

**Albany/Millersburg
Joint Water-Wastewater Management Committee**

Albany City Hall
Santiam Room
Tuesday, April 19, 2016
5:00 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES – February 4, 2016
4. DISCUSSION
 - Water IGAs
5. BUDGET REVIEW
6. NEXT MEETING DATE
7. ADJOURN

The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Human Resources Department in advance by calling 541-917-7501.

**CITY OF ALBANY and CITY OF MILLERSBURG
Joint Water and Wastewater Management Committee**

Albany City Hall
Santiam Room

Thursday, February 4, 2016
5:00 p.m.

MINUTES

CALL TO ORDER

Chair Darrin Lane called the meeting to order at 5:07 p.m.

ROLL CALL

Committee Members Present: Darrin Lane, Clayton Wood, Barbara Castillo, Sharon Konopa, Floyd Collins, Dala Rouse

Committee Members Absent: Scott Cowan (excused)

Others Present: Chris Bailey (Public Works Director of Albany Operations); Kristin Preston (Albany Utility Superintendent-Wastewater); Jeff Blaine (Public Works Director of Engineering and Community Development); Karen Kelley (Albany Utility Superintendent-Water); Irene Mann (Albany Public Works Executive Assistant); Sean Kidd (Albany City Attorney); Jim Delapoer (Albany City Attorney); Forrest Reid (Millersburg City Attorney); Jessica Henson, Law Clerk

MINUTES

Collins moved to accept the minutes from the December 10, 2014, meeting, and Rouse seconded the motion. The minutes were approved by a vote of 7:0.

ELECTION OF A CHAIR AND VICE CHAIR

Collins motioned to keep the slate of officers the same as present—Lane as Chair and Rouse as Vice Chair. Coburn seconded the motion and it passed 7:0.

UPDATES

Bailey mentioned that since Mark Shepard—previous Albany PW Director left in May 2015; the Department now has two Directors and she (as Director of Operations) is responsible for staffing the Joint Water/Wastewater Management Committee.

- Water IGAs

Bailey reported that the staff of Albany and Millersburg have been working together to review and update the 2002 IGA with hopes of taking the finished IGA to this Committee for review, and then to the Albany and Millersburg Councils for adoption. The 2005 Water Distribution/Maintenance IGA is also being updated. She added that the review of the Sewer IGAs would be reviewed after the completion of the Water IGAs.

- Solids Handling

Preston reported that a pilot project with GORE composting process has resulted in odor reduction. The solids area still being hauled to the landfill at this time. Preston said she was hopeful to have a recommendation towards the end of 2016.

- Projects

Albany-Millersburg Water Treatment Plant—recoating the chemical tanks; purchased membranes. Rouse asked about the sand problem in the membranes. Kelley said there is still quite a bit of sand.

Albany-Millersburg Water Reclamation Facility – Richard Johnson (WWTP Supervisor) will be retiring the end of April 2016. Preston distributed a map & guide brochure for Talking Water Gardens (TWG). She added that a kiosk, bike racks, trail maps, and benches would be completed this fiscal year.

BRIDGE TO TALKING WATER GARDENS

Lane suggested some temporary fixes for the bridge—long term it must be replaced. Blaine said he would work with Lane’s staff for solutions. Castillo said she would check for the ODOT bridge inspection report.

BUDGET PROCESS

Bailey said that the water and sewer budgets (with an explanation summary memo) were sent to the Committee in the past. She asked if the Committee wanted a different process for the budget review, and it was agreed that process was satisfactory.

RECESS TO EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION OR LITIGATION LIKELY TO BE FILED WITH ORS 192.660 (2)(h)

The Regular Session was recessed into an Executive Session at 5:50 p.m.

RECONVENE

The Regular Session reconvened at 6:55 p.m.

NEXT MEETING DATE

TBD.

ADJOURNMENT

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Irene A. Mann
Public Works Executive Assistant

Mann, Irene

From: Bailey, Chris
Sent: Friday, April 1, 2016 8:15 AM
To: EXTERNAL - Lane, Darrin; Mann, Irene; Cowan, Scott; EXTERNAL - Castillo, Barbara; EXTERNAL - Coburn, Bill; EXTERNAL - Collins, Floyd; EXTERNAL - Konopa, Sharon; EXTERNAL - Rouse, Dala; EXTERNAL - Wood, Clayton
Cc: Blaine, Jeff
Subject: RE: Review of Updated Albany-Millersburg Water IGAs

Hello Committee members – Darrin raises an interesting point that is probably worthy of some discussion. We can't have the discussion via email and will need to schedule a meeting per the public meeting requirements. My recommendation is that Barbara and I hold off taking the IGAs to our respective City Councils until this group can meet to discuss the IGAs and in particular the point that Darrin raises. It is also the time of year to review the water and wastewater budget requests. So what I will do is have Irene poll everyone for a meeting date and time, and a week or so before the meeting we will send you all the budget sheets to review as you have done in past years.

Thank you for your time,
Chris

Chris Bailey, Public Works Operations Director
City of Albany 310 Waverly Dr. NE Albany, OR 97322
P: 541-917-7629 F: 541-917-7607
chris.bailey@cityofalbany.net

From: dlane@co.linn.or.us [mailto:dlane@co.linn.or.us]
Sent: Thursday, March 31, 2016 11:49 AM
To: Mann, Irene; Cowan, Scott; EXTERNAL - Castillo, Barbara; EXTERNAL - Coburn, Bill; EXTERNAL - Collins, Floyd; EXTERNAL - Konopa, Sharon; EXTERNAL - Rouse, Dala; EXTERNAL - Wood, Clayton
Cc: Bailey, Chris; Blaine, Jeff
Subject: RE: Review of Updated Albany-Millersburg Water IGAs

Committee Members,

Please understand that I'm bringing this up as a matter for discussion and in no way represent that I'm unhappy with the relationship between the cities.

I have one comment/concern regarding the Agreement for Jointly Owned Facilities. I would like the water distribution/allocation to remain proportional during all times of use restrictions. Without this in the agreement, under the most extreme circumstances, Millersburg could be completely cut off unless I misunderstand the terms of the agreement.

I realize that Albany's water rights/permits predate Millersburg's and I respect the significance of that factor. However, it seems that at full build out, Albany will be using a significant amount of water under the Millersburg permit. This seems like a significant benefit to the City of Albany and it's good that Millersburg can contribute that capacity to the system. Perhaps it's not unreasonable to guaranty the City of Millersburg some proportional quantity of water during the most severe situations, however unlikely that may be.

Your thoughts would be appreciated.

Regards,

Darrin L. Lane, P.E.
Roadmaster / Director

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Linn County Road Department
3010 Ferry St. SW
Albany, Or 97322
Phone: (541) 967-3919
Fax: (541) 924-0202
dlane@co.linn.or.us
=====

From: Mann, Irene [<mailto:Irene.Mann@cityofalbany.net>]
Sent: Thursday, March 10, 2016 8:55 AM
To: Cowan, Scott <Scott.Cowan@cityofalbany.net>; EXTERNAL - Castillo, Barbara <bcastillo@cityofmillersburg.org>; EXTERNAL - Coburn, Bill <billc@e-c-co.com>; EXTERNAL - Collins, Floyd <pfcollins@comcast.net>; EXTERNAL - Konopa, Sharon <sharonkonopa@juno.com>; EXTERNAL - Rouse, Dala <dalarouse@peoplepc.com>; EXTERNAL - Wood, Clayton <cwood@cityofmillersburg.org>; Lane, Darrin <dlane@co.linn.or.us>
Cc: Bailey, Chris <Chris.Bailey@cityofalbany.net>; Blaine, Jeff <Jeff.Blaine@cityofalbany.net>
Subject: Review of Updated Albany-Millersburg Water IGAs

Hello Committee Members –

I hope this email finds you all doing well.

At the last Joint Management Committee meeting, I spoke briefly about the work Albany and Millersburg staffs are doing to update the two IGAs regarding the water system. There is an IGA for the Jointly Owned Facilities and a separate IGA for maintenance of the Millersburg water distribution system. We are at a good point for you to review both IGAs and provide any feedback you may have for us.

I would like to ask each of you if you would like us to schedule a meeting to review these IGAs as a group, or do you feel comfortable reviewing them electronically? I have attached them here for your initial review. If you feel there are issues important to discuss as a group, please let me know and we will find a time in the near future to meet. I would appreciate your response by **Friday, March 18**.

Once the Committee has reviewed these IGAs and given us the go-ahead, Barbara and I will schedule a time to have each City Council review and vote to approve the IGAs.

If you have any questions, please let me know. I look forward to hearing from you.

Thanks,
Chris

Chris Bailey, Public Works Operations Director
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chris.bailey@cityofalbany.net



TO: Albany Millersburg Joint Water/Wastewater Management Committee
FROM: Chris Bailey, Public Works Operations Director
DATE: April 11, 2016
SUBJECT: Fiscal Year 2016-17 Budgets

As we have done for the past few years, I am providing the Albany Millersburg Joint Water/Wastewater Management Committee with proposed budget information for your review. A meeting is scheduled for April 19 to review the budgets and the draft Water Intergovernmental Agreements.

There are two overall proposed changes to budgeting for water and sewer operating programs that you will see in the budget sheets. First, staff is proposing to have Facilities Engineering charges (line 66026) and Water Quality Control Charges (line 66029) be paid out of the Water Administration or Sewer Administration budgets rather than the individual operating programs. Both Facilities Engineering and Water Quality provide services across all Public Works operating programs. This budgeting change will not affect the type or amount of services provided to the operating programs by these groups, but rather is intended to make the budgeting and accounting processes simpler and more straightforward. I will identify budgets where this change has the greatest impact.

Next, several operating budgets will show an increase in the Software License Fees line (number 60216). This is primarily due to a planned upgrade to the maintenance management system software that will take place next fiscal year. The costs for this upgrade have been allocated to the programs that use the software.

Wastewater Treatment Plant - 601-50-2404

This is the operating budget for the Albany-Millersburg Water Reclamation Facility (A-M WRF). You will see an overall budget decrease of over 14%. This is due primarily to shifting the Facilities Engineering charges to the Wastewater Administration program budget. Countering that decrease are increases in software licensing fees and in line 60254, Solids Process Improvements. This is the line where expenditures related to hauling the solids to the landfill are paid. The landfill has notified us of fee increases that we have incorporated into this budget.

TWG Wetlands - 601-50-2411

This is the operating budget for the wetlands. This budget will have a 13% decrease primarily as a result of shifting Water Quality Control charges to the Wastewater Administration budget. We continue to work toward a steady-state operation and understand what the annual operating costs will be for the wetlands. We have made some good progress on wetland plant establishment, but continue to be below the design requirement for plant coverage. Staff is also implementing an Integrated Pest Management program to control undesirable plant and animal species while minimizing impacts to people and the environment.

Industrial Pretreatment - 601-50-2413

Albany provides industrial pretreatment services for both Albany and Millersburg. The proposed budget for FY 16/17 is virtually unchanged from the current year. One major increase is in the Software Licensing Fees line (60216) which reflects an upgrade of the software this group uses to track and monitor industrial pretreatment permits and monitoring data. This increase is offset by

April 8, 2016

controlling costs throughout the budget and a shifting of Water Quality Control charges as mentioned above.

Sewer System Capital Projects – 601-50-2500

This capital budget shows the capital projects that are proposed for next FY. The line item 60263 is the project to develop a preferred alternative for solids processing at the WRF. A pilot program was completed in the current fiscal year and the results of that will be included in the alternatives analysis which is anticipated to be completed by the fall of 2016. The budget for initial design of a solids process improvement project (line item 88005) remains included in the budget. The balance of funds that were received in the settlement with Siemens are held in this budget in reserve (line item 90022).

Albany-Millersburg Water Treatment Plant – 615-50-2207

This is the operating budget for the A-M Water Treatment Plant (A-M WTP). The total budget decreases by 12.49%. We have shifted personnel costs to divide evenly between the two water treatment plants in Albany which resulted in a reduction of 0.75 FTE to this program budget. Another decrease is the result of shifting Facilities Engineering charges to Water Administration as described above. These are offset by increases in Software License fees also described above and a large increase in the Equipment Replacement line (66011). This is the line used to set aside money in a fund to replace capital equipment, in this case the membranes at the plant. We have replaced one and a half of the four cells of membranes at a relatively low cost thanks to the terms of the settlement agreement with Siemens. We now must budget to replace the remaining cells at full cost.

Water System Capital Projects – 615-50-2308

This capital budget has four projects associated with the A-M Water Treatment Plant. The Seismic Valves project (line item 86099) includes the A-M Water Reservoir in a group of key water reservoirs that are being evaluated for installation of a valve to prevent water from escaping after a seismic event. The A-M WTP Sand Removal Project (line 89006) is also budgeted for next fiscal year. Sand loadings at the intake for the A-M WTP are higher than anticipated during project design. The project will provide a second sand removal clarifier which will provide redundancy. The A-M WTP Chemical Tank Rehabilitation (line item 87011) is also scheduled for FY 16/17 and involves rehabilitating or replacing chemical storage and mixing tanks at the plant. Finally, the WTP Backwash Ponds Improvement project (line item 87013) will involve repairing the backwash pond structures.

CB

Attachments

C: Jeff Blaine, P.E., Public Works Engineering and Community Development Director

PROGRAM NARRATIVE

SEWER FUND: WASTEWATER TREATMENT PLANT (601-50-2404)

Responsible Manager/Title: Kristin Preston – Utility Superintendent - Wastewater

Developed By: Richard Johnson, Wastewater Treatment Plant Supervisor

FUNCTIONS AND RESPONSIBILITIES

- This activity funds the operation of the Albany-Millersburg Water Reclamation Facility (AM WRF).
- The AM WRF processes domestic and industrial wastewater from the City of Albany and domestic wastewater from the City of Millersburg.
- Maintains management and operational practices commensurate with the City's Biosolids Management Program.
- Maintains the Peak Performance Award from the National Association of Clean Water Agencies for treatment performance.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2015-2016			
Great Neighborhoods	06/16	In Progress	<ul style="list-style-type: none"> • Maintain an effective short-term sludge management system which will minimize operator involvement, control odors, and reduce costs for hauling and disposal.
Safe City	06/16	In Progress	<ul style="list-style-type: none"> • Achieve 100% compliance record with the Oregon Department of Environmental Quality for both effluent quality and biosolids management.
Healthy Economy	06/16	In Progress	<ul style="list-style-type: none"> • Reduce energy usage by 5% per year for three years.
Effective Government	12/15	Completed	<ul style="list-style-type: none"> • Obtain a Gold award for operational excellence from the National Association of Clean Water Agencies in calendar year 2015.
Budget Year 2016-2017			
Great Neighborhoods	06/17		<ul style="list-style-type: none"> • Maintain an effective short-term sludge management system which will minimize operator involvement, control odors, and reduce costs for hauling and disposal.
Healthy Economy	06/17		<ul style="list-style-type: none"> • Reduce energy usage by 3% per year for three years.
Effective Government	06/17		<ul style="list-style-type: none"> • Reinitiate a sustainable biosolids reuse program through the design, construction, start-up, and successful operation of a solids stabilization and biosolids land application program.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Wastewater treated annually (million gallons).	2,885	3,200	3,300	3,350
Percentage of days facility is in regulatory compliance.	99.7%	99.5%	100%	100%
Cost/Wet Ton Sludge Hauling.	\$48.86	\$49.42	\$48.50	\$52.87
Award for operational excellence from the National Association of Clean Water Agencies.	Gold	Silver	Gold	Gold
Odor notifications.	14	10	11	0

STAFFING SUMMARY

Budgeted FTEs	8.00	7.00	7.00	7.00
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City of Albany, Oregon - Proposed Budget

Budget Fiscal Year: 2017

601: Sewer
50: Public Works

PROG 2404: Wastewater Treatment Plant
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Acct# Description	2014 Actual	2015 Actual	2016 Yr to Date	2016 Budget	2017 Requested	%
						Change
Personnel Services						
51001 Wages & Salaries	392,515.03	374,396.60	297,800.24	416,700	422,300	1.34%
53001 Overtime	18,781.13	18,659.02	16,922.49	20,000	20,000	0.00%
54005 Unemployment Claims	1,444.04	862.49	30.60	1,800	3,500	94.44%
56001 Employer Paid Benefits	250,264.22	234,719.52	196,867.58	295,100	298,500	1.15%
Total Personnel Services	663,004.42	628,637.63	511,620.91	733,600	744,300	1.46%
Materials & Services						
60101 Contractual Services	58,858.00	49,079.77	12,488.74	21,200	19,300	-8.96%
60211 Insurance & Bonds	74,535.88	89,065.97	106,912.39	101,300	97,200	-4.05%
60216 Software License Fees	20,945.55	20,653.84	21,524.96	23,200	38,300	65.09%
60254 Solids Process Improvements	465,692.27	453,297.22	340,080.09	457,400	531,200	16.13%
61011 Education & Training	1,288.30	542.00	2,229.65	1,400	1,400	0.00%
61012 Equipment Rental: Private	9,230.10	4,746.90	2,600.00	6,800	4,300	-36.76%
61017 Laboratory Supplies	3,576.08	2,331.83	1,674.74	4,000	4,000	0.00%
61021 Testing	-	12,636.01	2,340.00	3,000	3,000	0.00%
61024 Materials & Supplies	34,232.87	51,367.84	9,200.56	40,000	30,000	-25.00%
61026 Meetings & Conferences	716.97	-	155.75	900	900	0.00%
61027 Memberships & Dues	1,317.00	1,200.50	1,635.00	1,300	1,500	15.38%
61028 Minor Equipment	664.38	6,829.69	12,257.78	3,500	3,500	0.00%
61032 Postage & Shipping	50.91	501.00	-	200	200	0.00%
61040 Uniforms	2,852.70	4,106.67	1,136.05	3,900	2,800	-28.21%
61041 Vehicle Fuel Charges	2,313.33	3,039.42	621.39	1,800	1,200	-33.33%
61046 Permits	30,567.60	31,714.00	32,778.50	32,800	32,800	0.00%
61050 Chemicals	59,860.86	63,944.11	42,088.91	60,000	64,000	6.67%
63006 Power & Light	480,038.16	407,824.03	384,278.42	466,000	421,000	-9.66%
63007 Heating & Fuel	37,400.21	30,504.48	20,814.66	39,000	31,000	-20.51%
63009 Telephone	8,640.93	8,754.51	8,559.03	7,900	11,800	49.37%
63011 Water Service	20,534.43	16,846.01	14,305.01	15,000	15,000	0.00%
65006 Maint: Building	-	5,600.00	2,395.00	5,000	5,000	0.00%
65011 Maint: Grounds	3,890.00	2,542.60	-	7,200	5,000	-30.56%
65076 Contract Maintenance	45,964.47	60,217.50	58,751.39	80,500	47,500	-40.99%
65078 Facilities Maintenance	105,840.59	50,458.45	47,828.82	69,500	66,500	-4.32%
65079 Parts for Repairs	9,941.67	45,345.52	11,663.29	16,500	16,000	-3.03%
65082 Safety Improvements	12,562.25	5,209.64	5,749.76	1,400	6,400	357.14%
65090 Fac Eng System Automation	81,528.00	46,743.31	24,582.27	60,700	59,500	-1.98%
65513 Vehicle Maintenance	3,793.83	4,881.59	1,681.25	2,700	2,700	0.00%
66010 Central Service Charges	99,499.94	95,200.00	72,000.00	86,400	88,700	2.66%
66011 Equipment Replacement	1,100.00	2,800.00	13,000.00	15,600	6,000	-61.54%
66014 Information Technology Services	11,600.00	9,800.00	8,666.70	10,400	10,400	0.00%
66015 IT Equipment Replacement	36,500.00	35,400.00	38,500.00	46,200	37,200	-19.48%
66026 Facilities Engineering Charges	294,821.29	300,970.19	277,685.49	330,000	-	-100.00%
66030 Building Maintenance Charges	18,300.00	18,300.00	7,666.70	9,200	9,900	7.61%
66505 Physical Exams & Medicals	18.00	-	-	-	-	0.00%
66511 Flexible Spending Admin Fees	-	-	-	200	200	0.00%
Total Materials & Services	2,038,676.57	1,942,454.60	1,587,852.30	2,032,100	1,675,400	-17.55%
Capital						
70005 Capital Equipment	-	-	58,093.89	100,000	40,000	-60.00%
Total Capital	-	-	58,093.89	100,000	40,000	-60.00%
TOTAL EXPENDITURES	2,701,680.99	2,571,092.23	2,157,567.10	2,865,700	2,459,700	-14.17%

PROGRAM NARRATIVE

SEWER FUND: TWG WETLANDS (601-50-2411)

Responsible Manager/Title: Kristin Preston, Utility Superintendent – Wastewater

Prepared By: Richard Johnson, 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 diversity. Use wetland as nursery for other plantings. Control invasive species.
- Ensures 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 2015-2016			
Safe City Great Neighborhoods Effective Government	06/16	Completed	<ul style="list-style-type: none"> • Increase public involvement through community group and educational tours and outreach programs.
Safe City Great Neighborhoods	06/16	In Progress	<ul style="list-style-type: none"> • Install a visitor information kiosk and bike rack to enhance the visitor experience.
Budget Year 2016-2017			
Safe City Great Neighborhoods	06/17		<ul style="list-style-type: none"> • Complete the installation of visitor information kiosk and bike rack.
Safe City	06/17		<ul style="list-style-type: none"> • Implement Integrated Pest Management (IPM) strategies to minimize potential harm to people, property, and the environment.
Safe City Effective Government	06/17		<ul style="list-style-type: none"> • Update and improve wetland monitoring capability to aid understanding of wetland performance.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Shade plant coverage of the wetland ponds.	32%	45%	65%	80%
Number of TWG tours or events/participants.	43/1,372	24/721	30/1,200	30/1,200

STAFFING SUMMARY

	2013-2014	2014-2015	2015-2016	2016-2017
Budgeted FTEs	0.80	1.00	1.00	1.00

City of Albany, Oregon - Proposed Budget

Budget Fiscal Year: 2017

601: Sewer
50: Public Works

PROG 2411: TWG Wetlands

Acct# Description	2014 Actual	2015 Actual	2016 Yr to Date	2016 Budget	2017 Requested	% Change
Personnel Services						
51001 Wages & Salaries	36,076.77	50,406.28	40,986.00	55,800	59,800	7.17%
53001 Overtime	-	93.94	357.98	1,000	1,000	0.00%
56001 Employer Paid Benefits	23,859.04	27,006.92	26,991.51	39,400	40,700	3.30%
Total Personnel Services	59,935.81	77,507.14	68,335.49	96,200	101,500	5.51%
Materials & Services						
60101 Contractual Services	23,544.25	49,393.30	29,633.95	47,200	58,700	24.36%
60211 Insurance & Bonds	348.70	388.09	527.70	500	1,500	200.00%
60216 Software License Fees	-	1,500.00	-	-	-	0.00%
61006 Advertising & Publications	50.00	493.52	750.00	1,000	1,000	0.00%
61011 Education & Training	-	232.00	320.00	800	800	0.00%
61012 Equipment Rental: Private	-	45.00	-	1,000	1,000	0.00%
61021 Testing	12,235.00	32,578.80	16,812.00	14,000	30,000	114.29%
61024 Materials & Supplies	7,937.34	4,803.10	4,268.29	7,300	6,300	-13.70%
61026 Meetings & Conferences	455.00	110.00	164.00	1,500	1,500	0.00%
61027 Memberships & Dues	-	50.00	50.00	500	200	-60.00%
61028 Minor Equipment	3,510.07	2,029.88	1,898.45	8,500	7,400	-12.94%
61033 Printing & Binding	-	506.00	500.00	600	800	33.33%
61040 Uniforms	-	1,031.73	278.75	500	500	0.00%
61041 Vehicle Fuel Charges	188.30	226.46	208.87	500	500	0.00%
63006 Power & Light	508.24	707.05	510.05	600	600	0.00%
63009 Telephone	414.80	539.98	460.22	500	600	20.00%
65011 Maint: Grounds	8,333.82	7,237.31	15,398.06	8,500	18,500	117.65%
65078 Facilities Maintenance	11,223.81	3,402.69	226.62	5,000	11,500	130.00%
65079 Parts for Repairs	366.84	389.19	1,027.56	2,400	1,500	-37.50%
65082 Safety Improvements	-	1,196.29	254.93	1,000	1,000	0.00%
65513 Vehicle Maintenance	32.26	854.97	728.36	1,000	1,000	0.00%
66010 Central Service Charges	9,300.05	8,500.00	10,416.70	12,500	10,100	-19.20%
66011 Equipment Replacement	2,200.00	3,500.00	8,083.30	9,700	5,700	-41.24%
66014 Information Technology Services	1,400.00	3,300.00	2,916.70	3,500	3,500	0.00%
66015 IT Equipment Replacement	-	1,200.00	83.30	100	-	-100.00%
66029 Water Quality Control Charges	68,339.90	32,015.70	23,912.17	56,200	-	-100.00%
66511 Flexible Spending Admin Fees	-	-	-	100	100	0.00%
Total Materials & Services	150,388.38	156,231.06	119,429.98	185,000	164,300	-11.19%
Capital						
73011 Wetlands Fencing	-	1,271.25	28,906.25	25,000	-	-100.00%
Total Capital	-	1,271.25	28,906.25	25,000	-	-100.00%
TOTAL EXPENDITURES	210,324.19	235,009.45	216,671.72	306,200	265,800	-13.19%

PROGRAM NARRATIVE

SEWER FUND: INDUSTRIAL PRETREATMENT (601-50-2413)

Responsible Manager/Title: Kristin Preston, Utility Superintendent – Wastewater

Developed by: Mark Humphrey, Industrial Pretreatment Supervisor

FUNCTIONS AND RESPONSIBILITIES

- This activity funds the Industrial Pretreatment Program, a regulatory program required by the National Pollutant Discharge Elimination System (NPDES) wastewater permit.
- 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.
- 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).
- This program also samples and reports on wet-weather sewer overflows as required by the Oregon Department of Environmental Quality (ODEQ) and responds to spills to the wastewater collection or stormwater systems.
- Performs Plan Reviews and Code Enforcement as related to Environmental Programs concerns.
- Responds to illicit discharges and overflows, performs corrective actions/enforcement, and distributes outreach materials.
- Responds to problem discharges including expansion of the fats, oil, and grease (FOG) program.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
<u>Budget Year 2015-2016</u>			
Safe City Great Neighborhoods	12/15	Completed	<ul style="list-style-type: none"> • Develop strategy for dental amalgam program for pending Environmental Protection Agency (EPA) regulations.
Safe City Effective Government	06/16	In Progress	<ul style="list-style-type: none"> • Work with Building and Community Development Departments to create inventory of grease-retention devices.
<u>Budget Year 2016-2017</u>			
Safe City	06/17		<ul style="list-style-type: none"> • Complete <i>Local Limits</i> evaluation.
Effective Government	06/17		<ul style="list-style-type: none"> • Create inventory of grease-retention devices.
Safe City	06/17		<ul style="list-style-type: none"> • Identify new Pretreatment activities required to comply with impending DEQ wastewater treatment plant permit renewal.
Effective Government	06/17		<ul style="list-style-type: none"> • Assess and develop strategy for sampling protocols to meet pending new permit requirements.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Number of responses to sewer and stormwater complaints or spills.	64	73	55	55
Number of Significant Industrial User (SIU) permits.	15	14	15	14
Number of Non-Discharging Categorical Industrial User (NDCIU) permits.	4	5	6	6
Number of non-SIU (general) permits.	4	6	7	7
Number of non-permitted businesses in the Pretreatment Program.	300	436	460	474
Number of inspections by Pretreatment staff.	68	34	49	49

STAFFING SUMMARY

Budgeted FTEs	4.00	4.00	4.00	4.00
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City of Albany, Oregon - Proposed Budget

Budget Fiscal Year: 2017

601: Sewer
50: Public Works

PROG 2413: Industrial Pretreatment

Acct# Description	2014 Actual	2015 Actual	2016 Yr to Date	2016 Budget	2017 Requested	%
						Change
Personnel Services						
51001 Wages & Salaries	223,217.93	241,010.00	186,151.00	261,900	263,600	0.65%
52001 Temporary Employees	-	5,298.72	-	-	-	0.00%
53001 Overtime	-	1,148.25	65.18	5,300	3,500	-33.96%
54005 Unemployment Claims	1,323.72	819.37	29.07	500	500	0.00%
56001 Employer Paid Benefits	142,338.51	158,991.32	129,263.72	192,000	197,700	2.97%
Total Personnel Services	366,880.16	407,267.66	315,508.97	459,700	465,300	1.22%
Materials & Services						
60101 Contractual Services	9,543.01	17,496.74	4,750.17	19,100	14,500	-24.08%
60211 Insurance & Bonds	2,528.12	1,067.25	1,266.48	1,200	-	-100.00%
60216 Software License Fees	1,755.00	1,790.00	1,790.00	1,900	11,700	515.79%
61006 Advertising & Publications	-	-	237.75	700	600	-14.29%
61011 Education & Training	1,462.92	1,813.01	1,494.77	2,700	3,000	11.11%
61012 Equipment Rental: Private	-	-	-	100	100	0.00%
61017 Laboratory Supplies	783.31	12,700.71	10,729.52	15,500	15,500	0.00%
61021 Testing	20,072.85	17,264.30	14,612.95	24,200	23,900	-1.24%
61024 Materials & Supplies	3,096.38	3,041.84	1,987.09	3,200	3,200	0.00%
61026 Meetings & Conferences	666.32	1,651.98	1,678.18	3,700	3,200	-13.51%
61027 Memberships & Dues	390.00	1,232.00	332.00	1,100	1,200	9.09%
61028 Minor Equipment	1,113.56	2,959.10	7,259.54	9,100	7,700	-15.38%
61030 Personal Auto Reimbursement	120.29	35.42	42.67	300	300	0.00%
61032 Postage & Shipping	466.04	451.42	400.40	700	900	28.57%
61033 Printing & Binding	147.20	224.60	264.20	600	300	-50.00%
61040 Uniforms	1,095.34	371.31	296.92	1,200	1,200	0.00%
61041 Vehicle Fuel Charges	1,810.00	1,556.99	658.94	2,200	1,500	-31.82%
63009 Telephone	2,547.93	2,152.32	1,433.69	2,000	1,900	-5.00%
65079 Parts for Repairs	-	-	102.98	400	400	0.00%
65082 Safety Improvements	-	-	-	400	400	0.00%
65513 Vehicle Maintenance	324.27	864.47	193.61	1,400	900	-35.71%
66010 Central Service Charges	26,999.98	26,400.00	21,916.70	26,300	29,300	11.41%
66011 Equipment Replacement	-	5,500.00	7,833.30	9,400	11,800	25.53%
66014 Information Technology Services	17,400.00	22,900.00	17,250.00	20,700	20,900	0.97%
66015 IT Equipment Replacement	1,000.00	1,000.00	2,583.30	3,100	1,300	-58.06%
66029 Water Quality Control Charges	6,370.54	8,515.45	3,958.66	8,900	-	-100.00%
66511 Flexible Spending Admin Fees	45.00	60.00	-	100	100	0.00%
Total Materials & Services	99,738.06	131,048.91	103,073.82	160,200	155,800	-2.75%
TOTAL EXPENDITURES	466,618.22	538,316.57	418,582.79	619,900	621,100	0.19%

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 very limited 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.
- Eliminate 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 as funds become available.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2015-2016 Safe City	10/15	Completed	<ul style="list-style-type: none"> • Construct SS-15-01, 2015 Cured-In-Place Pipe Projects.
	10/15	Completed	<ul style="list-style-type: none"> • Construct SS-15-02, 2015 Pipe Bursting Projects.
	06/16	In Progress	<ul style="list-style-type: none"> • Construct SS-16-01, 2016 Pipe Replacement Projects.
	06/16	In Progress	<ul style="list-style-type: none"> • Construct SS-16-02, Umatilla LS & FM Improvements.
	06/16	Completed	<ul style="list-style-type: none"> • Construct SS-16-03, Maple Street LS Expansion.
	06/16	In Progress	<ul style="list-style-type: none"> • Construct SS-16-04, Collection System Access Improvement.
Budget Year 2016-2017 Safe City	10/16		<ul style="list-style-type: none"> • Construct SS-16-01, 2016 Pipe Replacement Projects.
	10/16		<ul style="list-style-type: none"> • Construct SS-16-02, Umatilla LS & FM Improvements.
	10/16		<ul style="list-style-type: none"> • Construct SS-16-04, Collection System Access Improvement.
	06/17		<ul style="list-style-type: none"> • Construct SS-17-01, Cox Creek Interceptor P7.
	06/17		<ul style="list-style-type: none"> • Construct SS-17-02, Cox Creek Interceptor P8.
	06/17		<ul style="list-style-type: none"> • Construct SS-17-03, 2017 Collection System Rehabilitation Improvements.
	06/17		<ul style="list-style-type: none"> • Construct SS-17-04, Marion Lift Station.
	06/17		<ul style="list-style-type: none"> • Construct SS-17-05, Cox Creek Interceptor P10a.

City of Albany, Oregon - Proposed Budget

Budget Fiscal Year: 2017

601: Sewer
50: Public Works

PROG 2500: Sewer System Capital Projects

Acct# Description	2014 Actual	2015 Actual	2016 Yr to Date	2016 Budget	2017 Requested	% Change
General Revenues						
41131 Connection Fees: Principal	5,855.68	6,245.51	6,661.30	2,900	3,000	3.45%
41132 Connection Fees: Interest	5,388.41	4,949.25	4,563.99	2,700	3,000	11.11%
41232 General Sewer Connection Fees	5,406.00	22,329.28	7,362.64	15,000	15,000	0.00%
41233 Storm Drain Connection Fees	36,168.00	25,691.88	-	-	-	0.00%
43200 Albany Sewer Service Charges	1,709,100.00	3,271,900.04	1,745,750.00	2,094,900	2,992,200	42.83%
47012 Miscellaneous Revenue	416.28	2,438.70	7,830.00	-	-	0.00%
48010 Interest	42,583.89	43,562.05	42,306.15	40,000	51,500	28.75%
Total General Revenues	1,804,918.26	3,377,116.71	1,814,474.08	2,155,500	3,064,700	42.18%
Beginning Balance						
49905 Beginning Balance	10,380,818.80	8,091,849.71	10,029,687.52	8,786,000	11,219,400	27.70%
Total Beginning Balance	10,380,818.80	8,091,849.71	10,029,687.52	8,786,000	11,219,400	27.70%
TOTAL REVENUES	12,185,737.06	11,468,966.42	11,844,161.60	10,941,500	14,284,100	30.55%
Materials & Services						
60101 Contractual Services	33,007.61	4,794.92	1,621.25	30,000	30,000	0.00%
60242 Sewer Master Plan Maint	-	-	-	20,000	20,000	0.00%
60246 Sewer Inflow Reduction Program	-	-	5,740.48	150,000	-	-100.00%
60248 SI Testing/Inspection Svcs	-	-	-	5,000	5,000	0.00%
60249 Out of Warranty Work	13,345.57	7,073.93	-	10,000	10,000	0.00%
60250 System Modeling	16,852.00	2,913.94	-	15,000	15,000	0.00%
60263 FP-14-01 Solids Handling Alt Analysis	402.60	146.40	1,076.04	155,000	125,000	-19.35%
65118 NA Lift Station BU Gen	3,858.17	67,871.82	-	-	-	0.00%
65121 Emergency Repairs	123,434.62	58,823.84	1.00	75,000	75,000	0.00%
65503 Connection Fee Lateral Install	3,502.50	117.00	-	15,000	15,000	0.00%
65547 North Albany Flood Plain Study	39,583.70	17,903.03	7,786.80	10,000	10,000	0.00%
65550 WRF Blower Bldg UPS	-	-	3,491.47	100,000	-	-100.00%
66500 Basement Flooding Grants	-	-	-	25,000	25,000	0.00%
66507 Service Lateral Replacement Projects	202,038.96	224,823.55	147,081.77	200,000	200,000	0.00%
67022 Capital Recovery Agreement-Pymt	-	-	-	10,000	10,000	0.00%
Total Materials & Services	436,025.73	384,468.43	166,798.81	820,000	540,000	-34.15%
Capital						
70011 Land Acquisition	69,318.92	-	-	-	-	0.00%
80048 Oak Creek Pump Stn/Force Main	3,093,618.11	82.77	-	-	-	0.00%
80060 FP-15-01 RFI Alternatives Analysis	-	48,748.46	6,081.26	10,000	-	-100.00%
84024 SS-13-01 Cured-In-Place Pipe Projects	134,687.78	-	-	-	-	0.00%
84025 SS-13-02 Pipe Bursting Projects	164,694.16	-	-	-	-	0.00%
84028 SS-13-05 Main St:2nd-Salem Ave Sewer Rep	3,592.17	-	-	-	-	0.00%
84029 SS-13-06 Jackson St Sewer Line	471.59	-	-	-	-	0.00%
84030 SS-14-04 Lyons St Sewer Realign	119,438.00	-	-	-	-	0.00%
84032 SS-15-01 2015 Cured In Place Pipe Proj	-	40,137.45	333,552.11	523,000	-	-100.00%
84033 SS-15-02 2015 Pipe Bursting Projects	-	45,802.61	507,376.62	660,000	-	-100.00%
84034 SS-15-03 Century Drive LS Imp	-	238,920.58	37,896.14	-	-	0.00%
84035 SS-15-04 2015 Manhole Repairs & Replace	-	15,349.77	66,861.43	70,000	-	-100.00%
84036 SS-16-01 2016 Pipe Replace Proj	-	-	24,237.28	1,000,000	890,000	-11.00%
84037 SS-16-02 Umatilla LS & FM Imp	-	-	44,714.31	575,000	475,000	-17.39%
84038 SS-16-03 Maple St LS Expansion	-	-	51,769.62	175,000	75,000	-57.14%
84039 SS-16-04 Collection Sys Access Imp	-	-	10,944.65	130,000	118,000	-9.23%
84040 SS-15-08 1831 Columbus St Sewer Repl	-	-	5,579.00	-	-	0.00%
84042 SS-17-01 Cox Creek Interceptor P7	-	-	-	-	1,430,000	0.00%
84043 SS-17-02 Cox Creek Interceptor P8	-	-	-	-	800,000	0.00%
84044 SS-17-03 2017 Collection System Rehab Im	-	-	-	-	900,000	0.00%
84045 SS-17-04 Marion Lift Station	-	-	-	-	200,000	0.00%
84047 SS-17-05 Cox Creek Interceptor P10A	-	-	-	-	1,300,000	0.00%
84048 SS-17-06 Sewer Outfall Maintenance	-	-	-	-	50,000	0.00%

City of Albany, Oregon - Proposed Budget

Budget Fiscal Year: 2017

601: Sewer
50: Public Works

PROG 2500: Sewer System Capital Projects

Acct# Description	2014 Actual	2015 Actual	2016 Yr to Date	2016 Budget	2017 Requested	% Change
Capital						
87005 2014 Cured In Place Pipe	20,921.72	198,066.67	23,424.12	-	-	0.00%
87006 2014 Pipe Bursting	17,132.65	111,525.26	-	-	-	0.00%
87007 2014 Sewer Main Repl	8,235.96	93,512.53	-	-	-	0.00%
88005 WWTP-13-01 WRF Solids Handling Imp Pr	25,750.56	32,218.29	-	500,000	500,000	0.00%
88006 WWTP-15-01 Solids Handling Pilot Test	-	115,394.08	9,803.01	20,000	-	-100.00%
90003 Reserve: Connection Fees	-	-	-	662,300	698,900	5.53%
90012 Reserve: Capital Projects	-	-	-	2,043,200	2,554,200	25.01%
90022 Reserve: Siemens Settlement	-	-	-	3,753,000	3,753,000	0.00%
Total Capital	3,657,861.62	939,758.47	1,122,239.55	10,121,500	13,744,100	35.79%
Transfers Out						
91910 To: Stormwater Capital	-	115,052.00	-	-	-	0.00%
Total Transfers Out	-	115,052.00	-	-	-	0.00%
TOTAL EXPENDITURES	4,093,887.35	1,439,278.90	1,289,038.36	10,941,500	14,284,100	30.55%

PROGRAM NARRATIVE

WATER FUND: ALBANY-MILLERSBURG WATER TREATMENT PLANT (615-50-2207)

Responsible Manager/Title: Karen Kelley, Utility Superintendent - Water

Developed by: John Adams, 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 2015-2016			
Effective Government Safe City	07/15	In Progress	<ul style="list-style-type: none"> • Develop and implement a membrane replacement program.
	10/15	Completed	<ul style="list-style-type: none"> • Implement State-approved sampling plan for Round 2 of Long Term 2 Enhanced Surface Water Treatment Rule (LT2 rule) for Cryptosporidium sampling.
Effective Government	12/15	In Progress	<ul style="list-style-type: none"> • Develop and implement an Energy Consumption Reduction Plan.
Budget Year 2016-2017			
Effective Government Safe City	12/16		<ul style="list-style-type: none"> • Develop a chemical and water storage tank management plan.
Effective Government	06/17		<ul style="list-style-type: none"> • Implement the Energy Consumption Reduction Plan.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Water treated annually (millions of gallons).	2,355	2,470	2,069	2,080
Peak demand in million gallons per day.	12.5	11.1	9.7	10.0
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	n/a	n/a	5%
Percent of preventative maintenance tasks tracked through CarteGraph Maintenance Management Software (CMMS) after plan implementation.	n/a	n/a	100%	100%

STAFFING SUMMARY

Budgeted FTEs	4.75	4.75	4.75	4.00 *
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*FTE split between A-M WTP and Vine WTP

City of Albany, Oregon - Proposed Budget

Budget Fiscal Year: 2017

615: Water
50: Public Works

PROG 2207: Albany-Millersburg WTP

Acct# Description	2014 Actual	2015 Actual	2016 Yr to Date	2016 Budget	2017 Requested	% Change
Personnel Services						
51001 Wages & Salaries	288,633.18	233,059.66	193,348.06	280,200	241,500	-13.81%
53001 Overtime	23,151.21	22,087.85	17,717.33	25,000	25,000	0.00%
56001 Employer Paid Benefits	197,962.56	164,390.78	142,798.00	229,500	191,800	-16.43%
Total Personnel Services	509,746.95	419,538.29	353,863.39	534,700	458,300	-14.29%
Materials & Services						
60101 Contractual Services	8,497.17	35,161.55	14,671.46	22,200	21,800	-1.80%
60211 Insurance & Bonds	26,588.82	30,852.92	36,939.11	35,000	33,800	-3.43%
60216 Software License Fees	10,224.33	11,901.36	12,562.69	13,500	27,400	102.96%
61011 Education & Training	358.99	1,839.60	1,062.65	1,600	800	-50.00%
61012 Equipment Rental: Private	-	2,228.33	1,133.23	2,000	3,000	50.00%
61017 Laboratory Supplies	5,726.31	4,319.15	3,574.04	5,000	10,000	100.00%
61021 Testing	3,715.49	4,756.10	2,993.30	7,200	7,500	4.17%
61024 Materials & Supplies	6,342.32	4,346.39	3,347.26	3,800	5,800	52.63%
61026 Meetings & Conferences	910.95	781.82	59.28	1,000	1,000	0.00%
61027 Memberships & Dues	1,304.00	555.00	264.50	1,300	600	-53.85%
61028 Minor Equipment	-	-	-	2,000	7,000	250.00%
61030 Personal Auto Reimbursement	-	-	-	300	-	-100.00%
61040 Uniforms	1,839.53	1,734.87	997.94	1,800	1,800	0.00%
61041 Vehicle Fuel Charges	2,532.56	2,083.52	1,084.31	2,000	2,000	0.00%
61046 Permits	836.40	499.00	646.60	1,500	1,300	-13.33%
61050 Chemicals	87,441.55	142,293.29	80,439.78	110,000	96,700	-12.09%
63006 Power & Light	257,641.54	277,379.52	198,283.52	304,000	304,000	0.00%
63007 Heating & Fuel	13,594.56	21,742.79	11,974.68	22,000	22,000	0.00%
63009 Telephone	6,458.10	6,573.31	5,282.04	5,900	6,800	15.25%
65006 Maint: Building	-	-	203.59	3,000	3,000	0.00%
65011 Maint: Grounds	-	773.24	565.00	1,000	1,000	0.00%
65020 Maint: Work Equipment	-	-	141.21	1,500	1,500	0.00%
65076 Contract Maintenance	26,959.53	26,448.60	46,569.72	53,000	57,000	7.55%
65078 Facilities Maintenance	47,981.36	90,635.56	31,677.73	64,400	62,500	-2.95%
65079 Parts for Repairs	13,897.67	9,412.97	16,307.40	13,000	13,000	0.00%
65082 Safety Improvements	692.00	4,392.67	2,706.47	2,000	2,000	0.00%
65090 Fac Eng System Automation	55,486.12	31,542.05	23,933.25	42,300	35,800	-15.37%
65513 Vehicle Maintenance	684.94	1,707.96	464.83	1,000	1,000	0.00%
66010 Central Service Charges	58,699.98	57,400.00	43,833.30	52,600	54,000	2.66%
66011 Equipment Replacement	100,000.00	100,000.00	51,416.70	61,700	120,000	94.49%
66014 Information Technology Services	14,500.00	13,100.00	8,666.70	10,400	10,400	0.00%
66015 IT Equipment Replacement	33,500.00	-	26,000.00	31,200	34,200	9.62%
66026 Facilities Engineering Charges	109,543.96	156,341.43	193,635.93	173,000	-	-100.00%
66030 Building Maintenance Charges	8,700.00	8,700.00	7,500.00	9,000	9,300	3.33%
66505 Physical Exams & Medicals	-	70.00	-	100	100	0.00%
66511 Flexible Spending Admin Fees	74.91	74.90	96.21	200	200	0.00%
Total Materials & Services	904,733.09	1,049,647.90	829,034.43	1,061,500	958,300	-9.72%
Capital						
70005 Capital Equipment	-	-	-	22,500	-	-100.00%
Total Capital	-	-	-	22,500	-	-100.00%
TOTAL EXPENDITURES	1,414,480.04	1,469,186.19	1,182,897.82	1,618,700	1,416,600	-12.49%

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 only limited 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	Target Date	Status	Strategies/Actions
Budget Year 2015-2016			
Safe City	10/15	Completed	<ul style="list-style-type: none"> • Construct WL-12-02, Broadway Transmission Main Phase II.
	10/15	Completed	<ul style="list-style-type: none"> • Construct WL-14-04, Zone 1 Dist. Projects (Phase 1).
	06/16	In Progress	<ul style="list-style-type: none"> • Construct WC-13-01, Canal Diversion Structures.
	06/16	Completed	<ul style="list-style-type: none"> • Construct WTP-14-01, Vine Street WTP LT2 Improvements.
	06/16	Completed	<ul style="list-style-type: none"> • Construct WL-15-01, Davidson Street: 8th to Santiam Waterline Replacement.
	06/16	Completed	<ul style="list-style-type: none"> • Construct WL-15-04, College Park Drive, Pacific Blvd. to East End Waterline Replacement.
	06/16	Completed	<ul style="list-style-type: none"> • Construct WTP-15-01, Maple Street Pump Station Electrical Improvements.
	06/16	In Progress	<ul style="list-style-type: none"> • Construct WC-16-01, CZ Gates Improvements.
	06/16	In Progress	<ul style="list-style-type: none"> • Construct WTP-16-01, Vine St. WTP electrical and clearwell repairs.
Budget Year 2016-2017			
Safe City	06/17		<ul style="list-style-type: none"> • Construct WC-16-01, CZ Gates Improvements.
	06/17		<ul style="list-style-type: none"> • Construct WL-17-01, CARA Water Line Improvements.
	06/17		<ul style="list-style-type: none"> • Construct WL-17-02, Industrial Way Water Line.
	06/17		<ul style="list-style-type: none"> • Construct WL-17-03, Oak Street Water Line - 34th to 38th.
	06/17		<ul style="list-style-type: none"> • Construct WTP-17-01, Vine WTP Improvements.
	06/17		<ul style="list-style-type: none"> • Construct WTP-17-02, Backwash Ponds Improvements.

City of Albany, Oregon - Proposed Budget

Budget Fiscal Year: 2017

615: Water
50: Public Works

PROG 2308: Water System Capital Projects

Acct# Description	2014 Actual	2015 Actual	2016 Yr to Date	2016 Budget	2017 Requested	% Change
General Revenues						
41235 Water Connection Fees	78,188.68	22,202.38	11,785.27	15,000	15,000	0.00%
42806 City of Lebanon	-	8,000.00	-	8,000	500,000	6150.00%
43250 Albany Water Service Charges	2,626,700.00	3,059,700.00	1,613,833.30	1,936,600	1,867,100	-3.59%
47012 Miscellaneous Revenue	300.00	121.24	250.00	-	-	0.00%
48010 Interest	43,844.14	35,521.95	34,225.56	10,000	26,900	169.00%
Total General Revenues	2,749,032.82	3,125,545.57	1,660,094.13	1,969,600	2,409,000	22.31%
Beginning Balance						
49905 Beginning Balance	6,481,312.74	6,098,013.63	8,037,638.99	6,655,100	5,376,200	-19.22%
Total Beginning Balance	6,481,312.74	6,098,013.63	8,037,638.99	6,655,100	5,376,200	-19.22%
TOTAL REVENUES	9,230,345.56	9,223,559.20	9,697,733.12	8,624,700	7,785,200	-9.73%
Materials & Services						
60101 Contractual Services	17,214.91	13,927.56	3,268.13	20,000	20,000	0.00%
60243 Water System Modeling	-	-	1,786.34	15,000	15,000	0.00%
60248 SI Testing/Inspection Svcs	-	-	-	1,500	1,500	0.00%
60249 Out of Warranty Work	-	3,474.61	1,050.49	10,000	10,000	0.00%
60255 FP-12-01 Vine WTP LT2 Study	44,682.50	-	-	-	-	0.00%
60257 Canal Hazard Mitigation Study	57,069.49	4,941.00	20,405.36	75,000	50,000	-33.33%
65119 Century Drive Trans Main Anodes	6,290.89	74,088.94	-	-	-	0.00%
65548 Canal Head Gates BU Generator	-	-	1,087.19	75,000	-	-100.00%
67022 Capital Recovery Agreement-Pymt	-	-	-	10,000	10,000	0.00%
Total Materials & Services	125,257.79	96,432.11	27,597.51	206,500	106,500	-48.43%
Capital						
80061 FP-15-02 Water Model Update	-	23,811.62	53,320.99	10,000	-	-100.00%
86051 WL-11-01 B'way Reservoir T. Main Ph-I	8,532.68	-	-	-	-	0.00%
86054 WL-12-02 Broadway Trans Main Ph II	15,189.87	31,070.02	1,638,400.00	1,437,000	-	-100.00%
86060 WL-13-01 Hill St:Queen to 24th Ave WL	626,480.04	-	-	-	-	0.00%
86061 WL-13-02 E Thornton Lake Dr WL Repl	-	1,033.30	-	-	-	0.00%
86064 WL-13-05 Broadalbin:2nd to 3rd WL Repl	1,365.41	-	-	-	-	0.00%
86066 WC-13-01 Canal Diversion Structures	1,976.72	-	-	220,000	190,000	-13.64%
86067 WL-13-06 Main St/B&G WL & Street	292.59	-	-	-	-	0.00%
86068 WL-14-01 Zone 1 Dist Proj(Phase 1)	274,022.54	3,660.69	-	-	-	0.00%
86069 WL-14-02 Center & 16th WL	163,990.27	74,405.11	-	-	-	0.00%
86070 WL-14-03 Picardy Waterline Infill	147,972.33	59,150.52	-	-	-	0.00%
86071 WL-14-04 Zone 1 Dist Proj(Phase 2)	174,799.87	10,931.05	100,420.87	145,000	-	-100.00%
86072 WC-14-01 Canal Bank Repairs	100,461.11	1,659.47	-	-	-	0.00%
86075 WL-13-07 Water and Main WL Repl	127,804.98	-	-	-	-	0.00%
86076 WL-15-01 Davidson St:8th - Santiam WL	-	15,495.89	553,458.00	512,000	-	-100.00%
86077 WL-15-02 Cleveland St:7th - Pacific WL	-	107,475.92	71,185.84	99,200	-	-100.00%
86078 WL-15-03 Country Village Loop WL	-	15,324.08	159,859.78	170,000	-	-100.00%
86079 WL-15-04 College Pk Dr:Pacif - E End WL	-	12,890.28	610,727.69	580,000	-	-100.00%
86080 WL-15-05 Denver & Cleveland WL	-	106,206.27	141,488.65	192,600	-	-100.00%
86081 WC-15-01 Cox Cr Crossing Bank Repair	-	32,601.21	-	-	-	0.00%
86082 WC-15-02 2421 40th Ave Bank Repair	-	8,661.71	59,129.51	100,000	-	-100.00%
86083 WC-15-03 Vine St WTP Bank Repair	-	422,533.01	13,481.25	-	-	0.00%
86084 WL-16-01 Crocker LID Waterline	-	-	17,704.15	582,000	562,000	-3.44%
86085 WC-16-01 CZ Gates Improvements	-	-	203.55	500,000	500,000	0.00%
86087 WL-16-04 Meadow Wood Water Line	-	-	8,981.06	-	400,000	0.00%
86089 WC-16-03 Canal Bank Repair Goltra Road	-	-	-	-	110,000	0.00%
86090 WL-17-01 CARA Water Line Imp	-	-	-	-	546,500	0.00%
86091 WL-17-02 Industrial Way Water Line	-	-	-	-	340,500	0.00%
86092 WL-17-03 Oak Street WL 34th-38th	-	-	-	-	231,000	0.00%
86099 WL-17-04 Seismic Valves	-	-	-	-	150,000	0.00%
86100 WC-17-01 Raised Canal Embankment Analy	-	-	-	-	150,000	0.00%

City of Albany, Oregon - Proposed Budget

Budget Fiscal Year: 2017

615: Water
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PROG 2308: Water System Capital Projects

Acct# Description	2014 Actual	2015 Actual	2016 Yr to Date	2016 Budget	2017 Requested	% Change
Capital						
86101 WC-17-02 Canal Head Gate Actuator	-	-	-	-	40,000	0.00%
87008 WTP-14-01 LT2 Improvements	480,708.82	33,897.41	1,087.56	110,000	-	-100.00%
87009 WTP-14-02 Vine WTP Filter Controls	214,558.60	17,971.90	-	-	-	0.00%
87010 WTP-15-01 Maple St Pump Stn Electric	-	40,279.32	137,642.17	450,000	-	-100.00%
87011 WTP-15-02 AM WTP Chemical Tank Rehab	-	53,684.97	75,601.98	125,000	180,000	44.00%
87012 WTP-16-01 Vine St WTP Elec Clearwell	-	-	54,570.03	1,120,000	200,000	-82.14%
87013 WTP-17-01 Backwash Ponds Improvements	-	-	-	-	328,000	0.00%
87014 WTP-17-02 Vine WTP Improvements	-	-	-	-	310,000	0.00%
89006 W-12-02 AM WTP Sand Removal	12,570.00	16,744.35	87,662.81	495,000	524,000	5.86%
90003 Reserve: Connection Fees	-	-	-	154,600	187,900	21.54%
90012 Reserve: Capital Projects	-	-	-	1,340,800	2,653,800	97.93%
Total Capital	2,350,725.83	1,089,488.10	3,784,925.89	8,343,200	7,603,700	-8.86%
Transfers Out						
91249 To Capital Projects Fund	66,748.31	-	-	75,000	75,000	0.00%
91257 To Street Capital	506,900.00	-	-	-	-	0.00%
91909 To: Street SDCi	82,700.00	-	-	-	-	0.00%
Total Transfers Out	656,348.31	-	-	75,000	75,000	0.00%
TOTAL EXPENDITURES	3,132,331.93	1,185,920.21	3,812,523.40	8,624,700	7,785,200	-9.73%