fund Balance (Ten Years)**



## GENERAL FUND

### Other Statistics

Year Ended/ Ending June 30,	General Resources(1)	Transfers In	Beginning Fund Balance	Total Resources(2)	Beg. Balance as a % of Total Resources	Property Taxes as a % of Total Resources	Property Taxes as a % of General Resources
2010	\$ 25,676,988	\$ 100,000	\$ 4,023,051	\$ 29,800,039	13.50%	58.83%	68.28%
2011	26,415,987	390,000	2,654,786	29,460,773	9.01%	62.62%	69.84%
2012	26,747,307	131,200	2,715,154	29,593,661	9.17%	70.42%	77.91%
2013	26,395,419	189,970	2,821,976	29,407,365	9.60%	59.92%	66.76%
2014	30,338,850	547,800	2,170,549	33,057,199	6.57%	56.44%	61.50%
2015	33,210,756	47,800	2,065,529	35,324,085	5.85%	52.73%	56.09%
2016	32,592,981	49,200	2,681,904	35,324,086	7.59%	57.97%	62.83%
2017	34,296,378	49,200	3,820,963	38,166,541	10.01%	56.59%	62.97%
2018	35,775,000	50,600	3,583,500	39,409,100	9.09%	56.47%	62.21%
2019	38,804,500	52,200	3,021,300	41,878,000	7.21%	56.10%	60.54%

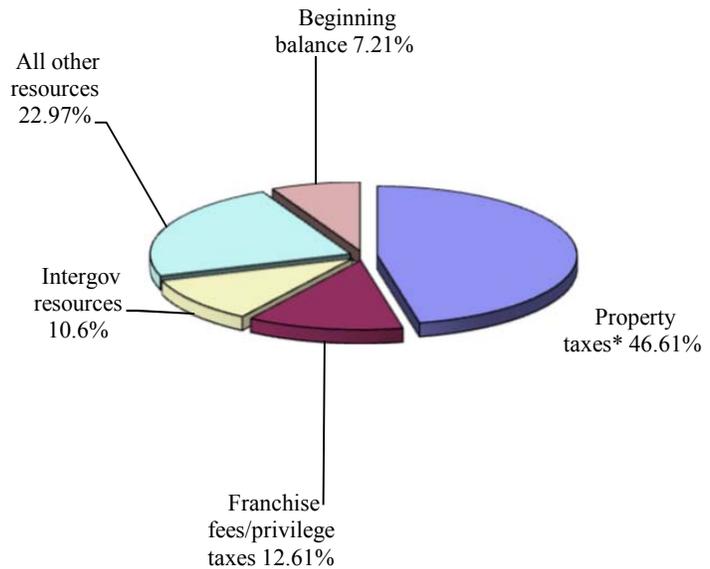
(1) General Resources include transfers from the Public Safety Levy Fund. All other transfers in and beginning fund balances are excluded.

(2) Total Resources include general resources, transfers in, and beginning fund balance.

### 2018-19 General Fund Resources

Property taxes*	19,521,000
Franchise fees/privilege taxes	5,281,800
Intergovernmental resources	4,435,500
All other resources	9,618,400
Beginning balance	3,021,300
<b>Total Resources</b>	<b>\$ 41,878,000</b>

\* Property taxes include amounts collected in the Public Safety Levy Fund that are budgeted as General Fund transfers in (\$4,045,500).



## GENERAL FUND

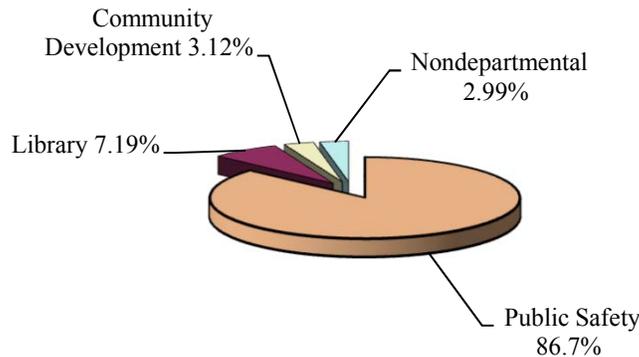
### Expenditures/Requirements by Year

Year Ended/ Ending June 30,	Public Safety:		Community Development:		Total	Percent Change from Previous Year
	Police, Fire, M. Court (1)	Library	Planning, Code Enf.	Nondepart- mental (2)		
2010	\$ 21,688,792	\$ 2,529,453	\$ 1,177,670	\$ 1,749,338	\$ 27,145,253	-
2011	21,873,810	2,317,694	1,151,701	1,402,415	26,745,620	(1.47%)
2012	22,294,567	2,298,354	1,090,750	1,088,015	26,771,686	0.10%
2013	22,627,757	2,332,276	920,555	1,180,161	27,060,749	1.08%
2014	23,156,912	2,399,480	845,850	1,472,785	27,875,027	3.01%
2015	26,127,673	2,383,202	820,213	973,921	30,305,009	8.72%
2016	27,559,730	2,508,368	845,434	1,122,501	32,036,034	5.71%
2017	29,001,001	2,694,825	852,674	1,579,064	34,127,564	6.53%
2018	32,232,000	2,805,700	1,057,200	1,709,400	37,804,300	10.77%
2019	34,857,900	2,889,900	1,253,600	1,202,800	40,204,200	6.35%

(1) In 2015 the Ambulance Fund was combined into the General Fund.

(2) For Nondepartmental, in fiscal years ending June 30, 2018 and 2019, the budgeted contingency amount has not been included.

### 2018-2019 General Fund Requirements Percentage of Total Budget



### Percent of Total Annual General Fund Requirements for Ten Fiscal Years

Year Ended/ Ending June 30,	Public Safety:		Community Dev:		Total
	Police, Fire, M. Court	Library	Planning, Code Enf.	Nondepart- mental	
2010	79.90%	9.32%	4.34%	6.44%	100.00%
2011	81.78%	8.67%	4.31%	5.24%	100.00%
2012	83.28%	8.59%	4.07%	4.06%	100.00%
2013	83.62%	8.62%	3.40%	4.36%	100.00%
2014	83.08%	8.61%	3.03%	5.28%	100.00%
2015	86.22%	7.86%	2.71%	3.21%	100.00%
2016	86.03%	7.83%	2.64%	3.50%	100.00%
2017	84.97%	7.90%	2.50%	4.63%	100.00%
2018	85.26%	7.42%	2.80%	4.52%	100.00%
2019	86.70%	7.19%	3.12%	2.99%	100.00%



CITY OF ALBANY

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**GENERAL FUND**  
**Franchise Fee/Privilege Tax Collections**  
for Fiscal Years 2010 thru 2019\*

Fiscal Year June 30,	.....Franchise Fees.....			....Privilege Taxes....		Total	Annual % Change
	Telephone	Garbage Collection	Cable/ROW Television	Electricity	Natural Gas		
2010	\$ 142,683	\$ 408,980	\$ 489,169	\$ 1,857,441	\$ 713,161	\$ 3,611,434	n/a
2011	148,548	397,377	553,248	2,000,119	680,758	3,780,050	4.67%
2012	130,185	434,762	521,337	2,215,746	685,743	3,987,773	5.50%
2013	114,812	452,810	535,596	2,215,530	545,888	3,864,636	(3.09%)
2014	141,175	468,937	560,333	2,326,164	640,785	4,137,394	7.06%
2015	98,749	420,509	634,053	2,329,364	655,354	4,138,029	0.02%
2016	90,921	530,063	689,454	3,000,224	571,793	4,882,455	17.99%
2017	85,996	673,482	741,183	3,270,241	631,283	5,402,186	10.64%
2018	82,000	544,200	688,300	3,197,700	626,800	5,139,000	(4.87%)
2019	82,000	555,900	716,900	3,274,200	652,800	5,281,800	2.78%

\* Actual receipts for years 2010 through 2017, amount budgeted for 2018 and 2019.

**Annual Percentage Change for Each Fee and Tax**

Fiscal Year June 30,	.....Franchise Fees.....			....Privilege Taxes....		Total Annual % Change
	Telephone	Garbage Collection	Cable/ROW Television	Electricity	Natural Gas	
2011	4.11%	(2.84%)	13.10%	7.68%	(4.54%)	4.67%
2012	(12.36%)	9.41%	(5.77%)	10.78%	0.73%	5.50%
2013	(11.81%)	4.15%	2.74%	(0.01%)	(20.39%)	(3.09%)
2014	22.96%	3.56%	4.62%	4.99%	17.38%	7.06%
2015	(30.05%)	(10.33%)	13.16%	0.14%	2.27%	0.02%
2016	(7.93%)	26.05%	8.74%	28.80%	(12.75%)	17.99%
2017	(5.42%)	27.06%	7.50%	9.00%	10.40%	10.64%
2018	(4.65%)	(19.20%)	(7.13%)	(2.22%)	(0.71%)	(4.87%)
2019	-	2.15%	4.16%	2.39%	4.15%	2.78%

**Average Annual Percentage Change for Each Fee and Tax**

from Fiscal Year 2010 to Fiscal Year 2019

.....Franchise Fees.....	....Privilege Taxes....		Total Average Annual % Change
	Garbage Collection	Cable/ROW Television	
Telephone	Garbage Collection	Electricity	Natural Gas
(4.25%)	3.59%	7.63%	(0.85%)
	4.66%		4.63%

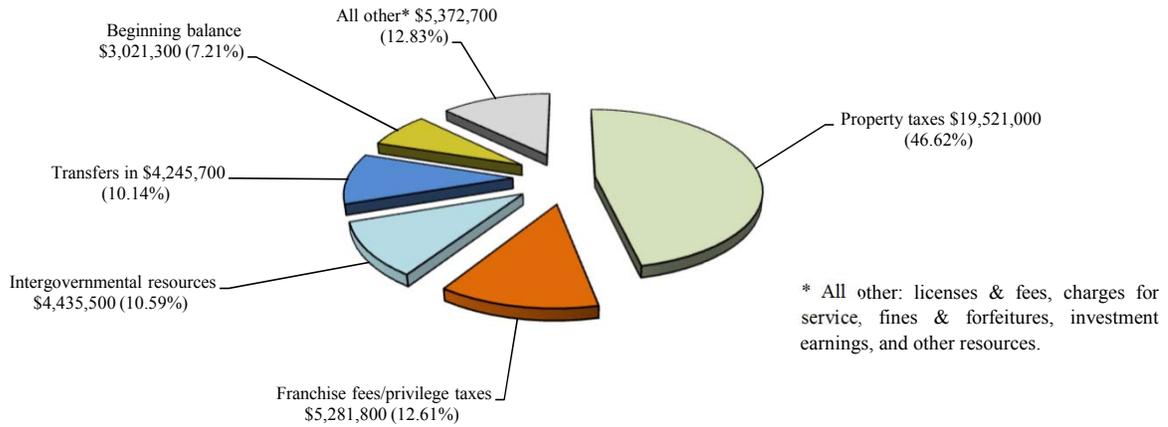
**GENERAL FUND  
RESOURCE DETAIL**

Resources	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Property Taxes - Current	17,197,145	17,778,294	18,138,600	18,238,600	18,965,500	3.99%	45.29%
Property Taxes - Delinquent	529,133	569,450	555,500	555,500	555,500	-	1.33%
Privilege Tax: Electric	3,000,224	3,270,241	3,197,700	3,197,700	3,274,200	2.39%	7.82%
Franchise Fees: R-O-W Carriers	57,170	65,249	50,100	50,100	56,100	11.98%	0.13%
Franchise Fees: Telephone	90,921	85,996	82,000	82,000	82,000	-	0.20%
Franchise Fees: Garbage Collection	530,063	673,482	544,200	544,200	555,900	2.15%	1.33%
Privilege Tax: Natural Gas	571,793	631,283	626,800	626,800	652,800	4.15%	1.56%
Franchise Fees: Cable TV	632,284	675,934	638,200	638,200	660,800	3.54%	1.58%
Permit Fees	1,500	-	1,500	1,500	1,500	-	-
Number of Dogs Permit Fee	700	1,100	800	800	800	-	-
Planning - CDBG Reimbursement	-	-	-	-	79,800	-	0.19%
Fire Line Fees	60,813	57,590	62,000	62,000	62,000	-	0.15%
Licenses	11,090	10,950	9,000	9,000	9,000	-	0.02%
Library Fees	72,504	67,808	73,100	73,100	71,100	(2.74%)	0.17%
Planning Fees	156,310	157,604	155,600	155,600	155,600	-	0.37%
Alarm Fees	16,040	17,437	16,000	16,000	16,000	-	0.04%
Medical Marijuana Facility Permit	150	150	100	100	200	100.00%	-
State & City Marijuana Tax	-	-	-	-	300,300	-	0.72%
DUII/Safety Belt Enf. Grants	10,213	17,657	10,200	10,200	6,900	(32.35%)	0.02%
State Liquor Taxes	740,186	725,905	901,000	901,000	901,000	-	2.15%
State Cigarette Taxes	68,107	71,511	63,000	63,000	63,000	-	0.15%
State Revenue Sharing	509,112	539,521	695,600	695,600	600,000	(13.74%)	1.43%
Conflagration Response Reimb.	264,518	10,624	50,000	50,000	150,000	200.00%	0.36%
WComp Wage Subsidy Reimb	35,735	14,671	14,700	14,700	14,700	-	0.04%
OT Reimbursement - DEA	2,193	1,512	1,500	1,500	1,500	-	-
Linn County	13,213	15,829	13,200	13,200	13,200	-	0.03%
Albany Rural Fire District	978,449	1,088,394	1,083,600	1,083,600	1,973,500	82.12%	4.71%
North Albany Rural Fire District	347,830	359,552	384,000	384,000	385,400	0.36%	0.92%
Palestine Rural Fire District	166,708	171,193	176,400	176,400	177,000	0.34%	0.42%
GAPS Police Grant	40,000	50,000	70,000	70,000	90,000	28.57%	0.21%
Linn County Victim Impact Panel Grant	-	2,029	-	-	-	-	-
State Department of Forestry	-	3,221	-	-	-	-	-
SunGuard Outside Agencies	34,366	-	34,300	34,300	34,300	-	0.08%
InterCommunity Health	-	5,178	-	-	25,000	-	0.06%
OSFM/USAR Teams Response Reimb.	20,091	5,835	20,100	20,100	20,100	-	0.05%
Ambulance Service Fees	2,357,429	2,863,037	2,918,200	3,318,200	3,175,000	(4.32%)	7.58%
FireMed Fees	172,990	172,464	173,000	173,000	172,900	(0.06%)	0.41%
Space Rental	305,600	191,600	197,900	197,900	310,100	56.70%	0.74%
Municipal Court Fines	706,324	628,924	625,700	625,700	800,000	27.86%	1.91%
Parking Violations	5,482	5,322	5,500	5,500	5,500	-	0.01%
Nuisance Vehicle Admin Fee	850	5,650	1,600	1,600	1,600	-	-
Dog Control Assessment	3,314	3,172	3,300	3,300	3,300	-	0.01%
Damaged Material Fine	2,921	7,422	-	-	-	-	-
Gifts & Donations	5,044	5,682	2,900	2,900	5,100	75.86%	0.01%
DARE Donations	-	38	-	-	-	-	-
Grass Abatement Fee Principal	-	-	800	800	800	-	-
Miscellaneous Revenue	71,398	83,731	58,500	58,500	86,800	48.38%	0.21%
Over & short	(42)	(192)	-	-	-	-	-
AEID Principal	29,484	30,310	25,200	25,200	25,200	-	0.06%
AEID Interest	546	239	500	500	500	-	-
Club Sales	275	362	500	500	500	-	-
Proceeds From Sale of Capital Assets	-	1,622	-	-	20,000	-	0.05%
Interest	16,807	49,786	18,000	18,000	49,000	172.22%	0.12%
<b>Total Current Resources</b>	<b>29,836,981</b>	<b>31,194,367</b>	<b>31,700,400</b>	<b>32,200,400</b>	<b>34,611,000</b>	<b>7.49%</b>	<b>82.65%</b>
From Public Safety Levy Fund	460,000	668,100	793,600	793,600	1,107,400	39.54%	2.64%
From Public Safety Levy-Police	1,025,400	1,173,854	1,356,000	1,356,000	1,491,600	10.00%	3.56%
From Public Safety Levy-Fire	1,093,100	1,143,860	1,315,000	1,315,000	1,446,500	10.00%	3.45%
From CARA Program	-	50,000	50,000	50,000	50,000	-	0.12%
From Building Inspection	-	60,000	60,000	60,000	60,000	-	0.14%
From Risk Management Fund	-	-	-	-	38,000	-	0.09%
Transfer In: Transient Room Tax	49,200	49,200	50,600	50,600	52,200	3.16%	0.12%
From Public Safety Levy-Ambulance	177,500	-	-	-	-	-	-
<b>Total Transfers In</b>	<b>2,805,200</b>	<b>3,145,014</b>	<b>3,625,200</b>	<b>3,625,200</b>	<b>4,245,700</b>	<b>17.12%</b>	<b>10.14%</b>
Beginning Balance	2,681,904	3,820,963	3,583,500	3,583,500	3,021,300	(15.69%)	7.21%
<b>Total General Fund Resources</b>	<b>\$ 35,324,087</b>	<b>\$38,160,345</b>	<b>\$38,909,100</b>	<b>\$39,409,100</b>	<b>\$ 41,878,000</b>	<b>6.26%</b>	<b>100.00%</b>

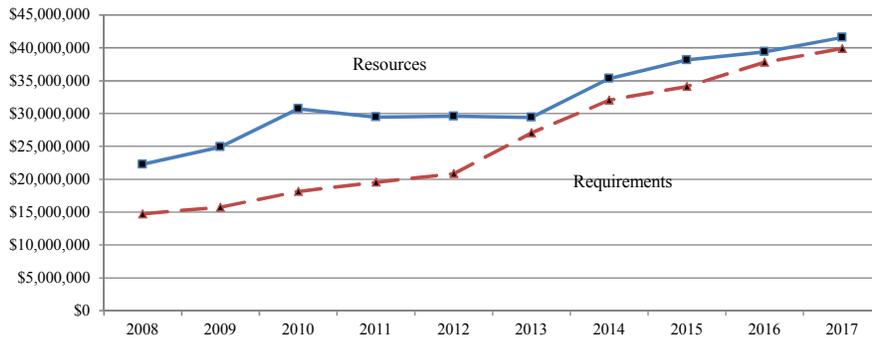
**GENERAL FUND  
REVENUE/RESOURCE SUMMARY**

Resource type	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Property taxes	17,726,277	18,347,744	18,694,100	18,794,100	19,521,000	3.87%	46.62%
Franchise fees/privilege taxes	4,882,455	5,402,186	5,139,000	5,139,000	5,281,800	2.78%	12.61%
Licenses & fees	319,107	312,638	318,100	318,100	696,300	118.89%	1.66%
Intergovernmental resources	3,210,629	3,082,498	3,497,500	3,497,500	4,435,500	26.82%	10.59%
Charges for service	2,856,110	3,232,936	3,309,200	3,709,200	3,678,100	(0.84%)	8.78%
Fines & forfeitures	718,892	650,489	636,100	636,100	810,400	27.40%	1.94%
Other resources	106,705	122,286	88,400	88,400	138,900	57.13%	0.33%
Investment earnings	16,807	49,786	18,000	18,000	49,000	172.22%	0.12%
<b>Total Current Resources</b>	<b>29,836,981</b>	<b>31,200,564</b>	<b>31,700,400</b>	<b>32,200,400</b>	<b>34,611,000</b>	<b>7.49%</b>	<b>82.65%</b>
Transfers in	2,805,200	3,145,014	3,625,200	3,625,200	4,245,700	17.12%	10.14%
Beginning balance	2,681,904	3,820,963	3,583,500	3,583,500	3,021,300	(15.69%)	7.21%
<b>TOTAL RESOURCES</b>	<b>\$ 35,324,086</b>	<b>\$38,166,541</b>	<b>\$38,909,100</b>	<b>\$39,409,100</b>	<b>\$ 41,878,000</b>	<b>6.26%</b>	<b>100.00%</b>

**ADOPTED GENERAL FUND RESOURCES BY SOURCE**  
Category Totals and Percent of Budget



**GENERAL FUND RESOURCES AND REQUIREMENTS**  
Ten Fiscal Years





CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

**GENERAL FUND  
REQUIREMENT AND STAFFING SUMMARIES**

Program Requirements	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Nondepartmental							
Materials & Services	\$ 239,789	295,464	\$ 326,500	\$ 326,500	\$ 355,600	\$ 355,600	\$ 355,600
Transfers Out	882,712	1,283,600	882,900	1,382,900	847,200	847,200	847,200
Contingency	-	-	1,604,800	1,604,800	1,673,800	1,673,800	1,673,800
Municipal Court	717,316	822,614	770,500	770,500	945,600	945,600	945,600
Public Safety Levy: Fire	1,060,821	1,139,605	1,315,000	1,315,000	1,389,000	1,389,000	1,389,000
Fire & Life Safety	482,627	772,569	972,100	972,100	1,169,500	1,169,500	1,169,500
Fire Emergency Services	11,833,067	11,879,270	13,166,100	13,166,100	14,235,700	14,235,700	14,535,700
Police	12,418,339	13,217,115	14,652,300	14,652,300	15,326,400	15,326,400	15,326,400
Public Safety Levy: Police	1,047,560	1,169,828	1,356,000	1,356,000	1,491,700	1,491,700	1,491,700
Planning	845,434	852,674	1,057,200	1,057,200	1,253,600	1,253,600	1,253,600
Library	2,508,368	2,694,825	2,805,700	2,805,700	2,889,900	2,889,900	2,889,900
<b>Total Requirements</b>	<b>\$32,036,034</b>	<b>\$34,127,564</b>	<b>\$38,909,100</b>	<b>\$39,409,100</b>	<b>\$ 41,578,000</b>	<b>\$ 41,578,000</b>	<b>\$ 41,878,000</b>

**Requirements by Type**

Personnel	\$25,235,382	\$25,912,273	\$28,964,300	\$28,964,300	\$ 31,586,000	31,586,000	31,886,000
Materials & Services	5,912,740	6,719,810	7,329,100	7,329,100	7,421,000	7,421,000	7,421,000
Capital	5,200	211,881	128,000	128,000	50,000	50,000	50,000
Transfers Out	882,712	1,283,600	882,900	1,382,900	847,200	847,200	847,200
Contingency	-	-	1,604,800	1,604,800	1,673,800	1,673,800	1,673,800
<b>Total Requirements</b>	<b>\$32,036,034</b>	<b>\$34,127,564</b>	<b>\$38,909,100</b>	<b>\$39,409,100</b>	<b>\$ 41,578,000</b>	<b>\$ 41,578,000</b>	<b>\$ 41,878,000</b>

**Adopted Requirements  
by Program and Type**

	Personnel	Materials & Services	Capital	Transfers Out	Contin- gency	Adopted Budget	% of Fund Budget
Nondepartmental	\$ -	\$ 355,600	\$ -	\$ 847,200	\$ 1,673,800	\$ 2,876,600	6.87%
Municipal Court	505,100	440,500	-	-	-	945,600	2.26%
Public Safety Levy: Fire	1,218,100	170,900	-	-	-	1,389,000	3.32%
Fire & Life Safety	978,500	191,000	-	-	-	1,169,500	2.79%
Fire Emergency Services	12,256,400	2,229,300	50,000	-	-	14,535,700	34.71%
Police	12,774,800	2,551,600	-	-	-	15,326,400	36.60%
Public Safety Levy: Police	1,297,100	194,600	-	-	-	1,491,700	3.56%
Planning	864,400	389,200	-	-	-	1,253,600	2.99%
Library	1,991,600	898,300	-	-	-	2,889,900	6.90%
<b>Total Requirements</b>	<b>\$31,886,000</b>	<b>\$ 7,421,000</b>	<b>\$ 50,000</b>	<b>\$ 847,200</b>	<b>\$ 1,673,800</b>	<b>\$ 41,878,000</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>76.14%</b>	<b>17.72%</b>	<b>0.12%</b>	<b>2.02%</b>	<b>4.00%</b>	<b>100.00%</b>	

Staffing Summary (FTE)	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Municipal Court	4.375	4.375	4.375	5.375	5.375	5.375	5.375
Public Safety Levy: Fire	8.000	8.000	8.000	8.000	8.000	8.000	8.000
Fire & Life Safety	3.000	5.000	5.000	5.000	6.000	6.000	6.000
Fire Emergency Services	61.400	67.908	72.408	72.408	72.100	72.100	72.100
Police	78.875	83.250	88.250	88.250	86.250	86.250	86.250
Public Safety Levy: Police	9.000	9.000	10.000	10.000	12.000	12.000	12.000
Planning	5.500	5.820	5.933	5.933	6.518	6.518	6.518
Library	20.925	20.925	21.700	21.700	21.700	21.700	21.700
<b>Total FTE</b>	<b>191.075</b>	<b>204.278</b>	<b>215.665</b>	<b>216.665</b>	<b>217.943</b>	<b>217.943</b>	<b>217.943</b>

## **PROGRAM NARRATIVE**

### **GENERAL FUND: NONDEPARTMENTAL (100-10-1003)**

**Responsible Manager/Title:** Jeanna Yeager, Finance Director

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#### **FUNCTIONS AND RESPONSIBILITIES**

- A transfer to the Parks and Recreation Fund provides continued funding for the Boys and Girls Club, YMCA, and the Community After-School Program.
  - State Revenue Sharing proceeds, which are recorded as revenue in the General Fund, are transferred to the Public Transit Fund in support of the Albany Transit System and the Paratransit System.
  - Payments to the Albany Downtown Association from the Albany Economic Improvement District assessments are made from this program.
  - An outside agency grant to the Senior Meals Program is included in this budget.
  - Money previously appropriated for the spay/neuter program is redirected to Safe Haven for the same purpose.
-

100: General Fund

CITY OF ALBANY, OREGON

10: Finance

PROG 1003: Nondepartmental

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Materials & Services	\$ 239,789	\$ 295,464	\$ 326,500	\$ 326,500	\$ 355,600	\$ 29,100
Transfers Out	882,712	1,283,600	882,900	1,382,900	847,200	(535,700)
Contingencies	-	-	1,604,800	1,604,800	1,673,800	69,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,122,501</b>	<b>\$ 1,579,064</b>	<b>\$ 2,814,200</b>	<b>\$ 3,314,200</b>	<b>\$ 2,876,600</b>	<b>(13.20)%</b>

**PROGRAM NARRATIVE**

**GENERAL FUND: MUNICIPAL COURT (100-10-1029)**

**Responsible Manager/Title:** September Ridgeway, Court Supervisor

**FUNCTIONS AND RESPONSIBILITIES**

- The Municipal Court processes citations issued by the Albany Police Department, the Code Enforcement Division, and private citizens. The court schedules and coordinates pre-trial conferences and trials with attorneys, police officers, and witnesses.
- Court procedures are administered by the Municipal Court Judge, an attorney licensed to practice in Oregon, who is appointed by the City Council under a one-year contract as a .25 FTE.
- The City of Albany Municipal Court provides full-service court in addition to a traffic court.

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
<b>Budget Year 2017-2018</b>			
Effective Government	12/17	In Progress	<ul style="list-style-type: none"> <li>• Work with the Albany Police Department and Linn County Justice to implement a more efficient and cost-effective way of handling in-custody pre-trials.</li> </ul>
	12/17	In Progress	<ul style="list-style-type: none"> <li>• Update procedures for the new court system to ensure efficiency.</li> </ul>
<b>Budget Year 2018-2019</b>			
Effective Government	12/18	In Progress	<ul style="list-style-type: none"> <li>• Hire and train a new court clerk, to keep up with the increase in cases filed.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Cross-train staff and create a procedures manual to maintain high service levels during absences.</li> </ul>

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015*</u>	<u>2016*</u>	<u>2017*</u>	<u>2018**</u>
Number of warrants issued	3,143	2,926	2,446	2,930
Case numbers issued	5,625	5,458	7,259	8,250
Crimes filed	1,607	1,802	1,835	2,000
Violations filed	3,694	3,417	5,093	5,900
Other filings	321	239	331	350
Municipal Court Fines***	\$706,114	\$706,324	\$628,924	\$710,000

\*Calendar Years

\*\*Estimated

\*\*\*Fiscal Year Ending

**STAFFING SUMMARY**

Budgeted FTEs	4.38	4.38	4.38	5.38
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100: General Fund

CITY OF ALBANY, OREGON

10: Finance

PROG 1029: Municipal Court

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 373,134	\$ 416,609	\$ 415,000	\$ 415,000	\$ 505,100	\$ 90,100
Materials & Services	344,182	317,820	355,500	355,500	440,500	85,000
Capital	-	88,185	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 717,316</b>	<b>\$ 822,614</b>	<b>\$ 770,500</b>	<b>\$ 770,500</b>	<b>\$ 945,600</b>	<b>22.73 %</b>

## PROGRAM NARRATIVE

### GENERAL FUND: PUBLIC SAFETY LEVY (100-25-1202)

Responsible Manager/Title: John R. Bradner, Fire Chief

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#### FUNCTIONS AND RESPONSIBILITIES

- Provide wages and benefits for seven Firefighter/EMT positions.
  - Provide wages and benefits for one Deputy Fire Marshal - Compliance position.
  - Provide a portion of the support costs associated with the program positions.
  - Provide equipment replacement funding.
- 

#### STAFFING SUMMARY

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Budgeted FTEs	8.00	8.00	8.00	8.00

100: General Fund

25: Fire

**CITY OF ALBANY, OREGON**  
**PROG 1202: Public Safety Levy: Fire**

<b>Description</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Adopted</b>	<b>2017-2018 Revised</b>	<b>2018-2019 Adopted</b>	<b>Change Inc (Dec)</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 1,010,533	\$ 1,048,749	\$ 1,115,400	\$ 1,115,400	\$ 1,218,100	\$ 102,700
Materials & Services	50,288	90,856	199,600	199,600	170,900	(28,700)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,060,821</b>	<b>\$ 1,139,605</b>	<b>\$ 1,315,000</b>	<b>\$ 1,315,000</b>	<b>\$ 1,389,000</b>	<b>5.63 %</b>

## PROGRAM NARRATIVE

### GENERAL FUND: FIRE & LIFE SAFETY (100-25-1203)

**Responsible Manager/Title:** John R. Bradner, Fire Chief

#### FUNCTIONS AND RESPONSIBILITIES

- Investigate fires to determine point of origin and cause, and assist law enforcement with arson investigation and prosecution.
- Review construction plans and conduct inspections for compliance with applicable codes.
- Conduct fire and life safety inspections of priority occupancies and work with high-hazard occupancies to reduce risks to the community.
- Provide records and statistics on Fire Code-regulated occupancies.
- Provide public education and training for all-hazard risk reduction in the community.
- Provide public information on Department operations and emergency incidents.
- Provide Community Paramedic Program services.
- Provide services by contract to three rural fire districts and the City of Millersburg.
- Maintain and implement City of Albany Emergency Operations and Hazard Mitigation Plans.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Safe City	06/18	Completed	<ul style="list-style-type: none"> <li>• Evaluate current record management system.</li> </ul>
Effective Government	06/18	Completed	<ul style="list-style-type: none"> <li>• Adopt current Fire Code for local use.</li> </ul>
	06/18	Ongoing	<ul style="list-style-type: none"> <li>• Support community efforts to provide cardio-pulmonary resuscitation (CPR) and automatic external defibrillator (AED) training in Albany schools.</li> </ul>
Budget Year 2018-2019			
Safe City	06/19		<ul style="list-style-type: none"> <li>• Evaluate the need for an additional Deputy Fire Marshal position.</li> </ul>
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Evaluate the current plan review process and research a possible fee associated with plan review.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Develop a process for getting all department fire investigators state certified.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of inspections and re-inspections of Fire Code-regulated occupancies.	587	1,500	1,749	1,800
Fire Code violations noted vs. violations corrected.	566/456	2,499/1,239	2,168/2,063	1,500/1,400
Number of life safety education outreach activities.	N/A	200	200	400
Number of people involved in life safety education activities.	N/A	5,000	52,598*	60,000

\*The use of social media and other outreach platforms in the FY increased the number of people involved in life safety education activities.

#### STAFFING SUMMARY

Budgeted FTEs	3.00	3.00	5.00	6.00
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100: General Fund

25: Fire

**CITY OF ALBANY, OREGON**

**PROG 1203: Fire & Life Safety**

<b>Description</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Adopted</b>	<b>2017-2018 Revised</b>	<b>2018-2019 Adopted</b>	<b>Change Inc (Dec)</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 309,306	\$ 633,749	\$ 790,200	\$ 790,200	\$ 978,500	\$ 188,300
Materials & Services	173,321	138,820	181,900	181,900	191,000	9,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 482,627</b>	<b>\$ 772,569</b>	<b>\$ 972,100</b>	<b>\$ 972,100</b>	<b>\$ 1,169,500</b>	<b>20.31 %</b>

**PROGRAM NARRATIVE**

**GENERAL FUND: FIRE DEPARTMENT EMERGENCY SERVICES (100-25-1208)**

**Responsible Manager/Title:** John R. Bradner, Fire Chief

**FUNCTIONS AND RESPONSIBILITIES**

- Prepare for, respond to, and mitigate medical, fire, hazardous materials, technical rescue, and water rescue emergencies; and natural or manmade disasters.
- Provide fire services by contract to three rural fire districts and the City of Millersburg.
- Conduct fire and emergency medical service training, skills proficiency, and re-certification for certified personnel.
- Provide emergency and non-emergency ambulance transport for City of Albany, Linn County, and Benton County Ambulance Service Areas.
- Support billing and collection services for the Ambulance and FireMed programs.
- Maintain vehicles and equipment in a state of preparedness.

**STRATEGIES/ACTIONS**

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Safe City Effective Government	09/17	Completed	<ul style="list-style-type: none"> <li>• Complete construction and move into new Station 11.</li> </ul>
	10/17	Completed	<ul style="list-style-type: none"> <li>• Increase the number of on-duty firefighters to address the increase in emergency calls.</li> </ul>
	10/17	On going	<ul style="list-style-type: none"> <li>• Explore options for expanding Single-Role EMS program coverage.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Complete record management system and Computer Aided Dispatch software update.</li> </ul>
	06/18	On going	<ul style="list-style-type: none"> <li>• Reduce number of on-the-job injuries through education and evaluation of current practices.</li> </ul>
Budget Year 2018-2019			
Safe City Effective Government	12/18		<ul style="list-style-type: none"> <li>• Complete Insurance Service Organization evaluation process.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Validate data and improve response time tracking by tracking turnout time and implementing new strategies to decrease overall response times.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Improve cardiac arrest survival rates through implementation of new CPR standards, public education, and improved AED access.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Implement fleet and maintenance tracking system that is convenient for the end user and allows for easy access to data.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Develop and establish a plan on how to improve training facilities at Station 12 by identifying training needs, costs, and possible funding sources.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Establish a long-range funding plan to replace the department's two oldest ambulances.</li> </ul>

## PROGRAM NARRATIVE

### GENERAL FUND: FIRE DEPARTMENT EMERGENCY SERVICES (100-25-1208), continued

Responsible Manager/Title: John R. Bradner, Fire Chief

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#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Total emergency responses.	8,029	9,038	9,451	9,500
Fire-related civilian death/injuries.	0/4	0/3	0/0	0/0
Structure fires.	55	56	50	50
Special rescue responses (hazmat, technical, water).	39	33	30	30
Value of property responded to vs. value loss (millions of \$).	\$24.6/\$2.2	\$562/\$7.2	\$10/\$2.0	\$10/\$2.0
Fire response time (alarm to arrival % < 6 min).*	71%	70%	70%	70%
Fire response mutual aid provided vs. mutual aid received.	31/9	73/28	40/18	35/16
Field transports to out-of-community medical facilities.	805	815	865	875
Inter-facility transfers.	540	660	630	640
Billing percent received (includes Medicare write-offs).	43.0%	42.0%	45%	44%
EMS responses per 1,000 population served (Mean for cities under 100k = 77.77).	111	114	112	107

\*Responses are within city of Albany borders.

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#### STAFFING SUMMARY

Budgeted FTEs	67.51	67.91	71.91	72.10
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CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

100: General Fund

25: Fire

**CITY OF ALBANY, OREGON**

**PROG 1208: Fire Emergency Services**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 9,919,047	\$ 9,670,065	\$ 10,872,600	\$ 10,872,600	\$ 12,256,400	\$1,383,800
Materials & Services	1,908,819	2,112,743	2,193,500	2,193,500	2,229,300	35,800
Capital	5,200	96,473	100,000	100,000	50,000	(50,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,833,066</b>	<b>\$ 11,879,281</b>	<b>\$ 13,166,100</b>	<b>\$ 13,166,100</b>	<b>\$ 14,535,700</b>	<b>10.40 %</b>

## PROGRAM NARRATIVE

### GENERAL FUND: POLICE DEPARTMENT (100-30-1301)

Responsible Manager/Title: Mario Lattanzio, Chief of Police

#### FUNCTIONS AND RESPONSIBILITIES

- Provide community policing and crime prevention programs.
- Provide effective emergency and prioritized non-emergency police response to calls for service.
- Investigate all major crimes.
- Conduct Citizen Academy.
- Receive all emergency and non-emergency telephone calls and provide quality dispatch services to field operations.
- Maintain and disseminate records in accordance with state statutes and department requirements.
- Provide timely response and investigation of code violations, abandoned vehicle complaints, and animal-related issues.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018 Safe City	12/17	On going	<ul style="list-style-type: none"> <li>• Maintain Part I crimes at 32.0 per thousand residents or less annually with the goal of being at or below the Oregon average.</li> </ul>
	12/17	On going	<ul style="list-style-type: none"> <li>• Maintain patrol response to priority-one calls of 4:15 minutes or less.</li> </ul>
	12/17	On going	<ul style="list-style-type: none"> <li>• Maintain the combined number of fatal and injury collisions at 2.5 per thousand residents or less, annually.</li> </ul>
	12/17	On going	<ul style="list-style-type: none"> <li>• Achieve 60% clearance rate for violent crimes.</li> </ul>
	12/17	On going	<ul style="list-style-type: none"> <li>• Achieve 20% clearance rate for property crimes.</li> </ul>
Budget Year 2018-2019 Safe City	12/18		<ul style="list-style-type: none"> <li>• Maintain Part I crimes at 32.0 per thousand residents or less annually with the goal of being at or below the Oregon average.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Maintain patrol response to priority-one calls of 4:15 minutes or less.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Maintain the combined number of fatal and injury collisions at 2.5 per thousand residents or less, annually.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Achieve 60% clearance rate for violent crimes.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Achieve 20% clearance rate for property crimes.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016	2017	2018	2019
Number of calls for service.	42,084	47,087	50,000	50,000
Part 1 Crimes (UCR) (1).	1,560	1,547	1,550	1,600
Part 2 Crimes (UCR) (2).	5,545	6,536	6,500	6,500
Total number of arrests.	4,938	5,910	5,500	5,500
Number of uniform traffic citations and written warnings.	6,581	5,784	6,000	7,000
Animal and abandoned vehicle calls.	2,319	4,788	4,000	4,000

(1) Part 1 crimes include: homicide, rape, aggravated assault, burglary, larceny, motor vehicle theft, arson.

(2) Part 2 crimes include: simple assault, forgery/fraud, weapons laws, drugs, liquor, sex, family, disorderly conduct.

UCR = Uniform Crime Reporting.

#### STAFFING SUMMARY

Budgeted FTEs	80.87	83.25	88.25	86.25
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100: General Fund

CITY OF ALBANY, OREGON

30: Police

PROG 1301: Police

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 10,261,344	\$ 10,746,844	\$ 12,167,400	\$ 12,167,400	\$ 12,774,800	\$ 607,400
Materials & Services	2,156,994	2,443,048	2,456,900	2,456,900	2,551,600	94,700
Capital	-	27,223	28,000	28,000	-	(28,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,418,338</b>	<b>\$ 13,217,115</b>	<b>\$ 14,652,300</b>	<b>\$ 14,652,300</b>	<b>\$ 15,326,400</b>	<b>4.60 %</b>

## PROGRAM NARRATIVE

### GENERAL FUND: POLICE – PUBLIC SAFETY LEVY (100-30-1302)

Responsible Manager/Title: Mario Lattanzio, Chief of Police

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#### FUNCTIONS AND RESPONSIBILITIES

- Provide community policing and crime prevention programs.
  - Provide effective emergency and prioritized non-emergency police response to calls for service.
  - Receive all emergency and non-emergency telephone calls and provide quality dispatch services to field operations.
  - Provide analysis and research on crime patterns and trends that assist in directing police response to crime and identified programs.
- 

#### STAFFING SUMMARY

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Budgeted FTEs	9.00	9.00	10.00	12.00

100: General Fund

CITY OF ALBANY, OREGON

30: Police

PROG 1302: Public Safety Levy: Police

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 971,954	\$ 953,284	\$ 1,072,800	\$ 1,072,800	\$ 1,297,100	\$ 224,300
Materials & Services	75,606	216,545	283,200	283,200	194,600	(88,600)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,047,560</b>	<b>\$ 1,169,829</b>	<b>\$ 1,356,000</b>	<b>\$ 1,356,000</b>	<b>\$ 1,491,700</b>	<b>10.01 %</b>

## PROGRAM NARRATIVE

### GENERAL FUND: COMMUNITY DEVELOPMENT, PLANNING (100-40-1601)

**Responsible Manager/Title:** Bob Richardson, Planning Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Plan for the future of the City. The general plan for the City is the Albany Comprehensive Plan and Map. Planning topics addressed in the Comprehensive Plan include transportation, housing, natural resources, economic development, social amenities, and urbanization. Planning staff keeps the Comprehensive Plan and Map up-to-date by making revisions when necessary to reflect changing conditions.
- Process development proposals and annexation applications in accordance with the Albany Development Code (ADC). This includes providing accurate and consistent application and enforcement of the ADC.
- Administer and revise the ADC. The ADC includes the regulations that describe how development in Albany should look and function. Planning staff keeps the ADC up-to-date by making revisions when necessary.
- Provide information to citizens and developers about City regulations related to development.
- Encourage preservation and rehabilitation of buildings in the City's four National Register Historic Districts by administering the City's Historic Preservation Program.
- Provide staff support to City Council, Planning Commission, Landmarks Advisory Commission, Community Development Commission, City departments, and ad hoc committees.
- Prepare long-range plans for the City. These plans typically propose new zoning designations or new public facility locations.
- Administer the floodplain management program consistent with the Federal Emergency Management Agency's (FEMA) National Floodplain Insurance Program (NFIP), and participate in FEMA's Community Rating System (CRS).

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Healthy Economy	06/18	In Progress	• Amend Sign Code.
Great Neighborhoods	06/18	Completed	• Audit Comprehensive Code.
	06/18	In Progress	• Amend ADC based on results of Code audit.
Budget Year 2018-2019			
Healthy Economy	06/19		• Develop Multi-Year Code Amendment Plan.
Great Neighborhoods	06/19		• Complete Phase I projects of Code Amendment Plan.

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2015-2016	2016-2017	2017-2018	2018-2019
Number of Planning applications.	114	82	125	125
Number of Pre-application meetings.	74	108	120	120
Percent of applications reviewed within state-mandated time limit.	100%	100%	100%	100%
Maintain or improve current FEMA CRS rating of 5.	6	6	6	5

#### STAFFING SUMMARY

Budgeted FTEs	136	5.82	5.82	5.93	6.52
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100: General Fund

CITY OF ALBANY, OREGON

40: Community Development

PROG 1601: Planning

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 642,379	\$ 628,151	\$ 710,800	\$ 710,800	\$ 864,400	\$ 153,600
Materials & Services	203,055	224,524	346,400	346,400	389,200	42,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 845,434</b>	<b>\$ 852,675</b>	<b>\$ 1,057,200</b>	<b>\$ 1,057,200</b>	<b>\$ 1,253,600</b>	<b>18.58 %</b>

## PROGRAM NARRATIVE

### GENERAL FUND: LIBRARY (100-45-1701)

Responsible Manager/Title: Ed Gallagher, Library Director

#### FUNCTIONS AND RESPONSIBILITIES

- The Library provides resources in multiple languages to enrich the education, cultural, and recreational opportunities of the community.
- Educating Albany’s children is a significant Library priority, with a special emphasis on early childhood literacy.
- The Library strives to build a diverse and dynamic collection of materials that encourages users to think and learn for themselves.
- The Library provides timely, accurate, and relevant information in multiple formats for all community residents and businesses. Borrowing Library materials provides significant economic savings for the community.
- The Main Library is open Monday through Wednesday, 10:00 a.m. to 8:00 p.m.; Thursday and Friday, 10:00 a.m. to 6:00 p.m.; Saturday and Sunday, 1:00 p.m. to 5:00 p.m. Operating hours for the Carnegie Library are Monday through Friday, 10:00 a.m. to 6:00 p.m.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	Completed	• Partner with Linn County libraries to improve access to library services.
	06/18	Completed	• Apply for Federal E-rate discounts.
Great Neighborhoods	06/18	Completed	• Collaborate with Greater Albany Public Schools (GAPS) to improve access to library services.
Budget Year 2018-2019			
Great Neighborhoods	06/19		• Collaborate with GAPS to improve access to library services.
Effective Government	06/19		• Apply for Federal E-rate discounts.
	06/19		• Partner with Linn County libraries to improve access to library resources.

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Library visitors.	342,695	342,695	350,000	360,000
Program attendance.	14,700	13,927	15,000	16,000
Circulation.	628,143	604,796	630,000	650,000

#### STAFFING SUMMARY

Budgeted FTEs	20.93	20.93	21.70	21.70
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100: General Fund

CITY OF ALBANY, OREGON

45: Library

PROG 1701: Library

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 1,747,684	\$ 1,811,192	\$ 1,820,100	\$ 1,820,100	\$ 1,991,600	\$ 171,500
Materials & Services	760,684	883,632	985,600	985,600	898,300	(87,300)
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,508,368</b>	<b>\$ 2,694,824</b>	<b>\$ 2,805,700</b>	<b>\$ 2,805,700</b>	<b>\$ 2,889,900</b>	<b>3.00 %</b>



CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

SPECIAL  
REVENUE  
FUNDS



## **SPECIAL REVENUE FUNDS**

### **PROGRAM FUNCTIONS, REVENUE TRENDS, AND ASSUMPTIONS**

Special Revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The City has ten Special Revenue funds.

#### **PARKS & RECREATION FUND**

Responsibilities of the Parks & Recreation Fund include: coordination of sports and recreation programs; promotion and marketing of the two annual summer concert series; maintenance of all City Parks, provision of social, cultural, educational, transportation, and health service needs of senior citizens; management of park facility capital projects; and maintenance and enhancement of the City's urban forest. Property taxes are a major source of revenue. Under the existing property tax limitation, the Parks & Recreation Fund no longer receives property taxes based upon voter approved levies. Instead, the fund receives a percentage of the total property taxes received by the City, excluding local option tax levies and property taxes levied to retire debt. For 2018-19, the Parks & Recreation Fund is forecast to receive current property taxes totalling \$4,741,300.

#### **GRANTS FUND**

The Grants Fund receives monies from private citizens and agencies of local, state, and federal governments for various projects within the City.

#### **BUILDING INSPECTION FUND**

The Building Inspection Fund issues building and electrical permits, conducts inspections, administers state building codes and the City's Municipal Code, and assists the public with information relating to building and development codes. ADA Code Enforcement provides enforcement and investigation of complaints relating to the Americans with Disabilities Act and state disability access requirements. Development Code Enforcement provides enforcement and investigation of complaints and code violations relating to the City's Development Code. Building officials are expecting building activity for Budget Year 2018-19 to remain steady.

#### **RISK MANAGEMENT FUND**

Funds are accumulated in this program to mitigate risk factors and provide financial protection for deductible payments and liability exposure. Litigation settlement proceeds and associated projects are also accounted for in this fund.

#### **ECONOMIC DEVELOPMENT FUND**

It is the responsibility of this fund to establish, retain, and expand businesses in Albany; to provide administrative oversight for economic development activities; to market Albany to convention and event planners; and support the economic viability and to provide oversight of the day-to-day operation of the Albany Municipal Airport.

#### **PUBLIC TRANSIT FUND**

Included in the Public Transit Fund are the Albany Transit System, the Transit Loop System, and the Paratransit System. The Albany Transit System provides bus service within the City. The Transit Loop System provides transportation between the cities of Albany and Corvallis and Linn-Benton Community College. The Paratransit System provides transportation to essential services for the elderly or individuals who have disabilities that prevent them from using other public transit. Proceeds from state revenue sharing, through transfers from the General Fund, provide 26.45 percent of the total fund resources. Grants from the Federal Transit Administration and local governmental agencies provide 47.58 percent.

#### **PUBLIC SAFETY LEVY FUND**

The Public Safety Levy Fund provides an independent accounting of property tax revenues collected from the Public Safety Levy passed by the voters of the City in the May, 2016, Primary Election. The rate is \$1.15 per \$1,000 of assessed value for a period of five years beginning with the 2016-17 fiscal year. Fiscal Year 2018-19 is the third year of the levy.

## **SPECIAL REVENUE FUNDS**

### **PROGRAM FUNCTIONS, REVENUE TRENDS, AND ASSUMPTIONS**

#### **CAPITAL REPLACEMENT FUND**

The Capital Replacement Fund accounts for monies accumulated for the replacement of vehicles, computer equipment, and City facilities. Monies are also accumulated for major maintenance projects for General Fund fire, police, library, and administrative buildings.

#### **STREET FUND**

Street Fund responsibilities include: street cleaning, pavement management, traffic control, storm drain maintenance, bridge maintenance, airport inspection, right-of-way maintenance, and capital improvements of the transportation system. The major source of revenue is the state gasoline tax. The State of Oregon Highway Trust Fund distributes 15.57 percent of all gas taxes to Oregon cities. The City has estimated that it will receive \$3,050,000 in Fiscal Year 2018-19, increasing \$50,000 from 2017-18.

The five-percent sewer and water in-lieu-of franchise fee will generate \$647,800 and \$566,000 from the Sewer and Water Funds respectively. Revenues from the franchise fees are expected to rise three to five percent annually as water and sewer rates rise over the next ten years.

## SPECIAL REVENUE FUNDS

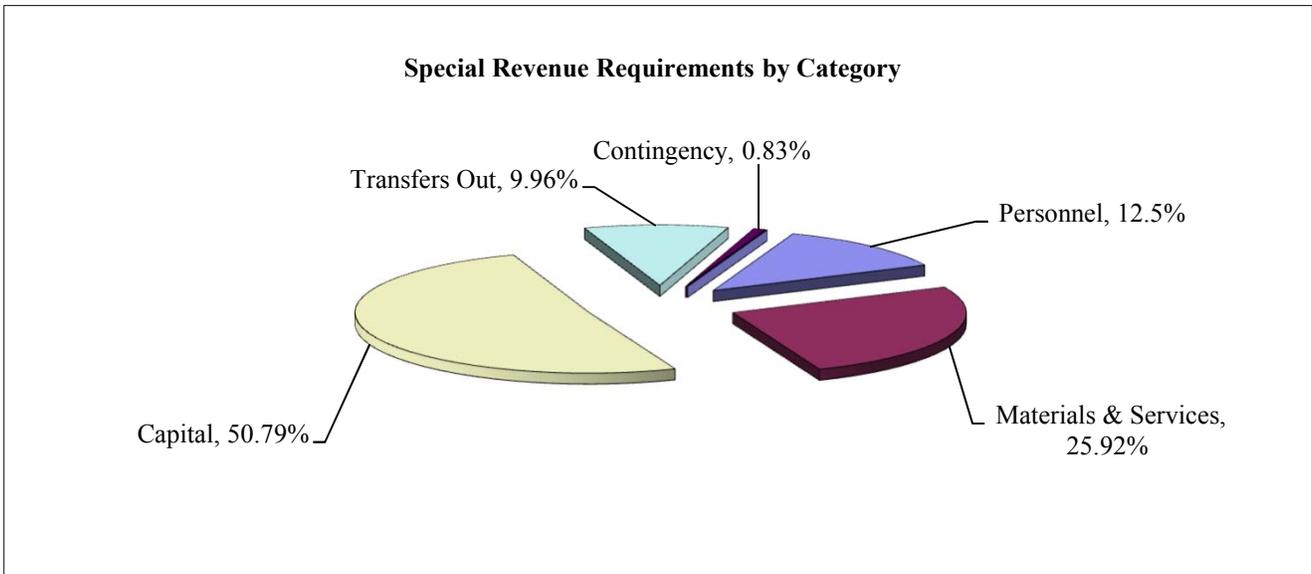
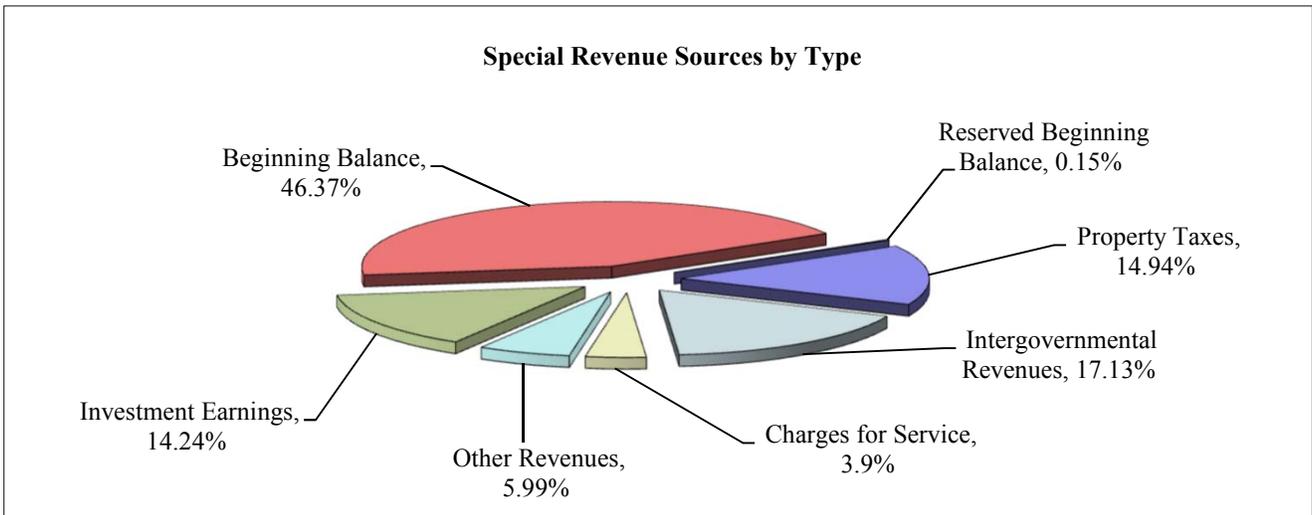
Adopted for the Fiscal Year 2018-19

### RESOURCES

Property Taxes	\$ 8,812,600
Transient Room Taxes	1,067,800
Licenses & Fees	2,648,800
Intergovernmental Revenues	10,107,000
Charges for Service	2,299,100
Other Revenues	3,533,100
Investment Earnings	172,100
Transfers In	4,513,500
Beginning Balance	25,763,600
Reserved Beginning Balance	87,400
<b>Total Resources</b>	<b>\$ 59,005,000</b>

### REQUIREMENTS

Personnel	\$ 7,378,200
Materials & Services	15,296,300
Capital	29,967,500
Transfers Out	5,876,300
Contingency	486,700
<b>Total Requirements</b>	<b>\$ 59,005,000</b>



**PARKS & RECREATION FUND**

**RESOURCE DETAIL**

<b>Resources</b>	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Property Taxes - Current	\$ 4,299,292	\$ 4,444,573	\$4,534,600	\$ 4,534,600	\$4,741,300	4.56%	47.52%
Property Taxes - Delinquent	132,258	142,333	88,000	88,000	100,000	13.64%	1.00%
Parks SDC: Principal	1,187	387	2,000	2,000	3,500	75.00%	0.04%
Parks SDC: Interest	162	113	200	200	800	300.00%	0.01%
Parks Systems Development Charges	258,359	360,575	275,000	275,000	325,000	18.18%	3.26%
Street Tree Development Fees	15,450	94,000	25,000	25,000	5,000	(80.00%)	0.05%
State Marine Board	8,400	7,500	7,500	7,500	7,500	-	0.08%
Charges for Services	15,000	15,000	15,000	15,000	15,000	-	0.15%
Agriculture Lease Payments	3,305	1,107	3,200	3,200	3,200	-	0.03%
CYF Recreation Fees	63,980	61,062	65,000	65,000	50,000	(23.08%)	0.49%
CYF Sponsorships	6,532	7,000	8,000	8,000	15,000	87.50%	0.15%
Adult Recreation Fees	57,687	66,707	55,000	55,000	60,000	9.09%	0.60%
Swimming Pool Receipts	74,967	83,327	81,000	81,000	93,000	14.81%	0.93%
Senior Center Rental Fees	20,803	16,640	15,000	15,000	17,000	13.33%	0.17%
Maple Lawn Preschool Fees	90,566	85,680	96,800	96,800	95,000	(1.86%)	0.95%
Sports Program Fees	127,000	108,868	132,000	132,000	135,000	2.27%	1.35%
Waverly Boat Revenues	4,240	5,805	5,000	5,000	6,500	30.00%	0.07%
Park Permits	21,057	28,383	8,000	8,000	12,000	50.00%	0.12%
Preschool Material/Service Fees	5,349	4,454	4,900	4,900	4,600	(6.12%)	0.05%
Senior Program Fees	8,543	6,372	8,000	8,000	15,000	87.50%	0.15%
NWAAF Fees	15,045	10,145	11,200	11,200	12,000	7.14%	0.12%
Hot Air Balloon Rides	10,350	6,975	7,200	7,200	9,000	25.00%	0.09%
Senior Newsletter	11,371	9,975	10,000	10,000	10,000	-	0.10%
Gift Shop Revenue	10,443	14,525	10,000	10,000	10,000	-	0.10%
Trip Revenue	75,107	82,193	60,000	60,000	64,000	6.67%	0.64%
Merchandise Sales - Aquatics	2,785	2,871	2,400	2,400	2,000	(16.67%)	0.02%
Cool! Facility Rental Fees	8,728	11,235	6,000	6,000	8,000	33.33%	0.08%
Concession Sales - Aquatic	13,820	11,213	11,000	11,000	6,000	(45.45%)	0.06%
Concession Sales - Sports	1,786	582	2,000	2,000	2,000	-	0.02%
Public Arts	1,119	148	1,000	1,000	1,000	-	0.01%
Track Club Revenue	2,412	2,277	2,500	2,500	5,000	100.00%	0.05%
Facility Enhancement Fee	8,205	7,200	6,800	6,800	6,800	-	0.07%
ACP Swimming Pool Receipts	156,037	140,860	140,000	140,000	145,000	3.57%	1.45%
ACP Facility Rental Fees	24,207	25,380	20,000	20,000	22,000	10.00%	0.22%
Sport Camp Fees	-	-	500	500	-	(100.00%)	-
Tournament Rental Fees	7,871	8,050	5,500	5,500	10,000	81.82%	0.10%
Youth Program User Fees	2,500	-	2,500	2,500	2,500	-	0.03%
Community Garden Revenues	250	250	-	-	-	-	-
Pool Room Revenue	809	817	700	700	700	-	0.01%
River Rhythms Food Faire	14,732	13,437	10,000	10,000	15,000	50.00%	0.15%
NWAAF Food Vendors	15,545	18,730	12,000	12,000	15,000	25.00%	0.15%
Mondays at Monteith Food Vendors	-	-	-	-	-	-	-
River Rhythms Souvenir Sales	(778)	1,794	2,400	2,400	2,400	-	0.02%
NWAAF Souvenir Sales	4,342	90	1,500	1,500	1,500	-	0.02%
Summer Sounds - Food Vendors	2,781	3,250	2,500	2,500	2,500	-	0.03%
Festival Latino - Food Vendors	-	310	200	200	200	-	-
Festival Latino Resource Fair	-	735	700	700	1,000	42.86%	0.01%
NWAAF Parking	-	-	-	-	12,000	-	0.12%
Park Maintenance Revenue	-	-	-	-	5,000	-	0.05%
SDC Administrative Charges	-	32,000	32,000	32,000	120,000	275.00%	1.20%
Trolley Rental Charges	376	-	-	-	-	-	-
River Rhythms Donations	13,725	10,290	11,000	11,000	11,000	-	0.11%

continued

**PARKS & RECREATION FUND**  
**RESOURCE DETAIL, continued**

<b>Resources, continued</b>			.....2017-18.....		2018-19	% Change	% of
	2015-16 Actual	2016-17 Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
NWAAF Donations	21,074	23,732	22,000	22,000	20,000	(9.09%)	0.20%
Lumber to Legacy Program Revenues	224	875	2,000	2,000	-	(100.00%)	-
Summer Sounds - Donations	3,534	4,905	4,000	4,000	4,500	12.50%	0.05%
Summer Sounds - Sponsorships	15,802	21,557	20,000	20,000	25,000	25.00%	0.25%
Festival Latino Sponsorships	1,000	3,500	2,500	2,500	2,500	-	0.03%
Gifts & Donations	9,781	15,484	12,700	12,700	20,700	62.99%	0.21%
Senior Center Sponsorships	4,687	8,833	10,000	10,000	15,000	50.00%	0.15%
CPAS Sponsorships	12,500	7,000	10,000	10,000	-	(100.00%)	-
River Rhythms Sponsorships	73,858	91,878	85,000	85,000	85,000	-	0.85%
NWAAF Sponsorships	57,633	84,364	95,000	95,000	90,000	(5.26%)	0.90%
Aquatic Sponsorship	10,500	3,500	3,500	3,500	10,000	185.71%	0.10%
Sports Sponsorship	2,350	3,950	2,000	2,000	10,000	400.00%	0.10%
Aquatic Donations	73,700	67,000	67,000	67,000	70,000	4.48%	0.70%
Albany GEMS	14,741	5,296	11,000	11,000	13,000	18.18%	0.13%
Miscellaneous Revenue	15,691	31,355	9,000	9,000	9,000	-	0.09%
Over & short	(82)	(1)	-	-	-	-	-
Brochure Advertising Revenue	2,880	2,220	2,500	2,500	2,500	-	0.03%
General Fundraising	168	-	-	-	-	-	-
Land Sales	11,496	-	-	-	-	-	-
Interest	33,100	36,671	30,100	30,100	35,100	16.61%	0.35%
<b>Total Current Resources</b>	<b>5,982,338</b>	<b>6,367,361</b>	<b>6,189,100</b>	<b>6,189,100</b>	<b>6,618,300</b>	<b>6.93%</b>	<b>66.37%</b>
From Parks Fund	23,303	39,801	60,000	60,000	-	(100.00%)	-
From General Fund	187,200	187,200	187,200	187,200	187,200	-	1.88%
From Equipment Replacement	-	-	-	-	69,000	-	0.69%
From Economic Development	-	47,000	47,000	47,000	-	(100.00%)	0.00%
From Street Fund	80,000	80,000	80,000	80,000	80,000	-	0.80%
From Parks SDC Program	-	-	50,000	50,000	320,000	540.00%	3.20%
From Capital Projects Fund	10,666	-	-	-	-	-	-
Transfer In: Transient Room Tax	171,800	171,800	177,000	177,000	182,300	2.99%	1.83%
From: Senior Center Endowment Fund	-	-	52,400	52,400	-	(100.00%)	-
<b>Total Transfers In</b>	<b>472,969</b>	<b>525,801</b>	<b>653,600</b>	<b>653,600</b>	<b>838,500</b>	<b>28.29%</b>	<b>8.41%</b>
<b>Beginning Balance</b>	<b>2,299,033</b>	<b>2,438,031</b>	<b>2,602,400</b>	<b>2,602,400</b>	<b>2,514,300</b>	<b>(3.39%)</b>	<b>25.22%</b>
<b>Total Resources</b>	<b>\$ 8,754,340</b>	<b>\$ 9,331,193</b>	<b>\$ 9,445,100</b>	<b>\$ 9,445,100</b>	<b>\$ 9,971,100</b>	<b>5.57%</b>	<b>100.00%</b>

**SUMMARY BY SOURCE**

<b>Resources</b>			.....2017-18.....		2018-19	% Change	% of
	2015-16 Actual	2016-17 Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Property taxes	\$ 4,431,550	\$ 4,586,907	\$ 4,622,600	\$ 4,622,600	\$ 4,841,300	4.73%	48.55%
Licenses and permits	275,158	455,075	302,200	302,200	334,300	10.62%	3.35%
Intergovernmental resources	8,400	7,500	7,500	7,500	7,500	-	0.08%
Charges for services	888,870	895,450	857,500	857,500	1,011,900	18.01%	10.15%
Other resources	345,261	385,759	369,200	369,200	388,200	5.15%	3.89%
Investment earnings	33,100	36,671	30,100	30,100	35,100	16.61%	0.35%
<b>Total Current Resources</b>	<b>5,982,338</b>	<b>6,367,361</b>	<b>6,189,100</b>	<b>6,189,100</b>	<b>6,618,300</b>	<b>6.93%</b>	<b>66.37%</b>
<b>Transfers in</b>	<b>472,969</b>	<b>525,801</b>	<b>653,600</b>	<b>653,600</b>	<b>838,500</b>	<b>28.29%</b>	<b>8.41%</b>
<b>Beginning balance</b>	<b>2,299,033</b>	<b>2,438,031</b>	<b>2,602,400</b>	<b>2,602,400</b>	<b>2,514,300</b>	<b>(3.39%)</b>	<b>25.22%</b>
<b>Total Resources</b>	<b>\$ 8,754,340</b>	<b>\$ 9,331,193</b>	<b>\$ 9,445,100</b>	<b>\$ 9,445,100</b>	<b>\$ 9,971,100</b>	<b>5.57%</b>	<b>100.00%</b>

**PARKS & RECREATION FUND  
REQUIREMENT SUMMARIES**

Program Requirements	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Sports Services	\$ 260,739	\$ 204,447	\$ 308,000	\$ 308,000	\$ 312,000	\$ 312,000	\$ 312,000
Children/Youth/Family							
Recreation Services	306,638	345,510	419,500	419,500	369,200	369,200	369,200
Resource Development/							
Marketing Services	361,919	381,420	359,000	359,000	277,900	277,900	277,900
Park Maintenance Services	1,941,848	2,049,589	1,655,600	1,655,600	1,636,500	1,636,500	1,636,500
Parks & Recreation Administration	1,463,534	1,545,840	1,755,200	1,755,200	1,784,300	1,784,300	1,784,300
Aquatic Services	768,964	771,937	878,800	878,800	916,500	916,500	916,500
Adult Recreation Services	484,813	581,798	618,500	618,500	657,100	657,100	657,100
Performance and Cultural Arts	615,799	551,948	673,500	673,500	645,900	645,900	645,900
Park Facilities Repair & Construction	-	-	744,800	744,800	654,300	654,300	654,300
Park SDC Projects	69,717	231,214	1,851,900	1,851,900	2,322,700	2,322,700	2,322,700
Senior Center Foundation	11,822	14,246	70,300	70,300	74,700	74,700	74,700
Parks Capital Improvement Program	25,273	1,562	110,000	110,000	320,000	320,000	320,000
<b>Total Requirements</b>	<b>\$6,311,067</b>	<b>\$6,679,512</b>	<b>\$9,445,100</b>	<b>\$ 9,445,100</b>	<b>\$9,971,100</b>	<b>\$9,971,100</b>	<b>\$9,971,100</b>

**Requirements by Type**

Personnel	\$2,627,540	\$2,718,783	\$3,124,600	\$ 3,124,600	\$3,166,400	\$3,166,400	\$3,166,400
Materials & Services	3,433,213	3,634,944	3,957,500	3,957,500	4,070,600	4,070,600	4,070,600
Capital	46,707	103,682	1,872,600	1,872,600	2,059,700	2,059,700	2,059,700
Transfers Out	203,607	222,105	290,400	290,400	499,400	499,400	499,400
Contingency	-	-	200,000	200,000	175,000	175,000	175,000
<b>Total Requirements</b>	<b>\$6,311,067</b>	<b>\$6,679,512</b>	<b>\$9,445,100</b>	<b>\$ 9,445,100</b>	<b>\$9,971,100</b>	<b>\$9,971,100</b>	<b>\$9,971,100</b>

**Adopted Requirements  
by Program and Type**

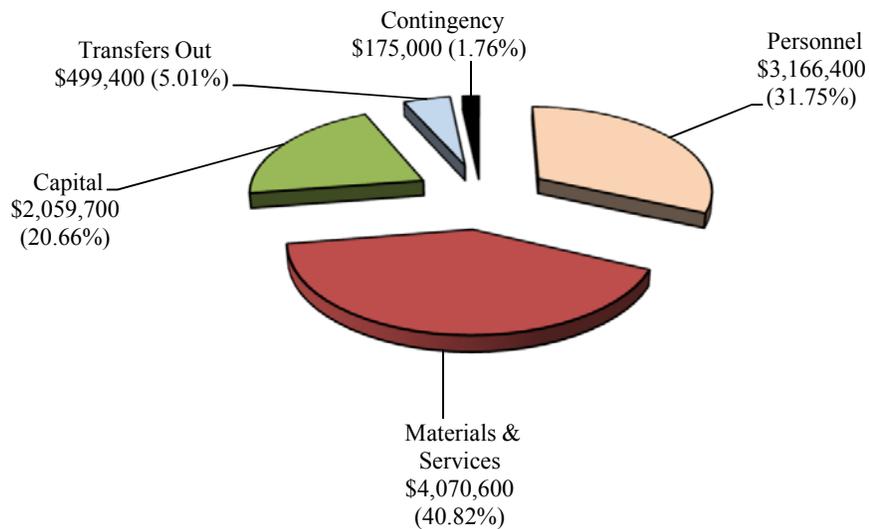
	Personnel	Materials & Services	Capital	Transfers Out	Contin- gency	Adopted Budget	% of Fund Budget
Sports Services	175,200	136,800	-	-	-	\$ 312,000	3.13%
Children/Youth/Family							
Recreation Services	288,500	80,700	-	-	-	369,200	3.70%
Resource Development/							
Marketing Services	208,800	69,100	-	-	-	277,900	2.79%
Park Maintenance Services	535,000	1,101,500	-	-	-	1,636,500	16.41%
Parks & Recreation Administration	471,900	958,000	-	179,400	175,000	1,784,300	17.89%
Aquatic Services	617,500	283,000	16,000	-	-	916,500	9.19%
Adult Recreation Services	419,900	237,200	-	-	-	657,100	6.59%
Performance and Cultural Arts	8,000	637,900	-	-	-	645,900	6.48%
Park Facilities Repair & Construction	441,600	103,800	108,900	-	-	654,300	6.56%
Park SDC Projects	-	387,900	1,614,800	320,000	-	2,322,700	23.29%
Senior Center Foundation	-	74,700	-	-	-	74,700	0.76%
Parks Capital Improvement Program	-	-	320,000	-	-	320,000	3.21%
<b>Total Requirements</b>	<b>\$3,166,400</b>	<b>\$4,070,600</b>	<b>\$2,059,700</b>	<b>\$ 499,400</b>	<b>\$ 175,000</b>	<b>\$9,971,100</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>31.75%</b>	<b>40.82%</b>	<b>20.66%</b>	<b>5.01%</b>	<b>1.76%</b>	<b>100.00%</b>	

**PARKS & RECREATION FUND  
STAFFING SUMMARY AND REQUIREMENTS BY TYPE**

Staffing Summary (FTE)	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Sports Services	1.000	1.000	2.000	2.000	2.000	2.000	2.000
Children/Youth/Family Recreation Services	2.975	4.075	5.313	5.313	3.888	3.888	3.888
Resource Development/ Marketing Services	2.450	2.700	2.500	2.500	2.000	2.000	2.000
Park Maintenance Services	9.500	9.500	5.500	5.500	5.300	5.300	5.300
Parks & Recreation Administration	4.245	4.450	4.750	4.750	4.000	4.000	4.000
Aquatic Services	3.500	3.500	4.000	4.000	4.000	4.000	4.000
Adult Recreation Services	2.400	3.650	3.250	3.250	4.750	4.750	4.750
Park Facilities Repair & Construction	-	-	4.000	4.000	4.000	4.000	4.000
<b>Total FTE</b>	<b>26.070</b>	<b>28.875</b>	<b>31.313</b>	<b>31.313</b>	<b>29.938</b>	<b>29.938</b>	<b>29.938</b>

**REQUIREMENTS BY TYPE**

Category Total and Percent of Budget



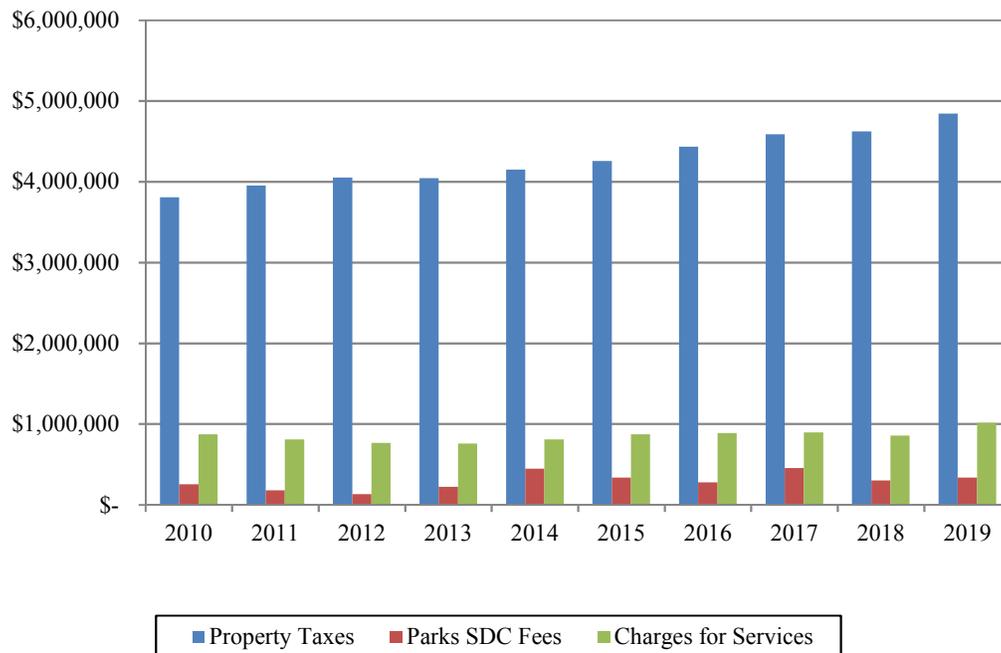
**PARKS & RECREATION FUND**  
**RESOURCES BY TYPE, TEN FISCAL YEARS**

Actual Revenues for 2010 through 2017, Budgeted Resources for 2018 and 2019

Fiscal Years	Property Taxes	Parks SDC	Intergovernmental Resources	Charges for Services	Other Resources	Transfers In	Beginning Balance	Total Resources
2010	\$ 3,806,006	\$ 252,341	\$ 9,416	\$ 870,682	\$ 347,348	\$ 586,629	\$ 2,260,922	\$ 8,133,344
2011	3,952,833	178,991	11,310	809,323	261,372	1,387,117	2,498,537	9,099,483
2012	4,051,531	129,673	11,896	767,106	347,278	796,317	2,636,562	8,740,363
2013	4,043,730	220,553	7,600	756,200	323,400	521,300	1,204,500	7,077,283
2014	4,150,416	448,232	10,316	809,465	385,148	486,300	1,683,245	7,973,122
2015	4,256,772	335,312	7,600	872,104	399,034	366,900	2,080,828	8,318,550
2016	4,431,550	275,158	8,400	888,870	378,361	472,969	2,299,033	8,754,340
2017	4,586,907	455,075	7,500	895,450	422,430	525,801	2,438,031	9,331,193
2018	4,622,600	302,200	7,500	857,500	399,300	653,600	2,602,400	9,445,100
2019	4,841,300	334,300	7,500	1,011,900	423,300	838,500	2,514,300	9,971,100

SDC - System Development Charges

**PROPERTY TAXES, PARKS SDC FEES, AND CHARGES FOR SERVICES**  
 Ten Fiscal Years



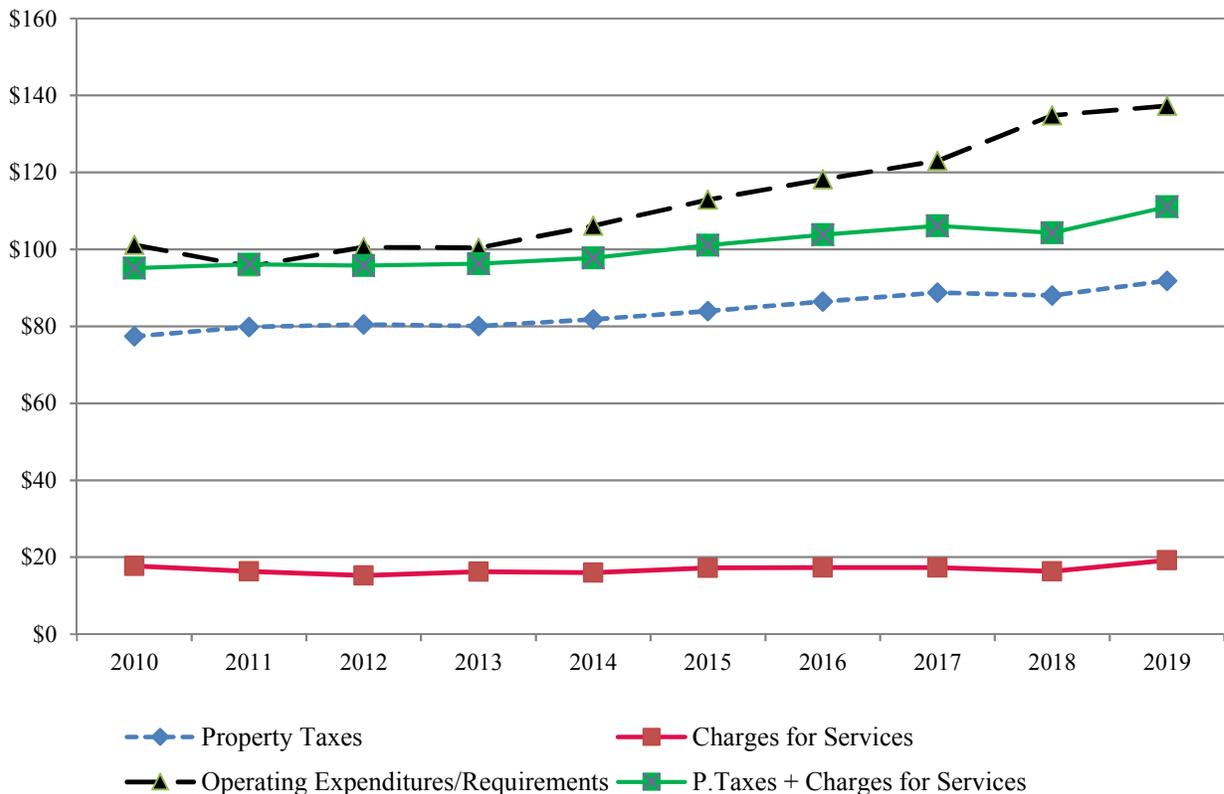
## PARKS & RECREATION FUND

### Total Property Taxes Collected per Capita and Charges for Services per Capita Ten Fiscal Years from 2010-2019 (1)

Fiscal Year Ended June 30,	OPERATING EXPENDITURES/ REQUIREMENTS		PROPERTY TAXES (2)		CHARGES FOR SERVICES	
	Amount Expended	per Capita	Amount Collected	per Capita	Amount Received	per Capita
2010	\$ 4,973,685	\$ 101.16	\$ 3,806,006	\$ 77.41	\$ 870,682	\$ 17.71
2011	4,733,468	95.57	3,952,833	79.81	809,323	16.34
2012	5,061,393	100.57	4,051,531	80.51	767,106	15.24
2013	5,074,793	100.45	4,043,730	80.04	821,024	16.25
2014	5,380,946	106.11	4,150,416	81.85	809,465	15.96
2015	5,725,476	112.88	4,256,772	83.93	872,104	17.19
2016	6,060,753	118.21	4,431,550	86.44	888,870	17.34
2017	6,353,726	122.97	4,586,907	88.77	895,450	17.33
2018	7,082,100	134.79	4,622,600	87.98	857,500	16.32
2019	7,237,000	137.30	4,841,300	91.85	1,011,900	19.20

- (1) Actual figures used for 2010 through 2017. Budgeted amounts used for 2018 and 2019.  
 (2) General property taxes are allocated 80% to the General Fund and 20% to Parks & Recreation.

### Per Capita Information Operating Expenditures/Requirements, Property Tax Receipts, and Charges for Services



**PARKS & RECREATION FUND**  
**PROGRAMS SUPPORTED BY PROPERTY TAXES, USER FEES, AND OTHER RESOURCES**

Detailed below are the property taxes and other user fees supporting the following Parks & Recreation programs: Sports Services, Children/Youth/Family Recreation Services, Resource Development Marketing Services, Park Maintenance Services, Parks & Recreation Administration, Aquatic Services, Adult Recreation Services, Performance and Cultural Arts. These programs represent 73 percent of the Parks & Recreation budget. The resource items listed below are included in the Parks & Recreation Fund - Resource Detail presented on previous pages.

Resources	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Property Taxes - Current	4,299,292	4,444,573	4,534,600	4,534,600	4,741,300	4.56%	65.36%
Property Taxes - Delinquent	132,258	142,333	88,000	88,000	100,000	13.64%	1.38%
Street Tree Development Fees	15,450	94,000	25,000	25,000	5,000	(80.00%)	0.07%
State Marine Board	8,400	7,500	7,500	7,500	7,500	-	0.10%
Charges for Services	15,000	15,000	15,000	15,000	15,000	-	0.21%
Agriculture Lease Payments	3,305	1,107	3,200	3,200	3,200	-	0.04%
CYF Recreation Fees	63,980	61,062	65,000	65,000	50,000	(23.08%)	0.69%
CYF Sponsorships	6,532	7,000	8,000	8,000	15,000	87.50%	0.21%
Adult Recreation Fees	57,687	66,707	55,000	55,000	60,000	9.09%	0.83%
Swimming Pool Receipts	74,967	83,327	81,000	81,000	93,000	14.81%	1.28%
Senior Center Rental Fees	20,803	16,640	15,000	15,000	17,000	13.33%	0.23%
Maple Lawn Preschool Fees	90,566	85,680	96,800	96,800	95,000	(1.86%)	1.31%
Sports Program Fees	127,000	108,868	132,000	132,000	135,000	2.27%	1.86%
Waverly Boat Revenues	4,240	5,805	5,000	5,000	6,500	30.00%	0.09%
Park Permits	21,057	28,383	8,000	8,000	12,000	50.00%	0.17%
Preschool Material/Service Fees	5,349	4,454	4,900	4,900	4,600	(6.12%)	0.06%
Senior Program Fees	8,543	6,372	8,000	8,000	15,000	87.50%	0.21%
NWAAF Fees	15,045	10,145	11,200	11,200	12,000	7.14%	0.17%
Hot Air Balloon Rides	10,350	6,975	7,200	7,200	9,000	25.00%	0.12%
Senior Newsletter	11,371	9,975	10,000	10,000	10,000	-	0.14%
Trip Revenue	75,107	82,193	60,000	60,000	64,000	6.67%	0.88%
Merchandise Sales - Aquatics	2,785	2,871	2,400	2,400	2,000	(16.67%)	0.03%
Cool! Facility Rental Fees	8,728	11,235	6,000	6,000	8,000	33.33%	0.11%
Concession Sales - Aquatic	13,820	11,213	11,000	11,000	6,000	(45.45%)	0.08%
Concession Sales - Sports	1,786	582	2,000	2,000	2,000	-	0.03%
Public Arts	1,119	148	1,000	1,000	1,000	-	0.01%
Track Club Revenue	2,412	2,277	2,500	2,500	5,000	100.00%	0.07%
Facility Enhancement Fee	8,205	7,200	6,800	6,800	6,800	-	0.09%
ACP Swimming Pool Receipts	156,037	140,860	140,000	140,000	145,000	3.57%	2.00%
ACP Facility Rental Fees	24,207	25,380	20,000	20,000	22,000	10.00%	0.30%
Sport Camp Fees	-	-	500	500	-	(100.00%)	-
Tournament Rental Fees	7,871	8,050	5,500	5,500	10,000	81.82%	0.14%
Youth Program User Fees	2,500	-	2,500	2,500	2,500	-	0.03%
Community Garden Revenues	250	250	-	-	-	-	-
River Rhythms Food Faire	14,732	13,437	10,000	10,000	15,000	50.00%	0.21%
NWAAF Food Vendors	15,545	18,730	12,000	12,000	15,000	25.00%	0.21%
River Rhythms Souvenir Sales	(778)	1,794	2,400	2,400	2,400	-	0.03%

continued

**PARKS & RECREATION FUND**

**PROGRAMS SUPPORTED BY PROPERTY TAXES, USER FEES, AND OTHER RESOURCES, continued**

<b>Resources, continued</b>	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
NWAAF Souvenir Sales	4,342	90	1,500	1,500	1,500	-	0.02%
Summer Sounds - Food Vendors	2,781	3,250	2,500	2,500	2,500	-	0.03%
Festival Latino - Food Vendors	-	310	200	200	200	-	-
Festival Latino Resource Fair	-	735	700	700	1,000	42.86%	0.01%
NWAAF Parking	-	-	-	-	12,000	-	0.17%
Park Maintenance Revenue	-	-	-	-	5,000	-	0.07%
SDC Administrative Charges	-	32,000	32,000	32,000	120,000	275.00%	1.65%
Trolley Rental Charges	376	-	-	-	-	-	-
River Rhythms Donations	13,725	10,290	11,000	11,000	11,000	-	0.15%
NWAAF Donations	21,074	23,732	22,000	22,000	20,000	(9.09%)	0.28%
Lumber to Legacy Program Revenues	224	875	2,000	2,000	-	(100.00%)	-
Summer Sounds - Donations	3,534	4,905	4,000	4,000	4,500	12.50%	0.06%
Summer Sounds - Sponsorships	15,802	21,557	20,000	20,000	25,000	25.00%	0.34%
Festival Latino Sponsorships	1,000	3,500	2,500	2,500	2,500	-	0.03%
Gifts & Donations	9,740	14,909	12,000	12,000	20,000	66.67%	0.28%
Senior Center Sponsorships	4,687	8,833	10,000	10,000	15,000	50.00%	0.21%
CPAS Sponsorships	12,500	7,000	10,000	10,000	-	(100.00%)	-
River Rhythms Sponsorships	73,858	91,878	85,000	85,000	85,000	-	1.17%
NWAAF Sponsorships	57,633	84,364	95,000	95,000	90,000	(5.26%)	1.24%
Aquatic Sponsorship	10,500	3,500	3,500	3,500	10,000	185.71%	0.14%
Sports Sponsorship	2,350	3,950	2,000	2,000	10,000	400.00%	0.14%
Aquatic Donations	73,700	67,000	67,000	67,000	70,000	4.48%	0.97%
Albany GEMS	14,741	5,296	11,000	11,000	13,000	18.18%	0.18%
Miscellaneous Revenue	15,691	10,186	9,000	9,000	9,000	-	0.12%
Over & short	(82)	(1)	-	-	-	-	-
Brochure Advertising Revenue	2,880	2,220	2,500	2,500	2,500	-	0.03%
Land Sales	11,496	-	-	-	-	-	-
Interest	22,133	16,845	15,000	15,000	15,000	-	0.21%
<b>Total Current Resources</b>	<b>5,700,206</b>	<b>5,949,370</b>	<b>5,885,400</b>	<b>5,885,400</b>	<b>6,257,500</b>	<b>6.32%</b>	<b>86.27%</b>
From General Fund	187,200	187,200	187,200	187,200	187,200	-	2.58%
From Equipment Replacement	-	-	-	-	69,000	-	0.95%
From Economic Development	-	47,000	47,000	47,000	-	(100.00%)	-
From Street Fund	80,000	80,000	80,000	80,000	80,000	-	1.10%
Transfer In: Transient Room Tax	171,800	171,800	177,000	177,000	182,300	2.99%	2.51%
<b>Total Transfers In</b>	<b>439,000</b>	<b>486,000</b>	<b>491,200</b>	<b>491,200</b>	<b>518,500</b>	<b>5.56%</b>	<b>7.15%</b>
Beginning Balance	1,117,413	1,047,119	1,036,300	1,036,300	477,700	(53.90%)	6.59%
<b>Total Resources</b>	<b>\$7,256,619</b>	<b>\$7,482,489</b>	<b>\$7,412,900</b>	<b>\$7,412,900</b>	<b>\$7,253,700</b>	<b>(2.15%)</b>	<b>100.00%</b>
<b>Adopted Requirements by Program and Type</b>							
	Personnel	Materials & Services	Capital	Transfers Out	Contingency	Adopted Budget	% of Fund Budget
Sports Services	\$ 175,200	\$ 136,800	\$ -	\$ -	\$ -	\$ 312,000	4.30%
Children/Youth/Family Rec Services	288,500	80,700	-	-	-	369,200	5.09%
Resource Development Marketing	208,800	69,100	-	-	-	277,900	3.83%
Park Maintenance Services	535,000	1,101,500	-	-	-	1,636,500	22.56%
Parks & Recreation Administration	471,900	958,000	-	179,400	175,000	1,784,300	24.62%
Aquatic Services	617,500	283,000	16,000	-	-	916,500	12.63%
Adult Recreation Services	419,900	237,200	-	-	-	657,100	9.06%
Performance and Cultural Arts	8,000	637,900	-	-	-	645,900	8.90%
Park Facilities Repair & Construction	441,600	103,800	108,900	-	-	654,300	9.02%
<b>Total Requirements</b>	<b>\$3,166,400</b>	<b>\$3,608,000</b>	<b>\$ 124,900</b>	<b>\$ 179,400</b>	<b>\$ 175,000</b>	<b>\$7,253,700</b>	<b>100.00%</b>
<b>Percent of Budget</b>	<b>43.64%</b>	<b>49.74%</b>	<b>1.72%</b>	<b>2.47%</b>	<b>2.41%</b>	<b>100.00%</b>	



CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

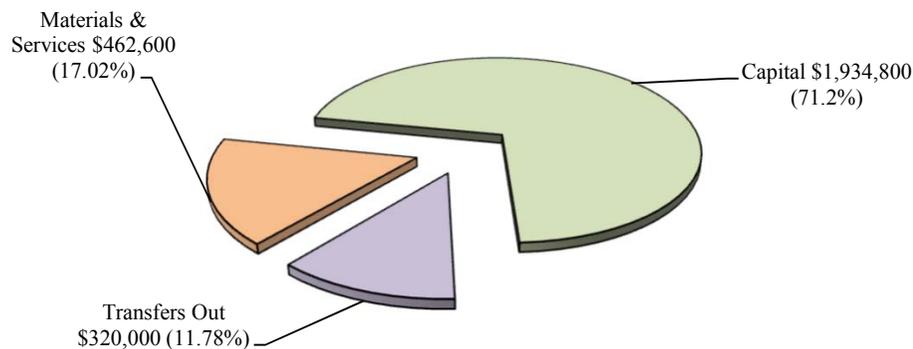
**PARKS & RECREATION FUND  
SELF-SUPPORTED SPECIAL PROGRAMS**

Detailed below are the user fees and other resources used to support the following Parks & Recreation Fund programs: Park SDC Projects, Senior Center Foundation, and Parks Capital Improvement Program. These programs represent 27 percent of the total Parks & Recreation Fund budget. The resource items listed below are included in the Parks & Recreation Fund - Resource Detail presented on previous pages.

Resources	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
Parks SDC: Principal	\$ 1,187	\$ 387	\$ 2,000	\$ 2,000	\$ 3,500	75.00%	0.13%
Parks SDC: Interest	162	113	200	200	800	300.00%	0.03%
Parks Systems Development Charges	258,359	360,575	275,000	275,000	325,000	18.18%	11.96%
Gift Shop Revenue	10,443	14,525	10,000	10,000	10,000	-	0.37%
Pool Room Revenue	809	817	700	700	700	-	0.03%
Gifts & Donations	41	575	700	700	700	-	0.03%
General Fundraising	168	-	-	-	-	-	-
Interest	10,967	19,826	15,100	15,100	20,100	33.11%	0.74%
<b>Total Current Resources</b>	<b>282,136</b>	<b>417,987</b>	<b>303,700</b>	<b>303,700</b>	<b>360,800</b>	<b>18.80%</b>	<b>13.28%</b>
From Parks Fund	23,303	39,801	60,000	60,000	-	(100.00%)	-
From Parks SDC Program	-	-	50,000	50,000	320,000	540.00%	11.78%
From Capital Projects Fund	10,666	-	-	-	-	-	-
From Senior Center Endowment Fund	-	-	52,400	52,400	-	(100.00%)	-
<b>Total Transfers In</b>	<b>33,969</b>	<b>39,801</b>	<b>162,400</b>	<b>162,400</b>	<b>320,000</b>	<b>97.04%</b>	<b>11.78%</b>
Beginning Balance	1,181,619	1,390,912	1,566,100	1,566,100	2,036,600	30.04%	74.95%
<b>Total Resources</b>	<b>\$1,497,724</b>	<b>\$1,848,700</b>	<b>\$2,032,200</b>	<b>\$2,032,200</b>	<b>\$2,717,400</b>	<b>33.72%</b>	<b>100.00%</b>

Adopted Requirements by Program and Type	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Park SDC Projects	387,900	1,614,800	320,000	\$ 2,322,700	85.47%
Senior Center Foundation	74,700	-	-	74,700	2.75%
Parks Capital Improvement Program	-	320,000	-	320,000	11.78%
<b>Total Requirements</b>	<b>\$ 462,600</b>	<b>\$1,934,800</b>	<b>\$ 320,000</b>	<b>\$ 2,717,400</b>	<b>100.00%</b>
<b>Percent of Budget</b>	<b>17.02%</b>	<b>71.20%</b>	<b>11.78%</b>	<b>100.00%</b>	

**REQUIREMENTS BY TYPE**  
Category Totals and Percent of Budget



## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks & Recreation Department,  
Sports Services (202-35-1402)  
Responsible Manager/Title: Ed Hodney, Parks & Recreation Director**

### FUNCTIONS AND RESPONSIBILITIES

- Provide opportunities for positive participation in recreational athletics programs to Albany residents.
- Accurately plan, prepare, monitor, and control the Sports Services budget.
- Provide long-term vision and direction to ensure the program's viability while keeping abreast of new opportunities for involving residents in an active lifestyle.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Great Neighborhoods Effective Government	12/17	In Progress	• Develop and implement a new Sporting Events Plan to increase program revenues by 15% by Fiscal Year 2019.
	05/18	In Progress	• Complete the installation of recycling centers at both softball complexes in an effort to create a greener program for the City.
Effective Government	06/18	In Progress	• Develop programming and financial strategies to achieve a cost recovery rate of at least 50% by Fiscal Year 2019.
Budget Year 2018-2019			
Great Neighborhoods Effective Government	02/19		• Develop and implement a new Sporting Events Plan to increase program revenues by 15% by Fiscal Year 2019.
	05/20		• Development of softball complex areas combined with the installation of recycling centers to create a greener program for the City, while producing more tournament play.
Effective Government	02/19		• Develop programming and financial strategies to achieve a cost recovery rate of at least 50% by Fiscal Year 2019.

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of participants in a City sports program during the year.	7,100	7,150	7,000	7,000
Number of participant hours in a City sports program activity during the year.	120,700	121,500	119,000	119,000
Percentage of total sports expenditures recovered with non-tax revenues.	61%	59%	47%	44%

### STAFFING SUMMARY

Budgeted FTEs	1.00	1.00	2.00	2.00
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202: Parks & Recreation

CITY OF ALBANY, OREGON

35: Parks

PROG 1402: Sports Services

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 115,756	\$ 73,241	\$ 161,500	\$ 161,500	\$ 175,200	\$ 13,700
Materials & Services	144,983	131,206	146,500	146,500	136,800	(9,700)
<b>TOTAL EXPENDITURES</b>	<b>\$ 260,739</b>	<b>\$ 204,447</b>	<b>\$ 308,000</b>	<b>\$ 308,000</b>	<b>\$ 312,000</b>	<b>1.30 %</b>

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks & Recreation Department,  
Children/Youth/Family Recreation Services (202-35-1403)  
Responsible Manager/Title: Ed Hodney, Parks & Recreation Director**

### FUNCTIONS AND RESPONSIBILITIES

- Offer diverse opportunities for quality recreation and cultural programs for children, youth, and families (CYF) to build skills and provide a positive lifestyle and leisure options.
- Develop and maintain partnerships with community agencies, businesses, and service organizations to achieve objectives, promote cooperation, avoid duplications of service, and provide activities designed to meet community needs.
- Coordinate recreation and summer learning programs for children in a community setting that develops problem-solving skills, builds self-esteem, enhances learning skills, and encourages personal responsibility.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Great Neighborhoods	06/18	Completed	<ul style="list-style-type: none"> <li>• Evaluate Children’s Performing Art Series and implement changes as needed.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Enhance nature, science, and STEAM recreation opportunities for youth.</li> </ul>
Effective Government Great Neighborhoods	06/18	In Progress	<ul style="list-style-type: none"> <li>• Create a service plan and revenue enhancement plan that will increase revenue by 15% in FY2019 and expand reach to underserved populations and target markets.</li> </ul>
Budget Year 2018-2019			
Great Neighborhoods	06/19		<ul style="list-style-type: none"> <li>• Expand reach into under served populations &amp; target markets.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Enhance nature, science, and STEAM recreation opportunities for youth.</li> </ul>
Effective Government Great Neighborhoods	06/19		<ul style="list-style-type: none"> <li>• Implement service plan and revenue enhancement plan that will increase revenue by 15% in FY 2020 and expand reach to underserved populations and target markets.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Percentage of class and program participants who are satisfied with services.	90%	98%	95%	95%
Percentage of total program cost recovered with non-tax revenues.	49%	49%	45%	45%

### STAFFING SUMMARY

Budgeted FTEs	2.98	4.08	5.31	3.88
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202: Parks & Recreation

CITY OF ALBANY, OREGON

35: Parks

PROG 1403: Children/Youth/Family Rec Services

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 218,838	\$ 251,133	\$ 337,600	\$ 337,600	\$ 288,500	\$ (49,100)
Materials & Services	87,800	94,377	81,900	81,900	80,700	(1,200)
<b>TOTAL EXPENDITURES</b>	<b>\$ 306,638</b>	<b>\$ 345,510</b>	<b>\$ 419,500</b>	<b>\$ 419,500</b>	<b>\$ 369,200</b>	<b>(11.99)%</b>

## PROGRAM NARRATIVE

**Parks & Recreation Fund: Parks & Recreation Department,  
Resource Development & Marketing Services (202-35-1404)  
Responsible Manager/Title: Ed Hodney, Parks & Recreation Director**

### FUNCTIONS AND RESPONSIBILITIES

- Develop revenue sources that will support the recreation experiences, services, and facilities the community wants and needs.
- Coordinate sponsorships and partnership programs, including proposals, recognition, and identification of appropriate sponsorship opportunities.
- Manage comprehensive marketing efforts for Parks & Recreation Department in order to solidify community niche and position Department in appropriate community roles.
- Coordinate all branding and publicity efforts for Parks & Recreation Department.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	In Progress	<ul style="list-style-type: none"> <li>• Secure presenting sponsor for Northwest Art &amp; Air Festival.</li> </ul>
	06/18	On going	<ul style="list-style-type: none"> <li>• Develop strategy to incorporate Albany Parks &amp; Recreation Foundation into department's revenue opportunities, including grants, gifts and donations.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Develop a services plan that will expand marketing reach to engage underserved populations.</li> </ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Secure presenting sponsor for Summer Sounds.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Implement sponsor asset management system.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Continue strategy to incorporate Albany Parks &amp; Recreation Foundation into department's revenue opportunities, including grants, gifts and donations.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Per capita revenue from endowments, grants, foundations, solicitations, and donations	\$6.35	\$7.76	\$8.28	\$9.00

### STAFFING SUMMARY

Budgeted FTEs	2.45	2.70	2.50	2.00
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202: Parks & Recreation

CITY OF ALBANY, OREGON

35: Parks

PROG 1404: Resource Dev. Marketing Services

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 297,706	\$ 327,906	\$ 288,100	\$ 288,100	\$ 208,800	\$ (79,300)
Materials & Services	64,213	53,515	70,900	70,900	69,100	(1,800)
<b>TOTAL EXPENDITURES</b>	<b>\$ 361,919</b>	<b>\$ 381,421</b>	<b>\$ 359,000</b>	<b>\$ 359,000</b>	<b>\$ 277,900</b>	<b>(22.59)%</b>

## PROGRAM NARRATIVE

### Parks & Recreation Fund: Parks & Recreation Department, Park Maintenance Service (202-35-1407)

**Responsible Manager/Title:** Rick Barnett, Parks & Facilities Maintenance Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Maintains and operates all City parks and facilities in a safe, clean, attractive, and affordable manner by using responsive and efficient procedures.
- Responsible for the Urban Forestry Program including street tree maintenance.
- Coordinates volunteer program for work in parks, trails, and natural areas.
- Supports Recreation Division programs through coordination and implementation of event logistics.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	Completed	<ul style="list-style-type: none"> <li>• Support Engineering, Streets, and other City departments with natural resources related projects.</li> </ul>
	08/17	In Progress	<ul style="list-style-type: none"> <li>• Establish a more efficient, consistent park custodial program.</li> </ul>
	01/18	Completed	<ul style="list-style-type: none"> <li>• Implement new more efficient work order system.</li> </ul>
Budget Year 2018-2019			
Effective Government	09/18		<ul style="list-style-type: none"> <li>• Finish establishing a more efficient, consistent park custodial program.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Replace 100 diseased and damaged street trees.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Use Cartograph to accurately inventory all park fixtures.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Developed acres of parkland per 1,000 population (Based on 550 total park acres, 895 total acres. Number changes as population grows).	10.75	10.75	10.75	10.38
Avg. cost of maintenance per developed acre.	\$2,780	\$2,850	\$1,840	\$1,849
Percentage of time lost to work-related injuries.	0%	0%	0%	0%
FTE per 1,000 residents.	.19	.19	.11	.10
Est. number of trees responsible for maintaining.	13,000	13,000	13,000	13,000
Est. number of trees receiving maintenance.	3,200	3,200	3,200	3,800
Total tree maintenance expenditures.	\$65,000	\$70,000	\$81,000	\$88,000

#### STAFFING SUMMARY

Budgeted FTEs	9.50	9.50	5.50*	5.30
*New Program Division Established (202-35-1420)				

202: Parks & Recreation

CITY OF ALBANY, OREGON

35: Parks

PROG 1407: Park Maintenance Services

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 797,705	\$ 794,597	\$ 496,400	\$ 496,400	\$ 535,000	\$ 38,600
Materials & Services	1,144,143	1,177,377	1,159,200	1,159,200	1,101,500	(57,700)
Capital	-	77,616	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,941,848</b>	<b>\$ 2,049,590</b>	<b>\$ 1,655,600</b>	<b>\$ 1,655,600</b>	<b>\$ 1,636,500</b>	<b>(1.15)%</b>

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks & Recreation Department,  
Park Administration (202-35-1408)  
Responsible Manager/Title: Ed Hodney, Parks and Recreation Director**

### FUNCTIONS AND RESPONSIBILITIES

- Organize and administer department personnel, resources, facilities, programs, and activities to achieve City and department goals.
- Provide customer service to citizens who visit or contact the Parks & Recreation Department and other City Hall offices.
- Working with the Albany Arts Commission, promote and provide oversight for the installation or display of public art at City facilities and other public spaces.
- Plan and implement scheduled Parks capital improvement projects.
- Provide administrative support to the Parks & Recreation Commission, City Tree Commission, Albany Arts Commission, and Senior Center Endowment Committee.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	Completed	<ul style="list-style-type: none"> <li>• Complete Parks Plan update through the University of Oregon (UO) Sustainable Cities Program.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Draft a Public Arts Strategic Plan for City Council review through UO Sustainable Cities Program.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Complete a plan for the first phase of East Thornton Lake Natural Area (ETLNA) development.</li> </ul>
Budget Year 2018-2019			
Effective Government	12/18		<ul style="list-style-type: none"> <li>• Complete a plan for the first phase of East Thornton Lake Natural Area (ETLNA) development.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Complete Public Arts Strategic Plan for City Council review.</li> </ul>
	02/19		<ul style="list-style-type: none"> <li>• Draft new recreation services pricing policy, secure Council adoption.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Percentage of total Fund 202 operating expenditures subsidized with property tax revenues. *	56%	55%	54%	50%
Per capita revenue from endowments, grants, foundations, solicitations, and donations.	\$7.86	\$8.00	\$8.40	\$9.00

### STAFFING SUMMARY

Budgeted FTEs	4.45	4.45	4.70	4.00
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\*Fund 202 operating expenditures only includes programs 1402, 1403, 1404, 1407, 1408, 1410, 1413, 1414, and 1420.

202: Parks & Recreation

CITY OF ALBANY, OREGON

35: Parks

PROG 1408: Parks & Recreation Admin

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 431,413	\$ 430,723	\$ 478,500	\$ 478,500	\$ 471,900	\$ (6,600)
Materials & Services	828,514	893,012	836,300	836,300	958,000	121,700
Transfers Out	203,607	222,105	240,400	240,400	179,400	(61,000)
Contingencies	-	-	200,000	200,000	175,000	(25,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,463,534</b>	<b>\$ 1,545,840</b>	<b>\$ 1,755,200</b>	<b>\$ 1,755,200</b>	<b>\$ 1,784,300</b>	<b>1.66 %</b>

## PROGRAM NARRATIVE

### Parks & Recreation Fund: Parks & Recreation Department, Aquatic Services (202-35-1410)

Responsible Manager/Title: Rob Romancier, Recreation Program Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Meet the needs of our community by offering a wide variety of aquatic programs and activities that encourage participation at all levels and result in increased health, wellness, and recreation for participants.
- Promote water safety and prevent accidental drowning through water awareness with a focus on youth.
- Provide a safe and positive environment and activities for all ages.
- Provide indoor year-round facility for educational community use and team sports. Provide outdoor recreation and fitness facility in the summer. Operate wading pool.

#### OBJECTIVES AND STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	08/17	In Progress	<ul style="list-style-type: none"> <li>• Create new programs/strategies to increase usage.</li> <li>• Advertise our programs using TV, Facebook, and Twitter.</li> </ul>
	06/18	Completed	
Safe City	12/17	Completed	<ul style="list-style-type: none"> <li>• Improve pool equipment room safety and staff competency through additional training.</li> </ul>
Budget Year 2018-2019			
Effective Government	12/18		<ul style="list-style-type: none"> <li>• Assess capital/replacement needs for both Albany Community Pool and COOL! Pool.</li> <li>• Work with Resource Development Coordinator to create marketing plan.</li> </ul>
	06/19		
Great Neighborhoods	06/19		<ul style="list-style-type: none"> <li>• Work with insurance companies to cover patrons' use of facility (Silver &amp; Fit group).</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Percentage of users who are satisfied or very satisfied with their aquatic experience.	96%	96%	90%	93%
Percentage of program costs recovered with non-tax revenues.	44%	41%	38%	37%

#### STAFFING SUMMARY

Budgeted FTEs	3.50	3.50	4.0	4.0
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202: Parks & Recreation

CITY OF ALBANY, OREGON

35: Parks

PROG 1410: Aquatic Services

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 499,717	\$ 511,931	\$ 574,200	\$ 574,200	\$ 617,500	\$ 43,300
Materials & Services	247,812	235,502	275,600	275,600	283,000	7,400
Capital	21,434	24,504	29,000	29,000	16,000	(13,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 768,963</b>	<b>\$ 771,937</b>	<b>\$ 878,800</b>	<b>\$ 878,800</b>	<b>\$ 916,500</b>	<b>4.29 %</b>

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks & Recreation Department,  
Adult Recreation Services (202-35-1413)  
Responsible Manager/Title: Ed Hodney, Parks & Recreation Director**

### FUNCTIONS AND RESPONSIBILITIES

- Offer diverse, quality recreational services for adults and seniors in order to promote wellness, provide positive leisure choices, build skills, and contribute to a strong healthy community.
  - Provide facilities and infrastructure needed to meet community's recreational needs.
  - Develop partnerships with community agencies
- and businesses to provide recreation experiences for adults and seniors.
- Recruit, train, and recognize qualified volunteers, providing opportunities for them to make meaningful contributions to the community.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	In Progress	<ul style="list-style-type: none"> <li>• Finalize and implement programming goals and strategies to reach underserved older adults, including baby boomers.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Develop and implement process for updating and rebranding Senior Center.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Develop revenue enhancement strategies that will increase program revenues by 15% in FY 2019.</li> </ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Implement process for updating and rebranding Senior Center.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Implement programming goals and strategies to reach underserved older adults, including baby boomers.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Implement revenue enhancement strategies that will increase program revenues by 15% in FY 2019.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Percentage of total program costs recovered with non-tax revenues.	31%	27%	27%	27%

### STAFFING SUMMARY

Budgeted FTEs	2.40	3.65	3.25	4.75
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202: Parks & Recreation

CITY OF ALBANY, OREGON

35: Parks

PROG 1413: Adult Recreation Services

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 254,763	\$ 309,776	\$ 361,300	\$ 361,300	\$ 419,900	\$ 58,600
Materials & Services	230,051	272,022	257,200	257,200	237,200	(20,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 484,814</b>	<b>\$ 581,798</b>	<b>\$ 618,500</b>	<b>\$ 618,500</b>	<b>\$ 657,100</b>	<b>6.24 %</b>

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks & Recreation Department,  
Performance and Cultural Arts (202-35-1414)  
Responsible Manager/Title: Ed Hodney, Parks & Recreation Director**

### FUNCTIONS AND RESPONSIBILITIES

- Provide events that enhance Albany’s livability for residents and draw visitors from throughout the Northwest, helping to support the local economy.
- Utilize community sponsorships to provide funding for diverse events.
- Promote free music and art activities providing opportunities for cultural enrichment and development of great neighborhoods.
- Utilize events to showcase business and industry to create a positive economic impact on the community.

### OBJECTIVES AND STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Objectives and Strategies/Actions
Budget year 2017-2018			
Great Neighborhoods	06/18	In Progress	<ul style="list-style-type: none"> <li>• Secure presenting sponsor for Northwest Art &amp; Air Festival and Summer Sounds.</li> </ul>
	09/17	Completed	<ul style="list-style-type: none"> <li>• Add feature of Oregon Pilots Association conference to NWAAF.</li> </ul>
Effective Government	06/18	Completed	<ul style="list-style-type: none"> <li>• Evaluate and restructure Children’s Performing Art Series.</li> </ul>
Budget year 2018-2019			
Great Neighborhoods			<ul style="list-style-type: none"> <li>• Secure presenting sponsor for Summer Sounds.</li> </ul>
Effective Government			<ul style="list-style-type: none"> <li>• Replace Children’s Performing Art Series with new current community activity.</li> </ul>
Great Neighborhoods			<ul style="list-style-type: none"> <li>• Secure Oregon Pilots Association conference for NWAAF.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of individuals attending Performance Series*	10,600	140,000	145,000	150,000
Number of individuals attending NWAAF	61,000	60,100	63,000	65,000
Percent of program costs recovered with non-tax revenues.	67%	65%	67%	67%
Expenditures avoided through donations of in-kind services and materials	\$180,000	\$201,700	\$209,500	\$216,100

\*New Performance Measure in 2016-2017

202: Parks & Recreation

CITY OF ALBANY, OREGON

35: Parks

PROG 1414: Performance and Cultural Arts

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 11,641	\$ 19,475	\$ 6,000	\$ 6,000	\$ 8,000	\$ 2,000
Materials & Services	604,158	532,473	667,500	667,500	637,900	(29,600)
<b>TOTAL EXPENDITURES</b>	<b>\$ 615,799</b>	<b>\$ 551,948</b>	<b>\$ 673,500</b>	<b>\$ 673,500</b>	<b>\$ 645,900</b>	<b>(4.10)%</b>

## PROGRAM NARRATIVE

**Parks & Recreation Fund: Parks & Recreation Department,  
Park Facilities Repair and Construction (202-35-1420)  
Responsible Manager/Title: Gary Carlson, Park Operations Supervisor**

### FUNCTIONS AND RESPONSIBILITIES

- Responsible for Maintenance Projects and Repair Operations on all City Park properties. This program was created in Fiscal Year 2017-2018.
- Secures and coordinates grants and other funding sources that finance projects.
- Maintains and ensures that all city parks, playgrounds, and facilities are kept in safe, clean, attractive and affordable manner by using responsible and efficient procedures.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Great Neighborhoods	06/18	In Progress	<ul style="list-style-type: none"> <li>• Manage the renovation of Sunrise Park.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Install new floating docks at Waverly Park.</li> </ul>
Effective Government	06/18	Completed	<ul style="list-style-type: none"> <li>• Work with Oregon State Marine Board to replace dock at Takena Landing.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Develop short and long-term plans for repair and maintenance of aging City Parks and implement appropriate software tracking system.</li> </ul>
Budget Year 2018-2019			
Great Neighborhoods	06/19		<ul style="list-style-type: none"> <li>• Continue with renovation of aging park facilities.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Complete renovation of Sunrise Park.</li> </ul>
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Work with Oregon State Marine Board to replace dock at Bowman Park.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Implement City-identified and prioritized projects to ensure ADA compliance in Parks &amp; Recreation facilities.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018*</u>	<u>2018-2019</u>
Repair or replace 300 lineal feet of walkway and sidewalk.	n/a	n/a	700ft	600ft
Number of hours related to repair/replacement projects.	n/a	n/a	4,000	5,000
Percentage of time lost to work-related injuries.	n/a	n/a	0%	0%
FTE per 1,000 residents.	n/a	n/a	.08	.08

\*New Program Division Established

### STAFFING SUMMARY

Budgeted FTEs	n/a	n/a	4.00	4.00
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202: Parks & Recreation

CITY OF ALBANY, OREGON

35: Parks

PROG 1420: Park Facilities Repair & Construction

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ -	\$ -	\$ 421,000	\$ 421,000	\$ 441,600	\$ 20,600
Materials & Services	-	-	126,800	126,800	103,800	(23,000)
Capital	-	-	197,000	197,000	108,900	(88,100)
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 744,800</b>	<b>\$ 744,800</b>	<b>\$ 654,300</b>	<b>(12.15)%</b>

## PROGRAM NARRATIVE

**Parks & Recreation Fund: Parks & Recreation Department,  
Parks SDC Projects (202-35-1500)**  
**Responsible Manager/Title:** Ed Hodney, Parks and Recreation Director

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### FUNCTIONS AND RESPONSIBILITIES

- Implement growth-related projects included in the 2006 Parks & Recreation Master Plan through planning, acquisition, design, and construction of new parks and facilities.
- 

### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	In Progress	• Complete SDC-funded projects as programmed.
Budget Year 2018-2019	06/19		
Effective Government			• Complete SDC-funded projects as programmed.

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### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of acres of park land.	895	895	895	895
Number of acres of park land per 1,000 pop. (*changes as population grows).	17.3*	17.3*	17.1	17.1

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202: Parks & Recreation

CITY OF ALBANY, OREGON

35: Parks

PROG 1500: Park SDC Projects

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 259,708	\$ 361,075	\$ 277,200	\$ 277,200	\$ 329,300	\$ 52,100
Investment Income	12,732	22,167	15,000	15,000	20,000	5,000
Investment Income	10,666	-	-	-	-	-
Beginning Balance	1,404,567	1,617,954	1,559,700	1,559,700	1,973,400	413,700
<b>TOTAL REVENUES</b>	<b>\$ 1,687,673</b>	<b>\$ 2,001,196</b>	<b>\$ 1,851,900</b>	<b>\$ 1,851,900</b>	<b>\$ 2,322,700</b>	<b>25.42 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 69,717	\$ 231,214	\$ 265,300	\$ 265,300	\$ 387,900	\$122,600
Capital	-	-	1,536,600	1,536,600	1,614,800	78,200
Transfers Out	-	-	50,000	50,000	320,000	270,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 69,717</b>	<b>\$ 231,214</b>	<b>\$ 1,851,900</b>	<b>\$ 1,851,900</b>	<b>\$ 2,322,700</b>	<b>25.42 %</b>
<b>Prog 1500: Park SDC Projects</b>						
<b>Revenues less Expenditures</b>	<b>1,617,956</b>	<b>1,769,982</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks & Recreation Department,  
Senior Center Foundation (202-35-1506)**  
**Responsible Manager/Title:** Ed Hodney, Parks & Recreation Director

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### FUNCTIONS AND RESPONSIBILITIES

- Assist with coordination of activities and services offered by the senior groups using the Albany Senior Center.
  - Provide support and assistance to Recreation staff in order to meet the needs of older adults in Albany.
  - Provide funding that supports Senior Center programming.
  - Assist with planning and implementation of programs and special events.
- 

### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Great Neighborhoods	06/18	In Progress	<ul style="list-style-type: none"><li>• Assist with evaluation of rebranding and remodeling needs of the Senior Center.</li></ul>
Budget Year 2018-2019			
Great Neighborhoods	06/19		<ul style="list-style-type: none"><li>• Develop a plan to assist with the rebranding and remodeling of the Senior Center.</li></ul>

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Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 11,252	\$ 15,342	\$ 10,700	\$ 10,700	\$ 10,700	\$ -
Miscellaneous Revenue	209	575	700	700	700	-
Investment Income	163	184	100	100	100	-
Transfers In	-	-	52,400	52,400	-	(52,400)
Beginning Balance	13,504	13,307	6,400	6,400	63,200	56,800
<b>TOTAL REVENUES</b>	<b>\$ 25,128</b>	<b>\$ 29,408</b>	<b>\$ 70,300</b>	<b>\$ 70,300</b>	<b>\$ 74,700</b>	<b>6.26 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 11,822	\$ 14,246	\$ 70,300	\$ 70,300	\$ 74,700	\$ 4,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,822</b>	<b>\$ 14,246</b>	<b>\$ 70,300</b>	<b>\$ 70,300</b>	<b>\$ 74,700</b>	<b>6.26 %</b>

<b>Prog 1506: Senior Center Foundation</b>						
<b>Revenues less Expenditures</b>	<b>13,306</b>	<b>15,162</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks & Recreation Department,  
Parks Capital Improvement Projects (202-35-1507)**  
**Responsible Manager/Title:** Ed Hodney, Parks and Recreation Director

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### FUNCTIONS AND RESPONSIBILITIES

- Implement Capital Improvement Projects (CIP) that are funded with revenue other than grants.
- 

### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	In Progress	• Complete projects as scheduled in the FY 2017-2018 CIP.
Great Neighborhoods			
Budget Year 2018-2019			
Effective Government	06/19		• Complete projects as scheduled in the FY 2018-2019 CIP.
Great Neighborhoods			

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**PROG 1507: Parks Capital Improvement Program**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Investment Income	\$ (1,928)	\$ (2,525)	\$ -	\$ -	\$ -	\$ -
Transfers In	23,303	39,801	110,000	110,000	320,000	210,000
Beginning Balance	(236,451)	(240,349)	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ (215,076)</b>	<b>\$ (203,073)</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 320,000</b>	<b>190.91 %</b>
<b>EXPENDITURES</b>						
Capital	\$ 25,273	\$ 1,562	\$ 110,000	\$ 110,000	\$ 320,000	\$210,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,273</b>	<b>\$ 1,562</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 320,000</b>	<b>190.91 %</b>

<b>Prog 1507: Parks Capital Improvement Program</b>						
<b>Revenues less Expenditures</b>	<b>(240,349)</b>	<b>(204,635)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## Grants Fund

### Grant Descriptions

The Grants Fund receives monies from private citizens and agencies of local, state, and federal governments for various projects within the City.

The following grants have been budgeted for the 2018-2019 Budget Year:

**Staffing for Adequate Fire and Emergency Response (SAFER) Grant (203-25-5123):** \$546,200 Salary and benefit costs for six Firefighter/EMTs for a three-year period, ending September 30, 2020.

**State Hazardous Materials Emergency Preparedness Grant (203-25-5099):** \$27,500 Hazardous Materials Awareness and Operations training for Linn and Benton County emergency responders, and a functional training exercise on behalf of the Mid-Valley Local Emergency Planning Committee. *Application status pending.*

**Community Paramedic Program Grant (203-25-5117):** \$30,000 Provides a transformational model of healthcare that connects at-risk populations to appropriate resources in the community and reduces the use of traditional emergency services.

**Ground Emergency Medical Transport (GEMT) (203-25-5121):** \$100,000 Federally-backed Medicaid entitlement program that allows public EMS providers the ability to collect a percentage of their uncompensated costs for providing care to Medicaid patients.

**Albany Public Safety Foundation (203-25-5127):** \$10,000 Local non-profit funds to support teaching CPR and how to use an AED to all eighth-graders in the City annually.

**Department of Justice Bulletproof Vest Grant (203-30-5008):** \$7,500 Grant proceeds provide 50 percent matching funds to law enforcement agencies to purchase replacement bulletproof vests.

**Department of Justice (DOJ) Equitable Sharing Grant (203-30-5096):** \$110,100 Grant proceeds from asset forfeiture equitable sharing may only be used for law enforcement purposes, such as investigations, training, facilities, equipment, transportation, memorials, drug/gang education, matching and pro-rata funding, community-based programs, and language assistance. Funds are not to be used to replace or supplant appropriated resources of the recipient.

**Community Policing Donations- APAK and BULB (203-30-5110):** \$5,500 This grant is funded by community sponsors who specifically wish to inspire kids to be positive, see their potential and work towards their goals. Donations are received intermittently and are intended to span multiple fiscal years. The Albany Police Department will partner with local businesses and community members to connect honored children with a community sponsor, while also ensuring that the children continue their positive academic work.

**Linn/Benton County District Attorney's Office Asset Forfeiture (203-30-5119):** \$15,600 Grant proceeds from asset forfeiture may only be used for law enforcement purposes, such as investigations, training, facilities, equipment, awards and memorials, drug/gang education, matching and pro-rata funding, asset accounting and tracking, language assistance, transfers to other law enforcement agencies, and support for community-based programs.

**LINE Task Force (203-30-5122):** \$85,000 The mission of LINE is to reduce illegal drug trafficking in the Linn County area by identifying, disrupting, or dismantling drug trafficking and money laundering organizations through cooperative efforts, enforcement, and intelligence sharing by local, state, and federal law enforcement agencies.

## Grants Fund

### Grant Descriptions

**Entitlement Community Development Block Grant (CDBG) (203-40-5100/5102) \$647,400**

The City became a Housing and Urban Development (HUD) CDBG Entitlement city in 2012 after Albany's population surpassed 50,000 people. The City received its first entitlement grant in the 2013-2014 fiscal year. The City will receive its sixth entitlement grant of \$410,906 for the 2018-2019 fiscal year. In the 2018-2019 fiscal year, the City will also spend balances from previous-year CDBG grants totaling \$236,500. CDBG funds will be used for activities and programs that will primarily benefit Albany's low- and moderate-income residents, homeless residents, seniors and special needs populations. The funds will also be used for eligible economic development and community development activities that may include public improvements and removing architectural barriers to handicap accessibility in Albany's HUD-identified low-income census tracts. Staff will support the Community Development Commission's work to assess community needs and provide the City Council with recommendations for use of the CDBG funds. Staff prepares a required annual Action Plan and Consolidated Annual Performance Evaluation Report (CAPER) to HUD and ensures that the City complies with applicable federal regulations and CDBG program requirements. There is no grant match requirement.

**State Historic Preservation Office Grant (203-40-5118) \$12,500** The City will apply for a \$12,500 grant that is expected to be awarded by April 2018. The grant cycle is 18 months and will continue into the 2019-2020 fiscal year. Grant funds are planned to be used to support property owners in the maintenance and upkeep of National Register historic buildings and resources through activities such as professional design assistance and rehabilitation grants. Funds would also be used to promote public education and outreach activities, and potentially for training opportunities for staff and Landmarks Advisory Commissioners. The local match is \$12,500, composed of staff time and other resources dedicated to the City's Historic Preservation Program.

**Albany Public Library Foundation Grant (203-45-5032) \$36,200** These funds are used to partner with the City on capital renovation projects. Over the years the Foundation has provided grants for cleaning and repointing of the brick exterior; window replacement and restoration; basement flooring; furniture restoration; shelving, etc.

**Oregon Community Foundation (OCF) (203-45-5033) \$177,800** Investment earnings from this fund may be annually disbursed to enhance the objectives and services of Albany Public Library. This is a \$2,000,000 donor-advised fund established by Mrs. Doris Scharpf in 2004. Disbursements are subject to OCF/donor policies.

Other revenue streams that come into this fund are from the Library Foundation, as well as from the Friends of the Library, for library programming and needs throughout the system.

**Oregon State Library Grant (203-45-5034) \$11,100** Otherwise known as the Ready to Read Grant, this grant is used solely for the support of early childhood literacy endeavors within the Children's Department. The amount is determined by census data regarding number of children in the Library's service area.

**FAA Annual Capital Grant (203-50-5003) \$1,233,000** A Federal FAA grant was received to complete Phase 2 of the Apron Improvements in FY 2019.

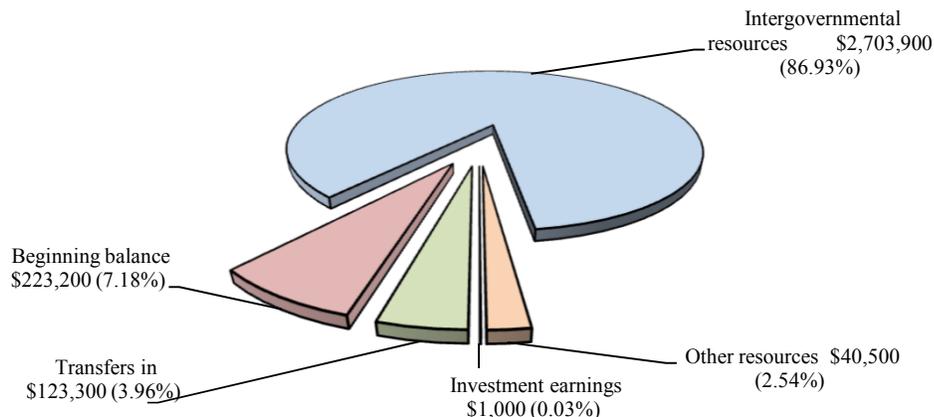
**Title XIX Grant (203-50-5014) \$5,000** Title XIX is a federal Medicaid grant program which pays for nonmedical rides for eligible clients. This grant has been ongoing for Paratransit since 1997. The City could bill up to \$75,000 per year; however, only \$5,000 in eligible rides is estimated to be provided in FY 2019. This grant does require a City match (40 percent), and by Medicaid rules that match amount cannot appear in the Title XIX grant budget. The City match is paid for from the Paratransit budget (213-50-1108-62210).

**GRANTS FUND  
RESOURCE DETAIL**

<b>Resources</b>	2015-16 Actual	2016-17 Actual	2017-18 Adopted Budget	Revised Budget	2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
FAA Entitlement Proceeds	\$ 38,221	\$ 191,811	\$ 306,000	\$ 572,700	\$ 277,200	(51.60%)	8.91%
Non-Medical Medicaid Grant	6,131	-	5,000	5,000	5,000	-	0.16%
Bureau of Justice	2,609	7,722	6,500	6,500	7,500	15.38%	0.24%
Oregon Emergency Management	22,439	29,802	9,000	1,309,800	573,700	(56.20%)	18.45%
Department of Aviation	-	-	24,300	24,300	-	(100.00%)	-
FAA Discretionary Funds	-	-	-	1,024,800	832,500	(18.76%)	26.77%
Foster Grandparent Grant	3,551	-	-	-	-	-	-
FEMA Disaster Reimbursement	19,212	-	-	-	-	-	-
CDBG Grant	169,270	436,565	832,100	832,100	647,400	(22.20%)	20.82%
Centers for Medicare & Medicaid	-	-	100,000	100,000	100,000	-	3.22%
State of Oregon	142,168	84,981	20,000	30,000	20,600	(31.33%)	0.66%
DOJ Equitable Sharing	10,940	17,974	20,000	20,000	15,000	(25.00%)	0.48%
Brownfields Redevelopment Grant	9,492	16,857	-	-	-	-	-
LINE Task Force	-	51,000	80,000	80,000	75,000	(6.25%)	2.41%
City of Millersburg	-	-	-	-	50,000	-	1.61%
Oregon Community Foundation	83,830	86,039	90,000	90,000	90,000	-	2.89%
InterCommunity Health	121,000	169,400	-	-	-	-	-
Public Safety Foundation	-	-	-	-	10,000	-	0.32%
Albany Library Foundation	-	34,000	-	-	34,000	-	1.09%
APAK (Albany Police & Kids)	-	2,500	2,000	2,000	1,000	(50.00%)	0.03%
BULB (Bringing Up Learning & Behavior)	1,085	2,320	2,000	2,000	1,000	(50.00%)	0.03%
Miscellaneous Revenue	26,207	22,299	10,000	10,000	23,000	130.00%	0.74%
Interest	7,174	3,834	2,000	2,000	1,000	(50.00%)	0.03%
<b>Total Current Resources</b>	<b>663,329</b>	<b>1,157,104</b>	<b>1,508,900</b>	<b>4,111,200</b>	<b>2,763,900</b>	<b>(32.77%)</b>	<b>88.86%</b>
From Albany Municipal Airport	-	15,330	2,700	146,200	123,300	(15.66%)	3.96%
From N. Albany Frontage Fee	-	12,636	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>27,966</b>	<b>2,700</b>	<b>146,200</b>	<b>123,300</b>	<b>(15.66%)</b>	<b>3.96%</b>
Beginning Balance	252,485	77,157	183,400	183,400	223,200	21.70%	7.18%
Designated Beg. Balance-Housing	281,902	-	-	-	-	-	-
<b>Total Beginning Balance</b>	<b>534,387</b>	<b>77,157</b>	<b>183,400</b>	<b>183,400</b>	<b>223,200</b>	<b>21.70%</b>	<b>7.18%</b>
<b>Total Resources</b>	<b>\$1,197,716</b>	<b>\$1,262,227</b>	<b>\$1,695,000</b>	<b>\$4,440,800</b>	<b>\$3,110,400</b>	<b>(29.96%)</b>	<b>100.00%</b>

**GRANTS FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**GRANTS FUND  
REQUIREMENTS AND STAFFING SUMMARIES**

Program Requirements	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
State HMEP Grant	\$ 15,773	\$ 21,113	\$ 9,000	\$ 9,000	\$ 27,500	\$ 27,500	\$ 27,500
Community Paramedic Program	125,746	130,620	30,000	30,000	30,000	30,000	30,000
Ground Emergency Transport	-	-	100,000	100,000	100,000	100,000	100,000
SAFER Grant	-	-	-	1,300,800	546,200	546,200	546,200
Public Safety Foundation	-	-	-	-	10,000	10,000	10,000
Station 15	-	-	-	-	-	-	50,000
DOJ Bulletproof Vest	3,300	7,035	8,000	8,000	7,500	7,500	7,500
DOJ Equitable Sharing	4,409	8,591	52,100	52,100	110,100	110,100	110,100
Community Policing Donations	1,551	3,638	11,000	11,000	5,500	5,500	5,500
Asset Forfeiture	-	8,980	35,100	35,100	15,600	15,600	15,600
LINE	-	51,885	60,000	60,000	85,000	85,000	85,000
CDBG	569	92,670	81,300	81,300	82,300	82,300	82,300
CDBG Activities	36,515	328,701	750,800	750,800	565,100	565,100	565,100
SHPO Historic Preservation	-	10,675	12,000	12,000	12,500	12,500	12,500
Library Foundation	-	-	36,100	36,100	36,200	36,200	36,200
Oregon Community Foundation	119,557	102,322	161,500	161,500	177,800	177,800	177,800
State Library Grant	8,292	7,419	10,100	10,100	11,100	11,100	11,100
FAA Annual Capital Grant	4,133	200,249	333,000	1,768,000	1,233,000	1,233,000	1,233,000
Title XIX Grant	6,266	-	5,000	5,000	5,000	5,000	5,000
Closed Grants	794,465	130,573	-	10,000	-	-	-
<b>Total Requirements</b>	<b>\$ 1,120,576</b>	<b>\$ 1,104,471</b>	<b>\$ 1,695,000</b>	<b>\$ 4,440,800</b>	<b>\$ 3,060,400</b>	<b>\$ 3,060,400</b>	<b>\$ 3,110,400</b>

**Requirements by Type**

Personnel	\$ 210,919	\$ 186,761	\$ 173,500	\$ 1,474,300	\$ 651,500	\$ 651,500	\$ 651,500
Materials & Services	778,341	414,237	788,100	798,100	1,041,700	1,041,700	1,091,700
Capital	126,659	503,473	733,400	2,168,400	1,367,200	1,367,200	1,367,200
<b>Total Requirements</b>	<b>\$ 1,115,919</b>	<b>\$ 1,104,471</b>	<b>\$ 1,695,000</b>	<b>\$ 4,440,800</b>	<b>\$ 3,060,400</b>	<b>\$ 3,060,400</b>	<b>\$ 3,110,400</b>

**Adopted Requirements  
by Program and Type**

	Materials			Adopted Budget	% of Fund Budget
	Personnel	& Services	Capital		
State HMEP Grant	\$ -	\$ 27,500	\$ -	\$ 27,500	0.88%
Community Paramedic Program	-	30,000	-	30,000	0.96%
Ground Emergency Transport	50,000	50,000	-	100,000	3.22%
SAFER Grant	546,200	-	-	546,200	17.56%
Public Safety Foundation	8,300	1,700	-	10,000	0.32%
Station 15	-	50,000	-	50,000	1.61%
DOJ Bulletproof Vest	-	7,500	-	7,500	0.24%
DOJ Equitable Sharing	-	110,100	-	110,100	3.54%
Community Policing Donations	-	5,500	-	5,500	0.18%
Asset Forfeiture	-	15,600	-	15,600	0.50%
LINE	35,000	50,000	-	85,000	2.73%
CDBG	-	82,300	-	82,300	2.65%
CDBG Activities	-	467,100	98,000	565,100	18.17%
SHPO Historic Preservation	-	12,500	-	12,500	0.40%
Library Foundation	-	-	36,200	36,200	1.16%
Oregon Community Foundation	7,000	170,800	-	177,800	5.72%
State Library Grant	-	11,100	-	11,100	0.36%
FAA Annual Capital Grant	-	-	1,233,000	1,233,000	39.64%
Title XIX Grant	5,000	-	-	5,000	0.16%
<b>Total Requirements</b>	<b>\$ 651,500</b>	<b>\$ 1,091,700</b>	<b>\$ 1,367,200</b>	<b>\$ 3,110,400</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>20.94%</b>	<b>35.10%</b>	<b>43.96%</b>	<b>100.00%</b>	

Staffing Summary (FTE)	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Community Paramedic Program	-	-	-	-	-	-	-
Foster Grandparents (94.011)	0.580	-	-	-	-	-	-
CDBG	0.600	0.600	0.585	0.585	-	-	-
<b>Total FTE</b>	<b>1.180</b>	<b>0.600</b>	<b>0.585</b>	<b>0.585</b>	<b>-</b>	<b>-</b>	<b>-</b>

203: Grants Fund

25: Fire

**CITY OF ALBANY, OREGON**

**PROG 5099: State HMEP Grant**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 22,439	\$ 20,335	\$ 9,000	\$ 9,000	\$ 27,500	\$ 18,500
Beginning Balance	(7,522)	(856)	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 14,917</b>	<b>\$ 19,479</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>\$ 27,500</b>	<b>205.56 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 15,773	\$ 21,113	\$ 9,000	\$ 9,000	\$ 27,500	\$ 18,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,773</b>	<b>\$ 21,113</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>\$ 27,500</b>	<b>205.56 %</b>
<b>Prog 5099: State HMEP Grant</b>						
<b>Revenues less Expenditures</b>	<b>(856)</b>	<b>(1,634)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

**CITY OF ALBANY, OREGON**

25: Fire

**PROG 5117: Community Paramedic Program**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 121,000	\$ 169,400	\$ -	\$ -	\$ -	\$ -
Investment Earnings	1	373	-	-	-	-
Beginning Balance	-	(4,744)	30,000	30,000	30,000	-
<b>TOTAL REVENUES</b>	<b>\$ 121,001</b>	<b>\$ 165,029</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 117,675	\$ 106,903	\$ -	\$ -	\$ -	\$ -
Materials & Services	8,071	23,716	30,000	30,000	30,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 125,746</b>	<b>\$ 130,619</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>- %</b>
<b>Prog 5117: Community Paramedic Program</b>						
<b>Revenues less Expenditures</b>	<b>(4,745)</b>	<b>34,410</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

25: Fire

**CITY OF ALBANY, OREGON**  
**PROG 5121: Ground Emergency Transport**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Materials & Services	-	-	50,000	50,000	50,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>- %</b>
<b>Prog 5121: Ground Emergency Transport</b>						
<b>Revenues less Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

25: Fire

### CITY OF ALBANY, OREGON

#### PROG 5123: SAFER Grant

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ 1,300,800	\$ 546,200	\$ (754,600)
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,300,800</b>	<b>\$ 546,200</b>	<b>(58.01)%</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ -	\$ -	\$ -	\$ 1,300,800	\$ 546,200	\$ (754,600)
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,300,800</b>	<b>\$ 546,200</b>	<b>(58.01)%</b>
<b>Prog 5123: SAFER Grant</b>						
<b>Revenues less Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

25: Fire

**CITY OF ALBANY, OREGON**  
**PROG 5127: Public Safety Foundation**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ 8,300	\$ 8,300
Materials & Services	-	-	-	-	1,700	1,700
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>- %</b>
<b>Prog 5127: Public Safety Foundation</b>						
<b>Revenues less Expenditures</b>	-	-	-	-	-	

203: Grants Fund

CITY OF ALBANY, OREGON

30: Police

PROG 5008: DOJ Bulletproof Vest

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 2,609	\$ 7,722	\$ 6,500	\$ 6,500	\$ 7,500	\$ 1,000
Investment Earnings	-	(26)	-	-	-	-
Beginning Balance	(959)	(1,650)	1,500	1,500	-	(1,500)
<b>TOTAL REVENUES</b>	<b>\$ 1,650</b>	<b>\$ 6,046</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 7,500</b>	<b>(6.25)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 3,300	\$ 7,035	\$ 8,000	\$ 8,000	\$ 7,500	\$ (500)
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,300</b>	<b>\$ 7,035</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 7,500</b>	<b>(6.25)%</b>

<b>Prog 5008: DOJ Bulletproof Vest</b>						
<b>Revenues less Expenditures</b>	<b>(1,650)</b>	<b>(989)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

30: Police

**CITY OF ALBANY, OREGON**

**PROG 5096: DOJ Equitable Sharing**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 5,046	\$ 8,764	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
Investment Income	185	345	100	100	100	-
Beginning Balance	22,856	24,369	32,000	32,000	90,000	58,000
<b>TOTAL REVENUES</b>	<b>\$ 28,087</b>	<b>\$ 33,478</b>	<b>\$ 52,100</b>	<b>\$ 52,100</b>	<b>\$ 110,100</b>	<b>111.32 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 4,409	\$ 8,591	\$ 52,100	\$ 52,100	\$ 110,100	\$ 58,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,409</b>	<b>\$ 8,591</b>	<b>\$ 52,100</b>	<b>\$ 52,100</b>	<b>\$ 110,100</b>	<b>111.32 %</b>

<b>Prog 5096: DOJ Equitable Sharing</b>						
<b>Revenues less Expenditures</b>	<b>23,678</b>	<b>24,887</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

CITY OF ALBANY, OREGON

30: Police

PROG 5110: Community Policing Donations

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Miscellaneous Revenue	\$ 1,085	\$ 4,820	\$ 4,000	\$ 4,000	\$ 2,000	\$ (2,000)
Investment Income	31	54	-	-	-	-
Beginning Balance	3,534	3,100	7,000	7,000	3,500	(3,500)
<b>TOTAL REVENUES</b>	<b>\$ 4,650</b>	<b>\$ 7,974</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ 5,500</b>	<b>(50.00)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 1,551	\$ 3,638	\$ 11,000	\$ 11,000	\$ 5,500	\$ (5,500)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,551</b>	<b>\$ 3,638</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ 5,500</b>	<b>(50.00)%</b>

<b>Prog 5110: Community Policing Donations</b>						
<b>Revenues less Expenditures</b>	<b>3,099</b>	<b>4,336</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**CITY OF ALBANY, OREGON**

**PROG 5119: Asset Forfeiture**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 5,894	\$ 9,210	\$ 20,000	\$ 20,000	\$ 10,000	\$ (10,000)
Investment Income	11	100	-	-	-	-
Beginning Balance	-	5,214	15,100	15,100	5,600	(9,500)
<b>TOTAL REVENUES</b>	<b>\$ 5,905</b>	<b>\$ 14,524</b>	<b>\$ 35,100</b>	<b>\$ 35,100</b>	<b>\$ 15,600</b>	<b>(55.56)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ 8,980	\$ 35,100	\$ 35,100	\$ 15,600	(19,500)
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 8,980</b>	<b>\$ 35,100</b>	<b>\$ 35,100</b>	<b>\$ 15,600</b>	<b>(55.56)%</b>
<b>Prog 5119: Asset Forfeiture</b>						
<b>Revenues less Expenditures</b>	<b>5,905</b>	<b>5,544</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

30: Police

**CITY OF ALBANY, OREGON**

**PROG 5122: LINE Task Force**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ -	\$ 51,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ -
Investment Income	-	(23)	-	-	-	-
Beginning Balance	-	-	-	-	25,000	25,000
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 50,977</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 85,000</b>	<b>41.67 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ -	\$ -	\$ 36,500	\$ 36,500	\$ 35,000	\$ (1,500)
Materials & Services	-	22,091	23,500	23,500	50,000	26,500
Capital	-	29,793	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 51,884</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 85,000</b>	<b>41.67 %</b>

<b>Prog 5122: LINE Task Force</b>
<b>Revenues less Expenditures</b>

-	(907)	-	-	-
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203: Grants Fund

40: Community Development

**CITY OF ALBANY, OREGON**

**PROG 5100: CDBG**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 70,212	\$ 88,203	\$ 81,300	\$ 81,300	\$ 82,300	\$ 1,000
Investment Income	2	(201)	-	-	-	-
Beginning Balance	(42)	(10,085)	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 70,172</b>	<b>\$ 77,917</b>	<b>\$ 81,300</b>	<b>\$ 81,300</b>	<b>\$ 82,300</b>	<b>1.23 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 79,450	\$ 76,536	\$ 79,000	\$ 79,000	\$ -	\$ (79,000)
Materials & Services	807	16,134	2,300	2,300	82,300	80,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 80,257</b>	<b>\$ 92,670</b>	<b>\$ 81,300</b>	<b>\$ 81,300</b>	<b>\$ 82,300</b>	<b>1.23 %</b>
<b>Prog 5100: CDBG</b>						
<b>Revenues less Expenditures</b>	<b>(10,085)</b>	<b>(14,753)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

CITY OF ALBANY, OREGON

40: Community Development

PROG 5102: CDBG Activities

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 99,058	\$ 348,362	\$ 750,800	\$ 750,800	\$ 565,100	\$ (185,700)
Investment Income	168	(177)	-	-	-	-
Beginning Balance	18	(22,532)	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 99,244</b>	<b>\$ 325,653</b>	<b>\$ 750,800</b>	<b>\$ 750,800</b>	<b>\$ 565,100</b>	<b>(24.73)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 121,794	\$ 169,685	\$ 386,500	\$ 386,500	\$ 467,100	\$ 80,600
Capital	-	159,015	364,300	364,300	98,000	(266,300)
<b>TOTAL EXPENDITURES</b>	<b>\$ 121,794</b>	<b>\$ 328,700</b>	<b>\$ 750,800</b>	<b>\$ 750,800</b>	<b>\$ 565,100</b>	<b>(24.73)%</b>
<b>Prog 5102: CDBG Activities</b>						
<b>Revenues less Expenditures</b>	<b>(22,550)</b>	<b>(3,047)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

CITY OF ALBANY, OREGON

40: Community Development

PROG 5118: SHPO Historic Preservation

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 12,000	\$ 120	\$ 12,000	\$ 12,000	\$ 12,500	\$ 500
Investment Income	11	161	-	-	-	-
Beginning Balance	(1,419)	(221)	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 12,011</b>	<b>\$ 281</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,500</b>	<b>4.17 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 5,365	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	5,447	10,675	12,000	12,000	12,500	500
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,812</b>	<b>\$ 10,675</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,500</b>	<b>4.17 %</b>
<b>Prog 5118: SHPO Historic Preservation</b>						
<b>Revenues less Expenditures</b>	<b>1,199</b>	<b>(10,394)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

45: Library

CITY OF ALBANY, OREGON

PROG 5032: Library Foundation

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Investment Income	\$ 287	\$ 442	\$ 300	\$ 300	\$ 100	\$ (200)
Beginning Balance	35,236	35,523	35,800	35,800	36,100	300
<b>TOTAL REVENUES</b>	<b>\$ 35,523</b>	<b>\$ 35,965</b>	<b>\$ 36,100</b>	<b>\$ 36,100</b>	<b>\$ 36,200</b>	<b>0.28 %</b>
<b>EXPENDITURES</b>						
Capital	\$ -	\$ -	\$ 36,100	\$ 36,100	\$ 36,200	\$ 100
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,100</b>	<b>\$ 36,100</b>	<b>\$ 36,200</b>	<b>0.28 %</b>
<b>Prog 5032: Library Foundation</b>						
<b>Revenues less Expenditures</b>	<b>35,523</b>	<b>35,965</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

45: Library

**CITY OF ALBANY, OREGON**  
**PROG 5033: Oregon Community Foundation**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 83,830	\$ 86,039	\$ 90,000	\$ 90,000	\$ 90,000	\$ -
Miscellaneous Revenue	26,207	56,299	10,000	10,000	57,000	47,000
Investment Income	1,733	2,291	1,500	1,500	800	(700)
Beginning Balance	7,516	(271)	60,000	60,000	30,000	(30,000)
<b>TOTAL REVENUES</b>	<b>\$ 119,286</b>	<b>\$ 144,358</b>	<b>\$ 161,500</b>	<b>\$ 161,500</b>	<b>\$ 177,800</b>	<b>10.09 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ -	\$ 3,322	\$ 3,000	\$ 3,000	\$ 7,000	\$ 4,000
Materials & Services	119,557	99,001	158,500	158,500	170,800	12,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 119,557</b>	<b>\$ 102,323</b>	<b>\$ 161,500</b>	<b>\$ 161,500</b>	<b>\$ 177,800</b>	<b>10.09 %</b>
<b>Prog 5033: Oregon Community Foundation</b>						
<b>Revenues less Expenditures</b>	<b>(271)</b>	<b>42,035</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

45: Library

CITY OF ALBANY, OREGON

PROG 5034: State Library Grant

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 7,714	\$ 7,912	\$ 8,000	\$ 8,000	\$ 8,100	\$ 100
Investment Income	79	45	100	100	-	(100)
Beginning Balance	4,152	3,653	2,000	2,000	3,000	1,000
<b>TOTAL REVENUES</b>	<b>\$ 11,945</b>	<b>\$ 11,610</b>	<b>\$ 10,100</b>	<b>\$ 10,100</b>	<b>\$ 11,100</b>	<b>9.90 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 8,292	\$ 7,419	\$ 10,100	\$ 10,100	\$ 11,100	\$ 1,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,292</b>	<b>\$ 7,419</b>	<b>\$ 10,100</b>	<b>\$ 10,100</b>	<b>\$ 11,100</b>	<b>9.90 %</b>

<b>Prog 5034: State Library Grant</b>						
<b>Revenues less Expenditures</b>	<b>3,653</b>	<b>4,191</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 5003: FAA Annual Capital Grant**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 38,221	\$ 191,811	\$ 330,300	\$ 1,621,800	\$ 1,109,700	\$ (512,100)
Investment Income	-	105	-	-	-	-
Transfers In	-	15,330	2,700	146,200	123,300	(22,900)
Beginning Balance	(32,159)	1,929	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 6,062</b>	<b>\$ 209,175</b>	<b>\$ 333,000</b>	<b>\$ 1,768,000</b>	<b>\$ 1,233,000</b>	<b>(30.26)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 4,133	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	-	200,249	333,000	1,768,000	1,233,000	(535,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,133</b>	<b>\$ 200,249</b>	<b>\$ 333,000</b>	<b>\$ 1,768,000</b>	<b>\$ 1,233,000</b>	<b>(30.26)%</b>
<b>Prog 5003: FAA Annual Capital Grant</b>						
<b>Revenues less Expenditures</b>	<b>1,929</b>	<b>8,926</b>	<b>-</b>	<b>-</b>	<b>-</b>	

203: Grants Fund

50: Public Works

CITY OF ALBANY, OREGON

PROG 5014: Title XIX Grant

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 6,131	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Investment Income	7	(1)	-	-	-	-
Beginning Balance	(16)	(144)	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 6,122</b>	<b>\$ (145)</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 6,266	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,266</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>- %</b>

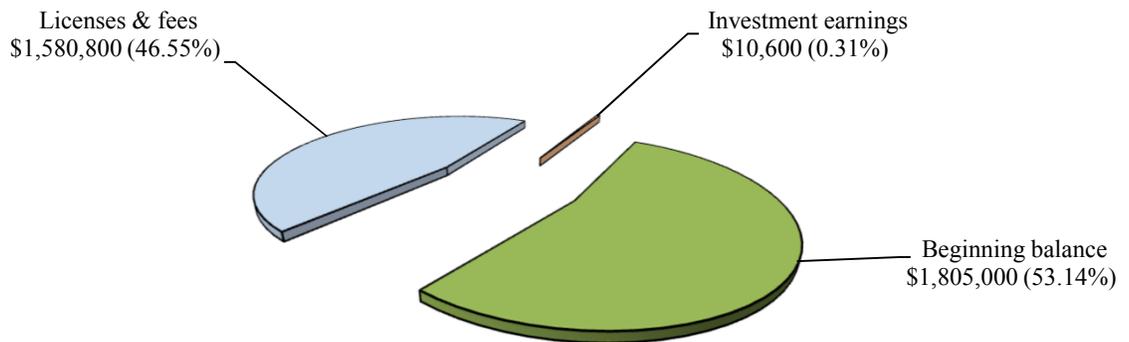
<b>Prog 5014: Title XIX Grant</b>						
<b>Revenues less Expenditures</b>	<b>(144)</b>	<b>(145)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**BUILDING FUND  
RESOURCE DETAIL**

Resources	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
Building Permit Surcharge	-	-	-	-	-	-	-
Master Electrical Permit	2,981	1,836	2,000	2,000	1,500	(25.00%)	0.04%
Electrical Minor Labels	5,250	5,175	6,600	6,600	5,500	(16.67%)	0.16%
Residential Permits	437,212	584,665	440,000	440,000	460,000	4.55%	13.55%
Commercial Permits	768,526	669,039	493,000	493,000	575,000	16.63%	16.94%
Land Use Plan Review Fee	3,815	6,120	4,000	4,000	4,900	22.50%	0.14%
Manufactured Home Set-up Fees	2,200	3,850	2,500	2,500	2,900	16.00%	0.09%
Fire Sprinkler Permits	25,965	27,573	19,400	19,400	23,500	21.13%	0.69%
Parking Lot Permits	8,266	8,423	9,000	9,000	7,000	(22.22%)	0.21%
Electrical Permits	134,339	161,231	130,800	130,800	140,000	7.03%	4.12%
Fire Alarm Permits	6,298	7,193	6,000	6,000	7,300	21.67%	0.22%
Sign Permits	3,886	5,065	6,500	6,500	6,500	-	0.19%
Document Imaging Fees	24,654	31,626	25,200	25,200	25,200	-	0.74%
Electrical Document Imaging	1,135	2,918	1,500	1,500	1,500	-	0.04%
GAPS Construction Excise Tax	290,305	312,390	320,000	320,000	320,000	-	9.42%
Charges for Services	15,644	-	-	-	-	-	-
Miscellaneous Revenue	-	5,100	-	-	-	-	-
School Construction Excise Tax Admin Fee	2,932	-	-	-	-	-	-
Interest	12,002	16,447	8,400	8,400	10,600	26.19%	0.31%
<b>Total Current Resources</b>	<b>1,745,409</b>	<b>1,848,653</b>	<b>1,474,900</b>	<b>1,474,900</b>	<b>1,591,400</b>	<b>7.90%</b>	<b>46.86%</b>
From General Fund	2,612	-	-	-	-	-	-
Total Transfers In	2,612	-	-	-	-	-	-
Beginning Balance	1,160,813	1,375,879	1,415,900	1,415,900	1,805,000	27.48%	53.14%
<b>Total Resources</b>	<b>\$2,908,834</b>	<b>\$3,224,532</b>	<b>\$2,890,800</b>	<b>\$2,890,800</b>	<b>\$3,396,400</b>	<b>17.49%</b>	<b>100.00%</b>

**BUILDING INSPECTION FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**BUILDING FUND  
REQUIREMENTS AND STAFFING SUMMARIES**

<b>Program Requirements</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Building Inspection	\$1,375,708	\$1,407,645	\$2,639,100	\$2,639,100	\$3,092,100	\$3,092,100	\$3,092,100
Electrical Permit Program	151,931	134,265	251,700	251,700	304,300	304,300	304,300
ADA Code Enforcement	2,508	-	-	-	-	-	-
<b>Total Requirements</b>	<b>\$1,530,147</b>	<b>\$1,541,910</b>	<b>\$2,890,800</b>	<b>\$2,890,800</b>	<b>\$3,396,400</b>	<b>\$3,396,400</b>	<b>\$3,396,400</b>

**Requirements by Type**

Personnel	\$ 687,844	\$ 788,507	\$ 934,600	\$ 934,600	\$ 950,400	\$ 950,400	\$ 950,400
Materials & Services	842,302	693,404	1,896,200	1,896,200	2,386,000	2,386,000	2,386,000
Transfers Out	-	60,000	60,000	60,000	60,000	60,000	60,000
<b>Total Requirements</b>	<b>\$1,530,146</b>	<b>\$1,541,912</b>	<b>\$2,890,800</b>	<b>\$2,890,800</b>	<b>\$3,396,400</b>	<b>\$3,396,400</b>	<b>\$3,396,400</b>

**Adopted Requirements  
by Program and Type**

	Personnel	Materials & Services	Transfers Out	Adopted Budget	% of Fund Budget
Building Inspection	\$ 836,400	\$2,195,700	\$ 60,000	\$3,092,100	91.04%
Electrical Permit Program	114,000	190,300	-	304,300	8.96%
<b>Total Requirements</b>	<b>\$ 950,400</b>	<b>\$2,386,000</b>	<b>\$ 60,000</b>	<b>\$3,396,400</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>27.98%</b>	<b>70.25%</b>	<b>1.77%</b>	<b>100.00%</b>	

<b>Staffing Summary (FTE)</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Building Inspection	5.750	6.430	6.430	6.430	6.430	6.430	6.430
Electrical Permit Program	0.750	0.750	0.750	0.750	0.750	0.750	0.750
<b>Total FTE</b>	<b>6.500</b>	<b>7.180</b>	<b>7.180</b>	<b>7.180</b>	<b>7.180</b>	<b>7.180</b>	<b>7.180</b>



CITY OF ALBANY

★ OREGON ★

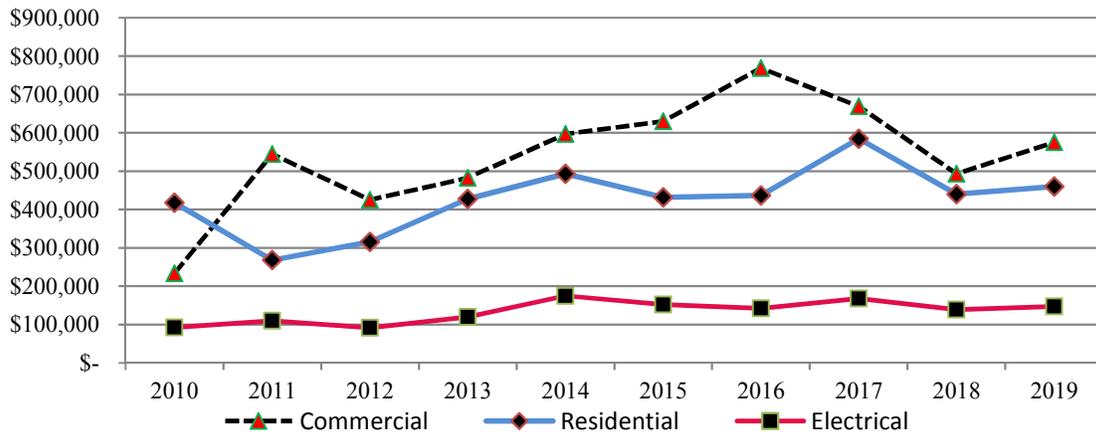
*Inc. 1864*

**BUILDING INSPECTION FUND**  
**Building Permit Resources by Source**  
for Fiscal Years 2010 through 2019\*

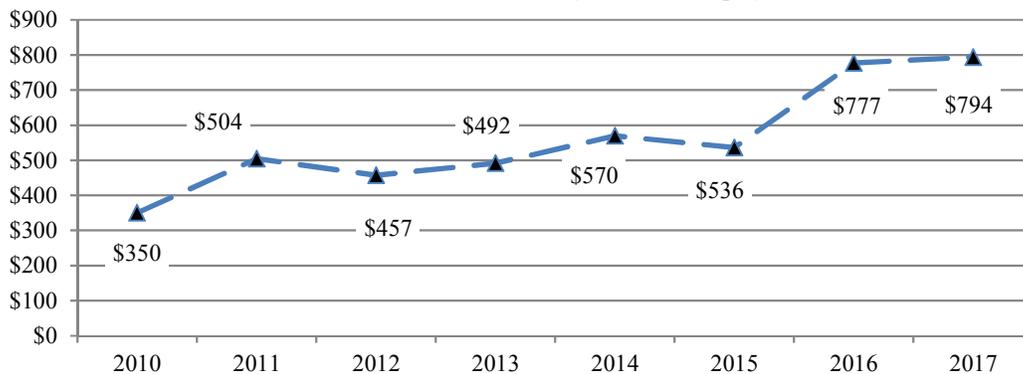
Fiscal Year June 30,	Commercial	Residential	Electrical	Other Permits	All Permits	Annual % Change	Total # of Permits
2010	\$ 233,673	\$ 417,567	\$ 92,627	\$ 42,502	\$ 786,369	n/a	2,245
2011	544,262	268,109	109,771	78,211	1,000,353	27.21%	1,984
2012	425,573	315,614	91,742	52,337	885,266	(11.50%)	1,939
2013	482,657	427,735	119,570	47,513	1,077,475	21.71%	2,189
2014	596,584	493,027	174,865	64,662	1,329,138	23.36%	2,332
2015	629,751	431,842	151,864	50,672	1,264,129	(4.89%)	2,359
2016	768,526	437,212	142,570	50,430	1,398,738	10.65%	1,801
2017	669,039	584,665	168,242	58,224	1,480,170	5.82%	1,864
2018	493,000	440,000	139,400	47,400	1,119,800	(24.35%)	2,080
2019	575,000	460,000	147,000	52,100	1,234,100	10.21%	1,835

\* Actual receipts for years 2010 through 2017; budgeted resources for 2018 and 2019.

**Residential, Commercial, and Electrical Permit Revenues/Resources by Source**  
Ten Fiscal Years



**Average Revenue per Permit**  
Fiscal Years 2010-2017 (Actual Receipts)



## PROGRAM NARRATIVE

### BUILDING INSPECTION: BUILDING INSPECTION PROGRAM (204-40-1602)

**Responsible Manager/Title:** Gary Stutzman, Building Official

#### FUNCTIONS AND RESPONSIBILITIES

- Protect public health and safety through enforcement of Albany Municipal Code Title 18 and the state building code, which enhances the community's quality of life.
- Implement new building code requirements resulting from legislative action. Provide information to the public regarding code updates in construction codes and standards.
- Assist the public with information relevant to building codes.
- Respond to complaints regarding safety and habitability concerns for both commercial and residential buildings.
- Participate in the development review process, conduct plans review, issue building permits, and perform inspections for all new construction, checking compliance with applicable codes and adopted standards.
- Administer the Building Inspection Program per the state-approved Operational Plan.
- Partner with Police Department team members on code compliance cases that include both building code and non-building code compliance issues.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	Completed	<ul style="list-style-type: none"> <li>• Partner with Police Department team members to respond and assist in resolving non-building inspection related complaint issues.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Provide code-change education for inspectors.</li> </ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Work with property owners and contractors to complete projects rather than expiring permits when inspections are not requested.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Use iPads for in-field inspection results to provide instant feedback to owners and contractors regarding approvals or corrections during an inspection.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Total permits issued.	1,551	1,571	1,786	1,570
Commercial construction permits issued.	125	127	134	125
New single-family residence permits issued.	125	166	160	140
Construction value (in millions of dollars). Includes new and alterations.	\$106	\$110	\$80	\$110
Percent of inspections performed according to policy framework.	100%	100%	100%	100%
Number of inspections performed.	7,706	6,825	8,728	7,700

#### STAFFING SUMMARY

Budgeted FTEs	6.43	6.43	6.43	6.43
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204: Building

CITY OF ALBANY, OREGON

40: Community Development

PROG 1602: Building Inspection

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 1,570,966	\$ 1,655,584	\$ 1,325,400	\$ 1,325,400	\$ 1,432,100	\$106,700
Charges for Services	15,644	-	-	-	-	-
Miscellaneous Revenue	(35)	5,100	-	-	-	-
Investment Income	8,025	20,267	7,800	7,800	10,000	2,200
Beginning Balance	1,052,051	1,273,909	1,305,900	1,305,900	1,650,000	344,100
<b>TOTAL REVENUES</b>	<b>\$ 2,646,651</b>	<b>\$ 2,954,860</b>	<b>\$ 2,639,100</b>	<b>\$ 2,639,100</b>	<b>\$ 3,092,100</b>	<b>17.16 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 574,543	\$ 683,902	\$ 827,900	\$ 827,900	\$ 836,400	\$ 8,500
Materials & Services	801,130	663,744	1,751,200	1,751,200	2,195,700	444,500
Transfers Out	-	60,000	60,000	60,000	60,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,375,673</b>	<b>\$ 1,407,646</b>	<b>\$ 2,639,100</b>	<b>\$ 2,639,100</b>	<b>\$ 3,092,100</b>	<b>17.16 %</b>
<b>Prog 1602: Building Inspection</b>						
<b>Revenues less Expenditures</b>	<b>1,270,978</b>	<b>1,547,214</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### BUILDING INSPECTION: ELECTRICAL PERMIT PROGRAM (204-40-1603)

**Responsible Manager/Title:** Gary Stutzman, Building Official

#### **FUNCTIONS AND RESPONSIBILITIES**

- Protect public health and safety through enforcement of the state building codes, which enhance the community’s quality of life.
  - Administer Albany’s Electrical Inspection Program using the operational plan approved by the State of Oregon as the standard.
  - Assist the public with information relevant to the Oregon Electrical Specialty Code requirements.
  - Administer Albany’s Electrical Master Permit Program for large commercial businesses.
- Perform inspections for the State of Oregon’s Minor Label Electrical Inspection Program.
  - Perform electrical plan review as required by Oregon Administrative Rule.
  - Conduct electrical inspections upon request, checking compliance with applicable municipal codes and state building codes.
  - Ensure that homeowners install safe and code-compliant electrical systems.

#### **STRATEGIES/ACTIONS**

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"> <li>• Provide training to allow and qualify an additional A-level electrical inspector.</li> </ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Work with property owners and contractors to complete projects rather than expiring permits when inspections are not requested.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Use iPads for in field inspection results to provide instant feedback to owners or contractors regarding approvals or corrections during an inspection.</li> </ul>

#### **PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of electrical permits issued (new, additional, and alterations).	1,015	994	1,076	1,076
Percent of inspections performed according to policy framework.	100%	100%	100%	100%
Number of inspections performed.	2,307	2,394	2,681	2,600

#### **STAFFING SUMMARY**

Budgeted FTEs	0.75	0.75	0.75	0.75
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204: Building

40: Community Development

CITY OF ALBANY, OREGON

PROG 1603: Electrical Permit Program

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 143,867	\$ 171,521	\$ 141,100	\$ 141,100	\$ 148,700	\$ 7,600
Investment Income	3,982	(3,719)	600	600	600	-
Beginning Balance	108,761	101,868	110,000	110,000	155,000	45,000
<b>TOTAL REVENUES</b>	<b>\$ 256,610</b>	<b>\$ 269,670</b>	<b>\$ 251,700</b>	<b>\$ 251,700</b>	<b>\$ 304,300</b>	<b>20.90 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 113,302	\$ 104,605	\$ 106,700	\$ 106,700	\$ 114,000	\$ 7,300
Materials & Services	38,629	29,661	145,000	145,000	190,300	45,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 151,931</b>	<b>\$ 134,266</b>	<b>\$ 251,700</b>	<b>\$ 251,700</b>	<b>\$ 304,300</b>	<b>20.90 %</b>
<b>Prog 1603: Electrical Permit Program</b>						
<b>Revenues less Expenditures</b>	<b>104,679</b>	<b>135,404</b>	<b>-</b>	<b>-</b>	<b>-</b>	



CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

## RISK MANAGEMENT FUND

### RESOURCE DETAIL

Resources	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
Miscellaneous Revenue	\$ 39,098	\$ (27,485)	\$ -	\$ -	\$ -	-	-
Loan Repayment-Principal	8,999	9,107	9,100	9,100	9,100	-	0.23%
Loan Repayment-Interest	553	445	400	400	400	-	0.01%
Interest	57,306	33,998	16,500	16,500	16,500	-	0.42%
<b>Total Current Resources</b>	<b>105,955</b>	<b>16,065</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>-</b>	<b>0.66%</b>
From Sewer Fund	-	-	-	-	750,000	-	18.89%
From Capital Projects Fund	139,700	33,290	33,300	33,300	33,300	-	0.84%
From EPlans Planning	1,900	2,700	-	-	-	-	-
From EPlans Water	15,588	-	-	-	-	-	-
From EPlans Sewer	15,588	-	-	-	-	-	-
From EPlans Fire	900	900	-	-	-	-	-
<b>Total Transfers In</b>	<b>173,677</b>	<b>36,890</b>	<b>33,300</b>	<b>33,300</b>	<b>783,300</b>	<b>19.73%</b>	<b>19.73%</b>
Beginning Balance	9,013,671	4,201,058	3,032,700	3,032,700	3,160,100	4.20%	79.61%
<b>Total Resources</b>	<b>\$ 9,293,303</b>	<b>\$ 4,254,013</b>	<b>\$ 3,092,000</b>	<b>\$ 3,092,000</b>	<b>\$ 3,969,400</b>	<b>28.38%</b>	<b>100.00%</b>

### REQUIREMENT SUMMARIES

Program Requirements	2015-16 Actual	2016-17 Actual	.....2017-18.....		Proposed	.....2018-19.....	
			Adopted	Revised		Approved	Adopted
Risk Management Reserve	\$ 84,340	\$ 173,928	\$ 1,099,200	\$ 1,099,200	\$ 1,849,200	\$ 1,849,200	\$ 1,849,200
PepsiCo Settlement Projects	5,000,000	1,157,130	1,992,800	1,992,800	2,120,200	2,120,200	2,120,200
<b>Total Requirements</b>	<b>\$ 5,084,340</b>	<b>\$ 1,331,058</b>	<b>\$ 3,092,000</b>	<b>\$ 3,092,000</b>	<b>\$ 3,969,400</b>	<b>\$ 3,969,400</b>	<b>\$ 3,969,400</b>

Percent of Fund Total	2015-16 Actual	2016-17 Actual	.....2017-18.....		Proposed	.....2018-19.....	
			Adopted	Revised		Approved	Adopted
Risk Management Reserve	1.66%	13.07%	35.55%	35.55%	46.59%	46.59%	46.59%
PepsiCo Settlement Projects	98.34%	86.93%	64.45%	64.45%	53.41%	53.41%	53.41%
<b>Totals</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

## **PROGRAM NARRATIVE**

### **RISK MANAGEMENT FUND: RISK MANAGEMENT (208-10-1005)**

**Responsible Manager/Title:** Jeanna Yeager, Finance Director

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#### **FUNCTIONS AND RESPONSIBILITIES**

- The City's Risk Management policy states that a fund will be maintained with a working balance of up to \$2,000,000 for unforeseen catastrophic events and major deductibles.
  - Each department is responsible for claims and deductibles up to \$10,000 per incident resulting from losses in their respective operations.
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**PROG 1005: Risk Management Reserve**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
Miscellaneous Revenue	\$ 39,098	\$ (27,485)	\$ -	\$ -	\$ -	\$ -
Investment Income	8,028	12,653	8,500	8,500	8,500	-
Transfers In	-	-	-	-	750,000	-
Beginning Balance	1,226,757	1,189,543	1,090,700	1,090,700	1,090,700	-
<b>TOTAL REVENUES</b>	<b>\$ 1,273,883</b>	<b>\$ 1,174,711</b>	<b>\$ 1,099,200</b>	<b>\$ 1,099,200</b>	<b>\$ 1,849,200</b>	<b>68.23 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 84,340	\$ 173,928	\$ 1,099,200	\$ 1,099,200	\$ 1,849,200	\$750,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 84,340</b>	<b>\$ 173,928</b>	<b>\$ 1,099,200</b>	<b>\$ 1,099,200</b>	<b>\$ 1,849,200</b>	<b>68.23 %</b>

<b>Prog 1005: Risk Management Reserve</b>						
<b>Revenues less Expenditures</b>	<b>1,189,543</b>	<b>1,000,783</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### RISK MANAGEMENT FUND: PEPSICO SETTLEMENT PROJECTS (208-10-1037)

Responsible Manager/Title: Jeanna Yeager, Finance Director

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#### FUNCTIONS AND RESPONSIBILITIES

- This program accounts for the funds received in March 2010 from the SVC Manufacturing Inc. (PepsiCo) settlement agreement.
  - Proceeds that have not yet been expended are appropriated for economic development and public safety facilities.
  - \$1,280,988 was loaned for the construction of the Oak Street LID. Most of the principal and interest assessment payments have been transferred back in repayment of the loan.
  - \$5,000,000 was transferred to the Capital Projects fund for the construction of the public safety facilities.
  - \$3,348,794 was loaned for the construction of the Timber Ridge LIDs. Repayment will be made through transfers from the LID Capital Projects Program upon sale of the property. As of January 2018, \$581,000 has been received from property sales.
  - \$174,100 was loaned for the purchase of the Project.dox E-plan software. All of the payments have been transferred back in repayment of the loan as of the current fiscal year.
  - A capital loan of \$300,000 was made to the Capital Replacement Fund to assist in the purchase of needed equipment.
-

## PROG 1037: PepsiCo Settlement Projects

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Miscellaneous Revenue	\$ 9,552	\$ 9,552	\$ 9,500	\$ 9,500	\$ 9,500	\$ -
Investment Income	40,287	22,430	8,000	8,000	8,000	-
Transfers In	173,677	36,890	33,300	33,300	33,300	-
Beginning Balance	7,786,914	3,010,429	1,942,000	1,942,000	2,069,400	127,400
<b>TOTAL REVENUES</b>	<b>\$ 8,010,430</b>	<b>\$ 3,079,301</b>	<b>\$ 1,992,800</b>	<b>\$ 1,992,800</b>	<b>\$ 2,120,200</b>	<b>6.39 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ 1,157,130	\$ 1,806,200	\$ 1,806,200	\$ 1,311,600	\$ (494,600)
Capital	-	-	186,600	186,600	770,600	584,000
Transfers Out	5,000,000	-	-	-	38,000	38,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,000,000</b>	<b>\$ 1,157,130</b>	<b>\$ 1,992,800</b>	<b>\$ 1,992,800</b>	<b>\$ 2,120,200</b>	<b>6.39 %</b>
<b>Prog 1037: PepsiCo Settlement Projects</b>						
<b>Revenues less Expenditures</b>	<b>3,010,430</b>	<b>1,922,171</b>	<b>-</b>	<b>-</b>	<b>-</b>	

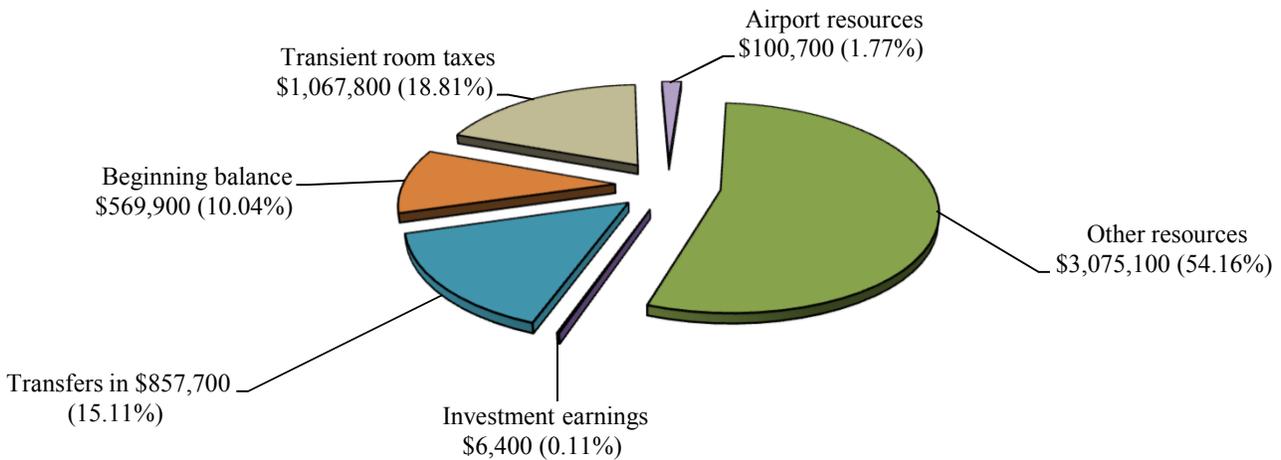
**ECONOMIC DEVELOPMENT FUND  
RESOURCE DETAIL**

Resources	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
Transient Room Tax	\$ 965,060	\$1,016,275	\$1,122,000	\$1,122,000	\$ 950,700	(15.27%)	16.74%
TLT - Online Travel Companies	93,832	101,186	115,400	115,400	117,100	1.47%	2.06%
Airport: Fuel	982	763	2,400	2,400	2,400	-	0.04%
Airport: Tie Down Fees	325	300	600	600	600	-	0.01%
Airport: Lease	43,194	45,392	47,900	47,900	47,700	(0.42%)	0.84%
Fixed Base Operator Revenues	19,200	19,200	18,000	18,000	21,400	18.89%	0.38%
Space Rental	28,600	28,600	28,600	28,600	28,600	-	0.50%
Dayton Hudson Corp (Target)	33,758	-	-	-	-	-	-
Miscellaneous Revenue	296	2,500	6,100	6,100	6,100	-	0.11%
SPWF Grant	-	-	-	-	300,000	-	5.28%
ODOT IOF Grant	-	-	-	-	1,000,000	-	17.61%
SPWF Loan	-	-	-	-	1,769,000	-	31.16%
Interest	6,206	5,581	6,300	6,300	6,400	1.59%	0.11%
<b>Total Current Resources</b>	<b>1,191,453</b>	<b>1,219,797</b>	<b>1,347,300</b>	<b>1,347,300</b>	<b>4,250,000</b>	<b>215.45%</b>	<b>74.85%</b>
From CARA Program	129,700	209,900	210,000	210,000	181,600	(13.52%)	3.20%
From Street Fund	-	-	-	-	600,000	-	10.57%
Transfer In: Transient Room Tax	69,600	71,700	73,900	73,900	76,100	2.98%	1.34%
From Economic Development	5,000	-	-	-	-	-	-
<b>Total Transfers In</b>	<b>204,300</b>	<b>281,600</b>	<b>283,900</b>	<b>283,900</b>	<b>857,700</b>	<b>202.11%</b>	<b>15.11%</b>
Beginning Balance	745,339	749,343	678,300	678,300	569,900	(15.98%)	10.04%
<b>Total Resources</b>	<b>\$2,141,091</b>	<b>\$2,250,739</b>	<b>\$2,309,500</b>	<b>\$2,309,500</b>	<b>\$5,677,600</b>	<b>145.84%</b>	<b>100.00%</b>

CARA-Central Albany Revitalization Area

**ECONOMIC DEVELOPMENT FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**ECONOMIC DEVELOPMENT FUND  
REQUIREMENT AND STAFFING SUMMARIES**

<b>Program Requirements</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Target Utilities	\$ 38,184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Development Activities	1,331,309	1,364,435	1,689,700	1,689,700	1,476,500	1,476,500	1,476,500
Lochner Road	-	-	-	-	3,669,000	3,669,000	3,669,000
Albany Municipal Airport	90,652	115,384	315,500	315,500	291,700	291,700	291,700
Municipal Airport Capital Projects	33,047	69,146	304,300	304,300	240,400	240,400	240,400
<b>Total Requirements</b>	<b>\$1,493,192</b>	<b>\$1,548,965</b>	<b>\$2,309,500</b>	<b>\$2,309,500</b>	<b>\$5,677,600</b>	<b>\$5,677,600</b>	<b>\$5,677,600</b>

**Requirements by Type**

Personnel	\$ 218,898	\$ 148,007	\$ 202,600	\$ 202,600	\$ 267,900	\$ 267,900	\$ 267,900
Materials & Services	726,929	700,119	936,300	936,300	985,200	985,200	985,200
Capital	4,781	32,309	520,700	377,200	3,960,100	3,960,100	3,960,100
Transfers Out	504,400	668,530	649,900	793,400	464,400	464,400	464,400
Debt Service	38,184	-	-	-	-	-	-
<b>Total Requirements</b>	<b>\$1,493,192</b>	<b>\$1,548,965</b>	<b>\$2,309,500</b>	<b>\$2,309,500</b>	<b>\$5,677,600</b>	<b>\$5,677,600</b>	<b>\$5,677,600</b>

**Adopted Requirements**

<b>by Program and Type</b>					Adopted Budget	% of Fund Budget
	Personnel	Materials & Services	Capital	Transfers Out		
Economic Development Activities	251,000	891,800	-	333,700	1,476,500	26.01%
Lochner Road	-	-	3,669,000	-	3,669,000	64.62%
Albany Municipal Airport	16,900	93,400	174,000	7,400	291,700	5.14%
Municipal Airport Capital Projects	-	-	117,100	123,300	240,400	4.23%
<b>Total Requirements</b>	<b>\$ 267,900</b>	<b>\$ 985,200</b>	<b>\$3,960,100</b>	<b>\$ 464,400</b>	<b>\$5,677,600</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>4.72%</b>	<b>17.35%</b>	<b>69.75%</b>	<b>8.18%</b>	<b>100.00%</b>	

<b>Staffing Summary (FTE)</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Economic Development Activities	2.000	2.000	2.000	2.000	2.000	2.000	2.000
Albany Municipal Airport	0.100	0.100	0.100	0.100	0.100	0.100	0.100
<b>Total FTE</b>	<b>2.100</b>	<b>2.100</b>	<b>2.100</b>	<b>2.100</b>	<b>2.100</b>	<b>2.100</b>	<b>2.100</b>

## ECONOMIC DEVELOPMENT FUND

### TRANSIENT LODGING TAX COLLECTIONS\* Ten Fiscal Years

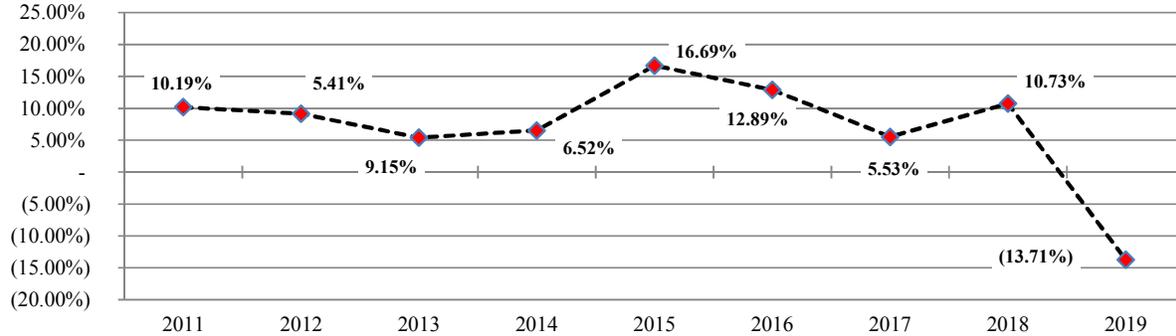
Fiscal Year	Debt Service**	Economic Development	Online Lodging Tax***	Totals	Annual Increase (Decrease)
2010	\$ 213,175	\$ 382,054	\$ -	\$ 595,229	na
2011	-	655,879	-	655,879	10.19%
2012	-	715,865	-	715,865	9.15%
2013	-	754,585	-	754,585	5.41%
2014	-	803,805	-	803,805	6.52%
2015	-	937,972	-	937,972	16.69%
2016	-	965,060	93,832	1,058,892	12.89%
2017	-	1,016,275	101,186	1,117,461	5.53%
2018	-	1,122,000	115,400	1,237,400	10.73%
2019	-	950,700	117,100	1,067,800	(13.71%)

\* Actual collections for years 2010 through 2017. Budgeted collections for 2018 and 2019.

\*\* Final payment of Fairgrounds bonds paid in 2010 with reserves.

\*\*\* Collections of online tax began in fiscal year 2015-16.

### ANNUAL PERCENTAGE INCREASE (DECREASE) Nine Fiscal Years



**ECONOMIC DEVELOPMENT FUND  
USE OF TRANSIENT LODGING TAX REVENUES  
Ten Fiscal Years**

Fiscal Year	.....Non-Profit Agencies.....			Amount Available for Other Activities	Total Economic Development Fund	Debt Service <sup>2</sup>	Total Transient Lodging Tax Revenues
	Albany Visitors Association	AMEDC <sup>1</sup>	Albany Downtown Association				
2010	\$ 337,300	\$ 45,000	\$ 35,589	\$ (35,835)	\$ 382,054	\$ 213,175	\$ 595,229
2011	320,300	42,700	33,623	259,256	655,879	-	655,879
2012	329,000	44,000	39,600	303,265	715,865	-	715,865
2013	338,900	45,400	40,800	329,485	754,585	-	754,585
2014	349,100	46,900	42,000	365,805	803,805	-	803,805
2015	370,400	48,300	43,300	475,972	937,972	-	937,972
2016	370,400	49,700	44,600	594,192	1,058,892	-	1,058,892
2017	381,500	51,200	45,900	638,861	1,117,461	-	1,117,461
2018	392,900	52,700	47,300	744,500	1,237,400	-	1,237,400
2019	404,700	54,300	48,700	560,100	1,067,800	-	1,067,800

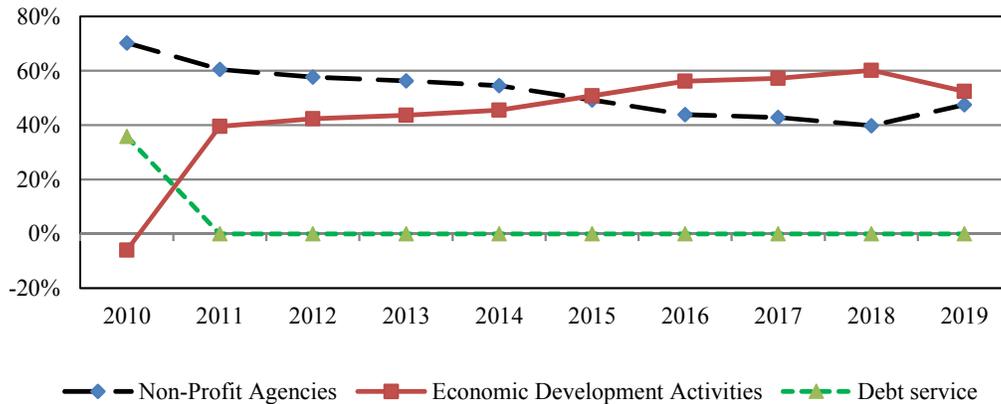
<sup>1</sup> Albany-Millersburg Economic Development Corporation

<sup>2</sup> After Fiscal Year 2010, no tax revenues are required for debt service.

**PERCENTAGE OF TOTAL LODGING TAX REVENUES BY USAGE  
Ten Fiscal Years**

Fiscal Year	.....Non-Profit Agencies.....			Amount Available for Other Activities	Total Economic Development Fund	Debt Service	Total Transient Lodging Tax Revenues
	Albany Visitors Association	AMEDC	Albany Downtown Association				
2010	56.67%	7.56%	5.98%	(6.02%)	64.19%	35.81%	100.00%
2011	48.84%	6.51%	5.13%	39.53%	100.00%	-	100.00%
2012	45.96%	6.15%	5.53%	42.36%	100.00%	-	100.00%
2013	44.91%	6.02%	5.41%	43.66%	100.00%	-	100.00%
2014	43.43%	5.83%	5.23%	45.51%	100.00%	-	100.00%
2015	39.49%	5.15%	4.62%	50.74%	100.00%	-	100.00%
2016	34.98%	4.69%	4.21%	56.11%	100.00%	-	100.00%
2017	34.14%	4.58%	4.11%	57.17%	100.00%	-	100.00%
2018	31.75%	4.26%	3.82%	60.17%	100.00%	-	100.00%
2019	37.90%	5.09%	4.56%	52.45%	100.00%	-	100.00%

**PERCENTAGE OF TOTAL LODGING TAX REVENUES BY USAGE  
Ten Fiscal Years**



## PROGRAM NARRATIVE

### ECONOMIC DEVELOPMENT: ECONOMIC DEVELOPMENT ACTIVITIES (211-11-1101)

**Responsible Manager/Title:** Jorge Salinas, Deputy City Manager/CIO

#### **FUNCTIONS AND RESPONSIBILITIES**

- Provide management oversight for economic development and urban renewal activities and the Strategic Plan initiatives.
- Provide management oversight and support to the CARA district and its activities.
- Manage outside agency grants to market Albany to convention, event, and tournament planners via the Transient Lodging Tax (TLT) policy adopted by City Council for use of TLT. (Revised policy adopted by City Council on April 26, 2017.)
- Meet regularly with local businesses and industries to determine needs, help remove barriers, and connect businesses to available resources.
- Contract (through outside agency grant), support, and coordinate with the Albany-Millersburg Economic Development Corporation (AMEDC) to establish, retain, and expand business in Albany.
- Continue active collaboration and participation with partner organizations including AMEDC and Chamber of Commerce, as well as neighboring communities and jurisdictions. Maintain membership on statewide boards to strengthen Albany's presence and opportunities. Complete draft, review, and implement economic development metrics for Albany.
- Administer the TLT according to ORS Sections 320.345-320.350; Albany Municipal Code Chapter 3.14; and the TLT policy adopted by the City Council. The room tax rate has been nine percent since July 1, 1999. Operators retain five percent of the gross tax as compensation for record-keeping services.

#### **STRATEGIES/ACTIONS**

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Healthy Economy	06/18	In Progress	<ul style="list-style-type: none"> <li>• Continue partnership with LBCC and local industries related to City's \$2.9 million investment in equipment until all required invoices are paid.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Partner with AMEDC to renew the Santiam Enterprise Zone for an additional ten-year period.</li> </ul>
Budget Year 2018-2019			
Healthy Economy	06/19		<ul style="list-style-type: none"> <li>• Continue partnership with LBCC and local industries related to City's \$2.9 million investment in equipment until all required invoices are paid.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Support the forthcoming enterprise zone.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Review and implement economic development metrics.</li> </ul>

#### **PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018*</u>	<u>2018-2019</u>
Conduct regular visits to local businesses and industries.	12	12	15	12
Assist projects with financial assistance or removal of development barriers.	15	15	5	5

\* Numbers are through January 31, 2018

#### **STAFFING SUMMARY**

Budgeted FTEs	1.00	1.00	2.00	2.00
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Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Transient Lodging Tax	\$ 1,058,892	\$ 1,117,461	\$ 1,237,400	\$ 1,237,400	\$ 1,067,800	\$ (169,600)
Miscellaneous Revenue	76	-	100	100	100	-
Investment Income	3,544	669	3,800	3,800	3,900	100
Transfers In	129,700	209,900	210,000	210,000	181,600	(28,400)
Beginning Balance	364,235	326,581	238,400	238,400	223,100	(15,300)
<b>TOTAL REVENUES</b>	<b>\$ 1,556,447</b>	<b>\$ 1,654,611</b>	<b>\$ 1,689,700</b>	<b>\$ 1,689,700</b>	<b>\$ 1,476,500</b>	<b>(12.62)%</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 203,928	\$ 133,109	\$ 186,600	\$ 186,600	\$ 251,000	\$ 64,400
Materials & Services	622,982	578,125	855,900	855,900	891,800	35,900
Transfers Out	504,400	653,200	647,200	647,200	333,700	(313,500)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,331,310</b>	<b>\$ 1,364,434</b>	<b>\$ 1,689,700</b>	<b>\$ 1,689,700</b>	<b>\$ 1,476,500</b>	<b>(12.62)%</b>
<b>Prog 1101: Economic Development Activities</b>						
<b>Revenues less Expenditures</b>	<b>225,137</b>	<b>290,177</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**PROGRAM NARRATIVE**

**ECONOMIC DEVELOPMENT: LOCHNER ROAD PROJECT (211-11-1116)**

**Responsible Manager/Title:** Jorge Salinas, Deputy City Manager/CIO

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**FUNCTIONS AND RESPONSIBILITIES**

- SnoTemp plans to expand their cold storage and food processing facilities. The Notice of Decision contains a condition (Transportation condition 2.2) that requires the construction or financial assurance for improvement of Lochner Road between SnoTemp's south boundary and Marion Street before issuance of any building permits for Phase 2. SnoTemp has completed Phase 1 of their expansion and is now at the point where any further expansion is dependent upon road construction.
  - Based on engineering estimates completed by the City of Albany, total infrastructure improvement costs required are estimated at \$3,669,000.
- 

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018 Great Neighborhoods Healthy Economy	06/19		<ul style="list-style-type: none"><li>• Improve Lochner Road to City standards. The Notice of Decision also calls for realigning the Lochner Road/Marion Street intersection.</li></ul>

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**PROG 1116: Lochner Road**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ 3,069,000	\$ 3,069,000
Transfers In	-	-	-	-	600,000	600,000
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,669,000</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Capital	\$ -	\$ -	\$ -	\$ -	\$ 3,669,000	\$ 3,669,000
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,669,000</b>	<b>- %</b>
<b>Prog 1116: Lochner Road</b>						
<b>Revenues less Expenditures</b>	-	-	-	-	-	-

## PROGRAM NARRATIVE

### ECONOMIC DEVELOPMENT: ALBANY MUNICIPAL AIRPORT (211-50-1103)

Responsible Manager/Title: Jon Goldman, Transportation Superintendent

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#### FUNCTIONS AND RESPONSIBILITIES

- Support the economic viability of the Albany Municipal Airport through an active partnership with economic development, local business and industry, and the aviation community.
- Provide management of the Albany Municipal Airport including hangar leases, property management, and compliance with FAA regulations.

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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	In Progress	<ul style="list-style-type: none"><li>• Install new hangar taxi lane.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Replace Visual Approach Slope Indicators (VASI) with Precision Approach Path Indicators (PAPI).</li></ul>

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#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Percent of City hangar occupancy.	100%	100%	100%	100%
Number of aircraft based on the field.	90	90	90	90
Average aircraft operations per day.	62	62	62	62
Number of Airport Advisory Commission mtgs.	11	11	10	11

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#### STAFFING SUMMARY

Budgeted FTEs	0.10	0.10	0.10	0.10
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Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 92,301	\$ 94,254	\$ 97,500	\$ 97,500	\$ 100,700	\$ 3,200
Investment Income	1,240	2,265	1,000	1,000	1,000	-
Beginning Balance	210,527	213,637	217,000	217,000	190,000	(27,000)
<b>TOTAL REVENUES</b>	<b>\$ 304,288</b>	<b>\$ 310,156</b>	<b>\$ 315,500</b>	<b>\$ 315,500</b>	<b>\$ 291,700</b>	<b>(7.54)%</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 14,971	\$ 14,898	\$ 16,000	\$ 16,000	\$ 16,900	\$ 900
Materials & Services	70,900	100,486	79,500	79,500	93,400	13,900
Capital	4,781	-	220,000	220,000	174,000	(46,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 90,652</b>	<b>\$ 115,384</b>	<b>\$ 315,500</b>	<b>\$ 315,500</b>	<b>\$ 291,700</b>	<b>(7.54)%</b>
<b>Prog 1103: Albany Municipal Airport</b>						
<b>Revenues less Expenditures</b>	<b>213,636</b>	<b>194,772</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### ECONOMIC DEVELOPMENT FUND: MUNICIPAL AIRPORT CAPITAL PROJECTS (211-50-1115)

**Responsible Manager/Title:** Jon Goldman, Utility Superintendent - Transportation

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#### FUNCTIONS AND RESPONSIBILITIES

- This program receives revenues from the Transient Lodging Tax distributions, which is a vital piece of economic development.
  - Builds reserves for future Airport capital projects.
  - Funds capital projects for the Albany Municipal Airport.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	In Progress	<ul style="list-style-type: none"><li>• Provide matching funds for the apron rehabilitation.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Provide matching funds for the apron rehabilitation, phase 2.</li></ul>

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## PROG 1115: Municipal Airport Capital Projects

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Miscellaneous Revenue	\$ -	\$ 2,500	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
Investment Income	1,422	2,646	1,500	1,500	1,500	-
Transfers In	69,600	71,700	73,900	73,900	76,100	2,200
Beginning Balance	171,055	209,030	222,900	222,900	156,800	(66,100)
<b>TOTAL REVENUES</b>	<b>\$ 242,077</b>	<b>\$ 285,876</b>	<b>\$ 304,300</b>	<b>\$ 304,300</b>	<b>\$ 240,400</b>	<b>(21.00)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 33,047	\$ 21,508	\$ 900	\$ 900	\$ -	\$ (900)
Capital	-	32,309	300,700	157,200	117,100	(40,100)
Transfers Out	-	15,330	2,700	146,200	123,300	(22,900)
<b>TOTAL EXPENDITURES</b>	<b>\$ 33,047</b>	<b>\$ 69,147</b>	<b>\$ 304,300</b>	<b>\$ 304,300</b>	<b>\$ 240,400</b>	<b>(21.00)%</b>
<b>Prog 1115: Municipal Airport Capital Projects</b>						
<b>Revenues less Expenditures</b>	<b>209,030</b>	<b>216,729</b>	<b>-</b>	<b>-</b>	<b>-</b>	

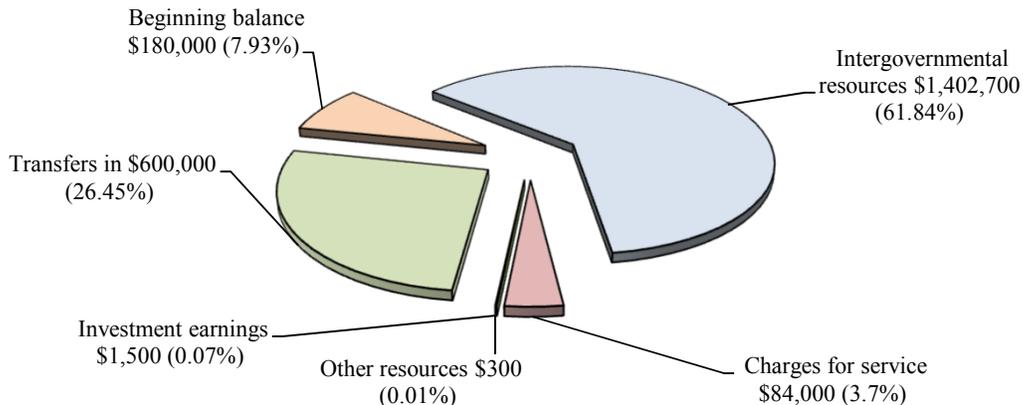
**PUBLIC TRANSIT FUND  
RESOURCE DETAIL**

Resources	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
State Operating Match Grant	-	-	-	-	-	-	-
FTA Section 5310 Grant	160,173	85,378	95,800	95,800	95,800	-	4.22%
FTA Section 5309 Grant	-	-	348,600	348,600	-	(100.00%)	-
FTA Section 5307 Grant	613,059	706,700	1,398,700	1,398,700	983,500	(29.68%)	43.37%
WComp Wage Subsidy Reimb	5,373	-	-	-	-	-	-
City of Millersburg	2,106	1,443	1,200	1,200	2,800	133.33%	0.12%
Local Funds: Operational	9,750	-	-	-	-	-	-
Special Transit Fund: Linn Co	54,720	41,560	42,000	42,000	41,000	(2.38%)	1.81%
Special Transit Fund: Benton Co	27,000	27,000	27,000	27,000	27,000	-	1.19%
LBCC Partnership	108,500	111,700	113,900	113,900	117,300	2.99%	5.17%
OSU Partnership	108,500	111,700	113,900	113,900	117,300	2.99%	5.17%
OSU Pass Program	1,100	3,000	3,000	3,000	3,000	-	0.13%
Other Pass Programs	-	2,000	-	-	-	-	-
LBCC Pass Program	18,900	18,900	15,000	15,000	15,000	-	0.66%
Advertising Revenue	5,781	214	-	-	-	-	-
Bus Fares	51,620	55,432	47,000	47,000	50,000	6.38%	2.20%
LBCC Fare Match Program	-	-	-	-	-	-	-
Call-A-Ride Revenue	34,805	33,721	34,000	34,000	34,000	-	1.50%
Gifts & Donations	610	325	300	300	300	-	0.01%
Miscellaneous Revenue	1,442	2,096	-	-	-	-	-
Over & short	(4)	52	-	-	-	-	-
Interest	1,254	4,589	1,200	1,200	1,500	25.00%	0.07%
<b>Total Current Resources</b>	<b>1,204,689</b>	<b>1,205,810</b>	<b>2,241,600</b>	<b>2,241,600</b>	<b>1,488,500</b>	<b>(33.60%)</b>	<b>65.62%</b>
From General Fund	571,900	592,800	695,700	695,700	600,000	(13.76%)	26.45%
From Capital Equipment Fund	-	-	179,400	179,400	-	(100.00%)	-
<b>Total Transfers In</b>	<b>571,900</b>	<b>592,800</b>	<b>875,100</b>	<b>875,100</b>	<b>600,000</b>	<b>(31.44%)</b>	<b>26.45%</b>
Beginning Balance	244,153	383,155	223,000	223,000	180,000	(19.28%)	7.93%
<b>Total Resources</b>	<b>\$2,020,742</b>	<b>\$2,181,765</b>	<b>\$3,339,700</b>	<b>\$3,339,700</b>	<b>\$2,268,500</b>	<b>(32.07%)</b>	<b>100.00%</b>

LBCC-Linn-Benton Community College  
FTA-Federal Transit Administration

**PUBLIC TRANSIT RESOURCES BY SOURCE**

Category Totals and Percent of Budget



## PUBLIC TRANSIT FUND

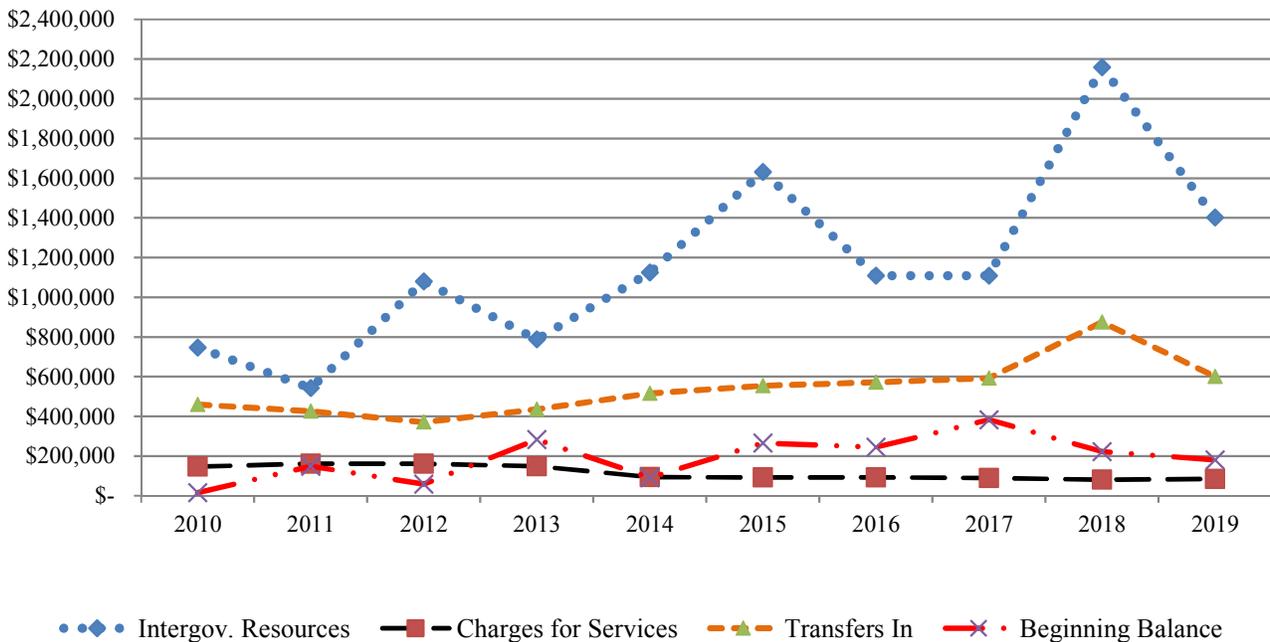
### RESOURCES BY TYPE - TEN FISCAL YEARS

Fiscal Year	Intergovernmental Resources	Charges for Services	Other Resources	Interest Earnings	Transfers In	Beginning Balance	Total Resources
2010	\$ 747,408	\$ 147,438	\$ 725	\$ (177)	\$ 459,900	\$ 15,671	\$ 1,370,965
2011	542,730	161,798	5,468	226	426,500	149,353	1,286,075
2012	1,080,017	161,026	1,334	1,211	370,800	58,180	1,672,568
2013	788,548	148,779	368	1,070	436,100	282,919	1,657,784
2014	1,125,755	94,443	1,167	(755)	516,000	90,944	1,827,554
2015	1,632,067	93,144	449	299	554,700	266,459	2,547,118
2016	1,109,181	92,207	2,048	1,254	571,900	244,153	2,020,743
2017	1,109,381	89,367	2,473	4,589	592,800	383,155	2,181,765
2018	2,159,100	81,000	300	1,200	875,100	223,000	3,339,700
2019	1,402,700	84,000	300	1,500	600,000	180,000	2,268,500

### RESOURCES BY TYPE - PERCENTAGE OF TOTAL RESOURCES - TEN FISCAL YEARS

2010	54.52%	10.75%	0.05%	(0.01%)	33.55%	1.14%	100.00%
2011	42.20%	12.58%	0.43%	0.02%	33.16%	11.61%	100.00%
2012	64.57%	9.63%	0.08%	0.07%	22.17%	3.48%	100.00%
2013	47.57%	8.97%	0.02%	0.06%	26.31%	17.07%	100.00%
2014	61.60%	5.17%	0.06%	(0.04%)	28.23%	4.98%	100.00%
2015	64.08%	3.66%	0.02%	0.01%	21.78%	10.45%	100.00%
2016	54.89%	4.56%	0.10%	0.06%	28.30%	12.09%	100.00%
2017	50.85%	4.10%	0.11%	0.21%	27.17%	17.56%	100.00%
2018	64.65%	2.43%	0.01%	0.04%	26.20%	6.67%	100.00%
2019	61.83%	3.70%	0.01%	0.07%	26.45%	7.94%	100.00%

### MAJOR RESOURCES BY TYPE - TEN FISCAL YEARS





CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

**PUBLIC TRANSIT FUND  
REQUIREMENT AND STAFFING SUMMARIES**

<b>Program Requirements</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Albany Transit System	\$ 628,331	\$ 659,542	\$1,505,200	\$1,505,200	\$ 969,900	\$ 969,900	\$ 969,900
Linn-Benton Loop	533,552	566,745	1,120,800	1,120,800	675,900	675,900	675,900
Paratransit System	491,343	558,820	713,700	713,700	622,700	622,700	622,700
<b>Total Requirements</b>	<b>\$ 1,653,226</b>	<b>\$ 1,785,107</b>	<b>\$3,339,700</b>	<b>\$3,339,700</b>	<b>\$2,268,500</b>	<b>\$2,268,500</b>	<b>\$2,268,500</b>

**Requirements by Type**

Personnel	\$ 1,082,088	\$ 1,130,388	\$1,265,800	\$1,265,800	\$1,343,000	\$1,343,000	\$1,343,000
Materials & Services	566,138	654,719	1,102,600	1,102,600	914,200	914,200	914,200
Capital	-	-	971,300	971,300	11,300	11,300	11,300
Transfers Out	5,000	-	-	-	-	-	-
<b>Total Requirements</b>	<b>\$ 1,653,226</b>	<b>\$ 1,785,107</b>	<b>\$3,339,700</b>	<b>\$3,339,700</b>	<b>\$2,268,500</b>	<b>\$2,268,500</b>	<b>\$2,268,500</b>

**Adopted Requirements  
by Program and Type**

	Personnel	Materials & Services	Capital	Adopted Budget	% of Fund Budget
Albany Transit System	422,600	536,000	11,300	\$ 969,900	42.76%
Linn-Benton Loop	473,200	202,700	-	675,900	29.80%
Paratransit System	447,200	175,500	-	622,700	27.44%
<b>Total Requirements</b>	<b>\$ 1,343,000</b>	<b>\$ 914,200</b>	<b>\$ 11,300</b>	<b>\$2,268,500</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>59.20%</b>	<b>40.30%</b>	<b>0.50%</b>	<b>100.00%</b>	

<b>Staffing Summary (FTE)</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Albany Transit System	3.910	3.910	3.910	3.910	3.910	3.910	3.910
Linn-Benton Loop	3.975	4.475	4.475	4.475	4.475	4.475	4.475
Paratransit System	3.415	4.490	4.490	4.490	4.490	4.490	4.490
<b>Total FTE</b>	<b>11.300</b>	<b>12.875</b>	<b>12.875</b>	<b>12.875</b>	<b>12.875</b>	<b>12.875</b>	<b>12.875</b>

## PROGRAM NARRATIVE

### PUBLIC TRANSIT: ALBANY TRANSIT SYSTEM (213-50-1106)

**Responsible Manager/Title:** Jon Goldman, Utility Superintendent - Transportation

Developed by: Barry Hoffman, Transit Programs Supervisor

#### FUNCTIONS AND RESPONSIBILITIES

- Provide a safe and reliable public transit system along fixed routes to link residential areas with retail, employment, medical, and educational centers.
- Maintain records of ridership, maintenance, and operation of the system and apply for state and federal grants to obtain system funding.
- Administer the Ride Home Free program with local merchants.
- Identify and pursue additional grant and revenue resources.
- Provide management and supervision of the transit system in compliance with federal and state regulations.
- Conduct a ridership satisfaction survey every two years.
- Provide rides to Linn-Benton Community College and Oregon State University (OSU) students through the combined Partnership agreements.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government Safe City	07/17	Postponed	<ul style="list-style-type: none"> <li>• Research and fund real-time bus location software.</li> <li>• Finalize Transit Development plan with Albany Area Metropolitan Planning Organization (AAMPO).</li> <li>• Complete purchase of replacement bus.</li> <li>• Dispose of bus 455-05.</li> </ul>
	11/17	In Progress	
	12/17	Completed	
	03/18	Completed	
Budget Year 2018-2019			
Effective Government	09/18		<ul style="list-style-type: none"> <li>• Complete FTA triennial review.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Apply for new state funding to enhance transit system.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Implement enhanced service as outlined in the Transit Development Plan.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Total number of rides.	73,369	76,966	76,000	76,000
Number of senior/disabled passengers.	17,608	20,011	19,760	19,760
Annual mileage.	94,085	95,178	93,000	93,000
Operating cost per ride.	\$7.06	\$7.45	\$7.43	\$7.90

#### STAFFING SUMMARY

Budgeted FTEs	3.91	3.91	3.91	3.91
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Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 300,739	\$ 325,769	\$ 735,900	\$ 735,900	\$ 383,900	\$ (352,000)
Charges for Services	32,513	30,448	25,000	25,000	25,000	-
Miscellaneous Revenue	1,438	52	-	-	-	-
Investment Income	495	3,490	600	600	1,000	400
Transfers In	389,100	399,100	593,700	593,700	410,000	(183,700)
Beginning Balance	141,156	237,110	150,000	150,000	150,000	-
<b>TOTAL REVENUES</b>	<b>\$ 865,441</b>	<b>\$ 995,969</b>	<b>\$ 1,505,200</b>	<b>\$ 1,505,200</b>	<b>\$ 969,900</b>	<b>(35.56)%</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 405,868	\$ 385,245	\$ 396,600	\$ 396,600	\$ 422,600	\$ 26,000
Materials & Services	217,463	274,297	657,300	657,300	536,000	(121,300)
Capital	-	-	451,300	451,300	11,300	(440,000)
Transfers Out	5,000	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 628,331</b>	<b>\$ 659,542</b>	<b>\$ 1,505,200</b>	<b>\$ 1,505,200</b>	<b>\$ 969,900</b>	<b>(35.56)%</b>
<b>Prog 1106: Albany Transit System</b>						
<b>Revenues less Expenditures</b>	<b>237,110</b>	<b>336,427</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### PUBLIC TRANSIT: LINN-BENTON LOOP (213-50-1107)

**Responsible Manager/Title:** Jon Goldman, Utility Superintendent - Transportation

Developed by: Barry Hoffman, Transit Programs Supervisor

#### FUNCTIONS AND RESPONSIBILITIES

- Manage the Linn-Benton Loop to provide a safe and reliable public transit system along fixed routes between the cities of Albany and Corvallis in accordance with federal and state regulations.
  - Maintain records of ridership, maintenance, and operation of the system and apply for state and federal grants in order to obtain system funding.

Provide rides to LBCC and OSU students through the combined Pass Program.
- Provide management and supervision for the system, including personnel, operating, and maintenance of equipment.
  - Manage local operating funds from partners: Benton County Special Transportation Fund (STF); Linn County; LBCC; Corvallis; Albany; and OSU.
  - Participate in the Albany Area Metropolitan Planning Organization (AAMPO) technical and policy meetings, and in developing a funding and governance plan for the Loop.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	07/17	Postponed	<ul style="list-style-type: none"> <li>• Research and fund real-time bus location software.</li> <li>• Work with new Loop Governing board and Technical Advisory Committee (TAC) to establish procedures.</li> <li>• Work with AAMPO to stabilize funding sources.</li> <li>• Complete purchase of replacement bus.</li> </ul>
	11/17	In Progress	
	12/17	In Progress	
	03/18	Completed	
Budget Year 2018-2019			
Effective Government	09/18		<ul style="list-style-type: none"> <li>• Complete FTA triennial review.</li> <li>• Work with Loop Board and TAC to complete Loop Transit Development Plan.</li> <li>• Apply for new state funding (STIF) to enhance transit system.</li> <li>• Implement enhanced service as outlined in the Loop Transit Development Plan.</li> </ul>
Safe City	11/18		
	12/18		
	03/19		

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Total number of rides.	111,595	109,900	110,000	111,000
Number of senior/disabled passengers.	13,391	13,188	13,200	13,200
Annual mileage.	108,875	107,981	107,500	107,500
Operating cost per ride.	\$4.04	\$4.42	\$4.15	\$5.26

#### STAFFING SUMMARY

Budgeted FTEs	3.98	4.48	4.48	4.48
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## CITY OF ALBANY, OREGON

## PROG 1107: Linn-Benton Loop

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 503,426	\$ 497,383	\$ 959,100	\$ 959,100	\$ 625,600	\$ (333,500)
Charges for Services	24,889	25,198	22,000	22,000	25,000	3,000
Miscellaneous Revenue	-	-	-	-	-	-
Investment Income	614	1,209	300	300	300	-
Transfers In	-	-	71,400	71,400	-	(71,400)
Beginning Balance	84,573	79,949	68,000	68,000	25,000	(43,000)
<b>TOTAL REVENUES</b>	<b>\$ 613,502</b>	<b>\$ 603,739</b>	<b>\$ 1,120,800</b>	<b>\$ 1,120,800</b>	<b>\$ 675,900</b>	<b>(39.69)%</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 323,289	\$ 337,791	\$ 429,100	\$ 429,100	\$ 473,200	\$ 44,100
Materials & Services	210,263	228,954	271,700	271,700	202,700	(69,000)
Capital	-	-	420,000	420,000	-	(420,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 533,552</b>	<b>\$ 566,745</b>	<b>\$ 1,120,800</b>	<b>\$ 1,120,800</b>	<b>\$ 675,900</b>	<b>(39.69)%</b>
<b>Prog 1107: Linn-Benton Loop</b>						
<b>Revenues less Expenditures</b>	<b>79,950</b>	<b>36,994</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### PUBLIC TRANSIT: PARATRANSIT SYSTEM (213-50-1108)

**Responsible Manager/Title:** Jon Goldman, Utility Superintendent - Transportation

Developed by: Ted Frazier, Paratransit Services Supervisor

#### FUNCTIONS AND RESPONSIBILITIES

- Provide transportation to essential services through the Call-A-Ride program for the elderly and individuals who have disabilities that prevent them from using the fixed-route transit system.
- Manage and operate the Paratransit service as required by the Americans with Disabilities Act (ADA) and federal and state public transit regulations.
- Identify and pursue additional grant and revenue resources.
- Certify eligibility of ADA participants and provide Paratransit service in compliance with federal law.
- Provide Medicaid nonmedical transportation for eligible senior citizens and individuals with disabilities (Title XIX rides).
- Maintain ridership and operation records for state-funding purposes.
- Ensure that all transit services are in Federal Transit Administration (FTA) compliance.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	01/18	Completed	<ul style="list-style-type: none"> <li>• Update volunteer driving evaluation forms and set up new monthly schedule to evaluate the volunteers' driving skills.</li> </ul>
	07/17	Completed	<ul style="list-style-type: none"> <li>• Meet with outlying cities within the Urbanized Area (UZA) to discuss transportation needs/options.</li> </ul>
	12/17	Completed	<ul style="list-style-type: none"> <li>• Work with Samaritan Health Services and Heart to Heart partners to discuss volunteer recruitment possibilities and available grants.</li> </ul>
	08/17	Completed	<ul style="list-style-type: none"> <li>• Send out Request for Quotes (RFQ) to vendors to purchase two replacement wheelchair-accessible vans.</li> </ul>
Budget Year 2018-2019			
Effective Government	01/19		<ul style="list-style-type: none"> <li>• Provide volunteer management system that maximizes their contribution to the program.</li> </ul>
	09/18		<ul style="list-style-type: none"> <li>• Update volunteer training manual and recognition program.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Work with ATS supervisor, to determine best process for rolling out new routes and services.</li> </ul>
	03/19		<ul style="list-style-type: none"> <li>• Develop paratransit fleet maintenance plan.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Percent of those using the Paratransit/Call-A-Ride program satisfied or very satisfied with the service received.	95%	96%	96%	96%
Number of rides provided per month.	1,659	1,603	1,600	1,700
Number of miles driven per month.	8,800	9,100	9,100	9,100
Number of volunteer hours.	5,000	5,000	4,100	4,100
Cost per revenue service mile.	\$3.97	\$5.12	\$4.51	\$4.91

#### STAFFING SUMMARY

Budgeted FTEs	3.42	4.49	4.49	4.49
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## PROG 1108: Paratransit System

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 305,017	\$ 286,229	\$ 464,100	\$ 464,100	\$ 393,200	\$(70,900)
Charges for Services	34,805	33,721	34,000	34,000	34,000	-
Miscellaneous Revenue	610	2,421	300	300	300	-
Investment Income	145	(110)	300	300	200	(100)
Transfers In	182,800	193,700	210,000	210,000	190,000	(20,000)
Beginning Balance	18,425	66,096	5,000	5,000	5,000	-
<b>TOTAL REVENUES</b>	<b>\$ 541,802</b>	<b>\$ 582,057</b>	<b>\$ 713,700</b>	<b>\$ 713,700</b>	<b>\$ 622,700</b>	<b>(12.75)%</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 352,930	\$ 407,352	\$ 440,100	\$ 440,100	\$ 447,200	\$ 7,100
Materials & Services	138,222	151,373	173,600	173,600	175,400	1,800
Capital	-	-	100,000	100,000	-	(100,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 491,152</b>	<b>\$ 558,725</b>	<b>\$ 713,700</b>	<b>\$ 713,700</b>	<b>\$ 622,600</b>	<b>(12.76)%</b>
<b>Prog 1108: Paratransit System</b>						
<b>Revenues less Expenditures</b>	<b>50,650</b>	<b>23,332</b>	<b>-</b>	<b>-</b>	<b>100</b>	



CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

## PUBLIC SAFETY LEVY FUND

### RESOURCE DETAIL

Resources	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Property Taxes - Current	2,676,362	3,165,357	3,409,800	3,659,800	3,921,300	7.15%	96.93%
Property Taxes - Delinquent	74,267	84,256	50,000	50,000	50,000	-	1.24%
Interest	2,954	6,014	1,000	1,000	2,000	100.00%	0.05%
<b>Total Current Resources</b>	<b>2,753,583</b>	<b>3,255,627</b>	<b>3,460,800</b>	<b>3,710,800</b>	<b>3,973,300</b>	<b>7.07%</b>	<b>98.22%</b>
Beginning Balance	72,286	69,868	3,800	3,800	72,200	1,800.00%	1.78%
<b>Total Resources</b>	<b>\$2,825,869</b>	<b>\$3,325,495</b>	<b>\$3,464,600</b>	<b>\$3,714,600</b>	<b>\$4,045,500</b>	<b>8.91%</b>	<b>100.00%</b>

### REQUIREMENT SUMMARY

Requirements by Type	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Transfers Out	\$2,756,000	\$2,985,814	\$3,464,600	\$3,714,600	\$4,045,500	\$4,045,500	\$4,045,500

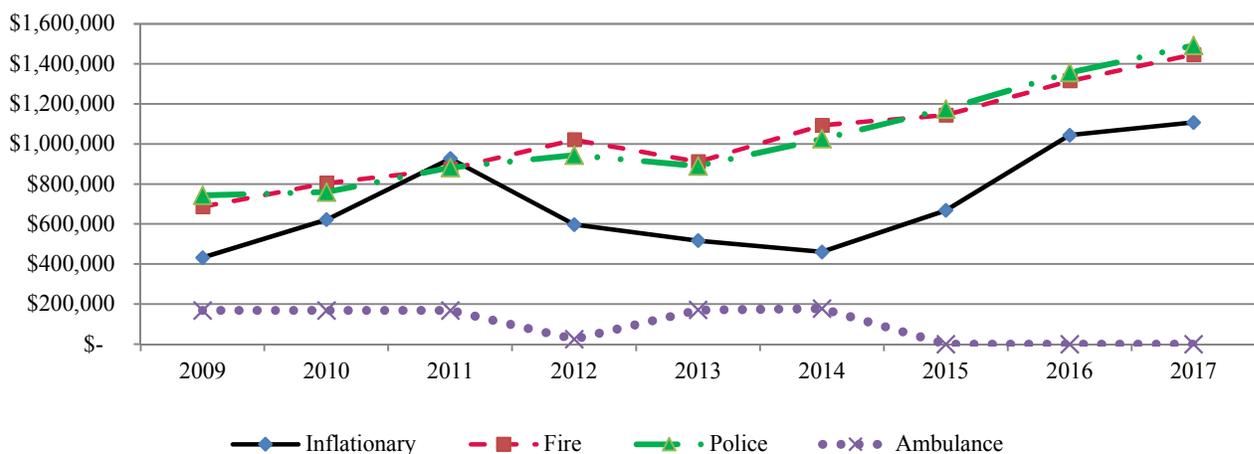
### TRANSFERS OUT AND TOTAL TAXES DETAIL BY FISCAL YEAR

Fiscal Year	.....General Fund.....			Ambulance Fund	Total Transfers Out*	Total Taxes
	Inflationary	Fire	Police			
2010-11	\$ 432,000	\$ 685,943	\$ 743,319	\$ 168,000	\$ 2,029,262	\$ 1,973,168
2011-12	621,600	804,769	759,529	168,000	2,353,898	2,171,708
2012-13	927,000	875,183	882,220	168,000	2,852,403	2,349,289
2013-14	597,100	1,020,803	943,978	24,885	2,586,766	2,462,996
2014-15	516,683	910,923	889,662	170,453	2,487,721	2,547,957
2015-16	460,000	1,093,100	1,025,400	177,500	2,756,000	2,750,629
2016-17**	668,100	1,143,860	1,173,854	-	2,985,814	3,249,614
2017-18	1,043,600	1,315,000	1,356,000	-	3,714,600	3,459,800
2018-19	1,107,400	1,446,500	1,491,600	-	4,045,500	3,971,300

\*Resources available for transfers out include total taxes, interest earnings, and the beginning balance.

\*\*In budget year 2016-17, the transfer to Ambulance is included in Fire.

### PUBLIC SAFETY LEVY TRANSFERS OUT BY PROGRAM

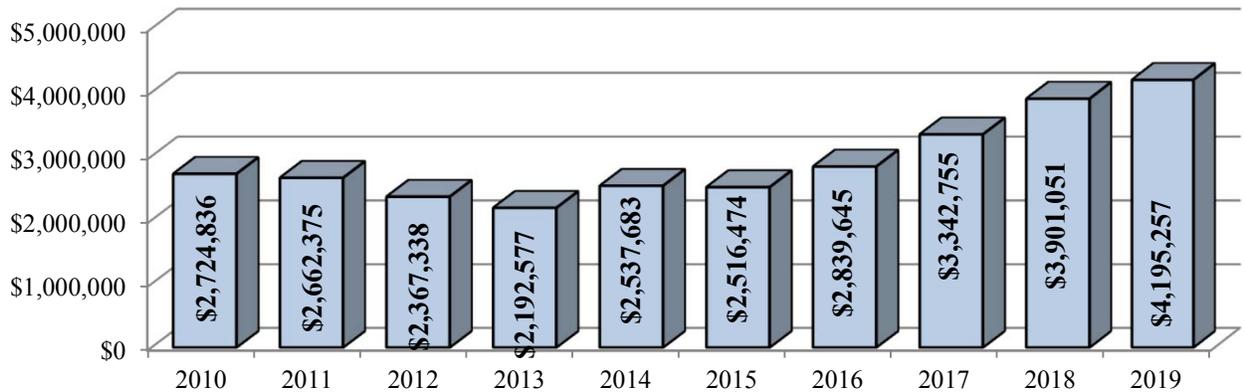


## Public Safety Levy Property Taxes Levied Last Ten Fiscal Years <sup>1</sup>

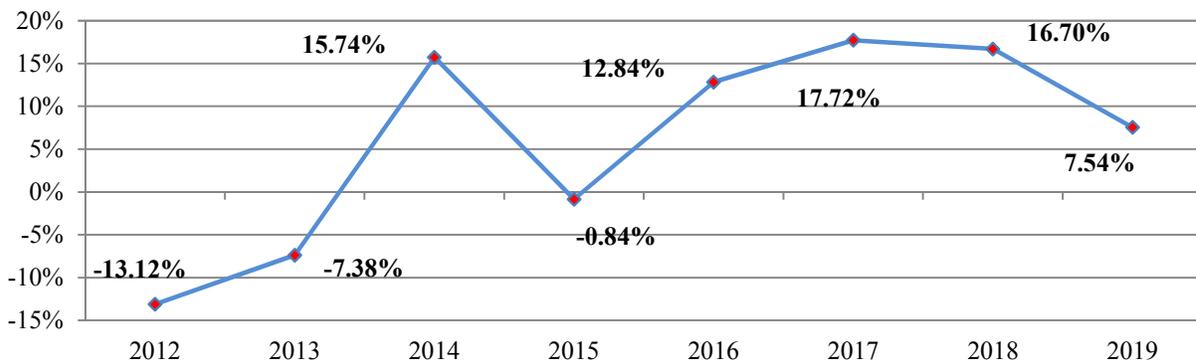
Fiscal Year June 30,	.....LINN COUNTY.....			.....BENTON COUNTY.....			Linn Co. & Benton Co. Total Received	Annual Per- centage Change
	Taxes Imposed before Compression	Com- pression Amount	Total Received	Taxes Imposed before Compression	Com- pression Amount	Total Received		
2010	\$ 2,417,606	\$ 197,327	\$ 2,220,279	\$ 509,107	\$ 4,550	\$ 504,557	\$ 2,724,836	n/a
2011	2,504,913	368,500	2,136,413	532,445	9,036	523,409	2,662,375	-2.29%
2012	2,535,336	684,373	1,850,112	554,766	36,953	517,813	2,367,338	-11.08%
2013	2,528,454	825,469	1,702,883	565,012	75,216	489,796	2,192,577	(7.38%)
2014	3,123,405	1,121,228	2,002,177	702,884	167,378	535,506	2,537,683	15.74%
2015	3,191,553	1,233,647	1,957,075	736,771	177,372	559,399	2,516,474	(0.84%)
2016	3,306,950	1,050,371	2,242,162	778,623	181,140	597,483	2,839,645	12.84%
2017	3,561,392	922,318	2,639,074	866,749	163,220	703,681	3,342,755	17.72%
2018	3,713,185	651,938	3,061,247	914,449	75,450	839,804	3,901,051	16.70%
2019	n/avail.	n/avail.	3,294,569	n/avail.	n/avail.	900,688	4,195,257	7.54%

<sup>1</sup> Actual 'Total Received' for 2010-2018. Estimated 'Total Received' for 2019.  
In May 2016, voters passed a five-year \$1.15 per \$1,000 levy beginning in Fiscal Year 2016-17.

### Total Public Safety Levy Taxes to be Received Last Ten Fiscal Years <sup>1</sup>



### Public Safety Levy - Total to be Received Annual Percentage Change



## **PROGRAM NARRATIVE**

### **PUBLIC SAFETY LEVY FUND: PUBLIC SAFETY LEVY (215-10-1008)**

**Responsible Manager/Title:** Jeanna Yeager, Finance Director

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#### **FUNCTIONS AND RESPONSIBILITIES**

- This program provides an independent accounting of property tax revenues collected from the Public Safety Levy passed by the voters of the City of Albany in the May 2016 special election. Proceeds from the tax levy are transferred to the General Fund in direct support of police, fire, and ambulance services.
  - The levy is \$1.15 per \$1,000 of assessed value for a period of five years.
  - Fiscal Year 2018-2019 is the third year of the 4th five-year Public Safety Local Option Levy.
-

215: Public Safety Levy

CITY OF ALBANY, OREGON

10: Finance

PROG 1008: Public Safety Levy

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Property Taxes	\$ 2,750,629	\$ 3,249,614	\$ 3,459,800	\$ 3,459,800	\$ 3,971,300	\$511,500
Investment Income	2,954	6,014	1,000	1,000	2,000	1,000
Beginning Balance	72,286	69,868	3,800	3,800	72,200	68,400
<b>TOTAL REVENUES</b>	<b>\$ 2,825,869</b>	<b>\$ 3,325,496</b>	<b>\$ 3,464,600</b>	<b>\$ 3,464,600</b>	<b>\$ 4,045,500</b>	<b>16.77 %</b>
<b>EXPENDITURES</b>						
Transfers Out	\$ 2,756,000	\$ 2,985,814	\$ 3,464,600	\$ 3,464,600	\$ 4,045,500	\$580,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,756,000</b>	<b>\$ 2,985,814</b>	<b>\$ 3,464,600</b>	<b>\$ 3,464,600</b>	<b>\$ 4,045,500</b>	<b>16.77 %</b>

<b>Prog 1008: Public Safety Levy</b>						
<b>Revenues less Expenditures</b>	<b>69,869</b>	<b>339,682</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**CAPITAL REPLACEMENT FUND  
RESOURCE DETAIL**

<b>Resources</b>	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Energy Trust of Oregon	\$ 8,029	\$ 37,310	\$ 27,000	\$ 27,000	\$ -	(100.00%)	-
Oregon Community Foundation	2,547	2,614	2,500	2,500	2,500	-	0.03%
Departmental Charges	150,000	150,000	450,000	450,000	100,000	(77.78%)	1.25%
Equipment Replacement Charges	806,020	1,117,500	1,411,000	1,517,000	927,500	(38.86%)	11.60%
Phone System Charges	75,000	75,000	75,000	75,000	75,000	-	0.94%
Albany Library Foundation	118	-	-	-	-	-	-
Property Management	9,500	-	-	-	-	-	-
Miscellaneous Revenue	96,189	221,505	15,000	15,000	-	(100.00%)	-
Proceeds From Sale of Capital Assets	1,745,013	-	-	-	-	-	-
Other Financing Sources: Cap. Leases	242,881	-	-	-	-	-	-
Interest	54,153	61,881	35,800	35,800	49,000	36.87%	0.61%
<b>Total Current Resources</b>	<b>3,189,450</b>	<b>1,665,810</b>	<b>2,016,300</b>	<b>2,122,300</b>	<b>1,154,000</b>	<b>(45.63%)</b>	<b>14.43%</b>
From General Fund	118,200	-	-	400,000	60,000	(85.00%)	0.75%
Transfer In: Transient Room Tax	206,100	270,700	278,800	278,800	6,600	(97.63%)	0.08%
<b>Total Transfers In</b>	<b>324,300</b>	<b>270,700</b>	<b>278,800</b>	<b>678,800</b>	<b>66,600</b>	<b>(90.19%)</b>	<b>0.83%</b>
Beginning Balance	5,690,226	5,766,109	6,090,100	5,984,100	6,684,300	11.70%	83.63%
Beginning Balance: Energy Trust	-	-	23,900	23,900	56,900	138.08%	0.71%
Beginning Balance Property Mgmt	-	2,530	2,200	2,200	1,300	(40.91%)	0.02%
Beginning Balance Monteith House	-	14,482	26,400	26,400	16,700	(36.74%)	0.21%
Beginning Balance City Hall HVAC	-	-	-	-	12,500	-	0.16%
<b>Total Resources</b>	<b>\$9,203,976</b>	<b>\$7,719,631</b>	<b>\$8,437,700</b>	<b>\$8,837,700</b>	<b>\$7,992,300</b>	<b>(9.57%)</b>	<b>100.00%</b>

**REQUIREMENT SUMMARIES**

<b>Program Requirements</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Equipment Replacement	\$1,606,036	\$1,312,085	\$6,079,200	\$6,479,200	\$5,430,100	\$5,430,100	\$5,430,100
GF Facilities Maintenance Projects	80,731	64,819	219,600	219,600	241,600	241,600	241,600
IT Equipment Replacement	694,792	343,384	1,490,400	1,490,400	1,619,200	1,619,200	1,619,200
Facilities Replacement	1,031,075	117,518	648,500	648,500	701,400	701,400	701,400
<b>Total Requirements</b>	<b>\$3,412,634</b>	<b>\$1,837,806</b>	<b>\$8,437,700</b>	<b>\$8,837,700</b>	<b>\$7,992,300</b>	<b>\$7,992,300</b>	<b>\$7,992,300</b>

**Requirements by Type**

Materials & Services	\$ 456,832	\$ 629,101	\$ 575,900	\$ 575,900	\$ 240,900	\$ 240,900	\$ 240,900
Capital	2,955,802	1,208,704	7,682,400	7,682,400	7,682,400	7,682,400	7,682,400
Transfers Out	-	-	179,400	179,400	69,000	69,000	69,000
Unappropriated	-	-	-	400,000	-	-	-
<b>Total Requirements</b>	<b>\$3,412,634</b>	<b>\$1,837,805</b>	<b>\$8,437,700</b>	<b>\$8,837,700</b>	<b>\$7,992,300</b>	<b>\$7,992,300</b>	<b>\$7,992,300</b>

**Adopted Requirements  
by Program and Type**

	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Equipment Replacement	\$ -	\$5,361,100	\$ 69,000	\$ 5,430,100	67.94%
GF Facilities Maintenance Projects	40,900	200,700	-	241,600	3.02%
IT Equipment Replacement	200,000	1,419,200	-	1,619,200	20.26%
Facilities Replacement	-	701,400	-	701,400	8.78%
<b>Total Requirements</b>	<b>\$ 240,900</b>	<b>\$7,682,400</b>	<b>\$ 69,000</b>	<b>\$ 7,992,300</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>3.01%</b>	<b>96.13%</b>	<b>0.86%</b>	<b>100.00%</b>	

GF- General Fund

IT - Information Technology

## PROGRAM NARRATIVE

### CAPITAL REPLACEMENT FUND: EQUIPMENT REPLACEMENT (217-10-1010)

**Responsible Manager/Title:** Anne Baker, Accounting Supervisor

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#### **FUNCTIONS AND RESPONSIBILITIES**

- The Equipment Replacement program provides a reserve to replace equipment, excluding Water and Sewer Fund equipment, when the end of its useful life has been reached.
  - Equipment is replaced when it is determined by its age, condition, operation and maintenance costs, obsolescence, and depreciation that it is no longer economical to keep. This is referred to as the life expectancy or economic life of the equipment.
  - Ideally, monies are transferred annually from the various departments to the Equipment Replacement program based on the economic life, replacement cost, and estimated rate of return on invested cash for each asset in the replacement program. Estimates of remaining useful life and replacement cost are updated each year by the contributing departments.
-

## 217: Capital Replacement

## 10: Finance

## CITY OF ALBANY, OREGON

## PROG 1010: Equipment Replacement

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 398,300	\$ 780,700	\$ 1,101,900	\$ 1,207,600	\$ 682,700	\$ (524,900)
Miscellaneous Revenue	336,130	220,885	15,000	15,000	-	(15,000)
Investment Income	34,092	40,719	18,000	18,000	35,000	17,000
Transfers In	311,900	258,300	266,000	666,000	-	(666,000)
Beginning Balance	3,219,705	4,430,883	4,678,300	4,572,600	4,712,400	139,800
<b>TOTAL REVENUES</b>	<b>\$ 6,045,140</b>	<b>\$ 5,731,487</b>	<b>\$ 6,079,200</b>	<b>\$ 6,479,200</b>	<b>\$ 5,430,100</b>	<b>(16.19)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 254,657	\$ 480,136	\$ 325,000	\$ 325,000	\$ -	\$ (325,000)
Capital	1,351,379	831,949	5,574,800	5,574,800	5,361,100	(213,700)
Transfers Out	-	-	179,400	179,400	69,000	(110,400)
Contingencies	-	-	-	400,000	-	(400,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,606,036</b>	<b>\$ 1,312,085</b>	<b>\$ 6,079,200</b>	<b>\$ 6,479,200</b>	<b>\$ 5,430,100</b>	<b>(16.19)%</b>
<b>Prog 1010: Equipment Replacement</b>						
<b>Revenues less Expenditures</b>	<b>4,439,104</b>	<b>4,419,402</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## **PROGRAM NARRATIVE**

### **CAPITAL REPLACEMENT FUND: GENERAL FUND FACILITIES MAINTENANCE PROJECTS (217-10-2002)**

**Responsible Manager/Title:** Anne Baker, Accounting Supervisor

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#### **FUNCTIONS AND RESPONSIBILITIES**

- Funds are reserved in this program for building maintenance expenditures on City-owned General Fund buildings.
  - Revenue from the rental units on the fire station property are accounted for here to offset the expense of maintaining the units.
  - Transient Lodging Tax is transferred in for restoration and repairs of the Monteith House.
-

## 217: Capital Replacement

## 10: Finance

**CITY OF ALBANY, OREGON**  
**PROG 2002: GF Facilities Maintenance Projects**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 10,576	\$ 39,924	\$ 29,500	\$ 29,500	\$ 2,500	\$ (27,000)
Miscellaneous Revenue	9,500	-	-	-	-	-
Investment Income	1,670	2,446	1,800	1,800	2,500	700
Transfers In	12,400	12,400	12,800	12,800	66,600	53,800
Dedicated Beginning Balance	-	17,012	52,500	52,500	18,000	(34,500)
Beginning Balance	217,458	153,862	123,000	123,000	152,000	29,000
<b>TOTAL REVENUES</b>	<b>\$ 251,604</b>	<b>\$ 225,644</b>	<b>\$ 219,600</b>	<b>\$ 219,600</b>	<b>\$ 241,600</b>	<b>10.02 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 70,750	\$ 58,559	\$ 50,900	\$ 50,900	\$ 40,900	\$ (10,000)
Capital	9,982	6,260	168,700	168,700	200,700	32,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 80,732</b>	<b>\$ 64,819</b>	<b>\$ 219,600</b>	<b>\$ 219,600</b>	<b>\$ 241,600</b>	<b>10.02 %</b>
<b>Prog 2002: GF Facilities Maintenance Projects</b>						
<b>Revenues less Expenditures</b>	<b>170,872</b>	<b>160,825</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## **PROGRAM NARRATIVE**

### **CAPITAL REPLACEMENT FUND: IT EQUIPMENT REPLACEMENT (217-13-1031)**

**Responsible Manager/Title:** Jorge Salinas, Deputy City Manager/CIO

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#### **FUNCTIONS AND RESPONSIBILITIES**

- The Information Technology Equipment Replacement activity provides a means to replace computer equipment at the end of its useful life.
  - Annually monies are transferred from the various departments to the Information Technology Equipment Replacement activity based on the economic life, replacement cost, and estimated return on invested cash for each asset in the replacement program. Estimates of remaining useful life and replacement cost are updated each year by the contributing departments.
-

217: Capital Replacement  
 13: Information Technology

**CITY OF ALBANY, OREGON**  
**PROG 1031: IT Equipment Replacement**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 482,720	\$ 411,800	\$ 384,100	\$ 384,400	\$ 319,800	\$ (64,600)
Miscellaneous Revenue	3,058	620	-	-	-	-
Investment Income	12,546	16,557	15,000	15,000	10,000	(5,000)
Beginning Balance	1,210,977	1,014,510	1,091,300	1,091,000	1,289,400	198,400
<b>TOTAL REVENUES</b>	<b>\$ 1,709,301</b>	<b>\$ 1,443,487</b>	<b>\$ 1,490,400</b>	<b>\$ 1,490,400</b>	<b>\$ 1,619,200</b>	<b>8.64 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 131,426	\$ 90,406	\$ 200,000	\$ 200,000	\$ 200,000	\$ -
Capital	563,367	252,978	1,290,400	1,290,400	1,419,200	128,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 694,793</b>	<b>\$ 343,384</b>	<b>\$ 1,490,400</b>	<b>\$ 1,490,400</b>	<b>\$ 1,619,200</b>	<b>8.64 %</b>
<b>Prog 1031: IT Equipment Replacement</b>						
<b>Revenues less Expenditures</b>	<b>1,014,508</b>	<b>1,100,103</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### CAPITAL REPLACEMENT FUND: PUBLIC WORKS FACILITIES REPLACEMENT (217-50-2018)

Responsible Manager/Title: Chris Bailey, Public Works Operations Director

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#### FUNCTIONS AND RESPONSIBILITIES

- This program funds future facilities replacement of Public Works.
- Receive revenues from other Public Works fund budgets to fund future facilities replacement.

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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	04/18	Completed	<ul style="list-style-type: none"><li>• Replace roofs on Buildings C and D.</li></ul>
	06/18	Ongoing	<ul style="list-style-type: none"><li>• Receive revenues from water, sewer, stormwater, street, and transit fund budgets to fund future department facility replacement or new construction.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Receive revenues from water, sewer, stormwater, and street fund budgets to fund future department facility replacement or new construction.</li></ul>

## 217: Capital Replacement

## 50: Public Works

## CITY OF ALBANY, OREGON

## PROG 2018: Facilities Replacement

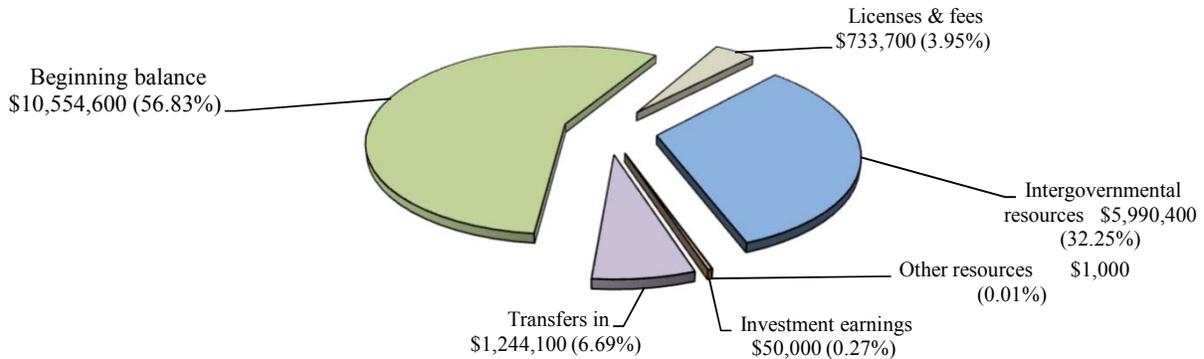
Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 150,000	\$ 150,000	\$ 450,000	\$ 450,000	\$ 100,000	\$ (350,000)
Investment Income	5,844	2,159	1,000	1,000	1,500	500
Beginning Balance	1,042,086	166,855	197,500	197,500	599,900	402,400
<b>TOTAL REVENUES</b>	<b>\$ 1,197,930</b>	<b>\$ 319,014</b>	<b>\$ 648,500</b>	<b>\$ 648,500</b>	<b>\$ 701,400</b>	<b>8.16 %</b>
<b>EXPENDITURES</b>						
Capital	\$ 1,031,075	\$ 117,518	\$ 648,500	\$ 648,500	\$ 701,400	\$ 52,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,031,075</b>	<b>\$ 117,518</b>	<b>\$ 648,500</b>	<b>\$ 648,500</b>	<b>\$ 701,400</b>	<b>8.16 %</b>
<b>Prog 2018: Facilities Replacement</b>						
<b>Revenues less Expenditures</b>	<b>166,855</b>	<b>201,496</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**STREETS FUND  
RESOURCE DETAIL**

Resources	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
Transportation SDC: Principal	\$ 9,102	\$ 3,084	\$ 3,300	\$ 3,300	\$ 5,800	75.76%	0.03%
Transportation SDC: Interest	1,825	2,273	2,200	2,200	2,700	22.73%	0.02%
Street IAF: Principal	898	-	100	100	100	-	-
Street IAF: Interest	41	-	100	100	100	-	-
Street Connection Fees	12,030	36,734	7,500	7,500	10,000	33.33%	0.05%
Transportation SDC: Revenues	891,653	1,496,910	581,500	581,500	700,000	20.38%	3.77%
Public Facility Construction Permit	68,742	62,495	15,000	15,000	15,000	-	0.08%
EPSC Permit Fees	56,440	-	-	-	-	-	-
State Gasoline Tax	3,046,727	3,120,603	3,000,000	3,000,000	3,800,000	26.67%	20.46%
Surface Transportation Program	1,098,803	-	980,000	980,000	2,190,400	123.51%	11.79%
Miscellaneous Revenue	68,935	36,405	951,000	951,000	1,000	(99.89%)	-
Interest	50,049	63,927	36,200	36,200	50,000	38.12%	0.27%
<b>Total Current Resources</b>	<b>5,305,245</b>	<b>4,822,431</b>	<b>5,576,900</b>	<b>5,576,900</b>	<b>6,775,100</b>	<b>21.49%</b>	<b>36.48%</b>
From Capital Projects Fund	46,511	-	-	-	-	-	-
From Grants Fund	4,657	-	-	-	-	-	-
Transfer In: Transient Room Tax	2,700	2,700	2,800	2,800	2,900	3.57%	0.02%
From Sewer - ILFF Transfer	622,854	690,428	596,100	596,100	647,800	8.67%	3.49%
From Water - ILFF Transfer	542,074	576,022	530,100	530,100	566,000	6.77%	3.05%
From Airport	-	-	-	-	7,400	-	0.04%
From: Albany Transit	5,000	-	-	-	-	-	-
From: Street Capital	20,000	20,000	20,000	20,000	20,000	-	0.11%
From: Stormwater Capital	-	-	39,700	39,700	-	(100.00%)	-
<b>Total Transfers In</b>	<b>1,243,796</b>	<b>1,289,150</b>	<b>1,188,700</b>	<b>1,188,700</b>	<b>1,244,100</b>	<b>4.66%</b>	<b>6.70%</b>
Beginning Balance	5,789,444	6,240,958	7,775,700	7,775,700	10,554,600	35.74%	56.83%
<b>Total Resources</b>	<b>\$12,338,485</b>	<b>\$12,352,539</b>	<b>\$14,541,300</b>	<b>\$14,541,300</b>	<b>\$18,573,800</b>	<b>27.73%</b>	<b>100.00%</b>

**STREET FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**Budget Notes**

Acronyms used with respect to the Street Fund:

- EPSC** - Erosion Prevention Sediment Control
- IAF** - Improvement Assurance Fee
- ILFF** - In-Lieu-of Franchise Fees
- SDC** - Systems Development Charge

**STREETS FUND  
REQUIREMENT/STAFFING SUMMARIES**

<b>Program Requirements</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Street Maintenance	\$ 1,753,211	\$ 1,881,739	\$ 1,952,400	\$ 1,952,400	\$ 2,123,600	\$ 2,123,600	\$ 2,123,600
Street Administration	1,120,692	1,314,915	1,418,900	1,418,900	1,424,000	1,424,000	1,424,000
Stormwater Operations	182,585	-	-	-	-	-	-
Street Capital & Restoration	1,890,259	146,177	6,233,700	6,233,700	9,854,200	9,854,200	9,854,200
N. Albany Frontage Fee Projects	(58,847)	112,636	133,600	133,600	4,400	4,400	4,400
Transportation SDC Imp Fee	1,489,046	21,313	3,919,000	3,919,000	3,865,500	3,865,500	3,865,500
Transportation SDC Reimb Fee	(15,984)	92,592	795,300	795,300	1,191,900	1,191,900	1,191,900
ADA Capital projects	-	14,188	88,400	88,400	110,200	110,200	110,200
<b>Total Requirements</b>	<b>\$ 6,360,962</b>	<b>\$ 3,583,560</b>	<b>\$14,541,300</b>	<b>\$14,541,300</b>	<b>\$18,573,800</b>	<b>\$18,573,800</b>	<b>\$18,573,800</b>

**Requirements by Type**

Personnel	\$ 835,695	\$ 739,020	\$ 832,800	\$ 832,800	\$ 999,000	\$ 999,000	\$ 999,000
Materials & Services	2,210,234	2,369,759	2,367,700	2,367,700	2,446,900	2,446,900	2,446,900
Capital	3,215,033	69,921	9,934,700	9,934,700	14,116,200	14,116,200	14,116,200
Transfers Out	100,000	404,860	1,027,000	1,027,000	700,000	700,000	700,000
Contingency	-	-	379,100	379,100	311,700	311,700	311,700
<b>Total Requirements</b>	<b>\$ 6,360,962</b>	<b>\$ 3,583,560</b>	<b>\$14,541,300</b>	<b>\$14,541,300</b>	<b>\$18,573,800</b>	<b>\$18,573,800</b>	<b>\$18,573,800</b>

**Adopted Requirements  
by Program and Type**

	Personnel	Materials & Services	Capital	Transfers Out	Contingency	Adopted Budget	% of Fund Budget
Street Maintenance	\$ 923,100	\$ 1,200,500	\$ -	\$ -	\$ -	\$ 2,123,600	11.43%
Street Administration	75,900	956,400	-	80,000	311,700	1,424,000	7.67%
Street Capital & Restoration	-	280,000	9,554,200	20,000	-	9,854,200	53.06%
N. Albany Frontage Fee Projects	-	-	4,400	-	-	4,400	0.02%
Transportation SDC Imp Fee	-	8,000	3,857,500	-	-	3,865,500	20.81%
Transportation SDC Reimb Fee	-	2,000	589,900	600,000	-	1,191,900	6.42%
ADA Capital projects	-	-	110,200	-	-	110,200	0.59%
<b>Total Requirements</b>	<b>\$ 999,000</b>	<b>\$ 2,446,900</b>	<b>\$14,116,200</b>	<b>\$ 700,000</b>	<b>\$ 311,700</b>	<b>\$18,573,800</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>5.38%</b>	<b>13.17%</b>	<b>76.00%</b>	<b>3.77%</b>	<b>1.68%</b>	<b>100.00%</b>	

<b>Staffing Summary (FTE)</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Street Maintenance	7.000	7.000	7.000	7.000	8.000	8.000	8.000
Street Administration	0.450	0.450	0.450	0.450	0.450	0.450	0.450
<b>Total FTE</b>	<b>7.450</b>	<b>7.450</b>	<b>7.450</b>	<b>7.450</b>	<b>8.450</b>	<b>8.450</b>	<b>8.450</b>



CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

**STREETS FUND  
OPERATION AND MAINTENANCE COMBINED BUDGET**

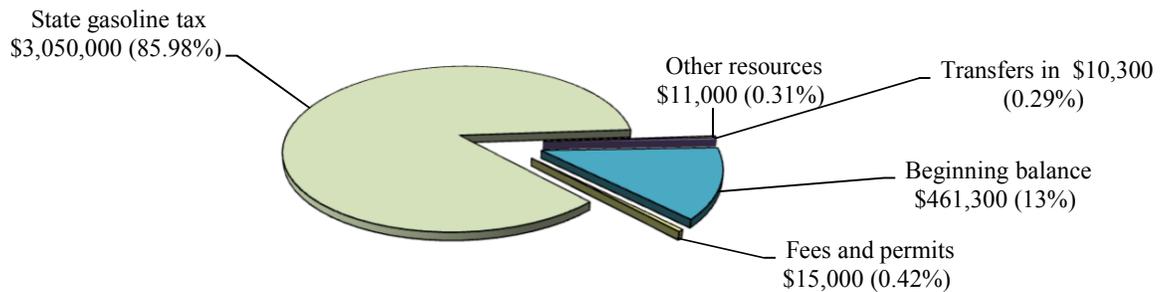
Detailed below are the gasoline taxes, transfers in, and other resources used to support the following Street Fund operation and maintenance programs: Street Maintenance and Street Administration. The resource items listed below are included in the Street Fund - Resource Detail presented on a previous page.

Resources	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Public Facility Construction Permit	\$ 68,742	\$ 62,495	\$ 15,000	\$ 15,000	\$ 15,000	-	0.42%
EPSC Permit Fees	56,440	-	-	-	-	-	-
State Gasoline Tax	3,046,727	3,120,603	3,000,000	3,000,000	3,050,000	1.67%	85.97%
Miscellaneous Revenue	3,305	35,525	1,000	1,000	1,000	-	0.03%
Interest	19,721	(16,488)	5,000	5,000	10,000	100.00%	0.28%
<b>Total Current Resources</b>	<b>3,194,935</b>	<b>3,202,135</b>	<b>3,021,000</b>	<b>3,021,000</b>	<b>3,076,000</b>	<b>1.82%</b>	<b>86.70%</b>
From Capital Projects Fund	46,511	-	-	-	-	-	-
From Grants Fund	4,657	-	-	-	-	-	-
Transfer In: Transient Room Tax	2,700	2,700	2,800	2,800	2,900	3.57%	0.08%
From Sewer - ILFF Transfer	-	45,400	-	-	-	-	-
From Water - ILFF Transfer	-	45,400	-	-	-	-	-
From Airport	-	-	-	-	7,400	-	0.21%
<b>Total Transfers In</b>	<b>53,868</b>	<b>93,500</b>	<b>2,800</b>	<b>2,800</b>	<b>10,300</b>	<b>267.86%</b>	<b>0.29%</b>
Beginning Balance	405,203	809,786	347,500	347,500	461,300	32.75%	13.01%
<b>Total Resources</b>	<b>\$3,654,006</b>	<b>\$4,105,421</b>	<b>\$3,371,300</b>	<b>\$3,371,300</b>	<b>\$3,547,600</b>	<b>5.23%</b>	<b>100.00%</b>

Adopted Requirements by Program and Type	Materials & Services		Transfers Out		Adopted Budget	% of Fund Budget
	Personnel			Contingency		
Street Maintenance	923,100	1,200,500	-	-	\$2,123,600	59.86%
Street Administration	75,900	956,400	80,000	311,700	1,424,000	40.14%
<b>Total Requirements</b>	<b>\$ 999,000</b>	<b>\$2,156,900</b>	<b>\$ 80,000</b>	<b>\$ 311,700</b>	<b>\$3,547,600</b>	<b>100.00%</b>
<b>Percent of Budget</b>	<b>28.15%</b>	<b>60.80%</b>	<b>2.26%</b>	<b>8.79%</b>	<b>100.00%</b>	

**RESOURCES USED FOR STREET FUND OPERATION AND MAINTENANCE PROGRAMS**

Category Totals and Percent of Budget



**STREETS FUND  
CAPITAL PROJECTS COMBINED BUDGET**

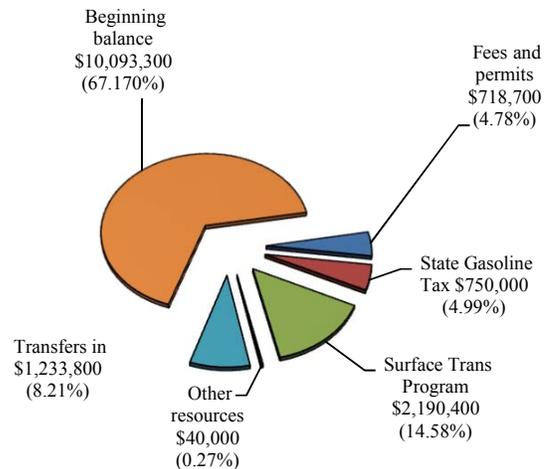
Detailed below are the in-lieu-of franchise fees, development fees, state support, and other resources used to fund the following Street Fund capital programs: Street Capital & Restoration, North Albany Frontage Fee Projects, and Transportation SDC Projects.

Resources	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Transportation SDC: Principal	\$ 9,102	\$ 3,084	\$ 3,300	\$ 3,300	\$ 5,800	75.76%	0.04%
Transportation SDC: Interest	1,825	2,273	2,200	2,200	2,700	22.73%	0.02%
Street IAF: Principal	898	-	100	100	100	-	-
Street IAF: Interest	41	-	100	100	100	-	-
Street Connection Fees	12,030	36,734	7,500	7,500	10,000	33.33%	0.07%
Transportation SDC: Revenues	891,653	1,496,910	581,500	581,500	700,000	20.38%	4.66%
State Gasoline Tax	-	-	-	-	750,000	-	4.99%
Surface Transportation Program	1,098,803	-	980,000	980,000	2,190,400	123.51%	14.57%
Miscellaneous Revenue	65,630	880	950,000	950,000	-	(100.00%)	-
Interest	30,328	80,415	31,200	31,200	40,000	28.21%	0.27%
<b>Total Current Resources</b>	<b>2,110,310</b>	<b>1,620,296</b>	<b>2,555,900</b>	<b>2,555,900</b>	<b>3,699,100</b>	<b>44.73%</b>	<b>24.62%</b>
From Sewer - ILFF Transfer	622,854	645,028	596,100	596,100	647,800	8.67%	4.31%
From Water - ILFF Transfer	542,074	530,622	530,100	530,100	566,000	6.77%	3.77%
From Albany Transit	5,000	-	-	-	-	-	-
From Street Capital	20,000	20,000	20,000	20,000	20,000	-	0.13%
From Stormwater Capital	-	-	39,700	39,700	-	(100.00%)	-
<b>Total Transfers In</b>	<b>1,189,928</b>	<b>1,195,650</b>	<b>1,185,900</b>	<b>1,185,900</b>	<b>1,233,800</b>	<b>4.04%</b>	<b>8.21%</b>
Beginning Balance	5,384,241	5,431,172	7,428,200	7,428,200	10,093,300	35.88%	67.17%
<b>Total Resources</b>	<b>\$ 8,684,479</b>	<b>\$ 8,247,118</b>	<b>\$11,170,000</b>	<b>\$11,170,000</b>	<b>\$15,026,200</b>	<b>34.52%</b>	<b>100.00%</b>

Adopted Requirements by Program and Type	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Street Capital & Restoration	\$ 280,000	\$ 9,554,200	\$ 20,000	\$ 9,854,200	65.58%
N. Albany Frontage Fee Projects	-	4,400	-	4,400	0.03%
Transportation SDC Imp Fee	8,000	3,857,500	-	3,865,500	25.73%
Transportation SDC Reimb Fee	2,000	589,900	600,000	1,191,900	7.93%
ADA Capital projects	-	110,200	-	110,200	0.73%
<b>Total Requirements</b>	<b>\$ 290,000</b>	<b>\$14,116,200</b>	<b>\$ 620,000</b>	<b>\$15,026,200</b>	<b>100.00%</b>
Percent of Budget	1.93%	93.94%	4.13%	100.00%	

**STREET CAPITAL PROJECT RESOURCES**

Fees and permits	\$ 718,700	4.78%
State Gasoline Tax	750,000	4.99%
Surface Trans Program	2,190,400	14.58%
Other resources	40,000	0.27%
Transfers in	1,233,800	8.21%
Beginning balance	10,093,300	67.17%
<b>Total Resources</b>	<b>\$15,026,200</b>	<b>100.00%</b>



**STREET FUND**  
**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2018-19**

Project Description	Totals	Street Capital & Restoration	North Albany Frontage Fee Projects	Trans- portation SDC Imp Fee	Trans- portation SDC Reimb Fee	Trans- ADA Capital Projects
Sidewalk Infill Program	15,000	15,000	-	-	-	-
ST-13-05 Corvallis Albany Path	304,500	-	-	304,500	-	-
ST-16-01 Transit Stop Ped Imp (Ph 2)	180,000	61,200	-	118,800	-	-
ST-17-01 Oak Street Rehab 34th-38th	793,000	793,000	-	-	-	-
ST-18-01 Hill St, Queen to 24th	2,700,000	2,295,000	-	405,000	-	-
ST-18-02 Santa Maria Street Imp	1,430,000	937,000	-	493,000	-	-
Street Capital & Restoration	135,000	125,500	-	9,500	-	-
ST-19-03 Hill Street: 24th-34th Ave	3,821,000	3,255,000	-	566,000	-	-
Crocker & Gibson Hill Traffic Stop	500,000	-	-	500,000	-	-
<b>Project Totals</b>	<b>9,878,500</b>	<b>7,481,700</b>	<b>-</b>	<b>2,396,800</b>	<b>-</b>	<b>-</b>
Reserve: Street Connection Fees	292,900	292,900	-	-	-	-
Reserve: Capital Projects	3,602,500	1,546,300	4,400	1,460,700	589,900	1,200
Reserve: Waverly RH Land Mod Dep - WM	203,300	203,300	-	-	-	-
Reserve: Albany Transit	15,000	-	-	-	-	15,000
Reserve: Street Capital	94,000	-	-	-	-	94,000
Reserve: ODOT Safety Grant Match	30,000	30,000	-	-	-	-
Reserve: Lochner Road Imp	-	-	-	-	-	-
Reserve: ODOT I-5 EA	-	-	-	-	-	-
<b>Total Reserves</b>	<b>4,237,700</b>	<b>2,072,500</b>	<b>4,400</b>	<b>1,460,700</b>	<b>589,900</b>	<b>110,200</b>
<b>Grand Totals</b>	<b>\$ 14,116,200</b>	<b>\$ 9,554,200</b>	<b>\$ 4,400</b>	<b>\$ 3,857,500</b>	<b>\$ 589,900</b>	<b>\$ 110,200</b>

**STREET FUND  
STREET FUND RESOURCES - TEN FISCAL YEARS\***

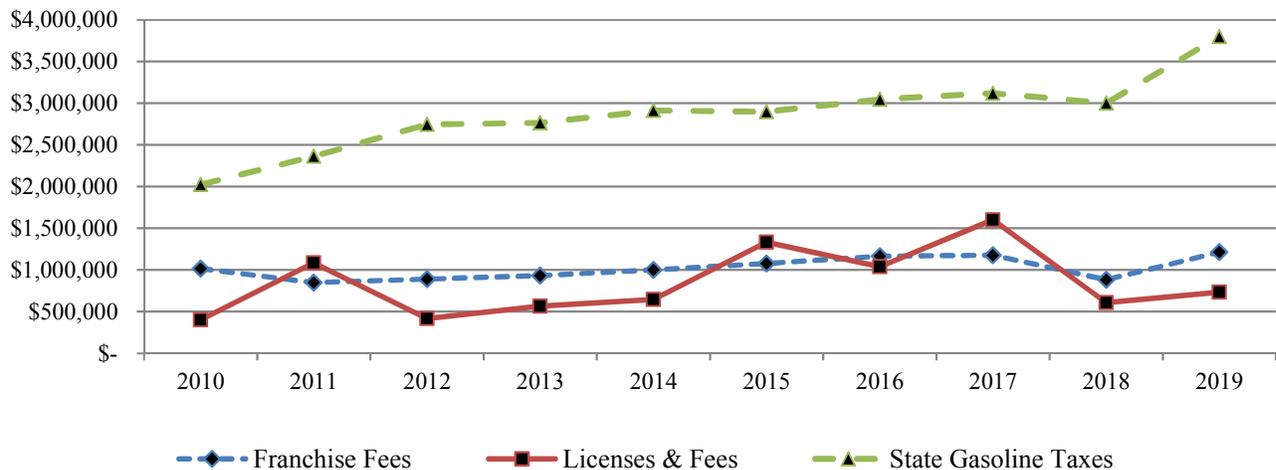
June 30,	Franchise Fees	Licenses & Fees	Inter-governmental Resources	State Gasoline Taxes	Other Resources	Transfers In	Beginning Balance	Total Resources
2010	\$ 1,016,466	\$ 403,227	\$ 4,836	\$ 2,024,426	\$ 155,678	\$ 381,300	\$ 8,363,513	\$12,349,446
2011	848,969	1,086,992	-	2,365,624	75,157	1,753,285	8,327,379	14,457,406
2012	891,255	415,283	70,693	2,745,670	272,210	892,855	9,969,701	15,257,667
2013	932,792	565,435	885,440	2,764,402	59,239	934,992	6,874,827	13,017,127
2014	1,000,687	646,524	2,135,531	2,913,483	61,838	619,640	6,860,709	14,238,412
2015	1,078,053	1,331,502	-	2,899,968	44,887	40,632	8,753,691	14,148,733
2016	1,164,928	1,040,730	1,098,803	3,046,727	118,984	78,868	5,789,444	12,338,484
2017	1,175,650	1,601,496	-	3,120,603	100,331	113,500	6,240,958	12,352,538
2018	883,584	609,700	980,000	3,000,000	987,200	305,116	7,775,700	14,541,300
2019	1,213,800	733,700	2,190,400	3,800,000	51,000	30,300	10,554,600	18,573,800

\* Actual revenues for fiscal years 2010 through 2017. Budgeted resources for fiscal years 2018 and 2019.

**STREET FUND RESOURCES - PERCENT OF TOTAL RESOURCES**

June 30,	Franchise Fees	Licenses & Fees	Inter-governmental Resources	State Gasoline Taxes	Other Resources	Transfers In	Beginning Balance	Total Resources
2010	8.23%	3.27%	0.04%	16.39%	1.26%	3.09%	67.72%	100.00%
2011	5.87%	7.52%	-	16.36%	0.52%	12.13%	57.60%	100.00%
2012	5.85%	2.72%	0.46%	18.00%	1.78%	5.85%	65.34%	100.00%
2013	7.17%	4.34%	6.80%	21.24%	0.46%	7.18%	52.81%	100.00%
2014	7.04%	4.54%	15.00%	20.46%	0.43%	4.35%	48.18%	100.00%
2015	7.61%	9.41%	-	20.50%	0.32%	0.29%	61.87%	100.00%
2016	9.44%	8.43%	8.91%	24.69%	0.96%	0.64%	46.92%	99.99%
2017	9.53%	12.96%	-	25.26%	0.81%	0.92%	50.52%	100.00%
2018	6.08%	4.19%	6.74%	20.63%	6.79%	2.10%	53.47%	100.00%
2019	6.54%	3.95%	11.79%	20.46%	0.27%	0.16%	56.83%	100.00%

**STATE GAS TAXES, LICENSES & FEES, AND FRANCHISE FEES  
TEN FISCAL YEARS**



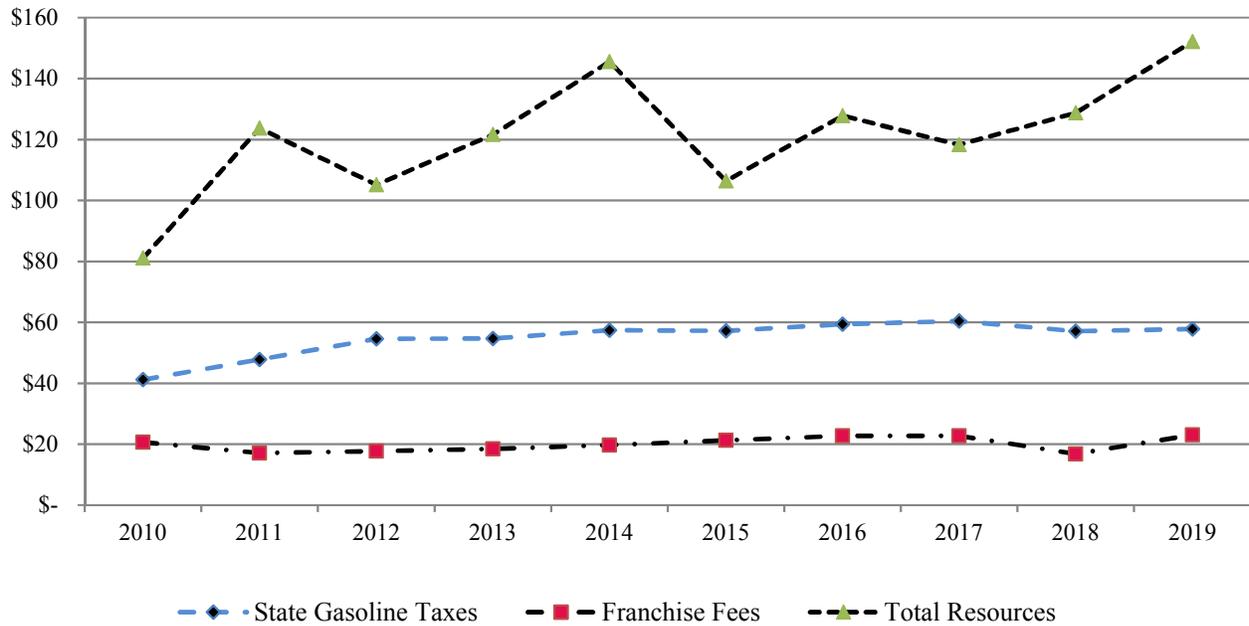
**STREET FUND**  
**STREET FUND RESOURCES PER CAPITA - TEN FISCAL YEARS<sup>1</sup>**

June 30,	Population	State Gasoline Tax		Franchise Fees		Current Resources <sup>2</sup>	
		Annual Amount	Per Capita	Annual Amount	Per Capita	Annual Amount	Per Capita
2010	49,165	\$ 2,024,426	\$ 41.18	\$ 1,016,466	\$ 20.67	\$ 3,985,934	\$ 81.07
2011	49,530	2,365,624	47.76	848,969	17.14	6,130,027	123.76
2012	50,325	2,745,670	54.56	891,255	17.71	5,287,965	105.08
2013	50,520	2,764,402	54.72	932,792	18.46	6,142,300	121.58
2014	50,710	2,913,483	57.45	1,000,687	19.73	7,377,703	145.49
2015	50,720	2,899,968	57.18	1,078,053	21.25	5,395,042	106.37
2016	51,270	3,046,727	59.43	1,164,928	22.72	6,549,040	127.74
2017	51,670	3,120,603	60.39	1,175,650	22.75	6,111,580	118.28
2018	52,540	3,000,000	57.10	883,584	16.82	6,765,600	128.77
2019	52,710	3,050,000	57.86	1,213,800	23.03	8,019,200	152.14

(1) Actual revenues for fiscal years 2010 through 2017. Budgeted resources for fiscal years 2018 and 2019.

(2) Current Resources equals total resources less beginning balance.

**PER CAPITA STATE GASOLINE TAX, FRANCHISE FEES,  
AND CURRENT RESOURCES  
TEN FISCAL YEARS**



**PROGRAM NARRATIVE**

**STREET FUND: STREET MAINTENANCE (250-50-2602)**

**Responsible Manager/Title:** Jon Goldman, Utility Superintendent - Transportation

**FUNCTIONS AND RESPONSIBILITIES**

- The primary function of this activity is to maintain the transportation system facilities.
- Pavement management and street restoration responsibilities include sweeping, sanding, base repair, crack sealing, pothole patching, chip-seal streets, overlay projects, and bridge maintenance.
- Repair tree-damaged sidewalks and gutters.
- Right-of-way maintenance responsibilities include barricades, property clean-up, and vegetation maintenance.
- Transportation management responsibilities include pavement markings, traffic sign maintenance, quarterly streetlight inspections, and quarterly traffic signal inspections and maintenance.
- Perform yearly street condition rating for one-quarter of the City streets and annually update traffic sign inventory program.

**STRATEGIES/ACTIONS**

Strategic Plan Theme	Target Date	Status	Strategies/Actions
<b>Budget Year 2017-2018</b>			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"> <li>• Assume utility patch work for water distribution.</li> </ul>
<b>Budget Year 2018-2019</b>			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Test apply chip seal on improved street.</li> </ul>

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of center line miles of improved streets.	196.1	199.42	199.42	199.42
Number of customer service work orders.	391	433	450	450
Number of City traffic signals.	19	21	22	23
Percentage of traffic signals inspected quarterly.	100%	100%	100%	100%
Miles of painted pavement marking.	61	61	61	61
Percentage of pavement marking annually painted.	100%	100%	100%	100%
Number of traffic signs repaired annually.	467	640	300	300

**STAFFING SUMMARY**

Budgeted FTEs	7.00	7.00	7.00	8.00
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250: Streets

50: Public Works

## CITY OF ALBANY, OREGON

### PROG 2602: Street Maintenance

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 698,126	\$ 672,432	\$ 760,900	\$ 760,900	\$ 923,100	\$162,200
Materials & Services	1,055,085	1,209,307	1,191,500	1,191,500	1,200,500	9,000
Capital	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,753,211</b>	<b>\$ 1,881,739</b>	<b>\$ 1,952,400</b>	<b>\$ 1,952,400</b>	<b>\$ 2,123,600</b>	<b>8.77 %</b>

**PROGRAM NARRATIVE**

**STREET FUND: STREET ADMINISTRATION (250-50-2604)**

**Responsible Manager/Title:** Chris Bailey, Public Works Operations Director  
 Jeff Blaine, P.E., Public Works Engineering and Community Development Director

**FUNCTIONS AND RESPONSIBILITIES**

- This program provides funding for a portion of the Transportation Superintendent position, PW Internal Services Fund, which includes charges for Public Works Administration, Operations Administration, and PW Engineering Services.
- Transfers funds to other City programs such as Urban Forestry.
- Maintains the contingency for the Street Fund.

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	12/17	Ongoing	<ul style="list-style-type: none"> <li>• Complete Council discussions on local street maintenance funding options.</li> </ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Continue Council discussions on street maintenance funding options.</li> </ul>

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Percentage of collector and arterial streets in fair or better condition.	68%	68%	67%	65%

**STAFFING SUMMARY**

Budgeted FTEs	0.45	0.45	0.45	0.45
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250: Streets

50: Public Works

**CITY OF ALBANY, OREGON**

**PROG 2604: Street Administration**

<b>Description</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Adopted</b>	<b>2017-2018 Revised</b>	<b>2018-2019 Adopted</b>	<b>Change Inc (Dec)</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 65,626	\$ 66,588	\$ 71,900	\$ 71,900	\$ 75,900	\$ 4,000
Materials & Services	975,066	1,069,027	887,900	887,900	956,400	68,500
Transfers Out	80,000	179,300	80,000	80,000	80,000	-
Contingencies	-	-	379,100	379,100	311,700	(67,400)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,120,692</b>	<b>\$ 1,314,915</b>	<b>\$ 1,418,900</b>	<b>\$ 1,418,900</b>	<b>\$ 1,424,000</b>	<b>0.36 %</b>

## PROGRAM NARRATIVE

### STREET FUND: STREET CAPITAL & RESTORATION (250-50-2700)

Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

#### FUNCTIONS AND RESPONSIBILITIES

- This activity receives funds from franchise fees, Surface Transportation Program (STP) funds, grants, gas tax, and interest income.
- Provides local funding match for bicycle and pedestrian improvement grants that become available.
- This program provides funding for transportation-related capital construction projects including pavement restoration, bridge repair, bicycle and pedestrian improvements, and grant match.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Great Neighborhoods	09/17	In Progress	<ul style="list-style-type: none"> <li>• Construct ST-16-01, Transit Stop Pedestrian Improvements (Phase 2).</li> </ul>
	09/17	In Progress	<ul style="list-style-type: none"> <li>• Construct ST-17-01, Oak Street Rehabilitation: 34th to 38th Avenue.</li> </ul>
	09/18	In Progress	<ul style="list-style-type: none"> <li>• Construct ST-18-01, Hill Street: Queen Avenue to 24th Avenue.</li> </ul>
	09/18	In Progress	<ul style="list-style-type: none"> <li>• Construct ST-18-02, Santa Maria Street Improvements.</li> </ul>
Budget Year 2018-2019			
Great Neighborhoods	09/18		<ul style="list-style-type: none"> <li>• Construct ST-16-01, Transit Stop Pedestrian Improvements (Phase 2).</li> </ul>
	09/18		<ul style="list-style-type: none"> <li>• Construct ST-17-01, Oak Street Rehabilitation: 34th to 38th Avenue.</li> </ul>
	09/18		<ul style="list-style-type: none"> <li>• Construct ST-18-01, Hill Street: Queen Avenue to 24th Avenue.</li> </ul>
	09/19		<ul style="list-style-type: none"> <li>• Construct ST-18-02, Santa Maria Street Improvements.</li> </ul>
	09/19		<ul style="list-style-type: none"> <li>• Complete design for ST-19-03, Hill Street: 24<sup>th</sup> to 34<sup>th</sup>.</li> </ul>

250: Streets

50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2700: Street Capital & Restoration**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 12,030	\$ 36,734	\$ 7,500	\$ 7,500	\$ 10,000	\$ 2,500
Intergovernmental Revenue	1,098,803	-	980,000	980,000	2,940,400	1,960,400
Miscellaneous Revenue	65,630	880	950,000	950,000	-	(950,000)
Investment Income	3,830	32,861	9,700	9,700	15,000	5,300
Transfers In	1,216,096	1,175,650	1,165,900	1,165,900	1,213,800	47,900
Beginning Balance	1,739,592	2,245,721	3,120,600	3,120,600	5,675,000	2,554,400
<b>TOTAL REVENUES</b>	<b>\$ 4,135,981</b>	<b>\$ 3,491,846</b>	<b>\$ 6,233,700</b>	<b>\$ 6,233,700</b>	<b>\$ 9,854,200</b>	<b>58.08 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 62,497	\$ 80,020	\$ 280,000	\$ 280,000	\$ 280,000	\$ -
Capital	1,807,762	44,733	5,743,100	5,743,100	9,554,200	3,811,100
Transfers Out	20,000	21,423	210,600	210,600	20,000	(190,600)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,890,259</b>	<b>\$ 146,176</b>	<b>\$ 6,233,700</b>	<b>\$ 6,233,700</b>	<b>\$ 9,854,200</b>	<b>58.08 %</b>
<b>Prog 2700: Street Capital &amp; Restoration</b>						
<b>Revenues less Expenditures</b>	<b>2,245,722</b>	<b>3,345,670</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**PROGRAM NARRATIVE**

**STREET FUND: NORTH ALBANY FRONTAGE FEE PROJECTS (250-50-2701)**

**Responsible Manager/Title:** Staci Belcastro, P.E., City Engineer

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**FUNCTIONS AND RESPONSIBILITIES**

- This program receives revenue from North Albany Street Improvement Assurance fees. New developments in North Albany that are adjacent to arterial and collector streets pay these fees as an improvement assurance when required frontage improvements aren't constructed at the time of development.
  - Reserves are built to help fund larger arterial and collector street projects in North Albany.
- 

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Great Neighborhoods Effective Government	06/18	Ongoing	<ul style="list-style-type: none"><li>• Build reserves for future improvement projects.</li></ul>
Budget Year 2018-2019			
Great Neighborhoods Effective Government	06/19		<ul style="list-style-type: none"><li>• Build reserves for future improvement projects.</li></ul>

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250: Streets

50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2701: N. Albany Frontage Fee Projects**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 939	\$ -	\$ 200	\$ 200	\$ 200	\$ -
Investment Income	816	1,408	600	600	100	(500)
Beginning Balance	83,560	144,163	132,800	132,800	4,100	(128,700)
<b>TOTAL REVENUES</b>	<b>\$ 85,315</b>	<b>\$ 145,571</b>	<b>\$ 133,600</b>	<b>\$ 133,600</b>	<b>\$ 4,400</b>	<b>(96.71)%</b>
<b>EXPENDITURES</b>						
Capital	\$ (58,847)	\$ -	\$ 104,600	\$ 104,600	\$ 4,400	\$ (100,200)
Transfers Out	-	112,636	29,000	29,000	-	(29,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ (58,847)</b>	<b>\$ 112,636</b>	<b>\$ 133,600</b>	<b>\$ 133,600</b>	<b>\$ 4,400</b>	<b>(96.71)%</b>
<b>Prog 2701: N. Albany Frontage Fee Projects</b>						
<b>Revenues less Expenditures</b>	<b>144,162</b>	<b>32,935</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### STREET FUND: TRANSPORTATION SDC IMPROVEMENT FEE PROJECTS (250-50-2703)

Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

#### FUNCTIONS AND RESPONSIBILITIES

- This program is dedicated to funding eligible, capacity-increasing projects that are a direct result of new growth and development. Revenues are received from Transportation Systems Development Charges (SDC).
- The current Transportation Systems Development Charge (effective July 2017) is \$3,675 for a single-family residence. This program receives \$3,136 of the residential fee.
- In 1989 legislation was adopted in Oregon requiring justification and separate accounting of revenues and expenditures for all SDCs effective July 1, 1991. This budget was created in order to comply with that legislation.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Great Neighborhoods	09/17	In Progress	<ul style="list-style-type: none"> <li>• Construct ST-16-01, Transit Stop Pedestrian Improvements (Phase 2).</li> </ul>
	09/18	In Progress	<ul style="list-style-type: none"> <li>• Construct ST-18-01, Hill Street: Queen Avenue to 24th Avenue.</li> </ul>
	09/18	In Progress	<ul style="list-style-type: none"> <li>• Construct ST-18-02, Santa Maria Street Improvements.</li> </ul>
Budget Year 2018-2019			
Great Neighborhoods	09/18		<ul style="list-style-type: none"> <li>• Construct ST-16-01, Transit Stop Pedestrian Improvements (Phase 2).</li> </ul>
	09/18		<ul style="list-style-type: none"> <li>• Construct ST-18-01, Hill Street: Queen Avenue to 24th Avenue.</li> </ul>
	09/19		<ul style="list-style-type: none"> <li>• Construct ST-18-02, Santa Maria Street Improvements.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Construct ST-19-01, Crocker &amp; Gibson Hill Traffic Signal.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Construct ST-19-02, Lochner Road Improvements.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Complete design for ST-19-03, Hill Street: 24<sup>th</sup> to 34<sup>th</sup> Avenue.</li> </ul>

250: Streets

**CITY OF ALBANY, OREGON**

50: Public Works

**PROG 2703: Transportation SDC Imp Fee**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 758,237	\$ 1,262,524	\$ 501,200	\$ 501,200	\$ 608,000	\$106,800
Investment Income	21,849	37,633	17,000	17,000	22,000	5,000
Beginning Balance	3,163,609	2,454,648	3,400,800	3,400,800	3,835,500	434,700
<b>TOTAL REVENUES</b>	<b>\$ 3,943,695</b>	<b>\$ 3,754,805</b>	<b>\$ 3,919,000</b>	<b>\$ 3,919,000</b>	<b>\$ 4,465,500</b>	<b>13.94 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 6,944	\$ 10,314	\$ 8,000	\$ 8,000	\$ 8,000	\$ -
Capital	1,482,102	10,999	3,528,500	3,528,500	3,857,500	329,000
Transfers Out	-	-	382,500	382,500	600,000	217,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,489,046</b>	<b>\$ 21,313</b>	<b>\$ 3,919,000</b>	<b>\$ 3,919,000</b>	<b>\$ 4,465,500</b>	<b>13.94 %</b>
<b>Prog 2703: Transportation SDC Imp Fee</b>						
<b>Revenues less Expenditures</b>	<b>2,454,649</b>	<b>3,733,492</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**PROGRAM NARRATIVE**

**STREET FUND: TRANSPORTATION SDC REIMBURSEMENT FEE PROJECTS (250-50-2704)**

**Responsible Manager/Title:** Staci Belcastro, P.E., City Engineer

**FUNCTIONS AND RESPONSIBILITIES**

- Revenues are received from System Development Charges (SDCs). These revenues reimburse the City for past investments in capacity-increasing projects identified in the City’s adopted transportation SDC methodology.
- Funding provided through this program is used to complete capital projects within the transportation system.
- The current Transportation Systems Development Charge (effective July 2017) is \$3,675 for a single-family residence. This program receives \$539 of the fee.
- In 1989 legislation was adopted in Oregon requiring justification and separate accounting of revenues and expenditures for all SDCs effective July 1, 1991. This budget was created in order to comply with that legislation.

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul>

250: Streets

**CITY OF ALBANY, OREGON**

50: Public Works

**PROG 2704: Transportation SDC Reimb Fee**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 144,343	\$ 239,743	\$ 85,800	\$ 85,800	\$ 100,500	\$ 14,700
Investment Income	3,445	7,722	3,500	3,500	2,500	(1,000)
Beginning Balance	360,141	523,913	706,000	706,000	488,900	(217,100)
<b>TOTAL REVENUES</b>	<b>\$ 507,929</b>	<b>\$ 771,378</b>	<b>\$ 795,300</b>	<b>\$ 795,300</b>	<b>\$ 591,900</b>	<b>(25.58)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ 1,092	\$ 300	\$ 300	\$ 2,000	\$ 1,700
Capital	(15,984)	-	470,100	470,100	589,900	119,800
Transfers Out	-	91,500	324,900	324,900	-	(324,900)
<b>TOTAL EXPENDITURES</b>	<b>\$ (15,984)</b>	<b>\$ 92,592</b>	<b>\$ 795,300</b>	<b>\$ 795,300</b>	<b>\$ 591,900</b>	<b>(25.58)%</b>
<b>Prog 2704: Transportation SDC Reimb Fee</b>						
<b>Revenues less Expenditures</b>	<b>523,913</b>	<b>678,786</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### STREET FUND: ADA CAPITAL PROJECTS (250-50-2705)

Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- This program receives revenues from a variety of sources including the Albany Transit System and Street Capital programs.
  - Build and maintain adequate reserves to fund future Americans with Disabilities Act (ADA) required capital projects.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018 Safe City	06/18	Ongoing	<ul style="list-style-type: none"><li>• Build reserves to fund future ADA capital projects.</li></ul>
Budget Year 2018-2019 Safe City	06/19		<ul style="list-style-type: none"><li>• Build reserves to fund future ADA capital projects.</li></ul>

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250: Streets  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2705: ADA Capital projects**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Investment Income	\$ 387	\$ 790	\$ 400	\$ 400	\$ 400	\$ -
Transfers In	25,000	20,000	20,000	20,000	20,000	-
Beginning Balance	37,339	62,727	68,000	68,000	89,800	21,800
<b>TOTAL REVENUES</b>	<b>\$ 62,726</b>	<b>\$ 83,517</b>	<b>\$ 88,400</b>	<b>\$ 88,400</b>	<b>\$ 110,200</b>	<b>24.66 %</b>
<b>EXPENDITURES</b>						
Capital	\$ -	\$ 14,188	\$ 88,400	\$ 88,400	\$ 110,200	\$ 21,800
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 14,188</b>	<b>\$ 88,400</b>	<b>\$ 88,400</b>	<b>\$ 110,200</b>	<b>24.66 %</b>

<b>Prog 2705: ADA Capital projects</b>						
<b>Revenues less Expenditures</b>	<b>62,726</b>	<b>69,329</b>	<b>-</b>	<b>-</b>	<b>-</b>	



CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

DEBT  
SERVICE  
FUNDS



## DEBT SERVICE FUNDS

### PROGRAM FUNCTIONS, REVENUE TRENDS, AND ASSUMPTIONS

Debt Service funds accumulate resources and account for the payment of general long-term debt principal and interest. Because Oregon Local Budget Law requires that general obligation debt be accounted for in a separate fund from revenue obligation debt, the City has two Debt Service funds.

#### DEBT SERVICE FUND

Separate programs are maintained in these funds to account for each of the City's general long-term debt issuances.

##### 2002 Limited Tax Pension Bonds

These limited tax bonds were used to finance a portion of the estimated unfunded actuarial liability with the Oregon Public Employees Retirement System (PERS). Each City program with personnel costs is assessed a fee proportionate to its PERS-eligible payroll to pay for the annual debt service requirements. The bonds will be retired in 2027-28. The debt service requirement for 2018-19 is \$705,300.

##### 2004 Revenue Obligations

Issued in December 2004, these bonds provide funding for the Aquatic Center project and the defeasance of the 1994 City Hall Certificates of Participation. The General Fund share of the debt retired in Fiscal Year 2013-14. The Parks & Recreation requirement for 2018-19 is \$178,400 with the final payment in Fiscal Year 2019-20.

##### 2015 Public Safety Facilities GO Bonds

In May of 2015, voters approved an \$18 million General Obligation Bond issue to finance the building of new police and fire stations. The bonds were sold on August 5th, 2015. The debt service requirement for 2018-19 is \$1,071,700.

#### RESOURCES

Property Taxes	\$ 1,081,700
Charges for Service	705,300
Investment Earnings	5,500
Transfers In	179,400
Beginning Balance	197,500
Reserved Beginning Balance	163,400
<b>Total Resources</b>	<b>\$ 2,332,800</b>

#### REQUIREMENTS

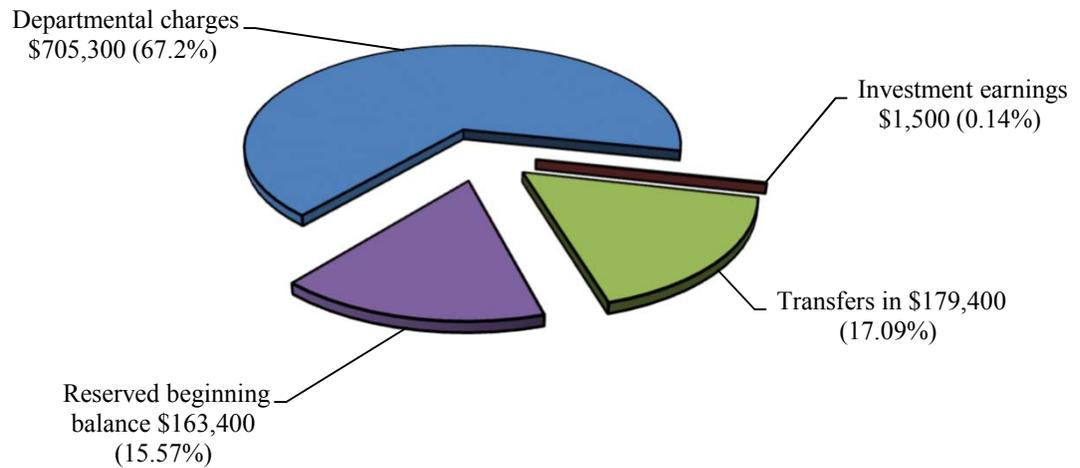
Materials & Services	\$ 1,900
Debt Service	2,330,900
<b>Total Requirements</b>	<b>\$ 2,332,800</b>

**DEBT SERVICE FUND  
RESOURCE DETAIL**

RESOURCES	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
Property Taxes - Current	\$ 976,000	\$ -	\$ -	\$ -	\$ -	-	-
Property Taxes - Delinquent	45,280	-	-	-	-	-	-
Departmental Charges	615,300	645,900	675,000	675,000	705,300	4.49%	67.20%
Interest	26,596	4,094	2,200	2,200	1,500	(31.82%)	0.14%
Total Current Resources	1,663,176	649,994	677,200	677,200	706,800	4.37%	67.34%
From Parks Fund	180,304	182,304	180,400	180,400	179,400	(0.55%)	17.09%
Total Transfers In	180,304	182,304	180,400	180,400	179,400	(0.55%)	17.09%
Beginning Balance	161,727	90,295	-	-	-	-	-
Reserved Beginning Balance	-	185,892	188,600	188,600	163,400	(13.36%)	15.57%
Total Resources	\$ 2,005,207	\$ 1,108,485	\$ 1,046,200	\$ 1,046,200	\$ 1,049,600	0.32%	100.00%

**DEBT SERVICE FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**DEBT SERVICE FUND  
REQUIREMENT SUMMARIES**

<b>Program Requirements</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
2002 LTD Tax Pension Bonds	615,236	645,228	865,800	865,800	870,200	870,200	870,200
2004 Revenue Obligations	180,304	183,054	180,400	180,400	179,400	179,400	179,400
<b>Total Requirements</b>	<b>\$ 795,540</b>	<b>\$ 828,282</b>	<b>\$1,046,200</b>	<b>\$1,046,200</b>	<b>\$1,049,600</b>	<b>\$1,049,600</b>	<b>\$1,049,600</b>

<b>Requirements by Type</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Materials & Services	\$ 1,600	\$ 750	\$ 800	\$ 800	\$ 1,000	\$ 1,000	\$ 1,000
Debt Service	1,727,420	827,531	1,045,400	1,045,400	1,048,600	1,048,600	1,048,600
<b>Total Requirements</b>	<b>\$ 1,729,020</b>	<b>\$ 918,576</b>	<b>\$1,046,200</b>	<b>\$1,046,200</b>	<b>\$1,049,600</b>	<b>\$1,049,600</b>	<b>\$1,049,600</b>

<b>Adopted Requirements by Program and Type</b>			Materials & Services	Debt Service	Adopted Budget	% of Fund Budget
	2002 LTD Tax Pension Bonds			\$ -	\$ 870,200	\$ 870,200
2004 Revenue Obligations			1,000	178,400	179,400	17.09%
<b>Total Requirements</b>			<b>\$ 1,000</b>	<b>\$1,048,600</b>	<b>\$1,049,600</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>			<b>0.10%</b>	<b>99.90%</b>	<b>100.00%</b>	

<b>Adopted Budget Detail of Debt Service</b>	Final Maturity	Principal	Interest	Debt Reserve	Adopted Budget
	2002 LTD Tax Pension Bonds	06/01/2028	\$ 111,300	\$ 594,000	\$ 164,900
2004 Revenue Obligations	01/01/2020	165,000	13,400	-	178,400
<b>Total Requirements</b>		<b>\$ 276,300</b>	<b>\$ 607,400</b>	<b>\$ 164,900</b>	<b>\$1,048,600</b>

## PROGRAM NARRATIVE

### DEBT SERVICE FUND: 2002 LIMITED TAX PENSION BONDS (301-10-1021)

Responsible Manager/Title: J.C. Rowley, Accounting Supervisor

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#### FUNCTIONS AND RESPONSIBILITIES

- This program provides for payment of the \$6,851,826 Limited Tax Pension Obligations, Series 2002.
- The bonds are secured by the full faith and credit of the City.
- The bonds, dated March 15, 2002, were issued as the Limited Tax Pension Deferred Interest Obligations, Series 2002A, and the Limited Tax Pension Obligations, Series 2002B. Interest rates range from 2.00% to 7.41% with a true interest cost (TIC) of 7.061361%. Interest paid is subject to federal income tax.
- Interest on the 2002A Obligations will be paid only at maturity, and will be compounded semiannually as of June 1 and December 1. Interest on the 2002B Obligations, issued as current interest obligations, is payable on June 1, 2002, and semiannually thereafter until June 1, 2028.
- The 2002A Obligations are not subject to prepayment prior to their stated maturities. The 2002B Obligations maturing on June 1, 2025, are subject to prepayment prior to their stated maturities.
- The bonds are insured by AMBAC Corporation and are rated “Aaa” by Moody’s Investors Service.
- The Bond Registrar and Paying Agent is Wells Fargo Bank Northwest, National Association, Portland, Oregon. The Bond Counsel is Preston Gates & Ellis LLP, Portland, Oregon. The Financial Advisor is Piper Jaffray, Portland, Oregon.
- On December 1, 2010, a prepayment of callable bonds in the amount of \$770,000 was made from litigation settlement proceeds.

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#### MATURITY SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Interest Rate</u>
2018-2019	\$ 111,257	\$ 593,980	\$ 705,237	7.36%
2019-2020	159,605	580,634	740,239	7.41%
2020-2021	460,000	315,785	775,785	6.85%
2021-2022	530,000	284,275	814,275	6.85%
2022-2023	600,000	247,970	847,970	6.85%
2023-2024	685,000	206,870	891,870	6.85%
2024-2028	2,335,000	454,839	2,789,839	6.85%
Totals	\$ 4,880,862	\$ 2,684,353	\$ 7,565,215	

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301: Debt Service

CITY OF ALBANY, OREGON

10: Finance

PROG 1021: 2002 LTD Tax Pension Bonds

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 615,300	\$ 645,900	\$ 675,000	\$ 675,000	\$ 705,300	\$ 30,300
Investment Income	2,175	4,323	2,200	2,200	1,500	(700)
Dedicated Beginning Balance	-	185,892	188,600	188,600	163,400	(25,200)
Beginning Balance	183,653	-	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>\$ 801,128</b>	<b>\$ 836,115</b>	<b>\$ 865,800</b>	<b>\$ 865,800</b>	<b>\$ 870,200</b>	<b>0.51 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	615,236	645,228	865,800	865,800	870,200	4,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 615,236</b>	<b>\$ 645,228</b>	<b>\$ 865,800</b>	<b>\$ 865,800</b>	<b>\$ 870,200</b>	<b>0.51 %</b>

<b>Prog 1021: 2002 LTD Tax Pension Bonds</b>						
<b>Revenues less Expenditures</b>	<b>185,892</b>	<b>190,887</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**PROGRAM NARRATIVE**

**DEBT SERVICE FUND: 2004 REVENUE OBLIGATIONS (301-10-1022)**

**Responsible Manager/Title: J.C. Rowley, Accounting Supervisor**

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**FUNCTIONS AND RESPONSIBILITIES**

- This activity provides for payment of the principal and interest on the 2004 Revenue Obligations used for the Aquatic Center project and the defeasance of the City’s Certificates of Participation, Series 1994.
- The bonds were dated December 30, 2004, and accrue interest from that date until maturity or earlier redemption, payable semiannually on July 1 and January 1 of each fiscal year.
- The bond payments are secured by and payable from any unobligated, non-property tax revenues legally available to the City. The payments are currently made only from the Parks and Recreation fund, as the General Fund obligation matured in January 2014.
- The original amount of the bond issue was \$3,720,000.
- The bonds are rated by Moody’s Investors Service as “Aaa.”
- The Bond Registrar and Paying Agent is Bank of New York Trust Co., N.A; Los Angeles, California. The Bond Counsel is Orrick, Herrington & Sutcliffe, LLP, Portland, Oregon. The Underwriter is Piper Jaffray.

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**MATURITY SCHEDULE**

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018-2019	\$165,000	\$13,393	\$178,393
2019-2020	175,000	7,000	182,000
Totals	\$340,000	\$20,393	\$360,393

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301: Debt Service

10: Finance

**CITY OF ALBANY, OREGON**  
**PROG 1022: 2004 Revenue Obligations**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Investment Income	\$ 46	\$ (199)	\$ -	\$ -	\$ -	\$ -
Transfers In	180,304	182,304	180,400	180,400	179,400	(1,000)
Beginning Balance	(46)	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 180,304</b>	<b>\$ 182,105</b>	<b>\$ 180,400</b>	<b>\$ 180,400</b>	<b>\$ 179,400</b>	<b>(0.55)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 750	\$ 750	\$ 800	\$ 800	\$ 1,000	\$ 200
Debt Service	179,554	182,304	179,600	179,600	178,400	(1,200)
<b>TOTAL EXPENDITURES</b>	<b>\$ 180,304</b>	<b>\$ 183,054</b>	<b>\$ 180,400</b>	<b>\$ 180,400</b>	<b>\$ 179,400</b>	<b>(0.55)%</b>
<b>Prog 1022: 2004 Revenue Obligations</b>						
Revenues less Expenditures	-	(949)	-	-	-	-

**GENERAL OBLIGATION DEBT SERVICE FUND  
RESOURCE DETAIL**

<b>RESOURCES</b>	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
Property Taxes - Current	\$ -	\$1,022,810	\$1,038,300	\$1,038,300	\$1,057,000	1.80%	82.37%
Property Taxes - Delinquent	-	41,810	33,200	33,200	24,700	(25.60%)	1.93%
Interest	-	1,575	900	900	4,000	344.44%	0.31%
<b>Total Current Resources</b>	-	1,066,195	1,072,400	1,072,400	1,085,700	1.24%	84.61%
From Debt Service Fund	-	90,295	-	-	-	-	-
<b>Total Transfers In</b>	-	90,295	-	-	-	-	-
Beginning Balance	-	-	106,700	106,700	197,500	85.10%	15.39%
<b>Total Resources</b>	\$ -	\$1,156,490	\$1,179,100	\$1,179,100	\$1,283,200	8.83%	100.00%

**GENERAL OBLIGATION DEBT SERVICE FUND  
REQUIREMENT SUMMARIES**

<b>Program Requirements</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
2015 Public Safety Facilities Bonds	\$ -	\$ 1,098,370	\$ 1,179,100	\$ 1,179,100	\$ 1,283,200	\$ 1,283,200	\$ 1,283,200
<b>Total Requirements</b>	\$ -	\$ 1,098,370	\$ 1,179,100	\$ 1,179,100	\$ 1,283,200	\$ 1,283,200	\$ 1,283,200

<b>Requirements by Type</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Materials & Services	\$ -	\$ -	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900
Transfers Out	-	90,295	-	-	-	-	-
Debt Service	-	1,008,075	1,178,200	1,178,200	1,282,300	1,282,300	1,282,300
<b>Total Requirements</b>	\$ -	\$ 1,098,370	\$ 1,179,100	\$ 1,179,100	\$ 1,283,200	\$ 1,283,200	\$ 1,283,200

<b>Adopted Requirements by Program and Type</b>	Materials & Services	Debt Service	Adopted Budget	% of Fund Budget
	2015 Public Safety Facilities Bonds	\$ 900	\$ 1,282,300	\$ 1,283,200
<b>Total Requirements</b>	\$ 900	\$ 1,282,300	\$ 1,283,200	100.00%
<b>Percent of Fund Budget</b>	0.07%	99.93%	100.00%	

<b>Adopted Budget Detail of Debt Service</b>	Final Maturity	Principal	Interest	Debt Reserve	Adopted Budget
2015 Public Safety Facilities Bonds	06/15/2035	\$ 465,000	\$ 606,700	\$ 210,600	\$ 1,282,300
<b>Total Requirements</b>		\$ 465,000	\$ 606,700	\$ 210,600	\$ 1,282,300

## PROGRAM NARRATIVE

### DEBT SERVICE FUND: 2015 Public Safety Facilities Bonds (303-10-1051)

Responsible Manager/Title: Jeanna Yeager, Accounting Supervisor

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#### FUNCTIONS AND RESPONSIBILITIES

- This activity provides for payment of the principal and interest on the GO series 2015 Public Safety Facilities Bonds used for the construction of new police and fire stations. The bonds were approved by voters in the May 2015 election.
  - The bonds were dated August 19, 2015, and accrue interest from that date until maturity or earlier redemption, payable semiannually on December 15 and June 15 of each fiscal year.
  - The original amount of the bond issue was \$18,000,000.
  - The bonds are rated AA- by Standard and Poor's.
  - The Bond Paying Agent is US Bank National Association, Portland, Oregon. The Bond Counsel is Hawkins, Delafield & Wood LLP, Portland, Oregon. The Financial Advisor is Piper Jaffray.
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#### MATURITY SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018-2019	\$465,000	\$606,675	\$1,071,675
2019-2020	520,000	588,075	1,108,075
2020-2021	575,000	567,275	1,142,275
2021-2026	3,760,000	2,423,925	6,183,925
2026-2031	5,590,000	1,494,575	7,084,575
2031-2035	5,910,000	493,131	6,403,131
Totals	\$16,820,000	\$6,173,656	\$22,993,656

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**PROGRAM NARRATIVE**

**DEBT SERVICE FUND: 2015 Public Safety Facilities Bonds (303-10-1051)**

**Responsible Manager/Title: J.C. Rowley, Accounting Supervisor**

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**FUNCTIONS AND RESPONSIBILITIES**

- This activity provides for payment of the principal and interest on the GO series 2015 Public Safety Facilities Bonds used for the construction of new police and fire stations. The bonds were approved by voters in the May 2015 election.
  - The bonds were dated August 19, 2015, and accrue interest from that date until maturity or earlier redemption, payable semiannually on December 15 and June 15 of each fiscal year.
  - The original amount of the bond issue was \$18,000,000.
  - The bonds are rated AA- by Standard and Poor's.
  - The Bond Paying Agent is US Bank National Association, Portland, Oregon. The Bond Counsel is Hawkins, Delafield & Wood LLP, Portland, Oregon. The Financial Advisor is Piper Jaffray.
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**MATURITY SCHEDULE**

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018-2019	\$465,000	\$606,675	\$1,071,675
2019-2020	520,000	588,075	1,108,075
2020-2021	575,000	567,275	1,142,275
2021-2026	3,760,000	2,423,925	6,183,925
2026-2031	5,590,000	1,494,575	7,084,575
2031-2035	5,910,000	493,131	6,403,131
Totals	\$16,820,000	\$6,173,656	\$22,993,656

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## PROG 1051: 2015 Public Safety Facilities Bonds

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Property Taxes	\$ 1,021,280	\$ 1,064,620	\$ 1,071,500	\$ 1,071,500	\$ 1,081,700	\$ 10,200
Investment Income	2,493	1,575	900	900	4,000	3,100
Transfers In	-	90,295	-	-	-	-
Beginning Balance	-	90,293	106,700	106,700	197,500	90,800
<b>TOTAL REVENUES</b>	<b>\$ 1,023,773</b>	<b>\$ 1,246,783</b>	<b>\$ 1,179,100</b>	<b>\$ 1,179,100</b>	<b>\$ 1,283,200</b>	<b>8.83 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 850	\$ -	\$ 900	\$ 900	\$ 900	\$ -
Transfers Out	-	90,295	-	-	-	-
Debt Service	932,631	1,008,075	1,178,200	1,178,200	1,282,300	104,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 933,481</b>	<b>\$ 1,098,370</b>	<b>\$ 1,179,100</b>	<b>\$ 1,179,100</b>	<b>\$ 1,283,200</b>	<b>8.83 %</b>
<b>Prog 1051: 2015 Public Safety Facilities Bonds</b>						
<b>Revenues less Expenditures</b>	<b>90,292</b>	<b>148,413</b>	<b>-</b>	<b>-</b>	<b>-</b>	

CAPITAL  
PROJECT  
FUNDS



## CAPITAL PROJECTS FUND

### PROGRAM FUNCTIONS, REVENUE TRENDS, AND ASSUMPTIONS

Capital Project funds are created to account for the financial resources used for the acquisition or construction of major capital facilities. The City has one Capital Project fund.

#### CAPITAL PROJECTS FUND

**Albany Data Integration:** This program will be used to account for the implementation of a new Enterprise Resource Planning (ERP) system for the City.

**Local Improvement District Construction Projects:** This program will be used to account for the construction and financing of local improvement district (LID) projects benefiting properties within the City. The primary sources of revenue for this program are assessment payoffs and Bancroft bond proceeds.

**Public Safety Facilities:** This project will account for the construction of the new police and fire facilities. The primary sources of revenue for this program are property taxes (\$18 million), settlement proceeds (\$5 million), and the Albany Revitalization Agency (\$1.55 million).

#### RESOURCES

Assessment Revenues	\$ 85,000
Investment Earnings	10,500
Beginning Balance	1,445,100
Total Resources	\$ 1,540,600

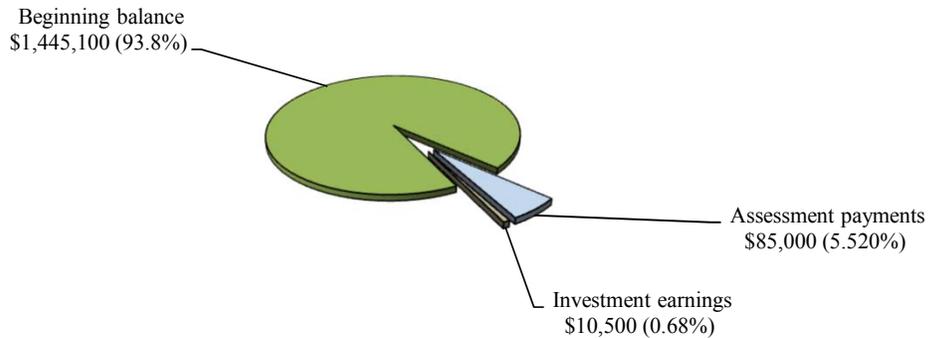
#### REQUIREMENTS

Capital	\$ 1,507,300
Transfers Out	33,300
Total Requirements	\$ 1,540,600

**CAPITAL PROJECTS FUND  
RESOURCE DETAIL**

Resources	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Financed Asmnts: Principal	\$ 19,100	\$ 48,205	\$ 30,000	\$ 30,000	\$ 30,000	-	1.95%
Financed Asmnts: Interest	883	31,395	15,000	15,000	15,000	-	0.97%
Unbonded Asmnts: Principal	507,510	233,290	40,000	40,000	40,000	-	2.60%
Miscellaneous Revenue	501	932	-	-	-	-	-
2015 Public Safety Facilities Bond Proceeds	18,636,260	-	-	-	-	-	-
Interest	154,732	199,692	10,000	10,000	10,500	5.00%	0.68%
<b>Total Current Resources</b>	<b>19,318,986</b>	<b>513,514</b>	<b>95,000</b>	<b>95,000</b>	<b>95,500</b>	<b>0.53%</b>	<b>6.20%</b>
From General Fund	-	500,000	-	-	-	-	-
From Street Capital	-	1,423	-	-	-	-	-
From Water Capital	-	-	75,000	75,000	-	(100.00%)	-
From CARA Program	1,455,000	-	-	-	-	-	-
From Street Fund	-	191,500	927,000	927,000	-	(100.00%)	-
From Litigation Proceeds	5,000,000	-	-	-	-	-	-
<b>Total Transfers In</b>	<b>6,455,000</b>	<b>692,923</b>	<b>1,002,000</b>	<b>1,002,000</b>	<b>-</b>	<b>(100.00%)</b>	<b>-</b>
Beginning Balance	892,338	24,273,462	13,675,000	13,675,000	1,445,100	(89.43%)	93.80%
<b>Total Resources</b>	<b>\$ 26,666,324</b>	<b>\$ 25,479,899</b>	<b>\$ 14,772,000</b>	<b>\$ 14,772,000</b>	<b>\$ 1,540,600</b>	<b>(89.57%)</b>	<b>100.00%</b>

**CAPITAL PROJECTS FUND RESOURCES BY SOURCE**  
Category Totals and Percent of Budget



**CAPITAL PROJECTS FUND  
REQUIREMENT/STAFFING SUMMARIES**

<b>Program Requirements</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Albany Data Integration Project	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 532,600	\$ 532,600	\$ 532,600
LID Construction Projects	184,498	348,783	2,267,000	2,267,000	997,000	997,000	997,000
Public Safety Facilities	2,068,517	16,590,921	12,005,000	12,005,000	11,000	11,000	11,000
Albany Station Pathway	92,975	3,417	-	-	-	-	-
<b>Total Requirements</b>	<b>\$2,345,990</b>	<b>\$ 16,943,121</b>	<b>\$ 14,772,000</b>	<b>\$ 14,772,000</b>	<b>\$ 1,540,600</b>	<b>\$ 1,540,600</b>	<b>\$ 1,540,600</b>

<b>Requirements by Type</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Materials & Services	\$2,057,050	\$ 1,171,875	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -
Capital	92,063	15,737,956	14,638,700	14,638,700	1,507,300	1,507,300	1,507,300
Transfers Out	196,877	33,290	33,300	33,300	33,300	33,300	33,300
<b>Total Requirements</b>	<b>\$2,345,990</b>	<b>\$ 16,943,121</b>	<b>\$ 14,772,000</b>	<b>\$ 14,772,000</b>	<b>\$ 1,540,600</b>	<b>\$ 1,540,600</b>	<b>\$ 1,540,600</b>

<b>Adopted Requirements by Program and Type</b>	Materials & Services		Capital	Transfers Out	Adopted Budget	% of Fund Budget
	Albany Data Integration Project	\$ -	\$ 532,600	\$ -	\$ -	\$ 532,600
LID Construction Projects	-	963,700	33,300	997,000	64.72%	
Public Safety Facilities	-	11,000	-	11,000	0.71%	
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ 1,507,300</b>	<b>\$ 33,300</b>	<b>\$ 1,540,600</b>	<b>100.00%</b>	
<b>Percent of Fund Budget</b>	<b>-</b>	<b>97.84%</b>	<b>2.16%</b>	<b>100.00%</b>		

## PROGRAM NARRATIVE

### CAPITAL PROJECTS FUND: Albany Data Integration (402-10-1011)

Responsible Manager/Title: Anne Baker, Accounting Supervisor

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#### FUNCTIONS AND RESPONSIBILITIES

- This program accounts for the conversion from Tyler's Eden Enterprise Resource Planning (ERP) system to a new ERP system.
  - Tyler is phasing Eden out and is no longer providing enhancements to the system. The City has been using Eden for over ten years.
  - The new system will be purchased using funds made available through an accounting change required during the Fiscal Year 2015-16 audit.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018 Effective Government		Completed	<ul style="list-style-type: none"><li>• Select and begin implementation of a new ERP.</li></ul>
Budget Year 2018-2019 Effective Government		Ongoing	<ul style="list-style-type: none"><li>• Continue implementation of the new ERP.</li></ul>

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402: Capital Projects

10: Finance

**CITY OF ALBANY, OREGON**  
**PROG 1011: Albany Data Integration Project**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
Investment Income	\$ 92	\$ 205	\$ -	\$ -	\$ 500	\$ 500
Transfers In	-	500,000	-	-	-	- %
Beginning Balance	16,824	16,916	500,000	500,000	532,100	32,100
<b>TOTAL REVENUES</b>	<b>\$ 16,916</b>	<b>\$ 517,121</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 532,600</b>	<b>6.52 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ (100,000)
Capital	-	-	400,000	400,000	532,600	132,600
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 532,600</b>	<b>6.52 %</b>

<b>Prog 1011: Albany Data Integration Project</b>						
<b>Revenues less Expenditures</b>	<b>16,916</b>	<b>517,121</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### CAPITAL PROJECTS FUND: LID CONSTRUCTION PROJECTS (402-10-1012)

Responsible Manager/Title: Anne Baker, Accounting Supervisor

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#### FUNCTIONS AND RESPONSIBILITIES

- This program accounts for the construction and financing of special assessment Local Improvement District (LID) projects and the payment of assessments from benefited property owners.
  - Assessment payments for the Timber Ridge and Oak Street LID assessments will be transferred to settlement proceeds to repay the loans for those projects.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018 Effective Government		Ongoing	<ul style="list-style-type: none"><li>• Collect and disburse assessments due from completed LID projects.</li></ul>
Budget Year 2018-2019 Effective Government			<ul style="list-style-type: none"><li>• Collect and disburse assessments due from completed LID projects.</li></ul>

---

402: Capital Projects

10: Finance

**CITY OF ALBANY, OREGON**  
**PROG 1012: LID Construction Projects**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 527,492	\$ 312,890	\$ 85,000	\$ 85,000	\$ 85,000	\$ -
Investment Income	4,497	14,481	5,000	5,000	10,000	5,000
Transfers In	-	191,500	1,002,000	1,002,000	-	(1,002,000)
Beginning Balance	822,391	1,169,882	1,175,000	1,175,000	902,000	(273,000)
<b>TOTAL REVENUES</b>	<b>\$ 1,354,380</b>	<b>\$ 1,688,753</b>	<b>\$ 2,267,000</b>	<b>\$ 2,267,000</b>	<b>\$ 997,000</b>	<b>(56.02)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	44,298	315,493	2,233,700	2,233,700	963,700	(1,270,000)
Transfers Out	139,700	33,290	33,300	33,300	33,300	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 184,498</b>	<b>\$ 348,783</b>	<b>\$ 2,267,000</b>	<b>\$ 2,267,000</b>	<b>\$ 997,000</b>	<b>(56.02)%</b>
<b>Prog 1012: LID Construction Projects</b>						
<b>Revenues less Expenditures</b>	<b>1,169,882</b>	<b>1,339,970</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### PUBLIC SAFETY FACILITIES (402-10-1052)

Responsible Manager/Title: Anne Baker, Accounting Supervisor

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#### FUNCTIONS AND RESPONSIBILITIES

- This program accounts for the construction of the new police and fire facilities.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	Completed	<ul style="list-style-type: none"><li>• Complete construction of new facilities for the Police Department and Fire Department.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Close the Facilities projects.</li></ul>

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402: Capital Projects

10: Finance

**CITY OF ALBANY, OREGON**

**PROG 1052: Public Safety Facilities**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Miscellaneous Revenue	\$ 18,636,761	\$ 932	\$ -	\$ -	\$ -	\$ -
Investment Income	149,770	185,006	5,000	5,000	-	(5,000)
Transfers In	6,455,000	-	-	-	-	-
Beginning Balance	(41,472)	23,084,671	12,000,000	12,000,000	11,000	(11,989,000)
<b>TOTAL REVENUES</b>	<b>\$ 25,200,059</b>	<b>\$ 23,270,609</b>	<b>\$ 12,005,000</b>	<b>\$ 12,005,000</b>	<b>\$ 11,000</b>	<b>(99.91)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 2,056,550	\$ 1,171,875	\$ -	\$ -	\$ -	\$ -
Capital	11,967	15,419,046	12,005,000	12,005,000	11,000	(11,994,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,068,517</b>	<b>\$ 16,590,921</b>	<b>\$ 12,005,000</b>	<b>\$ 12,005,000</b>	<b>\$ 11,000</b>	<b>(99.91)%</b>
<b>Prog 1052: Public Safety Facilities</b>						
<b>Revenues less Expenditures</b>	<b>23,131,542</b>	<b>6,679,688</b>	<b>-</b>	<b>-</b>	<b>-</b>	



CITY OF ALBANY

★ OREGON ★

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# PERMANENT FUNDS



**PERMANENT FUNDS**

**PROGRAM FUNCTIONS, REVENUE TRENDS, AND ASSUMPTIONS**

Permanent funds are used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for the benefit of the government or its citizenry. The City has one permanent fund. The Senior Center Endowment Fund was closed in FY 2017-18.

**LIBRARY TRUST FUND**

**Veda O. Torney Trust:** Interest earnings on the \$10,000 trust balance are used for the purchase of children's picture books.

**Manela Trust:** Interest earnings on the \$69,500 trust balance are used to purchase scientific, educational, and technical books.

**RESOURCES**

Investment Earnings	\$	600
Beginning Balance		3,500
Beginning Balance Held in Trust		79,500
<b>Total Resources</b>	<b>\$</b>	<b>83,600</b>

**REQUIREMENTS**

Materials & Services	\$	4,100
Unappropriated		79,500
<b>Total Requirements</b>	<b>\$</b>	<b>83,600</b>



CITY OF ALBANY

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**LIBRARY TRUST FUND  
RESOURCE DETAIL**

Resources	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Interest	\$ 565	\$ 978	\$ 700	\$ 700	\$ 600	(14.29%)	0.72%
Total Current Resources	565	978	700	700	600	(14.29%)	0.72%
Beginning Balance	-	-	4,100	4,100	3,500	(14.63%)	4.19%
Beginning Balance Held in Trust	83,485	82,685	79,500	79,500	79,500	-	95.10%
Total Resources	\$ 84,050	\$ 83,663	\$ 84,300	\$ 84,300	\$ 83,600	(0.83%)	100.00%

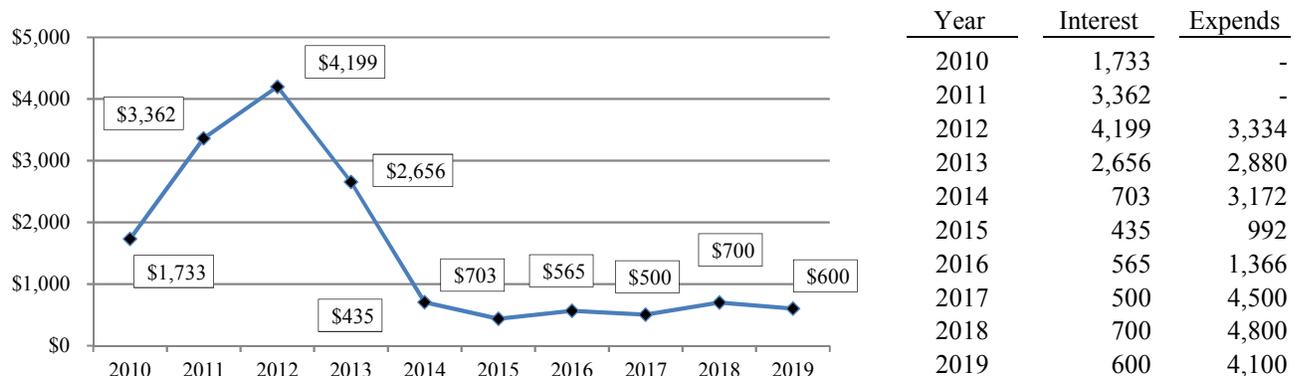
**REQUIREMENT SUMMARIES**

Program Requirements	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
V. O. Torney Trust	\$ -	\$ -	\$ 13,600	\$ 13,600	\$ 13,600	\$ 13,600	\$ 13,600
Manela Trust	1,366	752	70,700	70,700	70,000	70,000	70,000
Total Requirements	\$ 1,366	\$ 752	\$ 84,300	\$ 84,300	\$ 83,600	\$ 83,600	\$ 83,600

Requirements by Type	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Materials & Services	\$ 1,366	\$ 752	\$ 4,800	\$ 4,800	\$ 4,100	\$ 4,100	\$ 4,100
Unappropriated	-	-	79,500	79,500	79,500	79,500	79,500
Total Requirements	\$ 1,366	\$ 752	\$ 84,300	\$ 84,300	\$ 83,600	\$ 83,600	\$ 83,600

Adopted Requirements by Program and Type	Materials & Services	Unappropriated	Adopted Budget	% of Fund Budget
	V. O. Torney Trust	\$ 3,600	\$ 10,000	\$ 13,600
Manela Trust	500	69,500	70,000	83.73%
Total Requirements	\$ 4,100	\$ 79,500	\$ 83,600	100.00%
Percent of Fund Budget	4.90%	95.10%	100.00%	

**INTEREST EARNINGS LAST TEN FISCAL YEARS**



## PROGRAM NARRATIVE

### LIBRARY TRUST FUND: V.O. TORNEY TRUST (502-45-1703)

**Responsible Manager/Title:** Ed Gallagher, Library Director

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#### FUNCTIONS AND RESPONSIBILITIES

- Upon her death, Veda Torney left \$10,000 to the Library solely for the purchase of children's picture books. The principal is invested and only the interest is used each year for the intended purpose.
  - Established March 31, 1977.
- 
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Great Neighborhoods	06/18	Completed	• Purchase 125 picture books.
Budget Year 2018-2019			
Great Neighborhoods	06/19		• Purchase 135 children's picture books.

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502: Library Trust

45: Library

**CITY OF ALBANY, OREGON**

**PROG 1703: V. O. Torney Trust**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Investment Income	\$ 105	\$ 157	\$ 100	\$ 100	\$ 100	\$ -
Dedicated Beginning Balance	13,275	13,380	10,000	10,000	10,000	-
Beginning Balance	-	-	3,500	3,500	3,500	-
<b>TOTAL REVENUES</b>	<b>\$ 13,380</b>	<b>\$ 13,537</b>	<b>\$ 13,600</b>	<b>\$ 13,600</b>	<b>\$ 13,600</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ -	\$ 3,600	\$ 3,600	\$ 3,600	\$ -
Unappropriated	-	-	10,000	10,000	10,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,600</b>	<b>\$ 13,600</b>	<b>\$ 13,600</b>	<b>- %</b>

<b>Prog 1703: V. O. Torney Trust</b>						
<b>Revenues less Expenditures</b>	<b>13,380</b>	<b>13,537</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### LIBRARY TRUST FUND: MANELA TRUST (502-45-1704)

**Responsible Manager/Title:** Ed Gallagher, Library Director

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#### FUNCTIONS AND RESPONSIBILITIES

- Upon the death of Olive Manela, a trust fund was established in the amount of \$69,500 for the Albany Public Library, with the principal to be invested and only the interest to be spent on religious, educational, scientific, or technical books.
  - Established June 11, 1975.
- 
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Great Neighborhoods	06/18	Completed	<ul style="list-style-type: none"><li>• Purchase 75 books in the designated subject areas.</li></ul>
Budget Year 2018-2019			
Great Neighborhoods	06/19		<ul style="list-style-type: none"><li>• Purchase 50 books in the designated subject areas.</li></ul>

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502: Library Trust

45: Library

CITY OF ALBANY, OREGON

PROG 1704: Manela Trust

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Investment Income	\$ 460	\$ 821	\$ 600	\$ 600	\$ 500	\$ (100)
Dedicated Beginning Balance	70,210	69,305	69,500	69,500	69,500	-
Beginning Balance	-	-	600	600	-	(600)
<b>TOTAL REVENUES</b>	<b>\$ 70,670</b>	<b>\$ 70,126</b>	<b>\$ 70,700</b>	<b>\$ 70,700</b>	<b>\$ 70,000</b>	<b>(0.99)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 1,366	\$ 752	\$ 1,200	\$ 1,200	\$ 500	\$ (700)
Unappropriated	-	-	69,500	69,500	69,500	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,366</b>	<b>\$ 752</b>	<b>\$ 70,700</b>	<b>\$ 70,700</b>	<b>\$ 70,000</b>	<b>(0.99)%</b>

<b>Prog 1704: Manela Trust</b>						
<b>Revenues less Expenditures</b>	<b>69,304</b>	<b>69,374</b>	<b>-</b>	<b>-</b>	<b>-</b>	



CITY OF ALBANY

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# ENTERPRISE FUNDS



**ENTERPRISE FUNDS**

**PROGRAM FUNCTIONS, REVENUE TRENDS, AND ASSUMPTIONS**

Enterprise funds are established for operations that are financed and managed in a manner similar to private enterprises. The intent of enterprise funds is that the cost of providing utility services to the general public on a continuing basis will be financed or recovered primarily through user charges. The City has three enterprise funds.

**SEWER FUND**

The Sewer Fund accounts for all programs associated with the collection and treatment of wastewater in the City. Activities include collection, treatment, billing, equipment replacement, plant expansion, system improvements, economic development, and the repayment of debt incurred to make improvements to the sewer system.

The primary source of revenue for the Sewer Fund is sewer service charges. The City Council authorizes increases to sewer service charges on an annual basis to cover debt service for major construction projects and the cost of inflation.

In Fiscal Year 2004-05, the City began a major renovation and improvement of its wastewater treatment plant and facilities. Funding has been provided through a State Revolving Fund loan, the city of Millersburg, and resources of the Sewer Fund.

Development fees, including systems development charges (SDC), vary with the level of residential and commercial development. SDC revenues are projected to increase by \$15,000 in 2018-19.

**WATER FUND**

The Water Fund accounts for all activities associated with the provision of water to the citizenry of Albany. Activities include treatment, distribution, source (canal) maintenance, billing, plant expansion, system improvements, equipment replacement, economic development, and repayment of debt incurred to purchase and improve the water system.

The primary source of revenue for the Water Fund is water service charges. The City Council authorizes increases to the water rates on an annual basis to cover debt service for major capital projects and the costs of inflation.

In 2003, the City sold \$40.485 million of water revenue bonds to finance several large capital projects, including a new water treatment plant in a joint venture with the city of Millersburg, and to make fish screen, diversion dam, and hydroelectric improvements to the existing water system. The new treatment plant was put online in the fall of 2005.

Development fees, including systems development charges (SDC), vary with the level of residential and commercial development. SDC revenues are projected to increase by \$10,000 in 2018-19.

**STORMWATER FUND**

The Stormwater Fund accounts for all programs associated with the collection of stormwater in the City. Activities include collection, equipment replacement, and system improvements to the stormwater system.

The primary source of revenue for the Stormwater Fund is post-construction stormwater quality permit fees and other post-construction stormwater quality program activities. Permit fees are estimated at \$1,827,000 for 2018-19.

**RESOURCES**

Licenses & fees	\$ 1,350,800
Intergovernmental resources	762,100
Charges for service	31,717,100
Other resources	13,122,400
Investment earnings	178,100
Transfers in	2,071,800
Beginning balance	33,615,000
Reserved beginning balance	1,609,900
<b>Total Resources</b>	<b>\$ 84,427,200</b>

**REQUIREMENTS**

Personnel	\$ 5,359,900
Materials & Services	14,953,400
Capital	45,664,600
Transfers Out	4,035,600
Debt Service	12,371,300
Contingency	2,042,400
<b>Total Requirements</b>	<b>\$ 84,427,200</b>

**SEWER FUND  
RESOURCE DETAIL**

Resources	2015-16		.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Storm Drain Plan Review/ Inspection Fees	\$ 25,609	\$ -	\$ -	\$ -	\$ -	-	-
Stormwater Quality Permits	8,013	-	-	-	-	-	-
Sewer SDC: Principal	4,688	2,858	2,500	2,500	3,000	20.00%	0.01%
Sewer SDC: Interest	717	793	500	500	1,100	120.00%	-
Connection Fees: Principal	7,097	63,128	6,000	6,000	500	(91.67%)	-
Connection Fees: Interest	4,586	2,486	3,100	3,100	100	(96.77%)	-
General Sewer Connection Fees	7,363	40,081	10,000	10,000	10,000	-	0.02%
Storm Drain Connection Fees	6,539	-	-	-	-	-	-
Connection Fees	3,876	-	-	-	-	-	-
Public Facility Construction Permit	44,518	45,102	5,000	5,000	5,000	-	0.01%
Sewer Systems Development Charges	752,617	775,334	715,000	715,000	730,000	2.10%	1.33%
Stormwater In-Lieu-of Planting	20,565	-	-	-	-	-	-
WComp Wage Subsidy Reimb	979	5,247	-	-	-	-	-
City of Millersburg	-	-	-	-	77,500	-	0.14%
Millersburg Debt - Principal	256,653	264,466	272,500	272,500	300,100	10.13%	0.54%
Millersburg Debt - Interest	159,855	150,760	141,400	141,400	83,900	(40.66%)	0.15%
Albany Sewer Service Charges	16,231,487	16,599,906	15,604,000	15,604,000	16,150,000	3.50%	29.33%
Certified Sewer Charges	46,471	42,966	50,000	50,000	50,000	-	0.09%
Millersburg O&M Charges	199,454	243,039	175,000	175,000	175,000	-	0.32%
Wah Chang O&M Charges	219,971	164,050	140,000	140,000	140,000	-	0.25%
Collection Agency Payments	13,289	12,771	5,000	5,000	5,000	-	0.01%
Equipment Replacement Charges	118,000	118,600	99,500	99,500	89,900	(9.65%)	0.16%
SRF Loan Proceeds	-	-	-	-	13,000,000	-	23.60%
Miscellaneous Revenue	34,594	25,945	25,000	25,000	25,000	-	0.05%
Interest	193,214	194,317	111,700	111,700	116,700	4.48%	0.21%
<b>Total Current Resources</b>	<b>18,360,155</b>	<b>18,751,849</b>	<b>17,366,200</b>	<b>17,366,200</b>	<b>30,962,800</b>	<b>78.29%</b>	<b>56.22%</b>
From 2502: SDC-I for WWTP SRF debt	727,300	1,424,100	1,467,400	1,467,400	1,464,000	(0.23%)	2.66%
From 2503: SDC-R for WWTP SRF Debt	-	-	-	-	152,000	-	0.28%
<b>Total Transfers In</b>	<b>727,300</b>	<b>1,424,100</b>	<b>1,467,400</b>	<b>1,467,400</b>	<b>1,616,000</b>	<b>10.13%</b>	<b>2.94%</b>
<b>Beginning Balance</b>	<b>20,588,336</b>	<b>21,093,966</b>	<b>21,001,500</b>	<b>21,001,500</b>	<b>22,491,300</b>	<b>7.09%</b>	<b>40.84%</b>
<b>Total Resources</b>	<b>\$39,675,791</b>	<b>\$41,269,915</b>	<b>\$39,835,100</b>	<b>\$39,835,100</b>	<b>\$ 55,070,100</b>	<b>38.25%</b>	<b>100.00%</b>

**SDC** - Systems Development Charges  
**SRF** - State Revolving Fund

**SDC-I** - Systems Development Charges - Improvement fee  
**SDC-R** - Systems Development Charges - Replacement fee

**SEWER FUND  
REQUIREMENT/STAFFING SUMMARIES**

Program Requirements	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Wastewater Treatment Plant	\$ 3,030,244	\$ 2,541,093	\$ 2,637,900	\$ 2,637,900	\$ 2,734,700	\$ 2,734,700	\$ 2,734,700
Wastewater Collection	2,055,658	1,451,167	1,499,900	1,499,900	1,611,500	1,611,500	1,611,500
Wastewater Administration	3,188,477	4,697,606	5,138,500	5,138,500	6,216,500	6,216,500	6,216,500
Water Reuse and Biosolids	21,376	7,283	8,600	8,600	8,700	8,700	8,700
TWG Wetlands	306,994	149,963	266,900	266,900	263,400	263,400	263,400
Stormwater Operations	435,697	-	-	-	-	-	-
Industrial Pretreatment	550,447	497,967	483,600	483,600	513,200	513,200	513,200
Sewer System Capital Projects	1,752,408	1,825,383	15,892,600	15,892,600	30,308,300	30,308,300	30,308,300
Sewer Equipment Replacement	564,321	1,840	726,200	726,200	802,100	802,100	802,100
Sewer SDC Imp. Fee Projects	727,300	1,429,346	3,094,500	3,094,500	2,643,400	2,643,400	2,643,400
Sewer SDC Reimb. Fee Projects	-	717	536,600	536,600	597,300	597,300	597,300
Sewer Debt Service	5,629,989	5,613,960	9,010,600	9,010,600	8,825,600	8,825,600	8,825,600
Sewer Economic Development	7,535	129,050	539,200	539,200	545,400	545,400	545,400
Wetlands Treatment Project	270,154	-	-	-	-	-	-
<b>Total Requirements</b>	<b>\$18,540,600</b>	<b>\$18,521,152</b>	<b>\$39,835,100</b>	<b>\$39,835,100</b>	<b>\$55,070,100</b>	<b>\$55,070,100</b>	<b>\$55,070,100</b>

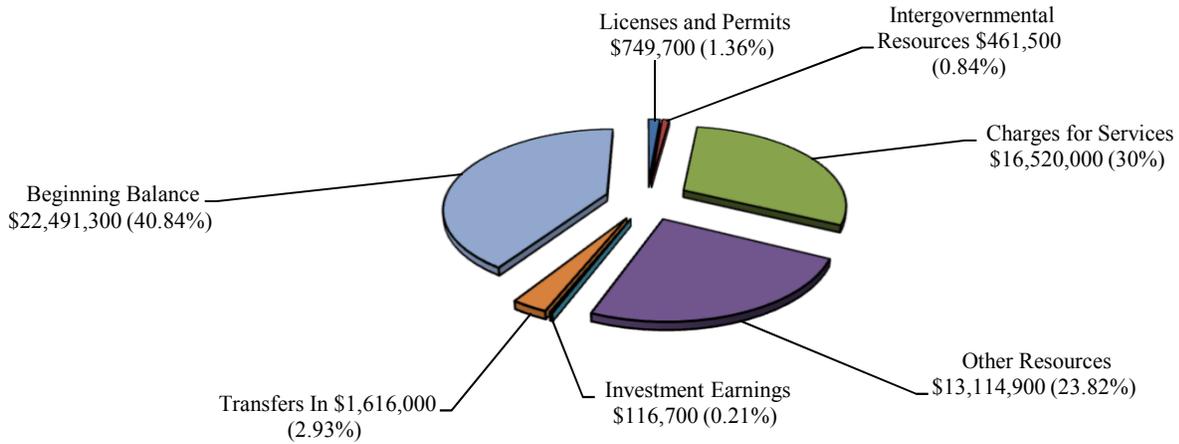
Requirements by Type	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Personnel	\$ 2,347,565	\$ 1,958,856	\$ 2,109,000	\$ 2,109,000	\$ 2,304,600	\$ 2,304,600	\$ 2,304,600
Materials & Services	6,737,114	6,831,140	6,705,800	6,705,800	6,974,000	6,974,000	6,974,000
Capital	2,460,189	1,519,991	18,951,700	18,951,700	32,918,300	32,918,300	32,918,300
Transfers Out	1,365,743	2,597,205	2,063,500	2,063,500	3,013,800	3,013,800	3,013,800
Debt Service	5,629,989	5,613,960	9,010,600	9,010,600	8,825,600	8,825,600	8,825,600
Contingency	-	-	994,500	994,500	1,033,800	1,033,800	1,033,800
<b>Total Requirements</b>	<b>\$18,540,600</b>	<b>\$18,521,152</b>	<b>\$39,835,100</b>	<b>\$39,835,100</b>	<b>\$55,070,100</b>	<b>\$55,070,100</b>	<b>\$55,070,100</b>

Adopted Requirements by Program and Type	Materials			Transfers Out	Debt Service	Contin- gency	Adopted Budget	% of Fund Budget
	Personnel	& Services	Capital					
Wastewater Treatment Plant	\$ 800,900	\$ 1,880,300	\$ 53,500	\$ -	\$ -	\$ -	2,734,700	4.97%
Wastewater Collection	849,700	718,300	43,500	-	-	-	1,611,500	2.93%
Wastewater Administration	160,900	3,624,000	-	1,397,800	-	1,033,800	6,216,500	11.29%
Water Reuse and Biosolids	-	8,700	-	-	-	-	8,700	0.02%
TWG Wetlands	113,900	146,700	2,800	-	-	-	263,400	0.48%
Industrial Pretreatment	379,200	134,000	-	-	-	-	513,200	0.93%
Sewer System Capital Projects	-	455,000	29,853,300	-	-	-	30,308,300	55.03%
Sewer Equipment Replacement	-	-	802,100	-	-	-	802,100	1.46%
Sewer SDC Imp. Fee Projects	-	6,000	1,173,400	1,464,000	-	-	2,643,400	4.80%
Sewer SDC Reimb. Fee Projects	-	1,000	444,300	152,000	-	-	597,300	1.08%
Sewer Debt Service	-	-	-	-	8,825,600	-	8,825,600	16.02%
Sewer Economic Development	-	-	545,400	-	-	-	545,400	0.99%
<b>Total Requirements</b>	<b>\$ 2,304,600</b>	<b>\$ 6,974,000</b>	<b>\$32,918,300</b>	<b>\$ 3,013,800</b>	<b>\$ 8,825,600</b>	<b>\$ 1,033,800</b>	<b>\$55,070,100</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>4.18%</b>	<b>12.66%</b>	<b>59.78%</b>	<b>5.47%</b>	<b>16.03%</b>	<b>1.88%</b>	<b>100.00%</b>	

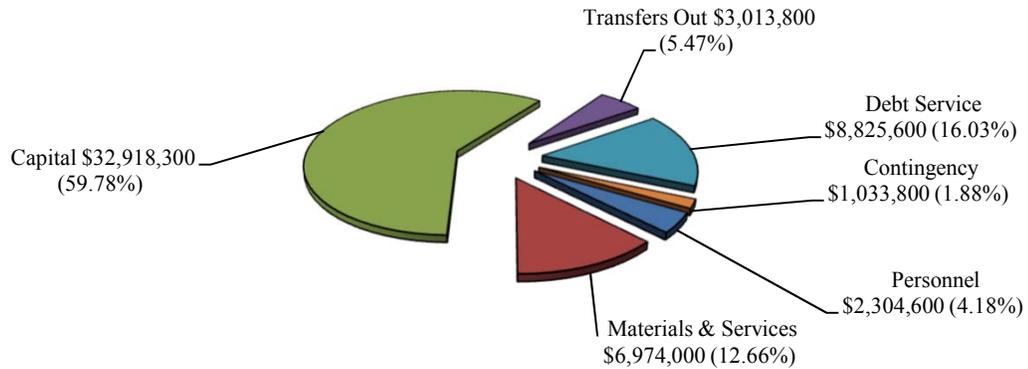
Staffing Summary (FTE)	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Wastewater Treatment Plant	7.000	7.000	7.000	7.000	7.000	7.000	7.000
Wastewater Collection	10.500	10.500	10.500	10.500	10.500	10.500	10.500
Wastewater Administration	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Industrial Pretreatment	4.000	4.000	3.000	3.000	3.000	3.000	3.000
<b>Total FTE</b>	<b>23.500</b>	<b>23.500</b>	<b>22.500</b>	<b>22.500</b>	<b>22.500</b>	<b>22.500</b>	<b>22.500</b>

## SEWER FUND RESOURCES AND REQUIREMENTS

### TOTAL SEWER FUND RESOURCES BY SOURCE



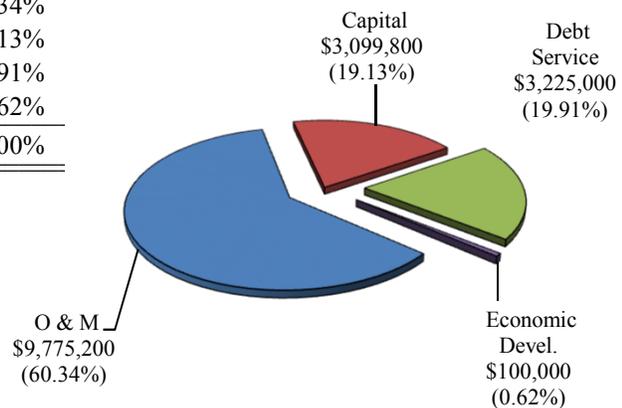
### TOTAL SEWER FUND REQUIREMENTS BY TYPE



### USE OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2018-19

O & M	\$ 9,775,200	60.34%
Capital	3,099,800	19.13%
Debt Service	3,225,000	19.91%
Economic Development	100,000	0.62%
<b>Total Sewer Service Charges</b>	<b>\$16,200,000</b>	<b>100.00%</b>

O & M - Operation & Maintenance



**SEWER FUND  
RESOURCES  
Ten Fiscal Years**

Fiscal Year	Charges for Services	Licenses & Permits	Other Revenues	Transfers In	Debt Proceeds	Beginning Balance	Totals
2010	\$ 11,483,847	\$ 497,701	\$ 3,843,436	\$ -	\$ 14,083,964	\$ 8,930,945	\$ 38,839,893
2011	12,091,105	529,652	10,366,748	-	426,336	13,051,865	36,465,706
2012	12,044,223	446,073	427,557	-	417,316	18,427,707	31,762,876
2013	12,955,303	892,883	5,229,976	-	420,135	17,488,625	36,986,921
2014	14,097,974	739,173	263,859	-	406,254	22,493,841	38,001,101
2015	15,235,245	1,179,560	246,346	115,052	405,650	19,092,178	36,274,031
2016	16,710,672	886,187	763,295	727,300	-	20,588,336	39,675,790
2017	17,062,733	929,782	759,335	696,800	-	21,093,966	40,542,616
2018	15,974,000	742,100	650,100	-	-	21,001,500	38,367,700
2019	16,520,000	749,700	13,615,600	-	77,500	22,491,300	53,454,100

**NOTES:**

Actual revenues for Fiscal Years 2010 through 2017. Budgeted resources for 2018 and 2019.

Other Revenues: In Fiscal Year 2008, the Sewer Fund received \$1,000,000 from the City of Millersburg and \$710,000 from Settlement Proceeds.

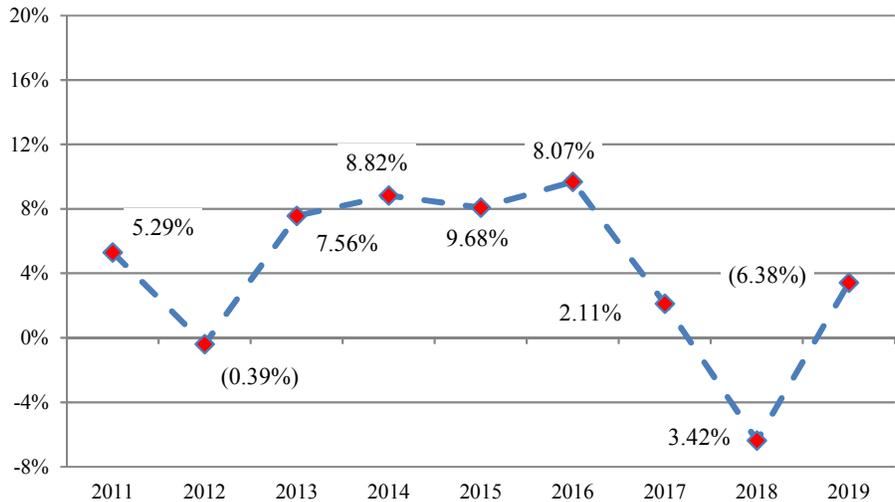
In Fiscal Year 2010, the City received resources of \$2,000,000 from the City of Millersburg.

Transfers In: Intrafund transfers have been eliminated from all years in the table above.

Debt Proceeds: The City received SRF loan proceeds for the new Wastewater Treatment Plant from Fiscal Year 2007 through Fiscal Year 2010.

**SEWER SERVICE CHARGE REVENUES  
Annual Percentage Change**

Fiscal Year	Annual % Change
2011	5.29%
2012	(0.39%)
2013	7.56%
2014	8.82%
2015	8.07%
2016	9.68%
2017	2.11%
2018	(6.38%)
2019	3.42%



## SEWER FUND REQUIREMENTS

Ten Fiscal Years

Fiscal Year	Operating Expenditures	Capital	Transfers Out	Debt Service	Totals
2010	\$ 7,851,432	\$ 10,287,148	\$ 12,412,515	\$ 5,300,646	\$ 35,851,741
2011	7,997,179	6,576,349	-	5,054,086	19,627,614
2012	8,260,807	837,402	743,211	5,608,369	15,449,789
2013	9,434,600	9,301,600	523,420	9,516,000	28,775,620
2014	8,401,275	4,449,039	556,214	5,502,395	18,908,923
2015	8,301,495	1,211,539	677,835	5,494,826	15,685,695
2016	9,084,679	2,460,189	818,943	5,629,989	17,993,800
2017	8,789,996	1,519,991	1,869,905	5,613,960	17,793,852
2018	8,814,800	7,628,800	596,100	9,010,600	26,050,300
2019	9,278,600	24,449,300	1,397,800	8,825,600	43,951,300

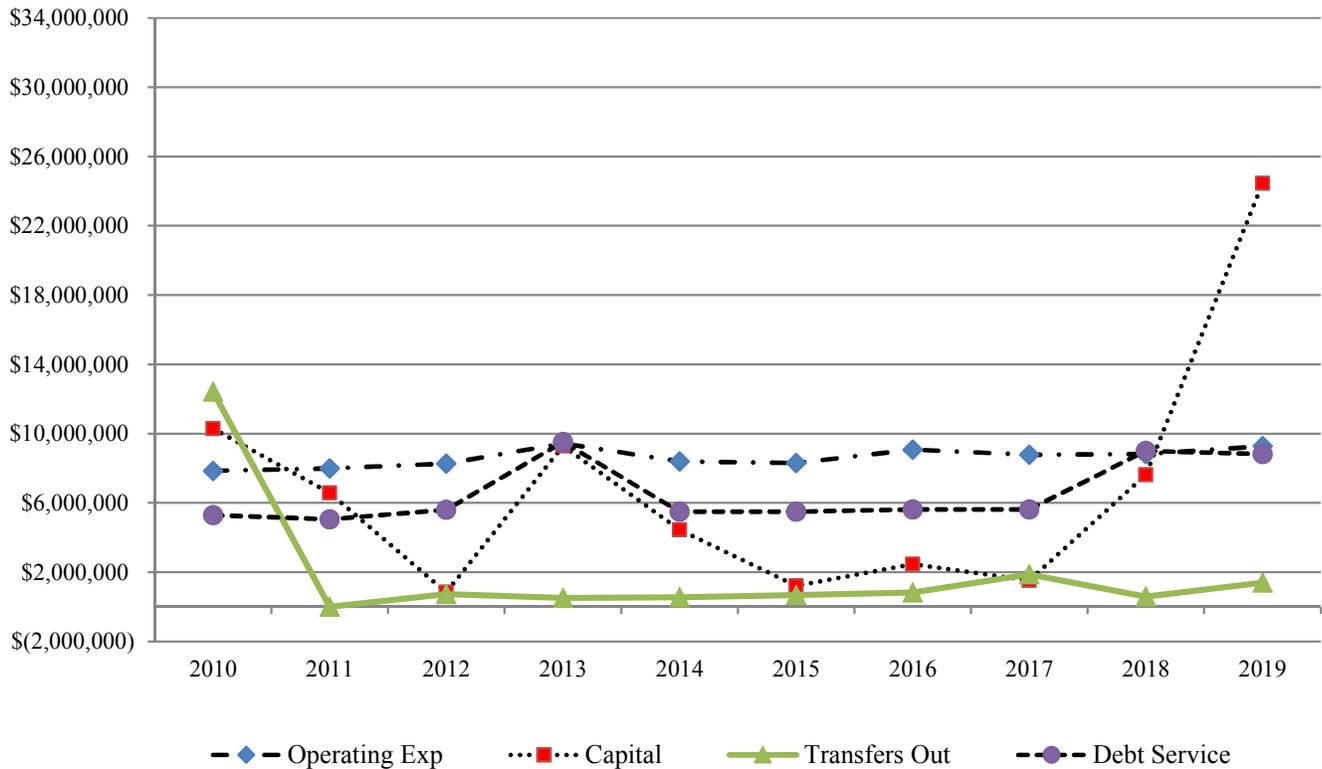
**NOTES:**

Actual revenues for Fiscal Years 2010 through 2017. Budgeted resources for 2018 and 2019.

Operating Expenditures equal Personnel plus Materials and Services.

Debt Service includes Debt Reserves. In April 2010, a \$4.3 million payment was made on the SRF loan to finance the new sewage treatment plant.

### REQUIREMENTS, TEN FISCAL YEARS



**SEWER FUND  
DEBT SERVICE COMBINED BUDGET**

Detailed below are the resources dedicated to fund sewer system debt service. The Sewer Fund currently has one debt service program: Sewer Debt Service. The resource items listed below are included in the Sewer Fund - Resource Detail presented earlier. In Fiscal Year 2016-2017, the Millersburg debt payment was split to reflect the principal and interest payments.

Resources	2015-16		.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Millersburg Debt - Principal	\$ 256,653	\$ 264,466	\$ 272,500	\$ 272,500	\$ 300,100	10.13%	3.40%
Millersburg Debt - Interest	159,855	150,760	141,400	141,400	83,900	(40.66%)	0.95%
Albany Sewer Service Charges	3,821,600	3,742,500	3,711,300	3,711,300	3,225,000	(13.10%)	36.54%
Interest	18,251	35,293	15,000	15,000	15,000	-	0.17%
Total Current Resources	4,256,359	4,193,019	4,140,200	4,140,200	3,624,000	(12.47%)	41.06%
From 2502: SDC-I for WWTP SRF debt	727,300	1,424,100	1,467,400	1,467,400	1,464,000	(0.23%)	16.59%
From 2503: SDC-R for WWTP SRF debt	-	-	-	-	152,000	-	1.72%
Total Transfers In	727,300	1,424,100	1,467,400	1,467,400	1,616,000	10.13%	18.31%
Beginning Balance	4,066,401	3,420,071	3,403,000	3,403,000	3,585,600	5.37%	40.63%
Total Resources	\$ 9,050,060	\$ 9,037,190	\$ 9,010,600	\$ 9,010,600	\$ 8,825,600	(2.05%)	100.00%

Adopted Requirements by Program and Type	Debt Service	Adopted Budget	% of Fund Budget
Sewer Debt Service	\$ 8,825,600	\$ 8,825,600	100.00%
Total Requirements	\$ 8,825,600	\$ 8,825,600	100.00%
Percent of Budget	100.00%	100.00%	

Adopted Budget Detail of Debt Service	Final Maturity	Principal	Interest	Debt Reserve	Adopted Budget
WWTP SRF Loan	10/01/2029	\$ 4,187,500	\$ 1,051,900	\$ 3,586,200	\$ 8,825,600
Totals		\$ 4,187,500	\$ 1,051,900	\$ 3,586,200	\$ 8,825,600

WWTP - Wastewater Treatment Plant  
SRF - State Revolving Fund

SDC - Systems Development Charge

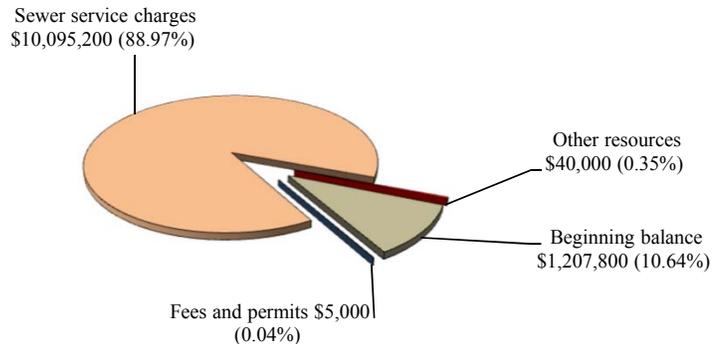
**SEWER FUND**  
**OPERATION AND MAINTENANCE COMBINED BUDGET**

Detailed below are the resources which provide funding for operation and maintenance of the sewer system. Programs funded are Sewer Environmental Services, Wastewater Treatment Plant, Wastewater Collection, and Wastewater Administration. The resource items listed below are included in the Sewer Fund - Resource Detail presented earlier.

Resources	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Public Facility Construction Permit	\$ 44,518	\$ 45,102	\$ 5,000	\$ 5,000	\$ 5,000	-	0.04%
Workers' Comp Wage Reimbursement	979	5,247	-	-	-	-	-
Albany Sewer Service Charges	9,174,382	8,865,206	8,622,100	8,622,100	9,725,200	12.79%	85.71%
Certified Sewer Charges	46,471	42,966	50,000	50,000	50,000	-	0.44%
Millersburg O&M Charges	199,454	243,039	175,000	175,000	175,000	-	1.54%
Wah Chang O&M Charges	219,971	164,050	140,000	140,000	140,000	-	1.24%
Collection Agency Payments	13,289	12,771	5,000	5,000	5,000	-	0.04%
Miscellaneous Revenue	25,113	21,964	25,000	25,000	25,000	-	0.22%
Interest	26,002	38,108	15,000	15,000	15,000	-	0.13%
<b>Total Current Resources</b>	<b>9,750,179</b>	<b>9,438,453</b>	<b>9,037,100</b>	<b>9,037,100</b>	<b>10,140,200</b>	<b>12.21%</b>	<b>89.36%</b>
Beginning Balance	1,017,230	1,178,516	998,300	998,300	1,207,800	20.99%	10.64%
<b>Total Resources</b>	<b>\$ 10,767,409</b>	<b>\$ 10,616,969</b>	<b>\$ 10,035,400</b>	<b>\$ 10,035,400</b>	<b>\$ 11,348,000</b>	<b>13.08%</b>	<b>100.00%</b>

Adopted Requirements by Program and Type						Adopted Budget	% of Fund Budget
	Personnel	Materials & Services	Capital	Transfers Out	Contingency		
Wastewater Treatment Plant	\$ 800,900	\$ 1,880,300	\$ 53,500	\$ -	\$ -	2,734,700	24.10%
Wastewater Collection	849,700	718,300	43,500	-	-	1,611,500	14.20%
Wastewater Administration	160,900	3,624,000	-	1,397,800	1,033,800	6,216,500	54.78%
Water Reuse and Biosolids	-	8,700	-	-	-	8,700	0.08%
TWG Wetlands	113,900	146,700	2,800	-	-	263,400	2.32%
Industrial Pretreatment	379,200	134,000	-	-	-	513,200	4.52%
<b>Total Requirements</b>	<b>\$ 2,304,600</b>	<b>\$ 6,512,000</b>	<b>\$ 99,800</b>	<b>\$ 1,397,800</b>	<b>\$ 1,033,800</b>	<b>\$ 11,348,000</b>	<b>100.00%</b>
Percent of Budget	20.31%	57.38%	0.88%	12.32%	9.11%	100.00%	

**SEWER OPERATION & MAINTENANCE RESOURCES BY TYPE**  
Category Totals and Percent of Budget



**SEWER FUND**  
**CAPITAL AND ECONOMIC DEVELOPMENT COMBINED BUDGET**

Detailed below are the resources used to fund sewer system capital projects and economic development. Programs funded are Sewer System Capital Projects, Sewer Equipment Replacement, Sewer SDC Improvement Fee Projects, Sewer SDC Reimbursement Fee Projects, Sewer Economic Development, Wastewater Facilities Improvement, and Wetlands Treatment Project. The resource items listed below are included in the Sewer Fund - Resource Detail presented earlier.

Resources	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
Storm Dr Plan Review/Insp Fees	\$ 25,609	\$ -	\$ -	\$ -	\$ -	-	-
Stormwater Quality Permits	8,013	-	-	-	-	-	-
Sewer SDC: Principal	4,688	2,858	2,500	2,500	3,000	20.00%	0.01%
Sewer SDC: Interest	717	793	500	500	1,100	120.00%	-
Connection Fees: Principal	7,097	63,128	6,000	6,000	500	(91.67%)	-
Connection Fees: Interest	4,586	2,486	3,100	3,100	100	(96.77%)	-
General SCF	7,363	40,081	10,000	10,000	10,000	-	0.03%
Storm Drain Connection Fees	6,539	-	-	-	-	-	-
Connection Fees	3,876	-	-	-	-	-	-
Sewer Systems Development Charges	752,617	775,334	715,000	715,000	730,000	2.10%	2.09%
Stormwater In-Lieu of Planting	20,565	-	-	-	-	-	-
City of Millersburg	-	-	-	-	77,500	-	0.22%
Albany Sewer Service Charges	3,235,505	3,992,200	3,270,600	3,270,600	3,199,800	(2.16%)	9.17%
Equipment Replacement Charges	118,000	118,600	99,500	99,500	89,900	(9.65%)	0.26%
SRF Loan Proceeds	-	-	-	-	13,000,000	-	37.25%
Miscellaneous Revenue	9,481	3,981	-	-	-	-	-
Interest	148,962	120,916	81,700	81,700	86,700	6.12%	0.25%
<b>Total Current Resources</b>	<b>4,353,618</b>	<b>5,120,377</b>	<b>4,188,900</b>	<b>4,188,900</b>	<b>17,198,600</b>	<b>310.58%</b>	<b>49.28%</b>
Beginning Balance	15,504,705	16,495,379	16,600,200	16,600,200	17,697,900	6.61%	50.72%
<b>Total Resources</b>	<b>\$19,858,323</b>	<b>\$21,615,756</b>	<b>\$20,789,100</b>	<b>\$20,789,100</b>	<b>\$34,896,500</b>	<b>100.00%</b>	<b>100.00%</b>

**SDC System Development Charge**  
**SRF State Revolving Fund**

**SCF Sewer Connection Fee**

Adopted Requirements by Program and Type	Materials		Transfers Out	Adopted Budget	% of Fund Budget
	& Services	Capital			
Sewer System Capital Projects	\$ 455,000	\$29,853,300	\$ -	\$30,308,300	86.86%
Sewer Equipment Replacement	-	802,100	-	802,100	2.30%
Sewer SDC Improvement Fee Projects	6,000	1,173,400	1,464,000	2,643,400	7.57%
Sewer SDC Reimbursement Fee Projects	1,000	444,300	152,000	597,300	1.71%
Sewer Economic Development	-	545,400	-	545,400	1.56%
<b>Total Requirements</b>	<b>\$ 462,000</b>	<b>\$32,818,500</b>	<b>\$ 1,616,000</b>	<b>\$34,896,500</b>	<b>100.00%</b>
Percent of Budget	1.32%	94.05%	4.63%	100.00%	

**SEWER FUND**  
**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2018-19**

Project Description	Totals	Wastewater Collection	Wastewater Administration	Water Reuse and Biosolids	TWG Wetlands
Capital Equipment	\$ 144,800	\$ 53,500	\$ 43,500	\$ -	\$ 2,800
SS-17-01 Cox Creek Interceptor P7	1,400,000	-	-	-	-
SS-17-02 Cox Creek Interceptor P8	1,184,500	-	-	-	-
SS-17-05 Cox Creek Interceptor P10A	1,290,000	-	-	-	-
SS-18-01 2018 Collection System Rehab	1,168,000	-	-	-	-
SS-18-03 Santa Maria Sewer Imp	783,000	-	-	-	-
WWTP-13-01 WRF Solids Handling Imp Proj	500,000	-	-	-	-
SS-18-05 Van Vleet: Jackson & 9th	200,000	-	-	-	-
SS-18-06 VLR Aeration Line Improvements	-	-	-	-	-
SS-19-01 2019 Collection System Rehab.	1,750,000	-	-	-	-
SS-19-02 Cox Creek Interceptor	2,294,000	-	-	-	-
SS-19-03 2019 Sewer Point Repairs	275,000	-	-	-	-
SS-19-04 14th & Oak Lift Station Upgrade	125,000	-	-	-	-
SS-19-05 Riverfront Interceptor	13,000,000	-	-	-	-
SS-19-07 Skyline Terrace Sewer Main	60,000	-	-	-	-
WWTP-19-01 AM WRF Vertical Loop	275,000	-	-	-	-
<b>Project Totals</b>	<b>24,449,300</b>	<b>53,500</b>	<b>43,500</b>	<b>-</b>	<b>2,800</b>
Reserve: Pipe Over-sizing	10,000	-	-	-	-
Reserve: Connection Fees	489,900	-	-	-	-
Reserve: Equipment Replacement	757,100	-	-	-	-
Reserve: Capital Projects	3,459,000	-	-	-	-
Reserve: Siemens Settlement	3,753,000	-	-	-	-
<b>Total Reserves</b>	<b>8,469,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Totals</b>	<b>\$32,918,300</b>	<b>\$ 53,500</b>	<b>\$ 43,500</b>	<b>\$ -</b>	<b>\$ 2,800</b>

Sewer System Capital Projects	Sewer Equipment Replacement	SDC Improvement Fee Projects	SDC Reimbursement Fee Projects	Sewer Economic Development	Project Description
\$ -	\$ 45,000	\$ -	\$ -	\$ -	Capital Equipment
1,400,000	-	-	-	-	SS-17-01 Cox Creek Interceptor P7
793,000	-	391,500	-	-	SS-17-02 Cox Creek Interceptor P8
1,290,000	-	-	-	-	SS-17-05 Cox Creek Interceptor P10A
1,168,000	-	-	-	-	SS-18-01 2018 Collection System Rehab
631,200	-	151,800	-	-	SS-18-03 Santa Maria Sewer Imp
500,000	-	-	-	-	WWTP-13-01 WRF Solids Handling Imp Proj
200,000	-	-	-	-	SS-18-05 Van Vleet: Jackson & 9th
-	-	-	-	-	SS-18-06 VLR Aeration Line Improvements
1,750,000	-	-	-	-	SS-19-01 2019 Collection System Rehab.
1,677,000	-	617,000	-	-	SS-19-02 Cox Creek Interceptor
275,000	-	-	-	-	SS-19-03 2019 Sewer Point Repairs
125,000	-	-	-	-	SS-19-04 14th & Oak Lift Station Upgrade
13,000,000	-	-	-	-	SS-19-05 Riverfront Interceptor
60,000	-	-	-	-	SS-19-07 Skyline Terrace Sewer Main
275,000	-	-	-	-	WWTP-19-01 AM WRF Vertical Loop
23,144,200	45,000	1,160,300	-	-	Project Totals
-	-	10,000	-	-	Reserve: Pipe Over-sizing
489,900	-	-	-	-	Reserve: Connection Fees
-	757,100	-	-	-	Reserve: Equipment Replacement
2,466,200	-	3,100	444,300	545,400	Reserve: Capital Projects
3,753,000	-	-	-	-	Reserve: Siemens Settlement
6,709,100	757,100	13,100	444,300	545,400	Total Reserves
\$ 29,853,300	\$ 802,100	\$ 1,173,400	\$ 444,300	\$ 545,400	Grand Totals

## PROGRAM NARRATIVE

### SEWER FUND: WASTEWATER TREATMENT PLANT (601-50-2404)

**Responsible Manager/Title:** Kristin Preston – Wastewater Superintendent

Developed By: Scott LaRoque, Wastewater Treatment Plant Supervisor

#### FUNCTIONS AND RESPONSIBILITIES

- This activity funds the operation of the Albany-Millersburg Water Reclamation Facility (A-M WRF).
- The A-M WRF processes domestic and industrial wastewater from the City of Albany and domestic wastewater from the City of Millersburg.
- Complies by maintaining effluent quality within limits established in the City’s National Pollutant Discharge Elimination System Permit.
- Maintains the Peak Performance Award from the National Association of Clean Water Agencies for treatment performance.
- Maintains management and operational practices commensurate with the City’s Biosolids Management Program.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
<b>Budget Year 2017-2018</b>			
Great Neighborhoods	06/18	Completed	<ul style="list-style-type: none"> <li>• Reduce odor notifications by means of increased communication to neighboring homes regarding plant activities and maintenance.</li> </ul>
Healthy Economy	06/18	Completed	<ul style="list-style-type: none"> <li>• Participate in energy management activities to further reduce energy consumption annually by 2% and maintain energy saving processes and policies.</li> </ul>
Effective Government	06/18	Completed	<ul style="list-style-type: none"> <li>• Participate in the planning, design, and construction of processes in order to re-establish the City’s biosolids re-use program.</li> </ul>
<b>Budget Year 2018-2019</b>			
Effective Government	12/18		<ul style="list-style-type: none"> <li>• Participate in pre-design activities for a biosolids composting facility.</li> <li>• Execute energy reduction capital projects to reduce annual energy consumption at the WRF by 1.7 million kw hours.</li> </ul>
	12/18		
Safe City	06/19		<ul style="list-style-type: none"> <li>• Investigate flood protection mechanisms at the WRF in the event of a 50-100-year flood event. Seek related grant funding opportunities.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Wastewater treated annually (million gallons).	3,240	3,870	3,300	3,300
Percentage of days facility is in regulatory compliance.	100%	99.7%	99.7%	100%
Cost/wet ton sludge hauling.	\$53.46	\$57.52	\$57.75	\$58.20
Award for operational excellence from the National Association of Clean Water Agencies.	Gold	Gold	Silver	Gold
Odor notifications.	9	3	1	0

#### STAFFING SUMMARY

Budgeted FTEs	7.00	7.00	7.00	7.00
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601: Sewer  
50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2404: Wastewater Treatment Plant**

<b>Description</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Adopted</b>	<b>2017-2018 Revised</b>	<b>2018-2019 Adopted</b>	<b>Change Inc (Dec)</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 684,503	\$ 643,676	\$ 737,400	\$ 737,400	\$ 800,900	\$ 63,500
Materials & Services	2,255,270	1,865,946	1,833,500	1,833,500	1,880,300	46,800
Capital	90,471	31,471	67,000	67,000	53,500	(13,500)
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,030,244</b>	<b>\$ 2,541,093</b>	<b>\$ 2,637,900</b>	<b>\$ 2,637,900</b>	<b>\$ 2,734,700</b>	<b>3.67 %</b>

## PROGRAM NARRATIVE

**SEWER FUND: WASTEWATER COLLECTION (601-50-2405)**  
**Responsible Manager/Title:** Kristin Preston, Wastewater Superintendent  
**Developed By:** Jeff Gill, Wastewater Collections Supervisor

### FUNCTIONS AND RESONSIBILITIES

- To ensure compliance with City of Albany *Standard Construction Specifications*, this work group inspects all service replacement connections, including warranty video inspection of all mainline construction projects.
- The televising program is on a five-year cycle and provides updated information on needed sanitary mainline repairs and replacements.
- The wastewater pipelines are on a four-year cleaning cycle to prevent blockages that could cause overflows. Large diameter mains are cleaned and assessed on a five-year cycle. Root cutting is a two-year process.
- Responsible for flow monitoring within the wastewater collection and stormwater systems to monitor flows during routine operations and storm events.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Safe City	06/18	Completed	<ul style="list-style-type: none"> <li>• Clean and inspect the large effluent pipelines to the river.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Install a new flow meter at the College Green lift station.</li> </ul>
Effective Government	06/18	Completed	<ul style="list-style-type: none"> <li>• Complete repair projects to gain access to lines that are inaccessible for inspection.</li> </ul>
Budget Year 2018-2019			
Safe City	06/19		<ul style="list-style-type: none"> <li>• Install new flow meters at the Montgomery overflow site and Columbus lift station.</li> </ul>
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Complete cleaning of the Century Drive sewer force main.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Complete manhole sealing project.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2015-2016	2016-2017	2017-2018	2018-2019
Number of sanitary sewer overflows.	3	8	2	0
Volume of sanitary sewer overflows (millions of gallons).	1.68	1.6	0.23	0
Miles of sanitary sewer mainline maintained.	201	201	201	201
Percentage of the sewer system cleaned annually.	47%	19%	20%	20%
Percentage of sewer system televised annually.	39%	16%	20%	20%

### STAFFING SUMMARY

Budgeted FTEs	8.90	7.85	7.85	7.85
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601: Sewer  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2405: Wastewater Collection**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 853,907	\$ 752,947	\$ 767,900	\$ 767,900	\$ 849,700	\$ 81,800
Materials & Services	1,201,750	698,221	721,000	721,000	718,300	(2,700)
Capital	-	-	11,000	11,000	43,500	32,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,055,657</b>	<b>\$ 1,451,168</b>	<b>\$ 1,499,900</b>	<b>\$ 1,499,900</b>	<b>\$ 1,611,500</b>	<b>7.44 %</b>

## PROGRAM NARRATIVE

### SEWER FUND: WASTEWATER ADMINISTRATION (601-50-2407)

**Responsible Manager/Title:** Chris Bailey, Public Works Operations Director  
 Jeff Blaine, P.E., Public Works Engineering and Community Development Director

#### FUNCTIONS AND RESPONSIBILITIES

- This activity provides funding for the Wastewater Superintendent and the PW Internal Services fund, which includes administration charges and charges for Operations Administration, PW Engineering Services, Water Quality Control Services, and Facilities Engineering.
- Maintains the contingency for the Sewer fund.
- Maintains a sustainable funding plan for the utility.
- Manages permit development, such as the City's National Pollution Discharge Elimination System (NPDES) permit for the Albany-Millersburg Water Reclamation Facility (A-M WRF), monitors regulatory activities that affect utility operations, and participates in the development of state and federal rules and regulations.
- Pays in-lieu-of franchise fees for the sewer utility.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Safe City	06/18	Ongoing	<ul style="list-style-type: none"> <li>• Adopt updated wastewater System Development Charge methodology.</li> <li>• Secure new NPDES discharge permit for A-M WRF, if DEQ initiates permit renewal for Albany.</li> </ul>
Effective Government	06/18	Delayed	
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Adopt updated wastewater System Development Charge methodology.</li> </ul>

#### STAFFING SUMMARY

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Budgeted FTEs	1.00	1.00	1.00	1.00

601: Sewer  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2407: Wastewater Administration**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 133,468	\$ 137,348	\$ 151,800	\$ 151,800	\$ 160,900	\$ 9,100
Materials & Services	2,416,566	3,562,930	3,396,100	3,396,100	3,624,000	227,900
Transfers Out	638,443	997,328	596,100	596,100	1,397,800	801,700
Contingencies	-	-	994,500	994,500	1,033,800	39,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,188,477</b>	<b>\$ 4,697,606</b>	<b>\$ 5,138,500</b>	<b>\$ 5,138,500</b>	<b>\$ 6,216,500</b>	<b>20.98 %</b>

## PROGRAM NARRATIVE

**SEWER FUND: WATER REUSE & BIOSOLIDS (601-50-2410)**  
**Responsible Manager/Title:** Kristin Preston, Wastewater Superintendent  
**Developed By:** Scott LaRoque, Wastewater Treatment Plant Supervisor

### FUNCTIONS AND RESPONSIBILITIES

- Ensure that biosolids generated at the Albany-Millersburg Water Reclamation Facility (A-M WRF) are beneficially reused in conformance with state and federal regulations.
- This program is responsible for biosolids storage and agriculture application.
- This program is currently in a transitional phase pending resolution of the solids stabilization system limitations resulting from the failed Cannibal solids reduction system.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Safe City Effective Government	06/18	Completed	<ul style="list-style-type: none"> <li>• Continue to coordinate with A-M WRF, consultants, and other City personnel to determine a viable Class A or B biosolids option and equipment needs.</li> </ul>
Budget Year 2018-2019			
Safe City Effective Government	06/19		<ul style="list-style-type: none"> <li>• Participate in pre-design effort for Class A Wastewater Solids compost project.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Dry tons of biosolids applied per year/percentage of biosolids applied for beneficial agriculture use.	0/0%	0/0%	0/0%	0/0%

601: Sewer  
50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2410: Water Reuse and Biosolids**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Materials & Services	\$ 21,376	\$ 7,283	\$ 8,600	\$ 8,600	\$ 8,700	\$ 100
<b>TOTAL EXPENDITURES</b>	<b>\$ 21,376</b>	<b>\$ 7,283</b>	<b>\$ 8,600</b>	<b>\$ 8,600</b>	<b>\$ 8,700</b>	<b>1.16 %</b>

## PROGRAM NARRATIVE

### SEWER FUND: TWG WETLANDS (601-50-2411)

**Responsible Manager/Title:** Kristin Preston, Wastewater Superintendent

Prepared By: Scott LaRoque, Wastewater Treatment Plant Supervisor

### FUNCTIONS AND RESPONSIBILITIES

- This activity funds the operation and maintenance of Talking Water Gardens (TWG) in coordination with the City of Millersburg and ATI Wah Chang.
- Monitor vegetation and add native plants as necessary to increase shade and diversity. Control invasive species using Integrated Pest Management (IPM) strategies.
- Ensure that TWG is operated and managed to provide maximum protection to the Willamette River, and to provide compliance with temperature allocations under the Willamette Total Maximum Daily Load (TMDL).
- Encourage public involvement at Talking Water Gardens by providing community group and educational tours and outreach programs.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government Great Neighborhoods	06/18	Completed	<ul style="list-style-type: none"> <li>• Complete the installation of a visitor bike rack.</li> </ul>
Safe City	07/17	Completed	<ul style="list-style-type: none"> <li>• Complete installation of security camera to monitor and protect facilities from vandalism.</li> </ul>
Budget Year 2018-2019			
Effective Government	09/20		<ul style="list-style-type: none"> <li>• Investigate and test alternative plant coverage structures.</li> </ul>
Effective Government Great Neighborhoods	06/20		<ul style="list-style-type: none"> <li>• Systematically restore ADA gravel trails and re-apply mulch to all 'natural' chip trails.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Prepare various sections of TWG to maximize plant coverage and diversity utilizing contractors as well as community volunteers.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Shade plant coverage of the wetland ponds.	65%	73%	71%	80%
Number of TWG tours or events/participants.	33/1,012	23/650	31/1,100	30/1,000

### STAFFING SUMMARY

Budgeted FTEs	1.00	1.00	1.00	1.00
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601: Sewer  
50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2411: TWG Wetlands**

<b>Description</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Adopted</b>	<b>2017-2018 Revised</b>	<b>2018-2019 Adopted</b>	<b>Change Inc (Dec)</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 91,505	\$ 52,343	\$ 110,300	\$ 110,300	\$ 113,900	\$ 3,600
Materials & Services	158,332	97,620	149,600	149,600	146,700	(2,900)
Capital	57,157	-	7,000	7,000	2,800	(4,200)
<b>TOTAL EXPENDITURES</b>	<b>\$ 306,994</b>	<b>\$ 149,963</b>	<b>\$ 266,900</b>	<b>\$ 266,900</b>	<b>\$ 263,400</b>	<b>(1.31)%</b>

## PROGRAM NARRATIVE

**SEWER FUND: INDUSTRIAL PRETREATMENT (601-50-2413)**  
**Responsible Manager/Title:** Kristin Preston, Wastewater Superintendent  
**Developed by:** David Gilbey, Environmental Services Manager

### FUNCTIONS AND RESPONSIBILITIES

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• This activity funds the Industrial Pretreatment Program, a regulatory program required by the National Pollutant Discharge Elimination System (NPDES) wastewater permit.</li> <li>• Permits, inspects, and monitors industrial sewer users under federal and state regulations. Commercial and minor industrial sewer users in Albany and Millersburg are inspected regularly under the industrial survey.</li> <li>• Performs plan reviews and code enforcement as related to environmental programs concerns.</li> <li>• This program also samples and reports on wet-weather sewer overflows as required by the Oregon</li> </ul> | <p>Department of Environmental Quality (ODEQ) and responds to spills to the wastewater collection or stormwater systems.</p> <ul style="list-style-type: none"> <li>• Staff evaluates and revises major program documents as needed, including Albany Municipal Code Chapter 10.06 (Wastewater Collection and Treatment System-Regulation of Industrial Wastes).</li> <li>• Responds to problem discharges including expansion of the fats, oil, and grease (FOG) program.</li> <li>• Manages Public Works Operations waste disposal programs including employee training and reporting.</li> </ul> |
|---|---|

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Safe City	06/18	Completed	<ul style="list-style-type: none"> <li>• Complete <i>Local Limits</i> evaluation.</li> </ul>
Effective Government	06/19	Cancelled	<ul style="list-style-type: none"> <li>• Create an inventory of grease-retention devices.</li> </ul>
	06/19	In Progress	<ul style="list-style-type: none"> <li>• Update all Standard Operating Procedures (SOPs).</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Develop new SOPs for hazardous waste, universal waste, Fire Marshal reports, and pesticide reporting. Provide Operations-wide training for waste disposal protocols.</li> </ul>
Budget Year 2018-2019			
Safe City	06/19		<ul style="list-style-type: none"> <li>• Continue updating all Standard Operating Procedures (SOPs).</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Implement the revised Local Limits.</li> </ul>
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Improve pretreatment data collection and management.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2015-2016	2016-2017	2017-2018	2018-2019
Number of responses to sewer and stormwater complaints or spills.	41	50	50	50
Number of Significant Industrial User (SIU) permits.	15	15	15	17
Number of Non-Discharging Categorical Industrial User (NDCIU) permits.	5	5	5	5
Number of non-SIU (general) permits.	7	7	7	7
Number of non-permitted businesses in the Pretreatment Program.	435	440	440	440
Number of inspections by Pretreatment staff.	54	32	32	32

### STAFFING SUMMARY

Budgeted FTEs	4.00	4.00	3.00	3.00
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601: Sewer  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2413: Industrial Pretreatment**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 422,950	\$ 372,543	\$ 341,600	\$ 341,600	\$ 379,200	\$ 37,600
Materials & Services	127,496	125,425	142,000	142,000	134,000	(8,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 550,446</b>	<b>\$ 497,968</b>	<b>\$ 483,600</b>	<b>\$ 483,600</b>	<b>\$ 513,200</b>	<b>6.12 %</b>

## PROGRAM NARRATIVE

### SEWER FUND: SEWER SYSTEM CAPITAL PROJECTS (601-50-2500)

**Responsible Manager/Title:** Staci Belcastro, P.E., City Engineer

#### FUNCTIONS AND RESPONSIBILITIES

- This activity provides funding to repair, replace, or upgrade treatment facilities, pumping stations, and collection systems.
- Funding provided through this budget is used to repair or replace sewer system facilities, equipment, and structures that are not accumulating a depreciation reserve from a specific replacement schedule.
- Identify and complete capacity-increasing improvements necessary to support economic development and future growth.
- Minimize basement flooding by replacing inadequate piping in the collection system and managing the Sewer Lateral Replacement Program.
- Prevent sanitary sewer overflows by completing projects to reduce infiltration and inflow into the sanitary sewer system.
- Continue perpetual life replacement program of failing (cracked, collapsing) sewer pipes.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018 Safe City	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct SS-17-01, Cox Creek Interceptor P7.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct SS-17-02, Cox Creek Interceptor P8.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Construct SS-17-03, 2017 Collection System Rehabilitation Improvements.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Construct SS-17-04, Marion Lift Station.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct SS-17-05, Cox Creek Interceptor P10a.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct SS-18-01, 2018 Collection System Rehabilitation.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct SS-18-03, Santa Maria Sewer Extension.</li> </ul>
Budget Year 2018-2019 Safe City	06/19		<ul style="list-style-type: none"> <li>• Construct SS-17-01, Cox Creek Interceptor P7.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Construct SS-17-02, Cox Creek Interceptor P8.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Construct SS-17-05, Cox Creek Interceptor P10a.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Construct SS-18-01, 2018 Collection System Rehabilitation.</li> </ul>
	09/19		<ul style="list-style-type: none"> <li>• Construct SS-18-03, Santa Maria Sewer Extension.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Construct SS-19-01, 2019 Collection System Rehabilitation.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Construct SS-19-02, Cox Creek Interceptor P10b.</li> </ul>
06/19		<ul style="list-style-type: none"> <li>• SS-19-03, 2019 Sewer Point Repairs.</li> </ul>	

601: Sewer

## CITY OF ALBANY, OREGON

50: Public Works

## PROG 2500: Sewer System Capital Projects

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 18,603	\$ 103,411	\$ 18,000	\$ 18,000	\$ 10,000	\$ (8,000)
Charges for Services	2,994,900	3,892,200	3,270,600	3,270,600	3,199,800	(70,800)
Miscellaneous Revenue	7,830	181	-	-	13,000,000	13,000,000
Investment Income	114,557	72,522	61,200	61,200	67,600	6,400
Beginning Balance	10,029,688	11,371,946	12,542,800	12,542,800	13,953,400	1,410,600
<b>TOTAL REVENUES</b>	<b>\$ 13,165,578</b>	<b>\$ 15,440,260</b>	<b>\$ 15,892,600</b>	<b>\$ 15,892,600</b>	<b>\$ 30,308,300</b>	<b>90.71 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 277,069	\$ 467,504	\$ 455,000	\$ 455,000	\$ 455,000	\$ -
Capital	1,475,338	1,357,879	15,437,600	15,437,600	29,853,300	14,415,700
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,752,407</b>	<b>\$ 1,825,383</b>	<b>\$ 15,892,600</b>	<b>\$ 15,892,600</b>	<b>\$ 30,308,300</b>	<b>90.71 %</b>
<b>Prog 2500: Sewer System Capital Projects</b>						
<b>Revenues less Expenditures</b>	<b>11,413,171</b>	<b>13,614,877</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**PROGRAM NARRATIVE**

**SEWER FUND: SEWER EQUIPMENT REPLACEMENT (601-50-2501)**

**Responsible Manager/Title:** Jeff Babbitt, Public Works Business Manager

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**FUNCTIONS AND RESPONSIBILITIES**

- This program funds replacement of sewer system equipment in accordance with an established depreciation and replacement schedule.
- Receive revenues from other sewer fund budgets to fund future equipment replacement.

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**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"><li>• Receive revenues from other sewer fund budgets to fund future equipment replacement.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Receive revenues from other sewer fund budgets to fund future equipment replacement.</li></ul>
	06/19		<ul style="list-style-type: none"><li>• Replace vehicle 602-10.</li></ul>
	06/19		<ul style="list-style-type: none"><li>• Replace vehicle 613-02.</li></ul>

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601: Sewer  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2501: Sewer Equipment Replacement**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 118,000	\$ 118,600	\$ 99,500	\$ 99,500	\$ 89,900	\$ (9,600)
Miscellaneous Revenue	1,651	3,800	-	-	-	-
Investment Income	5,548	6,669	3,500	3,500	4,000	500
Beginning Balance	938,857	499,735	623,200	623,200	708,200	85,000
<b>TOTAL REVENUES</b>	<b>\$ 1,064,056</b>	<b>\$ 628,804</b>	<b>\$ 726,200</b>	<b>\$ 726,200</b>	<b>\$ 802,100</b>	<b>10.45 %</b>
<b>EXPENDITURES</b>						
Capital	\$ 564,321	\$ 1,840	\$ 726,200	\$ 726,200	\$ 802,100	\$ 75,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 564,321</b>	<b>\$ 1,840</b>	<b>\$ 726,200</b>	<b>\$ 726,200</b>	<b>\$ 802,100</b>	<b>10.45 %</b>
<b>Prog 2501: Sewer Equipment Replacement</b>						
<b>Revenues less Expenditures</b>	<b>499,735</b>	<b>626,964</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### SEWER FUND: SEWER SDC IMPROVEMENT FEE PROJECTS (601-50-2502)

**Responsible Manager/Title:** Staci Belcastro, P.E., City Engineer

#### FUNCTIONS AND RESPONSIBILITIES

- This program is dedicated to funding eligible, capacity-increasing projects that are a direct result of new growth and development. Revenues are received from System Development Charges (SDC).
- In 1989, legislation was adopted in Oregon requiring justification and separate accounting of revenues and expenditures for all SDCs effective July 1, 1991. This budget was created in order to comply with that legislation.
- Provide funding for pipe over-sizing.
- The current wastewater SDC fee for a single-family residence is \$3,070 (effective July 2017). This program receives \$2,940 of the fee.
- Identify and complete capacity-increasing improvements necessary to support economic development and future growth.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	Completed	<ul style="list-style-type: none"> <li>• Build reserves for future planned projects and for debt service payments due for the Water Reclamation Facility and Talking Water Gardens State Revolving Fund loan.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct SS-17-02, Cox Creek Interceptor P8.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct SS-18-03, Santa Maria Sewer Extension.</li> </ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Construct SS-17-02, Cox Creek Interceptor P8.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Construct SS-18-03, Santa Maria Sewer Extension.</li> </ul>
	09/19		<ul style="list-style-type: none"> <li>• Construct SS-19-02, Cox Creek Sewer Interceptor P10b.</li> </ul>

601: Sewer

**CITY OF ALBANY, OREGON**

50: Public Works

**PROG 2502: Sewer SDC Improvement Fee Projects**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 730,345	\$ 748,348	\$ 676,000	\$ 676,000	\$ 693,600	\$ 17,600
Assessment Revenue	-	-	-	-	-	-
Investment Income	22,083	30,047	12,000	12,000	9,700	(2,300)
Beginning Balance	3,389,516	3,414,643	2,406,500	2,406,500	1,940,100	(466,400)
<b>TOTAL REVENUES</b>	<b>\$ 4,141,944</b>	<b>\$ 4,193,038</b>	<b>\$ 3,094,500</b>	<b>\$ 3,094,500</b>	<b>\$ 2,643,400</b>	<b>(14.58)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ 5,246	\$ -	\$ -	\$ 6,000	\$ -
Capital	-	-	1,627,100	1,627,100	1,173,400	(453,700)
Transfers Out	727,300	1,424,100	1,467,400	1,467,400	1,464,000	(3,400)
<b>TOTAL EXPENDITURES</b>	<b>\$ 727,300</b>	<b>\$ 1,429,346</b>	<b>\$ 3,094,500</b>	<b>\$ 3,094,500</b>	<b>\$ 2,643,400</b>	<b>(14.58)%</b>
<b>Prog 2502: Sewer SDC Improvement Fee Projects</b>						
<b>Revenues less Expenditures</b>	<b>3,414,644</b>	<b>2,763,692</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### SEWER FUND: SEWER SDC REIMBURSEMENT FEE PROJECTS (601-50-2503)

**Responsible Manager/Title:** Staci Belcastro, P.E., City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- Revenues are received from System Development Charges (SDCs). These revenues reimburse the City for past investments in capacity-increasing projects identified in the City’s adopted sewer SDC methodology.
- Funding provided through this program is used to complete capital projects within the sewer system.
- In 1989 legislation was adopted in Oregon requiring justification and separate accounting of revenues and expenditures for all SDCs. This program complies with that legislation.
- The current wastewater SDC fee for a single-family residence is \$3,070 (effective July 2017). This program receives \$130 of the fee.

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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Make debt service payment.</li></ul>

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601: Sewer

**CITY OF ALBANY, OREGON**

50: Public Works

**PROG 2503: Sewer SDC Reimbursement Fee Projects**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 31,996	\$ 32,921	\$ 43,100	\$ 43,100	\$ 41,100	\$ (2,000)
Investment Income	2,962	5,724	2,400	2,400	2,700	300
Beginning Balance	435,263	470,221	491,100	491,100	553,500	62,400
<b>TOTAL REVENUES</b>	<b>\$ 470,221</b>	<b>\$ 508,866</b>	<b>\$ 536,600</b>	<b>\$ 536,600</b>	<b>\$ 597,300</b>	<b>11.31 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ 717	\$ -	\$ -	\$ 1,000	\$ 1,000
Capital	-	-	536,600	536,600	444,300	(92,300)
Transfers Out	-	-	-	-	152,000	152,000
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 717</b>	<b>\$ 536,600</b>	<b>\$ 536,600</b>	<b>\$ 597,300</b>	<b>11.31 %</b>

<b>Prog 2503: Sewer SDC Reimbursement Fee Projects</b>						
<b>Revenues less Expenditures</b>	<b>470,221</b>	<b>508,149</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### SEWER FUND: SEWER DEBT SERVICE (601-50-2504)

Responsible Manager/Title: Jeff Babbitt, Public Works Business Manager

#### FUNCTIONS AND RESPONSIBILITIES

- This program provides for the principal, interest, and .5% annual fee payments on the State Revolving Fund (SRF) loan associated with the 2009 Wastewater Treatment Plant.
  - A reserve is required in the amount of \$2,302,218.
  - This program provides for the principal and interest payments on the Wetlands land acquisition loan.
- This program provides for the principal and .5% annual fee payments on the SRF loan associated with the Wetlands Treatment Project.
  - A reserve is required in the amount of \$50,000.

#### MATURITY SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Annual Fee</u>	<u>Total</u>
<b>SRF - Albany-Millersburg Water Reclamation Facility</b>				
2018-2019	3,590,980	777,584	226,635	4,595,199
2019-2029	39,570,890	4,114,750	1,224,893	44,910,533
2029-2030	2,165,311	18,946	10,827	2,195,084
Totals (SRF - A-M WRF)	\$ 45,327,181	\$ 4,911,280	\$ 1,462,355	\$ 51,700,816
<b>SRF - Wetlands Treatment Project</b>				
2018-2019	100,000	-	6,750	106,750
2019-2029	1,000,000	-	40,000	1,040,000
2029-2032	250,000	-	2,250	252,250
Totals (SRF - Wetlands)	\$ 1,350,000	\$ -	\$ 49,000	\$ 1,399,000
<b>Wetlands Land Acquisition</b>				
2018-2019	459,073	40,927	-	500,000
2019-2021	564,107	26,031	-	590,138
Totals (Wetlands Land Acquisition)	\$ 1,023,180	\$ 66,958	\$ -	\$ 1,090,138

#### DEBT SUMMARY

<u>Issue</u>	<u>Original Amount</u>	<u>Principal Balance</u>	<u>Required Reserve</u>
SRF Loan (A-M WRF)	69,000,000	45,327,181	2,302,218
SRF Loan (Wetlands)	4,000,000	1,350,000	50,000
Wetlands Land Acquisition	4,114,000	1,023,180	-
Totals	\$ 77,114,000	\$ 47,700,361	\$ 2,352,218

601: Sewer  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2504: Sewer Debt Service**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Intergovernmental Revenue	\$ 416,508	\$ 415,226	\$ 413,900	\$ 413,900	\$ 384,000	\$ (29,900)
Charges for Services	3,821,600	3,742,500	3,711,300	3,711,300	3,225,000	(486,300)
Investment Income	18,251	35,293	15,000	15,000	15,000	-
Transfers In	727,300	1,424,100	1,467,400	1,467,400	1,616,000	148,600
Beginning Balance	4,066,401	3,420,071	3,403,000	3,403,000	3,585,600	182,600
<b>TOTAL REVENUES</b>	<b>\$ 9,050,060</b>	<b>\$ 9,037,190</b>	<b>\$ 9,010,600</b>	<b>\$ 9,010,600</b>	<b>\$ 8,825,600</b>	<b>(2.05)%</b>
<b>EXPENDITURES</b>						
Debt Service	\$ 5,629,989	\$ 5,613,960	\$ 9,010,600	\$ 9,010,600	\$ 8,825,600	\$ (185,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,629,989</b>	<b>\$ 5,613,960</b>	<b>\$ 9,010,600</b>	<b>\$ 9,010,600</b>	<b>\$ 8,825,600</b>	<b>(2.05)%</b>
<b>Prog 2504: Sewer Debt Service</b>						
<b>Revenues less Expenditures</b>	<b>3,420,071</b>	<b>3,423,230</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### SEWER FUND: SEWER ECONOMIC DEVELOPMENT (601-50-2506)

Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- This program annually receives up to \$100,000 from service charges to help fund economic development-related capital projects as approved by the City Council.
  - Fund balance for this program will be capped at \$500,000.
  - Council authorization to annually fund this program began in Fiscal Year 2003-2004.
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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>

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601: Sewer  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2506: Sewer Economic Development**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 91,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Investment Income	3,414	5,953	2,600	2,600	2,700	100
Beginning Balance	476,178	563,058	536,600	536,600	542,700	6,100
<b>TOTAL REVENUES</b>	<b>\$ 570,592</b>	<b>\$ 669,011</b>	<b>\$ 539,200</b>	<b>\$ 539,200</b>	<b>\$ 545,400</b>	<b>1.15 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 4,788	\$ 250	\$ -	\$ -	\$ -	\$ -
Capital	2,747	128,800	539,200	539,200	545,400	6,200
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,535</b>	<b>\$ 129,050</b>	<b>\$ 539,200</b>	<b>\$ 539,200</b>	<b>\$ 545,400</b>	<b>1.15 %</b>
<b>Prog 2506: Sewer Economic Development</b>						
<b>Revenues less Expenditures</b>	<b>563,057</b>	<b>539,961</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**WATER FUND  
RESOURCE DETAIL**

Resources	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
Property Taxes - Delinquent	\$ 263	\$ 62	\$ -	\$ -	\$ -	-	-
Water SDC: Principal	2,013	1,011	1,500	1,500	2,500	66.67%	0.01%
Water SDC: Interest	176	123	200	200	600	200.00%	-
Water Connection Fees	25,135	82,013	20,000	20,000	30,000	50.00%	0.11%
Water SDC	385,485	416,249	383,000	383,000	393,000	2.61%	1.46%
Public Facility Construction							
Permit	77,377	42,930	10,000	10,000	15,000	50.00%	0.06%
Water Service Installation							
Charge	109,804	114,158	60,000	60,000	70,000	16.67%	0.26%
WComp Wage Subsidy Reimb	2,535	4,266	-	-	-	-	-
City of Lebanon	77,000	633,000	383,000	383,000	211,000	(44.91%)	0.79%
City of Millersburg	-	-	-	-	89,600	-	0.33%
Hydropower Revenue	77,273	92,744	70,000	70,000	75,000	7.14%	0.28%
Millersburg Service Charges	360,622	350,004	240,000	240,000	250,000	4.17%	0.93%
Dumbeck Water District	64,041	66,557	55,000	55,000	63,000	14.55%	0.23%
Albany Water Service Charges	12,229,733	12,002,846	11,985,200	11,985,200	12,682,000	5.81%	47.19%
Capital Charges	111,400	113,100	109,800	109,800	112,000	2.00%	0.42%
Collection Agency Payments	11,751	11,793	7,500	7,500	7,500	-	0.03%
Equipment Replacement Charges	146,400	215,600	117,500	117,500	119,500	1.70%	0.44%
Miscellaneous Revenue	9,420	32,060	6,000	6,000	7,500	25.00%	0.03%
Over & short	(130)	524	-	-	-	-	-
Interest	120,964	122,620	64,400	64,400	59,300	(7.92%)	0.22%
<b>Total Current Resources</b>	<b>13,811,262</b>	<b>14,301,660</b>	<b>13,513,100</b>	<b>13,513,100</b>	<b>14,187,500</b>	<b>4.99%</b>	<b>52.79%</b>
From Water SDC-I	402,100	419,300	214,300	214,300	455,800	112.69%	1.70%
From Water SDC-R	-	-	224,300	224,300	-	(100.00%)	-
<b>Total Transfers In</b>	<b>402,100</b>	<b>419,300</b>	<b>438,600</b>	<b>438,600</b>	<b>455,800</b>	<b>3.92%</b>	<b>1.70%</b>
Beginning Balance	12,419,656	10,738,982	10,984,900	10,984,900	10,621,000	(3.31%)	39.52%
Reserved Beginning Balance	1,632,354	1,610,928	1,602,000	1,602,000	1,609,900	0.49%	5.99%
<b>Total Resources</b>	<b>\$28,265,372</b>	<b>\$27,070,870</b>	<b>\$26,538,600</b>	<b>\$26,538,600</b>	<b>\$26,874,200</b>	<b>1.26%</b>	<b>100.00%</b>

SDC - System Development Charges

SDC-I - System Development Charge Improvement Fee

SDC-R - System Development Charge Repalcement Fee

**WATER FUND  
REQUIREMENT/STAFFING SUMMARIES**

Program Requirements	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Water Administration	\$ 3,040,066	\$ 3,688,785	\$ 4,689,100	\$ 4,689,100	\$ 4,938,200	\$ 4,938,200	\$ 4,938,200
Water Canal Maintenance	781,718	741,465	886,900	886,900	985,300	985,300	985,300
Vine Street WTP	1,065,494	865,128	993,200	993,200	1,043,700	1,043,700	1,043,700
Water Distribution	2,025,713	2,058,613	2,039,800	2,039,800	2,253,200	2,253,200	2,253,200
Albany-Millersburg WTP	1,600,473	1,262,527	1,899,500	1,899,500	1,442,200	1,442,200	1,442,200
SDC Improvement Fee Projects	402,100	423,102	357,900	357,900	602,900	602,900	602,900
SDC Reimbursement Fee Projects	-	38,545	1,071,500	1,071,500	966,200	966,200	966,200
Water Debt Service	1,931,594	1,933,394	3,538,600	3,538,600	3,545,700	3,545,700	3,545,700
Water System Capital Projects	4,681,584	1,610,002	9,039,600	9,039,600	9,128,000	9,128,000	9,128,000
Water Economic Development	2,684	86,587	591,300	591,300	500,000	500,000	500,000
N. Albany Water Capital Projects	-	-	792,500	792,500	913,400	913,400	913,400
Water Equipment Replacement	359,324	603,634	638,700	638,700	555,400	555,400	555,400
<b>Total Requirements</b>	<b>\$15,890,750</b>	<b>\$13,311,782</b>	<b>\$26,538,600</b>	<b>\$26,538,600</b>	<b>\$26,874,200</b>	<b>\$26,874,200</b>	<b>\$26,874,200</b>

**Requirements by Type**

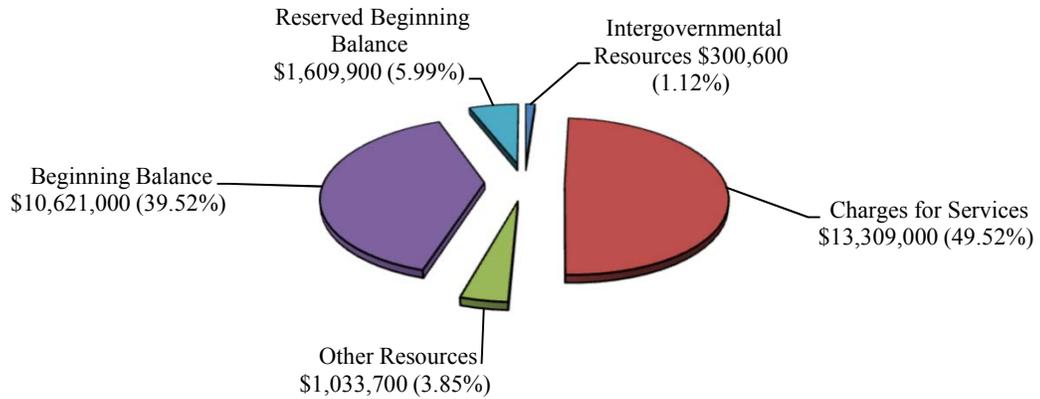
Personnel	\$ 2,245,880	\$ 2,215,418	\$ 2,515,400	\$ 2,515,400	\$ 2,728,300	\$ 2,728,300	\$ 2,728,300
Materials & Services	6,086,725	5,880,862	6,023,700	6,023,700	6,266,200	6,266,200	6,266,200
Capital	4,666,790	2,332,186	12,461,900	12,461,900	12,343,600	12,343,600	12,343,600
Transfers Out	959,762	949,922	1,043,700	1,043,700	1,021,800	1,021,800	1,021,800
Debt Service	1,931,594	1,933,394	3,538,600	3,538,600	3,545,700	3,545,700	3,545,700
Contingency	-	-	955,300	955,300	968,600	968,600	968,600
<b>Total Requirements</b>	<b>\$15,890,751</b>	<b>\$13,311,782</b>	<b>\$26,538,600</b>	<b>\$26,538,600</b>	<b>\$26,874,200</b>	<b>\$26,874,200</b>	<b>\$26,874,200</b>

Adopted Requirements by Program and Type	Materials		Transfers		Debt	Contingency	Adopted Budget	% of Fund Budget
	Personnel	& Services	Capital	Out	Service			
Water Administration	\$ 161,500	\$ 3,242,100	\$ -	\$ 566,000	\$ -	\$ 968,600	\$ 4,938,200	18.38%
Water Canal Maintenance	470,100	396,400	118,800	-	-	-	985,300	3.67%
Vine Street WTP	519,400	511,600	12,700	-	-	-	1,043,700	3.88%
Water Distribution	1,057,900	1,102,000	93,300	-	-	-	2,253,200	8.38%
Albany-Millersburg WTP	519,400	906,500	16,300	-	-	-	1,442,200	5.37%
SDC Improvement Fee Projects	-	5,000	142,100	455,800	-	-	602,900	2.24%
SDC Reimbursement Fee Projects	-	1,100	965,100	-	-	-	966,200	3.60%
Water Debt Service	-	-	-	-	3,545,700	-	3,545,700	13.19%
Water System Capital Projects	-	101,500	9,026,500	-	-	-	9,128,000	33.97%
Water Economic Development	-	-	500,000	-	-	-	500,000	1.86%
N. Albany Water Capital Projects	-	-	913,400	-	-	-	913,400	3.40%
Water Equipment Replacement	-	-	555,400	-	-	-	555,400	2.06%
<b>Total Requirements</b>	<b>\$ 2,728,300</b>	<b>\$ 6,266,200</b>	<b>\$12,343,600</b>	<b>\$ 1,021,800</b>	<b>\$ 3,545,700</b>	<b>\$ 968,600</b>	<b>\$26,874,200</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>10.16%</b>	<b>23.32%</b>	<b>45.93%</b>	<b>3.80%</b>	<b>13.19%</b>	<b>3.60%</b>	<b>100.00%</b>	

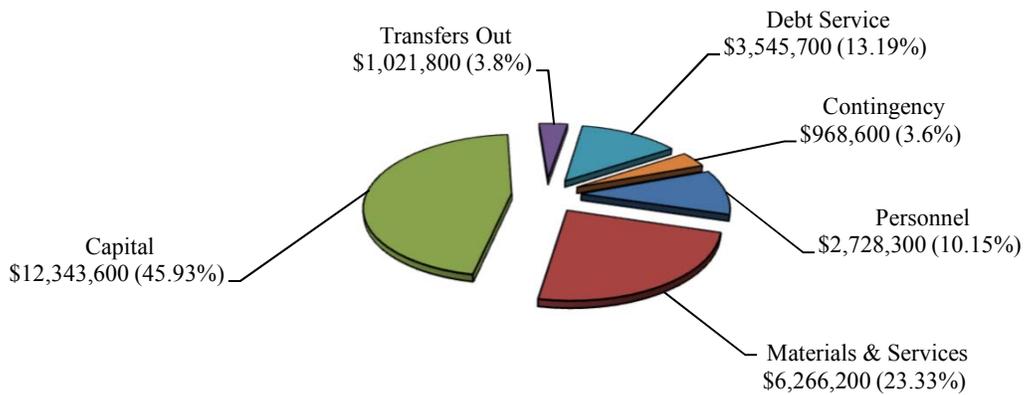
Staffing Summary (FTE)	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Water Administration	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Water Canal Maintenance	3.500	3.500	3.500	3.500	3.500	3.500	3.500
Vine Street WTP	3.250	4.000	4.500	4.500	4.500	4.500	4.500
Water Distribution	9.000	9.000	9.000	9.000	9.000	9.000	9.000
Albany-Millersburg WTP	4.750	4.000	4.500	4.500	4.500	4.500	4.500
<b>Total FTE</b>	<b>21.500</b>	<b>21.500</b>	<b>22.500</b>	<b>22.500</b>	<b>22.500</b>	<b>22.500</b>	<b>22.500</b>

## WATER FUND RESOURCES AND REQUIREMENTS

### TOTAL WATER FUND RESOURCES BY SOURCE



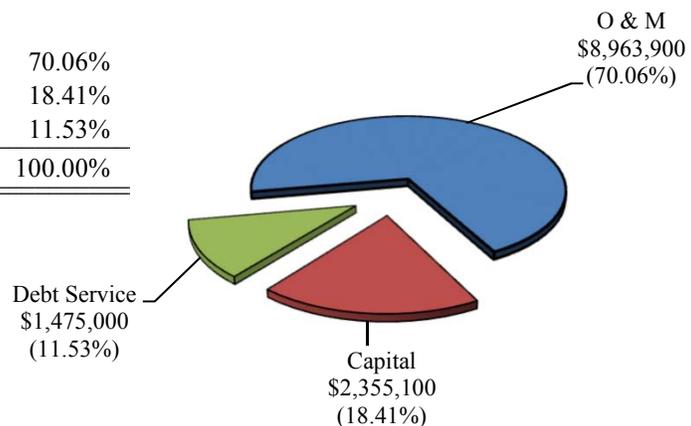
### TOTAL WATER FUND REQUIREMENTS BY TYPE



### USE OF WATER SERVICE CHARGES FOR FISCAL YEAR 2018-19

O & M	\$ 8,963,900	70.06%
Capital	2,355,100	18.41%
Debt Service	1,475,000	11.53%
<b>Total Water Service Charges</b>	<b>\$12,794,000</b>	<b>100.00%</b>

O & M - Operation & Maintenance



**WATER FUND  
RESOURCES**

Ten Fiscal Years

Fiscal Year	Charges for Services	Property Taxes	Licenses & Permits	Other Revenues	Transfers In	Debt Proceeds	Beginning Balance	Totals
2010	\$ 11,533,472	\$ 656,587	\$ 446,300	\$ 1,195,995	\$ -	\$ -	\$ 16,628,741	\$ 30,461,095
2011	10,894,536	27,358	354,748	433,165	-	-	13,824,152	25,533,959
2012	11,083,208	25,898	346,576	712,705	-	-	14,838,378	27,006,765
2013	11,487,341	10,988	439,437	31,454,823	-	-	14,413,702	57,806,291
2014	11,884,427	2,298	618,497	470,375	-	-	12,644,224	25,619,821
2015	12,303,104	3,588	589,862	343,590	-	-	11,983,461	25,223,605
2016	13,001,220	263	599,989	209,791	-	-	14,052,010	27,863,273
2017	12,852,643	62	656,484	792,472	-	-	12,349,910	26,651,571
2018	12,585,000	-	474,700	453,400	-	-	12,586,900	26,100,000
2019	13,309,000	-	511,100	367,400	-	-	12,230,900	26,418,400

NOTES:

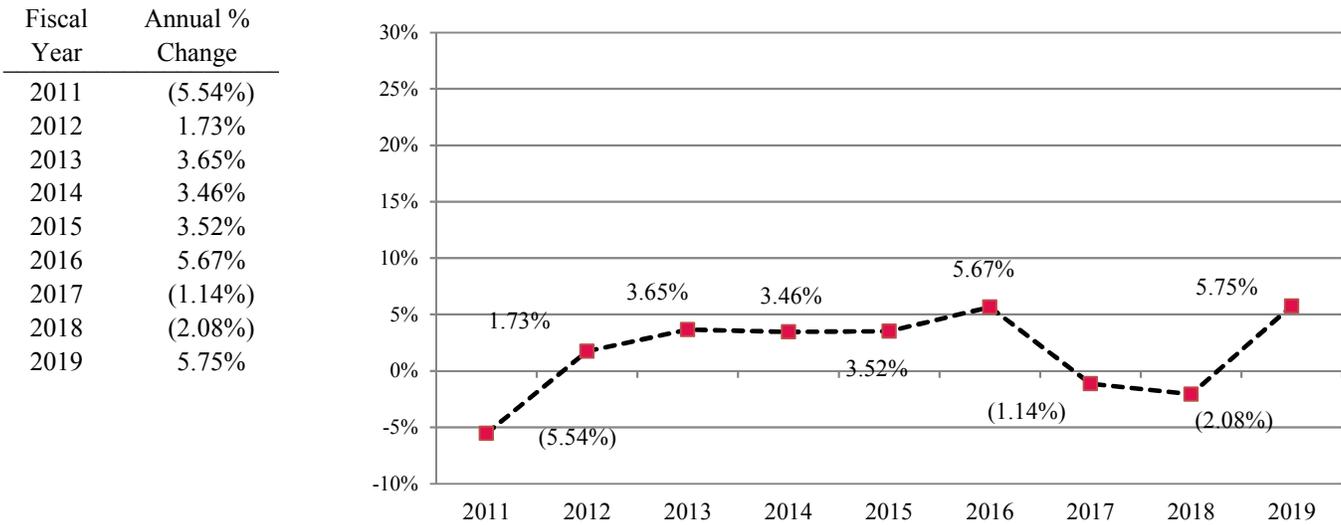
Actual revenues for Fiscal Years 2010 through 2017. Budgeted resources for 2018 and 2019.

Debt Service: In FY 2012-13, the City issued bonds in the amount of \$27,400,000 to refund the 2003 Water Revenue Bonds.

Transfers In: Intrafund transfers have been eliminated from all years in the table above.

**WATER SERVICE CHARGE REVENUES, ANNUAL PERCENTAGE CHANGE**

Nine Fiscal Years



## WATER FUND REQUIREMENTS

Ten Fiscal Years

Fiscal Year	Operating Expenditures	Capital	Transfers Out	Debt Service	Totals
2010	\$ 7,499,726	\$ 3,171,286	\$ 1,025,228	\$ 3,835,479	\$ 15,531,719
2011	7,120,915	2,310,797	460,477	2,655,032	12,547,221
2012	6,886,842	2,427,261	752,213	2,526,748	12,593,064
2013	7,842,307	3,804,694	958,384	33,001,945	45,607,330
2014	7,364,431	3,097,379	1,639,685	1,967,064	14,068,559
2015	7,378,980	1,343,752	905,570	1,928,194	11,556,496
2016	8,332,605	4,666,790	557,662	1,931,594	15,488,651
2017	8,096,280	2,332,186	530,622	1,933,394	12,892,482
2018	8,539,100	12,461,900	605,100	3,538,600	25,144,700
2019	8,994,500	12,343,600	566,000	3,545,700	25,449,800

**NOTES:**

Actual revenues for Fiscal Years 2010 through 2017. Budgeted resources for 2018 and 2019.

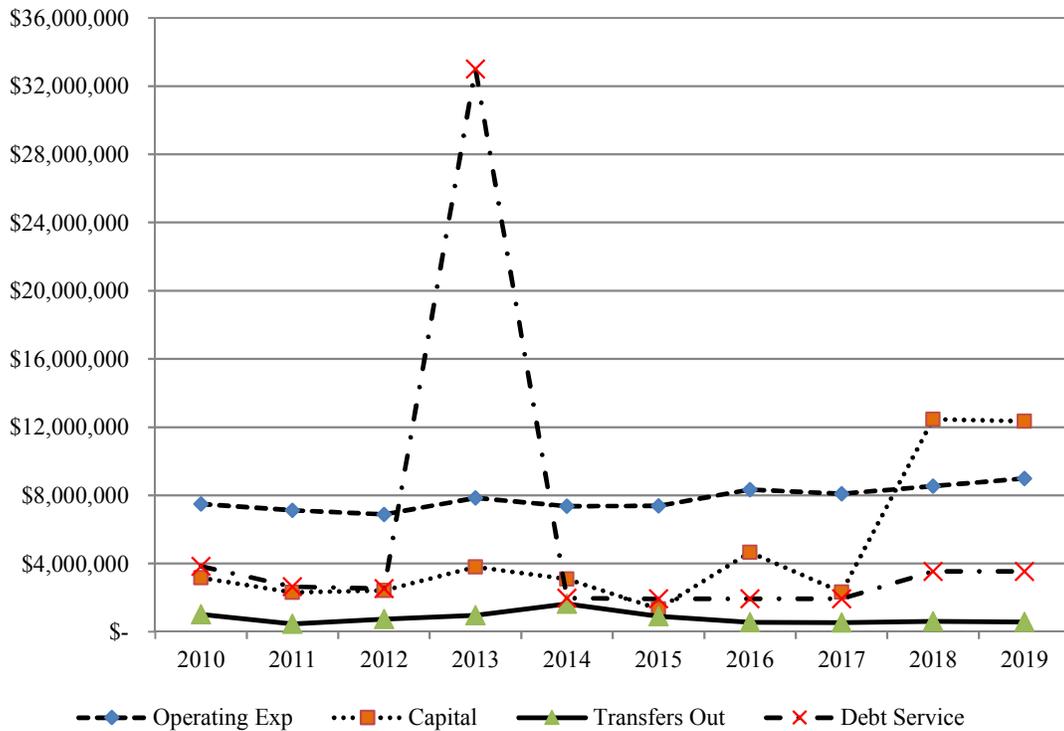
Operating Expenditures equal Personnel plus Materials & Services.

Debt Service: In FY 2012-13, the City issued bonds in the amount of \$27,400,000 to refund the 2003 Water Revenue Bonds.

Transfers Out: Intrafund transfers have been eliminated from all years in the table above.

## EXPENDITURES/REQUIREMENTS

Ten Fiscal Years



**WATER FUND**  
**OPERATION AND MAINTENANCE COMBINED BUDGET**

Detailed below are the resources used to fund operation and maintenance of the water system. Programs funded are Water Administration, Water Canal Maintenance, Vine Street Water Treatment Plant (WTP), Water Distribution, and Albany-Millersburg Water Treatment Plant (WTP). The resource items listed below are included in the Water Fund - Resource Detail presented earlier.

Resources	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
Public Facility Construction Permit	\$ 77,377	\$ 42,930	\$ 10,000	\$ 10,000	\$ 15,000	50.00%	0.14%
Water Service Installation Charge	109,804	114,158	60,000	60,000	70,000	16.67%	0.66%
WComp Wage Subsidy Reimb	2,535	4,266	-	-	-	-	-
City of Lebanon	77,000	133,000	133,000	133,000	136,000	2.26%	1.28%
Hydropower Revenue	77,273	92,744	70,000	70,000	75,000	7.14%	0.70%
Millersburg Service Charges	360,622	350,004	240,000	240,000	250,000	4.17%	2.34%
Dumbeck Water District	52,027	54,543	55,000	55,000	63,000	14.55%	0.59%
Albany Water Service Charges	7,942,833	7,960,046	8,687,800	8,687,800	8,963,900	3.18%	84.07%
Collection Agency Payments	11,751	11,793	7,500	7,500	7,500	-	0.07%
Miscellaneous Revenue	7,615	32,060	6,000	6,000	7,500	25.00%	0.07%
Over & short	(130)	524	-	-	-	-	-
Interest	42,995	(15,706)	10,000	10,000	10,000	-	0.09%
<b>Total Current Resources</b>	<b>8,761,702</b>	<b>8,780,362</b>	<b>9,279,300</b>	<b>9,279,300</b>	<b>9,597,900</b>	<b>3.43%</b>	<b>90.01%</b>
<b>Beginning Balance</b>	<b>1,042,787</b>	<b>1,266,313</b>	<b>1,229,200</b>	<b>1,229,200</b>	<b>1,064,700</b>	<b>(13.38%)</b>	<b>9.99%</b>
<b>Total Resources</b>	<b>\$9,804,489</b>	<b>\$ 10,046,675</b>	<b>\$ 10,508,500</b>	<b>\$ 10,508,500</b>	<b>\$ 10,662,600</b>	<b>1.47%</b>	<b>100.00%</b>

Adopted Requirements by Program and Type	Materials		Capital	Transfers Out	Contin- gency	Adopted Budget	% of Fund Budget
	Personnel	& Services					
Water Administration	\$ 161,500	\$ 3,242,100	\$ -	\$ 566,000	\$ 968,600	\$ 4,938,200	46.31%
Water Canal Maintenance	470,100	396,400	118,800	-	-	985,300	9.24%
Vine Street WTP	519,400	511,600	12,700	-	-	1,043,700	9.79%
Water Distribution	1,057,900	1,102,000	93,300	-	-	2,253,200	21.13%
Albany-Millersburg WTP	519,400	906,500	16,300	-	-	1,442,200	13.53%
<b>Total Requirements</b>	<b>\$2,728,300</b>	<b>\$ 6,158,600</b>	<b>\$ 241,100</b>	<b>\$ 566,000</b>	<b>\$ 968,600</b>	<b>\$ 10,662,600</b>	<b>100.00%</b>
<b>Percent of Budget</b>	<b>25.59%</b>	<b>57.76%</b>	<b>2.26%</b>	<b>5.31%</b>	<b>9.08%</b>	<b>100.00%</b>	

**WATER FUND**  
**DEBT SERVICE COMBINED BUDGET**

Detailed below are the resources used to fund water system debt service. The Water Fund currently has one debt service program: Water Debt Service. The resource items listed below are included in the Water Fund - Resource Detail presented earlier.

<b>Resources</b>	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Property Taxes - Delinquent	\$ 263	\$ 62	\$ -	\$ -	\$ -	-	-
Albany Water Service Charges	1,500,300	1,503,700	1,493,000	1,493,000	1,475,000	(1.21%)	41.60%
Interest	7,505	12,495	5,000	5,000	5,000	-	0.14%
<b>Total Current Resources</b>	<b>1,508,068</b>	<b>1,516,257</b>	<b>1,498,000</b>	<b>1,498,000</b>	<b>1,480,000</b>	<b>(1.20%)</b>	<b>41.74%</b>
From Water SDC-I	402,100	419,300	214,300	214,300	455,800	112.69%	12.86%
From Water SDC-R	-	-	224,300	224,300	-	(100.00%)	-
<b>Total Transfers In</b>	<b>402,100</b>	<b>419,300</b>	<b>438,600</b>	<b>438,600</b>	<b>455,800</b>	<b>3.92%</b>	<b>12.86%</b>
Reserved Beginning Balance	1,632,354	1,610,928	1,602,000	1,602,000	1,609,900	0.49%	45.40%
<b>Total Resources</b>	<b>\$ 3,542,522</b>	<b>\$ 3,546,485</b>	<b>\$3,538,600</b>	<b>\$3,538,600</b>	<b>\$3,545,700</b>	<b>0.20%</b>	<b>100.00%</b>

<b>Adopted Requirements by Program and Type</b>	Debt Service	Adopted Budget	% of Fund Budget
Water Debt Service	\$3,545,700	\$3,545,700	100.00%
<b>Total Requirements</b>	<b>\$3,545,700</b>	<b>\$3,545,700</b>	<b>100.00%</b>
Percent of Budget	100.00%	100.00%	

<b>Adopted Budget Detail of Debt Service</b>	Final Maturity	Principal	Interest	Debt Reserve	Adopted Budget
2004 Water Revenue Bonds	08/01/2033	1,060,000	876,900	1,608,800	3,545,700
<b>Totals</b>		<b>\$1,060,000</b>	<b>\$ 876,900</b>	<b>\$ 1,608,800</b>	<b>\$ 3,545,700</b>

**WATER FUND**  
**CAPITAL AND ECONOMIC DEVELOPMENT COMBINED BUDGET**

Detailed below are the resources used to fund water system capital projects and economic development. Programs funded are Water SDC Improvement Fee Projects, Water SDC Reimbursement Fee Projects, 2003 Water Bond Projects, Water Capital: Canal, Water System Capital Projects, Water Economic Development, North Albany Water Capital Projects, and Water Equipment Replacement. The resource items listed below are included in the Water Fund - Resource Detail presented earlier.

Resources			.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
	2015-16 Actual	2016-17 Actual	Adopted Budget	Revised Budget			
Water SDC: Principal	\$ 2,013	\$ 1,011	\$ 1,500	\$ 1,500	\$ 2,500	66.67%	0.02%
Water SDC: Interest	176	123	200	200	600	200.00%	-
Water Connection Fees	25,135	82,013	20,000	20,000	30,000	50.00%	0.24%
Water SDC	385,485	416,249	383,000	383,000	393,000	2.61%	3.10%
City of Lebanon	-	500,000	250,000	250,000	75,000	(70.00%)	0.59%
City of Millersburg	-	-	-	-	89,600	-	0.71%
Dumbeck Water District	12,014	12,014	-	-	-	-	-
Albany Water Service Charges	2,786,600	2,539,100	1,804,400	1,804,400	2,243,100	24.31%	17.72%
Capital Charges	111,400	113,100	109,800	109,800	112,000	2.00%	0.88%
Equipment Replacement Charges	146,400	215,600	117,500	117,500	119,500	1.70%	0.94%
Miscellaneous Revenue	1,805	-	-	-	-	-	-
Interest	70,465	125,830	49,400	49,400	44,300	(10.32%)	0.35%
<b>Total Current Resources</b>	<b>3,541,493</b>	<b>4,005,040</b>	<b>2,735,800</b>	<b>2,735,800</b>	<b>3,109,600</b>	<b>13.66%</b>	<b>24.55%</b>
From Water Capital: Canal	-	-	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Balance	11,376,870	9,472,670	9,755,700	9,755,700	9,556,300	(2.04%)	75.45%
<b>Total Resources</b>	<b>\$14,918,363</b>	<b>\$13,477,710</b>	<b>\$12,491,500</b>	<b>\$12,491,500</b>	<b>\$12,665,900</b>	<b>1.40%</b>	<b>100.00%</b>

Adopted Requirements by Program and Type	Materials & Services		Capital	Transfers Out	Adopted Budget	% of Fund Budget
Water SDC Improvement Fee Projects	\$ 5,000	\$ 142,100	\$ 455,800	\$ 602,900	4.75%	
Water SDC Reimbursement Fee Projects	1,100	965,100	-	966,200	7.63%	
Water System Capital Projects	101,500	9,026,500	-	9,128,000	72.07%	
Water Economic Development	-	500,000	-	500,000	3.95%	
N. Albany Water Capital Projects	-	913,400	-	913,400	7.21%	
Water Equipment Replacement	-	555,400	-	555,400	4.39%	
<b>Total Requirements</b>	<b>\$ 107,600</b>	<b>\$12,102,500</b>	<b>\$ 455,800</b>	<b>\$12,665,900</b>	<b>100.00%</b>	
<b>Percent of Budget</b>	<b>0.85%</b>	<b>95.55%</b>	<b>3.60%</b>	<b>100.00%</b>		

**WATER FUND**  
**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2018-19**

Project Description	Totals	Water Canal Maint	Vine Street Treatment Plant	Water Distribution	Albany- Millersburg WTP	Water SDC Improv Fee Projects
Capital Equipment	\$ 246,800	\$ 118,800	12,700	\$ 93,300	\$ 16,300	\$ -
WC-13-01 Canal Diversion Structures	270,000	-	-	-	-	-
WC-16-01 CZ Gates Improvements	780,000	-	-	-	-	-
WL-17-03 Oak Street WL 34th-38th	265,000	-	-	-	-	-
WC-17-01 Raised Canal Embankment	50,000	-	-	-	-	-
WL-18-01 Lafayette et al WL	1,120,000	-	-	-	-	-
WL-18-02 Pine Meadows WL Repl	920,000	-	-	-	-	-
WL-18-03 Santa Maria WL	309,700	-	-	-	-	106,600
WL-19-02 Hill Street: 24th-34th Avenue	2,105,000	-	-	-	-	-
WL-19-01 Belmont Avenue WL	1,100,000	-	-	-	-	-
WTP-17-01 Ponds Imp	320,000	-	-	-	-	-
WTP-18-01 Vine St WTP Accelator Imp	527,000	-	-	-	-	-
WTP-19-01 AM WTP Intake Generator	400,000	-	-	-	-	-
WTP-19-02 Vine WTP Improvements	300,000	-	-	-	-	-
Water Capital Projects	200,000	-	-	-	-	-
<b>Project Totals</b>	<b>8,913,500</b>	<b>118,800</b>	<b>12,700</b>	<b>93,300</b>	<b>16,300</b>	<b>106,600</b>
Reserve: Pipe Over-sizing	10,000	-	-	-	-	10,000
Reserve: Connection Fees	382,700	-	-	-	-	-
Reserve: Equipment Replacement	549,700	-	-	-	-	-
Reserve: Capital Projects	2,317,700	-	-	-	-	25,500
Reserve: Membrane Replacement	170,000	-	-	-	-	-
<b>Total Reserves</b>	<b>3,430,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,500</b>
<b>Grand Totals</b>	<b>\$12,343,600</b>	<b>\$ 118,800</b>	<b>\$ 12,700</b>	<b>\$ 93,300</b>	<b>\$ 16,300</b>	<b>\$ 142,100</b>

Water SDC Reimburse Fee Projects	Water System Capital Projects	Water Economic Development	N Albany Water Capital Projects	Water Equipment Replacement	Project Description
\$ -	\$ -	\$ -	\$ -	\$ 5,700	Capital Equipment
-	270,000	-	-	-	WC-13-01 Canal Diversion Structures
-	780,000	-	-	-	WC-16-01 CZ Gates Improvements
-	265,000	-	-	-	WL-17-03 Oak Street WL 34th-38th
-	50,000	-	-	-	WC-17-01 Raised Canal Embankment
-	1,120,000	-	-	-	WL-18-01 Lafayette et al WL
-	920,000	-	-	-	WL-18-02 Pine Meadows WL Repl
-	203,100	-	-	-	WL-18-03 Santa Maria WL
960,000	1,145,000	-	-	-	WL-19-02 Hill Street: 24th-34th Avenue
-	1,100,000	-	-	-	WL-19-01 Belmont Avenue WL
-	320,000	-	-	-	WTP-17-01 Ponds Imp
-	527,000	-	-	-	WTP-18-01 Vine St WTP Accelator Imp
-	400,000	-	-	-	WTP-19-01 AM WTP Intake Generator
-	300,000	-	-	-	WTP-19-02 Vine WTP Improvements
-	200,000	-	-	-	Water Capital Projects
960,000	7,600,100	-	-	5,700	Project Totals
-	-	-	-	-	Reserve: Pipe Over-sizing
-	382,700	-	-	-	Reserve: Connection Fees
-	-	-	-	549,700	Reserve: Equipment Replacement
5,100	873,700	500,000	913,400	-	Reserve: Capital Projects
-	170,000	-	-	-	Reserve: Membrane Replacement
5,100	1,426,400	500,000	913,400	549,700	Total Reserves
\$ 965,100	\$ 9,026,500	\$ 500,000	\$ 913,400	\$ 555,400	Grand Totals

## PROGRAM NARRATIVE

### WATER FUND: WATER ADMINISTRATION (615-50-2202)

**Responsible Manager/Title:** Chris Bailey, Public Works Operations Director  
 Jeff Blaine, P.E., Public Works Engineering and Community Development Director

#### FUNCTIONS AND RESPONSIBILITIES

- This program provides funding for the Water Superintendent and the Public Works (PW) Internal Services fund, which includes charges for PW Administration, Operations Administration, PW Engineering Services, Water Quality Control Services, and Facilities Engineering.
- Maintains a sustainable funding plan for the utility.
- Pays in-lieu-of-franchise fees for the water utility.
- Maintains the contingency for the Water Fund.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	In Progress	<ul style="list-style-type: none"> <li>• Complete a preliminary work plan to build resilience in the water system.</li> <li>• Maintain or improve compliance with disinfection byproducts standards in drinking water.</li> </ul>
Safe City	06/18	In Progress	
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Update water system Emergency Response Plan.</li> </ul>
Safe City			

#### STAFFING SUMMARY

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Budgeted FTEs	1.00	1.00	1.00	1.00

615: Water  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2202: Water Administration**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 146,953	\$ 147,938	\$ 156,100	\$ 156,100	\$ 161,500	\$ 5,400
Materials & Services	2,335,451	3,010,226	3,047,600	3,047,600	3,242,100	194,500
Transfers Out	557,662	530,622	530,100	530,100	566,000	35,900
Contingencies	-	-	955,300	955,300	968,600	13,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,040,066</b>	<b>\$ 3,688,786</b>	<b>\$ 4,689,100</b>	<b>\$ 4,689,100</b>	<b>\$ 4,938,200</b>	<b>5.31 %</b>

**PROGRAM NARRATIVE**

**WATER FUND: CANAL MAINTENANCE (615-50-2204)**

**Responsible Manager/Title:** Karen Kelley, Utility Superintendent - Water

Developed By: Jeff Kinney, Water Operations Supervisor

**FUNCTIONS AND RESPONSIBILITIES**

- Performs routine operation and maintenance of the Albany-Santiam Canal. Water is diverted from the South Santiam River into the Canal southeast of Lebanon. The Canal runs approximately 18 miles from the diversion dam to the Vine Street Water Treatment Plant (WTP) and into the Calapooia River.
- Removes debris, performs vegetation and pest management, and routinely inspects and repairs bank condition to preserve bank stability.
- Completes comprehensive bank inspection of entire length of the canal within a five-year cycle.
- Operates hydro-electric generator to maximize revenue and comply with all relevant articles in the Federal Energy Regulatory Commission license.
- Controls and monitors flow and water levels to ensure adequate raw water supplies for Albany and Lebanon water treatment plants, hydro-electric facility, flow augmentation, and to control against flooding.
- Performs semi-annual raw water sampling to monitor for potential contaminants in the Canal.
- Monitors and collects data from Canal gauging stations.
- Performs quarterly inspections for penstock, tainter gate, level sensors, crest gates, and Supervisory Control and Data Acquisition (SCADA) alarms.

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Safe City	12/18	In Progress	• Design and install a safety catwalk above the fish screens.
Effective Government Safe City	06/18	Delayed	• Develop scope of work and consultant contract for Part 12D Safety Inspection Report Update.
Budget Year 2018-2019			
Safe City	12/18		• Develop standard operating procedures for headgate operation and flow control structures to relieve excess flows in high-flow events.

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Fully utilize the water right for hydropower (Y/N).	N	N	Y	Y
Fully utilize the water right for flow augmentation (Y/N).	N	Y	Y	Y
Percent of time water levels/flow are managed to ensure an adequate supply of water to the Vine Street WTP.	100%	100%	100%	100%
Number of excursions to the Article 404 flow compliance plan for the year. Goal = 0.	-	13	-	-
Number of excursions to the Article 416 slough flow compliance plan. Goal = 0.	-	3	-	-
Number of miles of brush cleared to stabilize banks and provide sight distance.	2	26	26	12
During hydropower production, average monthly kWh produced. Goal = 100,000.	128,121	135,299	100,000	100,000
Days per year the hydro-electric generator is in operation. Goal = 250.	167	232	200	250

**STAFFING SUMMARY**

Budgeted FTEs	3.50	3.50	3.50	3.50
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615: Water  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2204: Water Canal Maintenance**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 413,454	\$ 414,837	\$ 440,300	\$ 440,300	\$ 470,100	\$ 29,800
Materials & Services	368,265	326,628	398,600	398,600	396,400	(2,200)
Capital	-	-	48,000	48,000	118,800	70,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 781,719</b>	<b>\$ 741,465</b>	<b>\$ 886,900</b>	<b>\$ 886,900</b>	<b>\$ 985,300</b>	<b>11.09 %</b>

## PROGRAM NARRATIVE

### WATER FUND: VINE STREET WATER TREATMENT PLANT (615-50-2205)

**Responsible Manager/Title:** Karen Kelley, Utility Superintendent - Water

Developed by: Mike Masters, Treatment Plant Supervisor

#### FUNCTIONS AND RESPONSIBILITIES

- This program funds the operation and maintenance of the Vine Street Water Treatment Plant (Vine WTP).
- The Vine Street Water Treatment Plant provides water to residential, commercial, and industrial customers in Albany and Millersburg in conjunction with the Albany-Millersburg Water Treatment Plant (A-M WTP).
- The plant has a current operating capacity of 14.5 million gallons per day, and is operated approximately 8 hours per day, 365 days per year to meet peak demand requirements including pressure, flow, and storage, as well as maintain filter readiness.
- Plant operators are responsible for acquiring and interpreting operational and water quality data and using that information to develop operating strategies that will meet water quality objectives set forth by the Safe Drinking Water Act and Oregon Drinking Water Quality Act, while managing efficient use of facility infrastructure and resources.
- Plant operators are responsible for responding to emergency situations in ways that protect public health and safety as well as facility infrastructure.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government Safe City	12/17	Completed	<ul style="list-style-type: none"> <li>• Prepare for Water System Survey performed by Oregon Health Authority.</li> <li>• Complete coagulant change and chemical delivery, storage, and injection efficiency improvements.</li> </ul>
	06/18	In Progress	
Budget Year 2018-2019			
Effective Government Safe City	06/19		<ul style="list-style-type: none"> <li>• Implement the chemical and water storage tank management plan.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Water treated annually (millions of gallons).	523	585	605	605
Peak demand in million gallons per day.	4.6	4.5	4.8	5.0
Percent of time plant met regulatory requirements for safe drinking water.	100%	100%	100%	100%
Percent of time plant met peak demand daily flow.	100%	100%	100%	100%
Percent energy consumption reduced after plan implementation.	n/a	5%	13%	5%
Percent of preventative maintenance tasks tracked through CMMS after plan implementation.	100%	100%	100%	100%

#### STAFFING SUMMARY

Budgeted FTEs	3.25	4.00	4.50*	4.50*
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\*FTE split between Vine WTP and A-M WTP

615: Water  
50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2205: Vine Street Water Treatment Plant**

<b>Description</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Adopted</b>	<b>2017-2018 Revised</b>	<b>2018-2019 Adopted</b>	<b>Change Inc (Dec)</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 345,129	\$ 383,236	\$ 476,600	\$ 476,600	\$ 519,400	\$ 42,800
Materials & Services	720,365	481,892	498,600	498,600	511,600	13,000
Capital	-	-	18,000	18,000	12,700	(5,300)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,065,494</b>	<b>\$ 865,128</b>	<b>\$ 993,200</b>	<b>\$ 993,200</b>	<b>\$ 1,043,700</b>	<b>5.08 %</b>

## PROGRAM NARRATIVE

### WATER FUND: WATER DISTRIBUTION (615-50-2206)

Responsible Manager/Title: Karen Kelley, Utility Superintendent - Water

Developed By: Jeff Kinney, Water Operations Supervisor

#### FUNCTIONS AND RESPONSIBILITIES

- Operate and maintain the water distribution systems for the cities of Albany and Millersburg and the Dumbeck Lane Water District to assure adequate water pressure, flow, and quality. This includes a network of 292 miles of water mains, 8,090 valves, 2,190 fire hydrants, 18,766 meters, 87 large meters (3-inch or greater), 9 reservoirs, 6 pump stations, and 54 water quality sample stations.
- Perform perpetual meter maintenance of all small meters; changing out all meters more than 20 years old.
- Ensure compliance with all Federal Safe Drinking Water Act and Oregon Drinking Water Quality Act Rules and Regulations.
- Maintain water system flushing, fire hydrant maintenance, valve survey and exercising, water service installation, repair, replacement, and cross-connection programs.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government Safe City	06/18	In Progress	<ul style="list-style-type: none"> <li>• Complete and implement citywide flushing plan.</li> </ul>
	12/17	Completed	<ul style="list-style-type: none"> <li>• Prepare for Water System Survey performed by Oregon Health Authority.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Develop and implement a copper service line protection program.</li> </ul>
Budget Year 2018-2019			
Effective Government Safe City	06/19		<ul style="list-style-type: none"> <li>• Develop a pipe condition assessment and replacement program.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of miles of pipe maintained.	283	288	290	290
Number of leaks reported.	70	100	90	90
Percent of leaks repaired within 1 week of reporting.	100%	95%	100%	100%
Percent of out-of-service fire hydrants returned to service within 36 hours.	100%	71.5%	100%	100%
Percent of new meters installed within 48 hours of receipt of permit.	100%	99%	100%	100%
Percent energy consumption reduced after plan implementation.	n/a	5%	13%	5%

#### STAFFING SUMMARY

Budgeted FTEs	9.00	9.00	9.00	9.00
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615: Water  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2206: Water Distribution**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 870,738	\$ 869,514	\$ 965,800	\$ 965,800	\$ 1,057,900	\$ 92,100
Materials & Services	1,119,083	1,099,275	992,500	992,500	1,102,000	109,500
Capital	35,892	89,824	81,500	81,500	93,300	11,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,025,713</b>	<b>\$ 2,058,613</b>	<b>\$ 2,039,800</b>	<b>\$ 2,039,800</b>	<b>\$ 2,253,200</b>	<b>10.46 %</b>

## PROGRAM NARRATIVE

### WATER FUND: ALBANY-MILLERSBURG WATER TREATMENT PLANT (615-50-2207)

**Responsible Manager/Title:** Karen Kelley, Utility Superintendent - Water

Developed by: Mike Masters, Treatment Plant Supervisor

#### FUNCTIONS AND RESPONSIBILITIES

- This program funds the operation and maintenance of the Albany-Millersburg Water Treatment Plant.
- The Albany-Millersburg Water Treatment Plant provides water to residential, commercial, and industrial customers in Albany and Millersburg in conjunction with the Vine Street Water Treatment Plant.
- The plant has a current operating capacity of 12 million gallons per day, and is operated 24 hours per day, 365 days per year to meet peak demand requirements including pressure, flow, and storage.
- Plant operators are responsible for acquiring and interpreting operational and water quality data and using that information to develop operating strategies that will meet water quality objectives set forth by the Safe Drinking Water Act and Oregon Drinking Water Quality Act, while managing efficient use of facility infrastructure and resources.
- Plant operators are responsible for responding to emergency situations in ways that protect public health and safety as well as facility infrastructure.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government Safe City	06/18	In Progress	<ul style="list-style-type: none"> <li>• Implement the membrane replacement program.</li> <li>• Prepare for Water System Survey performed by Oregon Health Authority.</li> </ul>
	12/17	Completed	
Budget Year 2018-2019			
Effective Government Safe City	06/19		<ul style="list-style-type: none"> <li>• Implement the chemical and water storage tank management plan.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Water treated annually (millions of gallons).	2,282	2,162	2,200	2,200
Peak demand in million gallons per day.	9.7	11.6	11.1	11.2
Percent of time the plant met regulatory requirements for safe drinking water.	100%	100%	100%	100%
Percent of time the plant met peak daily flow.	100%	100%	100%	100%
Percent energy consumption reduced after plan implementation.	n/a	36.29%	25.6%	5%
Percent of preventative maintenance tasks tracked through CarteGraph Maintenance Management Software (CMMS) after plan implementation.	100%	100%	100%	100%

#### STAFFING SUMMARY

Budgeted FTEs	4.75	4.00*	4.50*	4.50*
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\*FTE split between A-M WTP and Vine WTP

615: Water  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2207: Albany-Millersburg WTP**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 469,606	\$ 399,894	\$ 476,600	\$ 476,600	\$ 519,400	\$ 42,800
Materials & Services	1,109,717	862,634	889,900	889,900	906,500	16,600
Capital	21,150	-	533,000	533,000	16,300	(516,700)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,600,473</b>	<b>\$ 1,262,528</b>	<b>\$ 1,899,500</b>	<b>\$ 1,899,500</b>	<b>\$ 1,442,200</b>	<b>(24.07)%</b>

**PROGRAM NARRATIVE**

**WATER FUND: WATER SDC IMPROVEMENT FEE PROJECTS (615-50-2300)**

**Responsible Manager/Title:** Staci Belcastro, P.E., City Engineer

**FUNCTIONS AND RESPONSIBILITIES**

- This program is dedicated to funding eligible, capacity-increasing projects that are a direct result of new growth and development. Revenues are received from Water System Development Charges (SDCs).
- Provide over-sizing component funding for City projects constructed by development projects.
- Identify and complete capacity-increasing improvements necessary to support economic development and future growth.
- The current SDC for the water system is \$2,508 for a single-family residence with a 3/4-inch meter (effective July 2017). This program receives \$2,148 of the fee.
- In 1989 legislation was adopted in Oregon requiring justification and separate accounting of revenues and expenditures for all SDCs. This budget complies with that legislation.

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"> <li>• Build reserves for future capital projects.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct WL-18-03, Santa Maria Water Line Improvements.</li> </ul>
Budget Year 2018-2019			
Effective Government	09/19		<ul style="list-style-type: none"> <li>• Construct WL-18-03, Santa Maria Water Line Improvements.</li> </ul>

615: Water  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2300: Water SDC Improvement Fee Projects**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 330,655	\$ 352,915	\$ 323,900	\$ 323,900	\$ 330,600	\$ 6,700
Investment Income	1,500	2,688	700	700	1,100	400
Beginning Balance	271,563	201,618	33,300	33,300	271,200	237,900
<b>TOTAL REVENUES</b>	<b>\$ 603,718</b>	<b>\$ 557,221</b>	<b>\$ 357,900</b>	<b>\$ 357,900</b>	<b>\$ 602,900</b>	<b>68.45 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ 3,802	\$ -	\$ -	\$ 5,000	\$ 5,000
Capital	-	-	143,600	143,600	142,100	(1,500)
Transfers Out	402,100	419,300	214,300	214,300	455,800	241,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 402,100</b>	<b>\$ 423,102</b>	<b>\$ 357,900</b>	<b>\$ 357,900</b>	<b>\$ 602,900</b>	<b>68.45 %</b>
<b>Prog 2300: Water SDC Improvement Fee Projects</b>						
<b>Revenues less Expenditures</b>	<b>201,618</b>	<b>134,119</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### WATER FUND: WATER SDC REIMBURSEMENT FEE PROJECTS (615-50-2301)

Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- Revenues are received from System Development Charges (SDCs). These revenues reimburse the City for past investments in capacity-increasing projects identified in the City's adopted water SDC methodology.
- The current SDC for the water system is \$2,508 for a single-family residence with a 3/4-inch meter (effective July 2017). This program receives \$360 of the fee.
- Funding provided through this program is used to complete capital projects within the water system.
- In 1989 legislation was adopted in Oregon requiring justification and separate accounting of revenues and expenditures for all SDCs effective July 1, 1991. This budget was created to comply with that legislation.

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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	Deleted	<ul style="list-style-type: none"><li>• Construct WC-17-03, Santiam-Albany Canal Bank Repair: 4th to 5th Avenues.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Complete design for WL-19-01, Hill Street Water Line: 24th to 34<sup>th</sup> Avenues.</li></ul>

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615: Water

**CITY OF ALBANY, OREGON**

50: Public Works

**PROG 2301: Water SDC Reimbursement Fee Projects**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 57,019	\$ 64,468	\$ 60,800	\$ 60,800	\$ 65,500	\$ 4,700
Charges for Services	12,014	12,014	-	-	-	-
Investment Income	6,436	12,089	5,000	5,000	5,000	-
Beginning Balance	922,499	997,968	1,005,700	1,005,700	895,700	(110,000)
<b>TOTAL REVENUES</b>	<b>\$ 997,968</b>	<b>\$ 1,086,539</b>	<b>\$ 1,071,500</b>	<b>\$ 1,071,500</b>	<b>\$ 966,200</b>	<b>(9.83)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ 870	\$ -	\$ -	\$ 1,100	\$ 1,100
Capital	-	37,675	847,200	847,200	965,100	117,900
Transfers Out	-	-	224,300	224,300	-	(224,300)
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 38,545</b>	<b>\$ 1,071,500</b>	<b>\$ 1,071,500</b>	<b>\$ 966,200</b>	<b>(9.83)%</b>
<b>Prog 2301: Water SDC Reimbursement Fee Projects</b>						
<b>Revenues less Expenditures</b>	<b>997,968</b>	<b>1,047,994</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### WATER FUND: WATER DEBT SERVICE (615-50-2305)

Responsible Manager/Title: Jeff Babbitt, Public Works Business Manager

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#### FUNCTIONS AND RESPONSIBILITIES

- This program provides for the principal and interest payments on City of Albany Water Revenue Bonds.
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#### MATURITY SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018-2019	1,060,000	876,894	1,936,894
2019-2020	1,100,000	833,694	1,933,694
2020-2021	1,140,000	783,194	1,923,194
2021-2022	1,195,000	730,794	1,925,794
2022-2023	1,240,000	682,094	1,922,094
2023-2024	1,290,000	631,494	1,921,494
2024-2025	1,345,000	572,069	1,917,069
2025-2026	1,420,000	502,944	1,922,944
2026-2027	1,500,000	437,444	1,937,444
2027-2028	1,560,000	376,244	1,936,244
2028-2029	1,625,000	312,544	1,937,544
2029-2030	1,705,000	254,469	1,959,469
2030-2031	1,760,000	202,494	1,962,494
2031-2032	1,815,000	147,734	1,962,734
2032-2033	1,875,000	90,078	1,965,078
2033-2034	1,945,000	30,391	1,975,391
Totals	\$ 23,575,000	\$ 7,464,572	\$ 31,039,572

#### DEBT SUMMARY

<u>Issue</u>	<u>Original Amount</u>	<u>Principal Balance</u>	<u>Required Reserve</u>
2013	\$ 28,405,000	\$ 23,575,000	\$ 1,100,000
Totals	\$ 28,405,000	\$ 23,575,000	\$ 1,100,000

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615: Water  
 50: Public Works

**CITY OF ALBANY, OREGON**

**PROG 2305: Water Debt Service**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Property Taxes	\$ 263	\$ 62	\$ -	\$ -	\$ -	\$ -
Charges for Services	1,500,300	1,503,700	1,493,000	1,493,000	1,475,000	(18,000)
Investment Income	7,505	12,495	5,000	5,000	5,000	-
Transfers In	402,100	419,300	438,600	438,600	455,800	17,200
Dedicated Beginning Balance	1,632,354	1,610,928	1,602,000	1,602,000	1,609,900	7,900
<b>TOTAL REVENUES</b>	<b>\$ 3,542,522</b>	<b>\$ 3,546,485</b>	<b>\$ 3,538,600</b>	<b>\$ 3,538,600</b>	<b>\$ 3,545,700</b>	<b>0.20 %</b>
<b>EXPENDITURES</b>						
Debt Service	\$ 1,931,594	\$ 1,933,394	\$ 3,538,600	\$ 3,538,600	\$ 3,545,700	\$ 7,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,931,594</b>	<b>\$ 1,933,394</b>	<b>\$ 3,538,600</b>	<b>\$ 3,538,600</b>	<b>\$ 3,545,700</b>	<b>0.20 %</b>

<b>Prog 2305: Water Debt Service</b>						
<b>Revenues less Expenditures</b>	<b>1,610,928</b>	<b>1,613,091</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**PROGRAM NARRATIVE**  
**WATER FUND: WATER SYSTEM CAPITAL PROJECTS (615-50-2308)**  
**Responsible Manager/Title:** Staci Belcastro, P.E., City Engineer

**FUNCTIONS AND RESPONSIBILITIES**

- This program provides funding to repair, replace, or upgrade facilities, equipment, and accessories to maintain the design capacity of the existing Water Treatment Plants (WTP), reservoirs, and distribution system.
- Identify and complete capacity increasing improvements necessary to support economic development and future growth.
- Funding provided through this program is used to repair or replace water system facilities, equipment, and structures that are not accumulating a depreciation reserve from a specific replacement schedule.
- Maintain adequate reserve for funding emergency repairs or replacement of equipment or systems.

**STRATEGIES/ACTIONS**

Strategic Plan Theme Budget Year 2017-2018	Target Date	Status	Strategies/Actions
Safe City	09/17	In Progress	<ul style="list-style-type: none"> <li>• Construct WC-16-01, CZ Gates Improvements.</li> </ul>
	09/17	Completed	<ul style="list-style-type: none"> <li>• Construct WL-17-01, CARA Water Line Improvements.</li> </ul>
	09/17	Completed	<ul style="list-style-type: none"> <li>• Construct WL-17-02, Industrial Way Water Line.</li> </ul>
	09/17	In Progress	<ul style="list-style-type: none"> <li>• Construct WL-17-03, Oak Street Water Line: 34th to 38th.</li> </ul>
	09/17	In Progress	<ul style="list-style-type: none"> <li>• Construct WTP-17-01, Backwash Ponds Improvements.</li> </ul>
	09/17	Completed	<ul style="list-style-type: none"> <li>• Construct WTP-17-02, Vine WTP Improvements.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct WL-18-01, Lafayette, Cloverdale, Peach Tree, Cherry and Fairway Area Water Line.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct WL-18-02, Pine Meadows Water Line Replacement.</li> </ul>
	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct WL-18-03, Santa Maria Water Line.</li> </ul>
Safe City	06/18	In Progress	<ul style="list-style-type: none"> <li>• Construct WTP-18-01, Vine WTP Accelerator Improvements.</li> </ul>
	09/18		<ul style="list-style-type: none"> <li>• Construct WC-16-01, CZ Gates Improvements.</li> </ul>
	09/18		<ul style="list-style-type: none"> <li>• Construct WL-17-03, Oak Street Water Line: 34th to 38th.</li> </ul>
	09/18		<ul style="list-style-type: none"> <li>• Construct WTP-17-01, Backwash Ponds Improvements.</li> </ul>
	09/18		<ul style="list-style-type: none"> <li>• Construct WL-18-01, Lafayette, Cloverdale, Peach Tree, Cherry and Fairway Area Water Line.</li> </ul>
	09/18		<ul style="list-style-type: none"> <li>• Construct WL-18-02, Pine Meadows Water Line Replacement.</li> </ul>
	09/19		<ul style="list-style-type: none"> <li>• Construct WL-18-03, Santa Maria Water Line.</li> </ul>
	09/18		<ul style="list-style-type: none"> <li>• Construct WTP-18-01, Vine WTP Accelerator Improvements.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Construct WL-19-01, Belmont Avenue Area Water Line.</li> </ul>

615: Water

50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2308: Water System Capital Projects**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ 25,135	\$ 82,013	\$ 20,000	\$ 20,000	\$ 30,000	\$ 10,000
Intergovernmental Revenue	-	500,000	250,000	250,000	164,600	(85,400)
Charges for Services	2,786,600	2,467,100	1,804,400	1,804,400	2,199,300	394,900
Miscellaneous Revenue	250	-	-	-	-	-
Investment Income	48,154	87,261	35,000	35,000	28,000	(7,000)
Beginning Balance	8,037,639	6,216,194	6,930,200	6,930,200	6,706,100	(224,100)
<b>TOTAL REVENUES</b>	<b>\$ 10,897,778</b>	<b>\$ 9,352,568</b>	<b>\$ 9,039,600</b>	<b>\$ 9,039,600</b>	<b>\$ 9,128,000</b>	<b>0.98 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 74,520	\$ 95,536	\$ 196,500	\$ 196,500	\$ 101,500	\$ (95,000)
Capital	4,607,064	1,514,465	8,768,100	8,768,100	9,026,500	258,400
Transfers Out	-	-	75,000	75,000	-	(75,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,681,584</b>	<b>\$ 1,610,001</b>	<b>\$ 9,039,600</b>	<b>\$ 9,039,600</b>	<b>\$ 9,128,000</b>	<b>0.98 %</b>
<b>Prog 2308: Water System Capital Projects</b>						
<b>Revenues less Expenditures</b>	<b>6,216,194</b>	<b>7,742,567</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### WATER FUND: WATER ECONOMIC DEVELOPMENT (615-50-2309)

**Responsible Manager/Title:** Staci Belcastro, P.E., City Engineer

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#### **FUNCTIONS AND RESPONSIBILITIES**

- This program annually receives up to \$100,000 from service charges to help fund economic development-related capital projects as approved by the City Council.
- Fund balance for this program will be capped at \$500,000.
- Council authorization to annually fund this program began in Fiscal Year 2003-2004.

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#### **STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>
	06/18	Completed	<ul style="list-style-type: none"><li>• Construct WL-16-03, Fire Line Backflow Installation.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>

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615: Water  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2309: Water Economic Development**

Description	2015-2016	2016-2017	2017-2018	2017-2018	2018-2019	Change
	Actual	Actual	Adopted	Revised	Adopted	Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ -	\$ 72,000	\$ -	\$ -	\$ 43,800	\$ 43,800
Investment Income	3,839	6,875	2,900	2,900	2,200	(700)
Beginning Balance	573,137	574,292	588,400	588,400	454,000	(134,400)
<b>TOTAL REVENUES</b>	<b>\$ 576,976</b>	<b>\$ 653,167</b>	<b>\$ 591,300</b>	<b>\$ 591,300</b>	<b>\$ 500,000</b>	<b>(15.44)%</b>
<b>EXPENDITURES</b>						
Capital	\$ 2,684	\$ 86,587	\$ 591,300	\$ 591,300	\$ 500,000	\$ (91,300)
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,684</b>	<b>\$ 86,587</b>	<b>\$ 591,300</b>	<b>\$ 591,300</b>	<b>\$ 500,000</b>	<b>(15.44)%</b>

<b>Prog 2309: Water Economic Development</b>						
Revenues less Expenditures	574,292	566,580	-	-	-	

## PROGRAM NARRATIVE

### WATER FUND: NORTH ALBANY WATER CAPITAL PROJECTS (615-50-2310)

Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- This program receives revenue (\$23.45 per month per customer) from water customers outside the city limits in North Albany. Currently there are 398 customers in this program.
  - Revenues received in this program are dedicated to funding capital projects and fixed assets that benefit the North Albany water system outside the city limits.
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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Safe City	06/18	Ongoing	<ul style="list-style-type: none"><li>• Build reserves for future capital projects.</li></ul>
Budget Year 2018-2019			
Safe City	06/19		<ul style="list-style-type: none"><li>• Build reserves for future capital projects.</li></ul>

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615: Water  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2310: N. Albany Water Capital Projects**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 111,400	\$ 113,100	\$ 109,800	\$ 109,800	\$ 112,000	\$ 2,200
Investment Income	3,391	7,520	3,300	3,300	4,000	700
Beginning Balance	448,795	563,586	679,400	679,400	797,400	118,000
<b>TOTAL REVENUES</b>	<b>\$ 563,586</b>	<b>\$ 684,206</b>	<b>\$ 792,500</b>	<b>\$ 792,500</b>	<b>\$ 913,400</b>	<b>15.26 %</b>
<b>EXPENDITURES</b>						
Capital	\$ -	\$ -	\$ 792,500	\$ 792,500	\$ 913,400	\$120,900
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 792,500</b>	<b>\$ 792,500</b>	<b>\$ 913,400</b>	<b>15.26 %</b>

<b>Prog 2310: N. Albany Water Capital Projects</b>						
<b>Revenues less Expenditures</b>	<b>563,586</b>	<b>684,206</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### WATER FUND: WATER EQUIPMENT REPLACEMENT (615-50-2311)

**Responsible Manager/Title:** Jeff Babbitt, Public Works Business Manager

#### FUNCTIONS AND RESPONSIBILITIES

- This program funds replacement of water system vehicles and major equipment in accordance with an established depreciation and replacement schedule.
- Receive revenues from other water fund budgets to fund future equipment replacement.

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
<b>Budget Year 2017-2018</b>			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"> <li>• Receives revenues from other water fund budgets to fund future equipment replacement.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Purchase replacement filter membranes for the Albany-Millersburg Water Treatment Plant.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Replace Vehicle 900-02.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Replace Vehicle 914-01.</li> </ul>
<b>Budget Year 2018-2019</b>			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Receives revenues from other water fund budgets to fund future equipment replacement.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Replace Vehicle 931-00.</li> </ul>

615: Water  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2311: Water Equipment Replacement**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 146,400	\$ 215,600	\$ 117,500	\$ 117,500	\$ 119,500	\$ 2,000
Miscellaneous Revenue	1,555	-	-	-	-	-
Investment Income	7,145	9,397	2,500	2,500	4,000	1,500
Beginning Balance	1,123,236	919,012	518,700	518,700	431,900	(86,800)
<b>TOTAL REVENUES</b>	<b>\$ 1,278,336</b>	<b>\$ 1,144,009</b>	<b>\$ 638,700</b>	<b>\$ 638,700</b>	<b>\$ 555,400</b>	<b>(13.04)%</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ 359,324	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	-	603,634	638,700	638,700	555,400	(83,300)
<b>TOTAL EXPENDITURES</b>	<b>\$ 359,324</b>	<b>\$ 603,634</b>	<b>\$ 638,700</b>	<b>\$ 638,700</b>	<b>\$ 555,400</b>	<b>(13.04)%</b>
<b>Prog 2311: Water Equipment Replacement</b>						
<b>Revenues less Expenditures</b>	<b>919,012</b>	<b>540,375</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**STORMWATER FUND  
RESOURCE DETAIL**

<b>Resources</b>	2015-16	2016-17	.....2017-18.....		2018-19	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2017-18	Fund Budget
Storm Dr Plan Review/Insp Fees	\$ -	\$ 20,018	\$ 10,000	\$ 10,000	\$ 10,000	-	0.40%
Stormwater Quality Permits	-	15,194	10,000	10,000	10,000	-	0.40%
Storm Drain Connection Fees	-	19,930	5,000	5,000	10,000	100.00%	0.40%
EPSC Permit Fees	56,440	79,595	50,000	50,000	50,000	-	2.01%
Stormwater Service Charges	-	405,454	1,750,000	1,750,000	1,827,000	4.40%	73.59%
Stormwater Deferred Planting	-	-	5,000	5,000	5,000	-	0.20%
Stormwater In-Lieu-of Planting	-	14,154	5,000	5,000	5,000	-	0.20%
Equipment Replacement Charges	-	21,600	55,700	55,700	61,100	9.69%	2.47%
Miscellaneous Revenue	-	5,117	-	-	-	-	-
Interest	-	(719)	2,100	2,100	2,100	-	0.08%
<b>Total Current Resources</b>	<b>56,440</b>	<b>580,343</b>	<b>1,892,800</b>	<b>1,892,800</b>	<b>1,980,200</b>	<b>4.62%</b>	<b>79.75%</b>
From Street Fund	-	99,300	-	-	-	-	-
From Sewer Fund	-	528,077	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>627,377</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Balance	-	-	298,300	298,300	502,700	68.52%	20.25%
<b>Total Resources</b>	<b>\$ 56,440</b>	<b>\$ 1,207,720</b>	<b>\$ 2,191,100</b>	<b>\$ 2,191,100</b>	<b>\$ 2,482,900</b>	<b>13.32%</b>	<b>100.00%</b>

**STORMWATER FUND  
REQUIREMENT/STAFFING SUMMARIES**

<b>Program Requirements</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Stormwater Operations	\$ -	\$ 508,533	\$ 554,900	\$ 554,900	\$ 607,200	\$ 607,200	\$ 607,200
Stormwater Administration	-	414,448	1,381,100	1,381,100	1,458,000	1,458,000	1,458,000
Vine Street WTP	-	38,257	177,700	177,700	278,100	278,100	278,100
Stormwater Equipment Replacement	-	-	77,400	77,400	139,600	139,600	139,600
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ 961,238</b>	<b>\$ 2,191,100</b>	<b>\$ 2,191,100</b>	<b>\$ 2,482,900</b>	<b>\$ 2,482,900</b>	<b>\$ 2,482,900</b>

**Requirements by Type**

Personnel	\$ -	\$ 257,280	\$ 303,000	\$ 303,000	\$ 327,000	\$ 327,000	\$ 327,000
Materials & Services	-	703,959	1,590,700	1,590,700	1,713,200	1,713,200	1,713,200
Capital	-	-	200,400	200,400	402,700	402,700	402,700
Transfers Out	-	-	39,700	39,700	-	-	-
Contingency	-	-	57,300	57,300	40,000	40,000	40,000
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ 961,239</b>	<b>\$ 2,191,100</b>	<b>\$ 2,191,100</b>	<b>\$ 2,482,900</b>	<b>\$ 2,482,900</b>	<b>\$ 2,482,900</b>

**Adopted Requirements  
by Program and Type**

	Personnel	Materials & Services	Capital	Contin- gency	Adopted Budget	% of Fund Budget
Stormwater Operations	\$ 327,000	\$ 280,200	\$ -	\$ -	\$ 607,200	24.46%
Stormwater Administration	-	1,418,000	-	40,000	1,458,000	58.71%
Stormwater Capital	-	15,000	263,100	-	278,100	11.19%
Stormwater Equipment Replacement	-	-	139,600	-	139,600	5.62%
<b>Total Requirements</b>	<b>\$ 327,000</b>	<b>\$ 1,713,200</b>	<b>\$ 402,700</b>	<b>\$ 40,000</b>	<b>\$ 2,482,900</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>13.17%</b>	<b>69.00%</b>	<b>16.22%</b>	<b>1.61%</b>	<b>100.00%</b>	



CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

**STORMWATER FUND**  
**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2018-19**

Project Description	Totals	Stormwater Capital	Stormwater Equipment Replacement
SD-19-01 Planning	\$ 35,400	\$ 35,400	\$ -
SD-19-02 Planting	26,100	26,100	-
<b>Project Totals</b>	<b>61,500</b>	<b>61,500</b>	<b>-</b>
Reserve: Equipment Replacement	\$ 139,600	\$ -	\$ 139,600
Reserve: Stormwater Capital	4,000	4,000	-
Reserve: Stormwater Deferred Planting	5,000	5,000	-
Reserve: Stormwater In-Lieu-of Planting	5,000	5,000	-
Reserve: Stormwater Drain Connection	187,600	187,600	-
<b>Total Reserves</b>	<b>341,200</b>	<b>201,600</b>	<b>139,600</b>
<b>Grand Totals</b>	<b>\$ 402,700</b>	<b>\$ 263,100</b>	<b>\$ 139,600</b>

**PROGRAM NARRATIVE FORM**

**STORMWATER FUND: STORMWATER OPERATIONS (625-50-3003)**

**Responsible Manager/Title:** Chris Bailey, Public Works Operations Director

**FUNCTIONS AND RESPONSIBILITIES**

- Manage stormwater runoff to minimize impacts to private property and public infrastructure.
- Inspect, maintain, and repair stormwater infrastructure.
- Respond to storm events to control street flooding, place high water signs, and close streets as necessary.
- Inspect, maintain, and repair post-construction stormwater quality facilities.
- No personnel are assigned to this program. All work is performed by Wastewater Collections, Street Maintenance, and Water Quality Control staff.
- Respond to spills which may impact the stormwater system, including those affecting area streams and rivers.
- Ensure that National Pollutant Discharge Elimination System (NPDES) 1200-Z stormwater permit and Willamette Total Maximum Daily Load (TMDL) actions are implemented as required.

**STRATEGIES/ACTIONS**

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Safe City Effective Government	06/18	Completed	<ul style="list-style-type: none"> <li>• Begin repairing or replacing failing stormwater catch basins.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Expand the amount of storm infrastructure cleaned and inspected throughout the year.</li> </ul>
Budget Year 2018-2019			
Safe City Effective Government	06/19		<ul style="list-style-type: none"> <li>• Incorporate field updates to GIS using the new asset management system.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Update main line identification numbers in new asset management system.</li> </ul>

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Miles of streets swept annually.	4,816	4,840	4,860	4,870
Pounds of debris removed by street sweeping (millions).	1.38	1.40	1.40	1.42
Miles of storm drain mainlines.	130	130	135	135
Percentage of storm drain mainlines cleaned.	10%	18%	21%	20%
Percentage of storm catch basins inspected/cleaned.	43%	50%	26%	25%
Number of after-hours stormwater callouts.	10	10	2	0

**STAFFING SUMMARY**

Budgeted FTEs	2.25	3.00	3.00	3.00
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625: Stormwater  
50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 3003: Stormwater Operations**

<b>Description</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Adopted</b>	<b>2017-2018 Revised</b>	<b>2018-2019 Adopted</b>	<b>Change Inc (Dec)</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 233,175	\$ 257,280	\$ 303,000	\$ 303,000	\$ 327,000	\$ 24,000
Materials & Services	385,107	251,253	251,900	251,900	280,200	28,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 618,282</b>	<b>\$ 508,533</b>	<b>\$ 554,900</b>	<b>\$ 554,900</b>	<b>\$ 607,200</b>	<b>9.43 %</b>

## PROGRAM NARRATIVE FORM

### STORMWATER FUND: STORMWATER ADMINISTRATION (625-50-3004)

**Responsible Manager/Title:** Chris Bailey, Public Works Operations Director  
Jeff Blaine, P.E., Public Works Engineering and Community Development Director

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#### FUNCTIONS AND RESPONSIBILITIES

- This program provides funding for administration of the Stormwater fund and programs and the Public Works Internal Services fund, which includes Administration charges and charges for Operations administration, PW Engineering Services, Water Quality Control Services, and Facilities Engineering.
  - Maintains the contingency for the Stormwater fund.
  - Maintains a sustainable funding plan for the utility.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Safe City Effective Government	06/18	In Progress	<ul style="list-style-type: none"><li>• Begin implementation of new NPDES MS4 permit upon issuance.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Finalize NPDES MS4 Phase II permit.</li></ul>

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625: Stormwater  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 3004: Stormwater Administration**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ 414,448	\$ 1,323,800	\$ 1,323,800	\$ 1,418,000	\$ 94,200
Transfers Out	-	175,777	-	-	-	-
Contingencies	-	-	57,300	57,300	40,000	(17,300)
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 590,225</b>	<b>\$ 1,381,100</b>	<b>\$ 1,381,100</b>	<b>\$ 1,458,000</b>	<b>5.57 %</b>

## PROGRAM NARRATIVE

### STORMWATER FUND: STORMWATER CAPITAL (625-50-3100)

Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- Revenues are received from stormwater service charges, post-construction stormwater quality permit fees, and other post-construction stormwater quality program activities.
  - This program provides funding to repair, replace, or upgrade the stormwater collection system.
  - Funding provided through this program is used for design review and construction inspection of developer-initiated post-construction stormwater quality facilities.
  - Complete landscaping requirements on facilities where the developer has funded City installation of plant materials.
  - Construct post-construction stormwater quality retrofit projects.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>

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625: Stormwater  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 3100: Stormwater Capital**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Licenses and Fees	\$ -	\$ 34,085	\$ 15,000	\$ 15,000	\$ 20,000	\$ 5,000
Charges for Services	-	-	10,000	10,000	10,000	-
Investment Income	-	(300)	1,000	1,000	1,000	-
Transfers In	-	175,777	-	-	-	-
Beginning Balance	-	-	151,700	151,700	247,100	95,400
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 209,562</b>	<b>\$ 177,700</b>	<b>\$ 177,700</b>	<b>\$ 278,100</b>	<b>56.50 %</b>
<b>EXPENDITURES</b>						
Materials & Services	\$ -	\$ 38,257	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
Capital	-	-	123,000	123,000	263,100	140,100
Transfers Out	-	-	39,700	39,700	-	(39,700)
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 38,257</b>	<b>\$ 177,700</b>	<b>\$ 177,700</b>	<b>\$ 278,100</b>	<b>56.50 %</b>
<b>Prog 3100: Stormwater Capital</b>						
<b>Revenues less Expenditures</b>	<b>-</b>	<b>171,305</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### STORMWATER FUND: STORMWATER EQUIPMENT REPLACEMENT (625-50-3101)

Responsible Manager/Title: Jeff Babbitt, Public Works Business Manager

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#### **FUNCTIONS AND RESPONSIBILITIES**

- This program funds replacement of stormwater system equipment in accordance with an established depreciation and replacement schedule.
- Receive revenues from other stormwater fund budgets to fund future equipment replacement.

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#### **STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"><li>• Receive revenues from other stormwater fund budgets to fund future equipment replacement.</li></ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"><li>• Receive revenues from other stormwater fund budgets to fund future equipment replacement.</li></ul>

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625: Stormwater  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 3101: Stormwater Equipment Replacement**

Description	2015-2016	2016-2017	2017-2018	2017-2018	2018-2019	Change
	Actual	Actual	Adopted	Revised	Adopted	Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ -	\$ 21,600	\$ 55,700	\$ 55,700	\$ 61,100	\$ 5,400
Investment Income	-	1,068	100	100	100	-
Beginning Balance	-	-	21,600	21,600	78,400	56,800
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 22,668</b>	<b>\$ 77,400</b>	<b>\$ 77,400</b>	<b>\$ 139,600</b>	<b>80.36 %</b>
<b>EXPENDITURES</b>						
Reserves	\$ -	\$ -	\$ 77,400	\$ 77,400	\$ 139,600	\$ 62,200
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,400</b>	<b>\$ 77,400</b>	<b>\$ 139,600</b>	<b>80.36 %</b>
<b>Prog 3101: Stormwater Equipment Replacement</b>						
<b>Revenues less Expenditures</b>	<b>-</b>	<b>22,668</b>	<b>-</b>	<b>-</b>	<b>-</b>	



CITY OF ALBANY

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INTERNAL  
SERVICE  
FUNDS



**INTERNAL SERVICE FUNDS**

**PROGRAM FUNCTIONS, REVENUE TRENDS, AND ASSUMPTIONS**

Internal Service funds are used to account for the financing of goods and/or services provided to various City departments on a cost-reimbursement basis. The City has two Internal Service funds.

**CENTRAL SERVICES FUND**

The Central Services Fund provides services to all City departments. Those services are provided by the following programs: City Council & Nondepartmental, City Manager's Office, Finance, Human Resources, Information Technology Services, Geographic Information Systems Services, Permit Tracking Services, and Building Maintenance.

On a Citywide basis, each operating program is charged fees for the services provided by the Central Services Fund. The fees are based on a range of factors including number of personnel, current operating budget, pieces of information technology equipment, usage of the GIS and Permit Tracking systems, square footage, and age of City buildings.

**PUBLIC WORKS SERVICES FUND**

The Public Works Services Fund is divided into six programs: Administration, Engineering Services, Operations Administration, Water Quality Control Services, Public Works Customer Services, and Facilities and Maintenance Engineering, which primarily provide services to the Water, Sewer, and Street Funds. Responsibilities include management of public improvements, traffic engineering and design, fee and rate development guidance, laboratory testing of water and wastewater samples, water and sanitary sewer flow monitoring, oversight of the bridge maintenance program, and oversight and development of the automated process control and monitoring system for water and sewer treatment.

**RESOURCES**

Charges for Services	16,413,900
Other Revenues	40,000
Investment Earnings	7,300
Transfers in	13,600
Beginning Balance	112,900
<b>Total Resources</b>	<b>\$ 16,587,700</b>

**REQUIREMENTS**

Personnel	12,378,100
Materials & Services	4,209,600
<b>Total Requirements</b>	<b>\$ 16,587,700</b>



CITY OF ALBANY

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## **COST ALLOCATION METHODOLOGY FOR CENTRAL SERVICES FUND PROGRAMS**

### **ADMINISTRATIVE SERVICES**

Administrative Services includes four programs: City Council and Nondepartmental, City Manager's Office, Finance, and Human Resources. To calculate the amount of administrative charges to be allocated Citywide, the estimated budgets of the four programs are added together to determine the gross budget. Interest, miscellaneous revenues, and estimated beginning balance are subtracted from the gross budget to determine the net budget to allocate.

The net budgets for the four programs are divided into three cost centers: personnel, special assessments, and everything else. The total budget of the 'personnel' cost center is allocated Citywide based on employee full-time equivalents (FTE). The total budget of the 'special assessment' cost center is allocated to the funds which generate property assessments: Water, Sewer, Street, and Parks Funds. The 'everything else' cost center is allocated Citywide based on a fund's current year operating budget. The City does not allocate Central Services charges to the Grants, Risk Management, Public Safety Levy, Capital Replacement, Debt Service, Capital Projects, and Permanent Funds.

For Fiscal Year 2018-19, the net budget to allocate is \$3,957,100, and the operating budget allocation basis is \$93,443,200, making the administrative central service charge average \$0.0423 per \$1 of operating budget.

### **INFORMATION TECHNOLOGY (IT)**

Information Technology Services is responsible for maintenance and support of the City's network infrastructure, business applications, telephone system, server room operations, database systems, systems security, backup and restore services, and hardware maintenance and replacement.

The first step in calculating IT service charges is to prepare the estimated budget for the IT Services program and to prepare a list of all of the IT equipment, personal computers, laptop computers, and mobile data terminals it is responsible for servicing. The IT Services estimated budget is allocated as a Citywide service charge based on the number of pieces of equipment on the list. For Fiscal Year 2018-19, the net budget to allocate is \$1,597,000 and the total number of pieces of equipment in the allocation basis is 417, making the information technology charge \$3,830 per piece of equipment.

### **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

GIS Services coordinates the planning, implementation, and maintenance of the Citywide Geographic Information System. The GIS Services program provides mapping services, analysis, application development, GIS software, and GIS training to participating departments. The GIS Services estimated budget is reduced by GIS sales, interest earnings, and beginning balance to determine the amount to allocate. The net budget is distributed to using programs based on their estimated use of services. For Fiscal Year 2018-19, the GIS charges to using programs will be \$454,000.

### **PERMIT TRACKING**

Permit Tracking is responsible for the day-to-day operation of the City's permit tracking software, including development, maintenance, and implementation of source code and documents required for generating permits and collecting fees. The Permit Tracking budget is reduced by estimated interest earnings and beginning balance to determine the net amount to allocate. The net budget is charged to using programs based on their estimated use of services. For Fiscal Year 2018-19, the Permit Tracking charges to using programs will be \$108,300.

### **BUILDING MAINTENANCE**

Building Maintenance is responsible for providing in-house and contractual services for building maintenance, repair, and renovation of sixteen City facilities including City Hall, both libraries, four fire stations, the police station, and parks, airport, and transit facilities. The estimated Building Maintenance budget is allocated based on a formula which considers a number of factors including square footage and age of the facility. For Fiscal Year 2018-19, the Building Maintenance charges to using programs will be \$820,200.

### **FISCAL YEAR SURPLUS/DEFICIT**

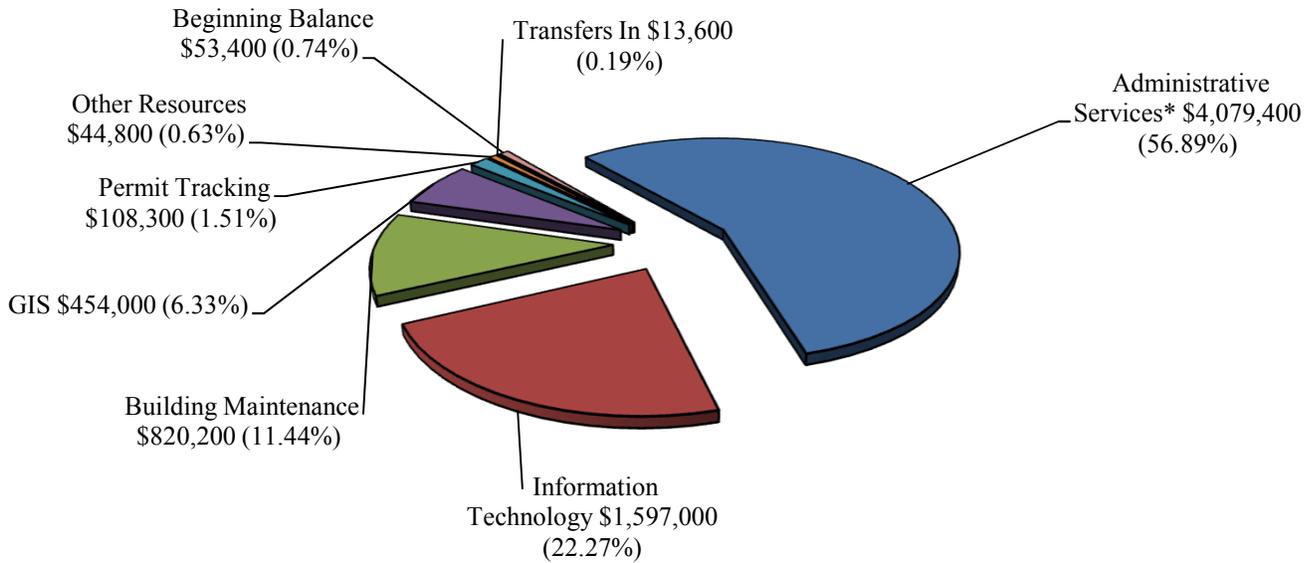
At fiscal year end, any surplus, total revenues less total expenditures, will be refunded Citywide using the same allocation proportion as when initially charged. An allowance for the estimated beginning balance of the new fiscal year will be considered when determining the amount of the refund. In a deficit situation, significant additional charges would be approved and program expenditures appropriated by City Council action.

**CENTRAL SERVICES FUND  
RESOURCE DETAIL**

Resources	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
WComp Wage Subsidy Reimb	\$ 179	\$ -	\$ -	\$ -	\$ -	-	-
GIS Information Sales Revenue	90	110	-	-	-	-	-
Building Maintenance Charges	552,984	761,300	789,000	789,000	820,200	3.95%	11.44%
Administrative Services Charges	3,106,496	3,487,300	3,485,500	3,485,500	4,079,400	17.04%	56.89%
Information Technology Charges	1,438,900	1,450,700	1,518,000	1,518,000	1,597,000	5.20%	22.27%
GIS Services Charge	298,180	425,900	457,400	457,400	454,000	(0.74%)	6.33%
Permit Tracking Services Charge	106,073	118,700	112,800	112,800	108,300	(3.99%)	1.51%
Gifts & Donations	-	100	-	-	-	-	-
Miscellaneous Revenue	57,769	58,908	40,000	40,000	40,000	-	0.56%
Interest	6,709	5,644	4,000	4,000	4,800	20.00%	0.07%
<b>Total Current Resources</b>	<b>5,567,344</b>	<b>6,308,302</b>	<b>6,406,700</b>	<b>6,406,700</b>	<b>7,103,700</b>	<b>10.88%</b>	<b>99.07%</b>
From General Fund	-	-	-	100,000	-	(100.00%)	-
From Economic Development	-	40,100	17,100	17,100	13,600	(20.47%)	0.19%
<b>Total Transfers In</b>	<b>-</b>	<b>40,100</b>	<b>17,100</b>	<b>117,100</b>	<b>13,600</b>	<b>(88.39%)</b>	<b>0.19%</b>
Beginning Balance	490,789	126,234	248,500	248,500	53,400	(78.51%)	0.74%
<b>Total Resources</b>	<b>\$6,058,133</b>	<b>\$6,474,636</b>	<b>\$6,672,300</b>	<b>\$6,772,300</b>	<b>\$7,170,700</b>	<b>5.88%</b>	<b>100.00%</b>

GIS - Geographic Information Systems

**CENTRAL SERVICES FUND RESOURCES**  
Category Totals and Percent of Budget



\* Council & Nondepartmental, City Manager's Office, Finance, and Human Resources

**CENTRAL SERVICES FUND  
REQUIREMENT/STAFFING SUMMARIES**

<b>Program Requirements</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Finance Department	\$1,444,354	\$1,490,654	\$1,616,800	\$1,616,800	\$1,553,800	\$1,553,800	\$1,553,800
Council & Nondepartmental	217,522	205,827	205,400	205,400	258,100	258,100	258,100
City Manager's Office	856,998	844,700	972,300	972,300	1,260,700	1,260,700	1,260,700
IT Services	1,535,684	1,632,508	1,671,700	1,671,700	1,771,300	1,771,300	1,771,300
Human Resources	636,126	689,934	838,900	938,900	929,300	929,300	929,300
Facilities Maintenance	701,509	704,119	789,000	789,000	820,200	820,200	820,200
GIS Services	426,468	418,131	457,400	457,400	469,000	469,000	469,000
Permit Tracking	113,236	119,739	120,800	120,800	108,300	108,300	108,300
<b>Total Requirements</b>	<b>\$5,931,897</b>	<b>\$6,105,612</b>	<b>\$6,672,300</b>	<b>\$6,772,300</b>	<b>\$7,170,700</b>	<b>\$7,170,700</b>	<b>\$7,170,700</b>

<b>Requirements by Type</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Personnel	\$4,068,614	\$4,218,201	\$4,742,700	4,742,700	\$5,028,300	\$5,028,300	\$5,028,300
Materials & Services	1,863,285	1,887,412	1,929,600	1,929,600	2,142,400	2,142,400	2,142,400
<b>Total Requirements</b>	<b>\$5,931,899</b>	<b>\$6,105,613</b>	<b>\$6,672,300</b>	<b>\$6,672,300</b>	<b>\$7,170,700</b>	<b>\$7,170,700</b>	<b>\$7,170,700</b>

<b>Adopted Requirements by Program and Type</b>			Materials		Adopted Budget	% of Fund Budget
	Personnel		& Services			
Finance Department		\$1,162,000	\$	391,800	\$1,553,800	21.67%
Council & Nondepartmental		17,800		240,300	258,100	3.60%
City Manager's Office		902,100		358,600	1,260,700	17.58%
IT Services		1,421,000		350,300	1,771,300	24.70%
Human Resources		750,400		178,900	929,300	12.96%
Facilities Maintenance		393,700		426,500	820,200	11.44%
GIS Services		327,300		141,700	469,000	6.54%
Permit Tracking		54,000		54,300	108,300	1.51%
<b>Total Requirements</b>		<b>\$5,028,300</b>		<b>\$2,142,400</b>	<b>\$7,170,700</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>		<b>70.12%</b>		<b>29.88%</b>	<b>100.00%</b>	

<b>Staffing Summary (FTE)</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Council & Nondepartmental	7.000	7.000	7.000	7.000	7.000	7.000	7.000
City Manager's Office	4.700	3.700	4.700	4.700	6.700	6.700	6.700
IT Services	9.500	10.500	10.500	10.500	10.500	10.500	10.500
Human Resources	4.000	4.000	5.000	5.000	5.000	5.000	5.000
Facilities Maintenance	3.500	3.500	3.500	3.500	3.500	3.500	3.500
Finance Department	10.000	10.000	11.000	11.000	9.000	9.000	9.000
GIS Services	2.000	2.000	2.000	2.000	2.000	2.000	2.000
Permit Tracking	0.500	0.500	0.500	0.500	0.500	0.500	0.500
<b>Total FTE</b>	<b>41.200</b>	<b>41.200</b>	<b>44.200</b>	<b>44.200</b>	<b>44.200</b>	<b>44.200</b>	<b>44.200</b>

**PROGRAM NARRATIVE**

**CENTRAL SERVICES: FINANCE DEPARTMENT (701-10-1035)**

**Responsible Manager/Title:** Jeanna Yeager, Finance Director

**FUNCTIONS AND RESPONSIBILITIES**

- Provide administration and management of the City’s financial services including general ledger, budget preparation, payroll, purchasing, assessments, accounts payable and receivable, and treasury.
- Prepare a Comprehensive Annual Financial Report (CAFR), Popular Annual Financial Report (PAFR), and annual budget document. Submit each to the Government Finance Officers Association (GFOA) to be considered for annual awards of excellence.
- Maintain official records and legal documents of the City and provide for the recording of necessary records with Linn County, Benton County, and the state.
- Administer risk management and franchise functions for the City.

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
<b>Budget Year 2017-2018</b>			
Effective Government	06/17	Partially completed	• Receive GFOA awards of excellence for the 2017 CAFR, PAFR, and Adopted Budget.
	09/17	Completed	• Identify an alternative to Eden financial software and a viable funding source.
	01/18	Completed	• Conduct a successful recruitment for a new Finance Director.
<b>Budget Year 2018-2019</b>			
Effective Government	06/19		• Implement new financial software.
	06/19		• Begin work on implementing a biennial budget.
	06/19		• Receive GFOA awards of excellence for the 2018 CAFR, PAFR, and Adopted Budget.

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018*</u>	<u>2018-2019</u>
Number of consecutive years - GFOA Distinguished Budget Presentation Award.	25	26	27	28
Number of consecutive years - GFOA Excellence in Financial Reporting Award.	32	33	34	35
Number of Accounts Payable payments.	5,934	5,776	3,116	5,800
Average number of active assessments.	122	159	158	150
Average number of monthly paychecks issued.	448	450	466	470
Number of RFPs, ITBs, and other formal purchasing processes.	45	38	30	30
Average number of documents recorded and filed each month.	80	80	80	80

\*YTD through December

**STAFFING SUMMARY**

Budgeted FTEs	10.00	10.00	11.00	9.00
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701: Central Services

10: Finance

**CITY OF ALBANY, OREGON**

**PROG 1035: Finance Department**

<b>Description</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Adopted</b>	<b>2017-2018 Revised</b>	<b>2018-2019 Adopted</b>	<b>Change Inc (Dec)</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 1,148,346	\$ 1,204,011	\$ 1,353,000	\$ 1,353,000	\$ 1,162,000	\$ (191,000)
Materials & Services	296,008	286,643	263,800	263,800	391,800	128,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,444,354</b>	<b>\$ 1,490,654</b>	<b>\$ 1,616,800</b>	<b>\$ 1,616,800</b>	<b>\$ 1,553,800</b>	<b>(3.90)%</b>

**PROGRAM NARRATIVE**

**CENTRAL SERVICES: COUNCIL & NONDEPARTMENTAL (701-11-1027)**

**Responsible Manager/Title:** Peter Troedsson, City Manager

**FUNCTIONS AND RESPONSIBILITIES**

- The seven-member City Council is responsible for establishing general policies that govern the functions and operations of the City, accomplished primarily through the adoption of ordinances and resolutions.
- The Council meets in regular meetings on 24 occasions during the year. In addition, many special meetings and Council work sessions are held to study upcoming issues and develop an understanding of their impacts upon the community.
- The Council oversees the development of a balanced budget that reflects changing costs, revenues, and constitutional limitations.
- The Council members represent the City in many areas of community activity; e.g., AMEDC, Linn-Benton Transit Committee, Cascades West Council of Governments, and Albany Visitors Association.
- The City Manager’s Office publishes *City Bridges* online monthly.
- The City Manager’s Office implements a multiyear Strategic Plan.
- The City Manager’s Office uses economic development resources to promote a healthy economy throughout the community.

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Safe City	09/17	Completed	<ul style="list-style-type: none"> <li>• Complete construction of new police and fire stations.</li> </ul>
Budget Year 2018-2019			
Healthy Economy	08/18		<ul style="list-style-type: none"> <li>• Initiate Urban Enterprise Zone.</li> </ul>
	12/18		<ul style="list-style-type: none"> <li>• Review Central Albany Revitalization Area prioritization and project list.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Continue support for Lochner Road Project.</li> </ul>

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Update the City’s Strategic Plan annually.	Yes	Yes	Yes	Yes

**STAFFING SUMMARY**

Budgeted FTEs	7.00	7.00	7.00	7.00
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701: Central Services  
11: City Manager's Office

**CITY OF ALBANY, OREGON**  
**PROG 1027: Council & Nondepartmental**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 15,703	\$ 16,708	\$ 17,800	\$ 17,800	\$ 17,800	\$ -
Materials & Services	201,819	189,119	187,600	187,600	240,300	52,700
<b>TOTAL EXPENDITURES</b>	<b>\$ 217,522</b>	<b>\$ 205,827</b>	<b>\$ 205,400</b>	<b>\$ 205,400</b>	<b>\$ 258,100</b>	<b>25.66 %</b>

**PROGRAM NARRATIVE**

**CENTRAL SERVICES: CITY MANAGER’S OFFICE (701-11-1028)**

**Responsible Manager/Title:** Peter Troedsson, City Manager

**FUNCTIONS AND RESPONSIBILITIES**

- Provide leadership, coordination, and management for the affairs of the City.
- Provide oversight for the City Attorney contract, budget development, legislative activities, and public information.
- Conduct annual review of City’s Strategic Plan.
- Monitor legislative sessions.
- Work with local businesses to assist with job creation.

**STRATEGIES/ACTIONS**

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	09/17	Completed	• Complete police and fire stations.
	09/17	Completed	• Begin recruitment process for Finance Director.
	10/17	In Progress	• Begin recruitment process for Human Resources Director.
Budget Year 2018-2019			
Effective Government	10/18		• Submit and receive ICMA Certificate of Excellence for 2018.
	05/19		• Conduct street maintenance outreach.

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018*</u>	<u>2018-2019</u>
Percent of departments that rate legal services as satisfactory or better.	91%	100%	100%	100%

\* actual YTD thru 1-26-18

**STAFFING SUMMARY**

Budgeted FTEs	4.70	3.70	4.70	6.70
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701: Central Services  
 11: City Manager's Office

**CITY OF ALBANY, OREGON**  
**PROG 1028: City Manager's Office**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>EXPENDITURES</b>						
Personnel Services	\$ 524,447	\$ 534,811	\$ 632,000	\$ 632,000	\$ 902,100	\$
Materials & Services	332,552	309,889	340,300	340,300	358,600	18,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 856,999</b>	<b>\$ 844,700</b>	<b>\$ 972,300</b>	<b>\$ 972,300</b>	<b>\$ 1,260,700</b>	<b>29.66 %</b>

**PROGRAM NARRATIVE**

**CENTRAL SERVICES: INFORMATION TECHNOLOGY (701-13-1030)**

**Responsible Manager/Title:** Jorge Salinas, Deputy City Manager/CIO

**FUNCTIONS AND RESPONSIBILITIES**

- Responsible for maintenance and support of network and virtual infrastructure, business applications, telephone system, server room operations, database systems, information system security, desktops, laptops, and mobile data terminals.
- Provide system support and IT project management services, including gathering requirements and mapping business processes.
- Provide web and graphics services to all City Departments.
- Manage software licensing program, assist departments in improving service through the effective use of technology, and provide limited software training to City employees.
- Provide IT Help Desk services to all City departments, including installation and configuration of software and hardware-related equipment.

**STRATEGIES/ACTIONS**

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	04/18	In Progress	• Phone system upgrade.
	01/18	Complete	• MS Office upgrade.
	03/18	In Progress	• Cybersecurity testing/analysis
	05/18	Postponed	• Evaluate the feasibility of deploying a 311 solution for the City.
Budget Year 2018-2019			
Effective Government	07/18		• APD Body Camera deployment.
	09/18		• Edge Firewall upgrade.
	11/18		• Multiple network switch upgrade.
	04/19		• Cybersecurity testing/analysis.

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of IT service requests per year.	6,165	6,764	4,565	5,400
Monthly average closed calls.	513	563.7	380	450
System availability.	99.99%	99.99%	99.99%	99.99%
Number of servers and workstations supported.	619	625	654	685
Timeliness of services provided (Excellent or Good)	92%	93.61%	90%	94.56%
Quality of services provided (Excellent or Good)	89.8%	91.49%	90%	93.34%

**STAFFING SUMMARY**

Budgeted FTEs	9.50	10.50	10.50	10.50
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Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 1,531,168	\$ 1,563,700	\$ 1,632,700	\$ 1,632,700	\$ 1,719,300	\$ 86,600
Miscellaneous Revenue	2,070	1,538	-	-	-	-
Investment Income	1,445	1,389	2,000	2,000	-	(2,000)
Transfers In	-	40,100	17,100	17,100	13,600	(3,500)
Beginning Balance	99,023	98,022	19,900	19,900	38,400	18,500
<b>TOTAL REVENUES</b>	<b>\$ 1,633,706</b>	<b>\$ 1,704,749</b>	<b>\$ 1,671,700</b>	<b>\$ 1,671,700</b>	<b>\$ 1,771,300</b>	<b>5.96 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 1,199,738	\$ 1,258,736	\$ 1,312,500	\$ 1,312,500	\$ 1,421,000	\$108,500
Materials & Services	335,945	373,771	359,200	359,200	350,300	(8,900)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,535,683</b>	<b>\$ 1,632,507</b>	<b>\$ 1,671,700</b>	<b>\$ 1,671,700</b>	<b>\$ 1,771,300</b>	<b>5.96 %</b>
<b>Prog 1030: Information Technology Services</b>						
<b>Revenues less Expenditures</b>	<b>98,023</b>	<b>72,242</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### CENTRAL SERVICES: GEOGRAPHIC INFORMATION SERVICES (701-13-2010)

**Responsible Manager/Title:** Richard Montague, Data Systems Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Coordinate the planning, implementation, and maintenance of a computerized Geographic Information System (GIS) accessible to all departments. Evaluate and implement significant software upgrades.
- Provide timely maintenance and enhancements for data sets including parcels, zoning, addressing, transportation, environmental, political, etc.
- Provide data and record-keeping services.
- Coordinate with other governmental agencies conducting mutually beneficial GIS projects, including Linn and Benton Counties and the cities of Corvallis and Lebanon.
- Provide mapping services, analysis, application development, GIS software, and GIS training to participating City departments.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018 Effective Government	1/18	Complete	<ul style="list-style-type: none"> <li>• Develop a routing map service and use it to enable the inspectors routing feature in Accela.</li> </ul>
	12/18	Complete	<ul style="list-style-type: none"> <li>• Work with Community Development to update the wetlands GIS layers to reflect new wetland delineations.</li> </ul>
	12/18	Postponed	<ul style="list-style-type: none"> <li>• Complete upgrade to ArcGIS 10.3.</li> </ul>
Budget Year 2018-2019 Effective Government	6/19		<ul style="list-style-type: none"> <li>• Develop a replacement for InfoHub.</li> </ul>
	10/18		<ul style="list-style-type: none"> <li>• Revamp City GIS web page to offer additional web maps for citizen use.</li> </ul>
	12/18 06/19		<ul style="list-style-type: none"> <li>• Complete upgrade to ArcGIS 10.6.</li> <li>• Complete aerial mapping update Project.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Complete or schedule GIS user requests within three working days.	90%	90%	90%	90%

As requests to create routine mapping and analysis products are received, GIS staff will review the project requirements with the submitting department. For smaller projects, GIS staff will complete the work within three working days of finalizing the project requirements. For larger projects, GIS staff will provide a schedule for completion of the project within three working days of finalizing the project requirements.

#### STAFFING SUMMARY

Budgeted FTEs	2.50	2.00	2.00	2.00
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701: Central Services  
 13: Information Technology

CITY OF ALBANY, OREGON

PROG 2010: GIS Services

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 298,270	\$ 426,010	\$ 457,400	\$ 457,400	\$ 454,000	\$ (3,400)
Investment Income	1,350	495	-	-	-	-
Beginning Balance	142,458	15,609	-	-	15,000	15,000
<b>TOTAL REVENUES</b>	<b>\$ 442,078</b>	<b>\$ 442,114</b>	<b>\$ 457,400</b>	<b>\$ 457,400</b>	<b>\$ 469,000</b>	<b>2.54 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 257,326	\$ 293,651	\$ 310,400	\$ 310,400	\$ 327,300	\$ 16,900
Materials & Services	169,143	124,480	147,000	147,000	141,700	(5,300)
<b>TOTAL EXPENDITURES</b>	<b>\$ 426,469</b>	<b>\$ 418,131</b>	<b>\$ 457,400</b>	<b>\$ 457,400</b>	<b>\$ 469,000</b>	<b>2.54 %</b>
<b>Prog 2010: GIS Services</b>						
<b>Revenues less Expenditures</b>	<b>15,609</b>	<b>23,983</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

**CENTRAL SERVICES: PERMIT TRACKING (701-13-2011)**  
**Responsible Manager/Title:** Jorge Salinas, Deputy City Manager/CIO

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### FUNCTIONS AND RESPONSIBILITIES

- Provide daily user support and guidance to using departments; develop documentation for system procedures.
  - Update Accela system to meet user expectations.
  - Design program reports for system users.
- 

### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Effective Government	12/17	In Progress	<ul style="list-style-type: none"><li>• Accela upgrade. This includes moving users to a new interface.</li></ul>
Budget Year 2018-2019			
Effective Government	12/18		<ul style="list-style-type: none"><li>• Continue to support Accela upgrades as required.</li></ul>

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### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Complete user requests within established customer expectations.	92%	93.61%	90%	95%

As requests for new enhancements and additions are received, the program analyst will review the requirements with the submitting department. For smaller projects, the analyst will complete the work within two working days of finalizing the project requirements. For larger projects, the analyst will provide a schedule for project completion within two working days of finalizing the project requirements.

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### STAFFING SUMMARY

Budgeted FTEs	0.50	0.50	0.50	0.50
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701: Central Services  
 13: Information Technology

CITY OF ALBANY, OREGON

PROG 2011: Permit Tracking

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 106,073	\$ 118,700	\$ 112,800	\$ 112,800	\$ 108,300	\$ (4,500)
Investment Income	111	(177)	-	-	-	-
Beginning Balance	12,249	5,197	8,000	8,000	-	(8,000)
<b>TOTAL REVENUES</b>	<b>\$ 118,433</b>	<b>\$ 123,720</b>	<b>\$ 120,800</b>	<b>\$ 120,800</b>	<b>\$ 108,300</b>	<b>(10.35)%</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 48,447	\$ 48,627	\$ 50,700	\$ 50,700	\$ 54,000	\$ 3,300
Materials & Services	64,790	71,112	70,100	70,100	54,300	(15,800)
<b>TOTAL EXPENDITURES</b>	<b>\$ 113,237</b>	<b>\$ 119,739</b>	<b>\$ 120,800</b>	<b>\$ 120,800</b>	<b>\$ 108,300</b>	<b>(10.35)%</b>
<b>Prog 2011: Permit Tracking</b>						
<b>Revenues less Expenditures</b>	<b>5,196</b>	<b>3,981</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

**CENTRAL SERVICES: HUMAN RESOURCES (701-14-1032)**  
**Responsible Manager/Title:** David Shaw, Human Resources Director

### FUNCTIONS AND RESPONSIBILITIES

- Provide leadership and expertise in attracting, retaining, and sustaining an effective and high-quality workforce committed to providing quality public service for a better Albany.
- Increase diversity of the City's applicant pools and workforce for underrepresented populations.
- Continue and enhance the Wellness Program and Benefits Committee.
- Provide recruitment, training and development, safety compliance, employee relations, benefit and compensation administration, and collective bargaining services to the City of Albany.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	09/17	Completed	<ul style="list-style-type: none"> <li>• Negotiate a fiscally responsible collective bargaining agreement with the Albany Police Association.</li> </ul>
	09/17	Completed	<ul style="list-style-type: none"> <li>• Negotiate a fiscally responsible collective bargaining agreement with the IAFF Local 845 Fire Union.</li> </ul>
	01/18	Completed for Police. Withdrawn for Fire.	<ul style="list-style-type: none"> <li>• Implement new health insurance plan and VEBA for IAFF Local 845 Fire Union and Albany Police Association employees.</li> </ul>
Budget Year 2018-2019			
Effective Government	08/18		<ul style="list-style-type: none"> <li>• Complete and implement an equal pay review.</li> </ul>
	08/18		<ul style="list-style-type: none"> <li>• Implement findings of classification and compensation study.</li> </ul>
	09/18		<ul style="list-style-type: none"> <li>• Negotiate a fiscally responsible collective bargaining agreement with the AFSCME Union (two contracts).</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018*</u>	<u>2018-2019</u>
Personnel Action forms processed.	761	832	795	850
Percent processed by monthly deadline.	99.7%	99.6%	99.8%	100%
Recruitments.	48	54	37	45
Applications processed.	1,896	3,196	1,671	3,000
FMLA cases.	91	62	30	60
Worker's Comp claims filed.	51	31	19	40

\* Numbers are through January 12, 2018.

### STAFFING SUMMARY

Budgeted FTEs	4.00	4.00	5.00	5.00
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701: Central Services

14: Human Resources

**CITY OF ALBANY, OREGON**

**PROG 1032: Human Resources**

<b>Description</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Adopted</b>	<b>2017-2018 Revised</b>	<b>2018-2019 Adopted</b>	<b>Change Inc (Dec)</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 527,666	\$ 550,529	\$ 691,300	\$ 691,300	\$ 750,400	\$ 59,100
Materials & Services	108,460	139,406	147,600	247,600	178,900	(68,700)
<b>TOTAL EXPENDITURES</b>	<b>\$ 636,126</b>	<b>\$ 689,935</b>	<b>\$ 838,900</b>	<b>\$ 938,900</b>	<b>\$ 929,300</b>	<b>(1.02)%</b>

## PROGRAM NARRATIVE

### Central Service Fund: Parks & Recreation Department, Facilities Maintenance (701-35-1033)

**Responsible Manager/Title:** Rick Barnett, Parks & Facilities Maintenance Manager

### FUNCTIONS AND RESPONSIBILITIES

- Provide both in-house and contractual services for building maintenance, repair, and renovation at seventeen City facilities including City Hall, libraries, fire stations, police station, park buildings, airport, train depot, Operations, and Transit.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	In Progress	<ul style="list-style-type: none"> <li>• Complete carpet replacement 1<sup>st</sup> and 2<sup>nd</sup> floors of City Hall.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Research solar power for Main Library and Fire Stations 12, 13 and 14.</li> </ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Research software upgrade of tracer summit HVAC system.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Budgeting for HVAC units at City Hall.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of work requests completed.	2,630	2,630	2,820	2,645
FTE per 50,000 sq. ft. of facilities.	.75	.75	.75	.75
Avg. cost per unit of service, in-house.	\$2.32 sq. ft.	\$2.34 sq. ft.	\$2.49 sq. ft.	\$2.35 sq. ft.

### STAFFING SUMMARY

Budgeted FTEs	3.50	3.50	3.50	3.50
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701: Central Services

35: Parks

**CITY OF ALBANY, OREGON**

**PROG 1033: Facilities Maintenance**

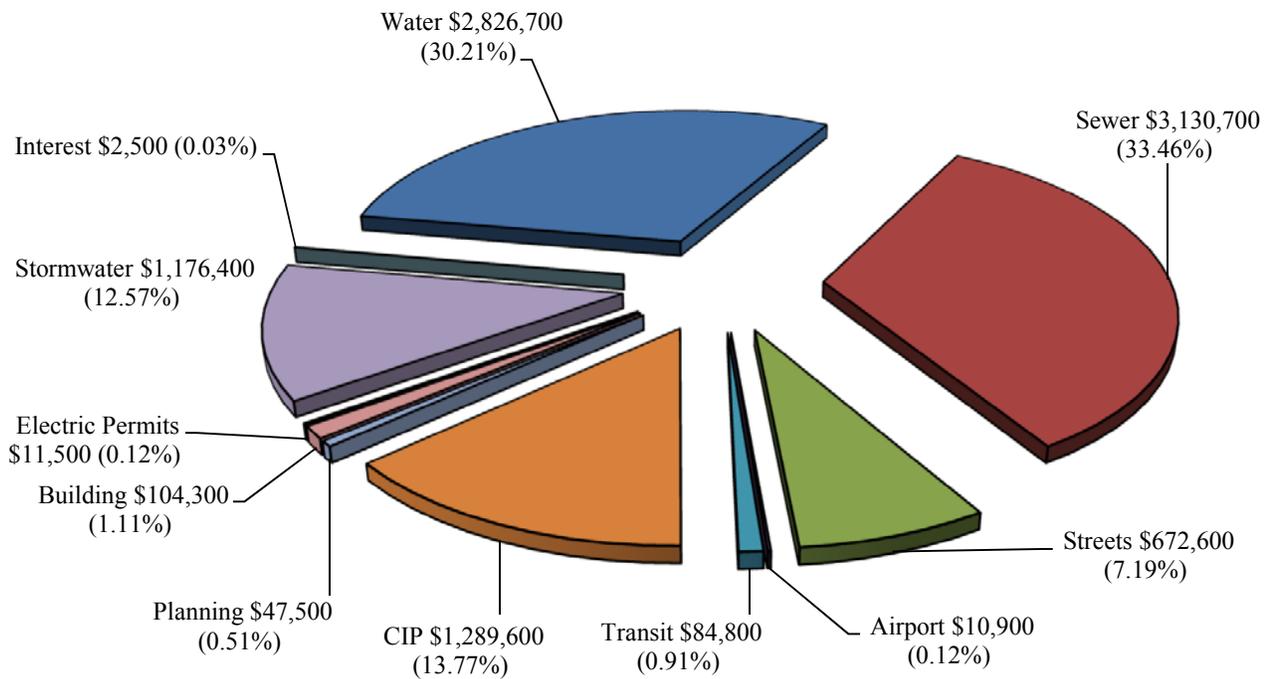
Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 552,984	\$ 761,300	\$ 789,000	\$ 789,000	\$ 820,200	\$ 31,200
Investment Income	719	1,062	-	-	-	-
Beginning Balance	148,105	299	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 701,808</b>	<b>\$ 762,661</b>	<b>\$ 789,000</b>	<b>\$ 789,000</b>	<b>\$ 820,200</b>	<b>3.95 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 346,941	\$ 353,484	\$ 375,000	\$ 375,000	\$ 393,700	\$ 18,700
Materials & Services	354,568	350,635	414,000	414,000	426,500	12,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 701,509</b>	<b>\$ 704,119</b>	<b>\$ 789,000</b>	<b>\$ 789,000</b>	<b>\$ 820,200</b>	<b>3.95 %</b>

<b>Prog 1033: Facilities Maintenance</b>						
<b>Revenues less Expenditures</b>	<b>299</b>	<b>58,542</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**PUBLIC WORKS CENTRAL SERVICES FUND  
RESOURCE DETAIL**

Resources	2015-16 Actual	2016-17 Actual	.....2017-18.....		2018-19 Adopted Budget	% Change from 2017-18	% of Fund Budget
			Adopted Budget	Revised Budget			
Dept Charges - Water	\$ 2,666,494	\$2,572,881	\$2,566,600	\$2,566,600	\$2,826,700	10.13%	30.02%
Dept Charges - Sewer	3,016,506	2,983,623	2,864,200	2,864,200	3,130,700	9.30%	33.25%
Dept Charges - Streets	744,188	806,998	634,600	634,600	672,600	5.99%	7.14%
Dept Charges - Airport	12,117	9,532	10,800	10,800	10,900	0.93%	0.12%
Dept Charges - Transit	77,390	88,188	114,800	114,800	84,800	(26.13%)	0.90%
Dept Charges - CIP	840,551	722,809	1,031,300	1,031,300	1,289,600	25.05%	13.69%
Dept Charges - Planning	35,421	29,912	36,300	36,300	47,500	30.85%	0.50%
Dept Charges - Bldg Inspection	82,546	69,316	77,400	77,400	104,300	34.75%	1.11%
Dept Charges - Elec Permit	10,466	7,516	8,600	8,600	11,500	33.72%	0.12%
Dept Charges - Stormwater	-	386,761	1,237,900	1,237,900	1,176,400	(4.97%)	12.49%
Miscellaneous Revenue	9,102	7,382	-	-	-	-	-
Interest	4,355	5,058	2,900	2,900	2,500	(13.79%)	0.03%
<b>Total Current Resources</b>	<b>7,499,136</b>	<b>7,689,976</b>	<b>8,585,400</b>	<b>8,585,400</b>	<b>9,357,500</b>	<b>8.99%</b>	<b>99.37%</b>
Beginning Balance	179,765	239,230	63,600	63,600	59,500	(6.45%)	0.63%
<b>Total Resources</b>	<b>\$ 7,678,901</b>	<b>\$7,929,206</b>	<b>\$8,649,000</b>	<b>\$8,649,000</b>	<b>\$9,417,000</b>	<b>8.88%</b>	<b>100.00%</b>

**SOURCE OF REVENUE - DEPARTMENTAL CHARGES FOR SERVICES**



**PUBLIC WORKS CENTRAL SERVICES FUND  
REQUIREMENT/STAFFING SUMMARIES**

<b>Program Requirements</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
PW Administration	\$1,183,061	\$1,058,388	\$1,184,100	\$1,184,100	\$1,356,500	\$1,356,500	\$1,356,500
Engineering Services	2,498,693	2,702,779	2,945,600	2,945,600	3,258,200	3,258,200	3,258,200
Operations Admin	528,614	508,660	566,100	566,100	641,300	641,300	641,300
Water Quality Control Service	356,224	363,637	523,700	523,700	549,700	549,700	549,700
PW Customer Services	1,186,257	1,238,315	1,391,100	1,391,100	1,489,700	1,489,700	1,489,700
Facilities & Maintenance							
Engineering	1,686,822	1,837,436	2,038,400	2,038,400	2,121,600	2,121,600	2,121,600
<b>Total Requirements</b>	<b>\$7,439,671</b>	<b>\$7,709,215</b>	<b>\$8,649,000</b>	<b>\$8,649,000</b>	<b>\$9,417,000</b>	<b>\$9,417,000</b>	<b>\$9,417,000</b>

**PW-Public Works**

<b>Requirements by Type</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Personnel	\$5,872,318	\$6,034,036	\$6,769,900	\$6,769,900	\$7,349,800	\$7,349,800	\$7,349,800
Materials & Services	1,567,354	1,675,179	1,879,100	1,879,100	2,067,200	2,067,200	2,067,200
<b>Total Requirements</b>	<b>\$7,439,672</b>	<b>\$7,709,215</b>	<b>\$8,649,000</b>	<b>\$8,649,000</b>	<b>\$9,417,000</b>	<b>\$9,417,000</b>	<b>\$9,417,000</b>

<b>Adopted Requirements by Program and Type</b>	Materials & Services		Adopted Budget	% of Fund Budget
	Personnel			
PW Administration	\$1,131,100	\$ 225,400	\$1,356,500	14.40%
Engineering Services	2,826,000	432,200	3,258,200	34.60%
Operations Admin	241,400	399,900	641,300	6.81%
Water Quality Control Service	471,500	78,200	549,700	5.84%
PW Customer Services	837,400	652,300	1,489,700	15.82%
Facilities & Maintenance				
Engineering	1,842,400	279,200	2,121,600	22.53%
<b>Total Requirements</b>	<b>7,349,800</b>	<b>2,067,200</b>	<b>\$9,417,000</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>78.05%</b>	<b>21.95%</b>	<b>100.00%</b>	

<b>Staffing Summary (FTE)</b>	2015-16	2016-17	.....2017-18.....		.....2018-19.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
PW Administration	10.000	10.000	9.000	9.000	9.000	9.000	9.000
Engineering Services	17.000	19.000	19.000	19.000	20.000	20.000	20.000
Operations Admin	2.000	1.000	1.000	1.000	1.000	1.000	1.000
Water Quality Control Service	3.000	3.000	4.000	4.000	4.000	4.000	4.000
PW Customer Services	9.000	9.000	9.000	9.000	9.000	9.000	9.000
Facilities & Maintenance							
Engineering	15.000	15.000	15.000	15.000	15.000	15.000	15.000
<b>Total FTE</b>	<b>56.000</b>	<b>57.000</b>	<b>57.000</b>	<b>57.000</b>	<b>58.000</b>	<b>58.000</b>	<b>58.000</b>

## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: PW ADMINISTRATION (705-50-2802)

**Responsible Manager/Title:** Jeff Blaine, P.E., Public Works Engineering and  
Community Development Director

#### FUNCTIONS AND RESPONSIBILITIES

- This program provides funding for Public Works Administration Charges, which is an overhead cost to the Public Works (PW) and Community Development (CD) Departments' programs in the Airport, Transit, Water, Sewer, Street, Stormwater, Planning, and Building Funds.
- Provides leadership and administrative support for all operations and functions of the Public Works and Community Development Departments.
- Provides process improvements in the administration of operation functions for the Department programs.
- Maintains American Public Works Association Accreditation (APWA) for best management practices.
- Provides priorities and direction for funding and budget expenditures.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	In Progress	<ul style="list-style-type: none"> <li>• Prepare for APWA reaccreditation.</li> </ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Complete APWA reaccreditation.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of years accredited by the American Public Works Association.	5	6	7	8

#### STAFFING SUMMARY

Budgeted FTEs	10.00	10.00	9.00	9.00
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Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 1,201,332	\$ 1,030,006	\$ 1,174,100	\$ 1,174,100	\$ 1,343,300	\$ 169,200
Miscellaneous Revenue	7,685	227	-	-	-	-
Investment Income	(1,427)	598	-	-	-	-
Transfers In	23,078	47,607	10,000	10,000	13,200	3,200
<b>TOTAL REVENUES</b>	<b>\$ 1,230,668</b>	<b>\$ 1,078,438</b>	<b>\$ 1,184,100</b>	<b>\$ 1,184,100</b>	<b>\$ 1,356,500</b>	<b>14.56 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 985,227	\$ 884,294	\$ 996,900	\$ 996,900	\$ 1,131,100	\$ 134,200
Materials & Services	197,834	174,095	187,200	187,200	225,400	20.41 %
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,183,061</b>	<b>\$ 1,058,389</b>	<b>\$ 1,184,100</b>	<b>\$ 1,184,100</b>	<b>\$ 1,356,500</b>	<b>14.56 %</b>
<b>Prog 2802: PW Administration</b>						
<b>Revenues less Expenditures</b>	<b>47,607</b>	<b>20,049</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: ENGINEERING SERVICES (705-50-2803)

**Responsible Manager/Title:** Staci Belcastro, P.E., City Engineer

#### FUNCTIONS AND RESPONSIBILITIES

- Manage the design and construction of capital improvement projects.
- Manage public improvements constructed through the Local Improvement District (LID) process. Includes efforts to form the district, prepare the engineer's report, conduct engineering designs, manage construction, and develop final assessments.
- Coordinate with developers through the Site Improvement (SI) Project process to evaluate the adequacy of existing infrastructure and to issue permits for privately constructed public improvements.
- Transportation management responsibilities include traffic engineering and design, transportation planning, and development review.
- Provide financial planning, System Development Charges (SDC) fee and rate-setting guidance, and policy development for the water, wastewater, stormwater, and transportation utilities.
- Provide long-range facility planning services for the City's water, wastewater, stormwater, and transportation facilities.
- Manage administration of the sewer lateral replacement program.
- Support Community Development in developing conditions of approval for land use applications.
- Manage the City's Erosion Prevention Sediment Control (EPSC) program for compliance with state of Oregon regulations and guidelines.
- Manage the City Post-Construction Stormwater Quality program for compliance with local, state, and federal regulations and guidelines.
- Oversee and develop the Bridge Maintenance Program. Provide interaction with the state highway department and subcontractor for National Bridge Inventory (NBI) bridge inspections.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Great Neighborhoods Safe City	06/18	In Progress	<ul style="list-style-type: none"> <li>• Complete wastewater SDC update.</li> </ul>
Budget Year 2018-2019			
Great Neighborhoods Safe City	06/19		<ul style="list-style-type: none"> <li>• Complete wastewater SDC update.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Complete stormwater master plan.</li> </ul>

**PROGRAM NARRATIVE (continued)**

**PUBLIC WORKS SERVICES FUND: ENGINEERING SERVICES (705-50-2803)**

**Responsible Manager/Title:** Staci Belcastro, P.E., City Engineer

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**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of new site improvement (SI) projects.	15	18	15	20
Number of capital projects in design or construction phase.	30	30	30	30
Number of local improvement district (LID) projects.	1	1	1	1
Number of sewer lateral replacement projects completed.	55	50	55	50
Number of development reviews performed annually.	65	65	55	63
Number of permits issued annually.	575	600	650	600
Update master plan every 10 to 15 years. Age of the current plan:				
Water master plan	11 yr	12 yr	13 yr	14 yr*
Wastewater master plan	17 yr	18 yr	19 yr	20 yr**
Transportation master plan	6 yr	7 yr	8 yr	9 yr
Storm drain master plan	27 yr	28 yr	29 yr	30 yr***

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**STAFFING SUMMARY**

Budgeted FTEs	17.00	19.00	19.00	20.00
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\*Water model update is three years old. Vine WTP evaluation is five years old.

\*\*Collection system master plan is three years old.

\*\*\*Stormwater master plan effort is underway.



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Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 2,493,981	\$ 2,688,048	\$ 2,931,000	\$ 2,931,000	\$ 3,243,800	\$312,800
Miscellaneous Revenue	797	2,985	-	-	-	-
Investment Income	2,546	1,161	1,000	1,000	1,000	-
Beginning Balance	70,881	69,512	13,600	13,600	13,400	(200)
<b>TOTAL REVENUES</b>	<b>\$ 2,568,205</b>	<b>\$ 2,761,706</b>	<b>\$ 2,945,600</b>	<b>\$ 2,945,600</b>	<b>\$ 3,258,200</b>	<b>10.61 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 2,201,575	\$ 2,392,876	\$ 2,540,300	\$ 2,540,300	\$ 2,826,000	\$285,700
Materials & Services	297,118	309,904	405,300	405,300	432,200	26,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,498,693</b>	<b>\$ 2,702,780</b>	<b>\$ 2,945,600</b>	<b>\$ 2,945,600</b>	<b>\$ 3,258,200</b>	<b>10.61 %</b>
<b>Prog 2803: Engineering Services</b>						
<b>Revenues less Expenditures</b>	<b>69,512</b>	<b>58,926</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: OPERATIONS ADMINISTRATION (705-50-2805)

Responsible Manager/Title: Chris Bailey, Public Works Operations Director

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#### FUNCTIONS AND RESPONSIBILITIES

- Provides management for the Operations work groups including Water Distribution, Wastewater Collection, Water and Wastewater Treatment Plants, Street Maintenance, Facilities Engineering, Transit, and Utility Facilities Maintenance.
- Provides emergency on-call service for Public Works.

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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2017-2018			
Safe City	06/18	In Progress	<ul style="list-style-type: none"><li>• Finalize Public Works Emergency Operations Plan.</li></ul>
Budget Year 2018-2019			
Safe City	04/19		<ul style="list-style-type: none"><li>• Complete deployment of Shake Alert sensors.</li></ul>

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#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Percent completion of Asset Management Program.	91%	93%	100%	100%
Percent completion of PW Emergency Operations Plan.	50%	60%	75%	90%

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#### STAFFING SUMMARY

Budgeted FTEs	2.00	1.00	1.00	1.00
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Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 551,536	\$ 504,040	\$ 555,400	\$ 555,400	\$ 630,800	\$ 75,400
Miscellaneous Revenue	411	512	-	-	-	-
Investment Income	1,006	1,158	700	700	700	-
Beginning Balance	9,953	34,291	10,000	10,000	9,800	(200)
<b>TOTAL REVENUES</b>	<b>\$ 562,906</b>	<b>\$ 540,001</b>	<b>\$ 566,100</b>	<b>\$ 566,100</b>	<b>\$ 641,300</b>	<b>13.28 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 254,410	\$ 196,621	\$ 223,100	\$ 223,100	\$ 241,400	\$ 18,300
Materials & Services	274,204	312,039	343,000	343,000	399,900	56,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 528,614</b>	<b>\$ 508,660</b>	<b>\$ 566,100</b>	<b>\$ 566,100</b>	<b>\$ 641,300</b>	<b>13.28 %</b>
<b>Prog 2805: Operations Admin</b>						
<b>Revenues less Expenditures</b>	<b>34,292</b>	<b>31,341</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: WATER QUALITY CONTROL SERVICES (705-50-2806)

**Responsible Manager/Title:** Kristin Preston, Wastewater Superintendent

#### FUNCTIONS AND RESPONSIBILITIES

- Provides outreach for citizens of Albany on water conservation, stormwater runoff, and other issues of concern to the City. Provides educational outreach to Albany schools on water and related environmental issues.
- Performs laboratory tests on canal samples, stormwater samples, biosolids, and other tests as required. Coordinates contract lab sample collection and testing.
- Provides water audits for Albany residents, identifies water conservation opportunities.
- Assists in developing City response to regulatory requirements relating to water quality, including federal and state stormwater, Total Maximum Daily Load (TMDL), and pretreatment requirements.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government Great Neighborhoods Safe City	06/18	Completed	<ul style="list-style-type: none"> <li>• Partner with the Parks Department and Calapooia Watershed Council on a restoration planting project along Periwinkle Creek in Bowman Park.</li> </ul>
	06/18	Completed	<ul style="list-style-type: none"> <li>• Complete a review of the City's TMDL implementation activities for the previous five years and submit a summary report to DEQ.</li> </ul>
Budget Year 2018-2019			
Effective Government Great Neighborhoods Safe City	06/19		<ul style="list-style-type: none"> <li>• Develop an outreach and education plan for TMDL and other departmental requirements.</li> </ul>
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Update and begin to implement the City's TMDL implementation plan for the next five years.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Number of residential water conservation audits performed.	3	5	5	5
Tons of trash removed from local streams.	11	5	5	5
Number of laboratory tests performed in-house.	2,488	1,773	1,700	1,700
Number of area students receiving outreach programs.	1,434	1,411	1,400	1,400
Number of outreach events attended or supported.	14	10	10	10
Number of storm system inlets marked.	59	282	100	100

#### STAFFING SUMMARY

Budgeted FTEs	3.00	3.00	4.00	4.00
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## PROG 2806: Water Quality Control Service

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 350,053	\$ 356,748	\$ 518,400	\$ 518,400	\$ 547,400	\$ 29,000
Miscellaneous Revenue	114	-	-	-	-	-
Investment Income	185	450	300	300	300	-
Beginning Balance	18,605	12,733	5,000	5,000	2,000	(3,000)
<b>TOTAL REVENUES</b>	<b>\$ 368,957</b>	<b>\$ 369,931</b>	<b>\$ 523,700</b>	<b>\$ 523,700</b>	<b>\$ 549,700</b>	<b>4.96 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 306,919	\$ 304,708	\$ 461,900	\$ 461,900	\$ 471,500	\$ 9,600
Materials & Services	49,305	58,929	61,800	61,800	78,200	16,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 356,224</b>	<b>\$ 363,637</b>	<b>\$ 523,700</b>	<b>\$ 523,700</b>	<b>\$ 549,700</b>	<b>4.96 %</b>
<b>Prog 2806: Water Quality Control Service</b>						
<b>Revenues less Expenditures</b>	<b>12,733</b>	<b>6,294</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: PW CUSTOMER SERVICES (705-50-2807)

**Responsible Manager/Title:** Jeff Babbitt, Public Works Business Manager

Developed by: Patty McInnes, Public Works Customer Service Supervisor

#### **FUNCTIONS AND RESPONSIBILITIES**

- Provide all services related to the billing and collection of revenues for the water, wastewater, and stormwater utilities.
- Provide all office and field customer service activities for water, sewer, and stormwater accounts served by the City of Albany.

#### **STRATEGIES/ACTIONS**

Strategic Plan Theme	Target Date	Status	Strategies/Actions
<b>Budget Year 2017-2018</b>			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"> <li>• Use billing inserts for communication with customers for Keep It Clean; What Not To Flush; etc.</li> </ul>
<b>Budget Year 2018-2019</b>			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Use billing inserts for communication with customers for Keep It Clean; What Not To Flush; etc.</li> </ul>

#### **PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Maintain the dollar amount of Utility Billing write-offs of uncollectible accounts at less than 0.5% of annual billings.	0.22%	0.20%	0.22%	0.25%
Online utility bill payments became active August 2010 – Number of transactions per year.	37,000	41,300	43,800	46,500
Online utility bill payments became active August 2010 – Dollar volume per year (in millions).	\$4.5M	\$5.0M	\$5.5M	\$5.8M

#### **STAFFING SUMMARY**

Budgeted FTEs	9.00	9.00	9.00	9.00
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705: Public Works Central Service  
 50: Public Works

**CITY OF ALBANY, OREGON**  
**PROG 2807: PW Customer Services**

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 1,189,299	\$ 1,233,701	\$ 1,381,100	\$ 1,381,100	\$ 1,478,100	\$ 97,000
Miscellaneous Revenue	-	-	-	-	-	-
Investment Income	481	222	-	-	-	-
Beginning Balance	19,550	23,072	10,000	10,000	11,600	1,600
<b>TOTAL REVENUES</b>	<b>\$ 1,209,330</b>	<b>\$ 1,256,995</b>	<b>\$ 1,391,100</b>	<b>\$ 1,391,100</b>	<b>\$ 1,489,700</b>	<b>7.09 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 712,597	\$ 661,669	\$ 787,800	\$ 787,800	\$ 837,400	\$ 49,600
Materials & Services	473,660	576,645	603,300	603,300	652,300	49,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,186,257</b>	<b>\$ 1,238,314</b>	<b>\$ 1,391,100</b>	<b>\$ 1,391,100</b>	<b>\$ 1,489,700</b>	<b>7.09 %</b>
<b>Prog 2807: PW Customer Services</b>						
<b>Revenues less Expenditures</b>	<b>23,073</b>	<b>18,681</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: FACILITIES & MAINTENANCE ENGINEERING (705-50-2809)

**Responsible Manager/Title:** Chris Bailey, Public Works Operations Director

Developed by: Mike Bryan, Public Works Technical Services Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Manage Public Works infrastructure asset data through the Cartegraph Maintenance Management Software (CMMS) system.
- Assist in the review of existing infrastructure condition reports and assist in developing plans for future rehabilitation/replacement work.
- Manage preventive, predictive, and corrective maintenance management tasks including repairs and replacement of the various pieces of equipment at the water treatment Pplants (WTPs) and Albany-Millersburg Water Reclamation Facility (A-M WRF) as well as all remote sites.
- Provide inventory support and control for the Operations department.
- Oversee and develop Supervisory Control and Data Acquisition (SCADA) automated process control and monitoring systems for the WTPs and A-M WRF and associated systems outside of the plants.
- Perform weekly, bi-weekly, monthly, six-month, and annual inspections of eight reservoirs, five water pump stations, and 16 sewer lift stations as well as performing large-scale preventive maintenance and repairs at the treatment facilities. Perform most of the fabrication work for all the sections in Public Works.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2017-2018			
Effective Government	06/18	Ongoing	<ul style="list-style-type: none"> <li>• Complete the integration of the new CMMS software.</li> </ul>
	06/18	Ongoing	<ul style="list-style-type: none"> <li>• Integrate new workflow processes within public works utilizing the new Order Management System (OMS).</li> </ul>
Budget Year 2018-2019			
Effective Government	06/19		<ul style="list-style-type: none"> <li>• Complete the integration of the new CMMS software including all field crews using tablet-based work order system.</li> </ul>
	06/19		<ul style="list-style-type: none"> <li>• Perform an independent outside security analysis of our complete automation system.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
<b>CMMS:</b>				
<b>Percent of total assets in the (New OMS) CMMS System</b>				
Water	0%	0%	60%	100%
Wastewater	0%	0%	45%	100%
Street Signs	0%	0%	100%	100%
Stormwater	0%	0%	35%	100%
<b>Maintenance:</b>				
Number of after-hours call-outs.	50	46	60	48
<b>SCADA:</b>				
Total number of data points monitored and managed.	31,600	31,611	33,388	36,133
Total number of SCADA-related computers supported.	88	98	101	106

#### STAFFING SUMMARY

Budgeted FTEs	15.00	15.00	15.00	15.00
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## PROG 2809: Facilities &amp; Maintenance Engineering

Description	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2018-2019 Adopted	Change Inc (Dec)
<b>REVENUES</b>						
Charges for Services	\$ 1,699,478	\$ 1,864,996	\$ 2,022,500	\$ 2,022,500	\$ 2,111,600	\$ 89,100
Miscellaneous Revenue	96	3,658	-	-	-	-
Investment Income	1,565	1,469	900	900	500	(400)
Beginning Balance	37,699	52,016	15,000	15,000	9,500	(5,500)
<b>TOTAL REVENUES</b>	<b>\$ 1,738,838</b>	<b>\$ 1,922,139</b>	<b>\$ 2,038,400</b>	<b>\$ 2,038,400</b>	<b>\$ 2,121,600</b>	<b>4.08 %</b>
<b>EXPENDITURES</b>						
Personnel Services	\$ 1,411,590	\$ 1,593,869	\$ 1,759,900	\$ 1,759,900	\$ 1,842,400	\$ 82,500
Materials & Services	275,232	243,567	278,500	278,500	279,200	700
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,686,822</b>	<b>\$ 1,837,436</b>	<b>\$ 2,038,400</b>	<b>\$ 2,038,400</b>	<b>\$ 2,121,600</b>	<b>4.08 %</b>
<b>Prog 2809: Facilities &amp; Maintenance Engineering</b>						
<b>Revenues less Expenditures</b>	<b>52,016</b>	<b>84,703</b>	<b>-</b>	<b>-</b>	<b>-</b>	



# CAPITAL BUDGET



## City Manager's Message

To the City Council and Citizens of Albany:

Capital planning is an integral part of Albany's strategic planning process. It provides a long-range plan for the improvement of the City's infrastructure, in support of the goals and objectives in our Strategic Plan. The 2019-2023 Capital Improvement Program (CIP) is a planning document that identifies anticipated capital projects over the next five years; it totals \$61.8 million. The CIP is developed in coordination with all City departments responsible for capital projects. Council-adopted policies and the City's Strategic Plan guide the development of the CIP.

The CIP is divided into eight categories, reflecting major functions of the City and organized alphabetically. Each of the eight sections outlines "Funded" and "Unfunded" projects. Wherever possible, we leverage technology and innovation to become more efficient in the use of limited capital resources as we invest or reinvest in City assets. But regardless of our success at leveraging resources, capital funds continue to be limited. Consequently, it's necessary to prioritize critical capital needs.

- Under **"Accessibility"** can be found projects that contribute to an inclusive infrastructure, enhancing the quality of life for all, and bringing the City into compliance with the Americans with Disabilities Act (ADA).
- In the section devoted to **"Parks"** are reflected the City's plans to provide recreational amenities for a growing population. However, these ambitious plans are hindered by a lack of reliable funding.
- The recent completion of the construction of the new Albany Police Station and Albany Fire Department's Station 11 makes the **"Public Facilities"** section relatively short. However, this section describes how planners continue to look for opportunities to exercise sound stewardship of the lifecycle costs associated with the City's buildings.
- Under **"Revitalization"** you'll have access to information about the projects which are due to be completed in the summer of 2018. However, the list of "unfunded projects" is long and the City and the ARA Board continue to work on prioritizing future investments.
- The **"Stormwater"** section describes the funding challenge in a developing area that requires increasing levels of investment to address failing infrastructure and respond to state and Federal regulatory requirements.
- Perhaps the most visible concern to Albany residents in 2018, is the state of the City's roads. The **"Transportation"** section, currently the longest section, describes the result of prioritizing maintenance of the City's 403 lane miles of arterial, collector, and local streets. The list of "Funded Projects" reflects this prioritization. The list of "Unfunded Projects" reflects the length and breadth of the existing requirements for investment in this area.
- The **"Wastewater"** section describes the City's attempts to grapple with a growing population, and a growing list of deficiencies. A lengthy list of funded projects is still only half of the list. The good news is that the highest priority project, the River Front Interceptor Lift Station and Force Main project, is now funded.
- In the section devoted to investments in the City's **"Water"** system, Albany citizens will see the minimum investments required to provide continued quality water services and support economic development within the City. They'll also have an opportunity to gain an appreciation for the quality of our system and the need to continue investing in the system to maintain that level of quality.



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The lists of “Unfunded Projects” in each section are lengthy, and they reflect the needs and desires of a growing and thriving community. In general, without appropriate levels of funding, substantial deferred maintenance will continue in street maintenance, transportation, and utility improvements. Opportunities to fund new transportation infrastructure or upgrade existing infrastructure are expected to be very limited.

In the summer of 2017, HB-2017 was passed, promising some limited funding for Albany’s street maintenance. Some of the revenues from this measure will go to the state highway system, but municipalities will also see some additional support for local streets and roads. Based on initial projections by the Oregon Department of Transportation, the legislation is estimated to result in additional annual revenues to the City of \$1.7 million once it is fully phased in over the next several years. The increased gas tax took effect on January 1, 2017; the City anticipates an additional \$800,000 in 2019, with revenues continuing to grow, until they level off at \$1.7 million in 2025.

In the development of our CIP, we allocate resources by evaluating the condition of the infrastructure, its level of use, and the long-term costs of continued deterioration. Projects that are funded are those which score the highest using these criteria. Projects that are deferred tend to be those that are least likely to have an immediate effect on the infrastructure. This prioritization strategy is necessary when resources are limited, but correspondingly the risk of infrastructure component failures increases when we cannot adequately invest in maintaining and preserving the life of the component.

The ongoing required operational expenses make it difficult to save for the inevitable need to replace or upgrade aging infrastructure. But these costs are unavoidable. Assets age - and the task of building, rebuilding and maintaining never ends. Our emphasis is on sound stewardship, and our engineering, parks, and public works staff strive continuously to maintain and improve the water, sewer, stormwater, street systems, the parks and city buildings, and all other capital assets in the City’s portfolio. Our staff in public works, and those who are entrusted with the care of our assets, provide an exemplary model for the stewardship of capital assets within a resource-constrained environment. The CIP is an important part of documenting this work and planning for the future of our City’s capital needs.

Respectfully submitted,

Peter Troedsson  
City Manager

## Decisions, Decisions, Decisions!

*Strategic planning will focus our community strategies and actions*

The City of Albany Strategic Plan is guided by three fundamental elements: our mission, our vision, and our core values. Our mission statement is based on the principles of high quality and continuous improvement. Our vision statement presents a compelling future toward which our strategic plan is directed. Both our mission and our vision are founded on basic values that guide all our actions and reflect what we expect from our employees and elected officials.

**Our Mission:** Providing quality public services for a better Albany community.

**Our Vision:** A vital and diverse community that promotes a high quality of life, great neighborhoods, balanced economic growth, and quality public services.

If our mission and vision statements are to have any meaning, they must be accompanied by deliberate planning efforts to move the organization and community toward a desired future. This requires clearly defined goals, proactive objectives, committed leadership, and effective management under significant forces of change. These forces include changing community demographics, new state and federal mandates, fiscal constraints, changing economic conditions, emerging technologies, and many other influences on our service delivery efforts. High-performing organizations are those that learn to anticipate and adapt to change by creating value for those we serve, and motivation and meaning for those who serve them. The best tool for accomplishing our community objectives is strategic planning. Therefore, the Albany City Council has developed a strategic plan.

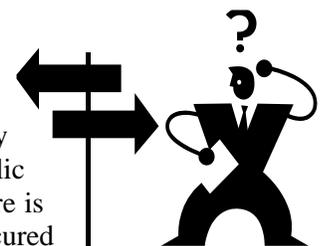
The four primary themes of the strategic plan are Great Neighborhoods, a Safe City, a Healthy Economy, and an Effective Government.

### 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 2018-2019. 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 accessibility, finance, parks, public facilities, revitalization, stormwater, transportation, wastewater, and water. There is also a community needs section showing the most important projects without secured



funding sources.

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. In certain cases, special emphasis by way of a signpost is shown for projects financed through General Obligation bonds or revenue bonds, along with those projects qualifying for System Development Charge funding for some or all of their costs.

Example:

**REVENUE BOND**

**SDC**

Each project has a unique CIP identification number attached to it. Related projects occurring in different areas, or over several years, are linked by use of a phase identifier. As a result, on any given project sheet, you will also see all the related projects regardless of the CIP section in which they appear.

Throughout the CIP document there are many commonly-used acronyms. The following list provides those most frequently used:

- AC – Asbestos Cement
- CARA – Central Albany Revitalization Area
- HDPE – High Density Polyethylene
- SDC – System Development Charges
- STP – Surface Transportation Program

## The CIP Process

Actually, it is fairly simple. This report is distributed to the City Council, Planning Commission, and Budget Committee and copies are made available to the public at the libraries, City Hall, and on the City's website. A joint work session of the City Council, Planning Commission, and Budget Committee is held to go over the proposed project list and give opportunity to ask questions to clarify issues and information.

Following the joint work session, a public hearing is held where everyone is invited to express feelings about these plans for the future. Following the public hearing process, the City Council revises the CIP as necessary and then adopts the final Program. This final version becomes the basis for projects found in the City Budget.

## Cross Check: Accomplishments and On-going Projects

The following list shows projects funded in prior CIPs and budgets that are currently in process or that have been revised or completed. Because these and earlier continuing projects have been authorized and funded, they no longer appear in the detail pages of the CIP.

## ACCESSIBILITY

### **IN PROCESS #2004, Phase 2, Improved Pedestrian Crossings at Transit Stops (Phase 2)**

Construction is currently scheduled for fall 2018.

### **IN PROCESS #2216 Dave Clark Path ADA Improvements**

Construction is currently scheduled for spring/summer 2018.

## PARKS

### **IN PROCESS #1892 Sunrise Park Playground Replacement**

Construction is currently scheduled for summer 2018.

### **IN PROCESS #2008 East Thornton Lake Natural Area Development**

Construction is currently scheduled for fall 2020.

## PUBLIC FACILITIES

### **COMPLETED #1334 Downtown Fire Station**

### **COMPLETED #1335 Police Station Replacement**

### **COMPLETED #2369 Fire Station 13 Parking Lot Replacement**

### **IN PROCESS #2179 Fire Station 14 Water Reclamation Project**

Construction is currently scheduled for fall 2018.

## REVITALIZATION

### **COMPLETED #2339 Albany Downtown Street Improvements**

### **ON GOING #1339 CARA Central Albany Building Revitalization Program**

This Central Albany Revitalization Area (CARA)-funded program offers technical assistance, loans, and grants for the private redevelopment of commercial structures, as well as funding for specific public infrastructure projects in the 919-acre Urban Renewal District.

## STORMWATER

### **IN PROCESS #1958 Stormwater Master Plan**

This project is currently underway with an estimated completion in summer 2019.

## TRANSPORTATION

### **COMPLETED #2283 Pedestrian Crossing Improvements**

### **COMPLETED #2305 Crocker Lane Street Improvements**

**IN PROCESS #1002, Phase 6 Hill Street: Queen Avenue to 24<sup>th</sup> Avenue**

Construction is currently scheduled for summer 2018.

**IN PROCESS #2124 Santa Maria Street Improvements**

Construction is currently scheduled for summer 2019.

**IN PROCESS #2225 Oak Street Rehabilitation – 34<sup>th</sup> to 38<sup>th</sup> Avenue**

Construction is currently scheduled for summer 2018.

**IN PROCESS #2378 24<sup>th</sup> Avenue & Geary Street Pedestrian Improvements**

Construction is currently scheduled for fall 2018.

WASTEWATER

**COMPLETED #2204 2017 Collection System Rehabilitation Projects**

**COMPLETED #2373 Hill Street Sewer Improvements**

**IN PROCESS #2215 2018 Collection System Rehabilitation Projects**

Construction is currently scheduled for summer 2018.

**IN PROCESS #2323 Cox Creek Interceptor Projects – P7**

Construction is currently scheduled for spring 2019.

**IN PROCESS #2324 Cox Creek Interceptor Projects – P8**

Construction is currently scheduled for spring 2019.

**IN PROCESS #2330 Cox Creek Interceptor Projects – P10A**

Construction is currently scheduled for spring 2019.

**IN PROCESS #2377 Santa Maria Sewer Extension**

Construction is currently scheduled for summer 2019.

WATER

**COMPLETED #1999 Albany-Millersburg Water Treatment Plant Sand Removal**

**COMPLETED #2315 Crocker LID Water Line**

**COMPLETED #2317 Downtown Water Line Improvements**

**COMPLETED #2318 Industrial Way Water Line**

**COMPLETED #2333 Maple, Broadway, and A-M WTP Reservoirs Seismic Valves**

**COMPLETED #2335 Vine Street Water Treatment Plant Improvements**

**IN PROCESS #1606 Lafayette, Cloverdale, Peach Tree, Cherry and Fairway Area**

Construction is currently scheduled for summer 2018.

**IN PROCESS #2187 Canal Diversion Structures**

Construction is currently scheduled for summer 2018.

**IN PROCESS #2290 Pine Meadows Water Line Replacement**

Construction is currently scheduled for summer 2018.

**IN PROCESS #2300 Oak Street Water Line – 34<sup>th</sup> to 38<sup>th</sup> Avenue**

Construction is currently scheduled for summer 2018.

**IN PROCESS #2314 Crown Zellerbach Gate Evaluation and Improvements**

Construction is currently scheduled for summer 2018.

**IN PROCESS #2319 Vine Street WTP Accelerator Improvements**

Construction is currently scheduled for summer 2018.

**IN PROCESS #2332 Backwash Ponds Improvements**

Construction is currently scheduled for summer 2018.

**IN PROCESS #2371 Santa Maria Water Line**

Construction is currently scheduled for summer 2019.

**DELETED #2337 Santiam-Albany Canal Bank Repair: 4<sup>th</sup> Avenue to 5<sup>th</sup> Avenue**

Construction cost estimates were significantly higher than anticipated. This project will be reprogrammed into the CIP.

## Got a Question?

Some of the information and issues in this report can be rather complex. If you are having trouble understanding something or have a question, your City staff stands ready and willing to provide the information you need.

For information please contact:

### **City Manager's Office**

Marilyn Smith, 541-917-7507

Management Assistant/Public Information Officer

[marilyn.smith@cityofalbany.net](mailto:marilyn.smith@cityofalbany.net)



# Paying for Capital Projects

*A preliminary look at financing, pending further decisions*

Let us make it clear right at the top: there is not enough money available 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 on the next page 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. As you can see, the relative amounts of money can vary significantly and can change from year to year based on the projects being constructed.

Grants are a one-time source of money. To rely on grants as a major source of improving our infrastructure is a precarious approach. The money may or may not be there and is available only through decisions made outside our community. While the City actively looks to get grants where available, we still have to provide our own source of money for a portion of the cost, even on grant projects.

Any given project can have funding from more than one source. For instance, a major sewer upgrade project may be funded by a combination of Sewer Rate revenue and Sewer Improvement System Development Charges (SDC) revenue. Each project in this CIP will have all funding sources clearly identified.



**What is a Fund?**  
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	2019	2020	2021	2022	2023	TOTAL
ADA Capital Reserves	\$0	\$0	\$0	\$0	\$199,000	\$199,000
City of Millersburg	\$94,200	\$0	\$0	\$0	\$0	\$94,200
Donations	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Grant - Unspecified	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Loan – State of Oregon	\$13,000,000	\$0	\$0	\$0	\$0	\$13,000,000
ODOT Immediate Opportunity Fund	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
Oregon SPWF Grant	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Oregon SPWF Loan	\$1,769,000	\$0	\$0	\$0	\$0	\$1,769,000
SDC Improvement - Parks	\$150,000	\$250,000	\$0	\$0	\$0	\$400,000
SDC Improvement - Sewer	\$617,000	\$0	\$0	\$0	\$0	\$617,000
SDC Improvement – Transportation	\$1,666,000	\$0	\$93,000	\$0	\$0	\$1,759,000
SDC Improvement – Water	\$0	\$0	\$0	\$0	\$700,000	\$700,000
SDC Reimbursement – Water	\$960,000	\$0	\$0	\$0	\$0	\$960,000
Sewer Rates/Operating Revenues	\$4,349,500	\$1,775,000	\$1,775,000	\$5,705,000	\$3,873,000	\$17,477,500
State of Oregon	\$0	\$238,000	\$459,000	\$0	\$0	\$697,000
State of Oregon STP - AAMPO	\$1,256,000	\$690,000	\$1,672,000	\$0	\$0	\$3,618,000
Street Capital Reserves	\$2,039,000	\$40,000	\$826,000	\$2,629,000	\$3,630,000	\$9,164,000
Water Rates/Operating Revenues	\$2,878,300	\$478,000	\$1,696,000	\$1,871,000	\$3,039,000	\$9,962,300
<b>TOTAL:</b>	<b>\$30,179,000</b>	<b>\$3,471,000</b>	<b>\$6,521,000</b>	<b>\$10,205,000</b>	<b>\$11,441,000</b>	<b>\$61,817,000</b>

## Financing Projects with Bonds or Loans

The City finances capital projects primarily through taxes and fees for service. In order to stretch the buying power of the available resources and to pay for big-ticket projects, the City may issue General Obligation bonds or revenue bonds. Bonds are sold in the worldwide financial marketplace in order to get the lowest interest rate possible. The federal tax code provides for municipal bonds that can be tax-exempt for the people or institutions that buy them. Because of this tax break, the interest rate is usually much lower than would be paid for a prime-rate loan from a bank. This saves the taxpayers money.

There are two types of bonds:

General Obligation (GO) bonds must be approved by a vote of the people before they can be issued. This is because GO bonds result in an additional property tax above and beyond the property tax otherwise paid. The bonds are secured by the revenue from the tax and the tax lasts only for the life of the bonds, usually 15 to 20 years.

Revenue bonds are not backed by property taxes and, in Albany, also require a vote of the people. Revenue bonds are repaid out of specific revenues, such as water rates for a water revenue bond.

In addition to bonds, the City can secure a loan from a bank or other source. It is important to remember bonds and loans are not a source of revenue; they are financing tools. The sources of revenue to pay for the projects are the taxes or rates that secure the bonds or loan.

## The Five-Year Plan in a Snapshot

The following table shows the total cost of projects authorized in each of the next five years for each major category of capital projects. Some projects will be paid for in a single year, while other projects will take three years or more to complete.

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	2019	2020	2021	2022	2023	TOTAL
Accessibility	\$0	\$0	\$0	\$0	\$199,000	\$199,000
Parks	\$250,000	\$250,000	\$0	\$0	\$0	\$500,000
Public Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Revitalization	\$0	\$0	\$0	\$0	\$0	\$0
Stormwater	\$0	\$0	\$0	\$0	\$0	\$0
Transportation	\$8,030,000	\$968,000	\$3,050,000	\$2,629,000	\$3,630,000	\$18,307,000
Wastewater	\$17,994,000	\$1,775,000	\$1,775,000	\$5,705,000	\$3,873,000	\$31,122,000
Water	\$3,905,000	\$478,000	\$1,696,000	\$1,871,000	\$3,739,000	\$11,689,000
<b>GRAND TOTALS:</b>	<b>\$30,179,000</b>	<b>\$3,471,000</b>	<b>\$6,521,000</b>	<b>\$10,205,000</b>	<b>\$11,441,000</b>	<b>\$61,817,000</b>



### Major Needs that Remain Unfunded

*Projects to strengthen our community...if funding is made available*

This section of the CIP highlights projects that are considered important but don't have a funding plan identified.

#### Central Albany Revitalization

Central Albany remains a focus for public and private redevelopment and economic development activity. While CARA funding has stimulated significant private investment, completion of the vision for central Albany will require spending beyond the scope of the renewal agency. The following are among the projects that do not have fully identified funding:

- Public Spaces – The Central Albany Land Use and Transportation Study (CALUTS) Plan and the Town Center Plan call for a suite of public spaces designed to enhance the central Albany area, provide spatial organizing elements, offer alternate transportation options, and stimulate private investment.
- Water Avenue – The Water Avenue Streetscape Design Guide (2008) calls for reconstruction of Water Avenue from Washington Street to Main Street. This will be a key investment to support redevelopment of parcels along the river, including the riverfront housing in the Town Center Plan concept. The scope and timing of this project is currently being reviewed by CARA.

#### Park Repair and Replacement Needs

There is a significant backlog of park repair and replacement projects. Examples of these projects include the replacement of unsafe, 35-year-old playgrounds; ball field lighting systems; irrigation systems; walks and parking lots; and park buildings/structures. The 2006 Parks Master Plan proposes several projects that would address many of these needs through a funding mix including Parks SDCs, annual operating dollars, private donations, and grants. Currently, the total backlog is estimated at \$3.5 million. However, these funds have not yet been secured. Without a new funding source, the backlog will not be adequately addressed, requiring that facilities and equipment may be closed or removed when no longer serviceable.

#### Fire and Police Departments

- Both Fire and Police emergency responders lack adequate local training facilities to develop new skills and maintain proficiency and current capabilities. Emergency responders' skills must be maintained to safely and adequately handle the numerous high-risk and hazardous events they encounter. The existing training tower and Fire Station 11 were demolished to accommodate construction of a new main fire station. Construction of the new station did not include replacing the training tower. A functional tower is an important training aid for firefighters, and the lack of a tower can have an impact on the fire department's Insurance Services Office rating and ultimately the fire insurance rates paid by our community. At this time, the best solution is to relocate the City bus storage from behind Fire Station 12, build a new training tower, and enhance the training capabilities at that location.

- Fire and Police facilities need to be maintained. One of the four fire stations parking lots is being replaced this year for an estimated cost of over \$100,000. The asphalt around Fire Station 12 on 34<sup>th</sup> Street needs to be replaced at a price of approximately \$200,000. A direct funding source is not available and this is creating significant maintenance issues for the Fire Department.
- Fire Department emergency communications systems and radios need to be upgraded and replaced. Current emergency radios have reached the end of their life span and are failing and a new County-wide radio system is needed. An adequate radio directly relates to firefighter safety as firefighters must be able to communicate appropriately with command staff and dispatch during a critical emergency event. This is a major project that will require much coordination and funding from multiple agencies or an outside grant. As a City, we must identify the best course of action to replace our aging system and then funds must be allocated to implement a new system.

## Street Construction and Preventative Maintenance

The needs for street repair and improvement continue to grow while funding remains relatively stagnant and insufficient to address needs. A recent increase in the state gas tax will help but won't be enough to fully fund proper repair and maintenance of the City's pavement infrastructure. Collector and arterial streets alone require an estimated onetime investment of \$20M to improve the worst streets and an ongoing annual investment of approximately \$5M to keep them in decent condition (Council goal is a minimum Pavement Condition Index (PCI) of 60). Current revenues fall substantially short of these funding levels. Residential streets also require maintenance, further expanding the funding gap.

Without adequate maintenance, roads will continue to deteriorate and ultimately require full reconstruction. Reconstruction of streets is several times more expensive than ongoing repair and preventative maintenance.

## Stormwater Infrastructure

In 2017 the City took action to establish a stormwater utility; thus creating the framework for a dedicated funding source for stormwater activities. Initial service charges were set to primarily cover the limited stormwater activities already conducted by the City but previously funded using sewer and street funds. Initial service charges will not support an asset management approach to managing our infrastructure, as is done for the water and sewer utilities. An asset management approach is important to identify and replace failing pipes to prevent disruptions of service, street flooding, and property damage. With 50% of the stormwater system inspected so far, approximately \$20M in required improvements has been identified to address pipe that have failed or are anticipated to fail within the next 10 years. If the remaining half of the system is in similar condition, this unfunded need grows to \$40M.

The City is also undergoing a significant stormwater planning effort. The new stormwater plan will identify short- and long-term capital improvements to address capacity constraints throughout the system and utility extensions to serve growth. Looking ahead, it will be important to secure additional funding to support an asset management approach for O&M activities, replace failing pipes, and replace undersized pipes.

## Residential Utility Services

Several pockets of residential areas within city limits remain without City utilities. Most were annexed after development under county jurisdiction, and most are characterized by moderate income households and modest homes.

## Albany Train/Multimodal Station

The Albany train/multimodal station has been a great success. The station is seeing high volumes of use and often the existing parking is near or at capacity. To allow continued growth of the multiple transportation services using the station to service the region, additional space for parking will need to be developed.

**SCHEDULE OF CAPITAL EQUIPMENT**  
**Fiscal Year 2018-2019**

<b>Department:</b>				
<b>Program Name</b>	<b>(Program Number)</b>	<b>Capital Description</b>	<b>Budget Amount</b>	<b>Fund Total</b>
<b>Fire Department:</b>				
Fire Emergency Services	(100-25-1208)	Training Burn Prop	\$ 40,000	
		Trench Rescue Struts	10,000	\$ 50,000
Equipment Replacement	(217-10-1010)	Replace Medic Unit 127	\$ 140,000	
		Replace Medic Unit 129	230,000	
		Type 1 Engine Replacement	550,000	\$ 920,000
<b>Total Fire Department</b>				<b>\$970,000</b>
<b>Parks &amp; Recreation Department:</b>				
Aquatics	(202-35-1410)	Low Dive Board	\$ 16,000	
				\$ 16,000
<b>Total Parks &amp; Recreation Department</b>				<b>\$16,000</b>
<b>Public Works Department:</b>				
Airport	(211-50-1115)	South FBO HVAC System	\$ 30,000	
		VASI Replacement	50,000	\$ 80,000
Equipment Replacement	(217-10-1010)	Replace Vehicle 553-02	\$ 70,000	
		Replace Vehicle 523-00	76,000	\$ 146,000
Wastewater Treatment Plant	(601-50-2404)	WT2 A-M Water Plant server fire suppression	\$ 1,200	
		Security assessment of telemetry system	1,500	
		PLC equipment: WT1 RTU polling station	4,000	
		WT1 telemetry antenna extension	4,800	
		Expand PCL I/O in WRF blower room	18,000	
		Upgrade Allen Bradley ControlLogix WRF	24,000	\$ 53,500
Wastewater Collections	(601-50-2405)	WT2 A-M Water Plant server fire suppression	\$ 600	
		PLC equipment: WT1 RTU polling station	4,000	
		Security assessment of telemetry system	4,500	
		WT1 telemetry antenna extension	4,800	
		Open flow channel device	5,600	
		Flow meter: Columbus lift station	10,000	
		FLODAR monitoring: Montgomery OF	14,000	\$ 43,500
TWG Wetlands	(601-50-2411)	Open flow channel device	\$ 2,800	\$ 2,800
Sewer Equipment Replacement	(601-50-2501)	Replace vehicle 602-10	\$ 15,000	
		Replace vehicle 613-02	30,000	\$ 45,000

**SCHEDULE OF CAPITAL EQUIPMENT**  
**Fiscal Year 2018-2019**  
**Continued**

**Public Works Department (continued):**

Water Canal (615-50-2204)	WT2 A-M Water Plant server fire suppression Security assessment of telemetry system Open flow channel device Upgrade lease line equipment: Diversion Dam PLC equipment: WT1 RTU polling station WT1 telemetry antenna extension FLODAR monitoring: Montgomery OF Compact tracked loader with mower	\$ 600 3,000 5,600 8,000 8,000 9,600 14,000 70,000	\$ 118,800
Vine Street WTP (615-50-2205)	Security assessment of telemetry system WT2 A-M Water Plant server fire suppression PLC equipment: WT1 RTU polling station WT1 telemetry antenna extension	\$ 1,500 2,400 4,000 4,800	\$ 12,700
Water Distribution (615-50-2206)	WT2 A-M Water Plant server fire suppression Security assessment of telemetry system MB05 hydraulic breaker attachment 934-17 Flow meter: 34 <sup>th</sup> Street reservoir Flow meter: Old Salem Road vault PLC equipment: WT1 RTU polling station WT1 telemetry antenna extension Cathodic protection: Valley View Dr tanks	\$ 1,200 3,000 8,900 10,000 10,000 16,000 19,200 25,000	\$ 93,300
Albany-Millersburg WTP (615-50-2207)	Security assessment of telemetry system PLC equipment: WT1 RTU polling station WT1 telemetry antenna extension WT2 A-M Water Plant server fire suppression	\$ 1,500 4,000 4,800 6,000	\$ 16,300
Water Equipment Replacement (615-50-2311)	Replace asset 931-00	\$ 5,700	\$ 5,700
<b>Total Public Works Department</b>			<b>\$617,600</b>

**TOTAL CAPITAL EQUIPMENT**

**\$1,603,600**

**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2018-19**

The City evaluates its service delivery systems according to established efficiency and effectiveness criteria to determine whether a service should be provided with staff or by contract. It is the policy of the City to make every effort to construct public improvements at the least cost to the citizens of Albany. The following summary lists projects included in the 2018-19 budget. The projects may also be included in the City's five-year Capital Improvements Program (CIP) for 2019-2024.

Project Description	Total	General Fund	Parks & Recreation	Grants	Risk Management	Economic Development	Public Transit
<b>CAPITAL PROJECTS</b>							
Capital Equipment	1,603,600	\$ 50,000	\$ 16,000	\$ -	\$ -	\$ 80,000	\$ -
Building Improvements	36,200	-	-	36,200	-	-	-
Albany Data Integration	532,600	-	-	-	-	-	-
AGIS Taxiway Construction	308,000	-	-	308,000	-	-	-
FTA 5307 -1% Safety Purchase	11,300	-	-	-	-	-	11,300
Renovation Projects	108,900	-	108,900	-	-	-	-
Comm Dev - Accessibility	58,000	-	-	58,000	-	-	-
Comm Dev - Public Improvements	40,000	-	-	40,000	-	-	-
Timber Ridge Park Purchase	120,000	-	120,000	-	-	-	-
Pickelball Courts	150,000	-	150,000	-	-	-	-
Lochner Road Improvements	3,669,000	-	-	-	-	3,669,000	-
Sidewalk Infill Program	15,000	-	-	-	-	-	-
AR-17-02 Apron Improvements	925,000	-	-	925,000	-	-	-
SD-19-01 Planning	35,400	-	-	-	-	-	-
SD-19-02 Planting	26,100	-	-	-	-	-	-
SS-17-01 Cox Creek Interceptor P7	1,400,000	-	-	-	-	-	-
SS-17-02 Cox Creek Interceptor P8	1,184,500	-	-	-	-	-	-
SS-17-05 Cox Creek Interceptor P10A	1,290,000	-	-	-	-	-	-
SS-18-01 2018 Collection System Rehab	1,168,000	-	-	-	-	-	-
SS-18-03 Santa Maria Sewer Imp	783,000	-	-	-	-	-	-
SS-18-05 Van Vleet: Jackson & 9th	200,000	-	-	-	-	-	-
SS-19-01 2019 Collection System Rehab.	1,750,000	-	-	-	-	-	-
SS-19-02 Cox Creek Interceptor	2,294,000	-	-	-	-	-	-
SS-19-03 2019 Sewer Point Repairs	275,000	-	-	-	-	-	-
SS-19-04 14th & Oak Lift Station Upgrade	125,000	-	-	-	-	-	-
SS-19-05 Riverfront Interceptor	13,000,000	-	-	-	-	-	-
SS-19-07 Skyline Terrace Sewer Main	60,000	-	-	-	-	-	-
ST-13-05 Corvallis Albany Path	304,500	-	-	-	-	-	-
ST-16-01 Transit Stop Ped Imp (Ph 2)	180,000	-	-	-	-	-	-
ST-16-02 Crocker Lane & Valley View Dr	50,000	-	-	-	-	-	-
ST-17-01 Oak Street Rehab 34th-38th	793,000	-	-	-	-	-	-
ST-18-01 Hill St, Queen to 24th	2,700,000	-	-	-	-	-	-
ST-18-02 Santa Maria Street Imp	1,430,000	-	-	-	-	-	-
Street Capital & Restoration	135,000	-	-	-	-	-	-
ST-19-03 Hill Street: 24th-34th Ave	3,821,000	-	-	-	-	-	-
Crocker & Gibson Hill Traffic Stop	500,000	-	-	-	-	-	-
WC-13-01 Canal Diversion Structures	270,000	-	-	-	-	-	-
WC-16-01 CZ Gates Improvements	780,000	-	-	-	-	-	-
WL-17-03 Oak Street WL 34th-38th	265,000	-	-	-	-	-	-
WC-17-01 Raised Canal Embankment	50,000	-	-	-	-	-	-
WL-18-01 Lafayette et al WL	1,120,000	-	-	-	-	-	-
WL-18-02 Pine Meadows WL Repl	920,000	-	-	-	-	-	-
WL-18-03 Santa Maria WL	309,700	-	-	-	-	-	-
WL-19-02 Hill Street: 24th-34th Avenue	2,105,000	-	-	-	-	-	-
WL-19-01 Belmont Avenue WL	1,100,000	-	-	-	-	-	-
WTP-17-01 Ponds Imp	320,000	-	-	-	-	-	-
WTP-18-01 Vine St WTP Accelerator Imp	527,000	-	-	-	-	-	-
WTP-19-01 AM WTP Intake Generator	400,000	-	-	-	-	-	-
WTP-19-02 Vine WTP Improvements	300,000	-	-	-	-	-	-
WWTP-13-01 WRF Solids Handling Imp Proj	500,000	-	-	-	-	-	-
WWTP-19-01 AM WRF Vertical Loop	275,000	-	-	-	-	-	-
Water Capital Projects	200,000	-	-	-	-	-	-
<b>Capital Project Totals</b>	<b>50,523,800</b>	<b>50,000</b>	<b>394,900</b>	<b>1,367,200</b>	<b>-</b>	<b>3,749,000</b>	<b>11,300</b>

Capital Replacement	Street	Capital Projects	Sewer	Water	Stormwater	Project Description
\$ 1,066,000	\$ -	\$ -	\$ 144,800	\$ 246,800	\$ -	<b>CAPITAL PROJECTS</b>
-	-	-	-	-	-	- Capital Equipment
-	-	532,600	-	-	-	- Building Improvements
-	-	-	-	-	-	- Albany Data Integration
-	-	-	-	-	-	- AGIS Taxiway Construction
-	-	-	-	-	-	- FTA 5307 -1% Safety Purchase
-	-	-	-	-	-	- Renovation Projects
-	-	-	-	-	-	- Comm Dev - Accessibility
-	-	-	-	-	-	- Comm Dev - Public Improvements
-	-	-	-	-	-	- Timber Ridge Park Purchase
-	-	-	-	-	-	- Pickelball Courts
-	-	-	-	-	-	- Lochner Road Improvements
-	15,000	-	-	-	-	- Sidewalk Infill Program
-	-	-	-	-	-	- AR-17-02 Apron Improvements
-	-	-	-	-	35,400	- SD-19-01 Planning
-	-	-	-	-	26,100	- SD-19-02 Planting
-	-	-	1,400,000	-	-	- SS-17-01 Cox Creek Interceptor P7
-	-	-	1,184,500	-	-	- SS-17-02 Cox Creek Interceptor P8
-	-	-	1,290,000	-	-	- SS-17-05 Cox Creek Interceptor P10A
-	-	-	1,168,000	-	-	- SS-18-01 2018 Collection System Rehab
-	-	-	783,000	-	-	- SS-18-03 Santa Maria Sewer Imp
-	-	-	200,000	-	-	- SS-18-05 Van Vleet: Jackson & 9th
-	-	-	1,750,000	-	-	- SS-19-01 2019 Collection System Rehab.
-	-	-	2,294,000	-	-	- SS-19-02 Cox Creek Interceptor
-	-	-	275,000	-	-	- SS-19-03 2019 Sewer Point Repairs
-	-	-	125,000	-	-	- SS-19-04 14th & Oak Lift Station Upgrade
-	-	-	13,000,000	-	-	- SS-19-05 Riverfront Interceptor
-	-	-	60,000	-	-	- SS-19-07 Skyline Terrace Sewer Main
-	304,500	-	-	-	-	- ST-13-05 Corvallis Albany Path
-	180,000	-	-	-	-	- ST-16-01 Transit Stop Ped Imp (Ph 2)
-	-	50,000	-	-	-	- ST-16-02 Crocker Lane & Valley View Dr
-	793,000	-	-	-	-	- ST-17-01 Oak Street Rehab 34th-38th
-	2,700,000	-	-	-	-	- ST-18-01 Hill St, Queen to 24th
-	1,430,000	-	-	-	-	- ST-18-02 Santa Maria Street Imp
-	135,000	-	-	-	-	- Street Capital & Restoration
-	3,821,000	-	-	-	-	- ST-19-03 Hill Street: 24th-34th Ave
-	500,000	-	-	-	-	- Crocker & Gibson Hill Traffic Stop
-	-	-	-	270,000	-	- WC-13-01 Canal Diversion Structures
-	-	-	-	780,000	-	- WC-16-01 CZ Gates Improvements
-	-	-	-	265,000	-	- WL-17-03 Oak Street WL 34th-38th
-	-	-	-	50,000	-	- WC-17-01 Raised Canal Embankment
-	-	-	-	1,120,000	-	- WL-18-01 Lafayette et al WL
-	-	-	-	920,000	-	- WL-18-02 Pine Meadows WL Repl
-	-	-	-	309,700	-	- WL-18-03 Santa Maria WL
-	-	-	-	2,105,000	-	- WL-19-02 Hill Street: 24th-34th Avenue
-	-	-	-	1,100,000	-	- WL-19-01 Belmont Avenue WL
-	-	-	-	320,000	-	- WTP-17-01 Ponds Imp
-	-	-	-	527,000	-	- WTP-18-01 Vine St WTP Accelerator Imp
-	-	-	-	400,000	-	- WTP-19-01 AM WTP Intake Generator
-	-	-	-	300,000	-	- WTP-19-02 Vine WTP Improvements
-	-	-	500,000	-	-	- WWTP-13-01 WRF Solids Handling Imp Proj
-	-	-	275,000	-	-	- WWTP-19-01 AM WRF Vertical Loop
-	-	-	-	200,000	-	- Water Capital Projects
1,066,000	9,878,500	582,600	24,449,300	8,913,500	61,500	Capital Project Totals

continued

SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2018-19, continued

Project Description	Total	General Fund	Parks & Recreation	Grants	Risk Management	Economic Development	Public Transit
<b>CAPITAL RESERVES</b>							
Reserve: Pipe Over-sizing	20,000	-	-	-	-	-	-
Reserve: Connection Fees	872,600	-	-	-	-	-	-
Reserve: Replacement	5,714,300	-	-	-	-	-	-
Reserve: Equipment Replacement	1,446,400	-	-	-	-	-	-
Reserve: Street Connection Fees	292,900	-	-	-	-	-	-
Reserve: Building Maintenance	145,100	-	-	-	-	-	-
Reserve: Capital Projects	11,955,800	-	1,614,800	-	-	37,100	-
Reserve: Parks Capital Projects	50,000	-	50,000	-	-	-	-
Reserve: PepsiCo Settlement	770,600	-	-	-	770,600	-	-
Reserve: Facilities Maintenance	174,000	-	-	-	-	174,000	-
Reserve: Facilities Replacement	350,700	-	-	-	-	-	-
Reserve: Monteith House	4,900	-	-	-	-	-	-
Reserve: Waverly RH Land Mod Dep - WM	203,300	-	-	-	-	-	-
Reserve: Siemens Settlement	3,753,000	-	-	-	-	-	-
Reserve: Albany Transit	15,000	-	-	-	-	-	-
Reserve: Street Capital	94,000	-	-	-	-	-	-
Reserve: Stormwater Capital	4,000	-	-	-	-	-	-
Reserve: Stormwater Deferred Planting	5,000	-	-	-	-	-	-
Reserve: Stormwater In-Lieu-of Planting	5,000	-	-	-	-	-	-
Reserve: ODOT Safety Grant Match	30,000	-	-	-	-	-	-
Reserve: Lochner Road Imp	-	-	-	-	-	-	-
Reserve: Energy Trust	38,200	-	-	-	-	-	-
Reserve: Stormwater Drain Connection	187,600	-	-	-	-	-	-
Reserve Bus Barn	350,700	-	-	-	-	-	-
Reserve: City Hall HVAC	12,500	-	-	-	-	-	-
Reserve: Membrane Replacement	170,000	-	-	-	-	-	-
Total Capital Reserves	26,665,600	-	1,664,800	-	770,600	211,100	-
Grand Totals	77,189,400	\$ 50,000	\$ 2,059,700	\$ 1,367,200	\$ 770,600	\$ 3,960,100	\$ 11,300

Capital Replacement	Street	Capital Projects	Sewer	Water	Stormwater	Project Description
<b>CAPITAL RESERVES</b>						
-	-	-	10,000	10,000	-	Reserve: Pipe Over-sizing
-	-	-	489,900	382,700	-	Reserve: Connection Fees
5,714,300	-	-	-	-	-	Reserve: Replacement
-	-	-	757,100	549,700	139,600	Reserve: Equipment Replacement
-	292,900	-	-	-	-	Reserve: Street Connection Fees
145,100	-	-	-	-	-	Reserve: Building Maintenance
-	3,602,500	924,700	3,459,000	2,317,700	-	Reserve: Capital Projects
-	-	-	-	-	-	Reserve: Parks Capital Projects
-	-	-	-	-	-	Reserve: PepsiCo Settlement
-	-	-	-	-	-	Reserve: Facilities Maintenance
350,700	-	-	-	-	-	Reserve: Facilities Replacement
4,900	-	-	-	-	-	Reserve: Monteith House
-	203,300	-	-	-	-	Reserve: Waverly RH Land Mod Dep - WM
-	-	-	3,753,000	-	-	Reserve: Siemens Settlement
-	15,000	-	-	-	-	Reserve: Albany Transit
-	94,000	-	-	-	-	Reserve: Street Capital
-	-	-	-	-	4,000	Reserve: Stormwater Capital
-	-	-	-	-	5,000	Reserve: Stormwater Deferred Planting
-	-	-	-	-	5,000	Reserve: Stormwater In-Lieu-of Planting
-	30,000	-	-	-	-	Reserve: ODOT Safety Grant Match
-	-	-	-	-	-	Reserve: Lochner Road Imp
38,200	-	-	-	-	-	Reserve: Energy Trust
-	-	-	-	-	187,600	Reserve: Stormwater Drain Connection
350,700	-	-	-	-	-	Reserve Bus Barn
12,500	-	-	-	-	-	Reserve: City Hall HVAC
-	-	-	-	170,000	-	Reserve: Membrane Replacement
6,616,400	4,237,700	924,700	8,469,000	3,430,100	341,200	Total Capital Reserves
\$ 7,682,400	\$ 14,116,200	\$ 1,507,300	\$ 32,918,300	\$ 12,343,600	\$ 402,700	Grand Totals

## Addressing Physical Barriers

The City recognizes that one of the characteristics of a truly great city is a commitment to ensuring all members of the community have equal access to public and private facilities and amenities. We strive to have an inclusive public infrastructure that adequately meets the needs of all citizens. Through progressive efforts, Albany's public facilities will become increasingly accessible to people of all abilities.

### Acknowledging We Cannot Remedy All Issues Now

From steep slopes to stairs, there are many barriers to accessibility around the City. This is common in established cities, as much of the infrastructure, including sidewalks, was constructed before accessibility standards were enacted or even considered. The prevalence of these barriers may make complete accessibility seem daunting. Careful planning and proactive efforts ensures continued measurable progress will bring considerable benefits to Albany's citizens. In addition, because all new projects are required to be accessible, the number of deficiencies throughout the city will decline as the City continues to invest in replacing infrastructure that has exceeded its design and functional life.



In compliance with the Americans with Disabilities Act (ADA), fixing accessibility deficiencies is incorporated into the City's transportation infrastructure upgrade plans. This includes incorporation into transit improvement plans and the installation of new curb ramps where none exist. Staff will continue to design and implement plans for disability access. Such plans for new projects will meet either the *ADA Standards for Accessible Design* or the Access Board's *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way*.

### Transitioning toward Accessible Facilities

The primary ADA construction project identified in this CIP window is for improvements on Washington Street. Other projects have been identified as areas in need of improvements, and will be scheduled when funding has been identified. They include curb ramp placement and sidewalk repair.

Separate from dedicated ADA projects, the City continues to make substantial investments in improving accessibility throughout Albany. These efforts are typically paired with other required maintenance or capital project activities. For instance, when a street overlay is planned, City staff evaluates the need for curb ramp placement or replacement and incorporates this work into the overlay project. Many new ADA-compliant curb ramps are added each year through this process. This past year in conjunction with improvements to Albany's Downtown corridor, 136 ramps were replaced. A small amount of funding is also set aside each year to allow the City to address a limited number of complaint areas as they arise. Another 28 ramps have been replaced in response to specific ADA concerns expressed by residents.

Under the City’s current ADA Transition Plan, over 80 percent of the public building improvements called for in the plan have been completed. An ADA transition plan update is underway and is anticipated to be completed by December 2018. As required by the Americans with Disabilities Act, complaint areas are a first priority. The updated transition plan will set a path toward bringing the City’s infrastructure into compliance with the ADA.

Private development proposals are also evaluated for accessibility compliance, inspections are performed to ensure all new public and private construction meets accessibility requirements, and complaints about inaccessible public and private elements and facilities are received and investigated. Our goal is to address access-related citizen concerns in a timely and productive manner while continuing to transition City facilities toward improved accessibility.

Lastly, the City considers accessibility and evaluates ADA compliance as part of many other activities. For example, the Parks Department plans to include an ADA component in their upcoming master plan, ADA improvements have been incorporated into annual action plans for Community Development Block Grants (CDBG), and accessibility has been considered in the City’s Emergency Management Plan.

## 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	2019	2020	2021	2022	2023	TOTAL
ADA Capital Reserves	\$0	\$0	\$0	\$0	\$199,000	\$199,000
<b>GRAND TOTALS:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$199,000</b>	<b>\$199,000</b>

# 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
<b>Plan Year: 2022 - 2023</b>		
2172	WASHINGTON STREET ADA IMPROVEMENTS – 2ND AVENUE TO 9TH AVENUE	\$199,000
	<b>Total for FY 2022 - 2023</b>	<b>\$199,000</b>
	<b>Grand Total for Accessibility:</b>	<b>\$199,000</b>

## Limited Resources Continue to Delay Parks Projects

In 2006, the Albany City Council adopted the current Parks & Recreation Master Plan. This plan guides the City’s investment in park acquisition, renovation, and new facility improvements. Parks projects are funded by a mix of funds from outside grants, private donations, Parks System Development Charges, and the Parks and Recreation Department’s annual operating fund. The slow-down in the local economy reduced estimated revenues in each of our funding sources for park projects, requiring adjustments to the schedules for several projects in this CIP.

A high priority of the Parks Master Plan is the replacement of grossly outdated and inadequate playgrounds in existing parks. Since the adoption of the master plan, new playgrounds have been installed in Eads, Takena, Swanson, Riverview Heights, Teloh Calapooia, and Burkhart parks. These projects were accomplished through a mix of Parks Fund operating revenues, grants, donations, and Parks SDCs. The playground at Sunrise Park has recently received an allocation from the City’s Community Development Block Grant funding. This project was originally scheduled for completion in 2015. However, wetlands have been delineated on site and must now be mitigated, delaying the project. Sunrise Park is now scheduled for completion in 2018.

The remaining playground replacement projects have been suspended indefinitely due to a lack of reliable funding. Projects at Henderson, Draper, Deerfield, Grand Prairie, Pineway, and Lehigh parks have been deferred to future years.

Two new Parks projects are proposed in the FY 2019-2023 CIP. The first project is the development of a new neighborhood park in NE Albany, between Timber Ridge School and the proposed new elementary school on Timber Ridge Street. Parks SDC revenues will fund this project in its entirety. The project is scheduled for FY 2019-2020.

The second project is the construction of eight new pickleball courts at a park location yet to be determined. Possible locations include Hackleman Park, where the existing courts are located, and Timber Linn Park. Funding will come from a combination of Parks SDC revenues, possible grants, and private contributions.

All other previously scheduled Parks projects have been either delayed or suspended indefinitely due to a lack of predictable funding over the next few years. The Parks Master Plan will be updated in 2018, resetting the list of proposed projects, implementation schedule, and project financing.

### 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	2019	2020	2021	2022	2023	TOTAL
Donations	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Grant – Unspecified	\$50,000	\$0	\$0	\$0	\$0	\$50,000
SDC – Improvement - Parks	\$150,000	\$250,000	\$0	\$0	\$0	\$400,000
<b>GRAND TOTALS:</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>

# 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
<b>Plan Year: 2018 - 2019</b>		
2379	PICKLEBALL COURTS PHASE 2	\$250,000
<b>Total for FY 2018 - 2019</b>		<b>\$250,000</b>
<b>Plan Year: 2019 - 2020</b>		
2380	TIMBER RIDGE PARK DEVELOPMENT	\$250,000
<b>Total for FY 2019 - 2020</b>		<b>\$250,000</b>
<b>Grand Total for Parks:</b>		<b>\$500,000</b>

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**Plan FY: 2018-2019 PICKLEBALL COURTS PHASE 2**

**CIP Project #: 2379**

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**Master Plan:**

**Category:** Parks

**Department:** Parks & Recreation Department

**Plan Element:**

**Classification:** Park Development

**SDC**

**Total Cost: \$250,000**

Construction of 8 new Pickleball courts at a location to be determined (either Hackleman Park or Timber Linn Park). Courts are needed to accommodate rapid growth in participation in this sport since the initial courts were built in Hackleman Park through a partnership with the Albany Pickleball Association.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
202-35-1402	GRANT - Unspecified	\$50,000
202-35-1402	DONATIONS	\$50,000
202-35-1500	SDC - IMPROVEMENT - PARKS	\$150,000
	Total:	\$250,000

# 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.

## Miscellaneous - Parks

CIP #	Phase	Year	Title	Projected Total
1937		0	NEW HIKE/BIKE TRAIL DEVELOPMENT	\$500,000
2411		0	HISTORIC CUMBERLAND CHURCH RESTORATION	\$500,000
<b>Total for Unfunded Miscellaneous - Parks:</b>				<b>\$1,000,000</b>

## Park Development

CIP #	Phase	Year	Title	Projected Total
1886		0	TIMBER LINN PARK IMPROVEMENTS - PHASE 1B	\$400,000
1887		0	TIMBER LINN PARK IMPROVEMENTS - PHASE 1C	\$600,000
1895		0	COMMUNITY PARK DEVELOPMENT - PHASE 1	\$1,500,000
1903		0	NEIGHBORHOOD PARK DEVELOPMENT - TIMBER RIDGE SITE	\$300,000
1936		0	COMMUNITY PARK DEVELOPMENT - PHASE 2	\$1,000,000
<b>Total for Unfunded Park Development:</b>				<b>\$3,800,000</b>

## Park Renovations

CIP #	Phase	Year	Title	Projected Total
1893		0	DEERFIELD PARK RENOVATION	\$400,000
<b>Total for Unfunded Park Renovations:</b>				<b>\$400,000</b>

## Replacement Projects

CIP #	Phase	Year	Title	Projected Total
1889		0	GRAND PRAIRIE PARK PLAYGROUND REPLACEMENT	\$150,000
1896		0	DRAPER PARK PLAYGROUND REPLACEMENT	\$150,000
1898		0	PINEWAY PARK PLAYGROUND REPLACEMENT	\$100,000
1899		0	HENDERSON PARK PLAYGROUND REPLACEMENT	\$70,000
2321		0	LEHIGH PARK PLAYGROUND REPLACEMENT	\$200,000
<b>Total for Unfunded Replacement Projects:</b>				<b>\$670,000</b>

**Grand Total for Unfunded Parks: \$5,870,000**

### Issues Before the Community

#### Emergency Facilities

Fire and Police emergency responders lack adequate local training facilities to develop new skills and maintain proficiency and current capabilities. Emergency responders' skills must be maintained to safely and adequately handle the numerous high-risk and hazardous events they encounter. Currently training has been focused on property located behind Fire Station 12 on 34<sup>th</sup> Avenue; however, City buses occupy space that is needed to expand current capacity. Additional efforts need to be taken to relocate City buses so that consistent training is available for all emergency responders inside of Albany.

#### City Buildings

Many City buildings, including fire stations, need major maintenance work: parking lot replacement, roof repairs, carpet, paint, and heating and cooling systems. Much of the work has been deferred year after year in favor of other pressing needs.

#### Funding Summary

The City, counties, and schools get money for capital projects from the same source; local taxpayers. In the fall of 2005, the Albany City Council established a reserve account to be used for one or more of the City's building needs. Ongoing projects have depleted these funds, and they have not been replenished over the past few years due to funding other pressing needs. Funding for major facilities projects is needed, as major repairs are needed, but not possible, out of yearly General Fund operating budgets. Staff continues to look for additional sources of money to supplement available funds.

# 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.

**Fire Facilities**

CIP #	Phase	Year	Title	Projected Total
1943		0	DEVELOP EMERGENCY SERVICE TRAINING CAPABILITIES	\$2,500,000
2180		0	UPDATE CURRENT RADIO SYSTEM TO 700/800 MHZ	\$2,000,000
2368		0	FIRE STATION 12 PARKING LOT REPLACEMENT	\$200,000
<b>Total for Unfunded Fire Facilities:</b>				<b>\$4,700,000</b>

**Grand Total for Unfunded Public Facilities: \$4,700,000**

## Revitalization Underway!

*CARA works to turn vision into reality*

The Central Albany Revitalization Area’s (CARA’s) goal is to implement the community-based Town Center Plan vision for revitalizing Central Albany.

As an urban renewal district, CARA’s funding comes from property tax dollars collected from increases in property values (the tax increment above 2001 values), not by imposing new taxes. CARA is able to fund activities within its 919-acre boundary from the Willamette River to the Queen Avenue/Ninth Avenue/Pacific Boulevard area roughly between Geary Street and the Elm Street medical area.

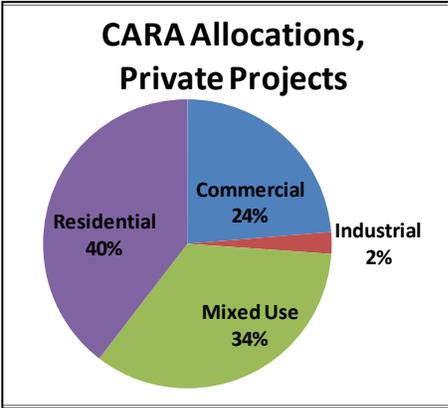
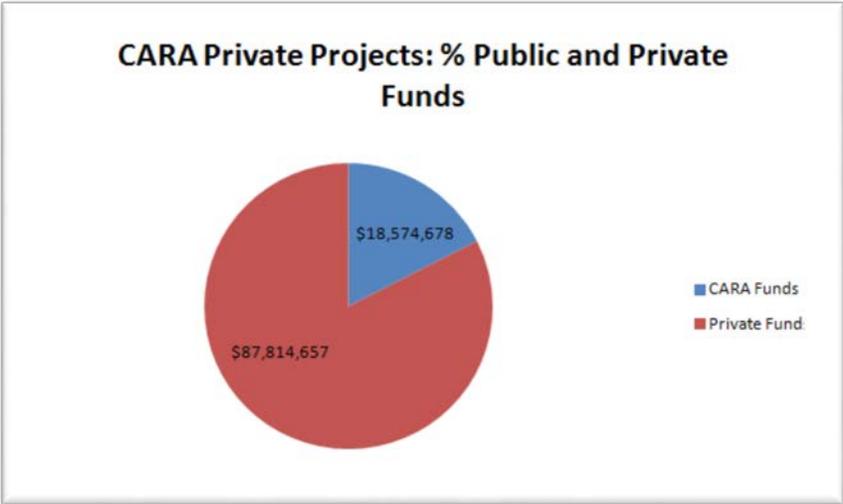
### The Results

To date, CARA has committed about \$31 million on projects that assist the revitalization of Central Albany.

The majority of the projects have taken the form of taxable public-private partnerships. These partnerships have seen a CARA investment of roughly \$18.5 million, which has leveraged \$87.8 million in private investments, equating to a ratio of \$1 of public money leveraging \$4.75 of private funds (see graph *CARA Private Projects: % Public and Private Funds*, below).



A breakdown of private project types can be seen in graph: *CARA Allocations, Private Projects* (below). Funding from the urban renewal district takes the form of loans, grants, and forgivable loans.



Goals of the CARA Plan

CARA has worked to meet the specific goals of the urban renewal plan in the following ways:

*Enhance public infrastructure in the downtown community:*

Construction of the Downtown Streetscape project will be completed during the summer of 2018. This 8.4 million dollar project provides upgrades to enhance the public right of ways and promote healthy business growth in the downtown community. Improvements include sidewalk, new asphalt pavement, street lighting, street furniture, stormwater quality planters, landscaping, and associated work on water and sewer infrastructure. This level of upgrades has not been seen in the downtown area in decades. These improvements coupled with the recent construction of the Historic Carousel and Downtown Fire Station will help provide the foundation needed for the community to grow in a positive manner.



*Retain and Enhance the Value of Existing Private Investment and Public Investment in the Area:*



Projects include the funding of five economic development projects, which created 145 new jobs in our community, and through the strategic investment of \$510,000 leveraged \$2.1 million of private investment.

*Preserve the Historic Districts, Historic Resources, and Existing Housing in the Area:*

Over 95 historic preservation projects in the area have been funded, including saving entire structures, storefront rehabilitation, exterior work, significant interior renovation, and reclamation of unused upper floor spaces.

*Create a Readily Identifiable Core that is Unique and Vibrant with a Mixture of Entertainment, Housing, Specialty Shops, Offices, and Other Commercial Uses:*

- Financial assistance in the form of small grants totaling \$312,000 for 63 small business owners in the downtown core. Projects that create vitality and attract people including the Albany Historic Carousel, the Pix Theatre, and ADA accessible event space in downtown.
- Financial assistance towards the Ironworks project. This development, now completed, includes a 15,000 square-foot office building, seven LEED-certified town homes, and an apartment building. In 2010, this project was the recipient of the Oregon Brownfield Award.

# 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.

## Development Partnerships

CIP #	Phase	Year	Title	Projected Total
1338		0	PROPERTY ACQUISITION & ASSEMBLY	\$250,000
1342		0	PAINT PROGRAM	\$100,000
1343		0	ALBANY SQUARE DEVELOPMENT	\$150,000
1344		0	WATER AVENUE IMPROVEMENTS	\$2,000,000
1346		0	TRANSITION AREAS REDEVELOPMENT	\$1,250,000
1347		0	HOUSING DEMONSTRATION	\$250,000
1349		0	HOUSING REHABILITATION	\$700,000
<b>Total for Unfunded Development Partnerships:</b>				<b>\$4,700,000</b>

## General Facilities

CIP #	Phase	Year	Title	Projected Total
1331		0	CANAL ESPLANADE	\$3,693,000
1333		0	COMMUNITY GATEWAYS	\$625,000
<b>Total for Unfunded General Facilities:</b>				<b>\$4,318,000</b>

## Infrastructure

CIP #	Phase	Year	Title	Projected Total
1366		0	COMMUNICATIONS INFRASTRUCTURE	\$500,000
1367		0	UNDERGROUND OVERHEAD UTILITIES	\$1,000,000
1368		0	ROADS, WATER, SEWER, STORM SEWER, RAIL CROSSING	\$3,000,000
1370		0	ALLEY REDEVELOPMENT	\$750,000
1371		0	DOWNTOWN GRID SYSTEM	\$100,000
1372		0	TRAFFIC CALMING	\$250,000
1373		0	QUEEN AVENUE RAIL CROSSING	\$300,000
1374		0	1ST AVENUE UNDERCROSSING	\$500,000
<b>Total for Unfunded Infrastructure:</b>				<b>\$6,400,000</b>

## Pedestrian/Bicycle Connectivity

CIP #	Phase	Year	Title	Projected Total
1375		0	WILLAMETTE RIVERFRONT PATH - CALAPOOIA CROSSING	\$1,000,000
1376		0	WILLAMETTE RIVERWALK - BOWMAN/HARRISON CONNECTION	\$250,000
1377		0	CALAPOOIA RIVERWALK	\$500,000
1379		0	8TH AVENUE CANAL ESPLANADE	\$500,000
1380		0	THURSTON CANAL ESPLANADE	\$600,000

CIP #	Phase	Year	Title	Projected Total
<b>Total for Unfunded Pedestrian/Bicycle Connectivity:</b>				<b>\$2,850,000</b>

**Public Spaces & Facilities**

CIP #	Phase	Year	Title	Projected Total
1352		0	BROADALBIN STREET IMPROVEMENTS	\$360,000
1353		0	ALBANY SQUARE	\$200,000
1354		0	ALBANY LANDING	\$350,000
1356		0	DOWNTOWN BEAUTIFICATION	\$300,000
1357		0	AWNING PROGRAM	\$125,000
1358		0	RIVERFRONT HOUSING AREA STREETScape	\$120,000
1359		0	MAIN STREET AREA STREETScape	\$75,000
1360		0	SIDEWALK PROGRAM	\$250,000
1361		0	STREET TREE PLANTING	\$250,000
1362		0	HISTORIC DISTRICTS SIGNAGE	\$200,000
1363		0	DOWNTOWN PARKING AREAS	\$350,000
1364		0	GOVERNMENT CENTER PARKING STRUCTURE	\$2,000,000
1365		0	WATER AVENUE AREA PARKING STRUCTURE	\$1,500,000
1384		0	PUBLIC FACILITIES	\$550,000
1990		0	DOWNTOWN STREETScape	\$560,000
<b>Total for Unfunded Public Spaces &amp; Facilities:</b>				<b>\$7,190,000</b>

**Watershed Health & Education**

CIP #	Phase	Year	Title	Projected Total
1381		0	WATERSHED HEALTH	\$265,000
1382		0	RIPARIAN RESTORATION	\$50,000
1383		0	ALBANY GROVE	\$75,000
<b>Total for Unfunded Watershed Health &amp; Education:</b>				<b>\$390,000</b>

**Grand Total for Unfunded Revitalization: \$25,848,000**

## Protecting our Resources

### *Making Progress*

**A**lbany receives an average annual rainfall of approximately 42 inches. During rain events, it is important to have infrastructure in place to manage the stormwater runoff. Infrastructure for stormwater includes pipes and ditches and facilities to hold, infiltrate, and clean up stormwater in a safe and efficient manner that protects against flooding while also minimizing impacts to the environment. Albany has an estimated 135 miles of stormwater pipes, 70 miles of ditches, 2,322 manholes, 4,307 catch basins/inlets, along with 116 stormwater quality facilities.

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

### Assessing Our System and Planning for the Future

Albany's Strategic Plan identifies an objective to develop and implement an updated stormwater master plan and financial plan. Consistent with this objective, the City is completing efforts to evaluate our existing system and plan for future growth. The last master plan, completed in 1988, did not evaluate North Albany and does not reflect current stormwater management practices, the current level of development within the community, or current regulatory requirements. When the master plan is completed, a comprehensive project list will be added to this section of the CIP.

One of the stormwater challenges the City is faced with 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). In June 2013, the City received approval of our second five-year plan for complying with the Willamette River Total Maximum Daily Load (TMDL), and will be submitting a third five-year plan in 2018. Now that Albany has passed the 50,000 population threshold, the City also will be required to obtain a Municipal Separate Storm Sewer System (NPDES MS4) permit from DEQ. DEQ is drafting a new permit and Albany will be required to apply for coverage once released. To comply with the approved TMDL plan and NPDES MS4 Phase II permit, the City will need to make significant changes to our stormwater management practices within the five-year window of this CIP. In response to the new permit, regulatory compliance costs are anticipated to increase between \$300,000 and \$1,000,000 per year, depending on the requirements ultimately imposed.

### Taking steps to address the Funding Challenge

Stormwater service charges were implemented March 1, 2017 to provide a dedicated funding source for stormwater related activities. However, initial service charges will not fund an asset management approach to managing our infrastructure. Without additional funding system failures that result in disruption of service, street flooding, and property damage should be anticipated. With only 50% of the system being assessed to date, approximately \$20M in capital project needs have been identified to replace pipes that have failed or are anticipated to fail in the next 10 years.

Following completion of the master planning effort discussed above, Council can consider implementing a stormwater System Development Charge (SDC). This SDC could be used as another component of a stormwater funding methodology.

No new stormwater projects are proposed for funding at this time, however, many of the identified Transportation CIP projects have associated stormwater infrastructure improvements. Until adequate stormwater revenues are secured, street funds will continue to cover the cost of stormwater improvements for related Street projects.

## Partnering with our neighbors

The City’s transportation system consists of city, state, and Linn and Benton county roads. The City maintains 403 lane miles of improved streets, 20 traffic signals, 7,290 signs, and 61 miles of painted pavement striping. The transportation network is the City’s single largest capital asset.

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 our neighboring communities to work together on regional planning efforts.

In past years, Albany’s street capital projects have primarily been funded from Surface Transportation Program (STP) funding from the state, Sewer and Water in-lieu-of Franchise Fees that are transferred into the Street Fund each year, state gas tax revenues, and Street SDCs. Historically, STP revenues have been used to fund Albany’s largest street reconstruction projects. It has not been uncommon for multiple years’ worth of STP funding to be consolidated in order to fund a single project.

With the formation of AAMPO, Albany no longer directly receives STP funds from the state. The state provides STP funds to AAMPO based on the entire urbanized area. It is then up to the AAMPO policy board, made up of representatives of each agency, to decide how best to distribute the funds within the AAMPO boundaries. This year’s CIP was developed based on AAMPO’s anticipated distribution of STP funds and a recent increase in the state gas tax. The STP funding is dependent on the U.S. Congress’s funding of the Highway Trust Fund.

### Financial Challenges Remain

Albany’s Strategic Plan identified an objective to maintain collector and arterial streets in fair or better condition and address local street needs as funding allows. Due to a lack of financial resources, Albany’s streets are not being maintained at a level that will allow all streets to remain in “fair” condition. The number of miles of streets has grown, the cost to maintain streets is increasing, and the amount of money available to fund street maintenance activities is not sufficient.



Without additional funding, the backlog of streets needing repair or reconstruction will continue to grow significantly. Albany is not alone in this problem. The entire nationwide transportation system is declining. The creation of a transportation utility fee has been discussed in the past to help close the annual funding gap in street maintenance but has not been implemented due to a concern of overburdening citizens with utility fees.

## 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	2019	2020	2021	2022	2023	TOTAL
ODOT Immediate Opportunity Fund	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
Oregon SPWF Grant	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Oregon SPWF Loan	\$1,969,000	\$0	\$0	\$0	\$0	\$1,969,000
SDC – Improvement – Transportation	\$1,466,000	\$0	\$93,000	\$0	\$0	\$1,559,000
State of Oregon	\$0	\$238,000	\$459,000	\$0	\$0	\$697,000
State of Oregon STP - AAMPO	\$1,256,000	\$690,000	\$1,672,000	\$0	\$0	\$3,618,000
Street Capital Reserves	\$2,039,000	\$40,000	\$826,000	\$2,629,000	\$3,630,000	\$9,164,000
<b>GRAND TOTALS:</b>	<b>\$8,030,000</b>	<b>\$968,000</b>	<b>\$3,050,000</b>	<b>\$2,629,000</b>	<b>\$3,630,000</b>	<b>\$18,307,000</b>

# 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
<b>Plan Year: 2018 - 2019</b>		
2064	CROCKER & GIBSON HILL TRAFFIC SIGNAL	\$500,000
2207	HILL STREET: 24TH AVENUE TO 34TH AVENUE	\$3,821,000
2288	BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH	\$40,000
2407	LOCHNER ROAD IMPROVEMENTS	\$3,669,000
<b>Total for FY 2018 - 2019</b>		<b>\$8,030,000</b>
<b>Plan Year: 2019 - 2020</b>		
2228	DAVIDSON STREET REHABILITATION – 14TH AVENUE TO 16TH AVENUE	\$238,000
2248	SALEM AVENUE OVERLAY: UNION PACIFIC RAILROAD TO CITY LIMITS	\$690,000
2306	BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH	\$40,000
<b>Total for FY 2019 - 2020</b>		<b>\$968,000</b>
<b>Plan Year: 2020 - 2021</b>		
2226	24TH AVENUE REHABILITATION – JACKSON STREET TO GEARY STREET	\$1,441,000
2322	BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH	\$40,000
2383	QUEEN OVERLAY: 99E TO GEARY STREET	\$1,569,000
<b>Total for FY 2020 - 2021</b>		<b>\$3,050,000</b>
<b>Plan Year: 2021 - 2022</b>		
2370	BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH	\$40,000
2382	QUEEN OVERLAY: 99E TO CITY LIMITS	\$1,351,000
2408	9TH AVENUE STREET IMPROVEMENTS	\$1,238,000
<b>Total for FY 2021 - 2022</b>		<b>\$2,629,000</b>
<b>Plan Year: 2022 - 2023</b>		
2233	5TH AVENUE OVERLAY – LYON STREET TO MAIN STREET	\$869,000
2381	WAVERLY OVERLAY: SANTIAM TO QUEEN AVENUE	\$869,000
2385	14TH AVENUE OVERLAY: GEARY STREET TO WAVERLY DRIVE	\$759,000
2387	WASHINGTON STREET OVERLAY: 1ST AVENUE TO PACIFIC BLVD	\$1,093,000
2388	BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH	\$40,000
<b>Total for FY 2022 - 2023</b>		<b>\$3,630,000</b>
<b>Grand Total for Transportation:</b>		<b>\$18,307,000</b>

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**Plan FY: 2018-2019 CROCKER & GIBSON HILL TRAFFIC SIGNAL**

**CIP Project #: 2064**

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**Master Plan:** Transportation Master Plan

**Plan Element:** I35

**Category:** Transportation

**Classification:** Intersection Projects

**Department:** Public Works Department

**SDC**

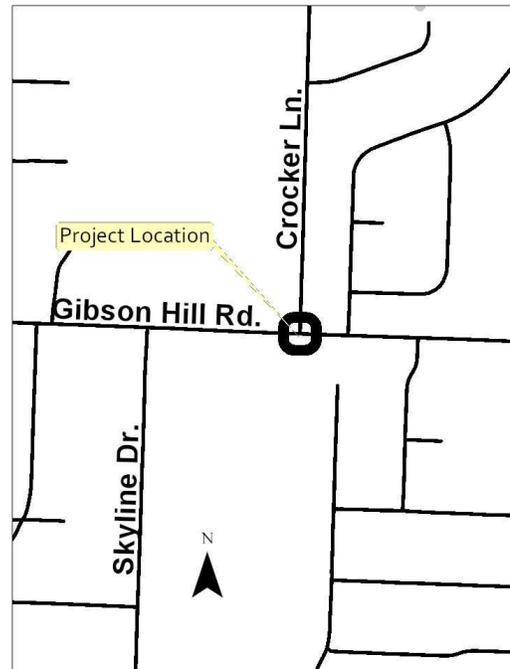
**Total Cost: \$500,000**

This project includes construction of a fully actuated traffic signal at the Gibson Hill Road and Crocker Lane intersection. Currently this intersection is stop controlled on Crocker Lane. Construction of a new traffic signal will accommodate increasing traffic volumes and address safety related issues at this intersection.

Operating Budget Impact: This project will increase maintenance costs over the long term by adding an additional signal to the traffic signal network.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
250-50-2703	SDC - IMPROVEMENT - TRANSPORTATION	\$500,000
Total:		\$500,000



**Plan FY: 2018-2019 HILL STREET: 24TH AVENUE TO 34TH AVENUE**

**CIP Project #: 2207**

**Master Plan:** Transportation Master Plan

**Plan Element:** I15

**Category:** Transportation

**Classification:** Street Reconstruction/Improvements

**Department:** Public Works Department

**SDC**

**Total Cost: \$3,821,000**

This project will rehabilitate heavily deteriorated pavement on Hill Street from 24th Avenue to 34th Avenue. The existing street is heavily deteriorated due to its age. In addition to new pavement, this street reconstruction project will include two travel lanes, on-street parking and bike lanes on both sides of the street. Water line improvements as shown in CIP 1002 will also be coordinated with this project.

**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>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
250-50-2700	STREET CAPITAL RESERVES	\$1,999,000
250-50-2700	STATE OF OREGON STP - AAMPO	\$1,256,000
250-50-2703	SDC - IMPROVEMENT - TRANSPORTATION	\$566,000
Total:		\$3,821,000



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**Plan FY: 2018-2019    BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH**

**CIP Project #: 2288**

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**Master Plan:**

**Category:** Transportation

**Department:** Public Works Department

**Plan Element:**

**Classification:** Pedestrian & Bikeway

**Total Cost:    \$40,000**

This is an annual dedication to provide funds for match requirements on bicycle and pedestrian grants that are made available from the Oregon Department of Transportation. Many of the grants available require a local match. This dedication will provide a funding source should appropriate opportunities arise. All grant opportunities will come before the City Council for approval prior to acceptance.

Operating Budget Impact: None. There is no impact to street maintenance costs because this is reserve funding for potential grants, should the opportunity arise.

**Funding Sources For This Project:**

<u>Activity</u> <u>Funding Source</u>	<u>Projected Amount</u>
250-50-2700 STREET CAPITAL RESERVES	\$40,000
Total:	\$40,000

**Plan FY: 2018-2019 LOCHNER ROAD IMPROVEMENTS**

**CIP Project #: 2407**

**Master Plan:** Transportation Master Plan

**Plan Element:** L54

**Category:** Transportation

**Classification:** Street Reconstruction/Improvements

**Department:** Public Works Department

**SDC**

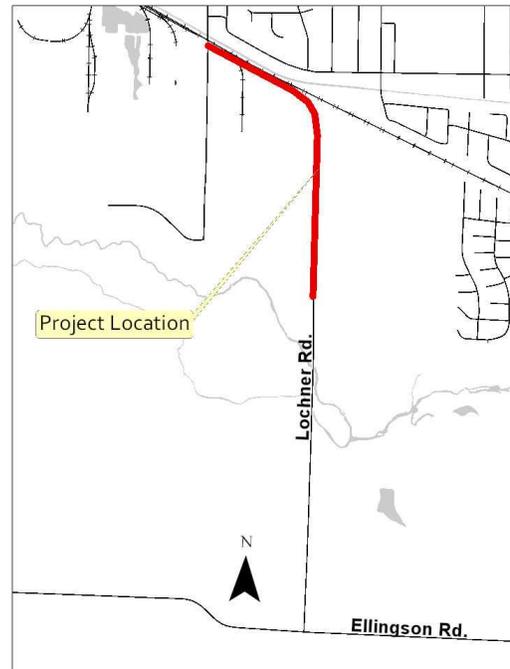
**Total Cost: \$3,669,000**

This project provides for urban street improvements in support of a planned expansion at SnoTemp, a cold storage industry located in Albany at 3815 Marion Street. The planned expansion is expected to create approximately 60 new jobs within five years of completion of the improvements. City staff partnered with SnoTemp, Albany Millersburg Economic Development Corp (AMEDC), Business Oregon, and ODOT to identify funding necessary to move forward with this job-creating project. Improvements will be constructed along the site's frontage on Lochner Road from its intersection with Marion Street approximately 2,300 feet south. The existing road will be widened to accommodate new pavement, curb and gutter, sidewalk, and bike lanes.

**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>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
250-50-2700	OREGON SPWF GRANT	\$300,000
250-50-2700	ODOT IMMEDIATE OPPORTUNITY FUND	\$1,000,000
250-50-2700	OREGON SPWF LOAN	\$1,769,000
250-50-2703	SDC - IMPROVEMENT - TRANSPORTATION	\$600,000
Total:		\$3,669,000



# 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.

## Airport

CIP #	Phase	Year	Title	Projected Total
1697	1	0	REHABILITATE THE FIXED BASE OPERATOR BUILDING	\$222,000
1697	2	0	REHABILITATE THE FIXED BASE OPERATOR BUILDING	\$250,000
1697	3	0	REHABILITATE THE FIXED BASE OPERATOR BUILDING	\$298,000
1880		0	SEWER EXTENSION TO NORTH HANGARS	\$750,000
1926		0	ALBANY AIRPORT SEWER EXTENSION	\$200,000
2163		0	WEATHER REPORTING EQUIPMENT & INSTALLATION	\$200,000
2164		0	CONSTRUCT TAXIWAY	\$162,500
<b>Total for Unfunded Airport:</b>				<b>\$2,082,500</b>

## Bicycle Projects

CIP #	Phase	Year	Title	Projected Total
2011		0	WAVERLY DRIVE BIKE SHARROWS (B2)	\$5,000
2013		0	24TH AVENUE BIKE SHARROWS (B4)	\$5,000
2015		0	CENTER STREET BIKE SHARROWS (B6)	\$6,000
2016		0	US 20, NORTH ALBANY SHOULDER TO BIKE LANES (B7)	\$31,000
2017		0	1ST AVENUE BIKE BOULEVARD (B8)	\$43,000
2018		0	2ND AVENUE BIKE BOULEVARD (B9)	\$43,000
2019		0	MADISON STREET - 7TH AVENUE BIKE BOULEVARD (B10)	\$40,000
2020		0	7TH AVENUE BIKE BOULEVARD (B11)	\$95,000
2021		0	TAKENA BIKE BOULEVARD (B12)	\$53,000
2022		0	LIBERTY - LAKEWOOD BIKE BOULEVARD (B13)	\$76,000
2023		0	12TH AVENUE (WEST) BIKE BOULEVARD (B14)	\$32,000
2024		0	BAIN STREET BIKE BOULEVARD (B15)	\$49,000
2025		0	SOUTH SHORE DRIVE BIKE BOULEVARD (B16)	\$33,000
2026		0	SHORTTRIDGE STREET BIKE BOULEVARD (B17)	\$27,000
2027		0	24TH AVENUE BIKE BOULEVARD (B18)	\$13,000
2028		0	38TH AND 39TH AVENUE BIKE BOULEVARDS (B19)	\$106,000
<b>Total for Unfunded Bicycle Projects:</b>				<b>\$657,000</b>

## Bridges

CIP #	Phase	Year	Title	Projected Total
1063		0	7TH AVENUE AT ALBANY CANAL	\$77,000
1064		0	9TH AVENUE AT ALBANY CANAL	\$70,000
1065		0	10TH AVENUE AT ALBANY CANAL	\$49,000
1066		0	11TH AVENUE AT ALBANY CANAL	\$42,000
1069		0	SALEM AVENUE AT PERIWINKLE CREEK	\$56,000

CIP #	Phase	Year	Title	Projected Total
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**Total for Unfunded Bridges: \$294,000**

### Intersection Projects

CIP #	Phase	Year	Title	Projected Total
2036		0	WAVERLY DRIVE/QUEEN AVENUE INTERSECTION ADD LANE(S) (I6)	\$72,000
2037		0	WAVERLY DRIVE/GRAND PRAIRIE INTERSECTION ADD LANE(S) (I7)	\$175,000
2038		0	US 20/NORTH ALBANY ROAD INTERSECTION ADD LANE(S) (I8)	\$40,000
2039		0	US 20/SPRINGHILL DRIVE INTERSECTION ADD LANE(S) (I9)	\$14,000
2040		0	KNOX BUTTE/CENTURY DRIVE INTERSECTION CONTROL CHANGE (I10)	\$345,000
2042		0	US 20 (LYON STREET)/2ND AVENUE INTERSECTION ADD LANE(S) (I12)	\$23,000
2043		0	US 20/CLAY STREET SAFETY (I13)	\$185,000
2044		0	OR 99E/34TH AVENUE INTERSECTION ADD LANE(S) (I14)	\$192,000
2046		0	ELLINGSON ROAD/COLUMBUS STREET INTERSECTION CONTROL CHANGE (I16)	\$345,000
2047		0	WAVERLY DRIVE/14TH AVENUE INTERSECTION ADD LANE(S) (I17)	\$77,000
2048		0	QUEEN AVENUE/GEARY STREET INTERSECTION ADD LANE(S) (I18)	\$1,901,000
2049		0	WAVERLY DRIVE/34TH AVENUE INTERSECTION ADD LANE(S) (I19)	\$42,000
2050		0	US 20 (ELLSWORTH STREET) INTERSECTION ADD LANE(S) (I20)	\$18,000
2051		0	US 20 (LYON STREET)/1ST AVENUE INTERSECTION ADD LANE(S) (I21)	\$11,000
2053		0	US 20 (ELLSWORTH STREET) INTERSECTION ADD LANE(S) (I23)	\$17,000
2054		0	OR 99E/WAVERLY DRIVE INTERSECTION ADD LANE(S) (I24)	\$959,000
2055		0	US 20/WAVERLY DRIVE INTERSECTION ADD LANE(S) (I25)	\$853,000
2056		0	US 20/WAVERLY DRIVE INTERSECTION ADD LANE(S) (I26)	\$240,000
2057		0	OR 99E/QUEEN AVENUE INTERSECTION ADD LANE(S) (I27)	\$894,000
2058		0	OR 99E/34TH AVENUE INTERSECTION ADD LANE(S) (I28)	\$456,000
2059		0	OR 99E/KILLDEER AVENUE INTERSECTION ADD LANE(S) (I29)	\$3,207,000
2060		0	US 20/TIMBER STREET INTERSECTION ADD LANE(S) (I30)	\$571,000
2061		0	US 20/TIMBER STREET INTERSECTION ADD LANE(S) (I31)	\$619,000
2063		0	SPRINGHILL DRIVE/HICKORY STREET INTERSECTION CONTROL CHANGE (I34)	\$345,000
2065		0	TIMBER STREET EXTENSION/18TH AVENUE INTERSECTION CONTROL CHANGE (I36)	\$1,513,000
2066		0	OR 99E/29TH AVENUE INTERSECTION ADD LANE(S) (I37)	\$106,000
2067		0	SALEM AVENUE/GEARY STREET INTERSECTION CONTROL CHANGE (I38)	\$845,000
2068		0	OR 99E/LYON STREET INTERSECTION ADD LANE(S) (I39)	\$205,000
2069		0	OR 99E/53RD AVENUE INTERSECTION ADD LANE(S) (I40)	\$550,000

**Total for Unfunded Intersection Projects: \$14,820,000**

### Link Projects

CIP #	Phase	Year	Title	Projected Total
2070		0	53RD AVENUE EXTENSION (L1)	\$17,986,000
2071		0	WAVERLY DRIVE ADD LANE(S) (L2)	\$1,394,000
2073		0	TIMBER STREET EXTENSION (L4)	\$3,674,000
2074		0	MAIN STREET/7TH AVENUE/HILL STREET URBAN UPGRADE (L5)	\$1,292,000
2078		0	NEW NORTH ALBANY CONNECTOR (L10)	\$5,818,000
2079		0	SPICER DRIVE EXTENSION (WEST OF TIMBER STREET) (L11)	\$982,000

CIP #	Phase	Year	Title	Projected Total
2080		0	SPICER DRIVE EXTENSION (EAST OF TIMBER STREET) (L12)	\$1,666,000
2081		0	GOLDFISH FARM ROAD EXTENSION (L13)	\$1,013,000
2082		0	DOGWOOD AVENUE EXTENSION (L14)	\$3,294,000
2083		0	NEW NORTH/SOUTH COLLECTOR (L15)	\$7,497,000
2084		0	NEW EAST/WEST COLLECTOR (L16)	\$3,723,000
2085		0	EXPO PARKWAY EXTENSION (SOUTH OF DUNLAP) (L17)	\$996,000
2086		0	TIMBER STREET EXTENSION TO SOMERSET AVENUE (L18)	\$1,720,000
2088		0	SANTA MARIA AVENUE EXTENSION (L20)	\$1,357,000
2089		0	KNOX BUTTE ROAD WIDENING (L21)	\$4,647,000
2090		0	KNOX BUTTE ROAD WIDENING (L22)	\$856,000
2091		0	KNOX BUTTE ROAD WIDENING (L23)	\$1,256,000
2092		0	KNOX BUTTE ROAD WIDENING (L24)	\$7,688,000
2093		0	DUNLAP AVENUE EXTENSION (L25)	\$1,045,000
2094		0	SPRINGHILL DRIVE WIDENING (L26)	\$3,406,000
2095		0	US 20 WIDENING (L27)	\$8,351,000
2096		0	ELLINGSON ROAD EXTENSION (L28)	\$4,430,000
2098		0	FESCUE STREET TO THREE LAKES ROAD CONNECTOR (L31)	\$886,000
2099		0	FESCUE STREET EXTENSION (L32)	\$3,054,000
2100		0	THREE LAKES ROAD REALIGNMENT (L33)	\$2,617,000
2101		0	LOONEY LANE EXTENSION (L34)	\$914,000
2102		0	ALBANY AVENUE WIDENING (L35)	\$1,177,000
2104		0	SPRINGHILL DRIVE URBAN UPGRADE (L37)	\$4,158,000
2105		0	SCENIC DRIVE URBAN UPGRADE (L38)	\$6,842,000
2106		0	CENTURY DRIVE URBAN UPGRADE (L39)	\$3,199,000
2108		0	SKYLINE DRIVE URBAN UPGRADE (L41)	\$1,523,000
2109		0	CROCKER LANE URBAN UPGRADE (L42)	\$4,529,000
2110		0	VALLEY VIEW DRIVE URBAN UPGRADE (L43)	\$3,695,000
2111		0	WEST THORNTON LAKE DRIVE URBAN UPGRADE (L44)	\$6,097,000
2112		0	ALLEN LANE URBAN UPGRADE (L45)	\$2,689,000
2113		0	COLUMBUS STREET URBAN UPGRADE (L46)	\$2,727,000
2114		0	GRAND PRAIRIE ROAD URBAN UPGRADE (L47)	\$2,260,000
2115		0	SPICER DRIVE URBAN UPGRADE (L48)	\$868,000
2116		0	SCRAVEL HILL ROAD URBAN UPGRADE (L49)	\$9,699,000
2117		0	QUARRY ROAD URBAN UPGRADE (L50)	\$3,493,000
2118		0	SPICER ROAD URBAN UPGRADE (L51)	\$676,000
2119		0	GOLDFISH FARM ROAD URBAN UPGRADE (L52)	\$4,444,000
2120		0	ELLINGSON ROAD URBAN UPGRADE (L53)	\$5,847,000
2121		0	LOCHNER ROAD URBAN UPGRADE (L54)	\$5,756,000
2122		0	THREE LAKES ROAD URBAN UPGRADE (L55)	\$4,856,000
2123		0	US 20 - EAST OF I-5 URBAN UPGRADE (L56)	\$2,068,000
2126		0	WATER AVENUE URBAN UPGRADE (L59)	\$4,070,000
2127		0	US 20 SUPERELEVATION AND WIDENING (L60)	\$3,122,000
2128		0	THREE LAKES ROAD URBAN UPGRADE (L61)	\$1,879,000
<b>Total for Unfunded Link Projects:</b>				<b>\$177,236,000</b>

### Miscellaneous - Transportation

CIP #	Phase	Year	Title	Projected Total
2343		0	QUIET ZONE AT RAIL CROSSINGS	\$15,000,000

CIP #	Phase	Year	Title	Projected Total
<b>Total for Unfunded Miscellaneous - Transportation:</b>				<b>\$15,000,000</b>

### Multi-Use Path Projects

CIP #	Phase	Year	Title	Projected Total
2129		0	QUEEN/GEARY PERIWINKLE PATH CROSSING IMPROVEMENT (M1)	\$46,000
2130		0	OAK CREEK TRAIL (M2)	\$2,645,000
2131		0	WEST TIMBER-LINN TRAIL (M3)	\$161,000
2132		0	SOUTH WATERFRONT TRAIL (M4)	\$76,000
2134		0	ALBANY-CORVALLIS MULTIUSE PATH (M6)	\$761,000
2135		0	EAST TIMBER-LINN TRAIL (M7)	\$277,000
2136		0	BAIN STREET/WAVERLY LAKE TRAIL (M8)	\$153,000
2137		0	LEBANON TRAIL (M9)	\$581,000
2138		0	PERIWINKLE TRAIL EXTENSION (M10)	\$1,528,000
2139		0	EAST ALBANY WILLAMETTE RIVER BRIDGE (M11)	\$7,657,000
2140		0	99E/OAK CREEK CROSSING IMPROVEMENT (M12)	\$129,000
2141		0	US 20/99E UNDERCROSSING (M13)	\$1,500,000
<b>Total for Unfunded Multi-Use Path Projects:</b>				<b>\$15,514,000</b>

### Pedestrian & Bikeway

CIP #	Phase	Year	Title	Projected Total
1993		0	TAKENA STREET BIKE BOULEVARD	\$65,000
<b>Total for Unfunded Pedestrian &amp; Bikeway:</b>				<b>\$65,000</b>

### Pedestrian Projects

CIP #	Phase	Year	Title	Projected Total
2142		0	SPRINGHILL DRIVE SIDEWALK (P1)	\$542,000
2143		0	99E/24TH AVENUE CROSSING IMPROVEMENT (P2)	\$129,000
2144		0	OR 99E: BURKHART TO WAVERLY CROSSING IMPROVEMENT (P3)	\$129,000
2145		0	FERRY STREET SIDEWALK (P4)	\$725,000
2146		0	COLUMBUS STREET SIDEWALK (P5)	\$277,000
2147		0	GEARY STREET SIDEWALK (P6)	\$791,000
2148		0	AIRPORT ROAD SIDEWALK (P7)	\$485,000
2150		0	WAVERLY DRIVE SIDEWALK (P9)	\$88,000
2151		0	SANTIAM-ALBANY CANAL PEDESTRIAN ESPLANADE (P10)	\$1,232,000
2152		0	THURSTON STREET CANAL PEDESTRIAN ESPLANADE (P11)	\$1,863,000
2208		0	KNOX BUTTE ROAD PEDESTRIAN IMPROVEMENT	\$70,000
<b>Total for Unfunded Pedestrian Projects:</b>				<b>\$6,331,000</b>

### Street Reconstruction/Improvements

CIP #	Phase	Year	Title	Projected Total
2182		0	BROADWAY STREET OVERLAY: 9TH AVENUE TO QUEEN AVENUE	\$290,000
2183		0	FERRY STREET REPAIR AND OVERLAY: QUEEN AVENUE TO 34TH AVENUE	\$520,000
2227		0	24TH AVENUE REHABILITATION – LIBERTY STREET TO PACIFIC BOULEVARD	\$467,000

CIP #	Phase	Year	Title	Projected Total
2230		0	THURSTON STREET REHABILITATION – QUEEN AVENUE TO SOUTH OF 19TH AVENUE	\$578,000
2232		0	38TH AVENUE REHABILITATION – 35TH AVENUE TO THURSTON STREET	\$327,000
2234		0	2ND AVENUE OVERLAY: ELLSWORTH STREET TO MAIN STREET	\$274,000
2236		0	34TH AVENUE OVERLAY: PACIFIC BOULEVARD TO LYON STREET	\$350,000
2237		0	HICKORY STREET OVERLAY: NORTH ALBANY ROAD TO SPRINGHILL DRIVE	\$175,000
2238		0	TIMBER STREET OVERLAY: KNOX BUTTE ROAD TO DOGWOOD AVENUE	\$158,000
2239		0	DOGWOOD AVENUE OVERLAY: PRICE ROAD TO GOLDFISH FARM ROAD	\$163,000
2240		0	GEARY STREET OVERLAY: 24TH AVENUE TO 34TH AVENUE	\$280,000
2241		0	1ST AVENUE OVERLAY: LYON STREET TO MAIN STREET	\$274,000
2242		0	QUEEN AVENUE OVERLAY: SHERMAN STREET TO WAVERLY DRIVE	\$408,000
2243		0	GEARY STREET OVERLAY: 17TH AVENUE TO 24TH AVENUE	\$292,000
2244		0	PRICE ROAD OVERLAY: DOGWOOD AVENUE TO BLUE OX RV PARK	\$204,000
2245		0	LOCHNER ROAD OVERLAY: OREGON YOUTH AUTHORITY FRONTAGE	\$128,000
2246		0	GRAND PRAIRIE ROAD OVERLAY: GEARY STREET TO WAVERLY DRIVE	\$292,000
2249		0	21ST AVENUE OVERLAY: WAVERLY DRIVE TO LEXINGTON STREET	\$117,000
2250		0	LEXINGTON STREET OVERLAY: 21ST AVENUE TO GRAND PRAIRIE ROAD	\$233,000
2251		0	53RD AVENUE OVERLAY: CHINOOK DRIVE TO ELK RUN DRIVE	\$117,000
2252		0	CHINOOK DRIVE OVERLAY: COUGAR DRIVE TO 53RD AVENUE	\$128,000
2254		0	ELM STREET OVERLAY: 5TH AVENUE TO 24TH AVENUE	\$467,000
2255		0	SANTIAM ROAD OVERLAY: MAIN STREET TO CLEVELAND STREET	\$152,000
2256		0	MARION STREET OVERLAY: 24TH AVENUE TO 34TH AVENUE	\$193,000
2257		0	34TH AVENUE OVERLAY: LYON STREET TO WAVERLY DRIVE	\$613,000
2258		0	NORTH ALBANY ROAD OVERLAY: PORTLAND & WESTERN RAILROAD TO U.S. HIGHWAY 20	\$175,000
2259		0	KILLDEER AVENUE OVERLAY: PACIFIC BOULEVARD TO AIRPORT ROAD	\$158,000
2260		0	5TH AVENUE OVERLAY: ELM STREET TO WASHINGTON STREET	\$128,000
2261		0	GEARY/14TH/CLAY OVERLAYS	\$642,000
2262		0	CLOVER RIDGE ROAD OVERLAY: KNOX BUTTE ROAD TO TRUAX CREEK BRIDGE	\$239,000
2263		0	53RD AVENUE OVERLAY: PACIFIC BOULEVARD TO ELK RUN DRIVE	\$158,000
2264		0	NORTH ALBANY ROAD OVERLAY: GIBSON HILL ROAD TO WEST OF GALE STREET	\$280,000
2265		0	HILL STREET OVERLAY: 9TH AVENUE TO QUEEN AVENUE	\$274,000
2266		0	GOLDFISH FARM ROAD OVERLAY: U.S. HIGHWAY 20 TO CREEL AVE	\$175,000
2268		0	SOMERSET DRIVE OVERLAY: TIMBER RIDGE STREET TO KNOX BUTTE ROAD	\$158,000
2269		0	MARION STREET OVERLAY: 34TH AVENUE TO ALBANY & EASTERN RAILROAD TRACKS	\$88,000
2270		0	GOLDFISH FARM ROAD OVERLAY: KNOX BUTTE ROAD TO DOGWOOD AVENUE	\$152,000
2271		0	WAVERLY DRIVE OVERLAY: GRAND PRAIRIE ROAD TO 36TH AVENUE	\$263,000
2272		0	GRAND PRAIRIE ROAD OVERLAY: WAVERLY DRIVE TO EAST OF LEXINGTON STREET	\$198,000
2273		0	SALEM AVENUE OVERLAY: SHERMAN STREET TO UNION PACIFIC RAILROAD	\$187,000
2274		0	GEARY STREET OVERLAY: FRONT AVENUE TO 6TH AVENUE	\$146,000
2275		0	LIBERTY STREET OVERLAY: QUEEN AVENUE 24TH AVENUE	\$187,000

CIP #	Phase	Year	Title	Projected Total
2276		0	WAVERLY DRIVE OVERLAY: PACIFIC BOULEVARD TO SANTIAM HIGHWAY	\$175,000
2277		0	WAVERLY DRIVE OVERLAY: QUEEN AVENUE TO GRAND PRAIRIE ROAD	\$268,000
2278		0	DEL RIO AVENUE OVERLAY: COLUMBUS STREET TO WAVERLY DRIVE	\$88,000
2279		0	TIMBER RIDGE STREET OVERLAY: SOMERSET DRIVE TO KNOX BUTTE ROAD	\$233,000
<b>Total for Unfunded Street Reconstruction/Improvements:</b>				<b>\$11,572,000</b>

### Study Projects

CIP #	Phase	Year	Title	Projected Total
2154		0	ADA ACCESSIBILITY AUDIT (S1)	\$25,000
2155		0	HIGHWAY 20 CORRIDOR AND DOWNTOWN REFINEMENT PLAN (S2)	\$250,000
2156		0	SAFETY AUDIT (S3)	\$30,000
2157		0	ALBANY TSP MPO UPDATE (S6)	\$350,000
2158		0	WAYFINDING (S8)	\$25,000
2159		0	INTERSTATE 5/OR 99E/KNOX BUTTE REFINEMENT PLAN (S9)	\$100,000
2160		0	INTERSTATE 5/US 20 (SANTIAM) REFINEMENT PLAN (S10)	\$100,000
<b>Total for Unfunded Study Projects:</b>				<b>\$880,000</b>

### Transit Projects

CIP #	Phase	Year	Title	Projected Total
2174		0	PURCHASE OF BUS MAINTENANCE FACILITY PROPERTY	\$750,000
2175		0	DESIGN AND CONSTRUCTION OF BUS MAINTENANCE FACILITY	\$500,000
2303		0	LAND ACQUISITION, ALBANY TRAIN/MULTIMODAL STATION ADDITIONAL PARKING LOT	\$1,500,000
2304		0	DESIGN AND CONSTRUCTION OF ALBANY TRAIN/MULTIMODAL STATION ADDITIONAL PARKING LOT	\$1,500,000
<b>Total for Unfunded Transit Projects:</b>				<b>\$4,250,000</b>

**Grand Total for Unfunded Transportation: \$248,701,500**

## Catching Up on Deferred Maintenance

### *Replacement Needs Prominent*

The City's wastewater system consists of a collection system that is made up of 194 miles of gravity flow pipes, 7.2 miles of pressure pipes, 4,237 manholes, 11 sewer lift stations, the Water Reclamation Facility, and Talking Water Gardens wetlands.

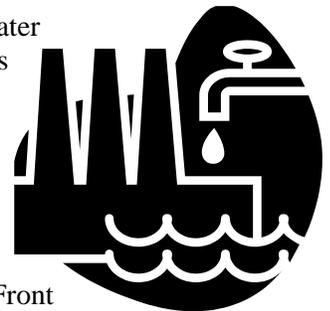
In 2012, City staff initiated an extensive condition assessment of the City's wastewater system in order to invest in collection system infrastructure in a prioritized and efficient manner. Of the City's 194 miles of gravity sewer pipes, approximately 23 miles are anticipated to require replacement or major repair within the next 10 years, or risk complete failures with interruption of service and potential overflows into basements. City staff will continue to reassess collection system infrastructure in order to identify and prioritize the perpetual life replacement of the infrastructure.

The Albany City Council has set five-year planning goals for funding perpetual life replacement to avoid wastewater main failures and disruption of sewer service to Albany citizens. This strategy requires a commitment to seeking additional revenues in the coming years. The City Council will be evaluating revenues, expenditures, system needs, and the state of the local economy annually to determine what future revenue resource increases are appropriate. If wastewater rates are not raised according to the five-year plan, it will not be possible to complete many of the projects listed in the five-year life of the wastewater portion of the CIP and future CIPs will reflect these changes.

The wastewater projects identified in this year's five-year window are consistent with Council's direction and represent the minimum necessary to restore the condition of the collection system with the goal of continued provision of uninterrupted service to the Albany community. Restoration of the collection system helps reduce infiltration of groundwater and inflow of stormwater into the collection system which can impact capacity requirements within the system and require additional capital improvements for conveyance and treatment of sewer flows.

### Evaluating System Capacity Requirements

The City of Albany conducted a system-wide capacity analysis of the wastewater collection system in 2015. The evaluation identified a number of locations throughout town that are capacity limited and in need of eventual replacement/expansion. A handful of the identified locations are significantly limited and result in rainfall induced overflows that are not permitted under the City's discharge permit with DEQ. The cost to immediately address all of these deficiencies far exceeds the City's financial capabilities. Consequently, Council prioritized improvements based on risks and established a funding strategy to systematically construct improvements over time. In previous CIP's, the River Front Interceptor (RFI) Lift Station and Force Main project, was identified as the largest unfunded required improvement. Efforts to identify a funding source for this important project were successful and it is now included as a funded project in this CIP.



## 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	2019	2020	2021	2022	2023	TOTAL
City of Millersburg	\$27,500	\$0	\$0	\$0	\$0	\$27,500
Loan – State of Oregon	\$13,000,000	\$0	\$0	\$0	\$0	\$13,000,000
SDC – Improvement – Sewer	\$617,000	\$0	\$0	\$0	\$0	\$617,000
Sewer Rates/Operating Revenues	\$4,349,500	\$1,775,000	\$1,775,000	\$5,705,000	\$3,873,000	\$17,477,500
<b>GRAND TOTALS:</b>	<b>\$17,994,000</b>	<b>\$1,775,000</b>	<b>\$1,775,000</b>	<b>\$5,705,000</b>	<b>\$3,873,000</b>	<b>\$31,122,000</b>

# 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
<b>Plan Year: 2018 - 2019</b>		
2292	LATERAL REPLACEMENT & BASEMENT PROTECTION	\$275,000
2295	2019 COLLECTION SYSTEM REHABILITATION PROJECTS	\$1,750,000
2331	COX CREEK INTERCEPTOR PROJECTS	\$2,294,000
2389	ALBANY-MILLERSBURG WATER RECLAMATION FACILITY VERTICAL LOOP REACTOR (VLR) EQUIPMENT UPGRADES	\$275,000
2390	2019 SEWER POINT REPAIRS	\$275,000
2391	14TH & OAK LIFT STATION UPGRADE	\$125,000
2405	RIVERFRONT INTERCEPTOR (RFI) WET WEATHER LIFT STATION AND FORCE MAIN IMPROVEMENTS	\$13,000,000
<b>Total for FY 2018 - 2019</b>		<b>\$17,994,000</b>
<b>Plan Year: 2019 - 2020</b>		
2309	LATERAL REPLACEMENT & BASEMENT PROTECTION	\$275,000
2312	2020 COLLECTION SYSTEM REHABILITATION PROJECTS	\$1,500,000
<b>Total for FY 2019 - 2020</b>		<b>\$1,775,000</b>
<b>Plan Year: 2020 - 2021</b>		
2327	LATERAL REPLACEMENT & BASEMENT PROTECTION	\$275,000
2328	2021 COLLECTION SYSTEM REHABILITATION PROJECTS	\$1,500,000
<b>Total for FY 2020 - 2021</b>		<b>\$1,775,000</b>
<b>Plan Year: 2021 - 2022</b>		
2341	FERRY STREET INTERCEPTOR PROJECT	\$3,489,000
2375	LATERAL REPLACEMENT & BASEMENT PROTECTION	\$275,000
2376	2022 COLLECTION SYSTEM REHABILITATION PROJECTS	\$1,500,000
2393	QUEEN AVENUE SEWER IMPROVEMENTS	\$441,000
<b>Total for FY 2021 - 2022</b>		<b>\$5,705,000</b>
<b>Plan Year: 2022 - 2023</b>		
2392	WAVERLY DRIVE SEWER IMPROVEMENTS	\$598,000
2395	LATERAL REPLACEMENT & BASEMENT PROTECTION	\$275,000
2396	WASHINGTON STREET SEWER IMPROVEMENTS	\$1,159,000
2397	14TH AVENUE SEWER IMPROVEMENTS	\$1,141,000
2406	2023 COLLECTION SYSTEM REHABILITATION PROJECTS	\$700,000
<b>Total for FY 2022 - 2023</b>		<b>\$3,873,000</b>
<b>Grand Total for Wastewater:</b>		<b>\$31,122,000</b>

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**Plan FY: 2018-2019 LATERAL REPLACEMENT & BASEMENT PROTECTION**

**CIP Project #: 2292**

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**Master Plan:**

**Category:** Wastewater

**Department:** Public Works Department

**Plan Element:**

**Classification:** Miscellaneous - Wastewater

**Total Cost: \$275,000**

During FY 1999-2000, the City Council adopted three new programs to assist property owners with sanitary sewer lateral service issues.

The Basement Flooding Protection Loan Program provides a no-interest, ten-year loan to assist property owners with installation of backflow protection valves and sump pumps needed to protect buildings from flooding due to the sanitary sewer system.

The Council also adopted a Basement Flooding Protection Grant Program that provides limited City participation in the cost of basement flooding protection improvements. The grant program is targeted for properties that have experienced frequent flooding, have responded with good faith efforts to minimize the flooding risk, and in spite of these efforts, continue to experience basement flooding.

The lateral replacement program provides a one-time-only replacement of qualifying sanitary sewer service laterals on private property. Replacement of these laterals reduces the amount of infiltration entering the sanitary sewer system through cracks and breaks in older, deteriorated service lines.

Operating Budget Impact: This project will reduce sewer maintenance costs over the long term by reducing the amount of extraneous flow into the sanitary sewer system that is receiving treatment.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500	SEWER RATES/OPERATING REVENUES	\$275,000
	Total:	\$275,000

**Plan FY: 2018-2019 2019 COLLECTION SYSTEM REHABILITATION PROJECTS**

**CIP Project #: 2295**

**Master Plan:**

**Category:** Wastewater

**Department:** Public Works Department

**Plan Element:**

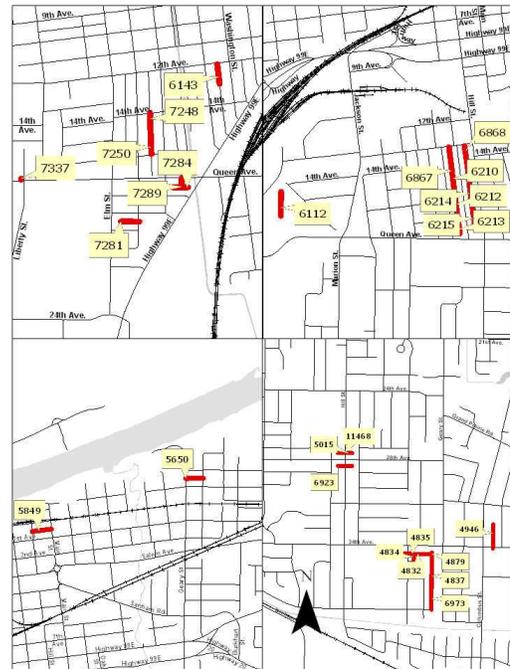
**Classification:** Sewer Mains

**Total Cost: \$1,750,000**

For this fiscal year approximately 8,000 feet of sewer mains are proposed for rehabilitation with CIPP or Pipe Bursting. These pipes have been prioritized based on the City's system-wide condition assessment. Cured-in-place Pipe (CIPP) and pipe bursting are effective and cost-efficient ways to rehabilitate existing sewer mains that are at the end of their service. Both are forms of "trenchless technology," which means costly excavations and surface restorations are minimized.

(ID's for the subject lines are 4832, 4834, 4835, 4837, 4879, 4946, 5015, 5650, 5849, 6112, 6143, 6210, 6212, 6213, 6214, 6215, 6867, 6868, 6923, 6973, 7248, 7250, 7281, 7284, 7289, 7337, 11468). A larger map can be found at the end of the CIP document.

**Operating Budget Impact:** This project will reduce long-term operations and maintenance costs through reduction in emergency responses and reduction in infiltrating groundwater that must be pumped and treated.



**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500	SEWER RATES/OPERATING REVENUES	\$1,750,000
Total:		\$1,750,000

**Plan FY: 2018-2019 COX CREEK INTERCEPTOR PROJECTS**

**CIP Project #: 2331**

**Master Plan:** Sanitary Sewer Master Plan

**Plan Element:** P10B, P11A

**Category:** Wastewater

**Classification:** Interceptors/Collectors

**Department:** Public Works Department

**SDC**

**Total Cost: \$2,294,000**

The Cox Creek Interceptor projects will provide capacity to reduce existing overflows and to handle peak buildout flows during a 5-year design storm event. With new additional capacity, surcharging in upstream sewer lines will be significantly reduced with a goal of eliminating unpermitted overflows from the sewer system. Construction of these improvements will also allow for continued property development in the upstream sewer basin and will also facilitate development downstream east of Interstate 5 (I-5). This project will replace approximately 1,300 feet of undersized pipe with new 24-inch sewer pipe and extend approximately 500 feet of 21-inch sewer pipe across I-5.

**Operating Budget Impact:** This project will reduce long-term operations and maintenance costs through reduction in emergency responses and reduction in infiltrating groundwater that must be pumped and treated.



**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
601-50-2502	SDC - IMPROVEMENT - SEWER	\$617,000
601-50-2500	SEWER RATES/OPERATING REVENUES	\$1,677,000
Total:		\$2,294,000

**Plan FY: 2018-2019 ALBANY-MILLERSBURG WATER RECLAMATION FACILITY  
VERTICAL LOOP REACTOR (VLR) EQUIPMENT UPGRADES**

**CIP Project #: 2389**

**Master Plan:**

**Plan Element:**

**Category:** Wastewater

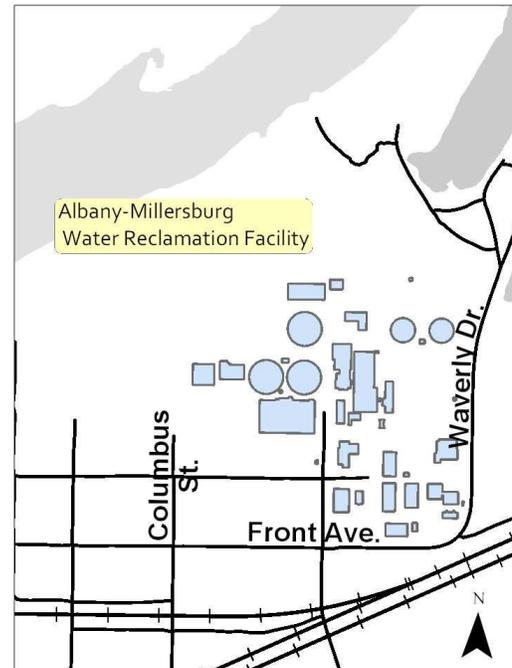
**Classification:** Miscellaneous - Wastewater

**Department:** Public Works Department

**Total Cost: \$275,000**

This project includes upgrades at the Albany-Millersburg Water Reclamation Facility. Work includes removing the existing VLR disc mixers and replacing them with propeller mixers; twelve 25 HP disc aerator motors will be replaced with six 8 HP propeller motors. Replacing the VLR disc mixers will result in approximately 584,400 kW-hours in savings (~\$33,600 annually). This project also includes installation of a variable frequency drive (VFD) on one of the 250 HP VLR blowers which will add a wider range of blower operation resulting in significant energy savings. Installing the VFD will result in approximately 248,400 kW-hours in savings (~\$14,300 annually). This project is eligible for a 50% incentive from the Energy Trust of Oregon upon completion. Assuming receipt of the 50% incentives, replacement of the VLR disc mixers is expected to pay for itself in 3.1 years; installation of the VFD on the VLR blower will pay for itself in 2.1 years.

**Operating Budget Impact:** This project will reduce long-term operations and maintenance costs through a reduction in power consumption and by completing improvements to the Albany-Millersburg Water Reclamation Facility.



**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500	CITY OF MILLERSBURG	\$27,500
601-50-2500	SEWER RATES/OPERATING REVENUES	\$247,500
Total:		\$275,000

**Plan FY: 2018-2019 2019 SEWER POINT REPAIRS**

**CIP Project #: 2390**

**Master Plan:**

**Plan Element:**

**Category:** Wastewater

**Classification:** Sewer Mains

**Department:** Public Works Department

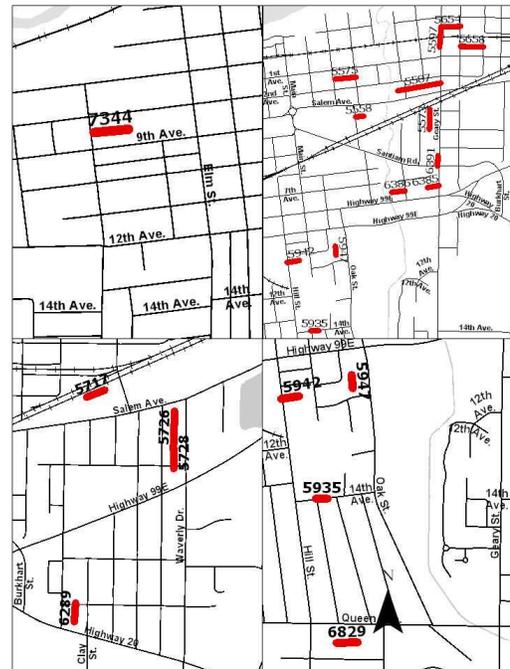
**Total Cost: \$275,000**

As part of the City's ongoing collection system condition assessment efforts, a number of lines have been identified with protruding service lateral taps that obstruct maintenance efforts, or with structural deficiencies requiring an isolated repair. This project provides for removal of protruding taps and point repairs on the following pipes: ID's for the subject lines are 6829, 5947, 7344, 5658, 5587, 5558, 5597, 5942, 5728, 5935, 6391, 6386, 5717, 5573, 5726, 5575, 5654, 6385, 6289. A larger map can be found at the end of the CIP document.

**Operating Budget Impact:** This project will reduce long-term operations and maintenance costs through reduction in emergency responses and reduction in infiltrating groundwater that must be pumped and treated.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500	SEWER RATES/OPERATING REVENUES	\$275,000
Total:		\$275,000



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**Plan FY: 2018-2019 14TH & OAK LIFT STATION UPGRADE**

**CIP Project #: 2391**

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**Master Plan:**

**Category:** Wastewater

**Department:** Public Works Department

**Plan Element:**

**Classification:** Lift Stations

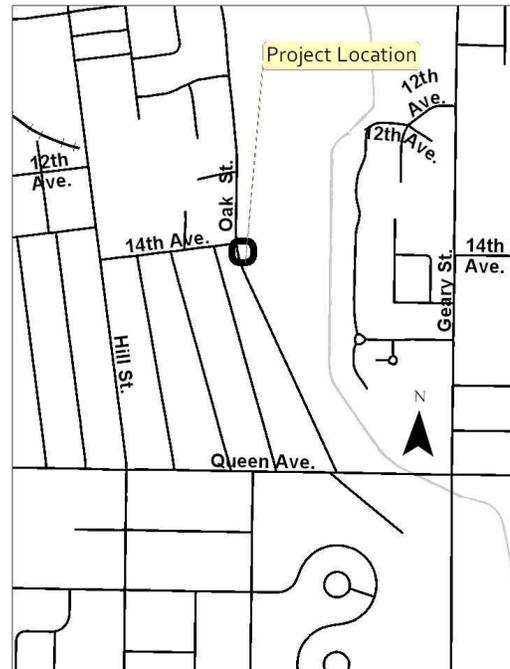
**Total Cost: \$125,000**

This project provides for improvements to a sewer lift station located at 14th & Oak. The existing lift station is prone to vacuum leaks and plugging which results in additional maintenance costs. Improvements include pump replacement, new piping, valves, flow meter, and telemetry and control upgrades.

Operating Budget Impact: This project will reduce maintenance costs over the long term because of increased pump efficiency, less emergency responses, and less wet well cleaning.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500	SEWER RATES/OPERATING REVENUES	\$125,000
	Total:	\$125,000





**Plan FY: 2018-2019 RIVERFRONT INTERCEPTOR (RFI) WET WEATHER LIFT STATION AND FORCE MAIN IMPROVEMENTS**

**CIP Project #: 2405**

**Master Plan:**

**Plan Element:**

**Category:** Wastewater

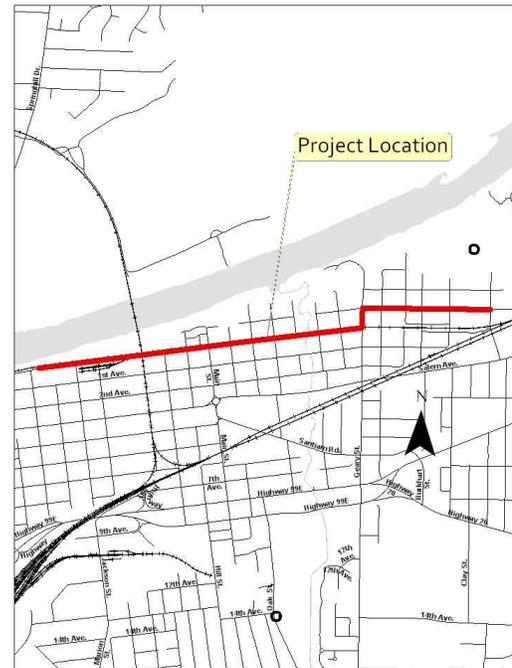
**Classification:** Interceptors/Collectors

**Department:** Public Works Department

**Total Cost: \$13,000,000**

This project includes construction of a wet weather lift station and approximately 6,600 feet of 21-inch sewer force main. These improvements will provide relief and eliminate unpermitted overflows from Albany's oldest and largest interceptor sewer, the Riverfront Interceptor (RFI). With new additional capacity, surcharging in upstream sewer basins will be significantly reduced, and discharges from the Montgomery Street emergency overflow location will be reduced. In addition to the new lift station and force main, various rehabilitation measures will be constructed on the existing RFI.

Operating Budget Impact: Due to the additional infrastructure, this project will increase long-term operation and maintenance costs. This project is required for regulatory compliance.



**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
601-50-2504	LOAN - STATE OF OREGON	\$13,000,000
Total:		\$13,000,000

# 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
1251	0		KNOX BUTTE ROAD COLLECTOR: UPSIZE LINE FROM CENTURY DRIVE LIFT STATION UPSTREAM TO ONYX STREET	\$2,764,000
1253	0		47TH AVENUE COLLECTOR: UPSIZE LINE FROM COLUMBUS STREET UPSTREAM TO END OF GRAVITY LINE	\$1,045,000
1724	0		FERRY STREET AND 28TH AVENUE	\$1,938,000
1770	0		COX CREEK INTERCEPTOR	\$4,926,000
2345	0		HILL STREET COLLECTOR: UPSIZE LINE FROM 7TH AVENUE TO 13TH AVENUE	\$1,800,000
2346	0		MARION STREET COLLECTORS	\$216,000
2348	0		COLUMBUS STREET EXTENSION	\$1,720,000
2349	0		SOMERSET DRIVE COLLECTORS	\$1,439,000
2351	0		THREE LAKES ROAD COLLECTORS	\$4,584,000
2353	0		HIGHWAY 20 COLLECTORS	\$2,964,000
2356	0		KNOX BUTTE ROAD COLLECTORS	\$3,420,000
2359	0		SPRINGHILL DRIVE COLLECTORS	\$3,322,000
2362	0		WEST THORNTON LAKE COLLECTORS	\$1,843,000
2364	0		COLUMBUS STREET COLLECTORS	\$412,000
2366	0		CENTURY DRIVE - DRAPERVILLE COLLECTORS	\$10,830,000
<b>Total for Unfunded Interceptors/Collectors:</b>				<b>\$43,223,000</b>

## Lift Stations

CIP #	Phase	Year	Title	Projected Total
1255	0		NEW LIFT STATIONS: THORNTON LAKE, AND SPRING HILL DRIVE	\$883,000
2344	0		NORTH ALBANY LIFT STATION	\$2,500,000
2347	0		MARION STREET LIFT STATION IMPROVEMENTS	\$1,000,000
2352	0		THREE LAKES ROAD LIFT STATION IMPROVEMENTS	\$850,000
2354	0		HIGHWAY 20 LIFT STATION IMPROVEMENTS	\$850,000
2357	0		KNOX BUTTE ROAD LIFT STATION IMPROVEMENTS	\$850,000
2358	0		BURKHART CREEK LIFT STATION IMPROVEMENTS	\$850,000
2360	0		SPRINGHILL DRIVE LIFT STATION IMPROVEMENTS	\$850,000
2361	0		QUARRY ROAD LIFT STATION IMPROVEMENTS	\$850,000
2363	0		WEST THORNTON LAKE LIFT STATION IMPROVEMENTS	\$850,000
2365	0		COLUMBUS STREET LIFT STATION IMPROVEMENTS	\$105,000
2367	0		CENTURY DRIVE LIFT STATION IMPROVEMENTS	\$1,650,000
<b>Total for Unfunded Lift Stations:</b>				<b>\$12,088,000</b>

## Sewer Mains

CIP #	Phase	Year	Title	Projected Total
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CIP #	Phase	Year	Title	Projected Total
2340		0	ANNUAL COLLECTION SYSTEM REHABILITATION PROJECTS (\$/YR)	\$2,600,000
2350		0	MARION STREET SEWER MAIN EXTENSION	\$1,204,000
2355		0	TIMBER LINN SEWER MAINS	\$3,261,000
2394		0	12TH AVENUE SEWER IMPROVEMENTS	\$1,100,000
<b>Total for Unfunded Sewer Mains:</b>				<b>\$8,165,000</b>

### Talking Water Gardens

CIP #	Phase	Year	Title	Projected Total
2190		0	TALKING WATER GARDENS: COMPLETE ENTRANCE/PARKING LOT LANDSCAPING	\$130,000
2191		0	TALKING WATER GARDENS: COMPLETE BRIDGE IMPROVEMENTS AND LANDSCAPING	\$125,000
2192		0	TALKING WATER GARDENS: REROUTE OVERHEAD POWER LINES	\$400,000
2193		0	TALKING WATER GARDENS: ENTRANCE ROAD IMPROVEMENTS	\$700,000
<b>Total for Unfunded Talking Water Gardens:</b>				<b>\$1,355,000</b>

**Grand Total for Unfunded Wastewater: \$64,831,000**

# Water Sustains All

## *Looking to the Future*

As a result of the City’s partnership with the City of Millersburg, investments in transmission main capacity, and targeting replacement of leaky steel water lines, Albany water customers enjoy the security of two safe reliable sources of drinking water, a distribution system with capacity ready to serve growth, and stable operation and maintenance expenses. These benefits are not shared by all other Oregon communities.



The City’s water system consists of a robust network of pipes, reservoirs, and pump stations. In all, the water system is made up of 264 miles of pipes, seven pump stations, seven reservoirs, 19,020 service lines, 1,832 hydrants, 7,276 valves, an 18-mile canal, and two water treatment plants.

In reviewing this year’s CIP document, it is evident that water system investments in the coming years are primarily driven by perpetual life replacement needs. These projects are critical for realizing the full benefits of past investments in our water system, meeting regulatory requirements, and providing safe and reliable water service to our customers. The Albany City Council recognizes the importance of maintaining our system and has provided direction regarding five-year planning goals for perpetual life replacement. Meeting those goals requires a commitment to seeking additional revenues. The City Council evaluates revenues, expenditures, system needs, and the state of the local economy annually to determine what revenue increases are appropriate. If water rates are not raised according to the five-year plan, it will 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.

The water system projects identified in this year’s five-year CIP are consistent with Council’s direction and represent the minimum necessary for continued consistent quality water services and to support economic development in the City.

## 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	2019	2020	2021	2022	2023	TOTAL
City of Millersburg	\$66,700	\$0	\$0	\$0	\$0	\$66,700
SDC – Improvement – Water	\$0	\$0	\$0	\$0	\$700,000	\$700,000
SDC – Reimbursement – Water	\$960,000	\$0	\$0	\$0	\$0	\$960,000
Water Rates/Operating Revenues	\$2,878,300	\$478,000	\$1,696,000	\$1,871,000	\$3,039,000	\$9,962,300
<b>GRAND TOTALS:</b>	<b>\$3,905,000</b>	<b>\$478,000</b>	<b>\$1,696,000</b>	<b>\$1,871,000</b>	<b>\$3,739,000</b>	<b>\$11,689,000</b>

# 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
<b>Plan Year: 2018 - 2019</b>		
1002	2 HILL STREET: 24TH AVENUE TO 34TH AVENUE	\$2,105,000
2221	BELMONT AVENUE AREA WATER LINE REPLACEMENTS	\$1,100,000
2372	ALBANY-MILLERSBURG WATER TREATMENT PLANT INTAKE GENERATOR	\$400,000
2398	VINE STREET WATER TREATMENT PLANT IMPROVEMENT PROJECTS	\$300,000
<b>Total for FY 2018 - 2019</b>		<b>\$3,905,000</b>
<b>Plan Year: 2019 - 2020</b>		
1587	6TH AVENUE, ELM TO MAPLE AND WALNUT STREET, 6TH TO 7TH	\$240,000
2301	DAVIDSON WATER LINE - 14TH AVENUE TO 16TH AVENUE	\$238,000
<b>Total for FY 2019 - 2020</b>		<b>\$478,000</b>
<b>Plan Year: 2020 - 2021</b>		
2003	24TH AVENUE WATER LINE, HILL TO GEARY STREET	\$778,000
2401	QUEEN AVENUE WATER LINE: 99E TO MARION STREET	\$918,000
<b>Total for FY 2020 - 2021</b>		<b>\$1,696,000</b>
<b>Plan Year: 2021 - 2022</b>		
1596	LINCOLN STREET WATER LINE: 12TH AVENUE TO 15TH AVENUE	\$504,000
2188	JEFFERSON STREET WATERLINE REPLACEMENT	\$338,000
2400	QUEEN AVENUE WATER LINE: 99E TO CITY LIMITS	\$725,000
2409	9TH AVENUE WATER LINE	\$304,000
<b>Total for FY 2021 - 2022</b>		<b>\$1,871,000</b>
<b>Plan Year: 2022 - 2023</b>		
2399	WAVERLY DRIVE WATER LINE: SANTIAM TO QUEEN AVENUE	\$869,000
2403	14TH AVENUE WATER LINE IMPROVEMENTS	\$1,961,000
2404	WASHINGTON STREET WATER LINE: 2ND AVENUE TO PACIFIC BLVD	\$909,000
<b>Total for FY 2022 - 2023</b>		<b>\$3,739,000</b>
<b>Grand Total for Water:</b>		<b>\$11,689,000</b>

**Plan FY: 2018-2019 HILL STREET: 24TH AVENUE TO 34TH AVENUE**

**CIP Project #: 1002 Phase: 2**

**Master Plan:** Water Supply Master Plan

**Plan Element:** P26

**Category:** Water

**Classification:** Water Mains

**Department:** Public Works Department

**SDC**

**Total Cost: \$2,105,000**

This project will replace approximately 2,265 feet of deteriorated 8-inch steel water line and 735 feet of 8-inch asbestos cement water line with 24-inch ductile iron transmission lines. The near-term benefit of upsizing this line will be better service to southeast Albany. However, as future improvements are completed, this large-diameter line will help move large quantities of water from the A-M Water Treatment Plant to all of south Albany. Street improvements as shown in CIP 2207 in the Transportation section of the CIP will also be coordinated with this project.

**Operating Budget Impact:** This project will reduce maintenance costs over the long term. Replacement of these water mains will reduce the amount of water loss from the system and the number of emergency responses required to fix leaks.



**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
615-50-2301	SDC - REIMBURSEMENT - WATER	\$960,000
615-50-2308	WATER RATES/OPERATING REVENUES	\$1,145,000
Total:		\$2,105,000

**Plan FY: 2018-2019 BELMONT AVENUE AREA WATER LINE REPLACEMENTS**

**CIP Project #: 2221**

**Master Plan:**

**Plan Element:**

**Category:** Water

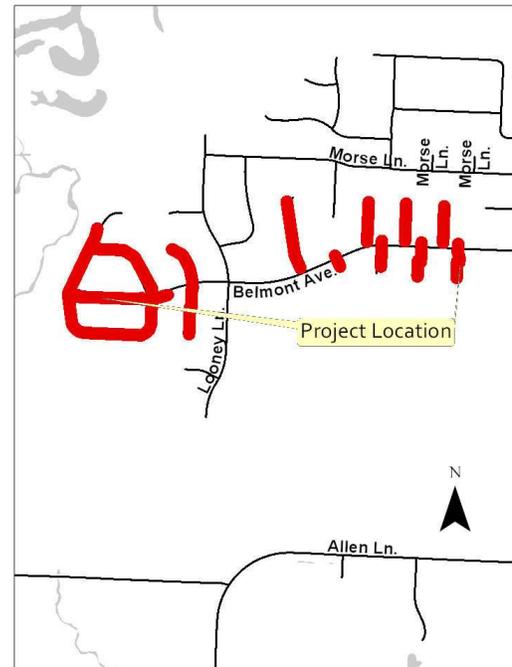
**Classification:** Water Mains

**Department:** Public Works Department

**Total Cost: \$1,100,000**

This project will replace approximately 3,400 linear feet of 6-inch and 1,000 feet of 4-inch asbestos cement water line with approximately 4,400 feet of new 8-inch and 6-inch ductile iron pipe. The existing water lines were installed in the same trench as power lines, making water line repairs dangerous and expensive. This project will improve worker safety, service pressures, water quality, and fire flows in the area.

**Operating Budget Impact:** This project will reduce maintenance costs over the long term by avoiding the costs associated with large scale pipe failures common to asbestos cement water mains.



**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
615-50-2308	WATER RATES/OPERATING REVENUES	\$1,100,000
Total:		\$1,100,000

**Plan FY: 2018-2019 ALBANY-MILLERSBURG WATER TREATMENT PLANT INTAKE GENERATOR**

**CIP Project #: 2372**

**Master Plan:**

**Category:** Water

**Department:** Public Works Department

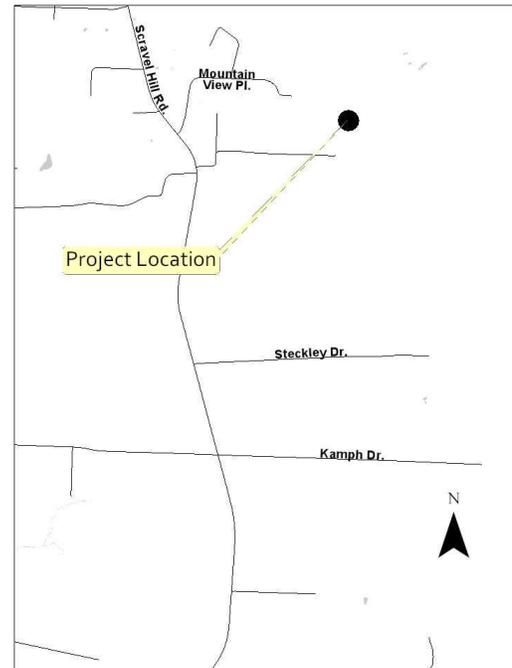
**Plan Element:**

**Classification:** Miscellaneous - Water

**Total Cost: \$400,000**

The Albany-Millersburg Water Treatment Plant intake site currently does not have standby power provisions to continue operations in the event of a power outage. This site experiences frequent power outages which significantly reduces the plant's ability to produce water. This project provides for installation of a 1250 KW generator, transfer switch, and related equipment that will provide backup power for half the intake facility. Installation of the generator and related equipment will enable the A-M WTP to continue to receive raw water for treatment during a power outage.

**Operating Budget Impact:** This project will improve the power system reliability of the A-M Water Treatment Plant by enabling half of the plant intake to continue operations in the event of a power outage.



**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
615-50-2308	CITY OF MILLERSBURG	\$66,700
615-50-2308	WATER RATES/OPERATING REVENUES	\$333,300
Total:		\$400,000



**Plan FY: 2018-2019 VINE STREET WATER TREATMENT PLANT IMPROVEMENT PROJECTS**

**CIP Project #: 2398**

**Master Plan:**

**Plan Element:**

**Category:** Water

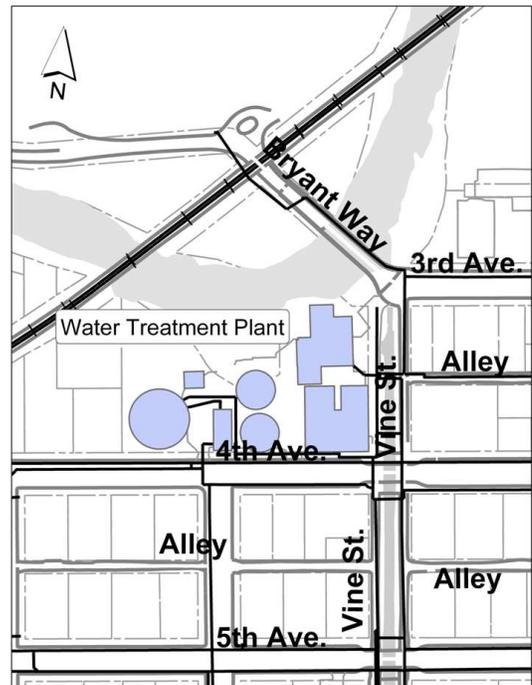
**Classification:** Miscellaneous - Water

**Department:** Public Works Department

**Total Cost: \$300,000**

This project includes plant wide improvements at the Vine Street Water Treatment Plant involving process optimization, equipment replacement and employee safety. The current process used to isolate the wet well is unsafe. A slide gate with motorized actuator is needed to ensure water does not enter the wet well when employees are inside conducting maintenance. The individual raw water pump isolation and check valves are old and need replaced to provide better control of influent water. The chemical feed system will be rerouted to allow for safer bulk chemical delivery and storage. New chemical feed equipment will improve dosing efficiency and accuracy. Optimizing the chemical system is expected to provide better quality water with lower overall chemical costs and reduce employee chemical handling and exposure.

**Operating Budget Impact:** This project will reduce maintenance costs over the long term by completing improvements to the Vine Street Water Treatment Plant.



**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
615-50-2308	WATER RATES/OPERATING REVENUES	\$300,000
Total:		\$300,000

# 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.

## Miscellaneous - Water

CIP #	Phase	Year	Title	Projected Total
2320		0	SANTIAM-ALBANY CANAL BANK REPAIR: 6TH AVENUE TO 12TH AVENUE	\$1,832,000
2337		0	SANTIAM-ALBANY CANAL BANK REPAIR: 4TH AVENUE TO 5TH AVENUE	\$450,000
2342		0	SANTIAM-ALBANY CANAL BANK REPAIR: 5TH AVENUE TO 6TH AVENUE	\$477,000
<b>Total for Unfunded Miscellaneous - Water:</b>				<b>\$2,759,000</b>

## New Construction - Water

CIP #	Phase	Year	Title	Projected Total
1311		0	MARION STREET & 41ST AVENUE TO COLLEGE PARK DRIVE	\$305,000
1640		0	CENTRAL ALBANY TRANSMISSION PROJECT	\$6,144,000
1641		0	DEVELOPMENT DRIVEN TRANSMISSION/DISTRIBUTION PROJECTS	\$5,709,000
1866		0	THREE LAKES ROAD WATERLINE EXTENSION (21ST AVE TO 2,500 FEET SOUTH)	\$712,000
<b>Total for Unfunded New Construction - Water:</b>				<b>\$12,870,000</b>

## Water Mains

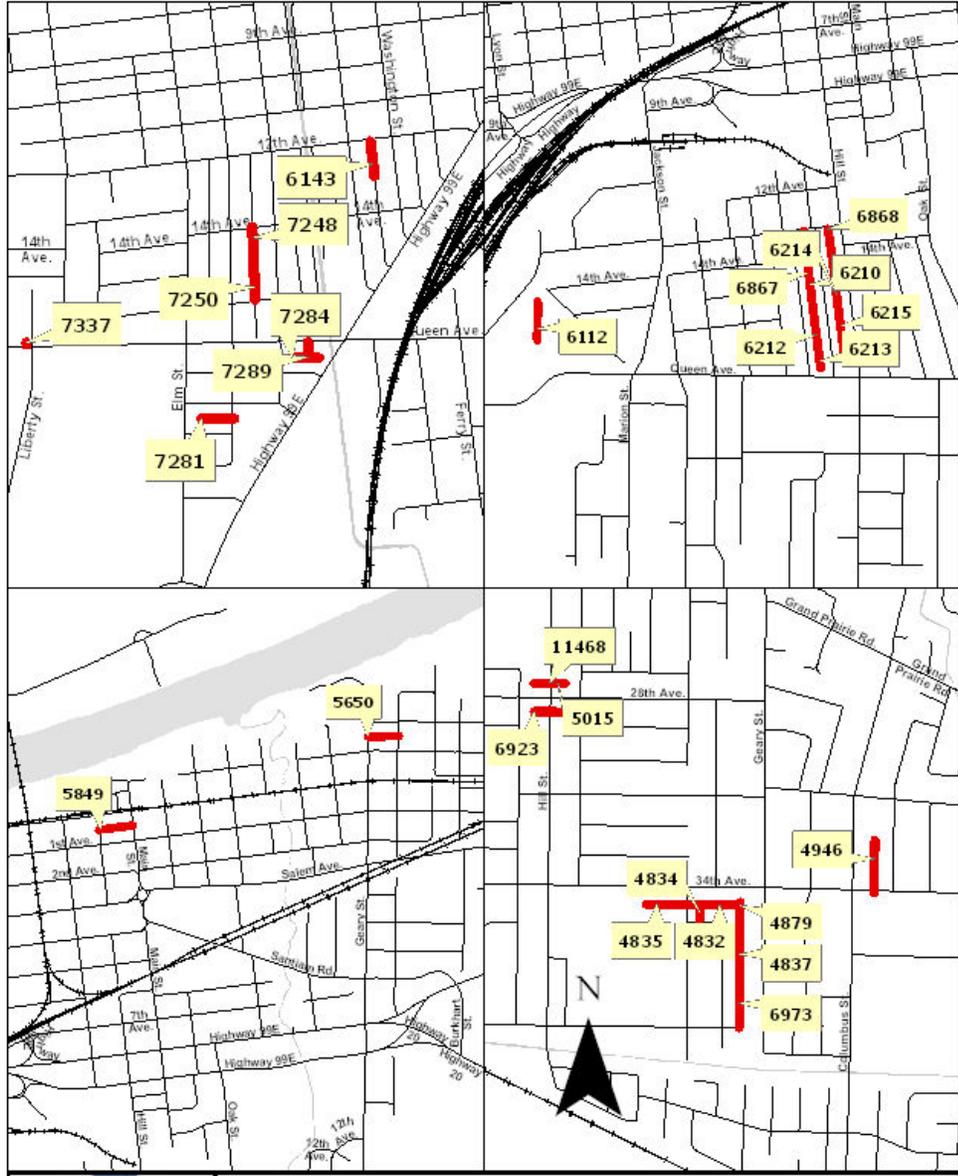
CIP #	Phase	Year	Title	Projected Total
2402		0	ANNUAL WATER DISTRIBUTION REPLACEMENT PROJECTS (\$/YR)	\$1,470,000
<b>Total for Unfunded Water Mains:</b>				<b>\$1,470,000</b>

## Water Supply & Storage

CIP #	Phase	Year	Title	Projected Total
1300	1	0	KNOX BUTTE RESERVOIR PROJECT, PHASE 1	\$8,413,000
1300	2	0	KNOX BUTTE RESERVOIR PROJECT, PHASE 2	\$4,891,000
1634		0	INCREASE LEVEL 2 PUMP STATION CAPACITY	\$14,000
1636	1	0	VINE STREET WTP IMPROVEMENTS, PHASE 1	\$1,374,000
1636	2	0	VINE STREET WTP PROJECTS, PHASE 2	\$6,311,000
1639	1	0	ELLINGSON ROAD RESERVOIR PROJECT	\$6,027,000
1639	2	0	ELLINGSON ROAD RESERVOIR PROJECT	\$4,730,000
1644		0	JOINT WATER PROJECT, PHASE 2	\$5,450,000
1675	11	0	SANTIAM-ALBANY CANAL IMPROVEMENTS	\$250,000
1675	12	0	SANTIAM-ALBANY CANAL IMPROVEMENTS	\$250,000
1675	13	0	SANTIAM-ALBANY CANAL IMPROVEMENTS	\$303,000
1749	2	0	MAPLE STREET RESERVOIR IMPROVEMENTS	\$284,000
1751	3	0	NORTH ALBANY DISTRIBUTION PROJECTS	\$28,000

CIP #	Phase	Year	Title	Projected Total
2336		0	CANAL DREDGING - VINE STREET WTP TO 22ND AVENUE	\$485,000
<b>Total for Unfunded Water Supply &amp; Storage:</b>				<b>\$38,810,000</b>

**Grand Total for Unfunded Water: \$55,909,000**



**CIP 2295**

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**2019 COLLECTION SYSTEM  
REHABILITATION PROJECTS**



# CIP 2390

## 2019 SEWER POINT REPAIRS



CITY OF ALBANY

★ OREGON ★

*Inc. 1864*

# APPENDIX



**RESOLUTION NO. 6698**

BE IT RESOLVED that the Albany City Council hereby adopts the approved 2018-19 budget in the total sum of \$205,854,900 now on file at the Albany City Hall.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2018 , and for the purposes shown below are hereby appropriated as follows:

**GENERAL FUND**

Nondepartmental	
Materials & Services	\$ 355,600
Municipal Court	945,600
Public Safety Levy: Fire	1,389,000
Fire & Life Safety	1,169,500
Fire Emergency Services	14,535,700
Police	15,326,400
Public Safety Levy: Police	1,491,700
Planning	1,253,600
Library	2,889,900
Transfers Out	847,200
Contingency	1,673,800
<b>Total GENERAL FUND</b>	<b>\$ 41,878,000</b>

**SPECIAL REVENUE FUNDS**

**PARKS & RECREATION**

Sports Services	\$ 312,000
Children/Youth/Family Rec Services	369,200
Resource Development Marketing Services	277,900
Park Maintenance Services	1,636,500
Parks & Recreation Administration	1,429,900
Aquatic Services	916,500
Adult Recreation Services	657,100
Performance and Cultural Arts	645,900
Park Facilities Repair & Construction	654,300
Park SDC Projects	2,002,700
Senior Center Foundation	74,700
Parks Capital Improvement Program	320,000
Transfers Out	499,400
Contingency	175,000
<b>Total PARKS &amp; RECREATION</b>	<b>\$ 9,971,100</b>

**GRANTS**

Personnel	\$ 651,500
Materials & Services	1,091,700
Capital	1,367,200
<b>Total GRANTS</b>	<b>\$ 3,110,400</b>

**SPECIAL REVENUE FUNDS, continued**

**BUILDING**

Building Inspection	\$ 3,032,100
Electrical Permit Program	304,300
Transfers Out	60,000
<b>Total BUILDING</b>	<b>\$ 3,396,400</b>

**RISK MANAGEMENT**

Risk Management Reserve	\$ 1,849,200
PepsiCo Settlement Projects	2,082,200
Transfers Out	38,000
<b>Total RISK MANAGEMENT</b>	<b>\$ 3,969,400</b>

**ECONOMIC DEVELOPMENT**

Economic Development Activities	\$ 1,142,800
Lochner Road	3,669,000
Albany Municipal Airport	284,300
Municipal Airport Capital Projects	117,100
Transfers Out	464,400
<b>Total ECONOMIC DEVELOPMENT</b>	<b>\$ 5,677,600</b>

**PUBLIC TRANSIT**

Albany Transit System	\$ 969,900
Linn-Benton Loop	675,900
Paratransit System	622,700
<b>Total PUBLIC TRANSIT</b>	<b>\$ 2,268,500</b>

**PUBLIC SAFETY LEVY**

Transfers Out	\$ 4,045,500
<b>Total PUBLIC SAFETY LEVY</b>	<b>\$ 4,045,500</b>

**CAPITAL REPLACEMENT**

Equipment Replacement	\$ 5,361,100
GF Facilities Maintenance Projects	241,600
IT Equipment Replacement	1,619,200
Facilities Replacement	701,400
Transfers Out	69,000
<b>Total CAPITAL REPLACEMENT</b>	<b>\$ 7,992,300</b>

**STREETS**

Personnel	\$ 999,000
Materials & Services	2,446,900
Capital	14,116,200
Transfers Out	700,000
Contingency	311,700
<b>Total STREETS</b>	<b>\$ 18,573,800</b>

**DEBT SERVICE FUNDS**

**DEBT SERVICE**

2002 LTD Tax Pension Bonds	\$ 870,200
2004 Revenue Obligations	179,400
<b>Total DEBT SERVICE</b>	<b>\$ 1,049,600</b>

**GENERAL OBLIGATION DEBT SERVICE**

2015 Public Safety Facilities Bonds	\$ 1,283,200
<b>Total GENERAL OBLIGATION DEBT SERVICE</b>	<b>\$ 1,283,200</b>

**CAPITAL PROJECT FUND**

**CAPITAL PROJECTS**

Albany Data Integration Project	\$ 532,600
LID Construction Projects	963,700
Public Safety Facilities	11,000
Transfers Out	33,300
<b>Total CAPITAL PROJECTS</b>	<b>\$ 1,540,600</b>

**LIBRARY TRUST**

V. O. Torney Trust	\$ 13,600
Manela Trust	70,000
<b>Total LIBRARY TRUST</b>	<b>\$ 83,600</b>

**ENTERPRISE FUNDS**

**SEWER**

Personnel	\$ 2,304,600
Materials & Services	6,974,000
Capital	32,918,300
Transfers Out	3,013,800
Debt Service	8,825,600
Contingency	1,033,800
<b>Total SEWER</b>	<b>\$ 55,070,100</b>

**ENTERPRISE FUNDS, continued**

**WATER**

Personnel	\$ 2,728,300
Materials & Services	6,266,200
Capital	12,343,600
Transfers Out	1,021,800
Debt Service	3,545,700
Contingency	968,600
<b>Total WATER</b>	<b>\$ 26,874,200</b>

**STORMWATER**

Personnel	\$ 327,000
Materials & Services	1,713,200
Capital	402,700
Contingency	40,000
<b>Total STORMWATER</b>	<b>\$ 2,482,900</b>

**INTERNAL SERVICE FUNDS**

**CENTRAL SERVICES**

Finance Department	\$ 1,553,800
Council & Nondepartmental	258,100
City Manager's Office	1,260,700
Information Technology Services	1,771,300
GIS Services	469,000
Permit Tracking	108,300
Human Resources	929,300
Facilities Maintenance	820,200
<b>Total CENTRAL SERVICES</b>	<b>\$ 7,170,700</b>

**PUBLIC WORKS CENTRAL SERVICES**

PW Administration	\$ 1,356,500
Engineering Services	3,258,200
Operations Admin	641,300
Water Quality Control Service	549,700
PW Customer Services	1,489,700
Facilities & Maintenance Engineering	2,121,600
<b>Total PUBLIC WORKS CENTRAL SERVICES</b>	<b>\$ 9,417,000</b>

BE IT FURTHER RESOLVED that the Albany City Council hereby imposes the taxes provided for in the adopted budget at a permanent rate of \$6 3984 per one thousand of assessed value, a local option rate of \$1 15 per one thousand of assessed value, bonded debt service in the amount of \$1,130,844, plus an adjustment for annexations, and that these taxes are hereby levied upon all taxable property within said districts as of 1 a m , July 1, 2018.

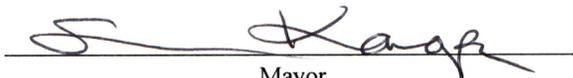
The following allocations and categorizations, subject to the limits of SECTION IIIB, Article XI, of the Oregon Constitution, make the aggregate levy.

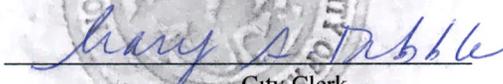
	Subject to the General Government Limitation	Excluded from the Limitation
Gross tax levy	\$6 3984 per \$1,000 of Assessed Value	
Public Safety Levy	\$1.15 per \$1,000 of Assessed Value	
Debt Service		\$ 1,130,844
Linn/Benton Sewer Certification		\$ 130,000

Passed by the Council. June 13, 2018

Approved by the Mayor. June 13, 2018

Effective Date June 13, 2018

  
 Mayor

ATTEST  
  
  
 City Clerk

**CITY OF ALBANY  
NOTICE OF BUDGET HEARING**

The City of Albany will hold a PUBLIC HEARING on Wednesday, June 13, 2018, at 7:15 p.m. in the City Hall Council Chambers, 333 Broadalbin Street SW, Albany, for the purpose of discussing the budget for the Fiscal Year beginning July 1, 2018, as approved by the City of Albany Budget Committee on May 22, 2018. The public is invited to present any written or oral testimony at this time. Written testimony may be addressed to the Finance Director's Office, 333 Broadalbin SW, Albany, OR 97321.

A copy of the Approved Budget document may be inspected between the hours of 8:00 a.m. and 5:00 p.m. at City Hall, 333 Broadalbin Street SW, Albany.

A notice of the City of Albany Budget Committee Hearing is posted on the City's website at [www.cityofalbany.net](http://www.cityofalbany.net).

A summary of the budget is presented below. The budget includes \$600,000 from State Revenue Sharing. The budget was prepared on a basis of accounting consistent with the basis of accounting used the preceding year. Major changes, if any and their affect on the budget are explained below.

<b>INFORMATION FOR BUDGET HEARING NOTICE</b>			
<b>FINANCIAL SUMMARY - RESOURCES</b>			
	2016-17	2017-18	2018-19
	Actual	Adopted	Approved
Property taxes	\$ 27,248,945	\$ 27,848,000	\$ 29,415,300
Other taxes	6,519,647	6,376,400	6,349,600
Licenses & fees	5,931,472	3,998,300	4,695,900
Intergovernmental resources	9,509,796	11,963,400	14,954,600
Charges for service	50,348,785	52,148,600	54,694,000
Fines & forfeitures	650,489	636,100	810,400
Assessment payments	312,890	85,000	85,000
Other resources	1,284,021	1,741,500	16,953,900
Investment earnings	817,744	354,400	423,100
<b>Total Current Resources</b>	<b>\$ 102,623,789</b>	<b>\$ 105,151,700</b>	<b>\$ 128,381,800</b>
Transfers in	9,646,320	10,046,800	11,024,000
Beginning balance	81,735,597	72,023,800	64,158,900
Reserved beginning balance	1,813,832	1,843,100	1,860,700
Beginning balance held in trust	82,613	79,500	79,500
<b>Total Resources</b>	<b>\$ 195,902,151</b>	<b>\$ 189,144,900</b>	<b>\$ 205,504,900</b>

**CITY OF ALBANY  
NOTICE OF BUDGET HEARING**

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
	2016-17	2017-18	2018-19
	Actual	Adopted	Approved
Personnel Services	\$ 46,307,527	\$ 51,938,200	\$ 56,702,200
Materials and Services	35,304,660	40,094,200	41,836,300
Capital Projects	21,720,102	68,282,400	77,189,400
Transfers Out	9,295,620	9,786,800	10,792,400
Debt Service	9,382,960	14,772,800	14,702,200
Contingencies	-	4,191,000	4,202,900
Unappropriated	-	79,500	79,500
<b>Total Requirements</b>	<b>\$ 122,010,869</b>	<b>\$ 189,144,900</b>	<b>\$ 205,504,900</b>
<b>FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT</b>			
	2016-17	2017-18	2018-19
	Actual	Adopted	Approved
10 - Finance	\$ 28,452,463	\$ 35,054,200	\$ 22,936,000
FTE	14.375	15.375	14.375
11 - City Manager's Office	2,414,962	2,867,400	6,664,300
FTE	12.700	13.700	15.700
13 - Information Technology	2,513,762	3,740,300	3,967,800
FTE	13.000	13.000	13.000
14 - Human Resources	689,934	838,900	929,300
FTE	4.000	5.000	5.000
25 - Fire	13,959,347	15,592,200	17,507,900
FTE	79.400	86.908	90.600
30 - Police	14,467,072	16,174,500	17,041,800
FTE	92.250	98.250	98.250
35 - Parks & Recreation	7,389,200	10,286,500	10,791,300
FTE	31.650	34.563	33.438
40 - Community Development	2,826,631	4,792,100	5,309,900
FTE	13.600	13.698	13.698
45 - Library	2,805,318	3,097,700	3,198,600
FTE	20.925	21.200	21.700
50 - Public Works	46,492,184	96,701,100	117,158,000
FTE	122.425	122.425	124.425
<b>Total Requirements</b>	<b>\$ 122,010,873</b>	<b>\$ 189,144,900</b>	<b>\$ 205,504,900</b>
<b>Total FTE</b>	<b>404.325</b>	<b>424.119</b>	<b>430.186</b>

Prominent Changes

Budget estimates are based on the continued slowed growth of the assessed values and also the effects of compression on the Public Safety Levy.

Statement of Indebtedness (Debt Service)

The City has a General Obligation Bond rating of “AA3” from Moody’s Investors Service and a rate of “AA-” from Standard & Poors. The ratings reflect the City’s growing tax base, stable financial position, and modest debt burden. Assessed value per capita is \$74,944.

**CITY OF ALBANY  
NOTICE OF BUDGET HEARING**

As of July 1, 2018, the City will have the following debt issues outstanding:

Total Debt Outstanding

General Obligation	\$16,820,000
Water Revenue	23,575,000
Limited Tax Pension Obligation	4,880,862
Revenue Obligations	<u>340,000</u>
TOTAL	\$45,615,862

Other Debt:

State Revolving Fund	
(SRF) Loan	\$45,456,667
2010 Wetlands	1,023,180
2011 SRF ARRA Loan	<u>1,350,000</u>
	\$47,829,847

Oregon Revised Statutes Chapter 287 provides a debt limit for General Obligation Bonds of three percent of the true cash value (TCV) of all taxable property within the City's boundaries. As of June 30, 2018, the City's net General Obligation Bonded debt will be well below the estimated limit of \$133 million.

Summary of Property Tax Levies

The Budget Committee approved a total gross tax levy of \$6.3984/\$1,000 of the assessed valuation.

The estimated assessed valuation for Fiscal Year 2018-2019 is \$4,185,613,897.

Gross tax levy:

Subject to the General Government Limitation	\$6.3984/\$1,000 of Assessed Value
Public Safety Levy	\$1.15/\$1,000 of Assessed Value

Jeanna Yeager  
Finance Director

DATED THIS 4th DAY OF JUNE 2018.

##

Send: June 4, 2018  
Publish: June 6, 2018  
Post: June 6, 2018  
Remove: June 15, 2017

\*\*\* Proof of Publication \*\*\*

State of Oregon  
ss )  
County of Linn

70-10-103561006

City of Albany/City Managers Office

PO Box 490  
Albany, OR 97321

ORDER NUMBER 93305

I, Pam Burright, being first duly sworn depose and say, that I am the Legal Clerk of the Democrat-Herald, a newspaper of general circulation, as defined by section 193.010 O.R.S., published at 600 Lyon St S. Albany, OR, in the aforesaid county and state; that a copy is hereto Annexed, was published in the entire issue of said newspaper.

PUBLISHED ON: 06/06/2018

TOTAL AD COST 1118 80

FILED ON. 6/6/2018

Pam Burright  
Pam Burright  
Legal Clerk

Cyndi Rae Sprinkel-Hart

Subscribed and sworn to before me on June 6,  
20 18

Cyndi Rae Sprinkel-Hart, Notary



# \*\*\* Proof of Publication \*\*\*

## CITY OF ALBANY NOTICE OF BUDGET HEARING

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**\*\*\* Proof of Publication \*\*\***

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Gross tax levy:  
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Public Safety Levy \$1.15/\$1,000 of Assessed Value

Jeanna Yeagar  
Finance Director

DATED THIS 6th DAY OF JUNE 2018.

#93305

PUBLISH: 06/06/2018

## GLOSSARY

City of Albany

FY 2018-2019

**Account** - A separate financial reporting unit for budgeting, management, or accounting purposes. All budgetary transactions, whether revenue or expenditure, are recorded in accounts.

**Accounting Standards** - The Generally Accepted Accounting Principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB), which guides the recording and reporting of financial information by state and local governments. The standards establish such guidelines as when transactions are recognized, the types and purpose of funds, and the content and organization of the annual financial report.

**Accrual Basis of Accounting** - A method of accounting in which revenues are recorded when measurable and earned, and expenses are recognized when obligations are incurred.

**Activity** - A departmental effort that contributes to the accomplishment of a specific identified program strategy or action.

**Ad Valorem Taxes** - Commonly referred to as property taxes; a property tax as a percentage of the value of taxable property; a tax based on the assessed value of the taxable property; a tax levied on both real and personal property according to the property's valuation and the tax rate.

**Adopted Budget** - The final budget appropriations approved by the City Council, which become the budget of the City.

**AFSCME** - American Federation of State, County, and Municipal Employees. One of the union organizations representing bargaining employees of the City of Albany.

**AMEDC** - Albany/Millersburg Economic Development Corporation. A non-profit organization the City contracts with to provide economic development coordination.

**Annexation** - The incorporation of land into an existing city with a resulting change in the boundaries of that city.

**Appropriation** - Legal authorization granted by the governing body to make expenditures and to incur obligations for specific purposes.

**Approved Budget** - The budget recommended by the Budget Committee for adoption by the City Council. The Council has limited authority to modify the budget. In no case may the City Council increase the tax levy approved by the Budget Committee, nor may the appropriation of any fund be increased more than 10 percent above that approved by the Budget Committee.

**Assessed Value** - The value set by the County Assessor on real and personal taxable property as a basis for levying taxes.

**Assessment** - An amount levied against a property for improvements specifically benefiting that property.

**Balanced Budget** - A balanced budget means the total resources, including transfers in, less total expenditures, including transfers out, net to zero.

**Ballot Measure 5** - A 1.5 percent property tax measure passed by Oregon voters on November 6, 1990, limiting the consolidated tax rate for non-educational local governments to \$10 per \$1,000 of the assessed value. Effective date was July 1, 1991.

**Ballot Measure 47** - A statewide property tax limitation measure approved by voters in November 1996. The measure rolled back taxes to individual properties by either the amount paid in 1995 less 10 percent or the amount paid in 1994, whichever was less. It limited future tax increases to not more than 3 percent per year. It placed limits on the kinds of purchases that can be made with general obligation bonds. It imposed a double majority (50 percent turnout and 50 percent approval) requirement to approve new bonds or property tax levies (this portion of the measure was removed through voter approval in May 2010).

**Ballot Measure 50** - A statewide property tax limitation measure proposed by the Oregon Legislature and approved by voters on May 20, 1997. The measure was prompted by confusion over the meaning and language contained in Measure 47. It keeps most of the tax reduction intent of Measure 47, but attempts to make the system simpler and avoid legal challenges of the meaning of Measure 47.

## GLOSSARY

City of Albany

FY 2018-2019

**Bancroft** - (also referred to as Bancroft Bonding Act). Oregon law (ORS 223.205) which allows property owners to make installment payments on assessments to specific property benefited by a City improvement. Property owners make scheduled payments to the City until assessment has been paid in full.

**Basis of Accounting** – The method employed in the recording and reporting of transactions. Three bases are commonly recognized: the cash basis, the modified accrual basis, and the accrual basis.

**Beginning Fund Balance** - The unexpended amount in a fund at fiscal year end, which is carried over into the next fiscal year.

**Bond** - A written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, called the maturity dates(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

**Bond Refinancing** - The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

**Budget** - A plan of financial operation embodying an estimate of expenditures for a given purpose and/or period (typically a fiscal year) and the proposed means of financing the estimated expenditures and revenues. The budget is the financial plan for the City's allocation of resources to provide services and accomplish the City's objectives.

**Budget Calendar** - The schedule of key dates, or events, which a government follows in the preparation and adoption of the budget.

**Budget Committee** - A committee required by Oregon Local Budget Law (ORS 294.305) which must recommend a budget and approve the maximum tax levy.

**Budget Manual** - A set of documents published in preparation for the budget year outlining the City's budget policies, procedures, forms, and calendar.

**Budget Message** - Written explanation of the budget and the City's financial plan and priorities presented to the Budget Committee by the City Manager, which is a requirement of Local Budget Law, ORS 294.

**Budget Officer** - The person designated by the Governing Body to be responsible for the preparation of the budget and meeting legal deadlines. The designation is required by Oregon Local Budget Law (ORS 294.305). The Finance Director is the designated Budget Officer for the City of Albany.

**Budget Phases** - The following are the major phases of the budget process:

*Requested* The requested appropriation for an activity as submitted to the City Manager.

*Proposed* The City Manager's recommended budget to the Budget Committee and City Council.

*Approved* The budget as approved by the Budget Committee and subsequently reviewed and certified by the City Council.

*Adopted* The budget as passed by ordinance by the City Council.

**CAFR** (Comprehensive Annual Financial Report) - Prepared at the close of each fiscal year to show the actual audited condition of the City's funds and serve as the official public record of the City's financial status and activities.

**Capital Assets** - Non-consumable assets of significant value (\$5,000 or more) and having a useful life of more than one year. Capital assets are also called **fixed assets**.

**Capital Equipment** - Operating equipment with unit costs of more than \$5,000 and a useful life of more than one year.

**Capital Improvements** - Expenditures related to acquisition, construction, expansion, or rehabilitation for improving an element of the government's physical plant and/or infrastructure.

## GLOSSARY

City of Albany

FY 2018-2019

**Capital Improvement Program (CIP)** - A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending dates for each project, the amount to be expended in each year, and the method of financing those expenditures.

**Capital Outlays** - Expenditures for the acquisition of capital assets.

**Capital Projects** - Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

**Capital Reserve** - An account used to segregate a portion of the government's equity to be used for future capital program expenditures. The amount of capital reserve is roughly equal to the government's annual equipment depreciation and an amount identified as being needed for future capital acquisition.

**CARA** - Central Albany Revitalization Area. An urban renewal district in downtown Albany.

**Cash Basis of Accounting** - The system of accounting under which revenues are accounted for only when received, and expenditures are accounted for only when paid.

**Charter** - Oregon law allows Municipal Corporations, upon a vote of the people, to establish a charter government. Commonly referred to as Home Rule, it allows a local government more flexibility in organization and legal authority. The City of Albany's original Charter was adopted in 1891.

**City Council** - The governing body, consisting of the Mayor and six other elected persons, which sets policies and procedures for the functioning of the municipal government of the City of Albany.

**City Match** - The expenditure of City resources as the necessary condition for the award of a grant.

**Compression (Tax Limitation)** - The Oregon Constitution sets limits on the amount of property taxes that can be collected from each property tax account. These limits are often called the "Measure 5 limits." To figure these limits, taxes are divided into categories described in the constitution. The categories are: education and

general government. If taxes in either category exceed the limit for that property, the taxes are reduced or "compressed" until the limit is reached. Local option taxes are compressed first. If the local option tax is compressed to zero, and the limit still hasn't been reached, the other taxes in the category are proportionally reduced.

**Contingency** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for. Formal Council action is required for transfers from Contingency to an expenditure appropriation.

**Contract** - An agreement between the City and an individual, legal, or political entity, agreeing to provide certain things. If the City is to provide a service(s) for reimbursement, the department providing the service must indicate the appropriation necessary and identify the source and amount of funds to be received in its budget request.

**COP (Certificate of Participation)** - Provides long-term financing through a lease, installment sale agreement, or loan agreement.

**Depreciation** - The decrease in the value of an asset due to use or becoming out of date. The depreciation of general fixed assets is calculated using the straight-line method, which calculates annual expense by dividing the historical cost by the number of years of useful life.

**Debt Service** - Annual principal and interest payments that the local government owes on money it has borrowed.

**Debt Service Fund** - One or more funds established to account for expenditures used to repay the principal and interest on debt.

**Defeasement** - Relieving the City of a particular liability (such as a specific bond series) by refunding the liability through an escrow account. Legally defeased liabilities do not need to be appropriated each year as the escrow account is removed from the control of the City.

**Development-related Fees** - Those fees and charges generated by building, development, and growth in a community. Included are building and street permit fees, development review fees, zoning, platting, and subdivision fees.

**Disbursement** - Payment for goods or services that have been delivered and invoiced.

**Distinguished Budget Presentation Awards Program** - A voluntary awards program administered by the Government Finance Officers Association of America and Canada to encourage governments to prepare effective and exceptional budget documents. Receiving this award is the highest form of recognition in governmental budgeting. Budgets are evaluated for effectiveness as a policy document, a financial plan, an operations guide, and a communication device.

**Encumbrances** - Obligations in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid.

**Enterprise Fund** - A separate fund used to account for services supported primarily by service charges; examples are water and sewer funds.

**Entitlement Program** - A program in which funding is allocated according to eligibility criteria; all persons or governments that meet the criteria specified in law receive the benefit.

**Equipment Replacement Reserves** - Reserves designated for the purchase of new vehicles or operating equipment as existing equipment becomes obsolete or unusable.

**Equipment Replacement Schedule** - A schedule of annual purchases to replace major equipment and vehicles that have met or exceeded their useful life to the City.

**Expenditure** - For accounts that are kept on the *accrual basis*, the total charge incurred, whether paid or unpaid, including provision for retirement of unreported debt as a liability of a fund from which retained, and capital outlay. The modified accrual basis shows decreases in net financial resources and may include encumbrances.

For accounts kept on the *cash basis*, the term covers only actual disbursement and the drawing of the check or warrant for these purposes, but not encumbrances, except that deferred employee compensation shall be included as a personal service expenditure where an approved deferred employee compensation plan is in effect for a municipal corporation.

## **Fiduciary Funds –**

*Agency Funds* - Account for resources where the governmental unit acts solely as an agent in collecting and dispersing monies such as federal payroll monies. No fund balance is maintained and no appropriations are necessitated. These funds are accounted for on a modified accrual basis.

*Internal Service Funds* - Account for goods and/or services provided to other funds or departments within the organization. Internal charges, set to cover costs of the goods or services, provide the revenue for these funds.

*Trust Funds* - Account for resources where the governmental unit acts as a trustee either formally or informally for restricted fund users. Trust funds may be expendable (and thus subscribe to a modified accrual basis of accounting) for a specific project or service. Non-expendable trusts focus on the ongoing retention of earnings and subscribe to an accrual basis of accounting.

**Fiscal Year (FY)** - ORS 294.311(17) “Fiscal year” means for municipal corporations with the power to impose ad valorem property taxes, the fiscal year commencing on July 1 and closing on June 30, and for all other municipal corporations, an accounting period of 12 months ending on the last day of any month. This fiscal year is referred to using both calendar years. For example, a fiscal year beginning July 1, 2008, and ending June 30, 2009, would be called Fiscal Year 2008-09, or FY 08-09.

**Fixed Assets** (also see **Capital Assets**) - Non-consumable assets of a tangible nature (such as buildings, furniture, and other equipment) that have a useful life greater than one year and cost more than \$5,000.

**Franchise Fees** - Fees charged to utilities for the use of public right-of-way.

**FTE** - Full-Time Equivalent position. A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

## GLOSSARY

City of Albany

FY 2018-2019

**Fund** - A budgetary and fiscal accounting mechanism for designating a sum of money or other resources set aside for providing services and achieving objectives in accordance with state and local laws, regulations, or other limitations. Each fund constitutes an independent budgetary, fiscal, and accounting entity.

**Fund Balance** - The excess of the assets of a fund over its liabilities.

**Fund Transfer** - A movement of resources as an expense in one fund to revenue in another fund. Transfers result in artificial inflation of the total budget, but provide a clearer picture of the true origins of revenue and expense.

*Interfund transfers* are appropriations that are transferred from one fund to another. Transfers must be made through formal adoption of a resolution by the City Council. Oregon Budget Law has several restrictions dealing with transfers; e.g., an appropriation may not be transferred from a Special Revenue Fund to the General Fund.

**GAAP (Generally Accepted Accounting Principles)** - Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**GEMS** – City of Albany dance group, “young jewels.”

**General Fund** - The City’s major operating fund that includes all services authorized by the Council and the Charter not specifically provided for in other funds. The major source of revenue for this fund is usually property taxes. There are no restrictions as to the purposes for which the revenues in this fund can be used.

**General Obligation Bond (G. O. Bond)** - A government pledge of full faith and credit to the repayment of the bonds issued by the government. The term is also used to refer to bonds that are to be repaid from taxes and other general revenues.

**Goal** - A statement of direction, purpose, or intent based on the needs of the community, generally to be completed within a specified time period.

**Governmental Funds** - These funds subscribe to the modified accrual basis of accounting and include the following types of funds:

*General Fund* - see previous definition.

*Special Revenue Funds* - Resources received are limited to a specifically defined use; e.g., the Street Fund.

*Debt Service Funds* - Funds used for paying principal and interest of debt on non-enterprise funds.

*Capital Project Funds* - Resources are used for purchase or construction of long-term fixed assets.

*Permanent Funds* - Resources reported are legally restricted to the extent that only earnings, and not principal, may be used for the benefit of the government or its citizenry.

*Special Assessment Funds* - Resources are received from specific beneficiaries of a particular service or projects expended from these funds. Note: City of Albany does not have a Special Assessment Fund.

*Internal Services Funds* – Funds used to account for the financing of goods and/or services provided to various City Departments on a cost-reimbursement basis.

*Agency Fund* – Fund used to account for assets held by a government as an agent for individuals, private organizations, other governments, and/or other funds.

**Grant** - A donation or contribution of assets (usually cash) by an organization or governmental unit to another organization or governmental unit. Grants are generally made for specific purposes.

**Infrastructure** - The physical assets of a government (e.g., streets, water facilities, sewer facilities, public buildings, and parks).

**Interfund Transfers** - The movement of monies between funds of the same government entity.

## GLOSSARY

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**Intergovernmental Revenue** - Funds received from federal, state, and local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

**Internal Service Charges** - Charges to user departments for services provided internally by the City (e.g., data processing).

**Levy** - The amount of ad valorem tax certified to the County Assessor by a local government for the support of governmental activities. The tax amount is spread (or levied) over the assessed value of property in that district.

**Liabilities** - Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. Also included are items that involve probable future sacrifices of economic benefits, arising from present obligations of a municipal corporation to transfer assets or provide services to other entities in the future as a result of past transactions or events. The term does not include encumbrances.

**LID (Local Improvement District)** - The property that is to be assessed for the cost or part of the cost of a local improvement and the property on which the local improvement is located.

**Line Item** - Five-digit numerical classification of revenues and expenditures.

**Local Budget Law** - Oregon Revised Statutes, Chapter 294, prescribes budgeting practices for municipalities within Oregon.

**Millage** - Taxation stated as one tenth of a cent per dollar of valuation; as \$ .001 used in calculations. A **mill** is the property tax rate that is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property value.

**Modified Accrual Basis of Accounting** - The accrual basis of accounting adapted to the governmental fund types under which revenues and other financial sources (bond proceeds) are recognized when they become susceptible to accrual; that is, when they become both measurable and available to finance expenditures of the current period.

**Municipal Code** - A system of rules compiled and arranged by a municipal corporation, adopted, and used to regulate the conduct of its inhabitants and government.

**Municipal Corporation** - Any county, city, port, school district, union high school district, community college district, or any other public or quasi-public corporation operated by a separate board or commission.

**Net Budget** - The legally adopted budget less all interfund transfers and interdepartmental charges.

**OAR** - Oregon Administrative Rules, rules of various state agencies and programs operation.

**Operating Expenses** - Costs for personnel, materials, and equipment required for a department to function.

**Operating Revenue** - Funds that government receives as income to pay for ongoing operations including taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**Ordinance** - A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, an ordinance has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or City Charter will specify or imply which legislative actions must be made by ordinance and which may be made by resolution.

**ORS** - Oregon Revised Statutes, laws of the State of Oregon.

**Part-time Position** - A position that has no full-time position authority. A part-time position will fit into one of the following categories:

*Part-time, Regular* - A position budgeted for less than 40 hours per week. The position is eligible for prorated City-paid benefits of the normal amount paid to full-time City employees, if the employee works more than 20 hours per week.

## GLOSSARY

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*Part-time, Temporary* - A position budgeted for up to 1,040 hours per year. The position is not eligible for benefits.

*Intermittent* - A position budgeted for up to 520 hours per year. The position is not eligible for benefits.

**Performance Measure** - Data collected to determine how effective or efficient a program is in achieving its objectives.

*Effectiveness Measure* - A qualitative and/or quantitative measure of the extent to which the performance of a series of related tasks achieves a desired result or objective: the ratio of actual to planned accomplishment of a specific objective.

*Efficiency Measure* - The extent to which the process utilized by an organization to produce goods and/or services minimizes the use of resources. The ratio of a unit of goods and/or services produced to the amount of resources required to produce it.

*Input Measure* - Measures the volume of resources, both monetary and non-monetary, used in delivering a program or service.

*Output Measure* - Measures the quantity or volume of products and services provided.

**PERS (Public Employees Retirement System)** - A State of Oregon-defined benefit pension plan to which both employees and employer contribute.

**Plat** - The map, drawing, or chart on which the subdivider's plan of subdivision or partition is presented and which he/she submits for approval and intends in final form to record.

**Pooled Investments (Sweep Investments)** - Liquid assets of various funds and sub-funds pooled together and invested to get the maximum investment earnings potential. Earnings go to each of the funds contributing to the pool on an approved basis.

**Property Tax Levy** - The tax levy combining the general operating levy and the debt service levy imposed by the City.

**Program Budget** - A budget that allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

**Proposed Budget** - A draft of the budget document to be submitted to and reviewed by the Budget Committee and City Council. This begins the formal phase of budget deliberations by the Budget Committee.

**Purchase Order** - A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are encumbrances.

**Reserve Fund** - A fund established to accumulate revenues to use for a specific purpose in the future.

**Resolution** - An action of the governing body which requires less legal formality and has a lower legal status than an ordinance. Ordinarily, the statutes or City Charter will specify or imply those legislative actions that must be made by ordinance and those which may be made by resolution.

**Resources and Requirements** - In budgeting, resources turn into revenues when the money is received. Requirements turn into expenditures when the money is spent. Requirements define what is needed to perform the functions of the City (fire, police, library, sewer, water, etc.)

**Revenues** - The gross receipts and receivables that a governmental unit receives, such as: tax payments, licenses, fees for specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income. Excluded from revenues are appropriations, allotments, and return of principal from investment of surplus funds.

**Revenue Bonds** - Bonds issued pledging future revenues, usually water, sewer, or storm drainage charges, to make debt service payments.

**Risk Management** - An organized attempt to protect a government's assets against accidental loss in the most economical manner by identifying loss exposure, evaluating the risk, and treating the loss through risk control and financing.

## GLOSSARY

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**SDCs (System Development Charges)** - Charges levied on new construction to help pay for additional expenses created by growth, or to compensate for already existing capacity in key facilities and systems which support the new development.

**Sinking Fund Reserves** - A collection of restricted assets that will be used to meet future debt service requirements.

**Special Assessment** - A compulsory levy made by a local government against certain properties to defray part or all of the costs of a specific improvement or service which is presumed to be of general benefit to the public and of special benefit to such properties.

**Special Revenue Fund** - A fund properly authorized and used to finance particular activities from the receipts of specific taxes or other revenues.

**Supplemental Budget** - A budget process used to increase appropriation authority made in the Adopted Budget.

**Tax Levy** - Total amount of dollars raised in property taxes imposed by the City.

**Tax Rate** - The amount of property tax to be paid for each \$1,000 of a property's assessed value. The tax rate is determined by dividing the assessed value of a district by the total tax levy approved for the district. The result is an amount, in dollars and cents, to be levied against each \$1,000 of taxable property value. (See **Ballot Measures 5, 49, and 50**).

**Transfer** - Amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund.

**Transient Occupancy/Room Tax** - A tax placed on lodging facilities for the occupancy of a room.

**Trust Fund** - A fund used to account for fiscal activities of assets held in trust by a local government.

**Unappropriated Fund Balance** - An amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget.

**User Charges** - The payment of a fee for direct receipt of a public service by the one that benefits from the service.

ACRONYMS

City of Albany

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**AAMPO** – Albany Area Metropolitan Planning Organization

**ACP** – Albany Community Pool

**ACWA** – Association of Clean Water Agencies

**ADA** – Albany Downtown Association

**ADA** – Americans with Disabilities Act

**ADC** – Albany Development Code

**AFSCME** – American Federation of State, County, and Municipal Employees

**AMBAC** – American Municipal Bonds Assurance Corporation

**AMC** – Albany Municipal Code

**AMEDC** – Albany Millersburg Economic Development Corporation

**AM WRF** – Albany-Millersburg Water Reclamation Facility

**APAK** – Albany Police & Kids

**APWA** – American Public Works Association

**APD** – Albany Police Department

**ARA** – Albany Revitalization Agency

**ARRA** – American Recovery and Reinvestment Act

**ATS** – Albany Transit System

**AV** – Assessed Value

**AVA** – Albany Visitors Association

**AYSO** – American Youth Soccer Organization

**BCSWD** – Benton County Soil and Water District

**BEST** – Building Exceptional Service Together

**BLM** – Bureau of Land Management

**BULB** – Bringing Up Learning & Behavior

**CAFR** - Comprehensive Annual Financial Report

**CAPER** – Consolidated Annual Performance Evaluation Report

**CARA** – Central Albany Revitalization Area

**CET** – Construction Excise Tax

**CD** – Community Development

**CDBG** - Community Development Block Grant

**CIP** - Capital Improvement Program

**CLG** – Certified Local Government

**CMOM** – Capacity Management Operation Maintenance

**COG** – Oregon Cascades West Council of Governments

**COLA** – Cost of Living Adjustment

**COPS** – Community Oriented Policing Services

**CPAS** – Children’s Performing Arts Series

**CRS** – Community Rating System

**CMMS** – Computerized Maintenance Management System

**CYF** – Children, Youth, and Families

**CZ** – Crown Zellerbach

**DARE** – Drug Abuse Resistance Education

**DEQ** – Department of Environmental Quality

**DFM** – Deputy Fire Marshal

**DLCD** – Department of Land Conservation and Development

**DMV** – Department of Motor Vehicles

**DOJ** – Department of Justice

**DUII** – Driving Under the Influence of Intoxicants

**ELA** – Engineering, Legal, & Administrative Fees

**EMMA** – Electronic Municipal Market Access

**EMS** - Emergency Medical Services

ACRONYMS

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**EMT** - Emergency Medical Technician

**EPA** – Environmental Protection Agency

**EPSC** – Erosion Prevention Sediment Control

**ERP** – Enterprise Resource Planning

**ESD** – Educational Service District

**ETLNA** – East Thornton Lake Natural Area

**FAA** – Federal Aviation Administration

**FEMA** – Federal Emergency Management Agency

**FGP** – Foster Grandparent

**FM** – Force Main

**FMLA** – Family Medical Leave Act

**FOG** – Fats, Oils, and Grease Program

**FTA** – Federal Transit Administration

**FTE** - Full-Time Equivalent position

**FY** – Fiscal Year

**GAAP** - Generally Accepted Accounting Principles

**GAPS** – Greater Albany Public Schools

**GASB** – Governmental Accounting Standards Board

**GF** – General Fund

**GFOA** – Government Finance Officers Association

**GIS** – Geographic Information System

**GO** – General Obligation

**HBRR** – Highway Bridge Replacement & Rehabilitation

**HPF** – Historic Preservation Fund

**HUD** – Housing and Urban Development

**HMEP** – Hazardous Materials Emergency Preparedness

**IAC** – Information Access Corporation

**IAF** – Improvement Assurance Fee

**IAFF** – International Association of Fire Fighters

**ICMA** – International City Managers Association

**IGA** – Intergovernmental Agreement

**ILFF** – In Lieu of Franchise Fees

**ILS** – Integrated Library System

**IOF** – Immediate Opportunity Fund

**IP** – International Paper

**IT** – Information Technology

**ITB** – Invitation to Bid

**IPM** – Integrated Pest Management

**JWP** – Joint Water Project

**LBCC** – Linn-Benton Community College

**LBL** – Linn, Benton, and Lincoln Counties

**LCDC** – Land Conservation & Development Commission

**LEML** – Law Enforcement Medical Liability Assessment

**LID** - Local Improvement District

**LINE** – Linn County Interagency Narcotics Enforcement

**LS** – Lift Station

**LT2 Rule**– Long Term 2 Enhanced Surface Water Treatment Rule

**LTD** – Limited

**MPO** – Metropolitan Planning Organization

**NBI** – National Bridge Inventory

ACRONYMS

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**NDCIU** – Non-Discharging Categorical Industrial User

**RFD** – Rural Fire District

**NFIP** – National Floodplain Insurance Program

**RFI** – Riverfront Interceptor

**NPDES** – National Pollution Discharge Elimination System

**RFP** – Request for Proposal

**NWAAF** – Northwest Art & Air Festival

**RFQ** – Request for Quotes

**OAR** – Oregon Administrative Rules

**RMTC** – Regional Multimodal Transportation Center

**OCF** – Oregon Community Foundation

**RMV** – Real Market Value

**ODOT** – Oregon Department of Transportation

**ROW** – Right of Way

**OECD** – Oregon Economic & Community Development

**RRP** – Rental Rehabilitation Program

**OEDD** – Oregon Economic Development Department

**RSVP** – Retired Senior Volunteer Program

**OEM** – Oregon Emergency Management

**SAFER** – Staffing for Adequate Fire and Emergency Response

**OHSU** – Oregon Health Sciences University

**SCADA** – Supervisory Control & Data Acquisition

**OLCC** – Oregon Liquor Control Commission

**SCBA** – Self-Contained Breathing Apparatus

**O&M** – Operation & Maintenance

**SCF** – Sewer Connection Fees

**ORS** – Oregon Revised Statutes

**SDCi** – System Development Charge-Improvement

**OS** – Operating System

**SCDr** – System Development Charge-Reimbursement

**OS** – Oregon State

**SDCs** – System Development Charges

**OSFM** – Oregon State Fire Marshal

**SHPO** – State Historic Preservation Office

**OTIA** – Oregon Transportation Investment Act

**SI** – Site Improvement

**OWEB** – Oregon Water Enhancement Board

**SIU** – Significant Industrial User

**P&R** – Parks and Recreation

**SOP** – Standard Operating Procedure

**PERS** – Public Employees Retirement System

**SPWRF** – Special Public Works Revolving Fund

**PAFR** – Popular Annual Financial Report

**SRF** – State Revolving Fund

**PE** – Professional Engineer

**STEAM** – Science, Technology, Engineering, Art, and Math

**PNCWA** – Pacific Northwest Clean Water Association

**STF** – Special Transportation Fund

**PW** – Public Works

**STP** – Surface Transportation Program

**REA** – Railway Express Agency

**TCV** – True Cash Value

ACRONYMS

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**TDY** – Teledyne Industries

**TE** – Transportation Enhancement

**TEA** – Transportation Equity Act

**TGM** – Transportation and Growth Management

**TIC** – True Interest Costs

**TLT** – Transient Lodging Tax

**TMDL** – Total Maximum Daily Load

**TRT** – Transient Room Tax

**TSDC** – Transportation System Development Charge

**TWG** – Talking Water Gardens

**UCR** – Uniform Crime Reporting

**UGM** – Urban Growth Management

**USAR** – Urban Search and Rescue

**UZA** – Urbanized Area

**WL** – Wetlands

**WRF** – Water Reclamation Facility

**WTP** – Water Treatment Plant

**WWTP** – Wastewater Treatment Plant

**YMCA** – Young Men’s Christian Association



CITY OF ALBANY

★ OREGON ★

*Inc. 1864*