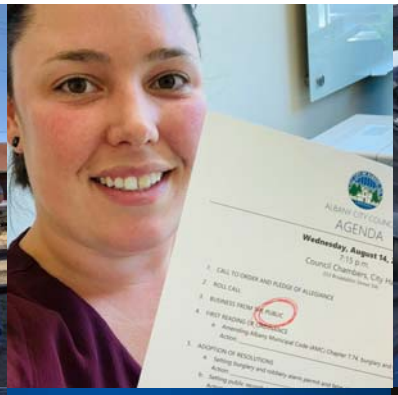
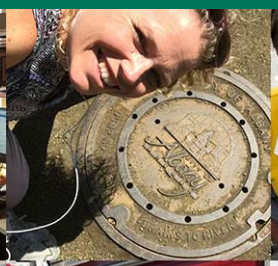


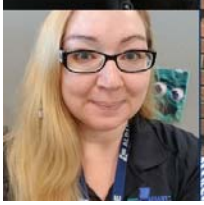
for a

CITY OF ALBANY, OREGON

Budget

BN 2019-2021





CITY OF ALBANY, OREGON

ADOPTED BUDGET

2019-2021

BUDGET COMMITTEE

City Council	Lay Members
Sharon Konopa, Mayor	Susan Folden, Chair
Bill Coburn, Councilor	Colleen Keller
Bessie Johnson, Councilor	Will Summers
Rich Kellum, Councilor	Michael Thomson
Alex Johnson II, Councilor	Terry Virnig
Dick Olsen, Councilor	Jessi Brenneman
Mike Sykes, Councilor	Vacant

Administrative Staff

City Manager ..... Peter Troedsson
Deputy Manager/CIO.....Jorge Salinas
Finance Director .....Jeanna Yeager
Fire Chief .....John Bradner
Human Resources Director.....Danette Jamison
Library Director .....Ed Gallagher
Parks & Recreation Director.....Kim Lyddane
Police Chief ..... Mario Lattanzio
PW Director (Operations).....Chris Bailey
PW Director (Engineering/CD) .....Jeff Blaine
Accounting Supervisor ..... J.C. Rowley
City Clerk.....Mary Dibble

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Albany

Oregon

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director

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EXECUTIVE SUMMARY

Budget Message

2019-2021 Biennium

This budget marks a milestone for the City of Albany. It is the City's first biennial budget and, as such, represents a significant process improvement. At its heart, however, it continues to represent the City Council's policy decisions and priorities. It allocates the limited resources available to the City to provide the framework for government operations.

Looking into the future to anticipate the City's needs and to plan for its growth is an essential responsibility of the City Council and their City staff. The Mayor and Councilors met in October 2018 to kick off the annual process of updating our Strategic Plan – a five-year look into the future – and in November 2018, department directors gathered to collectively consider how to implement the Council's direction. The Strategic Plan and Capital Improvement Plan are revised annually, and that process helps to guide and inform the development of the City's budget. Using forecasted revenues and predicted operating costs, departments under the leadership of their directors, crafted a budget that seeks to maintain current service levels to the extent possible. The City's Budget Committee reviewed the Strategic Plan, heard from City staff, and provided guidance and oversight.

One of the benefits of a two-year budget is that it guides staff toward a longer-term approach to budgeting. When that long view is considered, the difference between one-time funds and recurring funds becomes readily apparent. One-time funds such as grant monies, proceeds from the sale of property, etc., cannot be relied upon for continuous revenue. The continued operations of the City must be funded with recurring funds. When the use of one-time funds is required to fund current operations, it's indicative of a structural problem and is a practice that should be avoided.

With the Council's direction, staff have used the following guidance to build this budget:

1. Replenish reserves
2. Maintain appropriate levels of service
3. Reorganize and adjust

The slow withering of the City's General Fund contingency has been reversed, and with a modest incremental increase, we have begun the process of rebuilding it to an appropriate level. The City must look out for its long-term viability. We weathered the last recession largely because we had a substantial reserve. Doubts surround the timing and magnitude of the next recession, but fiscal prudence dictates that we make an effort to restore our ability to withstand a similar economic downturn. The imperative to restore our reserves competes directly with the need to continue providing quality public services; and, consequently, we can make only modest progress toward this goal.

The cost of providing existing levels of service continues to grow. PERS costs now average 33 percent across the City government. We have been able to limit the increase of one of our health insurance plans to "only" 4 percent, but the other will increase by 17.8 percent. These are the biggest contributing factors to the rise in operating costs.

Our Finance Director's estimates have indicated that we can anticipate an approximate 3.5 percent increase in property tax assessed. In keeping with the City's fiscal policy, City departments were directed to limit budget increases within the General Fund to 3 percent or less.

However, when operating costs increase at a rate that exceeds the growth of revenues, this poses a problem. We noted last year that this trend is not sustainable over the long run and that it will force reductions in service levels. Again this year, some departments' asset replacement funds have been used to offset the costs of maintaining service levels to the extent possible, but current service levels are not possible in the long run without an increase in revenue. The problem must be addressed; and, with this budget, the City is making restructuring decisions that have the effect of reducing FTE in several departments. Unfortunately, this equates to reductions in service levels in police, fire, parks and recreation, and library.

PERS rates are state-mandated; they cannot be controlled or changed at the city level; and solutions must come from the state legislature. Similarly, property tax revenues are limited by state law. Exacerbating the problem are many other costs that drive the cost of service upward. 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.

Every line item of this biennial budget supports the Council's strategic intent. It is the result of the hard work of staff not only within the Finance Department, but also within each of the City's departments. The serious financial constraints within which it was developed tend to overshadow the hard work that was required to transition from an annual budget to a biennial budget…while simultaneously implementing a new financial system. We're grateful to our Council and Budget Committee for their guidance and oversight, and I am very appreciative of our staff who have worked tirelessly to create this first-ever biennial budget for Albany. We will always exercise sound stewardship of the funds we have to provide quality services and maintain the finances of the City in sound shape.

Respectfully submitted,

Peter Troedsson
City Manager

EXECUTIVE SUMMARY

Overview

This budget represents this City's move to a biennial budget. This change is intended to gain efficiencies and to evaluate and challenge the budget process.

The budget for the 2019-2021 biennium reflects moderate growth. General property tax revenues are expected to increase approximately 3.5 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. At the same time, City policy mandates contingencies of 5 to 15 percent of operating revenues. The result is a balanced budget that reflects a slight growth in reserves, deletes positions, 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. As of February 2019, the Albany MSA seasonally adjusted unemployment rate of 4.9 percent reflecting an increase of 0.02 percent over the past 12 months. Linn County's rate showed the same results, while Benton County's rate increased to 3.3 percent in February from its revised rate of 3.1 percent in the prior fiscal year. Oregon's statewide unemployment followed the same trend, increasing 0.2 percent to 4.4 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	2015	2016	2017	2018	2019
New Residential Permits	92	98	94	145	140
New Commercial Permits	5	12	6	10	15
Total Number of all Permits	1,492	1,723	1,630	2,172	2,800

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.

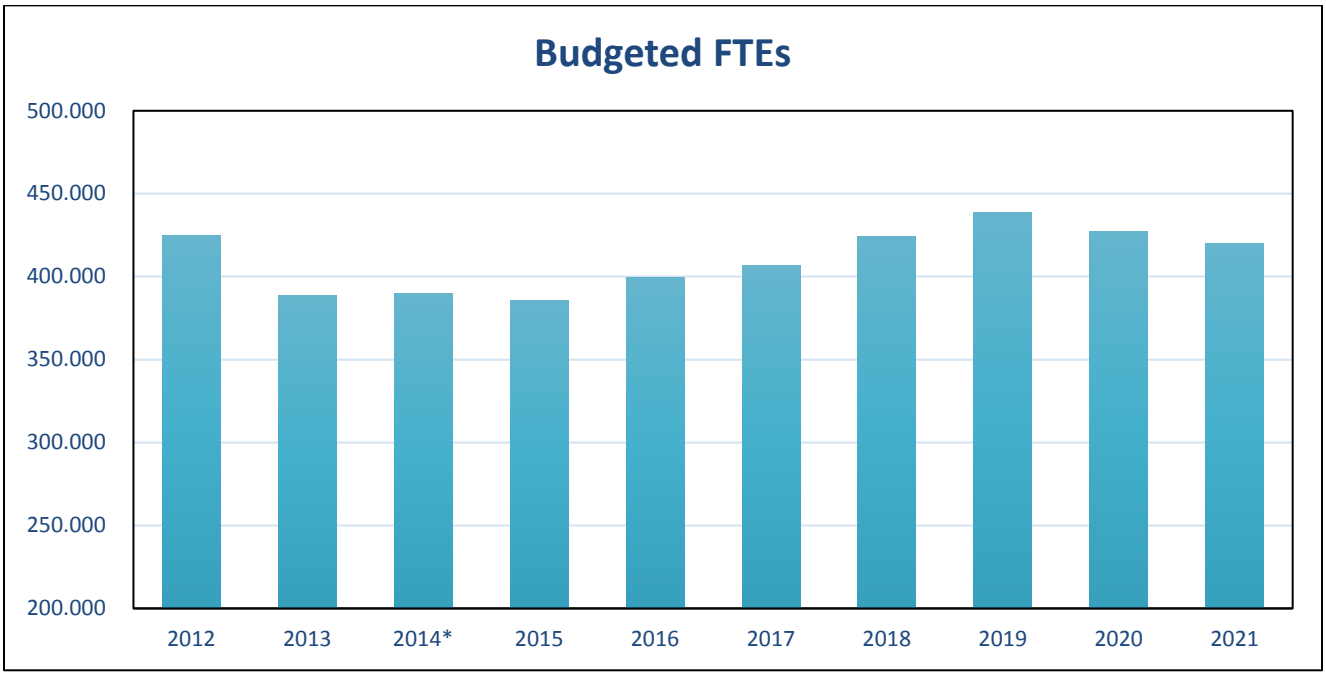
Budgeted FTEs per 1,000 Population. The number of budgeted full-time equivalent (FTE) City employees per thousand of population has decreased by over 4 percent during the past 10 years. In past years, a distinction was made between authorized positions and budgeted positions. Authorized positions were 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.

The following table presents the population for the city of Albany as provided by Portland State University's annual population estimate, except for the final year, which is an estimate based on growth trend. Budgeted FTEs and budgeted FTEs per 1,000 of population are also shown in the corresponding budget year.

Budgeted FTEs per 1,000 Population											
FY ending June 30	2012	2013	2014*	2015	2016	2017	2018	2019	2020	2021	10-Year % Change
Population	50,325	50,520	50,710	50,720	51,270	51,670	52,540	52,710	53,145	53,433	6.18%
Budgeted FTEs	424.925	388.825	389.775	385.875	399.508	406.558	424.118	438.493	427.400	420.213	-1.11%
Budgeted FTEs per 1,000 pop.	8.44%	7.70%	7.69%	7.61%	7.79%	7.87%	8.07%	8.32%	8.04%	7.86%	-6.86%
*Includes six firefighter positions partially funded through the SAFER grant.											

Population has increased over the last 10 years by 6.18 percent while the number of budgeted FTEs has decreased by 1.11 percent. The number of FTEs per thousand declined by 6.86 percent over the same timeframe. The lesser number of FTEs per thousand in the next two years reflects an environment where personnel and other costs are outpacing revenues. Careful consideration of staffing must continue in order to stay within available resources.



Cost-Saving Strategies

Department budgets for 2019-2021 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 between 2009 and 2012 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 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 budget years. This had a compounding effect that resulted in savings in subsequent years.

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

Sick leave incentive. Police employees no longer receive an annual award of unused sick leave accrual.

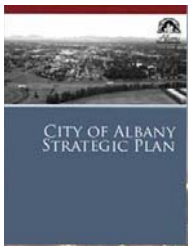
Reserves and replacement funds. Reserve accounts are being drawn down and contributions to vehicle and equipment replacement funds are still below desired funding levels.

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 2019-2021 budget, the issue of resources being outpaced by expenditure growth remains a concern. During the budget process, positions were deleted, and a program was cut. Departments must continue to give careful consideration to expenditures, as well as work with the city council to find new funding sources, in order to maintain appropriate 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 23, 2019. 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 that 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 325,000.
- 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: Participate in the FEMA National Flood Insurance Program and maintain the City's Community Rating System (CRS) rating.
- Actions: Form and maintain a cross-department team in Community Development in order to continuously improve the City's floodplain management. Participate in FEMA's CRS program.

Strategic Plan Theme – A Safe City

- Objective SC-5: Achieve at least a 60 percent clearance rate for violent crimes and a 20 percent clearance rate for property crimes annually.
- Actions: Achieve this objective through maintaining current staffing levels in patrol and detectives with an emphasis on solving crimes.

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; train with mutual aid partners; 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: Improve Vine Street WTP chemical delivery, storage, and injection systems.

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. Continue the solids improvement project work with the goals of decreasing landfill disposal and increasing beneficial reuse of WRF solids.

Parks and Recreation

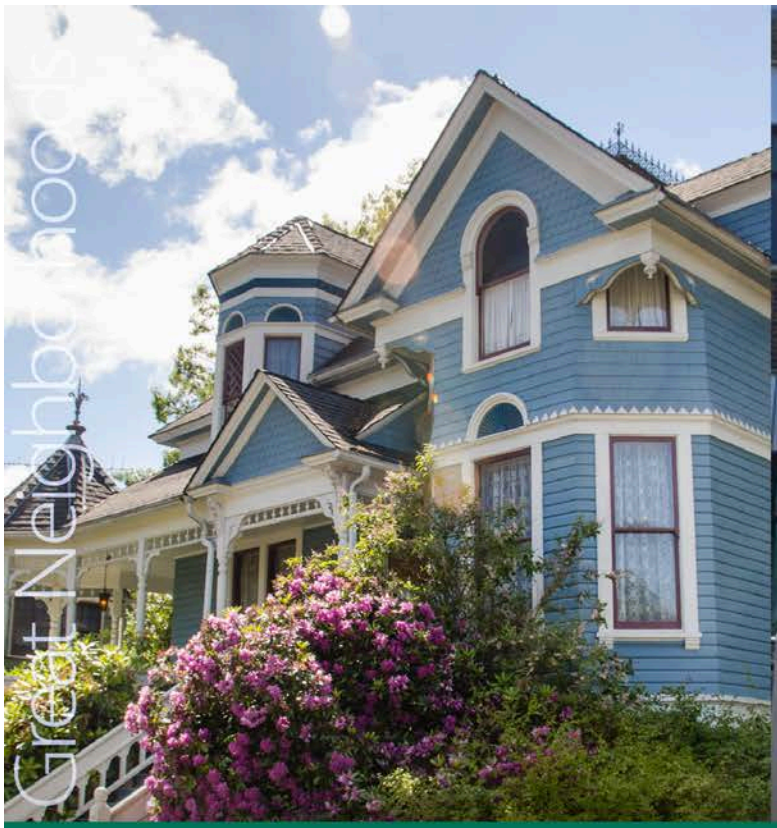
Strategic Plan Theme – An Effective Government

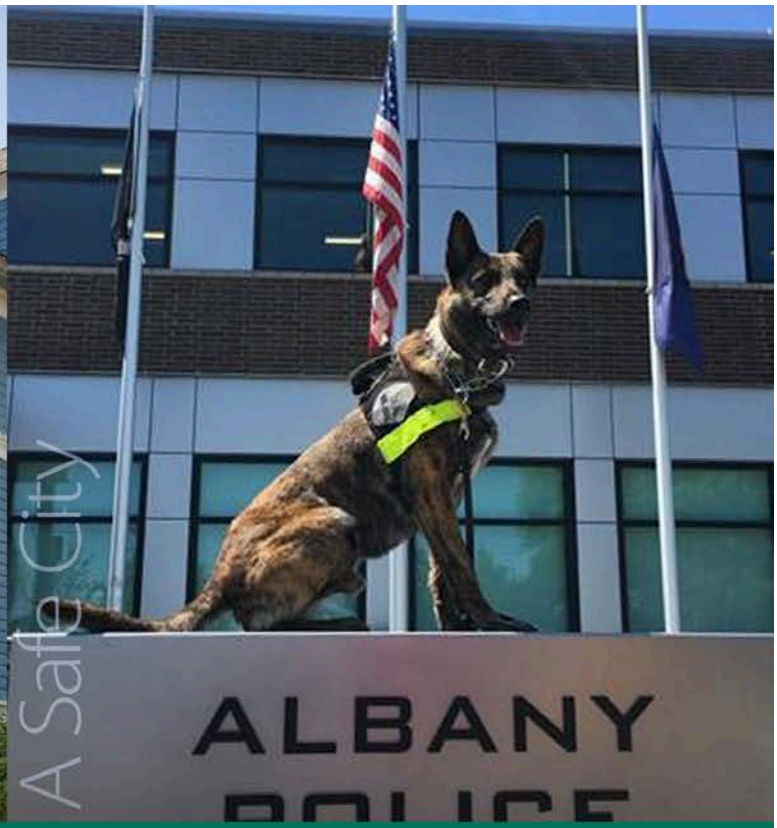
- Objective EG-1: Reduce the percentage of total annual Parks & Recreation Fund expenditures subsidized with property tax revenues to 55 percent by 2020.
- Actions: Achieve this objective through a combination of nontax revenue increases and expenditure reductions.

Finance Department

Strategic Plan Theme – An Effective Government

- Objective EG-12: 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.

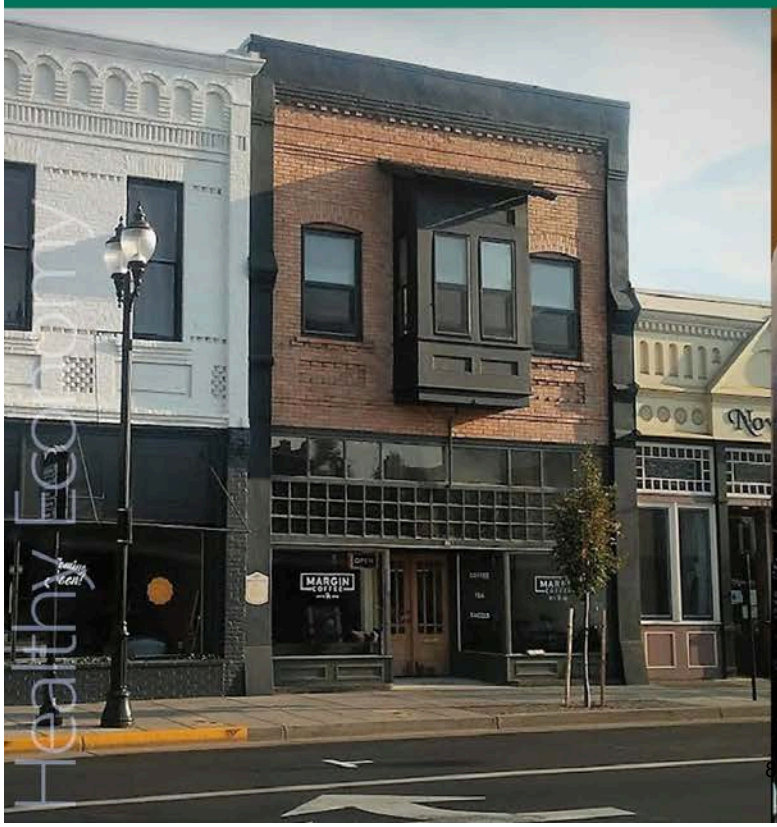




CITY OF ALBANY
OREGON
Inc. 1864

FY 2019 – FY 2023

STRATEGIC PLAN



Adopted 1/23/2019

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."

Our Values

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.

Why Do Strategic Planning?

If our Mission and Vision Statements are to have any meaning, they must be accompanied by deliberate planning efforts to move the organization and the community toward a desired future. This requires clearly defined goals, proactive objectives, committed leadership, and effective management. Above all, it requires managing the forces of change. Those forces include community demographics, state and federal mandates, fiscal constraints, 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 these objectives is strategic planning.

Strategic Plan Themes

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.

Great Neighborhoods

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 FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
GN-1	Maintain a close to open ratio of 75% or higher on submitted cases per fiscal year.	≥75%	96.7%	98.5%	75%	75%	75%	75%	75%
GN-1a	Continue to seek grant funding from State Historic Preservation Office when available.	1	1	n/a	1	n/a	1	n/a	1
GN-2	Develop CD/Land Use Issues list.	Complete annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually

Great Neighborhoods

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

Roundabout construction at Main Street & Third Avenue.

Objective GN-3: Ensure public facilities, services, sidewalks, and public transportation are ADA accessible. [All Departments]
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 FY 2023, increase the number of transit system riders by ten percent over the FY 2012-2013 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.

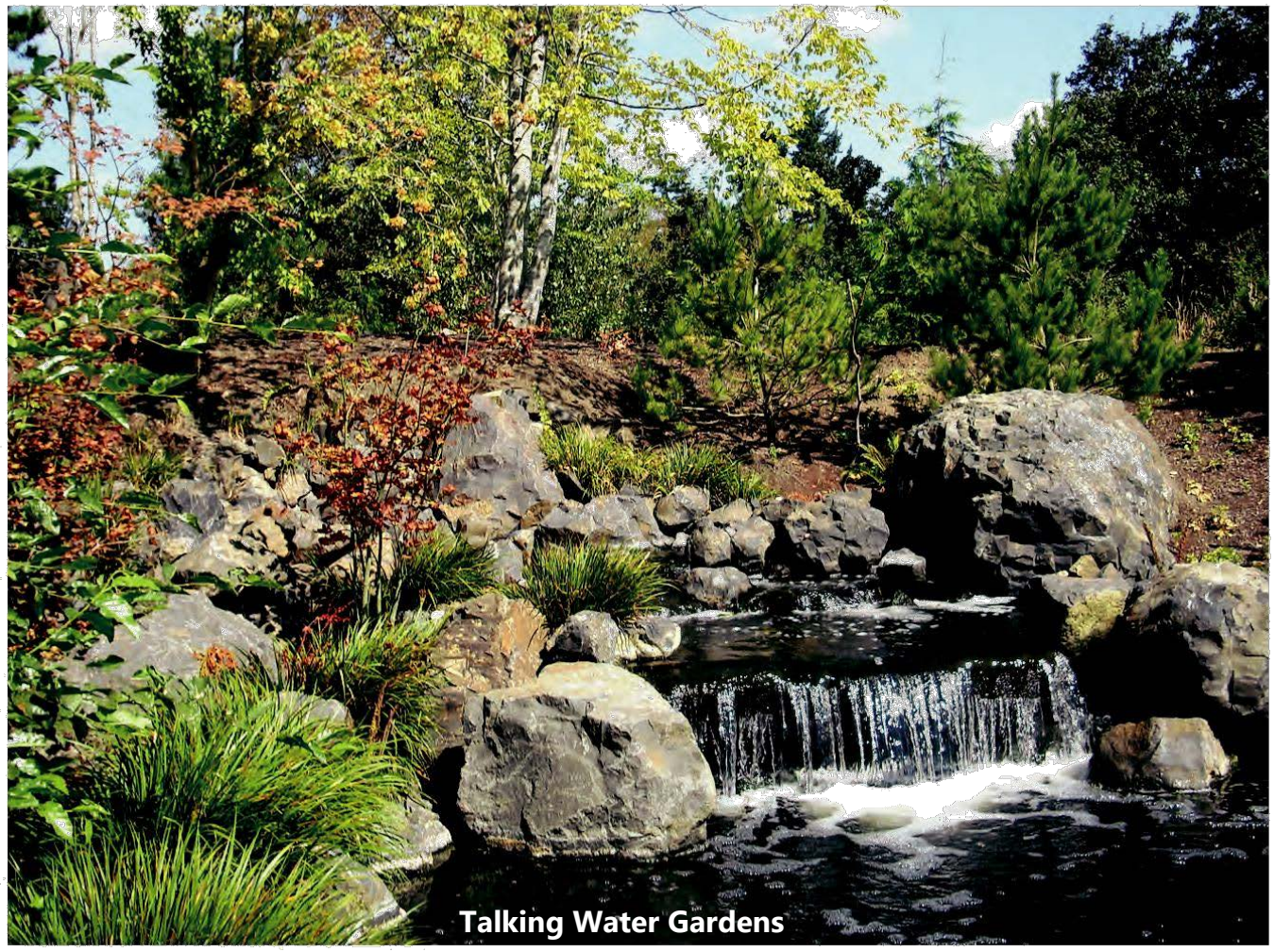
OBJECTIVE	MEASURE	TARGET	COMPLETED FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
GN-3	Accessibility Transition Plan completed.	Complete by FY 2020				June 2020			
GN-4	Percentage of collector and arterial streets in "fair" or better condition (minimum PCI of 60):	100%	68%	67%	81%	82%	81%	80%	80%
GN-5	Obtain MPO planning funds.	Complete by FY 2020				June 2020			
GN-5	Complete Transit facility design.	Complete by FY 2021					June 2021		
GN-6	Increase transit system ridership to: Albany Transit System Linn-Benton Loop Paratransit	 ≥96,000 ≥145,000 ≥21,000	 76,696 109,927 17,646	 74,100 107,900 21,200	 75,000 115,000 21,500	 80,000 118,500 22,000	 85,000 123,000 23,000	 87,000 128,000 24,000	 90,000 141,000 24,500

Great Neighborhoods

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 FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
GN-7	Coordinate and partner on restoration and education/outreach projects.	Complete annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually


Talking Water Gardens

Great Neighborhoods

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 325,000. [Library]
Actions: Add five new programs across all service areas. Increase the percentage of operating dollars spent on collections to Oregon state median (10 percent).

Reading Girl at the Main Library

OBJECTIVE	MEASURE	TARGET	COMPLETED FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
GN-8	Average total acres of park land per 1,000 residents.	≥17.0	17.1	17.1	16.6*	16.5	16.3	16.2	16.0
GN-9	Average acres of developed parks and recreation land per 1,000 residents.	≥11.0	10.8	10.8	10.5	10.5	10.4	10.4	10.1
GN-10	Annual number of library visits.	≥325,000	313,972	295,302	305,000	310,000	315,000	325,000	325,000
GN-10	Number of discrete Library programs across all service areas.	≥19	24	25	25	25	25	26	26
GN-10	Percentage of Library operating expenditures spent on collections.	10%	9.2%	8.2%	10%	10%	12%	12%	12%

**Sale of 4 acres surplus park land; purchase of 2 acres for new park in NE Albany.*

Safe City

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.

New Albany Police Station completed fall 2017

Safe City Objectives:

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

Objective SC-1: 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.

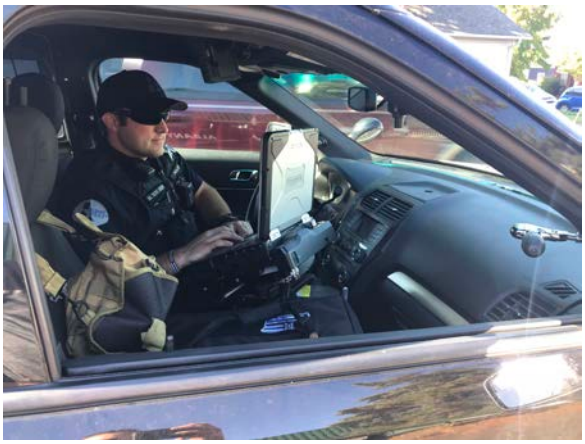
Objective SC-2: Use Community Development Block Grant (CDBG) funds to provide funding to community programs that assist the vulnerable children and families in our City. [Community Development]
Actions: Work with the Community Development Commission to identify and distribute funds to appropriate programs.

Objective SC-3: Maintain police patrol response times to Priority One calls for service from dispatch to arrival time to five minutes 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 FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	~~Move into new Fire Station 11.~~	Complete by June 2017		Oct 2017					
	~~Move into new Police Department building.~~	Complete by June 2017		Dec 2017					
SC-1	Maintain CRS rating.	≤ 5	6	5	5	5	5	5	5
SC-2	Distribute CDBG funding to assist Albany's vulnerable populations and neighborhoods.	$300,000/ year	$300,000	$270,000	$250,000	$250,000	$250,000	$250,000	$250,000
SC-3	Patrol Unit: Maintain response time to priority one calls annually.	≤ 5:00 annually	3:06 annually	4:23 annually	<5:00 annually	<5:00 annually	<5:00 annually	<5:00 annually	<5:00 annually

Safe City

Objective SC-4: 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-5: 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-6: 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-7: Fund to adequately staff for increasing calls for service, response times, and community growth. [Police]
Actions: Hire additional personnel to address increases in calls for service, collisions, response times, and crime trends and in order to obtain adequate staffing for 10-hour shifts, thus having overlap in coverage that is lacking today.

OBJECTIVE	MEASURE	TARGET	COMPLETED FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
SC-4	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	2.88 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-5	Achieve clearance rate for violent crimes annually.	≥60% annually	59.5% annually	66% annually	60% annually	60% annually	60% annually	60% annually	60% annually
SC-5	Achieve clearance rate for property crimes annually.	≥20%	29.1% annually	30.1% annually	20% annually	20% annually	20% annually	20% annually	20% annually
SC-6	Achieve reduction in Part I crimes at 32 per thousand residents or less annually.	≤32 per thousand annually	30.53 30.53 per thousand annually	29.35 per thousand annually	≤32 per thousand annually	≤32 per thousand annually	≤32 per thousand annually	≤32 per thousand annually	≤32 per thousand Annually
SC-7	Hire Police personnel to address emergency call volume, increases in response times, and community needs.	As needed	3	0	0	3 (1 Park Ranger & 2 Sworn Officers)	2 (2 Sworn Officers)	1 (1 Sworn Officer)	2 (2 Sworn Officers)

Safe City

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; train with mutual aid partners; 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 FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
SC-8	Relocate City bus storage.	Complete by FY 2022						June 2022	
SC-8	Provide improvements to training site by building training tower and training props.	Complete by FY 2018				June 2020			
SC-9	Collaborate by staffing single-role medic units with overlapping coverage of an additional single-role medic unit.	94 hrs/wk and 40 hrs/wk	Hired and trained personnel	94 hrs/wk	94 hrs/wk	94 hrs/wk and 40 hrs/wk	94 hrs/wk and 40 hrs/wk	94 hrs/wk and 40 hrs/wk	94 hrs/wk and 40 hrs/wk
SC-10	Provide funding to replace emergency vehicles and equipment and maintain facilities.	$2.4 million	$418K	$831K	$500K	$500K	$500K	$500K	$500K

Safe City

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

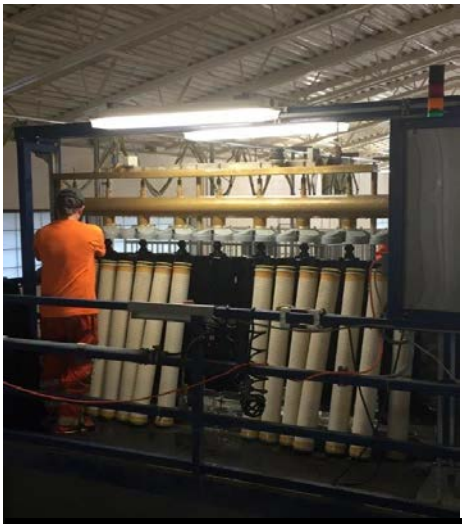
Objective SC-13: Maintain and continue to minimize the impact of fires on our community. [Fire]
Actions: Continue to incorporate Fire Department requirements in the development review and approval process. Conduct Fire Code compliance inspections on existing buildings. Provide fire/life safety education. 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.

OBJECTIVE	MEASURE	TARGET	COMPLETED FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
SC-11	Amount of CARA funding targeting code compliance/public safety.	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$0	$0
SC-12	Number of blighted structures remediated within the CARA boundary.	≥3	4	5	≥3	≥3	≥3	≥3	≥3
SC-13	Structure fires per 1,000 residents.	≤0.9	1.07	0.89	0.90	0.85	0.85	0.80	0.80
SC-13	Number of fire compliance inspections.	≥1,500	1,748	1,733	2,000	2,000	2,000	2,000	2,000
SC-13	Percentage of fire code violations corrected.	≥75%	90%	95%	95%	95%	95%	95%	95%
SC-14	Hire/promote Fire personnel to address emergency call volume, increases in response times, and community needs.	As needed	3 (3 FF/EMTs)	4 (1 Training Chief & 3 FF/EMTs)	3 (3 FF/EMTs)	3 (1 Admin, 1 Support, & 1 FF/EMT)	1 (1 Admin)	3 (3 FF/EMTs)	0

Safe City

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



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

Objective SC-15: Optimize the operation and management of the Vine Street and Albany-Millersburg Water Treatment Plants (WTPs) to meet regulatory requirements and system demand; efficiently manage energy consumption; and improve water system resiliency. [Public Works]
Actions: Improve Vine Street WTP chemical delivery, storage, and injection systems.

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.

Objective SC-17: Effectively manage biosolids waste at the Albany-Millersburg Water Reclamation Facility (WRF). [Public Works]
Actions: Maximize efficiencies and cost-effective management and disposal of solids at the Albany-Millersburg Water Reclamation Facility. Continue the solids improvement project work with the goals of decreasing landfill disposal and increasing beneficial reuse of WRF solids.

OBJECTIVE	MEASURE	TARGET	COMPLETED FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
SC-15	Complete Vine Street WTP chemical system improvements.	Complete by FY 2020				June 2020			
SC-16	Obtain a new discharge permit for the WRF. (DEQ DEPENDENT)	Complete by FY 2020				June 2020			
SC-16	Obtain a stormwater discharge permit. (DEQ DEPENDENT)	Complete by FY 2019			June 2019				
SC-17	Initiate solids handling pre-design effort.	Complete by FY 2020				June 2020			

Healthy Economy

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.

Healthy Economy

Objective HE-2 - Land: Identify the availability of commercial and industrial land 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 FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
HE-1	Conduct regular visits to local businesses and industries.	≥12	15	31	12	12	12	12	12
HE-1	Projects assisted: financial assistance or removal of development barriers.	≥5	5	6	8	8	8	8	8
HE-2	Complete research and documentation of significant available sites.	≥4	7	13	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.

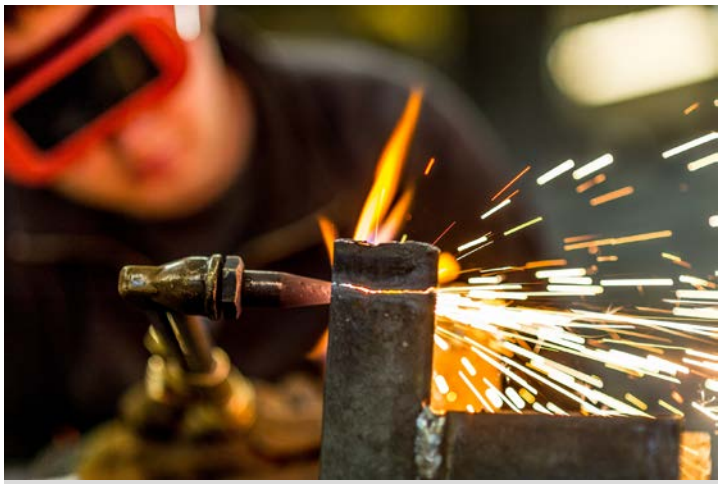
Objective HE-3 - Partnerships: Collaborate with organizations focused on business retention, expansion, startup development, and entrepreneurship to establish new firms and strengthen existing businesses locally.
[Economic Development, All Departments]
Actions: Maintain key department contacts for immediate 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, regional business support entities, financial institutions, and relevant state agencies. Continue work of LBCC/Industry/City partnership on $2.9 million investment in equipment for workforce development and training.

OBJECTIVE	MEASURE	TARGET	COMPLETED FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
HE-3	Respond to information inquiries within the requested timelines.	100%	100%	100%	100%	100%	100%	100%	100%

Healthy Economy

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 FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
HE-4	CARA/City-funded economic development projects.	≥3	4	9	4	4	4	4	4
HE-4	Jobs (FTE) created through CARA/City-funded economic development projects.	≥5	16	6	10	10	10	10	10
HE-4	Jobs (FTE) created through CDBG-funded programs.	≥3	3	5	2	2	2	2	2
HE-4	Technical assistance provided to microenterprises.	≥5	8	6	5	5	5	5	5

Healthy Economy

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.

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).

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	MEASURE	TARGET	COMPLETED FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
HE-5	Annual CARA investment in CARA projects.	≥$350K	$8.8M	$202K	$350K	$350K	$350K	$350K	$350K
HE-5	Annual private investment in CARA projects.	≥$750K	$5.9M	$583K	$750K	$750K	$750K	$750K	$750K
HE-5	Cumulative joint value of CARA and private investments.	≥$13.8M	$30.3M	$33.8M	$32.5M	$33.6M	$34.7M	$35.8M	$36.8M
HE-6	Cumulative number of CARA-funded new residential units.	≥303	298	312	326	340	354	368	368

Effective Government

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 $9 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 FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
EG-1	Property tax as a percent of Parks Fund revenue.	≤55%	50.2%	47%	49%		52%	55%	55%
EG-2	Parks per-capita revenue through grants, gifts, and endowments.	≥$9.00	$7.82	$6.92	$7.50	$8.00	$8.50	$9.00	$9.00
EG-3	Parks & Recreation full-time equivalents per 1,000 residents.	≤0.60	0.53	0.54	0.60	0.60	0.60	0.60	0.60

Effective Government

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.

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	MEASURE	TARGET	COMPLETED FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
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%	<10%	<10%	<10%	<10%	<10%	<10%
EG-6	Annual rate reports to Council.	2	3	3	3	3	3	3	3

Effective Government

Objective EG-7: 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-8: 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-9: 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-10: By the end of FY2020, reduce the cost/item circulated by 20 percent. [Library]
Actions: Explore outsourcing processing.

Objective EG-11: Seek $300,000 of outside funding for new library program support by 2023. [Library]
Actions: Create an annual fund-raising campaign by working with library support groups and the Albany Library Scharpf Endowment Fund.

OBJECTIVE	MEASURE	TARGET	COMPLETED FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
EG-7	Complete Stormwater Master Plan.	Complete Master Plan by FY 2020				June 2020			
~~EG-7~~	~~Implement Stormwater funding plan.~~	Complete by FY 2017	June 2017						
EG-8	Complete Sewer SDC methodology update.	Complete by FY 2019	In progress	In progress	June 2019				
EG-9	Annual report of performance benchmarking progress.	Annually	Nov 2017	Nov 2018	Nov 2019	Nov 2020	Nov 2021	Nov 2022	Nov 2023
EG-10	Cost per library item circulated.	≤$5.00	$4.67	$5.02	$4.75	$4.50	$4.25	$4.00	$4.00
EG-11	Non-General Fund program support for the Library.	$40,000	$56,300	$75,000	$60,000	$60,000	$60,000	$60,000	$60,000

Effective Government

Objective EG-12: 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-13: 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-14: Maintain or improve City's bond ratings. [Finance]
Actions: Maintain sufficient reserves. Follow best practices for financial management.

Objective EG-15: 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	MEASURE	TARGET	COMPLETED FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
EG-12	Receive "Excellence in Financial Reporting" award.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EG-12	Receive "Distinguished Budget Presentation" award.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EG-12	Reportable audit findings of noncompliance.	None	None	None	None	None	None	None	None
EG-13	Compliance with federal and state regulations.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EG-14	Maintain bond ratings.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EG-15	Maintain an overall quality of service rating at 4 or 5, with 5 being excellent.	90%	93.34%	89.77%	90%	90%	90%	90%	90%
EG-15	Maintain an overall timeliness of service rating at 4 or 5, with 5 being excellent.	90%	94.56%	89.77%	90%	90%	90%	90%	90%

Effective Government

Objective EG-16: 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-17: Consider opportunities to secure additional funding for transportation system improvements with emphasis placed on maintaining and repairing the City's streets. [Public Works]
Actions: Continue public outreach and funding alternatives discussion with Council.

Objective EG-18: 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 EG-19: Include communications and public engagement activities in all initiatives, programs, and major projects. [All Departments]
Actions: Achieve this objective through social media messages, public speaking, surveys, and other outreach.

OBJECTIVE	MEASURE	TARGET	COMPLETED FY 2016-17	COMPLETED FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
~~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		May 2018					
EG-17	Recruit and hire new Parks & Recreation Director.	June 2019			June 2019				
EG-16	Identify and develop personnel with the potential to fill executive and other key leadership roles.	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
EG-17	Complete public outreach; obtain Council direction.	Complete by FY 2020		In progress		January 2020			
EG-18	Regular meetings.	Annually	Annually	Annually	Annually	Annually	Annually	Annually	Annually
EG-19	Communications and public engagement plans for initiatives, programs, and major projects.	2			2	2	2	2	2

Strategic Plan Accomplishments

Under FY 2017 through FY 2021 Strategic Plan

City Manager's Office

Received the 2018 ICMA Award of Excellence for Performance Management.

Economic Development and Urban Renewal

Economic Development

- Responded to information inquiries within requested time frame 100 percent of the time.
- Achieved a significant increase in local business visits, engagement, and support.
- Finalized negotiations to assist SnoTemp in site development expected to create new jobs.

Urban Renewal - Central Albany Revitalization Area (CARA)

- Successfully completed $8.4 million streetscape improvement project of 22 city blocks.
- Engaged 200+ community members for input on waterfront redevelopment priorities.
- Continued to partner with private business to leverage a 1:6 public to private investment ratio in downtown redevelopment.

Community Development

- Issued 3,026 Building/Electrical permits and conducted 11,293 inspections.
- Completed development code amendments updating the sign code, clarifying cluster development procedures, streamlining processes for hillside development review, and removing barriers to using existing structures in the NC zone.
- Secured contract with Angelo Planning Group to amend the development code consistent with community priorities as identified through a recent code audit.
- Formed a Development Code Amendment Task Force to inform planned code amendments.
- Managed Community Development Block Grant program that serves Albany low- and moderate-income or at-risk residents in accordance with federal requirements.

Strategic Plan Accomplishments

Under FY 2017 through FY 2021 Strategic Plan

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 maintained at Aa3.

Fire

- Objective SC-8: Facilitated continued development of property surrounding Fire Station 12 as an emergency responder training center by supporting Public Works in purchasing property to relocate City bus storage (property was successfully purchased for this purpose), and dedicating Fire Department operating funds toward expansion of live-fire training prop for training firefighters at this location.
- Objective SC-9: Continued to collaboratively staff single-role medic unit with Lebanon Fire District at the Tangent Fire Station. This unit handled over 30 percent of our Department's approximate 650 annual hospital transfers to outside facilities. This keeps dual-role firefighter/paramedics in the district and available to respond on emergencies in Albany.
- Objective SC-10: Contributed $831,000 toward Fire Department equipment replacement through contributions from the department's annual operating budget, ambulance revenue received over anticipated revenue, and apparatus reimbursements from responses to Oregon and California conflagrations.
- Objective SC-13: Completed 1,733 fire code compliance business inspections and corrected 95 percent of fire code violations noted in inspections.
- Objective SC-14: Maintained matching funds for SAFER Grant funded positions into second year of three-year cycle; increased outside funding through an agreement with the City of Millersburg to provide emergency services to their entire community. Additional revenue allowed for increased staffing at new Albany fire station in Millersburg, which provides for an additional fire engine to respond to emergencies in both communities. This staffed engine will assist in dealing with increased responses and help maintain increasing response times.

Strategic Plan Accomplishments

Under FY 2017 through FY 2021 Strategic Plan

Information Technology

- Upgraded call manager and unity voicemail system.
- Migrated all Microsoft Office suite programs from 2007 to Office 365.
- Implemented Citywide cybersecurity training, testing, and analysis tools.
- Developed a routing map service that enables the inspector routing feature in Accela.
- Implemented a new version of Accela including moving the payment system to PayPal.
- Implemented a new Citywide copier contract with National Photocopy Corp.
- Remodeled the former Fire Administration workspace and moved IT staff from a leased location to City Hall.

Library

- Hired three new staff members, including 1.0 FTE dedicated to Spanish language materials and outreach, as well as a new Assistant Library Director.
- Conducted a complete overhaul of Teen Services programming and outreach and a new menu of monthly events.
- Registered over 1,300 children under age 5 and distributed over 43,000 books in Albany and Linn County via the Dolly Parton Imagination Library.
- Raised over $75,000 through library supporters for programs and materials.

Strategic Plan Accomplishments

Under FY 2017 through FY 2021 Strategic Plan

Parks & Recreation

- Completed remodel of Sunrise park.
- Purchased Deerfield Park from Greater Albany Public School District (GAPS).
- Secured ownership of Sunrise Park through no-cost conveyance from GAPS.
- Purchased new neighborhood park in NE Albany.
- Secured over $516,000 in donations from the community for major events.

Police

- Completed construction and moved into new police station in December 2017.
- Deployed body-worn cameras.

Strategic Plan Accomplishments

Under FY 2017 through FY 2021 Strategic Plan

Public Works

- Successfully managed design and construction of all planned Capital Improvement Projects, including the long-awaited Hill Street improvements.
- Partnered with the Central Albany Revitalization Area to finish construction of the downtown streetscape improvements.
- Completed first combined utility rate presentation providing for more advance notice of planned utility rate adjustments, more consistency with the budget process, and a better understanding of combined impacts to rate payers prior to make rate adjustments.
- Secured funding for the River Front Interceptor sewer project and initiated design.
- Completed preliminary design of the solids handling improvement project at the Albany-Millersburg Water Reclamation Facility (A-M WRF).
- Partnered with the Energy Trust of Oregon to complete energy and treatment efficiency improvement projects at the A-M WRF for a predicted annual savings of over 1,452,000 kilowatt hours of energy, or $83,000.
- Completed the final purchase and installation of 640 membranes for the A-M Water Treatment Plant on the initial 10-year replacement cycle.
- Developed a water system pipe replacement matrix to further improve the asset management decision making process and make targeted, strategic investments in our water distribution system.
- Completed main parking apron improvements at the Albany Municipal Airport.

cityofalbany.net

PROPERTY TAXES

The total property taxes to be levied for operations and debt service are estimated to be $61,292,400 during the 2019-2021 biennium.

Assumptions:

(1) The assessed valuation of the City is estimated to be $4,182,936,169.

(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 $1,129,393 a tax rate of $0.270 per $1,000 of assessed value.

(5) The Public Safety Local Option Levy is estimated to be $4,810,377, an effective tax rate of $1.15 per $1,000 of assessed value

(6) The Public Safety Local Option levy will have an estimated $1,519,993 reduction in tax revenues due to compression.

(7) The 2019-2021 biennium 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 12, 2019, the City Council adopted the 2020-2024 CIP as a planning document, following a public hearing.

For BN 2019-2021 the CIP identified capital projects totaling $19,371,000.

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 $108,761.

The City's direct debt burden is 0.76 percent of the true cash value, and the overall debt burden is 1.51 percent of the true cash value.

Debt Principal Outstanding
as of July 1, 2019

General Obligation	
2015 Public Safety Facilities	$16,355,000
Other Bonds:	
Water Revenue	$22,515,000
Revenue Obligations	175,000
Limited Tax Pension	4,769,604
Total Other Bonds	$27,459,604
Other Debt:	
Clean Water SRF Loan	564,107
2012 SRF ARRA Loan	1,250,000
SRF Loans, Sewer	41,736,200
Total Other Debt	$43,550,307

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, 2019, that limit was $173.4 million on $5.780 billion TCV. The City's legal debt margin for General Obligation Debt is $157 million. It is anticipated that the margin will increase for the 2019-2021 biennium as debt is paid off.

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:

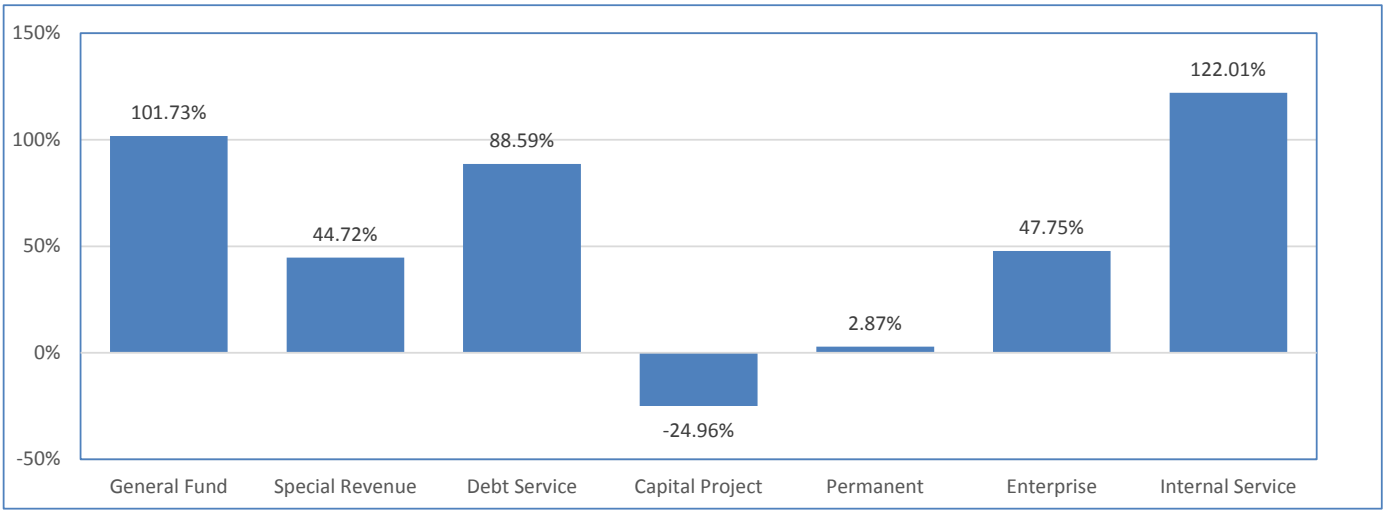
1) Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP), as opposed to being expended when paid (Budget).
2) Principal payments on long-term debt within the Enterprise Funds are applied to outstanding 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.

FUND TYPE SUMMARY AS PROPOSED BY THE CITY MANAGER

for the 2019-21 Fiscal Year

Fund Type	2018-19 Adopted Budget	2018-19 Revised Budget	Proposed Budget	2019-21 Approved Budget	Adopted Budget	Over (under) 2018-19 Revised Budget	Percent of Total Budget
General Fund	41,878,000	42,633,000	86,004,800	86,954,800	86,703,600	101.73%	24.87%
Special Revenue	59,005,000	62,861,700	90,973,157	91,473,157	92,203,200	44.72%	26.29%
Debt Service	2,332,800	2,332,800	4,399,500	4,399,500	4,399,500	88.59%	1.27%
Capital Project	1,540,600	3,940,600	2,957,000	2,957,000	2,957,000	(24.96%)	0.85%
Permanent	83,600	83,600	86,000	86,000	86,000	2.87%	0.02%
Enterprise	84,427,200	84,427,200	124,745,000	124,745,000	124,745,000	47.75%	36.05%
Internal Service	16,587,700	16,587,700	36,826,000	37,018,000	37,018,000	122.01%	10.64%
Totals, All Fund Types	$205,854,900	$212,866,600	$ 345,991,457	$ 347,633,457	$ 348,112,300	62.54%	100.00%

Percentage Change in the 2019-21 Proposed Budget from the 2018-19 Revised Budget



APPROVED BUDGET
for the 2019-21 Biennium

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:

General fund: Resources increased $950,000 to reflect an increase in life safety division fees and ambulance service fees.

Parks and Recreation fund: Increased by $257,000, which includes a transfer of $132,000 from the General Fund, as well as a $126,000 increase in Maple Lawn preschool fees.

Capital Replacement fund: Increased by $111,000, reflecting a transfer in of $40,000 for interfund loan repayments; $203,000 in equipment replacement charges; and a reduction in beginning fund balance of $132,000.

Central Services fund: Increased a total of $192,000, including a transfer in from the Capital Replacement fund of $152,000, and interfund loan and equipment replacement charges of $40,000.

REQUIREMENTS:

General fund: Increased $950,000, including a transfer of $132,000 to the Parks and Recreation fund; increases of $125,000 in police personnel costs; $40,000 in fire training costs; $450,000 in fire personnel costs; and $203,000 in equipment replacement.

Parks and Recreation fund: Increased $257,000 to reflect an increase in expenditures related to the one-year operation of Maple Lawn preschool.

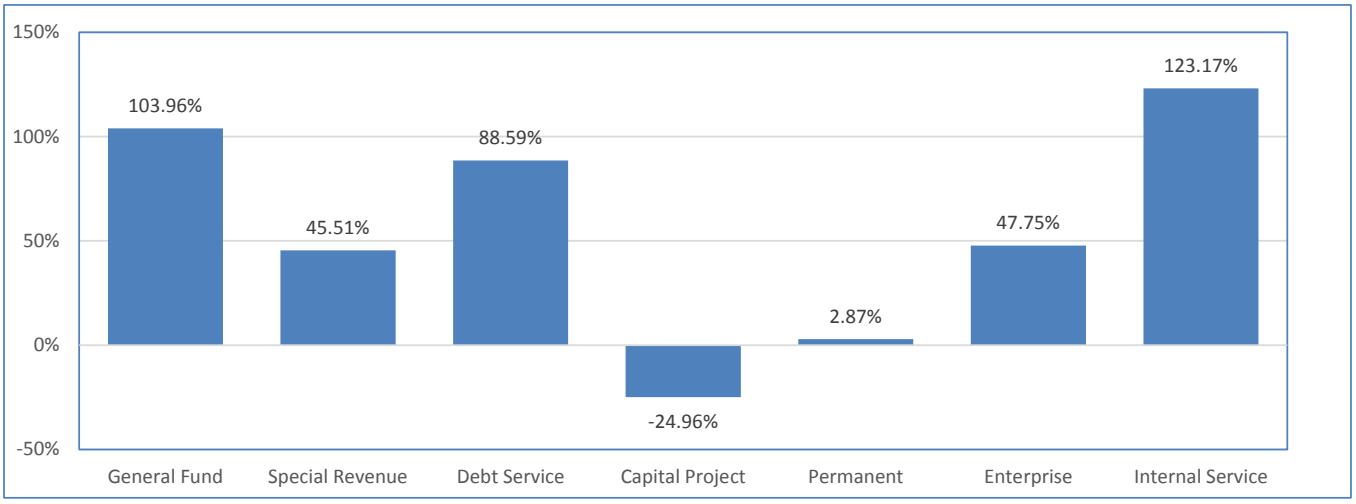
Capital Replacement fund: Increased $111,000. This includes a $203,000 contribution to equipment reserves; a reduction of $244,000 in IT equipment reserves; and a $152,000 transfer to the Central Services fund as a part of an interfund loan.

Central Services fund: Increased $192,000, reflecting a contribution to reserves of $152,000 and $40,000 in transfers out to the Capital Replacement fund.

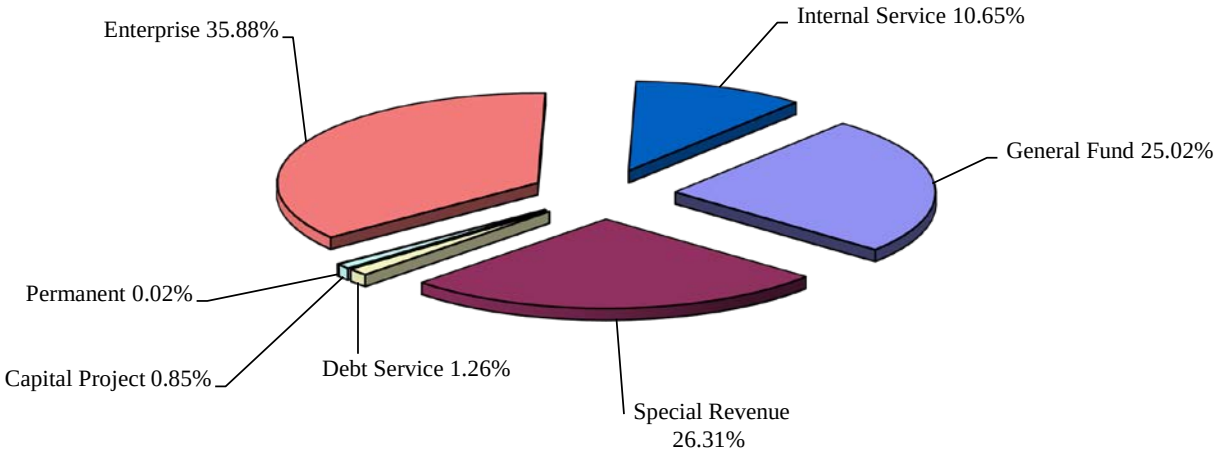
COMPARISON OF 2018-19 REVISED BUDGET TO 2019-21 APPROVED BUDGET AND PERCENT OF TOTAL BUDGET BY FUND

Fund Type	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Proposed Budget	2019-21 Approved Budget	2019-21 Adopted Budget	Over (under) 2018-19 Revised Budget	Percent of Total Budget
General Fund	41,878,000	42,633,000	86,004,800	86,954,800	86,703,600	103.96%	25.02%
Special Revenue	59,005,000	62,861,700	90,973,157	91,473,157	92,203,200	45.51%	26.31%
Debt Service	2,332,800	2,332,800	4,399,500	4,399,500	4,399,500	88.59%	1.27%
Capital Project	1,540,600	3,940,600	2,957,000	2,957,000	2,957,000	(24.96%)	0.85%
Permanent	83,600	83,600	86,000	86,000	86,000	2.87%	0.02%
Enterprise	84,427,200	84,427,200	124,745,000	124,745,000	124,745,000	47.75%	35.88%
Internal Service	16,587,700	16,587,700	36,826,000	37,018,000	37,018,000	123.17%	10.65%
Totals	$ 205,854,900	$ 212,866,600	$ 345,991,457	$ 347,633,457	$ 348,112,300	63.31%	100.00%

PERCENTAGE CHANGE IN THE 2019-21 APPROVED BUDGET FROM THE 2018-19 REVISED BUDGET



APPROVED BUDGET BY FUND TYPE, PERCENTAGE OF TOTAL BUDGET



EXECUTIVE SUMMARY

ADOPTED BUDGET
for the 2019-21 Biennium

ADJUSTMENTS AS ADOPTED BY THE CITY COUNCIL

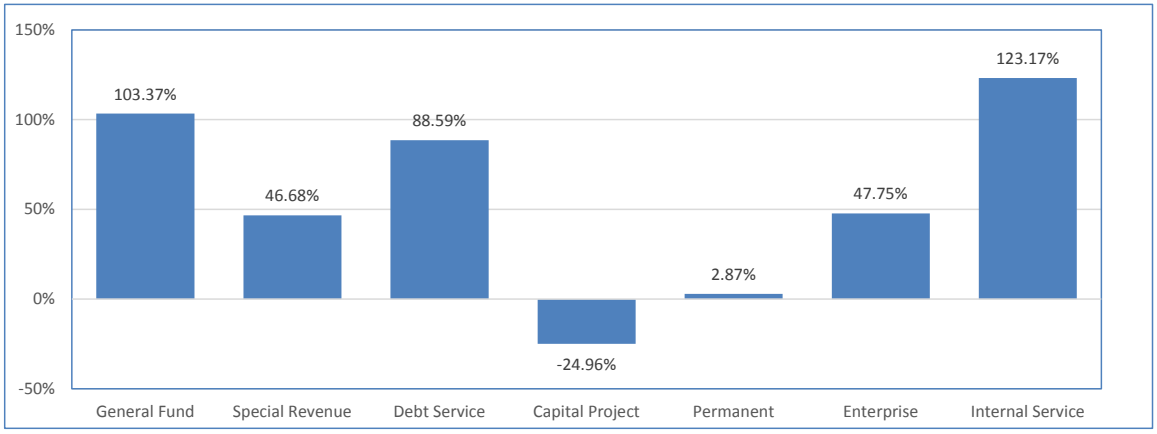
RESOURCES:
General fund: Resources reflect the Public Safety Levy fund transfers decreasing by $251,200.
Public Safety Levy fund: Increased beginning fund balance by $730,000.

REQUIREMENTS:
General fund: Contingency was reduced by $251,200.
Public Safety Levy fund: Transfers out to the General fund increased by $730,000.

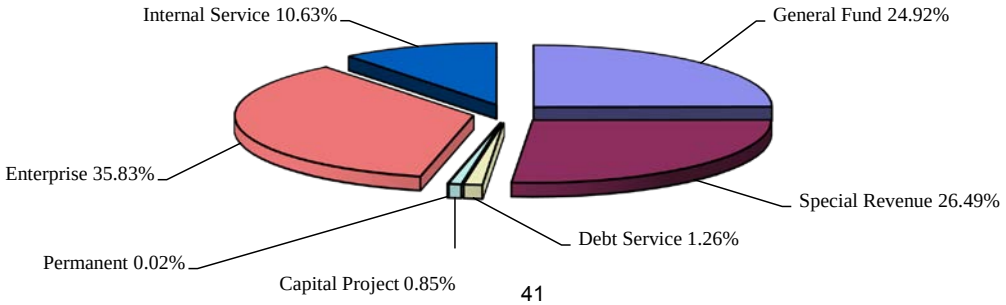
COMPARISON OF 2018-19 REVISED BUDGET TO 2019-21 ADOPTED BUDGET AND PERCENT OF TOTAL BUDGET BY FUND

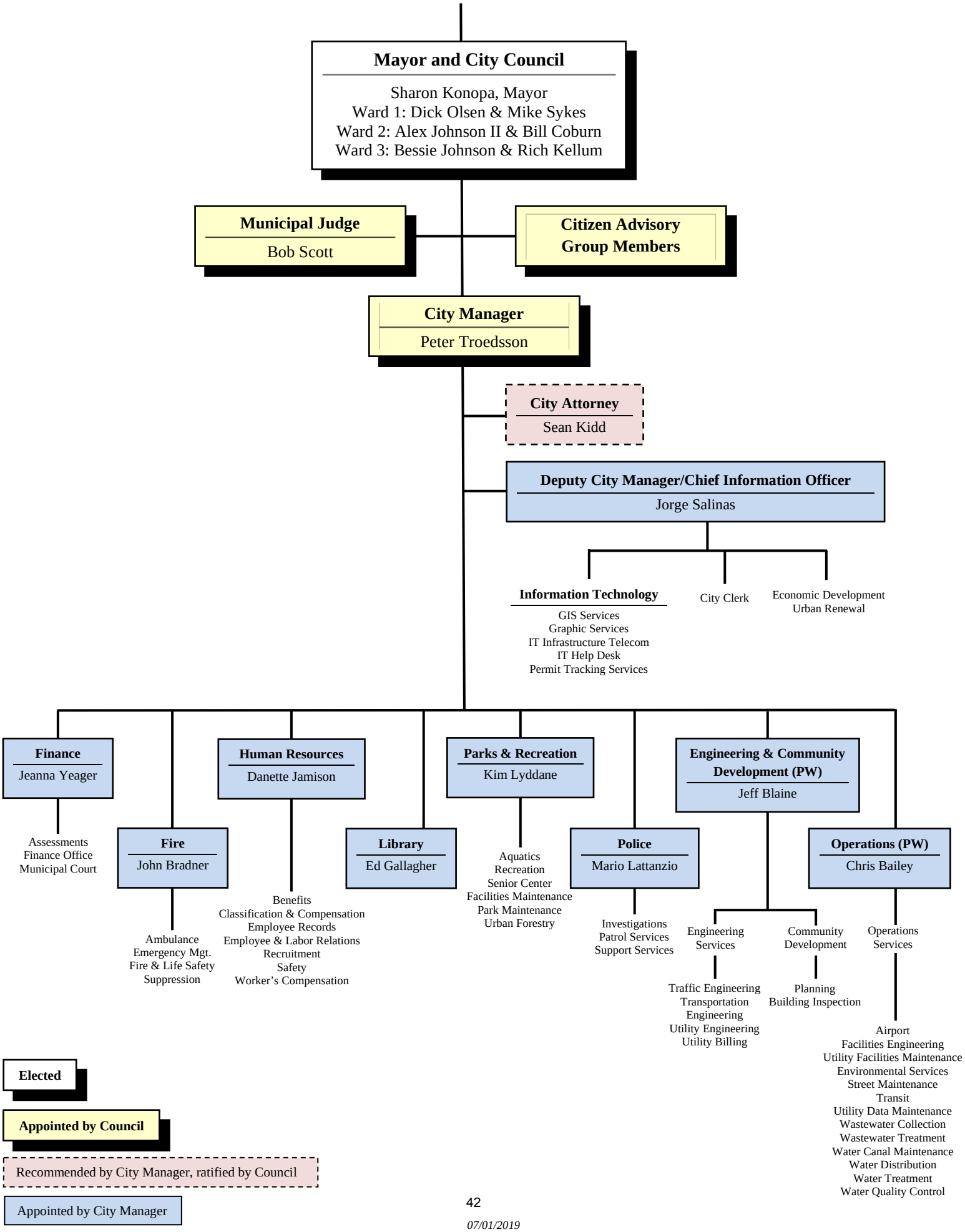
Fund Type	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Proposed Budget	2019-21 Approved Budget	2019-21 Adopted Budget	Over (under) 2018-19 Revised Budget	Percent of Total Budget
General Fund	41,878,000	42,633,000	86,004,800	86,954,800	86,703,600	103.37%	24.92%
Special Revenue	59,005,000	62,861,700	90,973,157	91,473,157	92,203,200	46.68%	26.49%
Debt Service	2,332,800	2,332,800	4,399,500	4,399,500	4,399,500	88.59%	1.26%
Capital Project	1,540,600	3,940,600	2,957,000	2,957,000	2,957,000	(24.96%)	0.85%
Permanent	83,600	83,600	86,000	86,000	86,000	2.87%	0.02%
Enterprise	84,427,200	84,427,200	124,745,000	124,745,000	124,745,000	47.75%	35.83%
Internal Service	16,587,700	16,587,700	36,826,000	37,018,000	37,018,000	123.17%	10.63%
Totals, All Fund Types	$ 205,854,900	$ 212,866,600	$ 345,991,457	$ 347,633,457	$ 348,112,300	63.54%	100.00%

Percentage Change in the 2019-21 Adopted Budget from the 2018-19 Revised Budget



Adopted Budget by Fund Type, Percentage of Total Budget




Mayor and City Council
Sharon Konopa, Mayor
Ward 1: Dick Olsen & Mike Sykes
Ward 2: Alex Johnson II & Bill Coburn
Ward 3: Bessie Johnson & Rich Kellum
Municipal Judge
Bob Scott
Citizen Advisory Group Members
City Manager
Peter Troedsson
City Attorney
Sean Kidd
Deputy City Manager/Chief Information Officer
Jorge Salinas
Information Technology
GIS Services
Graphic Services
IT Infrastructure Telecom
IT Help Desk
Permit Tracking Services
City Clerk
Economic Development
Urban Renewal
Finance
Jeanna Yeager
Assessments
Finance Office
Municipal Court
Fire
John Bradner
Ambulance
Emergency Mgt.
Fire & Life Safety
Suppression
Human Resources
Danette Jamison
Benefits
Classification & Compensation
Employee Records
Employee & Labor Relations
Recruitment
Safety
Worker's Compensation
Library
Ed Gallagher
Parks & Recreation
Kim Lyddane
Aquatics
Recreation
Senior Center
Facilities Maintenance
Park Maintenance
Urban Forestry
Police
Mario Lattanzio
Investigations
Patrol Services
Support Services
Engineering & Community Development (PW)
Jeff Blaine
Engineering Services
Traffic Engineering
Transportation Engineering
Utility Engineering
Utility Billing
Community Development
Planning
Building Inspection
Operations (PW)
Chris Bailey
Operations Services
Airport
Facilities Engineering
Utility Facilities Maintenance
Environmental Services
Street Maintenance
Transit
Utility Data Maintenance
Wastewater Collection
Wastewater Treatment
Water Canal Maintenance
Water Distribution
Water Treatment
Water Quality Control
Elected
Appointed by Council
Recommended by City Manager, ratified by Council
Appointed by City Manager

City Council

Left to right:

Alex Johnson II – Councilor, Ward 2

Rich Kellum – Councilor, Ward 3

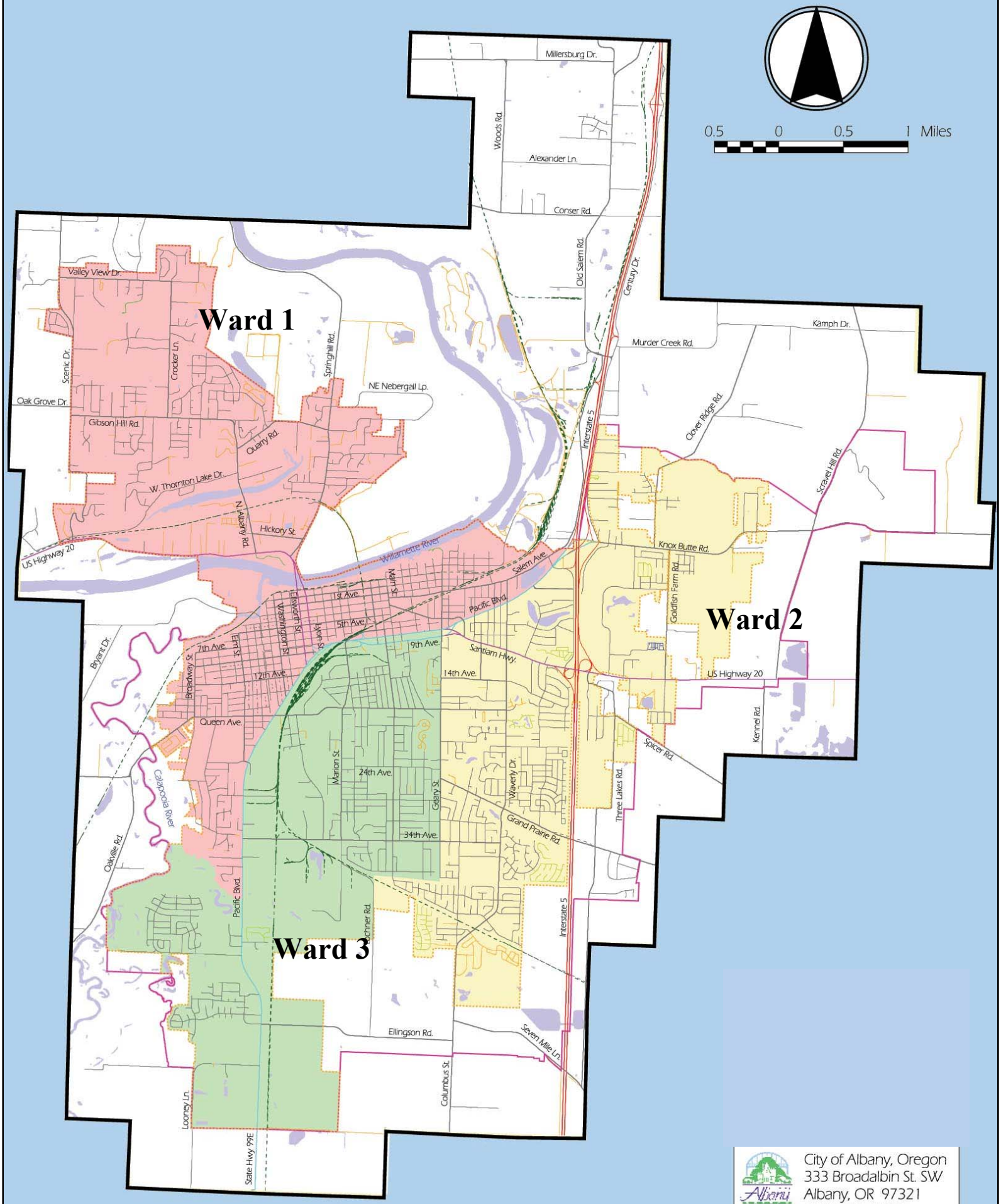
Dick Olsen – Councilor, Ward 1

Sharon Konopa – Mayor

Bill Coburn – Councilor, Ward 2

Bessie Johnson – Councilor, Ward 3

Mike Sykes – Councilor, Ward 1


0.5 0 0.5 1 Miles
Ward 1
Ward 2
Ward 3
Millersburg Dr.
Woods Rd.
Alexander Ln.
Conser Rd.
Old Salem Rd.
Century Dr.
Valley View Dr.
Kamph Dr.
Murder Creek Rd.
Scenic Dr.
Crocker Ln.
Springhill Rd.
NE Nebergall Lp.
Oak Grove Dr.
Gibson Hill Rd.
Quary Rd.
Clover Ridge Rd.
Interstate 5
Gravel Hill Rd.
W. Thornton Lake Dr.
N. Albany Rd.
Hickory St.
US Highway 20
Willamette River
Knox Butte Rd.
Salem Ave.
Main St.
1st Ave.
Elm St.
Washington St.
Lyon St.
5th Ave.
Pacific Blvd.
Goldfish Farm Rd.
Bryant Dr.
7th Ave.
9th Ave.
Santiam Hwy.
12th Ave.
14th Ave.
US Highway 20
Broadway St.
Queen Ave.
Kennel Rd.
Spicer Rd.
Marion St.
24th Ave.
Calapooia River
Geary St.
Waverly Dr.
Three Lakes Rd.
Grand Prairie Rd.
34th Ave.
Oakville Rd.
Pacific Blvd.
Schner Rd.
Interstate 5
Ellingson Rd.
Seven Mile Ln.
Columbus St.
Looney Ln.
State Hwy 99E
City of Albany, Oregon
333 Broadalbin St. SW
Albany, OR 97321
(541) 917-7500

PERSONNEL CHANGE REPORT

During FY 2018-2019, the following personnel adjustments were approved:

1. Added 3.0 FTE previously budgeted but unauthorized Firefighter/EMT positions in the Fire Department (100-25010)
2. Added 1.0 FTE Transportation Assistant position in the Public Works Operations Department (213-40110)
3. Reclassified 0.75 FTE Clerk II position to 1.0 FTE Recreation Programs Assistant and eliminated vacant 0.5 FTE Building Security/ Custodial position, resulting in an overall reducing in staffing in the Parks and Recreation Department (202-50020)
4. Changed job title of vacant 1.0 FTE Engineering Technician IV position to Engineering Associate I in the Public Works Engineering & Community Development Department (705-40605)

With the above adjustments, the revised budgeted positions increased from 430.185 FTE to 433.935 FTE as of April 15, 2019.

The adopted budget for the 2019-2021 biennium includes 427.40 budgeted FTE for FY 2019-2020 and 420.2125 budgeted FTE for FY 2020-2021, a decrease of 13.7225 FTE over the biennium. The proposed changes by year are:

FY 2019-2020		
Information Technology		-0.1000 FTE
Community Development		+0.3025 FTE
Police		-4.0000 FTE
Fire		-2.0000 FTE
Public Works		+1.0000 FTE
Parks & Recreation		-1.1000 FTE
Library		-0.6375 FTE
	Total	-6.5350 FTE
FY 2020-2021		
Finance		-0.4000 FTE
Information Technology		-0.6000 FTE
Police		-3.0000 FTE
Fire		-1.0000 FTE
Public Works		+1.0000 FTE
Parks & Recreation		-3.1875 FTE
	Total	-7.1875 FTE
Total for Biennium		**-13.7225 FTE**

The following personnel changes are included in the 2019-2021 adopted budget *(salary grade adjustments are included as a result of the 2018 Classification and Compensation/Equal Pay Study)*:

Unless otherwise indicated below, personnel changes are effective July 1, 2019.

10 - Finance

Municipal Court (100-10040)

- Delete 0.40 FTE equivalent Court Clerk positions effective July 1, 2020.
- Salary grade adjustments for these classifications:
  - Court Clerk from A112 to A118
  - Senior Court Clerk from A119 to A125

Finance Office (701-10050)

- Salary grade adjustments for these classifications:
  - Accounting Specialist from A119 to A123
  - Purchasing Coordinator from A147 to A150

11 - City Manager's Office

City Manager's Office (701-11005)

- Transfer funding for 1.0 FTE City Emergency Manager/Safety Officer position from Fire Department Emergency Services (100-25010). Supervision of position will remain in the Fire Department.

- Salary grade adjustments for these classifications:
  - Administrative Assistant (confidential) from N210 to N212
  - Administrative Assistant I (confidential) from N214 to N216
  - Deputy City Clerk from N215 to N217
  - City Clerk from N220 to N222
  - Senior Administrative Supervisor from N221 to N223

13 - Information Technology

Information Technology Services (701-13001)

- Reduce 1.0 FTE Application Support Specialist position to 0.9 FTE and transfer 40% of funding from 701-13015
- Transfer 50% of funding for 1.0 FTE System Administrator position to 701-13015 effective July 1, 2019; position will be reduced to 0.90 FTE effective July 1, 2020, with 0.40 FTE funding from this program and 0.50 FTE funding from 701-13015

- Salary grade adjustments for these classifications:
  - Application Support Specialist from A130 to A138
  - Information Systems Technician from A133 to A142
  - Senior Information Systems Technician from A138 to A145
  - IT Infrastructure Administrator from A150 to A151
  - Media & Applications Developer from A149 to A151
  - System Administrator from A149 to A151
  - Security & Network Solutions Engineer from A152 to A153
  - IT Project Manager from N230 to N231
  - Enterprise Technology Manager from N230 to N231

Geographic Information Services (701-13010)

- Reduce and reclassify 1.0 FTE Data Systems Manager position to 0.5 FTE Geographic Information System Analyst position effective July 1, 2020
- Salary grade adjustment for Geographic Information System Analyst from A149 to A151

Permit Tracking Services (701-13015)

- Transfer 0.40 FTE funding for Application Support Specialist position to 701-13001 and delete 0.1 FTE for the same position
- Transfer 50% of funding for 1.0 FTE System Administrator position from 701-13001 effective July 1, 2019; position will be reduced to 0.90 FTE effective July 1, 2020, with 0.50 FTE funding from this program and 0.40 FTE funding from 701-13001

14 - Human Resources

Human Resources (701-14001)

- Salary grade adjustment for Human Resources Programs Coordinator classification from N220 to N221

15 - Community Development

Planning (100-15001)

- Salary grade adjustment for Planning Manager classification from N233 to N234 (100-40-1601)
- Increase Planner III position from 0.6975 FTE to 1.0 FTE

Building Inspection (204-15005)

- Transfer 30% of funding for 1.0 FTE Development Services Manager position from 705-40605

20 - Police Department

Police (100-20001)

- Delete 1.0 FTE vacant Police Lieutenant position
- Delete 3.0 FTE vacant Police Officer positions
- Delete additional 1.0 FTE Police Lieutenant position effective July 1, 2020
- Delete additional 3.0 FTE Police Officer positions effective July 1, 2020
- Transfer 1.0 FTE Police Communications Specialist position from 100-20005
- Salary grade adjustments for these classifications:
  - Administrative Assistant I (confidential) from N214 to N216
  - Police Communications Supervisor from N223 to N224
  - Police Records & Systems Supervisor from N223 to N224
  - Senior Administrative Supervisor from N221 to N223
  - Police Captain from N236 to N237

Public Safety Levy – Police (100-20005)

- Transfer 1.0 FTE Police Communications Specialist position from 100-20005

25 - Fire

Fire Department Emergency Services (100-25010)

- Delete 2.0 FTE vacant Firefighter/EMT positions
- Delete additional 1.0 FTE Firefighter/EMT position effective July 1, 2020
- Transfer funding for 1.0 FTE City Emergency Manager/Safety Officer position to City Manager's Office (701-11005). Supervision of position will remain in the Fire Department.
- Transfer 1.8 FTE equivalent funding effective July 1, 2019, and an additional 1.6 FTE equivalent funding effective July 1, 2020, for Firefighter/EMT positions from 203-25808

- Salary grade adjustments for these classifications:
  - Ambulance Billing Specialist from A112 to A117
  - Clerk III from A112 to A117
  - Administrative Assistant I from A128 to A130
  - Ambulance Billing Coordinator from A126 to A137
  - Senior Administrative Supervisor from N221 to N223
  - Battalion Chief from N232 to N233

2016 Fire SAFER Grant (203-25808)

- Transfer 1.8 FTE equivalent funding effective July 1, 2019, and an additional 1.6 FTE equivalent funding effective July 1, 2020, for Firefighter/EMT positions to 100-25010.

40 - Public Works

Albany Municipal Airport (211-40000)

- Delete 1.0 FTE Utility Superintendent – Transportation position effective January 1, 2021 *(10% funded from this program)*
- Add 1.0 FTE Airport & Transit Manager position effective January 1, 2021 *(50% funded from this program)*

Albany Transit System (213-40100)

- Salary grade adjustments for these classifications:
  - Clerk III from A112 to A117 *(33% funded from this program)*
  - Transit Programs Supervisor from N221 to N225 *(50% funded from this program)*
- Delete 1.0 FTE Utility Superintendent – Transportation position effective January 1, 2021 *(15% funded from this program)*
- Add 1.0 FTE Airport & Transit Manager position effective January 1, 2021 *(16.7% funded from this program)*

Linn-Benton Transit Loop (213-40105)

- Salary grade adjustment for these classifications:
  - Clerk III from A112 to A117 *(33% funded from this program)*
  - Transit Programs Supervisor from N221 to N225 *(50% funded from this program)*
- Delete 1.0 FTE Utility Superintendent – Transportation position effective January 1, 2021 *(15% funded from this program)*
- Add 1.0 FTE Airport & Transit Manager position effective January 1, 2021 *(16.7% funded from this program)*

Paratransit System (213-40110)

- Salary grade adjustments for these classifications:
  - Clerk III from A112 to A117 *(34% funded from this program)*
  - Paratransit Services Supervisor from N219 to N221
- Delete 1.0 FTE Utility Superintendent – Transportation position effective January 1, 2021 *(15% funded from this program)*
- Add 1.0 FTE Airport & Transit Manager position effective January 1, 2021 *(16.6% funded from this program)*

Street Maintenance (250-40210)

- Add 1.0 FTE Street Maintenance Supervisor position effective January 1, 2021
- Transfer 0.35 FTE equivalent funding for Street Maintenance II positions to 625-40510

Street Administration (250-40205)

- Delete 1.0 FTE Utility Superintendent – Transportation position effective January 1, 2021 *(45% funded from this program)*

Wastewater Treatment Plant (601-40310)

- Salary grade adjustments for these classifications:
  - Treatment Facilities Operator from A131 to A137
  - Treatment Plant Supervisor from N226 to N227
- Transfer 50% of funding for 1.0 FTE Treatment Facilities Technician position to 601-40320 effective July 1, 2020

Water Reuse and Biosolids (601-40320)

- Transfer 50% of funding for 1.0 FTE Treatment Facilities Technician position from 601-40310 effective July 1, 2020

Wastewater Collection (601-40325)

- Transfer 2.65 FTE equivalent funding for Wastewater Maintenance II positions to 625-40510
- Salary grade adjustment for Wastewater Collections Supervisor classification from N226 to N227

Industrial Pretreatment (601-40330)

- Reclassify 1.0 FTE Lead Environmental Services Technician to Environmental Services Technician II effective July 1, 2020

Water Canal Maintenance (615-40425)

- Salary grade adjustment for Water Operations Supervisor classification from N226 to N227 *(50% funded from this program)*

Vine Street Water Treatment Plant (615-40415)

- Salary grade adjustments for these classifications:
  - Treatment Facilities Operator from A131 to A137
  - Treatment Plant Supervisor from N226 to N227 *(50% funded from this program)*

Water Distribution (615-40420)

- Salary grade adjustment for Water Operations Supervisor classification from N226 to N227 *(50% funded from this program)*

Albany-Millersburg Water Treatment Plant (615-40410)

- Salary grade adjustments for these classifications:
  - Treatment Facilities Operator from A131 to A137
  - Salary grade adjustment for Treatment Plant Supervisor from N226 to N227 *(50% funded from this program)*

Stormwater Operations (625-40510) [new program]

- Add 1.0 FTE Stormwater Quality Maintenance I position.
- Transfer 0.35 FTE equivalent funding for Street Maintenance II positions from 250-40210
- Transfer 2.65 FTE equivalent funding for Wastewater Maintenance II positions from 601-40325

Public Works Administration (705-40600)

- Salary grade adjustments for these classifications:
  - Clerk III from A112 to A117
  - Administrative Assistant from A121 to A123
  - Administrative Assistant I from A128 to A130
  - Senior Administrative Supervisor from N221 to N223

Engineering Services (705-40605)

- Transfer 30% of funding for 1.0 FTE Development Services Manager position to 204-15005

Public Works Customer Services (705-40610)

- Salary grade adjustments for these classifications:
  - Public Works Customer Service Representative from A112 to A117
  - Billing/Collection Specialist II from A114 to A123
  - Field Representative II from A123 to A126

Facilities & Maintenance Engineering (705-40620)

- Salary grade adjustments for these classifications:
  - Facilities Mechanic I from A130 to A137
  - Facilities Maintenance Electrician from A140 to A145
  - Computerized Maintenance Management Systems Analyst I from A141 to A145
  - Computerized Maintenance Management Systems Analyst II from A145 to A149

50 - Parks & Recreation

Parks and Recreation Administration (202-50001)

- Salary grade adjustments for these classifications:
  - Clerk II from A110 to A112
  - Clerk III from A112 to A117
  - Administrative Services Coordinator from A137 to A138

Resource Development/Marketing Services (202-50005)

- Transfer 50% of funding for 1.0 FTE Event & Program Coordinator position to 202-50010 and 50% to 202-50020

Children, Youth, & Family Recreation Services 202-50015)

- Delete 1.0 FTE Recreation Coordinator position effective July 1, 2020
- Delete 1.75 FTE Maple Lawn Preschool Instructor positions effective July 1, 2020
- Delete 0.4375 FTE Maple Lawn Preschool Teaching Assistant I position effective July 1, 2020
- Transfer 20% of funding for 1.0 FTE Parks & Facilities Maintenance Manager position to 202-50035
- Transfer 50% of funding for 1.0 FTE Recreation Programs Specialist position from 202-50020; position now fully funded from this program
- Transfer 50% of funding for 1.0 FTE Recreation Programs Supervisor position from 202-50020

Performance and Cultural Arts (202-50010)

- Transfer 50% of funding for 1.0 FTE Event & Program Coordinator position from 202-50005

Adult Recreation Services (202-50020)

- Delete 1.0 FTE vacant Recreation Programs Assistant position
- Add 1.0 FTE Building Security/Custodial position
- Transfer 50% of funding for 1.0 FTE Event & Program Coordinator position from 202-50005
- Transfer 50% of funding for 1.0 FTE Recreation Programs Specialist position to 202-50015
- Transfer 50% of funding for 1.0 FTE Recreation Programs Supervisor position to 202-50015
- Salary grade adjustments for these classifications:
  - Clerk III from A112 to A117
  - Recreation Programs Supervisor from N219 to N222

Aquatic Services (202-50030)

- Delete 0.1 FTE vacant Clerk II position

Park Maintenance Services (202-50035)

- Transfer 20% of funding for 1.0 FTE Parks & Facilities Maintenance Manager position from 202-50015
- Transfer 1.0 FTE Park Maintenance III position from 202-50040
- Transfer 2.0 FTE Park Maintenance II positions from 202-50040

- Salary grade adjustments for these classifications *(pending outcome of a comparable characteristics equal pay study to be completed during the biennium):*
  - Park Maintenance I from A124 to A126
  - Park Maintenance II from A129 to A136
  - Park Maintenance III from A137 to A142

Park Facilities Repair & Construction (202-50040)

- Delete 1.0 FTE Parks Operations Supervisor position
- Transfer 1.0 FTE Park Maintenance III position to 202-50035
- Transfer 2.0 FTE Park Maintenance II positions to 202-50035

55 - Library

Library (100-55001)

- Delete vacant 0.6375 FTE Library Aide position.
- Salary grade adjustments for these classifications:
  - Administrative Services Coordinator from A137 to A138
  - Librarian I from A129 to A141
  - Librarian II from A139 to A147

2019-2021 Budgeted Positions by Program

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

	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Adjusted Positions	2019-2020 Adopted Positions	2020-2021 Adopted Positions
10 - Finance					
Municipal Court – 100-10040					
Municipal Court Judge	0.250	0.250	0.250	0.250	0.250
Court Supervisor	1.000	1.000	1.000	1.000	1.000
Senior Court Clerk	1.000	1.000	1.000	1.000	1.000
Court Clerk	3.125	3.125	3.125	3.125	2.725
Program Total	**5.375**	**5.375**	**5.375**	**5.375**	**4.975**
Finance Office – 701-10050					
Finance Director	1.0	1.0	1.0	1.0	1.0
Accounting Supervisor	2.0	2.0	2.0	2.0	2.0
City Clerk	1.0	0.0	0.0	0.0	0.0
Deputy City Clerk	1.0	0.0	0.0	0.0	0.0
Payroll Supervisor	1.0	1.0	1.0	1.0	1.0
Purchasing Coordinator	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	4.0	4.0	4.0	4.0	4.0
Program Total	**11.0**	**9.0**	**9.0**	**9.0**	**9.0**
Department Total	***16.375***	***14.375***	***14.375***	***14.375***	***13.975***
11 - City Manager's Office					
Council & Nondepartmental – 701-11001					
Mayor	1.0	1.0	1.0	1.0	1.0
Councilor	6.0	6.0	6.0	6.0	6.0
Program Total	**7.0**	**7.0**	**7.0**	**7.0**	**7.0**
City Manager's Office – 701-11005					
City Manager	1.0	1.0	1.0	1.0	1.0
City Emergency Manager/Safety Officer	0.0	0.0	0.0	1.0	1.0
Management Assistant/Communications Officer	1.0	1.0	1.0	1.0	1.0
Senior Administrative Supervisor	1.0	1.0	1.0	1.0	1.0
City Clerk	0.0	1.0	1.0	1.0	1.0
Deputy City Clerk	0.0	1.0	1.0	1.0	1.0
Administrative Assistant I (confidential)	1.0	1.0	1.0	1.0	1.0
Administrative Assistant (confidential)	0.7	0.7	0.7	0.7	0.7
Program Total	**4.7**	**6.7**	**6.7**	**7.7**	**7.7**
Economic Development Activities – 211-11010					
Economic Development Manager	1.0	1.0	1.0	1.0	1.0
Economic Development Coordinator	1.0	1.0	1.0	1.0	1.0
Program Total	**2.0**	**2.0**	**2.0**	**2.0**	**2.0**
Department Total	***13.7***	***15.7***	***15.7***	***16.7***	***16.7***
13 - Information Technology					
Information Technology Services – 701-13001					
Deputy City Manager/Chief Information Officer	0.0	1.0	1.0	1.0	1.0
Assistant City Manager/Chief Information Officer	1.0	0.0	0.0	0.0	0.0
Information Technology Project Manager	1.0	1.0	1.0	1.0	1.0
Security & Network Solutions Engineer	1.0	1.0	1.0	1.0	1.0
Enterprise Technology Manager	1.0	1.0	1.0	1.0	1.0
IT Infrastructure Administrator	1.0	1.0	1.0	1.0	1.0
System Administrator	2.0	2.0	2.0	1.5	1.4
Media & Applications Developer	1.0	1.0	1.0	1.0	1.0
Senior Information Systems Technician	1.0	1.0	1.0	1.0	1.0
Information Systems Technician	1.0	1.0	1.0	1.0	1.0
Application Support Specialist	0.5	0.5	0.5	0.9	0.9
Program Total	**10.5**	**10.5**	**10.5**	**10.4**	**10.3**
Geographic Information Services – 701-13010					
Data Systems Manager	1.0	1.0	1.0	1.0	0.0
Geographic Information System Analyst	1.0	1.0	1.0	1.0	1.5
Program Total	**2.0**	**2.0**	**2.0**	**2.0**	**1.5**
Permit Tracking Services – 701-13015					
System Administrator	0.0	0.0	0.0	0.5	0.5
Application Support Specialist	0.5	0.5	0.5	0.0	0.0
Program Total	**0.5**	**0.5**	**0.5**	**0.5**	**0.5**
Department Total	***13.0***	***13.0***	***13.0***	***12.9***	***12.3***

2019-2021 Budgeted Positions by Program

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

	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Adjusted Positions	2019-2020 Adopted Positions	2020-2021 Adopted Positions
14 - Human Resources					
Human Resources – 701-14001					
Human Resources Director	1.0	1.0	1.0	1.0	1.0
Senior Human Resources Programs Coordinator	1.0	1.0	1.0	1.0	1.0
Human Resources Programs Coordinator	2.0	2.0	2.0	2.0	2.0
Human Resources Information System (HRIS) Coordinator	1.0	1.0	1.0	1.0	1.0
Program Total	**5.0**	**5.0**	**5.0**	**5.0**	**5.0**
Department Total	***5.0***	***5.0***	***5.0***	***5.0***	***5.0***
15 - Community Development					
Planning – 100-15001					
Planning Manager	1.0000	1.0000	1.0000	1.00	1.00
Planner III	2.1125	2.6975	2.6975	3.00	3.00
Planner II	1.0000	1.0000	1.0000	1.00	1.00
Planner I	1.0000	1.0000	1.0000	1.00	1.00
Permit Technician	0.5000	0.5000	0.5000	0.50	0.50
Senior Code Compliance Inspector	0.3200	0.3200	0.3200	0.32	0.32
Program Total	**5.9325**	**6.5175**	**6.5175**	**6.82**	**6.82**
Building Inspection – 204-15005					
Development Services Manager	0.00	0.00	0.00	0.30	0.30
Building Official Manager	1.00	1.00	1.00	1.00	1.00
Building Inspector	3.25	3.25	3.25	3.25	3.25
Senior Code Compliance Inspector	0.68	0.68	0.68	0.68	0.68
Permit Technician	1.50	1.50	1.50	1.50	1.50
Program Total	**6.43**	**6.43**	**6.43**	**6.73**	**6.73**
Electrical Permit Program – 204-15010					
Building Inspector	0.75	0.75	0.75	0.75	0.75
Program Total	**0.75**	**0.75**	**0.75**	**0.75**	**0.75**
CDBG Administration 203-15801					
Planner III	0.585	0.000	0.000	0.00	0.00
Program Total	**0.585**	**0.000**	**0.000**	**0.00**	**0.00**
Department Total	***13.6975***	***13.6975***	***13.6975***	***14.30***	***14.30***
20 - Police Department					
Police – 100-20001					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00	2.00
Police Lieutenant	7.00	7.00	7.00	6.00	5.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	45.00	45.00	45.00	42.00	40.00
Police Records & Systems Supervisor	1.00	1.00	1.00	1.00	1.00
Police Communications Supervisor	1.00	1.00	1.00	1.00	1.00
Accreditation Manager	1.00	1.00	1.00	1.00	1.00
Police Communications Specialist	10.00	9.00	9.00	9.00	10.00
Code Compliance Officer	1.00	1.00	1.00	1.00	1.00
Crime Prevention Specialist	1.00	1.00	1.00	1.00	1.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00
Property and Evidence Specialist	2.00	2.00	2.00	2.00	2.00
Senior Administrative Supervisor	1.00	1.00	1.00	1.00	1.00
Administrative Assistant I (confidential)	2.00	2.00	2.00	2.00	2.00
Police Clerk	6.25	5.25	5.25	5.25	5.25
Program Total	**88.25**	**86.25**	**86.25**	**82.25**	**80.25**
Public Safety Levy - Police – 100-20005					
Police Officer	4.0	4.0	4.0	4.0	4.0
Crime Analyst	1.0	1.0	1.0	1.0	1.0
Community Service Officer	3.0	3.0	3.0	3.0	3.0
Police Communications Specialist	1.0	2.0	2.0	2.0	1.0
Police Clerk	1.0	2.0	2.0	2.0	2.0
Program Total	**10.0**	**12.0**	**12.0**	**12.0**	**11.0**
Department Total	***98.25***	***98.25***	***98.25***	***94.25***	***91.25***

2019-2021 Budgeted Positions by Program

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

	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Adjusted Positions	2019-2020 Adopted Positions	2020-2021 Adopted Positions
25 - Fire Department					
Fire & Life Safety – 100-25001					
Safety Division Chief - Fire Marshal	1.0	1.0	1.0	1.0	1.0
City Emergency Manager/Safety Officer	1.0	1.0	1.0	0.0	0.0
Deputy Fire Marshal - Compliance	2.0	2.0	2.0	2.0	2.0
Deputy Fire Marshal - Risk Reduction Specialist/Public Info. Officer	1.0	1.0	1.0	1.0	1.0
Community Paramedic	0.0	1.0	1.0	1.0	1.0
Program Total	**5.0**	**6.0**	**6.0**	**5.0**	**5.0**
Public Safety Levy - Fire – 100-25005					
Firefighter/EMT	7.0	7.0	7.0	7.0	7.0
Senior Deputy Fire Marshal - Compliance	1.0	1.0	1.0	1.0	1.0
Program Total	**8.0**	**8.0**	**8.0**	**8.0**	**8.0**
Fire Department Emergency Services – 100-25010					
Fire Chief	1.0000	1.0000	1.0000	1.0000	1.0000
Assistant Fire Chief	1.0000	1.0000	1.0000	1.0000	1.0000
Special Operations Division Chief	1.0000	1.0000	1.0000	1.0000	1.0000
Training Division Chief	1.0000	1.0000	1.0000	1.0000	1.0000
Training Lieutenant	1.0000	1.0000	1.0000	1.0000	1.0000
Battalion Chief	3.0000	3.0000	3.0000	3.0000	3.0000
Lieutenant	12.0000	15.0000	15.0000	15.0000	15.0000
Apparatus Operator	12.0000	15.0000	15.0000	15.0000	15.0000
Firefighter/EMT	30.5000	27.5000	30.5000	30.3000	31.4600
Medic 71 - Paramedic	2.1538	1.0000	1.0000	1.0000	1.0000
Medic 71 - EMT	2.1538	1.0000	1.0000	1.0000	1.0000
Community Paramedic	1.0000	0.0000	0.0000	0.0000	0.0000
Senior Administrative Supervisor	1.0000	1.0000	1.0000	1.0000	1.0000
Administrative Assistant I	1.0000	1.0000	1.0000	1.0000	1.0000
Ambulance Billing Coordinator	1.0000	1.0000	1.0000	1.0000	1.0000
Ambulance Billing Specialist	0.6000	0.6000	0.6000	0.6000	0.6000
Clerk III	1.0000	1.0000	1.0000	1.0000	1.0000
Program Total	**72.4076**	**72.1000**	**75.1000**	**74.9000**	**76.0600**
2016 Fire SAFER Grant - 203-25808					
Firefighter/EMT	4.50	4.50	4.50	2.70	0.54
Program Total	**4.50**	**4.50**	**4.50**	**2.70**	**0.54**
Department Total	***89.9076***	***90.6000***	***93.6000***	***90.6000***	***89.6000***
40 - Public Works					
Albany Municipal Airport – 211-40000					
Utility Superintendent - Transportation	0.1	0.1	0.1	0.1	0.0
Airport & Transit Manager	0.0	0.0	0.0	0.0	0.5
Program Total	**0.1**	**0.1**	**0.1**	**0.1**	**0.5**
Albany Transit System – 213-40100					
Utility Superintendent - Transportation	0.150	0.150	0.150	0.150	0.000
Airport & Transit Manager	0.000	0.000	0.000	0.000	0.167
Transit Programs Supervisor	0.500	0.500	0.500	0.500	0.500
Operations Maintenance I	0.250	0.250	0.250	0.250	0.250
Transit Operator	2.680	2.680	2.680	2.680	2.680
Transit Dispatcher	0.330	0.330	0.330	0.330	0.330
Program Total	**3.910**	**3.910**	**3.910**	**3.910**	**3.927**
Linn-Benton Transit Loop – 213-40105					
Utility Superintendent - Transportation	0.150	0.150	0.150	0.150	0.000
Airport & Transit Manager	0.000	0.000	0.000	0.000	0.167
Transit Programs Supervisor	0.500	0.500	0.500	0.500	0.500
Operations Maintenance I	0.250	0.250	0.250	0.250	0.250
Transit Operator	3.245	3.245	3.245	3.245	3.245
Transit Dispatcher	0.330	0.330	0.330	0.330	0.330
Program Total	**4.475**	**4.475**	**4.475**	**4.475**	**4.492**
Paratransit System – 213-40110					
Utility Superintendent - Transportation	0.150	0.150	0.150	0.150	0.000
Airport & Transit Manager	0.000	0.000	0.000	0.000	0.166
Paratransit Services Supervisor	1.00	1.00	1.00	1.00	1.000
Transportation Assistant	3.00	3.00	4.00	4.00	4.000
Transit Dispatcher	0.34	0.34	0.34	0.34	0.340
Program Total	**4.49**	**4.49**	**5.49**	**5.49**	**5.506**

2019-2021 Budgeted Positions by Program

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

	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Adjusted Positions	2019-2020 Adopted Positions	2020-2021 Adopted Positions
Street Administration - 250-40205					
Utility Superintendent - Transportation	0.45	0.45	0.45	0.45	0.000
Program Total	**0.45**	**0.45**	**0.45**	**0.45**	**0.00**
Street Maintenance – 250-40210					
Street Maintenance Supervisor	0.00	0.00	0.00	0.00	1.00
Street Maintenance Lead Worker	1.00	1.00	1.00	1.00	1.00
Street Maintenance II	6.00	7.00	7.00	6.65	6.65
Program Total	**7.00**	**8.00**	**8.00**	**7.65**	**8.65**
Wastewater Administration – 601-40305					
Wastewater Superintendent	1.0	1.0	1.0	1.0	1.0
Program Total	**1.0**	**1.0**	**1.0**	**1.0**	**1.0**
Wastewater Treatment Plant – 601-40310					
(A-M Water Reclamation Facility)					
Treatment Plant Supervisor	1.0	1.0	1.0	1.0	1.0
Treatment Facilities Operator	5.0	5.0	5.0	5.0	5.0
Treatment Facilities Technician	1.0	1.0	1.0	1.0	0.5
Program Total	**7.0**	**7.0**	**7.0**	**7.0**	**6.5**
Wetlands – 601-40315					
Natural Treatment Systems Specialist	1.0	1.0	1.0	1.0	1.0
Program Total	**1.0**	**1.0**	**1.0**	**1.0**	**1.0**
Water Reuse and Biosolids – 601-40320					
Treatment Facilities Technician	0.0	0.0	0.0	0.0	0.5
Program Total	**0.0**	**0.0**	**0.0**	**0.0**	**0.5**
Wastewater Collection – 601-40325					
Wastewater Collections Supervisor	1.00	1.00	1.00	1.00	1.00
Lead Wastewater Operator	1.00	1.00	1.00	1.00	1.00
Wastewater Maintenance II	8.50	8.50	8.50	5.85	5.85
Water Maintenance II	0.00	0.00	0.00	0.00	0.00
Program Total	**10.50**	**10.50**	**10.50**	**7.85**	**7.85**
Industrial Pretreatment – 601-40330					
Lead Environmental Services Technician	1.0	1.0	1.0	1.0	0.0
Environmental Services Technician II	2.0	2.0	2.0	2.0	3.0
Program Total	**3.0**	**3.0**	**3.0**	**3.0**	**3.0**
Water Administration – 615-40405					
Utility Superintendent - Water	1.0	1.0	1.0	1.0	1.0
Program Total	**1.0**	**1.0**	**1.0**	**1.0**	**1.0**
Albany-Millersburg Water Treatment Plant – 615-40410					
Treatment Plant Supervisor	0.5	0.5	0.5	0.5	0.5
Treatment Facilities Operator	4.0	4.0	4.0	4.0	4.0
Program Total	**4.5**	**4.5**	**4.5**	**4.5**	**4.5**
Vine Street Water Treatment Plant – 615-40415					
Treatment Plant Supervisor	0.5	0.5	0.5	0.5	0.5
Treatment Facilities Operator	4.0	4.0	4.0	4.0	4.0
Program Total	**4.5**	**4.5**	**4.5**	**4.5**	**4.5**
Water Distribution – 615-40420					
Water Operations Supervisor	0.5	0.5	0.5	0.5	0.5
Lead Water Operator	1.0	1.0	1.0	1.0	1.0
Water Maintenance III	1.0	1.0	1.0	1.0	1.0
Water Maintenance II	6.0	6.0	6.0	6.0	6.0
Wastewater Maintenance II *(locator position)*	0.5	0.5	0.5	0.5	0.5
Program Total	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**
Water Canal Maintenance – 615-40425					
Water Operations Supervisor	0.5	0.5	0.5	0.5	0.5
Lead Water Operator	1.0	1.0	1.0	1.0	1.0
Water Maintenance II	2.0	2.0	2.0	2.0	2.0
Program Total	**3.5**	**3.5**	**3.5**	**3.5**	**3.5**
Stormwater Operations – 625-40510					
Water Quality Maintenance I	0.0	0.0	0.0	4.0	4.0
Program Total	**0.0**	**0.0**	**0.0**	**4.0**	**4.0**

2019-2021 Budgeted Positions by Program

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

	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Adjusted Positions	2019-2020 Adopted Positions	2020-2021 Adopted Positions
Public Works Administration – 705-40600					
Public Works Engineering & Community Development Director	1.0	1.0	1.0	1.0	1.0
Public Works/Community Development Business Manager	1.0	1.0	1.0	1.0	1.0
Senior Administrative Supervisor	1.0	1.0	1.0	1.0	1.0
Public Works Contracting Coordinator	1.0	1.0	1.0	1.0	1.0
Public Works Contracting Assistant	0.0	1.0	1.0	1.0	1.0
Administrative Assistant I	3.0	1.0	1.0	1.0	1.0
Administrative Assistant	0.0	1.0	1.0	1.0	1.0
Clerk III	2.0	2.0	2.0	2.0	2.0
Program Total	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**
Engineering Services – 705-40605					
City Engineer	1.0	1.0	1.0	1.0	1.0
Engineering Manager/Assistant City Engineer	1.0	1.0	1.0	1.0	1.0
Development Services Manager	1.0	1.0	1.0	0.7	0.7
Transportation Systems Analyst	1.0	1.0	1.0	1.0	1.0
Civil Engineer III	5.0	5.0	5.0	5.0	5.0
Civil Engineer II	2.0	2.0	2.0	2.0	2.0
Lead Engineering Technician	1.0	1.0	1.0	1.0	1.0
Infrastructure Analyst	1.0	1.0	1.0	1.0	1.0
Engineering Associate I	0.0	2.0	2.0	2.0	2.0
Engineering Technician IV	2.0	1.0	1.0	1.0	1.0
Engineering Technician III	1.0	1.0	1.0	1.0	1.0
Engineering Technician II	2.0	2.0	2.0	2.0	2.0
Public Works Project Accountant	1.0	1.0	1.0	1.0	1.0
Program Total	**19.0**	**20.0**	**20.0**	**19.7**	**19.7**
Public Works Customer Services – 705-40610					
Public Works Customer Services Supervisor	1.0	1.0	1.0	1.0	1.0
Field Representative II	2.0	2.0	2.0	2.0	2.0
Billing/Collection Specialist II	4.0	4.0	4.0	4.0	4.0
Public Works Customer Service Representative	2.0	2.0	2.0	2.0	2.0
Program Total	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**
Operations Administration – 705-40615					
Public Works Operations Director	1.0	1.0	1.0	1.0	1.0
Program Total	**1.0**	**1.0**	**1.0**	**1.0**	**1.0**
Facilities & Maintenance Engineering – 705-40620					
Public Works Technical Services Manager	1.0	1.0	1.0	1.0	1.0
Public Works Technical Services Supervisor	1.0	1.0	1.0	1.0	1.0
Facilities Automation Analyst	3.0	3.0	3.0	3.0	3.0
System Administrator	1.0	1.0	1.0	1.0	1.0
Computerized Maintenance Management Systems Analyst II	0.0	1.0	1.0	1.0	1.0
Computerized Maintenance Management Systems Analyst	3.0	2.0	2.0	2.0	2.0
Facilities Maintenance Electrician	1.0	1.0	1.0	1.0	1.0
Facilities Automation Technician	1.0	1.0	1.0	1.0	1.0
Facilities Mechanic I	3.0	3.0	3.0	3.0	3.0
Inventory Specialist	1.0	1.0	1.0	1.0	1.0
Program Total	**15.0**	**15.0**	**15.0**	**15.0**	**15.0**
Water Quality Control Services – 705-40625					
Environmental Services Manager	1.0	1.0	1.0	1.0	1.0
Environmental Services Technician II	2.0	2.0	2.0	2.0	2.0
WWTP Laboratory Technician	1.0	1.0	1.0	1.0	1.0
Program Total	**4.0**	**4.0**	**4.0**	**4.0**	**4.0**
Department Total	***122.425***	***124.425***	***125.425***	***126.125***	***127.125***
50 - Parks & Recreation Department					
Parks & Recreation Administration – 202-50001					
Parks & Recreation Director	1.00	1.00	1.00	1.00	1.00
Administrative Services Coordinator	1.00	1.00	1.00	1.00	1.00
Clerk III	1.00	1.00	1.00	1.00	1.00
Clerk II	1.75	1.00	1.00	1.00	1.00
Program Total	**4.75**	**4.00**	**4.00**	**4.00**	**4.00**
Resource Development/Marketing Services – 202-50005					
Resource Development Coordinator	1.0	1.0	1.0	1.0	1.0
Event and Program Coordinator	1.5	1.0	1.0	0.0	0.0
Program Total	**2.5**	**2.0**	**2.0**	**1.0**	**1.0**
Performance and Cultural Arts – 202-50010					
Event and Program Coordinator	0.0	0.0	0.0	0.5	0.5
Program Total	**0.0**	**0.0**	**0.0**	**0.5**	**0.5**

2019-2021 Budgeted Positions by Program

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

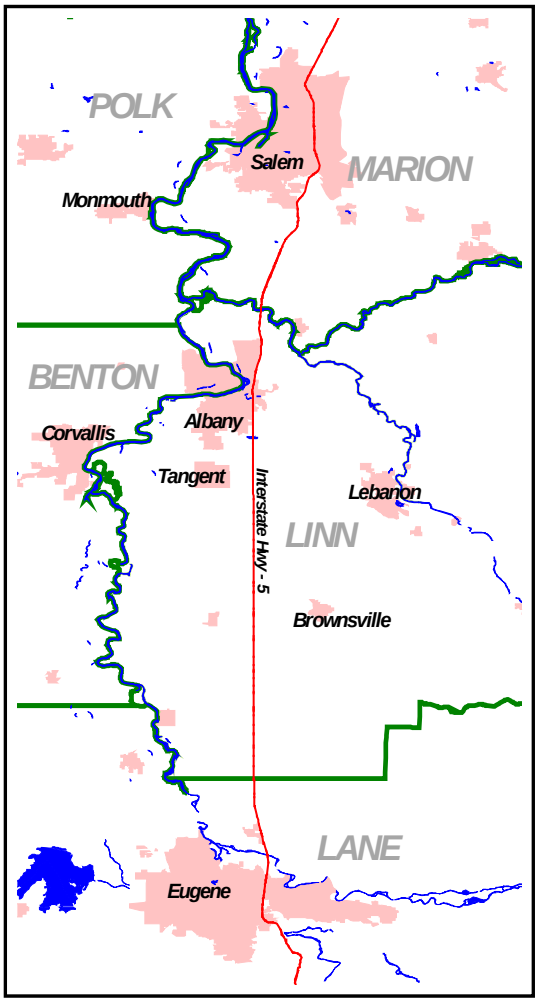
	2017-2018 Adjusted Positions	2018-2019 Adopted Positions	2018-2019 Adjusted Positions	2019-2020 Adopted Positions	2020-2021 Adopted Positions
Children, Youth, & Family Recreation Services – 202-50015					
Parks & Facilities Maintenance Manager	0.0000	0.2000	0.2000	0.0000	0.0000
Recreation Programs Supervisor	0.0000	0.0000	0.0000	0.5000	0.5000
Event and Program Coordinator	0.2500	0.0000	0.0000	0.0000	0.0000
Recreation Programs Specialist	1.0000	0.5000	0.5000	1.0000	1.0000
Recreation Coordinator	1.0000	1.0000	1.0000	1.0000	0.0000
Maple Lawn Preschool Instructor	1.7500	1.7500	1.7500	1.7500	0.0000
Maple Lawn Preschool Teaching Assistant I	1.3125	0.4375	0.4375	0.4375	0.0000
Program Total	**5.3125**	**3.8875**	**3.8875**	**4.6875**	**1.5000**
Adult Recreation Services – 202-50020					
Recreation Programs Supervisor	1.00	1.00	1.00	0.50	0.50
Event and Program Coordinator	0.25	0.00	0.00	0.50	0.50
Recreation Programs Specialist	1.00	1.50	1.50	1.00	1.00
Building Security/Custodian	0.00	0.50	0.00	1.00	1.00
Clerk III	1.00	1.00	1.00	1.00	1.00
Clerk II	0.00	0.75	0.00	0.00	0.00
Recreation Programs Assistant	0.00	0.00	1.00	0.00	0.00
Program Total	**3.25**	**4.75**	**4.50**	**4.00**	**4.00**
Sports Services – 202-50025					
Event & Program Coordinator	1.0	1.0	1.0	1.0	1.0
Recreation Aide	1.0	1.0	1.0	1.0	1.0
Program Total	**2.0**	**2.0**	**2.0**	**2.0**	**2.0**
Aquatic Services – 202-50030					
Recreation Programs Manager	1.0	1.0	1.0	1.0	1.0
Building Maintenance II	0.5	0.5	0.5	0.5	0.5
Aquatics Program Coordinator	2.0	2.0	2.0	2.0	2.0
Clerk II	0.5	0.5	0.5	0.4	0.4
Program Total	**4.0**	**4.0**	**4.0**	**3.9**	**3.9**
Park Maintenance Services – 202-50035					
Parks & Facilities Maintenance Manager	0.5	0.3	0.3	0.5	0.5
Natural Resources Specialist	1.0	1.0	1.0	1.0	1.0
Park Maintenance III	0.0	1.0	1.0	2.0	2.0
Park Maintenance II	3.0	2.0	2.0	4.0	4.0
Park Maintenance I	1.0	1.0	1.0	1.0	1.0
Program Total	**5.5**	**5.3**	**5.3**	**8.5**	**8.5**
Park Facilities Repair & Construction – 202-50040					
Parks Operations Supervisor	1.0	1.0	1.0	0.0	0.0
Park Maintenance III	2.0	1.0	1.0	0.0	0.0
Park Maintenance II	1.0	2.0	2.0	0.0	0.0
Program Total	**4.0**	**4.0**	**4.0**	**0.0**	**0.0**
Facilities Maintenance – 701-50045					
Parks & Facilities Maintenance Manager	0.5	0.5	0.5	0.5	0.5
Building Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Building Maintenance II	2.0	2.0	2.0	2.0	2.0
Program Total	**3.5**	**3.5**	**3.5**	**3.5**	**3.5**
Department Total	***34.8125***	***33.4375***	***33.1875***	***32.0875***	***28.9000***
55 - Library Department					
Library – 100-55001					
Library Director	1.0000	1.0000	1.0000	1.0000	1.0000
Assistant Library Director	0.0000	1.0000	1.0000	1.0000	1.0000
Supervising Librarian	1.0000	0.0000	0.0000	0.0000	0.0000
Library Resources Coordinator	0.7500	0.7500	0.7500	0.7500	0.7500
Librarian II	4.0000	4.0000	4.0000	4.0000	4.0000
Librarian I	3.5000	3.5000	3.5000	3.5000	3.5000
Senior Library Assistant	1.0000	1.0000	1.0000	1.0000	1.0000
Library Assistant	3.7125	3.7125	3.7125	3.7125	3.7125
System Administrator	1.0000	1.0000	1.0000	1.0000	1.0000
Administrative Services Coordinator	0.0000	1.0000	1.0000	1.0000	1.0000
Administrative Assistant I	1.0000	0.0000	0.0000	0.0000	0.0000
Library Aide	4.7375	4.7375	4.7375	4.1000	4.1000
Program Total	**21.7000**	**21.7000**	**21.7000**	**21.0625**	**21.0625**
Department Total	***21.7000***	***21.7000***	***21.7000***	***21.0625***	***21.0625***
ALL DEPARTMENTS TOTAL	**428.8676**	**430.1850**	**433.9350**	**427.4000**	**420.2125**

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 53,145. 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:

As of	Population	% Change
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%
2019	53,145	1.1%

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

Demographics

City Boundary Land Area
2016 ..... 17.70 sq. mi.
2017 ..... 17.70 sq. mi.
2018 ..... 17.70 sq. mi.

Urban Growth Boundary Land Area
2016 ..... 21.72 sq. mi.
2017 ..... 21.72 sq. mi.
2018 ..... 21.72 sq. mi.

Assessed Value ($Millions)
2016-17 3,663
2017-18 3,811
2018-19 4,183
Source: Linn and Benton County Assessor's Offices

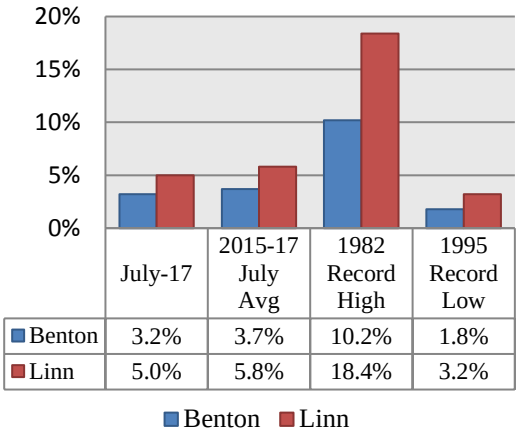
School Enrollment
2016 9,600
2017 10,677
2018 9,416

Infrastructure (as of June 30, 2018)
Police Stations 1
Fire Stations 4
Libraries 2
Number of Parks ..... 32/800 acres
Lane Miles of Asphalt Roads 370.49
Lane Miles of Concrete Roads 8.12
Lane Miles of Gravel/Oil Mat Roads 0.50
Miles of Water Lines 295
Miles of Sewer Lines 203
Miles of Storm Drains 136

Economics

Unemployment Rate, Linn County

2017 .....5.0%
2018 .....4.3%
2019 .....4.6%



	July-17	2015-17 July Avg	1982 Record High	1995 Record Low
Benton	3.2%	3.7%	10.2%	1.8%
Linn	5.0%	5.8%	18.4%	3.2%

Unemployment Rate, Benton County

2017 .....3.2%
2018 .....2.7%
2019 .....3.4%

Source: State of Oregon Employment Division – June 2019.

Top Ten Taxpayers to the City of Albany in 2018

Taxpayer	Tax Imposed
Target Corporation	$1,226,727
Oregon Freeze Dry Inc	768,991
WR Grace & Co Conn	474,865
Oregon Metallurgical Corp	443,272
Mennonite Home of Albany, Inc	416,569
PacifiCorp (PP&L)	411,091
Pacific Cast Technologies Inc	409,246
Wal-Mart Real Estate Business Trust	369,337
NW Natural Gas	360,834
Energ2 Inc	356,772

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.

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.

For financial reporting purposes, governmental funds (General, Special Revenue, Capital Projects, Debt Service, and Permanent Funds) use a modified accrual method of accounting and proprietary funds (Enterprise and Internal Services Funds) use a full accrual method of accounting. For budget and long-term financial planning purposes, all funds are presented using a modified accrual basis.

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.

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
- General Fund Facility Maintenance Project

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.

FUND TYPE

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

The highest level of budgeting is by Fund Type.
The City budgets using seven Fund Types.

SPECIAL REVENUE TYPE FUNDS

Parks and Recreation Fund
Grants Fund
Building Inspection Fund
Risk Management Fund
(Various other funds)

Within those seven Fund Types there are 19 funds.

Budgeted within each fund is at least one "program."
The number of programs is based on the level of management control needed to effectively control expenditures.

SPECIAL REVENUE TYPE FUNDS:
BUILDING INSPECTION FUND ACTIVITIES

Building Inspection
Electrical Permit Program
ADA Code Enforcement
Development Code Enforcement

Budgeted within each program are seven "expenditure categories." This is the lowest level of budget appropriation.

SPECIAL REVENUE TYPE FUND:
BUILDING INSPECTION:
ELECTRICAL PERMIT PROGRAM
ACTIVITY:
EXPENDITURE CATEGORY

Personnel
Materials and Services
Capital
Debt Service
Contingency
Unappropriated
Transfers

For management purposes only, the City budgets by "line item" within each expenditure category.

MATERIALS AND SERVICES:
Line Item

Telephone
Postage
(Various Line Items)

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.

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.

   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 biennial 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.

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.

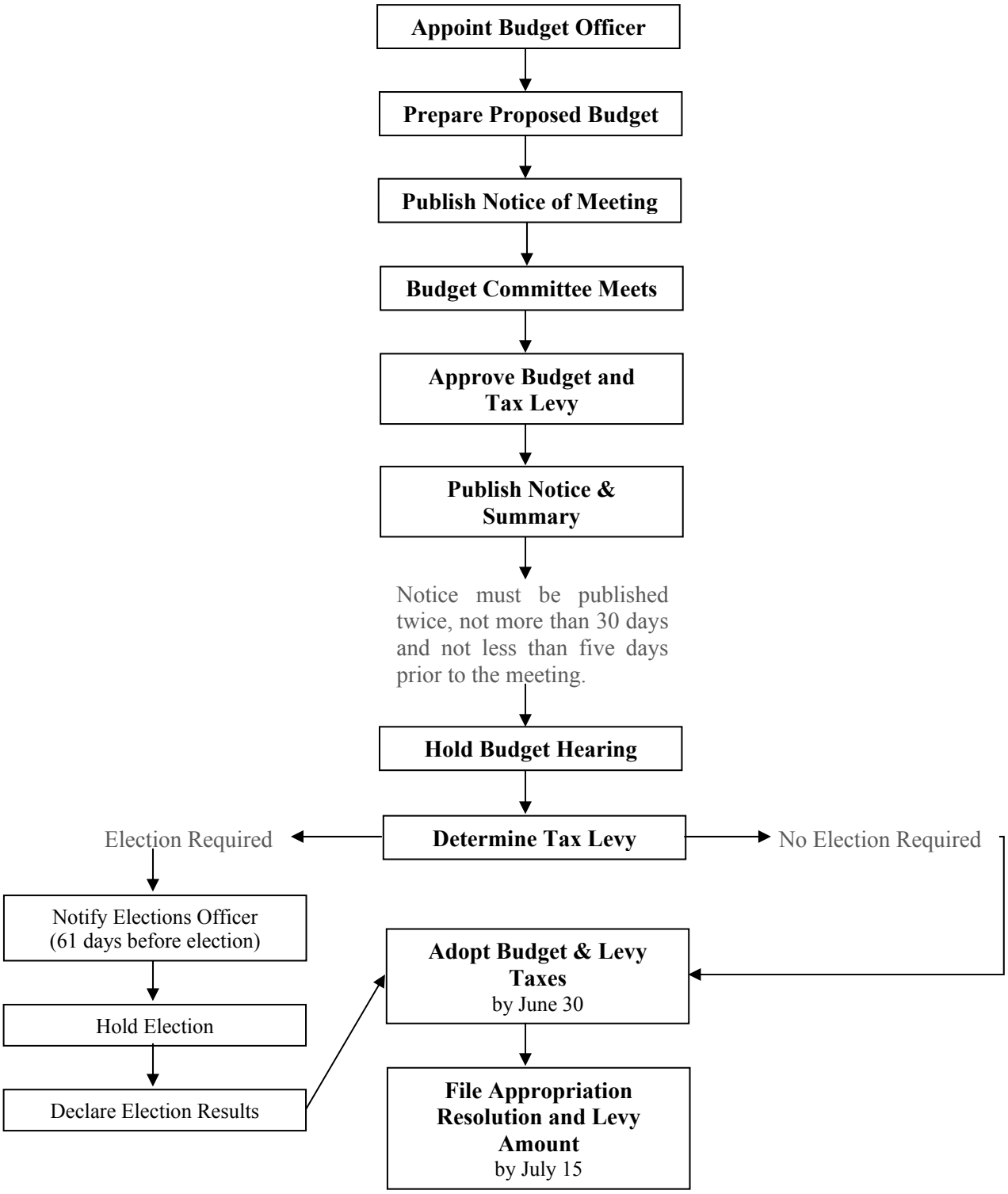
   b. Estimated expenditures in any fund may not be increased by more than $5,000 or 10 percent, whichever is greater.

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.

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.

City of Albany Budget Calendar

Fiscal Years 2019-2021

Last update 06-20-2019

Date	Albany City Council	COA Budget Committee	Staff
Jan 24, 2019, 6:30 p.m.		Work Session	
Feb 8, 2019			Central Services budget review with City Manager/Finance Director
Feb 15, 2019, 10:00 a.m.			Supervisors' Meeting: Review of Budget Process
March 6-8, 2019			Departmental budget reviews with City Manager and Finance Director
March 22, 2019			Departments submit final Requested Budget, if changes occurred after Director's review
April 2, 2019, 6:30 p.m.		Work Session	City Manager – budget environment
April 2, 2019, 7:00 p.m.		Review of Capital Improvement Program (CIP) and budget update w/ Planning Commission (PC)	Review of CIP and budget update w/ PC
April 23, 2019			Publish two Notice of Budget Committee meeting (first - paper) (second - website)
April 30, 2019			Proposed Budgets and agenda distributed to Committee and staff
April 30, 2019			Publish Notice of State Revenues Public Hearing (PH) (first – paper), at the Budget Committee Meeting
May 1, 2019			Budget is posted to website per Notice
May 7, 2019, 6:30 p.m.		Meeting; PH on State Revenues	
May 9, 2019, 6:30 p.m.		Meeting; Approval of Proposed Budget	
May 14, 2019, 6:30 p.m.		Meeting; Approval of Proposed Budget	
~~May 21, 2019 (If needed)~~		~~Meeting; Approval of Proposed Budget~~	~~May 21 (If needed)~~
June 4, 2019			Publish Notice of Budget PH at the City Council meeting
June 5, 2019			Publish Notice of State Revenues PH (second – paper), at the City Council meeting
June 12, 2019, *immediately following ARA meeting*	PHs on: State Revenues (two); CIP; and Approved Budget		
	Adoption of resolutions for: State Revenues (two); CIP; and Approved Budget		
June 18, 2019			Publish Notice of Supplemental PH at the City Council meeting
June 26, 2019	PH on 2018-2019 Supplemental Budget		
NLT July 15, 2019			LB-50 to Linn County Assessor, DOR
NLT Sept 30, 2019			COA Budget document to both counties

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 3.0 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 33 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 17.8 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 percent on July 1, 2019; an additional 3.5 percent increase is expected on July 1, 2020.
- Water rates will increase 5 percent on January 1, 2020; an additional rate increase of 5 percent is anticipated on January 1, 2021.
- Stormwater rates will increase 17 percent on March 1, 2020, with an expected increase of 17 percent on March 1, 2021.

POLICIES

	City of Albany Finance Policy Policy #: F-07-08-008 Title: Financial Policies	

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 $10,000 or greater and a useful life of more than one year. The capitalization threshold for federally reimbursed items is $5,000.
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 Statures.
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:	Created/Amended by/date:	Effective Date:	Reviewed by Council:
Res. No. 6644	October 22, 2018	October 22, 2018	October 22, 2018

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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*

Issue Type	Maximum % Holdings	Maximum % per Issuer	Ratings S&P	Ratings Moody's
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 the 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:

Maturity Constraints	Minimum % of Total Portfolio
Under 30 days	10%
Under 1 year	25%
Under 5 years	100%
Maturity Constraints	**Maximum of Total Porfolio in Years**
Weighted Average Maturity	2.00
Security Structure Constraint	**Maximum % of Total Portfolio**
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:	Created/Amended by/date:	Effective Date:	Reviewed by Council:
Res No. 6642	October 22, 2018	October 22, 2018	October 22, 2018

	City of Albany Finance Policy Policy #: F-08-08-007 Title Risk Management:	

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	$50,000,000
	Flood	$100,000
	Limit	$10,000,000

Tort Liability

Limit:	$5,000,000 per occurrence
	$15,000,000 annual aggregate

Auto Liability

Limit:	$5,000,000

Auto Physical Damage

Deductibles:	Comprehensive	$1,000
	Collision	$1,000

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:	Created/Amended by/date:	Effective Date:	Reviewed by Council:
Res No. 6643	October 22, 2018	October 22, 2018	October 22, 2018

FINANCIAL SUMMARIES

Table 1

SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND TYPE AND CATEGORY

Adopted for the 2019-21 Biennium

Fund/Program	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Totals
RESOURCES								
Property taxes	$40,750,000	$ 18,242,000	$2,300,400	$ -	$ -	$ -	$ -	$ 61,292,400
Transient room taxes	-	2,105,800	-	-	-	-	-	2,105,800
Franchise fees/privilege taxes	11,041,000	-	-	-	-	-	-	11,041,000
Licenses & fees	724,300	6,731,700	-	-	-	2,315,600	-	9,771,600
Intergovernmental resources	10,361,300	16,580,100	-	-	-	1,431,100	5,000	28,377,500
Charges for service	8,178,000	5,278,700	1,516,200	-	-	68,517,200	36,237,800	119,727,900
Fines & forfeitures	1,811,200	-	-	-	-	-	-	1,811,200
Assessment payments	-	-	-	18,000	-	-	-	18,000
Other resources	239,000	4,831,800	-	-	-	13,179,500	80,000	18,330,300
Investment earnings	147,000	416,600	17,000	31,000	2,000	296,000	22,800	932,400
Total Current Resources	73,251,800	54,186,700	3,833,600	49,000	2,000	85,739,400	36,345,600	253,408,100
Transfers in	9,451,800	10,652,300	183,000	-	-	3,757,600	458,200	24,502,900
Special resources	100,000	-	-	-	-	-	-	100,000
Beginning balance	3,900,000	27,220,900	216,700	2,908,000	4,500	33,625,100	214,200	68,089,400
Reserved beginning balance	-	143,300	166,200	-	-	1,622,900	-	1,932,400
Beginning balance held in trust	-	-	-	-	79,500	-	-	79,500
TOTAL RESOURCES	$86,703,600	$ 92,203,200	$4,399,500	$ 2,957,000	$ 86,000	$124,745,000	$37,018,000	$348,112,300
REQUIREMENTS								
Personnel	$66,467,400	$ 16,042,900	$ -	$ -	$ -	$ 12,082,800	$27,641,400	$122,234,500
Materials & Services	16,148,000	26,430,400	2,800	-	6,500	31,831,900	8,945,100	83,364,700
Capital	-	33,751,500	-	2,957,000	-	50,681,700	391,500	87,781,700
Transfers Out	1,784,600	14,399,200	-	-	-	7,867,700	40,000	24,091,500
Debt Service	-	-	4,396,700	-	-	19,981,000	-	24,377,700
Contingency	2,303,600	370,600	-	-	-	2,299,900	-	4,974,100
Unappropriated	-	1,208,600	-	-	79,500	-	-	1,288,100
TOTAL REQUIREMENTS	$86,703,600	$ 92,203,200	$4,399,500	$ 2,957,000	$ 86,000	$124,745,000	$37,018,000	$348,112,300

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.	47.00%	19.78%	52.29%	-	-	-	-	17.61%
Current resources as a percentage of Personnel and Materials & Services.	88.67%	127.58%	-	-	30.77%	195.24%	99.34%	123.25%
Personnel as a percentage of the total fund type budget.	76.66%	17.40%	-	-	-	9.69%	74.67%	35.11%
Personnel and Materials & Services as a percentage of the total fund type budget.	95.28%	46.06%	0.06%	-	7.56%	35.20%	98.83%	59.06%
Capital as a percentage of the total fund budget.	-	36.61%	-	100.00%	-	40.63%	1.06%	25.22%

Table 2

SUMMARY OF MAJOR RESOURCES BY FUND TYPE

Adopted Budget for Biennium 2019-21

Fund type/Fund name	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2018-2019 Revised Budget	Adopted 2019-2021 Budget	% Change from 2018-19	Percent of Fund Type Budget
GENERAL FUND							
Property taxes	$ 18,347,744	$ 18,962,860	$ 19,521,000	$ 19,521,000	$ 40,750,000	108.75%	46.99%
Franchise fees/privilege taxes	5,402,186	5,356,770	5,281,800	5,281,800	11,041,000	109.04%	12.73%
Licenses & fees	312,638	445,764	696,300	696,300	724,300	4.02%	0.84%
Intergovernmental resources	3,082,498	4,607,693	4,434,500	4,984,500	10,361,300	107.87%	11.95%
Charges for service	3,232,936	3,478,534	3,667,100	3,872,100	8,178,000	111.20%	9.43%
Fines & forfeitures	650,489	835,107	810,400	810,400	1,811,200	123.49%	2.09%
Other resources	122,286	128,733	138,900	138,900	239,000	72.07%	0.28%
Investment earnings	49,786	93,245	49,000	49,000	147,000	200.00%	0.17%
Total Current Resources	31,200,563	33,908,706	34,599,000	35,354,000	73,251,800	107.20%	84.48%
Transfers in	3,095,014	3,530,023	4,207,700	4,207,700	9,451,800	124.63%	10.90%
Special Resources	50,000	50,000	50,000	50,000	100,000	100.00%	0.12%
Beginning balance	3,820,963	4,042,607	3,021,300	3,021,300	3,900,000	29.08%	4.50%
Total General Fund	$ 38,166,540	$ 41,531,336	$ 41,878,000	$ 42,633,000	$ 86,703,600	103.37%	100.00%
SPECIAL REVENUE FUNDS							
Property taxes	$ 7,836,520	$ 8,515,524	$ 8,812,600	$ 8,812,600	$ 18,242,000	107.00%	19.79%
Transient room taxes	1,117,461	1,061,287	1,067,800	1,067,800	2,105,800	97.21%	2.28%
Licenses & fees	3,905,475	3,920,547	4,862,600	4,862,600	6,731,700	38.44%	7.30%
Intergovernmental resources	5,369,560	6,437,056	7,916,600	9,193,300	16,580,100	80.35%	17.98%
Charges for service	2,400,287	2,569,721	2,276,200	2,276,200	5,278,700	131.91%	5.73%
Other resources	696,411	1,724,652	3,532,600	3,532,600	4,831,800	36.78%	5.24%
Investment earnings	232,942	459,287	172,100	172,100	416,600	142.07%	0.45%
Total Current Resources	21,558,656	24,688,074	28,640,500	29,917,200	54,186,700	81.12%	58.77%
Transfers in	2,934,106	3,635,029	4,513,500	6,933,500	10,652,300	53.64%	11.55%
Beginning balance	21,301,558	23,334,583	25,763,600	25,923,600	27,220,900	5.00%	29.52%
Reserved beginning balance	17,012	79,140	87,400	87,400	143,300	63.96%	0.16%
Total Special Revenue Funds	$ 45,811,332	$ 51,736,826	$ 59,005,000	$ 62,861,700	$ 92,203,200	46.68%	100.00%
DEBT SERVICE FUND							
Property taxes	$ 1,064,620	$ 1,085,246	$ 1,081,700	$ 1,081,700	$ 2,300,400	112.67%	52.28%
Charges for service	645,900	675,000	705,300	705,300	1,516,200	114.97%	34.46%
Investment earnings	5,670	16,370	5,500	5,500	17,000	209.09%	0.39%
Total Current Resources	1,716,190	1,776,616	1,792,500	1,792,500	3,833,600	113.87%	87.13%
Transfers in	272,599	179,544	179,400	179,400	183,000	2.01%	4.16%
Beginning balance	90,295	338,324	197,500	197,500	216,700	9.72%	4.93%
Reserved beginning balance	185,892	-	163,400	163,400	166,200	1.71%	3.78%
Total Debt Service Fund	$ 2,264,976	$ 2,294,484	$ 2,332,800	$ 2,332,800	$ 4,399,500	88.59%	100.00%
CAPITAL PROJECT FUND							
Assessment payments	$ 312,890	$ 4,084	$ 85,000	$ 85,000	$ 18,000	(78.82%)	0.61%
Other resources	932	872,117	-	2,400,000	-	(100.00%)	-
Investment earnings	199,692	161,129	10,500	10,500	31,000	195.24%	1.05%
Total Current Resources	513,514	1,037,330	95,500	2,495,500	49,000	(98.04%)	1.66%
Transfers in	692,923	1,002,000	-	-	-	-	-
Beginning balance	24,273,462	8,602,478	1,445,100	1,445,100	2,908,000	101.23%	98.34%
Total Capital Project Fund	$ 25,479,899	$ 10,641,808	$ 1,540,600	$ 3,940,600	$ 2,957,000	(24.96%)	100.00%

continued

Table 2

SUMMARY OF MAJOR RESOURCES BY FUND TYPE, continued

Adopted Budget for Biennium 2019-21

Fund type/Fund name	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2018-2019 Revised Budget	Adopted 2019-2021 Budget	% Change from 2018-19	Percent of Fund Type Budget
PERMANENT FUNDS							
Investment earnings	$ 1,577	$ 2,003	$ 600	$ 600	$ 2,000	233.33%	2.33%
Total Current Resources	1,577	2,003	600	600	2,000	233.33%	2.33%
Beginning balance	51,991	12,384	3,500	3,500	4,500	28.57%	5.23%
Beginning balance held in trust	82,685	117,548	79,500	79,500	79,500	-	92.43%
Total Permanent Funds	$ 136,253	$ 131,935	$ 83,600	$ 83,600	$ 86,000	2.87%	100.00%
ENTERPRISE FUNDS							
Property taxes	$ 62	$ 184	$ -	$ -	$ -	-	-
Licenses & fees	1,735,158	1,775,277	1,350,800	1,350,800	2,315,600	71.42%	1.84%
Intergovernmental resources	1,057,738	891,967	762,100	762,100	1,431,100	87.78%	1.15%
Charges for service	30,342,430	31,152,845	31,717,100	31,717,100	68,517,200	116.03%	54.93%
Other resources	182,247	229,980	13,122,400	13,122,400	13,179,500	0.44%	10.57%
Investment earnings	316,218	359,392	178,100	178,100	296,000	66.20%	0.24%
Total Current Resources	33,633,853	34,409,645	47,130,500	47,130,500	85,739,400	81.92%	68.73%
Transfers in	2,470,777	1,979,642	2,071,800	2,071,800	3,757,600	81.37%	3.01%
Beginning balance	31,832,949	35,141,242	33,615,000	33,615,000	33,625,100	0.03%	26.96%
Reserved beginning balance	1,610,928	1,613,091	1,609,900	1,609,900	1,622,900	0.81%	1.30%
Total Enterprise Funds	$ 69,548,507	$ 73,143,620	$ 84,427,200	$ 84,427,200	$ 124,745,000	47.75%	100.00%
INTERNAL SERVICE FUNDS							
Intergovernmental resources	$ -	$ -	$ -	$ -	$ 5,000	-	0.01%
Charges for service	13,921,549	14,229,732	16,413,900	16,413,900	36,237,800	120.78%	97.89%
Other resources	66,030	69,270	40,000	40,000	80,000	100.00%	0.22%
Investment earnings	10,702	10,150	7,300	7,300	22,800	212.33%	0.06%
Total Current Resources	13,998,281	14,309,152	16,461,200	16,461,200	36,345,600	120.80%	98.18%
Transfers in	40,100	148,200	13,600	13,600	458,200	3,269.12%	1.24%
Beginning balance	365,464	589,017	112,900	112,900	214,200	89.73%	0.58%
Total Internal Service Funds	$ 14,403,845	$ 15,046,369	$ 16,587,700	$ 16,587,700	$ 37,018,000	123.17%	100.00%
ALL FUNDS							
Property taxes	$ 27,248,946	$ 28,563,814	$ 29,415,300	$ 29,415,300	$ 61,292,400	108.37%	17.61%
Transient room taxes	1,117,461	1,061,287	1,067,800	1,067,800	2,105,800	97.21%	0.60%
Franchise fees/privilege taxes	5,402,186	5,356,770	5,281,800	5,281,800	11,041,000	109.04%	3.17%
Licenses & fees	5,953,271	6,141,588	6,909,700	6,909,700	9,771,600	41.42%	2.81%
Intergovernmental resources	9,509,796	11,936,716	13,113,200	14,939,900	28,377,500	89.94%	8.15%
Charges for service	50,543,102	52,105,832	54,779,600	54,984,600	119,727,900	117.75%	34.38%
Fines & forfeitures	650,489	835,107	810,400	810,400	1,811,200	123.49%	0.52%
Assessment payments	312,890	4,084	85,000	85,000	18,000	(78.82%)	0.01%
Other resources	1,067,906	3,024,752	16,833,900	19,233,900	18,330,300	(4.70%)	5.27%
Investment earnings	816,587	1,101,576	423,100	423,100	932,400	120.37%	0.27%
Special Resources	50,000	50,000	50,000	50,000	100,000	100.00%	0.03%
Total Current Resources	102,672,634	110,181,526	128,769,800	133,201,500	253,508,100	90.32%	72.82%
Transfers in	9,505,519	10,474,448	10,986,000	13,406,000	24,502,900	82.78%	7.04%
Beginning balance	81,736,682	72,060,635	64,158,900	64,318,900	68,089,400	5.86%	19.56%
Reserved beginning balance	1,813,832	1,692,231	1,860,700	1,860,700	1,932,400	3.85%	0.56%
Beginning balance held in trust	82,685	117,548	79,500	79,500	79,500	-	0.02%
TOTALS, ALL FUNDS	$ 195,811,352	$ 194,526,388	$ 205,854,900	$ 212,866,600	$ 348,112,300	63.54%	100.00%

Table 3

ADOPTED BUDGET BY FUND TYPE AND REQUIREMENT TYPE

Adopted Budget for Biennium 2019-21

Fund type/Requirement type	2016-17 Actual	2017-18 Actual	……2018-19…… Adopted Budget	Revised Budget	2020-21 Adopted Budget	% Change from 2018-19	% of Fund Type Budget
GENERAL FUND							
Personnel	25,908,643	$ 29,206,636	$ 31,886,000	$ 32,436,000	$ 66,467,400	104.92%	76.66%
Materials & Services	6,723,452	7,378,674	7,421,000	7,626,000	16,148,000	111.75%	18.62%
Capital	211,881	173,058	50,000	50,000	-	(100.00%)	-
Transfers Out	1,283,600	1,404,500	847,200	847,200	1,784,600	110.65%	2.06%
Contingency	-	-	1,673,800	1,673,800	2,303,600	37.63%	2.66%
Total General Fund	34,127,576	38,162,868	41,878,000	42,633,000	86,703,600	103.37%	100.00%
SPECIAL REVENUE FUNDS							
Personnel	5,711,464	6,321,839	7,378,200	7,418,200	16,042,900	116.26%	17.39%
Materials & Services	10,426,747	9,995,903	15,296,300	15,504,300	26,430,400	70.47%	28.67%
Capital	1,918,089	4,183,913	29,967,500	33,624,200	33,751,500	0.38%	36.61%
Transfers Out	4,341,308	5,537,010	5,876,300	5,876,300	14,399,200	145.04%	15.62%
Debt Service	-	439,781	-	-	-	-	-
Contingency	-	-	486,700	438,700	370,600	(15.52%)	0.40%
Unappropriated	-	-	-	-	1,208,600	-	1.31%
Total Special Revenue Funds	22,397,608	26,478,446	59,005,000	62,861,700	92,203,200	46.68%	100.00%
DEBT SERVICE FUNDS							
Materials & Services	750	750	1,900	1,900	2,800	47.37%	0.06%
Transfers Out	90,295	-	-	-	-	-	-
Debt Service	1,835,606	1,893,059	2,330,900	2,330,900	4,396,700	88.63%	99.94%
Total Debt Service Funds	1,926,651	1,893,809	2,332,800	2,332,800	4,399,500	88.59%	100.00%
CAPITAL PROJECT FUND							
Materials & Services	1,171,875	215,476	-	-	-	-	-
Capital	15,737,956	8,555,989	1,507,300	1,507,300	2,957,000	96.18%	100.00%
Transfers Out	33,290	33,300	33,300	2,433,300	-	(100.00%)	-
Total Capital Project Fund	16,943,121	8,804,765	1,540,600	3,940,600	2,957,000	(24.96%)	100.00%
PERMANENT FUNDS							
Materials & Services	6,321	927	4,100	4,100	6,500	58.54%	7.56%
Transfers Out	-	47,692	-	-	-	-	-
Unappropriated	-	-	79,500	79,500	79,500	-	92.44%
Total Permanent Funds	6,321	48,619	83,600	83,600	86,000	2.87%	100.00%
ENTERPRISE FUNDS							
Personnel	4,431,554	4,459,479	5,359,900	5,359,900	12,082,800	125.43%	9.68%
Materials & Services	13,415,961	13,505,478	14,953,400	14,953,400	31,831,900	112.87%	25.52%
Capital	3,852,177	6,217,511	45,664,600	45,664,600	50,681,700	10.99%	40.63%
Transfers Out	3,547,127	3,241,945	4,035,600	4,055,600	7,867,700	94.00%	6.31%
Debt Service	7,547,354	7,423,697	12,371,300	12,371,300	19,981,000	61.51%	16.02%
Contingency	-	-	2,042,400	2,022,400	2,299,900	13.72%	1.84%
Total Enterprise Funds	32,794,173	34,848,110	84,427,200	84,427,200	124,745,000	47.75%	100.00%

continued

Table 3

ADOPTED BUDGET BY FUND TYPE AND REQUIREMENT TYPE, continued

Adopted Budget for Biennium 2019-21

Fund type/Requirement type	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Type Budget
INTERNAL SERVICE FUNDS							
Personnel	10,252,238	10,724,349	12,378,100	12,378,100	27,641,400	123.31%	74.67%
Materials & Services	3,562,590	3,878,322	4,209,600	4,209,600	8,945,100	112.49%	24.16%
Capital		-	-	-	391,500	-	1.06%
Transfers Out	-	-	-	-	40,000	-	0.11%
Total Internal Service Funds	13,814,828	14,602,671	16,587,700	16,587,700	37,018,000	123.17%	100.00%
Total All Fund Types	$122,010,278	$124,839,288	$205,854,900	$212,866,600	$348,112,300	63.54%	

ALL FUND TYPES							
Personnel	$ 46,303,899	$ 50,712,303	$ 57,002,200	$ 57,592,200	$122,234,500	112.24%	35.11%
Materials & Services	35,307,696	34,975,530	41,886,300	42,299,300	83,364,700	97.08%	23.95%
Capital	21,720,103	19,130,471	77,189,400	80,846,100	87,781,700	8.58%	25.22%
Transfers Out	9,295,620	10,264,447	10,792,400	13,212,400	24,091,500	82.34%	6.92%
Debt Service	9,382,960	9,756,537	14,702,200	14,702,200	24,377,700	65.81%	7.00%
Contingency	-	-	4,202,900	4,134,900	4,974,100	20.30%	1.43%
Unappropriated	-	-	79,500	79,500	1,288,100	1,520.25%	0.37%
Total All Fund Types	$122,010,278	$124,839,288	$205,854,900	$212,866,600	$348,112,300	63.54%	100.00%

2019-21 Adopted Budget by Requirement Type

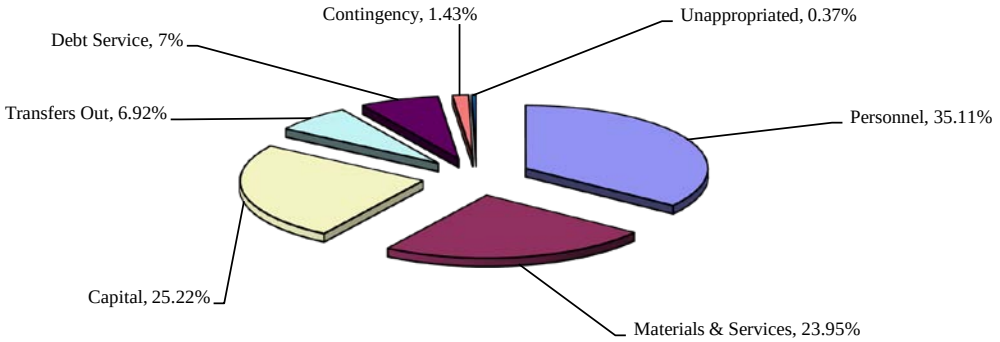


Table 4

BUDGET BY FUND AND REQUIREMENT TYPE

Adopted Budget for Biennium 2019-21

	…….RESOURCES……		
	Beginning Fund Balance	Resources	Total Resources
GENERAL FUND	$ 3,900,000	$ 82,803,600	$ 86,703,600
SPECIAL REVENUE FUNDS			
Parks & Recreation	2,598,300	14,915,000	17,513,300
Grants	339,400	3,051,200	3,390,600
Building	2,259,300	3,129,200	5,388,500
Risk Management	3,573,400	2,320,000	5,893,400
Economic Development	976,700	8,944,600	9,921,300
Public Transit	-	7,108,900	7,108,900
Public Safety Levy	780,000	8,212,000	8,992,000
Capital Replacement	7,002,400	3,065,400	10,067,800
Streets	9,834,700	14,092,700	23,927,400
Total Special Revenue Funds	27,364,200	64,839,000	92,203,200
DEBT SERVICE FUND			
Debt Service	166,200	1,706,200	1,872,400
General Obligation Debt Service	216,700	2,310,400	2,527,100
Total Debt Service Fund	382,900	4,016,600	4,399,500
CAPITAL PROJECT FUND			
Capital Projects	2,908,000	49,000	2,957,000
Total Capital Project Fund	2,908,000	49,000	2,957,000
PERMANENT FUNDS			
Library Trust	84,000	2,000	86,000
Total Permanent Funds	84,000	2,000	86,000
ENTERPRISE FUNDS			
Sewer	23,600,400	54,078,200	77,678,600
Water	10,968,700	30,826,300	41,795,000
Stormwater	678,900	4,592,500	5,271,400
Total Enterprise Funds	35,248,000	89,497,000	124,745,000
INTERNAL SERVICE FUNDS			
Central Services	154,200	15,991,400	16,145,600
Public Works Central Services	60,000	20,812,400	20,872,400
Total Internal Service Funds	214,200	36,803,800	37,018,000
ADOPTED BUDGET FOR 2019-21	$ 70,101,300	$ 278,011,000	$ 348,112,300
Percent change from 2018-19	5.80%	89.63%	63.54%
Percent of 2019-21 budget	20.14%	79.86%	100.00%
REVISED BUDGET FOR 2018-19	$ 66,259,100	$ 146,607,500	$ 212,866,600
Percent of 2018-19 budget	31.13%	68.87%	100.00%

Table 4 summarizes resources and requirements by fund. The revised budget amounts for 2018-19 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	Contin-gency	Unappro-priated	Total Requirements
	$ 66,467,400	$ 16,148,000	$ -	$ 1,784,600	$ -	$ 2,303,600	$ -	$ 86,703,600
	6,603,300	8,466,400	1,710,600	733,000	-	-	-	17,513,300
	772,500	1,760,200	697,300	160,600	-	-	-	3,390,600
	2,202,400	1,857,500	-	120,000	-	-	1,208,600	5,388,500
	-	2,893,400	-	3,000,000	-	-	-	5,893,400
	655,900	4,470,100	4,042,000	753,300	-	-	-	9,921,300
	3,501,200	1,502,100	2,105,600	-	-	-	-	7,108,900
	-	-	-	8,992,000	-	-	-	8,992,000
	-	400,000	9,252,600	415,200	-	-	-	10,067,800
	2,307,600	5,080,700	15,943,400	225,100	-	370,600	-	23,927,400
	16,042,900	26,430,400	33,751,500	14,399,200	-	370,600	1,208,600	92,203,200
	-	1,000	-	-	1,871,400	-	-	1,872,400
	-	1,800	-	-	2,525,300	-	-	2,527,100
	-	2,800	-	-	4,396,700	-	-	4,399,500
	-	-	2,957,000	-	-	-	-	2,957,000
	-	-	2,957,000	-	-	-	-	2,957,000
	-	6,500	-	-	-	-	79,500	86,000
	-	6,500	-	-	-	-	79,500	86,000
	5,217,100	14,955,200	36,264,900	5,671,700	14,500,900	1,068,800	-	77,678,600
	5,978,000	13,290,000	13,810,900	2,196,000	5,480,100	1,040,000	-	41,795,000
	887,700	3,586,700	605,900	-	-	191,100	-	5,271,400
	12,082,800	31,831,900	50,681,700	7,867,700	19,981,000	2,299,900	-	124,745,000
	11,007,900	4,706,200	391,500	40,000	-	-	-	16,145,600
	16,633,500	4,238,900	-	-	-	-	-	20,872,400
	27,641,400	8,945,100	391,500	40,000	-	-	-	37,018,000
	$ 122,234,500	$ 83,364,700	$ 87,781,700	$ 24,091,500	$ 24,377,700	$ 4,974,100	$ 1,288,100	$ 348,112,300
	112.24%	97.08%	8.58%	82.34%	65.81%	20.30%	1,520.25%	63.54%
	35.11%	23.95%	25.22%	6.92%	7.00%	1.43%	0.37%	100.00%
	$ 57,592,200	$ 42,299,300	$ 80,846,100	$ 13,212,400	$ 14,702,200	$ 4,134,900	$ 79,500	$ 212,866,600
	27.05%	19.87%	37.98%	6.21%	6.91%	1.94%	0.04%	100.00%

Table 5

BUDGET BY FUND/PROGRAM AND REQUIREMENT TYPE

Proposed Budget for Biennium 2019-21

Fund/Program	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Contin-gency	Unappro-priated	Totals
GENERAL FUND								
Nondepartmental	$ -	$ 626,800	$ -	$ 1,784,600	$ -	$2,303,600	$ -	$ 4,715,000
Municipal Court	1,122,100	845,500	-	-	-	-	-	1,967,600
Public Safety Levy: Fire	2,586,900	204,100	-	-	-	-	-	2,791,000
Fire & Life Safety	1,813,400	313,900	-	-	-	-	-	2,127,300
Fire Emergency Services	25,748,100	5,323,400	-	-	-	-	-	31,071,500
Police	26,143,600	5,871,600	-	-	-	-	-	32,015,200
Public Safety Levy: Police	2,747,900	370,800	-	-	-	-	-	3,118,700
Planning	1,891,200	993,400	-	-	-	-	-	2,884,600
Library	4,414,200	1,598,500	-	-	-	-	-	6,012,700
Total General Fund	66,467,400	16,148,000	-	1,784,600	-	2,303,600	-	86,703,600
PARKS & RECREATION FUND								
Sports Services	406,000	323,500	-	-	-	-	-	729,500
Children/Youth/Family Rec Services	582,300	152,600	-	-	-	-	-	734,900
Resource Development Marketing Services	223,200	235,600	-	-	-	-	-	458,800
Park Maintenance Services	2,067,500	2,381,200	150,000	-	-	-	-	4,598,700
Parks & Recreation Administration	1,019,000	2,432,100	-	183,000	-	-	-	3,634,100
Aquatic Services	1,266,500	658,400	-	-	-	-	-	1,924,900
Adult Recreation Services	885,300	369,000	-	-	-	-	-	1,254,300
Performance and Cultural Arts	153,500	1,268,400	-	-	-	-	-	1,421,900
Park SDC Projects	-	549,000	1,010,600	550,000	-	-	-	2,109,600
Senior Center Foundation	-	96,600	-	-	-	-	-	96,600
Parks Capital Improvement Program	-	-	550,000	-	-	-	-	550,000
Total Parks & Recreation Fund	6,603,300	8,466,400	1,710,600	733,000	-	-	-	17,513,300
GRANTS FUND								
State HMEP Grant	-	16,000	-	-	-	-	-	16,000
State HMEP Grant (Odd Year)	-	31,000	-	-	-	-	-	31,000
Community Paramedic Program	-	52,500	-	-	-	-	-	52,500
Ground Emergency Transport	100,000	100,000	-	-	-	-	-	200,000
SAFER Grant	595,800	-	-	-	-	-	-	595,800
Public Safety Foundation	22,700	6,700	-	-	-	-	-	29,400
DOJ Bulletproof Vest	-	13,200	-	-	-	-	-	13,200
DOJ Equitable Sharing	-	102,100	-	-	-	-	-	102,100
Community Policing Donations	-	6,200	-	-	-	-	-	6,200
Asset Forfeiture	-	15,600	-	-	-	-	-	15,600
LINE Task Force	50,000	71,500	-	-	-	-	-	121,500
CDBG	-	5,900	-	160,600	-	-	-	166,500
CDBG Activities	-	835,300	98,000	-	-	-	-	933,300
SHPO Historic Preservation	-	25,000	-	-	-	-	-	25,000
Police Cadet Program	-	900	-	-	-	-	-	900
LINE Asset Forfeiture	-	31,500	-	-	-	-	-	31,500
Homeland Security Grants	-	-	57,000	-	-	-	-	57,000
ODOT Safe Routes to School	-	-	125,100	-	-	-	-	125,100
Human Resources Activities	-	40,000	-	-	-	-	-	40,000
Library Foundation	-	-	37,200	-	-	-	-	37,200
Oregon Community Foundation	-	367,600	-	-	-	-	-	367,600
State Library Grant	-	19,200	-	-	-	-	-	19,200
FAA Annual Capital Grant	-	20,000	335,000	-	-	-	-	355,000
Title XIX Grant	4,000	-	-	-	-	-	-	4,000
FEMA Projects	-	-	45,000	-	-	-	-	45,000
Total Grants Fund	772,500	1,760,200	697,300	160,600	-	-	-	3,390,600
BUILDING FUND								
Building Inspection	1,949,400	1,720,800	-	120,000	-	-	1,114,800	4,905,000
Electrical Permit Program	253,000	136,700	-	-	-	-	93,800	483,500
Total Building Fund	2,202,400	1,857,500	-	120,000	-	-	1,208,600	5,388,500
RISK MANAGEMENT FUND								
Risk Management Reserve	-	2,893,400	-	-	-	-	-	2,893,400
PepsiCo Settlement Projects	-	-	-	3,000,000	-	-	-	3,000,000
Total Risk Management Fund	-	2,893,400	-	3,000,000	-	-	-	5,893,400

Table 5

BUDGET BY FUND/PROGRAM AND REQUIREMENT TYPE, continued

Proposed Budget for Biennium 2019-21

Fund/Program	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Contin-gency	Unappro-priated	Totals
ECONOMIC DEVELOPMENT FUND								
Economic Development Activities	553,000	1,344,000	-	622,200	-	-	-	2,519,200
Lochner Road	-	-	3,647,000	-	-	-	-	3,647,000
Economic Development Opportunity	-	2,920,000	-	80,000	-	-	-	3,000,000
Albany Municipal Airport	102,900	206,100	89,200	15,600	-	-	-	413,800
Municipal Airport Capital Projects	-	-	305,800	35,500	-	-	-	341,300
Total Economic Development Fund	655,900	4,470,100	4,042,000	753,300	-	-	-	9,921,300
PUBLIC TRANSIT FUND								
Albany Transit System	1,226,200	708,300	1,149,000	-	-	-	-	3,083,500
Linn-Benton Loop	1,102,400	391,000	880,000	-	-	-	-	2,373,400
Paratransit System	1,172,600	402,800	76,600	-	-	-	-	1,652,000
Total Public Transit Fund	3,501,200	1,502,100	2,105,600	-	-	-	-	7,108,900
PUBLIC SAFETY LEVY FUND								
Public Safety Levy	-	-	-	8,992,000	-	-	-	8,992,000
Total Public Safety Levy Fund	-	-	-	8,992,000	-	-	-	8,992,000
CAPITAL REPLACEMENT FUND								
Equipment Replacement	-	-	6,993,000	103,200	-	-	-	7,096,200
GF Facilities Maintenance Projects	-	-	-	160,000	-	-	-	160,000
IT Equipment Replacement	-	400,000	1,630,400	152,000	-	-	-	2,182,400
Facilities Replacement	-	-	629,200	-	-	-	-	629,200
Total Capital Replacement Fund	-	400,000	9,252,600	415,200	-	-	-	10,067,800
STREETS FUND								
Street Maintenance	2,198,700	2,612,800	-	-	-	-	-	4,811,500
Street Administration	108,900	2,107,900	-	160,000	-	370,600	-	2,747,400
Street Capital & Restoration	-	340,000	11,105,100	65,100	-	-	-	11,510,200
Transportation SDC Imp Fee	-	16,000	3,864,200	-	-	-	-	3,880,200
Transportation SDC Reimb Fee	-	4,000	822,000	-	-	-	-	826,000
ADA Capital projects	-	-	152,100	-	-	-	-	152,100
Total Streets Fund	2,307,600	5,080,700	15,943,400	225,100	-	370,600	-	23,927,400
DEBT SERVICE FUND								
2002 LTD Tax Pension Bonds	-	-	-	-	1,689,400	-	-	1,689,400
2004 Revenue Obligations	-	1,000	-	-	182,000	-	-	183,000
Total Debt Service Fund	-	1,000	-	-	1,871,400	-	-	1,872,400
GENERAL OBLIGATION DEBT SERVICE FUND								
Public Safety Facilities Bonds	-	1,800	-	-	2,525,300	-	-	2,527,100
Total General Obligation Debt Service Fund	-	1,800	-	-	2,525,300	-	-	2,527,100
CAPITAL PROJECTS FUND								
Albany Data Integration Project	-	-	270,000	-	-	-	-	270,000
LID Construction Projects	-	-	1,638,000	-	-	-	-	1,638,000
Public Safety Facilities	-	-	1,049,000	-	-	-	-	1,049,000
Total Capital Projects Fund	-	-	2,957,000	-	-	-	-	2,957,000
LIBRARY TRUST FUND								
V. O. Torney Trust	-	3,700	-	-	-	-	10,000	13,700
Manela Trust	-	2,800	-	-	-	-	69,500	72,300
Total Library Trust Fund	-	6,500	-	-	-	-	79,500	86,000

Table 5

BUDGET BY FUND/PROGRAM AND REQUIREMENT TYPE, continued

Proposed Budget for Biennium 2019-21

Fund/Program	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Contin-gency	Unappro-priated	Totals
SEWER FUND								
Wastewater Treatment Plant	1,803,800	3,645,000	132,500	11,300	-	-	-	5,592,600
Wastewater Collection	1,920,600	1,539,900	79,900	-	-	-	-	3,540,400
Wastewater Administration	368,200	7,844,300	-	2,866,000	-	1,068,800	-	12,147,300
Water Reuse and Biosolids	53,900	400,900	-	-	-	-	-	454,800
TWG Wetlands	252,600	303,800	10,000	-	-	-	-	566,400
Industrial Pretreatment	818,000	297,300	-	-	-	-	-	1,115,300
Sewer System Capital Projects	-	910,000	34,077,800	-	-	-	-	34,987,800
Sewer Equipment Replacement	-	-	1,033,800	-	-	-	-	1,033,800
Sewer SDC Improvement Fee Projects	-	12,000	262,200	2,394,400	-	-	-	2,668,600
Sewer SDC Reimbursement Fee Projects	-	2,000	112,500	400,000	-	-	-	514,500
Sewer Debt Service	-	-	-	-	14,500,900	-	-	14,500,900
Sewer Economic Development	-	-	556,200	-	-	-	-	556,200
Total Sewer Fund	5,217,100	14,955,200	36,264,900	5,671,700	14,500,900	1,068,800	-	77,678,600
WATER FUND								
Water Administration	356,200	6,950,400	-	1,232,800	-	1,040,000	-	9,579,400
Water Canal Maintenance	1,048,700	846,500	61,000	-	-	-	-	1,956,200
Vine Street Water Treatment Plant	1,189,400	1,156,400	15,000	-	-	-	-	2,360,800
Water Distribution	2,194,300	2,185,700	25,000	-	-	-	-	4,405,000
Albany-Millersburg WTP	1,189,400	1,790,800	130,000	-	-	-	-	3,110,200
Water SDC Improvement Fee Projects	-	10,000	154,500	540,000	-	-	-	704,500
Water SDC Reimbursement Fee Projects	-	2,200	344,200	423,200	-	-	-	769,600
Water Debt Service	-	-	-	-	5,480,100	-	-	5,480,100
Water System Capital Projects	-	348,000	10,594,900	-	-	-	-	10,942,900
Water Economic Development	-	-	514,800	-	-	-	-	514,800
N. Albany Water Capital Projects	-	-	1,170,200	-	-	-	-	1,170,200
Water Equipment Replacement	-	-	801,300	-	-	-	-	801,300
Total Water Fund	5,978,000	13,290,000	13,810,900	2,196,000	5,480,100	1,040,000	-	41,795,000
STORMWATER FUND								
Stormwater Operations	887,700	631,000	-	-	-	-	-	1,518,700
Stormwater Administration	-	2,925,700	-	-	-	191,100	-	3,116,800
Stormwater Capital	-	30,000	338,400	-	-	-	-	368,400
Stormwater Equipment Replacement	-	-	267,500	-	-	-	-	267,500
Total Stormwater Fund	887,700	3,586,700	605,900	-	-	191,100	-	5,271,400
CENTRAL SERVICES FUND								
Finance Department	2,509,900	773,400	-	-	-	-	-	3,283,300
Council & Nondepartmental	35,600	602,700	-	-	-	-	-	638,300
City Manager's Office	2,361,500	780,400	-	-	-	-	-	3,141,900
Information Technology Services	2,905,100	831,900	-	-	-	-	-	3,737,000
GIS Services	631,400	310,300	-	-	-	-	-	941,700
Permit Tracking	143,900	97,600	-	-	-	-	-	241,500
Human Resources	1,524,300	424,700	-	-	-	-	-	1,949,000
GF Facilities Maint Projects	-	60,100	391,500	40,000	-	-	-	491,600
Facilities Maintenance	896,200	825,100	-	-	-	-	-	1,721,300
Total Central Services Fund	11,007,900	4,706,200	391,500	40,000	-	-	-	16,145,600
PUBLIC WORKS CENTRAL SERVICES FUND								
PW Administration	2,472,900	484,100	-	-	-	-	-	2,957,000
Engineering Services	6,182,600	858,300	-	-	-	-	-	7,040,900
Operations Admin	520,000	773,900	-	-	-	-	-	1,293,900
Water Quality Control Service	1,045,600	190,500	-	-	-	-	-	1,236,100
PW Customer Services	1,880,400	1,348,600	-	-	-	-	-	3,229,000
Facilities & Maintenance Engineering	4,532,000	583,500	-	-	-	-	-	5,115,500
Total Engineering/Water Quality Fund	16,633,500	4,238,900	-	-	-	-	-	20,872,400
Grand Totals	$ 122,234,500	$ 83,364,700	$87,781,700	$ 24,091,500	$ 24,377,700	$4,974,100	$1,288,100	$ 348,112,300

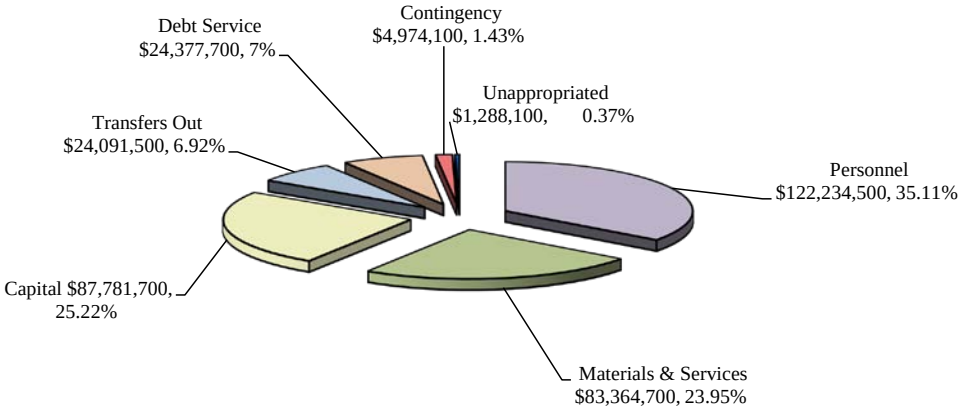
Table 5 summarizes the 2019-21 budget by fund, program, and requirement type.

Table 5

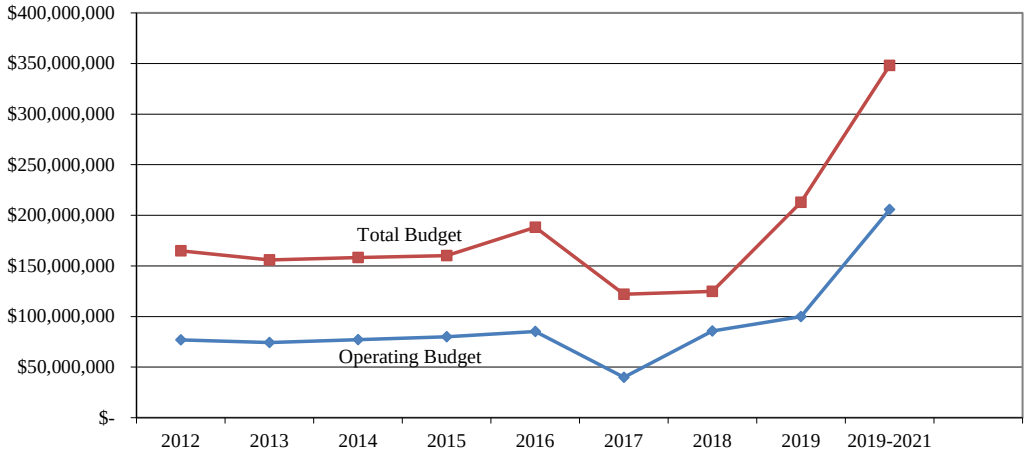
BUDGET BY FUND/PROGRAM AND REQUIREMENT TYPE, continued

Proposed Budget for Biennium 2019-21

2019-21 Budget by Requirement Type



Operating Budget and Total Budget for Fiscal Years Ended/Ending June 30, 2012 through 2021



Fiscal* Year June 30,	Personnel	Materials & Supplies	Total Operating Budget	Total Budget	Operating Budget as % of Total Budget
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	4,633,899	35,301,165	39,935,064	122,003,747	32.73%
2018	50,712,303	34,975,530	85,687,833	124,839,288	68.64%
2019	57,592,200	42,299,300	99,891,500	212,866,600	46.93%
2019-2021	122,234,500	83,364,700	205,599,200	348,112,300	59.06%

*The fiscal year is represented for each year until 2019-2021, which represents the FY 2019-2021 biennium.

Table 6

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

Adopted Budget for Fiscal Year 2019-21

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
GENERAL FUND			
10010001-990000 Contingencies	2,303,600	U	Designated for General Fund activities
Total General Fund	2,303,600		2.59% of General Fund budget
PARKS & RECREATION FUND			
20250001-690000 Reserve: Operating	536,400	U	Designated for Parks activities
20250001-690525 Reserve: Public Art	1,000	U	Designated for Parks activities
20250505-900060 Reserve: Capital Projects	1,010,600	R	Restricted to Parks SDC projects
20250510-690600 Reserve: Senior Center Foundation	55,300	R	Restricted to Parks SDC projects
20250515-900520 Reserve: Parks Capital Projects	100,000	U	Designated for Parks capital projects
Total Parks & Recreation Fund	1,703,300		8.75% of Parks & Recreation Fund budget
GRANTS FUND			
20320802-690100 Reserve: DOJ Equitable Sharing	58,100	R	Restricted to Police
20320804-690100 Reserve: DOJ Equitable Sharing	5,600	R	Restricted to Police
20320807-690100 Reserve: DOJ Equitable Sharing	31,500	R	Restricted to Police
Total Grants Fund	95,200		2.76% of Grants Fund budget
BUILDING FUND			
20415005-690000 Reserve: Operating	100,000	U	Designated for Building Inspection activities
20415005-900170 Reserve: Future Expenditures	1,114,800	U	Designated for Building Inspection activities
20415010-690000 Reserve: Operating	40,000	U	Designated for Building Inspection activities
20415010-900170 Reserve: Future Expenditures	93,800	U	Designated for Building Inspection activities
Total Building Fund	1,348,600		18.7% of Building Fund budget
RISK MANAGEMENT FUND			
20810005-690560 Reserve: Risk Management	1,393,400	U	Designated for potential risk management liabilities
20810005-690060 Reserve: CH2M Hill	1,500,000	U	Designated for potential risk management liabilities
Total Risk Management Fund	2,893,400		42.07% of Risk Management Fund budget
ECONOMIC DEVELOPMENT FUND			
21111025-690260 Reserve: Infrastructure Proj	1,500,000	U	Designated for Economic Development Opportunities
21111025-690520 Reserve: Partnerships	1,420,000	U	Designated for Economic Development Opportunities
21140000-900160 Reserve: Facilities Maintenance	89,200	U	Designated for airport facilities maintenance
21140005-900060 Reserve: Capital Projects	255,800	U	Designated for airport capital projects
Total Economic Development Fund	3,265,000		24.68% of Economic Development Fund budget
PUBLIC TRANSIT FUND			
21340100-690000 Reserve: Operating	65,000	U	Designated for Albany Transit operations
21340100-900040 Reserve: Bus Barn	245,000	U	Designated for Albany Transit capital
21340105-690000 Reserve: Operating	27,600	U	Designated for Loop operations
21340110-690000 Reserve: Operating	37,400	U	Designated for Paratransit operations
Total Public Transit Fund	375,000		5.25% of Public Transit Fund budget
CAPITAL REPLACEMENT FUND			
21710015-900560 Reserve: Replacement	6,993,000	U	Designated for equipment replacement
21713005-900560 Reserve: Replacement	1,630,400	U	Designated for Fire Property Management Expenses
21740650-900040 Reserve: Bus Barn	64,800	U	Designated for Public Works facilities replacement
21740650-900165 Reserve: Facilities Replacement	564,400	U	Designated for Public Works facilities replacement
Total Capital Replacement Fund	9,252,600		51.28% of Capital Replacement Fund budget
STREETS FUND			
25040205-900060 Contingencies	370,600	U	Designated for street capital projects
25040250-900060 Reserve: Capital Projects	1,854,900	U	Designated for street capital projects
25040250-900505 Reserve: ODOT Safety Grant Match	30,000	U	Designated for street capital projects
25040250-900850 Reserve: Waverly RH Land Mod Dep - WM	203,300	U	Designated for street capital projects
25040255-900060 Reserve: Capital Projects	2,214,000	U	Designated for capital projects
25040260-900060 Reserve: Capital Projects	822,000	U	Designated for capital projects
25040265-900000 Reserve: Albany Transit	15,000	U	Designated for capital projects
25040265-900060 Reserve: Capital Projects	1,200	U	Designated for capital projects
25040265-900615 Reserve: Street Capital	135,900	U	Designated for capital projects
Total Streets Fund	5,646,900		18.34% of Streets Fund budget
DEBT SERVICE FUND			
30110030-980000 Reserve: Debt Service	173,200	R	Restricted to debt service
Total Debt Service Fund	173,200		8.48% of Debt Service Fund budget

continued

Table 6

SCHEDULE OF RESTRICTED (R) AND UNRESTRICTED (U) RESERVES, continued

Adopted Budget for Fiscal Year 2020-21

Fund/Account#/Description	Reserved Amount		Description/Percent of Fund Budget
GENERAL OBLIGATION DEBT SERVICE FUND			
30310060-980000 Reserve: Debt Service	274,900	R	Restricted to debt service
Total General Obligation Debt Service Fund	274,900		9.91% of General Obligation Debt Service Fund budget
CAPITAL PROJECTS FUND			
40210025-900060 Reserve: Capital Projects	1,638,000	U	Designated for capital projects
40210065-900060 Reserve: Capital Projects	1,049,000	U	Designated for capital projects
Total Capital Projects Fund	2,687,000		47.79% of Capital Projects Fund budget
LIBRARY TRUST FUND			
50255801-995000 Unappropriated Surplus	10,000	R	Restricted endowment donations
50255802-995000 Unappropriated Surplus	69,500	R	Restricted endowment donations
Total Library Trust Fund	79,500		92.44% of Library Trust Fund budget
SEWER FUND			
60140305-990000 Contingencies	1,068,800	U	Designated for sewer operations
60140350-900060 Reserve: Capital Projects	4,802,700	U	Designated for sewer system capital projects
60140355-900060 Reserve: Capital Projects	115,500	R	Restricted SDC - capacity increasing projects
60140355-900530 Reserve: Pipe Over-sizing	10,000	R	Restricted SDC - capacity increasing projects
60140360-900060 Reserve: Capital Projects	112,500	R	Restricted SDC - general capital improvements
60140365-900060 Reserve: Capital Projects	556,200	U	Designated for sewer capital projects
60140370-980005 Reserve: Rates	1,277,000	U	Designated for debt service
60140370-985000 Reserve :SRF Requirements (Wetlands)	50,000	U	Designated for debt service
60140370-985005 Reserve: SRF Requirements (WWTP)	2,302,300	U	Designated for debt service
60140370-985010 Reserve: SRF Requirements RFI	242,100	U	Designated for debt service
60140375-900135 Reserve: Equipment Replacement	966,800	U	Designated for sewer equipment replacement
Total Sewer Fund	11,503,900		13.1% of Sewer Fund budget
WATER FUND			
61540405-990000 Contingencies	1,040,000	U	Designated for water operations
61540450-900060 Reserve: Capital Projects	2,285,400	U	Designated for water capital projects
61540450-900410 Reserve: Membrance Repl	510,000	U	Designated for water capital projects
61540455-900060 Reserve: Capital Projects	48,500	R	Restricted to SDC - improvement fee projects
61540455-900530 Reserve: Pipe Over-sizing	10,000	U	Designated for water system pipe over-sizing
61540460-900060 Reserve: Capital Projects	58,200	R	Restricted to SDC - reimbursement fee projects
61540465-900060 Reserve: Capital Projects	514,800	U	Designated for water economic development projects
61540470-900060 Reserve: Capital Projects	1,170,200	R	Restricted to North Albany water projects
61540475-980005 Reserve: Rates	523,200	U	Designated for debt service
61540475-980010 Bond Payment Stabilization Reserve	1,100,000	U	Designated for water canal maintenance
61540480-900135 Reserve: Equipment Replacement	644,800	U	Designated for water equipment replacement
Total Water Fund	7,905,100		16.14% of Water Fund budget
STORMWATER FUND			
62540505-990000 Contingencies	191,100	U	Designated for stormwater
62540550-900610 Reserve: Stormwater Capital	199,400	U	Designated for stormwater
62540550-900630 Reserve: Sw Deferred Planting	5,000	U	Designated for stormwater
62540550-900635 Reserve: Sw In-Lieu/Planting	42,800	U	Designated for stormwater
62540570-900135 Reserve: Equipment Replacement	267,500	U	Designated for equipment purchase
Total Stormwater Fund	705,800		12.18% of Stormwater Fund budget
CENTRAL SERVICES FUND			
70150070-900030 Reserve: Building Maintenance	18,700	U	Designated for Aerial Mapping Projects
70150070-900065 Reserve: Building Maintenance	192,500	U	Designated for Monteith House projects
70150070-900130 Reserve: Building Maintenance	13,200	U	Designated for Monteith House projects
70150070-900400 Reserve: Building Maintenance	15,100	U	Designated for Monteith House projects
Total Central Services Fund	239,500		1.47% of Central Services Fund budget
PUBLIC WORKS CENTRAL SERVICES FUND			
70540600-690000 Reserve: Operating	10,000	U	Designated for Public Works Operations
70540605-690000 Reserve: Operating	10,000	U	Designated for Public Works Operations
70540610-690000 Reserve: Operating	10,000	U	Designated for Public Works Operations
70540615-690000 Reserve: Operating	10,000	U	Designated for Public Works Operations
70540620-690000 Reserve: Operating	10,000	U	Designated for Public Works Operations
70540625-690000 Reserve: Operating	10,000	U	Designated for Public Works Operations
Total Public Works Central Services Fund	60,000		0.29% of Public Works Central Services Fund budget
TOTAL RESTRICTED RESERVES	3,203,600		
TOTAL DESIGNATED RESERVES	47,308,900		
TOTAL RESERVES	$50,512,500		

Table 7

HISTORICAL FINANCIAL INFORMATION BY FUND AND FUND TYPE

Proposed Budget for the 2019-21 Biennium

Fund type/Fund name	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19
GENERAL FUND	$ 38,166,541	$ 41,531,336	$ 41,878,000	$ 42,633,000	$ 86,703,600	103.37%
SPECIAL REVENUE FUNDS						
Parks & Recreation	9,331,193	9,830,716	9,971,100	9,971,100	17,513,300	75.64%
Grants	1,262,228	1,736,801	3,110,400	4,347,100	3,390,600	(22.00%)
Building	3,224,531	3,894,589	3,396,400	3,396,400	5,388,500	58.65%
Risk Management	4,254,012	3,019,231	3,969,400	6,369,400	5,893,400	(7.47%)
Economic Development	2,250,738	2,164,598	5,677,600	5,677,600	9,921,300	74.74%
Public Transit	2,181,765	2,863,955	2,268,500	2,468,500	7,108,900	187.98%
Public Safety Levy	3,325,496	4,133,011	4,045,500	4,045,500	8,992,000	122.27%
Capital Replacement	7,719,630	8,531,069	7,992,300	7,992,300	10,067,800	25.97%
Streets	12,261,738	15,562,857	18,573,800	18,593,800	23,927,400	28.68%
Total Special Revenue Funds	45,811,331	51,736,827	59,005,000	62,861,700	92,203,200	46.68%
DEBT SERVICE FUNDS						
Debt Service	1,108,485	1,047,727	1,049,600	1,049,600	1,872,400	78.39%
General Obligation Debt Service	1,156,490	1,246,766	1,283,200	1,283,200	2,527,100	96.94%
Total Debt Service Funds	2,264,975	2,294,493	2,332,800	2,332,800	4,399,500	88.59%
CAPITAL PROJECT FUND						
Capital Projects	25,479,900	10,641,808	1,540,600	3,940,600	2,957,000	(24.96%)
Total Capital Project Fund	25,479,900	10,641,808	1,540,600	3,940,600	2,957,000	(24.96%)
PERMANENT FUNDS						
Senior Center Endowment	52,591	47,692	-	-	-	-
Library Trust	83,663	84,243	83,600	83,600	86,000	2.87%
Total Permanent Funds	136,254	131,935	83,600	83,600	86,000	2.87%
ENTERPRISE FUNDS						
Sewer	41,269,916	42,452,267	55,070,100	55,070,100	77,678,600	41.05%
Water	27,070,868	28,428,965	26,874,200	26,874,200	41,795,000	55.52%
Stormwater	1,207,721	2,262,389	2,482,900	2,482,900	5,271,400	112.31%
Total Enterprise Funds	69,548,505	73,143,621	84,427,200	84,427,200	124,745,000	47.75%
INTERNAL SERVICE FUNDS						
Central Services	6,474,636	6,947,073	7,170,700	7,170,700	16,145,600	125.16%
Public Works Central Services	7,929,209	8,099,295	9,417,000	9,417,000	20,872,400	121.65%
Total Internal Service Funds	14,403,845	15,046,368	16,587,700	16,587,700	37,018,000	123.17%
Totals for All Fund Types	$195,811,351	$194,526,388	$205,854,900	$212,866,600	$348,112,300	63.54%

Table 8

PROJECTED FUND BALANCES

Adopted Budget for Fiscal Year 2019-21

Fund Type/Fund Name	July 1, 2019 Fund Balance	…….Resources……. Current	Transfers In	Operating: Personnel, Materials & Services (1)	Capital (2)	Transfers Out	Debt Service (3)	Projected June 30, 2021, Fund Balance
GENERAL FUND	$ 3,900,000	73,351,800	9,451,800	$ 82,615,400	$ -	$ 1,784,600	$ -	$ 2,303,600
SPECIAL REVENUE FUNDS								
Parks & Recreation	2,598,300	13,468,800	1,446,200	14,477,000	600,000	733,000	-	1,703,300
Grants	339,400	2,979,300	71,900	2,437,500	697,300	160,600	-	95,200
Building	2,259,300	3,129,200	-	3,919,900	-	120,000	-	1,348,600
Risk Management	3,573,400	820,000	1,500,000	-	-	3,000,000	-	2,893,400
Economic Development	976,700	5,388,600	3,556,000	2,206,000	3,697,000	753,300	-	3,265,000
Public Transit	-	5,730,700	1,378,200	4,873,300	1,860,600	-	-	375,000
Public Safety Levy	780,000	8,212,000	-	-	-	8,992,000	-	-
Capital Replacement	7,002,400	3,025,400	40,000	400,000	-	415,200	-	9,252,600
Streets	9,834,700	11,432,700	2,660,000	7,388,300	10,667,100	225,100	-	5,646,900
Total Special Revenue Funds	27,364,200	54,186,700	10,652,300	35,702,000	17,522,000	14,399,200	-	24,580,000
DEBT SERVICE FUNDS								
Debt Service	166,200	1,523,200	183,000	1,000	-	-	1,698,200	173,200
General Obligation Debt Service	216,700	2,310,400	-	1,800	-	-	2,250,400	274,900
Total Debt Service Funds	382,900	3,833,600	183,000	2,800	-	-	3,948,600	448,100
CAPITAL PROJECT FUND								
Capital Projects	2,908,000	49,000	-	-	270,000	-	-	2,687,000
Total Capital Project Fund	2,908,000	49,000	-	-	270,000	-	-	2,687,000
PERMANENT FUNDS								
Library Trust	84,000	2,000	-	6,500	-	-	-	79,500
Total Permanent Funds	84,000	2,000	-	6,500	-	-	-	79,500
Total Governmental Fund Types	34,639,100	131,423,100	20,287,100	118,326,700	17,792,000	16,183,800	3,948,600	30,098,200
ENTERPRISE FUNDS								
Sewer	23,600,400	51,283,800	2,794,400	20,172,300	29,701,200	5,671,700	10,629,500	11,503,900
Water	10,968,700	29,863,100	963,200	19,268,000	8,569,000	2,196,000	3,856,900	7,905,100
Stormwater	678,900	4,592,500	-	4,474,400	91,200	-	-	705,800
Total Enterprise Funds	35,248,000	85,739,400	3,757,600	43,914,700	38,361,400	7,867,700	14,486,400	20,114,800
INTERNAL SERVICE FUNDS								
Central Services	154,200	15,533,200	458,200	15,714,100	152,000	40,000	-	239,500
Public Works Central Services	60,000	20,812,400	-	20,812,400	-	-	-	60,000
Total Internal Service Funds	214,200	36,345,600	458,200	36,526,500	152,000	40,000	-	299,500
Total Proprietary Fund Types	35,462,200	122,085,000	4,215,800	80,441,200	38,513,400	7,907,700	14,486,400	20,414,300
Total All Fund Types	$70,101,300	$253,508,100	$24,502,900	$198,767,900	$56,305,400	$24,091,500	$18,435,000	$ 50,512,500

Balance for July 1, 2020. Amounts held in reserve for future operating requirements, capital projects, debt and contingencies and unappropriated surplus total $6,831,300, $32,684,900, $5,942,700, and $5,053,600, respectively. The reserved amounts are included in the projected June 30, 2021, fund balance.

(1) Operating expenditures less operating reserves.
(2) Capital projects less capital reserves.
(3) Debt service less debt reserves.
(4) Contingency and Unappropriated Surplus

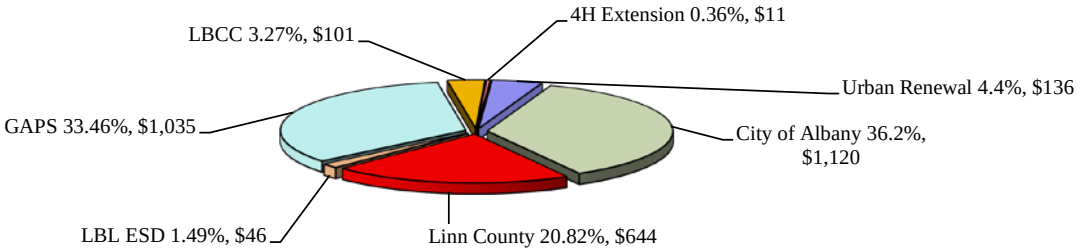
Table 9

PROPERTY TAX RATES - ALL OVERLAPPING DISTRICTS

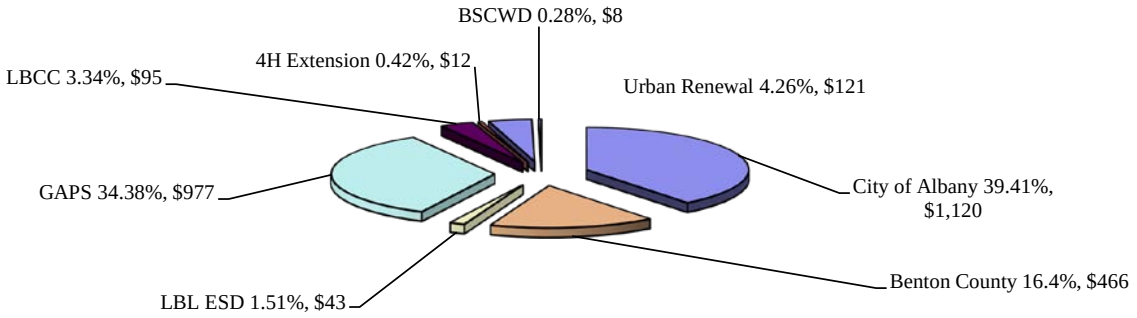
Per $1,000 of Assessed Value

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 [1]
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
2019	Linn	7.4652	4.2936	0.3049	6.8968	0.6728	0.0700	0.9099	-	20.6132
	Benton	7.4652	3.1052	0.2881	6.5158	0.6357	0.0800	0.8042	0.0500	18.9442

City of Albany (Linn County)
2018-19 Property Taxes, $150,000 Assessed Value
Total Property Tax Imposed $3,093



City of Albany (Benton County)
2018-19 Property Taxes, $150,000 Assessed Value
Total Property Tax Imposed $2,842



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

Table 10

Current and Delinquent Property Tax Collections
Last Ten Fiscal Years [1]

Fiscal Year June 30,	Total Property Taxes Received [2]	General Fund	Parks & Recreation	Public Safety Levy	General Obligation Debt Service	General Obligation Debt-Water
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	25,930,000	17,726,278	4,431,550	2,750,629	1,021,280	263
2017	27,248,946	18,347,744	4,586,907	3,249,613	1,064,620	62
2018	28,563,814	18,962,860	4,740,659	3,774,865	1,085,246	184
2019	29,415,300	19,521,000	4,841,300	3,971,300	1,081,700	-
2020	30,163,100	20,050,000	4,950,000	4,030,000	1,133,100	-
2021	31,129,300	20,700,000	5,100,000	4,162,000	1,167,300	-

(1) Actual tax receipts for fiscal years ended June 30, 2012, through 2019. Budgeted receipts for fiscal years ending June 30, 2020 and 2021.
(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
2012	100.00%	67.69%	16.93%	9.70%	5.57%	0.11%
2013	100.00%	68.26%	17.07%	9.02%	5.60%	0.05%
2014	100.00%	67.46%	17.10%	10.01%	5.42%	0.01%
2015	100.00%	68.23%	17.01%	9.81%	4.94%	0.01%
2016	100.00%	68.36%	17.09%	10.61%	3.94%	0.00%
2017	100.00%	67.33%	16.83%	11.93%	3.91%	0.00%
2018	100.00%	66.38%	16.60%	13.22%	3.80%	0.00%
2019	100.00%	66.36%	16.46%	13.50%	3.68%	0.00%
2020	100.00%	66.47%	16.41%	13.36%	3.76%	0.00%
2021	100.00%	66.50%	16.38%	13.37%	3.75%	0.00%

Percent of Estimated Total Current and Delinquent Taxes to be Received by Fund for BN 2019-21

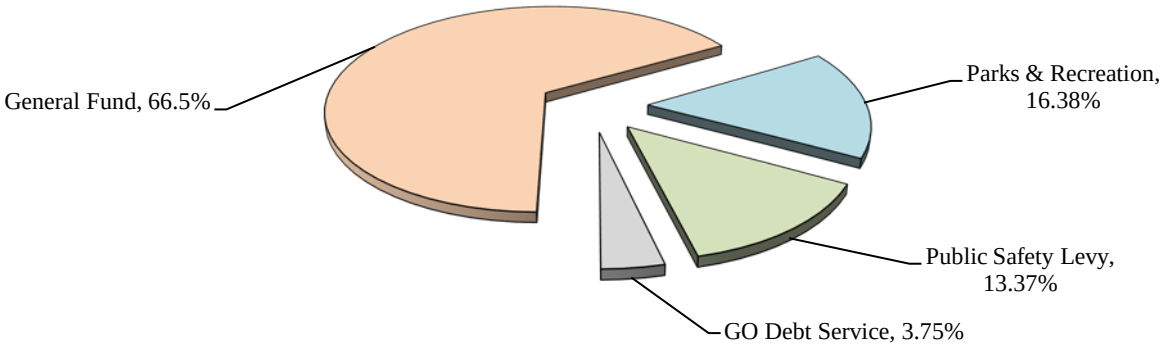


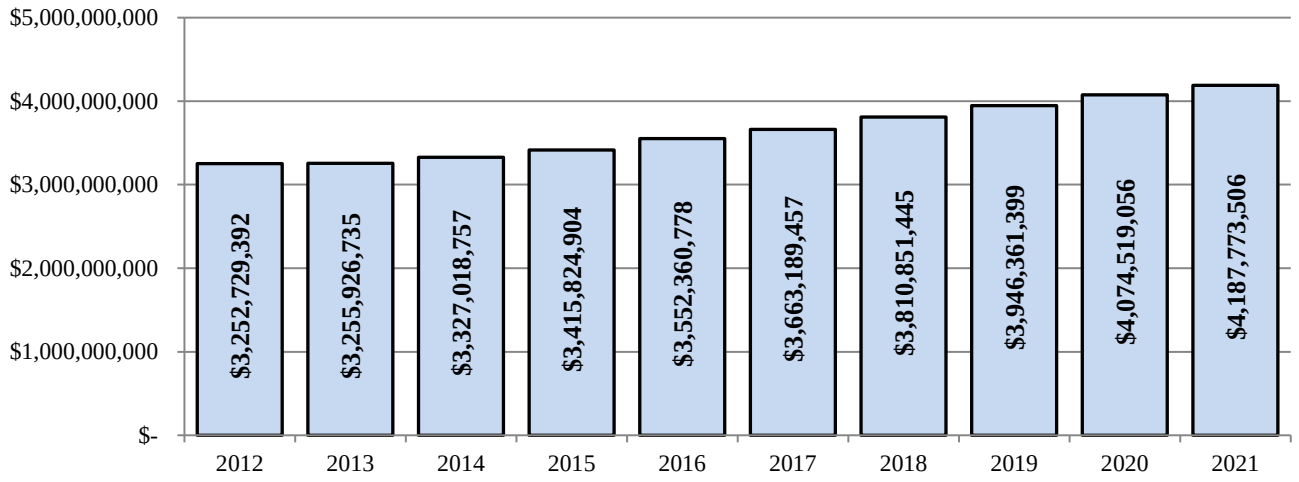
Table 11

Net Assessed Value Used to Compute Property Tax

Last Ten Fiscal Years [1]

Fiscal Year June 30,	……Linn County…… Total Assessed Value	Adjustments	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
2012	$ 2,760,000,798	$ (111,196,690)	$ 2,648,804,108	$ 603,925,284	$ 3,252,729,392	na
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	3,349,050,580	(236,574,770)	3,112,475,810	833,885,589	3,946,361,399	3.56%
2020	3,462,587,026	(262,550,680)	3,200,036,346	874,482,710	4,074,519,056	3.25%
2021	3,566,468,391	(291,378,744)	3,275,089,647	912,683,859	4,187,773,506	2.78%

Actual assessed values for Fiscal Years 2012-2019. Estimated value for Fiscal Year 2019-2021.



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

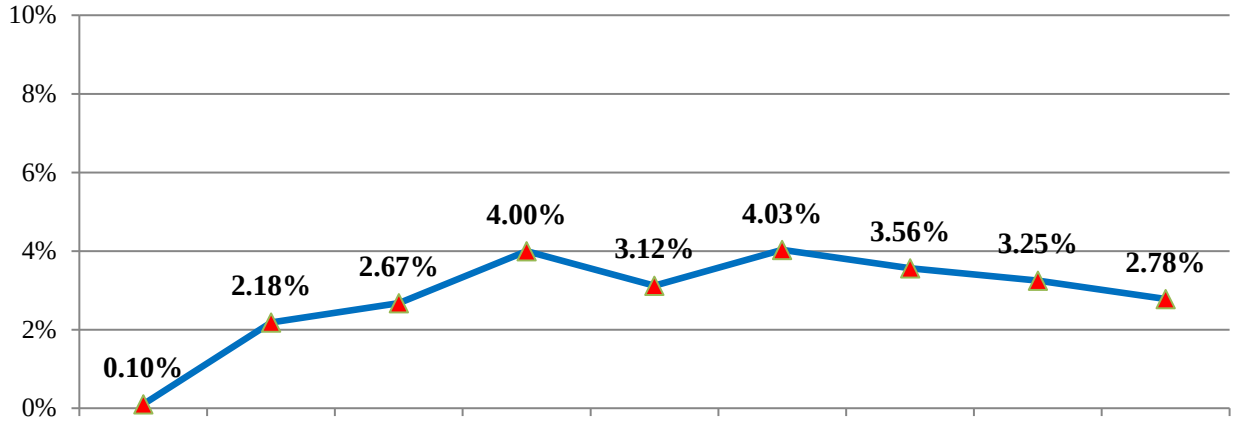
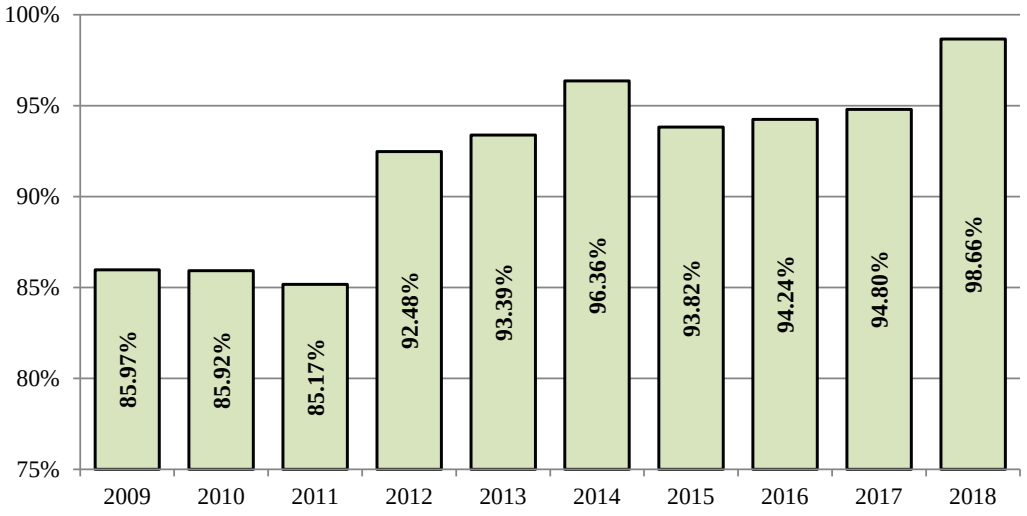


Table 12

Property Taxes Levied, Collected, and Collection Percentage
Ten Fiscal Years from 2009-2018

Fiscal Year Ended June 30,	Property Taxes Levied	Property Taxes Collected in the Year Levied	Annual Collection Percentage	Running Collection Percentage Average
2009	$23,516,147	$20,217,523	85.97%	85.97%
2010	$24,350,079	$20,921,441	85.92%	85.95%
2011	25,400,423	21,633,669	85.17%	85.68%
2012	23,185,751	21,441,913	92.48%	87.31%
2013	23,026,177	21,504,835	93.39%	88.48%
2014	22,974,013	22,137,860	96.36%	89.75%
2015	24,377,157	22,870,109	93.82%	90.35%
2016	25,649,271	24,172,799	94.24%	90.87%
2017	26,781,048	25,388,224	94.80%	91.35%
2018	28,283,577	27,905,221	98.66%	92.18%

Annual Property Tax Collection Percentage
Ten Fiscal Years from 2009-2018



Running Collection Percentage Average

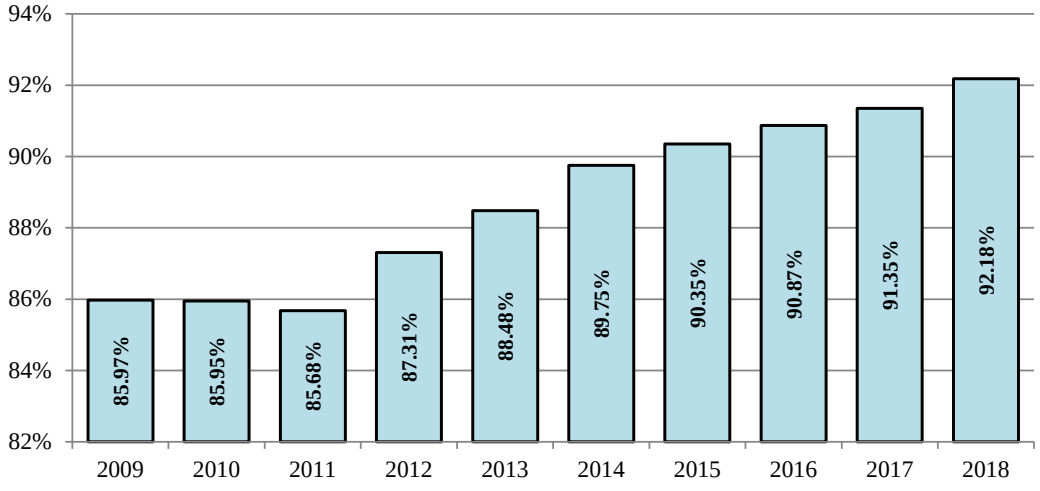


Table 13

Total Property Taxes Levied per Capita and Assessed Value per Capita

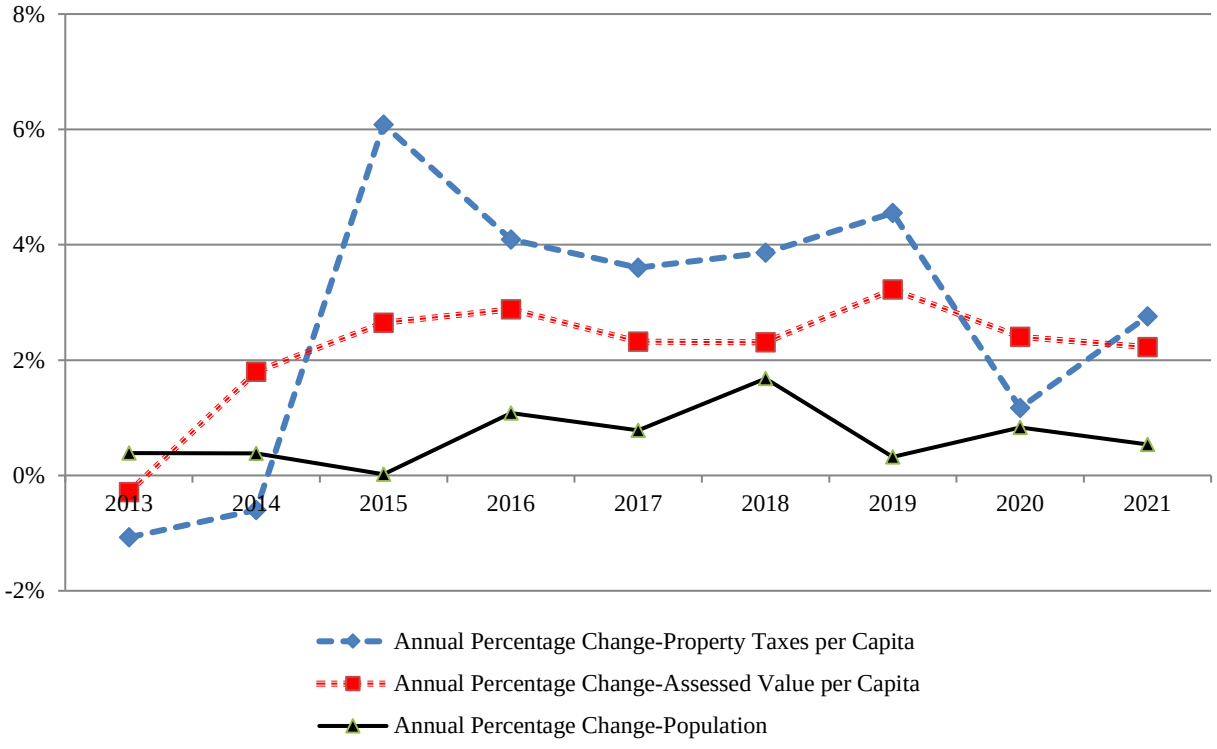
Ten Fiscal Years from 2012-2021 (1)

Fiscal Year Ended June 30,	POPULATION Amount	Annual Percentage Change	PROPERTY TAXES Amount Levied	per Capita	Annual Percentage Change	ASSESSED VALUE Value Used to Compute the Tax	per Capita	Annual Percentage Change
2012	50,325	n/a	$ 23,185,751	$ 460.72	n/a	$ 3,252,729,392	$ 64,634.46	n/a
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%	29,665,469	562.81	4.55%	3,946,361,399	74,869.31	3.22%
2020	53,145	0.83%	30,260,553	569.40	1.17%	4,074,519,056	76,667.97	2.40%
2021	53,433	0.54%	31,263,500	585.10	2.76%	4,187,773,506	78,374.29	2.23%

(1) Actual amounts for fiscal years ended June 30, 2012, through 2019. Budgeted amounts for fiscal years ending June 30, 2020 and 2021.

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 15-17 summarize the total principal and interest due on all debt of the City. Debt Service Table 18 presents Enterprise Fund revenue bond coverage information for the last 10 fiscal years.

Debt Summary

Outstanding debt as of July 1, 2019:

Short-term		None
Long-term:		
Gross bonded debt (all debt with a General Obligation pledge)		
2015 General Obligation Public Facilities Bonds	$	16,355,000
Pledged from the general revenues of the City		
2002 Limited Tax Pension Obligations		4,769,604
Payable from unobligated, non-property tax revenues of the City		
2004 Revenue Obligations		175,000
2010 Wetlands Loan		564,107
2012 SRF ARRA Loan		1,250,000
2013 Water Revenue Bonds		22,515,000
2018 SRF Sewer Loans		41,736,200
Gross Debt (General obligation and general revenue and pledge)	$	71,009,911
Net direct debt (all debt paid in whole or in part by taxes)	$	16,355,000
Net overlapping debt as of June 30, 2019		140,281,204
Total net direct debt and overlapping debt	$	156,636,204

Debt Ratios

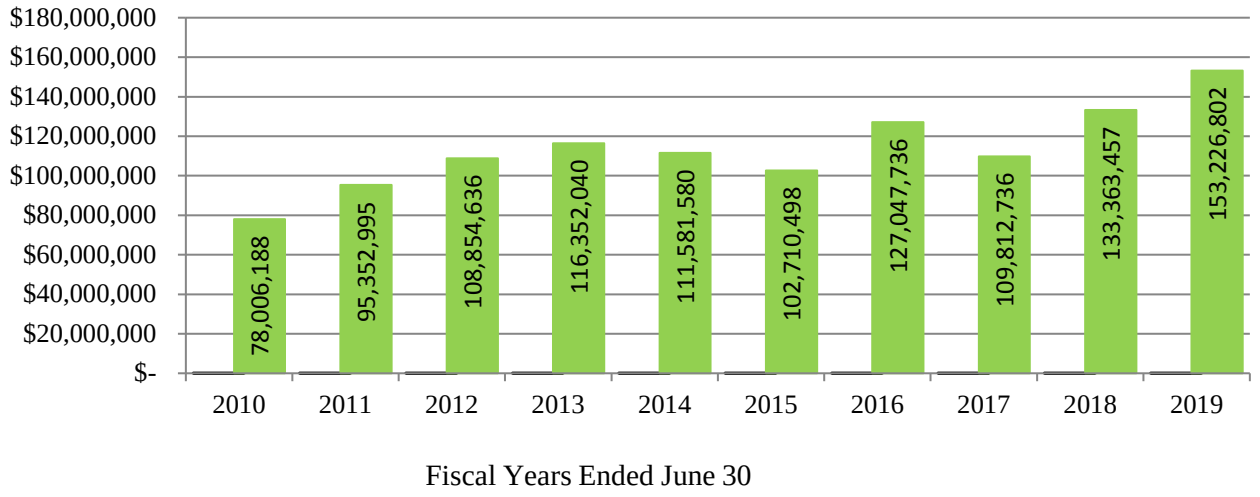
		Per Capita	Percent of True Cash Value
2020 Population	53,145		
True Cash Value as of June 30, 2019	$ 5,652,726,746	$ 106,364.23	
Gross Bonded Debt	16,355,000	307.74	0.29%
Gross Debt including General Fund Obligations	71,009,911	1,336.15	1.26%
Overlapping Debt	140,281,204	2,639.59	2.48%
Net Direct (General Obligation) and Overlapping Debt	156,636,204	2,947.34	2.77%
Gross Debt and Overlapping Debt	211,291,115	3,975.75	3.74%

Debt Service Schedule - Table 14

COMPUTATION OF LEGAL DEBT MARGIN

True Cash Value for the City of Albany (1)		$ 5,652,726,746
3% Limitation		3%
General Obligation Debt Limit - 3% of True Cash Value		169,581,802
Gross bonded debt principal:		
	$ 16,355,000	
Net debt subject to 3% limitation		16,355,000
Legal Debt Margin for General Obligation Debt		$ 153,226,802

Historical Trend of Legal Debt Margin



Source: Tax Rolls - Linn and Benton County Tax Assessors as of June 30, 2019

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.

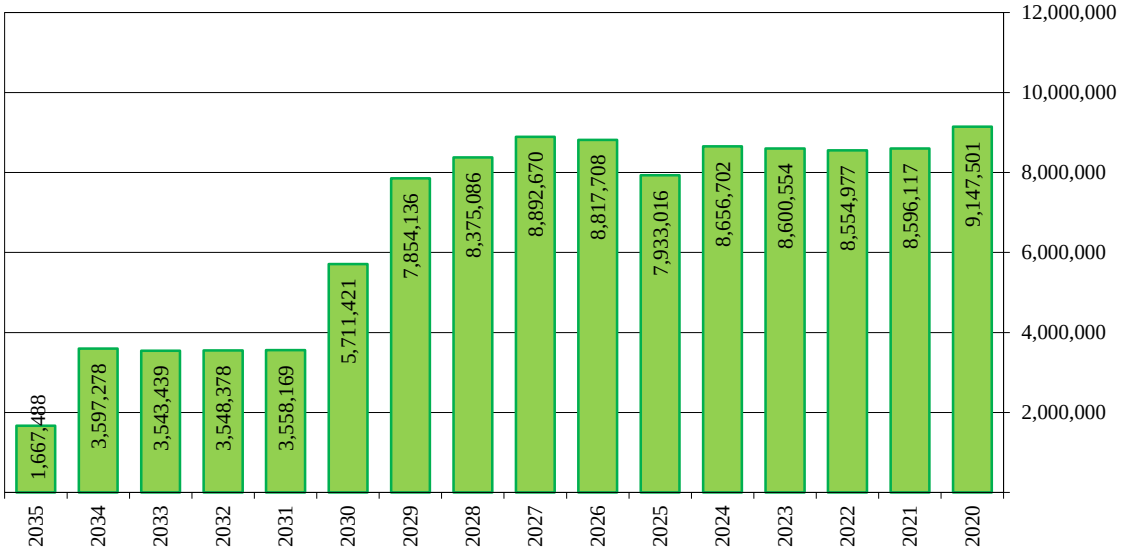
Debt Service Schedule - Table 15

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

as of June 30, 2019

Years of	…….Total Requirements……..			2015 Public Safety General Obligation Bonds		2002 Limited Tax Pension Obligations		2004 General Revenue Obligations	
Maturity	Total	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2019-2020	9,147,501	6,186,137	2,961,364	520,000	588,075	159,604	580,634	175,000	7,000
2020-2021	8,596,117	6,079,995	2,516,122	575,000	567,275	460,000	315,785		
2021-2022	8,554,977	6,233,680	2,321,297	625,000	544,275	530,000	284,275		
2022-2023	8,600,554	6,475,184	2,125,370	685,000	519,275	600,000	247,970		
2023-2024	8,656,702	6,737,856	1,918,846	745,000	491,875	685,000	206,870		
2024-2025	7,933,016	6,246,720	1,686,296	815,000	454,625		159,947		
2025-2026	8,817,708	7,331,793	1,485,915	890,000	413,875	865,000	159,947		
2026-2027	8,892,670	7,668,097	1,224,573	970,000	369,375	970,000	100,695		
2027-2028	8,375,086	7,410,655	964,431	1,050,000	330,575	500,000	34,250		
2028-2029	7,854,136	7,114,489	739,647	1,115,000	299,075				
2029-2030	5,711,421	5,160,305	551,116	1,190,000	265,625				
2030-2031	3,558,169	3,125,000	433,169	1,265,000	229,925				
2031-2032	3,548,378	3,210,000	338,378	1,345,000	190,394				
2032-2033	3,543,439	3,305,000	238,439	1,430,000	148,362				
2033-2034	3,597,278	3,465,000	132,278	1,520,000	101,888				
2034-2035	1,667,488	1,615,000	52,488	1,615,000	52,488				
Totals	$ 107,054,640	$ 87,364,911	$ 19,689,729	$ 16,355,000	$ 5,566,982	$4,769,604	$2,090,373	$ 175,000	$ 7,000

Annual Principal and Interest Requirements - All Funds



Fiscal Years Ending June 30

Debt Service Schedule - Table 15, continued

SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS

OUTSTANDING PRINCIPAL AND INTEREST - ALL FUNDS

as of June 30, 2019

Years of Maturity	2013 Water Revenue Bonds Principal	2013 Water Revenue Bonds Interest	2018 SRF WWTP Loans - Sewer Principal	2018 SRF WWTP Loans - Sewer Interest	2010 Wetlands Loan Principal	2010 Wetlands Loan Interest	2012 SRF ARRA Loan Principal	2012 SRF ARRA Loan Fee
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	$22,515,000	$ 6,587,677	$41,736,200	$ 5,369,416	$ 564,107	$ 26,031	$1,250,000	$ 42,250

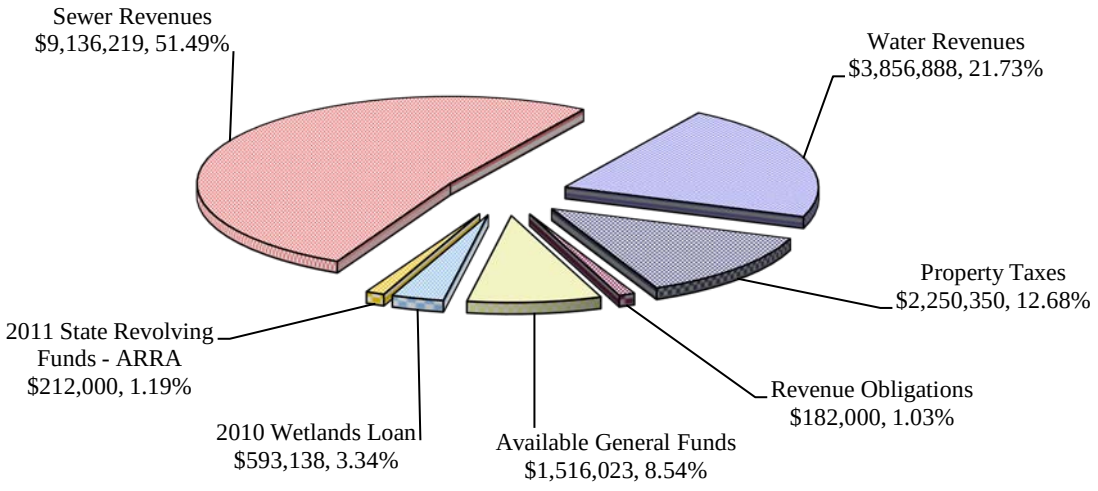
Debt Service Schedule - Table 16

SUMMARY OF DEBT SERVICE BY TYPE AND FUND

2019-2021 Biennium Requirements

Fund/Source/Debt Description	Principal	Interest	Total for 2019-2021
DEBT SERVICE FUND:			
General Obligation Bonds			
2015 Public Safety Facilities	$ 1,095,000	$ 1,155,350	$ 2,250,350
Revenue Obligation Bonds			
2004 General Revenue Obligations	175,000	7,000	182,000
Limited Tax Pension Obligations			
2002 Limited Tax Pension Obligations	619,604	896,419	1,516,023
Total Debt Service Fund	1,889,604	2,058,769	3,948,373
SEWER FUND:			
State Revolving Fund Loans			
2018 SRF WWTP Loan	7,372,421	1,763,798	9,136,219
2010 Wetlands Loan	567,107	26,031	593,138
2012 SRF ARRA Loan	200,000	12,000	212,000
Total Sewer Fund:	8,139,528	1,801,829	9,941,357
WATER FUND:			
Water Revenue Bonds			
2013 Full Faith and Credit Refunding Bonds	2,240,000	1,616,888	3,856,888
Total Water Fund:	2,240,000	1,616,888	3,856,888
Total Requirements for Fiscal Year 2019-2021	$ 12,269,132	$ 5,477,486	$17,746,618

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
2020	520,000	588,075	1,108,075
2021	575,000	567,275	1,142,275
2022	625,000	544,275	1,169,275
2023	685,000	519,275	1,204,275
2024	745,000	491,875	1,236,875
2025-2029	4,840,000	1,867,525	6,707,525
2030-2034	6,750,000	936,194	7,686,194
2035-2039	1,615,000	52,488	1,667,488
Totals	$ 16,355,000	$ 5,566,982	$ 21,921,982

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
2020	159,604	580,634	740,238
2021	460,000	315,785	775,785
2022	530,000	284,275	814,275
2023	600,000	247,970	847,970
2024	685,000	206,870	891,870
2025-2029	2,335,000	454,839	2,789,839
Totals	$ 4,769,604	$ 2,090,373	$ 6,859,977

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
2020	175,000	7,000	182,000
Totals	$ 175,000	$ 7,000	$ 182,000

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
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
Totals	$ 22,515,000	$ 6,587,677	$ 29,102,677

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
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
Totals	$ 41,736,200	$ 5,369,416	$ 47,105,616

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 0.5 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
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
Totals	$ 1,250,000	$ 42,250	$ 1,292,250

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
2020	477,436	22,564	500,000
2021	86,671	3,467	90,138
Totals	$ 564,107	$ 26,031	$ 590,138

TOTAL OUTSTANDING BONDS, CERTIFICATES OF PARTICIPATION, AND SRF LOANS

Years Ending June 30,	Principal	Interest	Totals
2020	6,186,137	2,961,364	9,147,501
2021	6,079,995	2,516,122	8,596,117
2022	6,233,680	2,321,297	8,554,977
2023-2027	34,459,650	8,441,000	42,900,650
2028-2032	26,020,449	3,026,741	29,047,190
2033-2037	8,385,000	423,205	8,808,205
Totals	$ 87,364,911	$ 19,689,729	$ 107,054,640

Debt Service Schedule - Table 18

REVENUE BOND COVERAGE: ENTERPRISE FUNDS

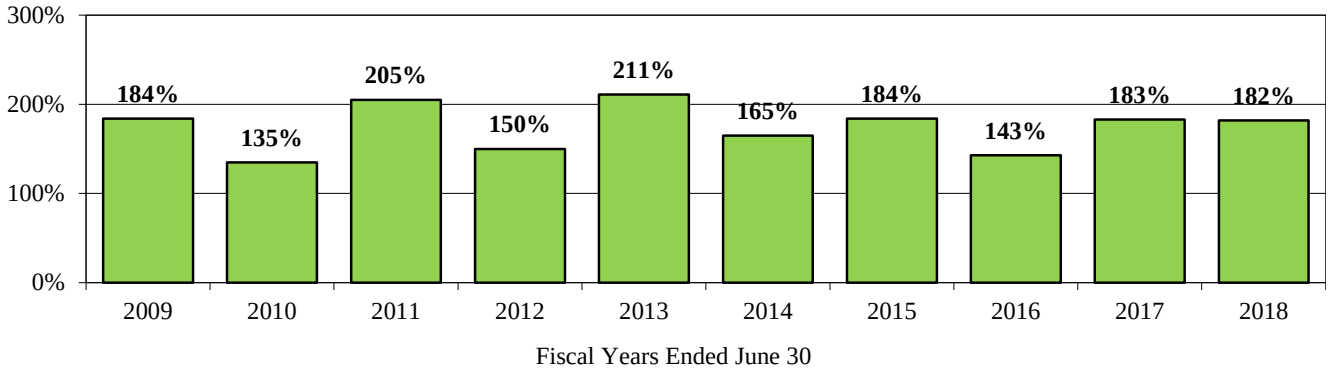
last 10 fiscal years

Fiscal Year Ended June 30,	Operating Revenue	Operating Expense[1]	Net Operating Revenue	Debt Requirements[2] Principal	Interest	Total Debt Requirements	Coverage
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	31,024,250	17,255,227	13,769,023	4,663,993	2,845,648	7,509,641	183.35%
2018	30,532,222	16,679,817	13,852,405	4,951,806	2,676,098	7,627,904	181.60%

[1] Operating expenses less depreciation.

[2] Includes principal and interest amounts paid from water and sewer revenues only.

Enterprise Funds Bond Coverage



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:

Administration
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 $1,181,400. Major interfund transfers include: $865,000 of State Revenue Sharing proceeds to the Albany Transit System; $410,000 of State Revenue Sharing proceeds to the Paratransit System; and $132,000 to the Parks & Recreation Fund. $170,800 is for Urban Forestry Management and $86,800 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 $7,170,000. Fire Med revenues are limited by federal reimbursement rates and have been budgeted at $340,000.

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. The 2019-21 biennium is the fourth, fifth and final years 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. The 2019-21 biennium is the fourth, fifth and final years 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.

REVENUE TRENDS AND ASSUMPTIONS

Property Taxes

The estimated 2019-21 collection of current property taxes for the General Fund will be $39,600,000. 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 2019-21, tax collections are estimated to rise by 3.5 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 2019-21, the fourth, fifth and final years of the levy, current tax collections are estimated to be $8,618,662. 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 13.99 percent of the General Fund budget. It is projected that the 2019-21 actual receipts will be more than those of 2018-19.

Licenses and Fees

Planning fees, based on annual averages, are forecast to decrease by approximately 34% in the 2019-21 biennium.

Intergovernmental Revenues

Intergovernmental revenues for the biennium are projected to decrease by $250k as compared to the Fiscal Year 2018-19. Rural fire district payments will increase by 7 percent, comparing the average of the biennium projections with the 2018-19 actuals. Marijuana, liquor, and cigarette taxes, and state revenue sharing, are forecast to increase by an average of 4% per year in the biennium.

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

Based on annual averages, court fines are estimated to increase by 3.0 percent from the 2019-21 estimate. Court staff is budgeted to decrease .4 FTE in the second year of the biennium.

Other Revenues

There are no major changes in this category, as the 2019-21 adopted budget reflects historical levels of activity.

Investment Earnings

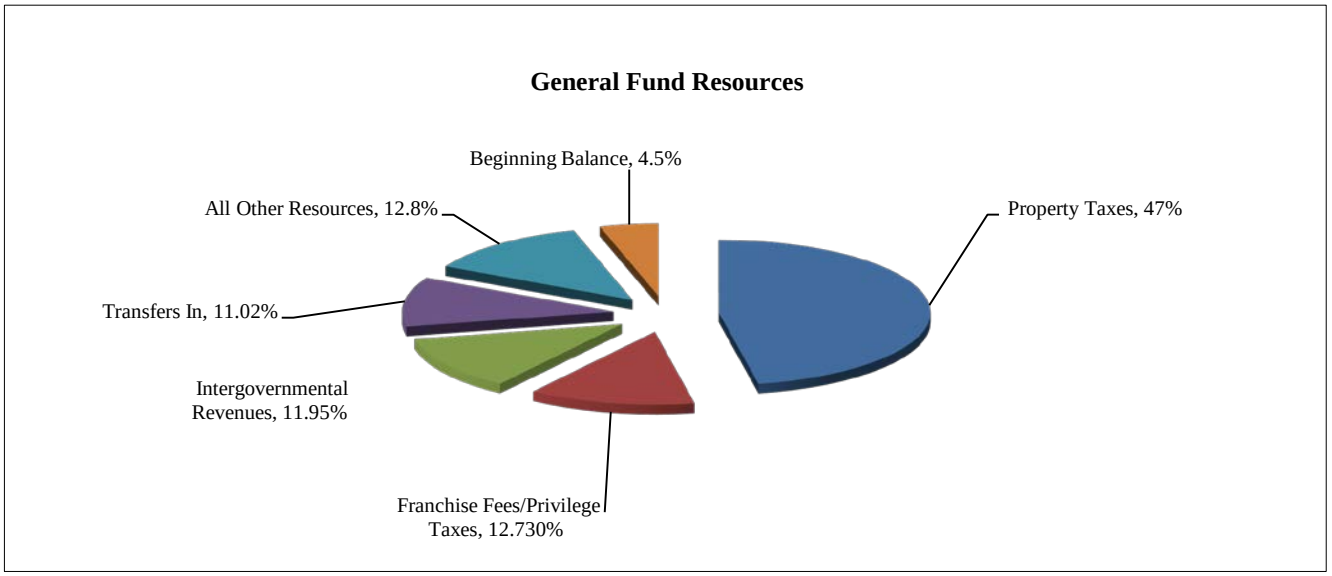
For 2019-21, interest earnings are expected to be $147,000.

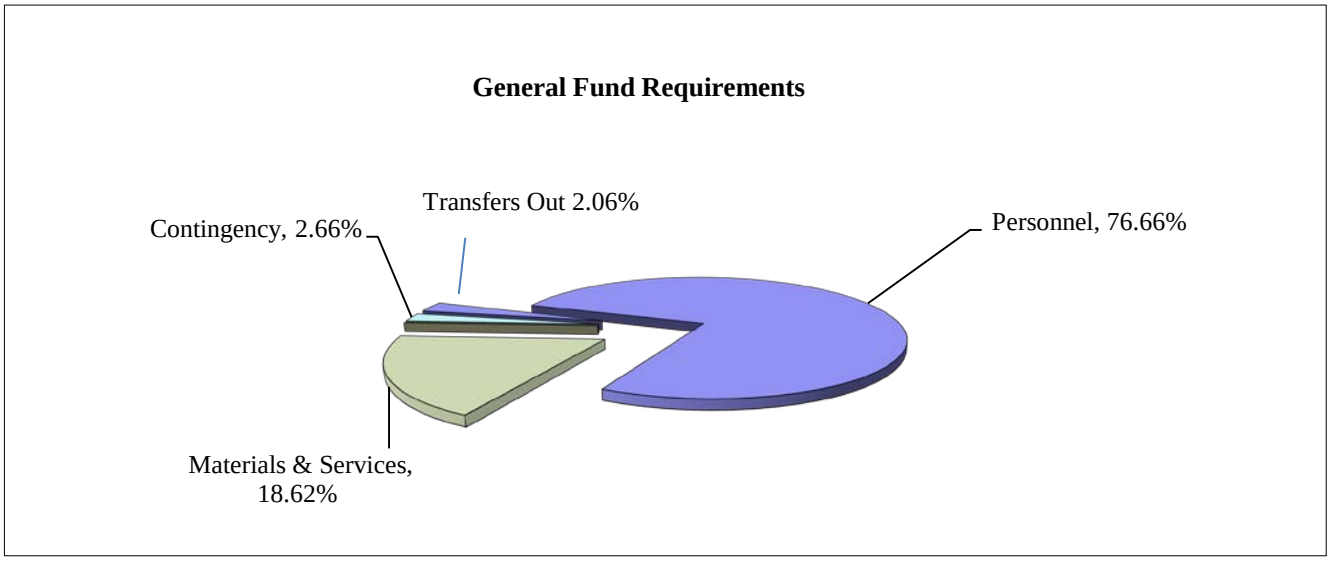
GENERAL FUND

Adopted for the 2019-21 Biennium

RESOURCES	
Property Taxes	40,750,000
Franchise Fees/Privilege Taxes	11,041,000
Licenses & Fees	724,300
Intergovernmental Revenues	10,361,300
Charges for Service	8,178,000
Fines & Forfeitures	1,811,200
Other Revenues	239,000
Investment Earnings	147,000
Transfers In	9,551,800
Beginning Balance	3,900,000
Total Resources	$86,703,600

REQUIREMENTS	
Personnel	66,467,400
Materials & Services	16,148,000
Capital	-
Transfers Out	1,784,600
Contingencies	2,303,600
Total Requirements	$86,703,600





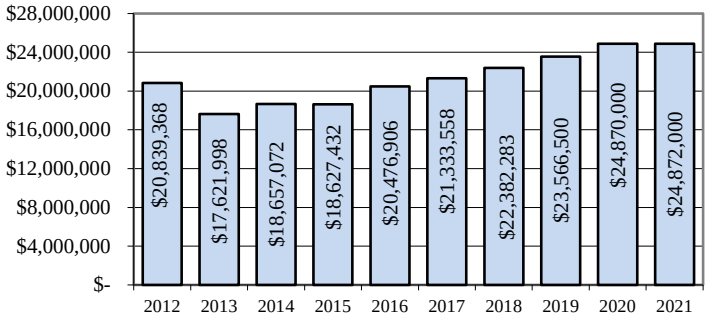
GENERAL FUND

(Amounts for 2012 through 2018 are actual. Budgeted amounts have been used for 2019-2021.)

Property Tax Collections

Year Ended/ Ending June 30,	Property Tax Collections	Percentage Increase
2012	$ 20,839,368	-
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	21,333,558	4.18%
2018	22,382,283	4.92%
2019	23,566,500	5.29%
2020	24,870,000	5.53%
2021	24,872,000	0.01%

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:

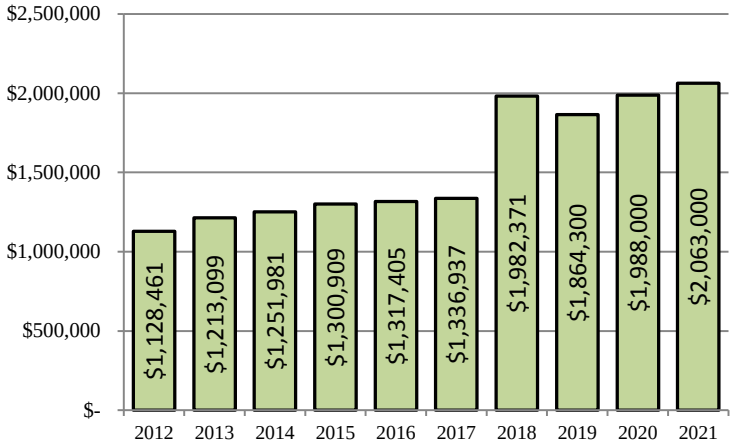
2012	$ 2,317,268
2013	1,833,900
2014	2,250,300
2015	2,422,600
2016	2,750,629
2017	2,985,814
2018	3,419,423
2019	4,045,500
2020	4,820,000
2021	4,172,000

[1] 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, Marijuana Taxes, and State Revenue Sharing

Year Ended/ Ending June 30,	State Shared Revenues	Percentage Increase (Decrease)
2012	$ 1,128,461	-
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	1,982,371	48.28%
2019	1,864,300	(5.96%)
2020	1,988,000	6.64%
2021	2,063,000	3.77%

State Shared Revenues (Ten Years)

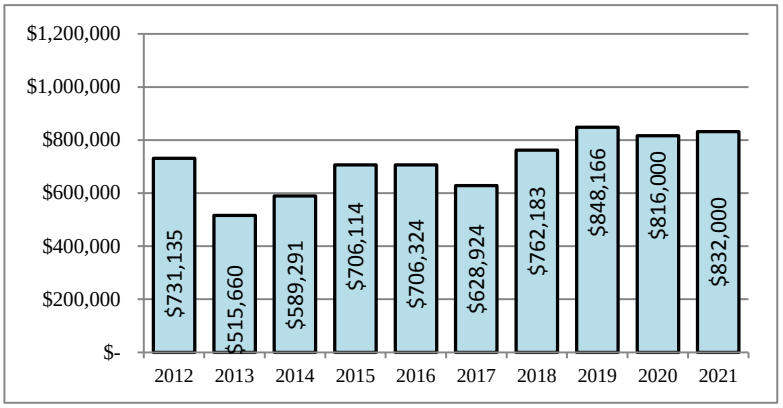


GENERAL FUND

Municipal Court Fines

Year Ended/ Ending June 30,	Fines	Percentage Increase (Decrease)
2012	$ 731,135	-
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	762,183	21.19%
2019	848,166	11.28%
2020	816,000	(3.79%)
2021	832,000	1.96%

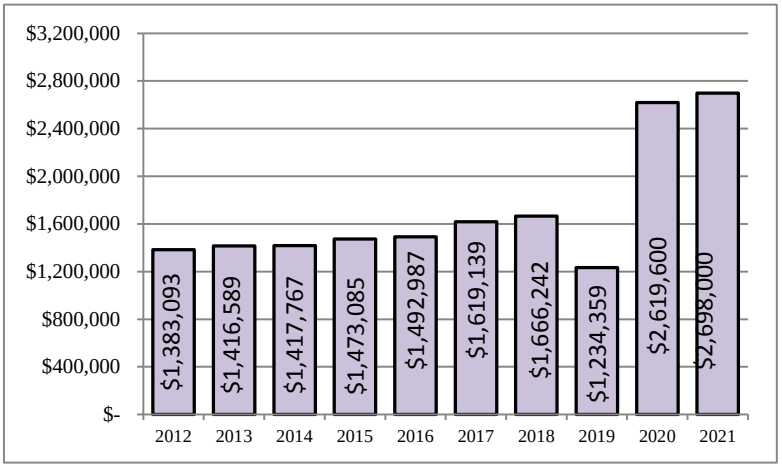
Municipal Court Fines (Ten Years)



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

Year Ended/ Ending June 30,	Rural Fire Districts	Percentage Increase (Decrease)
2012	$ 1,383,093	-
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	1,666,242	2.91%
2019	1,234,359	(25.92%)
2020	2,619,600	112.22%
2021	2,698,000	2.99%

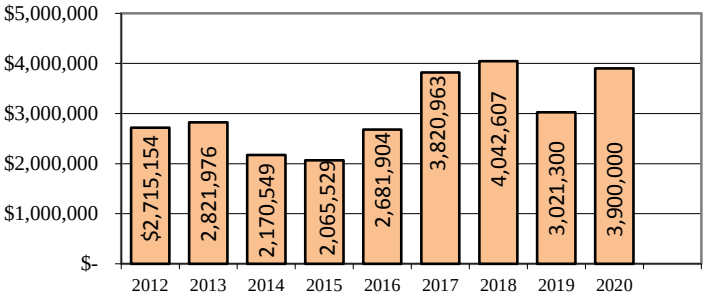
Rural Fire District Revenues (Ten Years)



Beginning Fund Balance

Year Ended/ Ending June 30,	Beginning Fund Balance	Percentage Increase (Decrease)
2012	$ 2,715,154	-
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	4,042,607	5.80%
2019	3,021,300	(25.26%)
2020	3,900,000	29.08%

Beginning Fund Balance (Ten Years)



GENERAL FUND

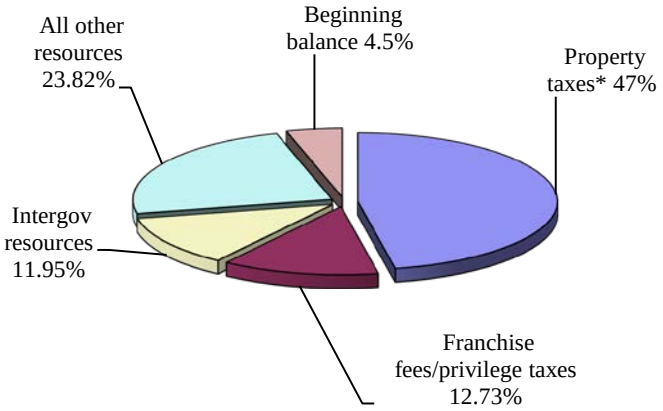
Other Statistics

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
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	35,324,085	7.59%	57.97%	62.83%
2017	31,250,564	3,095,014	3,820,963	38,166,541	10.01%	55.90%	68.27%
2018	33,908,716	3,580,023	4,042,607	41,531,346	9.73%	53.89%	66.01%
2019	36,544,651	3,674,725	3,368,468	43,587,844	7.73%	54.07%	64.49%
2019-21	73,351,800	9,451,800	3,900,000	86,703,600	4.50%	57.37%	67.91%

(1) General Resources include transfers from the Public Safety Levy Fund and the special resources revenue from the urban renewal district. All other transfers in and beginning fund balances are excluded.
(2) Total Resources include general resources, transfers in, and beginning fund balance.

2019-21 General Fund Resources

Property taxes*	40,750,000
Franchise fees/privilege taxes	11,041,000
Intergovernmental resources	10,361,300
All other resources	20,651,300
Beginning balance	3,900,000
Total Resources	$ 86,703,600



GENERAL FUND

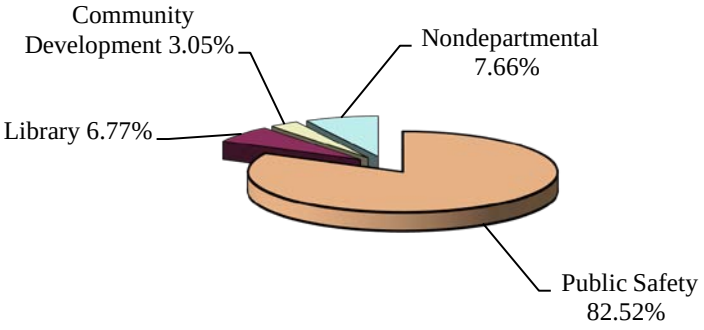
Expenditures/Requirements by Year

Year Ended/ Ending June 30,	Public Safety: Police, Fire, M. Court (1)	Library	Community Development: Planning, Code Enf.	Admin (2)	Total	Percent Change from Previous Year
2012	$ 22,294,567	$ 2,298,354	$ 1,090,750	$ 1,088,015	$ 26,771,686	-
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	32,036,033	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	34,462,300	2,889,900	1,253,600	2,353,400	40,959,200	8.35%
2020	36,045,300	2,972,400	1,513,900	1,278,200	41,809,800	2.08%
2021	37,046,000	3,040,300	1,370,700	3,436,800	44,893,800	7.38%

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

(2) FY 2021 includes the General Fund contingency.

2020-2021 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: Police, Fire, M. Court	Library	Community Dev: Planning, Code Enf.	Admin (2)	Total
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	84.13%	7.06%	3.06%	5.75%	100.00%
2020	86.21%	7.11%	3.62%	3.06%	100.00%
2021	82.52%	6.77%	3.05%	7.66%	100.00%

GENERAL FUND
Franchise Fee/Privilege Tax Collections
for Fiscal Years 2012 thru 2021*

Fiscal Year June 30,	……..Franchise Fees…….. Telephone	Garbage Collection	Cable/ROW Television	….Privilege Taxes…. Electricity	Natural Gas	Total	Annual % Change
2012	$ 130,185	$ 434,762	$ 521,337	$ 2,215,746	$ 685,743	$ 3,987,773	n/a
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	5,402,185	10.64%
2018	101,355	598,184	707,014	3,359,285	590,933	5,356,771	(0.84%)
2019	82,000	555,900	716,900	3,274,200	652,800	5,281,800	(1.40%)
2020	83,600	663,000	730,400	3,350,000	663,000	5,490,000	3.94%
2021	85,000	676,000	745,000	3,375,000	670,000	5,551,000	1.11%

* Actual receipts for years 2012 through 2019, amount budgeted for 2020 and 2021.

Annual Percentage Change for Each Fee and Tax

Fiscal Year June 30,	……..Franchise Fees…….. Telephone	Garbage Collection	Cable/ROW Television	….Privilege Taxes…. Electricity	Natural Gas	Total Annual % Change
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	17.86%	(11.18%)	(4.61%)	2.72%	(6.39%)	(0.84%)
2019	(19.10%)	(7.07%)	1.40%	(2.53%)	10.47%	(1.40%)
2020	1.95%	19.27%	1.88%	2.32%	1.56%	3.94%
2021	1.67%	1.96%	2.00%	0.75%	1.06%	1.11%

Average Annual Percentage Change for Each Fee and Tax
from Fiscal Year 2013 to Fiscal Year 2021

……..Franchise Fees…….. Telephone	Garbage Collection	Cable/ROW Television	….Privilege Taxes…. Electricity	Natural Gas	Total Average Annual % Change
(3.47%)	5.55%	4.29%	5.23%	(0.23%)	3.92%

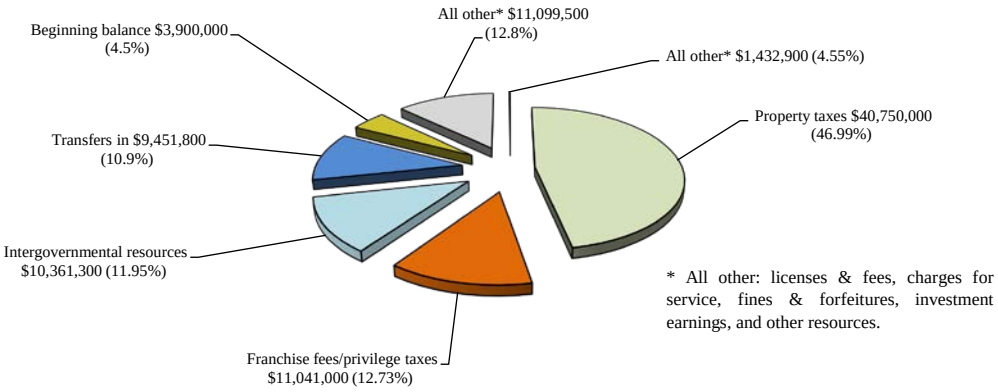
GENERAL FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Property Taxes - Current	17,778,294	18,518,560	18,965,500	18,965,500	39,600,000	108.80%	45.67%
Property Taxes - Delinquent	569,450	444,300	555,500	555,500	1,150,000	107.02%	1.33%
Privilege Tax: Electric	3,270,241	3,359,285	3,274,200	3,274,200	6,725,000	105.39%	7.76%
Franchise Fees: R-O-W Carriers	65,249	54,061	56,100	56,100	115,200	105.35%	0.13%
Franchise Fees: Telephone	85,996	101,355	82,000	82,000	168,600	105.61%	0.19%
Franchise Fees: Garbage Collection	673,482	598,184	555,900	555,900	1,339,000	140.87%	1.54%
Privilege Tax: Natural Gas	631,283	590,933	652,800	652,800	1,333,000	104.20%	1.54%
Franchise Fees: Cable TV	675,934	652,953	660,800	660,800	1,360,200	105.84%	1.57%
Permit Fees	-	800	1,500	1,500	3,000	100.00%	-
Number of Dogs Permit Fee	1,100	750	800	800	1,600	100.00%	-
Planning - CDBG Reimbursement	-	-	67,800	67,800	135,600	100.00%	0.16%
Fire Line Fees	57,590	60,858	62,000	62,000	360,000	480.65%	0.42%
Licenses	10,950	6,895	9,000	9,000	10,000	11.11%	0.01%
Library Fees	67,808	64,723	71,100	71,100	117,300	64.98%	0.14%
Planning Fees	157,604	297,380	155,600	155,600	206,000	32.39%	0.24%
Alarm Fees	17,437	14,358	16,000	16,000	26,400	65.00%	0.03%
Medical Marijuana Facility Permit	150	-	200	200	-	(100.00%)	-
State & City Marijuana Tax	-	442,723	300,300	300,300	775,000	158.08%	0.89%
DUII/Safety Belt Enf. Grants	17,657	7,440	6,900	6,900	-	(100.00%)	-
State Liquor Taxes	725,905	914,109	901,000	901,000	1,875,000	108.10%	2.16%
State Cigarette Taxes	71,511	64,945	63,000	63,000	126,000	100.00%	0.15%
State Revenue Sharing	539,521	560,594	600,000	600,000	1,275,000	112.50%	1.47%
Conflagration Response Reimb.	10,624	807,729	150,000	700,000	450,000	(35.71%)	0.52%
WComp Wage Subsidy Reimb	14,671	26,861	14,700	14,700	50,000	240.14%	0.06%
OT Reimbursement - DEA	1,512	-	1,500	1,500	3,000	100.00%	-
Linn County	15,829	14,412	13,200	13,200	26,400	100.00%	0.03%
County Assessments	-	28,952	25,000	25,000	80,000	220.00%	0.09%
Albany Rural Fire District	1,088,394	1,113,693	1,973,500	1,973,500	1,389,400	(29.60%)	1.60%
North Albany Rural Fire District	359,552	374,418	385,400	385,400	806,500	109.26%	0.93%
Palestine Rural Fire District	171,193	178,131	177,000	177,000	384,400	117.18%	0.44%
Millersburg Fire Protection	-	-	-	-	2,737,300	-	3.16%
GAPS Police Grant	50,000	70,000	90,000	90,000	305,700	239.67%	0.35%
Linn County Victim Impact Panel Grant	2,029	-	-	-	-	-	-
State Department of Forestry	3,221	3,221	-	-	-	-	-
SunGuard Outside Agencies	-	-	34,300	34,300	-	(100.00%)	-
Single-Role Medic Unit	5,702	3,671	-	-	-	-	-
InterCommunity Health	5,178	-	-	-	-	-	-
OSFM/USAR Teams Response Reimb.	5,835	25,746	20,100	20,100	22,000	9.45%	0.03%
Ambulance Service Fees	2,863,037	3,106,824	3,175,000	3,175,000	7,170,000	125.83%	8.27%
FireMed Fees	172,464	173,160	172,900	172,900	340,000	96.65%	0.39%
Linn County TLT	-	-	-	205,000	-	(100.00%)	-
Club Sales	362	650	500	500	400	(20.00%)	-
Space Rental	191,600	197,900	310,100	310,100	667,600	115.29%	0.77%
Municipal Court Fines	628,924	762,183	800,000	800,000	1,648,000	106.00%	1.90%
Parking Violations	5,322	4,247	5,500	5,500	11,000	100.00%	0.01%
Nuisance Vehicle Admin Fee	5,650	10,150	1,600	1,600	12,200	662.50%	0.01%
Dog Control Assessment	3,172	1,411	3,300	3,300	2,000	(39.39%)	-
Damaged Material Fine	7,422	5,903	-	-	8,000	-	0.01%
Gifts & Donations	5,682	5,890	5,100	5,100	5,000	(1.96%)	0.01%
Restitution Payments	-	125	-	-	-	-	-
DARE Donations	38	-	-	-	-	-	-
Grass Abatement Fee Principal	-	17,338	800	800	-	(100.00%)	-
Grass Abatement Fee Interest	-	1,178	-	-	-	-	-
Miscellaneous Revenue	84,225	71,976	86,800	86,800	170,000	95.85%	0.20%
Over & short	(194)	(144)	-	-	-	-	-
AEID Principal	30,310	31,574	25,200	25,200	64,000	153.97%	0.07%
AEID Interest	239	268	500	500	-	(100.00%)	-
Derelict Structure Fee	1,622	22,260	20,000	20,000	50,000	150.00%	0.06%
Derelict Structure Interest	-	528	-	-	-	-	-
Interest	49,786	93,245	49,000	49,000	147,000	200.00%	0.17%
Total Current Resources	31,200,563	33,908,706	34,599,000	35,354,000	73,251,800	107.20%	84.48%
From Public Safety Levy Fund	668,100	793,600	1,107,400	1,107,400	2,848,800	157.25%	3.29%
From Public Safety Levy-Police	1,173,854	1,328,320	1,491,600	1,491,600	3,118,700	109.08%	3.60%
From Public Safety Levy-Fire	1,143,860	1,297,503	1,446,500	1,446,500	3,024,500	109.09%	3.49%
From Grants Fund	-	-	-	-	160,600	-	0.19%
From Building Inspection	60,000	60,000	60,000	60,000	120,000	100.00%	0.14%
From Risk Management Fund	-	-	50,000	50,000	-	(100.00%)	-
From Economic Development	-	-	-	-	80,000	-	0.09%
From Transient Room Tax	49,200	50,600	52,200	52,200	99,200	90.04%	0.11%
Total Transfers In	3,095,014	3,530,023	4,207,700	4,207,700	9,451,800	124.63%	10.90%
From: CARA	50,000	50,000	50,000	50,000	100,000	100.00%	0.12%
Total Special Resources	50,000	50,000	50,000	50,000	100,000	100.00%	0.12%
Beginning Balance	3,820,963	4,042,607	3,021,300	3,021,300	3,900,000	29.08%	4.50%
Total General Fund Resources	$ 38,166,541	$ 41,531,336	$ 41,878,000	$ 42,633,000	$ 86,703,600	103.37%	100.00%

GENERAL FUND
REVENUE/RESOURCE SUMMARY

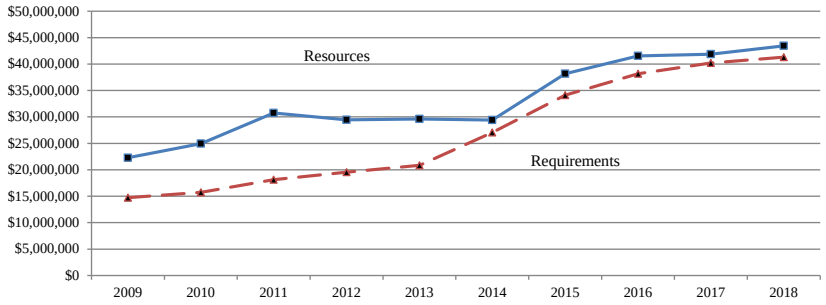
Resource type	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Property taxes	18,347,744	18,962,860	19,521,000	19,521,000	40,750,000	108.75%	46.99%
Franchise fees/privilege taxes	5,402,186	5,356,770	5,281,800	5,281,800	11,041,000	109.04%	12.73%
Licenses & fees	312,638	445,764	696,300	316,200	724,300	129.06%	0.84%
Intergovernmental resources	3,083,156	4,607,693	4,435,500	5,553,700	10,361,300	86.57%	11.95%
Charges for service	3,227,463	3,478,534	3,678,100	3,658,500	8,178,000	123.53%	9.43%
Fines & forfeitures	657,289	835,107	810,400	855,400	1,811,200	111.74%	2.09%
Other resources	120,302	128,733	138,900	118,400	239,000	101.86%	0.28%
Investment earnings	49,786	93,245	49,000	49,000	147,000	200.00%	0.17%
Total Current Resources	31,200,564	33,908,706	34,611,000	35,354,000	73,251,800	107.20%	84.48%
Transfers in	3,095,014	3,530,023	4,195,700	4,207,700	9,451,800	124.63%	10.90%
Special Resources	50,000	50,000	50,000	50,000	100,000	100.00%	0.12%
Beginning balance	3,820,963	4,042,607	3,021,300	3,021,300	3,900,000	29.08%	4.50%
TOTAL RESOURCES	$ 38,166,541	$ 41,531,336	$ 41,878,000	$ 42,633,000	$ 86,703,600	103.37%	100.00%

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



* All other: licenses & fees, charges for service, fines & forfeitures, investment earnings, and other resources.

GENERAL FUND RESOURCES AND REQUIREMENTS
Ten Fiscal Years



GENERAL FUND
REQUIREMENT AND STAFFING SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	Proposed	2019-21 Approved	Adopted
Nondepartmental/Administration							
Materials & Services	295,464	301,726	355,600	560,600	626,800	626,800	626,800
Transfers Out	1,283,600	1,404,500	847,200	847,200	1,652,600	1,784,600	1,784,600
Contingency	-	-	1,673,800	1,673,800	2,303,600	2,303,600	2,303,600
Municipal Court	822,614	847,384	945,600	945,600	1,967,600	1,967,600	1,967,600
Public Safety Levy: Fire	1,139,605	1,297,297	1,389,000	1,389,000	2,791,000	2,791,000	2,791,000
Fire & Life Safety	772,569	922,259	1,169,500	1,169,500	2,107,300	2,127,300	2,127,300
Fire Emergency Services	11,879,270	13,793,422	14,535,700	15,085,700	30,398,500	31,071,500	31,071,500
Police	13,217,115	14,503,217	15,326,400	15,326,400	31,890,200	32,015,200	32,015,200
Public Safety Levy: Police	1,169,828	1,327,979	1,491,700	1,491,700	3,118,700	3,118,700	3,118,700
Planning	852,674	917,054	1,253,600	1,253,600	2,884,600	2,884,600	2,884,600
Library	2,694,825	2,848,030	2,889,900	2,889,900	6,012,700	6,012,700	6,012,700
Total Requirements	$34,127,564	$38,162,868	$41,878,000	$42,633,000	$ 85,753,600	$ 86,703,600	$ 86,703,600
Requirements by Type							
Personnel	25,912,273	29,206,636	31,886,000	32,436,000	65,892,400	66,467,400	66,467,400
Materials & Services	6,719,810	7,378,674	7,421,000	7,626,000	15,905,000	16,148,000	16,148,000
Capital	211,881	173,058	50,000	50,000	-	-	-
Transfers Out	1,283,600	1,404,500	847,200	847,200	1,652,600	1,784,600	1,784,600
Contingency	-	-	1,673,800	1,673,800	2,303,600	2,303,600	2,303,600
Total Requirements	$34,127,564	$38,162,868	$41,878,000	$42,633,000	$ 85,753,600	$ 86,703,600	$ 86,703,600

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Contin-gency	Adopted Budget	% of Fund Budget
Nondepartmental/Administration	-	626,800	-	1,784,600	2,303,600	4,715,000	5.44%
Municipal Court	1,122,100	845,500	-	-	-	1,967,600	2.27%
Public Safety Levy: Fire	2,586,900	204,100	-	-	-	2,791,000	3.22%
Fire & Life Safety	1,813,400	313,900	-	-	-	2,127,300	2.45%
Fire Emergency Services	25,748,100	5,323,400	-	-	-	31,071,500	35.84%
Police	26,143,600	5,871,600	-	-	-	32,015,200	36.92%
Public Safety Levy: Police	2,747,900	370,800	-	-	-	3,118,700	3.60%
Planning	1,891,200	993,400	-	-	-	2,884,600	3.33%
Library	4,414,200	1,598,500	-	-	-	6,012,700	6.93%
Total Requirements	$66,467,400	$16,148,000	$ -	$ 1,784,600	$ 2,303,600	$ 86,703,600	100.00%
Percent of Fund Budget	76.66%	18.62%	-	2.06%	2.66%	100.00%	

Staffing Summary (FTE)	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-20 Adopted	2020-21 Adopted
Municipal Court	4.375	5.375	5.375	5.375	5.375	4.975
Public Safety Levy: Fire	8.000	8.000	8.000	8.000	8.000	8.000
Fire & Life Safety	5.000	5.000	6.000	6.000	5.000	5.000
Fire Emergency Services	67.908	72.408	72.100	75.100	74.900	76.060
Police	83.250	88.250	86.250	86.250	82.250	80.250
Public Safety Levy: Police	9.000	10.000	12.000	12.000	12.000	11.000
Planning	5.820	5.933	6.518	6.518	6.820	6.820
Library	20.925	21.700	21.700	21.700	21.063	21.063
Total FTE	204.278	216.666	217.943	220.943	215.408	213.168

PROGRAM NARRATIVE

GENERAL FUND: ADMINISTRATION (100-10001)

Responsible Manager/Title: Jeanna Yeager, Finance Director

FUNCTIONS AND RESPONSIBILITIES

- A transfer to the Parks and Recreation Fund provides 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.

CITY OF ALBANY, OREGON

PROGRAM 10001: ADMINISTRATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Materials & Services	291,833	301,726	355,600	560,600	626,800	66,200
Transfers Out	1,283,600	1,404,500	847,200	847,200	1,784,600	937,400
Contingencies	-	-	1,673,800	1,673,800	2,303,600	629,800
TOTAL EXPENDITURES	**$ 1,575,433**	**$ 1,706,226**	**$ 2,876,600**	**$ 3,081,600**	**$ 4,715,000**	**53.00%**

PROGRAM NARRATIVE

GENERAL FUND: MUNICIPAL COURT (100-10040)

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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	12/18	Completed	• 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.
	12/18	Completed	• Hire and train a new court clerk, to keep up with the increase in cases filed.
Budget Biennium 2019-2021			
Effective Government	12/19	In Progress	• Cross-train staff and create a procedures manual to maintain high service levels during absences.
	12/19	In Progress	• Work on bringing past due accounts current.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016	2017	2018	2019-2021*
Number of warrants issued	2,926	2,446	3,557	7,000
Case numbers issued	5,458	7,259	8,523	17,000
Crimes filed	1,802	1,835	2,366	4,700
Violations filed	3,417	5,093	5,893	11,800
Other filings	239	331	264	550
Municipal Court Fines	$706,324	$628,924	$762,183	$1,525,000

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	4.38	4.38	5.38	5.38
Second Year Budgeted FTEs	n/a	n/a	n/a	4.98

CITY OF ALBANY, OREGON

PROG 10040: MUNICIPAL COURT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	416,609	424,857	505,100	505,100	1,122,100	617,000
Materials & Services	317,821	416,948	440,500	440,500	845,500	405,000
Capital	88,185	5,580	-	-	-	-
TOTAL EXPENDITURES	**$ 822,615**	**$ 847,385**	**$ 945,600**	**$ 945,600**	**$ 1,967,600**	**108.08%**

PROGRAM NARRATIVE

GENERAL FUND: COMMUNITY DEVELOPMENT, PLANNING (100-15001)

Responsible Manager/Title: David Martineau, 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 keep 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 2018-2019			
Healthy Economy Great Neighborhoods	06/19	Completed	• Develop Multi-Year Code Amendment Plan.
	06/19	Completed	• Complete Phase I projects of Code Amendment Plan.
Budget Biennium 2019-2021			
Healthy Economy Great Neighborhoods	06/20		• Complete Phase II projects of Code Amendment Plan.
	06/20		• Complete Buildable Lands Inventory, Housing Needs & Economic Opportunities Analyses.
	06/21		• Complete Phase III (Final) projects of Code Amendment Plan.
	06/21		• Develop East I-5 Sub-Area Plan (grant dependent).

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of Planning applications.	82	137	130	260
Number of Pre-application meetings.	108	114	104	208
Percent of applications reviewed within state-mandated time limit.	100%	100%	100%	100%
Maintain or improve current FEMA CRS rating of 5.	6	6	5	5

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	5.82	5.93	6.52	6.82
Second Year Budgeted FTEs	n/a	n/a	n/a	6.82

CITY OF ALBANY, OREGON

PROG 15001: PLANNING

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	628,151	664,569	864,400	864,400	1,891,200	1,026,800
Materials & Services	224,525	252,485	389,200	389,200	993,400	604,200
TOTAL EXPENDITURES	**$ 852,676**	**$ 917,054**	**$ 1,253,600**	**$ 1,253,600**	**$ 2,884,600**	**130.11 %**

PROGRAM NARRATIVE

GENERAL FUND: POLICE DEPARTMENT (100-20001)

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 2018-2019			
Safe City	12/18	Not Met (32.85)	• Maintain Part I crimes at 32.0 per thousand residents or less annually with the goal of being at or below the Oregon average.
	12/18	Met (4:18)	• Maintain patrol response to priority-one calls of 5:00 minutes or less.
	12/18	Met (1.34)	• Maintain the combined number of fatal and injury collisions at 2.5 per thousand residents or less, annually.
	12/18	Met (72.6%)	• Achieve 60% clearance rate for violent crimes.
	12/18	Met (36.3%)	• Achieve 20% clearance rate for property crimes.
Budget Biennium 2019-2021			
Safe City	12/19 12/20		• Maintain Part I crimes at 32.0 per thousand residents or less annually with the goal of being at or below the Oregon average.
	12/19 12/20		• Maintain patrol response to priority-one calls of 5:00 minutes or less.
	12/19 12/20		• Maintain the combined number of fatal and injury collisions at 2.5 per thousand residents or less, annually.
	12/19 12/20		• Achieve 60% clearance rate for violent crimes.
	12/19 12/20		• Achieve 20% clearance rate for property crimes.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2017	2018	2019	2019-2021*
Number of calls for service.	------	43,266	45,000	95,000
Part 1 Crimes (UCR) (1).	1,547	1,746	1,800	3,600
Part 2 Crimes (UCR) (2).	6,536	10,939	11,000	22,000
Total number of arrests.	5,910	6,905	7,000	14,000
Number of uniform traffic citations and written warnings.	5,784	7,447	7,500	15,000
Animal and abandoned vehicle calls.	4,788	2,837	3,000	6,000

**First Biennial Budget Cycle*

(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

First Year Budgeted FTEs	83.25	88.25	86.25	82.25
Second Year Budgeted FTEs	n/a	n/a	n/a	80.25

CITY OF ALBANY, OREGON

PROG 20001: POLICE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	10,746,844	12,018,182	12,774,800	12,774,800	26,143,600	13,368,800
Materials & Services	2,443,046	2,457,035	2,551,600	2,551,600	5,871,600	3,320,000
Capital	27,223	28,000	-	-	-	-
TOTAL EXPENDITURES	**$ 13,217,113**	**$ 14,503,217**	**$ 15,326,400**	**$ 15,326,400**	**$ 32,015,200**	**108.89 %**

PROGRAM NARRATIVE

GENERAL FUND: POLICE – PUBLIC SAFETY LEVY (100-20005)

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.
- 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	2016-2017	2017-2018	2018-2019	2019-2021*
First Year Budgeted FTEs	9.00	10.00	12.00	12.00
*Second Year Budgeted FTEs	n/a	n/a	n/a	11.00

CITY OF ALBANY, OREGON

PROG 20005: PUBLIC SAFETY LEVY - POLICE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	953,283	1,040,859	1,297,100	1,297,100	2,747,900	1,450,800
Materials & Services	216,544	287,120	194,600	194,600	370,800	176,200
TOTAL EXPENDITURES	**$ 1,169,827**	**$ 1,327,979**	**$ 1,491,700**	**$ 1,491,700**	**$ 3,118,700**	**109.07 %**

PROGRAM NARRATIVE

GENERAL FUND: FIRE & LIFE SAFETY (100-25001)

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 2018-2019			
Safe City Effective Government	06/19	Ongoing	• Evaluate the need for an additional deputy fire marshal.
	06/19	Ongoing	• Evaluate the current plan review process and research a possible fee associated with plan review.
	06/19	Ongoing	• Support community efforts to provide cardio-pulmonary resuscitation (CPR) and automatic external defibrillator (AED) training in Albany schools.
	06/19	Completed	• Develop a process for getting all department fire investigators state certified.
Budget Biennium 2019-2021			
Safe City Effective Government	06/20		• Complete a Community Risk Reduction Assessment.
	06/20		• Target fire & life safety inspections in the City of Millersburg to bring into compliance.
	06/20		• Develop a full-scale earthquake exercise to be held in 2022.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of inspections and re-inspections of fire code-regulated occupancies.	1,500	1,749	1,750	2,800
Fire code violations noted vs. violations corrected.	2,499/1,239	2,168/2,063	1,500/1,400	2,500/2,800
Number of life safety education outreach activities.	200	200	400	800
Number of people involved in life safety education activities.	5,000	52,598[1]	60,000	120,000

[1] The use of social media and other outreach platforms in the FY increased the number of people involved in life safety education activities.
**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	136	3.00	5.00	6.00	5.00
Second Year Budgeted FTEs		n/a	n/a	n/a	5.00

CITY OF ALBANY, OREGON

PROG 25001: FIRE & LIFE SAFETY

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	633,748	748,692	978,500	978,500	1,813,400	834,900
Materials & Services	138,823	173,568	191,000	191,000	313,900	122,900
TOTAL EXPENDITURES	**$ 772,571**	**$ 922,260**	**$ 1,169,500**	**$ 1,169,500**	**$ 2,127,300**	**81.90%**

PROGRAM NARRATIVE

GENERAL FUND: PUBLIC SAFETY LEVY (100-25005)

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

FUNCTIONS AND RESPONSIBILITIES

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

STAFFING SUMMARY	2016-2017	2017-2018	2018-2019	2019-2021
First Year Budgeted FTEs	8.00	8.00	8.00	8.00
Second Year Budgeted FTEs	n/a	n/a	n/a	8.00

CITY OF ALBANY, OREGON

PROG 25005: PUBLIC SAFETY LEVY - FIRE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	1,048,749	1,097,576	1,218,100	1,218,100	2,586,900	1,368,800
Materials & Services	90,856	199,721	170,900	170,900	204,100	33,200
TOTAL EXPENDITURES	**$ 1,139,605**	**$ 1,297,297**	**$ 1,389,000**	**$ 1,389,000**	**$ 2,791,000**	**100.94%**

PROGRAM NARRATIVE

GENERAL FUND: FIRE DEPARTMENT EMERGENCY SERVICES (100-25010)

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

FUNCTIONS AND RESPONSIBILITIES

- Adequately staff to 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 2018-2019			
Safe City Effective Government	12/18	Completed	• Complete Insurance Service Organization evaluation process.
	12/18	Completed	• Validate data and improve response time tracking by tracking turnout time and implementing new strategies to decrease overall response times.
	06/19	Ongoing	• Improve cardiac arrest survival rates through implementation of new CPR standards, public education, and improved AED access.
	12/18	Ongoing	• Implement fleet and maintenance tracking system that is convenient for the end user and allows for easy access to data.
	06/19	Completed	• Develop and establish a plan to improve training facilities at Station 12 by identifying training needs, costs, and possible funding sources.
	06/19	Completed	• Establish a long-range funding plan to replace the department's two oldest ambulances.
Budget Biennium 2019-2021 Safe City Effective Government	06/20		• Maintain current emergency service minimum staffing levels.
	06/20		• Develop a plan and take tangible steps to either repair or replace current radio system.
	06/20		• Review and update department policies.
	06/21		• Improve cardiac arrest survival rates through implementation of new CPR standards, public education, and improved AED access.
	06/21		• Maintain facilities and develop a plan to make necessary improvements.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Total emergency responses.	9,038	9,341	9,500	21,000
Fire-related civilian death/injuries.	0/3	0/2	0/1	0/0
Structure fires.	56	61	60	120
Special rescue responses (hazmat, technical, water).	33	41	42	84
Value of property responded to vs. value loss (millions of $).	$562/$7.2	$19/$4	$18/$3	$36/$6
Structure fire response time (alarm to arrival % < 6 min). [1]	62%	63%	62%	60%
Fire response mutual aid provided vs. mutual aid received.	73/28	87/41	35/16	80/40
Field transports to out-of-community medical facilities.	815	911	800	1,650
Inter-facility transfers.	660	641	642	1,300
Billing percent received (includes Medicare write-offs).	42.0%	39%	39%	39%
EMS responses per 1,000 population served (Mean for cities under 100k = 77.77).	114	130	134	138

[1]Responses are within city of Albany borders.
**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	67.91	76.60	79.60	74.90
Second Year Budgeted FTEs	n/a	n/a	n/a	76.06

CITY OF ALBANY, OREGON

PROG 25010: FIRE EMERGENCY SERVICES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	9,670,064	11,308,708	12,256,400	12,806,400	25,748,100	12,941,700
Materials & Services	2,112,736	2,345,236	2,229,300	2,229,300	5,323,400	3,094,100
Capital	96,473	139,478	50,000	50,000	-	(50,000)
TOTAL EXPENDITURES	**$ 11,879,273**	**$ 13,793,422**	**$ 14,535,700**	**$ 15,085,700**	**$ 31,071,500**	**105.97%**

PROGRAM NARRATIVE

GENERAL FUND: LIBRARY (100-55001)

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 2018-2019			
Effective Government	06/19	Completed	• Partner with Linn county libraries to improve access to library services.
	06/19	Completed	• Apply for federal E-rate discounts.
Great Neighborhoods	06/19	Completed	• Collaborate with Greater Albany Public Schools (GAPS) to improve access to library services.
Budget Biennium 2019-2021			
Great Neighborhoods	06/21		• Collaborate with GAPS to improve access to library services.
Effective Government	06/21		• Strategic thinking/engagement with staff and community.
	06/21		• Formalize library facilities maintenance and projects calendar.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Library visitors.	343,000	296,000	300,000	600,000
Program attendance.	14,000	18,000	20,000	42,000
Circulation.	605,000	581,000	585,000	1,170,000

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	20.93	21.70	21.70	21.06
Second Year Budgeted FTEs	n/a	n/a	n/a	21.06

CITY OF ALBANY, OREGON

PROG 55001: LIBRARY

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	1,811,193	1,903,193	1,991,600	1,991,600	4,414,200	2,422,600
Materials & Services	883,634	944,833	898,300	898,300	1,598,500	700,200
TOTAL EXPENDITURES	**$ 2,694,827**	**$ 2,848,026**	**$ 2,889,900**	**$ 2,889,900**	**$ 6,012,700**	**108.06 %**

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 2019-21, the Parks & Recreation Fund is forecast to receive current property taxes totalling $9,850,000.

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 2019-21 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 17.94 percent of the total fund resources. Grants from the Federal Transit Administration and local gevernment agencies provide 64.19 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. The 2019-21 biennium is the fourth , fifth, and final years 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 $8,190,000 in the 2019-21 biennium, increasing $5,140,000 from 2018-19.

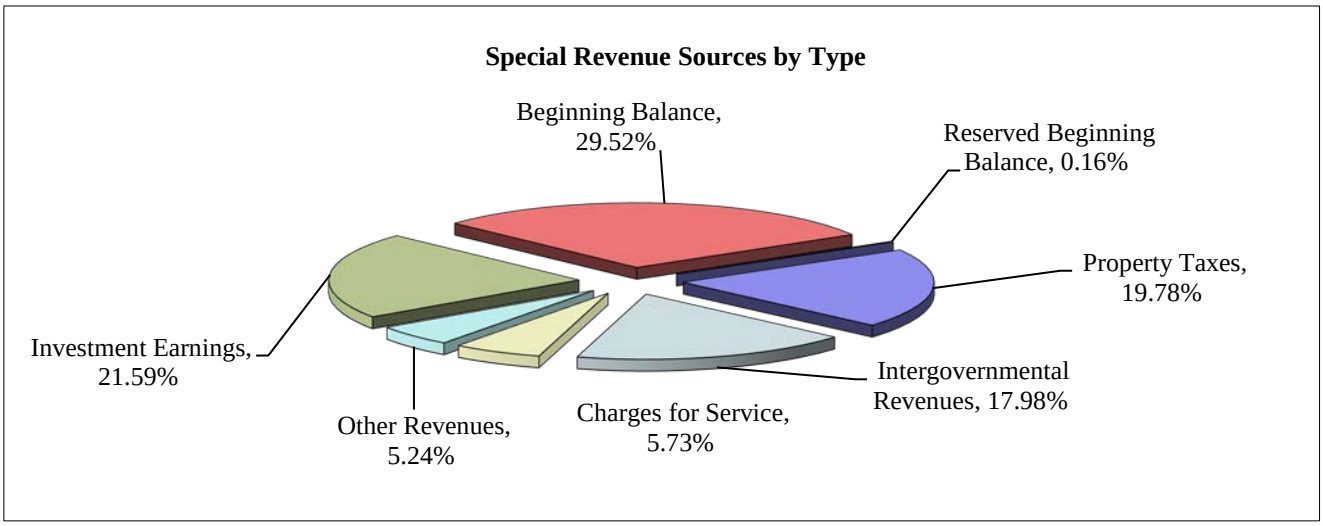
The five-percent sewer and water in-lieu-of franchise fee will generate $1,366,000 and $1,232,800 from the Sewer and Water Funds respectively. Revenues from the franchise fees are expected to rise three to five percent annually as water and sewer rates rise over the next ten years.

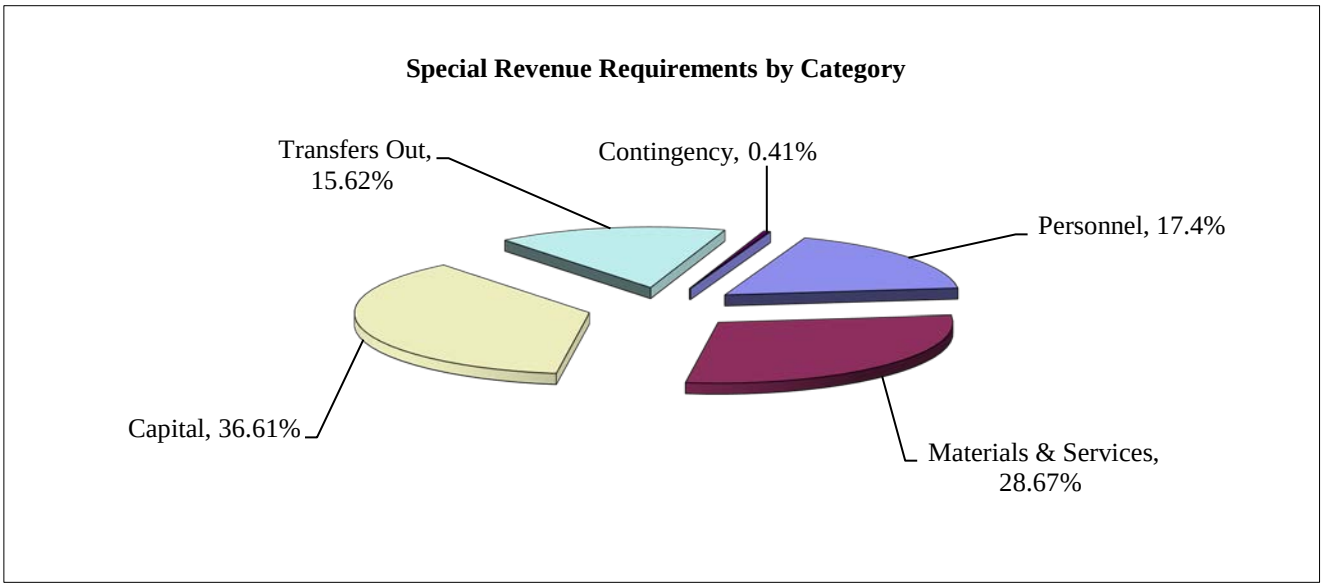
SPECIAL REVENUE FUNDS

Adopted for the 2019-21 Biennium

RESOURCES	
Property Taxes	18,242,000
Transient Room Taxes	2,105,800
Licenses & Fees	6,731,700
Intergovernmental Revenues	16,580,100
Charges for Service	5,278,700
Other Revenues	4,831,800
Investment Earnings	416,600
Transfers In	10,652,300
Beginning Balance	27,220,900
Reserved Beginning Balance	143,300
Total Resources	$ 92,203,200

REQUIREMENTS	
Personnel	16,042,900
Materials & Services	26,430,400
Capital	33,751,500
Transfers Out	14,399,200
Contingency	370,600
Unappropriated	1,208,600
Total Requirements	$ 92,203,200





PARKS & RECREATION FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Property Taxes - Current	$ 4,444,573	$ 4,629,640	$ 4,741,300	$ 4,741,300	$ 9,850,000	107.75%	56.21%
Property Taxes - Delinquent	142,333	111,019	100,000	100,000	200,000	100.00%	1.14%
Parks SDC: Principal	387	4,081	3,500	3,500	2,000	(42.86%)	0.01%
Parks SDC: Interest	113	2,405	800	800	1,000	25.00%	0.01%
Parks Systems Development Charges	360,575	469,425	325,000	325,000	435,000	33.85%	2.48%
Street Tree Development Fees	94,000	14,000	5,000	5,000	10,000	100.00%	0.06%
State Marine Board	7,500	17,800	7,500	7,500	15,600	108.00%	0.09%
Charges for Services	15,000	15,000	15,000	15,000	34,600	130.67%	0.20%
Agriculture Lease Payments	1,107	3,203	3,200	3,200	6,400	100.00%	0.04%
CYF Recreation Fees	61,062	28,237	50,000	50,000	110,000	120.00%	0.62%
CYF Sponsorships	7,000	9,986	15,000	15,000	47,000	213.33%	0.27%
Adult Recreation Fees	66,707	56,436	60,000	60,000	135,000	125.00%	0.77%
Swimming Pool Receipts	83,327	96,066	93,000	93,000	195,000	109.68%	1.11%
Senior Center Rental Fees	16,640	21,624	17,000	17,000	40,000	135.29%	0.23%
Maple Lawn Preschool Fees	85,680	98,908	95,000	95,000	125,000	31.58%	0.71%
Sports Program Fees	108,868	104,502	135,000	135,000	266,500	97.41%	1.52%
Waverly Boat Revenues	5,805	8,726	6,500	6,500	16,000	146.15%	0.09%
Park Permits	28,383	20,909	12,000	12,000	24,000	100.00%	0.14%
Preschool Material/Service Fees	4,454	5,797	4,600	4,600	-	(100.00%)	-
Senior Program Fees	6,372	7,013	15,000	15,000	30,000	100.00%	0.17%
NWAAF Fees	10,145	11,905	12,000	12,000	22,000	83.33%	0.13%
Hot Air Balloon Rides	6,975	11,925	9,000	9,000	26,000	188.89%	0.15%
Senior Newsletter	9,975	10,722	10,000	10,000	16,000	60.00%	0.09%
Gift Shop Revenue	14,525	14,201	10,000	10,000	21,000	110.00%	0.12%
Trip Revenue	82,193	97,145	64,000	64,000	140,000	118.75%	0.80%
Merchandise Sales - Aquatics	2,871	2,444	2,000	2,000	1,300	(35.00%)	0.01%
Cool! Facility Rental Fees	11,235	14,181	8,000	8,000	19,500	143.75%	0.11%
Concession Sales - Aquatic	11,213	12,628	6,000	6,000	8,500	41.67%	0.05%
Concession Sales - Sports	582	757	2,000	2,000	10,000	400.00%	0.06%
Concessions - Cool!	-	-	-	-	20,500	-	0.12%
Merchandise Sales - Cool!	-	-	-	-	4,500	-	0.03%
Public Arts	148	318	1,000	1,000	1,000	-	0.01%
Track Club Revenue	2,277	75	5,000	5,000	4,000	(20.00%)	0.02%
Facility Enhancement Fee	7,200	1,575	6,800	6,800	13,600	100.00%	0.08%
ACP Swimming Pool Receipts	140,860	152,046	145,000	145,000	310,000	113.79%	1.77%
ACP Facility Rental Fees	25,380	28,279	22,000	22,000	55,000	150.00%	0.31%
Tournament Rental Fees	8,050	4,989	10,000	10,000	45,500	355.00%	0.26%
Youth Program User Fees	-	-	2,500	2,500	5,000	100.00%	0.03%
Community Garden Revenues	250	250	-	-	-	-	-
Pool Room Revenue	817	858	700	700	1,900	171.43%	0.01%
River Rhythms Food Faire	13,437	23,629	15,000	15,000	24,500	63.33%	0.14%
NWAAF Food Vendors	18,730	16,133	15,000	15,000	24,500	63.33%	0.14%
River Rhythms Souvenir Sales	1,794	1,514	2,400	2,400	4,000	66.67%	0.02%
NWAAF Souvenir Sales	90	370	1,500	1,500	4,000	166.67%	0.02%
Summer Sounds - Food Vendors	3,250	4,496	2,500	2,500	6,000	140.00%	0.03%
Festival Latino - Food Vendors	310	300	200	200	-	(100.00%)	-
Festival Latino Resource Fair	735	1,085	1,000	1,000	-	(100.00%)	-
NWAAF Parking	-	-	12,000	12,000	40,000	233.33%	0.23%
Park Maintenance Revenue	-	882	5,000	5,000	10,000	100.00%	0.06%
SDC Administrative Charges	32,000	35,000	120,000	120,000	200,000	66.67%	1.14%
Trolley Rental Charges	-	1,280	-	-	-	-	-
River Rhythms Donations	10,290	14,924	11,000	11,000	24,500	122.73%	0.14%

continued

PARKS & RECREATION FUND
RESOURCE DETAIL, continued

Resources, continued	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
NWAAF Donations	23,732	22,219	20,000	20,000	16,500	(17.50%)	0.09%
Lumber to Legacy Program Revenues	875	-	-	-	-	-	-
Summer Sounds - Donations	4,905	4,561	4,500	4,500	10,000	122.22%	0.06%
Summer Sounds - Sponsorships	21,557	20,114	25,000	25,000	59,000	136.00%	0.34%
Festival Latino Sponsorships	3,500	1,604	2,500	2,500	-	(100.00%)	-
Gifts & Donations	15,484	14,519	20,700	20,700	20,200	(2.42%)	0.12%
Senior Center Sponsorships	8,833	9,317	15,000	15,000	27,000	80.00%	0.15%
CPAS Sponsorships	7,000	5,417	-	-	-	-	-
River Rhythms Sponsorships	91,878	110,071	85,000	85,000	225,000	164.71%	1.28%
NWAAF Sponsorships	84,364	81,378	90,000	90,000	205,000	127.78%	1.17%
Aquatic Sponsorship	3,500	167	10,000	10,000	10,000	-	0.06%
Sports Sponsorship	3,950	3,596	10,000	10,000	10,000	-	0.06%
Aquatic Donations	67,000	70,000	70,000	70,000	142,000	102.86%	0.81%
Albany GEMS	5,296	12,953	13,000	13,000	31,000	138.46%	0.18%
Miscellaneous Revenue	31,355	44,443	9,000	9,000	40,000	344.44%	0.23%
Over & short	(1)	(12)	-	-	-	-	-
Brochure Advertising Revenue	2,220	1,359	2,500	2,500	2,000	(20.00%)	0.01%
General Fundraising	-	-	-	-	-	-	-
Land Sales	-	-	-	-	-	-	-
Interest	36,671	40,313	35,100	35,100	65,200	85.75%	0.37%
Total Current Resources	6,367,361	6,630,701	6,618,300	6,618,300	13,468,800	103.51%	76.91%
From Parks Fund	39,801	9,442	-	-	-	-	-
From General Fund	187,200	187,200	187,200	187,200	389,600	108.12%	2.22%
From Equipment Replacement	-	-	69,000	69,000	-	(100.00%)	0.00%
From Economic Development	47,000	47,000	-	-	-	-	0.00%
From Street Fund	80,000	80,000	80,000	80,000	160,000	100.00%	0.91%
From Parks SDC Program	-	-	320,000	320,000	550,000	71.88%	3.13%
From Capital Projects Fund	-	-	-	-	-	-	-
From Transient Room Tax	171,800	177,000	182,300	182,300	346,600	90.13%	1.98%
From: Senior Center Endowment Fund	-	47,692	-	-	-	-	-
Total Transfers In	525,801	548,334	838,500	838,500	1,446,200	72.47%	8.25%
Beginning Balance	2,438,031	2,651,681	2,514,300	2,514,300	2,598,300	3.34%	14.84%
Total Resources	$ 9,331,193	$ 9,830,716	$ 9,971,100	$ 9,971,100	$17,513,300	75.64%	100.00%

SUMMARY BY SOURCE

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Property Taxes	$ 4,586,907	$ 4,740,659	$ 4,841,300	$ 4,841,300	$10,050,000	107.59%	57.39%
Licenses and Permits	476,875	509,188	357,700	357,700	483,600	35.20%	2.76%
Intergovernmental Resources	7,500	17,800	7,500	7,500	15,600	108.00%	0.09%
Charges for Services	874,166	910,439	989,000	989,000	2,018,200	104.06%	11.52%
Other Resources	385,243	412,304	387,700	387,700	836,200	115.68%	4.77%
Investment Earnings	36,671	40,313	35,100	35,100	65,200	85.75%	0.37%
Total Current Resources	6,367,361	6,630,701	6,618,300	6,618,300	13,468,800	103.51%	76.90%
Transfers In	525,801	548,334	838,500	838,500	1,446,200	72.47%	8.26%
Beginning Balance	2,438,031	2,651,681	2,514,300	2,514,300	2,598,300	3.34%	14.84%
Total Resources	$ 9,331,193	$ 9,830,716	$ 9,971,100	$ 9,971,100	$17,513,300	75.64%	100.00%

PARKS & RECREATION FUND
REQUIREMENT SUMMARIES

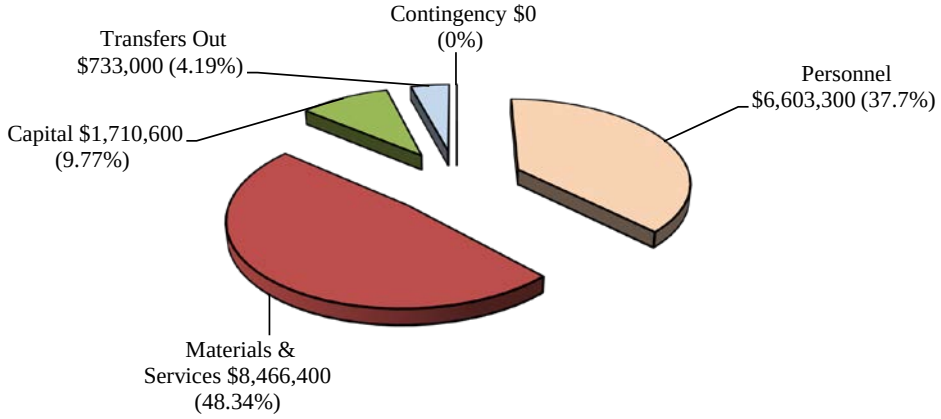
Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Sports Services	204,447	278,625	312,000	312,000	729,500	729,500	729,500
Children/Youth/Family Recreation Services	345,510	330,434	369,200	369,200	477,900	734,900	734,900
Resource Development/ Marketing Services	381,420	249,801	277,900	277,900	458,800	458,800	458,800
Park Maintenance Services	2,049,589	1,619,012	1,636,500	1,684,500	4,598,700	4,598,700	4,598,700
Parks & Recreation Administration	1,545,840	1,621,130	1,784,300	1,736,300	3,634,100	3,634,100	3,634,100
Aquatic Services	771,937	847,504	916,500	916,500	1,924,900	1,924,900	1,924,900
Adult Recreation Services	581,798	606,811	657,100	657,100	1,254,300	1,254,300	1,254,300
Performance and Cultural Arts	551,948	530,952	645,900	645,900	1,421,900	1,421,900	1,421,900
Park Facilities Repair & Construction	-	740,067	654,300	654,300	-	-	-
Park SDC Projects	231,214	85,412	2,322,700	2,322,700	2,109,600	2,109,600	2,109,600
Senior Center Foundation	14,246	12,742	74,700	74,700	96,600	96,600	96,600
Parks Capital Improvement Program	1,562	9,442	320,000	320,000	550,000	550,000	550,000
Total Requirements	$6,679,511	$6,931,932	$ 9,971,100	$ 9,971,100	$17,256,300	$17,513,300	$17,513,300
Requirements by Type							
Personnel	2,718,783	2,874,730	3,166,400	3,166,400	6,352,300	6,603,300	6,603,300
Materials & Services	3,634,944	3,635,969	4,070,600	4,118,600	8,460,400	8,466,400	8,466,400
Capital	103,682	232,236	2,059,700	2,059,700	1,710,600	1,710,600	1,710,600
Transfers Out	222,105	188,996	499,400	499,400	733,000	733,000	733,000
Contingency	-	-	175,000	127,000	-	-	-
Total Requirements	$6,679,514	$6,931,931	$ 9,971,100	$ 9,971,100	$17,256,300	$17,513,300	$17,513,300

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Contin-gency	Adopted Budget	% of Fund Budget
Sports Services	406,000	323,500	-	-	-	729,500	4.17%
Children/Youth/Family Recreation Services	582,300	152,600	-	-	-	734,900	4.20%
Resource Development/ Marketing Services	223,200	235,600	-	-	-	458,800	2.62%
Park Maintenance Services	2,067,500	2,381,200	150,000	-	-	4,598,700	26.26%
Parks & Recreation Administration	1,019,000	2,432,100	-	183,000	-	3,634,100	20.75%
Aquatic Services	1,266,500	658,400	-	-	-	1,924,900	10.99%
Adult Recreation Services	885,300	369,000	-	-	-	1,254,300	7.16%
Performance and Cultural Arts	153,500	1,268,400	-	-	-	1,421,900	8.12%
Park SDC Projects	-	549,000	1,010,600	550,000	-	2,109,600	12.05%
Senior Center Foundation	-	96,600	-	-	-	96,600	0.54%
Parks Capital Improvement Program	-	-	550,000	-	-	550,000	3.14%
Total Requirements	$6,603,300	$8,466,400	$ 1,710,600	$ 733,000	$ -	$17,513,300	100.00%
Percent of Fund Budget	37.70%	48.34%	9.77%	4.19%	-	100.00%	

PARKS & RECREATION FUND
STAFFING SUMMARY AND REQUIREMENTS BY TYPE

Staffing Summary (FTE)	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-20 Adopted	2020-21 Adopted
Sports Services	1.000	2.000	2.000	2.000	2.000	2.000
Children/Youth/Family Recreation Services	4.075	5.313	3.888	3.888	4.688	1.500
Resource Development/ Marketing Services	2.700	2.500	2.000	2.000	1.000	1.000
Park Maintenance Services	9.500	5.500	5.300	5.300	8.500	8.500
Parks & Recreation Administration	4.450	4.750	4.000	4.000	4.000	4.000
Aquatic Services	3.500	4.000	4.000	4.000	3.900	3.900
Adult Recreation Services	3.650	3.250	4.750	4.500	4.000	4.000
Performance & Cultural Arts	-	-	-	-	0.500	0.500
Park Facilities Repair & Construction	-	4.000	4.000	4.000	-	-
Total FTE	28.875	31.313	29.938	29.688	28.588	25.400

REQUIREMENTS BY TYPE
Category Total and Percent of Budget



PARKS & RECREATION FUND

RESOURCES BY TYPE, TEN FISCAL YEARS

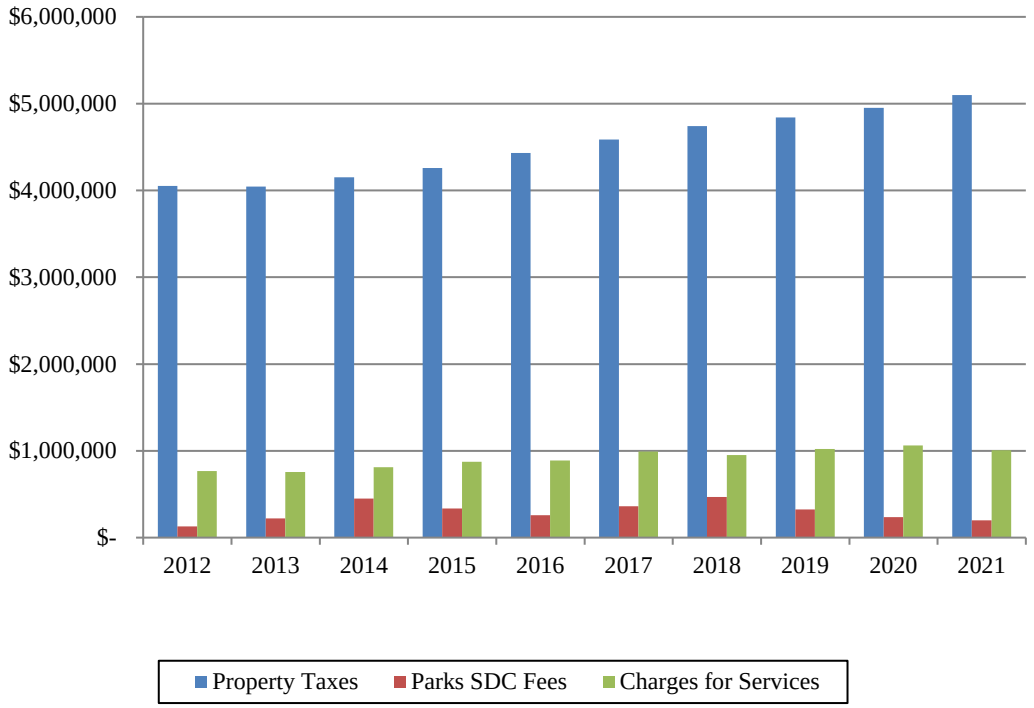
Actual Revenues for 2012 through 2019, Budgeted Resources for 2020 and 2021

Fiscal Years	Property Taxes	Parks SDC	Intergovern-mental Resources	Charges for Services	Other Resources	Transfers In	Beginning Balance	Total Resources
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	258,359	8,400	888,870	345,261	472,969	2,299,033	8,704,442
2017	4,586,907	360,575	7,500	990,465	421,914	525,801	2,438,031	9,331,193
2018	4,740,659	469,425	17,800	950,200	452,617	548,334	2,651,681	9,830,716
2019	4,841,300	325,000	7,500	1,021,700	422,800	838,500	2,514,300	9,971,100
2020	4,950,000	235,000	7,800	1,061,000	443,200	933,600	2,598,300	10,228,900
2021	5,100,000	200,000	7,800	1,005,800	458,200	512,600	0	7,284,400

SDC - System Development Charges

PROPERTY TAXES, PARKS SDC FEES, AND CHARGES FOR SERVICES

Ten Fiscal Years



PARKS & RECREATION FUND

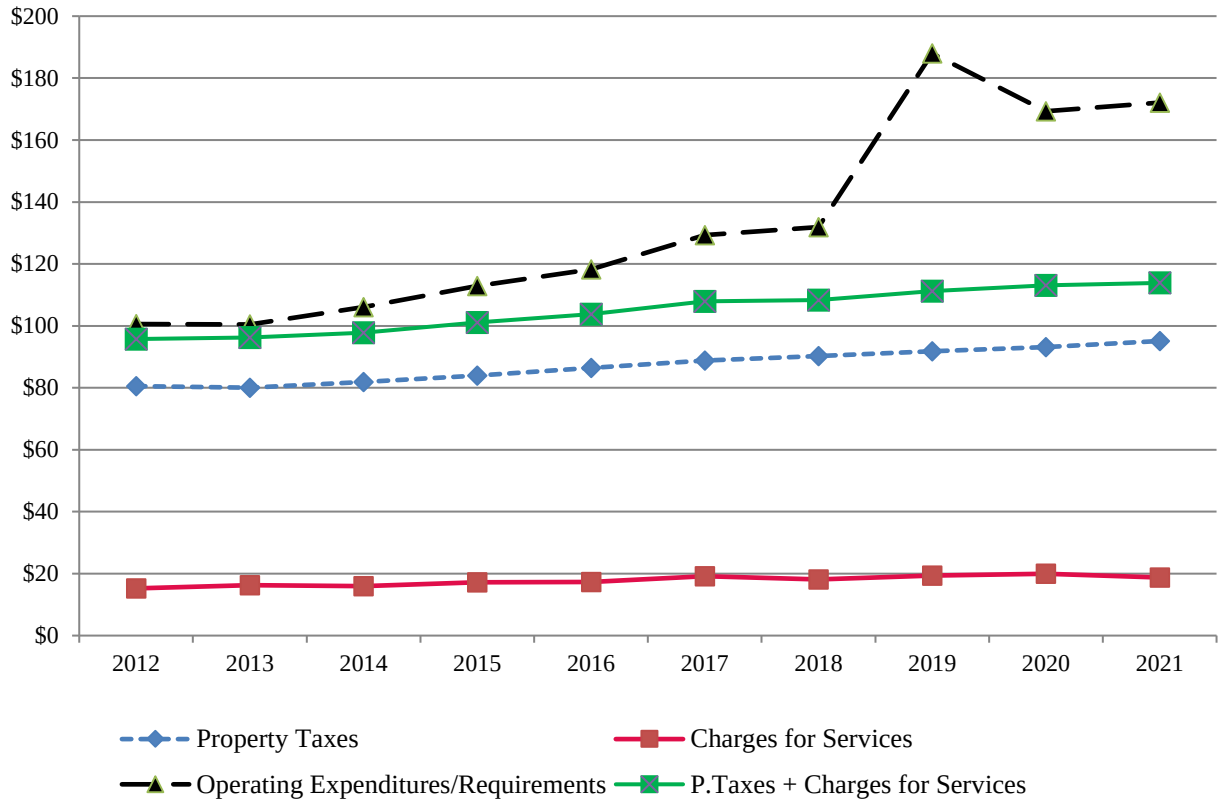
Total Property Taxes Collected per Capita and Charges for Services per Capita

Ten Fiscal Years from 2012-2021 (1)

Fiscal Year Ended June 30,	OPERATING EXPENDITURES/ REQUIREMENTS Amount Expended	per Capita	PROPERTY TAXES (2) Amount Collected	per Capita	CHARGES FOR SERVICES Amount Received	per Capita
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	6,679,512	129.27	4,586,907	88.77	990,465	19.17
2018	6,931,932	131.94	4,740,659	90.23	950,200	18.09
2019	9,908,100	187.97	4,841,300	91.85	1,021,700	19.38
2020	8,999,400	169.34	4,950,000	93.14	1,061,000	19.96
2021	9,228,500	172.10	5,100,000	95.11	1,005,800	18.76

(1) Actual figures used for 2012 through 2019. Budgeted amounts used for 2020 and 2021.
(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 100 percent of the Parks & Recreation budget. The resource items listed below are included in the Parks & Recreation Fund - Resource Detail presented on previous pages.

			2018-19		2019-21	% Change	% of
	2016-17	2017-18	Adopted	Revised	Adopted	from	Fund
Resources	Actual	Actual	Budget	Budget	Budget	2018-19	Budget
Property Taxes - Current	$4,444,573	$4,629,640	$4,741,300	$4,741,300	$ 9,850,000	107.75%	56.24%
Property Taxes - Delinquent	142,333	111,019	100,000	100,000	200,000	100.00%	1.14%
Parks SDC Principal	387	4,081	3,500	3,500	2,000	(42.86%)	0.01%
Parks SDC Interest	113	2,405	800	800	1,000	25.00%	0.01%
Parks SDC	360,575	469,425	325,000	325,000	435,000	33.85%	2.48%
Street Tree Development Fees	94,000	14,000	5,000	5,000	10,000	100.00%	0.06%
State Marine Board	7,500	17,800	7,500	7,500	15,600	108.00%	0.09%
Charges for Services	15,000	15,000	15,000	15,000	34,600	130.67%	0.20%
Agriculture Lease Payments	1,107	3,203	3,200	3,200	6,400	100.00%	0.04%
CYF Recreation Fees	61,062	28,237	50,000	50,000	110,000	120.00%	0.63%
CYF Sponsorships	7,000	9,986	15,000	15,000	47,000	213.33%	0.27%
Adult Recreation Fees	66,707	56,436	60,000	60,000	135,000	125.00%	0.77%
Swimming Pool Receipts	83,327	96,066	93,000	93,000	195,000	109.68%	1.11%
Senior Center Rental Fees	16,640	21,624	17,000	17,000	40,000	135.29%	0.23%
Maple Lawn Preschool Fees	85,680	98,908	95,000	95,000	125,000	31.58%	0.71%
Sports Program Fees	108,868	104,502	135,000	135,000	266,500	97.41%	1.52%
Waverly Boat Revenues	5,805	8,726	6,500	6,500	16,000	146.15%	0.09%
Park Permits	28,383	20,909	12,000	12,000	24,000	100.00%	0.14%
Preschool Material/Service Fees	4,454	5,797	4,600	4,600	-	(100.00%)	-
Senior Program Fees	6,372	7,013	15,000	15,000	30,000	100.00%	0.17%
NWAAF Fees	10,145	11,905	12,000	12,000	22,000	83.33%	0.13%
Hot Air Balloon Rides	6,975	11,925	9,000	9,000	26,000	188.89%	0.15%
Senior Newsletter	9,975	10,722	10,000	10,000	16,000	60.00%	0.09%
Gift Shop Revenue	14,525	14,201	10,000	10,000	21,000	110.00%	0.12%
Trip Revenue	82,193	97,145	64,000	64,000	140,000	118.75%	0.80%
Merchandise Sales - Aquatics	2,871	2,444	2,000	2,000	1,300	(35.00%)	0.01%
Cool! Facility Rental Fees	11,235	14,181	8,000	8,000	19,500	143.75%	0.11%
Concession Sales - Aquatic	11,213	12,628	6,000	6,000	8,500	41.67%	0.05%
Concession Sales - Sports	582	757	2,000	2,000	10,000	400.00%	0.06%
Concession Sales - Cool!	-	-	-	-	20,500	-	0.12%
Merchandise Sales - Cool!	-	-	-	-	4,500	-	0.03%
Public Arts	148	318	1,000	1,000	1,000	-	0.01%
Track Club Revenue	2,277	75	5,000	5,000	4,000	(20.00%)	0.02%
Facility Enhancement Fee	7,200	1,575	6,800	6,800	13,600	100.00%	0.08%
ACP Swimming Pool Receipts	140,860	152,046	145,000	145,000	310,000	113.79%	1.77%
ACP Facility Rental Fees	25,380	28,279	22,000	22,000	55,000	150.00%	0.31%
Tournament Rental Fees	8,050	4,989	10,000	10,000	45,500	355.00%	0.26%
Youth Program User Fees	-	-	2,500	2,500	5,000	100.00%	0.03%
Community Garden Revenues	250	250	-	-	-	-	-
Pool Room Revenues	817	858	700	700	1,900	171.43%	0.01%
River Rhythms Food Faire	13,437	23,629	15,000	15,000	24,500	63.33%	0.14%
NWAAF Food Vendors	18,730	16,133	15,000	15,000	24,500	63.33%	0.14%
River Rhythms Souvenir Sales	1,794	1,514	2,400	2,400	4,000	66.67%	0.02%

continued

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

Resources, continued	2017-18 Actual	2018-19 Actual	……2019-20…… Adopted Budget	Revised Budget	2020-21 Adopted Budget	% Change from 2019-20	% of Fund Budget
NWAAF Souvenir Sales	90	370	1,500	1,500	4,000	166.67%	0.02%
Summer Sounds - Food Vendors	3,250	4,496	2,500	2,500	6,000	140.00%	0.03%
Festival Latino - Food Vendors	310	300	200	200	-	(100.00%)	-
Festival Latino Resource Fair	735	1,085	1,000	1,000	-	(100.00%)	-
NWAAF Parking	-	-	12,000	12,000	40,000	233.33%	0.23%
Park Maintenance Revenue	-	882	5,000	5,000	10,000	100.00%	0.06%
SDC Administrative Charges	32,000	35,000	120,000	120,000	200,000	66.67%	1.14%
Trolley Rental Charges	-	1,280	-	-	-	-	-
River Rhythms Donations	10,290	14,924	11,000	11,000	24,500	122.73%	0.14%
NWAAF Donations	23,732	22,219	20,000	20,000	16,500	(17.50%)	0.09%
Lumber to Legacy Program Revenues	875	-	-	-	-	-	-
Summer Sounds - Donations	4,905	4,561	4,500	4,500	10,000	122.22%	0.06%
Summer Sounds - Sponsorships	21,557	20,114	25,000	25,000	59,000	136.00%	0.34%
Festival Latino Sponsorships	3,500	1,604	2,500	2,500	-	(100.00%)	-
Gifts & Donations	15,484	14,519	20,700	20,700	20,200	(2.42%)	0.12%
Senior Center Sponsorships	8,833	9,317	15,000	15,000	27,000	80.00%	0.15%
CPAS Sponsorships	7,000	5,417	-	-	-	-	-
River Rhythms Sponsorships	91,878	110,071	85,000	85,000	225,000	164.71%	1.28%
NWAAF Sponsorships	84,364	81,378	90,000	90,000	205,000	127.78%	1.17%
Aquatic Sponsorship	3,500	167	10,000	10,000	10,000	-	0.06%
Sports Sponsorship	3,950	3,596	10,000	10,000	10,000	-	0.06%
Aquatic Donations	67,000	70,000	70,000	70,000	142,000	102.86%	0.81%
Albany GEMS	5,296	12,953	13,000	13,000	31,000	138.46%	0.18%
Miscellaneous Revenue	31,355	44,443	9,000	9,000	40,000	344.44%	0.23%
Over & short	(1)	(12)	-	-	-	-	-
Brochure Advertising Revenue	2,220	1,359	2,500	2,500	2,000	(20.00%)	0.01%
Land Sales	-	-	-	-	-	-	-
Interest	36,671	40,313	35,100	35,100	65,200	85.75%	0.37%
Total Current Resources	6,367,361	6,630,701	6,618,300	6,618,300	13,468,800	203.51%	76.91%
From Parks Fund	39,801	9,442	-	-	-	-	-
From General Fund	187,200	187,200	187,200	187,200	389,600	108.12%	2.22%
From Equipment Replacement	-	-	69,000	69,000	-	(100.00%)	-
From Economic Development	47,000	47,000	-	-	-	-	-
From Street Fund	80,000	80,000	80,000	80,000	160,000	100.00%	0.91%
From Parks SDC Program	-	-	320,000	320,000	550,000	71.88%	3.14%
From Capital Projects Fund	-	-	-	-	-	-	-
From Transient Room Tax	171,800	177,000	182,300	182,300	346,600	90.13%	1.98%
From Senior Center Endowment Fund	-	47,692	-	-	-	-	-
Total Transfers In	525,801	548,334	838,500	838,500	1,446,200	72.47%	8.26%
Beginning Balance	2,438,031	2,651,681	2,514,300	2,514,300	2,598,300	3.34%	14.84%
Total Resources	$9,331,193	$9,830,716	$9,971,100	$9,971,100	$17,513,300	75.64%	100.00%

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Contin-gency	Adopted Budget	% of Fund Budget
Sports Services	406,000	323,500	-	-	-	729,500	4.17%
Children/Youth/Family Rec Services	582,300	152,600	-	-	-	734,900	4.20%
Resource Development Marketing	223,200	235,600	-	-	-	458,800	2.62%
Park Maintenance Services	2,067,500	2,381,200	150,000	-	-	4,598,700	26.26%
Parks & Recreation Administration	1,019,000	2,432,100	-	183,000	-	3,634,100	20.77%
Aquatic Services	1,266,500	658,400	-	-	-	1,924,900	10.99%
Adult Recreation Services	885,300	369,000	-	-	-	1,254,300	7.16%
Performance and Cultural Arts	153,500	1,268,400	-	-	-	1,421,900	8.12%
Park SDC Projects	-	549,000	1,010,600	550,000	-	2,109,600	12.05%
Senior Center Foundation	-	96,600	-	-	-	96,600	0.55%
Parks Capital Improvement Program	-	-	550,000	-	-	550,000	3.14%
Total Requirements	$6,603,300	$8,466,400	$1,710,600	$ 733,000	$ -	$17,513,300	100.00%
Percent of Budget	37.69%	48.34%	9.77%	4.19%	-	100.00%	

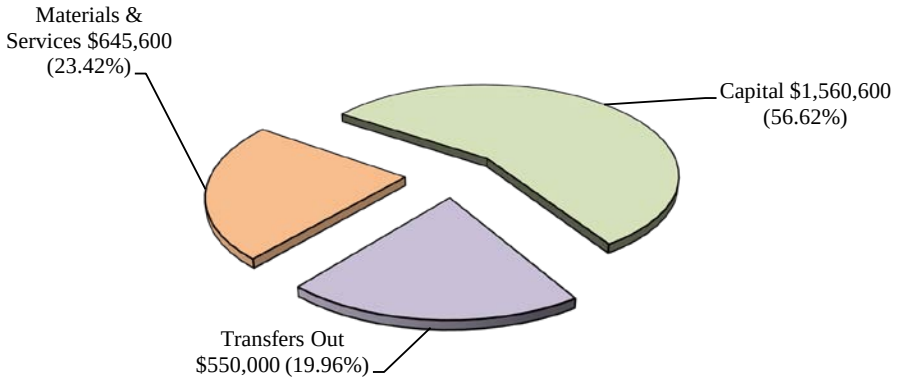
PARKS & RECREATION FUND
SELF-SUPPORTED SPECIAL PROGRAMS

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 15.74% 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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Parks SDC: Principal	387	4,081	3,500	3,500	2,000	(42.86%)	0.07%
Parks SDC: Interest	113	2,405	800	800	1,000	25.00%	0.04%
Parks Systems Development Charges	360,575	469,425	325,000	325,000	435,000	33.85%	15.78%
Gift Shop Revenue	14,525	14,201	10,000	10,000	21,000	110.00%	0.76%
Pool Room Revenue	817	858	700	700	1,900	171.43%	0.07%
Gifts & Donations	15,484	14,519	20,700	20,700	2,200	(89.37%)	0.08%
Interest	36,671	40,313	35,100	35,100	35,200	0.28%	1.28%
Total Current Resources	449,741	545,899	395,800	395,800	498,300	25.90%	18.08%
From Parks Fund	39,801	9,442	-	-	-	-	-
From Parks SDC Program	-	-	320,000	320,000	550,000	71.88%	19.96%
From Senior Center Endowment Fund	-	47,692	-	-	-	-	-
Total Transfers In	39,801	57,134	320,000	320,000	550,000	71.88%	19.96%
Beginning Balance	2,438,031	2,651,681	2,514,300	2,514,300	1,707,900	(32.07%)	61.97%
Total Resources	$2,927,573	$3,254,714	$3,230,100	$3,230,100	$2,756,200	(14.67%)	100.00%

Adopted Requirements by Program and Type	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Park SDC Projects	549,000	1,010,600	550,000	2,109,600	76.53%
Senior Center Foundation	96,600	-	-	96,600	3.50%
Parks Capital Improvement Program	-	550,000	-	550,000	19.96%
Total Requirements	$ 645,600	$1,560,600	$ 550,000	$ 2,756,200	99.99%
Percent of Budget	23.42%	56.62%	19.96%	100.00%	

REQUIREMENTS BY TYPE
Category Totals and Percent of Budget



PROGRAM NARRATIVE

Parks and Recreation Fund: Parks & Recreation Department,
Park Administration (202-50001)
Responsible Manager/Title: Kim Lyddane, Parks & 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 2018-2019			
Effective Government	12/18	Delayed	• Complete a plan for the first phase of East Thornton Lake Natural Area development.
	12/18	Delayed	• Complete public arts strategic plan for city council review.
	02/19	Delayed	• Draft new recreation services pricing policy, secure Council adoption.
Budget Biennium 2019-2021			
Effective Government	12/19		• Complete site plan for East Thornton Lake Natural Area.
	12/19		• Complete parks master plan update.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Percentage of total Fund 202 operating expenditures subsidized with property tax revenues. *	55%	54%	50%	52%
Per capita revenue from endowments, grants, foundations, solicitations, and donations.	$7.82	$6.72	$7.50	$8.50

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	4.45	4.70	4.00	4.00
Second Year Budgeted FTEs	n/a	n/a	n/a	4.00

*Fund 202 operating expenditures only includes programs 50001, 50005, 50010, 50015, 50020, 50025, 50030, 50035, and 50040.

CITY OF ALBANY, OREGON

PROG 50001: PARK & RECREATION ADMIN

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	430,723	498,396	471,900	471,900	1,019,000	547,100
Materials & Services	893,011	933,737	958,000	958,000	2,432,100	1,474,100
Transfers Out	222,105	188,996	179,400	179,400	183,000	3,600
Contingencies	-	-	175,000	127,000	-	(127,000)
TOTAL EXPENDITURES	**$ 1,545,839**	**$ 1,621,129**	**$ 1,784,300**	**$ 1,736,300**	**$ 3,634,100**	**109.30 %**

PROGRAM NARRATIVE

Parks & Recreation Fund: Parks & Recreation Department,
Resource Development & Marketing Services (202-50005)
Responsible Manager/Title: Kim Lyddane, 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 2018-2019			
Effective Government	06/19	In Progress	• Secure presenting sponsor for Summer Sounds.
	06/19	Completed	• Implement sponsor asset management system.
	06/19	In Progress	• Continue strategy to incorporate Albany Parks & Recreation Foundation into department's revenue opportunities, including grants, gifts and donations.
Budget Biennium 2019-2021			
Effective Government	06/20		• Secure presenting sponsor for Summer Sounds.
	06/21		• Create and implement a brand identity and messaging strategy.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Per capita revenue from endowments, grants, foundations, solicitations, and donations	$7.82	$6.92	$7.50	$8.50

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	2.70	2.45	2.00	1.00*
Second Year Budgeted FTEs	n/a	n/a	n/a	1.00*

*1.00 FTE reallocated to other programs

CITY OF ALBANY, OREGON

PROG 50005: RESOURCE DEV MARKETING SVCS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	327,906	185,887	208,800	208,800	223,200	14,400
Materials & Services	53,515	63,913	69,100	69,100	235,600	166,500
TOTAL EXPENDITURES	**$ 381,421**	**$ 249,800**	**$ 277,900**	**$ 277,900**	**$ 458,800**	**65.10 %**

PROGRAM NARRATIVE

Parks and Recreation Fund: Parks & Recreation Department,
Performance and Cultural Arts (202-50010)
Responsible Manager/Title: Kim Lyddane, 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.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Objectives and Strategies/Actions
Budget Year 2018-2019			
Great Neighborhoods	06/19	Completed	• Secure presenting sponsor for Northwest Art & Air Festival (NWAAF) and Summer Sounds.
Effective Government	06/19	In Progress	• Replace Children's Performing Art Series with new current community activity.
Great Neighborhoods	06/19	Completed	• Secure Oregon Pilots Association conference for NWAAF.
Budget Biennium 2019-2021			
Great Neighborhoods	06/20		• Secure presenting sponsor for Summer Sounds.
	06/21		• Create new community event.
Effective Government	08/19		• Implement new NWAAF schedule and activities.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of individuals attending Performance Series	140,000	145,000	150,000	300,000
Number of individuals attending NWAAF	60,100	63,000	65,000	130,000
Percent of program costs recovered with non-tax revenues.	65%	67%	67%	70%
Expenditures avoided through donations of in-kind services and materials	$201,700	$209,500	$216,100	$505,600

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	n/a	n/a	n/a	0.50
Second Year Budgeted FTEs	n/a	n/a	n/a	0.50

CITY OF ALBANY, OREGON

PROG 50010: PERFORMANCE & CULTURAL ARTS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	19,475	11,040	8,000	8,000	153,500	145,500
Materials & Services	532,474	519,913	637,900	637,900	1,268,400	630,500
TOTAL EXPENDITURES	**$ 551,949**	**$ 530,953**	**$ 645,900**	**$ 645,900**	**$ 1,421,900**	**120.14 %**

PROGRAM NARRATIVE

Parks and Recreation Fund: Parks & Recreation Department,
Children/Youth/Family Recreation Services (202-50015)
Responsible Manager/Title: Kim Lyddane, 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 2018-2019			
Great Neighborhoods	06/19	In Progress	• Expand reach into underserved populations & target markets.
	06/19	In Progress	• Enhance nature, science, and STEAM recreation opportunities for youth.
Effective Government Great Neighborhoods	06/19	In Progress	• 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.
Budget Biennium 2019-2021			
Effective Government	06/20		• Update HVAC and add carpet to hard floor in classroom at Maple Lawn Preschool building.
	06/21		• Implement service plan and revenue enhancement plan that will increase revenue by 10% in FY 2020 and an additional 10% in FY 2021.
Great Neighborhoods	06/21		• Enhance nature, science, and STEAM recreation opportunities for youth, offering at least two opportunities.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Percentage of class and program participants who are satisfied with services.	98%	95%	95%	95%
Percentage of total program cost recovered with non-tax revenues.	49%	45%	45%	36%

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	3.35	4.58	3.88	4.69
Second Year Budgeted FTEs	n/a	n/a	n/a	1.50

CITY OF ALBANY, OREGON

PROG 50015: CHILDREN/YOUTH/FAMILY REC SVCS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	251,134	216,263	288,500	288,500	582,300	293,800
Materials & Services	94,378	114,171	80,700	80,700	152,600	71,900
TOTAL EXPENDITURES	**$ 345,512**	**$ 330,434**	**$ 369,200**	**$ 369,200**	**$ 734,900**	**99.05 %**

PROGRAM NARRATIVE

Parks and Recreation Fund: Parks & Recreation Department,
Adult Recreation Services (202-50020)
Responsible Manager/Title: Rose Lacey, Recreation Programs Supervisor

FUNCTIONS AND RESPONSIBILITIES

- Offer diverse, quality recreational services for adults and seniors to promote wellness, provide positive leisure choices, build skills, and contribute to a strong healthy community.
- Provide facilities and infrastructure needed to meet the 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 2018-2019			
Effective Government	06/19	Continued	• Implement process for updating and rebranding Senior Center.
	06/19	Continued	• Implement programming goals and strategies to reach underserved older adults, including baby boomers.
	06/19	Continued	• Implement revenue enhancement strategies that will increase program revenues by 15% in FY 2019.
Budget Biennium 2019-2021			
Effective Government	06/21		• Implement process for updating and rebranding Senior Center.
	06/21		• Implement programming goals and strategies to reach underserved older adults, including baby boomers.
	06/21		• Implement revenue enhancement strategies that will increase program revenues by 15% in FY 2021.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Percentage of total program costs recovered with non-tax revenues.	27%	27%	27%	30%

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	3.65	3.40	4.75	4.00
Second Year Budgeted FTEs	n/a	n/a	n/a	4.00

CITY OF ALBANY, OREGON

PROG 50020: ADULT RECREATION SERVICES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	309,776	348,812	419,900	419,900	885,300	465,400
Materials & Services	272,023	257,998	237,200	237,200	369,000	131,800
TOTAL EXPENDITURES	**$ 581,799**	**$ 606,810**	**$ 657,100**	**$ 657,100**	**$ 1,254,300**	**90.88 %**

PROGRAM NARRATIVE

Parks and Recreation Fund: Parks & Recreation Department,
Sports Services (202-50025)
Responsible Manager/Title: Kim Lyddane, 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 2018-2019			
Great Neighborhoods Effective Government	02/19	In Progress	• Develop and implement a new sporting events plan to increase program revenues by 15% by Fiscal Year 2019.
	02/19	In Progress	• 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	Completed	• Develop programming and financial strategies to achieve a cost recovery rate of at least 50% by Fiscal Year 2019.
Budget Biennium 2019-2021			
Effective Government	06/21		• Develop and implement a new sporting events plan to increase program revenues by 15% by Fiscal Year 2021.
Great Neighborhoods Effective Government	06/20		• Development of softball complex areas combined with the installation of recycling centers to create a greener program for the City.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of participants in a City sports program during the year.	7,150	7,000	7,000	14,400
Number of participant hours in a City sports program activity during the year.	121,500	119,000	119,000	244,000
Percentage of total sports expenditures recovered with non-tax revenues.	59%	47%	44%	49%

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	1.00	2.00	2.00	2.00
Second Year Budgeted FTEs	n/a	n/a	n/a	2.00

CITY OF ALBANY, OREGON

PROG 50025: SPORTS SERVICES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	73,241	158,142	175,200	175,200	406,000	230,800
Materials & Services	131,207	120,484	136,800	136,800	323,500	186,700
TOTAL EXPENDITURES	**$ 204,448**	**$ 278,626**	**$ 312,000**	**$ 312,000**	**$ 729,500**	**133.81 %**

PROGRAM NARRATIVE

Parks & Recreation Fund: Parks & Recreation Department,
Aquatic Services (202-50030)
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.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	12/18	Completed	• Assess capital/replacement needs for both Albany Community Pool and COOL! Pool.
	06/19	In Progress	• Work with resource development coordinator to create marketing plan.
Safe City	06/19	Completed	• Work with insurance companies to cover patrons' use of facility (Silver & Fit group).
Budget Biennium 2019-2021			
Effective Government	06/20		• Evaluate staffing needs and ways to operate more efficiently.
	06/21		• Develop and implement financial strategies to achieve a 45% cost recovery rate.
Great Neighborhoods	06/20		• Develop and implement programming strategies to reach more seniors.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Percentage of users who are satisfied or very satisfied with their aquatic experience.	96%	90%	93%	93%
Percentage of program costs recovered with non-tax revenues.	41%	38%	37%	40%

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	3.50	4.00	3.90	3.90
Second Year Budgeted FTEs	n/a	n/a	n/a	3.90

CITY OF ALBANY, OREGON

PROG 50030: AQUATIC SERVICES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	511,931	547,796	617,500	617,500	1,266,500	649,000
Materials & Services	235,503	278,212	283,000	283,000	658,400	375,400
Capital	24,504	21,497	16,000	16,000	-	(16,000)
TOTAL EXPENDITURES	**$ 771,938**	**$ 847,505**	**$ 916,500**	**$ 916,500**	**$ 1,924,900**	**110.03 %**

PROGRAM NARRATIVE

Parks & Recreation Fund: Parks & Recreation Department,
Park Maintenance Service (202-50035)
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 2018-2019			
Effective Government	09/18	Completed	• Finish establishing a more efficient, consistent park custodial program.
	06/19	Completed	• Replace 100 diseased and damaged street trees.
	06/19	In Progress	• Use Cartegraph to accurately inventory all park fixtures.
Budget Biennium 2019-2021			
Effective Government	06/21		• Service/prune 25% of City street trees.
	06/21		• Use Cartegraph to inventory significant equipment and fixtures in 50% of city parks.
	03/20		• Inventory publicly owned oak trees and develop a management plan.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Developed acres of parkland per 1,000 population (Based on 550 total park acres, 895 total acres. Number changes as population grows).	10.80	10.80	10.50	10.50
Avg. cost of maintenance per developed acre.	$2,850	$1,840	$1,849	$1,904
Percentage of time lost to work-related injuries.	0%	0%	0%	0%
FTE per 1,000 residents.	.19	.11	.10	.90
Est. number of trees responsible for maintaining.	13,000	13,500	13,700	14,000
Est. number of trees receiving maintenance.	3,200	3,200	3,800	6,000
Total tree maintenance expenditures.	$70,000	$81,000	$88,000	$180,000

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	9.50	5.50	5.30	8.50
Second Year Budgeted FTEs	n/a	n/a	n/a	8.50

CITY OF ALBANY, OREGON

PROG 50035: PARK MAINTENANCE SERVICES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	794,597	494,736	535,000	535,000	2,067,500	1,532,500
Materials & Services	1,177,378	1,124,276	1,101,500	1,149,500	2,381,200	1,231,700
Capital	77,616	-	-	-	150,000	150,000
TOTAL EXPENDITURES	**$ 2,049,591**	**$ 1,619,012**	**$ 1,636,500**	**$ 1,684,500**	**$ 4,598,700**	**173.00 %**

PROGRAM NARRATIVE

Parks & Recreation Fund: Parks & Recreation Department,
Parks SDC Projects (202-50505)
Responsible Manager/Title: Kim Lyddane, Parks & Recreation Director

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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	In Progress	• Complete SDC-funded projects as programmed.
Budget Biennium 2019-2021			
Effective Government	06/21		• Complete SDC-funded projects as programmed.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of acres of park land.	895	895	893	893
Number of acres of park land per 1,000 pop. (**changes as population grows).	17.3	17.1	16.6	16.3

**First Biennial Budget Cycle*

CITY OF ALBANY, OREGON

PROG 50505: PARK SDC PROJECTS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	361,075	475,911	329,300	329,300	438,000	108,700
Investment Income	22,167	38,328	20,000	20,000	35,000	15,000
Beginning Balance	1,617,954	1,769,982	1,973,400	1,973,400	1,636,600	(336,800)
TOTAL REVENUES	**$ 2,001,196**	**$ 2,284,221**	**$ 2,322,700**	**$ 2,322,700**	**$ 2,109,600**	**(9.17)%**
EXPENDITURES						
Materials & Services	231,214	85,412	387,900	387,900	549,000	161,100
Capital	-	-	1,614,800	1,614,800	1,010,600	(604,200)
Transfers Out	-	-	320,000	320,000	550,000	230,000
TOTAL EXPENDITURES	**$ 231,214**	**$ 85,412**	**$ 2,322,700**	**$ 2,322,700**	**$ 2,109,600**	**(9.17)%**

Revenues less Expenditures	**1,769,982**	**2,198,809**	**-**	**-**	**-**

PROGRAM NARRATIVE

Parks and Recreation Fund: Parks & Recreation Department,
Senior Center Foundation (202-50510)
Responsible Manager/Title: Kim Lyddane, Parks & Recreation Director

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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Great Neighborhoods	06/19	Continued	• Develop a plan to assist with the rebranding and remodeling of the Senior Center.
Budget Biennium 2019-2021			
Great Neighborhoods	06/21		• Develop a plan to assist with the rebranding and remodeling of the Senior Center.

CITY OF ALBANY, OREGON

PROG 50510: SENIOR CENTER FOUNDATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	15,342	15,059	10,700	10,700	22,900	12,200
Investment Earnings	184	(2,788)	100	100	200	100
Miscellaneous Revenue	575	8,367	700	700	2,200	1,500
Transfers In	-	47,692	-	-	-	-
Beginning Balance	13,307	15,161	63,200	63,200	71,300	8,100
TOTAL REVENUES	**$ 29,408**	**$ 83,491**	**$ 74,700**	**$ 74,700**	**$ 96,600**	**29.32 %**
EXPENDITURES						
Materials & Services	14,246	12,741	74,700	74,700	96,600	21,900
TOTAL EXPENDITURES	**$ 14,246**	**$ 12,741**	**$ 74,700**	**$ 74,700**	**$ 96,600**	**29.32 %**

Revenues less Expenditures	**15,162**	**70,750**	**-**	**-**	**-**

PROGRAM NARRATIVE

Parks and Recreation Fund: Parks & Recreation Department,
Parks Capital Improvement Projects (202-50515)
Responsible Manager/Title: Kim Lyddane, Parks & Recreation Director

FUNCTIONS AND RESPONSIBILITIES

- Implement Capital Improvement Projects (CIP) that are funded with revenue other than grants.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government Great Neighborhoods	06/19	In Progress	• Complete projects as scheduled in the FY 2018-2019 CIP.
Budget Biennium 2019-2021			
Effective Government Great Neighborhoods	06/21		• Complete projects as scheduled in the FY 2019-2021 CIP.

CITY OF ALBANY, OREGON

PROG 50515: PARKS CAPITAL IMPROVEMENT PROG

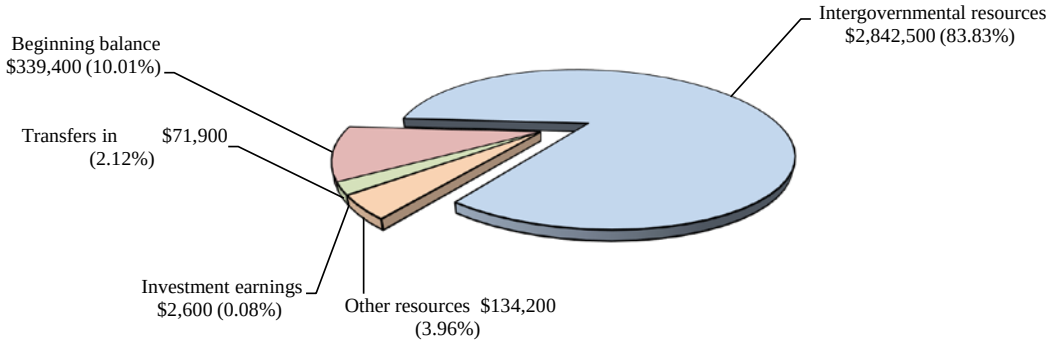
Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Other Resources	21,169	-	-	-	-	-
Investment Income	(2,525)	(344)	-	-	-	-
Transfers In	39,801	9,442	320,000	320,000	550,000	230,000
Beginning Balance	(240,349)	(183,466)	-	-	-	-
TOTAL REVENUES	**$ (181,904)**	**$ (174,368)**	**$ 320,000**	**$ 320,000**	**$ 550,000**	**71.88 %**
EXPENDITURES						
Capital	1,562	9,442	320,000	320,000	550,000	230,000
TOTAL EXPENDITURES	**$ 1,562**	**$ 9,442**	**$ 320,000**	**$ 320,000**	**$ 550,000**	**71.88 %**

Revenues less Expenditures	**(183,466)**	**(183,810)**	**-**	**-**	**-**

GRANTS FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
FAA Entitlement Proceeds	191,811	76,515	277,200	277,200	270,000	(2.60%)	7.96%
Non-Medical Medicaid Grant	-	-	5,000	5,000	4,000	(20.00%)	0.12%
Bureau of Justice	7,722	4,133	7,500	7,500	13,000	73.33%	0.38%
Oregon Emergency Management	29,802	361,990	573,700	573,700	578,300	0.80%	17.06%
Department of Aviation	-	-	-	129,200	49,500	(61.69%)	1.46%
US Dept of Homeland Security	-	-	-	-	57,000	-	1.68%
FAA Discretionary Funds	-	-	832,500	1,940,000	-	(100.00%)	-
FEMA Pre-Disaster Mitigation	-	-	-	-	33,700	-	0.99%
CDBG Grant	436,565	550,536	647,400	647,400	1,099,800	69.88%	32.44%
Centers for Medicare & Medicaid	-	-	100,000	100,000	200,000	100.00%	5.90%
State of Oregon	84,981	119,609	20,600	20,600	41,200	100.00%	1.22%
Wcomp EAIP Expense Reimb	-	-	-	-	40,000	-	1.18%
DOJ Equitable Sharing	17,974	78,941	15,000	15,000	30,000	100.00%	0.88%
Brownfields Redevelopment Grant	16,857	-	-	-	-	-	-
LINE Task Force	51,000	47,238	75,000	75,000	140,000	86.67%	4.13%
City of Millersburg	-	-	50,000	50,000	-	(100.00%)	-
Oregon Community Foundation	86,039	85,731	90,000	90,000	166,000	84.44%	4.90%
Heritage Programs	-	2,268	-	-	-	-	-
InterCommunity Health	169,400	155,833	-	-	-	-	-
Public Safety Foundation	-	5,791	10,000	10,000	20,000	100.00%	0.59%
Albany Library Foundation	34,000	-	34,000	34,000	80,000	135.29%	2.36%
APAK (Albany Police & Kids)	2,500	20	1,000	1,000	2,000	100.00%	0.06%
BULB (Bringing Up Learning & Behavior)	2,320	-	1,000	1,000	2,000	100.00%	0.06%
Miscellaneous Revenue	22,299	87,154	23,000	23,000	50,200	118.26%	1.48%
ODOT SRTS Funds	-	-	-	-	100,000	-	2.95%
Interest	3,834	1,284	1,000	1,000	2,600	160.00%	0.08%
Total Current Resources	1,157,104	1,577,043	2,763,900	4,000,600	2,979,300	(25.53%)	87.88%
From Street Capital	-	-	-	-	25,100	-	0.74%
From Albany Municipal Airport	15,330	2,000	123,300	123,300	35,500	(71.21%)	1.05%
From Sewer Fund	-	-	-	-	11,300	-	0.33%
From N. Albany Frontage Fee	12,636	-	-	-	-	-	-
Total Transfers In	27,966	2,000	123,300	123,300	71,900	(41.69%)	2.12%
Beginning Balance	77,157	157,756	223,200	223,200	339,400	52.06%	10.00%
Total Beginning Balance	77,157	157,756	223,200	223,200	339,400	52.06%	10.00%
Total Resources	$1,262,227	$1,736,799	$3,110,400	$4,347,100	$3,390,600	(22.00%)	100.00%

GRANTS FUND RESOURCES BY SOURCE
Category Totals and Percent of Budget



GRANTS FUND
REQUIREMENTS AND STAFFING SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Human Resources Activities	-	-	-	-	40,000	40,000	40,000
Heritage Programs	-	2,268	-	-	-	-	-
SHPO Historic Preservation	10,675	3,436	12,500	12,500	25,000	25,000	25,000
Police Cadet Program	-	586	-	-	900	900	900
LINE Asset Forfeiture	-	-	-	-	31,500	31,500	31,500
Homeland Security Grants	-	-	-	-	57,000	57,000	57,000
State Homeland Security 97.073	9,467	-	-	-	-	-	-
State HMEP Grant	20,335	-	27,500	27,500	16,000	16,000	16,000
State HMEP Grant (Odd Year)	778	10,994	-	-	31,000	31,000	31,000
Brownsfield Redevelopment	2,738	-	-	-	-	-	-
Hospital Preparedness	3,954	-	-	-	-	-	-
Community Paramedic Program	130,620	151,938	30,000	30,000	52,500	52,500	52,500
FEMA Projects	-	-	-	-	45,000	45,000	45,000
Ground Emergency Transport	-	50,000	100,000	100,000	200,000	200,000	200,000
SAFER Grant	-	354,133	546,200	546,200	595,800	595,800	595,800
Public Safety Foundation	-	-	10,000	10,000	29,357	29,357	29,400
Station 15	-	-	50,000	50,000	-	-	-
DOJ Bulletproof Vest	7,035	4,515	7,500	7,500	13,200	13,200	13,200
DOJ Equitable Sharing	8,591	37,441	110,100	110,100	102,100	102,100	102,100
Community Policing Donations	3,638	1,276	5,500	5,500	6,200	6,200	6,200
Asset Forfeiture	8,980	-	15,600	15,600	15,600	15,600	15,600
LINE Task Force	51,885	45,497	85,000	85,000	121,500	121,500	121,500
CDBG	92,670	79,400	82,300	82,300	166,500	166,500	166,500
CDBG Activities	328,701	465,956	565,100	565,100	933,300	933,300	933,300
ODOT Flex Funds	114,414	-	-	-	-	-	-
ODOT Safe Routes to School	-	-	-	-	125,100	125,100	125,100
Library Foundation	-	-	36,200	36,200	37,200	37,200	37,200
Oregon Community Foundation	102,322	58,259	177,800	177,800	367,600	367,600	367,600
State Library Grant	7,419	8,154	11,100	11,100	19,200	19,200	19,200
FAA Annual Capital Grant	200,249	201,411	1,233,000	2,469,700	355,000	355,000	355,000
Title XIX Grant	-	-	5,000	5,000	4,000	4,000	4,000
Takena Landing Boat Dock	-	94,270	-	-	-	-	-
Total Requirements	$ 1,104,471	$ 1,569,534	$ 3,110,400	$ 4,347,100	$ 3,390,557	$ 3,390,557	$ 3,390,600

Requirements by Type							
Personnel	186,761	586,439	651,500	651,500	772,457	772,457	772,500
Materials & Services	414,237	467,207	1,091,700	1,091,700	1,760,200	1,760,200	1,760,200
Capital	503,473	515,888	1,367,200	2,603,900	697,300	697,300	697,300
Transfers Out	-	-	-	-	160,600	160,600	160,600
Total Requirements	$ 1,104,471	$ 1,569,534	$ 3,110,400	$ 4,347,100	$ 3,390,557	$ 3,390,557	$ 3,390,600

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Human Resource Activities	-	40,000	-	-	40,000	1.18%
Police Cadet	-	900	-	-	900	0.03%
Homeland Security Grants	-	-	57,000	-	57,000	1.68%
State HMEP Grant	-	16,000	-	-	16,000	0.46%
State HMEP Grant (Odd Yr)	-	31,000	-	-	31,000	0.91%
Community Paramedic Program	-	52,500	-	-	52,500	1.55%
FEMA Projects	-	-	45,000	-	45,000	1.33%
Ground Emergency Transport	100,000	100,000	-	-	200,000	5.90%
SAFER Grant	595,800	-	-	-	595,800	17.57%
Public Safety Foundation	22,700	6,700	-	-	29,400	0.87%
DOJ Bulletproof Vest	-	13,200	-	-	13,200	0.39%
DOJ Equitable Sharing	-	102,100	-	-	102,100	3.01%
Community Policing Donations	-	6,200	-	-	6,200	0.18%
LINE Asset Forfeiture	-	31,500	-	-	31,500	0.93%
Asset Forfeiture	-	15,600	-	-	15,600	0.46%
LINE Task Force	50,000	71,500	-	-	121,500	3.58%
ODOT Safe Routes to School	-	-	125,100	-	125,100	3.69%
CDBG	-	5,900	-	160,600	166,500	4.91%
CDBG Activities	-	835,300	98,000	-	933,300	27.53%
SHPO Historic Preservation	-	25,000	-	-	25,000	0.74%
Library Foundation	-	-	37,200	-	37,200	1.10%
Oregon Community Foundation	-	367,600	-	-	367,600	10.84%
State Library Grant	-	19,200	-	-	19,200	0.57%
FAA Annual Capital Grant	-	20,000	335,000	-	355,000	10.47%
Title XIX Grant	4,000	-	-	-	4,000	0.12%
Total Requirements	$ 772,500	$ 1,760,200	$ 697,300	$ 160,600	$ 3,390,600	100.00%
Percent of Fund Budget	22.78%	51.91%	20.57%	4.74%	100.00%	

Staffing Summary (FTE)	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
CDBG	0.6000	0.585	-	-	-	-	-
Total FTE	0.6000	0.585	-	-	-	-	-

CITY OF ALBANY, OREGON

PROG 14801: HUMAN RESOURCES ACTIVITIES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Resources					40,000	40,000
TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 40,000**	**- %**
EXPENDITURES						
Materials and Services					40,000	40,000
Contingencies	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 40,000**	**- %**
Revenues less Expenditures	**-**	**-**	**-**	**-**	**-**	

GRANTS FUND
Community Development Department 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 2019-2021 Budget Biennium:

Entitlement Community Development Block Grant (CDBG) (203-15801/15802) $1,099,800

The City became a Housing and Urban Development (HUD) CDBG Entitlement city in 2012 after Albany's population surpassed 50,000 people. The City will receive its seventh and eighth entitlement grants during the 2019-2021 biennium, estimated to be $410,000 each year. In the 2019-2021 biennium, the City will spend balances from prior CDBG grants totaling $279,800. CDBG funds will be used for public services, affordable housing programs, and small business development activities that will primarily benefit Albany's low- and moderate-income residents, homeless residents, seniors, and special needs populations. CDBG funds will also be used for eligible 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 is required to submit an annual Action Plan to HUD that describes how the City plans to use its annual CDBG allocation to address needs identified in the 2018-2022 Consolidated Plan. The City also submits a Consolidated Annual Performance Evaluation Report (CAPER) to HUD annually and ensures that the City is in compliance with applicable federal regulations and CDBG program requirements. There is no grant match requirement.

State Historic Preservation Office Grant (203-15804) $25,000

The State Historic Preservation Office offers grants on 18-month cycles. The City anticipates managing two $12,500 grants within the biennium. Grant funds are planned to be used to support property owners in the maintenance and upkeep of National Register of 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 $25,000, composed of staff time and other resources dedicated to the City's Historic Preservation Program.

CITY OF ALBANY, OREGON

PROG 15801: CDBG

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	88,203	94,945	82,300	82,300	166,500	84,200
Miscellaneous Revenue	-	8	-	-	-	-
Investment Income	(201)	(547)	-	-	-	-
Beginning Balance	(10,085)	(14,752)	-	-	-	-
TOTAL REVENUES	**$ 77,917**	**$ 79,654**	**$ 82,300**	**$ 82,300**	**$ 166,500**	**102.31%**
EXPENDITURES						
Personnel Services	76,535	77,673	-	-	-	-
Materials & Services	16,134	1,727	82,300	82,300	5,900	(76,400)
Transfers Out	-	-	-	-	160,600	160,600
TOTAL EXPENDITURES	**$ 92,669**	**$ 79,400**	**$ 82,300**	**$ 82,300**	**$ 166,500**	**102.31%**
Revenues less Expenditures	**(14,752)**	**254**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 15802: CDBG ACTIVITIES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	348,362	455,591	565,100	565,100	933,300	368,200
Miscellaneous Revenue	-	7	-	-	-	-
Investment Income	(177)	(1,326)	-	-	-	-
Beginning Balance	(22,532)	(3,047)	-	-	-	-
TOTAL REVENUES	**$ 325,653**	**$ 451,225**	**$ 565,100**	**$ 565,100**	**$ 933,300**	**65.16 %**
EXPENDITURES						
Materials & Services	169,685	151,479	467,100	467,100	835,300	368,200
Capital	159,015	314,477	98,000	98,000	98,000	-
TOTAL EXPENDITURES	**$ 328,700**	**$ 465,956**	**$ 565,100**	**$ 565,100**	**$ 933,300**	**65.16 %**
Revenues less Expenditures	**(3,047)**	**(14,731)**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 15804: SHPO HISTORIC PRESERVATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	120	14,026	12,500	12,500	25,000	12,500
Miscellaneous Revenue	-	4	-		-	-
Investment Income	(60)	(28)	-		-	-
Beginning Balance	-	(10,615)	-		-	-
TOTAL REVENUES	**$ 60**	**$ 3,387**	**$ 12,500**	**$ 12,500**	**$ 25,000**	**100.00 %**
EXPENDITURES						
Materials & Services	10,675	3,436	12,500	12,500	25,000	12,500
TOTAL EXPENDITURES	**$ 10,675**	**$ 3,436**	**$ 12,500**	**$ 12,500**	**$ 25,000**	**100.00 %**
Revenues less Expenditures	**(10,615)**	**(49)**	**-**	**-**	**-**	

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 2019-2021 Budget Biennium:

Department of Justice Bulletproof Vest Grant (Eden 203-30-5008/Munis 20320801)

Grant proceeds provide 50 percent matching funds to law enforcement agencies to purchase replacement bulletproof vests.

Department of Justice (DOJ) Equitable Sharing Grant (Eden 203-30-5096/Munis 20320802)

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 (Eden 203-30-5110/Munis 20320803)

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 child continues their positive academic work.

Linn/Benton County DA's Office Asset Forfeiture (Eden 203-30-5119/Munis 20320804)

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 (Eden 203-30-5122/Munis 20320805)

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.

Police Cadet Program (Eden 203-30-5126/Munis 20320806)

Fund proceeds to the Police Cadet Program allow for the purchase of uniforms, gear, and training for our cadets. The cadet program is coordinated by two police officers who serve as cadet advisors.

LINE Asset Forfeiture (Eden 203-30-5130/Munis 20320807)

Grant proceeds from LINE asset forfeiture may only be used for HIDTA/LINE purposes, such as investigations, training, facilities, equipment, matching and pro-rata funding, asset accounting and tracking, transfers to other law enforcement agencies, and support for community-based programs.

CITY OF ALBANY, OREGON

PROG 20801: DOJ BULLETPROOF VEST

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	7,722	4,133	7,500	7,500	13,000	5,500
Investment Earnings	(26)	(52)	-	-	200	200
Beginning Balance	(1,650)	988	-	-	-	-
TOTAL REVENUES	**$ 6,046**	**$ 5,069**	**$ 7,500**	**$ 7,500**	**$ 13,200**	**76.00%**
EXPENDITURES						
Materials & Services	7,035	4,515	7,500	7,500	13,200	5,700
TOTAL EXPENDITURES	**$ 7,035**	**$ 4,515**	**$ 7,500**	**$ 7,500**	**$ 13,200**	**76.00%**
Revenues less Expenditures	**(989)**	**554**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 20802: DOJ EQUITABLE SHARING

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	8,764	109,838	20,000	20,000	40,000	20,000
Investment Income	345	1,978	100	100	-	(100)
Beginning Balance	24,369	24,888	90,000	90,000	62,100	(27,900)
TOTAL REVENUES	**$ 33,478**	**$ 136,704**	**$ 110,100**	**$ 110,100**	**$ 102,100**	**(7.27)%**
EXPENDITURES						
Materials & Services	8,591	37,441	110,100	110,100	102,100	(8,000)
TOTAL EXPENDITURES	**$ 8,591**	**$ 37,441**	**$ 110,100**	**$ 110,100**	**$ 102,100**	**(7.27)%**
Revenues less Expenditures	**24,887**	**99,263**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 20803: COMMUNITY POLICING DONATIONS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Miscellaneous Revenue	4,820	20	2,000	2,000	4,200	2,200
Investment Income	54	91	-	-	-	-
Beginning Balance	3,100	4,336	3,500	3,500	2,000	(1,500)
TOTAL REVENUES	**$ 7,974**	**$ 4,447**	**$ 5,500**	**$ 5,500**	**$ 6,200**	**12.73 %**
EXPENDITURES						
Materials & Services	3,638	1,276	5,500	5,500	6,200	700
TOTAL EXPENDITURES	**$ 3,638**	**$ 1,276**	**$ 5,500**	**$ 5,500**	**$ 6,200**	**12.73 %**
Revenues less Expenditures	**4,336**	**3,171**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 20804: ASSET FORFEITURE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	9,210	-	10,000	10,000	10,000	-
Investment Income	100	148	-	-	-	-
Beginning Balance	5,214	5,544	5,600	5,600	5,600	-
TOTAL REVENUES	**$ 14,524**	**$ 5,692**	**$ 15,600**	**$ 15,600**	**$ 15,600**	**0.00%**
EXPENDITURES						
Materials & Services	8,980	-	15,600	15,600	15,600	-
TOTAL EXPENDITURES	**$ 8,980**	**$ -**	**$ 15,600**	**$ 15,600**	**$ 15,600**	**0.00%**
Revenues less Expenditures	**5,544**	**5,692**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 20805: LINE TASK FORCE (95.001)

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	51,000	16,342	60,000	60,000	120,000	60,000
Investment Income	(23)	(394)	-	-	200	200
Beginning Balance	-	(908)	25,000	25,000	1,300	(23,700)
TOTAL REVENUES	**$ 50,977**	**$ 15,040**	**$ 85,000**	**$ 85,000**	**$ 121,500**	**42.94 %**
EXPENDITURES						
Personnel Services	-	2,366	35,000	35,000	50,000	15,000
Materials & Services	22,091	43,132	50,000	50,000	71,500	21,500
Capital	29,793	-	-	-	-	-
TOTAL EXPENDITURES	**$ 51,884**	**$ 45,498**	**$ 85,000**	**$ 85,000**	**$ 121,500**	**42.94 %**
Revenues less Expenditures	**(907)**	**(30,458)**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 20806: POLICE CADET PROGRAM

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Other Resources	-	1,513	-	-	-	-
Investment Income	-	2	-	-	-	-
Beginning Balance	-	-	-	-	900	900
TOTAL REVENUES	**$ -**	**$ 1,515**	**$ -**	**$ -**	**$ 900**	**- %**
EXPENDITURES						
Materials and Services	-	586	-	-	900	900
TOTAL EXPENDITURES	**$ -**	**$ 586**	**$ -**	**$ -**	**$ 900**	**- %**
Revenues less Expenditures	**-**	**929**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 20807: LINE ASSET FORFEITURE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Other Resources	-	-	-	-	-	-
Investment Income	-	-	-	-	400	400
Beginning Balance	-	-	-	-	31,100	31,100
TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 31,500**	**- %**
						-
EXPENDITURES						
Materials and Services	-	-	-	-	31,500	31,500
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 31,500**	**- %**
Revenues less Expenditures	-	-	-	-	-	

GRANTS FUND
Fire Department 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 2019-2021 Biennium:

Staffing for Adequate Fire and Emergency Response (SAFER) Grant (203-25808): $531,300

Partial salary and benefit costs for six Firefighter/EMTs for a three-year period, ending September 30, 2020.

State Hazardous Materials Emergency Preparedness Grant (203-25801): $16,000

Hazardous materials education, training, and evacuation planning on behalf of the Mid-Valley Local Emergency Planning Committee.

State Hazardous Materials Emergency Preparedness Grant (203-25802): $31,000

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.

Ground Emergency Medical Transport (GEMT) (203-25807): $200,000

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 (203-25809): $20,000

Local non-profit funds to support teaching CPR and how to use an AED to all eighth-graders in the City annually.

CITY OF ALBANY, OREGON

PROG 25801: STATE HMEP GRANT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Resources	20,335	-	27,500	27,500	16,000	(11,500)
Investment Income	(56)	(15)	-	-	-	-
Beginning Balance	(521)	(577)	-	-	-	-
TOTAL REVENUES	**$ 19,758**	**$ (592)**	**$ 27,500**	**$ 27,500**	**$ 16,000**	**(41.82)%**
EXPENDITURES						
Materials & Services	20,335	-	27,500	27,500	16,000	(11,500)
TOTAL EXPENDITURES	**$ 20,335**	**$ -**	**$ 27,500**	**$ 27,500**	**$ 16,000**	**(41.82)%**
Revenues less Expenditures	**(577)**	**(592)**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 25802: STATE HMEP GRANT (ODD YR)

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Resources	-	-	-	-	31,000	31,000
Other Resources	-	10,400	-	-	-	-
Investment Income	(3)	(56)	-	-	-	-
Beginning Balance	(336)	(1,116)	-	-	-	-
TOTAL REVENUES	**$ (339)**	**$ 9,228**	**$ -**	**$ -**	**$ 31,000**	**- %**
EXPENDITURES						
Materials & Services	778	10,994	-	-	31,000	31,000
TOTAL EXPENDITURES	**$ 778**	**$ 10,994**	**$ -**	**$ -**	**$ 31,000**	**- %**
Revenues less Expenditures	**(1,117)**	**(1,766)**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 25805: COMMUNITY PARAMEDIC PROGRAM

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	169,400	155,833	-	-	-	-
Investment Earnings	373	787	-	-	-	-
Beginning Balance	(4,744)	35,560	30,000	30,000	52,500	22,500
TOTAL REVENUES	**$ 165,029**	**$ 192,180**	**$ 30,000**	**$ 30,000**	**$ 52,500**	**75.00 %**
EXPENDITURES						
Personnel Services	106,903	149,077	-	-	-	-
Materials & Services	23,718	2,862	30,000	30,000	52,500	22,500
TOTAL EXPENDITURES	**$ 130,621**	**$ 151,939**	**$ 30,000**	**$ 30,000**	**$ 52,500**	**75.00 %**

Revenues less Expenditures	**34,408**	**40,241**	**-**	**-**	**-**

CITY OF ALBANY, OREGON

PROG 25807: GROUND EMERGENCY TRANSPORT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	-	-	100,000	100,000	200,000	100,000
Investment Earnings	-	(959)	-	-	-	-
Beginning Balance	-	-	-	-	-	-
TOTAL REVENUES	**$ -**	**$ (959)**	**$ 100,000**	**$ 100,000**	**$ 200,000**	**100.00 %**
EXPENDITURES						
Personnel Services	-	-	50,000	50,000	100,000	50,000
Materials & Services	-	50,000	50,000	50,000	100,000	50,000
TOTAL EXPENDITURES	**$ -**	**$ 50,000**	**$ 100,000**	**$ 100,000**	**$ 200,000**	**100.00%**
Revenues less Expenditures	**-**	**(50,959)**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 25808: SAFER GRANT (97.083)

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	-	358,070	546,200	546,200	531,300	(14,900)
Investment Earnings	-	(2,257)	-	-	-	-
Beginning Balance					64,500	
TOTAL REVENUES	**$ -**	**$ 355,813**	**$ 546,200**	**$ 546,200**	**$ 595,800**	**9.08 %**
EXPENDITURES						
Personnel Services	-	354,133	546,200	546,200	595,800	49,600
TOTAL EXPENDITURES	**$ -**	**$ 354,133**	**$ 546,200**	**$ 546,200**	**$ 595,800**	**9.08 %**
Revenues less Expenditures	**-**	**1,680**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 25809: PUBLIC SAFETY FOUNDATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	-	5,791	10,000	10,000	20,000	10,000
Investment Earnings	-	79	-	-	-	-
Beginning Balance	-	-	-	-	9,400	9,400
TOTAL REVENUES	**$ -**	**$ 5,870**	**$ 10,000**	**$ 10,000**	**$ 29,400**	**194.00 %**
EXPENDITURES						
Personnel Services	-	-	8,300	8,300	22,700	14,400
Materials & Services	-	-	1,700	1,700	6,700	5,000
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 10,000**	**$ 10,000**	**$ 29,400**	**194.00 %**
Revenues less Expenditures	**-**	**5,870**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 40801: FEMA Projects

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Resources	-	-	-	-	33,700	33,700
Transfers In	-	-	-	-	11,300	11,300
TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 45,000**	**- %**
EXPENDITURES						
Capital	-	-	-	-	45,000	45,000
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 45,000**	**- %**
Revenues less Expenditures	-	-	-	-	-	

CITY OF ALBANY, OREGON

PROG 40802: HOMELAND SECURITY GRANTS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenues	-	-	-	-	57,000	57,000
TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 57,000**	**- %**
EXPENDITURES						
Capital	-	-	-	-	57,000	57,000
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 57,000**	**- %**
Revenues less Expenditures	**-**	**-**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 40803: ODOT SAFE ROUTES TO SCHOOL

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Resources	-	-	-	-	100,000	100,000
Transfers In	-	-	-	-	25,100	25,100
TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 125,100**	**- %**
EXPENDITURES						
Capital	-	-	-	-	125,100	125,100
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 125,100**	**- %**
Revenues less Expenditures	**-**	**-**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 40900: FAA ANNUAL CAPITAL GRANT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	191,811	76,515	1,109,700	2,346,400	319,500	(2,026,900)
Miscellaneous Revenue	-	13	-	-	-	-
Investment Income	105	(30)	-	-		-
Transfers In	15,330	2,000	123,300	123,300	35,500	(87,800)
Beginning Balance	1,929	8,926	-	-	-	-
TOTAL REVENUES	**$ 209,175**	**$ 87,424**	**$ 1,233,000**	**$ 2,469,700**	**$ 355,000**	**(85.63)%**
EXPENDITURES						
Materials & Services	-	-	-	-	20,000	20,000
Capital	200,249	201,412	1,233,000	2,469,700	335,000	(2,134,700)
TOTAL EXPENDITURES	**$ 200,249**	**$ 201,412**	**$ 1,233,000**	**$ 2,469,700**	**$ 355,000**	**(85.63)%**
Revenues less Expenditures	**8,926**	**(113,988)**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 40901: TITLE XIX GRANT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	-	-	5,000	5,000	4,000	(1,000)
Investment Income	(1)	(4)	-		-	-
Beginning Balance	(144)	(145)	-		-	-
TOTAL REVENUES	**$ (145)**	**$ (149)**	**$ 5,000**	**$ 5,000**	**$ 4,000**	**(20.00)%**
EXPENDITURES						
Personnel Services	-	-	5,000	5,000	4,000	(1,000)
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**	**$ 4,000**	**-20.00%**
Revenues less Expenditures	**(145)**	**(149)**	**-**	**-**	**-**	

GRANTS FUND
Library Department 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 2019-2021 Biennium:

Albany Public Library Foundation (203-55803) $37,100

These APLF funds are used to partner with the City on Carnegie Library renovation projects. In the past fiscal year, funds were spent on window repair and renovations, and a new heating and cooling system.

Oregon Community Foundation (OCF) (203-55804) $290,000

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 added to this annual disbursement are non-capital monies from APLF, as well as from the Friends of the Library, for library programming and needs throughout the system.

Oregon State Library Grant (203-55805) $22,000

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.

CITY OF ALBANY, OREGON

PROG 55803: LIBRARY FOUNDATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Investment Income	442	960	100	100	200	100
Beginning Balance	35,523	35,965	36,100	36,100	37,000	900
TOTAL REVENUES	**$ 35,965**	**$ 36,925**	**$ 36,200**	**$ 36,200**	**$ 37,200**	**2.76 %**
EXPENDITURES						
Capital	-	-	36,200	36,200	37,200	1,000
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 36,200**	**$ 36,200**	**$ 37,200**	**2.76 %**
Revenues less Expenditures	**35,965**	**36,925**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

PROG 55804: OREGON COMMUNITY FOUNDATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	86,039	85,731	90,000	90,000	166,000	76,000
Miscellaneous Revenue	56,299	75,209	57,000	57,000	130,000	73,000
Investment Income	2,291	3,171	800	800	1,600	800
Beginning Balance	(271)	42,035	30,000	30,000	70,000	40,000
TOTAL REVENUES	**$ 144,358**	**$ 206,146**	**$ 177,800**	**$ 177,800**	**$ 367,600**	**106.75 %**
EXPENDITURES						
Personnel Services	3,321	3,189	7,000	7,000	-	(7,000)
Materials & Services	99,001	55,069	170,800	170,800	367,600	196,800
TOTAL EXPENDITURES	**$ 102,322**	**$ 58,258**	**$ 177,800**	**$ 177,800**	**$ 367,600**	**106.75 %**
Revenues less Expenditures	**42,036**	**147,888**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

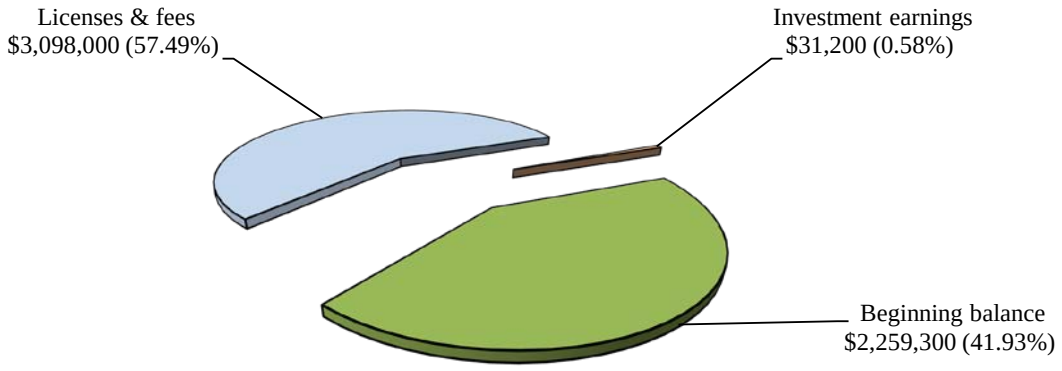
PROG 55805: STATE LIBRARY FOUNDATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	7,912	8,180	8,100	8,100	16,200	8,100
Investment Income	45	147	-	-	-	-
Beginning Balance	3,653	4,192	3,000	3,000	3,000	-
TOTAL REVENUES	**$ 11,610**	**$ 12,519**	**$ 11,100**	**$ 11,100**	**$ 19,200**	**72.97 %**
EXPENDITURES						
Materials & Services	7,419	8,154	11,100	11,100	19,200	8,100
TOTAL EXPENDITURES	**$ 7,419**	**$ 8,154**	**$ 11,100**	**$ 11,100**	**$ 19,200**	**72.97 %**
Revenues less Expenditures	**4,191**	**4,365**	**-**	**-**	**-**	

BUILDING FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Master Electrical Permit	1,836	1,031	1,500	1,500	-	(100.00%)	-
Electrical Minor Labels	5,175	5,925	5,500	5,500	-	(100.00%)	-
Residential Permits	584,665	774,687	460,000	460,000	905,000	96.74%	16.80%
Commercial Permits	669,039	719,384	575,000	575,000	1,195,000	107.83%	22.16%
Land Use Plan Review Fee	6,120	6,968	4,900	4,900	-	(100.00%)	-
Manufactured Home Set-up Fees	3,850	4,400	2,900	2,900	-	(100.00%)	-
Fire Sprinkler Permits	27,573	13,065	23,500	23,500	-	(100.00%)	-
Parking Lot Permits	8,423	7,736	7,000	7,000	-	(100.00%)	-
Electrical Permits	161,231	171,306	140,000	140,000	320,000	128.57%	5.94%
Fire Alarm Permits	7,193	10,556	7,300	7,300	-	(100.00%)	-
Sign Permits	5,065	11,877	6,500	6,500	-	(100.00%)	-
Document Imaging Fees	31,626	36,112	25,200	25,200	50,000	98.41%	0.93%
Electrical Document Imaging	2,918	1,175	1,500	1,500	3,000	100.00%	0.06%
GAPS Construction Excise Tax	312,390	428,562	320,000	320,000	625,000	95.31%	11.60%
Miscellaneous Revenue	5,100	3,225	-	-	-	-	-
Interest	16,447	15,958	10,600	10,600	31,200	194.34%	0.58%
Total Current Resources	1,848,650	2,211,969	1,591,400	1,591,400	3,129,200	96.63%	58.07%
Beginning Balance	1,375,879	1,682,620	1,805,000	1,805,000	2,259,300	25.17%	41.93%
Total Resources	$3,224,529	$3,894,589	$3,396,400	$3,396,400	$5,388,500	58.65%	100.00%

BUILDING INSPECTION FUND RESOURCES BY SOURCE
Category Totals and Percent of Budget

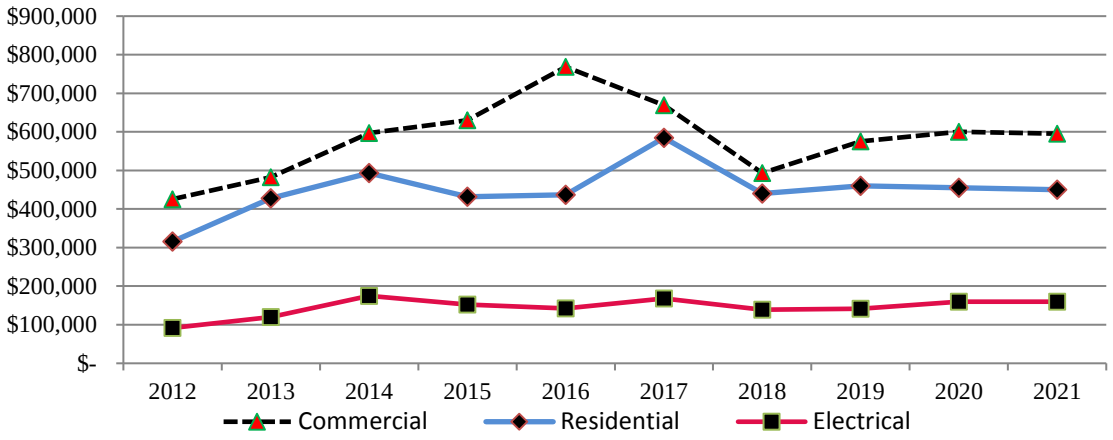


BUILDING INSPECTION FUND
Building Permit Resources by Source
for Fiscal Years 2012 through 2021

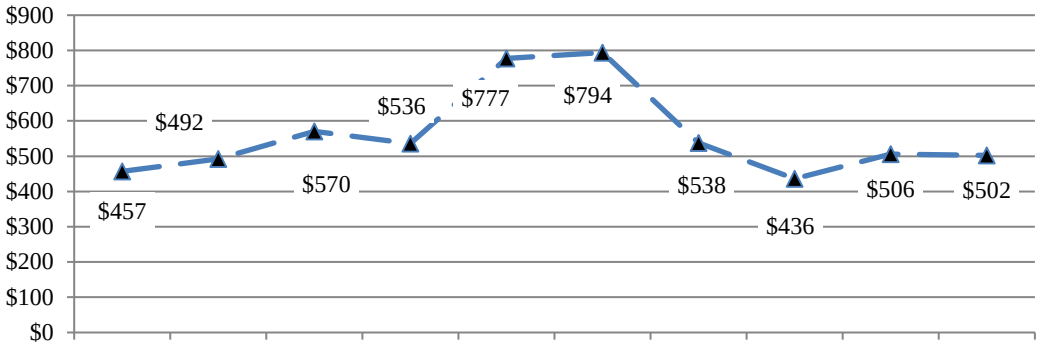
Fiscal Year June 30,	Commercial	Residential	Electrical	Other Permits	All Permits	Annual % Change	Total # of Permits
2012	$ 425,573	$ 315,614	$ 91,742	$ 52,337	$ 885,266	n/a	1,939
2013	482,657	427,735	119,570	47,513	1,077,475	21.71%	2,189
2014	596,584	493,027	174,865	64,662	1,329,138	23.36%	2,332
2015	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	141,500	44,300	1,220,800	9.02%	2,800
2020	600,000	455,000	160,000	-	1,215,000	(0.48%)	2,400
2021	595,000	450,000	160,000	-	1,205,000	(0.82%)	2,400

Actual receipts for years 2012 through 2019; budgeted resources for 2019-21

Residential, Commercial, and Electrical Permit Revenues/Resources by Source
Ten Fiscal Years



Average Revenue per Permit
Fiscal Years 2012-2021



BUILDING FUND
REQUIREMENTS AND STAFFING SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Building Inspection	1,407,645	1,553,809	3,092,100	3,092,100	4,905,000	4,905,000	4,905,000
Electrical Permit Program	134,265	147,532	304,300	304,300	483,500	483,500	483,500
ADA Code Enforcement	-	-	-	-	-	-	-
Total Requirements	$1,541,910	$1,701,341	$3,396,400	$ 3,396,400	$ 5,388,500	$5,388,500	$5,388,500

Requirements by Type							
Personnel	788,507	747,920	950,400	950,400	2,202,400	2,202,400	2,202,400
Materials & Services	693,404	832,951	2,386,000	2,386,000	1,857,500	1,857,500	1,857,500
Capital	-	60,469	-	-	-	-	-
Transfers Out	60,000	60,000	60,000	60,000	120,000	120,000	120,000
Unappropriated	-	-	-	-	1,208,600	1,208,600	1,208,600
Total Requirements	$1,541,910	$1,701,341	$3,396,400	$ 3,396,400	$ 5,388,500	$5,388,500	$5,388,500

Adopted Requirements by Program and Type	Personnel	Materials & Services	Transfers Out	Unappropriated	Adopted Budget	% of Fund Budget
Building Inspection	1,949,400	1,720,800	120,000	1,114,800	4,905,000	91.03%
Electrical Permit Program	253,000	136,700	-	93,800	483,500	8.97%
Total Requirements	$2,202,400	$1,857,500	$ 120,000	$ 1,208,600	$5,388,500	100.00%
Percent of Fund Budget	40.87%	34.47%	2.23%	22.43%	100.00%	

Staffing Summary (FTE)	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-20 Adopted	2020-21 Adopted
Building Inspection	6.430	6.430	6.430	6.430	6.730	6.730
Electrical Permit Program	0.750	0.750	0.750	0.750	0.750	0.750
Total FTE	7.180	7.180	7.180	7.180	7.480	7.480

PROGRAM NARRATIVE

BUILDING INSPECTION: BUILDING INSPECTION PROGRAM (204-15005)

Responsible Manager/Title: Johnathan Balkema, Building Official Manager

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 work occurring without permits 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 2018-2019			
Effective Government	06/19	Completed	• Use iPads for in-field inspection results to provide instant feedback to owners and contractors regarding approvals or corrections during an inspection.
Budget Biennium 2019-2021			
Effective Government	06/21		• Enhance permitting services offered, all residential permits processed electronically.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Total permits issued.	1,571	1,883	1,570	3,000
Commercial construction permits issued.	127	169	125	230
New single-family residence permits issued.	166	196	140	280
Construction value (in millions of dollars). Includes new and alterations.	$110	$261	$110	$220
Percent of inspections performed according to policy framework.	100%	100%	100%	100%
Number of inspections performed.	6,825	8,536	7,700	14,000

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	6.43	6.43	6.43	6.73
Second Year Budgeted FTEs	n/a	n/a	n/a	6.73

CITY OF ALBANY, OREGON

PROG 15005: BUILDING INSPECTION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	1,655,583	2,013,195	1,432,100	1,432,100	2,775,000	1,342,900
Charges for Services	-	-	-	-	-	-
Miscellaneous Revenue	5,100	3,206	-	-	-	-
Investment Income	20,267	26,147	10,000	10,000	30,000	20,000
Beginning Balance	1,273,909	1,547,214	1,650,000	1,650,000	2,100,000	450,000
TOTAL REVENUES	**$ 2,954,859**	**$ 3,589,762**	**$ 3,092,100**	**$ 3,092,100**	**$ 4,905,000**	**58.63 %**
EXPENDITURES						
Personnel Services	683,903	628,886	836,400	836,400	1,949,400	1,113,000
Materials & Services	663,741	804,454	2,195,700	2,195,700	1,720,800	(474,900)
Capital	-	60,469	-	-	-	-
Transfers Out	60,000	60,000	60,000	60,000	120,000	60,000
Reerved for Future Expenditures	-	-	-	-	1,114,800	1,114,800
TOTAL EXPENDITURES	**$ 1,407,644**	**$ 1,553,809**	**$ 3,092,100**	**$ 3,092,100**	**$ 4,905,000**	**58.63 %**
Revenues less Expenditures	**1,547,215**	**2,035,953**	**-**	**-**	**-**	

PROGRAM NARRATIVE

BUILDING INSPECTION: ELECTRICAL PERMIT PROGRAM (204-15010)

Responsible Manager/Title: Johnathan Balkema, Building Official Manager

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 2018-2019			
Effective Government	06/19	Completed	• Work with property owners and contractors to complete projects rather than expiring permits when inspections are not requested.
	06/19	Completed	• Use iPads for in-field inspection results to provide instant feedback to owners or contractors regarding approvals or corrections during an inspection.
Budget Biennium 2019-2021			
Effective Government	06/20		• Enhance permitting services offered; all electrical permits processed electronically.
	06/21		• Enhance services to automate the Master Permit Program.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of electrical permits issued (new, additional, and alterations).	994	1,143	1,076	1,900
Percent of inspections performed according to policy framework.	100%	100%	100%	100%
Number of inspections performed.	2,394	2,757	2,600	5,100

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	0.75	0.75	0.75	0.75
Second Year Budgeted FTEs	n/a	n/a	n/a	0.75

CITY OF ALBANY, OREGON

PROG 15010: ELECTRICAL PERMIT PROGRAM

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	171,521	179,608	148,700	148,700	323,000	174,300
Investment Income	(3,719)	(10,189)	600	600	1,200	600
Beginning Balance	101,868	135,406	155,000	155,000	159,300	4,300
TOTAL REVENUES	**$ 269,670**	**$ 304,825**	**$ 304,300**	**$ 304,300**	**$ 483,500**	**58.89 %**
EXPENDITURES						
Personnel Services	104,605	119,035	114,000	114,000	253,000	139,000
Materials & Services	29,659	28,497	190,300	190,300	136,700	(53,600)
Reserved for Future Expenditures	-	-	-	-	93,800	93,800
TOTAL EXPENDITURES	**$ 134,264**	**$ 147,532**	**$ 304,300**	**$ 304,300**	**$ 483,500**	**58.89 %**
Revenues less Expenditures	**135,406**	**157,293**	**-**	**-**	**-**	

RISK MANAGEMENT FUND

RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Miscellaneous Revenue	(27,485)	-	-	-	800,000	-	13.57%
Loan Repayment-Principal	9,107	9,216	9,100	9,100	-	(100.00%)	-
Loan Repayment-Interest	445	336	400	400	-	(100.00%)	-
Interest	33,998	31,824	16,500	16,500	20,000	21.21%	0.34%
Total Current Resources	16,065	41,376	26,000	26,000	820,000	3,053.85%	13.91%
From Sewer Fund	-	-	750,000	750,000	1,500,000	100.00%	25.45%
From Capital Projects Fund	33,290	33,300	33,300	2,433,300	-	(100.00%)	-
From EPlans Planning	2,700	16,200	-	-	-	-	-
From EPlans Fire	900	5,400	-	-	-	-	-
Total Transfers In	36,890	54,900	783,300	3,183,300	1,500,000	25.45%	25.45%
Beginning Balance	4,201,058	2,922,955	3,160,100	3,160,100	3,573,400	13.08%	60.64%
Total Resources	$ 4,254,013	$ 3,019,231	$ 3,969,400	$ 6,369,400	$ 5,893,400	(7.47%)	100.00%

REQUIREMENT SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	Proposed	2019-21 Approved	Adopted
Risk Management Reserve	1,174,711	1,015,913	1,849,200	1,849,200	2,893,400	2,893,400	2,893,400
PepsiCo Settlement Projects	3,079,301	2,003,318	2,120,200	4,520,200	3,000,000	3,000,000	3,000,000
Total Requirements	$ 4,254,012	$ 3,019,231	$ 3,969,400	$ 6,369,400	$ 5,893,400	$ 5,893,400	$ 5,893,400

Percent of Fund Total	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	Proposed	2019-21 Approved	Adopted
Risk Management Reserve	27.61%	33.65%	46.59%	29.03%	49.10%	49.10%	49.10%
PepsiCo Settlement Projects	72.39%	66.35%	53.41%	70.97%	50.90%	50.90%	50.90%
Totals	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

PROGRAM NARRATIVE

RISK MANAGEMENT FUND: RISK MANAGEMENT (208-10005)
Responsible Manager/Title: Jeanna Yeager, Finance Director

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.

CITY OF ALBANY, OREGON

PROG 10005: RISK MANAGEMENT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Miscellaneous Revenue	(27,485)	-	-	-	800,000	800,000
Investment Income	12,653	15,129	8,500	8,500	20,000	11,500
Transfers In	-	-	750,000	750,000	1,500,000	750,000
Beginning Balance	1,189,543	1,000,784	1,090,700	1,090,700	573,400	(517,300)
TOTAL REVENUES	**$ 1,174,711**	**$ 1,015,913**	**$ 1,849,200**	**$ 1,849,200**	**$ 2,893,400**	**56.47 %**
EXPENDITURES						
Materials & Services	173,928	442,511	1,849,200	1,849,200	2,893,400	1,044,200
TOTAL EXPENDITURES	**$ 173,928**	**$ 442,511**	**$ 1,849,200**	**$ 1,849,200**	**$ 2,893,400**	**56.47 %**

Revenues less Expenditures	**1,000,783**	**573,402**	**-**	**-**	**-**

PROGRAM NARRATIVE

RISK MANAGEMENT FUND: SETTLEMENT PROJECTS (208-10055)

Responsible Manager/Title: Jeanna Yeager, Finance Director

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. The balance of the principal and interest assessment payments will be transferred back in repayment of the loan this biennium.

- $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. The remainder of the loan will be transferred back in this biennium.

- A capital loan of $300,000 was made to the Capital Replacement Fund to assist in the purchase of needed equipment. Repayments of $2,265,300 have been made in the current fiscal year.

- Since this program is used for economic development purposes, the balance will be transferred to that fund.

CITY OF ALBANY, OREGON

PROG 10055: SETTLEMENT PROJECTS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Miscellaneous Revenue	9,552	9,552	9,500	9,500	-	(9,500)
Investment Income	22,430	16,695	8,000	8,000	-	(8,000)
Transfers In	36,890	54,900	33,300	2,433,300	-	(2,433,300)
Beginning Balance	3,010,429	1,922,171	2,069,400	2,069,400	3,000,000	930,600
TOTAL REVENUES	**$ 3,079,301**	**$ 2,003,318**	**$ 2,120,200**	**$ 4,520,200**	**$ 3,000,000**	**(33.63)%**
EXPENDITURES						
Materials & Services	1,157,130	628,911	1,311,600	1,311,600	-	(1,311,600)
Capital	-	-	770,600	3,170,600	-	(3,170,600)
Transfers Out	-	-	38,000	38,000	3,000,000	2,962,000
TOTAL EXPENDITURES	**$ 1,157,130**	**$ 628,911**	**$ 2,120,200**	**$ 4,520,200**	**$ 3,000,000**	**(33.63)%**

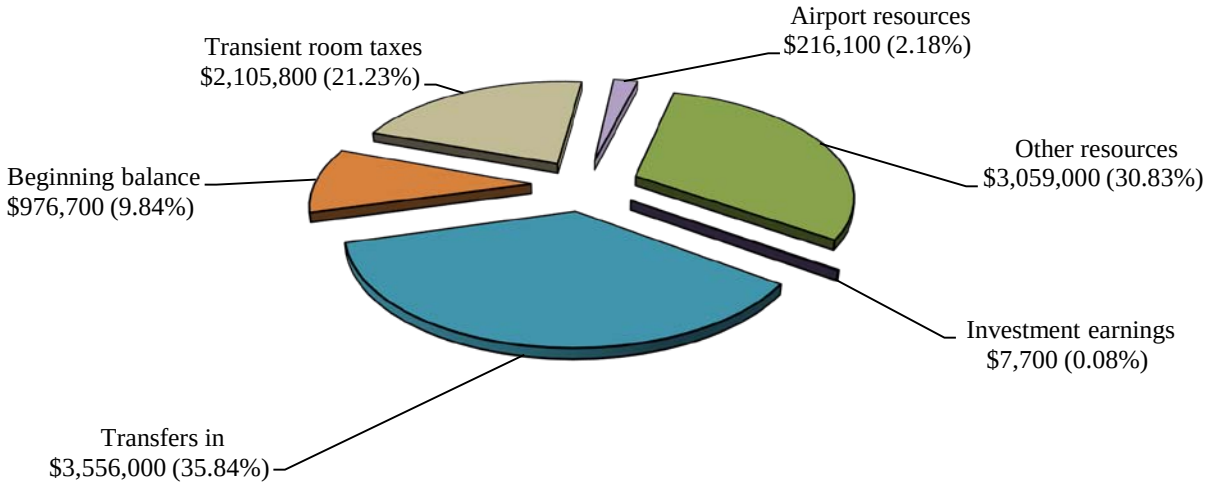
Revenues less Expenditures	**1,922,171**	**1,374,407**	**-**	**-**	**-**

ECONOMIC DEVELOPMENT FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Transient Room Tax	1,016,275	1,039,645	950,700	950,700	1,893,700	99.19%	19.09%
TLT - Online Travel Companies	101,186	21,643	117,100	117,100	212,100	81.13%	2.14%
Airport: Fuel	763	2,621	2,400	2,400	4,800	100.00%	0.05%
Airport: Tie Down Fees	300	300	600	600	900	50.00%	0.01%
Airport: Lease	45,392	43,469	47,700	47,700	115,400	141.93%	1.16%
Fixed Base Operator Revenues	19,200	22,090	21,400	21,400	36,000	68.22%	0.36%
Space Rental	28,600	28,900	28,600	28,600	-	(100.00%)	-
Internal Airport Space Rental	-	-	-	-	59,000	-	0.59%
Dayton Hudson Corp (Target)	-	-	-	-	-	-	-
Miscellaneous Revenue	2,500	13,631	6,100	6,100	12,000	96.72%	0.12%
SPWF Grant	-	-	300,000	300,000	300,000	-	3.02%
ODOT IOF Grant	-	-	1,000,000	1,000,000	978,000	(2.20%)	9.86%
SPWF Loan	-	-	1,769,000	1,769,000	1,769,000	-	17.83%
Interest	5,581	6,626	6,400	6,400	7,700	20.31%	0.08%
Total Current Resources	1,219,797	1,178,925	4,250,000	4,250,000	5,388,600	26.79%	54.31%
From CARA Program	209,900	210,000	181,600	181,600	411,400	126.54%	4.15%
From Street Fund	-	-	600,000	600,000	-	(100.00%)	-
From Risk Management Fund	-	-	-	-	3,000,000	-	30.24%
From Transient Room Tax	71,700	73,900	76,100	76,100	144,600	90.01%	1.46%
Total Transfers In	281,600	283,900	857,700	857,700	3,556,000	314.60%	35.85%
Beginning Balance	749,343	701,774	569,900	569,900	976,700	71.38%	9.84%
Total Resources	$2,250,740	$2,164,598	$5,677,600	$5,677,600	$9,921,300	74.74%	100.00%

CARA-Central Albany Revitalization Area

ECONOMIC DEVELOPMENT FUND RESOURCES BY SOURCE
Category Totals and Percent of Budget



ECONOMIC DEVELOPMENT FUND
REQUIREMENT AND STAFFING SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Economic Development Activities	1,364,435	1,571,259	1,476,500	1,476,500	2,519,200	2,519,200	2,519,200
Lochner Road	-	-	3,669,000	3,669,000	3,647,000	3,647,000	3,647,000
Economic Development Opportunity	-	-	-	-	3,000,000	3,000,000	3,000,000
Albany Municipal Airport	115,384	98,881	291,700	291,700	413,800	413,800	413,800
Municipal Airport Capital Projects	69,146	19,972	240,400	240,400	341,300	341,300	341,300
Total Requirements	$1,548,965	$1,690,112	$5,677,600	$5,677,600	$ 9,921,300	$9,921,300	$9,921,300

Requirements by Type							
Personnel	148,007	159,550	267,900	267,900	655,900	655,900	655,900
Materials & Services	700,119	833,569	985,200	985,200	4,470,100	4,470,100	4,470,100
Capital	32,309	16,694	3,960,100	3,960,100	4,042,000	4,042,000	4,042,000
Transfers Out	668,530	680,300	464,400	464,400	753,300	753,300	753,300
Total Requirements	$1,548,965	$1,690,113	$5,677,600	$5,677,600	$ 9,921,300	$9,921,300	$9,921,300

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Economic Development Activities	553,000	1,344,000	-	622,200	2,519,200	25.39%
Lochner Road	-	-	3,647,000	-	3,647,000	36.76%
Economic Development Opportunity	-	2,920,000	-	80,000	3,000,000	30.24%
Albany Municipal Airport	102,900	206,100	89,200	15,600	413,800	4.17%
Municipal Airport Capital Projects	-	-	305,800	35,500	341,300	3.44%
Total Requirements	$ 655,900	$4,470,100	$4,042,000	$ 753,300	$9,921,300	100.00%
Percent of Fund Budget	6.61%	45.06%	40.74%	7.59%	100.00%	

Staffing Summary (FTE)	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-20 Adopted	2020-21 Adopted
Economic Development Activities	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	0.500
Total FTE	2.100	2.100	2.100	2.100	2.100	2.500

ECONOMIC DEVELOPMENT FUND

TRANSIENT LODGING TAX COLLECTIONS*

Ten Fiscal Years

Fiscal Year	Debt Service**	Economic Development	Online Lodging Tax***	Totals	Annual Increase (Decrease)
2012	$ -	$ 715,865	$ -	$ 715,865	na
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	-	793,843	78,512	872,355	(29.50%)
2020	-	714,459	70,661	785,120	(10.00%)
2021	-	678,736	67,128	745,864	(5.00%)

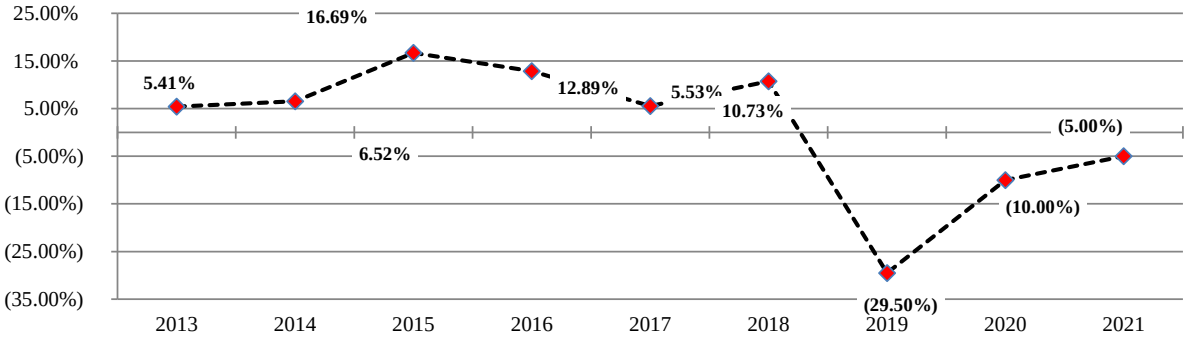
* Actual collections for years 2011 through 2019. Budgeted collections for 2020 and 2021.

** 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……. Albany Visitors Association	AMEDC[1]	Albany Downtown Association	Amount Available for Other Activities	Total Economic Development Fund	Debt Service[2]	Total Transient Lodging Tax Revenues
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	568,388	1,061,288	-	1,061,288
2019	404,750	54,300	48,700	560,050	1,067,800	-	1,067,800
2020	411,091	54,868	49,318	531,822	1,047,100	-	1,047,100
2021	415,449	55,450	49,841	537,460	1,058,200	-	1,058,200

[1] Albany-Millersburg Economic Development Corporation

[2] After Fiscal Year 2010, no tax revenues are required for debt service.

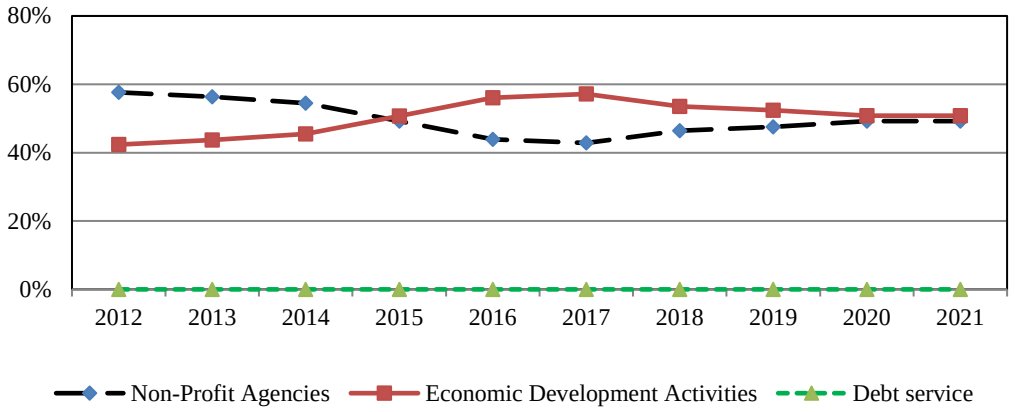
PERCENTAGE OF TOTAL LODGING TAX REVENUES BY USAGE

Ten Fiscal Years

Fiscal Year	…….Non-Profit Agencies……. Albany Visitors Association	AMEDC	Albany Downtown Association	Amount Available for Other Activities	Total Economic Development Fund	Debt Service	Total Transient Lodging Tax Revenues
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	37.02%	4.97%	4.46%	53.56%	100.00%	-	100.00%
2019	37.91%	5.09%	4.56%	52.45%	100.00%	-	100.00%
2020	39.26%	5.24%	4.71%	50.79%	100.00%	-	100.00%
2021	39.26%	5.24%	4.71%	50.79%	100.00%	-	100.00%

PERCENTAGE OF TOTAL LODGING TAX REVENUES BY USAGE

Ten Fiscal Years



PROGRAM NARRATIVE

ECONOMIC DEVELOPMENT: ECONOMIC DEVELOPMENT ACTIVITIES (211-11010)

Responsible Manager/Title: Seth Sherry, Economic Development Manager

FUNCTIONS AND RESPONSIBILITIES

- Provide management oversight for economic development and urban renewal activities and the related Strategic Plan initiatives.
- Continue active collaboration and participation with partner outside organizations 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.
- Support entrepreneurship and start-ups by identifying key partnerships with existing support services and organizations.
- Administer the Transient Lodging Tax (TLT) according to ORS Sections 320.345-320.350; Albany Municipal Code Chapter 3.14; and the TLT policy adopted by the City Council.
- Meet regularly with local businesses and industries to determine needs, help remove barriers, and connect businesses to available resources.
- Manage outside agency grants to market Albany to convention, event, and tournament planners via the TLT policy adopted by City Council.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Healthy Economy	06/18	In Progress	• Continue partnership with LBCC and local industries related to City's $2.9 million investment in equipment until all required invoices are paid.
	06/18	Complete	• Partner with AMEDC to renew the Santiam Enterprise Zone for an additional ten-year period.
Budget Biennium 2019-2021			
Healthy Economy	06/20	In Progress	• Refine web presence and access to resources.
	11/20		• Adopt Economic Development Strategy pursuant to a "healthy economy" and expand performance measures.
	01/20		• Support recruitment of new business: *Stack Metallurgical.*
	06/20		• Continue partnership with LBCC and local industries related to City's $2.9 million investment in equipment until all required invoices are paid.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Conduct regular visits to local businesses and industries.	12	15	12	24
Assist projects with financial assistance or removal of development barriers.	15	5	5	10

* *First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	1.00	2.00	2.00	2.00
Second Year Budgeted FTEs	n/a	n/a	n/a	2.00

CITY OF ALBANY, OREGON

PROG 11010: ECONOMIC DEV ACTIVITIES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Transient Lodging Tax	1,117,461	1,061,288	1,067,800	1,067,800	2,105,800	1,038,000
Miscellaneous Revenue	-	-	100	100	-	(100)
Investment Income	669	(475)	3,900	3,900	2,000	(1,900)
Transfers In	209,900	210,000	181,600	181,600	411,400	229,800
Beginning Balance	326,581	290,176	223,100	223,100	-	(223,100)
TOTAL REVENUES	**$ 1,654,611**	**$ 1,560,989**	**$ 1,476,500**	**$ 1,476,500**	**$ 2,519,200**	**70.62 %**
EXPENDITURES						
Personnel Services	133,110	143,637	251,000	251,000	553,000	302,000
Materials & Services	578,125	749,321	891,800	891,800	1,344,000	452,200
Transfers Out	653,200	678,300	333,700	333,700	622,200	288,500
TOTAL EXPENDITURES	**$ 1,364,435**	**$ 1,571,258**	**$ 1,476,500**	**$ 1,476,500**	**$ 2,519,200**	**70.62 %**

Revenues less Expenditures	**290,176**	**(10,269)**	**-**	**-**	**-**

PROGRAM NARRATIVE

ECONOMIC DEVELOPMENT: LOCHNER ROAD PROJECT (211-11020)

Responsible Manager/Title: Seth Sherry, Economic Development Manager

FUNCTIONS AND RESPONSIBILITIES

- SnoTemp has completed Phase 1 of their expansion and is now at the point where any further expansion is dependent upon road construction. Staff has worked to secure outside funding and a development contract with SnoTemp for pending site development.
- Staff continues to support recruitment of new buisness.
- Staff continues to support the expanion of existing local buisness through identifying and facilitation technical and financial support where needed.
- Support entrepreunership and start-ups by identifying key partnerships with existing support services and organizations.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019 Great Neighborhoods Healthy Economy	06/19	In Progress	• Improve Lochner Road to City standards. The Notice of Decision also calls for realigning the Lochner Road/Marion Street intersection.
Budget Biennium 2019-2021 Great Neighborhoods Healthy Economy	06/20	In progress	• Improve Lochner Road to City standards. The Notice of Decision also calls for realigning the Lochner Road/Marion Street intersection..

CITY OF ALBANY, OREGON

PROG 11020: LOCHNER ROAD IMPROVEMENTS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Miscellaneous Revenue	-	-	3,069,000	3,069,000	3,047,000	(22,000)
Transfers In	-	-	600,000	600,000	-	(600,000)
Beginning Balance	-	-	-	-	600,000	600,000
TOTAL REVENUES	**$ -**	**$ -**	**$ 3,669,000**	**$ 3,669,000**	**$ 3,647,000**	**(0.60)%**
EXPENDITURES						
Capital	-	-	3,669,000	3,669,000	3,647,000	(22,000)
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 3,669,000**	**$ 3,669,000**	**$ 3,647,000**	**(0.60)%**

Revenues less Expenditures	-	-	-	-	-

PROGRAM NARRATIVE

ECONOMIC DEVELOPMENT: ECONOMIC DEVELOPMENT OPPORTUNITY (211-11025)

Responsible Manager/Title: Seth Sherry, Economic Development Manager

FUNCTIONS AND RESPONSIBILITIES

- For use as a revolving loan fund to directly support economic development projects and activities.
- Support job creation through business retention, expansion, and recruitment activities.
- Generate modest returns from interest-accumulating loans for use in a small grant program.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Biennium 2019-2021 Healthy Economy	06/21	Ongoing	• Identify and pursue strategic financing opportunities.
	06/21	Ongoing	• Issue loans that create job growth through business retention, expansion, and recruitment activities.

CITY OF ALBANY, OREGON

PROG 11025: ECONOMIC DEVELOPMENT OPPORTUNITY

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
Transfers In	-	-	-	-	3,000,000	3,000,000
TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,000,000**	**- %**
Materials and Services	-	-	-	-	2,920,000	2,920,000
Transfers Out	-	-	-	-	80,000	80,000
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,000,000**	**- %**
Revenues less Expenditures	**-**	**-**	**-**	**-**	**-**	

PROGRAM NARRATIVE

ECONOMIC DEVELOPMENT: ALBANY MUNICIPAL AIRPORT (211-40000)

Responsible Manager/Title: Jon Goldman, Utility Superintendent - Transportation

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.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	In Progress	• Replace Visual Approach Slope Indicators (VASI) with Precision Approach Path Indicators (PAPI).
Budget Biennium 2019-2021			
Effective Government	06/21		• Install Automated Weather Observation System (AWOS).

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
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	10	11	22

**First Biennium Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	0.10	0.10	0.10	0.10
Second Year Budgeted FTEs	n/a	n/a	n/a	0.50

CITY OF ALBANY, OREGON

PROG 40000: ALBANY MUNICIPAL AIRPORT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	94,254	97,380	100,700	100,700	216,100	115,400
Miscellaneous Revenue	-	7,631	-	-	-	-
Investment Income	2,265	2,921	1,000	1,000	2,700	1,700
Beginning Balance	213,637	194,773	190,000	190,000	195,000	5,000
TOTAL REVENUES	**$ 310,156**	**$ 302,705**	**$ 291,700**	**$ 291,700**	**$ 413,800**	**41.86 %**
EXPENDITURES						
Personnel Services	14,898	15,913	16,900	16,900	102,900	86,000
Materials & Services	100,486	82,968	93,400	93,400	206,100	112,700
Capital	-	-	174,000	174,000	89,200	(84,800)
Transfers Out	-	-	7,400	7,400	15,600	8,200
TOTAL EXPENDITURES	**$ 115,384**	**$ 98,881**	**$ 291,700**	**$ 291,700**	**$ 413,800**	**41.86 %**
Revenues less Expenditures	**194,772**	**203,824**	**-**	**-**	**-**	

PROGRAM NARRATIVE

ECONOMIC DEVELOPMENT FUND: MUNICIPAL AIRPORT CAPITAL PROJECTS (211-40005)

Responsible Manager/Title: Jon Goldman, Utility Superintendent - Transportation

FUNCTIONS AND RESPONSIBILITIES

- This program receives revenues from the Transient Lodging Tax distributions, which is a vital piece of economic development.
- Funds capital projects for the Albany Municipal Airport.
- Builds reserves for future Airport capital projects.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	In Progress	• Provide matching funds for the apron rehabilitation, phase 2.
Budget Biennium 2019-2021			
Effective Government	06/21		• Provide matching funds for the AWOS project.

CITY OF ALBANY, OREGON

PROG 40005: AIRPORT CAPITAL PROJECTS

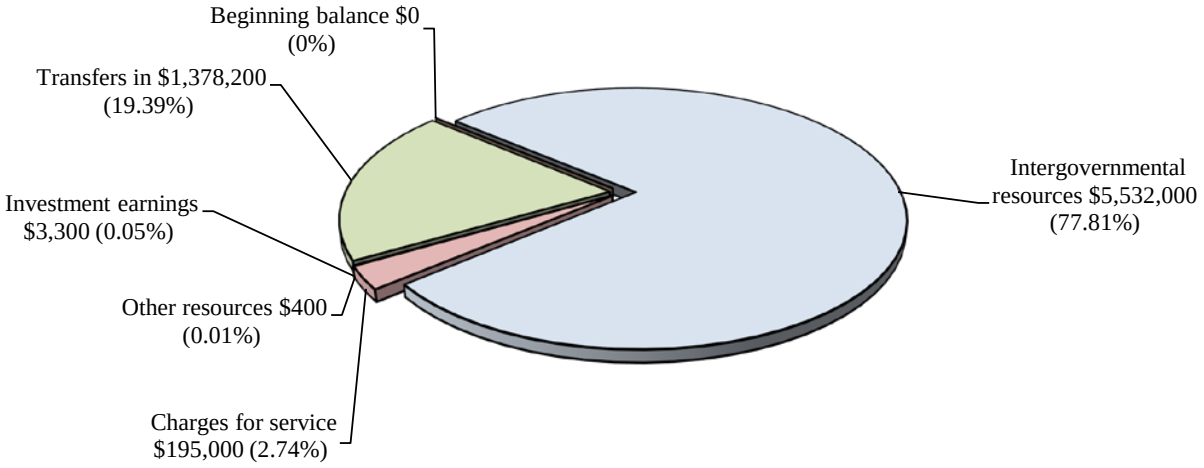
Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Miscellaneous Revenue	2,500	6,000	6,000	6,000	12,000	6,000
Investment Income	2,646	4,179	1,500	1,500	3,000	1,500
Transfers In	71,700	73,900	76,100	76,100	144,600	68,500
Beginning Balance	209,030	216,729	156,800	156,800	181,700	24,900
TOTAL REVENUES	**$ 285,876**	**$ 300,808**	**$ 240,400**	**$ 240,400**	**$ 341,300**	**41.97 %**
EXPENDITURES						
Materials & Services	21,508	1,278	-	-	-	-
Capital	32,309	16,694	117,100	117,100	305,800	188,700
Transfers Out	15,330	2,000	123,300	123,300	35,500	(87,800)
TOTAL EXPENDITURES	**$ 69,147**	**$ 19,972**	**$ 240,400**	**$ 240,400**	**$ 341,300**	**41.97 %**
Revenues less Expenditures	**216,729**	**280,836**	**-**	**-**	**-**	

PUBLIC TRANSIT FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
FTA Section 5310 Grant	85,378	90,852	95,800	95,800	200,400	109.19%	2.82%
FTA Section 5309 Grant	-	348,600	-	-	-	-	-
FTA Section 5307 Grant	706,700	767,708	983,500	1,023,500	2,703,800	164.17%	38.03%
City of Millersburg	1,443	1,443	2,800	2,800	6,000	114.29%	0.08%
STIF - Benton County	-	-	-	-	432,500	-	6.08%
STIF - Linn County	-	-	-	-	1,097,500	-	15.44%
STIF - Discretionary	-	-	-	-	440,000	-	6.19%
Special Transit Fund: Linn Co	41,560	40,836	41,000	41,000	72,000	75.61%	1.01%
Special Transit Fund: Benton Co	27,000	25,750	27,000	27,000	51,000	88.89%	0.72%
LBCC Partnership	111,700	113,900	117,300	117,300	245,200	109.04%	3.45%
OSU Partnership	111,700	113,900	117,300	117,300	245,200	109.04%	3.45%
OSU Pass Program	3,000	3,000	3,000	3,000	6,400	113.33%	0.09%
Other Pass Programs	2,000	-	-	-	-	-	-
LBCC Pass Program	18,900	18,900	15,000	15,000	32,000	113.33%	0.45%
Advertising Revenue	214	-	-	-	-	-	-
Bus Fares	55,432	52,656	50,000	50,000	121,000	142.00%	1.70%
Call-A-Ride Revenue	33,721	32,446	34,000	34,000	74,000	117.65%	1.04%
Gifts & Donations	325	200	300	300	400	33.33%	0.01%
Miscellaneous Revenue	2,096	761	-	-	-	-	-
Over & short	52	20	-	-	-	-	-
Interest	4,589	3,467	1,500	1,500	3,300	120.00%	0.05%
Total Current Resources	1,205,810	1,614,439	1,488,500	1,528,500	5,730,700	274.92%	80.61%
From General Fund	592,800	695,700	600,000	600,000	1,275,000	112.50%	17.94%
From Equipment Replacement	-	-	-	-	15,200	-	0.21%
From Capital Equipment Fund	-	157,158	-	-	88,000	-	1.24%
Total Transfers In	592,800	852,858	600,000	600,000	1,378,200	129.70%	19.39%
Beginning Balance	383,155	396,658	180,000	340,000	-	(100.00%)	-
Total Resources	$2,181,765	$2,863,955	$2,268,500	$2,468,500	$7,108,900	187.98%	100.00%

LBCC-Linn-Benton Community College
FTA-Federal Transit Administration

PUBLIC TRANSIT RESOURCES BY SOURCE
Category Totals and Percent of Budget



PUBLIC TRANSIT FUND

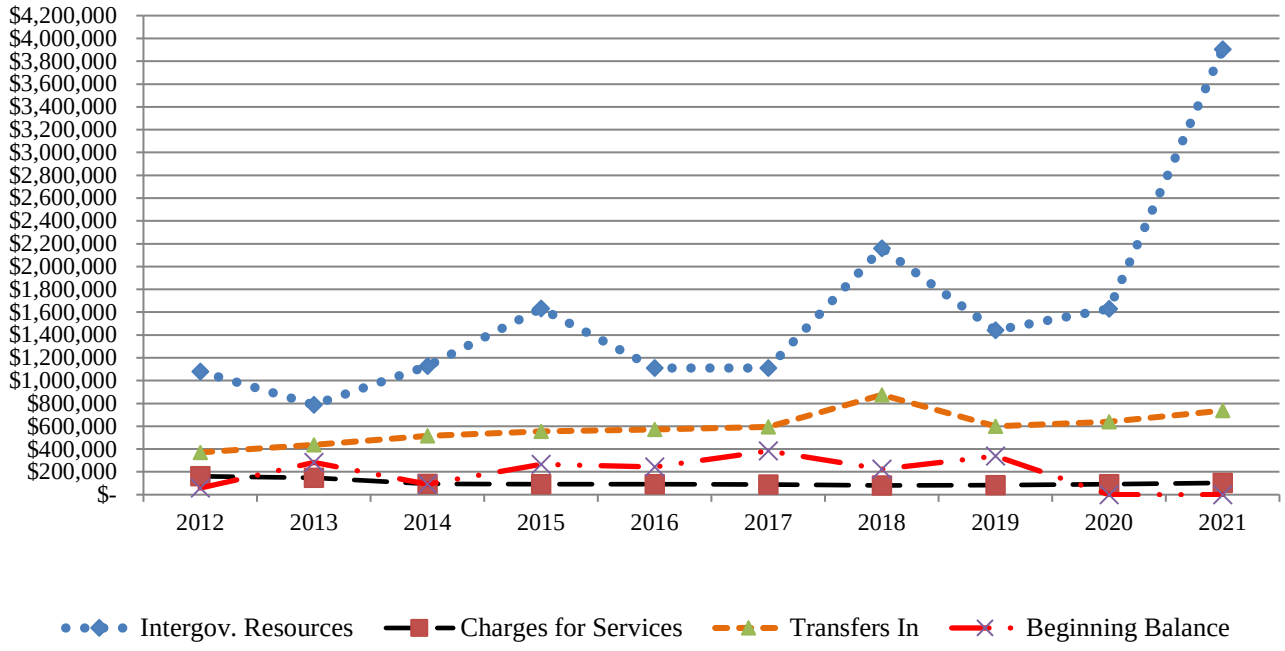
RESOURCES BY TYPE - TEN FISCAL YEARS

Fiscal Year	Intergovern-mental Resources	Charges for Services	Other Resources	Interest Earnings	Transfers In	Beginning Balance	Total Resources
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	1,442,700	84,000	300	1,500	600,000	340,000	2,468,500
2020	1,628,600	91,000	200	1,800	640,200	-	2,361,800
2021	3,903,400	104,000	200	1,500	738,000	-	4,747,100

RESOURCES BY TYPE - PERCENTAGE OF TOTAL RESOURCES - TEN FISCAL YEARS

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	58.44%	3.40%	0.01%	0.06%	24.31%	13.78%	100.00%
2020	68.96%	3.85%	0.01%	0.08%	27.11%	(0.01%)	100.00%
2021	82.23%	2.19%	-	0.03%	15.55%	0.01%	100.01%

MAJOR RESOURCES BY TYPE - TEN FISCAL YEARS



PUBLIC TRANSIT FUND
REQUIREMENT AND STAFFING SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Albany Transit System	659,542	1,097,287	969,900	1,129,900	3,083,500	3,083,500	3,083,500
Linn-Benton Loop	566,745	986,310	675,900	675,900	2,373,400	2,373,400	2,373,400
Paratransit System	558,820	563,587	622,700	662,700	1,652,000	1,652,000	1,652,000
Total Requirements	$1,785,107	$2,647,184	$2,268,500	$2,468,500	$7,108,900	$7,108,900	$7,108,900

Requirements by Type							
Personnel	1,130,388	1,154,508	1,343,000	1,383,000	3,501,200	3,501,200	3,501,200
Materials & Services	654,719	643,172	914,200	1,074,200	1,502,100	1,502,100	1,502,100
Capital	0	849,505	11,300	11,300	2,105,600	2,105,600	2,105,600
Total Requirements	$1,785,107	$2,647,185	$2,268,500	$2,468,500	$7,108,900	$7,108,900	$7,108,900

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Adopted Budget	% of Fund Budget
Albany Transit System	1,226,200	708,300	1,149,000	3,083,500	43.38%
Linn-Benton Loop	1,102,400	391,000	880,000	2,373,400	33.39%
Paratransit System	1,172,600	402,800	76,600	1,652,000	23.23%
Total Requirements	$3,501,200	$1,502,100	$2,105,600	$7,108,900	100.00%
Percent of Fund Budget	49.25%	21.13%	29.62%	100.00%	

Staffing Summary (FTE)	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-20 Adopted	2020-21 Adopted
Albany Transit System	3.910	3.910	3.910	3.910	3.910	3.927
Linn-Benton Loop	4.475	4.475	4.475	4.475	4.475	4.492
Paratransit System	4.490	4.490	4.490	5.490	5.490	5.506
Total FTE	12.875	12.875	12.875	13.875	13.875	13.925

PROGRAM NARRATIVE

PUBLIC TRANSIT: ALBANY TRANSIT SYSTEM (213-40100)

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 2018-2019			
Effective Government	09/18	Completed	• Complete FTA triennial review.
	02/19	In Progress	• Apply for new state funding to enhance transit system.
	11/19	In Progress	• Purchase buses with grant funding to enhance ATS service.
Budget Biennium 2019-2021			
Effective Government	11/20		• Receive and equip buses and hire and train drivers for ATS service expansion.
	01/21		• Implement medium term solution from Transit Development Plan (TDP).
	06/21		• Prepare for 2021 FTA triennial review.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Total number of rides.	76,966	74,052	71,800	142,000
Number of senior/disabled passengers.	10,775	10,367	10,057	19,880
Annual mileage.	95,178	93,000	93,000	186,000
Operating cost per ride.	$7.45	$7.75	$8.36	$8.90

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	3.91	3.91	3.91	3.91
Second Year Budgeted FTEs	n/a	n/a	n/a	3.93

CITY OF ALBANY, OREGON

PROG 40100: ALBANY TRANSIT SYSTEM

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	325,769	520,242	383,900	383,900	2,097,100	1,713,200
Charges for Services	30,448	28,247	25,000	25,000	68,000	43,000
Miscellaneous Revenue	52	659	-	-	-	-
Investment Income	3,490	5,692	1,000	1,000	2,100	1,100
Transfers In	399,100	520,651	410,000	410,000	916,300	506,300
Beginning Balance	237,110	336,427	150,000	310,000	-	(310,000)
TOTAL REVENUES	**$ 995,969**	**$ 1,411,918**	**$ 969,900**	**$ 1,129,900**	**$ 3,083,500**	**172.90 %**
EXPENDITURES						
Personnel Services	385,245	392,843	422,600	422,600	1,226,200	803,600
Materials & Services	274,298	279,694	536,000	696,000	708,300	12,300
Capital	-	424,753	11,300	11,300	1,149,000	1,137,700
TOTAL EXPENDITURES	**$ 659,543**	**$ 1,097,290**	**$ 969,900**	**$ 1,129,900**	**$ 3,083,500**	**172.90 %**
Revenues less Expenditures	**336,426**	**314,628**	**-**	**-**	**-**	

PROGRAM NARRATIVE

PUBLIC TRANSIT: LINN-BENTON LOOP (213-40105)

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 2018-2019			
Effective Government Safe City	09/18	Completed	• Complete FTA triennial review.
	11/18	In Progress	• Work with Loop Board and TAC to complete Loop Transit Development Plan.
	12/18	In Progress	• Apply for new state funding (STIF) to enhance transit system.
	03/19	Completed	• Implement enhanced service as outlined in the Loop Transit Development Plan.
Budget Biennium 2019-2021			
Effective Government Safe City	11/19		• Order buses to begin phasing in of Loop Development Plan.
	01/20		• Begin Phase 1 of Loop Development Plan (extended hours of service using existing equipment.)
	11/20		• Receive and equip buses, train drivers, educate public about implementation of Phase 2 of the Loop Development Plan.
	01/21		• Implement Phase 2 of Loop development plan using STIF funding.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Total number of rides.	109,900	107,930	102,000	215,000
Number of senior/disabled passengers.	13,188	13,200	13,200	26,400
Annual mileage.	107,981	107,500	107,500	215,000
Operating cost per ride.	$4.42	$4.42	$5.72	$6.21

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	4.48	4.48	4.48	4.48
Second Year Budgeted FTEs	n/a	n/a	n/a	4.49

CITY OF ALBANY, OREGON

PROG 40105: LINN-BENTON LOOP

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	495,383	747,949	625,600	625,600	2,319,800	1,694,200
Charges for Services	24,984	24,410	25,000	25,000	53,000	28,000
Miscellaneous Revenue	2,214	62	-	-	-	-
Investment Income	1,209	(1,381)	300	300	600	300
Transfers In	-	72,208	-	-	-	-
Beginning Balance	79,949	36,995	25,000	25,000	-	(25,000)
TOTAL REVENUES	**$ 603,739**	**$ 880,243**	**$ 675,900**	**$ 675,900**	**$ 2,373,400**	**251.15 %**
EXPENDITURES						
Personnel Services	337,790	352,077	473,200	473,200	1,102,400	629,200
Materials & Services	228,954	209,480	202,700	202,700	391,000	188,300
Capital	-	424,753	-	-	880,000	880,000
TOTAL EXPENDITURES	**$ 566,744**	**$ 986,310**	**$ 675,900**	**$ 675,900**	**$ 2,373,400**	**251.15 %**
Revenues less Expenditures	**36,995**	**(106,067)**	**-**	**-**	**-**	

PROGRAM NARRATIVE

PUBLIC TRANSIT: PARATRANSIT SYSTEM (213-40110)

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 2018-2019			
Effective Government	01/19	Completed	• Provide volunteer management system that maximizes their contribution to the program.
	09/18	Completed	• Update volunteer training manual and recognition program.
	12/18	Completed	• Work with ATS supervisor to determine best process for rolling out new routes and services.
	03/19	Completed	• Develop paratransit fleet maintenance plan.
Budget Biennium 2019-2021			
Effective Government	07/19		• Update Routematch (RM) software. Take RM to the cloud.
	08/19		• Implement tablets to better track on time performance and overall production.
	03/20		• Complete client survey.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
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.	1,603	1,650	1,700	1,700
Number of miles driven per month.	7,661	7,530	7,500	7,600
Number of volunteer hours per year.	5,000	4,100	4,100	3,800
Cost per revenue service mile.	$4.40	$4.49	$4.97	$4.97

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	4.49	4.49	5.49	5.49
Second Year Budgeted FTEs	n/a	n/a	n/a	5.51

CITY OF ALBANY, OREGON

PROG 40110: PARATRANSIT SYSTEM

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	286,229	256,698	393,200	433,200	1,115,100	681,900
Charges for Services	33,721	32,446	34,000	34,000	74,000	40,000
Miscellaneous Revenue	2,421	259	300	300	400	100
Investment Income	(110)	(844)	200	200	600	400
Transfers In	193,700	260,000	190,000	190,000	461,900	271,900
Beginning Balance	66,096	23,237	5,000	5,000	-	(5,000)
TOTAL REVENUES	**$ 582,057**	**$ 571,796**	**$ 622,700**	**$ 662,700**	**$ 1,652,000**	**149.28 %**
EXPENDITURES						
Personnel Services	407,352	409,588	447,200	487,200	1,172,600	685,400
Materials & Services	151,468	154,000	175,500	175,500	402,800	227,300
Capital	-	-	-	-	76,600	76,600
TOTAL EXPENDITURES	**$ 558,820**	**$ 563,588**	**$ 622,700**	**$ 662,700**	**$ 1,652,000**	**149.28 %**
Revenues less Expenditures	**23,237**	**8,208**	**-**	**-**	**-**	

PUBLIC SAFETY LEVY FUND

RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Property Taxes - Current	3,165,357	3,702,634	3,921,300	3,921,300	8,052,000	105.34%	89.55%
Property Taxes - Delinquent	84,256	72,231	50,000	50,000	140,000	180.00%	1.56%
Interest	6,014	18,465	2,000	2,000	20,000	900.00%	0.22%
Total Current Resources	3,255,627	3,793,330	3,973,300	3,973,300	8,212,000	106.68%	91.33%
Beginning Balance	69,868	339,681	72,200	72,200	780,000	980.33%	8.67%
Total Resources	$3,325,495	$4,133,011	$4,045,500	$4,045,500	$8,992,000	122.27%	100.00%

REQUIREMENT SUMMARY

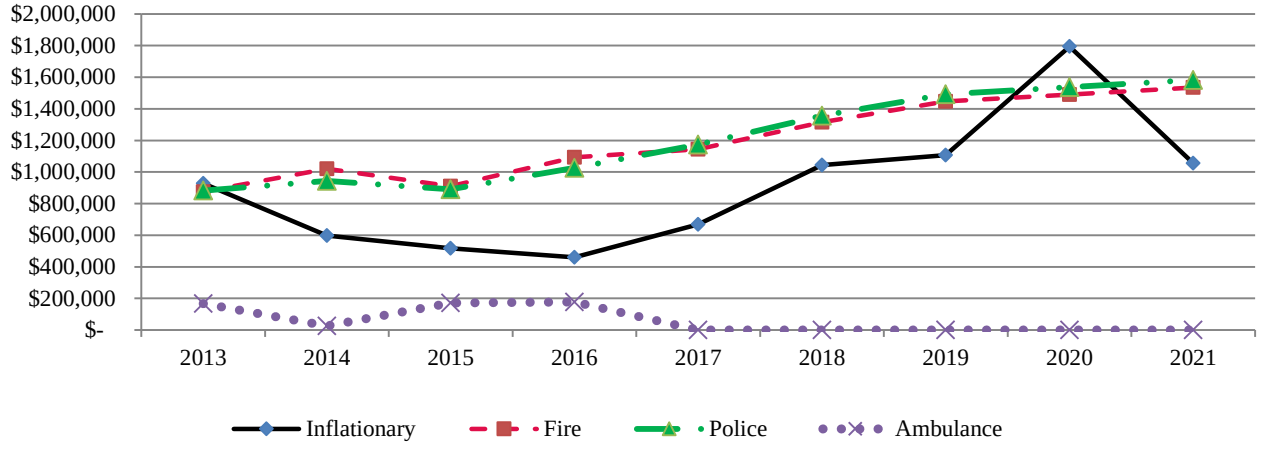
Requirements by Type	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Transfers Out	2,985,814	3,419,423	4,045,500	4,045,500	8,992,000	8,992,000	8,992,000

TRANSFERS OUT AND TOTAL TAXES DETAIL BY FISCAL YEAR

Fiscal Year	……General Fund……. Inflationary	Fire	Police	Ambulance Fund	Total Transfers Out*	Total Taxes
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	2,756,000
2016-17	668,100	1,143,860	1,173,854	-	2,985,814	2,985,814
2017-18	1,043,600	1,315,000	1,356,000	-	3,714,600	3,714,600
2018-19**	1,107,400	1,446,500	1,491,600	-	4,045,500	4,045,500
2019-20	1,793,800	1,489,900	1,536,300	-	4,820,000	4,820,000
2020-21	1,055,000	1,534,600	1,582,400	-	4,172,000	4,172,000

*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

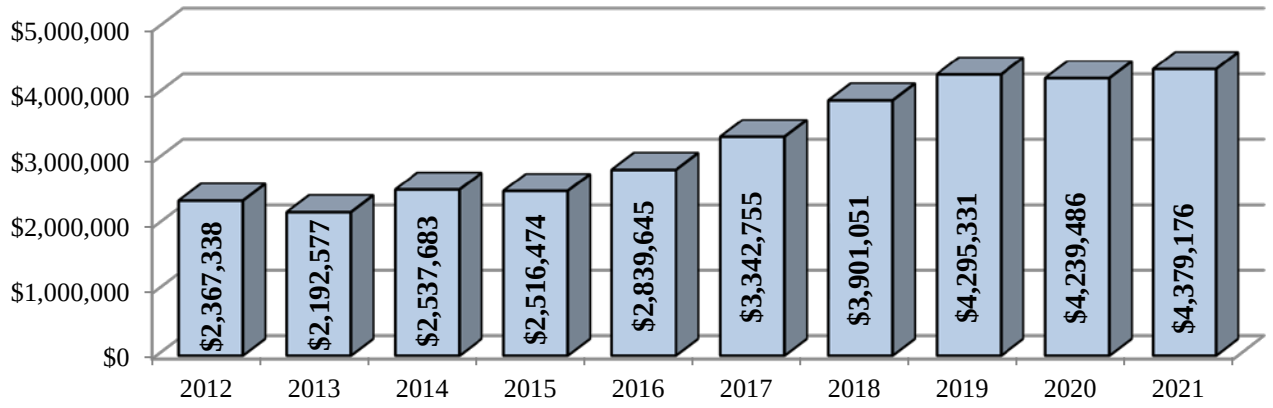


Public Safety Levy Property Taxes Levied
Last Ten Fiscal Years

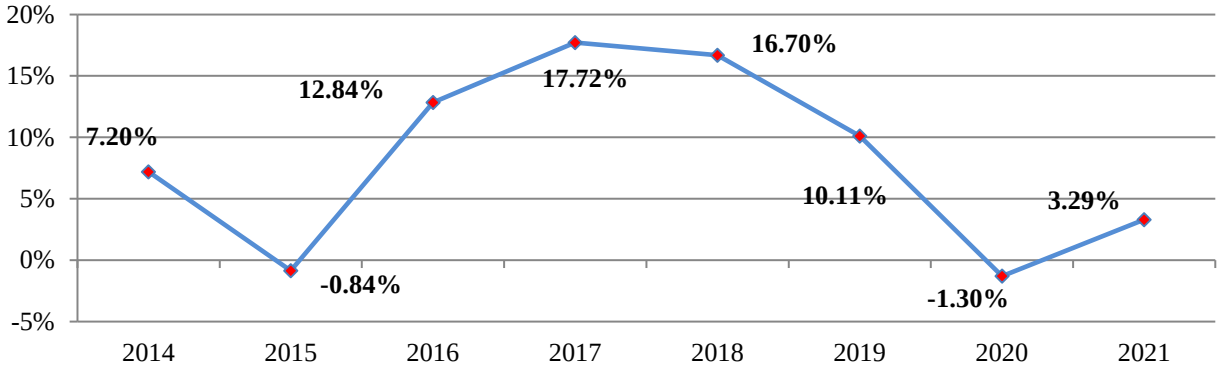
	……..LINN COUNTY……..			……..BENTON COUNTY……..				
Fiscal Year June 30,	Taxes Imposed before Compression	Com-pression Amount	Total Received	Taxes Imposed before Compression	Com-pression Amount	Total Received	Linn Co. & Benton Co. Total Received	Annual Per-centage Change
2012	$ 2,535,336	$ 684,373	$1,850,112	$ 554,766	$ 36,953	$ 517,813	$2,367,338	n/a
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	3,851,408	500,245	3,351,163	958,968	14,800	944,168	4,295,331	10.11%
2020	3,981,975	597,296	3,384,679	1,005,655	150,848	854,807	4,239,486	(1.30%)
2021	4,101,439	615,216	3,486,223	1,049,586	156,633	892,953	4,379,176	3.29%

Actual Totals for 2012-2019. Estimated Totals for 2020-2021.
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 [1]



Public Safety Levy - Total to be Received
Annual Percentage Change



PROGRAM NARRATIVE

PUBLIC SAFETY LEVY FUND: PUBLIC SAFETY LEVY (215-10010)

Responsible Manager/Title: Jeanna Yeager, Finance Director

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 2015 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 2019-21 is the final period of the five-year Public Safety Local Option Levy.

CITY OF ALBANY, OREGON

PROG 10010: PUBLIC SAFETY LEVY

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Property Taxes	3,249,613	3,774,865	3,971,300	3,971,300	8,192,000	4,220,700
Investment Income	6,014	18,465	2,000	2,000	20,000	18,000
Beginning Balance	69,868	339,681	72,200	72,200	780,000	707,800
TOTAL REVENUES	**$ 3,325,495**	**$ 4,133,011**	**$ 4,045,500**	**$ 4,045,500**	**$ 8,992,000**	**122.27 %**
EXPENDITURES						
Transfers Out	2,985,814	3,419,423	4,045,500	4,045,500	8,992,000	4,946,500
TOTAL EXPENDITURES	**$ 2,985,814**	**$ 3,419,423**	**$ 4,045,500**	**$ 4,045,500**	**$ 8,992,000**	**122.27 %**
Revenues less Expenditures	**339,681**	**713,588**	**-**	**-**	**-**	

CAPITAL REPLACEMENT FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Energy Trust of Oregon	37,310	-	-	-	-	-	-
Oregon Community Foundation	2,614	2,603	2,500	2,500	-	(100.00%)	-
Departmental Charges	150,000	100,000	100,000	100,000	200,000	100.00%	1.98%
Equipment Replacement Charges	1,117,500	1,301,800	927,500	927,500	2,574,400	177.56%	25.57%
Phone System Charges	75,000	75,000	75,000	75,000	75,000	-	0.74%
Albany Library Foundation	-	-	-	-	-	-	-
Property Management	-	-	-	-	-	-	-
Miscellaneous Revenue	221,505	227,410	-	-	-	-	-
Proceeds From Sale of Capital Assets	-	-	-	-	-	-	-
Other Financing Sources: Cap. Leases	-	206,481	-	-	-	-	-
Interest	61,881	56,556	49,000	49,000	176,000	259.18%	1.74%
Total Current Resources	1,665,810	1,969,850	1,154,000	1,154,000	3,025,400	162.17%	30.03%
From General Fund	-	400,000	60,000	60,000	-	(100.00%)	-
From Transient Room Tax	270,700	278,800	6,600	6,600	-	(100.00%)	-
From Central Service Fund					40,000	-	0.39%
Total Transfers In	270,700	678,800	66,600	66,600	40,000	(39.94%)	0.39%
Beginning Balance	5,766,109	5,803,279	6,684,300	6,684,300	6,859,100	2.62%	68.12%
Beginning Balance: Energy Trust	-	48,694	56,900	56,900	50,600	(11.07%)	0.50%
Beginning Balance Property Mgmt	2,530	1,608	1,300	1,300	1,500	15.38%	0.01%
Beginning Balance Monteith House	14,482	28,839	16,700	16,700	18,700	11.98%	0.18%
Beginning Balance City Hall HVAC	-	-	12,500	12,500	72,500	480.00%	0.72%
Total Resources	$7,719,631	$8,531,070	$7,992,300	$7,992,300	$10,067,800	25.97%	100.00%

REQUIREMENT SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Equipment Replacement	1,311,490	1,402,355	5,430,100	5,430,100	6,893,200	7,096,200	7,096,200
GF Facilities Maintenance Projects	45,054	10,623	241,600	241,600	160,000	160,000	160,000
IT Equipment Replacement	343,384	252,276	1,619,200	1,619,200	2,142,400	2,182,400	2,182,400
City Facilities Replacement	19,765	94,709	-	-	-	-	-
PW Facilities Replacement	117,518	52,071	701,400	701,400	629,200	629,200	629,200
Total Requirements	$1,837,211	$1,812,034	$7,992,300	$7,992,300	$ 9,824,800	$10,067,800	$10,067,800
Requirements by Type							
Materials & Services	628,507	673,802	240,900	240,900	400,000	400,000	400,000
Capital	1,208,704	981,074	7,682,400	7,682,400	9,161,600	9,252,600	9,252,600
Transfers Out	-	157,158	69,000	69,000	263,200	415,200	415,200
Total Requirements	$1,837,211	$1,812,034	$7,992,300	$7,992,300	$ 9,824,800	$10,067,800	$10,067,800

Adopted Requirements by Program and Type	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Equipment Replacement	-	6,993,000	103,200	7,096,200	70.48%
GF Facilities Maintenance Projects	-	-	160,000	160,000	1.59%
IT Equipment Replacement	400,000	1,630,400	152,000	2,182,400	21.68%
Facilities Replacement	-	629,200	-	629,200	6.25%
Total Requirements	$ 400,000	$9,252,600	$ 415,200	$10,067,800	100.00%
Percent of Fund Budget	3.97%	91.91%	4.12%	100.00%	

GF- General Fund
IT - Information Technology

PROGRAM NARRATIVE

CAPITAL REPLACEMENT FUND: EQUIPMENT REPLACEMENT (217-10015)

Responsible Manager/Title: J.C. Rowley, Accounting Supervisor

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.

CITY OF ALBANY, OREGON

PROG 10015: EQUIPMENT REPLACEMENT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	780,700	979,900	682,700	682,700	1,946,200	1,263,500
Miscellaneous Revenue	220,885	422,892	-	-	-	-
Investment Income	40,719	34,190	35,000	35,000	150,000	115,000
Transfers In	258,300	666,000	-	-	-	-
Beginning Balance	4,430,883	4,419,995	4,712,400	4,712,400	5,000,000	287,600
TOTAL REVENUES	**$ 5,731,487**	**$ 6,522,977**	**$ 5,430,100**	**$ 5,430,100**	**$ 7,096,200**	**30.68 %**
EXPENDITURES						
Materials & Services	479,542	494,614	-	-	-	-
Capital	831,949	750,583	5,361,100	5,361,100	6,993,000	1,631,900
Transfers Out	-	157,159	69,000	69,000	103,200	34,200
TOTAL EXPENDITURES	**$ 1,311,491**	**$ 1,402,356**	**$ 5,430,100**	**$ 5,430,100**	**$ 7,096,200**	**30.68 %**
Revenues less Expenditures	**4,419,996**	**5,120,621**	**-**	**-**	**-**	

PROGRAM NARRATIVE

CAPITAL REPLACEMENT FUND: GENERAL FUND FACILITIES MAINTENANCE PROJECTS (217-10070)

Responsible Manager/Title: Jeanna Yeager, Finance Director

FUNCTIONS AND RESPONSIBILITIES

- These projects are under the purview of the facilities maintenance department, so this program will be moved to reflect this change.

- Funds are reserved in this program for building maintenance expenditures on City-owned buildings.

- In prior years, Transient Lodging Tax was transferred in for restoration and repairs of the Monteith House.

CITY OF ALBANY, OREGON

PROG 13005: IT EQUIPMENT REPLACEMENT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	411,800	384,400	319,800	319,800	703,200	383,400
Miscellaneous Revenue	620	10,999	-	-	-	-
Investment Income	16,557	17,097	10,000	10,000	20,000	10,000
Transfers In	-	-	-	-	40,000	40,000
Beginning Balance	1,014,510	1,100,103	1,289,400	1,289,400	1,419,200	129,800
TOTAL REVENUES	**$ 1,443,487**	**$ 1,512,599**	**$ 1,619,200**	**$ 1,619,200**	**$ 2,182,400**	**34.78 %**
EXPENDITURES						
Materials & Services	90,406	170,243	200,000	200,000	400,000	200,000
Capital	252,978	82,034	1,419,200	1,419,200	1,630,400	211,200
Transfers Out	-	-	-	-	152,000	152,000
TOTAL EXPENDITURES	**$ 343,384**	**$ 252,277**	**$ 1,619,200**	**$ 1,619,200**	**$ 2,182,400**	**34.78 %**
Revenues less Expenditures	**1,100,103**	**1,260,322**	**-**	**-**	**-**	

PROGRAM NARRATIVE

CAPITAL REPLACEMENT FUND: IT EQUIPMENT REPLACEMENT (217-13005)

Responsible Manager/Title: Jorge Salinas, Deputy City Manager/CIO

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.

CITY OF ALBANY, OREGON

PROG 13005: IT EQUIPMENT REPLACEMENT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	411,800	384,400	319,800	319,800	703,200	383,400
Miscellaneous Revenue	620	10,999	-	-	-	-
Investment Income	16,557	17,097	10,000	10,000	20,000	10,000
Transfers In	-	-	-	-	40,000	40,000
Beginning Balance	1,014,510	1,100,103	1,289,400	1,289,400	1,419,200	129,800
TOTAL REVENUES	**$ 1,443,487**	**$ 1,512,599**	**$ 1,619,200**	**$ 1,619,200**	**$ 2,182,400**	**34.78 %**
EXPENDITURES						
Materials & Services	90,406	170,243	200,000	200,000	400,000	200,000
Capital	252,978	82,034	1,419,200	1,419,200	1,630,400	211,200
Transfers Out	-	-	-	-	152,000	152,000
TOTAL EXPENDITURES	**$ 343,384**	**$ 252,277**	**$ 1,619,200**	**$ 1,619,200**	**$ 2,182,400**	**34.78 %**
Revenues less Expenditures	**1,100,103**	**1,260,322**	**-**	**-**	**-**	

PROGRAM NARRATIVE

CAPITAL REPLACEMENT FUND: PUBLIC WORKS FACILITIES REPLACEMENT (217-40650)

Responsible Manager/Title: Chris Bailey, Public Works Operations Director

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.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Ongoing	• Receive revenues from water, sewer, stormwater, and street fund budgets to fund future department facility replacement or new construction.
Budget Biennium 2019-2021			
Effective Government	06/21		• Receive revenues from water, sewer, stormwater, and street fund budgets to fund future department facility replacement or new construction.

CITY OF ALBANY, OREGON

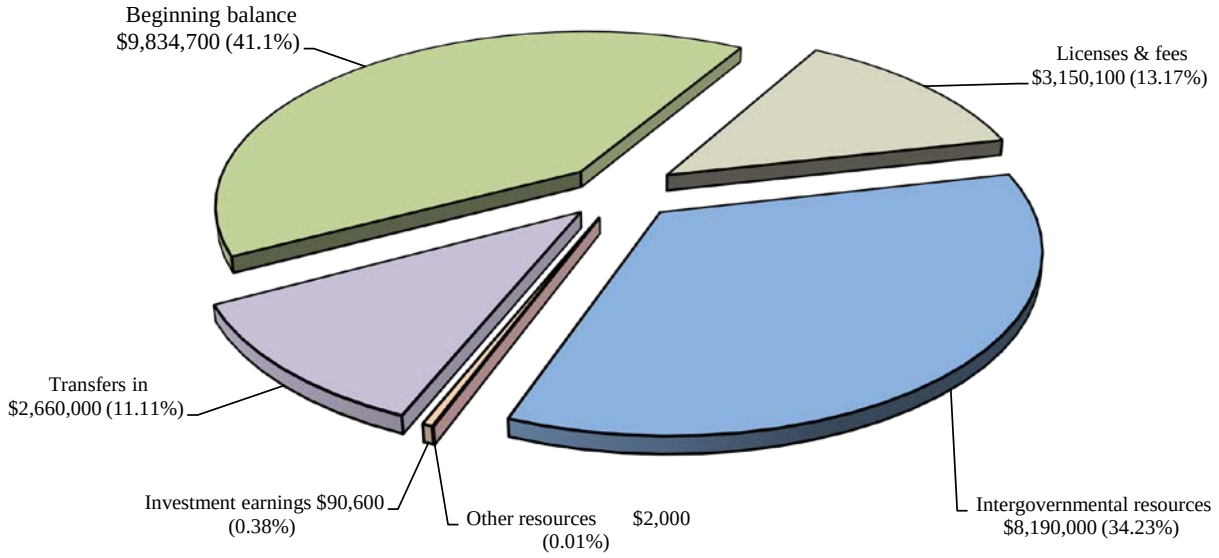
PROG 40650: PW FACILITIES REPLACEMENT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	150,000	100,000	100,000	100,000	200,000	100,000
Investment Income	2,159	3,629	1,500	1,500	6,000	4,500
Beginning Balance	166,855	201,496	599,900	599,900	423,200	(176,700)
TOTAL REVENUES	**$ 319,014**	**$ 305,125**	**$ 701,400**	**$ 701,400**	**$ 629,200**	**(10.29)%**
EXPENDITURES						
Capital	117,518	52,071	701,400	701,400	629,200	(72,200)
TOTAL EXPENDITURES	**$ 117,518**	**$ 52,071**	**$ 701,400**	**$ 701,400**	**$ 629,200**	**(10.29)%**
Revenues less Expenditures	**201,496**	**253,054**	**-**	**-**	**-**	

STREETS FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Transportation SDC: Principal	3,084	6,813	5,800	5,800	3,000	(48.28%)	0.01%
Transportation SDC: Interest	2,273	3,806	2,700	2,700	2,000	(25.93%)	0.01%
Street IAF: Principal	-	-	100	100	-	(100.00%)	-
Street IAF: Interest	-	-	100	100	-	(100.00%)	-
Street Connection Fees	36,734	66,532	10,000	10,000	20,000	100.00%	0.08%
Transportation SDC: Revenues	1,496,910	1,107,522	700,000	700,000	1,200,000	71.43%	5.02%
Public Facility Construction Permit	62,495	33,900	15,000	15,000	30,000	100.00%	0.12%
State Gasoline Tax	3,120,603	3,394,968	3,800,000	3,800,000	8,190,000	115.53%	34.23%
Surface Transportation Program	-	-	2,190,400	2,190,400	1,895,100	(13.48%)	7.92%
WComp Wage Subsidy Reimb	-	8,209	-	-	-	-	-
Miscellaneous Revenue	36,405	970,375	1,000	1,000	2,000	100.00%	-
Interest	63,927	78,315	50,000	50,000	90,600	81.20%	0.38%
Total Current Resources	4,822,431	5,670,440	6,775,100	6,775,100	11,432,700	68.75%	47.78%
From Albany Municipal Airport	-	-	7,400	7,400	15,600		0.06%
From Transient Room Tax	2,700	2,800	2,900	2,900	5,600	93.10%	0.03%
From Sewer - ILFF Transfer	645,028	615,423	647,800	647,800	1,366,000	110.87%	5.71%
From Water - ILFF Transfer	530,622	532,180	566,000	586,000	1,232,800	110.38%	5.16%
From N. Albany Frontage Fee	-	4,134	-	-	-	-	-
From: Stormwater Capital	-	39,700	-	-	-	-	-
From Street Capital	20,000	20,000	20,000	20,000	40,000	100.00%	0.16%
Total Transfers In	1,198,350	1,214,237	1,244,100	1,264,100	2,660,000	110.43%	11.12%
Beginning Balance	6,240,958	8,678,178	10,554,600	10,554,600	9,834,700	(6.82%)	41.11%
Total Resources	$12,261,739	$15,562,855	$18,573,800	$18,593,800	$23,927,400	28.68%	100.00%

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

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Street Maintenance	1,881,739	1,954,746	2,123,600	2,123,600	4,811,500	4,811,500	4,811,500
Street Administration	1,314,915	1,134,371	1,424,000	1,424,000	2,747,400	2,747,400	2,747,400
Street Capital & Restoration	146,177	1,513,403	9,854,200	9,874,200	11,510,200	11,510,200	11,510,200
N. Albany Frontage Fee Projects	112,636	33,134	4,400	4,400	-	-	-
Transportation SDC Imp Fee	21,313	673,208	4,465,500	4,465,500	3,880,200	3,880,200	3,880,200
Transportation SDC Reimb Fee	92,592	326,602	591,900	591,900	826,000	826,000	826,000
ADA Capital projects	14,188	-	110,200	110,200	152,100	152,100	152,100
Total Requirements	$ 3,583,560	$ 5,635,464	$18,573,800	$18,593,800	$ 23,927,400	$ 23,927,400	$ 23,927,400

Requirements by Type							
Personnel	739,020	798,692	999,000	999,000	2,307,600	2,307,600	2,307,600
Materials & Services	2,369,759	2,277,592	2,446,900	2,446,900	5,080,700	5,080,700	5,080,700
Capital	69,921	1,528,046	14,116,200	14,136,200	15,943,400	15,943,400	15,943,400
Transfers Out	404,860	1,031,134	700,000	700,000	225,100	225,100	225,100
Contingency	-	-	311,700	311,700	370,600	370,600	370,600
Total Requirements	$ 3,583,560	$ 5,635,464	$18,573,800	$18,593,800	$ 23,927,400	$ 23,927,400	$ 23,927,400

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Contingency	Adopted Budget	% of Fund Budget
Street Maintenance	2,198,700	2,612,800	-	-	-	4,811,500	20.11%
Street Administration	108,900	2,107,900	-	160,000	370,600	2,747,400	11.48%
Street Capital & Restoration	-	340,000	11,105,100	65,100	-	11,510,200	48.10%
N. Albany Frontage Fee Projects	-	-	-	-	-	-	-
Transportation SDC Imp Fee	-	16,000	3,864,200	-	-	3,880,200	16.22%
Transportation SDC Reimb Fee	-	4,000	822,000	-	-	826,000	3.45%
ADA Capital projects	-	-	152,100	-	-	152,100	0.64%
Total Requirements	$ 2,307,600	$ 5,080,700	$15,943,400	$ 225,100	$ 370,600	$ 23,927,400	100.00%
Percent of Fund Budget	9.65%	21.23%	66.63%	0.94%	1.55%	100.00%	

Staffing Summary (FTE)	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-20 Adopted	2020-21 Adopted
Street Maintenance	7.000	7.000	8.000	8.000	7.650	8.650
Street Administration	0.450	0.450	0.450	0.450	0.450	-
Total FTE	7.450	7.450	8.450	8.450	8.100	8.650

STREETS FUND
OPERATION AND MAINTENANCE COMBINED BUDGET

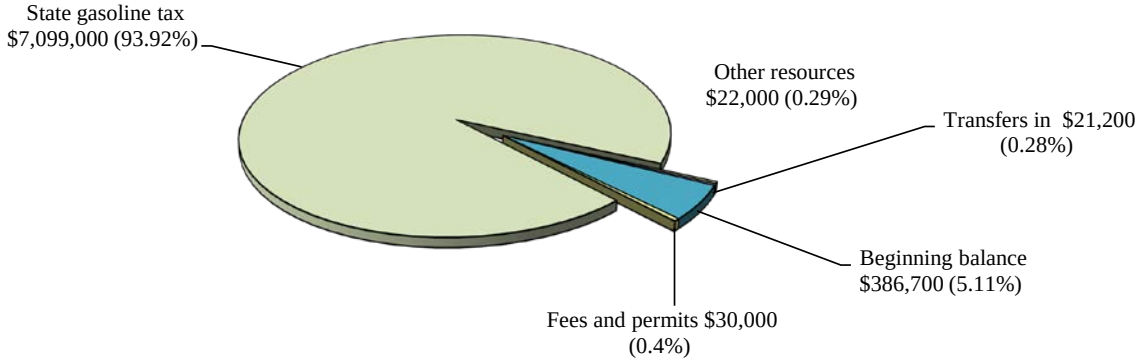
Detailed below are the gasoline taxes, transfers in, and other resources used to support the following Street Fund operation and maintenance programs: Street Maintenance and Street Administration. The resource items listed below are included in the Street Fund - Resource Detail presented on a previous page.

Resources	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2018-2019 Revised Budget	2019-2021 Adopted Budget	% Change from 2018-19	% of Fund Budget
Public Facility Construction Permit	62,495	33,900	15,000	15,000	30,000	100.00%	0.40%
State Gasoline Tax	3,120,603	3,019,968	3,050,000	3,050,000	7,099,000	132.75%	93.92%
Wcomp Wage Subsidy	-	8,209	-	-	-	-	-
Miscellaneous Revenue	35,525	20,375	1,000	1,000	2,000	100.00%	0.03%
Interest	(16,488)	(42,719)	10,000	10,000	20,000	100.00%	0.26%
Total Current Resources	3,202,135	3,039,733	3,076,000	3,076,000	7,151,000	132.48%	94.61%
Transfer In: Transient Room Tax	2,700	2,800	2,900	2,900	5,600	93.10%	0.07%
From Albany Municipal Airport	-	-	7,400	7,400	15,600	110.81%	0.21%
Total Transfers In	2,700	2,800	10,300	10,300	21,200	105.83%	0.28%
Beginning Balance	809,786	817,966	461,300	461,300	386,700	(16.17%)	5.11%
Total Resources	$ 4,014,621	$ 3,860,499	$ 3,547,600	$ 3,547,600	$ 7,558,900	113.07%	100.00%

Adopted Requirements by Program and Type	Personnel	Materials & Services	Transfers Out	Contingency	Adopted Budget	% of Fund Budget
Street Maintenance	2,198,700	2,612,800	-	-	4,811,500	63.65%
Street Administration	108,900	2,107,900	160,000	370,600	2,747,400	36.35%
Total Requirements	$ 2,307,600	$ 4,720,700	$ 160,000	$ 370,600	$ 7,558,900	100.00%
Percent of Budget	30.53%	62.45%	2.12%	4.90%	100.00%	

RESOURCES USED FOR STREET FUND OPERATION AND MAINTENANCE PROGRAMS

Category Totals and Percent of Budget



STREETS FUND
CAPITAL PROJECTS COMBINED BUDGET

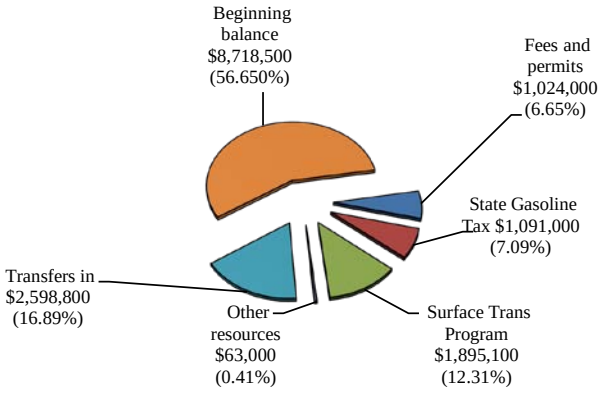
Detailed below are the in-lieu-of franchise fees, state support, and other resources used to fund: Street Maintenance, Street Administration, Street Capital & Restoration, Transportation SDC Imp Fee, Transportation SDC Reimbursement Fee, and ADA Capital Projects.

Resources	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2018-2019 Revised Budget	2019-2021 Adopted Budget	% Change from 2018-19	% of Fund Budget
Transportation SDC: Principal	3,084	6,813	5,500	5,500	2,400	(56.36%)	0.02%
Transportation SDC: Interest	2,273	3,806	2,500	2,500	1,600	(36.00%)	0.01%
Street IAF: Principal	-	-	100	100	-	(100.00%)	-
Street IAF: Interest	-	-	100	100	-	(100.00%)	-
Street Connection Fees	36,734	66,532	10,000	10,000	20,000	100.00%	0.13%
Transportation SDC: Revenues	1,257,167	930,571	600,000	600,000	1,000,000	66.67%	6.50%
State Gasoline Tax	-	375,000	750,000	750,000	1,091,000	45.47%	7.09%
Surface Transportation Program	-	-	2,190,400	2,190,400	1,895,100	(13.48%)	12.31%
Miscellaneous Revenue	880	950,000	-	-	-	-	-
Interest	71,903	111,960	37,100	37,100	63,000	69.81%	0.41%
Total Current Resources	1,372,041	2,444,682	3,595,700	3,595,700	4,073,100	13.28%	26.47%
From Sewer - ILFF Transfer	645,028	615,423	647,800	647,800	1,366,000	110.87%	8.88%
From Water - ILFF Transfer	530,622	532,180	566,000	586,000	1,232,800	110.38%	8.01%
From N Albany Frontage Fee	-	4,134	-	-	-	-	-
From Stormwater Capital	-	39,700	-	-	-	-	-
Total Transfers In	1,175,650	1,191,437	1,213,800	1,233,800	2,598,800	110.63%	16.88%
Beginning Balance	4,844,532	7,112,097	9,514,600	9,514,600	8,718,500	(8.37%)	56.65%
Total Resources	$ 7,392,223	$10,748,216	$14,324,100	$14,344,100	$ 15,390,400	7.29%	100.00%

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Contingencies	Adopted Budget	% of Fund Budget
Street Capital and Restoration	-	340,000	11,105,100	65,100	-	11,510,200	74.79%
Transportation SDC Improvements	-	16,000	3,864,200	-	-	3,880,200	25.21%
Total Requirements	$ -	$ 356,000	$14,969,300	$ 65,100	$ -	$ 15,390,400	100.00%
Percent of Budget	-	2.31%	97.26%	0.43%	-	100.00%	

STREET CAPITAL PROJECT RESOURCES

Fees and permits	$ 1,024,000	6.65%
State Gasoline Tax	1,091,000	7.09%
Surface Trans Program	1,895,100	12.31%
Other resources	63,000	0.41%
Transfers in	2,598,800	16.89%
Beginning balance	8,718,500	56.65%
Total Resources	15,390,400	100.00%



STREET FUND
SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES
FOR THE 2019-21 BIENNIUM

Project Description	Totals	Street Capital & Restoration	Trans-portation SDC Imp Fee	Trans-portation SDC Reimb Fee	Trans ADA Capital Projects
Sidewalk Infill Program	30,000	30,000	-	-	-
Slurry Seal	200,000	200,000	-	-	-
ST-13-05 Corvallis Albany Path	304,500	-	304,500	-	-
ST-18-02 Santa Maria St Imp	1,287,000	843,300	443,700	-	-
ST-19-02 Crocker & Gibson Stop	450,000	-	450,000	-	-
ST-19-03 Hill St 24th to 34th	2,479,600	2,107,600	372,000	-	-
ST-20-01 9th St Ave Street Imp	1,100,000	1,100,000	-	-	-
ST-21-01 24th Ave: Jacks-Geary	1,906,000	1,826,000	80,000	-	-
ST-21-02 Davison St: 14th - 16th	515,000	515,000	-	-	-
ST-21-03 Queen Ave: 99E-Marion	2,395,000	2,395,000	-	-	-
Project Totals	10,667,100	9,016,900	1,650,200	-	-
Reserve: Albany Transit	30,000	-	-	-	30,000
Reserve: Capital Projects	11,075,900	5,526,500	4,005,000	1,542,000	2,400
Reserve: ODOT Safety Match	30,000	30,000	-	-	-
Reserve: Street Capital	251,200	-	-	-	251,200
Reserve: Waverly RH Land Mod	406,600	406,600	-	-	-
Total Reserves	11,793,700	5,963,100	4,005,000	1,542,000	283,600
Grand Totals	$ 22,460,800	$ 14,980,000	$ 5,655,200	$ 1,542,000	$ 283,600

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
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	-	1,039,791	1,098,803	3,046,727	119,923	1,243,796	5,789,444	12,338,484
2017	-	1,601,496	-	3,120,603	100,331	1,198,350	6,240,958	12,261,738
2018	-	1,218,574	8,209	3,394,968	1,048,690	1,214,237	8,678,178	15,562,856
2019	-	2,924,100	-	3,800,000	51,000	1,264,100	10,554,600	18,593,800
2020	-	1,168,900	-	3,940,000	53,500	1,320,600	9,834,700	16,317,700
2021	-	1,981,200	-	4,250,000	39,100	1,339,400	-	7,609,700

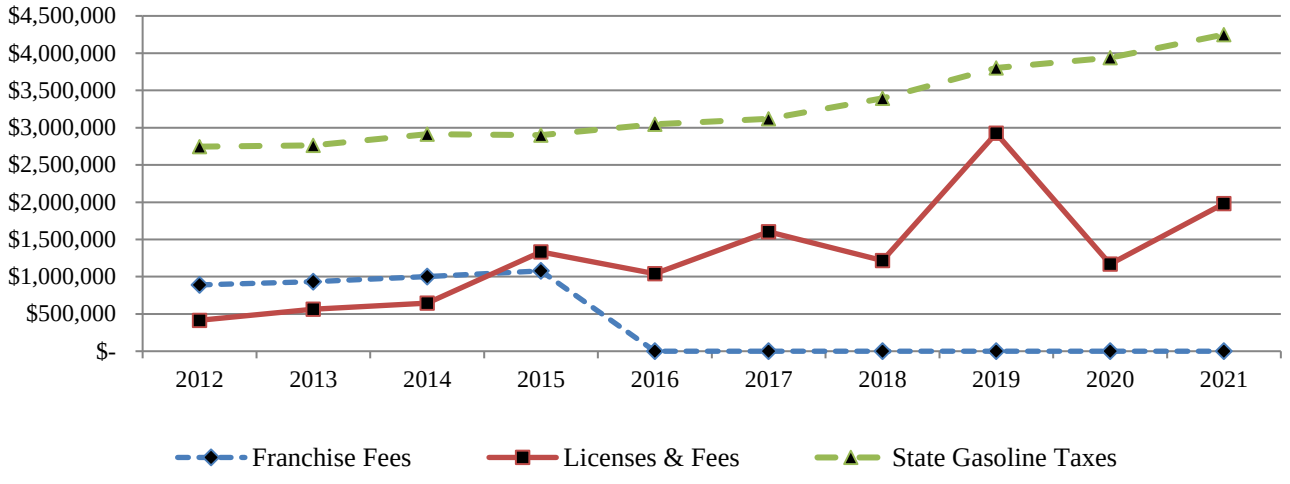
* Actual revenues for fiscal years 2012 through 2019. Budgeted resources for fiscal years 2020 and 2021.

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
2012	5.84%	2.72%	0.46%	18.00%	1.78%	5.85%	65.34%	99.99%
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	7.62%	9.41%	-	20.50%	0.32%	0.29%	61.87%	100.01%
2016	0.01%	8.43%	8.91%	24.69%	0.97%	10.08%	46.92%	100.01%
2017	(0.01%)	13.06%	-	25.45%	0.82%	9.77%	50.90%	99.99%
2018	-	7.83%	0.05%	21.81%	6.74%	7.80%	55.76%	99.99%
2019	0.01%	15.73%	-	20.44%	0.27%	6.80%	56.76%	100.01%
2020	-	7.16%	-	24.15%	0.33%	8.09%	60.27%	100.00%
2021	-	26.04%	-	55.85%	0.51%	17.60%	-	100.00%

STATE GAS TAXES, LICENSES & FEES, AND FRANCHISE FEES

TEN FISCAL YEARS



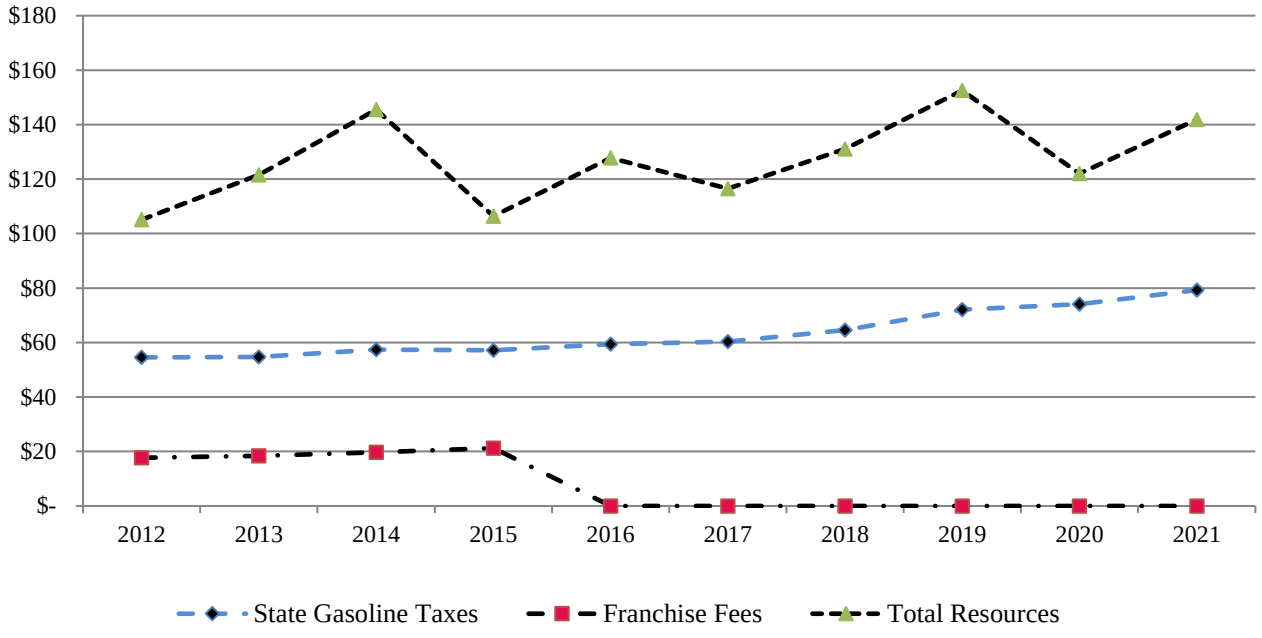
STREET FUND

STREET FUND RESOURCES PER CAPITA - TEN FISCAL YEARS [1]

		State Gasoline Tax		Franchise Fees		Current Resources[2]	
June 30,	Population	Annual Amount	Per Capita	Annual Amount	Per Capita	Annual Amount	Per Capita
2012	50,325	$ 2,745,670	$ 54.56	$ 891,255	$ 17.71	$ 5,287,966	$ 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	-	-	6,549,040	127.74
2017	51,670	3,120,603	60.39	-	-	6,020,780	116.52
2018	52,540	3,394,968	64.62	-	-	6,884,678	131.04
2019	52,710	3,800,000	72.09	-	-	8,039,200	152.52
2020	53,145	3,940,000	74.14	-	-	6,483,000	121.99
2021	53,623	4,250,000	79.26	-	-	7,609,700	141.91

(1) Actual revenues for fiscal years 2012 through 2019. Budgeted resources for fiscal years 2020 and 2021.
(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 ADMINISTRATION (250-40205)

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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Ongoing	• Continue Council discussions on street maintenance funding options.
Budget Biennium 2019-2021			
Effective Government	06/21		• Continue Council discussions on street maintenance funding options.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Average Pavement Condition Index of collector streets (from 0-100, Fair >50).	61	59	59	58
Average Pavement Condition Index of arterial streets (from 0-100, Fair >50).	70	68	66	66

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	0.45	0.45	0.45	0.45
Second Year Budgeted FTEs	n/a	n/a	n/a	0.00

CITY OF ALBANY, OREGON

PROG 40205: STREET ADMINISTRATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	66,588	69,504	75,900	75,900	108,900	33,000
Materials & Services	1,069,027	984,868	956,400	956,400	2,107,900	1,151,500
Transfers Out	179,300	80,000	80,000	80,000	160,000	80,000
Contingencies	-	-	311,700	311,700	370,600	58,900
TOTAL EXPENDITURES	**$ 1,314,915**	**$ 1,134,372**	**$ 1,424,000**	**$ 1,424,000**	**$ 2,747,400**	**92.94 %**

PROGRAM NARRATIVE

STREET FUND: STREET MAINTENANCE (250-40210)

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
Budget Year 2018-2019			
Effective Government	06/19	Completed	• Test apply chip seal on improved street.
Budget Biennium 2019-2021			
Effective Government	06/21		• Reestablish slurry seal program.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of center line miles of improved streets.	186.71	190	192	196
Number of customer service work orders.	433	472	450	900
Number of City traffic signals.	21	21	20	21
Percentage of traffic signals inspected quarterly.	100%	100%	100%	100%
Miles of painted pavement marking.	61	61	62	63
Percentage of pavement marking annually painted.	100%	100%	100%	100%
Number of traffic signs repaired annually.	640	481	500	500

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	6.65	6.65	7.65	7.65
Second Year Budgeted FTEs	n/a	n/a	n/a	8.65

CITY OF ALBANY, OREGON

PROG 40210: STREET MAINTENANCE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	672,432	729,189	923,100	923,100	2,198,700	1,275,600
Materials & Services	1,209,308	1,225,560	1,200,500	1,200,500	2,612,800	1,412,300
Capital	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ 1,881,740**	**$ 1,954,749**	**$ 2,123,600**	**$ 2,123,600**	**$ 4,811,500**	**126.57 %**

PROGRAM NARRATIVE

STREET FUND: STREET CAPITAL & RESTORATION (250-40250)

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 2018-2019			
Great Neighborhoods	09/18	Completed	• Construct ST-16-01, Transit Stop Pedestrian Improvements (Phase 2).
	09/18	Completed	• Construct ST-17-01, Oak Street Rehabilitation: 34th to 38th Avenue.
	09/18	Completed	• Construct ST-18-01, Hill Street: Queen Avenue to 24th Avenue.
	09/19	In Progress	• Construct ST-18-02, Santa Maria Street Improvements.
	09/19	In Progress	• Construct ST-19-03, Hill Street: 24th to 34th.
Budget Biennium 2019-2021			
Great Neighborhoods	09/19		• Construct ST-18-02, Santa Maria Street Improvements.
	09/19		• Construct ST-19-03, Hill Street: 24th to 34th.
	09/20		• Complete design for ST-20-01, 9th Avenue Street Improvements.
	09/21		• Complete design for ST-21-01, 24TH Avenue Rehabilitation: Jackson Street to Geary Street.
	09/21		• Complete design for ST-21-02, Davidson Street Rehabilitation: 14th Avenue to 16th Avenue.
	09/21		• Complete design for ST-21-03, Queen Avenue Overlay: 99E to Marion Street.

CITY OF ALBANY, OREGON

PROG 40250: STREET CAPITAL & RESTORATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	36,734	66,532	10,000	10,000	20,000	10,000
Intergovernmental Revenue	-	375,000	2,940,400	2,940,400	2,986,100	45,700
Miscellaneous Revenue	880	950,000	-	-	-	-
Investment Income	32,861	57,860	15,000	15,000	40,000	25,000
Transfers In	1,175,650	1,191,437	1,213,800	1,233,800	2,598,800	1,365,000
Beginning Balance	2,245,721	3,345,670	5,675,000	5,675,000	5,865,300	190,300
TOTAL REVENUES	**$ 3,491,846**	**$ 5,986,499**	**$ 9,854,200**	**$ 9,874,200**	**$ 11,510,200**	**16.57 %**
EXPENDITURES						
Materials & Services	80,020	55,782	280,000	280,000	340,000	60,000
Capital	44,733	1,247,021	9,554,200	9,574,200	11,105,100	1,530,900
Transfers Out	21,423	210,600	20,000	20,000	65,100	45,100
TOTAL EXPENDITURES	**$ 146,176**	**$ 1,513,403**	**$ 9,854,200**	**$ 9,874,200**	**$ 11,510,200**	**16.57 %**

Revenues less Expenditures	**3,345,670**	**4,473,096**	**-**	**-**	**-**

PROGRAM NARRATIVE

STREET FUND: TRANSPORTATION SDC IMPROVEMENT FEE PROJECTS (250-40255)

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 2018) is $3,941 for a single-family residence. This program receives $3,363 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 2018-2019			
Great Neighborhoods	09/18	Completed	• Construct ST-16-01, Transit Stop Pedestrian Improvements (Phase 2).
	09/18	Completed	• Construct ST-18-01, Hill Street: Queen Avenue to 24th Avenue.
	09/19	In Progress	• Construct ST-18-02, Santa Maria Street Improvements.
	06/19	In Progress	• Construct ST-19-01, Crocker & Gibson Hill Traffic Signal.
	06/19	In Progress	• Construct ST-19-02, Lochner Road Improvements.
	06/19	In Progress	• Complete design for ST-19-03, Hill Street: 24th to 34th Avenue.
Budget Biennium 2019-2021			
Great Neighborhoods	09/19		• Construct ST-18-02, Santa Maria Street Improvements.
	09/19		• Construct ST-19-01, Crocker & Gibson Hill Traffic Signal.
	06/20		• Construct ST-19-02, Lochner Road Improvements.
	09/19		• Construct ST-19-03, Hill Street: 24th to 34th Avenue.
	09/21		• Complete design for ST-21-01, 24TH Avenue Rehabilitation: Jackson Street to Geary Street.

CITY OF ALBANY, OREGON

PROG 40255: TRANSPORTATION SDC IMPROV FEE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	1,262,524	941,190	608,000	608,000	1,004,000	396,000
Investment Income	37,633	53,901	22,000	22,000	23,000	1,000
Transfers In	-	-	-	-	-	-
Beginning Balance	2,454,648	3,733,492	3,835,500	3,835,500	2,853,200	(982,300)
TOTAL REVENUES	**$ 3,754,805**	**$ 4,728,583**	**$ 4,465,500**	**$ 4,465,500**	**$ 3,880,200**	**(13.11)%**
EXPENDITURES						
Materials & Services	10,314	9,683	8,000	8,000	16,000	8,000
Capital	10,999	281,025	3,857,500	3,857,500	3,864,200	6,700
Transfers Out	-	382,500	600,000	600,000	-	(600,000)
TOTAL EXPENDITURES	**$ 21,313**	**$ 673,208**	**$ 4,465,500**	**$ 4,465,500**	**$ 3,880,200**	**(13.11)%**
Revenues less Expenditures	**3,733,492**	**4,055,375**	**-**	**-**	**-**	

PROGRAM NARRATIVE

STREET FUND: TRANSPORTATION SDC REIMBURSEMENT FEE PROJECTS (250-40260)

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 2018) is $3,941 for a single-family residence. This program receives $578 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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Ongoing	• Build reserves for future projects.
Budget Biennium 2019-2021			
Effective Government	06/21		• Build reserves for future projects.

CITY OF ALBANY, OREGON

PROG 40260: TRANSPORTATION SDC REIMB FEE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	239,743	176,952	100,500	100,500	201,000	100,500
Investment Income	7,722	8,117	2,500	2,500	6,500	4,000
Beginning Balance	523,913	678,786	488,900	488,900	618,500	129,600
TOTAL REVENUES	**$ 771,378**	**$ 863,855**	**$ 591,900**	**$ 591,900**	**$ 826,000**	**39.55 %**
EXPENDITURES						
Materials & Services	1,092	1,702	2,000	2,000	4,000	2,000
Capital	-	-	589,900	589,900	822,000	232,100
Transfers Out	91,500	324,900	-	-	-	-
TOTAL EXPENDITURES	**$ 92,592**	**$ 326,602**	**$ 591,900**	**$ 591,900**	**$ 826,000**	**39.55 %**
Revenues less Expenditures	**678,786**	**537,253**	**-**	**-**	**-**	

PROGRAM NARRATIVE

STREET FUND: ADA CAPITAL PROJECTS (250-40265)

Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Safe City	06/19	Ongoing	• Build reserves to fund future ADA capital projects.
Budget Biennium 2019-2021			
Safe City	06/21		• Build reserves to fund future ADA capital projects.

CITY OF ALBANY, OREGON

PROG 40265: ADA CAPITAL PROJECTS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Investment Income	790	958	400	400	1,100	700
Transfers In	20,000	20,000	20,000	20,000	40,000	20,000
Beginning Balance	62,727	69,329	89,800	89,800	111,000	21,200
TOTAL REVENUES	**$ 83,517**	**$ 90,287**	**$ 110,200**	**$ 110,200**	**$ 152,100**	**38.02 %**
EXPENDITURES						
Capital	14,188	-	110,200	110,200	152,100	41,900
TOTAL EXPENDITURES	**$ 14,188**	**$ -**	**$ 110,200**	**$ 110,200**	**$ 152,100**	**38.02 %**
Revenues less Expenditures	**69,329**	**90,287**	**-**	**-**	**-**	

DEBT SERVICE

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 2019-21 is $1,516,023.

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 2019-21 is $182,000 with the final payment to be made during the 2019-21 biennium.

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 2019-21 is $2,250,350.

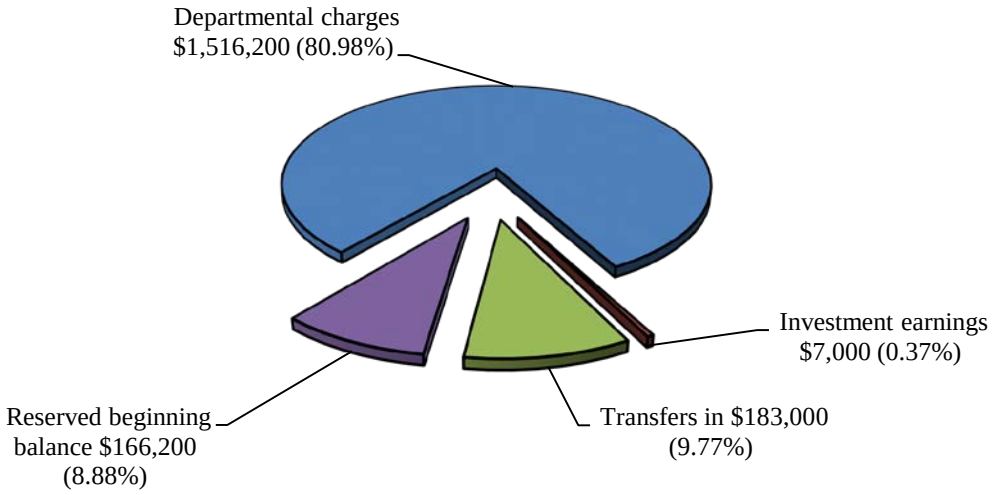
RESOURCES	
Property Taxes	$ 2,300,400
Charges for Service	1,516,200
Investment Earnings	17,000
Transfers In	183,000
Beginning Balance	216,700
Reserved beginning balance	166,200
Total Resources	$ 4,399,500

REQUIREMENTS	
Materials & Services	$ 2,800
Debt Service	4,396,700
Total Requirements	$ 4,399,500

DEBT SERVICE FUND
RESOURCE DETAIL

RESOURCES	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Departmental Charges	645,900	675,000	705,300	705,300	1,516,200	114.97%	80.98%
Interest	4,094	3,265	1,500	1,500	7,000	366.67%	0.37%
Total Current Resources	649,994	678,265	706,800	706,800	1,523,200	115.51%	81.35%
From Parks Fund	182,304	179,554	179,400	179,400	183,000	2.01%	9.77%
Total Transfers In	182,304	179,554	179,400	179,400	183,000	2.01%	9.77%
Beginning Balance	90,295	189,909	-	-	-	-	-
Reserved Beginning Balance	185,892	-	163,400	163,400	166,200	1.71%	8.88%
Total Resources	$ 1,108,485	$1,047,728	$ 1,049,600	$ 1,049,600	$ 1,872,400	78.39%	100.00%

DEBT SERVICE FUND RESOURCES BY SOURCE
Category Totals and Percent of Budget



DEBT SERVICE FUND
REQUIREMENT SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
2002 LTD Tax Pension Bonds	735,522	675,230	870,200	870,200	1,689,400	1,689,400	1,689,400
2004 Revenue Obligations	183,054	180,304	179,400	179,400	183,000	183,000	183,000
Total Requirements	$ 918,576	$ 855,534	$1,049,600	$1,049,600	$1,872,400	$1,872,400	$1,872,400

Requirements by Type	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Materials & Services	750	750	1,000	1,000	1,000	1,000	1,000
Transfers Out	90,295	-	-	-	-	-	-
Debt Service	827,531	854,784	1,048,600	1,048,600	1,871,400	1,871,400	1,871,400
Total Requirements	$ 918,576	$ 855,534	$1,049,600	$1,049,600	$1,872,400	$1,872,400	$1,872,400

Adopted Requirements by Program and Type	Materials & Services	Debt Service	Adopted Budget	% of Fund Budget
2002 LTD Tax Pension Bonds	-	1,689,400	1,689,400	90.23%
2004 Revenue Obligations	1,000	182,000	183,000	9.77%
Total Requirements	$ 1,000	$1,871,400	$1,872,400	100.00%
Percent of Fund Budget	0.05%	99.95%	100.00%	

Adopted Budget Detail of Debt Service	Final Maturity	Principal	Interest	Debt Reserve	Adopted Budget
2002 LTD Tax Pension Bonds	06/01/2028	619,700	896,500	173,200	1,689,400
2004 Revenue Obligations	01/01/2020	175,000.00	7,000.00	-	182,000
Total Requirements		$ 794,700	$ 903,500	$ 173,200	$1,871,400

PROGRAM NARRATIVE

DEBT SERVICE FUND: 2002 LIMITED TAX PENSION BONDS (301-10030)

Responsible Manager/Title: J.C. Rowley, Accounting Supervisor

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.

MATURITY SCHEDULE

Fiscal Year	Principal	Interest	Total	Interest Rate
2019-2020	$ 159,604	$ 580,634	$ 740,238	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	454,840	2,789,840	6.85%
Totals	$ 4,769,604	$ 2,090,374	$ 6,859,978	

CITY OF ALBANY, OREGON

PROG 10030: 2002 LTD TAX PENSION BONDS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	645,900	675,000	705,300	705,300	1,516,200	810,900
Investment Income	4,323	3,471	1,500	1,500	7,000	5,500
Dedicated Beginning Balance	185,892	-	163,400	163,400	166,200	2,800
Beginning Balance	-	190,887	-	-	-	-
TOTAL REVENUES	**$ 836,115**	**$ 869,358**	**$ 870,200**	**$ 870,200**	**$ 1,689,400**	**94.14 %**
EXPENDITURES						
Debt Service	645,228	675,230	870,200	870,200	1,689,400	819,200
TOTAL EXPENDITURES	**$ 645,228**	**$ 675,230**	**$ 870,200**	**$ 870,200**	**$ 1,689,400**	**94.14 %**

Revenues less Expenditures	**190,887**	**194,128**	**-**	**-**	**-**

PROGRAM NARRATIVE

DEBT SERVICE FUND: 2004 REVENUE OBLIGATIONS (301-10035)
Responsible Manager/Title: J.C. Rowley, Accounting Supervisor

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.

MATURITY SCHEDULE

Fiscal Year	Principal	Interest	Total
2019-2020	$175,000	$7,000	$182,000

CITY OF ALBANY, OREGON

PROG 10035: 2004 REVENUE OBLIGATIONS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Investment Income	(199)	(206)	-	-	-	-
Transfers In	182,304	179,554	179,400	179,400	183,000	3,600
Beginning Balance	-	(949)	-	-	-	-
TOTAL REVENUES	**$ 182,105**	**$ 178,399**	**$ 179,400**	**$ 179,400**	**$ 183,000**	**2.01 %**
EXPENDITURES						
Materials & Services	750	750	1,000	1,000	1,000	-
Debt Service	182,304	179,554	178,400	178,400	182,000	3,600
TOTAL EXPENDITURES	**$ 183,054**	**$ 180,304**	**$ 179,400**	**$ 179,400**	**$ 183,000**	**2.01 %**
Revenues less Expenditures	**(949)**	**(1,905)**	**-**	**-**	**-**	

GENERAL OBLIGATION DEBT SERVICE FUND
RESOURCE DETAIL

RESOURCES	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Property Taxes - Current	1,022,810	1,054,386	1,057,000	1,057,000	2,250,400	112.90%	89.05%
Property Taxes - Delinquent	41,810	30,861	24,700	24,700	50,000	102.43%	1.97%
Interest	1,575	13,105	4,000	4,000	10,000	150.00%	0.40%
Total Current Resources	1,066,195	1,098,352	1,085,700	1,085,700	2,310,400	112.80%	91.42%
From Debt Service Fund	90,295	-	-	-	-	-	-
Total Transfers In	90,295	-	-	-	-	-	-
Beginning Balance	-	148,415	197,500	197,500	216,700	9.72%	8.58%
Total Resources	$ 1,156,490	$1,246,767	$ 1,283,200	$ 1,283,200	$ 2,527,100	96.94%	100.00%

GENERAL OBLIGATION DEBT SERVICE FUND
REQUIREMENT SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Public Safety Facilities Bonds	1,008,075	1,038,275	1,283,200	1,283,200	2,527,100	2,527,100	2,527,100
Total Requirements	$ 1,008,075	$1,038,275	$1,283,200	$1,283,200	$2,527,100	$2,527,100	$2,527,100

Requirements by Type	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Materials & Services	-	-	900	900	1,800	1,800	1,800
Debt Service	1,008,075	1,038,275	1,282,300	1,282,300	2,525,300	2,525,300	2,525,300
Total Requirements	$ 1,008,075	$1,038,275	$1,283,200	$1,283,200	$2,527,100	$2,527,100	$2,527,100

Adopted Requirements by Program and Type	Materials & Services	Debt Service	Adopted Budget	% of Fund Budget
Public Safety Facilities Bonds	-	2,525,300	2,525,300	99.93%
Bond Administration Fees	1,800	-	1,800	0.07%
Total Requirements	$ 1,800	$2,525,300	$2,527,100	100.00%
Percent of Fund Budget	0.07%	99.93%	100.00%	

Adopted Budget Detail of Debt Service	Final Maturity	Principal	Interest	Debt Reserve	Adopted Budget
2015 Public Safety Facilities Bonds	06/15/2035	1,095,000	1,155,400	274,900	2,525,300
Total Requirements		$1,095,000	$1,155,400	$ 274,900	$2,525,300

PROGRAM NARRATIVE

DEBT SERVICE FUND: 2015 Public Safety Facilities Bonds (303-10060)
Responsible Manager/Title: J.C. Rowley, Accounting Supervisor

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.

MATURITY SCHEDULE

Fiscal Year	Principal	Interest	Total
2019-2020	$520,000	$588,075	$1,108,075
2020-2021	575,000	567,275	$1,142,275
2022-2026	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	$16,355,000	$5,566,981	$21,921,981

CITY OF ALBANY, OREGON

PROG 10060: PUBLIC SAFETY FACILITIES BONDS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Property Taxes	1,064,620	1,085,247	1,081,700	1,081,700	2,300,400	1,218,700
Investment Income	1,575	13,105	4,000	4,000	10,000	6,000
Transfers In	90,295	-	-	-	-	-
Beginning Balance	-	148,415	197,500	197,500	216,700	19,200
TOTAL REVENUES	**$ 1,156,490**	**$ 1,246,767**	**$ 1,283,200**	**$ 1,283,200**	**$ 2,527,100**	**96.94 %**
EXPENDITURES						
Materials & Services	-	-	900	900	1,800	900
Debt Service	1,008,075	1,038,275	1,282,300	1,282,300	2,525,300	1,243,000
TOTAL EXPENDITURES	**$ 1,008,075**	**$ 1,038,275**	**$ 1,283,200**	**$ 1,283,200**	**$ 2,527,100**	**96.94 %**

Revenues less Expenditures	**148,415**	**208,492**	-	-	-

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. Revenues for this project are projected to be interest ($5,000) and a $265,000 beginning balance.

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, interest ($20,000) and a beginning balance of $1,600,000.

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 interest ($6,000), and a beginning balance of $1,043,000.

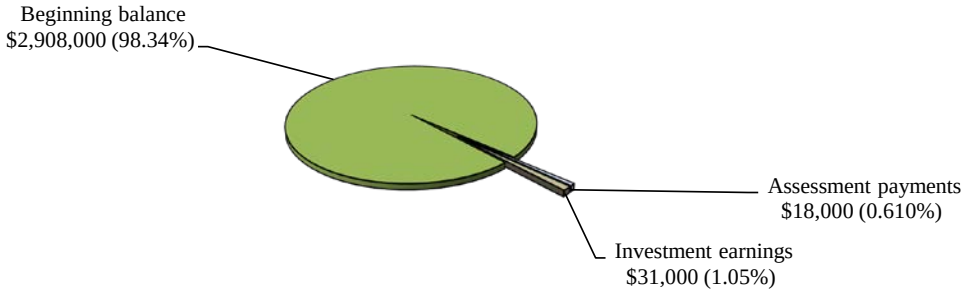
RESOURCES	
Assessment Revenues	$ 18,000
Investment Earnings	31,000
Beginning Balance	2,908,000
Total Resources	$ 2,957,000

REQUIREMENTS	
Capital	$ 2,957,000
Total Requirements	$ 2,957,000

CAPITAL PROJECTS FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Financed Asmnts: Principal	48,205	987	30,000	30,000	18,000	(40.00%)	0.61%
Financed Asmnts: Interest	31,395	1,470	15,000	15,000	-	(100.00%)	-
Unbonded Asmnts: Principal	233,290	1,627	40,000	40,000	-	(100.00%)	-
Sale of Property	-	836,387	-	2,400,000	-	(100.00%)	-
Miscellaneous Revenue	932	35,729	-	-	-	-	-
Interest	199,692	161,129	10,500	10,500	31,000	195.24%	1.05%
Total Current Resources	513,514	1,037,329	95,500	2,495,500	49,000	(98.04%)	1.66%
From General Fund	500,000	-	-	-	-	-	-
From Street Capital	1,423	-	-	-	-	-	-
From Water Capital	-	75,000	-	-	-	-	-
From Street Fund	191,500	927,000	-	-	-	-	-
Total Transfers In	692,923	1,002,000	-	-	-	-	-
Beginning Balance	24,273,462	8,602,478	1,445,100	1,445,100	2,908,000	101.23%	98.34%
Total Resources	$ 25,479,899	$ 10,641,807	$ 1,540,600	$ 3,940,600	$ 2,957,000	(24.96%)	100.00%

CAPITAL PROJECTS FUND RESOURCES BY SOURCE
Category Totals and Percent of Budget



CAPITAL PROJECTS FUND
REQUIREMENT/STAFFING SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Albany Data Integration Project	-	239,087	532,600	532,600	270,000	270,000	270,000
LID Construction Projects	348,783	1,891,100	997,000	3,397,000	1,638,000	1,638,000	1,638,000
Public Safety Facilities	16,590,921	6,674,578	11,000	11,000	1,049,000	1,049,000	1,049,000
Albany Station Pathway	3,417	-	-	-	-	-	-
Total Requirements	$16,943,121	$ 8,804,765	$ 1,540,600	$ 3,940,600	$ 2,957,000	$ 2,957,000	$ 2,957,000

Requirements by Type	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Materials & Services	1,171,875	215,476	-	-	-	-	-
Capital	15,737,956	8,555,989	1,507,300	1,507,300	2,957,000	2,957,000	2,957,000
Transfers Out	33,290	33,300	33,300	2,433,300	-	-	-
Total Requirements	$16,943,121	$ 8,804,765	$ 1,540,600	$ 3,940,600	$ 2,957,000	$ 2,957,000	$ 2,957,000

Adopted Requirements by Program and Type	Capital	Adopted Budget	% of Fund Budget
Albany Data Integration Project	270,000	270,000	9.13%
LID Construction Projects	1,638,000	1,638,000	55.39%
Public Safety Facilities	1,049,000	1,049,000	35.48%
Total Requirements	$ 2,957,000	$ 2,957,000	100.00%
Percent of Fund Budget	100.00%	100.00%	

PROGRAM NARRATIVE

CAPITAL PROJECTS FUND: Albany Data Integration (402-10020)
Responsible Manager/Title: J.C. Rowley, Accounting Supervisor

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 out Eden 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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government		Completed	• Select and begin implementation of a new ERP.
Budget Biennium 2019-2021			
Effective Government		06/2021	• Complete implementation of the new ERP.

CITY OF ALBANY, OREGON

PROG 10020: ALBANY DATA INTEGRATION PROJ

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
Investment Income	205	33,506	500	500	5,000	4,500
Transfers In	500,000	-	-	-	-	-
Beginning Balance	16,916	517,121	532,100	532,100	265,000	(267,100)
TOTAL REVENUES	**$ 517,121**	**$ 550,627**	**$ 532,600**	**$ 532,600**	**$ 270,000**	**(49.31)%**
EXPENDITURES						
Materials & Services	-	-	-	-	-	-
Capital	-	239,086	532,600	532,600	270,000	(262,600)
TOTAL EXPENDITURES	**$ -**	**$ 239,086**	**$ 532,600**	**$ 532,600**	**$ 270,000**	**(49.31)%**

Revenues less Expenditures	**517,121**	**311,541**	**-**	**-**	**-**

PROGRAM NARRATIVE

CAPITAL PROJECTS FUND: LID CONSTRUCTION PROJECTS (402-10025)

Responsible Manager/Title: J.C. Rowley, Accounting Supervisor

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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government		Ongoing	• Collect and disburse assessments due from completed LID projects.
Budget Biennium 2019-2021			
Effective Government		Ongoing	• Collect and disburse assessments due from completed LID projects.

CITY OF ALBANY, OREGON

PROG 10025: LID CONSTRUCTION PROJECTS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Assessments	$ 312,890	$ 4,084	$ 85,000	$ 85,000	$ 18,000	$ (67,000)
Investment Income	14,481	34,858	10,000	10,000	20,000	10,000
Sale of Property	-	836,387	-	2,400,000	-	(2,400,000)
Transfers In	191,500	1,002,000	-	-	-	-
Beginning Balance	1,169,882	1,405,669	902,000	902,000	1,600,000	698,000
TOTAL REVENUES	**$ 1,688,753**	**$ 3,282,998**	**$ 997,000**	**$ 3,397,000**	**$ 1,638,000**	**(51.78)%**
EXPENDITURES						
Capital	315,493	1,857,800	963,700	963,700	1,638,000	674,300
Transfers Out	33,290	33,300	33,300	2,433,300	-	(2,433,300)
TOTAL EXPENDITURES	**$ 348,783**	**$ 1,891,100**	**$ 997,000**	**$ 3,397,000**	**$ 1,638,000**	**(51.78)%**
Revenues less Expenditures	**1,339,970**	**1,391,898**	**-**	**-**	**-**	

PROGRAM NARRATIVE

CAPITAL PROJECTS FUND: PUBLIC SAFETY FACILITIES (402-10065)

Responsible Manager/Title: J.C. Rowley, Accounting Supervisor

FUNCTIONS AND RESPONSIBILITIES

- This program accounts for the construction of the new police and fire facilities.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/18	Completed	• Complete construction of new facilities for the Police Department and Fire Department.
Budget Biennium 2019-2021			
Effective Government	06/20		• Close the Facilities projects.

CITY OF ALBANY, OREGON

PROG 10065: PUBLIC SAFETY FACILITIES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Miscellaneous Revenue	932	35,729	-	-	-	-
Investment Income	185,006	92,765	-	-	6,000	6,000
Beginning Balance	23,084,671	6,679,688	11,000	11,000	1,043,000	1,032,000
TOTAL REVENUES	**$ 23,270,609**	**$ 6,808,182**	**$ 11,000**	**$ 11,000**	**$ 1,049,000**	**9,436.36 %**
EXPENDITURES						
Materials & Services	1,171,876	215,476	-	-	-	-
Capital	15,419,046	6,459,103	11,000	11,000	1,049,000	1,038,000
TOTAL EXPENDITURES	**$ 16,590,922**	**$ 6,674,579**	**$ 11,000**	**$ 11,000**	**$ 1,049,000**	**9,436.36 %**
Revenues less Expenditures	**6,679,687**	**133,603**	**-**	**-**	**-**	

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	$	2,000
Beginning Balance		4,500
Beginning Balance Held in Trust		79,500
Total Resources	$	86,000

REQUIREMENTS		
Materials & Services	$	6,500
Unappropriated		79,500
Total Requirements	$	86,000

LIBRARY TRUST FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Interest	978	1,333	600	600	2,000	233.33%	2.32%
Total Current Resources	978	1,333	600	600	2,000	233.33%	2.32%
Beginning Balance	-	(34,637)	3,500	3,500	4,500	28.57%	5.24%
Beginning Balance Held in Trust	82,685	117,548	79,500	79,500	79,500	-	92.45%
Total Resources	$ 83,663	$ 84,244	$ 83,600	$ 83,600	$ 86,000	2.87%	100.00%

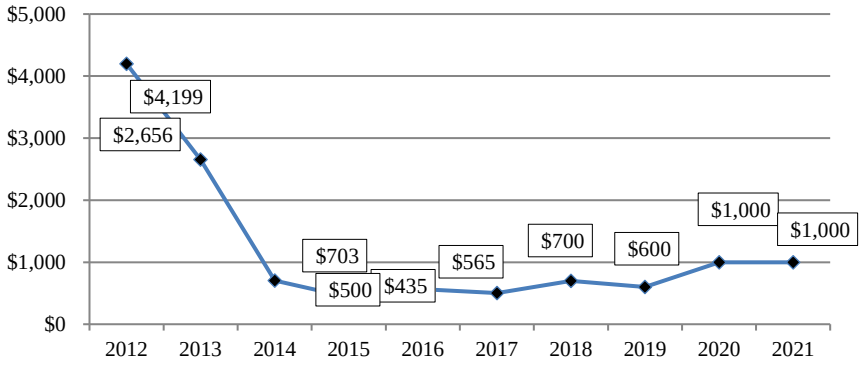
REQUIREMENT SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	Proposed	2019-21 Approved	Adopted
V. O. Torney Trust	-	-	13,600	13,600	13,700	13,700	13,700
Manela Trust	752	927	70,000	70,000	72,300	72,300	72,300
Total Requirements	$ 752	$ 927	$ 83,600	$ 83,600	$ 86,000	$ 86,000	$ 86,000

Requirements by Type	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	Proposed	2019-21 Approved	Adopted
Materials & Services	752	927	4,100	4,100	6,500	6,500	6,500
Unappropriated	-	-	79,500	79,500	79,500	79,500	79,500
Total Requirements	$ 752	$ 927	$ 83,600	$ 83,600	$ 86,000	$ 86,000	$ 86,000

Adopted Requirements by Program and Type	Materials & Services	Unappro-priated	Adopted Budget	% of Fund Budget
V. O. Torney Trust	3,700	10,000	13,700	15.93%
Manela Trust	2,800	69,500	72,300	84.07%
Total Requirements	$ 6,500	$ 79,500	$ 86,000	100.00%
Percent of Fund Budget	7.56%	92.44%	100.00%	

INTEREST EARNINGS LAST TEN FISCAL YEARS



Year	Interest	Expends
2012	4,199	3,334
2013	2,656	2,880
2014	703	3,172
2015	435	992
2016	565	1,366
2017	500	4,500
2018	700	4,800
2019	600	4,100
2020	1,000	5,500
2021	1,000	1,000

PROGRAM NARRATIVE

LIBRARY TRUST FUND: V.O. TORNEY TRUST (502-55801)

Responsible Manager/Title: Ed Gallagher, Library Director

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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Great Neighborhoods	06/19	Completed	• Purchase 125 picture books.
Budget Biennium 2019-2021			
Great Neighborhoods	06/21		• Purchase 250 children's picture books.

CITY OF ALBANY, OREGON

PROG 55801: V.O. TOURNEY TRUST

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Investment Income	157	184	100	100	200	100
Dedicated Beginning Balance	13,380	13,537	10,000	10,000	10,000	-
Beginning Balance	-	-	3,500	3,500	3,500	-
TOTAL REVENUES	**$ 13,537**	**$ 13,721**	**$ 13,600**	**$ 13,600**	**$ 13,700**	**0.74 %**
EXPENDITURES						
Materials & Services	-	-	3,600	3,600	3,700	100
Unappropriated	-	-	10,000	10,000	10,000	-
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 13,600**	**$ 13,600**	**$ 13,700**	**0.74 %**
Revenues less Expenditures	**13,537**	**13,721**	**-**	**-**	**-**	

PROGRAM NARRATIVE

LIBRARY TRUST FUND: MANELA TRUST (502-55802)

Responsible Manager/Title: Ed Gallagher, Library Director

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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Great Neighborhoods	06/19	Completed	• Purchase 75 books in the designated subject areas.
Budget Biennium 2019-2021			
Great Neighborhoods	06/21		• Purchase 200 books in the designated subject areas.

CITY OF ALBANY, OREGON

PROG 55802: MANELA TRUST

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Investment Income	821	1,149	500	500	1,800	1,300
Dedicated Beginning Balance	69,305	104,011	69,500	69,500	69,500	-
Beginning Balance	-	(34,637)	-	-	1,000	1,000
TOTAL REVENUES	**$ 70,126**	**$ 70,523**	**$ 70,000**	**$ 70,000**	**$ 72,300**	**3.29 %**
EXPENDITURES						
Materials & Services	752	927	500	500	2,800	2,300
Unappropriated	-	-	69,500	69,500	69,500	-
TOTAL EXPENDITURES	**$ 752**	**$ 927**	**$ 70,000**	**$ 70,000**	**$ 72,300**	**3.29 %**
Revenues less Expenditures	**69,374**	**69,596**	**-**	**-**	**-**	

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 for 2019-21 are projected to increase by $630,000 over 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 for 2019-21 are projected to increase by $287,000 over 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 stormwater service charges. Service charge revenues are estimated at $4.3 million for 2019-21.

RESOURCES	
Licenses & fees	$ 2,315,600
Intergovernmental resources	1,431,100
Charges for service	68,517,200
Other resources	13,179,500
Investment earnings	296,000
Transfers in	3,757,600
Beginning balance	33,625,100
Reserved beginning balance	1,622,900
Total Resources	$ 124,745,000

REQUIREMENTS	
Personnel	$ 12,082,800
Materials & Services	31,831,900
Capital	50,681,700
Transfers Out	7,867,700
Debt Service	19,981,000
Contingency	2,299,900
Total Requirements	$ 124,745,000

SEWER FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Sewer SDC: Principal	2,858	10,267	3,000	3,000	6,000	100.00%	0.01%
Sewer SDC: Interest	793	2,883	1,100	1,100	2,200	100.00%	-
Connection Fees: Principal	63,128	3,461	500	500	1,000	100.00%	-
Connection Fees: Interest	2,486	3,731	100	100	200	100.00%	-
General Sewer Connection Fees	40,081	51,499	10,000	10,000	20,000	100.00%	0.03%
Public Facility Construction Permit	45,102	35,500	5,000	5,000	10,000	100.00%	0.01%
Sewer Systems Development Charges	775,334	928,648	730,000	730,000	1,360,000	86.30%	1.75%
WComp Wage Subsidy Reimb	5,247	-	-	-	-	-	-
City of Lebanon	-	846	-	-	49,600	-	0.06%
City of Millersburg	-	33,595	77,500	77,500	384,700	396.39%	0.50%
Millersburg Debt - Principal	264,466	283,330	300,100	300,100	616,000	105.26%	0.79%
Millersburg Debt - Interest	150,760	121,179	83,900	83,900	147,500	75.80%	0.19%
Albany Sewer Service Charges	16,599,906	15,975,960	16,150,000	16,150,000	34,542,000	113.88%	44.47%
Certified Sewer Charges	42,966	43,621	50,000	50,000	100,000	100.00%	0.13%
Millersburg O&M Charges	243,039	221,323	175,000	175,000	350,000	100.00%	0.45%
Wah Chang O&M Charges	164,050	110,598	140,000	140,000	300,000	114.29%	0.39%
AM WRF Compost Sales	-	-	-	-	146,000	-	0.19%
Collection Agency Payments	12,771	11,761	5,000	5,000	10,000	100.00%	0.01%
Equipment Replacement Charges	118,600	99,500	89,900	89,900	255,600	184.32%	0.33%
SRF Loan Proceeds	-	-	13,000,000	13,000,000	12,750,000	(1.92%)	16.42%
Miscellaneous Revenue	25,945	19,419	25,000	25,000	50,000	100.00%	0.06%
Interest	194,317	220,682	116,700	116,700	183,000	56.81%	0.24%
Total Current Resources	18,751,849	18,177,803	30,962,800	30,962,800	51,283,800	65.63%	66.03%
From 2502: SDC-I for WWTP SRF debt	1,424,100	1,525,700	1,464,000	1,464,000	2,394,400	63.55%	3.08%
From 2503: SDC-R forWWTP SRF Debt	-	-	152,000	152,000	400,000	163.16%	0.51%
Total Transfers In	1,424,100	1,525,700	1,616,000	1,616,000	2,794,400	72.92%	3.59%
Beginning Balance	21,093,966	22,748,763	22,491,300	22,491,300	23,600,400	4.93%	30.38%
Total Resources	$41,269,915	$42,452,266	$55,070,100	$55,070,100	$77,678,600	41.05%	100.00%

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	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Wastewater Treatment Plant	2,541,093	2,641,724	2,734,700	2,734,700	5,592,600	5,592,600	5,592,600
Wastewater Collection	1,451,167	1,469,159	1,611,500	1,611,500	3,540,400	3,540,400	3,540,400
Wastewater Administration	4,697,605	4,261,444	6,216,500	6,216,500	12,147,300	12,147,300	12,147,300
Water Reuse and Biosolids	7,283	5,984	8,700	8,700	454,800	454,800	454,800
TWG Wetlands	149,963	231,678	263,400	263,400	566,400	566,400	566,400
Industrial Pretreatment	497,967	391,970	513,200	513,200	1,115,300	1,115,300	1,115,300
Sewer System Capital Projects	1,825,383	2,530,156	30,308,300	30,308,300	34,987,800	34,987,800	34,987,800
Sewer Equipment Replacement	1,840	23,613	802,100	802,100	1,033,800	1,033,800	1,033,800
Sewer SDC Imp. Fee Projects	1,429,346	1,535,513	2,643,400	2,643,400	2,668,600	2,668,600	2,668,600
Sewer SDC Reimb. Fee Projects	717	1,033	597,300	597,300	514,500	514,500	514,500
Sewer Debt Service	5,613,960	5,500,203	8,825,600	8,825,600	14,500,900	14,500,900	14,500,900
Sewer Economic Development	129,050	-	545,400	545,400	556,200	556,200	556,200
Stormwater Capital	175,777	-	-	-	-	-	-
Total Requirements	$18,521,151	$18,592,477	$55,070,100	$55,070,100	$77,678,600	$77,678,600	$ 77,678,600

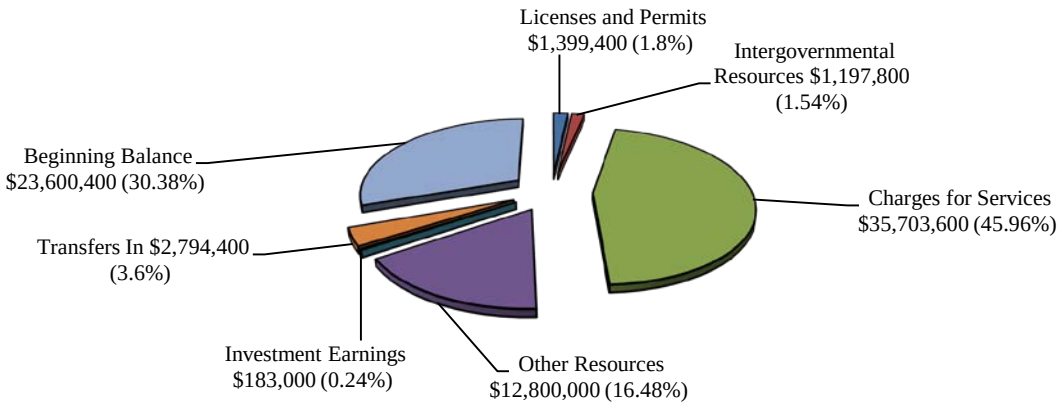
Requirements by Type	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Personnel	1,958,856	1,946,173	2,304,600	2,304,600	5,217,100	5,217,100	5,217,100
Materials & Services	6,831,139	6,614,792	6,974,000	6,974,000	14,955,200	14,955,200	14,955,200
Capital	1,519,991	2,405,186	32,918,300	32,918,300	36,264,900	36,264,900	36,264,900
Transfers Out	2,597,205	2,141,123	3,013,800	3,013,800	5,671,700	5,671,700	5,671,700
Debt Service	5,613,960	5,485,203	8,825,600	8,825,600	14,500,900	14,500,900	14,500,900
Contingency	-	-	1,033,800	1,033,800	1,068,800	1,068,800	1,068,800
Total Requirements	$18,521,151	$18,592,477	$55,070,100	$55,070,100	$77,678,600	$77,678,600	$ 77,678,600

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Contin-gency	Adopted Budget	% of Fund Budget
Wastewater Treatment Plant	1,803,800	3,645,000	132,500	11,300	-	-	5,592,600	7.20%
Wastewater Collection	1,920,600	1,539,900	79,900	-	-	-	3,540,400	4.56%
Wastewater Administration	368,200	7,844,300	-	2,866,000	-	1,068,800	12,147,300	15.64%
Water Reuse and Biosolids	53,900	400,900	-	-	-	-	454,800	0.59%
TWG Wetlands	252,600	303,800	10,000	-	-	-	566,400	0.73%
Industrial Pretreatment	818,000	297,300	-	-	-	-	1,115,300	1.44%
Sewer System Capital Projects	-	910,000	34,077,800	-	-	-	34,987,800	45.02%
Sewer Equipment Replacement	-	-	1,033,800	-	-	-	1,033,800	1.33%
Sewer SDC Imp. Fee Projects	-	12,000	262,200	2,394,400	-	-	2,668,600	3.44%
Sewer SDC Reimb. Fee Projects	-	2,000	112,500	400,000	-	-	514,500	0.66%
Sewer Debt Service	-	-	-	-	14,500,900	-	14,500,900	18.67%
Sewer Economic Development	-	-	556,200	-	-	-	556,200	0.72%
Total Requirements	$ 5,217,100	$14,955,200	$36,264,900	$ 5,671,700	$14,500,900	$ 1,068,800	$ 77,678,600	100.00%
Percent of Fund Budget	6.72%	19.25%	46.68%	7.30%	18.67%	1.38%	100.00%	

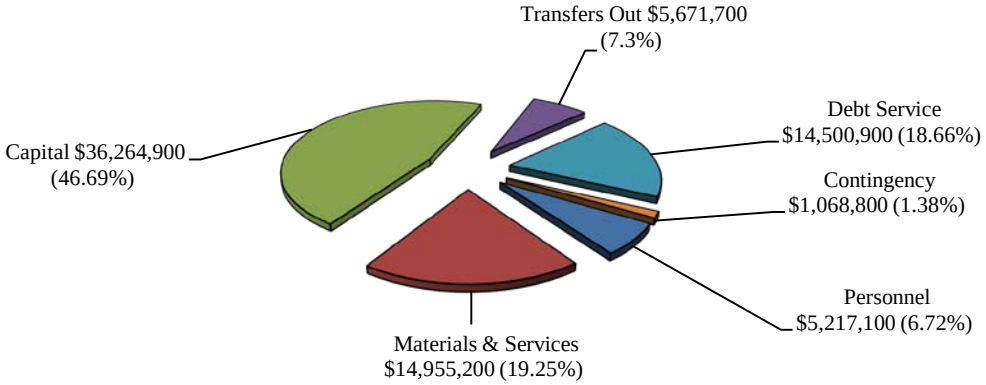
Staffing Summary (FTE)	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-20 Adopted	2020-21 Adopted
Wastewater Treatment Plant	7.000	7.000	7.000	7.000	7.000	6.500
Wastewater Collection	10.500	10.500	10.500	10.500	7.850	7.850
Wastewater Administration	1.000	1.000	1.000	1.000	1.000	1.000
Water Reuse and Biosolids	-	-	-	-	-	0.500
TWG Wetlands	1.000	1.000	1.000	1.000	1.000	1.000
Industrial Pretreatment	4.000	3.000	3.000	3.000	3.000	3.000
Total FTE	23.500	22.500	22.500	22.500	19.850	19.850

SEWER FUND
RESOURCES AND REQUIREMENTS

TOTAL SEWER FUND RESOURCES BY SOURCE

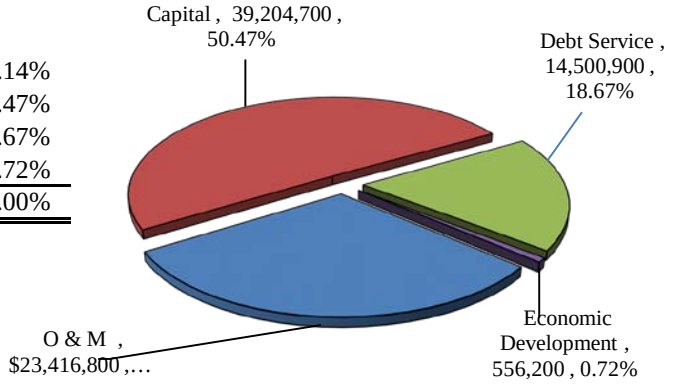


TOTAL SEWER FUND REQUIREMENTS BY TYPE



USE OF SEWER SERVICE CHARGES FOR BN 2019-21

O & M	$ 23,416,800	30.14%
Capital	39,204,700	50.47%
Debt Service	14,500,900	18.67%
Economic Development	556,200	0.72%
Total Sewer Service Charges	$ 77,678,600	100.00%



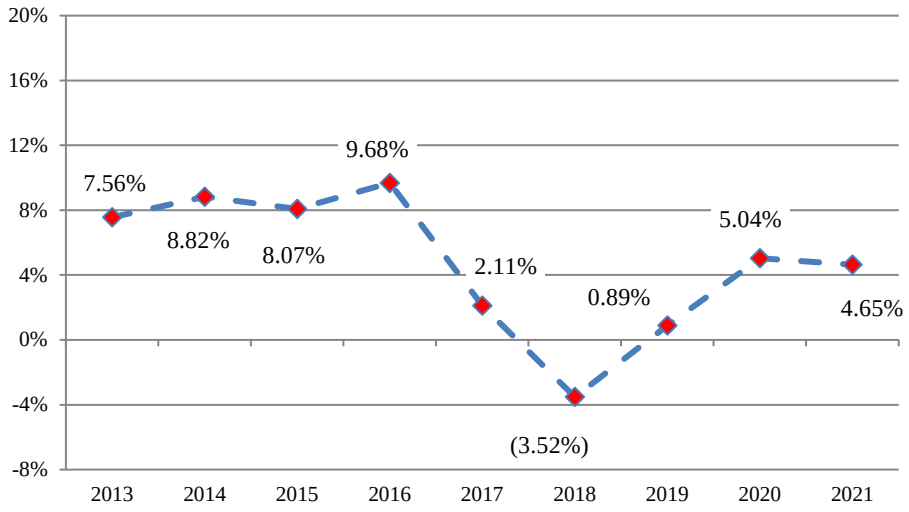
SEWER FUND
RESOURCES
Ten Fiscal Years

Fiscal Year	Charges for Services	Licenses & Permits	Other Revenues	Transfers In	Debt Proceeds	Beginning Balance	Totals
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	16,462,763	1,035,990	645,456	1,525,700	33,595	22,748,763	40,926,567
2019	16,609,900	749,700	13,525,700	-	77,500	22,491,300	53,454,100
2020	17,446,500	699,700	556,500	1,644,400	13,124,700	23,600,400	57,072,200
2021	18,257,100	699,700	489,600	1,150,000	10,000	-	20,606,400

NOTES:
Actual revenues for Fiscal Years 2012 through 2018. Budgeted resources for 2019, 2020, and 2021.
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: City of Millersburg & Riverfront Interceptor (RFI) loan.

SEWER SERVICE CHARGE REVENUES
Annual Percentage Change

Fiscal Year	Annual % Change
2013	7.56%
2014	8.82%
2015	8.07%
2016	9.68%
2017	2.11%
2018	(3.52%)
2019	0.89%
2020	5.04%
2021	4.65%

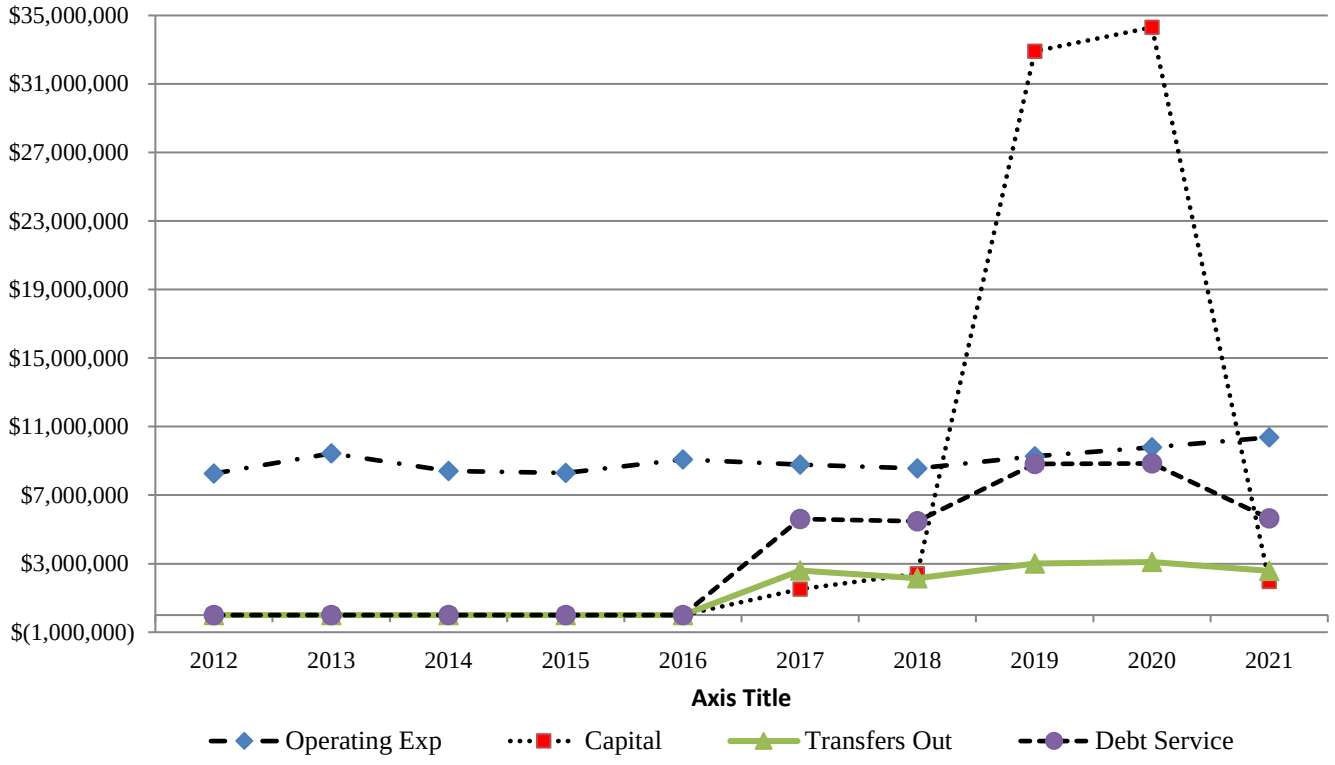


SEWER FUND
REQUIREMENTS
Ten Fiscal Years

Fiscal Year	Operating Expenditures	Capital	Transfers Out	Debt Service	Totals
2012	$ 8,260,807	$ -	$ -	$ -	$ 8,260,807
2013	9,434,600	-	-	-	9,434,600
2014	8,401,275	-	-	-	8,401,275
2015	8,301,495	-	-	-	8,301,495
2016	9,084,679	-	-	-	9,084,679
2017	8,789,995	1,519,991	2,597,205	5,613,960	18,521,151
2018	8,560,965	2,405,186	2,141,123	5,485,203	18,592,477
2019	9,278,600	32,918,300	3,013,800	8,825,600	54,036,300
2020	9,801,800	34,307,300	3,097,000	8,850,100	56,056,200
2021	10,370,500	1,957,600	2,574,700	5,650,800	20,553,600

NOTES:
Actual expenditures for Fiscal Years 2012 through 2018. Budgeted expenditures for 2018-19, as well as 2019-20 & 2020-21.
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.
FY 2019 & FY 2020 capital expenditures reflect the rivefront interceptor project.

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.

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Millersburg Debt - Principal	264,466	283,330	300,100	300,100	616,000	105.26%	4.25%
Millersburg Debt - Interest	150,760	121,179	83,900	83,900	147,500	75.80%	1.02%
Albany Sewer Service Charges	3,742,500	3,711,300	3,225,000	3,225,000	7,283,700	125.85%	50.23%
Interest	35,293	49,191	15,000	15,000	30,000	100.00%	0.21%
Total Current Resources	4,193,019	4,165,000	3,624,000	3,624,000	8,077,200	122.88%	55.71%
From 2502 SDC-I for WWTP SRF debt	1,424,100	1,525,700	1,464,000	1,464,000	2,394,400	63.55%	16.51%
From 2503 SDC-R for WWTP SRF debt	-	-	152,000	152,000	400,000	163.16%	2.76%
Total Transfers In	1,424,100	1,525,700	1,616,000	1,616,000	2,794,400	72.92%	19.27%
Beginning Balance	3,420,071	3,423,230	3,585,600	3,585,600	3,629,300	1.22%	25.02%
Total Resources	$ 9,037,190	$ 9,113,930	$ 8,825,600	$ 8,825,600	$14,500,900	64.30%	100.00%

Adopted Requirements by Program and Type	Debt Service	Adopted Budget	% of Fund Budget
Sewer Debt Service	$ 14,500,900	$14,500,900	100.00%
Total Requirements	$ 14,500,900	$14,500,900	100.00%
Percent of Budget	100.00%	100.00%	

Adopted Budget Detail of Debt Service	Final Maturity	Principal	Interest/Fees	Debt Reserve	Adopted Budget
WWTP SRF Loan	10/01/2029	$ 7,372,400	$ 1,763,900	$ 3,579,300	$12,715,600
Millersburg SRF	08/01/2031	74,200	-		74,200
SRF Wetlands	08/01/2031	200,000	26,100	50,000	276,100
Wetlands Loan	12/21/2020	564,100	12,100	-	576,200
RFI Loan	04/01/2041	302,700	314,000	242,100	858,800
Totals		$ 8,513,400	$ 2,116,100	$ 3,871,400	$14,500,900

WWTP - Wastewater Treatment Plant
SRF - State Revolving Fund
SDC - Systems Development Charge
RFI - Riverfront Interceptor

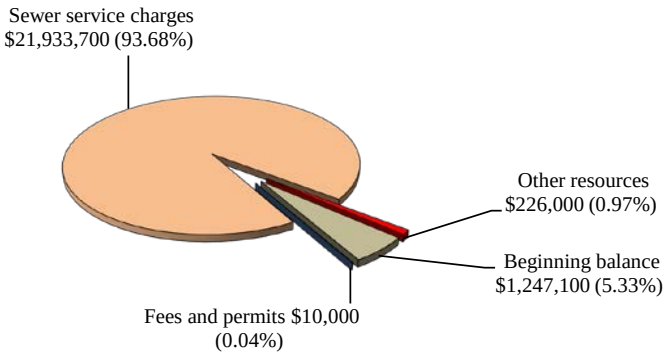
SEWER FUND
OPERATION AND MAINTENANCE COMBINED BUDGET

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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Public Facility Construction Permit	45,102	35,500	5,000	5,000	10,000	100.00%	0.04%
Workers' Comp Wage Reimbursement	5,247	-	-	-	-	-	-
City of Lebanon	-	846			49,600	-	0.21%
Albany Sewer Service Charges	8,865,206	8,479,060	9,725,200	9,725,200	21,124,100	117.21%	90.21%
Certified Sewer Charges	42,966	43,621	50,000	50,000	100,000	100.00%	0.43%
Millersburg O&M Charges	243,039	221,323	175,000	175,000	350,000	100.00%	1.49%
Wah Chang O&M Charges	164,050	110,598	140,000	140,000	300,000	114.29%	1.28%
Collection Agency Payments	12,771	11,760	5,000	5,000	10,000	100.00%	0.04%
AM WRF Compost Sales	-	-	-	-	146,000	-	0.62%
Miscellaneous Revenue	21,964	17,383	25,000	25,000	50,000	100.00%	0.21%
Interest	38,108	23,977	15,000	15,000	30,000	100.00%	0.13%
Total Current Resources	9,438,453	8,944,068	10,140,200	10,140,200	22,169,700	118.63%	94.66%
Beginning Balance	1,178,516	1,271,891	1,207,800	1,207,800	1,247,100	3.25%	5.34%
Total Resources	$ 10,616,969	$ 10,215,959	$ 11,348,000	$ 11,348,000	$ 23,416,800	106.35%	100.00%

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Contin-gency	Adopted Budget	% of Fund Budget
Wastewater Treatment Plant	1,803,800	3,645,000	132,500	11,300	-	5,592,600	23.89%
Wastewater Collection	1,920,600	1,539,900	79,900	-	-	3,540,400	15.12%
Wastewater Administration	368,200	7,844,300	-	2,866,000	1,068,800	12,147,300	51.87%
Water Reuse and Biosolids	53,900	400,900	-	-	-	454,800	1.94%
TWG Wetlands	252,600	303,800	10,000	-	-	566,400	2.42%
Industrial Pretreatment	818,000	297,300	-	-	-	1,115,300	4.76%
Total Requirements	$ 5,217,100	$ 14,031,200	$ 222,400	$ 2,877,300	$ 1,068,800	$ 23,416,800	100.00%
Percent of Budget	22.28%	59.92%	0.95%	12.29%	4.56%	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, and Sewer Economic Development. The resource items listed below are included in the Sewer Fund - Resource Detail presented earlier.

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Sewer SDC: Principal	2,858	10,267	3,000	3,000	6,000	100.00%	0.02%
Sewer SDC: Interest	793	2,883	1,100	1,100	2,200	100.00%	0.01%
Connection Fees: Principal	63,128	3,461	500	500	1,000	100.00%	-
Connection Fees: Interest	2,486	3,731	100	100	200	100.00%	-
General SCF	40,081	51,499	10,000	10,000	20,000	100.00%	0.05%
Sewer Systems Development Charges	775,334	928,648	730,000	730,000	1,360,000	86.30%	3.42%
City of Millersburg	-	33,595	77,500	77,500	384,700	396.39%	0.97%
Albany Sewer Service Charges	3,992,200	3,785,600	3,199,800	3,199,800	6,134,200	91.71%	15.43%
Equipment Replacement Charges	118,600	99,500	89,900	89,900	255,600	184.32%	0.64%
SRF Loan Proceeds	-	-	13,000,000	13,000,000	12,750,000	(1.92%)	32.07%
Miscellaneous Revenue	3,981	2,036	-	-	-	-	-
Interest	120,916	147,514	86,700	86,700	123,000	41.87%	0.31%
Total Current Resources	5,120,377	5,068,734	17,198,600	17,198,600	21,036,900	22.32%	52.92%
Beginning Balance	16,495,379	18,053,643	17,697,900	17,697,900	18,724,000	5.80%	47.08%
Total Resources	$21,615,756	$23,122,377	$34,896,500	$34,896,500	$39,760,900	13.94%	100.00%

SDC System Development Charge
SRF State Revolving Fund
SCF Sewer Connection Fee

Adopted Requirements by Program and Type	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Sewer System Capital Projects	910,000	34,077,800	-	34,987,800	88.00%
Sewer Equipment Replacement	-	1,033,800	-	1,033,800	2.60%
Sewer SDC Improvement Fee Projects	12,000	262,200	2,394,400	2,668,600	6.71%
Sewer SDC Reimbursement Fee Projects	2,000	112,500	400,000	514,500	1.29%
Sewer Economic Development	-	556,200	-	556,200	1.40%
Total Requirements	$ 924,000	$36,042,500	$ 2,794,400	$39,760,900	100.00%
Percent of Budget	2.32%	90.65%	7.03%	100.00%	

SEWER FUND
SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES
BN 2019-21

Project Description	Totals	Wastewater Collection	Wastewater Treatment Plant	Sewer SDC Improvement Fee	TWG Wetlands
Capital Equipment	$ 289,400	$ 79,900	$ 132,500	$ -	$ 10,000
Influent Variable Freq Drives	200,000	-	-	-	-
SS-17-01 Cox Cr Interceptor P7	5,312,000	-	-	-	-
SS-18-03 Santa Maria Sewer Ext	704,800	-	-	136,700	-
SS-19-01 2019 Collection Rehab	1,685,000	-	-	-	-
SS-19-04 14th & Oak Lift Station	160,000	-	-	-	-
SS-19-05 Riverfront Interceptor	12,750,000	-	-	-	-
SS-20-01 AMWRF Compost Improv	3,000,000	-	-	-	-
SS-20-02 AMWRF Dewatering Imp	4,900,000	-	-	-	-
SS-21-01 2021 Collection System	700,000	-	-	-	-
Project Totals	29,701,200	79,900	132,500	136,700	10,000
Reserve: Capital Projects	5,586,900	-	-	115,500	-
Reserve: Pipe Over-sizing	10,000	-	-	10,000	-
Reserve: Equipment Replacement	966,800	-	-		-
Total Reserves	6,563,700	-	-	125,500	-
Grand Totals	$ 36,264,900	$ 79,900	$ 132,500	$ 262,200	$ 10,000

Sewer System Capital Projects	Sewer Equipment Replace-ment	SDC Reimburse-ment Fee Projects	Sewer Economic Develop-ment	Project Description
$ -	$ 67,000	$ -	$ -	Capital Equipment
200,000	-	-	-	Influent Variable Freq Drives
5,312,000	-	-	-	SS-17-01 Cox Cr Interceptor P7
568,100	-	-	-	SS-18-03 Santa Maria Sewer Ext
1,685,000	-	-	-	SS-19-01 2019 Collection Rehab
160,000	-	-	-	SS-19-04 14th & Oak Lift Station
12,750,000	-	-	-	SS-19-05 Riverfront Interceptor
3,000,000	-	-	-	SS-20-01 AMWRF Compost Improve
4,900,000	-	-	-	SS-20-02 AMWRF Dewatering Imp
700,000	-	-	-	SS-21-01 2021 Collection System
29,275,100	67,000	-	-	Project Totals
4,802,700	-	112,500	556,200	Reserve: Capital Projects
-	-	-	-	Reserve: Pipe Over-sizing
-	966,800	-	-	Reserve: Equipment Replacement
4,802,700	966,800	112,500	556,200	Total Reserves
$ 34,077,800	$ 1,033,800	$ 112,500	$ 556,200	Grand Totals

PROGRAM NARRATIVE

SEWER FUND: WASTEWATER ADMINISTRATION (601-40305)
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 2018-2019			
Safe City	06/19	Ongoing	• Adopt updated wastewater System Development Charge methodology.
Budget Biennium 2019-2021			
Effective Government	06/21		• Positively resolve litigation and implement operational improvements.

STAFFING SUMMARY	2016-2017	2017-2018	2018-2019	2019-2021*
First Year Budgeted FTEs	1.00	1.00	1.00	1.00
Second Year Budgeted FTEs	n/a	n/a	n/a	1.00

**First Biennial Budget Cycle*

CITY OF ALBANY, OREGON

PROG 40305: WASTEWATER ADMINISTRATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	137,348	146,050	160,900	160,900	368,200	207,300
Materials & Services	3,562,932	3,499,969	3,624,000	3,624,000	7,844,300	4,220,300
Transfers Out	997,328	615,423	1,397,800	1,397,800	2,866,000	1,468,200
Contingencies	-	-	1,033,800	1,033,800	1,068,800	35,000
TOTAL EXPENDITURES	**$ 4,697,608**	**$ 4,261,442**	**$ 6,216,500**	**$ 6,216,500**	**$ 12,147,300**	**95.40 %**

PROGRAM NARRATIVE

SEWER FUND: WASTEWATER TREATMENT PLANT (601-40310)

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
Budget Year 2018-2019			
Effective Government	06/19	Completed	• Participate in pre-design activities for a biosolids composting facility.
Effective Government	12/18	Completed	• Execute energy reduction capital projects to reduce annual energy consumption at the A-M WRF by 1.7 million kw hours.
Safe City	06/19	Completed	• Investigate flood protection mechanisms at the A-M WRF in the event of a 50-100-year flood event. Seek related grant funding opportunities.
Budget Biennium 2019-2021			
Effective Government	06/20		• Execute dewatering improvements with minimal impact to A-M WRF operation.
Healthy Economy	06/21		• Continue to search for and execute energy saving practices and projects. Execute dewatering improvements with considerations for energy management.
Effective Government	06/20		• Participate in design activities for a biosolids composting facility.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Wastewater treated annually (million gallons).	3,870	3,038	2,800	3,100
Percentage of days facility is in regulatory compliance.	99.7%	99.7%	100%	100%
Cost/wet ton sludge hauling.	$57.52	$57.75	$57.77	$58.20
Award for operational excellence from the National Association of Clean Water Agencies.	Gold	Silver	Gold	Gold
Odor notifications.	3	2	2	0

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	7.00	7.00	7.00	7.00
Second Year Budgeted FTEs	n/a	n/a	n/a	6.50**

***Splitting one FTE with Water Reuse & Biosolids Budget (601-40320) for composting operation.*

CITY OF ALBANY, OREGON

PROG 40310: WASTEWATER TREATMENT PLANT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	643,675	655,923	800,900	800,900	1,803,800	1,002,900
Materials & Services	1,865,944	1,926,342	1,880,300	1,880,300	3,645,000	1,764,700
Capital	31,471	59,460	53,500	53,500	132,500	79,000
Transfers Out	-	-	-	-	11,300	11,300
TOTAL EXPENDITURES	**$ 2,541,090**	**$ 2,641,725**	**$ 2,734,700**	**$ 2,734,700**	**$ 5,592,600**	**104.51 %**

PROGRAM NARRATIVE

SEWER FUND: TWG WETLANDS (601-40315)
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, transpiration, 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 2018-2019			
Effective Government	06/19	Completed	• Investigate and test alternative plant coverage structures.
Effective Government Great Neighborhoods	06/20	In Progress	• Systematically restore ADA gravel trails and re-apply mulch to all 'natural' chip trails.
	06/19	Completed	• Prepare various sections of TWG to maximize plant coverage and diversity utilizing contractors as well as community volunteers.
Budget Biennium 2019-2021			
Effective Government Great Neighborhoods	09/20		• Establish emergent vegetation in areas where nightshade removal took place. Return to 80% coverage utilizing native plant species.
	09/19		• Purchase and install 'floating plant islands' at TWG. Track maintenance difficulties. Explore potential for larger structures at TWG.
	06/21		• Systematically restore ADA gravel trails.
Effective Government	09/19		• Replace all existing level logger sensors with Bluetooth to improve temperature and volume tracking.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Shade plant coverage of the wetland ponds.	73%	71%	71%	75%
Number of TWG tours or events/participants.	23/650	30/1,450	25/1,000	50/2,000

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	1.00	1.00	1.00	1.00
Second Year Budgeted FTEs	n/a	n/a	n/a	1.00

CITY OF ALBANY, OREGON

PROG 40315: TWG WETLANDS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	52,343	87,167	113,900	113,900	252,600	138,700
Materials & Services	97,621	126,893	146,700	146,700	303,800	157,100
Capital	-	17,621	2,800	2,800	10,000	7,200
TOTAL EXPENDITURES	**$ 149,964**	**$ 231,681**	**$ 263,400**	**$ 263,400**	**$ 566,400**	**115.03 %**

PROGRAM NARRATIVE

SEWER FUND: WATER REUSE & BIOSOLIDS (601-40320)

Responsible Manager/Title: Kristin Preston, Wastewater Superintendent
Developed By: Scott LaRoque, Wastewater Treatment Plant Supervisor

FUNCTIONS AND RESPONSIBILITIES

- This program is responsible for biosolids storage and reuse.
- 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 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 2018-2019			
Safe City Effective Government	06/18	Completed	• 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.
Budget Biennium 2019-2021			
Effective Government	01/20		• Update Biosolids Management Plan to include composting operation of biosolids.
Effective Government Healthy Economy Great Neighborhoods	06/20		• Begin onsite composting operation for approximately 50% of current solids production with minimal impact to A-M WRF operation.
Healthy Economy Great Neighborhoods	06/21		• Establish composting operation and begin building a market for compost product.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Annual dry tons of biosolids/percentage of total used for beneficial use.	0/0%	0/0%	0/0%	750/50%

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	0	0	0	0
Second Year Budgeted FTEs	n/a	n/a	n/a	0.50**

***Splitting FTE with Wastewater Treatment Plant Budget (601-40310) for composting operation.*

CITY OF ALBANY, OREGON

PROG 40320: WATER REUSE AND BIOSOLIDS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	-	-	-	-	53,900	-
Materials & Services	7,283	5,984	8,700	8,700	400,900	392,200
TOTAL EXPENDITURES	**$ 7,283**	**$ 5,984**	**$ 8,700**	**$ 8,700**	**$ 454,800**	**5,127.59 %**

PROGRAM NARRATIVE

SEWER FUND: WASTEWATER COLLECTION (601-40325)
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 2018-2019			
Effective Government Safe City	12/18	Completed	• Install new flow meters at the Montgomery overflow site and Columbus lift station.
	12/18	Completed	• Complete cleaning of the Century Drive sewer force main.
	06/18	Completed	• Complete manhole sealing project.
Budget Biennium 2019-2021			
Effective Government Safe City	06/20		• Install pig launcher at North Albany and 34th Avenue lift stations.
	06/20		• Install cleanouts and manholes at lines with poor access and ventilation.
	06/21		• Clean North Albany force main.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of sanitary sewer overflows.	8	3	7	0
Volume of sanitary sewer overflows (millions of gallons).	1.60	0.24	1.11	0
Miles of sanitary sewer mainline maintained.	201	201	203	203
Percentage of the sewer system cleaned annually.	19%	25%	20%	20%
Percentage of sewer system televised annually.	16%	21%	20%	20%

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	7.85	7.85	7.85	7.85
Second Year Budgeted FTEs	n/a	n/a	n/a	7.85

CITY OF ALBANY, OREGON

PROG 40325: WASTEWATER COLLECTIONS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	752,947	798,578	849,700	849,700	1,920,600	1,070,900
Materials & Services	698,222	657,115	718,300	718,300	1,539,900	821,600
Capital	-	13,465	43,500	43,500	79,900	36,400
TOTAL EXPENDITURES	**$ 1,451,169**	**$ 1,469,158**	**$ 1,611,500**	**$ 1,611,500**	**$ 3,540,400**	**119.70 %**

PROGRAM NARRATIVE

SEWER FUND: INDUSTRIAL PRETREATMENT (601-40330)

Responsible Manager/Title: Kristin Preston, Wastewater Superintendent
Developed by: David Gilbey, Environmental Services Manager

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.
- Performs plan reviews and code enforcement as related to environmental programs concerns.
- 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.
- Responds to problem discharges including expansion of the fats, oil, and grease (FOG) program.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Safe City	06/19	Ongoing	• Continue updating all Standard Operating Procedures (SOPs).
	06/19	Completed	• Implement the revised Local Limits.
Effective Government	06/19	Ongoing	• Improve pretreatment data collection and management.
Budget Biennium 2019-2021			
Safe City	06/20		• Complete initial update of all Standard Operating Procedures (SOPs).
	06/21		• Update programmatic elements of Industrial Pretreatment Program as defined by the 2018 audit.
Effective Government	06/21		• Implement data management systems that allow for better customer service and stakeholder engagement.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of responses to sewer and stormwater complaints or spills.	50	42	49	110
Number of Significant Industrial User (SIU) permits.	15	15	17	20
Number of Non-Discharging Categorical Industrial User (NDCIU) permits.	5	5	4	6
Number of non-SIU (general) permits.	7	8	8	10
Number of non-permitted businesses in the Pretreatment Program.	440	440	450	450
Number of inspections by Pretreatment staff.	32	32	34	80

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	4.00	3.00	3.00	3.00
Second Year Budgeted FTEs	n/a	n/a	n/a	3.00

CITY OF ALBANY, OREGON

PROG 40330: INDUSTRIAL PRETREATMENT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	372,543	258,455	379,200	379,200	818,000	438,800
Materials & Services	125,424	133,514	134,000	134,000	297,300	163,300
TOTAL EXPENDITURES	**$ 497,967**	**$ 391,969**	**$ 513,200**	**$ 513,200**	**$ 1,115,300**	**117.32 %**

PROGRAM NARRATIVE

SEWER FUND: SEWER SYSTEM CAPITAL PROJECTS (601-40350)

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.
- Replace 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 2018-2019			
Safe City	06/19	In Progress	• Construct SS-17-01, Cox Creek Interceptor P7.
	06/19	Deferred	• Construct SS-17-02, Cox Creek Interceptor P8.
	06/19	Deferred	• Construct SS-17-05, Cox Creek Interceptor P10a.
	06/19	Completed	• Construct SS-18-01, 2018 Collection System Rehabilitation.
	09/19	In Progress	• Construct SS-18-03, Santa Maria Sewer Extension.
	06/19	In Progress	• Construct SS-19-01, 2019 Collection System Rehabilitation.
	06/19	Deferred	• Construct SS-19-02, Cox Creek Interceptor P10b.
	06/19	In Progress	• SS-19-03, 2019 Sewer Point Repairs.
Budget Biennium 2019-2021			
Safe City	12/19		• Construct SS-17-01, Cox Creek Interceptor P7.
	09/19		• Construct SS-18-03, Santa Maria Sewer Extension.
	09/19		• Construct SS-19-01, 2019 Collection System Rehabilitation.
	09/19		• Construct SS-19-03, 2019 Sewer Point Repairs.
	06/20		• SS-20-01, AM-WRF Compost Improvements.
	06/20		• SS-20-02, AM-WRF Dewatering Improvements.
	06/21		• SS-21-01, 2021 Collection System Rehabilitation.

601: Sewer

40: Public Works

CITY OF ALBANY, OREGON

PROG 40350: SEWER SYSTEM CAPITAL PROJECTS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	103,411	51,509	10,000	10,000	20,000	10,000
Intergovernmental Revenue	-	33,595	77,500	77,500	384,700	307,200
Charges for Services	3,892,200	3,785,600	3,199,800	3,199,800	6,134,200	2,934,400
Miscellaneous Revenue	181	12	13,000,000	13,000,000	12,750,000	(250,000)
Investment Income	72,522	92,026	67,600	67,600	83,800	16,200
Beginning Balance	11,371,946	13,614,876	13,953,400	13,953,400	15,615,100	1,661,700
TOTAL REVENUES	**$ 15,440,260**	**$ 17,577,618**	**$ 30,308,300**	**$ 30,308,300**	**$ 34,987,800**	**15.44 %**
EXPENDITURES						
Materials & Services	467,505	239,128	455,000	455,000	910,000	455,000
Capital	1,357,880	2,291,027	29,853,300	29,853,300	34,077,800	4,224,500
TOTAL EXPENDITURES	**$ 1,825,385**	**$ 2,530,155**	**$ 30,308,300**	**$ 30,308,300**	**$ 34,987,800**	**15.44 %**
Revenues less Expenditures	**13,614,875**	**15,047,463**	**-**	**-**	**-**	

PROGRAM NARRATIVE

SEWER FUND: SEWER EQUIPMENT REPLACEMENT (601-40375)
Responsible Manager/Title: Jeff Babbitt, Public Works Business Manager

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.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Ongoing	• Receive revenues from other sewer fund budgets to fund future equipment replacement.
	06/19	Completed	• Replace vehicle 602-10.
	06/19	Completed	• Replace vehicle 613-02.
Budget Biennium 2019-2021			
Effective Government	06/21		• Receive revenues from other sewer fund budgets to fund future equipment replacement. • Replace vehicle 722-99.

601: Sewer

40: Public Works

CITY OF ALBANY, OREGON

PROG 40375: SEWER EQUIPMENT REPLACEMENT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	118,600	99,500	89,900	89,900	255,600	165,700
Miscellaneous Revenue	3,800	2,024	-	-	-	-
Investment Income	6,669	9,425	4,000	4,000	11,000	7,000
Beginning Balance	499,735	626,965	708,200	708,200	767,200	59,000
TOTAL REVENUES	**$ 628,804**	**$ 737,914**	**$ 802,100**	**$ 802,100**	**$ 1,033,800**	**28.89 %**
EXPENDITURES						
Capital	1,840	23,613	802,100	802,100	1,033,800	231,700
TOTAL EXPENDITURES	**$ 1,840**	**$ 23,613**	**$ 802,100**	**$ 802,100**	**$ 1,033,800**	**28.89 %**
Revenues less Expenditures	**626,964**	**714,301**	**-**	**-**	**-**	

PROGRAM NARRATIVE

SEWER FUND: SEWER SDC IMPROVEMENT FEE PROJECTS (601-40355)
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 $3,330 (effective July 2018). This program receives $3,191 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 2018-2019			
Effective Government	06/19	Deferred	• Construct SS-17-02, Cox Creek Interceptor P8.
	06/19	In Progress	• Construct SS-18-03, Santa Maria Sewer Extension.
	09/19	Deferred	Construct SS-19-02, Cox Creek Sewer Interceptor P10b.
Budget Biennium 2019-2021			
Effective Government	09/19		• Construct SS-18-03, Santa Maria Sewer Extension.

601: Sewer

40: Public Works

CITY OF ALBANY, OREGON

PROG 40355: SEWER SDC IMPROVEMENT FEE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	748,347	896,761	693,600	693,600	1,307,200	613,600
Investment Income	30,047	31,254	9,700	9,700	16,000	6,300
Beginning Balance	3,414,643	2,763,691	1,940,100	1,940,100	1,345,400	(594,700)
TOTAL REVENUES	**$ 4,193,037**	**$ 3,691,706**	**$ 2,643,400**	**$ 2,643,400**	**$ 2,668,600**	**0.95 %**
EXPENDITURES						
Materials & Services	5,246	9,813	6,000	6,000	12,000	6,000
Capital	-	-	1,173,400	1,173,400	262,200	(911,200)
Transfers Out	1,424,100	1,525,700	1,464,000	1,464,000	2,394,400	930,400
TOTAL EXPENDITURES	**$ 1,429,346**	**$ 1,535,513**	**$ 2,643,400**	**$ 2,643,400**	**$ 2,668,600**	**0.95 %**
Revenues less Expenditures	**2,763,691**	**2,156,193**	**-**	**-**	**-**	

PROGRAM NARRATIVE

SEWER FUND: SEWER SDC REIMBURSEMENT FEE PROJECTS (601-40360)
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 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 $3,330 (effective July 2018). This program receives $139 of the fee.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Completed	• Make debt service payment.
Budget Biennium 2019-2021			
Effective Government	06/21		• Make debt service payment.

601: Sewer

40: Public Works

CITY OF ALBANY, OREGON

PROG 40360: SEWER SDC REIMBURSEMENT FEE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	32,922	52,220	41,100	41,100	62,200	21,100
Investment Income	5,724	7,552	2,700	2,700	6,200	3,500
Beginning Balance	470,221	508,150	553,500	553,500	446,100	(107,400)
TOTAL REVENUES	**$ 508,867**	**$ 567,922**	**$ 597,300**	**$ 597,300**	**$ 514,500**	**(13.86)%**
EXPENDITURES						
Materials & Services	717	1,033	1,000	1,000	2,000	1,000
Capital	-	-	444,300	444,300	112,500	(331,800)
Transfers Out	-	-	152,000	152,000	400,000	248,000
TOTAL EXPENDITURES	**$ 717**	**$ 1,033**	**$ 597,300**	**$ 597,300**	**$ 514,500**	**(13.86)%**
Revenues less Expenditures	**508,150**	**566,889**	**-**	**-**	**-**	

PROGRAM NARRATIVE

SEWER FUND: SEWER ECONOMIC DEVELOPMENT (601-40365)
Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

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.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Ongoing	• Build reserves for future projects.
Budget Biennium 2019-2021			
Effective Government	06/21		• Build reserves for future projects.

CITY OF ALBANY, OREGON

PROG 40365: SEWER ECONOMIC DEVELOPMENT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	100,000	-	-	-	-	-
Investment Income	5,953	7,257	2,700	2,700	6,000	3,300
Beginning Balance	563,058	539,961	542,700	542,700	550,200	7,500
TOTAL REVENUES	**$ 669,011**	**$ 547,218**	**$ 545,400**	**$ 545,400**	**$ 556,200**	**1.98 %**
EXPENDITURES						
Materials & Services	250	-	-	-	-	-
Capital	128,800	-	545,400	545,400	556,200	10,800
TOTAL EXPENDITURES	**$ 129,050**	**$ -**	**$ 545,400**	**$ 545,400**	**$ 556,200**	**1.98 %**
Revenues less Expenditures	**539,961**	**547,218**	**-**	**-**	**-**	

PROGRAM NARRATIVE

SEWER FUND: SEWER DEBT SERVICE (601-40370)
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

Fiscal Year	Principal	Interest	Annual Fee	Total
SRF - Albany-Millersburg Water Reclamation Facility				
2019-2021	7,372,422	1,364,706	399,092	9,136,220
2021-2030	34,363,779	2,768,990	836,628	37,969,397
Totals (SRF - A-M WRF)	$ 41,736,201	$ 4,133,696	$ 1,235,720	$ 47,105,617
SRF - Wetlands Treatment Project				
2019-2021	200,000	0	12,000	212,000
2021-2031	1,000,000	0	30,000	1,030,000
2031-2032	50,000	0	250	50,250
Totals (SRF - Wetlands)	$ 1,250,000	$ -	$ 42,250	$ 1,292,250
Wetlands Land Acquisition				
2019-2021	564,107	26,031	-	590,138
Totals (Wetlands Land Acquisition)	$ 564,107	$ 26,031	$ -	$ 590,138

DEBT SUMMARY

Issue	Original Amount	Principal Balance	Required Reserve
SRF Loan (A-M WRF)	69,000,000	41,736,201	2,302,218
SRF Loan (Wetlands)	4,000,000	1,250,000	50,000
Wetlands Land Acquisition	4,114,000	564,107	-
Totals	$ 77,114,000	$ 43,550,308	$ 2,352,218

601: Sewer

40: Public Works

CITY OF ALBANY, OREGON

PROG 40370: SEWER DEBT SERVICE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Intergovernmental Revenue	415,226	404,509	384,000	384,000	763,500	379,500
Charges for Services	3,742,500	3,711,300	3,225,000	3,225,000	7,283,700	4,058,700
Investment Income	35,293	49,192	15,000	15,000	30,000	15,000
Transfers In	1,424,100	1,525,700	1,616,000	1,616,000	2,794,400	1,178,400
Beginning Balance	3,420,071	3,423,230	3,585,600	3,585,600	3,629,300	43,700
TOTAL REVENUES	**$ 9,037,190**	**$ 9,113,931**	**$ 8,825,600**	**$ 8,825,600**	**$ 14,500,900**	**64.30 %**
EXPENDITURES						
Materials & Services	-	15,000	-	-	-	-
Debt Service	5,613,960	5,485,203	8,825,600	8,825,600	14,500,900	5,675,300
TOTAL EXPENDITURES	**$ 5,613,960**	**$ 5,500,203**	**$ 8,825,600**	**$ 8,825,600**	**$ 14,500,900**	**64.30 %**
Revenues less Expenditures	**3,423,230**	**3,613,728**	**-**	**-**	**-**	

WATER FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Property Taxes - Delinquent	62	184	-	-	-	-	-
Water SDC: Principal	1,011	4,442	2,500	2,500	5,000	100.00%	0.01%
Water SDC: Interest	123	1,618	600	600	1,200	100.00%	-
Connection Fees: Principal	-	1,281	-	-	-	-	-
Connection Fees: Interest	-	1,451	-	-	-	-	-
Water Connection Fees	82,013	74,090	30,000	30,000	60,000	100.00%	0.14%
Water SDC	416,249	492,558	393,000	393,000	680,000	73.03%	1.63%
Public Facility Construction Permit	42,930	32,525	15,000	15,000	30,000	100.00%	0.07%
Water Service Installation Charge	114,158	153,426	70,000	70,000	140,000	100.00%	0.33%
WComp Wage Subsidy Reimb	4,266	-	-	-	-	-	-
City of Lebanon	633,000	386,059	211,000	211,000	75,000	(64.45%)	0.18%
City of Millersburg	-	66,959	89,600	89,600	158,300	76.67%	0.38%
Hydropower Revenue	92,744	97,245	75,000	75,000	150,000	100.00%	0.36%
Millersburg Service Charges	350,004	395,047	250,000	250,000	500,000	100.00%	1.20%
Dumbeck Water District	66,557	65,718	63,000	63,000	148,600	135.87%	0.36%
Albany Water Service Charges	12,002,846	12,026,453	12,682,000	12,682,000	27,300,000	115.27%	65.33%
Capital Charges	113,100	109,800	112,000	112,000	240,000	114.29%	0.57%
Collection Agency Payments	11,793	11,122	7,500	7,500	15,000	100.00%	0.04%
Equipment Replacement Charges	215,600	117,500	119,500	119,500	239,000	100.00%	0.57%
Miscellaneous Revenue	32,060	40,309	7,500	7,500	15,000	100.00%	0.04%
Over & short	524	(35)	-	-	-	-	-
Interest	122,620	138,185	59,300	59,300	106,000	78.75%	0.25%
Total Current Resources	14,301,660	14,215,937	14,187,500	14,187,500	29,863,100	110.49%	71.46%
From Water Economic Development	-	15,342	-	-	-		
From Water SDC-I	419,300	214,300	455,800	455,800	540,000	18.47%	1.29%
From Water SDC-R	-	224,300	-	-	423,200	-	1.01%
Total Transfers In	419,300	453,942	455,800	455,800	963,200	111.32%	2.30%
Beginning Balance	10,738,982	12,145,996	10,621,000	10,621,000	9,345,800	(12.01%)	22.36%
Reserved Beginning Balance	1,610,928	1,613,091	1,609,900	1,609,900	1,622,900	0.81%	3.88%
Total Resources	$27,070,870	$28,428,966	$26,874,200	$26,874,200	$41,795,000	55.52%	100.00%

SDC - System Development Charges
SDC-I - System Development Charge Improvement Fee
SDC-R - System Development ChargeRepalcement Fee

WATER FUND
REQUIREMENT/STAFFING SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Water Administration	3,688,785	3,578,014	4,938,200	4,938,200	9,579,400	9,579,400	9,579,400
Water Canal Maintenance	741,465	812,759	985,300	985,300	1,956,200	1,956,200	1,956,200
Vine Street WTP	865,128	905,830	1,043,700	1,043,700	2,360,800	2,360,800	2,360,800
Water Distribution	2,058,613	1,921,456	2,253,200	2,253,200	4,405,000	4,405,000	4,405,000
Albany-Millersburg WTP	1,262,527	1,485,070	1,442,200	1,442,200	3,110,200	3,110,200	3,110,200
SDC Improvement Fee Projects	423,102	221,120	602,900	602,900	704,500	704,500	704,500
SDC Reimbursement Fee Projects	38,545	1,518	966,200	966,200	769,600	769,600	769,600
Water Debt Service	1,933,394	1,938,494	3,545,700	3,545,700	5,480,100	5,480,100	5,480,100
Water System Capital Projects	1,610,002	3,212,113	9,128,000	9,128,000	10,942,900	10,942,900	10,942,900
Water Economic Development	86,587	111,405	500,000	500,000	514,800	514,800	514,800
N. Albany Water Capital Projects	603,634	224,300	913,400	913,400	1,170,200	1,170,200	1,170,200
Water Equipment Replacement	-	231,614	555,400	555,400	801,300	801,300	801,300
Total Requirements	$13,311,782	$14,643,693	$26,874,200	$26,874,200	$41,795,000	$41,795,000	$41,795,000

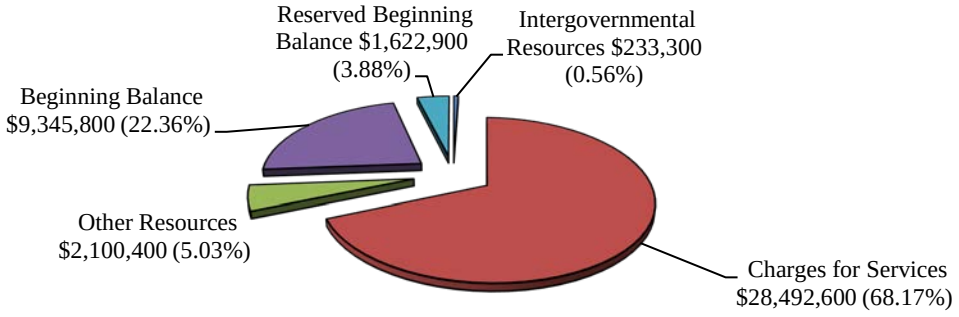
Requirements by Type							
Personnel	2,215,418	2,261,053	2,728,300	2,728,300	5,978,000	5,978,000	5,978,000
Materials & Services	5,880,862	5,570,699	6,266,200	6,266,200	13,290,000	13,290,000	13,290,000
Capital	2,332,186	3,812,324	12,343,600	12,343,600	13,810,900	13,810,900	13,810,900
Transfers Out	949,922	1,061,122	1,021,800	1,041,800	2,196,000	2,196,000	2,196,000
Debt Service	1,933,394	1,938,494	3,545,700	3,545,700	5,480,100	5,480,100	5,480,100
Contingency	-	-	968,600	948,600	1,040,000	1,040,000	1,040,000
Total Requirements	$13,311,782	$14,643,692	$26,874,200	$26,874,200	$41,795,000	$41,795,000	$41,795,000

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Contin-gency	Adopted Budget	% of Fund Budget
Water Administration	356,200	6,950,400	-	1,232,800	-	1,040,000	9,579,400	22.92%
Water Canal Maintenance	1,048,700	846,500	61,000	-	-	-	1,956,200	4.68%
Vine Street WTP	1,189,400	1,156,400	15,000	-	-	-	2,360,800	5.65%
Water Distribution	2,194,300	2,185,700	25,000	-	-	-	4,405,000	10.54%
Albany-Millersburg WTP	1,189,400	1,790,800	130,000	-	-	-	3,110,200	7.44%
SDC Improvement Fee Projects	-	10,000	154,500	540,000	-	-	704,500	1.69%
SDC Reimbursement Fee Projects	-	2,200	344,200	423,200	-	-	769,600	1.84%
Water Debt Service	-	-	-	-	5,480,100	-	5,480,100	13.11%
Water System Capital Projects	-	348,000	10,594,900	-	-	-	10,942,900	26.18%
Water Economic Development	-	-	514,800	-	-	-	514,800	1.23%
N. Albany Water Capital Projects	-	-	1,170,200	-	-	-	1,170,200	2.80%
Water Equipment Replacement	-	-	801,300	-	-	-	801,300	1.92%
Total Requirements	$ 5,978,000	$13,290,000	$13,810,900	$ 2,196,000	$ 5,480,100	$ 1,040,000	$41,795,000	100.00%
Percent of Fund Budget	14.31%	31.80%	33.04%	5.25%	13.11%	2.49%	100.00%	

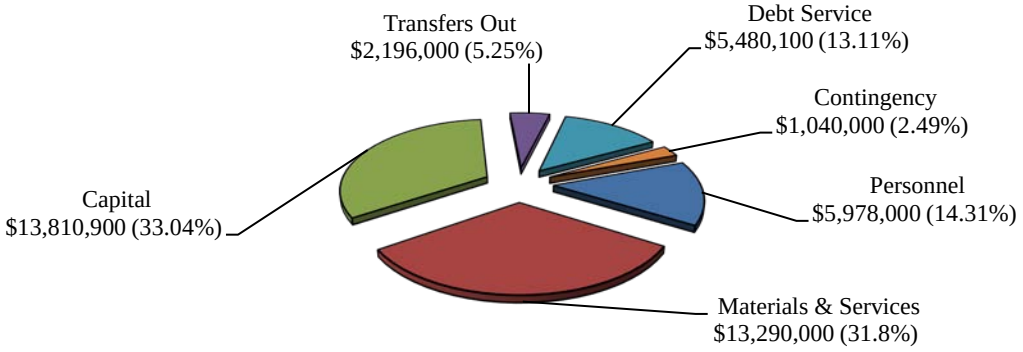
Staffing Summary (FTE)	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-20 Adopted	2020-21 Adopted
Water Administration	1.000	1.000	1.000	1.000	1.000	1.000
Water Canal Maintenance	3.500	3.500	3.500	3.500	3.500	3.500
Vine Street WTP	4.000	4.500	4.500	4.500	4.500	4.500
Water Distribution	9.000	9.000	9.000	9.000	9.000	9.000
Albany-Millersburg WTP	4.000	4.500	4.500	4.500	4.500	4.500
Total FTE	21.500	22.500	22.500	22.500	22.500	22.500

WATER FUND
RESOURCES AND REQUIREMENTS

TOTAL WATER FUND RESOURCES BY SOURCE



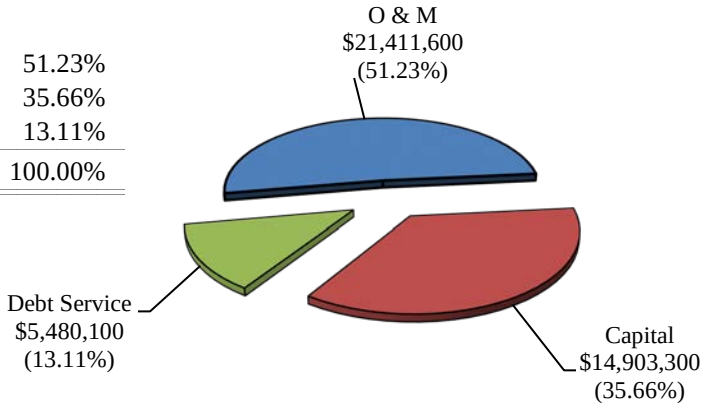
TOTAL WATER FUND REQUIREMENTS BY TYPE



USE OF WATER SERVICE CHARGES FOR FISCAL YEAR 2019-21

O & M	$21,411,600	51.23%
Capital	14,903,300	35.66%
Debt Service	5,480,100	13.11%
Total Water Service Charges	$41,795,000	100.00%

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
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	12,854,820	263	599,989	356,191	-	-	14,052,010	27,863,273
2017	12,352,849	62	656,282	1,292,465	419,300	-	12,349,910	27,070,868
2018	12,539,000	184	32,525	2,644,227	453,942	-	13,759,087	29,428,965
2019	12,932,000	-	15,000	1,237,400	455,800	3,100	12,230,900	26,874,200
2020	13,911,500	-	388,100	417,600	473,000	-	10,968,700	26,158,900
2021	14,581,100	-	388,100	176,700	490,200	-	-	15,636,100

NOTES:

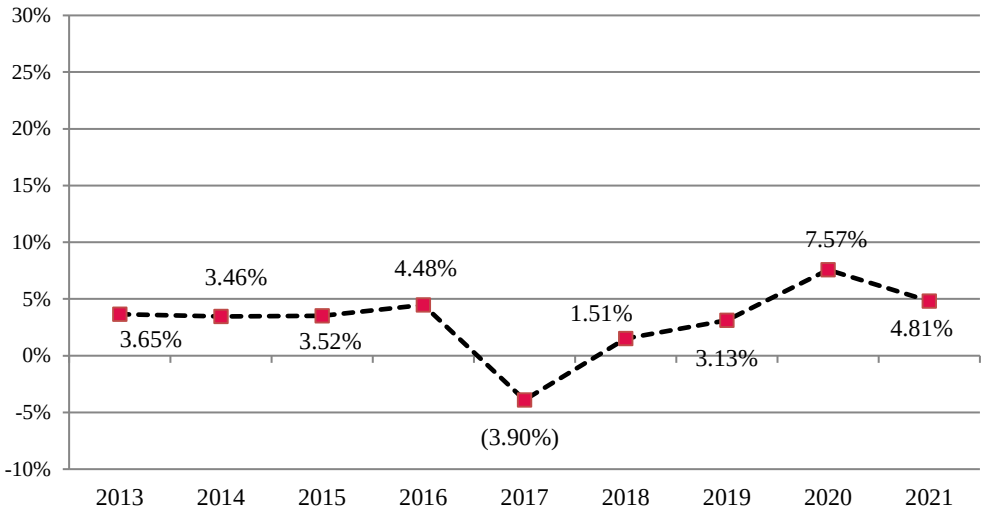
Actual revenues for Fiscal Years 2012 through 2019. Budgeted resources for 2020 and 2021.

Debt Service: In FY 2012-13, the City issued bonds in the amount of $27,400,000 to refund the 2003 Water Revenue Bonds.

WATER SERVICE CHARGE REVENUES, ANNUAL PERCENTAGE CHANGE

Nine Fiscal Years

Fiscal Year	Annual % Change
2013	3.65%
2014	3.46%
2015	3.52%
2016	4.48%
2017	(3.90%)
2018	1.51%
2019	3.13%
2020	7.57%
2021	4.81%



WATER FUND
REQUIREMENTS

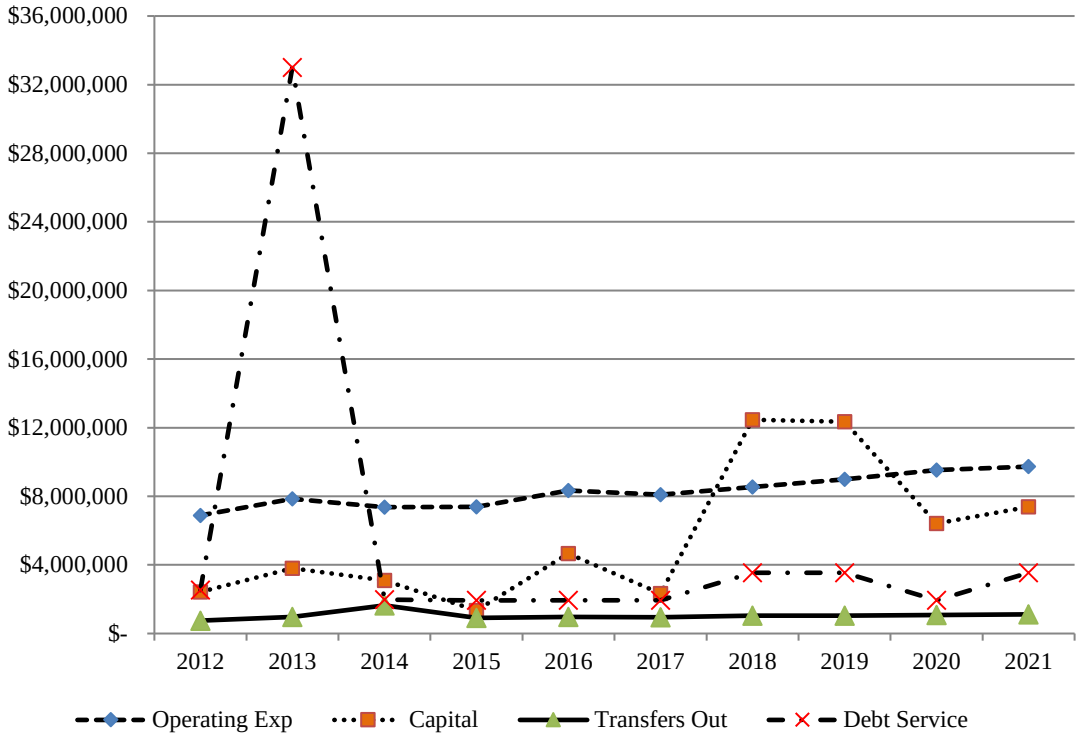
Ten Fiscal Years

Fiscal Year	Operating Expenditures	Capital	Transfers Out	Debt Service	Totals
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	959,762	1,931,594	15,890,751
2017	8,096,280	2,332,186	949,922	1,933,394	13,311,782
2018	8,539,100	12,461,900	1,043,700	3,538,600	25,583,300
2019	8,994,500	12,343,600	1,041,800	3,545,700	25,925,600
2020	9,537,900	6,422,500	1,071,900	1,933,700	18,966,000
2021	9,730,100	7,388,400	1,124,100	3,546,400	21,789,000

NOTES:
Actual revenues for Fiscal Years 2012 through 2019. Budgeted resources for 2020 and 2021.
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.
Contingencies have been left out 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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Public Facility Construction Permit	42,930	32,525	15,000	15,000	30,000	100.00%	0.14%
Water Service Installation Charge	114,158	153,426	70,000	70,000	140,000	100.00%	0.65%
WComp Wage Subsidy Reimb	4,266	-	-	-	-	-	-
City of Lebanon	633,000	386,059	211,000	211,000	-	(100.00%)	-
Hydropower Revenue	92,744	97,245	75,000	75,000	150,000	100.00%	0.70%
Millersburg Service Charges	350,004	395,047	250,000	250,000	500,000	100.00%	2.34%
Dumbeck Water District	66,557	65,718	63,000	63,000	148,600	135.87%	0.69%
Albany Water Service Charges	12,002,846	12,026,453	12,682,000	12,682,000	19,429,900	53.21%	90.75%
Collection Agency Payments	11,793	11,122	7,500	7,500	15,000	100.00%	0.07%
Miscellaneous Revenue	32,060	40,309	7,500	7,500	15,000	100.00%	0.07%
Over & short	524	(35)	-	-	-	-	-
Interest	122,620	138,185	59,300	59,300	20,000	(66.27%)	0.09%
Total Current Resources	13,473,502	13,346,054	13,440,300	13,440,300	20,448,500	52.14%	95.50%
Beginning Balance	10,738,982	12,145,996	10,621,000	10,621,000	963,100	(90.93%)	4.50%
Total Resources	$24,212,484	$ 25,492,050	$ 24,061,300	$ 24,061,300	$ 21,411,600	(11.01%)	100.00%

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Contin-gency	Adopted Budget	% of Fund Budget
Water Administration	356,200	6,950,400	-	1,232,800	1,040,000	9,579,400	44.73%
Water Canal Maintenance	1,048,700	846,500	61,000	-	-	1,956,200	9.14%
Vine Street WTP	1,189,400	1,156,400	15,000	-	-	2,360,800	11.03%
Water Distribution	2,194,300	2,185,700	25,000	-	-	4,405,000	20.57%
Albany-Millersburg WTP	1,189,400	1,790,800	130,000	-	-	3,110,200	14.53%
Total Requirements	$ 5,978,000	$ 12,929,800	$ 231,000	$ 1,232,800	$ 1,040,000	$ 21,411,600	100.00%
Percent of Budget	27.91%	60.39%	1.08%	5.76%	4.86%	100.00%	

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.

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Property Taxes - Delinquent	62	184	-	-	-	-	-
Albany Water Service Charges	1,503,700	1,493,000	1,475,000	1,475,000	2,884,000	95.53%	52.64%
Interest	12,495	14,952	5,000	5,000	10,000	100.00%	0.18%
Total Current Resources	1,516,257	1,508,136	1,480,000	1,480,000	2,894,000	95.54%	52.82%
From Water SDC-I	419,300	214,300	455,800	455,800	540,000	18.47%	9.85%
From Water SDC-R	-	224,300	-	-	423,200	-	7.72%
Total Transfers In	419,300	438,600	455,800	455,800	963,200	111.32%	17.57%
Reserved Beginning Balance	1,610,928	1,613,091	1,609,900	1,609,900	1,622,900	0.81%	29.61%
Total Resources	$ 3,546,485	$ 3,559,827	$3,545,700	$3,545,700	$5,480,100	54.56%	100.00%

Adopted Requirements by Program and Type	Debt Service	Adopted Budget	% of Fund Budget
Water Debt Service	5,480,100	$ 5,480,100	100.00%
Total Requirements	$5,480,100	$ 5,480,100	100.00%
Percent of Budget	100.00%	100.00%	

Adopted Budget Detail of Debt Service	Final Maturity	Principal	Interest	Debt Reserve	Adopted Budget
2013 Water Revenue Bonds	08/01/2033	2,240,000	1,616,900	1,623,200	5,480,100
Totals		$2,240,000	$1,616,900	$ 1,623,200	$ 5,480,100

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, 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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Water SDC: Principal	1,011	4,442	2,500	2,500	5,000	100.00%	0.03%
Water SDC: Interest	123	1,618	600	600	1,200	100.00%	0.01%
Water Connection Fees	82,013	76,822	30,000	30,000	60,000	100.00%	0.40%
Water SDC	416,249	492,558	393,000	393,000	680,000	73.03%	4.56%
City of Lebanon	500,000	250,000	75,000	75,000	75,000	-	0.50%
City of Millersburg	-	66,959	89,600	89,600	158,300	76.67%	1.06%
Dumbeck Water District	12,014	-	-	-	-	-	-
Albany Water Service Charges	2,539,100	3,129,400	2,243,100	2,243,100	4,986,100	122.29%	33.46%
Capital Charges	113,100	109,800	112,000	112,000	240,000	114.29%	1.61%
Equipment Replacement Charges	215,600	117,500	119,500	119,500	239,000	100.00%	1.60%
Miscellaneous Revenue	-	57	-	-	-	-	-
Interest	125,830	149,865	44,300	49,300	76,000	54.16%	0.51%
Total Current Resources	4,005,040	4,399,021	3,109,600	3,114,600	6,520,600	109.36%	43.75%
Beginning Balance	9,472,670	10,715,839	9,556,300	9,556,300	8,382,700	(12.28%)	56.25%
Total Resources	$13,477,710	$15,114,860	$12,665,900	$12,670,900	$14,903,300	17.62%	100.00%

Adopted Requirements by Program and Type	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Water SDC Improvement Fee Projects	10,000	154,500	540,000	704,500	4.73%
Water SDC Reimbursement Fee Projects	2,200	344,200	423,200	769,600	5.16%
Water System Capital Projects	348,000	10,594,900	-	10,942,900	73.43%
Water Economic Development	-	514,800	-	514,800	3.45%
N. Albany Water Capital Projects	-	1,170,200	-	1,170,200	7.85%
Water Equipment Replacement	-	801,300	-	801,300	5.38%
Total Requirements	$ 360,200	$13,579,900	$ 963,200	$14,903,300	100.00%
Percent of Budget	2.42%	91.12%	6.46%	100.00%	

WATER FUND
SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES
BN 2019-21

Project Description	Totals	Albany-Millersburg WTP	Vine St WTP	Water Distribution	Water Canal Maint	Water System Cap Proj
Capital Equipment	$ 387,500	$ 130,000	$ 15,000	$ 25,000	$ 61,000	$ -
W-1901 Valley View Res Mixing	170,000	-	-	-	-	170,000
WL-18-03 Santa Maria WL	279,000	-	-	-	-	183,000
WL-19-01 Belmont Ave WL	980,000	-	-	-	-	980,000
WL-19-02 Hill St WL: 24th-34th	627,500	-	-	-	-	341,500
WL-20-01 9th Ave Water Line	304,000	-	-	-	-	304,000
WL-20-02 AM Res Influent V&F	150,000	-	-	-	-	150,000
WL-20-03 Gibson Hill Corrosion	770,000	-	-	-	-	770,000
WL-20-04 Park Terrace WL Imp	210,000	-	-	-	-	210,000
WL-21-01 24th WL: 14th-16th	801,000	-	-	-	-	801,000
WL-21-02 Davidson WL: 99E-Mari	245,000	-	-	-	-	245,000
WL-21-03 Queen Ave: 99E-Marion	945,000	-	-	-	-	945,000
WTP-18-01 Vine WTP Accelator	900,000	-	-	-	-	900,000
WTP-19-01 AM WTP Intake Gen	500,000	-	-	-	-	500,000
WTP-19-02 Vine St WTP Clearwell	800,000	-	-	-	-	800,000
WTP-19-02 Vine St WTP Improve	500,000	-	-	-	-	500,000
Project Totals	8,569,000	130,000	15,000	25,000	61,000	7,799,500
Reserve: Capital Projects	4,077,100	-	-	-	-	2,285,400
Reserve: Membrane Replace	510,000	-	-	-	-	510,000
Reserve: Pipe Over-sizing	10,000	-	-	-	-	-
Reserve: Equipment Replacement	644,800	-	-	-	-	-
Total Reserves	5,241,900	-	-	-	-	2,795,400
Grand Totals	$ 13,810,900	$ 130,000	$ 15,000	$ 25,000	$ 61,000	$ 10,594,900

Water SDC Improvement Fee	Water SDC Reimbursement Fee	Water Equipment Replacement	Water Economic Development	N Albany Water Capital	Water Equipment Replacement	Project Description
$ -	$ -	$ 156,500	$ -	$ -	$ -	Capital Equipment
-	-	-	-	-	-	W-1901 Valley View Res Mixing
96,000	-	-	-	-	-	WL-18-03 Santa Maria WL
-	-	-	-	-	-	WL-19-01 Belmont Ave WL
-	286,000	-	-	-	-	WL-19-02 Hill St WL: 24th-34th
-	-	-	-	-	-	WL-20-01 9th Ave Water Line
-	-	-	-	-	-	WL-20-02 AM Res Influent V&F
-	-	-	-	-	-	WL-20-03 Gibson Hill Corrosion
-	-	-	-	-	-	WL-20-04 Park Terrace WL Imp
-	-	-	-	-	-	WL-21-01 24th WL: 14th-16th
-	-	-	-	-	-	WL-21-02 Davidson WL: 99E-Mario
-	-	-	-	-	-	WL-21-03 Queen Ave: 99E-Marion
-	-	-	-	-	-	WTP-18-01 Vine WTP Accelator
-	-	-	-	-	-	WTP-19-01 AM WTP Intake Gen
-	-	-	-	-	-	WTP-19-02 Vine St WTP Clearwell
-	-	-	-	-	-	WTP-19-02 Vine St WTP Improve
96,000	286,000	156,500	-	-	-	Project Totals
48,500	58,200	-	514,800	1,170,200	-	Reserve: Capital Projects
-	-	-	-	-	-	Reserve: Membrane Replace
10,000	-	-	-	-	-	Reserve: Pipe Over-sizing
-	-	-	-	-	644,800	Reserve: Equipment Replacement
58,500	58,200	-	514,800	1,170,200	644,800	Total Reserves
$ 154,500	$ 344,200	$ 156,500	$ 514,800	$ 1,170,200	$ 644,800	Grand Totals

PROGRAM NARRATIVE

WATER FUND: WATER ADMINISTRATION (615-40405)
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 2018-2019			
Effective Government Safe City	06/19	In Progress	• Update water system Emergency Response Plan.
Budget Biennium 2019-2021			
Effective Government Safe City	12/20		• Complete Vulnerability Assessment.
Effective Government Safe City	12/20		• Prepare for Water System Survey performed by Oregon Health Authority.
Effective Government	06/21		• Update water utility web pages.

STAFFING SUMMARY	2016-2017	2017-2018	2018-2019	2019-2021*
First Year Budgeted FTEs	1.00	1.00	1.00	1.00
Second Year Budgeted FTEs	n/a	n/a	n/a	1.00

**First Biennial Budget Cycle*

CITY OF ALBANY, OREGON

PROG 40405: WATER ADMINISTRATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	147,938	151,408	161,500	161,500	356,200	194,700
Materials & Services	3,010,228	2,894,425	3,242,100	3,242,100	6,950,400	3,708,300
Transfers Out	530,622	532,180	566,000	586,000	1,232,800	646,800
Contingencies	-	-	968,600	948,600	1,040,000	91,400
TOTAL EXPENDITURES	**$ 3,688,788**	**$ 3,578,013**	**$ 4,938,200**	**$ 4,938,200**	**$ 9,579,400**	**93.99 %**

PROGRAM NARRATIVE

WATER FUND: ALBANY-MILLERSBURG WATER TREATMENT PLANT (615-40410)
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 2018-2019			
Effective Government Safe City	06/19	In Progress	• Implement the chemical and water storage tank management plan.
Budget Biennium 2019-2021			
Effective Government Safe City	12/19		• Implement membrane optimization plan.
	12/20		• Prepare for Water System Survey performed by Oregon Health Authority.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Water treated annually (millions of gallons).	2,162	2,261	2,300	2,300
Peak demand in million gallons per day.	11.6	11.1	11.2	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 (through CY 2018).	36.29%	20.6%	21.6%	N/A

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	4.00	4.50	4.50	4.50
Second Year Budgeted FTEs	n/a	n/a	n/a	4.50

CITY OF ALBANY, OREGON

PROG 40410: ALBANY-MILLERSBURG WTP

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	399,893	396,970	519,400	519,400	1,189,400	670,000
Materials & Services	862,633	770,123	906,500	906,500	1,790,800	884,300
Capital	-	317,976	16,300	16,300	130,000	113,700
TOTAL EXPENDITURES	**$ 1,262,526**	**$ 1,485,069**	**$ 1,442,200**	**$ 1,442,200**	**$ 3,110,200**	**115.66 %**

PROGRAM NARRATIVE

WATER FUND: VINE STREET WATER TREATMENT PLANT (615-40415)

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 2018-2019			
Effective Government Safe City	06/19	In Progress	• Implement the chemical and water storage tank management plan.
Budget Biennium 2019-2021			
Effective Government Safe City	06/20		• Complete coagulant change and chemical delivery, storage, and injection efficiency improvements.
	12/20		• Prepare for Water System Survey performed by Oregon Health Authority.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Water treated annually (millions of gallons).	585	556	600	600
Peak demand in million gallons per day.	4.5	4.8	4.9	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 (through CY 2018).	5%	8%	6.5%	N/A

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	4.00	4.50	4.50	4.50
Second Year Budgeted FTEs	n/a	n/a	n/a	4.50

CITY OF ALBANY, OREGON

PROG 40415: VINE ST WATER TREATMENT PLANT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	383,236	388,892	519,400	519,400	1,189,400	670,000
Materials & Services	481,891	501,845	511,600	511,600	1,156,400	644,800
Capital	-	15,093	12,700	12,700	15,000	2,300
TOTAL EXPENDITURES	**$ 865,127**	**$ 905,830**	**$ 1,043,700**	**$ 1,043,700**	**$ 2,360,800**	**126.20 %**

PROGRAM NARRATIVE

WATER FUND: WATER DISTRIBUTION (615-40420)
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; 8,045 valves; 2,084 fire hydrants; 19,012 meters, including 90 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, leak detection, water service installation, repair, replacement, and cross-connection programs.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government Safe City	06/19	Completed	• Develop a pipe condition assessment and replacement program.
Budget Biennium 2019-2021			
Effective Government Safe City	06/20		• Develop zone 2 and 3 unidirectional flushing plan.
	12/20		• Prepare for Water System Survey performed by Oregon Health Authority.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of miles of pipe maintained.	288	292	293	295
Number of leaks reported.	100	123	90	180
Percent of leaks repaired within one week of reporting.	95%	98%	100%	100%
Percent of out-of-service fire hydrants returned to service within 36 hours.	71.5%	80%	100%	100%
Percent of new meters installed within 48 hours of receipt of permit.	99%	99%	100%	100%
Percent energy consumption reduced after plan implementation (through CY 2018).	5%	8%	6.5%	N/A

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	9.00	9.00	9.00	9.00
Second Year Budgeted FTEs	n/a	n/a	n/a	9.00

CITY OF ALBANY, OREGON

PROG 40420: WATER DISTRIBUTION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	869,513	896,551	1,057,900	1,057,900	2,194,300	1,136,400
Materials & Services	1,099,274	956,007	1,102,000	1,102,000	2,185,700	1,083,700
Capital	89,824	68,898	93,300	93,300	25,000	(68,300)
TOTAL EXPENDITURES	**$ 2,058,611**	**$ 1,921,456**	**$ 2,253,200**	**$ 2,253,200**	**$ 4,405,000**	**95.50 %**

PROGRAM NARRATIVE

WATER FUND: CANAL MAINTENANCE (615-40425)

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.
- 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 sampling and inspections according to developed schedules and procedures.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Safe City	06/19	Delayed	• Develop standard operating procedures for headgate operation and flow control structures to relieve excess flows in high-flow events.
	06/19	Delayed	• Develop scope of work and consultant contract for Part 12D Safety Inspection Report Update.
Budget Biennium 2019-2021			
Safe City	06/20		• Install a safety catwalk above the fish screens.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Fully utilize the water right for hydropower (Y/N).	N	Y	Y	Y
Fully utilize the water right for flow augmentation (Y/N).	Y	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	2	0	0
Number of excursions to the Article 416 slough flow compliance plan. Goal = 0.	3	4	0	0
Number of miles of brush cleared to stabilize banks and provide sight distance.	26	29	12	24
During hydropower production, average monthly kWh produced. Goal = 100,000.	135,299	170,492	100,000	100,000
Days per year the hydro-electric generator is in operation. Goal = 250.	232	180	125	250

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	3.50	3.50	3.50	3.50
Second Year Budgeted FTEs	n/a	n/a	n/a	3.50

CITY OF ALBANY, OREGON

PROG 40425: WATER CANAL MAINTENANCE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	414,836	427,231	470,100	470,100	1,048,700	578,600
Materials & Services	326,629	339,012	396,400	396,400	846,500	450,100
Capital	-	46,516	118,800	118,800	61,000	(57,800)
TOTAL EXPENDITURES	**$ 741,465**	**$ 812,759**	**$ 985,300**	**$ 985,300**	**$ 1,956,200**	**98.54 %**

PROGRAM NARRATIVE
WATER FUND: WATER SYSTEM CAPITAL PROJECTS (615-40450)
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	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Safe City	09/18	Completed	• Construct WC-16-01, CZ Gates Improvements.
	09/18	Completed	• Construct WL-17-03, Oak Street Water Line: 34th to 38th.
	09/18	Completed	• Construct WTP-17-01, Backwash Ponds Improvements.
	09/18	Completed	• Construct WL-18-01, Lafayette, Cloverdale, Peach Tree, Cherry and Fairway Area Water Line.
	09/18	Completed	• Construct WL-18-02, Pine Meadows Water Line Replacement.
	09/18	In Progress	• Construct WTP-18-01, Vine WTP Accelerator Improvements.
	06/19	In Progress	• Construct WL-19-01, Belmont Avenue Area Water Line.
	09/19	In Progress	• Construct WL-18-03, Santa Maria Water Line.
Budget Biennium 2019-2021			
Safe City	09/19		• Construct WL-18-03, Santa Maria Water Line.
	12/19		• Construct WTP-18-01, Vine WTP Accelerator Improvements.
	12/19		• Construct WL-19-01, Belmont Avenue Area Water Line.
	06/20		• Construct WL-20-01, 9th Avenue Water Line.
	06/20		• Construct WL-20-02, A-M Reservoir Influent Valve and Flow Meter Replacement.
	06/20		• Construct WL-20-03, Gibson Hill Corrosion Repairs.
	06/21		• Construct WL-21-01, 24th Avenue Water Line: Hill Street to Geary Street.
	06/21		• Construct WL-21-02, Davidson Water Line: 14th Avenue to 16th Avenue.
	06/21		• Construct WL-21-03, Queen Avenue Water Line: 99E to Marion Street.

615: Water

40: Public Works

CITY OF ALBANY, OREGON

PROG 40450: WATER SYSTEM CAPITAL PROJECTS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	82,013	76,822	30,000	30,000	60,000	30,000
Intergovernmental Revenue	500,000	316,959	164,600	164,600	233,300	68,700
Charges for Services	2,467,100	3,129,400	2,199,300	2,199,300	4,986,100	2,786,800
Miscellaneous Revenue	-	52	-	-	-	-
Investment Income	87,261	107,029	28,000	28,000	44,200	16,200
Beginning Balance	6,216,194	7,742,566	6,706,100	6,706,100	5,619,300	(1,086,800)
TOTAL REVENUES	**$ 9,352,568**	**$ 11,372,828**	**$ 9,128,000**	**$ 9,128,000**	**$ 10,942,900**	**19.88 %**
EXPENDITURES						
Materials & Services	95,536	100,949	101,500	101,500	348,000	246,500
Capital	1,514,466	3,036,163	9,026,500	9,026,500	10,594,900	1,568,400
Transfers Out	-	75,000	-	-	-	-
TOTAL EXPENDITURES	**$ 1,610,002**	**$ 3,212,112**	**$ 9,128,000**	**$ 9,128,000**	**$ 10,942,900**	**19.88 %**
Revenues less Expenditures	**7,742,566**	**8,160,716**	**-**	**-**	**-**	

PROGRAM NARRATIVE

WATER FUND: WATER SDC IMPROVEMENT FEE PROJECTS (615-40455)

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 $2,690 for a single-family residence with a 3/4-inch meter (effective July 2018). This program receives $2,304 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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	09/19	In Progress	• Construct WL-18-03, Santa Maria Water Line Improvements.
Budget Biennium 2019-2021			
Effective Government	09/19		• Construct WL-18-03, Santa Maria Water Line Improvements.
	06/21		• Make debt service payments for A-M Water Treatment Plant.

615: Water

40: Public Works

CITY OF ALBANY, OREGON

PROG 40455: WATER SDC IMPROVEMENT FEE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	352,916	414,192	330,600	330,600	601,200	270,600
Investment Income	2,688	3,562	1,100	1,100	2,200	1,100
Beginning Balance	201,618	134,119	271,200	271,200	101,100	(170,100)
TOTAL REVENUES	**$ 557,222**	**$ 551,873**	**$ 602,900**	**$ 602,900**	**$ 704,500**	**16.85 %**
EXPENDITURES						
Materials & Services	3,802	6,820	5,000	5,000	10,000	5,000
Capital	-	-	142,100	142,100	154,500	12,400
Transfers Out	419,300	214,300	455,800	455,800	540,000	84,200
TOTAL EXPENDITURES	**$ 423,102**	**$ 221,120**	**$ 602,900**	**$ 602,900**	**$ 704,500**	**16.85 %**
Revenues less Expenditures	**134,120**	**330,753**	**-**	**-**	**-**	

PROGRAM NARRATIVE

WATER FUND: WATER SDC REIMBURSEMENT FEE PROJECTS (615-40460)

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 water SDC methodology.
- The current SDC for the water system is $2,690 for a single-family residence with a 3/4-inch meter (effective July 2018). This program receives $386 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.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Completed	• Complete design for WL-19-01, Hill Street Water Line: 24th to 34th Avenues.
Budget Biennium 2019-2021			
Effective Government	09/19		• Construct WL-19-01, Hill Street Water Line: 24th to 34th Avenues.
	06/21		• Make debt service payments for A-M Water Treatment Plant.

615: Water

40: Public Works

CITY OF ALBANY, OREGON

PROG 40460: WATER SDC REIMBURSEMENT FEE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	64,468	84,425	65,500	65,500	85,000	19,500
Charges for Services	12,014	-	-	-	-	-
Investment Income	12,089	13,760	5,000	5,000	5,000	-
Beginning Balance	997,968	1,047,994	895,700	895,700	679,600	(216,100)
TOTAL REVENUES	**$ 1,086,539**	**$ 1,146,179**	**$ 966,200**	**$ 966,200**	**$ 769,600**	**(20.35)%**
EXPENDITURES						
Materials & Services	870	1,518	1,100	1,100	2,200	1,100
Capital	37,675	-	965,100	965,100	344,200	(620,900)
Transfers Out	-	-	-	-	423,200	423,200
TOTAL EXPENDITURES	**$ 38,545**	**$ 1,518**	**$ 966,200**	**$ 966,200**	**$ 769,600**	**(20.35)%**
Revenues less Expenditures	**1,047,994**	**1,144,661**	**-**	**-**	**-**	

PROGRAM NARRATIVE

WATER FUND: WATER ECONOMIC DEVELOPMENT (615-40465)
Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

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.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Ongoing	• Build reserves for future projects.
Budget Biennium 2019-2021			
Effective Government	06/21		• Build reserves for future projects.

615: Water

40: Public Works

CITY OF ALBANY, OREGON

PROG 40465: WATER ECONOMIC DEVELOPMENT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	72,000	-	43,800	43,800	-	(43,800)
Investment Income	6,875	7,064	2,200	2,200	6,000	3,800
Beginning Balance	574,292	566,580	454,000	454,000	508,800	54,800
TOTAL REVENUES	**$ 653,167**	**$ 573,644**	**$ 500,000**	**$ 500,000**	**$ 514,800**	**2.96 %**
EXPENDITURES						
Capital	86,587	96,063	500,000	500,000	514,800	14,800
Transfers Out	-	15,342	-	-	-	-
TOTAL EXPENDITURES	**$ 86,587**	**$ 111,405**	**$ 500,000**	**$ 500,000**	**$ 514,800**	**2.96 %**
Revenues less Expenditures	**566,580**	**462,239**	**-**	**-**	**-**	

PROGRAM NARRATIVE

WATER FUND: NORTH ALBANY WATER CAPITAL PROJECTS (615-40470)
Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

FUNCTIONS AND RESPONSIBILITIES

- This program receives revenue ($24.62 per month per customer) from water customers outside the city limits in North Albany. Currently there are 397 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.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Safe City	06/19	Ongoing	• Build reserves for future capital projects.
Budget Biennium 2019-2021			
Safe City	06/21		• Build reserves for future capital projects.

615: Water

40: Public Works

CITY OF ALBANY, OREGON

PROG 40470: NORTH ALBANY WATER CAPITAL

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	113,100	109,800	112,000	112,000	240,000	128,000
Investment Income	7,520	10,931	4,000	4,000	8,600	4,600
Beginning Balance	563,586	684,205	797,400	797,400	921,600	124,200
TOTAL REVENUES	**$ 684,206**	**$ 804,936**	**$ 913,400**	**$ 913,400**	**$ 1,170,200**	**28.11 %**
EXPENDITURES						
Capital	-	-	913,400	913,400	1,170,200	256,800
Transfers Out	-	224,300	-	-	-	-
TOTAL EXPENDITURES	**$ -**	**$ 224,300**	**$ 913,400**	**$ 913,400**	**$ 1,170,200**	**28.11 %**
Revenues less Expenditures	**684,206**	**580,636**	**-**	**-**	**-**	

PROGRAM NARRATIVE

WATER FUND: WATER DEBT SERVICE (615-40475)

Responsible Manager/Title: Jeff Babbitt, Public Works Business Manager

FUNCTIONS AND RESPONSIBILITIES

- This program provides for the principal and interest payments on City of Albany Water Revenue Bonds.

MATURITY SCHEDULE

Fiscal Year	Principal	Interest	Total
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	$ 22,515,000	$ 6,587,681	$ 29,102,681

DEBT SUMMARY

Issue	Original Amount	Principal Balance	Required Reserve
2013	$ 28,405,000	$ 22,515,000	$ 1,100,000
Totals	$ 28,405,000	$ 22,515,000	$ 1,100,000

615: Water

40: Public Works

CITY OF ALBANY, OREGON

PROG 40475: WATER DEBT SERVICE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Property Taxes	62	184	-	-	-	-
Charges for Services	1,503,700	1,493,000	1,475,000	1,475,000	2,884,000	1,409,000
Investment Income	12,495	14,952	5,000	5,000	10,000	5,000
Transfers In	419,300	438,600	455,800	455,800	963,200	507,400
Dedicated Beginning Balance	1,610,928	1,613,091	1,609,900	1,609,900	1,622,900	13,000
TOTAL REVENUES	**$ 3,546,485**	**$ 3,559,827**	**$ 3,545,700**	**$ 3,545,700**	**$ 5,480,100**	**54.56 %**
EXPENDITURES						
Debt Service	1,933,394	1,938,494	3,545,700	3,545,700	5,480,100	1,934,400
TOTAL EXPENDITURES	**$ 1,933,394**	**$ 1,938,494**	**$ 3,545,700**	**$ 3,545,700**	**$ 5,480,100**	**54.56 %**
Revenues less Expenditures	**1,613,091**	**1,621,333**	**-**	**-**	**-**	

PROGRAM NARRATIVE

WATER FUND: WATER EQUIPMENT REPLACEMENT (615-40480)
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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Ongoing	• Receives revenues from other water fund budgets to fund future equipment replacement.
	06/19	Completed	• Replace Vehicle 931-00.
Budget Biennium 2019-2021			
Effective Government	06/20		• Replace Vehicle 908-01.
	06/20		• Replace Vehicle 912-01.
	06/20		• Replace Vehicle 981-06.
	06/21		• Receives revenues from other water fund budgets to fund future equipment replacement.

615: Water

40: Public Works

CITY OF ALBANY, OREGON

PROG 40480: WATER EQUIPMENT REPLACEMENT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	215,600	117,500	119,500	119,500	239,000	119,500
Other Resources	-	6	-	-	-	-
Investment Income	9,397	7,518	4,000	4,000	10,000	6,000
Beginning Balance	919,012	540,375	431,900	431,900	552,300	120,400
TOTAL REVENUES	**$ 1,144,009**	**$ 665,399**	**$ 555,400**	**$ 555,400**	**$ 801,300**	**44.27 %**
EXPENDITURES						
Capital	603,634	231,614	555,400	555,400	801,300	245,900
TOTAL EXPENDITURES	**$ 603,634**	**$ 231,614**	**$ 555,400**	**$ 555,400**	**$ 801,300**	**44.27 %**
Revenues less Expenditures	**540,375**	**433,785**	**-**	**-**	**-**	

STORMWATER FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Storm Dr Plan Review/Insp Fees	20,018	8,883	10,000	10,000	20,000	100.00%	0.38%
Stormwater Quality Permits	15,194	13,393	10,000	10,000	20,000	100.00%	0.38%
Storm Drain Connection Fees	19,930	36,418	10,000	10,000	20,000	100.00%	0.38%
EPSC Permit Fees	79,595	84,243	50,000	50,000	100,000	100.00%	1.90%
Stormwater Service Charges	405,454	1,750,505	1,827,000	1,827,000	4,281,000	134.32%	81.21%
Stormwater Deferred Planting	-	61,452	5,000	5,000	10,000	100.00%	0.19%
Stormwater In-Lieu-of Planting	14,154	-	5,000	5,000	10,000	100.00%	0.19%
Equipment Replacement Charges	21,600	55,700	61,100	61,100	124,500	103.76%	2.36%
Miscellaneous Revenue	5,117	4,788	-	-	-	-	-
Interest	(719)	525	2,100	2,100	7,000	233.33%	0.13%
Total Current Resources	580,343	2,015,907	1,980,200	1,980,200	4,592,500	131.92%	87.12%
From Street Fund	99,300	-	-	-	-	-	-
From Sewer Fund	528,077	-	-	-	-	-	-
Total Transfers In	627,377	-	-	-	-	-	-
Beginning Balance	-	246,483	502,700	502,700	678,900	35.05%	12.88%
Total Resources	$ 1,207,720	$ 2,262,390	$ 2,482,900	$ 2,482,900	$ 5,271,400	112.31%	100.00%

STORMWATER FUND
REQUIREMENT/STAFFING SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Stormwater Operations	508,533	511,849	607,200	607,200	1,518,700	1,518,700	1,518,700
Stormwater Administration	414,448	1,057,014	1,458,000	1,458,000	3,116,800	3,116,800	3,116,800
Stormwater Capital	38,257	43,076	278,100	278,100	368,400	368,400	368,400
Stormwater Equipment Replacement	-	-	139,600	139,600	267,500	267,500	267,500
Total Requirements	$ 961,238	$ 1,611,939	$ 2,482,900	$ 2,482,900	$ 5,271,400	$ 5,271,400	$ 5,271,400
Requirements by Type							
Personnel	257,280	252,253	327,000	327,000	887,700	887,700	887,700
Materials & Services	703,958	1,319,986	1,713,200	1,713,200	3,586,700	3,586,700	3,586,700
Capital	-	-	402,700	402,700	605,900	605,900	605,900
Transfers Out	-	39,700	-	-	-	-	-
Contingency	-	-	40,000	40,000	191,100	191,100	191,100
Total Requirements	$ 961,238	$ 1,611,939	$ 2,482,900	$ 2,482,900	$ 5,271,400	$ 5,271,400	$ 5,271,400

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Contin-gency	Adopted Budget	% of Fund Budget
Stormwater Operations	887,700	631,000	-	-	1,518,700	28.81%
Stormwater Administration	-	2,925,700	-	191,100	3,116,800	59.13%
Stormwater Capital	-	30,000	338,400	-	368,400	6.99%
Stormwater Equipment Replacement	-	-	267,500	-	267,500	5.07%
Total Requirements	$ 887,700	$ 3,586,700	$ 605,900	$ 191,100	$ 5,271,400	100.00%
Percent of Fund Budget	16.84%	68.04%	11.49%	3.63%	100.00%	

STORMWATER FUND
SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES
BN 2019-2021

Project Description	Totals	Stormwater Capital Projects	Stormwater Equipment Replacement
SD-19-02 Planting	$ 91,200	$ 91,200	$ -
Project Totals	91,200	91,200	-
Reserve: Stormwater Capital	387,300	387,300	-
Reserve: Stormwater Deferred Planting	10,000	10,000	-
Reserve: Stormwater In-Lieu-of Planting	80,600	80,600	-
Reserve: Equipment Replacement	267,500	-	267,500
Total Reserves	745,400	477,900	267,500
Grand Totals	$ 836,600	$ 569,100	$ 267,500

PROGRAM NARRATIVE FORM

STORMWATER FUND: STORMWATER ADMINISTRATION (625-40505)
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 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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	In Progress	• Finalize NPDES MS4 Phase II permit.
Budget Biennium 2019-2021			
Effective Government	06/21		• Negotiate revised MS4 Phase II permit with DEQ.

CITY OF ALBANY, OREGON

PROG 40505: STORMWATER ADMINISTRATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Materials & Services	414,448	1,057,013	1,418,000	1,418,000	2,925,700	1,507,700
Contingencies	-	-	40,000	40,000	191,100	151,100
TOTAL EXPENDITURES	**$ 414,448**	**$ 1,057,013**	**$ 1,458,000**	**$ 1,458,000**	**$ 3,116,800**	**113.77 %**

PROGRAM NARRATIVE FORM

STORMWATER FUND: STORMWATER OPERATIONS (625-40510)

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 including post-construction stormwater quality facilities.
- Respond to storm events to control street flooding, place high water signs, and close streets as necessary.
- One FTE is assigned to this program. Work is also performed by Wastewater Collections, Street Maintenance, and Water Quality Control staff.
- Respond to spills that 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 2018-2019			
Safe City Effective Government	06/19	Completed	• Incorporate field updates to GIS using the new asset management system.
	06/19	Canceled	• Update main line identification numbers in new asset management system.
Budget Biennium 2019-2021			
Safe City Effective Government	06/20		• Initiate public/private post-construction stormwater quality facility inspection program.
	06/21		• Initiate development of an illicit discharge detection and elimination program.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Miles of streets swept annually.	4,840	4,860	4,870	4,870
Pounds of debris removed by street sweeping (millions).	1.40	1.40	1.42	2.84
Miles of storm drain mainlines.	130	135	135	136
Percentage of storm drain mainlines cleaned.	18%	21%	20%	20%
Percentage of storm catch basins inspected/cleaned.	50%	26%	25%	25%
Number of after-hours stormwater callouts.	10	2	1	0

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	2.25	3.00	3.00	4.00
Second Year Budgeted FTEs	n/a	n/a	n/a	4.00

CITY OF ALBANY, OREGON

PROG 40510: STORMWATER OPERATIONS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	257,279	252,252	327,000	327,000	887,700	560,700
Materials & Services	251,253	259,596	280,200	280,200	631,000	350,800
TOTAL EXPENDITURES	**$ 508,532**	**$ 511,848**	**$ 607,200**	**$ 607,200**	**$ 1,518,700**	**150.12 %**

PROGRAM NARRATIVE

STORMWATER FUND: STORMWATER CAPITAL (625-40550)
Responsible Manager/Title: Staci Belcastro**,** P.E., City Engineer

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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Ongoing	• Build reserves for future projects.
Budget Biennium 2019-2021			
Effective Government	06/21		• Build reserves for future projects.

625: Stormwater

40: Public Works

CITY OF ALBANY, OREGON

PROG 40550: STORMWATER CAPITAL PROJECTS

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Licenses and Fees	34,084	97,870	20,000	20,000	40,000	20,000
Charges for Services	-	10,000	10,000	10,000	20,000	10,000
Other Resources	-	3,324	-	-	-	-
Investment Income	(300)	1,806	1,000	1,000	3,000	2,000
Transfers In	175,777	-	-	-	-	-
Beginning Balance	-	171,305	247,100	247,100	305,400	58,300
TOTAL REVENUES	**$ 209,561**	**$ 284,305**	**$ 278,100**	**$ 278,100**	**$ 368,400**	**32.47 %**
EXPENDITURES						
Materials & Services	38,258	3,376	15,000	15,000	30,000	15,000
Capital	-	-	263,100	263,100	338,400	75,300
Transfers Out	-	39,700	-	-	-	-
TOTAL EXPENDITURES	**$ 38,258**	**$ 43,076**	**$ 278,100**	**$ 278,100**	**$ 368,400**	**32.47 %**
Revenues less Expenditures	**171,303**	**241,229**	**-**	**-**	**-**	

PROGRAM NARRATIVE

STORMWATER FUND: STORMWATER EQUIPMENT REPLACEMENT (625-40570)
Responsible Manager/Title: Jeff Babbitt, Public Works Business Manager

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.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Ongoing	• Receive revenues from other stormwater fund budgets to fund future equipment replacement.
Budget Biennium 2019-2021			
Effective Government	06/21		• Receive revenues from other stormwater fund budgets to fund future equipment replacement.

CITY OF ALBANY, OREGON

PROG 40570: STORMWATER EQUIP REPLACEMENT

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	21,600	55,700	61,100	61,100	124,500	63,400
Investment Income	1,068	469	100	100	2,000	1,900
Beginning Balance	-	22,668	78,400	78,400	141,000	62,600
TOTAL REVENUES	**$ 22,668**	**$ 78,837**	**$ 139,600**	**$ 139,600**	**$ 267,500**	**91.62 %**
EXPENDITURES						
Capital	-	-	139,600	139,600	267,500	127,900
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 139,600**	**$ 139,600**	**$ 267,500**	**91.62 %**
Revenues less Expenditures	**22,668**	**78,837**	**-**	**-**	**-**	

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 & Administration, 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	$36,237,800
Intergovernmental Resources	5,000
Other Revenues	80,000
Investment Earnings	22,800
Transfers In	458,200
Beginning Balance	214,200
	$37,018,000

REQUIREMENTS	
Personnel	$27,641,400
Materials and Services	8,945,100
Capital	391,500
Transfers out	40,000
	$37,018,000

COST ALLOCATION METHODOLOGY FOR CENTRAL SERVICES FUND PROGRAMS

ADMINISTRATIVE SERVICES

Administrative Services includes four programs: City Council and Administrative, 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 '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 the 2019-21 biennium, the net budget to allocate is $8,875,500, and the operating budget allocation basis is $185,546,500, making the administrative central service charge average $0.0478 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 the 2019-21 biennium, the net budget allocation is $3,415,100, and the total number of pieces of equipment in the allocation basis is 448, making the information technology charge of $7,623 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 the 2019-21 biennium, the GIS charges to using programs will be $921,700.

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 the 2019-21 biennium, the Permit Tracking charges to using programs will be $241,500.

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 the 2019-21 biennium, the Building Maintenance charges to using programs will be $1,640,400.

FISCAL YEAR SURPLUS/DEFICIT

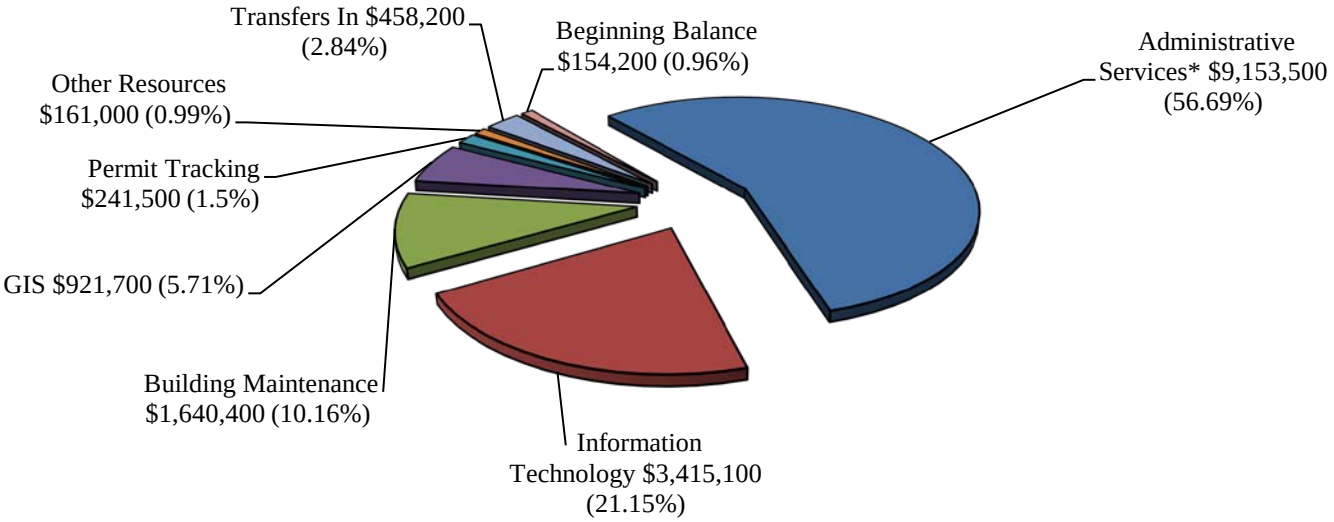
At biennial year-end, any net surplus (total revenues less total expenditures) will be refunded Citywide using the same allocation proportion as when initially charged. An allowance for the estimated beginning balance of the new fiscal year will be considered when determining the amount of the refund. In a deficit situation, significant additional charges would be approved and program expenditures appropriated by City Council action.

CENTRAL SERVICES FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Oregon Community Foundation	-	-	-	-	5,000	-	0.03%
GIS Information Sales Revenue	110	180	-	-	-	-	-
Linn County TLT Administration	-	-	-	-	24,000	-	0.15%
Equipment Replacement Charges	-	-	-	-	40,000	-	0.25%
Building Maintenance Charges	761,300	789,000	820,200	820,200	1,640,400	100.00%	10.16%
Administrative Services Charges	3,487,300	3,485,500	4,079,400	4,079,400	9,153,500	124.38%	56.69%
Information Technology Charges	1,450,700	1,518,000	1,597,000	1,597,000	3,415,100	113.84%	21.15%
GIS Services Charge	425,900	457,400	454,000	454,000	921,700	103.02%	5.71%
Permit Tracking Services Charge	118,700	112,800	108,300	108,300	241,500	122.99%	1.50%
Gifts & Donations	100	-	-	-	-	-	-
Miscellaneous Revenue	58,908	60,127	40,000	40,000	80,000	100.00%	0.50%
Over & short	(360)	4	-	-	-	-	-
Interest	5,644	6,840	4,800	4,800	12,000	150.00%	0.07%
Total Current Resources	6,308,302	6,429,851	7,103,700	7,103,700	15,533,200	118.66%	96.21%
From General Fund	-	100,000	-	-	120,000	-	0.74%
From Equipment Replacement	-	-	-	-	312,000	-	1.93%
From Economic Development	40,100	48,200	13,600	13,600	13,600	-	0.08%
From Transient Room Tax	-	-	-	-	12,600	-	0.08%
Total Transfers In	40,100	148,200	13,600	13,600	458,200	3,269.12%	2.83%
Beginning Balance	126,234	369,023	53,400	53,400	154,200	188.76%	0.96%
Total Resources	$6,474,636	$6,947,074	$7,170,700	$7,170,700	$16,145,600	125.16%	100.00%

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

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	Proposed	2019-21 Approved	Adopted
Finance Department	1,490,654	1,622,169	1,553,800	1,553,800	3,283,300	3,283,300	3,283,300
Council & Administration	205,827	210,537	258,100	258,100	638,300	638,300	638,300
City Manager's Office	844,700	934,814	1,260,700	1,260,700	3,141,900	3,141,900	3,141,900
IT Services	1,632,507	1,703,122	1,771,300	1,771,300	3,737,000	3,737,000	3,737,000
GIS Services	418,131	449,368	469,000	469,000	941,700	941,700	941,700
Permit Tracking	119,739	119,154	108,300	108,300	241,500	241,500	241,500
Human Resources	689,935	788,231	929,300	929,300	1,949,000	1,949,000	1,949,000
Facilities Maintenance	704,119	830,069	820,200	820,200	1,721,300	1,721,300	1,721,300
GF Facilities Maintenance Proj	-	-	-	-	299,600	491,600	491,600
Total Requirements	$ 6,105,612	$6,657,464	$7,170,700	$7,170,700	$15,953,600	$16,145,600	$16,145,600

Requirements by Type	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	Proposed	2019-21 Approved	Adopted
Personnel	4,260,557	4,510,628	5,028,300	5,028,300	11,007,900	11,007,900	11,007,900
Materials & Services	1,845,055	2,146,836	2,142,400	2,142,400	4,706,200	4,706,200	4,706,200
Capital	-	-	-	-	239,500	391,500	391,500
Transfers Out	-	-	-	-	-	40,000	40,000
Total Requirements	$ 6,105,612	$6,657,464	$7,170,700	$7,170,700	$15,953,600	$16,145,600	$16,145,600

Adopted Requirements by Program and Type	Personnel	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Finance Department	2,509,900	773,400	-	-	3,283,300	20.34%
Council & Administration	35,600	602,700	-	-	638,300	3.95%
City Manager's Office	2,361,500	780,400	-	-	3,141,900	19.46%
IT Services	2,905,100	831,900	-	-	3,737,000	23.15%
GIS Services	631,400	310,300	-	-	941,700	5.83%
Permit Tracking	143,900	97,600	-	-	241,500	1.50%
Human Resources	1,524,300	424,700	-	-	1,949,000	12.07%
Facilities Maintenance	896,200	825,100	-	-	1,721,300	10.66%
GF Facilities Maintenance Proj	-	60,100	391,500	40,000	491,600	3.04%
Total Requirements	$11,007,900	$4,706,200	$ 391,500	$ 40,000	$16,145,600	100.00%
Percent of Fund Budget	68.18%	29.15%	2.42%	0.25%	100.00%	

Staffing Summary (FTE)	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-20 Adopted	2020-21 Adopted
Council & Administration	7.000	7.000	7.000	7.000	7.000	7.000
City Manager's Office	3.700	4.700	6.700	6.700	7.700	7.700
IT Services	10.500	10.500	10.500	10.500	10.400	10.300
Human Resources	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
Finance Department	10.000	11.000	9.000	9.000	9.000	9.000
GIS Services	2.000	2.000	2.000	2.000	2.000	1.500
Permit Tracking	0.500	0.500	0.500	0.500	0.500	0.500
Total FTE	41.200	44.200	44.200	44.200	45.100	44.500

PROGRAM NARRATIVE

CENTRAL SERVICES FUND: FINANCE DEPARTMENT (701-10050)

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.
- Administer risk management and franchise functions for the City.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Partially completed	• Receive GFOA awards of excellence for the 2018 CAFR, PAFR, and Adopted Budget.
	06/19	Ongoing	• Implement new financial software
	06/19	Ongoing	• Implement a biennial budget
Budget Biennium 2019-2021			
Effective Government	06/20	Ongoing	• Implement new financial software.
	06/20	Ongoing	• Receive GFOA awards of excellence for the 2019 CAFR, PAFR, and Adopted Budget.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of consecutive years - GFOA Distinguished Budget Presentation Award.	26	27	28	30
Number of consecutive years - GFOA Excellence in Financial Reporting Award.	33	34	38	40
Number of Accounts Payable payments.	5,776	3,116	5,800	11,600
Average number of active assessments.	159	158	150	150
Average number of monthly paychecks issued.	450	466	470	470
Number of RFPs, ITBs, and other formal purchasing processes.	38	30	30	60

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	10.00	11.00	9.00	9.00
Second Year Budgeted FTEs	n/a	n/a	n/a	9.00

CITY OF ALBANY, OREGON

PROG 10050: FINANCE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	1,204,010	1,273,385	1,162,000	1,162,000	2,509,900	1,347,900
Materials & Services	286,643	348,784	391,800	391,800	773,400	381,600
TOTAL EXPENDITURES	**$ 1,490,653**	**$ 1,622,169**	**$ 1,553,800**	**$ 1,553,800**	**$ 3,283,300**	**111.31 %**

PROGRAM NARRATIVE

CENTRAL SERVICES: COUNCIL & ADMINISTRATION (701-11001)

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.
- 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 Council oversees the development of a balanced budget that reflects changing costs, revenues, and constitutional limitations.
- The Council develops a multiyear Strategic Plan and adopts updates annually.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Safe City	08/18	Completed	• Initiate Urban Enterprise Zone.
Healthy Economy	12/18	Completed	• Review Central Albany Revitalization Area prioritization and project list.
Health Economy	06/19	Completed	• Continue support for Lochner Road Project.
Budget Biennium 2019-2021			
Great Neighborhoods	06/20		• Identify street maintenance funding options.
Effective Government	06/21		• Adopt a balanced budget.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Update the City's Strategic Plan annually.	Yes	Yes	Yes	Yes

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	7.00	7.00	7.00	7.00
Second Year Budgeted FTEs	n/a	n/a	n/a	7.00

CITY OF ALBANY, OREGON

PROG 11001: COUNCIL & ADMINISTRATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	16,708	17,039	17,800	17,800	35,600	17,800
Materials & Services	189,120	193,498	240,300	240,300	602,700	362,400
TOTAL EXPENDITURES	**$ 205,828**	**$ 210,537**	**$ 258,100**	**$ 258,100**	**$ 638,300**	**147.31 %**

PROGRAM NARRATIVE

CENTRAL SERVICES: CITY MANAGER'S OFFICE (701-11005)

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.
- Implement the City's multiyear Strategic Plan, conducting an annual review for updates and recommending changes for Council adoption.
- Develop a balanced budget for Council adoption.
- Monitor legislative sessions.
- Enhance outreach and engagement with residents through print, online, and other media, including the publication of *City Bridges* online monthly.
- Oversee and direct the maintenance, filing, safekeeping, and digitization of City records.
- Partner with City departments to recognize efficiencies and optimize resources.
- Provide leadership to City departments in advancing their goals and objectives.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	10/18	Completed	• Submit and receive ICMA Certificate of Excellence for 2018.
	05/19	In progress	• Conduct street maintenance outreach.
Budget Biennium 2019-2021			
Effective Government	10/19		• Submit and receive ICMA Certificate of Excellence for 2019.
Effective Government	10/20		• Submit and receive ICMA Certificate of Excellence for 2020.
Effective Government	06/21		• Develop a balanced budget for Council adoption.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of public records requests processed.	82	67	67	140

* *First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	3.70	4.70	6.70	7.70
Second Year Budgeted FTEs	n/a	n/a	n/a	7.70

CITY OF ALBANY, OREGON

PROG 11005: CITY MANAGER'S OFFICE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	534,811	580,049	902,100	902,100	2,361,500	1,459,400
Materials & Services	309,889	354,765	358,600	358,600	780,400	421,800
TOTAL EXPENDITURES	**$ 844,700**	**$ 934,814**	**$ 1,260,700**	**$ 1,260,700**	**$ 3,141,900**	**149.22 %**

PROGRAM NARRATIVE

CENTRAL SERVICES: INFORMATION TECHNOLOGY (701-13001)

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 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 2018-2019			
Effective Government	07/18	Complete	• APD body camera deployment.
	06/19	In Progress	• Cybersecurity testing/analysis
	06/19	In Progress	• Multiple network switch upgrade.
	04/19	Complete	• Munis P1 Financials
Budget Biennium 2019-2021			
Effective Government	01/20		• Munis P2 HR/Payroll/Executime.
	12/19		• Edge Firewall upgrade
	01/21		• Munis P3 Utility Billing
	03/20		• Cybersecurity testing/analysis.
	03/21		• Windows 10 upgrade.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of IT service requests per year.	6,764	6387	5,532	10,800
Monthly average closed calls.	563.7	532	461	450
System availability.	99.99%	99.99%	99.99%	99.99%
Number of servers and workstations supported.	625	644	669	685
Timeliness of services provided (excellent or good)	93.61%	94.56%	89.77%	90%
Quality of services provided (excellent or good)	91.49%	93.34%	89.77%	90%

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	10.50	10.50	10.50	10.40
Second Year Budgeted FTEs	n/a	n/a	n/a	10.30

CITY OF ALBANY, OREGON

PROG 13001: INFORMATION TECHNOLOGY

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	1,563,700	1,632,700	1,719,300	1,719,300	3,693,100	1,973,800
Miscellaneous Revenue	1,538	979	-	-	-	-
Investment Income	1,389	487	-	-	-	-
Transfers In	40,100	48,200	13,600	13,600	13,600	-
Beginning Balance	98,022	72,241	38,400	38,400	30,300	(8,100)
TOTAL REVENUES	**$ 1,704,749**	**$ 1,754,607**	**$ 1,771,300**	**$ 1,771,300**	**$ 3,737,000**	**110.97 %**
EXPENDITURES						
Personnel Services	1,258,737	1,318,880	1,421,000	1,421,000	2,905,100	1,484,100
Materials & Services	373,771	384,242	350,300	350,300	831,900	481,600
TOTAL EXPENDITURES	**$ 1,632,508**	**$ 1,703,122**	**$ 1,771,300**	**$ 1,771,300**	**$ 3,737,000**	**110.97 %**
Revenues less Expenditures	**72,241**	**51,485**	**-**	**-**	**-**	

PROGRAM NARRATIVE

CENTRAL SERVICES: GEOGRAPHIC INFORMATION SERVICES (701-13010)

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, environ-mental, political, etc.
- 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 2018-2019	12/18	Complete	• Complete upgrade to ArcGIS 10.6
Effective Government	10/18	Complete	• Revamp City GIS web page to offer additional web maps for citizen use.
	06/19	In Progress	• Develop a replacement for InfoHub.
	06/19	In Progress	• Complete aerial mapping update project.
Budget Biennium 2019-2021	04/20		• Work with public works building a web Application showing.
Effective Government	08/19		• Install and configure GIS portal, replacing ESRI cloud based.
	05/20		• Work with operations building a web application showing street.
	07/19		• Install and configure new GIS server for new GIS portal.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
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.

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	2.00	2.00	2.00	2.00
Second Year Budgeted FTEs	n/a	n/a	n/a	1.50

CITY OF ALBANY, OREGON

PROG 13010: GIS SERVICES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	426,010	457,580	454,000	454,000	921,700	467,700
Investment Income	495	563	-	-	-	-
Beginning Balance	15,609	23,983	15,000	15,000	20,000	5,000
TOTAL REVENUES	**$ 442,114**	**$ 482,126**	**$ 469,000**	**$ 469,000**	**$ 941,700**	**100.79 %**
EXPENDITURES						
Personnel Services	293,651	309,211	327,300	327,300	631,400	304,100
Materials & Services	124,479	140,157	141,700	141,700	310,300	168,600
TOTAL EXPENDITURES	**$ 418,130**	**$ 449,368**	**$ 469,000**	**$ 469,000**	**$ 941,700**	**100.79 %**
Revenues less Expenditures	**23,984**	**32,758**	**-**	**-**	**-**	

PROGRAM NARRATIVE

CENTRAL SERVICES: PERMIT TRACKING (701-13015)

Responsible Manager/Title: Jorge Salinas, Deputy City Manager/CIO

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

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	12/19	In Progress	• Continue to support Accela upgrades as required.
Budget Biennium 2019-2021			
Effective Government	12/20		• Continue to support Accela upgrades as required.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Complete user requests within established customer expectations.	93.61%	90%	95%	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.

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	0.50	0.50	0.50	0.50
Second Year Budgeted FTEs	n/a	n/a	n/a	0.50

CITY OF ALBANY, OREGON

PROG 13015: PERMIT TRACKING

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	118,700	112,800	108,300	108,300	241,500	133,200
Investment Income	(177)	(161)	-	-	-	-
Beginning Balance	5,197	3,980	-	-	-	-
TOTAL REVENUES	**$ 123,720**	**$ 116,619**	**$ 108,300**	**$ 108,300**	**$ 241,500**	**122.99 %**
EXPENDITURES						
Personnel Services	48,627	50,971	54,000	54,000	143,900	89,900
Materials & Services	71,111	68,183	54,300	54,300	97,600	43,300
TOTAL EXPENDITURES	**$ 119,738**	**$ 119,154**	**$ 108,300**	**$ 108,300**	**$ 241,500**	**122.99 %**
Revenues less Expenditures	**3,982**	**(2,535)**	**-**	**-**	**-**	

PROGRAM NARRATIVE

CENTRAL SERVICES: HUMAN RESOURCES (701-14001)

Responsible Manager/Title: Danette Jamison, 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 2018-2019			
Effective Government	06/19	In progress	• Complete and implement an equal pay review.
	06/19	In progress	• Implement findings of classification and compensation study.
	09/18	Completed	• Negotiate a fiscally responsible collective bargaining agreement with the AFSCME Union (two contracts).
Budget Biennium 2019-2021			
Effective Government	09/19		• Complete implementation of the Munis HRIS/Payroll software module.
	07/20		• Review and propose restructured salary schedules for AFSCME and Nonbargaining classifications.
	09/20		• Negotiate a fiscally responsible collective bargaining agreement with the Albany Police Association.
	04/21		• Begin negotiations for a fiscally responsible collective bargaining agreement with the IAFF Local 845 Fire Union.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019[1]	2019-2021*
Personnel Action forms processed.	832	795	534	2100
Percent processed by monthly deadline.	99.6%	99.8%	100%	100%
Recruitments.	54	37	76	90
Applications processed.	3,196	1,671	3,551	6,000
FMLA cases.	62	30	76	140
Worker's comp claims managed.	31	19	50	100

[1] Numbers are for calendar year 2018.
**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	4.00	5.00	5.00	5.00
Second Year Budgeted FTEs	n/a	n/a	n/a	5.00

CITY OF ALBANY, OREGON

PROG 14001: HUMAN RESOURCES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
EXPENDITURES						
Personnel Services	550,529	593,037	750,400	750,400	1,524,300	773,900
Materials & Services	139,406	195,194	178,900	178,900	424,700	245,800
TOTAL EXPENDITURES	**$ 689,935**	**$ 788,231**	**$ 929,300**	**$ 929,300**	**$ 1,949,000**	**109.73 %**

PROGRAM NARRATIVE

Central Service Fund: Parks & Recreation Department,
Facilities Maintenance (701-50045)
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 2018-2019			
Effective Government	06/19	In Progress	• Research software upgrade of tracer summit HVAC system.
	06/19	In Progress	• Budgeting for HVAC units at City Hall.
Budget Biennium 2019-2021			
Effective Government	06/21		• Budgeting for HVAC units and controls at City Hall.
	06/21		• Carpet replacement for public works area in City Hall.
	06/21		• Purchase maintenance software.
	06/21		• Establish comprehensive maintenance plan for all facilities.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of work requests completed.	2,630	2,820	2,645	5,016
FTE per 50,000 sq. ft. of facilities.	.75	.75	.75	.75
Avg. cost per unit of service, in-house.	$2.34 sq. ft.	$2.49 sq. ft.	$2.35 sq. ft.	$4.28 sq. ft.

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	3.50	3.50	3.50	3.50
Second Year Budgeted FTEs	n/a	n/a	n/a	3.50

CITY OF ALBANY, OREGON

PROG 50045: FACILITIES MAINTENANCE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	761,300	789,000	820,200	820,200	1,640,400	820,200
Investment Income	1,062	3,602	-	-	-	-
Beginning Balance	299	58,542	-	-	80,900	80,900
TOTAL REVENUES	**$ 762,661**	**$ 851,144**	**$ 820,200**	**$ 820,200**	**$ 1,721,300**	**109.86 %**
EXPENDITURES						
Personnel Services	353,484	368,056	393,700	393,700	896,200	502,500
Materials & Services	350,636	462,013	426,500	426,500	825,100	398,600
TOTAL EXPENDITURES	**$ 704,120**	**$ 830,069**	**$ 820,200**	**$ 820,200**	**$ 1,721,300**	**109.86 %**
Revenues less Expenditures	**58,541**	**21,075**	**-**	**-**	**-**	

CITY OF ALBANY, OREGON

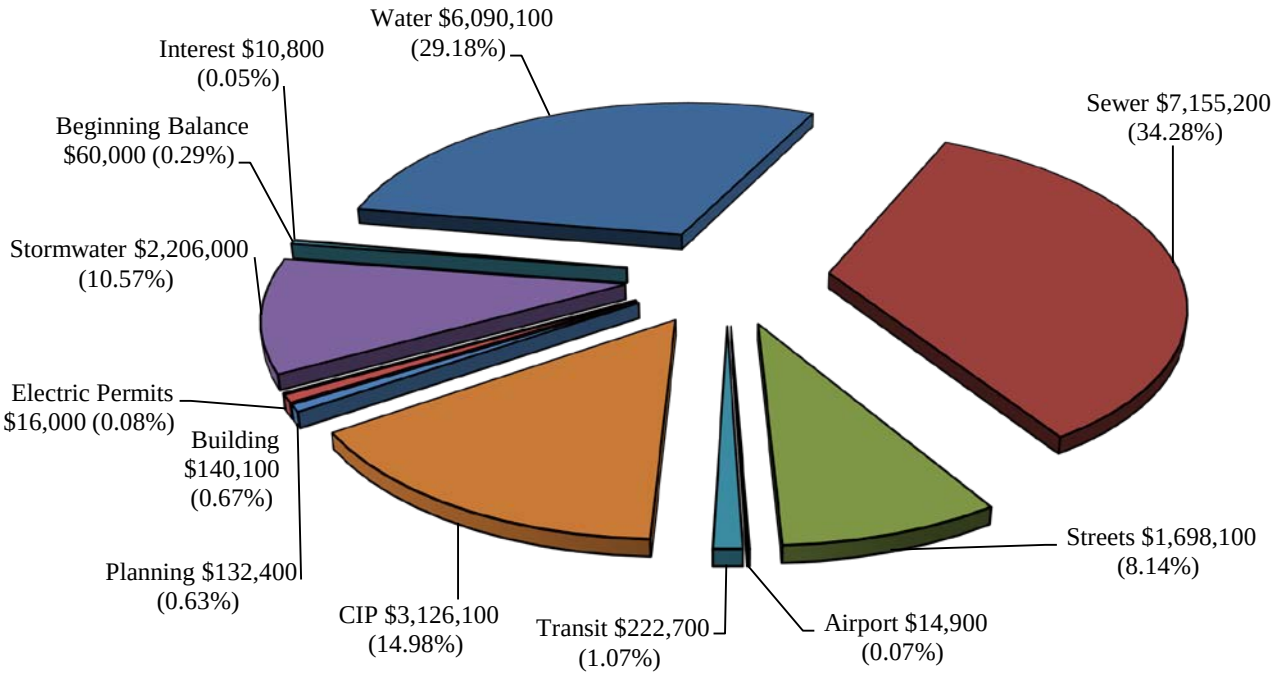
PROG 50070: GF FACILITIES MAINTENANCE PROJ

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	-	-	-	-	45,000	45,000
Investment Income	-	-	-	-	2,000	2,000
Transfers In	-	-	-	-	444,600	444,600
TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 491,600**	**- %**
EXPENDITURES						
Materials & Services	-	-	-	-	60,100	60,100
Capital	-	-	-	-	391,500	391,500
Transfers Out	-	-	-	-	40,000	40,000
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 491,600**	**- %**
Revenues less Expenditures	**-**	**-**	**-**	**-**	**-**	

PUBLIC WORKS CENTRAL SERVICES FUND
RESOURCE DETAIL

Resources	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Revised Budget	2019-21 Adopted Budget	% Change from 2018-19	% of Fund Budget
Dept Charges - Water	2,572,881	2,452,004	2,826,700	2,826,700	6,090,100	115.45%	29.18%
Dept Charges - Sewer	2,983,623	2,764,814	3,130,700	3,130,700	7,155,200	128.55%	34.28%
Dept Charges - Streets	806,998	786,652	672,600	672,600	1,698,100	152.47%	8.14%
Dept Charges - Airport	9,532	9,682	10,900	10,900	14,900	36.70%	0.07%
Dept Charges - Transit	88,188	102,695	84,800	84,800	222,700	162.62%	1.07%
Dept Charges - CIP	722,809	715,525	1,289,600	1,289,600	3,126,100	142.41%	14.98%
Dept Charges - Planning	29,912	32,447	47,500	47,500	132,400	178.74%	0.63%
Dept Charges - Bldg Inspection	69,316	69,321	104,300	104,300	140,100	34.32%	0.67%
Dept Charges - Elec Permit	7,516	7,724	11,500	11,500	16,000	39.13%	0.08%
Dept Charges - Stormwater	386,761	925,987	1,176,400	1,176,400	2,206,000	87.52%	10.57%
Miscellaneous Revenue	7,382	9,139	-	-	-	-	-
Interest	5,058	3,310	2,500	2,500	10,800	332.00%	0.05%
Total Current Resources	7,689,976	7,879,300	9,357,500	9,357,500	20,812,400	122.41%	99.71%
Beginning Balance	239,230	219,994	59,500	59,500	60,000	0.84%	0.29%
Total Resources	$ 7,929,206	$8,099,294	$9,417,000	$9,417,000	$20,872,400	121.65%	100.00%

SOURCE OF REVENUE - DEPARTMENTAL CHARGES FOR SERVICES



PUBLIC WORKS CENTRAL SERVICES FUND
REQUIREMENT/STAFFING SUMMARIES

Program Requirements	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
PW Administration	1,058,388	1,039,364	1,356,500	1,356,500	2,957,000	2,957,000	2,957,000
Engineering Services	2,702,779	2,657,421	3,258,200	3,258,200	7,040,900	7,040,900	7,040,900
Operations Admin	508,660	534,276	641,300	641,300	1,293,900	1,293,900	1,293,900
Water Quality Control Service	363,637	443,208	549,700	549,700	1,236,100	1,236,100	1,236,100
PW Customer Services	1,238,315	1,301,829	1,489,700	1,489,700	3,229,000	3,229,000	3,229,000
Facilities & Maintenance	1,837,436	1,969,104	2,121,600	2,121,600	5,115,500	5,115,500	5,115,500
Total Requirements	$7,709,215	$ 7,945,202	$ 9,417,000	$9,417,000	$20,872,400	$ 20,872,400	$20,872,400

PW-Public Works

Requirements by Type	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Proposed	2019-21 Approved	2019-21 Adopted
Personnel	6,034,036	6,213,719	7,349,800	7,349,800	16,633,500	16,633,500	16,633,500
Materials & Services	1,675,179	1,731,482	2,067,200	2,067,200	4,238,900	4,238,900	4,238,900
Total Requirements	$7,709,215	$ 7,945,201	$ 9,417,000	$9,417,000	$20,872,400	$ 20,872,400	$20,872,400

Adopted Requirements by Program and Type	Personnel	Materials & Services	Adopted Budget	% of Fund Budget
PW Administration	2,472,900	484,100	2,957,000	14.17%
Engineering Services	6,182,600	858,300	7,040,900	33.73%
Operations Admin	520,000	773,900	1,293,900	6.20%
Water Quality Control Service	1,045,600	190,500	1,236,100	5.92%
PW Customer Services	1,880,400	1,348,600	3,229,000	15.47%
Facilities & Maintenance	4,532,000	583,500	5,115,500	24.51%
Total Requirements	$ 16,633,500	$ 4,238,900	$ 20,872,400	100.00%
Percent of Fund Budget	79.69%	20.31%	100.00%	

Staffing Summary (FTE)	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-20 Adopted	2020-21 Adopted
PW Administration	10.000	9.000	9.000	9.000	9.000	9.000
Engineering Services	19.000	19.000	20.000	20.000	19.700	19.700
Operations Admin	1.000	1.000	1.000	1.000	1.000	1.000
Water Quality Control Service	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
Facilities & Maintenance	15.000	15.000	15.000	15.000	15.000	15.000
Total FTE	57.000	57.000	58.000	58.000	57.700	57.700

PROGRAM NARRATIVE

PUBLIC WORKS SERVICES FUND: PW ADMINISTRATION (705-40600)
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 Public Works Administration Charges, which is an overhead cost to the Public Works and Community Development 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.
- Provides priorities and direction for funding and budget expenditures.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Effective Government	06/19	Cancelled	• Complete APWA reaccreditation.
Budget Biennium 2019-2021			
Effective Government	06/21		• Periodically review best practices.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Standard operating procedures reviewed.	n/a	n/a	25%	50%

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	10.00	9.00	9.00	9.00
Second Year Budgeted FTEs	n/a	n/a	n/a	9.00

CITY OF ALBANY, OREGON

PROG 40600: PW ADMINISTRATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	1,030,005	1,050,661	1,343,300	1,343,300	2,945,000	1,601,700
Miscellaneous Revenue	227	77	-	-	-	-
Investment Income	598	191	-	-	2,000	2,000
Beginning Balance	47,607	20,050	13,200	13,200	10,000	(3,200)
TOTAL REVENUES	**$ 1,078,437**	**$ 1,070,979**	**$ 1,356,500**	**$ 1,356,500**	**$ 2,957,000**	**117.99 %**
EXPENDITURES						
Personnel Services	884,293	832,906	1,131,100	1,131,100	2,472,900	1,341,800
Materials & Services	174,093	206,457	225,400	225,400	484,100	$ 258,700
TOTAL EXPENDITURES	**$ 1,058,386**	**$ 1,039,363**	**$ 1,356,500**	**$ 1,356,500**	**$ 2,957,000**	**117.99 %**
Revenues less Expenditures	**20,051**	**31,616**	**-**	**-**	**-**	

PROGRAM NARRATIVE

PUBLIC WORKS SERVICES FUND: ENGINEERING SERVICES (705-40605)
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's 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 2018-2019			
Great Neighborhoods Safe City	06/19	Completed	• Complete wastewater SDC update.
	06/19	In Progress	• Complete stormwater master plan.
Budget Biennium 2019-2021			
Great Neighborhoods Safe City	06/21		• Complete stormwater master plan.

PROGRAM NARRATIVE (continued)

PUBLIC WORKS SERVICES FUND: ENGINEERING SERVICES (705-40605)

Responsible Manager/Title: Staci Belcastro, P.E., City Engineer

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Number of new site improvement (SI) projects.	18	12	20	30
Number of capital projects in design or construction phase.	30	30	35	60
Number of local improvement district (LID) projects.	1	1	1	1
Number of sewer lateral replacement projects completed.	50	39	54	100
Number of development reviews performed annually.	65	55	80	160
Number of permits issued annually.	600	650	700	1,000
Update master plan every 10 to 15 years. Age of the current plan (in years):				
Water master plan	12	13	14	15/16[i]
Wastewater master plan	18	19	20	21/22[ii]
Transportation master plan	7	8	9	10/11
Storm drain master plan	28	29	30	31/32[iii]

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	17.00	19.00	20.00	19.70
Second Year Budgeted FTEs	n/a	n/a	n/a	19.70

[i]Water model update is five years old. Vine WTP evaluation is seven years old.
[ii]Collection system master plan is five years old, treatment updated FY 18-19.
[iii]Stormwater master plan effort is underway.

CITY OF ALBANY, OREGON

PROG 40605: PW ENGINEERING SERVICES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	2,688,048	2,642,210	3,243,800	3,243,800	7,027,900	3,784,100
Miscellaneous Revenue	2,985	395	-	-	-	-
Investment Income	1,161	1,316	1,000	1,000	3,000	2,000
Beginning Balance	69,512	58,927	13,400	13,400	10,000	(3,400)
TOTAL REVENUES	**$ 2,761,706**	**$ 2,702,848**	**$ 3,258,200**	**$ 3,258,200**	**$ 7,040,900**	**116.10 %**
EXPENDITURES						
Personnel Services	2,392,876	2,331,052	2,826,000	2,826,000	6,182,600	3,356,600
Materials & Services	309,904	326,370	432,200	432,200	858,300	426,100
TOTAL EXPENDITURES	**$ 2,702,780**	**$ 2,657,422**	**$ 3,258,200**	**$ 3,258,200**	**$ 7,040,900**	**116.10 %**
Revenues less Expenditures	**58,926**	**45,426**	**-**	**-**	**-**	

PROGRAM NARRATIVE

PUBLIC WORKS SERVICES FUND: PW CUSTOMER SERVICES (705-40610)
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
Budget Year 2018-2019			
Effective Government	06/19	Ongoing	• Use billing inserts for communication with customers for Keep It Clean, What Not To Flush, etc.
Budget Biennium 2019-2021			
Effective Government	06/21		• Use billing inserts for communication with customers for Keep It Clean, What Not To Flush, etc.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Maintain the dollar amount of Utility Billing write-offs of uncollectible accounts at less than 0.5 percent of annual billings.	0.20%	0.22%	0.25%	0.25%
Online utility bill payments became active August 2010 – Number of transactions per year.	41,300	43,800	46,500	46,500
Online utility bill payments became active August 2010 – Dollar volume per year (in millions).	$5.0M	$5.5M	$5.8M	$5.8M

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	9.00	9.00	9.00	9.00
Second Year Budgeted FTEs	n/a	n/a	n/a	9.00

CITY OF ALBANY, OREGON

PROG 40610: PW CUSTOMER SERVICES

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	1,233,701	1,303,968	1,478,100	1,478,100	3,217,200	1,739,100
Miscellaneous Revenue	-	3,774	-	-	-	-
Investment Income	222	(996)	-	-	1,800	1,800
Beginning Balance	23,072	18,680	11,600	11,600	10,000	(1,600)
TOTAL REVENUES	**$ 1,256,995**	**$ 1,325,426**	**$ 1,489,700**	**$ 1,489,700**	**$ 3,229,000**	**116.76 %**
EXPENDITURES						
Personnel Services	661,669	711,698	837,400	837,400	1,880,400	1,043,000
Materials & Services	576,646	590,132	652,300	652,300	1,348,600	696,300
TOTAL EXPENDITURES	**$ 1,238,315**	**$ 1,301,830**	**$ 1,489,700**	**$ 1,489,700**	**$ 3,229,000**	**116.76 %**
Revenues less Expenditures	**18,680**	**23,596**	**-**	**-**	**-**	

PROGRAM NARRATIVE

PUBLIC WORKS SERVICES FUND: OPERATIONS ADMINISTRATION (705-40615)

Responsible Manager/Title: Chris Bailey, Public Works Operations Director

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.

STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2018-2019			
Safe City	06/19	In Progress	• Complete deployment of Shake Alert sensors.
Budget Biennium 2019-2021			
Safe City	06/21		• Complete PW Emergency Operations Plan.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Percent completion of Asset Management Program.	93%	100%	100%	100%
Percent completion of PW Emergency Operations Plan.	60%	75%	85%	100%

**First Biennial Budget Cycle*.

STAFFING SUMMARY

First Year Budgeted FTEs	1.00	1.00	1.00	1.00
Second Year Budgeted FTEs	n/a	n/a	n/a	1.00

CITY OF ALBANY, OREGON

PROG 40615: OPERATIONS ADMINISTRATION

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	504,041	508,313	630,800	630,800	1,282,400	651,600
Miscellaneous Revenue	512	3,431	-	-	-	-
Investment Income	1,158	659	700	700	1,500	800
Beginning Balance	34,291	31,340	9,800	9,800	10,000	200
TOTAL REVENUES	**$ 540,002**	**$ 543,743**	**$ 641,300**	**$ 641,300**	**$ 1,293,900**	**101.76 %**
EXPENDITURES						
Personnel Services	196,621	237,038	241,400	241,400	520,000	278,600
Materials & Services	312,040	297,239	399,900	399,900	773,900	374,000
TOTAL EXPENDITURES	**$ 508,661**	**$ 534,277**	**$ 641,300**	**$ 641,300**	**$ 1,293,900**	**101.76 %**
Revenues less Expenditures	**31,341**	**9,466**	**-**	**-**	**-**	

PROGRAM NARRATIVE

PUBLIC WORKS SERVICES FUND: FACILITIES & MAINTENANCE ENGINEERING (705-40620)
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 plants (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, biweekly, monthly, six-month, and annual inspections of 8 reservoirs, 5 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 2018-2019			
Effective Government	06/19	Completed	• Complete the integration of the new CMMS software including all field crews using tablet-based work order system.
	06/19	In Progress	• Perform an independent outside security analysis of our complete automation system.
Budget Biennium 2019-2021			
Effective Government	06/21		• Analyze the security audit and implement suggested changes.
	06/21		• Expand Cartegraph implementation to Building Maintenance work group.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Customer survey Score for Automation, CMMS and Maintenance and Inventory Control:				
Automation	N/A	N/A	N/A	85%
Maintenance	N/A	N/A	N/A	85%
CMMS	N/A	N/A	N/A	85%
Inventory Control	N/A	N/A	N/A	85%

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	15.00	15.00	15.00	15.00
Second Year Budgeted FTEs	n/a	n/a	n/a	15.00

CITY OF ALBANY, OREGON

PROG 40620: FACILITIES & MAINT ENGINEERING

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	1,864,996	1,905,523	2,111,600	2,111,600	5,103,500	2,991,900
Miscellaneous Revenue	3,658	1,036	-	-	-	-
Investment Income	1,469	1,644	500	500	2,000	1,500
Beginning Balance	52,016	84,702	9,500	9,500	10,000	500
TOTAL REVENUES	**$ 1,922,139**	**$ 1,992,905**	**$ 2,121,600**	**$ 2,121,600**	**$ 5,115,500**	**141.12 %**
EXPENDITURES						
Personnel Services	1,593,868	1,707,315	1,842,400	1,842,400	4,532,000	2,689,600
Materials & Services	243,568	261,788	279,200	279,200	583,500	304,300
TOTAL EXPENDITURES	**$ 1,837,436**	**$ 1,969,103**	**$ 2,121,600**	**$ 2,121,600**	**$ 5,115,500**	**141.12 %**
Revenues less Expenditures	**84,703**	**23,802**	**-**	**-**	**-**	

PROGRAM NARRATIVE

PUBLIC WORKS SERVICES FUND: WATER QUALITY CONTROL SERVICES (705-40625)

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 conservation opportunities for customers like indoor/outdoor water conservation kits and rebate programs.
- 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 2018-2019			
Effective Government Great Neighborhoods Safe City	06/19	Completed	• Develop an outreach and education plan for TMDL and other departmental requirements.
Effective Government	06/19	Completed	• Update and begin to implement the City's TMDL implementation plan for the next five years.
Budget Biennium 2019-2021			
Effective Government Great Neighborhoods Safe City	06/21		• Implement the City's 2018-2022 TMDL Plan.
Effective Government	06/21		• Continue to update and implement systems for greater customer and stakeholder engagement.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2016-2017	2017-2018	2018-2019	2019-2021*
Tons of trash removed from local streams.	5	6	6	10
Number of laboratory tests performed in-house.	1,773	1,462	1,440	2,880
Number of area students receiving outreach programs.	1,411	1410	1,400	2,800
Number of outreach events attended or supported.	10	8	10	20
Number of storm system inlets marked.	282	75	75	150

**First Biennial Budget Cycle*

STAFFING SUMMARY

First Year Budgeted FTEs	3.00	4.00	4.00	4.00
Second Year Budgeted FTEs	n/a	n/a	n/a	4.00

CITY OF ALBANY, OREGON

PROG 40625: WATER QUALITY CONTROL SERVICE

Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised	2019-21 Adopted	Change Inc (Dec)
REVENUES						
Charges for Services	356,749	456,176	547,400	547,400	1,225,600	678,200
Miscellaneous Revenue	-	425	-	-	-	-
Investment Income	450	496	300	300	500	200
Beginning Balance	12,733	6,294	2,000	2,000	10,000	8,000
TOTAL REVENUES	**$ 369,932**	**$ 463,391**	**$ 549,700**	**$ 549,700**	**$ 1,236,100**	**124.87 %**
EXPENDITURES						
Personnel Services	304,708	393,710	471,500	471,500	1,045,600	574,100
Materials & Services	58,929	49,498	78,200	78,200	190,500	112,300
TOTAL EXPENDITURES	**$ 363,637**	**$ 443,208**	**$ 549,700**	**$ 549,700**	**$ 1,236,100**	**124.87 %**
Revenues less Expenditures	**6,295**	**20,183**	**-**	**-**	**-**	

CAPITAL BUDGET

City Manager's Message

To the City Council and Citizens of Albany:

Stewardship of our City's infrastructure requires planning for re-investment and improvement. This is an integral part of Albany's strategic planning process and helps to provide a long-range plan for the improvement of the City's infrastructure, in support of the goals and objectives in our Strategic Plan. The 2020-2024 Capital Improvement Program (CIP) is a planning document that identifies anticipated capital projects over the next five years; it totals $45.3 million.

All City departments having a responsibility for capital projects contribute to the development of the CIP. It is a short-range plan that identifies capital projects and equipment purchases, provides a planning schedule and identifies funding sources. It provides a working blueprint for sustaining and improving the City's infrastructure, and reflects coordination of strategic planning, financial capacity, and physical development. The CIP stands at the center of the City's Community Development, Public Works, and Finance departments.

Oregon is the third fastest growing state in the United States, and Albany is experiencing much of that growth. The benefits of growth are well known, but growth doesn't come without growing pains. As the City's population grows, as buildings are built, public infrastructure needs to grow in order to support the growing population. The lists of "Unfunded Projects" in each section are lengthy, and they reflect the needs and desires of our growing and thriving community.

At the same time, existing infrastructure, some over 100 years old, continues to age…requiring replacement or refurbishment. The record keeping of 100 years ago was not nearly as comprehensive as it is today, and there are often surprises - like the wooden water pipes that were discovered in the summer of 2018 as downtown streets were reconstructed during the streetscape project. Public infrastructure, just like your own home or vehicle, needs to be maintained. If maintenance is deferred or overlooked, maintenance becomes more expensive. In some cases, the degradation of the system can lead to catastrophic results.

Evolving regulatory requirements also have an impact on planning for capital investments. Two examples are the requirements associated with the Americans with Disabilities Act (ADA) and those associated with the Municipal Separate Storm Sewer System – MS4 for short. The ADA aims to make public infrastructure accessible to persons with disabilities and sets out standards for accessible design. Obviously, municipalities with infrastructure as old as 100 years will take some time to come into full compliance. The MS4 imposes requirements that seek to mitigate the effects of polluted stormwater runoff which is commonly transported through municipal storm sewer systems and discharged into local water bodies. While the public benefits of regulatory requirements such as these are easy to understand, the costs of compliance are significant.

In the development of Albany's 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 the risk of infrastructure failures increases when we cannot adequately invest in maintaining and preserving the life of the component parts.

Management and planning staff continue to seek partnerships and innovative funding opportunities and mechanisms. They keep a sharp eye out for advances in technology that help to reduce the costs of maintenance. Nevertheless, current levels of funding simply do not fully support the City's infrastructure needs. Opportunities to fund new transportation infrastructure or upgrade existing infrastructure are expected to be very limited, and the deferral of maintenance continues in streets, transportation, and utility improvements.

The costs of aging infrastructure are unavoidable. Our emphasis is on sound stewardship, and our staff work diligently to maintain and improve the capital assets in the City's portfolio 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

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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.

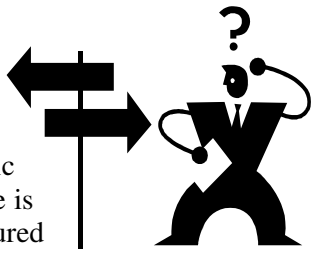
If our mission and vision statements are to have any meaning, they must be accompanied by deliberate planning efforts to move the organization and community toward a desired future. This requires clearly defined goals, proactive objectives, committed leadership, and effective management under significant 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 two years of the CIP will be the basis for developing the capital portion of the forthcoming city budget for 2019-2021. This CIP shows the total cost of a project in the year it is funded. Once a project appears in the first two years 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 Ongoing 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

COMPLETED #2004, Phase 2, Improved Pedestrian Crossings at Transit Stops (Phase 2)

COMPLETED #2216 Dave Clark Path ADA Improvements

PARKS

COMPLETED #1892 Sunrise Park Playground Replacement

IN PROCESS #2379 Pickleball Courts Phase 2
Construction is currently scheduled for summer 2019.

DEFERRED #2008 East Thornton Lake Natural Area Development
Construction has been suspended indefinitely due to a lack of operating and maintenance resources. Design of improvements is proceeding.

PUBLIC FACILITIES

IN PROCESS #2179 Fire Station 14 Water Reclamation Project
This project is currently on hold pending sufficient funding.

REVITALIZATION

ONGOING #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 winter 2020.

TRANSPORTATION

COMPLETED #1002, Phase 6 Hill Street: Queen Avenue to 24th Avenue

COMPLETED #2225 Oak Street Rehabilitation – 34th to 38th Avenue

COMPLETED #2378 24th Avenue & Geary Street Pedestrian Improvements

IN PROCESS #2064 Crocker & Gibson Hill Traffic Signal
Construction is currently scheduled for summer 2019.

IN PROCESS #2124 Santa Maria Street Improvements
Construction is currently scheduled for summer 2019.

IN PROCESS #2207 Hill Street: 24th Avenue to 34th Avenue
Construction is currently scheduled for summer 2019.

IN PROCESS #2407 Lochner Road Improvements
Construction is currently scheduled for summer 2020.

WASTEWATER

COMPLETED #2215 2018 Collection System Rehabilitation Projects

COMPLETED #2389 Albany-Millersburg Water Reclamation Facility Vertical Loop Reactor (VLR) Equipment Upgrades

IN PROCESS #2295 2019 Collection System Rehabilitation Projects
Construction is currently scheduled for summer 2019.

IN PROCESS #2323 Cox Creek Interceptor Projects – P7
Construction is currently scheduled for summer 2019.

IN PROCESS #2377 Santa Maria Sewer Extension
Construction is currently scheduled for summer 2019.

IN PROCESS #2390 2019 Sewer Point Repairs
Construction is currently scheduled for summer 2019.

IN PROCESS #2391 14th & Oak Lift Station Upgrade
Construction is currently scheduled for summer 2019.

IN PROCESS #2405 Riverfront Interceptor (RFI) Wet Weather Lift Station and Force Main Improvements
Construction is currently scheduled for summer 2019.

DEFERRED #2426 Cox Creek Interceptor Projects – P8
This project has been reprogrammed into the CIP for fiscal year 2021/2022.

DEFERRED #2331 Cox Creek Interceptor Projects – P10A
This project has been reprogrammed into the CIP for fiscal year 2023/2024.

WATER

COMPLETED #1606 Lafayette, Cloverdale, Peach Tree, Cherry and Fairway Area

COMPLETED #2187 Canal Diversion Structures

COMPLETED #2290 Pine Meadows Water Line Replacement

COMPLETED #2300 Oak Street Water Line – 34th to 38th Avenue

COMPLETED #2314 Crown Zellerbach Gate Evaluation and Improvements

COMPLETED #2332 Backwash Ponds Improvements

IN PROCESS #1002, Phase 2 Hill Street: 24th Avenue to 34th Avenue
Construction is currently scheduled for summer 2019.

IN PROCESS #2221 Belmont Avenue Area Water Line Replacements
Construction is currently scheduled for summer 2019.

IN PROCESS #2319 Vine Street WTP Accelator Improvements
Construction is currently scheduled for summer 2019.

IN PROCESS #2371 Santa Maria Water Line
Construction is currently scheduled for summer 2019.

IN PROCESS #2372 Albany-Millersburg Water Treatment Plant Intake Generator
Construction is currently scheduled for summer 2019.

IN PROCESS #2398 Vine Street Water Treatment Plant Improvement Projects
Construction is currently scheduled for summer 2019.

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/Communications Officer
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 2020-2024 CIP.

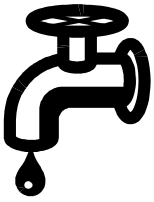
This chart shows a projection of funds needed for projects in any given year. As you can see, the relative amounts of money can vary significantly and can change from year to year based on the projects being constructed.

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	2020	2021	2022	2023	2024	TOTAL
ADA Capital Reserves	$0	$0	$0	$209,000	$0	$209,000
City of Millersburg	$439,700	$0	$0	$0	$0	$439,700
SDC Improvement - Sewer	$0	$0	$1,162,000	$0	$0	$1,162,000
SDC Improvement – Transportation	$0	$80,000	$0	$0	$0	$80,000
SDC Improvement – Water	$0	$0	$0	$699,000	$0	$699,000
Settlement Proceeds	$3,753,000	$0	$0	$0	$0	$3,753,000
Sewer Rates/Operating Revenues	$4,057,300	$975,000	$2,597,000	$2,187,000	$3,823,000	$13,639,300
State of Oregon	$0	$515,000	$0	$0	$0	$515,000
State of Oregon STP - AAMPO	$0	$1,353,700	$0	$0	$0	$1,353,700
Street Capital Reserves	$1,140,000	$2,907,300	$2,639,000	$1,789,000	$3,079,000	$11,554,300
Water Rates/Operating Revenues	$2,159,000	$1,991,000	$1,204,000	$2,260,000	$4,300,000	$11,914,000
TOTAL:	**$11,549,000**	**$7,822,000**	**$7,602,000**	**$7,144,000**	**$11,202,000**	**$45,319,000**

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	2020	2021	2022	2023	2024	TOTAL
Accessibility	$0	$0	$0	$209,000	$0	$209,000
Parks	$0	$0	$0	$0	$0	$0
Public Facilities	$0	$0	$0	$0	$0	$0
Revitalization	$0	$0	$0	$0	$0	$0
Stormwater	$0	$0	$0	$0	$0	$0
Transportation	$1,140,000	$4,856,000	$2,639,000	$1,789,000	$3,079,000	$13,503,000
Wastewater	$8,175,000	$975,000	$3,759,000	$2,187,000	$3,823,000	$18,919,000
Water	$2,234,000	$1,991,000	$1,204,000	$2,959,000	$4,300,000	$12,688,000
GRAND TOTALS:	**$11,549,000**	**$7,822,000**	**$7,602,000**	**$7,144,000**	**$11,202,000**	**$45,319,000**

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. CARA has formally committed to development of the Water Avenue corridor and has directed staff to take steps to arrive at buildable plans for the street as well as adjacent publicly owned lands. With buildable plans in hand, it is expected that a combination of CARA backed funding and other grants related to park space redevelopment and improved river access will bring the project to fruition.

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; walkways 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 Fire Department's training tower was demolished to accommodate construction of a new main fire station. Construction of the new station did not include replacing this critical aspect of a training center and firefighters currently travel to other communities to complete this essential training. A functional tower is an important training aid for firefighters and an important

part of a training center. 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. The Departments will continue to evaluate options for adequate space to conduct necessary training activities.

- Fire and Police facilities need to be maintained. The asphalt around Fire Station 12 on 34th Avenue needs to be replaced at a price of approximately $200,000. A direct funding source for building and property maintenance is currently not available, and this creates ongoing maintenance issues for the Fire Department as facilities age. Both Fire and Police need long-term dedicated funding to properly maintain existing facilities.

- 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. A consultant is being hired to evaluate the current communications system and provide recommendations. Once a clear path forward has been established, a funding strategy must be identified to replace the radio system and improve the safety for our firefighters.

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 one-time investment of $20M (in 2017 $) to improve the worst streets and an ongoing annual investment of approximately $5M (in 2017 $) 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 established a new utility for stormwater which created a dedicated funding source for stormwater activities. Initial service charges were set to cover the limited stormwater activities already conducted by the City but previously funded using other resources. In 2018, the City Council approved a schedule of stormwater rate increases that will generate funding to move beyond simply replacing existing funding and begin generating revenue that can be used to improve the system and comply with new regulations. At the same time, the program of systematic cleaning and inspection of stormwater infrastructure is continuing. This data will be used to populate the database of stormwater assets so that the City can implement an asset management approach to maintaining the stormwater system.

Stormwater utility funding is critical to the success of stormwater management in Albany. The future funding targets accepted by the City Council in 2018 are designed to fund capital improvements associated with street improvement projects, and implementation of the new Municipal Separate Storm Sewer System (MS4) permit. Work is ongoing to develop a stormwater master plan that will identify

capital improvement projects to address existing capacity constraints as well as utility extensions to serve growth. Additional funding will be required in future years to begin implementing an asset management approach for stormwater, to fund capital projects for pipe replacement, and to address unserved and underserved areas of the city.

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.

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 inclusive public infrastructure that adequately meets the needs of all citizens. Through progressive efforts, Albany's public facilities will become increasingly accessible.

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 ensure 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 improved accessibility. 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

This past year saw completion of the Dave Clark ADA Improvements project. The Dave Clark ADA project provided an accessible route between downtown Albany and Bowman Park with repair of broken sidewalks and construction of curb ramps. The primary ADA construction project identified in this CIP window is for improvements on Washington Street.

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 improvement is planned, City staff evaluates the need for curb ramp placement or replacement and incorporates this work into the project. Many new ADA-compliant curb ramps are added each year through this process. This past year in conjunction with street improvements, 43 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 31 ramps have been replaced in response to specific ADA concerns expressed by residents.

A citywide ADA transition plan update is underway. The updated transition plan will set a path toward bringing the City's Public right-of-way, parks, public facilities, and programs into compliance with the ADA. As required by the Americans with Disabilities Act, complaint areas are a first priority.

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	2020	2021	2022	2023	2024	TOTAL
ADA Capital Reserves	$0	$0	$0	$209,000	$0	$209,000
GRAND TOTALS:	**$0**	**$0**	**$0**	**$209,000**	**$0**	**$209,000**

Funded Projects Summary & Detail

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

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

CIP #	Phase	Title	Projected Total
Plan Year: 2022 – 2023			
2172		WASHINGTON STREET ADA IMPROVEMENTS – 2ND AVENUE TO 9TH AVENUE	$209,000
		Total for FY 2022 - 2023	**$209,000**
		Grand Total for Accessibility:	**$209,000**

Plan FY: 2022-2023 WASHINGTON STREET ADA IMPROVEMENTS – 2ND AVENUE TO 9TH AVENUE

CIP Project #: 2172

Master Plan: **Plan Element:**

Category: Accessibility **Classification:**

Department: Public Works Department

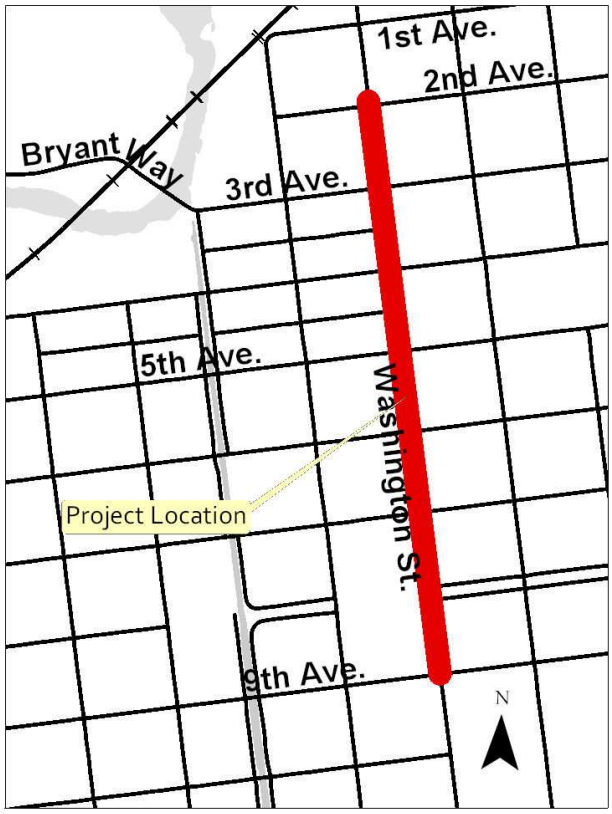
Total Cost: **$209,000**

This project will construct ADA improvements including ramps and sidewalks that do not meet current ADA standards between 2nd Avenue and 9th Avenue. Washington Street is a major gateway to downtown and the riverfront. Street improvements as shown in CIP 2387 in the Transportation section of the CIP, sewer improvements as shown in CIP 2396 in the Wastewater section of the CIP, and water line improvements as shown in CIP 2404 in the Water section of the CIP will also be coordinated with this project.

Operating Budget Impact: None.

Funding Sources For This Project:

Activity	Funding Source	Projected Amount
250-50-2705	ADA CAPITAL RESERVES	$209,000
	Total:	$209,000



Parks Projects Limited by Available Capital and Operating Funds

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. Despite a strong recovery from the Great Recession over the last decade, revenues for park projects and operating funds continue to fall short of identified needs. These conditions require a continuation of our conservative approach to improvements listed in the Parks Master Plan.

A high priority of the Parks Master Plan is the replacement of 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, Burkhart, and Sunrise parks. These projects were accomplished through a mix of Parks Fund operating revenues, state and federal grants, donations, and Parks SDCs. The playground at Sunrise Park was remodeled as part of a renovation project funded through the City's Community Development Block Grant Program and Parks Fund.

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.

No new Parks projects are proposed in the FY 2020-2024 CIP. However, work will continue on the design of two projects previously included. 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. Planning and design will also continue for the first phase of development at East Thornton Lake Natural Area. Given projected constraints on operating and maintenance budgets, the construction of these projects will advance if operating funds can be secured.

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 2019, resetting the list of proposed projects, implementation schedule, and project financing.

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	Title	Projected Total
1937		NEW HIKE/BIKE TRAIL DEVELOPMENT	$500,000
2411		HISTORIC CUMBERLAND CHURCH RESTORATION	$500,000
		Total for Unfunded Miscellaneous – Parks:	**$1,000,000**

Park Development

CIP #	Phase	Title	Projected Total
1886		TIMBER LINN PARK IMPROVEMENTS – PHASE 1B	$400,000
1887		TIMBER LINN PARK IMPROVEMENTS – PHASE 1C	$600,000
1895		COMMUNITY PARK DEVELOPMENT – PHASE 1	$1,500,000
1903		NEIGHBORHOOD PARK DEVELOPMENT – TIMBER RIDGE SITE	$300,000
1936		COMMUNITY PARK DEVELOPMENT – PHASE 2	$1,000,000
2380		TIMBER RIDGE PARK DEVELOPMENT	$350,000
		Total for Unfunded Park Development:	**$4,150,000**

Park Renovations

CIP #	Phase	Title	Projected Total
1893		DEERFIELD PARK RENOVATION	$400,000
		Total for Unfunded Park Renovations:	**$400,000**

Replacement Projects

CIP #	Phase	Title	Projected Total
1889		GRAND PRAIRIE PARK PLAYGROUND REPLACEMENT	$150,000
1896		DRAPER PARK PLAYGROUND REPLACEMENT	$150,000
1898		PINEWAY PARK PLAYGROUND REPLACEMENT	$100,000
1899		HENDERSON PARK PLAYGROUND REPLACEMENT	$70,000
2321		LEHIGH PARK PLAYGROUND REPLACEMENT	$200,000
		Total for Unfunded Replacement Projects:	**$670,000**

Grand Total for Unfunded Parks: $6,220,000

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 34th Avenue; however, City buses occupy space that is needed to expand current capacity. The Public Works department has purchased new property and additional efforts have begun to relocate City buses away from Fire Station 12 so that additional space for training will become available for all emergency responders inside of Albany. Once the property behind Fire Station 12 becomes available, funding will be needed to adequately build out a training facility suitable to address the needs of our first responders into the future.

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	Title	Projected Total
1943		DEVELOP EMERGENCY SERVICE TRAINING CAPABILITIES	$2,500,000
2180		UPDATE CURRENT RADIO SYSTEM TO 700/800 MHZ	$2,000,000
2368		FIRE STATION 12 PARKING LOT REPLACEMENT	$200,000
		Total for Unfunded Fire Facilities:	**$4,700,000**

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.

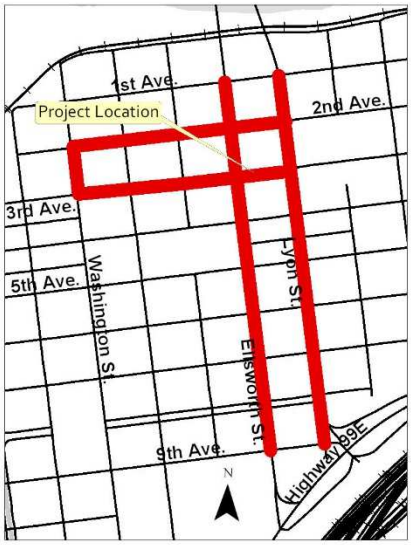
The Results

To date, CARA has committed about $36 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 $10.5 million, which has leveraged $52 million in private investments, equating to a ratio of $1 of public money leveraging $5 of private funds. Funding from the urban renewal district takes the form of loans, grants, and forgivable loans.

<u>Goals of the CARA Plan</u>

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 was completed during the summer of 2018. This $8.4 million project provides upgrades to enhance the public right of ways and promotes healthy business growth in the downtown community. Improvements included 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 to date 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 116 historic preservation projects in the area have been funded, including saving entire structures, store-front 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 $395,200 for 74 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	Title	Projected Total
1338		PROPERTY ACQUISITION & ASSEMBLY	$250,000
1342		PAINT PROGRAM	$100,000
1343		ALBANY SQUARE DEVELOPMENT	$150,000
1344		WATER AVENUE IMPROVEMENTS	$2,000,000
1346		TRANSITION AREAS REDEVELOPMENT	$1,250,000
1347		HOUSING DEMONSTRATION	$250,000
1349		HOUSING REHABILITATION	$700,000
		Total for Unfunded Development Partnerships:	**$4,700,000**

General Facilities

CIP #	Phase	Title	Projected Total
1331		CANAL ESPLANADE	$3,693,000
1333		COMMUNITY GATEWAYS	$625,000
		Total for Unfunded General Facilities:	**$4,318,000**

Infrastructure

CIP #	Phase	Title	Projected Total
1366		COMMUNICATIONS INFRASTRUCTURE	$500,000
1367		UNDERGROUND OVERHEAD UTILITIES	$1,000,000
1368		ROADS, WATER, SEWER, STORMWATER, RAIL CROSSING	$3,000,000
1370		ALLEY REDEVELOPMENT	$750,000
1371		DOWNTOWN GRID SYSTEM	$100,000
1372		TRAFFIC CALMING	$250,000
1373		QUEEN AVENUE RAIL CROSSING	$300,000
1374		1ST AVENUE UNDERCROSSING	$500,000
		Total for Unfunded Infrastructure:	**$6,400,000**

Pedestrian/Bicycle Connectivity

CIP #	Phase	Title	Projected Total
1375		WILLAMETTE RIVERFRONT PATH – CALAPOOIA CROSSING	$1,000,000
1376		WILLAMETTE RIVERWALK – BOWMAN/HARRISON CONNECTION	$250,000
1377		CALAPOOIA RIVERWALK	$500,000
1379		8TH AVENUE CANAL ESPLANADE	$500,000

CIP #	Phase	Title	Projected Total
1380		THURSTON CANAL ESPLANADE	$600,000
		Total for Unfunded Pedestrian/Bicycle Connectivity:	**$2,850,000**

Public Spaces & Facilities

CIP #	Phase	Title	Projected Total
1352		BROADALBIN STREET IMPROVEMENTS	$360,000
1353		ALBANY SQUARE	$200,000
1354		ALBANY LANDING	$350,000
1356		DOWNTOWN BEAUTIFICATION	$300,000
1357		AWNING PROGRAM	$125,000
1358		RIVERFRONT HOUSING AREA STREETSCAPE	$120,000
1359		MAIN STREET AREA STREETSCAPE	$75,000
1360		SIDEWALK PROGRAM	$250,000
1361		STREET TREE PLANTING	$250,000
1362		HISTORIC DISTRICTS SIGNAGE	$200,000
1363		DOWNTOWN PARKING AREAS	$350,000
1364		GOVERNMENT CENTER PARKING STRUCTURE	$2,000,000
1365		WATER AVENUE AREA PARKING STRUCTURE	$1,500,000
1384		PUBLIC FACILITIES	$550,000
1990		DOWNTOWN STREETSCAPE	$560,000
		Total for Unfunded Public Spaces & Facilities:	**$7,190,000**

Watershed Health & Education

CIP #	Phase	Title	Projected Total
1381		WATERSHED HEALTH	$265,000
1382		RIPARIAN RESTORATION	$50,000
1383		ALBANY GROVE	$75,000
		Total for Unfunded Watershed Health & Education:	**$390,000**

Grand Total for Unfunded Revitalization: $25,848,000

Protecting our Resources

Making Progress

Albany 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 137 miles of stormwater pipes, 70 miles of ditches, 2,414 manholes, 4,363 catch basins/inlets, along with 150 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. 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 2018, the City received approval of our third five-year plan for complying with the Willamette River Total Maximum Daily Load (TMDL). Now that Albany has surpassed 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 issued a new general NPDES MS4 permit in November 2018 and Albany will be required to apply for coverage under the general permit or the City may choose to apply for an individual permit. To comply with the approved TMDL plan and new 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 by $1,000,000 per year.

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 56% of the system being assessed to date, approximately $24M 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 65 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 the City's share of state gas tax revenue. 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.

Albany's residents are concerned about our streets. We hear you, however, 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	2020	2021	2022	2023	2024	TOTAL
SDC – Improvement – Transportation	$0	$80,000	$0	$0	$0	$80,000
State of Oregon	$0	$515,000	$0	$0	$0	$515,000
State of Oregon STP - AAMPO	$0	$1,353,700	$0	$0	$0	$1,353,700
Street Capital Reserves	$1,140,000	$2,907,300	$2,639,000	$1,789,000	$3,079,000	$11,554,300
GRAND TOTALS:	**$1,140,000**	**$4,856,000**	**$2,639,000**	**$1,789,000**	**$3,079,000**	**$13,503,000**

Funded Projects Summary & Detail

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

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

CIP #	Phase	Title	Projected Total
Plan Year: 2019 – 2020			
2306		BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH	$40,000
2408		9TH AVENUE STREET IMPROVEMENTS	$1,100,000
		Total for FY 2019 – 2020	**$1,140,000**
Plan Year: 2020 – 2021			
2226		24TH AVENUE REHABILITATION – JACKSON STREET TO GEARY STREET	$1,906,000
2228		DAVIDSON STREET REHABILITATION – 14TH AVENUE TO 16TH AVENUE	$515,000
2322		BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH	$40,000
2383		QUEEN AVENUE OVERLAY: 99E TO MARION STREET	$2,395,000
		Total for FY 2020 – 2021	**$4,856,000**
Plan Year: 2021 – 2022			
2370		BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH	$40,000
2382		QUEEN AVENUE OVERLAY: 99E TO CITY LIMITS	$1,803,000
2420		ELM STREET OVERLAY: 5TH AVENUE TO QUEEN AVENUE	$796,000
		Total for FY 2021 – 2022	**$2,639,000**
Plan Year: 2022 – 2023			
2385		14TH AVENUE OVERLAY: GEARY STREET TO WAVERLY DRIVE	$765,000
2387		WASHINGTON STREET OVERLAY: 1ST AVENUE TO PACIFIC BLVD	$984,000
2388		BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH	$40,000
		Total for FY 2022 – 2023	**$1,789,000**
Plan Year: 2023 – 2024			
2233		5TH AVENUE OVERLAY: LYON STREET TO MAIN STREET	$844,000
2381		WAVERLY DRIVE OVERLAY: SANTIAM TO QUEEN AVENUE	$844,000
2421		BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH	$40,000
2422		34TH AVENUE OVERLAY: 99E TO JACKSON STREET	$1,351,000
		Total for FY 2023 – 2024	**$3,079,000**
		Grand Total for Transportation:	**$13,503,000**

Plan FY: 2019-2020 BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH

CIP Project #: 2306

Master Plan: **Plan Element:**

Category: Transportation **Classification:** Pedestrian & Bikeway

Department: Public Works Department

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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$40,000
	Total:	$40,000

Plan FY: 2019-2020 9TH AVENUE STREET IMPROVEMENTS

CIP Project #: 2408

Master Plan:

Plan Element:

Category: Transportation

Classification: Street Reconstruction/Improvements

Department: Public Works Department

Total Cost: **$1,100,000**

This project will rehabilitate heavily-deteriorated pavement on 9th Avenue from Broadway Street to Elm Street. The existing pavement is deteriorated due to age. Curb ramps will also be replaced as part of this project to meet current Americans with Disabilities Act requirements. Water Line Improvements as shown in CIP 2409 in the Water section of the CIP will also be coordinated with this project. Associated stormwater improvements are included in the total cost for this project because adequate stormwater funds are not available in the Stormwater Capital Projects fund.

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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$1,100,000
	Total:	$1,100,000

Plan FY: 2020-2021 24TH AVENUE REHABILITATION – JACKSON STREET TO GEARY STREET

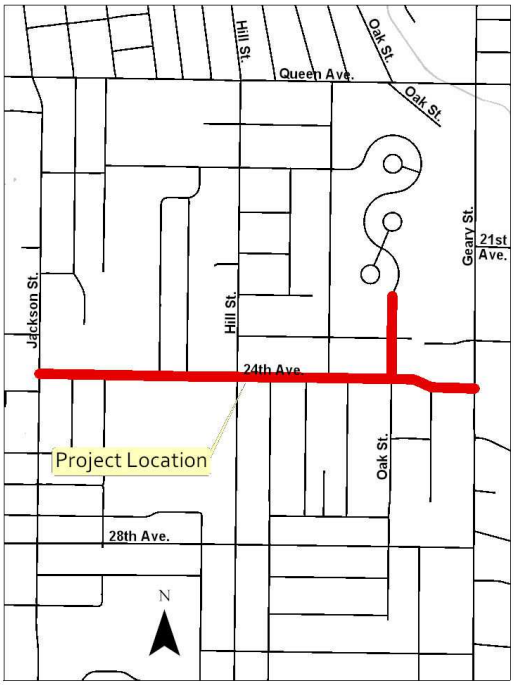
CIP Project #: 2226

Master Plan:	Transportation Master Plan	**Plan Element:**	B18
Category:	Transportation	**Classification:**	Street Reconstruction/Improvements
Department:	Public Works Department	**SDC**	

Total Cost: $1,906,000

This project will rehabilitate heavily deteriorated pavement on 24th Avenue from Jackson Street to Geary Street, as well as two blocks of Oak Street from 24th Avenue to Pine Meadows Drive. This project also includes construction of infill sidewalk and repairs to existing storm drain lines. Curb ramps will also be replaced as part of this project to meet current Americans with Disabilities Act requirements. In addition, bike boulevard treatments will be installed, including wayfinding, traffic calming and intersection improvements. Water line improvements as shown in CIP 2003 will also be coordinated with this project. Associated stormwater improvements are included in the total cost for this project because adequate stormwater funds are not available in the Stormwater Capital Projects fund.

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:

Activity	Funding Source	Projected Amount
250-50-2700	STATE OF OREGON STP - AAMPO	$562,000
250-50-2700	STREET CAPITAL RESERVES	$1,264,000
250-50-2703	SDC-IMPROVEMENT-TRANSPORTATION	$80,000
	Total:	$1,906,000

Plan FY: 2020-2021 DAVIDSON STREET REHABILITATION – 14TH AVENUE TO 16TH AVENUE

CIP Project #: 2228

Master Plan: **Plan Element:**

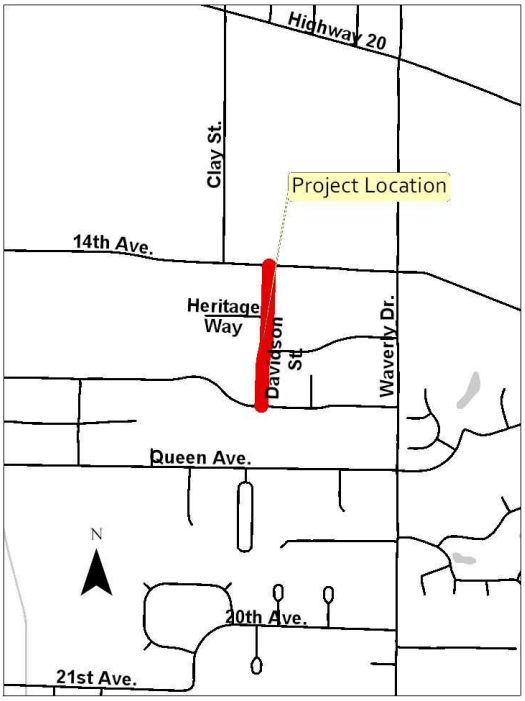
Category: Transportation **Classification:** Street Reconstruction/Improvements

Department: Public Works Department

Total Cost: **$515,000**

This project will rehabilitate heavily-deteriorated pavement on Davidson Street from 14th Avenue to 16th Avenue. This street segment is adjacent to the main library. This project also includes repairs to existing storm drain lines. Additionally, curb ramps will be replaced as part of this project to meet current Americans with Disabilities Act requirements. Water line improvements as shown in CIP 2301 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:

Activity	Funding Source	Projected Amount
250-50-2700	STATE OF OREGON	$515,000
	Total:	$515,000

Plan FY: 2020-2021 BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH

CIP Project #: 2322

Master Plan: **Plan Element:**

Category: Transportation **Classification:** Pedestrian & Bikeway

Department: Public Works Department

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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$40,000
	Total:	$40,000

Plan FY: 2020-2021 QUEEN AVENUE OVERLAY: 99E TO MARION STREET

CIP Project #: 2383

Master Plan:

Plan Element:

Category: Transportation

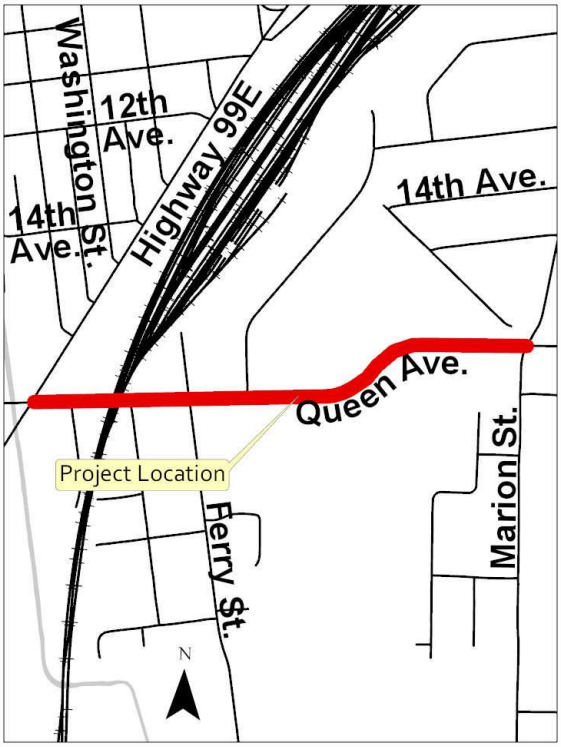
Classification: Pavement Overlay

Department: Public Works Department

Total Cost: **$2,395,000**

This project will rehabilitate heavily-deteriorated pavement on Queen Avenue from Highway 99E east approximately 3,000 feet to Marion Street. Improvements will tie into planned improvements ODOT is completing at the railroad crossing just east of Highway 99E. The existing pavement is deteriorated due to age. Curb ramps will also be replaced as part of this project to meet current Americans with Disabilities Act requirements. Water improvements as shown in CIP 2401 in the Water section of the CIP will also be coordinated with this project. Associated stormwater improvements are included in the total cost for this project because adequate stormwater funds are not available in the Stormwater Capital Projects fund.

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:

Activity	Funding Source	Projected Amount
250-50-2700	STATE OF OREGON STP - AAMPO	$791,700
250-50-2700	STREET CAPITAL RESERVES	$1,603,300
	Total:	$2,395,000

Plan FY: 2021-2022 BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH

CIP Project #: 2370

Master Plan: **Plan Element:**

Category: Transportation **Classification:** Pedestrian & Bikeway

Department: Public Works Department

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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$40,000
	Total:	$40,000

Plan FY: 2021-2022 QUEEN AVENUE OVERLAY: 99E TO CITY LIMITS

CIP Project #: 2382

Master Plan: **Plan Element:**

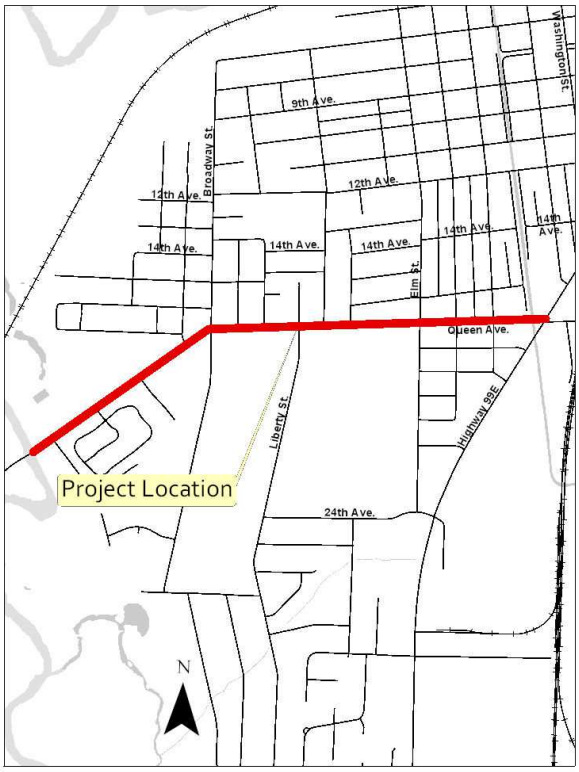
Category: Transportation **Classification:** Pavement Overlay

Department: Public Works Department

Total Cost: $1,803,000

This project will rehabilitate heavily-deteriorated pavement on Queen Avenue from Highway 99E west approximately 5,400 feet to the City Limits. The existing pavement is deteriorated due to age. Curb ramps will also be replaced as part of this project to meet current Americans with Disabilities Act requirements. Water line improvements as shown in CIP 2400 in the Water section of the CIP will also be coordinated with this project. Associated stormwater improvements are included in the total cost for this project because adequate stormwater funds are not available in the Stormwater Capital Projects fund.

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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$1,803,000
	Total:	$1,803,000

Plan FY: 2021-2022 ELM STREET OVERLAY: 5TH AVENUE TO QUEEN AVENUE

CIP Project #: 2420

Master Plan:

Plan Element:

Category: Transportation

Classification: Pavement Overlay

Department: Public Works Department

Total Cost: **$796,000**

This project will pave a 2-inch asphalt overlay on Elm Street from Queen Avenue north approximately 3,400 feet to 5th Avenue. The existing pavement is deteriorated due to age. Curb ramps will also be replaced as part of this project to meet current Americans with Disabilities Act requirements. Associated stormwater improvements are included in the total cost for this project because adequate stormwater funds are not available in the Stormwater Capital Projects fund.

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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$796,000
	Total:	$796,000

Plan FY: 2022-2023 14TH AVENUE OVERLAY: GEARY STREET TO WAVERLY DRIVE

CIP Project #: 2385

Master Plan:

Plan Element:

Category: Transportation

Classification: Pavement Overlay

Department: Public Works Department

Total Cost: $765,000

This project will pave a 2-inch asphalt overlay on 14th Avenue from Geary Street east approximately 3,000 feet to Waverly Drive. The existing pavement is deteriorated due to age. Curb ramps will also be replaced as part of this project to meet current Americans with Disabilities Act requirements. Sewer improvements as shown in CIP 2397 in the Wastewater section of the CIP and water line improvements as shown in CIP 2403 in the Water section of the CIP 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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$765,000
	Total:	$765,000

Plan FY: 2022-2023 WASHINGTON STREET OVERLAY: 1ST AVENUE TO PACIFIC BLVD

CIP Project #: 2387

Master Plan: **Plan Element:**

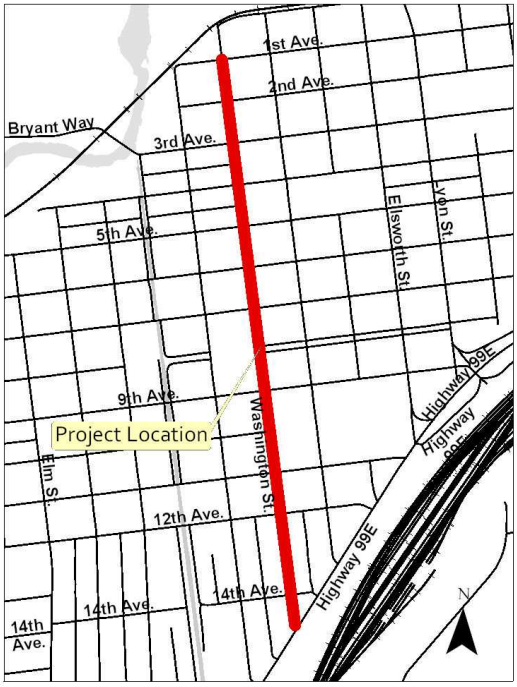
Category: Transportation **Classification:** Pavement Overlay

Department: Public Works Department

Total Cost: **$984,000**

This project will pave a 2-inch asphalt overlay on Washington Street from 1st Avenue to Pacific Boulevard. The existing pavement is deteriorated due to age. Curb ramps will also be replaced as part of this project to meet current Americans with Disabilities Act requirements. Sewer improvements as shown in CIP 2396 in the Wastewater section of the CIP, water line improvements as shown in CIP 2404 in the Water section of the CIP, and curb ramps and sidewalk improvements as shown in CIP 2172 in the Accessibility section 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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$984,000
	Total:	$984,000

Plan FY: 2022-2023 BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH

CIP Project #: 2388

Master Plan: **Plan Element:**

Category: Transportation **Classification:** Pedestrian & Bikeway

Department: Public Works Department

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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$40,000
	Total:	$40,000

Plan FY: 2023-2024 5TH AVENUE OVERLAY: LYON STREET TO MAIN STREET

CIP Project #: 2233

Master Plan: **Plan Element:**

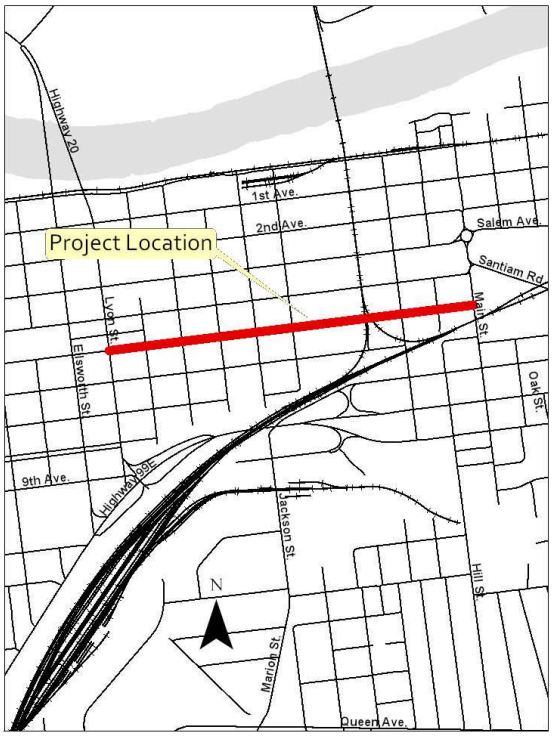
Category: Transportation **Classification:** Pavement Overlay

Department: Public Works Department

Total Cost: $844,000

This project will pave a 2-inch asphalt overlay on 5th Avenue from Lyon Street to Main Street. The existing pavement is deteriorated due to age. Curb ramps will also be replaced as part of this project to meet current Americans with Disabilities Act requirements.

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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$844,000
	Total:	$844,000

Plan FY: 2023-2024 WAVERLY DRIVE OVERLAY: SANTIAM TO QUEEN AVENUE

CIP Project #: 2381

Master Plan: **Plan Element:**

Category: Transportation **Classification:** Pavement Overlay

Department: Public Works Department

Total Cost: $844,000

This project will pave a 2-inch asphalt overlay on Waverly Drive between Santiam Highway south approximately 2,400 feet to the intersection with Queen Avenue. The existing pavement is deteriorated due to age. Curb ramps will also be replaced as part of this project to meet current Americans with Disabilities Act requirements. Sewer improvements as shown in CIP 2392 in the Wastewater section of the CIP and water line improvements as shown in CIP 2399 in the Water section of the CIP 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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$844,000
	Total:	$844,000

Plan FY: 2023-2024 BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH

CIP Project #: 2421

Master Plan: **Plan Element:**

Category: Transportation **Classification:** Pedestrian & Bikeway

Department: Public Works Department

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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$40,000
	Total:	$40,000

Plan FY: 2023-2024 34TH AVENUE OVERLAY: 99E TO JACKSON STREET

CIP Project #: 2422

Master Plan: **Plan Element:**

Category: Transportation **Classification:** Pavement Overlay

Department: Public Works Department

Total Cost: $1,351,000

This project will pave a 2-inch asphalt overlay on 34th Avenue from Highway 99E east approximately 4,700 feet to Jackson Street. The existing pavement is deteriorated due to age. Curb ramps will also be replaced as part of this project to meet current Americans with Disabilities Act requirements. Water improvements as shown in CIP 2414 in the Water section of the CIP will 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:

Activity	Funding Source	Projected Amount
250-50-2700	STREET CAPITAL RESERVES	$1,351,000
	Total:	$1,351,000

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	Title	Projected Total
1697	1	REHABILITATE THE FIXED BASE OPERATOR BUILDING	$222,000
1697	2	REHABILITATE THE FIXED BASE OPERATOR BUILDING	$250,000
1697	3	REHABILITATE THE FIXED BASE OPERATOR BUILDING	$298,000
1880		SEWER EXTENSION TO NORTH HANGARS	$750,000
1926		ALBANY AIRPORT SEWER EXTENSION	$200,000
2163		WEATHER REPORTING EQUIPMENT & INSTALLATION	$200,000
2164		CONSTRUCT TAXIWAY	$162,500
		Total for Unfunded Airport:	**$2,082,500**

Bicycle Projects

CIP #	Phase	Title	Projected Total
2011		WAVERLY DRIVE BIKE SHARROWS (B2)	$5,000
2013		24TH AVENUE BIKE SHARROWS (B4)	$5,000
2015		CENTER STREET BIKE SHARROWS (B6)	$6,000
2016		US 20, NORTH ALBANY SHOULDER TO BIKE LANES (B7)	$31,000
2017		1ST AVENUE BIKE BOULEVARD (B8)	$43,000
2018		2ND AVENUE BIKE BOULEVARD (B9)	$43,000
2019		MADISON STREET – 7TH AVENUE BIKE BOULEVARD (B10)	$40,000
2020		7TH AVENUE BIKE BOULEVARD (B11)	$95,000
2021		TAKENA BIKE BOULEVARD (B12)	$53,000
2022		LIBERTY – LAKEWOOD BIKE BOULEVARD (B13)	$76,000
2023		12TH AVENUE (WEST) BIKE BOULEVARD (B14)	$32,000
2024		BAIN STREET BIKE BOULEVARD (B15)	$49,000
2025		SOUTH SHORE DRIVE BIKE BOULEVARD (B16)	$33,000
2026		SHORTRIDGE STREET BIKE BOULEVARD (B17)	$27,000
2027		24TH AVENUE BIKE BOULEVARD (B18)	$13,000
2028		38TH AND 39TH AVENUE BIKE BOULEVARDS (B19)	$106,000
		Total for Unfunded Bicycle Projects:	**$657,000**

Bridges

CIP #	Phase	Title	Projected Total
1063		7TH AVENUE AT ALBANY CANAL	$77,000
1064		9TH AVENUE AT ALBANY CANAL	$70,000
1065		10TH AVENUE AT ALBANY CANAL	$49,000

CIP #	Phase	Title	Projected Total
1066		11TH AVENUE AT ALBANY CANAL	$42,000
1069		SALEM AVENUE AT PERIWINKLE CREEK	$56,000
		Total for Unfunded Bridges:	**$294,000**

Intersection Projects

CIP #	Phase	Title	Projected Total
2036		WAVERLY DRIVE/QUEEN AVENUE INTERSECTION ADD LANE(S) (I6)	$72,000
2037		WAVERLY DRIVE/GRAND PRAIRIE INTERSECTION ADD LANE(S) (I7)	$175,000
2038		US 20/NORTH ALBANY ROAD INTERSECTION ADD LANE(S) (I8)	$40,000
2039		US 20/SPRINGHILL DRIVE INTERSECTION ADD LANE(S) (I9)	$14,000
2040		KNOX BUTTE/CENTURY DRIVE INTERSECTION CONTROL CHANGE (I10)	$345,000
2042		US 20 (LYON STREET)/2ND AVENUE INTERSECTION ADD LANE(S) (I12)	$23,000
2043		US 20/CLAY STREET SAFETY (I13)	$185,000
2044		OR 99E/34TH AVENUE INTERSECTION ADD LANE(S) (I14)	$192,000
2046		ELLINGSON ROAD/COLUMBUS STREET INTERSECTION CONTROL CHANGE (I16)	$345,000
2047		WAVERLY DRIVE/14TH AVENUE INTERSECTION ADD LANE(S) (I17)	$77,000
2048		QUEEN AVENUE/GEARY STREET INTERSECTION ADD LANE(S) (I18)	$1,901,000
2049		WAVERLY DRIVE/34TH AVENUE INTERSECTION ADD LANE(S) (I19)	$42,000
2050		US 20 (ELLSWORTH STREET) INTERSECTION ADD LANE(S) (I20)	$18,000
2051		US 20 (LYON STREET)/1ST AVENUE INTERSECTION ADD LANE(S) (I21)	$11,000
2053		US 20 (ELLSWORTH STREET) INTERSECTION ADD LANE(S) (I23)	$17,000
2054		OR 99E/WAVERLY DRIVE INTERSECTION ADD LANE(S) (I24)	$959,000
2055		US 20/WAVERLY DRIVE INTERSECTION ADD LANE(S) (I25)	$853,000
2056		US 20/WAVERLY DRIVE INTERSECTION ADD LANE(S) (I26)	$240,000
2057		OR 99E/QUEEN AVENUE INTERSECTION ADD LANE(S) (I27)	$894,000
2058		OR 99E/34TH AVENUE INTERSECTION ADD LANE(S) (I28)	$456,000
2059		OR 99E/KILLDEER AVENUE INTERSECTION ADD LANE(S) (I29)	$3,207,000
2060		US 20/TIMBER STREET INTERSECTION ADD LANE(S) (I30)	$571,000
2061		US 20/TIMBER STREET INTERSECTION ADD LANE(S) (I31)	$619,000
2063		SPRINGHILL DRIVE/HICKORY STREET INTERSECTION CONTROL CHANGE (I34)	$345,000
2065		TIMBER STREET EXTENSION/18TH AVENUE INTERSECTION CONTROL CHANGE (I36)	$1,513,000
2066		OR 99E/29TH AVENUE INTERSECTION ADD LANE(S) (I37)	$106,000
2067		SALEM AVENUE/GEARY STREET INTERSECTION CONTROL CHANGE (I38)	$845,000
2068		OR 99E/LYON STREET INTERSECTION ADD LANE(S) (I39)	$205,000
2069		OR 99E/53RD AVENUE INTERSECTION ADD LANE(S) (I40)	$550,000
		Total for Unfunded Intersection Projects:	**$14,820,000**

Link Projects

CIP #	Phase	Title	Projected Total
2070		53RD AVENUE EXTENSION (L1)	$17,986,000
2071		WAVERLY DRIVE ADD LANE(S) (L2)	$1,394,000
2073		TIMBER STREET EXTENSION (L4)	$3,674,000
2074		MAIN STREET/7TH AVENUE/HILL STREET URBAN UPGRADE (L5)	$1,292,000
2078		NEW NORTH ALBANY CONNECTOR (L10)	$5,818,000
2079		SPICER DRIVE EXTENSION (WEST OF TIMBER STREET (L11)	$982,000

CIP #	Phase	Title	Projected Total
2080		SPICER DRIVE EXTENSION (EAST OF TIMBER STREET) (L12)	$1,666,000
2081		GOLDFISH FARM ROAD EXTENSION (L13)	$1,013,000
2082		DOGWOOD AVENUE EXTENSION (L14)	$3,294,000
2083		NEW NORTH/SOUTH COLLECTOR (L15)	$7,497,000
2084		NEW EAST/WEST COLLECTOR (L16)	$3,723,000
2085		EXPO PARKWAY EXTENSION (SOUTH OF DUNLAP) (L17)	$996,000
2086		TIMBER STREET EXTENSION TO SOMERSET AVENUE (L18)	$1,720,000
2088		SANTA MARIA AVENUE EXTENSION (L20)	$1,357,000
2089		KNOX BUTTE WIDENING (L21)	$4,647,000
2090		KNOX BUTTE WIDENING (L22)	$856,000
2091		KNOX BUTTE WIDENING (L23)	$1,256,000
2092		KNOX BUTTE WIDENING (L24)	$7,688,000
2093		DUNLAP AVENUE EXTENSION (L25)	$1,045,000
2094		SPRINGHILL DRIVE WIDENING (L26)	$3,406,000
2095		US 20 WIDENING (L27)	$8,351,000
2096		ELLINGSON ROAD EXTENSION (L28)	$4,430,000
2098		FESCUE STREET TO THREE LAKES ROAD CONNECTOR (L31)	$886,000
2099		FESCUE STREET EXTENSION (L32)	$3,054,000
2100		THREE LAKES ROAD REALIGNMENT (L33)	$2,617,000
2101		LOONEY LAKE EXTENSION (L34)	$914,000
2102		ALBANY AVENUE WIDENING (L35)	$1,177,000
2104		SPRINGHILL DRIVE URBAN UPGRADE (L37)	$4,158,000
2105		SCENIC DRIVE URBAN UPGRADE (L38)	$6,842,000
2106		CENTURY DRIVE URBAN UPGRADE (L39)	$3,199,000
2108		SKYLINE DRIVE URBAN UPGRADE (L41)	$1,523,000
2109		CROCKER LANE URBAN UPGRADE (L42)	$4,529,000
2110		VALLEY VIEW DRIVE UBRAN UPGRADE (L43)	$3,695,000
2111		WEST THORNTON LAKE DRIVE URBAN UPGRADE (L44)	$6,097,000
2112		ALLEN LANE URBAN UPGRADE (L45)	$2,689,000
2113		COLUMBUS STREET URBAN UPGRADE (L46)	$2,727,000
2114		GRAND PRAIRIE ROAD URBAN UPGRADE (L47)	$2,260,000
2115		SPICER DRIVE URBAN UPGRADE (L48)	$868,000
2116		SCRAVEL HILL ROAD URBAN UPGRADE (L49)	$9,699,000
2117		QUARRY ROAD URBAN UPGRADE (L50)	$3,493,000
2118		SPICER ROAD URBAN UPGRADE (L51)	$676,000
2119		GOLDFISH FARM ROAD URBAN UPGRADE (L52)	$4,444,000
2120		ELLINGSON ROAD URBAN UPGRADE (L53)	$5,847,000
2121		LOCHNER ROAD URBAN UPGRADE (L54)	$5,756,000
2122		THREE LAKES ROAD URBAN UPGRADE (L55)	$4,856,000
2123		US 20 – EAST OF I-5 URBAN UPGRADE (L56)	$2,068,000
2126		WATER AVENUE URBAN UPGRADE (L59)	$4,070,000
2127		US 20 SUPERELEVATION AND WIDENING (L60)	$3,122,000
2128		THREE LAKES ROAD URBAN UPGRADE (L61)	$1,879,000
		Total for Unfunded Link Projects:	**$177,236,000**

Miscellaneous - Transportation

CIP #	Phase	Title	Projected Total
2343		QUIET ZONE AT RAIL CROSSINGS	$15,000,000
		Total for Unfunded Miscellaneous - Transportation:	**$15,000,000**

Multi-Use Path Projects

CIP #	Phase	Title	Projected Total
2129		QUEEN/GEARY PERIWINKLE PATH CROSSING IMPROVEMENT (M1)	$46,000
2130		OAK CREEK TRAIL (M2)	$2,645,000
2131		WEST TIMBER-LINN TRAIL (M3)	$161,000
2132		SOUTH WATERFRONT TRAIL (M4)	$76,000
2134		ALBANY-CORVALLIS MULTIUSE PATH (M6)	$761,000
2135		EAST TIMBER-LINN TRAIL (M7)	$277,000
2136		BAIN STREET/WAVERLY LAKE TRAIL (M8)	$153,000
2137		LEBANON TRAIL (M9)	$581,000
2138		PERIWINKLE TRAIL EXTENSION (M10)	$1,528,000
2139		EAST ALBANY WILLAMETTE RIVER BRIDGE (M11)	$7,657,000
2140		99E/OAK CREEK CROSSING IMPROVEMENT (M12)	$129,000
2141		US 20/99E UNDERCROSSING (M13)	$1,500,000
		Total for Unfunded Multi-Use Path Projects:	**$15,514,000**

Pedestrian & Bikeway

CIP #	Phase	Title	Projected Total
1993		TAKENA STREET BIKE BOULEVARD	$65,000
		Total for Unfunded Pedestrian & Bikeway:	**$65,000**

Pedestrian Projects

CIP #	Phase	Title	Projected Total
2142		SPRINGHILL DRIVE SIDEWALK (P1)	$542,000
2143		99E/24TH AVENUE CROSSING IMPROVEMENT (P2)	$129,000
2144		OR 99E: BURKHART TO WAVERLY CROSSING IMPROVEMENT (P3)	$129,000
2145		FERRY STREET SIDEWALK (P4)	$725,000
2146		COLUMBUS STREET SIDEWALK (P5)	$277,000
2147		GEARY STREET SIDEWALK (P6)	$791,000
2148		AIRPORT ROAD SIDEWALK (P7)	$485,000
2150		WAVERLY DRIVE SIDEWALK (P9)	$88,000
2151		SANTIAM-ALBANY CANAL PEDESTRIAN ESPLANADE (P10)	$1,232,000
2152		THURSTON STREET CANAL PEDESTRIAN ESPLANADE (P11)	$1,863,000
2208		KNOX BUTTE PEDESTRIAN IMPROVEMENT	$70,000
		Total for Unfunded Pedestrian Projects:	**$6,331,000**

Street Reconstruction/Improvements

CIP #	Phase	Title	Projected Total
2182		BROADWAY STREET OVERLAY: 9TH AVENUE TO QUEEN AVENUE	$290,000
2183		FERRY STREET REPAIR AND OVERLAY: QUEEN AVENUE TO 34TH AVENUE	$520,000
2227		24TH AVENUE REHABILITATION: LIBERTY STREET TO PACIFIC BOULEVARD	$467,000
2230		THURSTON STREET REHABILITATION: QUEEN AVENUE TO SOUTH OF 19TH AVENUE	$578,000
2232		38TH AVENUE REHABILITATION: 35TH AVENUE TO THURSTON STREET	$327,000
2234		2ND AVENUE OVERLAY: ELLSWORTH STREET TO MAIN STREET	$274,000
2237		HICKORY STREET OVERLAY: NORTH ALBANY ROAD TO SPRINGHILL DRIVE	$175,000
2238		TIMBER STREET OVERLAY: KNOX BUTTE ROAD TO DOGWOOD AVENUE	$158,000
2239		DOGWOOD AVENUE OVERLAY: PRICE ROAD TO GOLDFISH FARM ROAD	$163,000
2240		GEARY STREET OVERLAY: 24TH AVENUE TO 34TH AVENUE	$280,000
2241		1ST AVENUE OVERLAY: LYON STREET TO MAIN STREET	$274,000
2242		QUEEN AVENUE OVERLAY: SHERMAN STREET TO WAVERLY DRIVE	$408,000
2243		GEARY STREET OVERLAY: 17TH AVENUE TO 24TH AVENUE	$292,000
2244		PRICE ROAD OVERLAY: DOGWOOD AVENUE TO BLUE OX RV PARK	$204,000
2245		LOCHNER ROAD OVERLAY: OREGON YOUTH AUTHORITY FRONTAGE	$128,000
2246		GRAND PRAIRIE ROAD OVERLAY: GEARY STREET TO WAVERLY DRIVE	$292,000
2248		SALEM AVENUE OVERLAY: UNION PACIFIC RAILROAD TO CITY LIMITS	$800,000
2249		21ST AVENUE OVERLAY: WAVERLY DRIVE TO LEXINGTON STREET	$117,000
2250		LEXINGTON STREET OVERLAY: 21ST AVENUE TO GRAND PRAIRIE ROAD	$233,000
2251		53RD AVENUE OVERLAY: CHINOOK DRIVE TO ELK RUN DRIVE	$117,000
2252		CHINOOK DRIVE OVERLAY: COUGAR DRIVE TO 53RD AVENUE	$128,000
2255		SANTIAM ROAD OVERLAY: MAIN STREET TO CLEVELAND STREET	$152,000
2256		MARION STREET OVERLAY: 24TH AVENUE TO 34TH AVENUE	$193,000
2257		34TH AVENUE OVERLAY: LYON STREET TO WAVERLY DRIVE	$613,000
2258		NORTH ALBANY ROAD OVERLAY: PORTLAND & WESTERN RAILROAD TO US 20	$175,000
2259		KILLDEER AVENUE OVERLAY: PACIFIC BOULEVARD TO AIRPORT ROAD	$158,000
2261		GEARY/14TH AVENUE/CLAY OVERLAYS	$642,000
2262		CLOVER RIDGE ROAD OVERLAY: KNOX BUTTE ROAD TO TRUAZ CREEK BRIDGE	$239,000
2263		53RD AVENUE OVERLAY: PACIFIC BOULEVARD TO ELK RUN DRIVE	$158,000
2264		NORTH ALBANY ROAD OVERLAY: GIBSON HILL ROAD TO WEST OF GALE STREET	$280,000
2265		HILL STREET OVERLAY: 9TH AVENUE TO QUEEN AVENUE	$274,000
2266		GOLDFISH FARM ROAD OVERLAY: US 20 TO CREEL AVENUE	$175,000
2268		SOMERSET DRIVE OVERLAY: TIMBER RIDGE STREET TO KNOX BUTTE ROAD	$158,000
2269		MARION STREET OVERLAY: 34TH AVENUE TO ALBANY & EASTERN RAILROAD TRACKS	$88,000
2270		GOLDFISH FARM ROAD OVERLAY: KNOX BUTTE ROAD TO DOGWOOD AVENUE	$152,000
2271		WAVERLY DRIVE OVERLAY: GRAND PRAIRIE ROAD TO 36TH AVENUE	$263,000
2272		GRAND PRAIRIE ROAD OVERLAY: WAVERLY DRIVE TO EAST OF LEXINGTON STREET	$198,000
2274		GEARY STREET OVERLAY: FRONT AVENUE TO 6TH AVENUE	$146,000
2275		LIBERTY STREET OVERLAY: QUEEN AVENUE TO 24TH AVENUE	$187,000
2276		WAVERLY DRIVE OVERLAY: PACIFIC BOULEVARD TO SANTIAM HIGHWAY	$175,000
2277		WAVERLY DRIVE OVERLAY: QUEEN AVENUE TO GRAND PRAIRIE ROAD	$268,000
2278		DEL RIO AVENUE OVERLAY: COLUMUS STREET TO WAVERLY DRIVE	$88,000
2279		TIMBER RIDGE STREET OVERLAY: SOMERSET DRIVE TO KNOX BUTTE ROAD	$233,000

Total for Unfunded Street Reconstruction/Improvements: $11,240,000

Study Projects

CIP #	Phase	Title	Projected Total
2154		ADA ACCESSIBILITY AUDIT (S1)	$25,000
2155		HIGHWAY 20 CORRIDOR AND DOWNTOWN REFINEMENT PLAN (S2)	$250,000
2156		SAFETY AUDIT (S3)	$30,000
2157		ALBANY TSP MPO UPDATE (S6)	$350,000
2158		WAYFINDING (S8)	$25,000
2159		INTERSTATE 5/OR 99E/KNOX BUTTE ROAD REFINEMENT PLAN (S9)	$100,000
2160		INTERSTATE 5/US 20 (SANTIAM) REFINEMENT PLAN (S10)	$100,000

Total for Unfunded Study Projects: $880,000

Transit Projects

CIP #	Phase	Title	Projected Total
2175		DESIGN AND CONSTRUCTION OF BUS MAINTENANCE FACILITY	$500,000
2303		LAND ACQUISITION: ALBANY TRAIN/MULTIMODAL STATION ADDITIONAL PARKING LOT	$1,500,000
2304		DESIGN & CONSTRUCTION: ALBANY TRAIN/MULTIMODAL STATION ADDITIONAL PARKING LOT	$1,500,000

Total for Unfunded Transit Projects: $3,500,000

Grand Total for Unfunded Transportation: $247,619,500

Catching Up on Deferred Maintenance

Replacement Needs Prominent

The City's wastewater system consists of a collection system that is made up of 196 miles of gravity flow pipes, 6.6 miles of pressure pipes, 4,337 manholes, 11 sewer lift stations, the Water Reclamation Facility, and Talking Water Gardens wetlands.

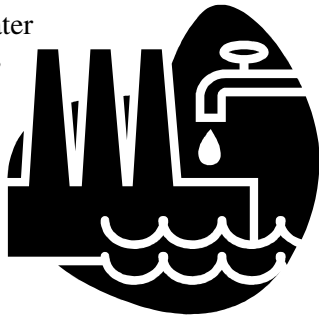
Staff systematically performs extensive condition assessments of the City's wastewater system in order to identify and prioritize the perpetual life replacement of the infrastructure. Based on current assessment results, approximately 23 miles of the City's 196 miles of gravity flow sewer pipes are anticipated to require replacement or major repair within the next 10 years, or risk complete failures with interruption of service and potential overflows into basements.

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.



Funding Summary

The following table shows the total value of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected total project costs in the year the project is proposed.

Each year the estimated cost of the projects is adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle. An annual three percent inflation factor is added to estimate future year costs.

Projected Cost Totals

FUNDING SOURCE	2020	2021	2022	2023	2024	TOTAL
City of Millersburg	$364,700	$0	$0	$0	$0	$364,700
SDC – Improvement – Sewer	$0	$0	$1,162,000	$0	$0	$1,162,000
Settlement Proceeds	$3,753,000	$0	$0	$0	$0	$3,753,000
Sewer Rates/Operating Revenues	$4,057,300	$975,000	$2,597,000	$2,187,000	$3,823,000	$13,639,300
GRAND TOTALS:	**$8,175,000**	**$975,000**	**$3,759,000**	**$2,187,000**	**$3,823,000**	**$18,919,000**

Funded Projects Summary & Detail

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

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

CIP #	Phase	Title	Projected Total
Plan Year: 2019 – 2020			
2309		LATERAL REPLACEMENT & BASEMENT PROTECTION	$275,000
2415		ALBANY-MILLERSBURG WATER RECLAMATION FACILITY COMPOST IMPROVEMENTS	$3,000,000
2416		ALBANY-MILLERSBURG WATER RECLAMATION FACILITY DEWATERING IMPROVEMENTS	$4,900,000
		Total for FY 2019 – 2020	**$8,175,000**
Plan Year: 2020 – 2021			
2327		LATERAL REPLACEMENT & BASEMENT PROTECTION	$275,000
2417		2021 COLLECTION SYSTEM REHABILITATION PROJECTS	$700,000
		Total for FY 2020 – 2021	**$975,000**
Plan Year: 2021 – 2022			
2375		LATERAL REPLACEMENT & BASEMENT PROTECTION	$275,000
2426		COX CREEK INTERCEPTOR PROJECT P8	$3,484,000
		Total for FY 2021 – 2022	**$3,759,000**
Plan Year: 2022 – 2023			
2395		LATERAL REPLACEMENT & BASEMENT PROTECTION	$275,000
2396		WASHINGTON STREET SEWER IMPROVEMENTS	$1,639,000
2397		14TH AVENUE SEWER IMPROVEMENTS	$273,000
		Total for FY 2022 – 2023	**$2,187,000**
Plan Year: 2023 – 2024			
2331		COX CREEK INTERCEPTOR PROJECT P10A	$1,873,000
2392		WAVERLY DRIVE SEWER IMPROVEMENTS	$675,000
2418		LATERAL REPLACEMENT & BASEMENT PROTECTION	$275,000
2419		2024 COLLECTION SYSTEM REHABILITATION PROJECTS	$1,000,000
		Total for FY 2023 – 2024	**$3,823,000**
		Grand Total for Wastewater:	**$18,919,000**

Plan FY: 2019-2020 LATERAL REPLACEMENT & BASEMENT PROTECTION

CIP Project #: 2309

Master Plan: **Plan Element:**

Category: Wastewater **Classification:** Sewer Mains

Department: Public Works Department

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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$275,000
	Total:	$275,000

Plan FY: 2019-2020 ALBANY-MILLERSBURG WATER RECLAMATION FACILITY COMPOST IMPROVEMENTS

CIP Project #: 2415

Master Plan: **Plan Element:**

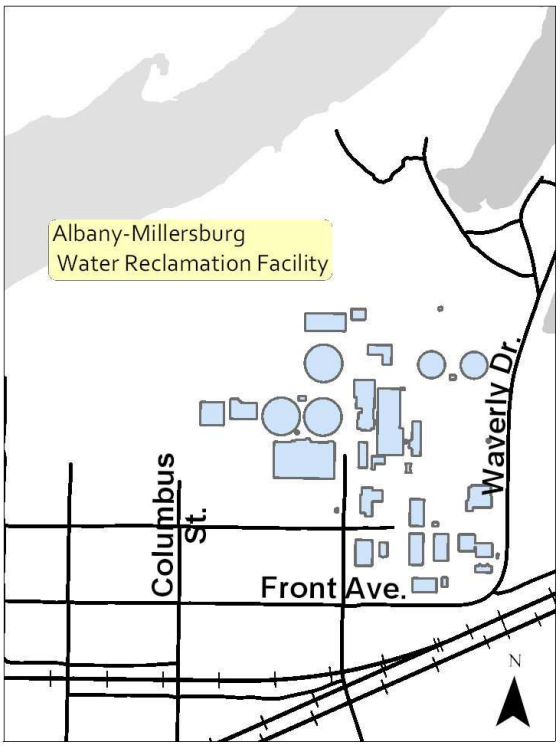
Category: Wastewater **Classification:** Treatment

Department: Public Works Department

Total Cost: **$3,000,000**

The current solids reduction and stabilization systems at the AM-WRF produce unstabilized solids that do not meet regulatory requirements to be beneficially used as a biosolids soil amendment; unstabilized solids from the WRF are currently disposed of at a local landfill. This project includes construction of a new composting facility that will provide for beneficial reuse of a Class A biosolids product.

Operating Budget Impact: This project will reduce operation and maintenance costs over the long term by reducing the volume of solids that are hauled to and disposed of at a local landfill.



Funding Sources For This Project:

Activity	Funding Source	Projected Amount
601-50-2500	SETTLEMENT PROCEEDS	$3,000,000
	Total:	$3,000,000

Plan FY: 2019-2020 ALBANY-MILLERSBURG WATER RECLAMATION FACILITY DEWATERING IMPROVEMENTS

CIP Project #: 2416

Master Plan: **Plan Element:**

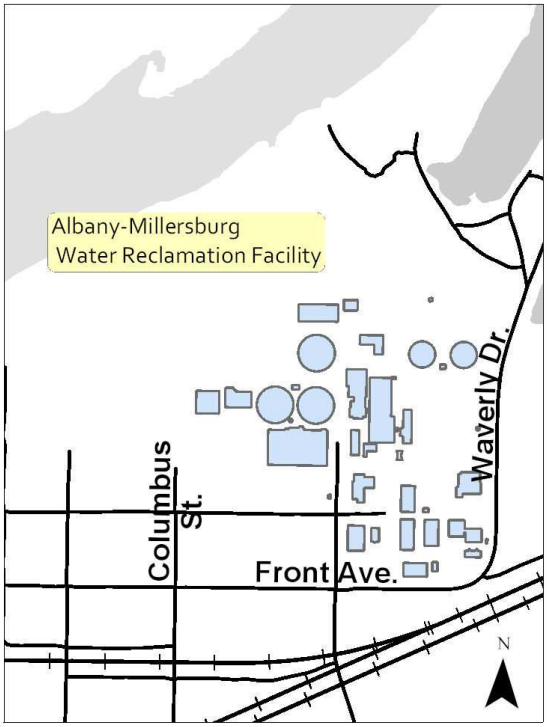
Category: Wastewater **Classification:** Treatment

Department: Public Works Department

Total Cost: **$4,900,000**

The existing belt filter presses used for solids dewatering at the AM-WRF are at the end of their useful life. This project includes construction of new upgraded on-site dewatering equipment, odor control, and ancillary improvements to the existing solids dewatering building and cake storage facility.

Operating Budget Impact: This project will reduce maintenance costs over the long term by completing improvements to the Albany-Millersburg Water Reclamation Facility.



Funding Sources For This Project:

Activity	Funding Source	Projected Amount
601-50-2500	CITY OF MILLERSBURG	$364,700
601-50-2500	SETTLEMENT PROCEEDS	$753,000
601-50-2500	SEWER RATES/OPERATING RESERVES	$3,782,300
	Total:	$4,900,000

Plan FY: 2020-2021 LATERAL REPLACEMENT & BASEMENT PROTECTION

CIP Project #: 2327

Master Plan: **Plan Element:**

Category: Wastewater **Classification:** Sewer Mains

Department: Public Works Department

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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$275,000
	Total:	$275,000

Plan FY: 2020-2021 2021 COLLECTION SYSTEM REHABILITATION PROJECTS

CIP Project #: 2417

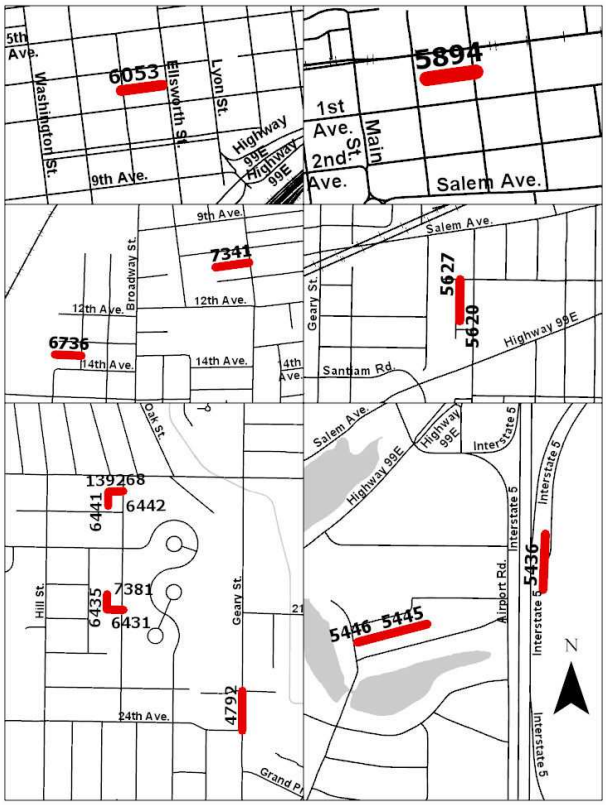
Master Plan: **Plan Element:**

Category: Wastewater **Classification:** Sewer Mains

Department: Public Works Department

Total Cost: **$700,000**

For this fiscal year approximately 2,500 feet of sewer mains are proposed for rehabilitation with Pipe Bursting. These pipes have been prioritized based on the City's system-wide condition assessment. Pipe bursting is an effective and cost-efficient way to rehabilitate existing sewer mains that are at the end of their service. It is a form of "trenchless technology," which means costly excavations and surface restorations are minimized. (ID's for the subject lines are 6435, 6441, 6053, 6736, 5445, 5446, 5894, 6431, 5620, 5627, 139268, 7381, 6442). In addition, a number of lines have been identified with protruding taps which prevent televising the entire line, or with structural deficiencies requiring a point repair, but not rehabilitation of the entire segment. This project also includes removal of protruding taps and installation of point repairs on the following pipes: ID # 5436, 7341, 4792. 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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$700,000
	Total:	$700,000

Plan FY: 2021-2022 LATERAL REPLACEMENT & BASEMENT PROTECTION

CIP Project #: 2375

Master Plan: **Plan Element:**

Category: Wastewater **Classification:** Sewer Mains

Department: Public Works Department

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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$275,000
	Total:	$275,000

Plan FY: 2021-2022 COX CREEK INTERCEPTOR PROJECT P8

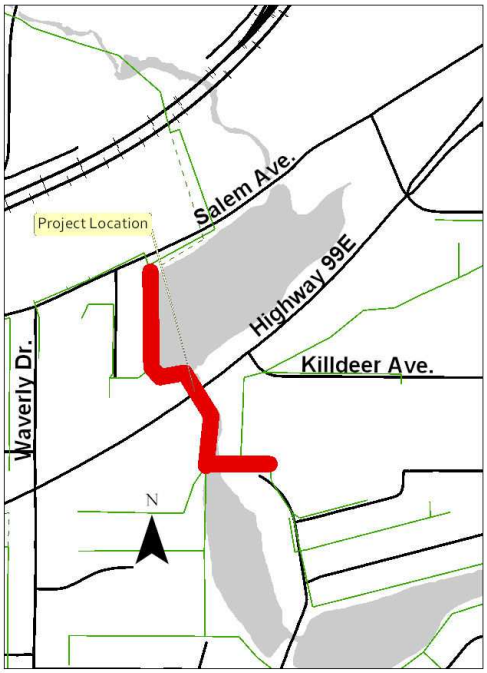
CIP Project #: 2426

Master Plan:	Sanitary Sewer Master Plan	**Plan Element:**	P8
Category:	Wastewater	**Classification:**	Interceptors/Collectors
Department:	Public Works Department	**SDC**	

Total Cost: **$3,484,000**

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. This project will replace approximately 1,200 feet of undersized pipe with new 27-inch sewer pipe.

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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$2,322,000
601-50-2502	SDC-IMPROVEMENT-SEWER	$1,162,000
	Total:	$3,484,000

Plan FY: 2022-2023 LATERAL REPLACEMENT & BASEMENT PROTECTION

CIP Project #: 2395

Master Plan: **Plan Element:**

Category: Wastewater **Classification:** Sewer Mains

Department: Public Works Department

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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$275,000
	Total:	$275,000

Plan FY: 2022-2023 WASHINGTON STREET SEWER IMPROVEMENTS

CIP Project #: 2396

Master Plan: **Plan Element:**

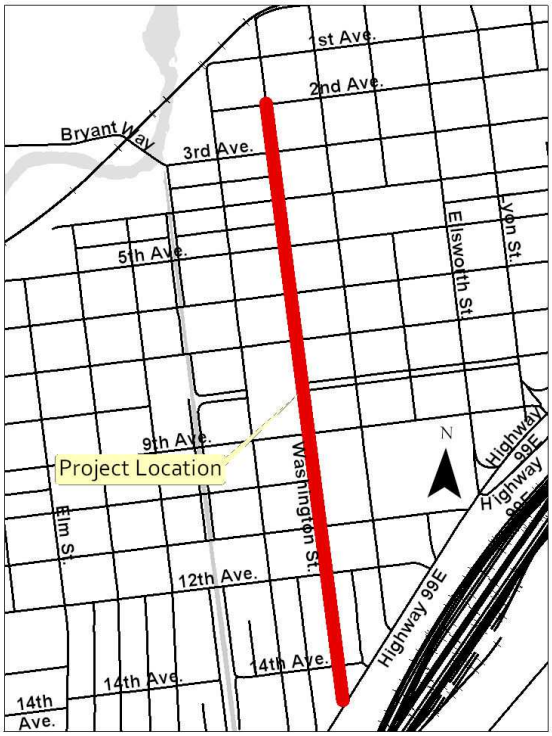
Category: Wastewater **Classification:** Sewer Mains

Department: Public Works Department

Total Cost: **$1,639,000**

This project will use pipe bursting to rehabilitate approximately 4,100 feet of 8-inch and 350 feet of 21-inch sewer lines. Pipe Bursting is a "trenchless technology" providing an effective and cost-efficient way to rehabilitate existing sewer mains that are at the end of their service. Street improvements as shown in CIP 2387 in the Transportation section of the CIP, curb ramps and sidewalk improvements as shown in CIP 2172 in the Accessibility section of the CIP, and water line improvements as shown in CIP 2404 in the Water section of the CIP will also be coordinated with this project.

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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$1,639,000
	Total:	$1,639,000

Plan FY: 2022-2023 14TH AVENUE SEWER IMPROVEMENTS

CIP Project #: 2397

Master Plan:

Plan Element:

Category: Wastewater

Classification: Sewer Mains

Department: Public Works Department

Total Cost: **$273,000**

This project will use pipe bursting to rehabilitate approximately 1,200 feet of 8-inch, 1,200 feet of 10-inch, and 1,500 feet of 12-inch sewer lines. Pipe Bursting is a "trenchless technology" providing an effective and cost-efficient way to rehabilitate existing sewer mains that are at the end of their service. Street improvements as shown in CIP 2385 in the Transportation section of the CIP and water line improvements as shown in CIP 2403 in the Water section of the CIP will also be coordinated with this project.

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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$273,000
	Total:	$273,000

Plan FY: 2023-2024 COX CREEK INTERCEPTOR PROJECT P10A

CIP Project #: 2331

Master Plan: Sanitary Sewer Master Plan **Plan Element:** P10A

Category: Wastewater **Classification:** Interceptors/Collectors

Department: Public Works Department

Total Cost: **$1,873,000**

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. This project will replace approximately 1,100 feet of undersized pipe with new 24-inch sewer pipe.

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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$1,873,000
	Total:	$1,873,000

Plan FY: 2023-2024 WAVERLY DRIVE SEWER IMPROVEMENTS

CIP Project #: 2392

Master Plan:

Plan Element:

Category: Wastewater

Classification: Sewer Mains

Department: Public Works Department

Total Cost: **$675,000**

This project will use pipe bursting to rehabilitate approximately 2,100 feet of 8-inch and 325 feet of 10-inch sewer lines. Pipe Bursting is a "trenchless technology" providing an effective and cost-efficient way to rehabilitate existing sewer mains that are at the end of their service. Street improvements as shown in CIP 2381 in the Transportation section of the CIP and water line improvements as shown in CIP 2399 in the Water section of the CIP will also be coordinated with this project.

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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$675,000
	Total:	$675,000

Plan FY: 2023-2024 LATERAL REPLACEMENT & BASEMENT PROTECTION

CIP Project #: 2418

Master Plan: **Plan Element:**

Category: Wastewater **Classification:** Sewer Mains

Department: Public Works Department

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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$275,000
	Total:	$275,000

Plan FY: 2023-2024 2024 COLLECTION SYSTEM REHABILITATION PROJECTS

CIP Project #: 2419

Master Plan: **Plan Element:**

Category: Wastewater **Classification:** Sewer Mains

Department: Public Works Department

Total Cost: **$1,000,000**

Based on current condition assessment results, approximately 23 miles of sewer mains are in extremely poor condition and are expected to completely fail within the next five to ten years if not replaced or repaired. As such, funds identified for this project are the minimum necessary to start the rehabilitation process. Specific project locations are not mapped for this CIP because the condition assessment is ongoing and pipes will be reprioritized for replacement annually. Each fiscal year, the highest priority pipes are mapped for inclusion in the first two years of the five-year CIP.

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:

Activity	Funding Source	Projected Amount
601-50-2500	SEWER RATES/OPERATING RESERVES	$1,000,000
	Total:	$1,000,000

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	Title	Projected Total
1251		KNOX BUTTE ROAD COLLECTOR: UPSIZE LINE FROM CENTURY DRIVE LIFT STATION UPSTREAM TO ONYX STREET	$2,764,000
1253		47TH AVENUE COLLECTOR: UPSIZE LINE FROM COLUMBUS STREET UPSTREAM TO END OF GRAVITY LINE	$1,045,000
1724		FERRY STREET AND 28TH AVENUE	$1,938,000
1770		COX CREEK INTERCEPTOR	$4,926,000
2341		FERRY STREET INTERCEPTOR PROJECT	$3,489,000
2345		HILL STREET COLLECTOR: UPSIZE LINE FROM 7TH AVENUE TO 13TH AVENUE	$1,800,000
2346		MARION STREET COLLECTORS	$216,000
2348		COLUMBUS STREET EXTENSION	$1,720,000
2349		SOMERSET DRIVE COLLECTORS	$1,439,000
2351		THREE LAKES ROAD COLLECTORS	$4,584,000
2353		HIGHWAY 20 COLLECTORS	$2,964,000
2356		KNOX BUTTE ROAD COLLETORS	$3,420,000
2359		SPRINGHILL DRIVE COLLECTORS	$3,322,000
2362		WEST THORNTON LAKE COLLECTORS	$1,843,000
2364		COLUMBUS STREET COLLECTORS	$412,000
2366		CENTURY DRIVE – DRAPERVILLE COLLECTORS	$10,830,000
		Total for Unfunded Interceptors/Collectors:	**$46,712,000**

Lift Stations

CIP #	Phase	Title	Projected Total
1255		NEW LIFT STATIONS: THORNTON LAKE AND SPRINGHILL DRIVE	$883,000
2344		NORTH ALBANY LIFT STATION	$2,500,000
2347		MARION STREET LIFT STATION IMPROVEMENTS	$1,000,000
2352		THREE LAKES ROAD LIFT STATION IMPROVEMENTS	$850,000
2354		HIGHWAY 20 LIFT STATION IMPROVEMENTS	$850,000
2357		KNOX BUTTE ROAD LIFT STATION IMPROVEMENTS	$850,000
2358		BURKHART CREEK LIFT STATION IMPROVEMENTS	$850,000
2360		SPRINGHILL DRIVE LIFT STATION IMPROVEMENTS	$850,000
2361		QUARRY ROAD LIFT STATION IMPROVEMENTS	$850,000
2363		WEST THORNTON LAKE LIFT STATION IMPROVEMENTS	$850,000
2365		COLUMBUS STREET LIFT STATION IMPROVEMENTS	$105,000
2367		CENTURY DRIVE LIFT STATION IMPROVEMENTS	$1,650,000

Total for Unfunded Lift Stations: **$12,088,000**

Sewer Mains

CIP #	Phase	Title	Projected Total
2340		ANNUAL COLLECTION SYSTEM REHABILITATION PROJECTS ($/YR)	$2,800,000
2350		MARION STREET SEWER MAIN EXTENSION	$1,204,000
2355		TIMBER LINN SEWER MAINS	$3,261,000
2393		QUEEN AVENUE SEWER IMPROVEMENTS	$392,000
2394		12TH AVENUE SEWER IMPROVEMENTS	$1,100,000

Total for Unfunded Sewer Mains: **$8,757,000**

Talking Water Gardens

CIP #	Phase	Title	Projected Total
2190		TALKING WATER GARDENS: COMPLETE ENTRANCE/PARKING LOT LANDSCAPING	$130,000
2191		TALKING WATER GARDENS: COMPLETE BRIDGE IMPROVEMENTS & LANDSCAPING	$125,000
2192		TALKING WATER GARDENS: REROUTE OVERHEAD POWER LINES	$400,000
2193		TALKING WATER GARDENS: ENTRANCE ROAD IMPROVEMENTS	$700,000

Total for Unfunded Talking Water Gardens: **$1,355,000**

Grand Total for Unfunded Wastewater: $68,912,000

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 and 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 265 miles of pipes, seven pump stations, seven reservoirs, 19,150 service lines, 1,855 hydrants, 7,329 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 partially driven by replacement of water lines in conjunction with planned street improvement projects. Investing in waterlines under new streets results in less funds available for high priority 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	2020	2021	2022	2023	2024	TOTAL
City of Millersburg	$75,000	$0	$0	$0	$0	$75,000
SDC – Improvement – Water	$0	$0	$0	$699,000	$0	$699,000
Water Rates/Operating Revenues	$2,159,000	$1,991,000	$1,204,000	$2,260,000	$4,300,000	$11,914,000
GRAND TOTALS:	**$2,234,000**	**$1,991,000**	**$1,204,000**	**$2,959,000**	**$4,300,000**	**$12,688,000**

Funded Projects Summary & Detail

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

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

CIP #	Phase	Title	Projected Total
Plan Year: 2019 – 2020			
2409		9TH AVENUE WATER LINE	$304,000
2412		ALBANY-MILLERSBURG RESERVOIR INFLUENT VALVE AND FLOW METER REPLACEMENT	$150,000
2413		GIBSON HILL CORROSION REPAIRS	$770,000
2424		PARK TERRACE WATER LINE IMPROVEMENTS	$210,000
2425		VINE STREET WATER TREATMENT PLANT CLEARWELL IMPROVEMENTS	$800,000
		Total for FY 2019 – 2020	**$2,234,000**
Plan Year: 2020 – 2021			
2003		24TH AVENUE WATER LINE: HILL STREET TO GEARY STREET	$801,000
2301		DAVIDSON STREET WATER LINE: 14TH AVENUE TO 16TH AVENUE	$245,000
2401		QUEEN AVENUE WATER LINE: 99E TO MARION STREET	$945,000
		Total for FY 2020 – 2021	**$1,991,000**
Plan Year: 2021 – 2022			
2188		JEFFERSON STREET WATER LINE REPLACEMENT	$358,000
2400		QUEEN AVENUE WATER LINE: 99E TO CITY LIMITS	$846,000
		Total for FY 2021 – 2022	**$1,204,000**
Plan Year: 2022 – 2023			
2403		14TH AVENUE WATER LINE IMPROVEMENTS	$1,966,000
2404		WASHINGTON STREET WATER LINE: 2ND AVENUE TO PACIFIC BLVD	$993,000
		Total for FY 2022 – 2023	**$2,959,000**
Plan Year: 2023 – 2024			
2399		WAVERLY DRIVE WATER LINE: SANTIAM TO QUEEN AVENUE	$923,000
2414		34TH AVENUE WATER LINE: 99E TO JACKSON STREET	$3,377,000
		Total for FY 2023 – 2024	**$4,300,000**
		Grand Total for Water:	**$12,688,000**

Plan FY: 2019-2020 9TH AVENUE WATER LINE

CIP Project #: 2409

Master Plan: **Plan Element:**

Category: Water **Classification:** Water Mains

Department: Public Works Department

Total Cost: **$304,000**

This project will replace approximately 1,000 feet of deteriorated and undersized 4-inch water pipes with new 8-inch ductile iron water lines. The existing pipes are deteriorated, requiring frequent maintenance, and have exceeded their service life. Street improvements as shown in CIP 2408 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:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$304,000
	Total:	$304,000

Plan FY: 2019-2020 ALBANY-MILLERSBURG RESERVOIR INFLUENT VALVE AND FLOW METER REPLACEMENT

CIP Project #: 2412

Master Plan: **Plan Element:**

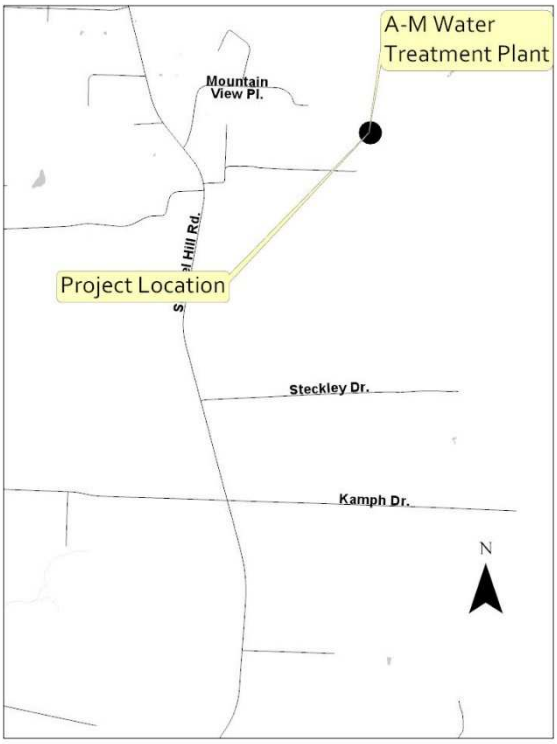
Category: Water **Classification:** Water Supply & Storage

Department: Public Works Department

Total Cost: **$150,000**

This project includes installation of a new flow meter and isolation valve on the influent line to the Albany-Millersburg reservoir. The current isolation valve is not functioning correctly and allows water to leak back into the water treatment plant. The reservoir will also be cleaned and inspected while offline.

Operating Budget Impact: This project will reduce maintenance costs and improve system reliability by completing improvements at the A-M Water Treatment Plant.



Funding Sources For This Project:

Activity	Funding Source	Projected Amount
615-50-2308	CITY OF MILLERSBURG	$75,000
615-50-2308	WATER RATES/OPERATING REVENUES	$75,000
	Total:	$150,000

Plan FY: 2019-2020 GIBSON HILL CORROSION REPAIRS

CIP Project #: 2413

Master Plan: **Plan Element:**

Category: Water **Classification:** Water Mains

Department: Public Works Department

Total Cost: **$770,000**

Gibson Hill Road is currently under the jurisdiction of Benton County. Ownership will be transferred to the City of Albany upon completion of street improvements Benton County is planning to make during the summer of 2020. This project includes installation of cathodic improvements, including bolts and anodes, to the existing 24-inch water line and service crossings located underneath Gibson Hill Road. The water line improvements are being completed in advance of the planned street work.

Operating Budget Impact: This project will reduce maintenance costs over the long term. Installation of cathodic protection 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:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$770,000
	Total:	$770,000

Plan FY: 2019-2020 PARK TERRACE WATER LINE IMPROVEMENTS

CIP Project #: 2424

Master Plan:

Plan Element:

Category: Water

Classification: Water Mains

Department: Public Works Department

Total Cost: **$210,000**

This project will replace approximately 630 feet of deteriorated 10-inch steel pipe with 8-inch ductile iron pipe, and abandon approximately 330 feet of 10-inch pipe located along back lot lines.

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:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$210,000
	Total:	$210,000

Plan FY: 2019-2020 VINE STREET WATER TREATMENT PLANT CLEARWELL IMPROVEMENTS

CIP Project #: 2425

Master Plan:

Plan Element:

Category: Water

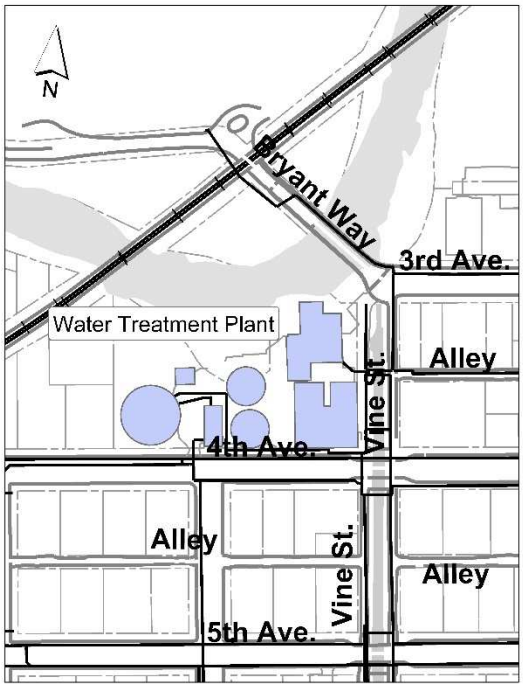
Classification: Miscellaneous - Water

Department: Public Works Department

Total Cost: **$800,000**

The clearwell is a concrete structure located underneath the small filters at the Vine Street Water Treatment Plant. A recent evaluation identified structural concerns and several leaks. An attempt to stop the leaks with injected sealant was unsuccessful and it was determined that the leaks extended through the concrete wall. This project includes work to address leaks to assure water quality is maintained and a complete structural repair of the clearwell.

Operating Budget Impact: This project will reduce maintenance costs and improve system reliability by completing improvements at the Vine Street Water Treatment Plant.



Funding Sources For This Project:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$800,000
	Total:	$800,000

Plan FY: 2020-2021 24TH AVENUE WATER LINE: HILL STREET TO GEARY STREET

CIP Project #: 2003

Master Plan: **Plan Element:**

Category: Water **Classification:** Water Mains

Department: Public Works Department

Total Cost: **$801,000**

This project will replace approximately 400 linear feet of 6-inch asbestos cement water line with a new 8-inch ductile iron water line and 1,950 linear feet of 10-inch asbestos cement water line with a new 12-inch ductile iron water line. The existing water lines are near the end of their life and will be replaced in advance of street maintenance work. Installation of these new larger water lines will also improve available fire flows in the area. Street improvements as shown in CIP 2226 in the Transportation section of the CIP will be coordinated with this project.

Operating Budget Impact: This project will reduce maintenance costs over the long term by avoiding costs associated with large scale pipe failures common to asbestos cement water mains that have exceeded their service life.

Funding Sources For This Project:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$801,000
	Total:	$801,000

Plan FY: 2020-2021 DAVIDSON STREET WATER LINE: 14TH AVENUE TO 16TH AVENUE

CIP Project #: 2301

Master Plan: **Plan Element:**

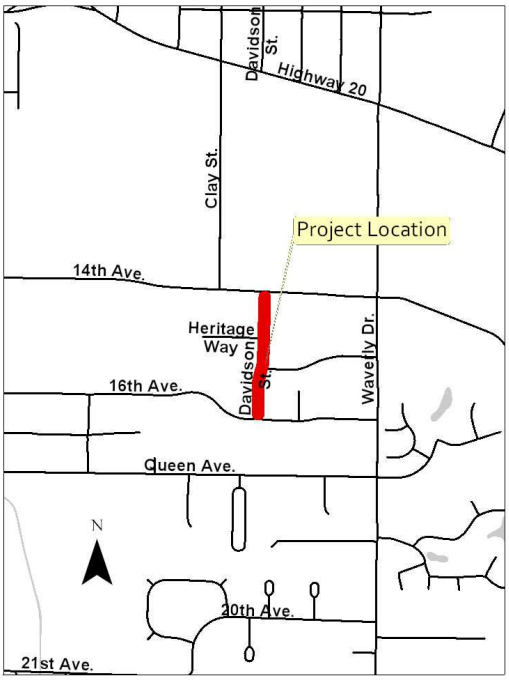
Category: Water **Classification:** Water Mains

Department: Public Works Department

Total Cost: **$245,000**

This project will replace approximately 800 linear feet of 8-inch asbestos cement water line with new 8-inch ductile iron water line. The existing water lines are near the end of their service life and are in need of replacement. Street improvements as shown in CIP 2228 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 by avoiding costs associated with large scale pipe failures common to asbestos cement water mains that have exceeded their service life.



Funding Sources For This Project:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$245,000
	Total:	$245,000

Plan FY: 2020-2021 QUEEN AVENUE WATER LINE: 99E TO MARION STREET

CIP Project #: 2401

Master Plan: **Plan Element:**

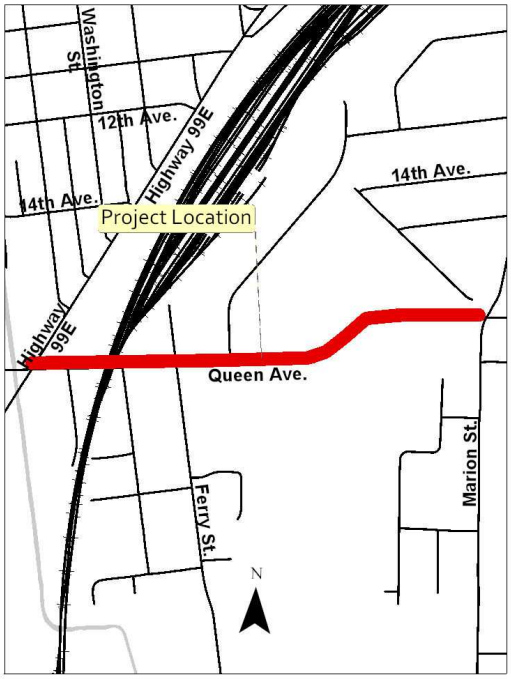
Category: Water **Classification:** Water Mains

Department: Public Works Department

Total Cost: **$945,000**

This project will replace approximately 2,800 feet of 12-inch asbestos cement water lines with new 12-inch ductile iron water lines. These water lines are being replaced ahead of planned street improvements as shown in CIP 2383 in the Transportation section of the CIP.

Operating Budget Impact: This project will reduce maintenance costs over the long term by avoiding costs associated with large scale pipe failures common to asbestos cement water mains that have exceeded their service life.



Funding Sources For This Project:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$945,000
	Total:	$945,000

Plan FY: 2021-2022 JEFFERSON STREET WATER LINE REPLACEMENT

CIP Project #: 2188

Master Plan:

Plan Element:

Category: Water

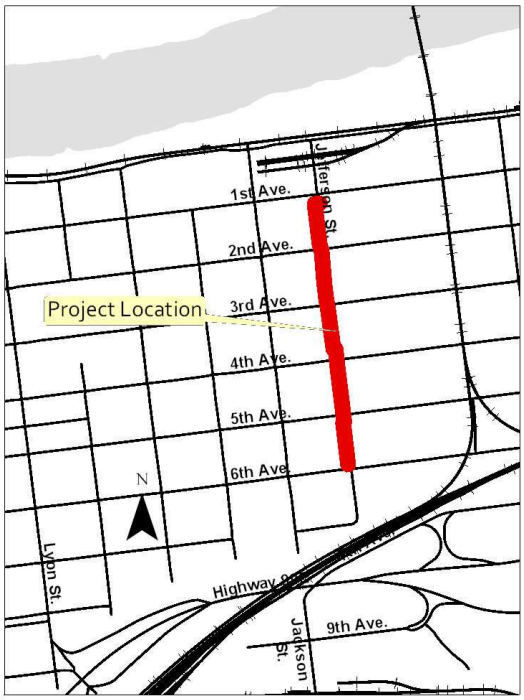
Classification: Water Mains

Department: Public Works Department

Total Cost: **$358,000**

This project will replace approximately 550 linear feet of 2-inch steel pipe and 425 linear feet of 4-inch steel pipe with approximately 975 feet of 8-inch ductile iron pipe. This project will improve pressure, water quality, and fire flows in the area.

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:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$358,000
	Total:	$358,000

Plan FY: 2021-2022 QUEEN AVENUE WATER LINE: 99E TO CITY LIMITS

CIP Project #: 2400

Master Plan: **Plan Element:**

Category: Water **Classification:** Water Mains

Department: Public Works Department

Total Cost: **$846,000**

This project will replace approximately 2,300 feet of 10-inch asbestos cement water lines with new 12-inch ductile iron water lines. These water lines are being replaced ahead of planned street improvements as shown in CIP 2382 in the Transportation section of the CIP.

Operating Budget Impact: This project will reduce maintenance costs over the long term by avoiding costs associated with large scale pipe failures common to asbestos cement water mains that have exceeded their service life.

Funding Sources For This Project:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$846,000
	Total:	$846,000

Plan FY: 2022-2023 14TH AVENUE WATER LINE IMPROVEMENTS

CIP Project #: 2403

Master Plan: **Plan Element:**

Category: Water **Classification:** Water Mains

Department: Public Works Department **SDC**

Total Cost: **$1,966,000**

This project will replace approximately 1,000 feet of 12-inch asbestos cement water lines with new 12-inch ductile iron water lines and approximately 1,600 feet of 8-inch ductile iron water line with new 30-inch ductile iron water line. Replacement with the large diameter water main is recommended in the Water Facility Plan to support the future completion of the Central Albany Transmission Project. These water lines are being replaced ahead of planned street improvements as shown in CIP 2385 in the Transportation section of the CIP. Sewer improvements as shown in CIP 2397 in the Wastewater section of the CIP will also be coordinated with this project.

Operating Budget Impact: This project will reduce maintenance costs over the long term by avoiding costs associated with large scale pipe failures common to asbestos cement water mains that have exceeded their service life.

Funding Sources For This Project:

Activity	Funding Source	Projected Amount
615-50-2300	SDC-IMPROVEMENT-WATER	$699,000
615-50-2308	WATER RATES/OPERATING REVENUES	$1,267,000
	Total:	$1,966,000

Plan FY: 2022-2023 WASHINGTON STREET WATER LINE: 2ND AVENUE TO PACIFIC BLVD

CIP Project #: 2404

Master Plan: **Plan Element:**

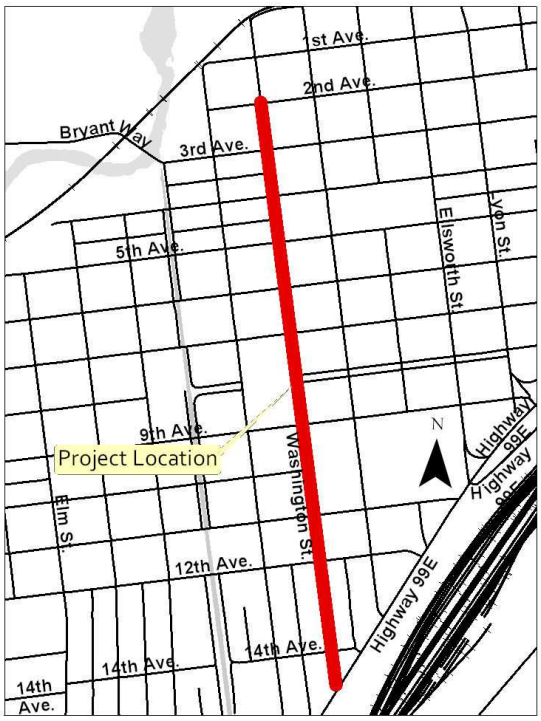
Category: Water **Classification:** Water Mains

Department: Public Works Department

Total Cost: **$993,000**

This project will replace approximately 2,900 feet of deteriorated and undersized 2-, 4-, and 6-inch steel water pipes with 8-inch ductile iron water lines. The existing pipes are deteriorated, requiring frequent maintenance, and have exceeded their service life. Street improvements as shown in CIP 2387 in the Transportation section of the CIP, curb ramps and sidewalk improvements as shown in CIP 2172 in the Accessibility section of the CIP, and sewer improvements as shown in CIP 2396 in the Wastewater 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:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$993,000
	Total:	$993,000

Plan FY: 2023-2024 WAVERLY DRIVE WATER LINE: SANTIAM TO QUEEN AVENUE

CIP Project #: 2399

Master Plan: **Plan Element:**

Category: Water **Classification:** Water Mains

Department: Public Works Department

Total Cost: **$923,000**

This project will replace approximately 2,500 feet of 12-inch asbestos cement water lines with new 12-inch ductile iron water lines. These water lines are being replaced ahead of planned street improvements as shown in CIP 2381 in the Transportation section of the CIP. Sewer improvements as shown in CIP 2392 in the Wastewater section of the CIP will also be coordinated with this project.

Operating Budget Impact: This project will reduce maintenance costs over the long term by avoiding costs associated with large scale pipe failures common to asbestos cement water mains that have exceeded their service life.

Funding Sources For This Project:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$923,000
	Total:	$923,000

Plan FY: 2023-2024 34TH AVENUE WATER LINE: 99E TO JACKSON STREET

CIP Project #: 2414

Master Plan: **Plan Element:**

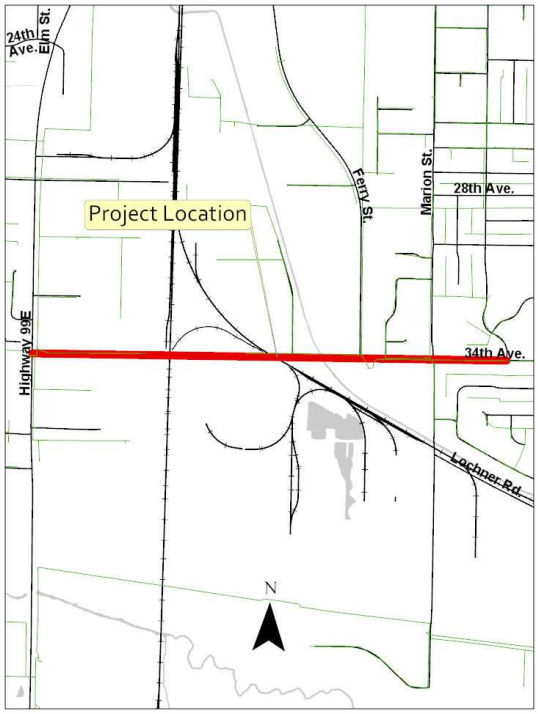
Category: Water **Classification:** Water Mains

Department: Public Works Department

Total Cost: **$3,377,000**

This project will replace approximately 4,200 feet of 16-inch asbestos cement water lines with new 24-inch ductile iron water lines. The existing water line is near the end of its life and will be replaced in advance of street maintenance work. Street improvements as shown in CIP 2422 in the Transportation section of the CIP will be coordinated with this project.

Operating Budget Impact: This project will reduce maintenance costs over the long term by avoiding costs associated with large scale pipe failures common to asbestos cement water mains that have exceeded their service life.



Funding Sources For This Project:

Activity	Funding Source	Projected Amount
615-50-2308	WATER RATES/OPERATING REVENUES	$3,377,000
	Total:	$3,377,000

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	Title	Projected Total
2320		SANTIAM-ALBANY CANAL BANK REPAIR: 6TH AVENUE TO 12TH AVENUE	$1,832,000
2337		SANTIAM-ALBANY CANAL BANK REPAIR: 4TH AVENUE TO 5TH AVENUE	$450,000
2342		SANTIAM-ALBANY CANAL BANK REPAIR: 5TH AVENUE TO 6TH AVENUE	$477,000
		Total for Unfunded Miscellaneous - Water:	**$2,759,000**

New Construction - Water

CIP #	Phase	Title	Projected Total
1311		MARION STREET & 41ST AVENUE TO COLLEGE PARK DRIVE	$305,000
1640		CENTRAL ALBANY TRANSMISSION PROJECT	$6,144,000
1641		DEVELOPMENT DRIVEN TRANSMISSION/DISTRIBUTION PROJECTS	$5,709,000
1866		THREE LAKES ROAD WATER LINE EXTENSION (21ST AVE TO 2,500 FEET SOUTH)	$712,000
		Total for Unfunded New Construction - Water:	**$12,870,000**

Water Mains

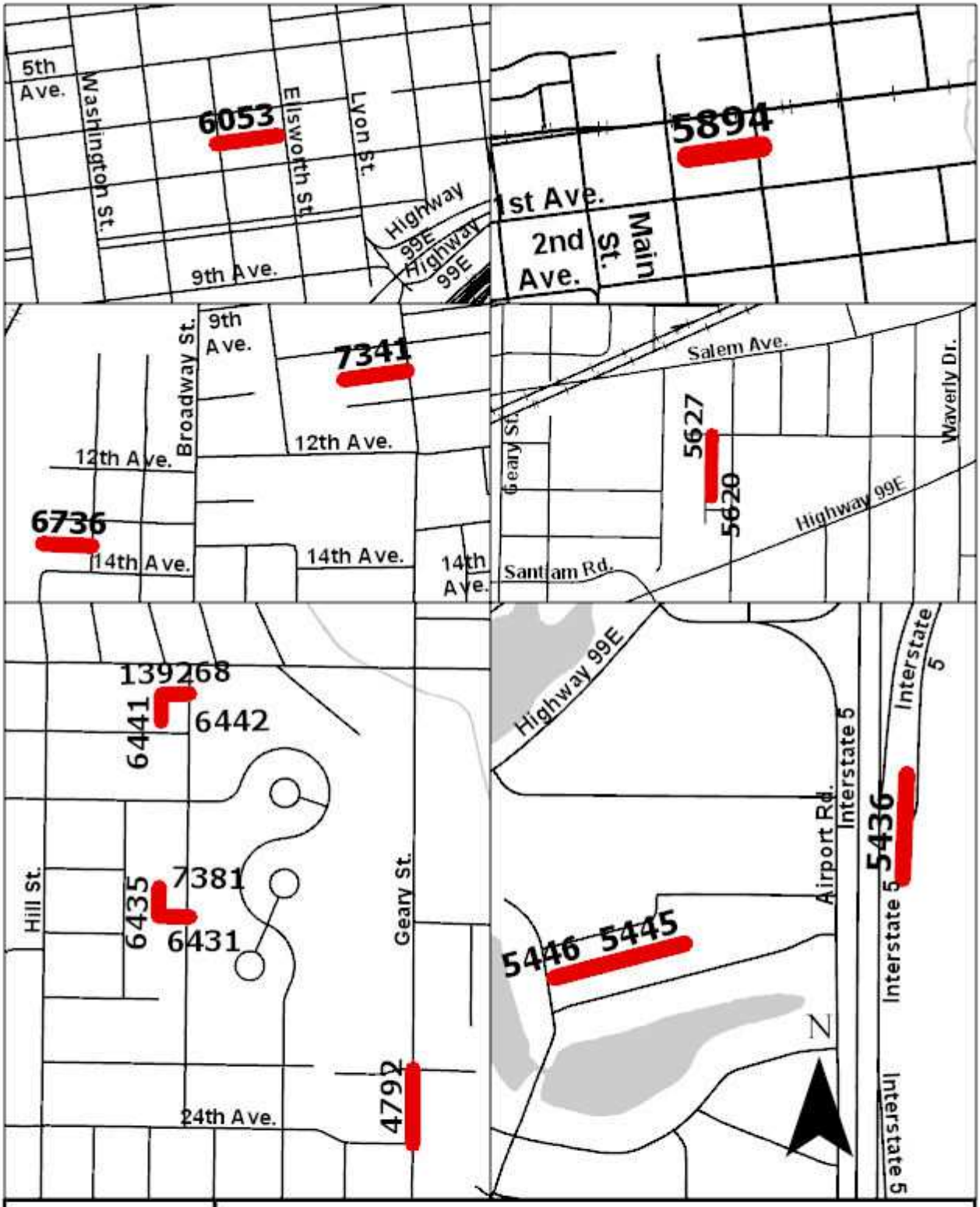
CIP #	Phase	Title	Projected Total
1587		6TH AVENUE, ELM TO MAPLE AND WALNUT STREET, 6TH TO 7TH	$245,000
1596		LINCOLN STREET WATER LINE: 12TH AVENUE TO 15TH AVENUE	$485,000
2402		ANNUAL WATER DISTRIBUTION REPLACEMENT PROJECTS ($/YR)	$2,320,000
		Total for Unfunded Water Mains:	**$3,050,000**

Water Supply & Storage

CIP #	Phase	Title	Projected Total
1300	1	KNOX BUTTE RESERVOIR PROJECT, PHASE 1	$8,413,000
1300	2	KNOX BUTTE RESERVOIR PROJECT, PHASE 2	$4,891,000
1634		INCREASE LEVEL 2 PUMP STATION CAPACITY	$14,000
1636	1	VINE STREET WTP IMPROVEMENTS, PHASE 1	$1,374,000
1636	2	VINE STREET WTP IMPROVEMENTS, PHASE 2	$6,311,000
1639	1	ELLINGSON ROAD RESERVOIR PROJECT	$6,027,000
1639	2	ELLINGSON ROAD RESERVOIR PROJECT	$4,730,000
1644		JOINT WATER PROJECT, PHASE 2	$5,450,000
1675	11	SANTIAM-ALBANY CANAL IMPROVEMENTS	$250,000
1675	12	SANTIAM-ALBANY CANAL IMPROVEMENTS	$250,000
1675	13	SANTIAM-ALBANY CANAL IMPROVEMENTS	$303,000

CIP #	Phase	Title	Projected Total
1749	2	MAPLE STREET RESERVOIR IMPROVEMENTS	$284,000
1749	3	NORTH ALBANY DISTRIBUTION PROJECTS	$28,000
2336		CANAL DREDGING – VINE STREET WTP TO 22ND AVENUE	$485,000
		Total for Unfunded Water Supply & Storage:	**$38,810,000**

Grand Total for Unfunded Water: $57,489,000



CIP 2417

2021 COLLECTION SYSTEM REHABILITATION PROJECTS

SCHEDULE OF CAPITAL EQUIPMENT
Biennium 2019-2021

Department:

Program Name (Program Number)	Capital Description	Budget Amount	Fund Total
Public Works Department:			
Grants: FEMA Projects (203-40801)	Purchase flood protection equipment for AM WRF	$45,000	$45,000
Grants: Homeland Security (203-40802)	Purchase two emergency drinking water filtration trailers	$57,000	$57,000
Airport (211-40005)	VASI replacement	$50,000	$50,000
Transit (213-40100)	2 new ATS 40-foot buses for service expansion	$880,000	$880,000
Linn-Benton Loop (213-40105)	2 new Loop 40-foot buses for Loop enhancement project.	$880,000	$880,000
Paratransit (213-40110)	Replace vehicle 820-12.	$50,000	
	Installation of tablets for 7 vehicles	26,600	$76,600
Wastewater Treatment Plant (601-40310)	Additional capacity for the CCTV server	$3,000	
	Install backup HVAC system for SRF server room	3,300	
	Replace outdated MOLEX modules at the WRF	12,600	
	Add cooling system to WRF Blower MCC room	20,000	
	Replace DO probes and controllers on VLR's	20,000	
	Replace Ultra Sonic Level sensors at WRF with radar units	34,000	
	Replace power monitors in the WRF MCC room	39,600	$132,500
TWG Wetlands (601-40315)	Install flow control gates for TWG influent structure	$10,000	$10,000
Wastewater Collections (601-40325)	Additional capacity for the CCTV server	$3,000	
	Install backup HVAC system for SRF server room	3,300	
	New network switches for lift stations	7,600	
	Controls upgrade for the Columbus Street lift station	10,000	
	Backup tractor for Cues CCTV van	13,000	
	North Albany lift station pump rebuild	15,000	
	Replace Maple Street and Bowman Park FLODAR units with laser flows	28,000	$79,900
Sewer Equipment Replacement (601-40375)	Replace vehicle 722-99	$67,500	$67,500

SCHEDULE OF CAPITAL EQUIPMENT
Biennium 2019-2021

Public Works Department (continued):

Sewer Equipment Replacement (601-40375)	Replace vehicle 722-99	$67,500	$67,500
Albany-Millersburg WTP (615-40410)	Replace outdated power monitors in AM Water Plant MCC room	$20,000	
	Replace radar level sensors and AM Water Plant	24,000	
	Purchase AB Control Logix controller for AM Water Plant	36,000	
	Purchase new valves and actuators for AM Water Plant.	50,000	$130,000
Vine Street WTP (615-40415)	Rebuild #3 transfer pump at Vine Street Water Plant.	$15,000	$15,000
Water Distribution (615-40420)	Rebuild one pump at 34th Street Pump Station	$10,000	
	Purchase magnetic flow meter for Wildwood reservoir.	15,000	$25,000
Water Canal Maintenance (615-40425)	Replace EIM valve actuators at Albany gates canal structure	$25,000	
	Replace three FLODAR units with laser flows	36,000	$61,000
Water Equipment Replacement (615-40480)	Replace vehicle 981-06	$31,500	
	Replace vehicles 908-01 and 912-01.	125,000	$156,500
Total Public Works Department			**$2,666,000**

SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2019-21

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 2019-21 budget. The projects may also be included in the City's five-year Capital Improvements Program (CIP) for 2019-2023.

Project Description	Total	Parks & Recreation	Grants	Risk Management	Economic Development	Public Transit	Capital Replacement
CAPITAL PROJECTS							
Capital Equipment	$ 2,665,500	$ -	$ 102,000	$ -	$ 50,000	$ 1,836,600	$ -
Albany Data Integration Proj	270,000	-	-	-	-	-	-
Building Improvements	37,200	-	37,200	-	-	-	-
Comm Dev - Accessibility	58,000	-	58,000	-	-	-	-
Comm Dev - Public Improvements	40,000	-	40,000	-	-	-	-
FTA 5307 - Safety 1%	24,000	-	-	-	-	24,000	-
Lochner Road Improvements	3,647,000	-	-	-	3,647,000	-	-
Pickleball Courts	150,000	150,000	-	-	-	-	-
Renovation Projects	150,000	150,000	-	-	-	-	-
Sidewalk Infill Program	30,000	-	-	-	-	-	-
Auto Weather Obs Sys (AWOS)	335,000	-	335,000	-	-	-	-
SS-17-01 Cox Cr Interceptor P7	5,312,000	-	-	-	-	-	-
SS-18-03 Santa Maria Sewer Ext	704,800	-	-	-	-	-	-
SS-19-01 2019 Collection Rehab	1,685,000	-	-	-	-	-	-
SS-19-04 14Th & Oak Lift Sta	160,000	-	-	-	-	-	-
SS-19-05 Riverfront Inter	12,750,000	-	-	-	-	-	-
ST-13-05 Corvallis Albany Path	304,500	-	-	-	-	-	-
ST-18-02 Santa Maria St Imp	1,287,000	-	-	-	-	-	-
ST-19-02 Crocker & Gibson Stop	450,000	-	-	-	-	-	-
ST-19-03 Hill St 24th To 34th	2,479,600	-	-	-	-	-	-
SD-19-02 SI-17-16 Planting	91,200	-	-	-	-	-	-
W-19-01 Valley View Res Mixing	170,000	-	-	-	-	-	-
WL-18-03 Santa Maria WL	279,000	-	-	-	-	-	-
WL-19-01 Belmont Ave WL	980,000	-	-	-	-	-	-
WL-19-02 Hill St Wl: 24th-34th	627,500	-	-	-	-	-	-
WTP-18-01 Vine WTP Accelator	900,000	-	-	-	-	-	-
WTP-19-01 AMWTP Intake Gen	500,000	-	-	-	-	-	-
WTP-19-02 Vine WTP Imp	500,000	-	-	-	-	-	-
Capital Project Totals	36,587,300	300,000	572,200	-	3,697,000	1,860,600	-

Street	Capital Projects	Sewer	Water	Stormwater	Central Services	Project Description
						CAPITAL PROJECTS
$ -	$ -	$ 289,400	$ 387,500	$ -	$ -	Capital Equipment
-	270,000	-	-	-	-	Albany Data Integration Proj
-	-	-	-	-	-	Building Improvements
-	-	-	-	-	-	Comm Dev - Accessibility
-	-	-	-	-	-	Comm Dev - Public Improvements
-	-	-	-	-	-	FTA 5307 - Safety 1%
-	-	-	-	-	-	Lochner Road Improvements
-	-	-	-	-	-	Pickleball Courts
-	-	-	-	-	-	Renovation Projects
30,000	-	-	-	-	-	Sidewalk Infill Program
-	-	-	-	-	-	Auto Weather Obs Sys (AWOS)
-	-	5,312,000	-	-	-	SS-17-01 Cox Cr Interceptor P7
-	-	704,800	-	-	-	SS-18-03 Santa Maria Sewer Ext
-	-	1,685,000	-	-	-	SS-19-01 2019 Collection Rehab
-	-	160,000	-	-	-	SS-19-04 14Th & Oak Lift Sta
-	-	12,750,000	-	-	-	SS-19-05 Riverfront Inter
304,500	-	-	-	-	-	ST-13-05 Corvallis Albany Path
1,287,000	-	-	-	-	-	ST-18-02 Santa Maria St Imp
450,000	-	-	-	-	-	ST-19-02 Crocker & Gibson Stop
2,479,600	-	-	-	-	-	ST-19-03 Hill St 24th To 34th
-	-	-	-	91,200	-	SD-19-02 SI-17-16 Planting
-	-	-	170,000	-	-	W-19-01 Valley View Res Mixing
-	-	-	279,000	-	-	WL-18-03 Santa Maria WL
-	-	-	980,000	-	-	WL-19-01 Belmont Ave WL
-	-	-	627,500	-	-	WL-19-02 Hill St Wl: 24th-34th
-	-	-	900,000	-	-	WTP-18-01 Vine WTP Accelator
-	-	-	500,000	-	-	WTP-19-01 AMWTP Intake Gen
-	-	-	500,000	-	-	WTP-19-02 Vine WTP Imp
4,551,100	270,000	20,901,200	4,344,000	91,200	-	Capital Project Totals

continued

SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2020-21, continued

Project Description	Total	Parks & Recreation	Grants	Risk Management	Economic Development	Public Transit	Capital Replacement
CAPITAL RESERVES							
Reserve: Albany Transit	15,000	-	-	-	-	-	-
Reserve: Building Maintenance	18,700	-	-	-	-	-	-
Reserve: Bus Barn	64,800	-	-	-	-	-	64,800
Reserve: Capital Projects	18,509,500	1,010,600	-	-	255,800	-	-
Reserve: CH HVAC	192,500	-	-	-	-	-	-
Reserve: Energy Trust	13,200	-	-	-	-	-	-
Reserve: Equipment Replacement	1,879,100	-	-	-	-	-	-
Reserve: Facilities Maint	89,200	-	-	-	89,200	-	-
Reserve: Facilities Repl	564,400	-	-	-	-	-	564,400
Reserve: Monteith House	15,100	-	-	-	-	-	-
Reserve: Membrane Repl	510,000	-	-	-	-	-	-
Reserve: ODOT Safety Match	30,000	-	-	-	-	-	-
Reserve: Parks Capital Proj	100,000	100,000	-	-	-	-	-
Reserve: Pipe Over-Sizing	20,000	-	-	-	-	-	-
Reserve: Replacement	8,532,400	-	-	-	-	-	8,532,400
Reserve: Stormwater Capital	199,400	-	-	-	-	-	-
Reserve: Street Capital	135,900	-	-	-	-	-	-
Reserve: SW Deferred Planting	5,000	-	-	-	-	-	-
Reserve: SW In-Lieu/Construct	42,800	-	-	-	-	-	-
Reserve: Waverly RH Lane Mod	203,300	-	-	-	-	-	-
Total Capital Reserves	31,140,300	1,110,600	-	-	345,000	-	9,161,600
Grand Totals	$ 67,727,600	$ 1,410,600	$ 572,200	$ -	$ 4,042,000	$ 1,860,600	$ 9,161,600

Street	Capital Projects	Sewer	Water	Stormwater	Central Services	Project Description
						CAPITAL RESERVES
15,000	-	-	-	-	-	Reserve: Albany Transit
-	-	-	-	-	18,700	Reserve: Building Maintenance
-	-	-	-	-	-	Reserve: Bus Barn
4,892,100	2,687,000	5,586,900	4,077,100	-	-	Reserve: Capital Projects
-	-	-	-	-	192,500	Reserve: CH HVAC
-	-	-	-	-	13,200	Reserve: Energy Trust
-	-	966,800	644,800	267,500	-	Reserve: Equipment Replacement
-	-	-	-	-	-	Reserve: Facilities Maint
-	-	-	-	-	-	Reserve: Facilities Repl
-	-	-	-	-	15,100	Reserve: Monteith House
-	-	-	510,000	-	-	Reserve: Membrane Repl
30,000	-	-	-	-	-	Reserve: ODOT Safety Match
-	-	-	-	-	-	Reserve: Parks Capital Proj
-	-	10,000	10,000	-	-	Reserve: Pipe Over-Sizing
-	-	-	-	-	-	Reserve: Replacement
-	-	-	-	199,400	-	Reserve: Stormwater Capital
135,900	-	-	-	-	-	Reserve: Street Capital
-	-	-	-	5,000	-	Reserve: SW Deferred Planting
-	-	-	-	42,800	-	Reserve: SW In-Lieu/Construct
203,300	-	-	-	-	-	Reserve: Waverly RH Lane Mod
5,276,300	2,687,000	6,563,700	5,241,900	514,700	239,500	Total Capital Reserves
$ 9,827,400	$ 2,957,000	$ 27,464,900	$ 9,585,900	$ 605,900	$ 239,500	Grand Totals

APPENDIX

RESOLUTION NO. 6817

BE IT RESOLVED that the Albany City Council hereby adopts the BN 2019-2021 budget as approved by the budget committee on May 14, 2019, with changes within the limits allowed under ORS 294.456, in the aggregate sum of $346,824,200, excluding reserves for future expenditures in the building fund and unappropriated amounts in the permanent funds, as shown below. The total City of Albany budget, including reserves, is $348,112,300.

Total City of Albany:		
Total Appopriations, including Contingency	$	346,824,200
Total Reserved for Future Expenditures		1,208,600
Total Uappropiated Fund Balances for Permanent Funds		79,500
Total City of Albany Budget	$	348,112,300

GENERAL FUND

Administration	$	626,800
Planning		2,884,600
Municipal Court		1,967,600
Library		6,012,700
Police		32,015,200
Public Safety Levy: Police		3,118,700
Fire & Life Safety		2,127,300
Public Safety Levy: Fire		2,791,000
Fire Emergency Services		31,071,500
Transfers Out		1,784,600
Contingency		2,303,600
Total GENERAL	**$**	**86,703,600**

SPECIAL REVENUE FUNDS

PARKS & RECREATION		
Parks & Recreation Administration	$	3,451,100
Resource Development Marketing Services		458,800
Performance and Cultural Arts		1,421,900
Children/Youth/Family Recreation Services		734,900
Adult Recreation Services		1,254,300
Sports Services		729,500
Aquatic Services		1,924,900
Park Maintenance Services		4,598,700
Park SDC Projects		1,559,600
Senior Center Foundation		96,600
Parks Capital Improvement Program		550,000
Transfers Out		733,000
Total PARKS & RECREATION	**$**	**17,513,300**
GRANTS		
Personnel	$	772,500
Materials & Services		1,760,200
Capital		697,300
Transfers Out		160,600
Total GRANTS	**$**	**3,390,600**

SPECIAL REVENUE FUNDS, continued

BUILDING		
Building Inspection	$	3,670,200
Electrical Permit Program		389,700
Transfers Out		120,000
Total Fund Appropriations	$	4,179,900
Reserved for Future Expenditures		1,208,600
Total BUILDING	**$**	**5,388,500**
RISK MANAGEMENT		
Risk Management Reserve	$	2,893,400
Transfers Out		3,000,000
Total RISK MANAGEMENT	**$**	**5,893,400**
ECONOMIC DEVELOPMENT		
Economic Development Activities	$	1,897,000
Lochner Improvements		3,647,000
Economic Dev Opportunity		2,920,000
Albany Municipal Airport		398,200
Municipal Airport Capital Projects		305,800
Transfers Out		753,300
Total ECONOMIC DEVELOPMENT	**$**	**9,921,300**
PUBLIC TRANSIT		
Albany Transit System	$	3,083,500
Linn-Benton Loop		2,373,400
Paratransit System		1,652,000
Total PUBLIC TRANSIT	**$**	**7,108,900**
PUBLIC SAFETY LEVY		
Transfers Out	$	8,992,000
Total PUBLIC SAFETY LEVY	**$**	**8,992,000**
CAPITAL REPLACEMENT		
Equipment Replacement	$	6,993,000
IT Equipment Replacement		2,030,400
Facilities Replacement		629,200
Transfers Out		415,200
Total CAPITAL REPLACEMENT	**$**	**10,067,800**
STREETS		
Personnel	$	2,307,600
Materials & Services		5,080,700
Capital		15,943,400
Transfers Out		225,100
Contingency		370,600
Total STREETS	**$**	**23,927,400**

DEBT SERVICE FUNDS

DEBT SERVICE		
2002 LTD Tax Pension Bonds	$	1,689,400
2004 Revenue Obligations		183,000
Total DEBT SERVICE	**$**	**1,872,400**
GENERAL OBLIGATION DEBT SERVICE		
2015 Public Safety Facilities Bonds	$	2,527,100
Total GENERAL OBLIGATION DEBT SERVICE	**$**	**2,527,100**

CAPITAL PROJECT FUND

CAPITAL PROJECTS		
Albany Data Integration Project	$	270,000
LID Construction Projects		1,638,000
Public Safety Facilities		1,049,000
Total CAPITAL PROJECTS	**$**	**2,957,000**

PERMANENT FUNDS

LIBRARY TRUST		
V. O. Torney Trust	$	3,700
Manela Trust		2,800
Total Fund Appropriations	$	6,500
Unappropriated Fund Balance		79,500
Total LIBRARY TRUST	**$**	**86,000**

ENTERPRISE FUNDS

SEWER		
Personnel	$	5,217,100
Materials & Services		14,955,200
Capital		36,264,900
Transfers Out		5,671,700
Debt Service		14,500,900
Contingency		1,068,800
Total SEWER	**$**	**77,678,600**
WATER		
Personnel	$	5,978,000
Materials & Services		13,290,000
Capital		13,810,900
Transfers Out		2,196,000
Debt Service		5,480,100
Contingency		1,040,000
Total WATER	**$**	**41,795,000**
STORMWATER		
Personnel	$	887,700
Materials & Services		3,586,700
Capital		605,900
Contingency		191,100
Total STORMWATER	**$**	**5,271,400**

INTERNAL SERVICE FUNDS

CENTRAL SERVICES		
Finance Department	$	3,283,300
Council & Administration		638,300
City Manager's Office		3,141,900
Information Technology Services		3,737,000
GIS Services		941,700
Permit Tracking		241,500
Human Resources		1,949,000
GF Facilities Maintenance Projects		451,600
Facilities Maintenance		1,721,300
Transfers Out		40,000
Total CENTRAL SERVICES	**$**	**16,145,600**
PUBLIC WORKS CENTRAL SERVICES		
PW Administration	$	2,957,000
Engineering Services		7,040,900
Operations Admin		1,293,900
Water Quality Control Service		1,236,100
PW Customer Services		3,229,000
Facilities & Maintenance Engineering		5,115,500
Total PUBLIC WORKS CENTRAL SERVICES	**$**	**20,872,400**

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 $2,415,000, 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, 2019 and July 1, 2020, as noted below.

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	
	FY 2019-2020	FY 2020-2021	FY 2019-2020	FY 2020-2021
Gross tax levy	$6.3984 per $1,000 of Assessed Value	$6.3984 per $1,000 of Assessed Value		
Public Safety Levy	$1.15 per $1,000 of Assessed Value	$1.15 per $1,000 of Assessed Value		
Debt Service			$ 1,190,000	$ 1,225,000
Linn/Benton Sewer Certification*			$ 136,000	$ 140,000

* This is subject to change, depending on customer payments and delinquent accounts.

Passed by the Council: June 12, 2019

Approved by the Mayor: June 12, 2019

Effective Date: June 12, 2019

Mayor

ATTEST:

City Clerk

CITY OF ALBANY
NOTICE OF BUDGET HEARING

The City of Albany will hold a PUBLIC HEARING on Wednesday, June 12, 2019, immediately following the Albany Revitalization Agency (ARA) meeting that begins 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 biennium beginning July 1, 2019, as approved by the City of Albany Budget Committee on May 14, 2019. 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 or obtained during regular business hours 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.

A summary of the budget is presented below. The budget includes $625,000 from State Revenue Sharing in the first year and $650,500 in the second. 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 effect on the budget are explained below.

INFORMATION FOR BUDGET HEARING NOTICE

FINANCIAL SUMMARY - RESOURCES

	2017-18 Actual	2018-19 Adopted	2019-21 Approved
Property taxes	$ 28,563,815	$ 29,415,300	$ 61,292,400
Other taxes	6,418,057	6,349,600	13,146,800
Licenses & fees	6,141,588	4,523,000	9,771,600
Intergovernmental resources	11,936,717	15,304,600	28,377,500
Charges for service	52,105,831	54,986,400	119,727,900
Fines & forfeitures	835,107	810,400	1,811,200
Assessment payments	4,084	85,000	18,000
Other resources	3,024,751	16,834,400	18,330,300
Investment earnings	1,101,576	423,100	932,400
Total Current Resources	$ 110,131,526	$ 128,731,800	$ 253,408,100
Transfers in	10,524,447	11,024,000	24,854,100
Beginning balance	72,060,635	64,158,900	67,359,357
Reserved beginning balance	1,692,231	1,860,700	1,932,400
Beginning balance held in trust	117,548	79,500	79,500
Total Resources	$ 194,526,387	$ 205,854,900	$ 347,633,457

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

	2017-18 Actual	2018-19 Adopted	2019-21 Approved
Personnel Services	$ 50,712,303	$ 57,002,200	$ 122,234,457
Materials and Services	34,975,530	41,886,300	83,364,700
Capital Projects	19,130,471	77,189,400	87,781,700
Transfers Out	10,264,447	10,792,400	23,361,500
Debt Service	9,756,537	14,702,200	24,377,700
Contingencies	-	4,202,900	5,225,300
Unappropriated	-	79,500	1,288,100
Total Requirements	$ 124,839,288	$ 205,854,900	$ 347,633,457

CITY OF ALBANY
NOTICE OF BUDGET HEARING

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT

	2017-18 Actual	2018-19 Adopted	2019-21 Approved*
10 - Finance	$ 3,817,047	$ 22,936,000	$ 38,985,200
FTE	16.375	14.375	14.375
11 - City Manager's Office	4,855,625	6,664,300	12,946,400
FTE	13.700	15.700	16.700
13 - Information Technology	3,014,299	3,967,800	7,102,600
FTE	13.000	13.000	12.900
14 - Human Resources	341,860	929,300	1,989,000
FTE	5.000	5.000	5.000
25 - Fire	17,456,071	17,857,900	36,914,457
FTE	89.908	90.600	90.600
20 - Police	13,970,165	17,041,800	35,424,900
FTE	98.250	98.250	94.250
50 - Parks & Recreation	11,034,451	10,791,300	19,726,200
FTE	34.813	33.438	32.088
15 - Community Development	3,481,001	5,309,900	9,397,900
FTE	13.698	13.698	14.300
55 - Library	1,962,728	3,198,600	6,522,700
FTE	21.700	21.700	21.063
40- Public Works	64,906,041	117,158,000	178,624,100
FTE	122.425	124.425	127.125
Total Requirements	$ 124,839,288	$ 205,854,900	$ 347,633,457
Total FTE	428.868	430.185	428.400

* FTE shown in BN 2019-21 represents the maximum FTE approved for the biennium.

Prominent Changes

This is the first year of the City's biennial budget. Budgeted amounts represent two years of expenditures.

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.

As of July 1, 2019, the City will have the following debt issues outstanding:

Total Debt Outstanding

General Obligation	$16,355,000
Water Revenue	22,515,000
Limited Tax Pension Obligation	4,769,604
Revenue Obligations	175,000
TOTAL	$43,814,604

Other Debt:	
State Revolving Fund (SRF) Loan	$41,736,200
2010 Wetlands	564,107
2011 SRF ARRA Loan	1,250,000
TOTAL	$43,550,307

CITY OF ALBANY
NOTICE OF BUDGET HEARING

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, 2019, the City's net General Obligation bonded debt will be well below the estimated limit of $119 million.

Summary of Property Tax Levies

The Budget Committee approved the following:

Subject to the General Government Limitation for each year of the biennium	
Gross tax levy	$6.3984/$1,000 of Assessed Value
Public Safety Levy	$1.15/$1,000 of Assessed Value
Excluded from the Limitation	
Debt Service	$1,190,000 for FY 2019-20
Debt Service	$1,225,000 for FY 2020-21

The estimated assessed valuation for Fiscal Year 2019-20 is $4,185,613,897, and $4,233,009,453 for Fiscal Year 2020-21.

If you have any questions about the meeting or need more information, please contact Jeanna Yeager, City of Albany Finance Director, at (541) 917-7521.

This notice is given in accordance with provisions of the Oregon Revised Statutes, Chapter 294.438.

Jeanna Yeager
Finance Director

DATED THIS 4th DAY OF JUNE 2019.

##

Send: May 31, 2019
Publish: June 4, 2019
Post: June 4, 2019
Remove: June 30, 2019

*** Proof of Publication ***

State of Oregon
ss)
County of Linn

City of Albany/City Managers Office

PO Box 490
Albany, OR 97321

ORDER NUMBER 110239

I, Mary Kay Wiens, 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.

Section: Public Notices
Category: 990 Public Notice
PUBLISHED ON: 06/04/2019

TOTAL AD COST	1634.00
FILED ON:	7/24/2019

Mary Kay Wiens
Mary Kay Wiens
Legal Clerk

Cyndi Rae Sprinkel-Hart
Subscribed and sworn to before me on July 24,
2019
Cyndi Rae Sprinkel-Hart, Notary

OFFICIAL STAMP
CYNDI RAE SPRINKEL-HART
NOTARY PUBLIC - OREGON
COMMISSION NO. 957976
MY COMMISSION EXPIRES JANUARY 19, 2021

CITY OF ALBANY
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Debt Service	$1,190,000 for FY 2019-20
Debt Service	$1,225,000 for FY 2020-21

he estimated assessed valuation for Fiscal Year 2019-20 is $4,185,613,897, and $4,233,009,453 r Fiscal Year 2020-21.

you have any questions about the meeting or need more information, please contact Jeanna eager, City of Albany Finance Director, at (541)730-2078.

his notice is given in accordance with provisions of the Oregon Revised Statutes, Chapter 294.438.

Jeanna Yeager
Finance Director

110239

PUBLISH: 6/4/2019

*** Proof of Publication ***

State of Oregon
ss)
County of Linn

City of Albany/City Managers Office

PO Box 490
Albany, OR 97321

ORDER NUMBER 108321

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.

NOTICE OF CITY OF ALBANY BUDGET COMMITTEE MEETING

Notice is hereby given that the City of Albany Budget Committee will meet on May 7, 9 and 14, 2019 at 6 30 p m and if necessary May 21 2019, immediately following the Albany Revitalization Agency (ARA) Budget Committee meeting beginning at 6 30 p m in the Albany City Hall Council Chambers, 333 Broadalbin SW, Albany

The purpose of the first meeting is to receive the budget message and review the Biennium 2019-2021 proposed budget This is a public meeting where deliberation of the Budget Committee will take place

Any person may appear at the first meeting to ask questions or comment on the Budget document Written testimony may be addressed to the Finance Director s Office, 333 Broadalbin SW, Albany, OR 97321

The Proposed Budget will be available on the City's website at http://www cityofalbany net/departments/finance on May 1, 2019, or a copy may be inspected at Albany City Hall between the hours of 8.00 a m and 5 00 p m

If you have questions about the meetings or need more information please contact Jeanna Yeager, City of Albany Finance Director, at jeanna yeager@cityofalbany net or (541) 917-7521

This notice is given in accordance with provisions of the Oregon Revised Statutes 294 426 and is posted on the City s website at www cityofalbany net

DATED THIS 23rd DAY OF APRIL 2019

Mary Dibble
City Clerk

#108321 PUBLISH 4/23/2019

RECEIVED
APR 30 2018
CITY OF ALBANY
FINANCE DEPARTMENT

Section: Public Notices
Category: 990 Public Notice
PUBLISHED ON: 04/23/2019

TOTAL AD COST: 231 20
FILED ON: 4/25/2019

Pam Burright
Pam Burright
Legal Clerk

Cyndi Rae Sprinkel-Hart
Subscribed and sworn to before me on April 25, 2019
Cyndi Rae Sprinkel-Hart, Notary

OFFICIAL STAMP
CYNDI RAE SPRINKEL-HART
NOTARY PUBLIC - OREGON
COMMISSION NO. 957976
MY COMMISSION EXPIRES JANUARY 19, 2021

*** Proof of Publication ***

State of Oregon
ss)
County of Linn

City of Albany/City Managers Office

PO Box 490
Albany, OR 97321

ORDER NUMBER 108543

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.

(FIRST NOTICE)

NOTICE OF PUBLIC HEARING

The Albany Budget Committee will hold a public hearing on May 7, 2019 at 6 30 p.m in the City Council Chambers at City Hall, to consider public comments on the City s possible uses of state shared revenues, as part of the proposed budget for the Biennium 2019-2021 discussion

This is the first of two required public comment opportunities The second opportunity will be held before the City Council on June 12, 2019

Persons may submit written comments prior to the hearing to Finance Director Jeanna Yeager PO Box 490, Albany OR 97321 or they may speak at the Budget Committee meeting Comments will not be accepted after the public hearing

This notice is given in accordance with provisions of Oregon Revised Statutes, Chapter 221 770

Dated this 30th day of April 2019

Mary Dibble
City Clerk

#108543 PUBLISH April 30 2019

RECEIVED

MAY - 2 2019

CITY OF ALBANY
FINANCE DEPARTMENT

Section Public Notices
Category: 990 Public Notice
PUBLISHED ON. 04/30/2019

TOTAL AD COST: 192.00
FILED ON: 4/30/2019

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Legal Clerk

Cynda Rae Sprinkel-Hart
Subscribed and sworn to before me on April 30, 2019
Cyndi Rae Sprinkel-Hart, Notary

OFFICIAL STAMP
CYNDI RAE SPRINKEL-HART
NOTARY PUBLIC - OREGON
COMMISSION NO. 957976
MY COMMISSION EXPIRES JANUARY 19, 2021

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.

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.

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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.

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.

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 <u>not</u> 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.

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.

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.

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.

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

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

NDCIU – Non-Discharging Categorical Industrial User

NFIP – National Floodplain Insurance Program

NPDES – National Pollution Discharge Elimination System

NWAAF – Northwest Art & Air Festival

OAR – Oregon Administrative Rules

OCF – Oregon Community Foundation

ODOT – Oregon Department of Transportation

OECD – Oregon Economic & Community Development

OEDD – Oregon Economic Development Department

OEM – Oregon Emergency Management

OHSU – Oregon Health Sciences University

OLCC – Oregon Liquor Control Commission

O&M – Operation & Maintenance

ORS – Oregon Revised Statutes

OS – Operating System

OS – Oregon State

OSFM – Oregon State Fire Marshal

OTIA – Oregon Transportation Investment Act

OWEB – Oregon Water Enhancement Board

P&R – Parks and Recreation

PERS – Public Employees Retirement System

PAFR – Popular Annual Financial Report

PE – Professional Engineer

PNCWA – Pacific Northwest Clean Water Association

PW – Public Works

REA – Railway Express Agency

RFD – Rural Fire District

RFI – Riverfront Interceptor

RFP – Request for Proposal

RFQ – Request for Quotes

RMTC – Regional Multimodal Transportation Center

RMV – Real Market Value

ROW – Right of Way

RRP – Rental Rehabilitation Program

RSVP – Retired Senior Volunteer Program

SAFER – Staffing for Adequate Fire and Emergency Response

SCADA – Supervisory Control & Data Acquisition

SCBA – Self-Contained Breathing Apparatus

SCF – Sewer Connection Fees

SDCi – System Development Charge-Improvement

SCDr – System Development Charge-Reimbursement

SDCs – System Development Charges

SHPO – State Historic Preservation Office

SI – Site Improvement

SIU – Significant Industrial User

SOP – Standard Operating Procedure

SPWRF – Special Public Works Revolving Fund

SRF – State Revolving Fund

STEAM – Science, Technology, Engineering, Art, and Math

STF – Special Transportation Fund

STP – Surface Transportation Program

TCV – True Cash Value

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