

by Megan Tarpenning

CITY OF ALBANY, OREGON

2013

2014

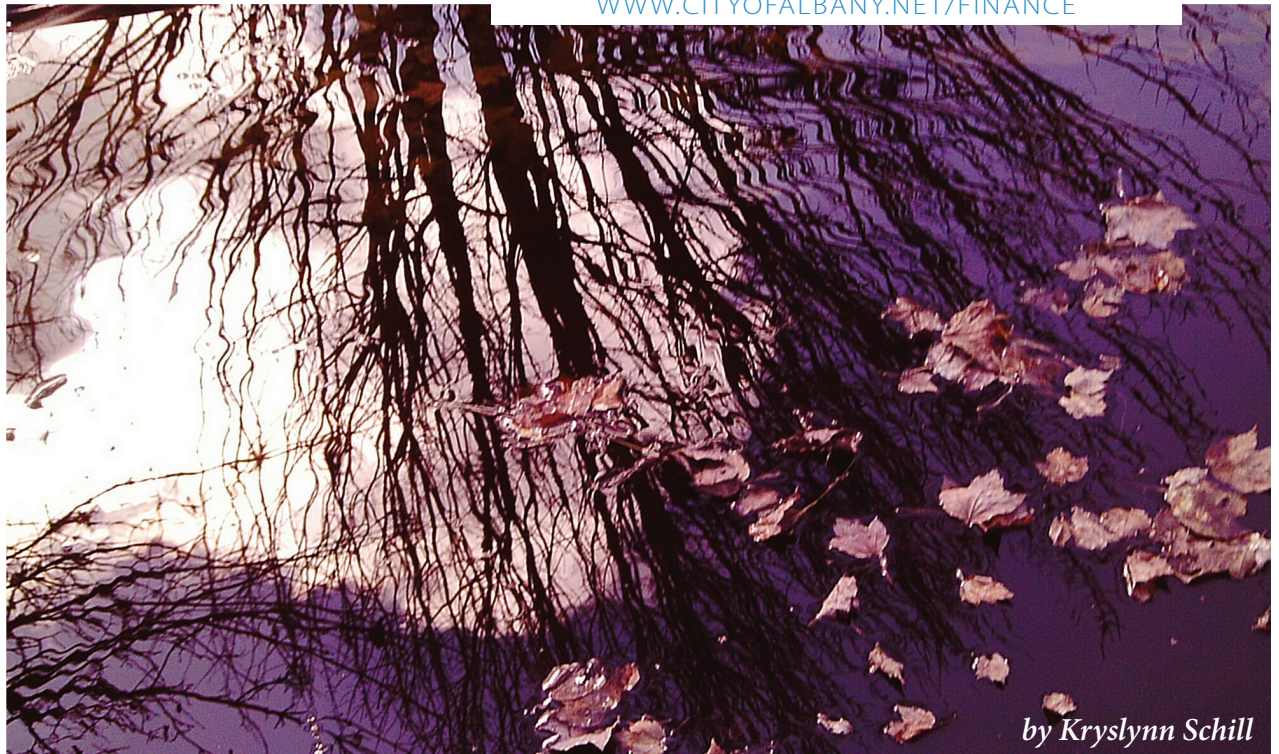


# BUDGET

[WWW.CITYOFALBANY.NET/FINANCE](http://WWW.CITYOFALBANY.NET/FINANCE)



by Rylie Ball



by Kryslynn Schill



Pretty Day at the Pond  
 Jordyn Applegate - Calapooia Middle School  
 Second Place



Abbie Egan - Memorial Middle School  
 Second Place



Governor's Home  
 Wyatt Walls - North Albany Middle School  
 Second Place and Employee's Choice Award

**CITY OF ALBANY, OREGON  
ADOPTED BUDGET**

**2013 - 2014**



**BUDGET COMMITTEE**

City Council

Sharon Konopa, Mayor  
Bill Coburn, Councilor  
Floyd Collins, Councilor  
Bessie Johnson, Councilor  
Rich Kellum, Councilor  
Ray Kopczynski, Councilor  
Dick Olsen, Councilor

Lay Members

Susan Folden, Chair  
Jeff Christman  
Dick Conolly  
Colleen Keller  
Neil Michael  
Will Summers  
Michael Thomson

Administrative Staff

City Manager..... Wes Hare  
Community Development .....Heather Hansen  
Economic Development/Urban Renewal .....Kate Porche  
Finance Director..... Stewart Taylor  
Fire Chief ..... John Bradner  
Human Resources Director .....David Shaw  
Information Technology Director ..... Jorge Salinas  
Library Director ..... Ed Gallagher  
Management Systems Director .....Bob Woods, Jr.  
Parks & Recreation Director ..... Ed Hodney  
Police Chief..... Edward Boyd  
Public Works Director .....Mark Shepard  
Senior Accountant..... Anne Baker  
Senior Accountant.....Mike Murzynsky  
City Clerk.....Mary Dibble





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

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**City of Albany  
Oregon**

For the Fiscal Year Beginning

**July 1, 2012**

*Christopher P. Morrell*      *Jeffrey R. Emery*

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Albany for its annual budget for the fiscal year beginning July 1, 2012.

In order to receive the award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operation guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our budget document will continue to conform to program requirements, and we are submitting the adopted budget to GFOA to determine its eligibility for another award.



# Featured Artists

Students at Calapooia, North Albany, and Memorial Middle Schools competed this spring in "This is MY Albany," a contest to have their art featured on the cover of the City of Albany's 2013-14 adopted budget document.

Students created 64 pieces of art for the contest. First-place winners from each school will be on the budget cover, with the other pieces featured throughout the document, replacing the City logo which was used to mark otherwise blank pages in previous budgets.

The art was judged by Mayor Sharon Konopa, Budget Committee Chair Susan Folden, and City Manager Wes Hare. City employees also viewed the art and chose favorites in three categories (photographs, drawings, and tin foil) for an Employees' Choice award. All winners were recognized at the May 15, 2013, Budget Committee meeting.



## ***Calapooia Middle School:***

Kryslynn Schill (First Place) .....	Cover
Jordyn Applegate (Second Place) .....	Inside Front Cover
Samantha Miles .....	Table of Contents
Addy Marks .....	Opposite Page 6
Janel Munson .....	Opposite Page 36
Bari Walter .....	Opposite Financial Summaries Tab
Bailey Daniel .....	Opposite Special Revenue Funds Tab
Trinity Ridders.....	Opposite Special Revenue Funds Tab
Abby Slanga (Third Place) .....	Opposite Page 207
Ethan Faulkner.....	Opposite Page 224
Jeffry Robbins .....	Opposite Debt Service Funds Tab
Jenna Jones .....	Opposite Capital Projects Funds Tab
Makenzi Ponaikai .....	Opposite Permanent Funds Tab
Iliyah Salsman (Employee's Choice) .....	Opposite Page 293
Lauren Burton.....	Opposite Page 296
Tucker Shields .....	Opposite Internal Service Funds Tab
Hunter Woolsey.....	Opposite Internal Service Funds Tab
Esmeralda Hernandez .....	Opposite Page 375
Noah Michalek .....	Opposite Capital Budget Tab
Terran Swope.....	Inside Back Cover

**Memorial Middle School:**

Megan Terpenning (First Place) ..... Cover  
Abbie Egan (Second Place) ..... Inside Cover  
Enise Medina ..... Opposite Page 31  
Willow Bond ..... Opposite Page 31  
Yuritu Rivas..... Opposite Page 36  
Kate Kratka (Employee’s Choice)..... Opposite Policies Tab  
Avery Gill ..... Opposite Policies Tab  
Amy Lopez (Third Place) ..... Opposite Financial Summaries Tab  
Jake Dempsey (Third Place)..... Opposite Page 104  
Kaitlyn Rutherford..... Opposite Page 104  
Nathan Wallace ..... Opposite Page 177  
April Kingry ..... Opposite Page 198  
Hailey Rose Warner..... Opposite Page 224  
Cassidy Dowry ..... Opposite Page 229  
Timothy Cooper..... Opposite Page 240  
Daija Justice..... Opposite Page 240  
Dianna Barron ..... Opposite Capital Projects Funds Tab  
Ilce McCaulou ..... Opposite Permanent Funds Tab  
Isaac Guzman ..... Opposite Page 400  
Katie Storm..... Opposite Capital Budget Tab  
Melayna Henderson..... Last Page

**North Albany Middle School:**

Rylie Ball (First Place) ..... Cover  
Wyatt Walls (Second Place) ..... Inside Cover  
Dylan Long ..... Table of Contents  
Jane Cale..... Opposite Page 6  
Brady King ..... Opposite Page 93  
Zoe Ohling..... Opposite Page 93  
Riley Lamont (Third Place)..... Opposite Page 146  
Matt McMenamin ..... Opposite Page 146  
Kyler Gaede..... Opposite Page 177  
Alivia Pynes..... Opposite Page 198  
Davy Jones..... Opposite Page 207  
Hunter Bryant ..... Opposite Page 229  
Diego Gonzales ..... Opposite Page 257  
Joshua Elzinga ..... Opposite Page 257  
Kylie Taylor..... Opposite Debt Service Funds Tab  
Delanie Phillips ..... Opposite Page 293  
Jack Wells..... Opposite Page 296  
Gwendolin Latta ..... Opposite Enterprise Funds Tab  
Brandon Dobson ..... Opposite Enterprise Funds Tab  
Sam Grove ..... Opposite Page 375  
Octavio Barker-Cervantes ..... Opposite Page 400  
Tara Keuter ..... Last Page  
Tatem Burke ..... Inside Back Cover



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Albany Clock  
Dylan Long - North Albany Middle School



Pretty in Purple  
Samantha Miles - Calapooia Middle School

# EXECUTIVE SUMMARY

## BUDGET MESSAGE FY 2013-2014

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Albany, according to Moody's Investor's Service, is a community with below average socio-economic measures, yet "satisfactory financial operations that include sound debt service coverage, good working capital levels, adequate legal covenants, and a demonstrated willingness to raise rates as necessary." The result of this judgment is that the City was able to maintain its bond rating during difficult economic times and save our citizens more than \$300,000 a year over the next twenty years. The Budget Committee should take pride in knowing that this savings was made possible, in large measure, because the City has made prudent budgetary decisions over a long period of time.

The proposed Fiscal Year 2014 Budget continues the practice of aligning expenses with revenue to ensure that we do not spend more money than we bring in. Albany's property tax-supported General Fund should end the year with a balance slightly larger than what was on hand at the beginning of the year, if this budget is adopted as proposed. Achieving this positive balance requires some sacrifices and recognition that the City will not be able to meet the expectations of all our citizens.

Labor expenses driven by increasing costs associated with health insurance and retirement benefits continue to go up at a faster rate than our primary revenue sources, which means that cuts must be made in other areas. Contributions to equipment replacement and facility reserves have been reduced or eliminated in recent years and the City's materials and supplies budgets have also gone down. Personnel costs have increased at a very modest rate only because positions have been eliminated in virtually all departments. None of these trends is reversed by the proposed budget.

More positively, Albany has generally been able to maintain service levels by contracting, making better use of technology and successfully competing for grants. We no longer publish, for example, a quarterly newsletter and instead rely more on our website to provide information to citizens. We have fewer full-time employees in our Building Division and bring in contractors as needed to fill gaps. Vacant management positions in the Police Department, Building and Community Development mean that a number of directors or senior managers are now doing jobs that required two people to fill just a few years ago. Albany's population continues to grow, meaning that fewer employees are serving a greater number of citizens. A significant Federal grant allowed the Fire Department to hire six new employees this year, but it is virtually certain these positions cannot be sustained beyond the life of the grant.

Passage of a renewed Public Safety Levy in May 2012 is also a significant contributor to the continued financial health of the City and the quality of our police and fire services. Despite some difficult financial challenges during the past few years, the City of Albany has not laid off a single police officer or fire fighter. Some positions have not been filled when public safety employees have retired or left, but the Fire Department is currently at full staffing and the Police Department is hiring replacements for some, but not all, vacancies.

The Moody's report noted that the City has sizable reserves outside of our General Fund in a reference to money reserved by the Council from a settlement agreement with PepsiCo in 2010. This money is allocated to a liability reserve fund which maintains a balance in excess of \$10 million. The Council designated these funds for non-recurring expenses related to new facilities and economic development. This fund will increase as money that was used for a local improvement district is repaid.

## BUDGET MESSAGE FY 2013-2014

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References to Moody's bond rating reports probably do not appear in the budget message of most cities. They are included here because they offer an independent analysis of the City's financial condition, in addition to reports received from staff, the City's auditor and organizations like the Government Finance Officers Association (GFOA) that rate the quality of the City's financial reporting. Albany has received the GFOA awards for more than 20 years and our audit report was again very clean. Moody's summarized the City's strengths and weaknesses as follows:

### STRENGTHS

- Modestly-sized but relatively stable tax base
- Structurally balanced financial operations buttressed by available reserves outside the general fund
  - Well-operated water system that generates sound debt service coverage

### CHALLENGES

- Relatively weak general fund reserves relative to its rated peers
  - Slightly below-average wealth measures
- Overlapping tax rate compression and limited assessed value growth

The adopted FY 2014 City of Albany Budget of \$158,291,600 will not radically change the balance between strengths and weaknesses, but it will at least maintain and possibly strengthen General Fund reserves without jeopardizing our "structurally balanced financial operations." Most importantly, the budget will enable the City to provide important public services that are critical to the health and prosperity of the community.

Respectfully submitted,



Wes Hare, City Manager

## EXECUTIVE SUMMARY

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### Overview

The budget for Fiscal Year 2013-2014 reflects continued slow growth. General property taxes are expected to increase by one percent and franchise fees and privilege taxes are expected to be flat. Water and sewer revenues reflect continued reductions in use. The ambulance, fire, and police operating levy will increase as approved by the voters but is expected to be further impacted by property tax compression. Expenditures are correspondingly growing by cost-of-living adjustments and increasing benefits costs. The result is a budget that maintains minimum reserves and allocates available resources to maintain targeted levels of service.

This year's approach to developing the budget continues the practice of identifying available revenues and then giving departments a target number within which to build their operating budgets. Two very favorable dynamics continue to characterize this approach. First, operating budgets are funded within current revenues and are therefore sustainable. Second, Department Directors have greater flexibility to evaluate needs and allocate scarce resources to priority activities and programs. The challenge in future budgets will continue to be based on expected increases in expenditures growing faster than expected increases in revenues.

### Economic Conditions

The global economic downturn continues to be felt in Albany. A couple of key indicators are described below.

*Unemployment.* In March 2012 both Linn and Benton Counties saw decreases in their seasonally adjusted unemployment rates. Benton County's rate dropped to 5.9 percent in January from its revised December rate of 6.0 percent. Linn County's rate decreased to 10.9 percent in January from a revised December rate of 11.1 percent. According to the Oregon Employment Department, the two counties combined had a seasonally adjusted unemployment rate of 8.6 percent in January, down from a revised rate of 8.8 percent in December. The two counties' combined unemployment rate of 8.6 percent was slightly lower than the statewide rate in January.

*Development.* Albany's Building Inspection Division reports that permits for new construction have continued to decline as indicated in the following table:

February Fiscal YTD	2009	2010	2011	2012	2013
New Residential Permits	65	119	54	62	74
New Commercial Permits	19	5	12	5	6
Total Number of all Permits	1,629	1,560	1,512	1,486	1,407

The reduced number of permits continues to impact the revenues for the Building Inspection Division and foreshadows a continued reduction in the growth of 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 means a corresponding increase in demands for services.

*Budgeted FTEs per 1,000 Population.* The number of budgeted full-time equivalent (FTE) City employees per thousand of population has decreased by nine percent over the past ten years. For the past three years, a distinction has been 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 revenues became available or other expenditures were reduced. Continued budget constraints have eliminated the anticipated benefit of the two

## EXECUTIVE SUMMARY

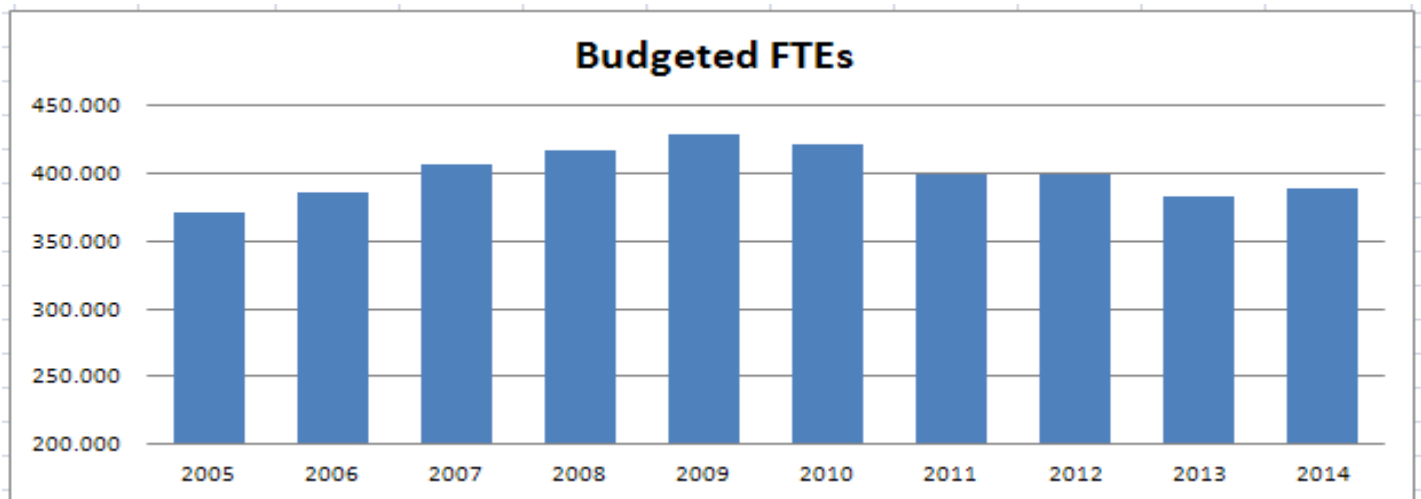
designations. Therefore, the distinction between authorized and budgeted has been dropped except for the police and fire departments as requested by the City Council and Budget Committee.

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

<b>Budgeted FTEs per 1,000 Population</b>											
FY ending June 30	2005	2006*	2007	2008	2009	2010	2011	2012	2013	2014**	10-Year % Change
Population	44,030	45,360	46,610	47,470	48,770	49,165	49,530	50,325	50,520	50,710	15.17%
Budgeted FTEs	371.250	385.988	406.073	416.850	428.826	421.768	399.068	398.543	382.825	388.775	4.72%
Budgeted FTEs per 1,000 pop	8.432	8.509	8.712	8.781	8.793	8.579	8.057	7.919	7.578	7.667	-9.07%

\*First year of Albany Community Pool – ACP (3.575-4.575 FTE)  
 \*\*Includes six firefighter positions funded through the SAFER Grant

The population has increased over the ten years by 15.17% while the number of budgeted FTEs has grown by 4.72%. Overall, the City has maintained approximately 7.6 to 8.7 FTEs per thousand population. The decreasing FTEs per thousand the past several years demonstrate a deliberate reduction in staffing to stay within available resources.



### Cost-Saving Strategies

Department budgets for 2012-2013 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 cost-saving strategies that are incorporated into the budget.

*Voluntary Separation Incentive Program.* Three different Voluntary Separation Incentive Programs were offered to employees over the past several years to create vacancies and reduce staffing. The primary objective of the programs was to reduce staffing in a way that avoids the dislocation of employees and families typically associated with layoffs. Fifty employees participated in the incentive programs, resulting in several vacancies and significant budget savings.

## EXECUTIVE SUMMARY

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*Hiring Chill.* A hiring chill continues to be imposed for all departments. No vacancies will be 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 the 2012-2013 budget.

*Leave Buy-back.* For the fourth consecutive year, non-represented employees will not have the option to buy back up to forty hours of administrative leave time.

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

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

### **Closing Statement**

The budget includes strategies to reduce staffing levels and maintain levels of service in an increasingly uncertain environment. The combination of the strategies stretches resources and in some cases reallocates resources to preserve priority levels of service. The budget also attempts to be sustainable in Fiscal Year 2014-2015, but does not solve the problem of revenues continuing to be outpaced by the growth of expenditures. A combination of increased growth and additional reductions in expenditures may continue to be needed to maintain existing levels of service in future years.

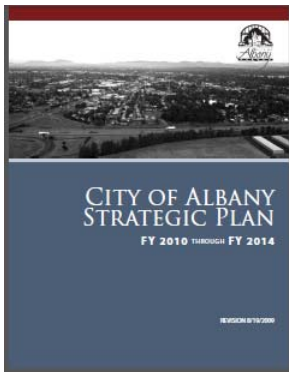


*White Spires Church  
Jane Cale - North Albany Middle School*



*Bright and Beautiful Flowers  
Addy Markes - Calapooia Middle School*





## 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 February 25, 2013. 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 1: Maintain the value and attraction of Albany's historic assets and seek federal funds and other sources.
- Actions: Apply for State Historic Preservation Office grants. Make rehabilitation loans and track completions.

Strategic Plan Theme – Great Neighborhoods

- Objective 2: Complete a comprehensive area plan for South Albany, using state of Oregon Transportation Growth Management (TGM) grant funding, Spring 2013.
- Actions: Adopt Comprehensive Plan and Albany Development Code amendments.

### **Library Department**

Strategic Plan Theme – Great Neighborhoods

- Objective 11: By the end of 2017, increase library visits by 22 percent.
- Actions: Add five new programs across all service areas. Increase the percentage of operating dollars spent on collections to 20 percent.

### **Police and Fire Departments**

Strategic Plan Theme – A Safe City

- Objective 12: Acquire property for new downtown fire station.
- Actions: Explore options for property acquisition and be prepared to purchase when suitable property is identified.

#### Strategic Plan Theme – A Safe City

- Objective 13: By the end of FY 2015, complete the process to place a bond measure on the ballot for Albany voters to approve the funds necessary to build replacement public safety facilities for Police Department (new headquarters) and Fire Department (Station 11 replacement).
- Actions: Achieve this objective by completing the sequential process for placing a bond measure on the May 2015 ballot to gain voter approval to build new public safety facilities.

#### Strategic Plan Theme – A Safe City

- Objective 17: Ensure overall number of traffic accidents resulting in injuries/fatalities remains below the state average of 5.5 per thousand residents. Consider using new technologies as they become available.
- Actions: Achieve this objective through maintaining the traffic unit at current staffing levels and continued emphasis on aggressive enforcement efforts.

#### Strategic Plan Theme – A Safe City

- Objective 19: Achieve a 70 percent clearance rate for violent crime and a 20 percent clearance rate for property crimes by 2014.
- Actions: Achieve this objective through maintaining current staffing levels and incremental increases in the detective unit related to demand/case load.

### **Public Works Department**

#### Strategic Plan Theme – A Safe City

- Objective 28: Optimize the use and management of the Vine Street and Albany-Millersburg Water Treatment Plants to meet regulatory and demand needs for the City's drinking water supply.
- Actions: Develop a written water production management plan that will maximize the efficient use of the two water treatment plants to meet supply and regulatory requirements.

#### Strategic Plan Theme – A Safe City

- Objective 32: Reduce the flooding potential and environmental impact of urban development on the storm water system.
- Actions: Review the Municipal and Development Codes to identify barriers; amend codes and engineering standards as appropriate.

### **Parks and Recreation**

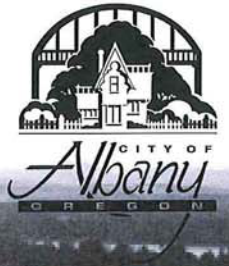
#### Strategic Plan Theme – An Effective Government

- Reduce the percentage of total annual Parks & Recreation Fund expenditures subsidized with property tax revenues to 50 percent by 2015.
- Actions: Achieve this objective through a combination of nontax revenue increases and expenditure reductions.

### **Finance Department**

#### Strategic Plan Theme – An Effective Government

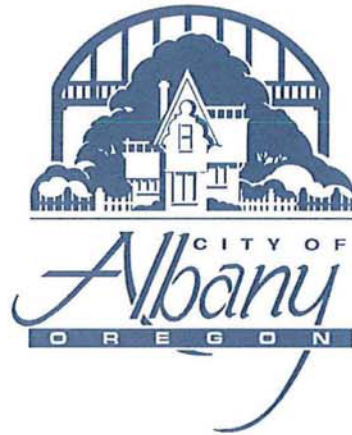
- Objective 49: Continue recognition from the Government Finance Officers Association for excellence in budgeting and financial reporting.
- Actions: Receive the GFOA "Excellence in Financial Reporting" and "Distinguished Budget Presentation" awards.



# CITY OF ALBANY STRATEGIC PLAN

**FY2013** THROUGH **FY2017**

**ADOPTED 02/25/2013**



## 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."

# WHY WE HAVE A STRATEGIC PLAN

Comparisons between government and business usually oversimplify a complex issue. Government was never intended to operate like a business, and I don't believe any for-profit enterprise would last very long if it had to follow the same rules as a unit of government. Business success is measured by profits, sometimes referred to as "the bottom line"; and government has no obvious equivalent. Business, however, frequently provides government with important management tools to help improve efficiency and effectiveness.

Financial statements, audits, cost accounting, personnel policy manuals, and collective bargaining are just a few of the many business practices used by government every day. Strategic plans have also become a valuable resource for government as a way not only to communicate with citizens, but also as a means to establish a performance-based bottom line.

The City of Albany Strategic Plan is now more than ten years old; and although the vision, mission and values it expresses have not changed, many of the City's goals and objectives have. I believe the Council and City employees remain committed to providing quality services to help promote a high quality of life in a strong community, to paraphrase our mission and vision statements. I have many stories to support how our values are routinely observed and a few that describe where we have fallen short. This long-term commitment to common values and a willingness to critically evaluate our performance has, in my opinion, produced some remarkable results, including statewide and national recognition.

Albany was just named Oregon's first Heritage All-Star Community as a tribute to many years of effort to preserve and enhance the town's historic assets. People around the state know Albany is a place that cares about its history, and the latest award is just one of many we have received for this work. People may argue about whether historic preservation is a good thing or a bad thing; but Albany policy makers decided years ago to include it as a part of a strategic plan to improve the community, and that goal has produced desired results. Similarly, while other cities in Oregon and across the nation struggle with lawsuits related to compliance with the Americans with Disabilities Act (ADA), Albany has been able to work with disabled residents to address problems without litigation. I believe a part of our success is the result of a specific commitment in our Strategic Plan.

The City's urban renewal district has attracted some controversy in the past year, but it has been an important part of the Strategic Plan for many years without receiving much attention. Public safety issues, including traffic enforcement, safe drinking water, flood prevention, and blight removal have also been areas of emphasis. There are differences in opinion over how much progress has been made, despite strong empirical evidence that most of the goals have either been accomplished or are being addressed.

I believe a strategic plan that is regularly reviewed and revised to reflect changing circumstances serves as a city's bottom line by communicating to citizens (shareholders) what the organization is trying to achieve, how it proposes to do it, and what actually happens. The City is not a business, but we do important things that make the community a good place to do business and to live. Our Strategic Plan is a critical tool to help accomplish that goal.

Respectfully submitted,



Wes Hare

City Manager

# 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.

**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, 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?

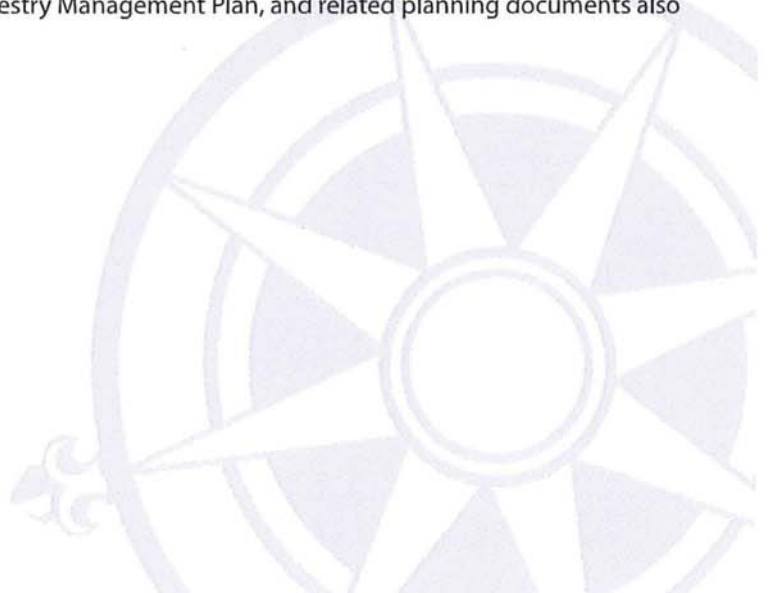
If our Mission and Vision Statements are to have any meaning, they must be accompanied by deliberate planning efforts to move the organization and the community toward a desired future. This requires clearly defined goals, proactive objectives, committed leadership, and effective management. Above all, 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.



# I. 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 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 1:** Maintain the value and attraction of Albany's historic assets and seek federal funds and other sources.  
[Community Development]

*Actions: Apply for State Historic Preservation Office grants. Make rehabilitation loans and track completions.*

**Objective 2:** Complete a comprehensive area plan for South Albany, using state of Oregon Transportation Growth Management (TGM) grant funding, Spring 2013.  
[Community Development]

*Actions: Adopt Comprehensive Plan and Albany Development Code amendments.*

**Objective 3:** Assure that the Albany Development Code remains updated and responsive to changing conditions.  
[Community Development]

*Actions: Provide reviews and updates at least annually.*

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
1	Applications for State Historic Preservation Office grants.			1		1	
1	Number of Albany grants made and houses improved funded by state grants.	3	4	4	4	4	4
2	Council plan adoption.		1				
3	Annual update rounds.		1	1	1	1	1



# I. GREAT NEIGHBORHOODS (CONTINUED)

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

**Objective 4:** Ensure streets, sidewalks, and public transportation provide an accessible means of travel for the disabled and the community as a whole.

[Community Development, Public Works]

*Actions: Identify deficient areas of sidewalks and curb ramps for priority inclusion in City's accessibility improvement plan.*

**Objective 5:** Utilize available street funding to maintain collector and arterial streets in satisfactory or better condition and address local street needs as funding allows. [Public Works]

*Actions: Measure, monitor, and report street condition. Identify and prioritize street condition improvement projects. Implement the 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 6:** Work as a cooperative partner toward the formation of a functioning Metropolitan Planning Organization (MPO) for the funding of street and transit improvements.

[Community Development, Public Works]

*Actions: Work with the other stakeholder organizations to form a well functioning and representative MPO. With the MPO develop a long range funding plan for use of STP funding for the improvement of City of Albany streets. Work with the MPO to maximize the effective use of transit funding for the City and the region .*

**Objective 7:** By the end of 2017, increase the number of transit system riders by ten percent over the FY2012/2013 ridership. [Public Works]

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



# I. GREAT NEIGHBORHOODS (CONTINUED)

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
4	Correct accessibility deficiencies at transit stops.				Complete		
5	Overall percentage of arterial and collector streets in satisfactory or better condition.  Current data by classification: Arterial Collector		81% 66%	81% 67%	82% 68%	82% 69%	82% 70%
6	Establish Albany MPO.		Complete				
6	Establish long-range plan for STP funding.			Complete			
7	Increase transit system ridership to: Albany Transit System Linn-Benton Loop Paratransit		88,000 136,000 18,000	90,000 138,000 18,700	92,000 141,000 19,400	94,000 143,000 20,100	96,000 145,000 20,800

**Goal 3:** Provide effective stewardship of Albany's significant natural resources.

**Objective 8:** Continue to review development with the objective of protecting and restoring key natural resources within and around the Albany Urban Growth Boundary.  
[Community Development]

*Actions: Implement Goal 5 protections. Work with community groups to protect and enhance resources.*

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
8	Complete Goal 5 review.		Complete				
8	DLCD approval of Goal 5 plan.		Complete				
8	Complete upland, wetland, and riparian areas inventory.		Complete				
8	Amend Albany Development Code to improve natural resource protections.		Complete				

# I. GREAT NEIGHBORHOODS (CONTINUED)

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

**Objective 9:** Maintain total City-managed park land inventory at an annual average of 15.0 acres 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 10:** Sustain total developed parks and recreation lands at 11.0 acres 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 11:** By the end of 2017, increase library visits by 22 percent. [Library]

*Actions: Add five new programs across all service areas. Increase the percentage of operating dollars spent on collections to 20 percent.*



# I. GREAT NEIGHBORHOODS (CONTINUED)

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
9	Average total acres of park land per 1,000 residents.	16.0	15.9	15.8	15.8	15.8	15.8
*10	*Average acres of developed parks and recreation land per 1,000 residents.	11.2	11.1	11.0	11.0	11.0	11.0
11	Annual number of library visits.	376,000	390,000	414,000	433,000	450,000	465,000
11	Number of discrete Library programs across all service areas.	13	14	15	16	17	18
11	Percentage of Library operating expenditures spent on collections.	9%	11%	13%	15%	17%	20%

*\*Revised formula now takes trail corridors into account.*

# II. A 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.

## Safe City Objectives:

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

**Objective 12:** Acquire property for new downtown fire station. [Fire]

*Actions: Explore options for property acquisition and be prepared to purchase when suitable property is identified.*

**Objective 13:** By the end of FY2015, complete the process to place a bond measure on the ballot for Albany voters to approve the funds necessary to build replacement public safety facilities for Police Department (new headquarters) and Fire Department (Station 11 replacement). [Fire, Police]

*Actions: Achieve this objective by completing the sequential process for placing a bond measure on the May 2015 ballot to gain voter approval to build new public safety facilities.*

**Objective 14:** 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 15:** Update the flood mapping in North Albany to match the actual conditions determined by recent evaluations. [Community Development, Public Works]

*Actions: Complete the process with FEMA to have FEMA accept and map the flood way and flood plain changes identified in the recently completed detailed flood study of North Albany.*

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
12	Acquire property for downtown fire station.			June 2014			
13	Ballot Measure to voters.				May 2015		
13	Replace Police Department building.	First Phase needs assessment completed					
14	Improve CRS rating.	7	6	6	5	5	5
15	FEMA maps updated.			Maps complete			

## II. A SAFE CITY (CONTINUED)

**Objective 16:** Maintain police patrol response times to top priority calls for service to four minutes, forty-five seconds or less. [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 17:** Ensure overall number of traffic accidents resulting in injuries/fatalities remains below the state average of 5.5 per thousand residents. Consider using new technologies as they become available. [Police]

*Actions: Achieve this objective through maintaining the traffic unit at current staffing levels and continued emphasis on aggressive enforcement efforts.*

**Objective 18:** Reduce the number of fatal and injury accidents involving the use of alcohol to 0.20 accidents per thousand residents through 2014. [Police]

*Actions: Maintain or increase proactive DUI enforcement efforts through the traffic and patrol teams to meet the standard.*

**Objective 19:** Achieve a 70 percent clearance rate for violent crime and a 20 percent clearance rate for property crimes by 2014. [Police]

*Actions: Achieve this objective through maintaining current staffing levels and incremental increases in the detective unit related to demand/case load.*

**Objective 20:** Achieve a total 75 percent or better rating of excellent or good in citizen surveys related to citizen satisfaction of overall police services. [Police]

*Actions: Complete citizen survey once every other year beginning in calendar year 2013.*

**Objective 21:** Facilitate continued development of property surrounding Fire Station 12 as an emergency responder training center, and continue to explore opportunities for a regional training facility. [Fire, Police, Public Works, other jurisdictions]

*Actions: Relocate City bus storage to expand current training facilities; explore regional partnerships, funding options, and property locations.*

**Objective 22:** Update Standards of Coverage document for the Fire Department to identify the distribution, concentration, and reliability of department resources. [Fire]

*Actions: Research and compile applicable information; draft written document; review and adoption by City Council.*

**Objective 23:** Fund Fire Department equipment replacement to adequately address emergency equipment needs. [Fire]

*Actions: Evaluate applying a portion of department's annual unspent appropriated funds toward equipment replacement; develop a schedule to identify immediate and long-term funding and replacement priorities; pursue grants and other funding alternatives.*

## II. A SAFE CITY (CONTINUED)

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
16	Patrol Unit: Maintain 4:45 response time or less.	4:43	4:45	4:40	4:40	4:40	4:40
17	Traffic Unit: Full-time equivalent positions to maintain 5.5/1,000 traffic fatality/injury rate.	5.08	5.5	5.5	5.5	5.5	5.5
18	Fatal/injury accidents related to alcohol per 1,000 residents.	.20	.20	.20	.20	.20	.20
19	Achieve 70% clearance rate for violent crimes.	60%	65%	70%	70%	70%	70%
19	Achieve 20% clearance rate for property crimes.	17.4%	20%	20%	20%	20%	20%
20	Citizen satisfaction service rating of good or excellent.	N/A	75%	N/A	75%	N/A	75%
21	Relocate City bus storage.			June 2014			
21	Explore partnerships, funding, and property for regional training center.						
22	Update standards of coverage.			June 2014			
23	Evaluate allocation of funding toward equipment replacement.		July 2013				
23	Identify funds needed to sustain equipment replacement.		June 2013				

**Objective 24:** Reduce property code violations, substandard housing conditions, and inadequate infrastructure. [Central Albany Revitalization Area, City Manager, Community Development]

*Actions: Community Development will continue to respond to complaints of substandard housing, work being performed without permits, and to continue follow-up on permits where inspections have not been called for and the permits are about to expire.*

**Objective 25:** Reduce the number of vacant properties that present a threat to public safety. [Central Albany Revitalization Area, City Manager, Community Development]

*Actions: Aggressively abate dangerous vacant structures.*

## II. A SAFE CITY (CONTINUED)

**Objective 26:** Maintain and continue to minimize the impact of fires to the benchmark achieved by comparable communities. [Fire]

*Actions: Incorporate Fire Department requirements in the development review and approval process. Consider a single-family residential fire sprinkler ordinance. Issue building permits and perform inspections for all new construction. Conduct Fire Code compliance inspections on existing buildings. Provide fire/life safety education on the value of building and fire inspections. Maintain residential fire/life safety equipment programs.*

**Objective 27:** Consider options for continuation of SAFER grant-funded firefighter positions. [Fire]

*Actions: Evaluate funding alternatives and impacts of grant-funded positions by May 2014.*

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
24 25	Continue blight removal program and evaluation.	Yes			Yes	Yes	Yes
26	Structure fires per 1,000 residents compared to similar-sized communities.	1.26 / .90	1.26 / .90	1.20 / .90	1.15 / .90	1.10 / .90	1.10 / .90
26	Structure and nonstructure fire incidents per 1,000 residents compared to similar-sized communities.	2.75 / 2.92	2.75 / 2.92	2.70 / 2.90	2.65 / 2.90	2.60 / 2.90	2.55 / 2.90
26	Educate stakeholders about residential and commercial structure fire sprinklers.			June 2014			
26	Consider fire sprinkler ordinance.				June 2015		
26	Percentage of households receiving life safety equipment.	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
26	Percentage of population receiving fire/life safety public education presentations.	12.5%	12.5%	13.0%	13.0%	14.0%	14.0%
26	Percentage of annual fire compliance inspections of commercial and industrial structures compared to similar-sized communities.	46% / 46%	46% / 46%	50% / 50%	50% / 50%	55% / 50%	55% / 50%
27	Identify funding options to maintain fire/EMS staffing.			May 2014			



## II. A SAFE CITY (CONTINUED)

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

**Objective 28:** Optimize the use and management of the Vine Street and Albany-Millersburg Water Treatment Plants to meet regulatory and demand needs for the City's drinking water supply. [Public Works]

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

**Objective 29:** Maintain existing compliance with all water quality, pretreatment, and biosolids regulatory requirements. [Public Works]

*Actions: Prepare for the requirements of a pending new discharge permit which will likely include new Total Maximum Daily Load (TMDL), toxics, and other 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.*

**Objective 30:** Develop and implement a Capacity Management Operation Maintenance (CMOM) Plan for the wastewater system to identify needs, priorities and procedures to effectively manage the wastewater system in compliance with state and federal regulations. [Public Works]

*Actions: Finalize the CMOM document and monitor adherence to the document on a quarterly basis. Update the CMOM plan as new information dictates.*

**Objective 31:** Effectively manage biosolids wastes at the Albany Millersburg Water Reclamation Facility. [Public Works]

*Actions: Identify, design, and fund the construction of the solids improvement project at the Albany Millersburg Water Reclamation Facility.*

## II. A SAFE CITY (CONTINUED)

**Objective 32:** Reduce the flooding potential and environmental impact of urban development on the storm water system. [Public Works]

*Actions: Review the Municipal and Development Codes to identify barriers; amend codes and engineering standards as appropriate.*

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
28	Develop written water production management plan.				Complete		
29	Obtain a new discharge permit for the WRF.			Complete			
30	Develop and implement CMOM.		Complete	Review	Review	Review	Review
31	New solid process at WRF.			Under construction	Complete	Operational	
32	Update Storm Water Management Plan.			Complete			
32	Adopt updates to Engineering Standards and the AMC as appropriate.		100%	100%	100%		



# III. A HEALTHY ECONOMY

## Goals:

- Goal 1: Build and maintain a healthy economy.
- Goal 2: Create a readily identifiable downtown core that is unique and vibrant with a mixture of entertainment, housing, specialty shops, offices, and other commercial uses.
- Goal 3: Achieve a healthy balance of housing and jobs.

## Healthy Economy Objectives:

**Goal 1:** Build and maintain a healthy economy.

**Objective 33:** Provide the supply of commercial and industrial land identified in the Economic Opportunities Analysis and maintain a web-based inventory of employment lands, including infrastructure needs with links to regional and state economic development agencies. [Community Development, City Manager, Public Works]

*Actions:* Participate in the regional wetlands permitting and mitigation project to increase the supply of available employment lands.

**Objective 34:** Maintain strong public-private partnership between government and business through participation in Albany-Millersburg Economic Development Corporation (AMEDC); promptly respond to information requests from AMEDC in economic development activities.

[All departments]

*Actions:* Maintain key department contacts for immediate response to information requests. Provide accurate and timely assistance within the requested time frames.

**Objective 35:** Establish Economic Development Director position to work with existing businesses to help remove barriers to job creation. Implement recommendations of Business-Ready Task Force. [City Manager, Community Development]

*Actions:* Provide resources to local businesses and reduce regulatory burdens.

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
33	Achieve new state-certified industrial sites.	1	1	1	1		
34	Respond to AMEDC information inquiries within requested timelines.	100%	100%	100%	100%	100%	100%
35	Complete one significant development project.	1	1	1	1	1	1

## III. A HEALTHY ECONOMY (CONTINUED)

**Goal 2:** 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 36:** Reduce commercial vacancies and increase residential opportunities.  
[Central Albany Revitalization Area, City Manager, Community Development]

*Actions: Continue rehabilitation and improvement investments through the Central Albany Revitalization Area (CARA). Implement Oregon Main Street Program.*

**Goal 3:** Achieve a healthy balance of housing and jobs.

**Objective 37:** Maintain the ability to provide incentives, such as Enterprise Zone tax abatements, to qualifying businesses which create jobs in Albany.  
[Central Albany Revitalization Area, City Manager, Community Development]

*Actions: Maintain participation in the statewide Enterprise Zone program. Continue job-related improvement investments through the Central Albany Revitalization Area (CARA).*

### III. A HEALTHY ECONOMY (CONTINUED)

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
33 34	Total annual value of CARA investments.	\$2,111,707	\$50,000	\$500,000	\$500,000	\$500,000	\$500,000
36	Total cumulative value of CARA investments.	\$10,005,347	\$15,005,347	\$15,505,347	\$16,005,347	\$16,005,347	\$17,005,347
36	Value of CARA improvements within Oregon Main Street area.	\$1,297,675	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
36	Cumulative value within Oregon Main Street area.	\$3,909,249	\$6,809,249	\$7,059,249	\$7,309,249	\$7,559,249	\$7,809,249
36	Number of businesses in Oregon Main Street area.	163	198	208	210	210	210
36	Number of full-time/ part-time jobs in Oregon Main Street area.	458/318	557/387	585/406	600/425	600/425	600/425
36	Average rental rate per sq. ft./month for commercial space in Oregon Main Street area.	\$1.00	\$1.22	\$1.28	\$1.30	\$1.30	\$1.30
36	Number of buildings with vacant first floor.	12	7	6	5	5	5
36	Square footage of vacant first floor space.	28,000	11,469	9,175	9,000	9,000	9,000
36	Number of upper floor housing units above commercial space.	30	33	34	35	35	35
36	Reduce upper level building vacancy to 23% by FY2013.	25%	23%	23%	23%	23%	23%
37	Participation in statewide Enterprise Zone program.	Yes	Yes	Yes	Yes	Yes	Yes

# IV. AN EFFECTIVE GOVERNMENT

## Goals:

- Goal 1: Effectively and efficiently deliver the services that Albany's citizens need, want, and are willing to support.
- Goal 2: Establish City government as a model of sustainability in practice.

## Effective Government Objectives:

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

**Objective 38:** Reduce the percentage of total annual Parks & Recreation Fund expenditures subsidized with property tax revenues to 50 percent or lower by 2015. [Parks & Recreation]

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

**Objective 39:** Increase revenues received from gifts, grants, and endowments to \$10 per capita by 2014. [Parks & Recreation]

*Actions: Complete and implement a Revenue Enhancement Plan in 2009, including strategies and private sector solicitations. Improve marketing and promotion efforts to communicate parks and recreation program needs to a wider audience.*

**Objective 40:** Maintain P&R Department staffing levels at or below 1.0 FTE per 1,000 residents. [Parks & Recreation]

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

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
38	Property tax as a percent of Parks Fund revenues.	54%	54%	52%	50%	50%	50%
39	Parks per-capita revenue received through grants, gifts, and endowments.	\$8.13	\$10.82	\$10.00	\$10.00	\$10.00	\$10.00
40	Parks & Recreation full-time equivalents per 1,000 residents.	0.76	0.7	0.7	0.7	0.7	0.7

**Objective 41:** Provide responsive, efficient, customer-oriented service to fee payers. [Community Development]

*Actions: Meet or exceed state requirements for timely issuance of reviews and permits. Develop web-based online application submittal process and utilize electronic plans for review for efficiency and immediate feedback to customer. Reduce Parking Lot Restripe Permit fees for small parking lots (1-5 accessible spaces). Complete building inspections as requested.*

## IV. AN EFFECTIVE GOVERNMENT (CONTINUED)

**Objective 42:** Reduce "Non-Revenue Water" (water loss) by one percent per year. [Public Works]

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

**Objective 43:** Provide the City Council with annual reports regarding the running five-year sewer and water rate funding requirements. [Public Works]

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

**Objective 44:** Maintain accreditation with the American Public Works Association (APWA). [Public Works]

*Actions: Prepare for and obtain reaccreditation from APWA.*

**Objective 45:** Develop a full storm drain system program and identify stable funding strategy for storm water utility functions. [Public Works]

*Actions: Complete the storm water 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 storm water system in order to meet service level expectations and regulatory requirements. Develop SDC funding mechanism and funding levels.*

**Objective 46:** 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]

*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 47:** By the end of FY2017, reduce the cost/item circulated by 15 percent. [Library]

*Actions: Issue RFP for purchase of all library collections; explore outsourcing processing.*

**Objective 48:** Seek \$100,000 of outside funding for new library program support by 2017. [Library]

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

**Objective 49:** 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.*

## IV. AN EFFECTIVE GOVERNMENT (CONTINUED)

**Objective 50:** 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 51:** Maintain or improve City's investment ratings. [Finance]

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

**Objective 52:** Maintain the City's public access television channel. [City Manager and IT]

*Actions: Allocate staff and other resources to effectively operate the channel.*





## IV. AN EFFECTIVE GOVERNMENT (CONTINUED)

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
41	When applications are complete, residential plan reviews completed within 10 days.	99%	99%	99%	100%	100%	100%
41	Land use decisions issued within 120 days.		100%	100%	100%		
41	Complete inspections within same day of request (when called in by 7:00 a.m.)		99%	99%	95%	100%	100%
42	Reduce non-revenue water percentage of total production.	20%	18%	17%	16%	15%	14%
43	Annual rate report to Council.		Yes	Yes	Yes	Yes	Yes
44	APWA accreditation.		mid-term report		reaccreditation		mid-term report
45	Complete Storm Water Master Plan.			Complete			
45	Adopt code authority to meet storm water regulations.		Complete				
45	Implement storm water funding plan.			In progress	Complete		
46	Annual report of performance benchmarking progress.		Completed 11/2012	November 2013	November 2014		
46	Completed process improvement projects.	1	1	1	1	1	1
46	Cost savings or cost avoidance from completed studies.	0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
47	Cost per library item circulated.	\$3.00	\$2.80	\$2.75			
48	Non-General Fund program support for the Library.	\$50,000	\$40,000	\$30,000	\$10,000	\$10,000	\$10,000
49	Receive "Excellence in Financial Reporting" award.	Yes	Yes	Yes	Yes	Yes	Yes
49	Receive "Distinguished Budget Presentation" award.	Yes	Yes	Yes	Yes	Yes	Yes
49	Reportable audit findings of noncompliance.	None	None	None	None	None	None
50	Compliance with federal and state regulations.	Yes	Yes	Yes	Yes	Yes	Yes
51	Maintain investment ratings.	Yes	Yes	Yes	Yes	Yes	Yes
52	Percent of time system is available.		95%	95%	95%	95%	95%

**Goal 2:** Establish City government as a model of sustainability in practice.

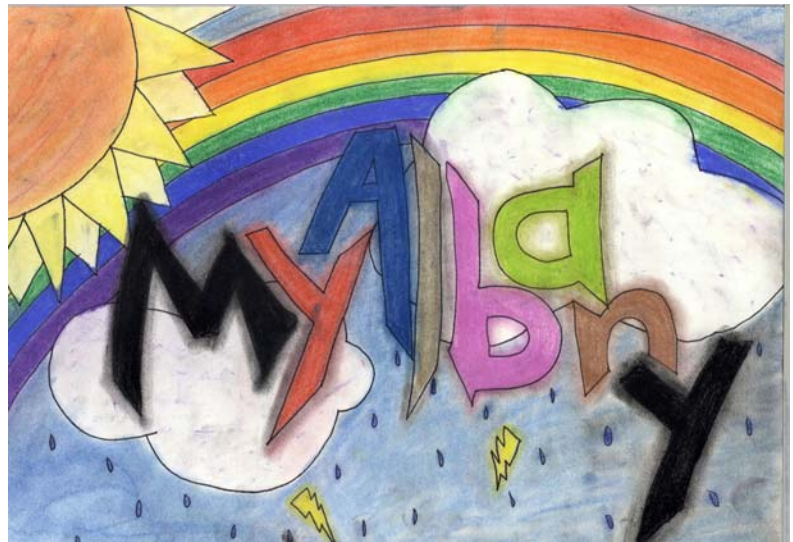
**Objective 53:** Advance current administrative efforts in enacting sustainability practices within city operations.  
[City Manager]

*Actions: Increase employee involvement in sustainable practices and increase awareness. Develop and implement a program of model practices for city staff.*

OBJECTIVE	MEASURE	Completed FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
53	Implement and maintain model sustainability practices program.	1	1	1	1	1	1



Enise Medina - Memorial Middle School



Willow Bond - Memorial Middle School

## EXECUTIVE SUMMARY

### PROPERTY TAXES

The total property taxes to be levied for operations and debt service are estimated to be \$26,046,243.

Assumptions:

- (1) The assessed valuation of the City is estimated to be \$3,260,315,406, an increase of 0.14 percent.
- (2) The City's permanent tax rate is \$6.3984 per \$1,000 of assessed value.
- (3) The Budget Committee will recommend and the City Council will adopt the full taxing authority.
- (4) The levy for the General Obligation Debt will be \$1,409,775, a tax rate of \$0.43 per \$1,000 of assessed value.
- (5) The Public Safety Local Option Levy is estimated to be \$3,780,600, an effective tax rate of \$1.15 per \$1,000 of assessed value.
- (6) The Public Safety Local Option levy will have an estimated \$1,152,500 reduction in tax revenues due to compression.
- (7) The Fiscal Year 2013-2014 tax collection rate is estimated to be 96.37 percent.

### CAPITAL PROJECTS

The City prepares a separate five-year Capital Improvement Program (CIP). On June 12, 2013, the City Council adopted the 2013-2018 CIP as a planning document, following a public hearing.

For Fiscal Year 2013-2014 the CIP identified capital projects totaling \$2,127,597.

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 "A2" from Moody's Investors Service, and a rating of "A+" from Standard and Poor's. The ratings reflect the City's growing tax base, stable financial position, and moderate debt burden. Full true cash value of property assessed in the City, per capita, is a respectable \$74,947.

The City's direct debt burden is 0.07 percent of the true cash value, and the overall debt burden is 2.12 percent of the true cash value.

#### Debt Principal Outstanding as of July 1, 2014

General Obligation	\$2,590,000
Less: Sinking Fund Reserves	<u>(78,000)</u>
Net General Obligation Debt	\$3,512,000

#### Other Bonds:

Water Revenue	28,405,000
Revenue Obligations	1,305,000
Limited Tax Pension	<u>5,415,688</u>
Total Other Bonds	\$35,125,688

#### Other Debt:

Clean Water SRF Loan	3,066,890
2012 SRF ARRA Loan	1,850,000
SRF Loans, Sewer	<u>60,825,784</u>
Total Other Debt	\$65,742,674

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, 2012, that limit was \$117.9 million on \$3.930 billion TCV. The City's legal debt margin for General Obligation Debt is \$114.3 million. It is anticipated that the margin will remain the same for Fiscal Year 2013-2014.

## EXECUTIVE SUMMARY

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### **BASIS OF BUDGETING**

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

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

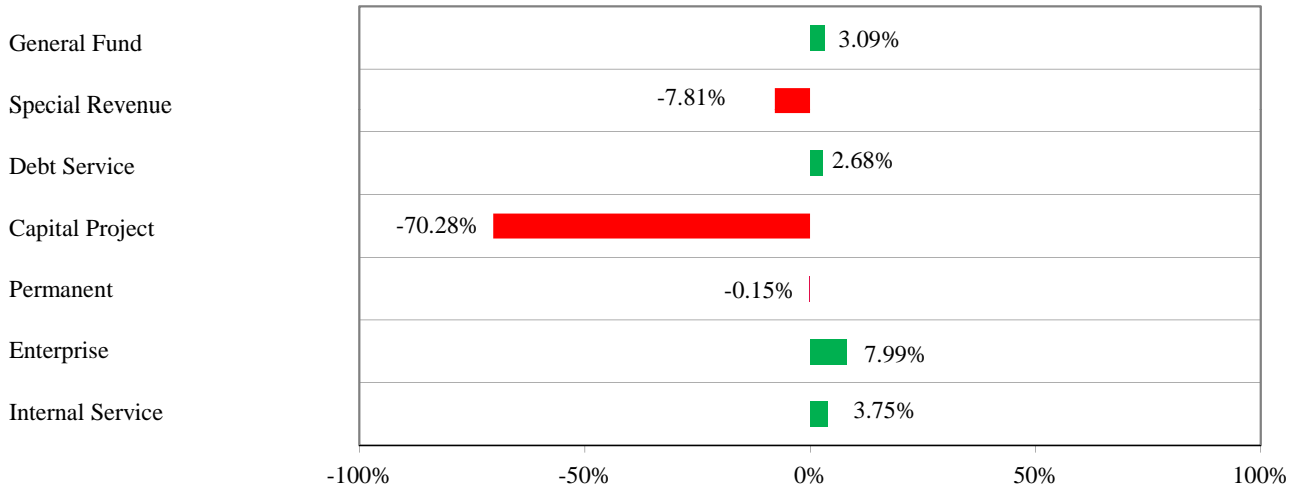
- 1) Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP), as opposed to being expended when paid (Budget).
- 2) Principal payments on long-term debt within the Enterprise Funds are applied to outstanding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

**EXECUTIVE SUMMARY**

**FUND TYPE SUMMARY AS PROPOSED BY THE CITY MANAGER**  
for the 2013-14 Fiscal Year

Fund Type	.....2012-13.....		.....2013-14.....			Over (under) 2012-13 Revised Budget	Percent of Total Budget
	Adopted Budget	Revised Budget	Proposed Budget	Approved Budget	Adopted Budget		
General Fund	\$ 29,172,400	\$ 29,176,400	\$ 30,078,800	\$ -	\$ -	3.09%	19.00%
Special Revenue	51,286,600	54,803,625	50,523,100	-	-	-7.81%	31.92%
Debt Service	2,653,300	2,653,300	2,724,400	-	-	2.68%	1.72%
Capital Project	3,855,800	3,855,800	1,145,800	-	-	-70.28%	0.72%
Permanent	135,200	135,200	135,000	-	-	-0.15%	0.09%
Enterprise	56,152,000	56,152,000	60,637,400	-	-	7.99%	38.31%
Internal Service	12,575,300	12,575,300	13,047,100	-	-	3.75%	8.24%
<b>Totals, All Fund Types</b>	<b>\$ 155,830,600</b>	<b>\$ 159,351,625</b>	<b>\$ 158,291,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-0.67%</b>	<b>100.00%</b>

**Percentage Change in the 2013-14 Proposed Budget from the 2012-13 Revised Budget**



**EXECUTIVE SUMMARY**

**APPROVED BUDGET**  
for the 2013-14 Fiscal Year

**ADJUSTMENTS AS APPROVED BY THE BUDGET COMMITTEE**

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

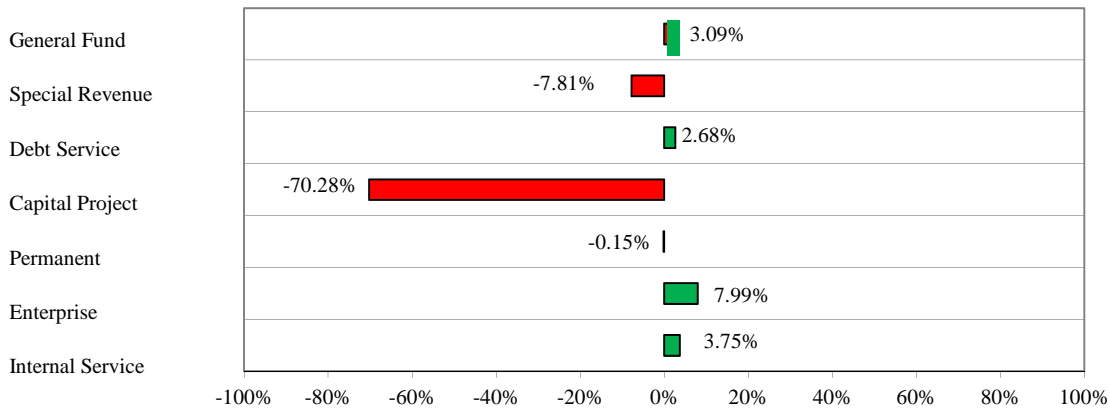
**RESOURCES:**  
No Changes.

**REQUIREMENTS:**  
No Changes.

**COMPARISON OF 2012-13 REVISED BUDGET TO 2013-14 APPROVED BUDGET  
AND PERCENT OF TOTAL BUDGET BY FUND**

Fund Type	.....2012-13.....		.....2013-14.....		Over (under) 2012-13 Budget	Percent of Total Budget
	Adopted Budget	Revised Budget	Proposed Budget	Approved Budget		
General Fund	\$ 29,172,400	\$ 29,176,400	\$ 30,078,800	\$ 30,078,800	\$ -	3.09%
Special Revenue	51,286,600	54,803,625	50,523,100	50,523,100	-	-7.81%
Debt Service	2,653,300	2,653,300	2,724,400	2,724,400	-	2.68%
Capital Project	3,855,800	3,855,800	1,145,800	1,145,800	-	-70.28%
Permanent	135,200	135,200	135,000	135,000	-	-0.15%
Enterprise	56,152,000	56,152,000	60,637,400	60,637,400	-	7.99%
Internal Service	12,575,300	12,575,300	13,047,100	13,047,100	-	3.75%
Totals	\$ 155,830,600	\$ 159,351,625	\$ 158,291,600	\$ 158,291,600	\$ -	-0.67%

**PERCENTAGE CHANGE IN THE 2013-14 APPROVED BUDGET  
FROM THE 2012-13 REVISED BUDGET**



**EXECUTIVE SUMMARY**

**ADOPTED BUDGET**  
for the 2013-14 Fiscal Year

**ADJUSTMENTS AS ADOPTED BY THE CITY COUNCIL**

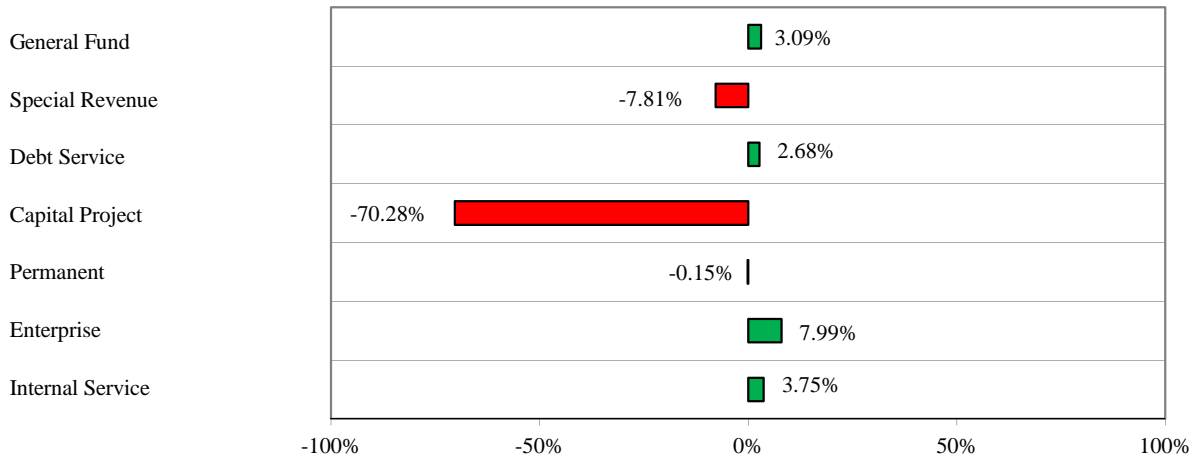
**RESOURCES:**  
No Changes.

**REQUIREMENTS:**  
No Changes.

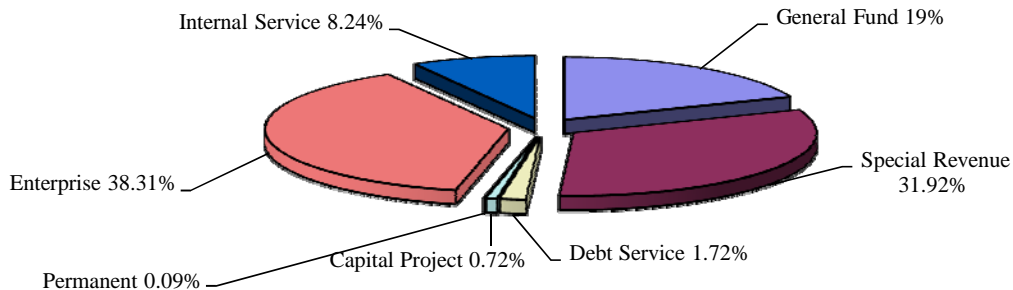
**COMPARISON OF 2012-13 REVISED BUDGET TO 2013-14 ADOPTED BUDGET  
AND PERCENT OF TOTAL BUDGET BY FUND**

Fund Type	.....2012-13.....		.....2013-14.....			Over (under) 2012-13 Revised Budget	Percent of Total Budget
	Adopted Budget	Revised Budget	Proposed Budget	Approved Budget	Adopted Budget		
General Fund	\$ 29,172,400	\$ 29,176,400	\$ 30,078,800	\$ 30,078,800	\$ 30,078,800	3.09%	19.00%
Special Revenue	51,286,600	54,803,625	50,523,100	50,523,100	50,523,100	-7.81%	31.92%
Debt Service	2,653,300	2,653,300	2,724,400	2,724,400	2,724,400	2.68%	1.72%
Capital Project	3,855,800	3,855,800	1,145,800	1,145,800	1,145,800	-70.28%	0.72%
Permanent	135,200	135,200	135,000	135,000	135,000	-0.15%	0.09%
Enterprise	56,152,000	56,152,000	60,637,400	60,637,400	60,637,400	7.99%	38.31%
Internal Service	12,575,300	12,575,300	13,047,100	13,047,100	13,047,100	3.75%	8.24%
<b>Totals, All Fund Types</b>	<b>\$ 155,830,600</b>	<b>\$ 159,351,625</b>	<b>\$ 158,291,600</b>	<b>\$ 158,291,600</b>	<b>\$ 158,291,600</b>	<b>-0.67%</b>	<b>100.00%</b>

**Percentage Change in the 2013-14 Adopted Budget from the 2012-13 Revised Budget**

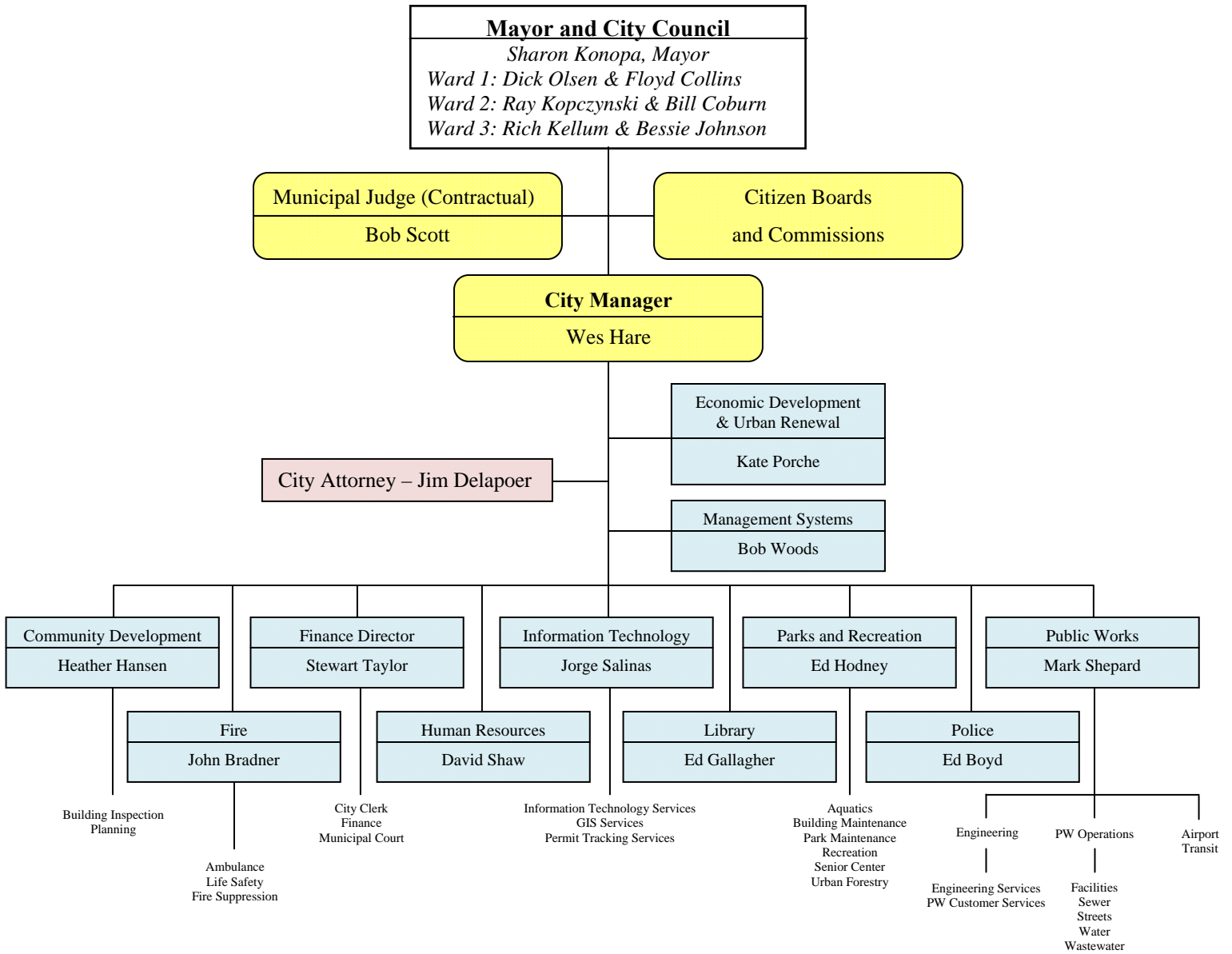


**Adopted Budget by Fund Type, Percentage of Total Budget**



# EXECUTIVE SUMMARY

## CITIZENS OF THE CITY OF ALBANY



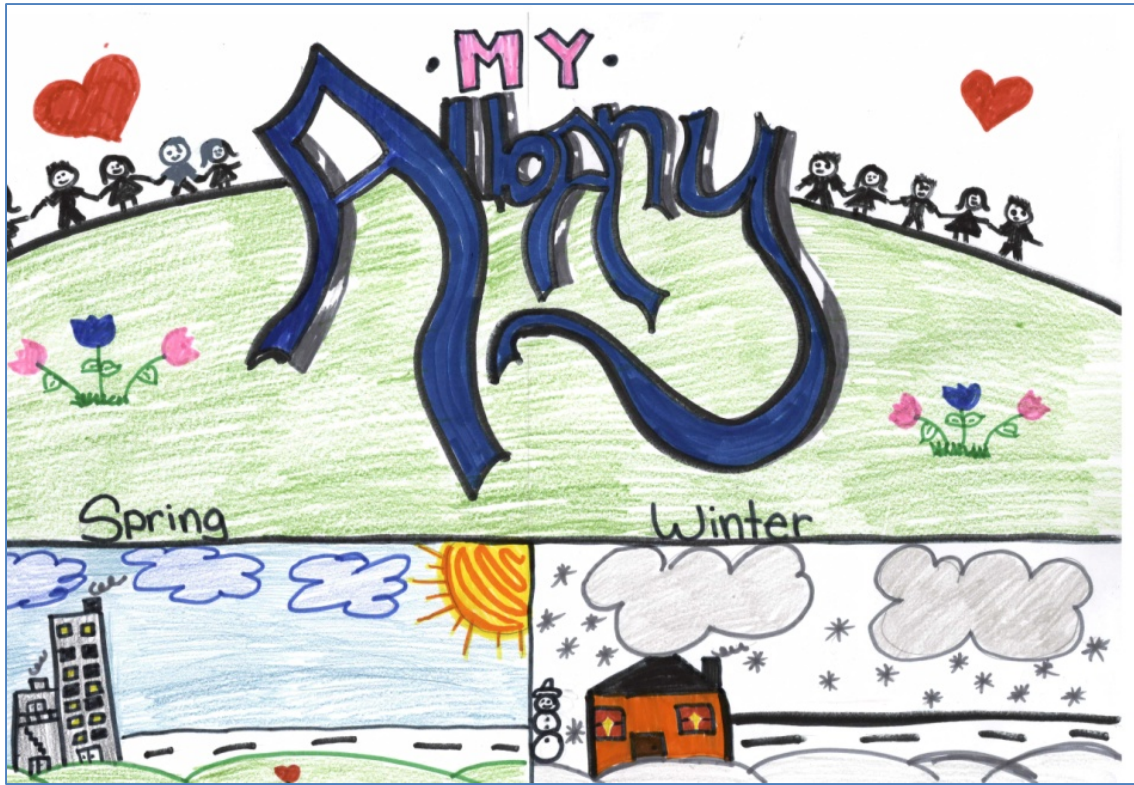
Elected

Appointed by Council

Recommended by City Manager, ratified by Council

Appointed by City Manager





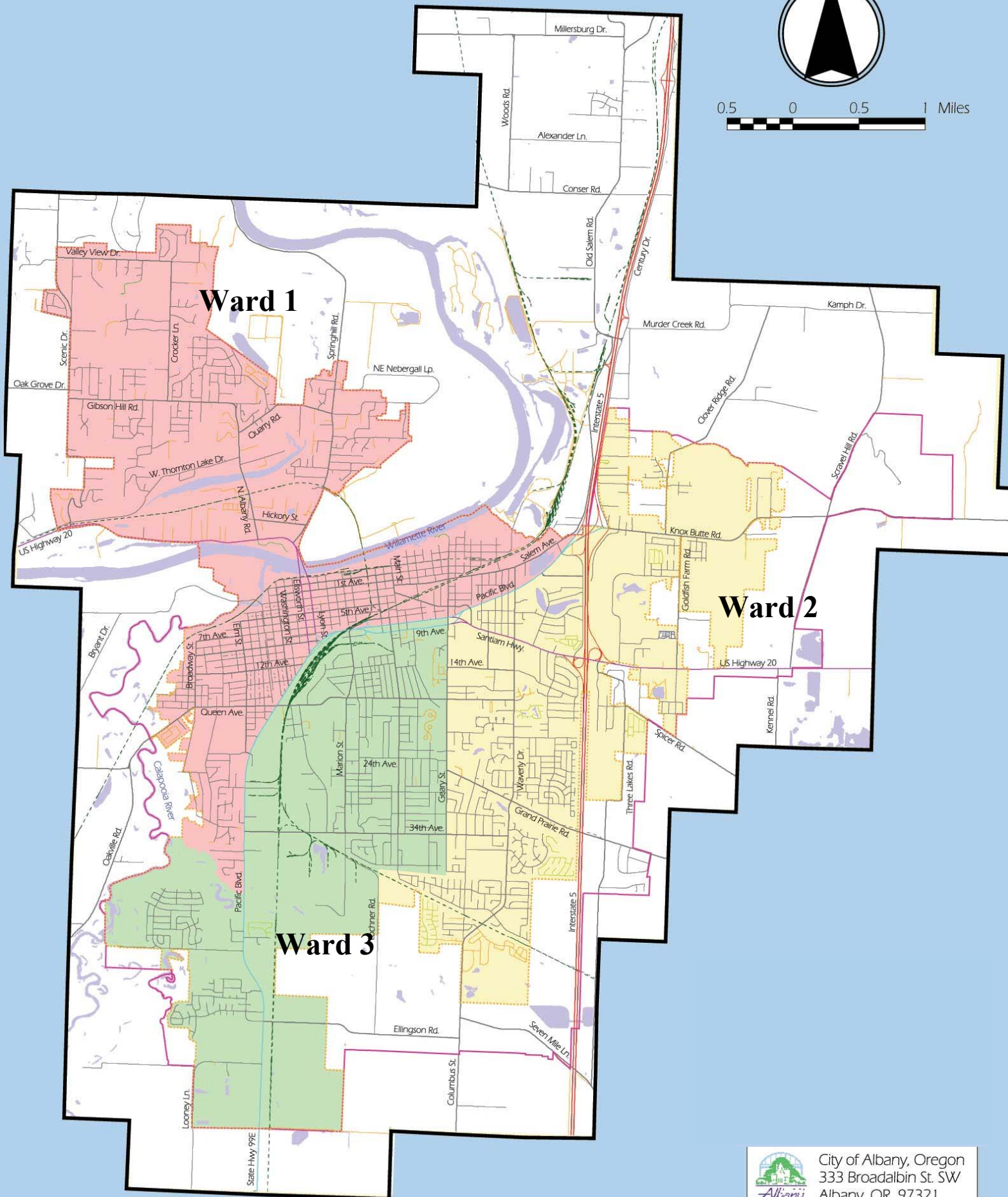
Yuritu Rivas - Memorial Middle School




Pretty Little Waterfall  
Janel Munson - Calapooia Middle School



0.5 0 0.5 1 Miles



 City of Albany, Oregon  
333 Broadalbin St. SW  
Albany, OR 97321  
(541) 917-7500



# City Council



## Front Row (Left to Right)

Bessie Johnson – Councilor, Ward 3

Sharon Konopa – Mayor

Dick Olsen – Councilor, Ward 1

## Back Row (Left to Right)

Rich Kellum – Councilor, Ward 3

Ray Kopczynski – Councilor, Ward 2

Floyd Collins – Councilor, Ward 1

Bill Coburn – Councilor, Ward 2

# PERSONNEL CHANGE REPORT

The adopted budget for fiscal year 2012-2013 authorized 382.825 full-time equivalent (FTE) positions. During the year, the following personnel position adjustments were approved:

1. Added 6.00 FTE Firefighter/EMT positions under 2011 SAFER Grant (203-25-5098).
2. Added 1.00 FTE Community Development Director position (100-40-1601).
3. Deleted 1.00 FTE Planning Manager position (100-40-1601).
4. Revised the job title of Asset Data Lead Worker to Lead Computerized Maintenance Management Systems Analyst (705-50-2809).
5. Revised the job title of Public Works Data Technician to Computerized Maintenance Management Systems Analyst (705-50-2809).
6. Transferred 0.50 FTE vacant Wastewater Maintenance II position from Water Distribution (615-50-2206) to Wastewater Collection (601-50-2405).
7. Reclassified the Public Works Construction Management Supervisor position to Engineering Manager (705-50-2803).
8. Reclassified the Facilities Field Supervisor position to Facilities Maintenance & Control Manager (705-50-2809).
9. Reclassified the vacant 1.00 FTE Environmental Services Manager position to Environmental Programs Supervisor (601-50-2402).

With the above adjustments, the current authorized FTE increased to 388.825 FTE positions as of April 30, 2013.

The proposed budget for fiscal year 2013-2014 authorizes 389.775 budgeted FTE positions, an increase of 0.95 FTE.

The proposed FTE changes are:

City Manager’s Office	+0.100 FTE
Community Development Department	-1.000 FTE
Fire Department	-0.400 FTE
Library	+0.025 FTE
Parks & Recreation Department	+1.100 FTE
Police Department	+0.125 FTE
Public Works	<u>+1.00 FTE</u>
<b>Total</b>	<b>+0.950 FTE</b>

## ***CITY MANAGER’S OFFICE***

### City Manager’s Office

- Add 0.10 FTE to the Administrative Assistant (confidential) position

### Economic Development Activities

- Reclassify Urban Renewal Manager position to Economic Development & Urban Renewal Director

## ***COMMUNITY DEVELOPMENT DEPARTMENT***

### Building Inspection

- Delete vacant 1.00 FTE Assistant Building Official position

## ***FIRE DEPARTMENT***

### Ambulance

- Delete funding for the vacant 0.40 FTE of the 1.00 FTE authorized, funded Ambulance Billing Specialist II position, thus decreasing the authorized, funded portion of the position from 1.00 FTE to 0.60 FTE

## ***LIBRARY***

- Add 0.20 FTE to the Administrative Assistant I position
- Delete vacant 0.175 FTE Library Aide position

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

### Children, Youth, & Family Recreation Services

- Add 0.25 FTE Recreation Programs Specialist position as a transfer from Resource Development/Marketing Services
- Delete vacant 0.375 FTE Maple Lawn Preschool Teaching Assistant II position

### Resource Development/Marketing Services

- Transfer 0.25 FTE Recreation Programs Specialist position to Children, Youth, & Family Recreation Services
- Transfer 0.025 FTE Recreation Programs Specialist position to Adult Recreation Services

### Park Maintenance Services

- Reclassify 1.00 FTE Park Maintenance II position to Park Maintenance III

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

### ***continued***

#### Adult Recreation Services

- Add 0.025 FTE Recreation Programs Specialist position as a transfer from Resource Development/Marketing Services
- Add 0.475 FTE Recreation Programs Specialist position

#### Facilities Maintenance

- Add 1.00 FTE Building Maintenance Lead Worker position

## ***POLICE DEPARTMENT***

- Add 0.375 FTE to the vacant 0.25 FTE Property & Evidence Specialist position, thus increasing the authorized, funded portion of the position from 0.25 FTE to 0.625 FTE
- Delete funding for the vacant 0.25 FTE Community Education Specialist position, thus increasing the authorized, unfunded portion of the position from 0.75 FTE to 1.00 FTE
- Reclassify 1.00 FTE Police Clerk position to Administrative Assistant I

## ***PUBLIC WORKS DEPARTMENT***

#### Street Maintenance

- Transfer 0.45 FTE Utility Superintendent-Transportation position to Street Administration

#### Street Administration

- Add 0.45 FTE Utility Superintendent-Transportation position as a transfer from Street Administration

#### Sewer Environmental Services

- Transfer the vacant 1.00 FTE Environmental Programs Supervisor position to Industrial Pretreatment
- Transfer 3.00 FTE Environmental Services Technician II positions to Industrial Pretreatment

#### Wastewater Treatment Plant

- Reclassify the 1.00 FTE Lead Wastewater Facilities Technician position to Treatment Facilities Operator
- Add 1.00 FTE Treatment Facilities Maintenance Technician

#### Wastewater Collection

- Delete 1.00 FTE Wastewater Maintenance II position
- Add 0.50 FTE Water Maintenance II position as a transfer from Water Distribution

#### Wastewater Administration

- Add 0.20 FTE Wetlands & Biosolids Reuse Manager position as a transfer from Water Reuse and Biosolids and change the job title to Environmental Programs Supervisor

#### Water Reuse and Biosolids

- Transfer 0.20 FTE Wetlands & Biosolids Reuse Manager position to Wastewater Administration and change the job title to Environmental Programs Supervisor

#### Wetlands

- Change the job title of the 0.80 FTE Wetlands & Biosolids Reuse Manager position to Environmental Programs Supervisor

#### Industrial Pretreatment

- Add the vacant 1.00 FTE Environmental Programs Supervisor-Industrial Pretreatment position as a transfer from Sewer Environmental Services
- Add 3.00 FTE Environmental Services Technician II positions as a transfer from Sewer Environmental Services

#### Water Distribution

- Transfer 0.50 FTE Water Maintenance II position to Wastewater Collection

#### Engineering Services

- Reclassify a 1.00 FTE Engineering Technician IV position to Lead Engineering Technician
- Add 1.00 FTE Engineering Technician II position

#### Operations Administration

- Reclassify the 1.00 FTE Operations Manager position to Assistant Public Works Director/Operations Manager
- Delete vacant 1.00 FTE Facilities Maintenance Coordinator position

#### Facilities & Maintenance Engineering

- Add 1.00 FTE Facilities Mechanic I position

## Authorized Positions and Monthly Salary Schedule

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

Position	2011-2012 Adopted Positions	2012-2013 Adopted Positions	2013-2014 Adopted Positions	2013-2014 Salary Schedule	
				Minimum	Maximum
<b>City Manager's Office</b>					
<b>Council &amp; Nondepartmental – 701-11-1027</b>					
Mayor	1.0	1.0	1.0	\$165	N/A
Councilor	6.0	6.0	6.0	\$110	N/A
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>		
<b>City Manager's Office – 701-11-1028</b>					
City Manager	1.0	1.0	1.0	\$10,663	N/A
Management Systems Director	1.0	1.0	1.0	\$7,515	\$9,393
Executive Assistant to the City Manager	1.0	0.0	0.0	N/A	N/A
Management Assistant/Public Information Officer	1.0	1.0	1.0	\$4,447	\$5,471
Graphics and Web Specialist	1.0	1.0	1.0	\$4,110	\$5,244
Administrative Assistant I (confidential)	1.0	1.0	1.0	\$3,617	\$4,447
Administrative Assistant (confidential)	0.8	0.6	0.7	\$3,215	\$3,954
<b>TOTAL</b>	<b>6.8</b>	<b>5.6</b>	<b>5.7</b>		
<b>Economic Development Activities – 211-11-1101</b>					
Economic Development & Urban Renewal Director	0.0	0.0	1.0	\$7,515	\$9,393
Urban Renewal Manager	1.0	1.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>		
<b>Community Development Department</b>					
<b>Planning – 100-40-1601</b>					
Community Development Director	1.0	1.0	1.0	\$7,947	\$9,934
Planning Manager	1.0	0.0	0.0	N/A	N/A
Planner III	1.0	2.0	2.0	\$4,975	\$6,346
Planner II	2.0	1.0	1.0	\$4,520	\$5,754
Planner I	1.0	0.0	0.0	N/A	N/A
Infrastructure Analyst	1.0	1.0	1.0	\$4,520	\$5,754
Administrative Services Supervisor	0.5	0.5	0.5	\$4,111	\$5,056
Administrative Assistant I	1.0	1.0	1.0	\$3,250	\$4,149
Administrative Assistant	1.0	1.0	1.0	\$2,941	\$3,750
<b>TOTAL</b>	<b>9.5</b>	<b>7.5</b>	<b>7.5</b>		
<b>Building Inspection – 204-40-1602</b>					
Building Official Manager	1.0000	1.00	1.00	\$5,979	\$7,356
Assistant Building Official	1.0000	1.00	0.00	N/A	N/A
Administrative Services Supervisor	0.5000	0.50	0.50	\$4,193	\$5,157
Building Inspector	5.0000	2.25	2.25	\$4,009	N/A
Senior Code Compliance Inspector	1.0000	1.00	1.00	\$4,075	\$5,266
Code Compliance Inspector	1.0000	0.00	0.00	N/A	N/A
Disability Access Coordinator	0.1575	0.00	0.00	N/A	N/A
Permit Technician	2.0000	1.00	1.00	\$3,250	\$4,149
Permit Clerk	0.5000	0.00	0.00	N/A	N/A
Administrative Assistant I	1.0000	0.00	0.00	N/A	N/A
<b>TOTAL</b>	<b>13.1575</b>	<b>6.75</b>	<b>5.75</b>		
<b>Electrical Permit Program – 204-40-1603</b>					
Building Inspector	1.0	0.75	0.75	\$4,009	N/A
Permit Clerk	0.5	0.00	0.00	N/A	N/A
<b>TOTAL</b>	<b>1.5</b>	<b>0.75</b>	<b>0.75</b>		
<b>ADA/Disability Access Enforcement – 204-40-1607</b>					
Disability Access Coordinator	0.8425	0.75	0.75	\$3,748	\$4,786
<b>TOTAL</b>	<b>0.8425</b>	<b>0.75</b>	<b>0.75</b>		

## Authorized Positions and Monthly Salary Schedule

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

Position	2011-2012 Adopted Positions	2012-2013 Adopted Positions	2013-2014 Adopted Positions	2013-2014 Salary Schedule	
				Minimum	Maximum
<b>Finance Department</b>					
<b>Municipal Court – 100-10-1029</b>					
Municipal Court Judge	0.250	0.250	0.250	N/A	\$6,141
Senior Court Clerk	1.000	1.000	1.000	\$3,207	\$4,077
Accounting Specialist	1.000	1.000	1.000	\$2,932	\$3,737
Court Clerk	3.125	2.125	2.125	\$2,532	\$3,222
<b>TOTAL</b>	<b>5.375</b>	<b>4.375</b>	<b>4.375</b>		
<b>Finance Office – 701-10-1035</b>					
Finance Director	1.0	1.00	1.00	\$8,346	\$10,432
Senior Accountant	2.0	2.00	2.00	\$5,637	\$6,933
City Clerk	1.0	1.00	1.00	\$4,319	\$5,311
Deputy City Clerk	1.0	0.00	0.00	N/A	N/A
Payroll Supervisor	1.0	1.00	1.00	\$4,319	\$5,311
Purchasing Coordinator	1.0	1.00	1.00	\$4,075	\$5,266
Accounting Specialist	4.0	3.75	3.75	\$2,932	\$3,737
Clerk III	1.0	0.00	0.00	N/A	N/A
<b>TOTAL</b>	<b>12.0</b>	<b>9.75</b>	<b>9.75</b>		
<b>Fire Department</b>					
<b>Fire Suppression – 100-25-1201</b>					
Fire Chief	1.0	1.0	1.0	\$7,947	\$9,934
Assistant Fire Chief	1.0	1.0	1.0	\$7,142	\$8,783
Training Chief	1.0	0.0	0.0	N/A	N/A
Training Lieutenant	0.5	0.5	0.5	\$5,386	\$6,833
Battalion Chief	3.0	3.0	3.0	\$6,159	\$7,576
Lieutenant	12.0	12.0	12.0	\$5,386	\$6,833
Apparatus Operator	12.0	12.0	12.0	\$4,859	\$6,126
Firefighter/EMT	16.0	13.0	14.0	\$4,530	\$5,725
Administrative Services Supervisor	1.0	1.0	1.0	\$4,193	\$5,157
Administrative Assistant I	1.0	0.0	0.0	N/A	N/A
Clerk III	1.6	1.6	1.6	\$2,532	\$3,222
<b>TOTAL</b>	<b>50.1</b>	<b>45.1</b>	<b>46.1</b>		
<b>Public Safety Levy - Fire – 100-25-1202</b>					
Firefighter/EMT	7.0	7.0	7.0	\$4,530	\$5,725
Deputy Fire Marshal I/II - Compliance or Public Education	1.0	1.0	1.0	--	--
Deputy Fire Marshal I - Compliance or Public Education	N/A	N/A	N/A	\$4,815	\$6,049
Deputy Fire Marshal II - Compliance or Public Education	N/A	N/A	N/A	\$5,173	\$6,559
<b>TOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>		
<b>Fire &amp; Life Safety – 100-25-1203</b>					
Training Lieutenant	0.5	0.5	0.5	\$5,386	\$6,833
Fire Marshal	1.0	1.0	1.0	\$6,534	\$8,037
Deputy Fire Marshal III	1.0	0.0	0.0	N/A	N/A
Deputy Fire Marshal I/II - Compliance or Public Education	3.0	3.0	3.0	--	--
Deputy Fire Marshal I - Compliance or Public Education	N/A	N/A	N/A	\$4,815	\$6,049
Deputy Fire Marshal II - Compliance or Public Education	N/A	N/A	N/A	\$5,173	\$6,559
<b>TOTAL</b>	<b>5.5</b>	<b>4.5</b>	<b>4.5</b>		
<b>Ambulance – 212-25-1206</b>					
EMS/Operations Division Chief	1.0	1.0	1.0	\$6,534	\$8,037
Firefighter/EMT	13.0	13.0	12.0	\$4,530	\$5,725
Ambulance Billing Specialist III	1.0	1.0	1.0	\$2,934	\$3,747
Ambulance Billing Specialist II	1.0	1.0	0.6	\$2,655	\$3,444
<b>TOTAL</b>	<b>16.0</b>	<b>16.0</b>	<b>14.6</b>		
<b>2011 SAFER Grant - 203-25-5098</b>					
Firefighter/EMT	0.0	6.0	6.0	\$4,530	\$5,725
<b>TOTAL</b>	<b>0.0</b>	<b>6.0</b>	<b>6.0</b>		

## Authorized Positions and Monthly Salary Schedule

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

Position	2011-2012 Adopted Positions	2012-2013 Adopted Positions	2013-2014 Adopted Positions	2013-2014 Salary Schedule	
				Minimum	Maximum
<b><i>Human Resources Department</i></b>					
<b>Human Resources – 701-14-1032</b>					
Human Resources Director	1.0	1.0	1.0	\$7,515	\$9,393
Senior Human Resources Program Coordinator	1.0	1.0	1.0	\$4,719	\$5,805
Human Resources Programs Coordinator	2.0	1.0	1.0	\$3,954	\$4,860
HRIS Coordinator	1.0	1.0	1.0	\$3,726	\$4,581
<b>TOTAL</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>		
<b><i>Information Technology Department</i></b>					
<b>Information Technology Services – 701-13-1030</b>					
Information Technology Director	1.0	1.0	1.0	\$7,515	\$9,393
Information Technology Project Manager	1.0	1.0	1.0	\$5,805	\$7,142
Network Engineer	1.0	1.0	1.0	\$4,325	\$5,525
Database and Virtual Infrastructure Administrator	1.0	1.0	1.0	\$4,975	\$6,346
Network Administrator	1.0	1.0	1.0	\$4,325	\$5,525
System Administrator	1.0	1.0	1.0	\$4,325	\$5,525
Information Systems Technician	2.0	2.0	2.0	\$3,396	\$4,342
Application Support Specialist	0.5	0.5	0.5	\$3,320	\$4,226
<b>TOTAL</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>		
<b>Geographic Information Services – 701-13-2010</b>					
Data Systems Manager	1.0	1.0	1.0	\$5,805	\$7,142
Geographic Information System Analyst	2.0	1.0	1.0	\$4,325	\$5,525
Data Systems Analyst	0.5	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>3.5</b>	<b>2.0</b>	<b>2.0</b>		
<b>Permit Tracking Services – 701-13-2011</b>					
Data Systems Analyst	0.5	0.0	0.0	N/A	N/A
Application Support Specialist	0.5	0.5	0.5	\$3,320	\$4,226
<b>TOTAL</b>	<b>1.0</b>	<b>0.5</b>	<b>0.5</b>		
<b><i>Library Department</i></b>					
<b>Library – 100-45-1701</b>					
Library Director	1.0000	1.0000	1.0000	\$7,515	\$9,393
Supervising Librarian	1.0000	1.0000	1.0000	\$5,006	\$6,159
Library Resources Coordinator	0.7500	0.7500	0.7500	\$4,075	\$5,266
Librarian II	2.0000	2.0000	2.0000	\$3,695	\$4,707
Librarian I	5.0000	5.0000	5.0000	\$3,284	\$4,175
Senior Library Assistant	1.0000	1.0000	1.0000	\$3,178	\$4,048
Library Assistant	2.6625	2.1625	2.1625	\$2,864	\$3,655
System Administrator	1.0000	1.0000	1.0000	\$4,325	\$5,525
Administrative Assistant I	0.8000	0.8000	1.0000	\$3,250	\$4,149
Library Aide	6.3125	6.1875	6.0125	\$2,334	\$2,966
Library Page	0.2500	0.0000	0.0000	N/A	N/A
<b>TOTAL</b>	<b>21.7750</b>	<b>20.9000</b>	<b>20.9250</b>		
<b><i>Parks &amp; Recreation Department</i></b>					
<b>Sports Services – 202-35-1402</b>					
Recreation Coordinator	1.0	1.0	1.0	\$3,878	\$4,942
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>		
<b>Children, Youth, &amp; Family Recreation Services – 202-35-1403</b>					
Recreation Programs Manager	0.200	0.200	0.200	\$5,471	\$6,730
Recreation Programs Supervisor	1.000	1.000	1.000	\$4,193	\$5,157
Recreation Programs Specialist	0.000	0.000	0.250	\$3,409	\$4,353
Maple Lawn Preschool Teaching Assistant II	1.500	1.025	0.650	\$2,005	\$2,549
Maple Lawn Preschool Teaching Assistant I	0.875	0.875	0.875	\$1,817	\$2,310
<b>TOTAL</b>	<b>3.575</b>	<b>3.100</b>	<b>2.975</b>		
<b>Resource Development/Marketing Services – 202-35-1404</b>					
Recreation Programs Manager	0.2	0.200	0.20	\$5,471	\$6,730
Resource Development Coordinator	1.0	1.000	1.00	\$4,075	\$5,266
Event and Program Coordinator	1.0	1.000	1.00	\$4,075	\$5,266
Recreation Programs Specialist	1.0	0.525	0.25	\$3,409	\$4,353
<b>TOTAL</b>	<b>3.2</b>	<b>2.725</b>	<b>2.45</b>		



## Authorized Positions and Monthly Salary Schedule

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

Position	2011-2012 Adopted Positions	2012-2013 Adopted Positions	2013-2014 Adopted Positions	2013-2014 Salary Schedule	
				Minimum	Maximum
<b>Park Maintenance Services – 202-35-1407</b>					
Parks and Facilities Maintenance Manager	0.5	0.5	0.5	\$5,471	\$6,730
Parks Operations Supervisor	2.0	2.0	2.0	\$4,193	\$5,157
Park Maintenance III	1.0	0.0	1.0	\$3,494	\$4,440
Park Maintenance II	4.0	3.0	2.0	\$3,284	\$4,175
Park Maintenance I	4.0	3.0	3.0	\$3,026	\$3,844
Building Security/Custodian	1.0	1.0	1.0	\$2,619	\$3,344
<b>TOTAL</b>	<b>12.5</b>	<b>9.5</b>	<b>9.5</b>		
<b>Parks &amp; Recreation Administration – 202-35-1408</b>					
Parks & Recreation Director	1.0	1.00	1.00	\$7,515	\$9,393
Recreation Programs Manager	0.2	0.20	0.20	\$5,471	\$6,730
Administrative Assistant I	1.0	0.95	0.95	\$3,250	\$4,149
Clerk III	2.0	2.00	2.00	\$2,532	\$3,222
<b>TOTAL</b>	<b>4.2</b>	<b>4.15</b>	<b>4.15</b>		
<b>Aquatic Services – 202-35-1410</b>					
Recreation Programs Manager	1.000	1.0	1.0	\$5,471	\$6,730
Building Maintenance II	1.000	0.5	0.5	\$3,284	\$4,175
Aquatic Programs Leader	2.000	2.0	2.0	\$2,815	\$3,585
Administrative Assistant	0.575	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>4.575</b>	<b>3.5</b>	<b>3.5</b>		
<b>Adult Recreation Services – 202-35-1413</b>					
Recreation Programs Manager	0.4	0.35	0.35	\$5,471	\$6,730
Recreation Programs Supervisor	1.0	0.00	0.00	N/A	N/A
Recreation Coordinator	1.0	0.50	0.50	\$3,878	\$4,942
Recreation Programs Specialist	0.0	0.00	0.50	\$3,409	\$4,353
Clerk III	1.0	1.00	1.00	\$2,532	\$3,222
<b>TOTAL</b>	<b>3.4</b>	<b>1.85</b>	<b>2.35</b>		
<b>Foster Grandparent Program (grant) – 203-35-5090</b>					
Recreation Programs Manager	0.0	0.05	0.05	\$5,471	\$6,730
Recreation Coordinator	0.0	0.50	0.50	\$3,878	\$4,942
Administrative Assistant I	0.0	0.05	0.05	\$3,250	\$4,149
<b>TOTAL</b>	<b>0.0</b>	<b>0.60</b>	<b>0.60</b>		
<b>Facilities Maintenance – 701-35-1033</b>					
Parks and Facilities Maintenance Manager	0.5	0.5	0.5	\$5,471	\$6,730
Building Maintenance Lead Worker	1.0	0.0	1.0	\$3,839	\$4,897
Building Maintenance II	2.0	2.0	2.0	\$3,284	\$4,175
<b>TOTAL</b>	<b>3.5</b>	<b>2.5</b>	<b>3.5</b>		
<b><i>Police Department</i></b>					
<b>Police – 100-30-1301</b>					
Police Chief	1.00	1.00	1.000	\$7,515	\$9,393
Police Captain	3.00	2.00	2.000	\$6,534	\$8,037
Police Lieutenant (changed from Sergeant to Lieutenant)	7.00	7.00	7.000	\$5,637	\$6,933
Police Sergeant (changed from Corporal to Sergeant)	6.00	6.00	6.000	\$4,873	\$6,152
Police Officer	42.00	40.00	40.000	\$4,237	\$5,337
Police Records and Systems Supervisor	1.00	1.00	1.000	\$4,447	\$5,471
Police Communications Supervisor	1.00	1.00	1.000	\$4,581	\$5,637
Police Communications Specialist	10.00	9.00	9.000	\$3,448	\$4,379
Community Education Specialist	2.00	1.25	1.000	\$3,664	\$4,696
Community Service Officer	1.00	1.00	1.000	\$3,558	\$4,560
Property and Evidence Specialist	2.00	1.25	1.625	\$3,153	\$3,946
Administrative Services Supervisor	1.00	0.00	0.000	N/A	N/A
Administrative Assistant I (confidential)	1.00	1.00	1.000	\$3,617	\$4,447
Administrative Assistant I	0.00	0.00	1.000	\$3,250	\$4,149
Police Clerk	7.25	7.25	6.250	\$2,683	\$3,418
<b>TOTAL</b>	<b>85.25</b>	<b>78.75</b>	<b>78.875</b>		
<b>Public Safety Levy - Police – 100-30-1302</b>					
Police Officer	4.0	4.0	4.0	\$4,237	\$5,337
Crime Analyst	1.0	1.0	1.0	\$4,125	\$5,265
Community Service Officer	3.0	3.0	3.0	\$3,558	\$4,560
Police Communications Specialist	1.0	1.0	1.0	\$3,448	\$4,379
<b>TOTAL</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>		

## Authorized Positions and Monthly Salary Schedule

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

Position	2011-2012 Adopted Positions	2012-2013 Adopted Positions	2013-2014 Adopted Positions	2013-2014 Salary Schedule	
				Minimum	Maximum
<b>Public Works Department</b>					
<b>Street Maintenance – 250-50-2602</b>					
Utility Superintendent - Transportation	0.0	0.45	0.0	N/A	N/A
Street Maintenance Supervisor	1.0	0.00	0.0	N/A	N/A
Street Maintenance Lead Worker	1.0	1.00	1.0	\$3,839	\$4,897
Street Maintenance II	4.0	6.00	6.0	\$3,284	\$4,175
Street Maintenance I	2.0	0.00	0.0	N/A	N/A
<b>TOTAL</b>	<b>8.0</b>	<b>7.45</b>	<b>7.0</b>		
<b>Street Administration - 250-50-2604</b>					
Utility Superintendent - Transportation	0.0	0.0	0.45	\$5,637	\$6,933
<b>TOTAL</b>	<b>0.0</b>	<b>0.0</b>	<b>0.45</b>		
<b>Sewer Environmental Services – 601-50-2402</b>					
Environmental Services Manager	1.0	1.0	0.0	N/A	N/A
Environmental Services Technician II	3.0	3.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>		
<b>Industrial Pretreatment – 601-50-2413</b>					
Environmental Programs Supervisor	0.0	0.0	1.0	\$5,157	\$6,343
Environmental Services Technician II	0.0	0.0	3.0	\$3,878	\$4,942
<b>TOTAL</b>	<b>0.0</b>	<b>0.0</b>	<b>4.0</b>		
<b>Wastewater Treatment Plant – 601-50-2404</b>					
Treatment Plant Supervisor	1.0	1.0	1.0	\$5,157	\$6,343
Lead Wastewater Facilities Technician	1.0	1.0	0.0	N/A	N/A
Treatment Facilities Operator	4.5	5.0	6.0	\$3,351	\$4,272
Treatment Facilities Maintenance Technician	0.0	0.0	1.0	\$3,026	\$3,844
<b>TOTAL</b>	<b>6.5</b>	<b>7.0</b>	<b>8.0</b>		
<b>Wastewater Collection – 601-50-2405</b>					
Wastewater Collection Manager	1.0	0.0	0.0	N/A	N/A
Lead Wastewater Operator	0.0	1.0	1.0	\$3,839	\$4,897
Wastewater Maintenance II	6.5	9.0	8.0	\$3,284	\$4,175
Wastewater Maintenance I	1.0	0.0	0.0	N/A	N/A
Water Maintenance II	1.0	0.0	0.5	\$3,284	\$4,175
<b>TOTAL</b>	<b>9.5</b>	<b>10.0</b>	<b>9.5</b>		
<b>Wastewater Administration – 601-50-2407</b>					
Utility Superintendent - Wastewater	0.0	1.0	1.0	\$5,637	\$6,933
Environmental Programs Supervisor	0.0	0.0	0.2	\$5,157	\$6,343
Civil Engineer III	0.5	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>0.5</b>	<b>1.0</b>	<b>1.2</b>		
<b>Water Reuse and Biosolids – 601-50-2410</b>					
Wetlands & Biosolids Reuse Manager	1.0	0.2	0.0	N/A	N/A
Wastewater Maintenance II	1.0	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>2.0</b>	<b>0.2</b>	<b>0.0</b>		
<b>Wetlands – 601-50-2411</b>					
Environmental Programs Supervisor	0.0	0.0	0.8	\$5,157	\$6,343
Wetlands & Biosolids Reuse Manager	0.0	0.8	0.0	N/A	N/A
<b>TOTAL</b>	<b>0.0</b>	<b>0.8</b>	<b>0.8</b>		
<b>Water Administration – 615-50-2202</b>					
Utility Superintendent - Water	0.0	1.0	1.0	\$5,637	\$6,933
Civil Engineer III	0.5	0.0	0.0	N/A	N/A
Water Superintendant	1.0	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>1.5</b>	<b>1.0</b>	<b>1.0</b>		
<b>Water Canal Maintenance – 615-50-2204</b>					
Lead Water Operator	1.0	1.0	1.0	\$3,839	\$4,897
Water Maintenance II	1.0	2.0	2.0	\$3,284	\$4,175
Water Maintenance I	1.0	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>		
<b>Vine Street Water Treatment Plant – 615-50-2205</b>					
Lead Water Operator	0.50	0.50	0.50	\$3,839	\$4,897
Treatment Facilities Operator	3.00	2.25	2.25	\$3,351	\$4,272
<b>TOTAL</b>	<b>3.50</b>	<b>2.75</b>	<b>2.75</b>		

## Authorized Positions and Monthly Salary Schedule

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

Position	2011-2012 Adopted Positions	2012-2013 Adopted Positions	2013-2014 Adopted Positions	2013-2014 Salary Schedule	
				Minimum	Maximum
<b>Water Distribution – 615-50-2206</b>					
Lead Water Operator	1.0	1.0	1.0	\$3,839	\$4,897
Water Maintenance II	8.0	9.0	8.5	\$3,284	\$4,175
Wastewater Maintenance II	0.5	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>9.5</b>	<b>10.0</b>	<b>9.5</b>		
<b>Albany-Millersburg Water Treatment Plant – 615-50-2207</b>					
Lead Water Operator	0.50	0.50	0.50	\$3,839	\$4,897
Water Treatment Plant Operator III	1.00	1.00	1.00	\$3,653	\$4,664
Treatment Facilities Operator	3.50	3.75	3.75	\$3,351	\$4,272
<b>TOTAL</b>	<b>5.00</b>	<b>5.25</b>	<b>5.25</b>		
<b>Public Works Administration – 705-50-2802</b>					
Public Works Director	1.0	1.0	1.0	\$8,346	\$10,432
Senior Accountant	1.0	1.0	1.0	\$5,637	\$6,933
Public Works Executive Assistant	1.0	1.0	1.0	\$4,193	\$5,157
Administrative Services Supervisor	0.0	1.0	1.0	\$4,193	\$5,157
<b>TOTAL</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>		
<b>Engineering Services – 705-50-2803</b>					
Assistant Public Works Director/City Engineer	1.0	1.0	1.0	\$7,002	\$8,611
Utilities Services Manager	1.0	1.0	1.0	\$6,534	\$8,037
Engineering Manager	0.0	1.0	1.0	\$6,159	\$7,576
Public Works Construction Management Supervisor	1.0	0.0	0.0	N/A	N/A
Transportation Systems Analyst	1.0	1.0	1.0	\$4,975	\$6,346
Civil Engineer III	4.0	4.0	4.0	\$5,565	\$7,101
Civil Engineer II	2.0	2.0	2.0	\$4,975	\$6,346
Engineering Associate I	1.0	1.0	1.0	\$4,325	\$5,525
Engineering Technician IV	2.0	2.0	2.0	\$4,325	\$5,525
Engineering Technician III	1.0	1.0	1.0	\$3,934	\$5,012
Engineering Technician II	1.0	1.0	2.0	\$3,472	\$4,421
Public Works Project Accountant	1.0	1.0	1.0	\$3,396	\$4,342
Public Works Project Coordinator	1.0	1.0	1.0	\$3,449	\$4,390
Administrative Assistant I	1.0	1.0	1.0	\$3,250	\$4,149
Clerk III	1.0	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>19.0</b>	<b>18.0</b>	<b>19.0</b>		
<b>Operations Administration – 705-50-2805</b>					
Assistant Public Works Director/Operations Manager	0.0	0.0	1.0	\$7,142	\$8,783
Operations Manager	1.0	1.0	0.0	N/A	N/A
Special Projects Coordinator	1.0	0.0	0.0	N/A	N/A
Program Management Supervisor	1.0	0.0	0.0	N/A	N/A
Public Works Data Technician	3.0	0.0	0.0	N/A	N/A
Facilities Maintenance Coordinator	0.0	1.0	0.0	N/A	N/A
Inventory Specialist	1.0	1.0	1.0	\$2,815	\$3,585
Administrative Assistant	1.0	1.0	1.0	\$2,941	\$3,750
Clerk III	0.0	1.0	1.0	\$2,532	\$3,222
Clerk II	1.0	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>9.0</b>	<b>5.0</b>	<b>4.0</b>		
<b>Water Quality Control Services – 705-50-2806</b>					
Environmental Services Technician II	2.0	2.0	2.0	\$3,878	\$4,942
WWTP Laboratory Technician	2.0	1.0	1.0	\$3,839	\$4,897
<b>TOTAL</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>		
<b>Public Works Customer Services – 705-50-2807</b>					
Public Works Customer Services Supervisor	1.0	1.0	1.0	\$5,006	\$6,159
Field Representative II	2.0	2.0	2.0	\$3,004	\$3,839
Billing/Collection Specialist II	3.0	4.0	4.0	\$2,655	\$3,444
Billing/Collection Specialist I	1.0	0.0	0.0	N/A	N/A
Public Works Customer Service Representative	2.0	2.0	2.0	\$2,532	\$3,222
<b>TOTAL</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>		

## Authorized Positions and Monthly Salary Schedule

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

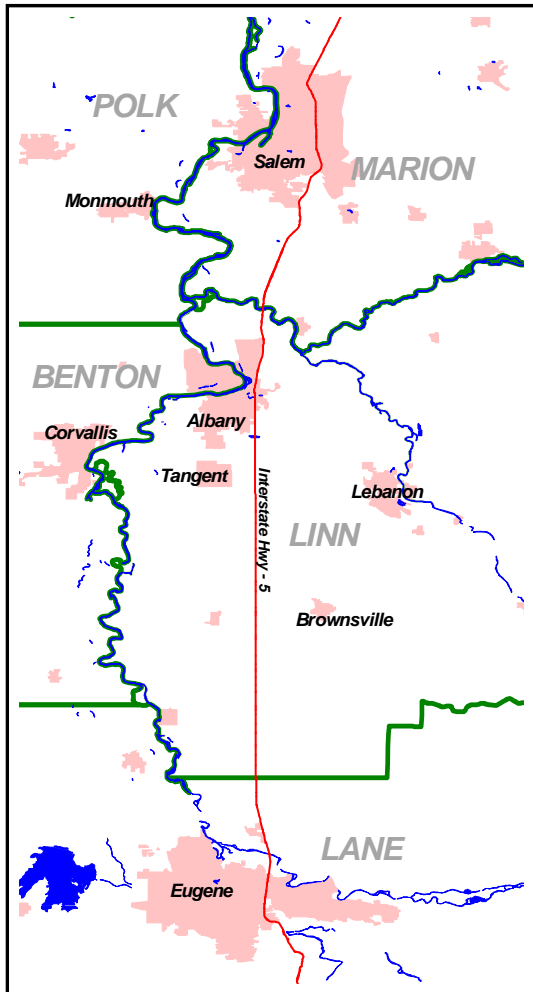
Position	2011-2012 Adopted Positions	2012-2013 Adopted Positions	2013-2014 Adopted Positions	2013-2014 Salary Schedule	
				Minimum	Maximum
<b>Facilities &amp; Maintenance Engineering – 705-50-2809</b>					
Facilities Maintenance & Control Manager	0.0	1.0	1.0	\$5,311	\$6,534
Lead Computerized Maintenance Management Systems Analyst	0.0	1.0	1.0	\$4,325	\$5,525
Facilities Engineering Manager	1.0	0.0	0.0	N/A	N/A
Facilities Automation Analyst	2.0	2.0	2.0	\$4,616	\$5,888
Facilities Field Services Supervisor	1.0	0.0	0.0	N/A	N/A
Computerized Maintenance Management Systems Analyst	0.0	3.0	3.0	\$3,748	\$4,786
Facilities Maintenance Coordinator	1.0	0.0	0.0	N/A	N/A
Wastewater Facilities Technician III-Flow Monitoring Specialist	1.0	0.0	0.0	N/A	N/A
Facilities Maintenance Electrician	1.0	1.0	1.0	\$3,697	\$4,711
Facilities Automation Technician	1.0	1.0	1.0	\$3,396	\$4,342
Facilities Mechanic I	2.0	2.0	3.0	\$3,271	\$4,163
<b>TOTAL</b>	<b>10.0</b>	<b>11.0</b>	<b>12.0</b>		
<b>Title XIX Transportation Grant – 203-50-5014</b>					
Transportation Assistant	0.375	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>0.375</b>	<b>0.0</b>	<b>0.0</b>		
<b>Albany Municipal Airport – 211-50-1103</b>					
Utility Superintendent - Transportation Airport & Transit Manager	0.0	0.1	0.1	\$5,637	\$6,933
	0.45	0.0	0.0	N/A	N/A
<b>TOTAL</b>	<b>0.45</b>	<b>0.1</b>	<b>0.1</b>		
<b>Albany Transit System – 213-50-1106</b>					
Utility Superintendent - Transportation	0.0	0.15	0.15	\$5,637	\$6,933
Airport & Transit Manager	0.185	0.00	0.00	N/A	N/A
Transit Programs Supervisor	0.500	0.50	0.50	\$4,447	\$5,471
Operations Maintenance I	0.250	0.25	0.25	\$3,026	\$3,844
Transit Operator	2.680	2.68	2.68	\$2,932	\$3,737
Clerk III	0.330	0.33	0.33	\$2,532	\$3,222
<b>TOTAL</b>	<b>3.945</b>	<b>3.91</b>	<b>3.91</b>		
<b>Linn-Benton Transit Loop – 213-50-1107</b>					
Utility Superintendent - Transportation	0.0	0.15	0.15	\$5,637	\$6,933
Airport & Transit Manager	0.185	0.000	0.000	N/A	N/A
Transit Programs Supervisor	0.500	0.500	0.500	\$4,447	\$5,471
Operations Maintenance I	0.250	0.250	0.250	\$3,026	\$3,844
Transit Operator	2.070	2.070	2.070	\$2,932	\$3,737
Clerk III	0.330	0.330	0.330	\$2,532	\$3,222
<b>TOTAL</b>	<b>3.335</b>	<b>3.3</b>	<b>3.3</b>		
<b>Paratransit System – 213-50-1108</b>					
Utility Superintendent - Transportation	0.0	0.150	0.150	\$5,637	\$6,933
Airport & Transit Manager	0.18	0.000	0.000	N/A	N/A
Paratransit Services Supervisor	1.00	1.000	1.000	\$4,193	\$5,157
Transportation Assistant	1.55	1.925	1.925	\$2,532	\$3,222
Clerk III	0.34	0.340	0.340	\$2,532	\$3,222
<b>TOTAL</b>	<b>3.07</b>	<b>3.415</b>	<b>3.415</b>		
<b>ALL DEPARTMENTS TOTAL</b>	<b>424.925</b>	<b>388.825</b>	<b>389.775</b>		

# USERS 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 50,710. Nearly 86 percent of the City’s population resides in Linn County, with the remainder in Benton County. The City came close to matching the record growth in population of the 1960s and 1970s (over 40 percent) in the 1990s, at around 39 percent. In the 2000s, the total increase was approximately 17 percent. The increases for the last six years are:

<u>As of</u>	<u>Population</u>	<u>% Change</u>
2008	47,470	1.8%
2009	48,770	2.7%
2010	49,165	0.8%
2011	50,158	2.1%
2012	50,520	0.7%
2013	50,710	0.4%

Source: Center for Population Research and Census at Portland State University

**Demographics**

*City Boundary Land Area*

2010 .....	17.70 sq. mi.
2011 .....	17.70 sq. mi.
2012 .....	17.70 sq. mi.

*Urban Growth Boundary Land Area*

2010 .....	21.72 sq. mi.
2011 .....	21.72 sq. mi.
2012 .....	21.72 sq. mi.

*Assessed Value (\$Millions)*

2010-11 .....	3,299
2011 -12 .....	3,363
2012 -13 .....	3,380

Source: Linn and Benton County Assessor’s Offices

*School Enrollment*

2010 .....	9,262
2011 .....	9,160
2012 .....	9,162

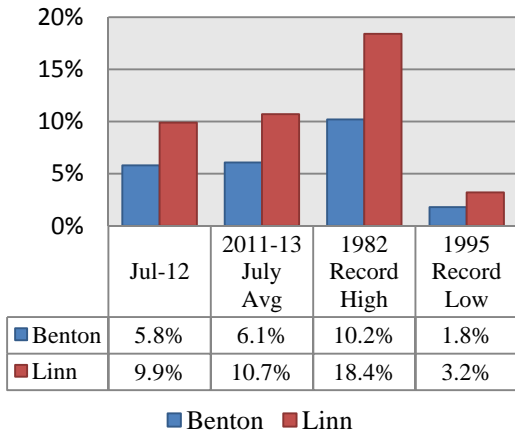
*Infrastructure (as of June 30, 2012)*

Police Stations .....	1
Fire Stations .....	4
Libraries .....	2
Number of Parks .....	33
Miles of Asphalt roads .....	168.1
Miles of Concrete roads .....	4.06
Miles of Gravel roads .....	0.08
Miles of Oil Mat .....	7.17
Miles of Water Lines .....	257
Miles of Sewer Lines .....	200
Miles of Storm Drains .....	128

**Economics**

*Unemployment Rate, Linn County*

2011 .....	11.4%
2012 .....	10.8%
2013 .....	9.9%



*Unemployment Rate, Benton County*

2011 .....	6.4%
2012 .....	6.0%
2013 .....	5.8%

Source: State of Oregon Employment Division – July 2013.

*Top Ten Taxpayers to the City of Albany in 2013.*

<u>Taxpayer</u>	<u>Tax Imposed</u>
Target Corporation	\$1,302,809
Oregon Metallurgical Corp	1,132,923
Oregon Freeze Dry Inc	528,562
Comcast Corporation	507,552
Pacific Cast Technologies Inc	444,715
Waverly Land Management	433,357
Metropolitan Life Insurance	323,396
Northwest Natural Gas Company	316,703
Pacificorp (P P & L)	311,558
Wal-Mart Real Estate Business	307,753

*Major Employers*

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

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

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

**Government**

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

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

## FUND STRUCTURE

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

### General Fund

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

#### Major Revenues

- Property tax
- Franchise fees
- Privilege tax
- Fees, licenses, and permits
- Fines and forfeitures
- 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
- Charges for services

#### Primary Services

- Street Maintenance
- Parks & Recreation services
- Building Inspections
- Economic Development
- Public Transit
- Ambulance

### Debt Service Fund

These funds are set up to 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
- Transient Room tax
- Special assessments

#### Primary Services

- Payment of principal and interest on outstanding bonds.

### Capital Projects Fund

These funds are 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, and the City thereby acts as the trustee.

#### Major Revenues

- Endowments
- Gifts and donations

#### Primary Services

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



## FUND STRUCTURE (cont.)

### Enterprise Funds

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

#### Major Revenues

- User charges
- Revenue bonds
- Property taxes
- Assessments
- Development fees

#### Primary Services

- Water treatment and distribution
- Sewage collection and disposal
- Sewer 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

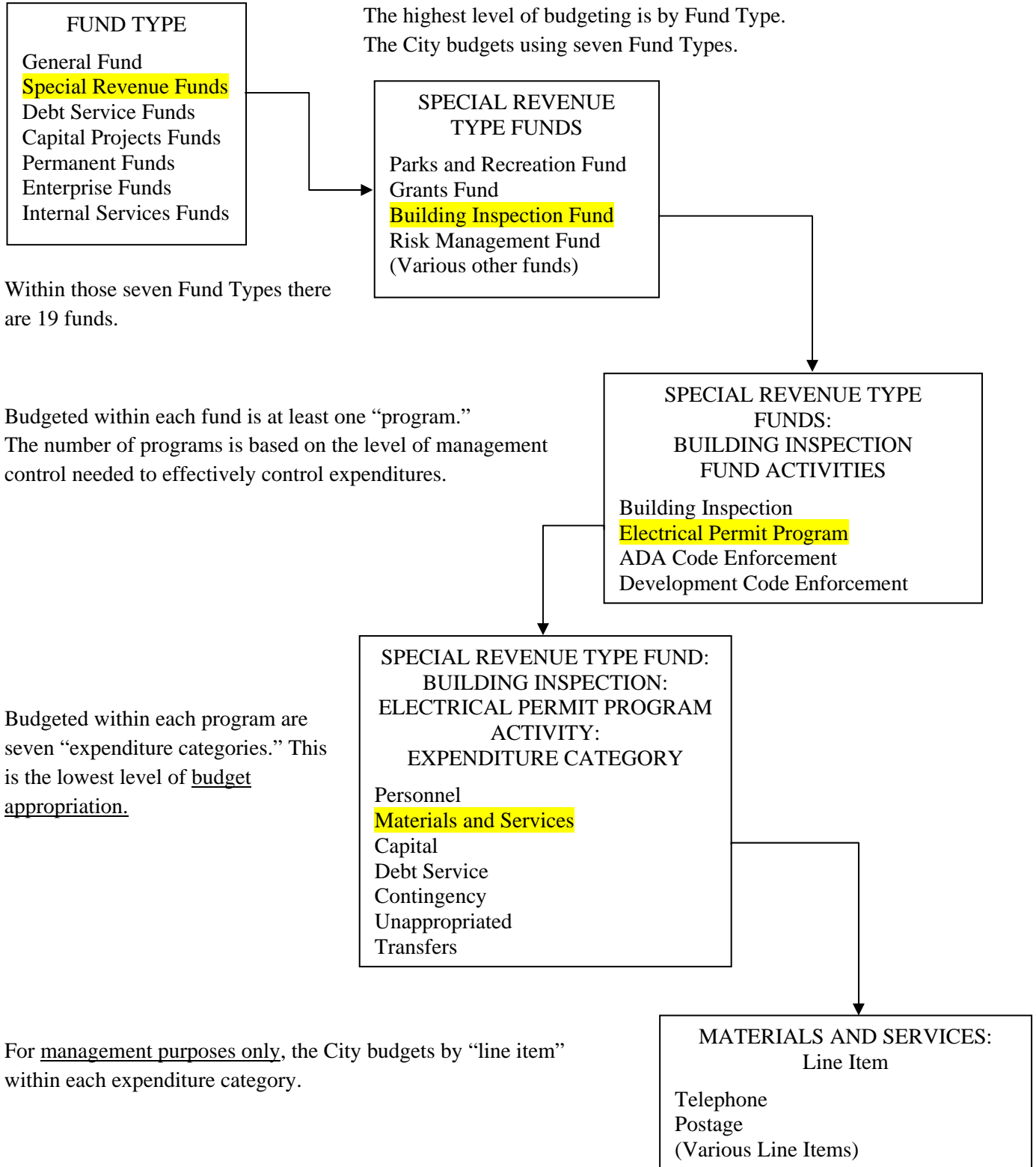
#### Primary Services

- General Administrative Services (e.g., City Manager, Finance, and Legal)
- Human Resources
- Information Technology Services
- Geographical Information Services
- Facilities Maintenance
- Permit Tracking Services
- Public Works Administration Services

# USER'S GUIDE

## BUDGET DOCUMENT STRUCTURE

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



## CITY OF ALBANY BUDGET PROCESS

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

### Revenue Forecast

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

### Council's Strategic Plan Themes

Soon after the revenue forecast has been done, the City Council and Budget Committee meet during a work session in order 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.

## USER'S GUIDE

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

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

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

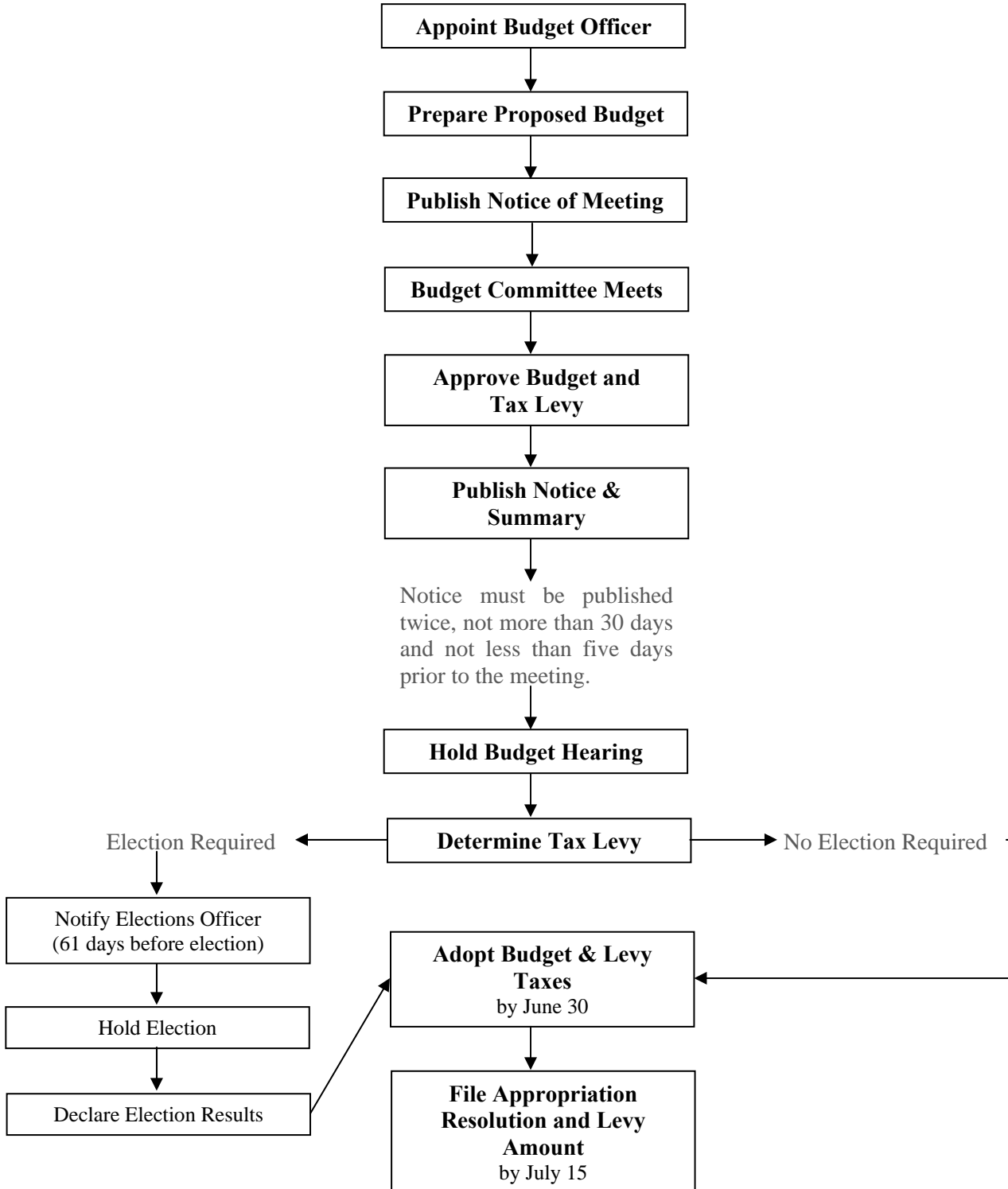
Included in the notice shall be a summary of the budget comparing the most recent preceding year's actual expenditures and budget resources, the current year budget summary with detail for each expenditure category (Personnel Services, Materials & Services, Capital Outlays, Debt Service, Transfers, and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

## USER'S GUIDE

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

### THE BUDGET PROCESS



### Supplemental Budget

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

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

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

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

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

**FISCAL YEAR 2013-2014  
BUDGET CALENDAR**

*Council/Budget Committee Work Session ..... 6:30 p.m., January 29*

Non-profit grant applications open date ..... February 7

Non-profit grant applications deadline ..... February 28

Departmental budget reviews with City Manager and Finance Director ..... March 8 - 21

Dept's submit final Requested Budget, if changes occurred after Director's review.....April 01

*Council, Budget Committee, Planning Commission, and staff review of the Capital Improvement Program (CIP) and budget update ..... April 4*

*Budget Committee (Proposed Budget, Message, and review)..... 6:30 p.m., May 14, 15, 16*

*(continued review as needed)..... 6:30 p.m., May 21, 23*

Publish CIP Public Hearing Notice, and Approved Budget and Public Hearing Notice

(paper & website) ..... May 29

*CIP Public Hearing and adoption by City Council..... June 12*

*Public Hearing on 2013-2014 Approved Budget..... June 12*

*Special Meeting on 2013-2014 Approved Budget ..... June 19*

If necessary:

*Public Hearing on 2012-2013 Supplemental Budget ..... June 26*

*Adoption of FY 2012-2013 Supplemental Budget..... June 26*

## USER'S GUIDE

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### BUDGET ASSUMPTIONS

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

#### Economic

- **Interest:** The average rate of return for City investments will be 1.0 percent.
- **Assessed Value Growth:** The assessed value of property within the City of Albany will increase by 1.0 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 22 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 12 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 will be at a reduced level.
- 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.

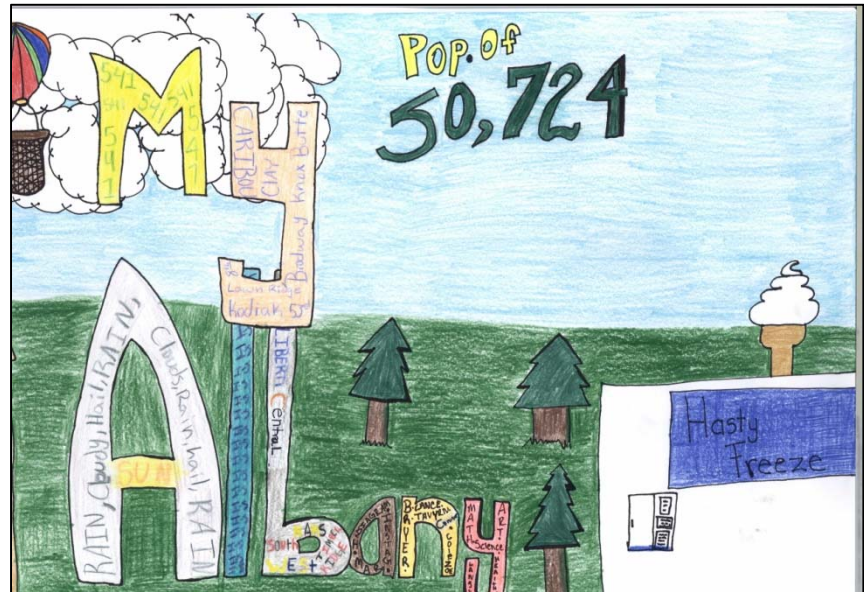
#### Enterprise Funds

- A sewer rate increase of 8.0 percent was included.
- A water rate increase of 3.0 percent was budgeted beginning in January of 2014.





Kate Kratka - Memorial Middle School  
Employee's Choice Award



Avery Gill - Memorial Middle School

# POLICIES

	<p><b>City of Albany</b>  Finance Policy  Policy #: F-07-08-005  Title: Financial Policies</p>	
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**I. POLICY STATEMENT**

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

**II. GENERAL GUIDELINES**

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

**III. REVENUES**

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

**IV. EXPENDITURES**

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

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

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

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

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

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

#### **VII. DEBT**

1. The City will generally limit long-term borrowing to capital improvements.
2. The City will follow a policy of full disclosure on every financial report, official

- statement, and bond prospectus.
3. The City will strive to maintain its high bond ratings, currently A+ from Standard and Poors and A2 from Moodys, and will receive credit ratings on all its bond issues.
  4. General obligation debt will not be used for self-supporting enterprise activities unless the activity provides a community-wide benefit.
  5. 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.
  6. 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.
  7. The City will use voter-approved general obligation debt to fund general-purpose public improvements that cannot be financed from current revenues. Special purpose debt including certificates of participation, revenue bonds, and loans will be linked to specific funding sources.

## **VIII. Grants**

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

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

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

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

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

1. The Finance Department is responsible to see that all accounting, auditing, and financial reporting comply with prevailing federal, state, and local statutes and regulations including generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers

- Association (GFOA).
2. The Finance Department will conduct periodic internal audits of financial procedures such as cash handling, purchasing, and accounts payable to test internal controls and to detect instances of fraud or abuse. The Finance Director shall establish locations and limits for petty cash, purchase cards, and other cash and purchasing procedures consistent with operational needs, GFOA best practices, and Oregon Administrative Rules and Revised Statutes.
  3. The City will seek out and contract for the assistance of qualified financial advisors, consultants, and auditors in the management and administration of the City's financial functions.
  4. The City Council will be provided monthly financial reports of revenues and expenditures.
  5. A complete independent audit will be performed annually.
  6. The City will issue annual financial reports in accordance with generally accepted accounting principles (GAAP) as outlined in the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) publication.
  7. The City will annually seek the GFOA Certificate of Achievement for Excellence in Financial Reporting and the GFOA Distinguished Budget Presentation Award.

Supersedes: Res. No. 6054	Created/Amended by/date: 10/10/2012	Effective Date: 10/10/2012	Reviewed by Council: 10/8/2012
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	<p><b>City of Albany</b>  Finance Policy  Policy #: F-06-08-005  Title: Investment Policy</p>	
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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, excluding proceeds from bond issues, is approximately \$60,000,000.00. 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 Fund
- Capital Projects Fund
- 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. **Governing Body:** 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 staff, investment advisers, 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 Adviser:** The City may enter into contracts with external investment management firms on a non-discretionary basis.

If an investment adviser 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. 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 adviser 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 Adviser**

An Investment Adviser 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 adviser firm representatives conducting investment transactions on behalf of the City must be registered representatives with FINRA.

- c. All investment adviser 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 assets 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 adviser 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 of 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 adviser 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:

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

GSE- Agency Obligations	US Government Agencies, Government Sponsored Enterprises ( <i>GSEs</i> ), Corporations or Instrumentalities of the US Government – Federal Instrumentality Securities include, but are not limited to Federal National Mortgage Association ( <i>FNMA</i> ), the Federal Home Loan Mortgage Corporation ( <i>FHLMC</i> ), Federal Home Loan Banks ( <i>FHLB</i> ), and the Federal Farm Credit Bureau ( <i>FFCB</i> ). [ORS Section 294.035(3)(a)]
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.
Local Gov’t Investment Pool	State treasurer’s local short-term investment fund up to the statutory limit per ORS Section 294.810
Certificates of Deposit/Bank Deposit/Savings Accounts	Time deposit open accounts, certificates of deposit and 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)].
State Obligations	<p>Lawfully issued debt obligations of the agencies and instrumentalities of the State of Oregon and its political subdivisions that have a long-term rating of A or an equivalent rating or better or are rated on the settlement date by S&amp;P, Moody’s or Fitch. [ORS Section 294.035(3)(b)].</p> <p>Lawfully issued debt obligations of the States of California, Idaho and Washington and political subdivisions of those states if the obligations have a long-term rating of AA or an equivalent rating or better or are rated on the settlement date by S&amp;P, Moody’s or Fitch [ORS Section 294.035(3)(c)].</p>

**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.

<b>DIVERSIFICATION CONSTRAINTS ON TOTAL HOLDINGS: LIQUIDITY AND CORE FUNDS*</b>	
<b>Issuer Type</b>	<b>Maximum % Holdings</b>
US Treasury Obligations	100%
US Agency (GSE) Securities	100%
- FHLB	33%
- FFCB	33%
- FHLMC	33%
- FNMA	33%
- Other GSE's	10%
Bankers Acceptance	10%
Commercial Paper	10% - 5% per issuer
Corporate Indebtedness	20%- 5% per issuer
Certificates of Deposit/Bank Deposits/Savings	10%
Obligations of States and political municipals	10% - 5% per issuer
LGIP – (Oregon Short-Term Fund)	ORS 294 Limit

**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:

<b>Maturity Constraints</b>	<b>Minimum % of Total Portfolio</b>
Under 30 days	10%
Under 1 year	25%
Under 5 years	100%
WAM (weighted average maturity)	2.0 years

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 Finance Committee.
- 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 Investor Adviser, 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 adviser 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:

<b>SPECIFIC REQUIREMENTS</b>
Earnings Yield
Holdings Report (including mark to market)
Transactions Report
Weighted Average Maturity or Duration
Compliance Report

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

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

Supersedes: Res No. 6053	Created/Amended by/date: 09/22/10; 10/08/12	Effective Date: 10/10/12	Reviewed by Council: 10/08/12
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	<p><b>City of Albany</b>  Finance Policy  Policy #: F-08-08-002  Title: Risk Management</p>	
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**I. POLICY STATEMENT**

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

**II. GENERAL RESPONSIBILITIES**

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.

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 Senior Accountant 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 safety awareness and 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.
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 \$5,000 per incident resulting from losses in their respective operations.

2. **Insurance Coverages.**

The following minimum policy limits and deductibles will be maintained:

<b>Property/Boiler &amp; Machinery</b>		
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	2% of value
		\$100,000 min
	(Limit	\$100,000,000)
	Flood	\$100,000
	(Limit	Same as earthquake)
<b>Tort Liability</b>		
Limit:	\$5,000,000	
<b>Auto Liability</b>		
Limit:	\$5,000,000	
<b>Auto Physical Damage</b>		
Deductibles:	Comprehensive	\$100
	Collision	\$500
<b>Senior Center Trips</b>		

Limit: \$5,250

**3. Self Insurance.**

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

**V. ALLOCATION OF INSURANCE COSTS**

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

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

**VI. CONFIDENTIALITY OF RECORDS**

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

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

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

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

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

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

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

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

#### **VIII. REPORTS TO BE FILED**

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

#### **IX. RISK MANAGER RECORDS**

The Risk Manager shall keep the following records:

1. An inventory of current locations, descriptions, and insurable values of all property/vehicles owned or leased by the City.
2. An insurance register, outlining all coverages in force and including premiums, policy numbers, servicing agents, terms of coverage, and expiration dates.
3. Premium payment and allocation records.
4. Claims filed and pending.

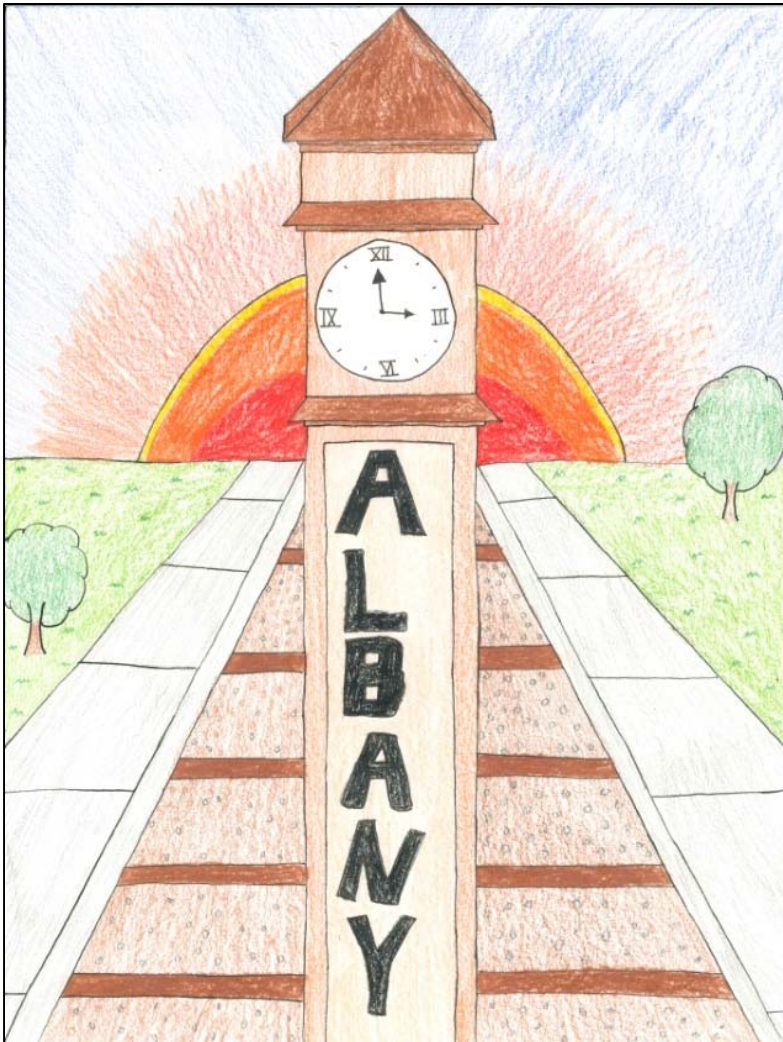
5. Loss records subdivided into property, liability, and other liability claims paid by the insurer under existing insurance policies.
6. Claim recoveries received from third parties who have damaged City property or who are reimbursing for City wages paid.

Supersedes: Res No. 6055	Created/Amended by/date: 10/08/2012	Effective Date: 10/10/2012	Reviewed by Council: 10/08/2012
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White Flower

Bari Walter - Calapooia Middle School



Amy Lopez - Memorial Middle School  
Third Place Award



# FINANCIAL SUMMARIES

Table 1  
**SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND TYPE AND CATEGORY**  
 Adopted for Fiscal Year 2013-14

Fund/Program	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Totals
<b>RESOURCES</b>								
Property taxes	\$16,599,100	\$ 6,758,400	\$1,388,600	\$ -	\$ -	\$ -	\$ -	\$ 24,746,100
Transient room taxes	-	766,800	-	-	-	-	-	766,800
Franchise fees/privilege taxes	4,005,800	-	-	-	-	-	-	4,005,800
Licenses & fees	189,700	1,430,200	-	-	-	651,900	-	2,271,800
Intergovernmental resources	2,716,900	8,471,700	-	20,000	-	456,300	-	11,664,900
Charges for service	453,000	3,851,000	555,300	-	-	25,789,400	12,801,400	43,450,100
Fines & forfeitures	596,900	-	-	-	-	-	-	596,900
Assessment payments	-	-	-	505,000	-	33,000	-	538,000
Other resources	110,600	415,300	-	-	100	36,000	40,000	602,000
Investment earnings	20,000	117,000	5,400	1,300	800	138,100	4,000	286,600
<b>Total Current Resources</b>	<b>24,692,000</b>	<b>21,810,400</b>	<b>1,949,300</b>	<b>526,300</b>	<b>900</b>	<b>27,104,700</b>	<b>12,845,400</b>	<b>88,929,000</b>
Transfers in	2,755,200	3,482,700	417,900	-	-	432,200	98,300	7,186,300
Beginning balance	2,505,900	25,230,000	-	619,500	54,600	31,426,800	103,400	59,940,200
Reserved beginning balance	125,700	-	357,200	-	-	1,673,700	-	2,156,600
Beginning balance held in trust	-	-	-	-	79,500	-	-	79,500
<b>TOTAL RESOURCES</b>	<b>\$30,078,800</b>	<b>\$ 50,523,100</b>	<b>\$2,724,400</b>	<b>\$1,145,800</b>	<b>\$ 135,000</b>	<b>\$60,637,400</b>	<b>\$13,047,100</b>	<b>\$158,291,600</b>

<b>REQUIREMENTS</b>								
Personnel	\$22,214,900	\$ 8,111,500	\$ -	\$ -	\$ -	\$ 4,677,800	\$ 9,750,200	\$ 44,754,400
Materials & Services	5,695,100	11,004,600	1,600	-	4,800	12,267,000	3,296,900	32,270,000
Capital	-	26,871,500	-	675,800	-	26,719,200	-	54,266,500
Transfers Out	934,200	4,131,200	-	470,000	-	1,531,100	-	7,066,500
Debt Service	-	36,400	2,722,800	-	-	14,432,000	-	17,191,200
Contingency	1,234,600	367,900	-	-	-	1,010,300	-	2,612,800
Unappropriated	-	-	-	-	130,200	-	-	130,200
<b>TOTAL REQUIREMENTS</b>	<b>\$30,078,800</b>	<b>\$ 50,523,100</b>	<b>\$2,724,400</b>	<b>\$1,145,800</b>	<b>\$ 135,000</b>	<b>\$60,637,400</b>	<b>\$13,047,100</b>	<b>\$158,291,600</b>

**SELECTED FINANCIAL RATIOS**

Fund/Ratio Description	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Totals
Property taxes as a percentage of the total fund type budget.	55.19%	13.38%	50.97%	-	-	-	-	15.63%
Current resources as a percentage of Personnel and Materials & Services.	88.47%	114.09%	-	-	18.75%	159.96%	98.45%	115.46%
Personnel as a percentage of the total fund type budget.	73.86%	16.06%	-	-	-	7.71%	74.73%	28.27%
Personnel and Materials & Services as a percentage of the total fund type budget.	92.79%	37.84%	0.06%	-	3.56%	27.94%	100.00%	48.66%
Capital as a percentage of the total fund budget.	-	53.19%	-	58.98%	-	44.06%	-	34.28%



Table 2  
**SUMMARY OF MAJOR RESOURCES BY FUND TYPE**  
 Adopted Budget for Fiscal Year 2013-14

Fund type/Fund name	2010-11 Actual	2011-12 Actual	.....2012-13.....		Adopted 2013-14 Budget	% Change from 2012-13	Percent of Fund Type Budget
			Adopted Budget	Revised Budget			
<b>GENERAL FUND</b>							
Property taxes	\$ 15,811,249	\$ 16,204,832	\$ 16,220,800	\$ 16,220,800	\$ 16,599,100	2.33%	55.18%
Franchise fees/privilege taxes	3,780,049	4,040,628	3,906,400	3,906,400	4,005,800	2.54%	13.32%
Licenses & fees	181,765	199,102	179,500	179,500	189,700	5.68%	0.63%
Intergovernmental resources	2,646,006	2,614,857	2,661,100	2,665,100	2,716,900	1.94%	9.03%
Charges for service	439,664	433,739	424,400	424,400	453,000	6.74%	1.51%
Fines & forfeitures	776,948	737,207	701,100	701,100	596,900	(14.86%)	1.98%
Other resources	113,552	174,394	112,900	112,900	110,600	(2.04%)	0.37%
Investment earnings	28,981	25,282	15,000	15,000	20,000	33.33%	0.07%
<b>Total Current Resources</b>	<b>23,778,214</b>	<b>24,430,040</b>	<b>24,221,200</b>	<b>24,225,200</b>	<b>24,692,000</b>	<b>1.93%</b>	<b>82.09%</b>
Transfers in	3,027,773	2,448,468	2,326,300	2,326,300	2,755,200	18.44%	9.16%
Beginning balance	2,417,530	2,544,541	2,499,900	2,499,900	2,505,900	0.24%	8.33%
Reserved beginning balance	237,256	170,612	125,000	125,000	125,700	0.56%	0.42%
<b>Total General Fund</b>	<b>29,460,773</b>	<b>29,593,661</b>	<b>29,172,400</b>	<b>29,176,400</b>	<b>30,078,800</b>	<b>3.09%</b>	<b>100.00%</b>
<b>SPECIAL REVENUE FUNDS</b>							
Property taxes	6,524,820	6,372,794	6,076,700	6,076,700	6,758,400	11.22%	13.38%
Transient room taxes	655,879	715,865	685,400	685,400	766,800	11.88%	1.52%
Licenses & fees	2,357,910	1,530,075	1,390,000	1,390,000	1,430,200	2.89%	2.83%
Intergovernmental resources	5,493,380	6,635,182	8,427,800	10,836,452	8,471,700	(21.82%)	16.77%
Charges for service	3,977,834	4,152,348	3,963,200	3,963,200	3,851,000	(2.83%)	7.62%
Other resources	367,361	672,938	339,500	339,500	415,300	22.33%	0.82%
Investment earnings	277,103	199,617	157,100	157,100	117,000	(25.53%)	0.23%
<b>Total Current Resources</b>	<b>19,654,287</b>	<b>20,278,819</b>	<b>21,039,700</b>	<b>23,448,352</b>	<b>21,810,400</b>	<b>(6.99%)</b>	<b>43.17%</b>
Transfers in	5,314,675	3,011,796	3,850,900	4,559,273	3,482,700	(23.61%)	6.89%
Beginning balance	37,235,470	32,118,212	26,396,000	26,796,000	25,230,000	(5.84%)	49.94%
<b>Total Special Revenue Funds</b>	<b>62,204,432</b>	<b>55,408,827</b>	<b>51,286,600</b>	<b>54,803,625</b>	<b>50,523,100</b>	<b>(7.81%)</b>	<b>100.00%</b>
<b>DEBT SERVICE FUND</b>							
Property taxes	2,141,144	1,333,190	1,346,400	1,346,400	1,388,600	3.13%	50.97%
Charges for service	636,288	207,401	530,300	530,300	555,300	4.71%	20.38%
Assessment payments	880	650	-	-	-	-	-
Investment earnings	14,224	8,339	4,200	4,200	5,400	28.57%	0.20%
<b>Total Current Resources</b>	<b>2,792,537</b>	<b>1,549,580</b>	<b>1,880,900</b>	<b>1,880,900</b>	<b>1,949,300</b>	<b>3.64%</b>	<b>71.55%</b>
Transfers in	1,204,300	452,988	423,900	423,900	417,900	(1.42%)	15.34%
Beginning balance	862,690	738,624	-	-	-	-	-
Reserved beginning balance	-	-	348,500	348,500	357,200	2.50%	13.11%
<b>Total Debt Service Fund</b>	<b>4,859,527</b>	<b>2,741,193</b>	<b>2,653,300</b>	<b>2,653,300</b>	<b>2,724,400</b>	<b>2.68%</b>	<b>100.00%</b>
<b>CAPITAL PROJECT FUND</b>							
Intergovernmental resources	1,086,718	139,398	420,000	420,000	20,000	(95.24%)	1.75%
Assessment payments	41,950	53,484	952,900	952,900	505,000	(47.00%)	44.07%
Other resources	5,000	-	-	-	-	-	-
Investment earnings	12,852	12,650	9,800	9,800	1,300	(86.73%)	0.11%
<b>Total Current Resources</b>	<b>1,146,520</b>	<b>205,532</b>	<b>1,382,700</b>	<b>1,382,700</b>	<b>526,300</b>	<b>(61.94%)</b>	<b>45.93%</b>
Transfers in	4,617,106	5,044,988	-	-	-	-	-
Beginning balance	1,951,850	710,499	2,473,100	2,473,100	619,500	(74.95%)	54.07%
<b>Total Capital Project Fund</b>	<b>7,715,476</b>	<b>5,961,019</b>	<b>3,855,800</b>	<b>3,855,800</b>	<b>1,145,800</b>	<b>(70.28%)</b>	<b>100.00%</b>

continued

Table 2  
**SUMMARY OF MAJOR RESOURCES BY FUND TYPE, continued**  
 Adopted Budget for Fiscal Year 2013-14

Fund type/Fund name			.....2012-13.....		Adopted 2013-14 Budget	% Change from 2012-13	Percent of Fund Type Budget
	2010-11 Actual	2011-12 Actual	Adopted Budget	Revised Budget			
<b>PERMANENT FUNDS</b>							
Other resources	-	25	100	100	100	-	0.07%
Investment earnings	1,115	910	800	800	800	-	0.59%
Total Current Resources	1,115	935	900	900	900	-	0.67%
Beginning balance	57,071	134,441	55,300	55,300	54,600	(1.27%)	40.44%
Beginning balance held in trust	79,427	-	79,000	79,000	79,500	0.63%	58.89%
Total Permanent Funds	137,613	135,376	135,200	135,200	135,000	(0.15%)	100.00%
<b>ENTERPRISE FUNDS</b>							
Property taxes	27,358	25,898	-	-	-	-	-
Licenses & fees	884,400	792,649	665,200	665,200	651,900	(2.00%)	1.08%
Intergovernmental resources	10,788,763	1,146,718	970,200	970,200	456,300	(52.97%)	0.75%
Charges for service	23,109,341	23,351,530	24,297,500	24,297,500	25,789,400	6.14%	42.53%
Assessment payments	32,136	40,661	29,000	29,000	33,000	13.79%	0.05%
Other resources	23,462	24,552	41,000	41,000	36,000	(12.20%)	0.06%
Investment earnings	258,188	221,548	133,900	133,900	138,100	3.14%	0.23%
Total Current Resources	35,123,648	25,603,556	26,136,800	26,136,800	27,104,700	3.70%	44.70%
Transfers in	5,047,034	1,478,039	357,000	357,000	432,200	21.06%	0.71%
Beginning balance	24,934,547	31,708,883	28,519,300	28,519,300	31,426,800	10.19%	51.83%
Reserved beginning balance	1,941,470	1,557,202	1,138,900	1,138,900	1,673,700	46.96%	2.76%
Total Enterprise Funds	67,046,700	60,347,680	56,152,000	56,152,000	60,637,400	7.99%	100.00%
<b>INTERNAL SERVICE FUNDS</b>							
Charges for service	12,066,391	11,685,585	12,176,400	12,176,400	12,801,400	5.13%	98.12%
Other resources	64,470	48,817	40,000	40,000	40,000	-	0.31%
Investment earnings	8,465	7,393	4,000	4,000	4,000	-	0.03%
Total Current Resources	12,139,326	11,741,795	12,220,400	12,220,400	12,845,400	5.11%	98.46%
Transfers in	-	-	-	-	98,300	-	0.75%
Beginning balance	778,858	805,563	354,900	354,900	103,400	(70.87%)	0.79%
Total Internal Service Funds	12,918,184	12,547,358	12,575,300	12,575,300	13,047,100	3.75%	100.00%
<b>ALL FUNDS</b>							
Property taxes	\$ 24,504,571	\$ 23,936,714	\$ 23,643,900	\$ 23,643,900	\$ 24,746,100	4.66%	15.63%
Transient room taxes	655,879	715,865	685,400	685,400	766,800	11.88%	0.48%
Franchise fees/privilege taxes	3,780,049	4,040,628	3,906,400	3,906,400	4,005,800	2.54%	2.53%
Licenses & fees	3,424,075	2,521,825	2,234,700	2,234,700	2,271,800	1.66%	1.44%
Intergovernmental resources	20,014,867	10,542,233	12,479,100	14,891,752	11,664,900	(21.67%)	7.37%
Charges for service	40,229,518	39,830,603	41,391,800	41,391,800	43,450,100	4.97%	27.45%
Fines & forfeitures	776,948	737,207	701,100	701,100	596,900	(14.86%)	0.38%
Assessment payments	74,966	94,795	981,900	981,900	538,000	(45.21%)	0.34%
Other resources	573,845	920,726	533,500	533,500	602,000	12.84%	0.38%
Investment earnings	600,929	475,740	324,800	324,800	286,600	(11.76%)	0.18%
Total Current Resources	94,635,647	83,816,335	86,882,600	89,295,252	88,929,000	(0.41%)	56.18%
Transfers in	19,210,888	12,436,280	6,958,100	7,666,473	7,186,300	(6.26%)	4.54%
Beginning balance	68,238,015	68,760,762	60,298,500	60,698,500	59,940,200	(1.25%)	37.87%
Reserved beginning balance	2,178,727	1,727,814	1,612,400	1,612,400	2,156,600	33.75%	1.36%
Beginning balance held in trust	79,427	-	79,000	79,000	79,500	0.63%	0.05%
<b>TOTALS, ALL FUNDS</b>	<b>\$184,342,705</b>	<b>\$166,741,191</b>	<b>\$155,830,600</b>	<b>\$159,351,625</b>	<b>\$158,291,600</b>	<b>(0.67%)</b>	<b>100.00%</b>

Table 2 summarizes by fund the major resource categories indicating category percentages of total fund resources and percentage change from the prior fiscal year.

Table 3  
**ADOPTED BUDGET BY FUND TYPE AND REQUIREMENT TYPE**  
 Adopted Budget for Fiscal Year 2013-14

Fund type/Requirement type	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Type Budget
			Adopted Budget	Revised Budget			
<b>GENERAL FUND</b>							
Personnel	\$ 20,341,561	\$ 20,303,004	\$ 21,381,400	\$ 21,381,400	\$ 22,214,900	3.90%	73.86%
Materials & Services	5,273,159	5,649,368	5,618,000	5,622,000	5,695,100	1.30%	18.93%
Transfers Out	1,130,900	819,314	941,000	941,000	934,200	(0.72%)	3.11%
Contingency	-	-	1,232,000	1,232,000	1,234,600	0.21%	4.10%
<b>Total General Fund</b>	<b>26,745,620</b>	<b>26,771,685</b>	<b>29,172,400</b>	<b>29,176,400</b>	<b>30,078,800</b>	<b>3.09%</b>	<b>100.00%</b>
<b>SPECIAL REVENUE FUNDS</b>							
Personnel	6,879,677	6,889,075	7,344,500	8,541,800	8,111,500	(5.04%)	16.05%
Materials & Services	8,386,147	9,454,331	10,949,300	11,036,025	11,004,600	(0.28%)	21.78%
Capital	3,528,323	3,107,357	28,945,100	30,469,727	26,871,500	(11.81%)	53.19%
Transfers Out	11,256,702	9,609,342	3,616,900	4,325,273	4,131,200	(4.49%)	8.18%
Debt Service	35,372	39,221	37,900	37,900	36,400	(3.96%)	0.07%
Contingency	-	-	392,900	392,900	367,900	(6.36%)	0.73%
<b>Total Special Revenue Funds</b>	<b>30,086,221</b>	<b>29,099,324</b>	<b>51,286,600</b>	<b>54,803,625</b>	<b>50,523,100</b>	<b>(7.81%)</b>	<b>100.00%</b>
<b>DEBT SERVICE FUND</b>							
Materials & Services	12,290	1,426	2,100	2,100	1,600	(23.81%)	0.06%
Debt Service	4,108,612	2,420,064	2,651,200	2,651,200	2,722,800	2.70%	99.94%
<b>Total Debt Service Fund</b>	<b>4,120,903</b>	<b>2,421,490</b>	<b>2,653,300</b>	<b>2,653,300</b>	<b>2,724,400</b>	<b>2.68%</b>	<b>100.00%</b>
<b>CAPITAL PROJECT FUND</b>							
Materials & Services	57,814	80,033	10,000	10,000	-	(100.00%)	-
Capital	2,294,034	2,720,804	2,927,300	2,927,300	675,800	(76.91%)	58.98%
Transfers Out	4,653,130	-	918,500	918,500	470,000	(48.83%)	41.02%
<b>Total Capital Project Fund</b>	<b>7,004,977</b>	<b>2,800,837</b>	<b>3,855,800</b>	<b>3,855,800</b>	<b>1,145,800</b>	<b>(70.28%)</b>	<b>100.00%</b>
<b>PERMANENT FUNDS</b>							
Materials & Services	3,172	915	4,800	4,800	4,800	-	3.56%
Unappropriated	-	-	130,400	130,400	130,200	(0.15%)	96.44%
<b>Total Permanent Funds</b>	<b>3,172</b>	<b>915</b>	<b>135,200</b>	<b>135,200</b>	<b>135,000</b>	<b>(0.15%)</b>	<b>100.00%</b>
<b>ENTERPRISE FUNDS</b>							
Personnel	3,826,006	3,918,785	4,463,700	4,463,700	4,677,800	4.80%	7.71%
Materials & Services	11,292,088	11,228,864	11,865,400	11,865,400	12,267,000	3.38%	20.23%
Capital	8,887,146	3,264,663	21,835,600	21,835,600	26,719,200	22.37%	44.06%
Transfers Out	2,066,256	1,897,924	1,369,800	1,369,800	1,531,100	11.78%	2.53%
Debt Service	7,709,118	8,135,117	15,798,400	15,798,400	14,432,000	(8.65%)	23.80%
Contingency	-	-	819,100	819,100	1,010,300	23.34%	1.67%
<b>Total Enterprise Funds</b>	<b>33,780,615</b>	<b>28,445,354</b>	<b>56,152,000</b>	<b>56,152,000</b>	<b>60,637,400</b>	<b>7.99%</b>	<b>100.00%</b>

continued

Table 3  
**ADOPTED BUDGET BY FUND TYPE AND REQUIREMENT TYPE, continued**  
 Adopted Budget for Fiscal Year 2013-14

Fund type/Requirement type	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Type Budget
			Adopted Budget	Revised Budget			
<b>INTERNAL SERVICE FUNDS</b>							
Personnel	9,037,681	9,021,051	9,358,100	9,358,100	9,750,200	4.19%	74.73%
Materials & Services	3,074,940	3,030,171	3,217,200	3,217,200	3,296,900	2.48%	25.27%
Total Internal Service Funds	12,112,622	12,051,223	12,575,300	12,575,300	13,047,100	3.75%	100.00%
Total All Fund Types	\$ 113,854,129	\$ 101,590,827	\$ 155,830,600	\$ 159,351,625	\$ 158,291,600	(0.67%)	
<b>ALL FUND TYPES</b>							
Personnel	\$ 40,084,925	\$ 40,131,914	\$ 42,547,700	\$ 43,745,000	\$ 44,754,400	2.31%	28.28%
Materials & Services	28,099,610	29,445,108	31,666,800	31,757,525	32,270,000	1.61%	20.39%
Capital	14,709,503	9,092,824	53,708,000	55,232,627	54,266,500	(1.75%)	34.28%
Transfers Out	19,106,988	12,326,580	6,846,200	7,554,573	7,066,500	(6.46%)	4.46%
Debt Service	11,853,102	10,594,401	18,487,500	18,487,500	17,191,200	(7.01%)	10.86%
Contingency	-	-	2,444,000	2,444,000	2,612,800	6.91%	1.65%
Unappropriated	-	-	130,400	130,400	130,200	(0.15%)	0.08%
Total All Fund Types	\$ 113,854,129	\$ 101,590,827	\$ 155,830,600	\$ 159,351,625	\$ 158,291,600	(0.67%)	100.00%

### 2013-14 Adopted Budget by Requirement Type

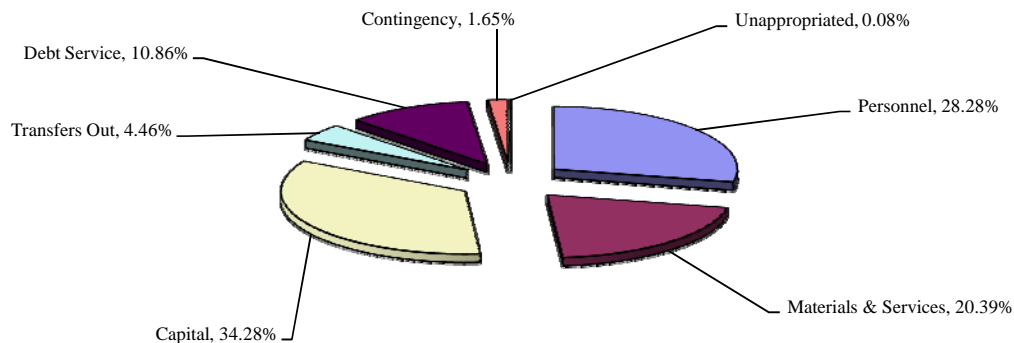


Table 4  
**BUDGET BY FUND AND REQUIREMENT TYPE**  
 Adopted Budget for Fiscal Year 2013-14

	.....RESOURCES.....		
	Beginning Fund Balance	Resources	Total Resources
<b>GENERAL FUND</b>	\$ 2,631,600	\$ 27,447,200	\$ 30,078,800
<b>SPECIAL REVENUE FUNDS</b>			
Parks & Recreation	1,204,500	5,867,300	7,071,800
Grants	134,700	2,792,200	2,926,900
Building Inspection	112,200	1,088,400	1,200,600
Risk Management	10,341,300	537,400	10,878,700
Economic Development	547,600	1,250,500	1,798,100
Ambulance	20,000	2,136,500	2,156,500
Public Transit	40,000	2,039,700	2,079,700
Public Safety Levy	151,500	2,633,100	2,784,600
Capital Replacement	6,034,800	804,400	6,839,200
Street	6,643,400	6,143,600	12,787,000
Total Special Revenue Funds	25,230,000	25,293,100	50,523,100
<b>DEBT SERVICE FUND</b>			
Debt Service	357,200	2,367,200	2,724,400
Total Debt Service Fund	357,200	2,367,200	2,724,400
<b>CAPITAL PROJECT FUND</b>			
Capital Projects	619,500	526,300	1,145,800
Total Capital Project Fund	619,500	526,300	1,145,800
<b>PERMANENT FUNDS</b>			
Senior Center Endowment	50,600	300	50,900
Library Trust	83,500	600	84,100
Total Permanent Funds	134,100	900	135,000
<b>ENTERPRISE FUNDS</b>			
Sewer	21,364,700	14,858,400	36,223,100
Water	11,735,800	12,678,500	24,414,300
Total Enterprise Funds	33,100,500	27,536,900	60,637,400
<b>INTERNAL SERVICE FUNDS</b>			
Central Services	103,400	5,594,100	5,697,500
Public Works Services	-	7,349,600	7,349,600
Total Internal Service Funds	103,400	12,943,700	13,047,100
<b>ADOPTED BUDGET FOR 2013-14</b>	\$62,176,300	\$ 96,115,300	\$158,291,600
Percent change from 2012-13	-0.34%	-0.87%	-0.67%
Percent of 2013-14 budget	39.28%	60.72%	100.00%
<b>REVISED BUDGET FOR 2012-13</b>	\$62,389,900	\$ 96,961,725	\$159,351,625
Percent of 2012-13 budget	39.15%	60.85%	100.00%

Table 4 summarizes resources and requirements by fund. The revised budget amounts for 2012-13 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
\$22,214,900	\$ 5,695,100	\$ -	\$ 934,200	\$ -	\$1,234,600	\$ -	\$ 30,078,800
2,784,100	3,120,200	503,000	354,500	-	310,000	-	7,071,800
699,600	1,041,000	1,186,300	-	-	-	-	2,926,900
803,600	360,500	-	36,500	-	-	-	1,200,600
-	1,540,200	9,338,500	-	-	-	-	10,878,700
164,200	918,800	329,600	349,100	36,400	-	-	1,798,100
1,874,700	281,800	-	-	-	-	-	2,156,500
964,100	719,800	390,800	5,000	-	-	-	2,079,700
-	-	-	2,784,600	-	-	-	2,784,600
-	641,500	6,121,700	76,000	-	-	-	6,839,200
821,200	2,380,800	9,001,600	525,500	-	57,900	-	12,787,000
8,111,500	11,004,600	26,871,500	4,131,200	36,400	367,900	-	50,523,100
-	1,600	-	-	2,722,800	-	-	2,724,400
-	1,600	-	-	2,722,800	-	-	2,724,400
-	-	675,800	470,000	-	-	-	1,145,800
-	-	675,800	470,000	-	-	-	1,145,800
-	200	-	-	-	-	50,700	50,900
-	4,600	-	-	-	-	79,500	84,100
-	4,800	-	-	-	-	130,200	135,000
2,422,100	6,472,200	15,407,900	550,000	10,864,900	506,000	-	36,223,100
2,255,700	5,794,800	11,311,300	981,100	3,567,100	504,300	-	24,414,300
4,677,800	12,267,000	26,719,200	1,531,100	14,432,000	1,010,300	-	60,637,400
4,103,800	1,593,700	-	-	-	-	-	5,697,500
5,646,400	1,703,200	-	-	-	-	-	7,349,600
9,750,200	3,296,900	-	-	-	-	-	13,047,100
\$44,754,400	\$32,270,000	\$ 54,266,500	\$ 7,066,500	\$17,191,200	\$2,612,800	\$ 130,200	\$158,291,600
2.31%	1.61%	-1.75%	-6.46%	-7.01%	6.91%	-0.15%	-0.67%
28.28%	20.39%	34.28%	4.46%	10.86%	1.65%	0.08%	100.00%
\$43,745,000	\$31,757,525	\$ 55,232,627	\$ 7,554,573	\$18,487,500	\$2,444,000	\$ 130,400	\$159,351,625
27.46%	19.93%	34.66%	4.74%	11.60%	1.53%	0.08%	100.00%

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

Adopted Budget for Fiscal Year 2013-14

Fund/Program	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Conti- gency	Unappro- priated	Totals
<b>GENERAL FUND</b>								
Nondepartmental	\$ -	\$ 275,500	\$ -	\$ 934,200	\$ -	\$ 1,234,600	\$ -	\$ 2,444,300
Municipal Court	386,900	261,200	-	-	-	-	-	648,100
Code Enforcement	-	17,100	-	-	-	-	-	17,100
Fire Suppression	6,677,700	1,702,500	-	-	-	-	-	8,380,200
Public Safety Levy: Fire	974,700	56,000	-	-	-	-	-	1,030,700
Fire & Life Safety	730,400	165,600	-	-	-	-	-	896,000
Police	9,991,600	2,075,300	-	-	-	-	-	12,066,900
Public Safety Levy: Police	890,900	97,900	-	-	-	-	-	988,800
Planning	817,000	222,700	-	-	-	-	-	1,039,700
Housing	-	139,100	-	-	-	-	-	139,100
Library	1,745,700	682,200	-	-	-	-	-	2,427,900
<b>Total General Fund</b>	<b>22,214,900</b>	<b>5,695,100</b>	<b>-</b>	<b>934,200</b>	<b>-</b>	<b>1,234,600</b>	<b>-</b>	<b>30,078,800</b>
<b>PARKS &amp; RECREATION FUND</b>								
Sports Services	156,500	107,800	-	-	-	-	-	264,300
Children/Youth/Family Rec Services	231,700	40,300	-	-	-	-	-	272,000
Resource Development/Marketing Services	261,800	63,600	-	-	-	-	-	325,400
Park Maintenance Services	882,100	949,400	117,000	-	-	-	-	1,948,500
Parks & Recreation Administration	437,500	782,000	-	264,500	-	310,000	-	1,794,000
Aquatic Services	505,200	270,600	10,000	-	-	-	-	785,800
Adult Recreation Services	283,700	207,700	-	-	-	-	-	491,400
Performance and Cultural Arts	25,600	479,500	-	-	-	-	-	505,100
Park SDC Projects	-	200,900	201,000	90,000	-	-	-	491,900
Senior Center Foundation	-	18,400	-	-	-	-	-	18,400
Parks Capital Improvement Program	-	-	175,000	-	-	-	-	175,000
<b>Total Parks &amp; Recreation Fund</b>	<b>2,784,100</b>	<b>3,120,200</b>	<b>503,000</b>	<b>354,500</b>	<b>-</b>	<b>310,000</b>	<b>-</b>	<b>7,071,800</b>
<b>GRANTS FUND</b>								
911 Emergency Dispatch	-	235,800	-	-	-	-	-	235,800
SAFER	623,200	-	-	-	-	-	-	623,200
State HMEP	-	11,700	-	-	-	-	-	11,700
DOJ Bulletproof Vest	-	6,900	-	-	-	-	-	6,900
DOJ Equitable Sharing	-	46,700	-	-	-	-	-	46,700
Foster Grandparents (91.011)	61,600	86,000	-	-	-	-	-	147,600
E Thornton Lake Nat Area Turtle Mgmt	-	39,000	-	-	-	-	-	39,000
12-13 SHPO Historic Preservation Grant	-	14,500	-	-	-	-	-	14,500
12-13 Oregon CDBG Housing Rehab	-	-	-	-	-	-	-	-
CDBG	-	340,000	-	-	-	-	-	340,000
Library Foundation	-	-	48,300	-	-	-	-	48,300
Oregon Community Foundation	-	154,600	-	-	-	-	-	154,600
State Library Grant	1,000	5,500	-	-	-	-	-	6,500
FAA Annual Capital Grant	-	92,800	300,000	-	-	-	-	392,800
Title XIX Grant	13,800	-	-	-	-	-	-	13,800
Drinking Water Source Protection	-	7,500	-	-	-	-	-	7,500
FEMA Projects	-	-	540,000	-	-	-	-	540,000
ODOT Flexible Funds	-	-	298,000	-	-	-	-	298,000
<b>Total Grants Fund</b>	<b>699,600</b>	<b>1,041,000</b>	<b>1,186,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,926,900</b>
<b>BUILDING INSPECTION FUND</b>								
Building Inspection	658,700	309,200	-	36,500	-	-	-	1,004,400
Electrical Permit Program	96,800	35,600	-	-	-	-	-	132,400
ADA Code Enforcement	48,100	15,700	-	-	-	-	-	63,800
<b>Total Building Inspection Fund</b>	<b>803,600</b>	<b>360,500</b>	<b>-</b>	<b>36,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,200,600</b>
<b>RISK MANAGEMENT FUND</b>								
Risk Management	-	1,540,200	-	-	-	-	-	1,540,200
PepsiCo Settlement Projects	-	-	9,338,500	-	-	-	-	9,338,500
HARP	-	-	-	-	-	-	-	-
<b>Total Risk Management Fund</b>	<b>-</b>	<b>1,540,200</b>	<b>9,338,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,878,700</b>

continued

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

Adopted Budget for Fiscal Year 2013-14

Fund/Program	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Conti- gency	Unappro- priated	Totals
<b>ECONOMIC DEVELOPMENT FUND</b>								
Target Utilities	-	-	-	-	36,400	-	-	36,400
Economic Development Activities	149,500	674,500	-	301,200	-	-	-	1,125,200
Albany Municipal Airport	14,700	244,300	185,600	-	-	-	-	444,600
Municipal Airport Capital Projects	-	-	144,000	47,900	-	-	-	191,900
<b>Total Economic Development Fund</b>	<b>164,200</b>	<b>918,800</b>	<b>329,600</b>	<b>349,100</b>	<b>36,400</b>	<b>-</b>	<b>-</b>	<b>1,798,100</b>
<b>AMBULANCE FUND</b>								
Ambulance	1,874,700	281,800	-	-	-	-	-	2,156,500
<b>Total Ambulance Fund</b>	<b>1,874,700</b>	<b>281,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,156,500</b>
<b>PUBLIC TRANSIT FUND</b>								
Albany Transit System	375,600	281,200	10,800	5,000	-	-	-	672,600
Linn-Benton Loop	313,300	258,200	380,000	-	-	-	-	951,500
Paratransit System	275,200	180,400	-	-	-	-	-	455,600
<b>Total Public Transit Fund</b>	<b>964,100</b>	<b>719,800</b>	<b>390,800</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,079,700</b>
<b>PUBLIC SAFETY LEVY FUND</b>								
Public Safety Levy	-	-	-	2,784,600	-	-	-	2,784,600
<b>Total Public Safety Levy Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,784,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,784,600</b>
<b>CAPITAL REPLACEMENT FUND</b>								
Equipment Replacement	-	440,000	3,000,600	76,000	-	-	-	3,516,600
City Facilities Replacement	-	-	256,900	-	-	-	-	256,900
GF Facilities Maintenance Projects	-	-	204,700	-	-	-	-	204,700
IT Equipment Replacement	-	201,500	1,873,100	-	-	-	-	2,074,600
Facilities Replacement	-	-	786,400	-	-	-	-	786,400
<b>Total Capital Replacement Fund</b>	<b>-</b>	<b>641,500</b>	<b>6,121,700</b>	<b>76,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,839,200</b>
<b>STREET FUND</b>								
Street Maintenance	755,100	1,080,100	-	-	-	-	-	1,835,200
Street Administration	66,100	894,300	-	80,000	-	57,900	-	1,098,300
Stormwater Operations	-	147,900	-	-	-	-	-	147,900
Street Capital & Restoration	-	255,000	3,539,400	147,500	-	-	-	3,941,900
N. Albany Frontage Fee Projects	-	-	537,400	251,000	-	-	-	788,400
Transportation SDC Imp Fee	-	3,200	4,722,800	47,000	-	-	-	4,773,000
Transportation SDC Reimb Fee	-	300	176,900	-	-	-	-	177,200
ADA Capital Projects	-	-	25,100	-	-	-	-	25,100
<b>Total Street Fund</b>	<b>821,200</b>	<b>2,380,800</b>	<b>9,001,600</b>	<b>525,500</b>	<b>-</b>	<b>57,900</b>	<b>-</b>	<b>12,787,000</b>
<b>DEBT SERVICE FUND</b>								
Bancroft Debt Service	-	-	-	-	-	-	-	-
1995 Fairgrounds Revenue Bonds	-	-	-	-	-	-	-	-
2002 LTD Tax Pension Bonds	-	600	-	-	730,000	-	-	730,600
2004 Revenue Obligations	-	600	-	-	417,300	-	-	417,900
2007 GO Refunding Bonds	-	400	-	-	1,575,500	-	-	1,575,900
<b>Total Debt Service Fund</b>	<b>-</b>	<b>1,600</b>	<b>-</b>	<b>-</b>	<b>2,722,800</b>	<b>-</b>	<b>-</b>	<b>2,724,400</b>
<b>CAPITAL PROJECTS FUND</b>								
Albany Data Integration Project	-	-	-	-	-	-	-	-
LID Construction Projects	-	-	530,500	470,000	-	-	-	1,000,500
Albany Station REA Building	-	-	-	-	-	-	-	-
Albany Station Pathway	-	-	120,300	-	-	-	-	120,300
North Albany Park & Ride	-	-	25,000	-	-	-	-	25,000
ST-07-03 53rd Ave Bridge/Roadway	-	-	-	-	-	-	-	-
<b>Total Capital Projects Fund</b>	<b>-</b>	<b>-</b>	<b>675,800</b>	<b>470,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,145,800</b>
<b>SENIOR CENTER ENDOWMENT FUND</b>								
Senior Center Endowment	-	200	-	-	-	-	50,700	50,900
<b>Total Senior Center Endowment Fund</b>	<b>-</b>	<b>200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,700</b>	<b>50,900</b>
<b>LIBRARY TRUST FUND</b>								
V. O. Torney Trust	-	3,100	-	-	-	-	10,000	13,100
Manela Trust	-	1,500	-	-	-	-	69,500	71,000
<b>Total Library Trust Fund</b>	<b>-</b>	<b>4,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>79,500</b>	<b>84,100</b>

continued



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

Adopted Budget for Fiscal Year 2013-14

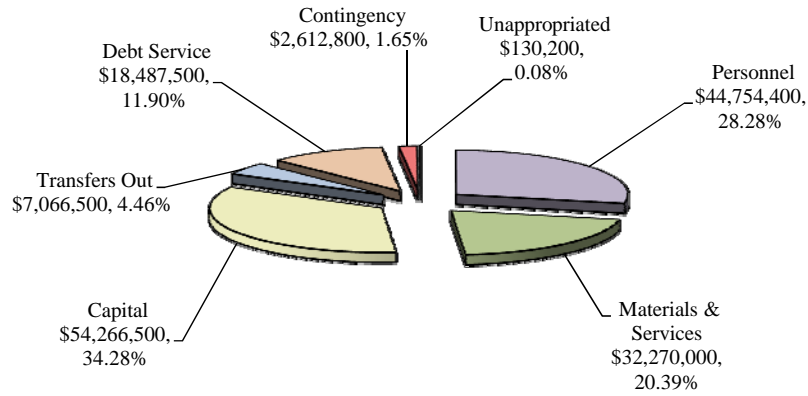
Fund/Program	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Conti- gency	Unappro- priated	Totals
<b>SEWER FUND</b>								
Sewer Environmental Services	-	-	-	-	-	-	-	-
Wastewater Treatment Plant	805,200	2,035,600	-	-	-	-	-	2,840,800
Wastewater Collection	927,500	1,205,200	-	-	-	-	-	2,132,700
Wastewater Administration	149,200	2,262,500	-	497,500	-	506,000	-	3,415,200
Water Reuse and Biosolids	-	17,600	-	-	-	-	-	17,600
TWG Wetlands	89,700	154,700	12,000	-	-	-	-	256,400
Stormwater Operations	-	172,400	-	-	-	-	-	172,400
Industrial Pretreatment	450,500	124,200	-	-	-	-	-	574,700
Sewer System Capital Projects	-	500,000	11,137,500	-	-	-	-	11,637,500
Sewer Equipment Replacement	-	-	1,207,600	-	-	-	-	1,207,600
Sewer SDC Improvement Fee Projects	-	-	2,079,400	-	-	-	-	2,079,400
Sewer SDC Reimbursement Fee Projects	-	-	296,400	-	-	-	-	296,400
Sewer Debt Service	-	-	-	-	10,864,900	-	-	10,864,900
Sewer Economic Development	-	-	500,000	52,500	-	-	-	552,500
Wastewater Facilities Improvement	-	-	-	-	-	-	-	-
Wetlands Treatment Project	-	-	175,000	-	-	-	-	175,000
<b>Total Sewer Fund</b>	<b>2,422,100</b>	<b>6,472,200</b>	<b>15,407,900</b>	<b>550,000</b>	<b>10,864,900</b>	<b>506,000</b>	<b>-</b>	<b>36,223,100</b>
<b>WATER FUND</b>								
Water Administration	111,700	2,333,300	-	496,400	-	504,300	-	3,445,700
Water Canal Maintenance	341,700	449,000	-	-	-	-	-	790,700
Vine Street Water Treatment Plant	275,600	549,600	-	-	-	-	-	825,200
Water Distribution	949,000	1,084,800	60,000	-	-	-	-	2,093,800
Albany-Millersburg WTP	577,700	1,086,600	-	-	-	-	-	1,664,300
Water SDC Improvement Fee Projects	-	-	914,100	-	-	-	-	914,100
Water SDC Reimbursement Fee Projects	-	-	761,600	432,200	-	-	-	1,193,800
2003 Water Bond Projects	-	-	-	-	-	-	-	-
Water Debt Service	-	-	-	-	3,567,100	-	-	3,567,100
Water GO Debt Service	-	-	-	-	-	-	-	-
Water Capital: Canal	-	-	-	-	-	-	-	-
Water System Capital Projects	-	291,500	7,531,900	-	-	-	-	7,823,400
Water Economic Development	-	-	565,500	52,500	-	-	-	618,000
North Albany Water Capital Projects	-	-	566,100	-	-	-	-	566,100
Water Equipment Replacement	-	-	912,100	-	-	-	-	912,100
<b>Total Water Fund</b>	<b>2,255,700</b>	<b>5,794,800</b>	<b>11,311,300</b>	<b>981,100</b>	<b>3,567,100</b>	<b>504,300</b>	<b>-</b>	<b>24,414,300</b>
<b>CENTRAL SERVICES FUND</b>								
Finance	1,080,900	238,700	-	-	-	-	-	1,319,600
Council & Nondepartmental	15,600	236,800	-	-	-	-	-	252,400
City Manager's Office	766,000	302,600	-	-	-	-	-	1,068,600
Information Technology Services	1,054,500	202,000	-	-	-	-	-	1,256,500
GIS Services	282,300	118,300	-	-	-	-	-	400,600
Permit Tracking	51,000	37,200	-	-	-	-	-	88,200
Human Resources	494,500	117,700	-	-	-	-	-	612,200
Facilities Maintenance	359,000	340,400	-	-	-	-	-	699,400
<b>Total Central Services Fund</b>	<b>4,103,800</b>	<b>1,593,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,697,500</b>
<b>PUBLIC WORKS SERVICES FUND</b>								
PW Administration	543,400	215,900	-	-	-	-	-	759,300
Engineering Services	2,385,400	342,400	-	-	-	-	-	2,727,800
Operations Administration	386,800	410,000	-	-	-	-	-	796,800
Water Quality Control Services	301,600	73,900	-	-	-	-	-	375,500
PW Customer Services	732,900	456,900	-	-	-	-	-	1,189,800
Facilities & Maintenance Engineering	1,296,300	204,100	-	-	-	-	-	1,500,400
<b>Total Engineering/Water Quality Fund</b>	<b>5,646,400</b>	<b>1,703,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,349,600</b>
<b>Grand Totals</b>	<b>\$ 44,754,400</b>	<b>\$32,270,000</b>	<b>\$ 54,266,500</b>	<b>\$ 7,066,500</b>	<b>\$17,191,200</b>	<b>\$2,612,800</b>	<b>\$ 130,200</b>	<b>\$158,291,600</b>

Table 5 summarizes the 2013-14 budget by fund, program, and requirement type.

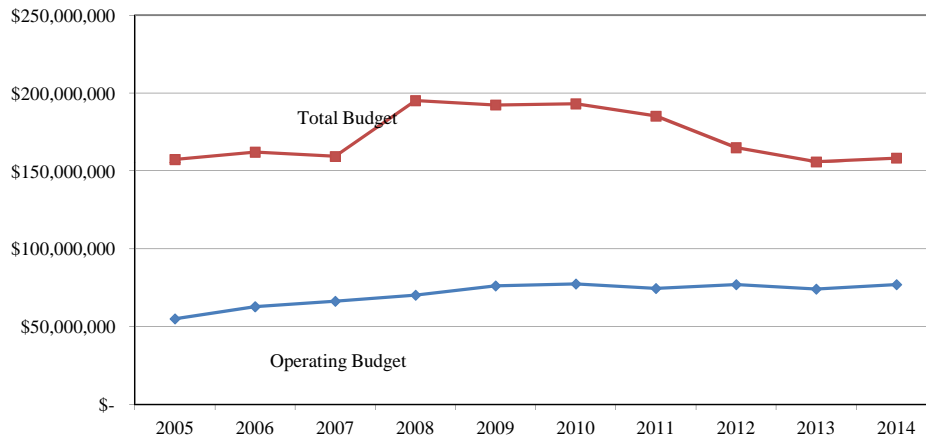
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Table 5  
**BUDGET BY FUND/PROGRAM AND REQUIREMENT TYPE, continued**  
 Adopted Budget for Fiscal Year 2013-14

**2013-14 Budget by Requirement Type**



**Operating Budget and Total Budget for Fiscal Years  
 Ended/Ending June 30, 2005, through 2014**



Fiscal Year June 30,	Personnel	Materials & Supplies	Total Operating Budget	Total Budget	Operating Budget as % of Total Budget
2005	\$ 29,026,900	\$26,024,200	\$55,051,100	\$157,374,800	34.98%
2006	32,478,700	30,358,200	62,836,900	162,127,100	38.76%
2007	35,058,800	31,266,900	66,325,700	159,328,600	41.63%
2008	37,605,700	32,696,800	70,302,500	195,171,400	36.02%
2009	40,624,700	35,604,900	76,229,600	192,372,900	39.63%
2010	41,588,200	35,839,800	77,428,000	193,109,200	40.10%
2011	42,325,800	32,220,300	74,546,100	185,224,500	40.25%
2012	43,782,600	33,176,500	76,959,100	164,966,200	46.65%
2013	42,547,700	31,666,800	74,214,500	155,830,600	47.63%
2014	44,754,400	32,270,000	77,024,400	158,291,600	48.66%

Table 6

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

Adopted Budget for Fiscal Year 2013-14

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

Fund/Account#/Description	Reserved Amount	Description/Percent of Fund Budget
<b>GENERAL FUND</b>		
100-10-1003-99005 Contingencies	\$ 1,234,600	U Designated for General Fund activities
Total General Fund	1,234,600	4.1% of General Fund budget
<b>PARKS &amp; RECREATION FUND</b>		
202-35-1408-99005 Contingencies	310,000	U Designated for Parks activities
202-35-1500-90012 Reserve: Capital Projects	201,000	R Restricted to Parks SDC projects
202-35-1507-90014 Reserve: Parks Capital Projects	100,000	U Designated for Parks capital projects
Total Parks & Recreation Fund	611,000	8.64% of Parks & Recreation Fund budget
<b>GRANTS FUND</b>		
203-30-5096-69023 Reserve: DOJ Equitable Sharing	46,700	R Restricted to Police
203-40-5100-69017 Reserve: CDBG Projects	340,000	R Restricted to Community Development
Total Grants Fund	386,700	13.21% of Grants Fund budget
<b>RISK MANAGEMENT FUND</b>		
208-10-1005-69016 Reserve: Risk Management	1,540,200	U Designated for potential risk management liabilities
208-10-1037-90015 Reserve: PepsiCo Settlement	9,338,500	U Designated for City Council-approved projects
Total Risk Management Fund	10,878,700	100% of Risk Management Fund budget
<b>ECONOMIC DEVELOPMENT FUND</b>		
211-11-1101-69020 Reserve: Economic Development	100,000	U Designated for economic development activities
211-50-1103-90017 Reserve: Facilities Maintenance	185,600	U Designated for airport facilities maintenance
211-50-1115-90012 Reserve: Capital Projects	144,000	U Designated for airport capital projects
Total Economic Development Fund	429,600	23.89% of Economic Development Fund budget
<b>PUBLIC TRANSIT FUND</b>		
213-50-1106-69015 Reserve: Operating	75,700	U Designated for Albany Transit operations
213-50-1107-69015 Reserve: Operating	20,300	U Designated for Loop operations
213-50-1108-69015 Reserve: Operating	50,000	U Designated for Paratransit operations
Total Public Transit Fund	146,000	7.02% of Public Transit Fund budget
<b>CAPITAL REPLACEMENT FUND</b>		
217-10-1010-90004 Reserve: Replacement	2,709,100	U Designated for equipment replacement
217-10-1034-90008 Reserve: Building Replacement	256,900	U Designated for building replacement
217-10-2002-90010 Reserve: Building Maintenance	181,900	U Designated for building maintenance projects
217-10-2002-90020 Reserve: Monteith House	22,800	U Designated for Monteith House projects
217-13-1031-90004 Reserve: Replacement	1,873,100	U Designated for Information Technology equipment
217-50-2018-90019 Reserve: Facilities Replacement	736,400	U Designated for Public Works facilities replacement
Total Capital Replacement Fund	5,780,200	84.52% of Capital Replacement Fund budget
<b>STREET FUND</b>		
250-50-2604-99005 Contingencies	57,900	U Designated for street capital projects
250-50-2700-90009 Reserve: Street Connection Fees	91,600	U Designated for street capital projects
250-50-2700-90012 Reserve: Capital Projects	268,500	U Designated for street capital projects
250-50-2700-90021 Reserve: Waverly RH Land Mod Dep - WJ	203,300	U Designated for street capital projects
250-50-2701-90012 Reserve: Capital Projects	150,800	U Designated for capital projects
250-50-2703-90012 Reserve: Capital Projects	2,706,000	U Designated for capital projects
250-50-2704-90012 Reserve: Capital Projects	80,300	U Designated for capital projects
250-50-2705-90012 Reserve: Capital Projects	100	U Designated for capital projects
250-50-2705-90023 Reserve: Albany Transit	5,000	U Designated for capital projects
250-50-2705-90025 Reserve: Street Capital	20,000	U Designated for capital projects
Total Street Fund	3,583,500	28.02% of Street Fund budget
<b>DEBT SERVICE FUND</b>		
301-10-1021-95000 Reserve: Debt Service	174,700	R Restricted to debt service
301-10-1050-95000 Reserve: Debt Service	216,900	R Restricted to debt service
Total Debt Service Fund	391,600	14.37% of Debt Service Fund budget

continued

Table 6  
**SCHEDULE OF RESTRICTED (R) AND UNRESTRICTED (U) RESERVES, continued**  
 Adopted Budget for Fiscal Year 2013-14

Fund/Account#/Description	Reserved Amount	Description/Percent of Fund Budget
<b>CAPITAL PROJECTS FUND</b>		
402-10-1012-90012 Reserve: Capital Projects	530,500	U Designated for capital projects
402-50-1110-90012 Reserve: Capital Projects	13,800	U Designated for capital projects
<b>Total Capital Projects Fund</b>	<b>544,300</b>	<b>47.5% of Capital Projects Fund budget</b>
<b>SENIOR CENTER ENDOWMENT FUND</b>		
501-35-1418-99505 Unappropriated Surplus	50,700	R Restricted endowment donations
<b>Total Senior Center Endowment Fund</b>	<b>50,700</b>	<b>99.61% of Senior Center Endowment Fund budget</b>
<b>LIBRARY TRUST FUND</b>		
502-45-1703-99505 Unappropriated Surplus	10,000	R Restricted endowment donations
502-45-1704-99505 Unappropriated Surplus	69,500	R Restricted endowment donations
<b>Total Library Trust Fund</b>	<b>79,500</b>	<b>94.53% of Library Trust Fund budget</b>
<b>SEWER FUND</b>		
601-50-2407-99005 Contingencies	506,000	U Designated for sewer operations
601-50-2500-90003 Reserve: Connection Fees	647,000	U Designated for sewer system capital projects
601-50-2500-90011 Reserve: Storm Drain Collection Fees	86,200	U Designated for sewer system capital projects
601-50-2500-90012 Reserve: Capital Projects	1,346,300	U Designated for sewer system capital projects
601-50-2500-90022 Reserve: Siemens Settlement	3,753,000	U Designated for sewer system capital projects
601-50-2501-90007 Reserve: Equipment Replacement	907,600	U Designated for sewer equipment replacement
601-50-2502-90001 Reserve: Pipe Over-sizing	10,000	R Restricted SDC - capacity increasing projects
601-50-2502-90012 Reserve: Capital Projects	1,600,400	R Restricted SDC - capacity increasing projects
601-50-2503-90012 Reserve: Capital Projects	296,400	R Restricted SDC - general capital improvements
601-50-2504-95001 Reserve: SDC-I	1,995,900	U Designated for debt service
601-50-2504-95002 Reserve: Rates	913,400	U Designated for debt service
601-50-2504-95009 Reserve: SRF Requirements (WWTP)	2,403,000	U Designated for debt service
601-50-2504-95010 Reserve :SRF Requirements (Wetlands)	50,000	U Designated for debt service
601-50-2506-90012 Reserve: Capital Projects	500,000	U Designated for sewer capital projects
<b>Total Sewer Fund</b>	<b>15,015,200</b>	<b>41.45% of Sewer Fund budget</b>
<b>WATER FUND</b>		
615-50-2202-99005 Contingencies	504,300	U Designated for water operations
615-50-2300-90001 Reserve: Pipe Over-sizing	10,000	U Designated for water system pipe over-sizing
615-50-2300-90012 Reserve: Capital Projects	77,100	R Restricted to SDC - improvement fee projects
615-50-2301-90012 Reserve: Capital Projects	761,600	R Restricted to SDC - reimbursement fee projects
615-50-2305-95002 Reserve: Rates	500,000	U Designated for debt service
615-50-2305-95007 Bond Payment Stabilization Reserve	1,100,000	U Designated for water canal maintenance
615-50-2308-90003 Reserve: Connection Fees	127,900	U Designated for water capital projects
615-50-2308-90012 Reserve: Capital Projects	2,228,200	U Designated for water capital projects
615-50-2308-90028 Reserve: Lebanon Canal	91,800	U Designated for water capital projects
615-50-2309-90012 Reserve: Capital Projects	565,500	U Designated for water economic development projects
615-50-2310-90012 Reserve: Capital Projects	206,100	R Restricted to North Albany water projects
615-50-2311-90007 Reserve: Equipment Replacement	792,100	U Designated for water equipment replacement
<b>Total Water Fund</b>	<b>6,964,600</b>	<b>28.53% of Water Fund budget</b>
<b>CENTRAL SERVICES FUND</b>		
701-13-2010-69005 Reserve: GIS Aerial Mapping	25,000	U Designated for Aerial Mapping Projects
<b>Total Central Services Fund</b>	<b>25,000</b>	<b>0.44% of Central Services Fund budget</b>
<b>TOTAL RESTRICTED RESERVES</b>	<b>4,061,100</b>	
<b>TOTAL DESIGNATED RESERVES</b>	<b>42,060,100</b>	
<b>TOTAL RESERVES</b>	<b>\$46,121,200</b>	

Table 7  
**HISTORICAL FINANCIAL INFORMATION BY FUND AND FUND TYPE**  
 Adopted Budget for Fiscal Year 2013-14

Fund type/Fund name	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13
			Adopted Budget	Revised Budget		
<b>GENERAL FUND</b>	\$ 26,745,620	\$ 26,771,685	\$ 29,172,400	\$ 29,176,400	\$ 30,078,800	3.09%
<b>SPECIAL REVENUE FUNDS</b>						
Parks & Recreation	6,462,921	6,768,696	7,304,300	8,104,300	7,071,800	(12.74%)
Grants	2,780,510	3,094,507	1,759,700	4,476,725	2,926,900	(34.62%)
Building Inspection	1,205,181	1,180,462	1,125,800	1,125,800	1,200,600	6.64%
Risk Management	7,660,559	2,537,531	12,833,100	12,833,100	10,878,700	(15.23%)
Economic Development	907,567	1,056,619	1,564,300	1,564,300	1,798,100	14.95%
Ambulance	2,154,424	2,184,355	2,299,700	2,299,700	2,156,500	(6.23%)
Public Transit	1,227,895	1,389,648	2,021,300	2,021,300	2,079,700	2.89%
Public Safety Levy	2,772,967	2,487,721	2,049,900	2,049,900	2,784,600	35.84%
Capital Replacement	1,275,460	908,201	6,925,400	6,925,400	6,839,200	(1.24%)
Street	3,638,736	7,491,584	13,403,100	13,403,100	12,787,000	(4.60%)
Total Special Revenue Funds	30,086,221	29,099,324	51,286,600	54,803,625	50,523,100	(7.81%)
<b>DEBT SERVICE FUNDS</b>						
Debt Service	4,120,903	2,421,490	2,653,300	2,653,300	2,724,400	2.68%
Total Debt Service Funds	4,120,903	2,421,490	2,653,300	2,653,300	2,724,400	2.68%
<b>CAPITAL PROJECT FUND</b>						
Capital Projects	7,004,977	2,800,837	3,855,800	3,855,800	1,145,800	(70.28%)
Total Capital Project Fund	7,004,977	2,800,837	3,855,800	3,855,800	1,145,800	(70.28%)
<b>PERMANENT FUNDS</b>						
Senior Center Endowment	-	-	51,100	51,100	50,900	(0.39%)
Library Trust	3,172	915	84,100	84,100	84,100	-
Total Permanent Funds	3,172	915	135,200	135,200	135,000	(0.15%)
<b>ENTERPRISE FUNDS</b>						
Sewer	20,791,106	15,449,789	31,164,000	31,164,000	36,223,100	16.23%
Water	12,989,508	12,995,565	24,988,000	24,988,000	24,414,300	(2.30%)
Total Enterprise Funds	33,780,615	28,445,354	56,152,000	56,152,000	60,637,400	7.99%
<b>INTERNAL SERVICE FUNDS</b>						
Central Services	5,480,285	5,470,927	5,572,400	5,572,400	5,697,500	2.24%
Public Works Services	6,632,337	6,580,296	7,002,900	7,002,900	7,349,600	4.95%
Total Internal Service Funds	12,112,622	12,051,223	12,575,300	12,575,300	13,047,100	3.75%
Totals for All Fund Types	\$113,854,129	\$101,590,827	\$155,830,600	\$159,351,625	\$158,291,600	(0.67%)

Table 7 summarizes the 2013-14 Budget by fund and fund type. Also included are the actual expenditures for the 2010-11 and the 2011-12 fiscal years as well as the 2012-13 adopted and revised budgets.

Table 8  
**PROJECTED FUND BALANCES**  
 Adopted Budget for Fiscal Year 2013-14

Fund Type/Fund Name	July 1, 2013 Fund Balance	.....Resources.....		Operating: Personnel, Materials & Services (1)	Capital (2)	Transfers Out	Debt Service (3)	Projected June 30, 2014, Fund Balance
		Current	Transfers In					
<b>GENERAL FUND</b>	\$ 2,631,600	\$ 24,692,000	\$ 2,755,200	\$27,910,000	\$ -	\$ 934,200	\$ -	\$ 1,234,600
<b>SPECIAL REVENUE FUNDS</b>								
Parks & Recreation	1,204,500	5,346,000	521,300	5,904,300	202,000	354,500	-	611,000
Grants	-	2,453,500	473,400	1,353,900	1,186,300	-	-	386,700
Building Inspection	112,200	990,900	97,500	1,164,100	-	36,500	-	-
Risk Management	10,341,300	49,400	488,000	-	-	-	-	10,878,700
Economic Development	547,600	1,061,100	189,400	983,000	-	349,100	36,400	429,600
Ambulance	20,000	1,965,500	171,000	2,156,500	-	-	-	-
Public Transit	40,000	1,523,700	516,000	1,537,900	390,800	5,000	-	146,000
Public Safety Levy	151,500	2,633,100	-	-	-	2,784,600	-	-
Capital Replacement	6,034,800	794,000	10,400	641,500	341,500	76,000	-	5,780,200
Street	6,643,400	5,127,900	1,015,700	3,202,000	5,476,000	525,500	-	3,583,500
Total Special Revenue Funds	25,095,300	21,945,100	3,482,700	16,943,200	7,596,600	4,131,200	36,400	21,815,700
<b>DEBT SERVICE FUND</b>								
Debt Service	357,200	1,949,300	417,900	1,600	-	-	2,331,200	391,600
Total Debt Service Fund	357,200	1,949,300	417,900	1,600	-	-	2,331,200	391,600
<b>CAPITAL PROJECT FUND</b>								
Capital Projects	619,500	526,300	-	-	131,500	470,000	-	544,300
Total Capital Project Fund	619,500	526,300	-	-	131,500	470,000	-	544,300
<b>PERMANENT FUNDS</b>								
Senior Center Endowment	50,600	300	-	200	-	-	-	50,700
Library Trust	83,500	600	-	4,600	-	-	-	79,500
Total Permanent Funds	134,100	900	-	4,800	-	-	-	130,200
Total Governmental Fund Types	28,837,700	49,113,600	6,655,800	44,859,600	7,728,100	5,535,400	2,367,600	24,116,400
<b>ENTERPRISE FUNDS</b>								
Sewer	21,364,700	14,858,400	-	8,894,300	6,261,000	550,000	5,502,600	15,015,200
Water	11,735,800	12,246,300	432,200	8,050,500	6,451,000	981,100	1,967,100	6,964,600
Total Enterprise Funds	33,100,500	27,104,700	432,200	16,944,800	12,712,000	1,531,100	7,469,700	21,979,800
<b>INTERNAL SERVICE FUNDS</b>								
Central Services	103,400	5,495,800	98,300	5,672,500	-	-	-	25,000
Public Works Services	-	7,349,600	-	7,349,600	-	-	-	-
Total Internal Service Funds	103,400	12,845,400	98,300	13,022,100	-	-	-	25,000
Total Proprietary Fund Types	33,203,900	39,950,100	530,500	29,966,900	12,712,000	1,531,100	7,469,700	22,004,800
Total All Fund Types	\$62,041,600	\$ 89,063,700	\$ 7,186,300	\$74,826,500	\$20,440,100	\$ 7,066,500	\$ 9,837,300	\$ 46,121,200

The projected June 30, 2014, fund balance is determined by subtracting the total requirements from the sum of the total resources and the Beginning Balance for July 1, 2013. Amounts held in reserve for future operating requirements, debt service, and capital projects total \$2,197,900, \$33,826,400, and \$7,353,900, respectively. The reserved amounts are included in the projected June 30, 2014, fund balance.

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



*Albany Caboose*  
*Brady King - North Albany Middle School*



*Bed and Breakfast*  
*Zoe Ohling - North Albany Middle School*

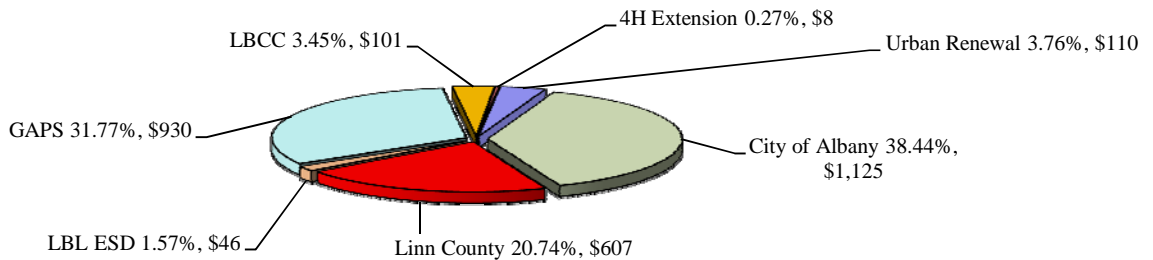
Table 9

**PROPERTY TAX RATES - ALL OVERLAPPING DISTRICTS**

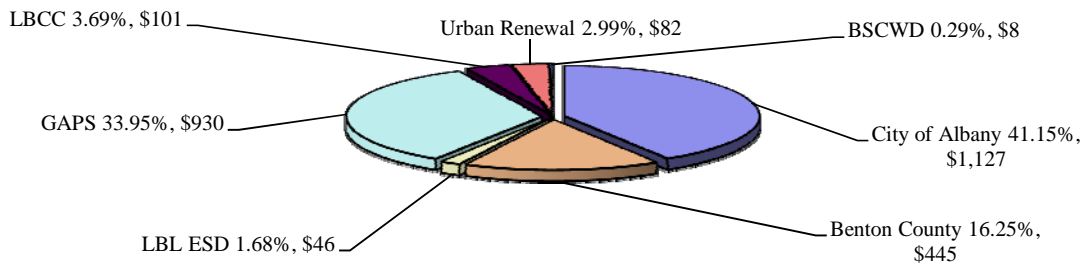
Per \$1,000 of Assessed Value

Fiscal Year Ended/Ending June 30,	County	City of Albany	Linn & Benton Counties	Linn/ Benton/ Lincoln Counties ESD	Greater Albany Public School District	Linn- Benton Community College	4H Extension	Albany Urban Renewal	Benton County Soil & Water District (BCSWD)	Total Effective Rate <sup>1</sup>
2004	Linn	8.12	3.34	0.30	4.93	0.67	-	0.20	-	17.56
	Benton	8.12	2.86	0.28	4.64	0.64	-	0.15	-	16.69
2005	Linn	8.0355	3.3680	0.3005	4.8902	0.6706	-	0.2650	-	17.53
	Benton	8.0355	2.4929	0.3005	4.8902	0.6706	-	-	-	16.39
2006	Linn	7.9573	3.3122	0.2999	4.8447	0.6746	-	0.2961	-	17.38
	Benton	7.9573	2.4934	0.2999	4.8447	0.6746	-	0.2050	0.0500	16.52
2007	Linn	7.8663	3.3123	0.2992	4.7964	0.6678	-	0.3373	-	17.28
	Benton	7.8663	2.4641	0.2992	4.7964	0.6678	-	0.2295	0.0500	16.37
2008	Linn	7.8618	3.5969	0.2984	6.0328	0.6589	-	0.4229	-	18.8717
	Benton	7.8618	2.4652	0.2984	6.0328	0.6589	-	0.2608	0.0500	17.6279
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	-	0.3271	0.0500	18.2952
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	-	0.3628	0.0500	18.0001
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	-	0.4359	0.0500	18.5828
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	-	0.4935	0.0500	18.1128
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

**City of Albany (Linn County)  
2012-13 Property Taxes, \$150,000 Assessed Value  
Total Property Tax Imposed \$2,927**



**City of Albany (Benton County)  
2012-13 Property Taxes, \$150,000 Assessed Value  
Total Property Tax Imposed \$2,739**



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



Table 10

**PROPERTY TAX INFORMATION - 2013-14 ADOPTED BUDGET****2013-14 Estimated General Fund and Parks & Recreation Fund Taxes to be Levied for Linn and Benton Counties**

General Fund and Parks Fund Property Tax Data	Linn	Benton	Total
2012-13 Actual tax to be collected (amount levied)	\$ 17,075,680	\$ 3,736,413	\$ 20,812,093
Estimated increase in the amount to be levied in 2013-14	-0.35%	2.21%	0.21%
Estimated 2013-14 tax levy	\$ 17,036,880	\$ 3,818,988	\$ 20,855,868
Estimated collection rate	96.37%	96.37%	96.37%
Total Estimated Tax Collections (General & Parks Funds)	\$ 16,418,441	\$ 3,680,359	\$ 20,098,800
Allocation of Estimated Tax to be collected			
General Fund (80%)			\$ 16,079,040
Parks Fund (20%)			\$ 4,019,760
Estimated Rate per \$1,000 of assessed value (AV)			\$ 6.40

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

Public Safety Levy Property Tax Data	Linn	Benton	Total
2012-13 Actual tax to be collected (levied before compression)	\$ 2,528,454	\$ 565,012	\$ 3,093,466
Estimated % increase in the amount to be levied in 2013-14	21.41%	25.78%	22.21%
Estimated 2013-14 tax levy*	\$ 3,069,900	\$ 710,700	\$ 3,780,600
Estimated 2013-14 Compression Loss	(999,100)	(153,400)	(1,152,500)
Estimated 2013-14 tax levy after compression	\$ 2,070,800	\$ 557,300	\$ 2,628,100
Estimated collection rate	96.37%	96.37%	96.37%
Total estimated tax collections for the Public Safety Levy	\$ 1,995,600	\$ 537,100	\$ 2,532,700
Estimated Rate per \$1,000 of assessed value (AV)			\$ 1.15

\* In November of 2012, voters approved a new five-year \$1.15 per \$1,000 Levy. This is the first year of that levy.

**General Obligation Debt Service Property Tax Requirements for Fiscal Year 2013-14**

General Obligation Debt Service Requirements	Levy Amount*	Budget
Debt Service Fund: 2007 GO Refunding Bonds	\$ 1,409,775	\$ 1,358,600
Total General Obligation Debt Service Requirements	\$ 1,409,775	\$ 1,358,600

\* Levy Amount = Budget/collection rate (96.37%)

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

2007 GO Refunding Bonds	\$ 0.43240
Total estimated rate per \$1,000 of assessed value	\$ 0.43240

**Estimated Total Taxes to be Levied for Fiscal Year 2013-14**

General Fund	\$ 16,684,694
Parks & Recreation Fund	4,171,174
Public Safety Levy	3,780,600
General Obligation Debt Service	1,409,775
Estimated total taxes to be levied	\$ 26,046,243
Estimated collection rate	96.37%
Estimated Current Tax Collections	\$ 25,100,764

Table 10

**PROPERTY TAX INFORMATION - 2013-14 ADOPTED BUDGET, continued****Estimated 2013-14 City Assessed Value for Linn and Benton Counties**

Assessed Value	Linn	Benton	Total
2012-13 actual assessed value	\$ 2,638,629,357	\$ 617,279,378	\$3,255,908,735
Estimated increase in assessed value	-0.35%	2.21%	0.14%
Estimated 2013-14 assessed value	\$ 2,629,394,154	\$ 630,921,252	\$3,260,315,406

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

2012-13 Actual Assessed Value

County	City AV	Percent of Total
Linn	\$ 2,638,629,357	81.04%
Benton	617,279,378	18.96%
Totals	\$ 3,255,908,735	100.00%

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

2012-13 Actual Assessed Value

County	Total City AV	Total County AV	City % of Total County AV
Linn	\$2,638,629,357	\$ 7,701,080,801	34.26%
Benton	617,279,378	6,811,921,993	9.06%
Totals	\$3,255,908,735	\$14,513,002,794	22.43%

**Budgeted Current and Delinquent Property Tax Collections for 2013-14**

Fund Name (Percent of Total Collections)	Current	Delinquent	Total
General Fund (67.08%)	\$ 16,079,100	\$ 520,000	\$ 16,599,100
Parks & Recreation Fund (16.67%)	4,019,700	106,000	4,125,700
Public Safety Levy Fund (10.64%)	2,532,700	100,000	2,632,700
Debt Service Fund (5.61%)	1,358,600	30,000	1,388,600
Total budgeted property tax collections	\$ 23,990,100	\$ 756,000	\$ 24,746,100

**Use of Property Tax Resources for 2013-14**

Description	Total Taxes	Percent of Total
General obligation debt service	\$ 1,388,600	5.61%
General Fund, Parks & Recreation Fund	20,724,800	83.75%
Public Safety Local Option Levy	2,632,700	10.64%
Totals	\$ 24,746,100	100.00%

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

Fiscal Year June 30,	Total Property Taxes Received <sup>2</sup>	General Fund	Parks & Recreation	Public Safety Levy	General Obligation Debt Service	General Obligation Debt-Water
2005	18,130,825	\$ 11,440,187	\$ 2,872,603	\$ 1,973,168	\$ 1,063,905	\$ 780,962
2006	19,693,856	12,505,234	3,133,826	2,171,708	1,113,145	769,943
2007	20,591,504	13,193,675	3,300,794	2,349,289	988,952	758,794
2008	21,829,001	13,989,405	3,498,175	2,462,996	1,055,622	822,803
2009	22,525,645	14,577,623	3,643,784	2,547,957	955,531	800,750
2010	23,609,154	15,223,744	3,806,006	2,628,400	1,294,417	656,587
2011	24,504,571	15,811,249	3,952,833	2,571,987	2,141,144	27,358
2012	23,936,714	16,204,832	4,051,531	2,321,263	1,333,190	25,898
2013	23,643,900	16,220,800	4,036,600	2,040,100	1,346,400	-
2014	24,746,100	16,599,100	4,125,700	2,632,700	1,388,600	-

(1) Actual tax receipts for fiscal years ended June 30, 2005, through 2012. Budgeted receipts for fiscal years ending June 30, 2013 and 2014.

(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
2005	99.39%	73.37%	15.84%	na	5.87%	4.31%
2006	100.00%	63.50%	15.91%	11.03%	5.65%	3.91%
2007	99.99%	64.07%	16.03%	11.41%	4.80%	3.68%
2008	100.02%	64.10%	16.03%	11.28%	4.84%	3.77%
2009	99.99%	64.71%	16.18%	11.31%	4.24%	3.55%
2010	99.99%	64.48%	16.12%	11.13%	5.48%	2.78%
2011	100.01%	64.53%	16.13%	10.50%	8.74%	0.11%
2012	100.01%	67.70%	16.93%	9.70%	5.57%	0.11%
2013	99.99%	68.60%	17.07%	8.63%	5.69%	0.00%
2014	100.00%	67.08%	16.67%	10.64%	5.61%	0.00%

**Percent of Estimated Total Current and Delinquent Taxes  
to be Received by Fund for Fiscal Year 2013-14**

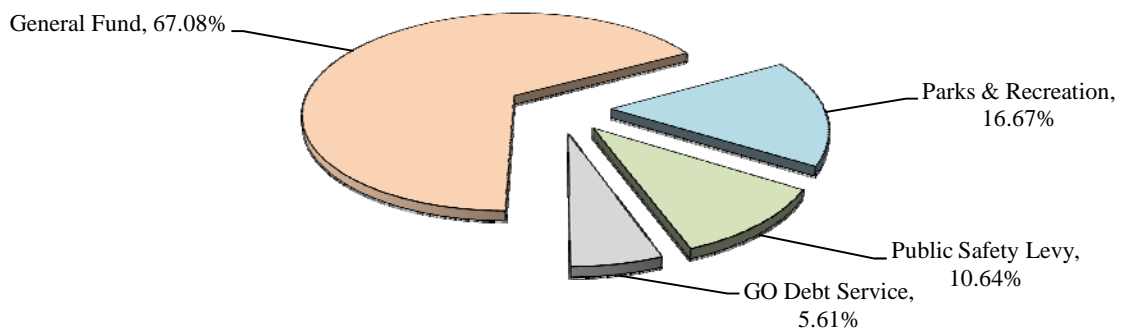
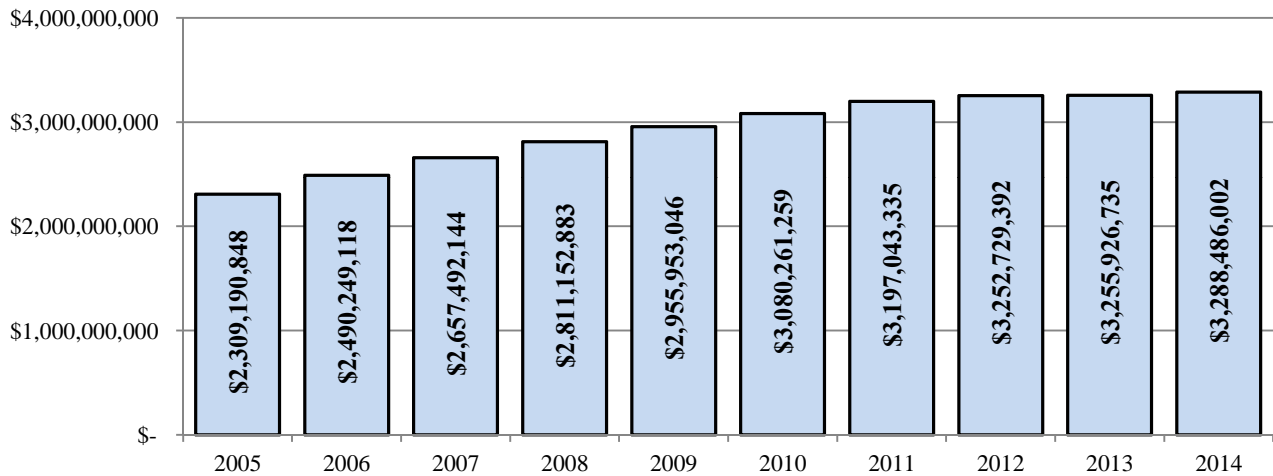


Table 12  
**Net Assessed Value Used to Compute Property Tax**  
**Last Ten Fiscal Years <sup>1</sup>**

Fiscal Year June 30,	.....Linn County.....		Value Used to Compute the Tax	Benton County Value Used to Compute the Tax	Total Value Used to Compute the Tax	Linn & Benton Counties Combined Annual Percentage Change
	Total Assessed Value	Adjustments				
2005	\$ 1,947,576,161	\$ (34,121,937)	\$ 1,913,454,224	\$ 395,736,624	\$ 2,309,190,848	na
2006	2,103,172,514	(41,571,478)	2,061,601,036	428,648,082	2,490,249,118	7.84%
2007	2,253,632,887	(50,945,385)	2,202,687,502	454,804,642	2,657,492,144	6.72%
2008	2,386,005,384	(62,008,472)	2,323,996,912	487,155,971	2,811,152,883	5.78%
2009	2,512,935,769	(83,900,206)	2,429,035,563	526,917,483	2,955,953,046	5.15%
2010	2,619,857,693	(90,157,811)	2,529,699,882	550,561,377	3,080,261,259	4.21%
2011	2,720,366,416	(101,564,871)	2,618,801,545	578,241,790	3,197,043,335	3.79%
2012	2,760,000,798	(111,196,690)	2,648,804,108	603,925,284	3,252,729,392	1.74%
2013	2,762,432,910	(123,803,553)	2,638,629,357	617,297,378	3,255,926,735	0.10%
2014	2,790,057,239	(125,041,589)	2,665,015,650	623,470,352	3,288,486,002	1.00%

(1) Actual assessed values for Fiscal Years 2005 through 2013. Estimated value for Fiscal Year 2014.



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

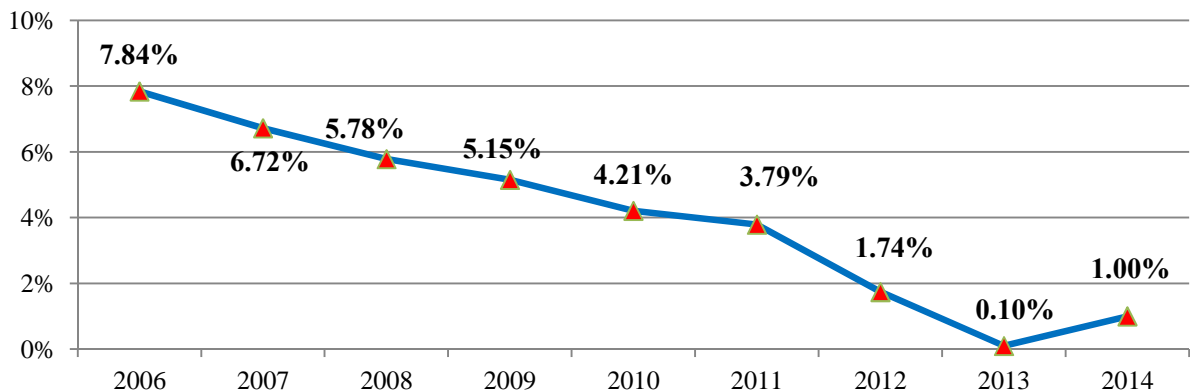
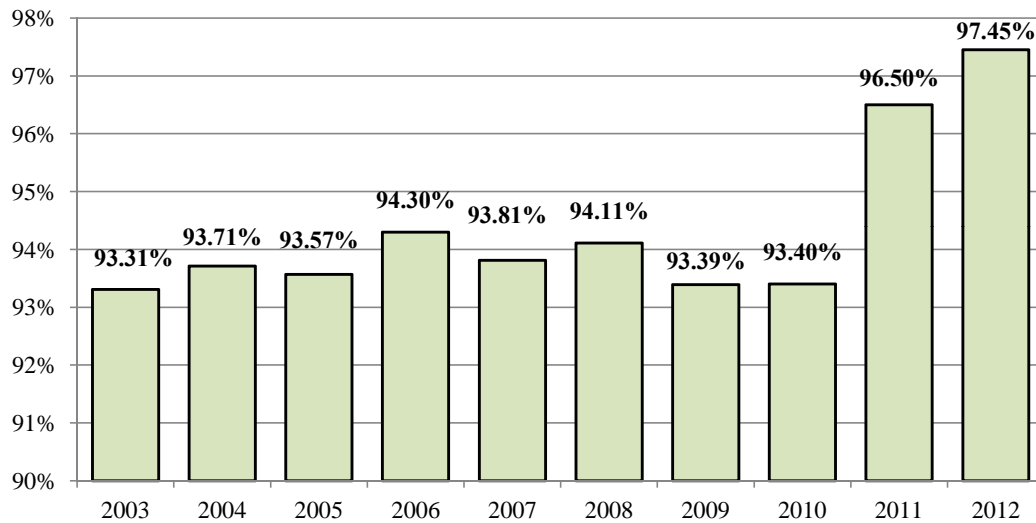


Table 13  
**Property Taxes Levied, Collected, and Collection Percentage**  
**Ten Fiscal Years from 2003-2012**

Fiscal Year Ended June 30,	Property Taxes Levied	Property Taxes Collected in the Year Levied	Annual Collection Percentage	Running Collection Percentage Average
2003	\$15,245,690	\$14,226,091	93.31%	93.01%
2004	17,926,099	16,798,310	93.71%	93.29%
2005	18,721,771	17,517,415	93.57%	93.37%
2006	20,026,898	18,885,255	94.30%	93.59%
2007	21,270,329	19,954,676	93.81%	93.64%
2008	22,492,032	21,166,331	94.11%	93.72%
2009	23,516,147	21,961,902	93.39%	93.67%
2010	24,350,079	22,743,124	93.40%	93.63%
2011	25,400,423	24,511,822	96.50%	93.99%
2012	24,567,501	23,941,988	97.45%	94.37%

**Annual Property Tax Collection Percentage**  
**Ten Fiscal Years from 2003-2012**



**Running Collection Percentage Average**

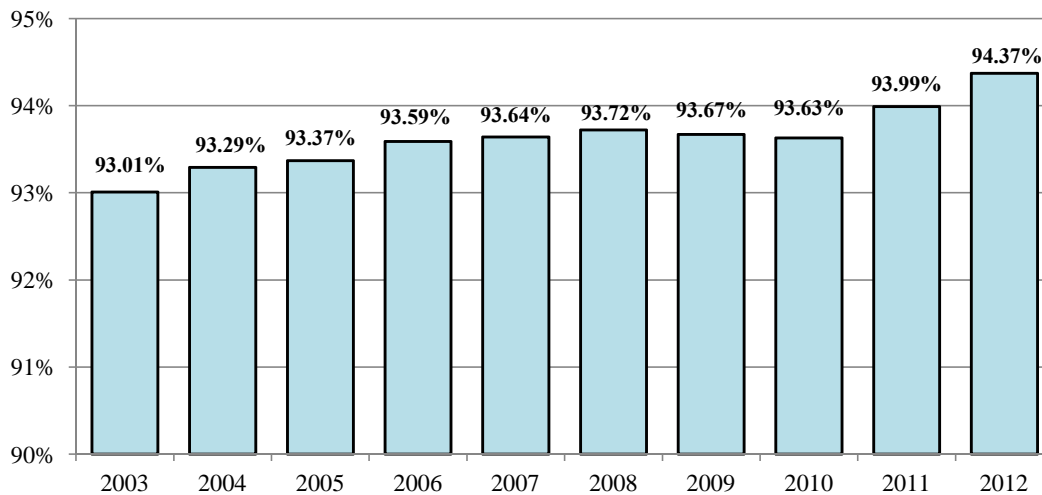
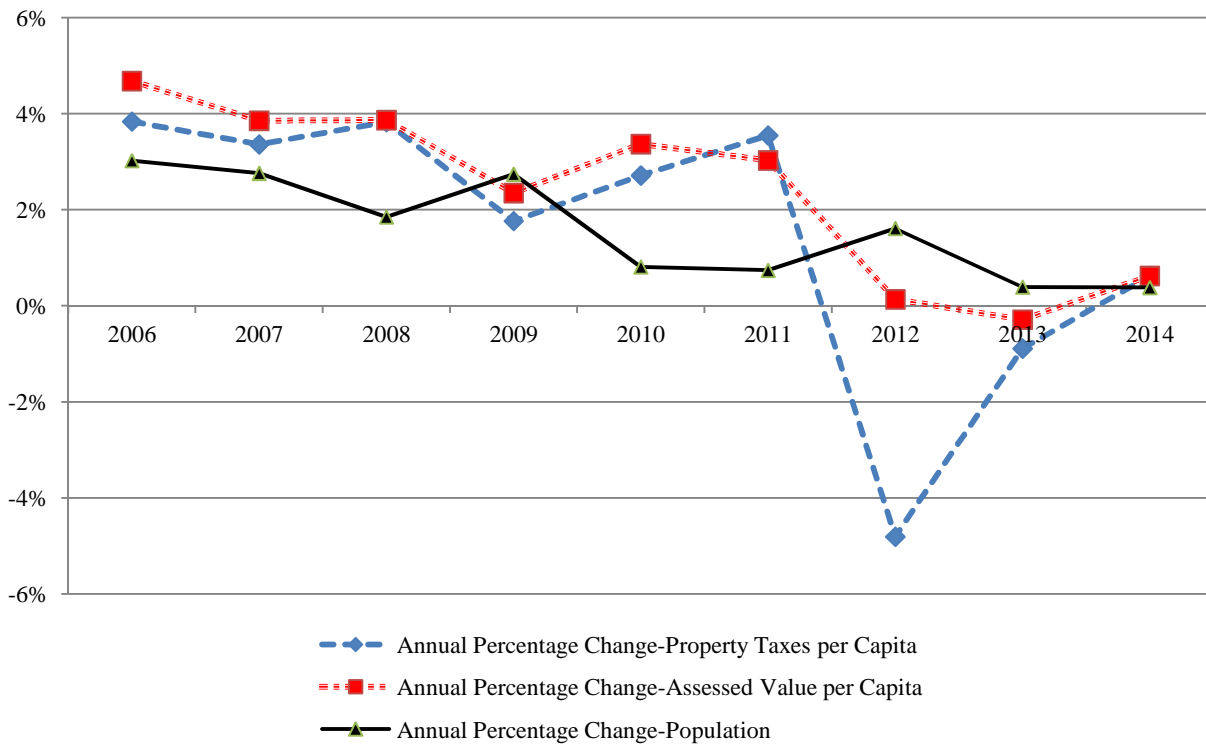


Table 14  
**Total Property Taxes Levied per Capita and Assessed Value per Capita**  
**Ten Fiscal Years from 2005-2014<sup>1</sup>**

Fiscal Year Ended June 30,	POPULATION		PROPERTY TAXES			ASSESSED VALUE		
	Amount	Annual Percentage Change	Amount Levied	per Capita	Annual Percentage Change	Value Used to Compute the Tax	per Capita	Annual Percentage Change
2005	44,030		\$ 18,721,771	\$ 425.20	n/a	\$ 2,309,190,848	\$ 52,445.85	n/a
2006	45,360	3.02%	20,026,898	441.51	3.84%	2,490,249,118	54,899.67	4.68%
2007	46,610	2.76%	21,270,329	456.35	3.36%	2,657,492,144	57,015.49	3.85%
2008	47,470	1.85%	22,492,032	473.82	3.83%	2,811,152,883	59,219.57	3.87%
2009	48,770	2.74%	23,516,147	482.18	1.76%	2,955,953,046	60,610.07	2.35%
2010	49,165	0.81%	24,350,079	495.27	2.71%	3,080,261,259	62,651.51	3.37%
2011	49,530	0.74%	25,400,423	512.83	3.55%	3,197,043,335	64,547.61	3.03%
2012	50,325	1.61%	24,567,501	488.18	-4.81%	3,252,729,392	64,634.46	0.13%
2013	50,520	0.39%	24,443,183	483.83	-0.89%	3,255,926,735	64,448.27	-0.29%
2014	50,710	0.38%	24,687,615	486.84	0.62%	3,288,486,002	64,848.87	0.62%

(1) Actual amounts for fiscal years ended June 30, 2005 through 2012. Budgeted amounts for fiscal years ending June 30, 2013 and 2014.

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



## DEBT MANAGEMENT

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

### Debt Summary

Outstanding debt as of July 1, 2013:

Short-term	None
Long-term:	
Gross bonded debt (all debt with a General Obligation pledge)	
2007 General Obligation Refunding Bonds	\$ 2,590,000
Pledged from the general revenues of the City	
2002 Limited Tax Pension Obligations	5,415,688
Payable from unobligated, non-property tax revenues of the City	
2004 Revenue Obligations	1,305,000
2010 Wetlands Loan	3,066,890
2012 SRF ARRA Loan	1,850,000
Gross Debt (General obligation and general revenue and pledge)	\$ 14,227,578
Net direct debt (all debt paid in whole or in part by taxes)	\$ 2,590,000
Net overlapping debt as of June 30, 2012	66,401,741
Total net direct debt and overlapping debt	\$ 68,991,741

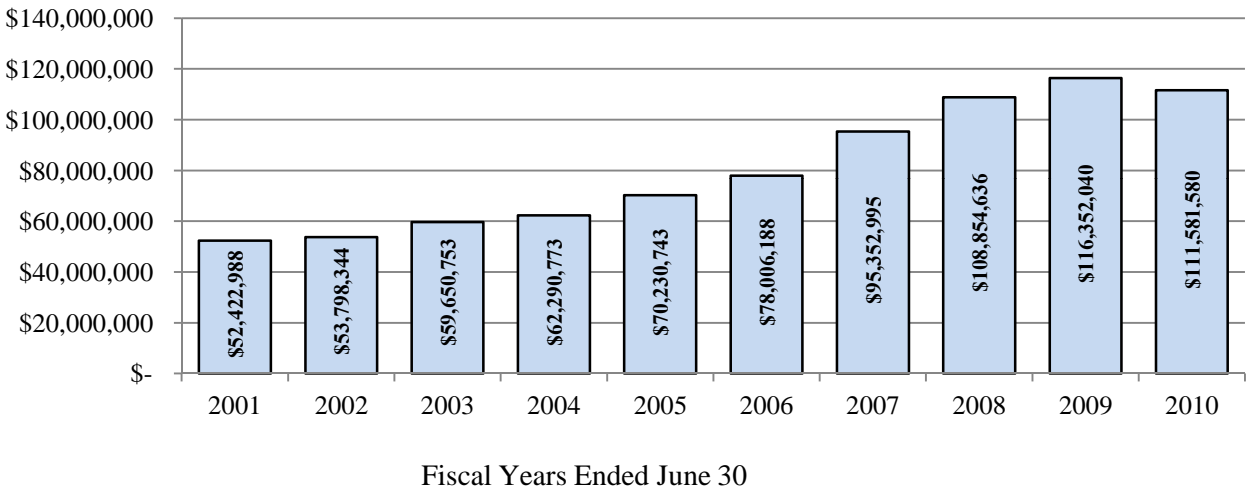
### Debt Ratios

		<u>Per Capita</u>	<u>Percent of True Cash Value</u>
2014 Population	50,710		
True Cash Value as of June 30, 2013	\$ 3,800,554,331	\$ 74,946.84	
Gross Bonded Debt	2,590,000	51.07	0.07%
Gross Debt including General Fund Obligations	14,227,578	280.57	0.37%
Net Direct Debt (General Obligation only)	2,590,000	51.07	0.07%
Overlapping Debt	66,401,741	1,309.44	1.75%
Net Direct (General Obligation) and Overlapping Debt	68,991,741	1,360.52	1.82%
Gross Debt and Overlapping Debt	80,629,319	1,590.01	2.12%

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

True Cash Value for the City of Albany (1)	\$ 3,800,554,331
3% Limitation	<u>3%</u>
General Obligation Debt Limit - 3% of True Cash Value	114,016,630
Gross bonded debt principal:	
2007 General Obligation Refunding Bonds	\$ 2,590,000
Less:	
Sinking Fund Reserve (2)	154,950
Net debt subject to 3% limitation	<u>2,435,050</u>
Legal Debt Margin for General Obligation Debt	<u><u>\$ 111,581,580</u></u>

**Historical Trend of Legal Debt Margin**



(1) Source: Tax Rolls - Linn and Benton County Tax Assessors as of June 30, 2012.

(2) Sinking Fund Reserve equals \$154,950 in the Debt Service Fund.

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

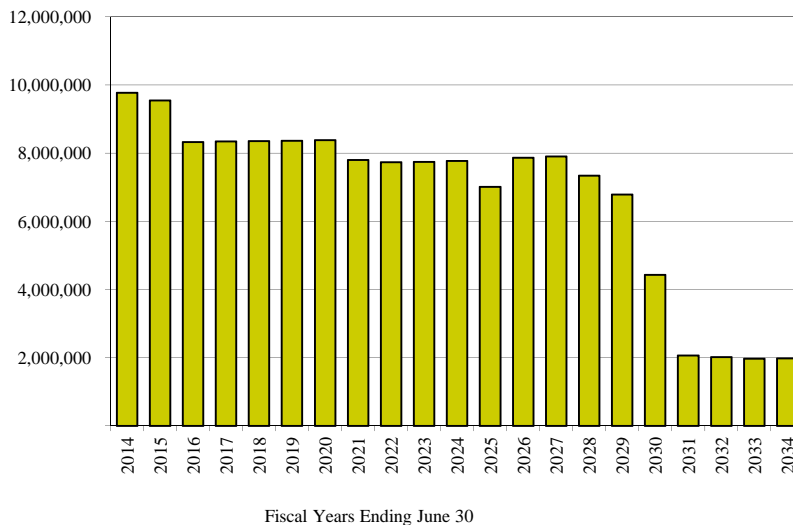


Debt Service Schedule - Table 16

**SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS  
OUTSTANDING PRINCIPAL AND INTEREST - ALL FUNDS**  
as of June 30, 2013

Years of Maturity	.....Total Requirements.....			2007 GO Refunding Bonds		2002 Limited Tax Pension Obligations		2004 General Revenue Obligations	
	Total	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2013-2014	9,763,907	6,096,289	3,667,618	1,255,000	103,600	101,687	453,551	365,000	52,229
2014-2015	9,539,580	5,947,761	3,591,819	1,335,000	53,400	105,019	480,218	140,000	39,454
2015-2016	8,318,487	4,766,668	3,551,819			107,498	507,740	145,000	34,554
2016-2017	8,337,182	4,928,476	3,408,706			109,483	535,754	155,000	27,304
2017-2018	8,353,209	5,093,460	3,259,749			111,140	564,098	160,000	19,553
2018-2019	8,363,645	5,255,522	3,108,123			111,257	593,980	165,000	13,394
2019-2020	8,381,751	5,474,548	2,907,203			159,604	580,634	175,000	7,000
2020-2021	7,797,123	5,354,615	2,442,508			460,000	315,785		
2021-2022	7,729,735	5,501,596	2,228,139			530,000	284,275		
2022-2023	7,740,847	5,728,561	2,012,286			600,000	247,970		
2023-2024	7,764,705	5,978,943	1,785,762			685,000	206,870		
2024-2025	7,008,335	5,467,843	1,540,492				159,947		
2025-2026	7,858,598	6,530,371	1,328,227			865,000	159,947		
2026-2027	7,897,619	6,841,636	1,055,983			970,000	100,695		
2027-2028	7,338,115	6,561,754	776,361			500,000	34,250		
2028-2029	6,782,657	6,260,842	521,815						
2029-2030	4,426,857	4,124,477	302,380						
2030-2031	2,063,244	1,860,000	203,244						
2031-2032	2,012,984	1,865,000	147,984						
2032-2033	1,965,077	1,875,000	90,077						
2033-2034	1,975,390	1,945,000	30,390						
<b>Totals</b>	<b>\$ 141,419,047</b>	<b>\$ 103,458,362</b>	<b>\$ 37,960,685</b>	<b>\$ 2,590,000</b>	<b>\$ 157,000</b>	<b>\$ 5,415,688</b>	<b>\$ 5,225,714</b>	<b>\$ 1,305,000</b>	<b>\$ 193,488</b>

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



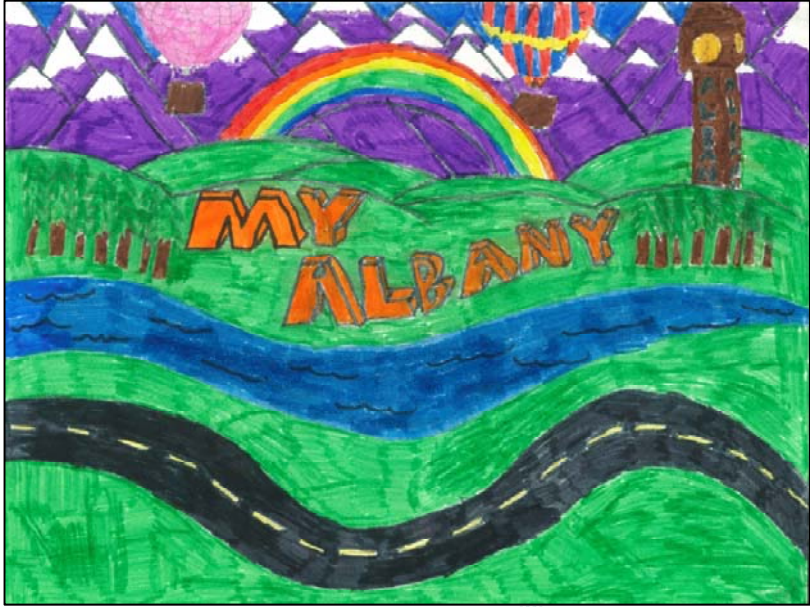
continued

## Debt Service Schedule - Table 16, continued

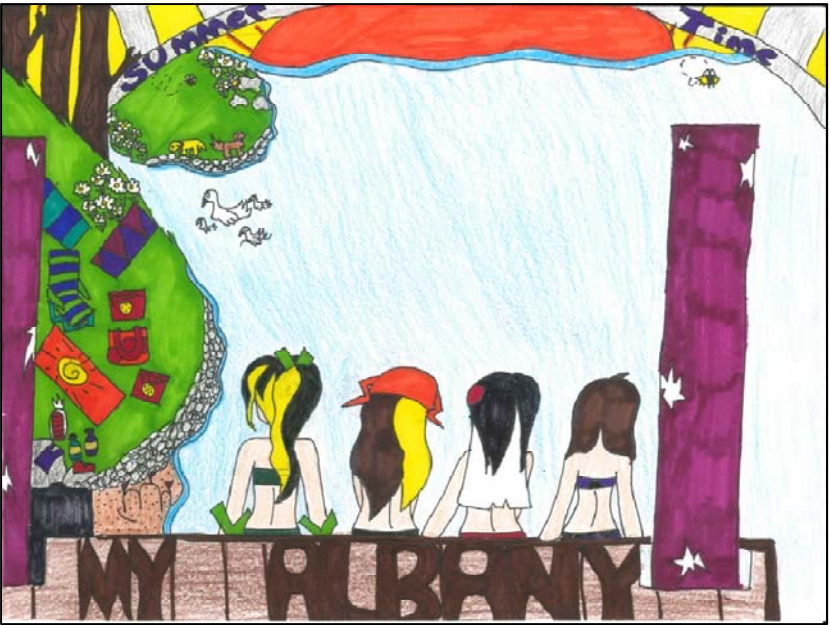
**SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS  
OUTSTANDING PRINCIPAL AND INTEREST - ALL FUNDS**

as of June 30, 2013

Years of Maturity	2013 Water Revenue Bonds		2007 State Revolving Fund Loans - Sewer		2010 Wetlands Loan		2012 SRF ARRA Loan	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Fee
2013-2014	1,005,000	962,064	2,892,278	1,968,873	377,324	122,676	100,000	4,625
2014-2015	895,000	1,033,194	2,980,325	1,873,595	392,417	107,583	100,000	4,375
2015-2016	935,000	996,594	3,071,056	1,912,795	408,114	91,886	100,000	8,250
2016-2017	975,000	958,394	3,164,554	1,803,943	424,439	75,561	100,000	7,750
2017-2018	1,020,000	918,494	3,260,904	1,691,770	441,416	58,584	100,000	7,250
2018-2019	1,060,000	876,894	3,360,192	1,576,178	459,073	40,927	100,000	6,750
2019-2020	1,100,000	833,694	3,462,508	1,457,061	477,436	22,564	100,000	6,250
2020-2021	1,140,000	783,194	3,567,944	1,334,312	86,671	3,467	100,000	5,750
2021-2022	1,195,000	730,794	3,676,596	1,207,820			100,000	5,250
2022-2023	1,240,000	682,094	3,788,561	1,077,472			100,000	4,750
2023-2024	1,290,000	631,494	3,903,943	943,148			100,000	4,250
2024-2025	1,345,000	572,068	4,022,843	804,727			100,000	3,750
2025-2026	1,420,000	502,944	4,145,371	662,086			100,000	3,250
2026-2027	1,500,000	437,444	4,271,636	515,094			100,000	2,750
2027-2028	1,560,000	376,244	4,401,754	363,617			100,000	2,250
2028-2029	1,625,000	312,544	4,535,842	207,521			100,000	1,750
2029-2030	1,705,000	254,468	2,319,477	46,662			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						
Totals	\$28,405,000	\$12,333,311	\$60,825,784	\$19,446,674	\$ 3,066,890	\$ 523,248	\$1,850,000	\$ 81,250



Jake Dempsey - Memorial Middle School  
Third Place Award

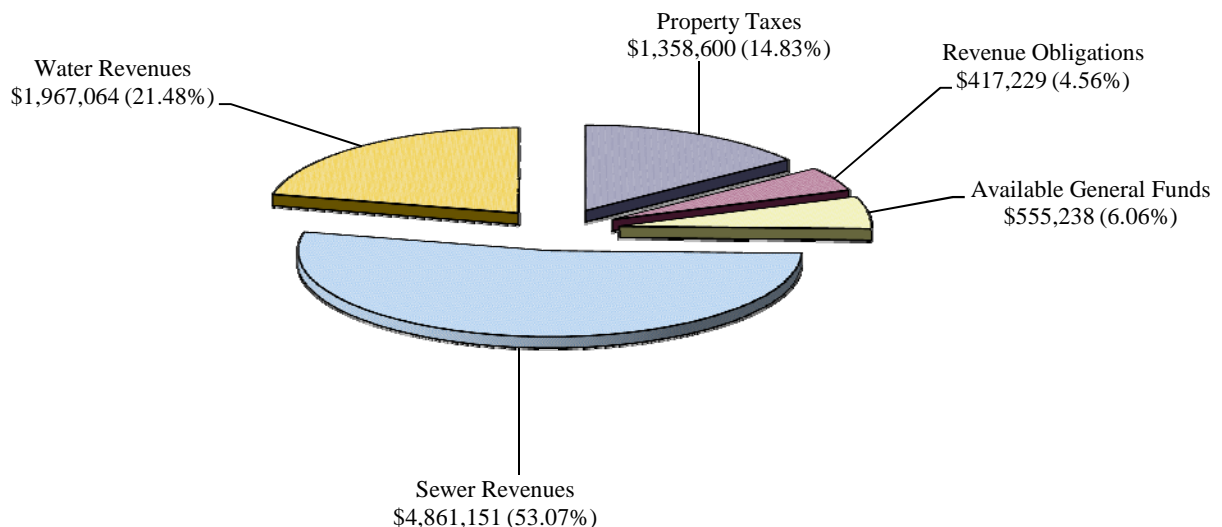


Kaitlyn Rutherford - Memorial Middle School

Debt Service Schedule - Table 17  
**SUMMARY OF DEBT SERVICE BY TYPE AND FUND**  
 2013-2014 Fiscal Year Requirements

Fund/Source/Debt Description	Principal	Interest	Total for 2013-2014
<b>DEBT SERVICE FUND:</b>			
General Obligation Bonds			
2007 General Obligation Refunding Bonds	\$ 1,255,000	\$ 103,600	\$ 1,358,600
Revenue Obligation Bonds			
2004 General Revenue Obligations	365,000	52,229	417,229
Limited Tax Pension Obligations			
2002 Limited Tax Pension Obligations	101,687	453,551	555,238
<b>Total Debt Service Fund</b>	<b>1,721,687</b>	<b>609,380</b>	<b>2,331,067</b>
<b>SEWER FUND:</b>			
State Revolving Fund Loans			
2007 State Revolving Fund Loans - Sewer Treatment Plant	2,892,278	1,968,873	4,861,151
2010 Wetlands Loan	377,324	122,676	500,000
2011 State Revolving Fund Loans - ARRA	100,000	4,625	104,625
<b>Total Sewer Fund:</b>	<b>3,369,602</b>	<b>2,096,174</b>	<b>5,465,776</b>
<b>WATER FUND:</b>			
Water Revenue Bonds			
2013 Full Faith and Credit Refunding Bonds	1,005,000	962,064	1,967,064
<b>Total Water Fund:</b>	<b>1,005,000</b>	<b>962,064</b>	<b>1,967,064</b>
<b>Total Requirements for Fiscal Year 2013-2014</b>	<b>\$ 6,096,289</b>	<b>\$ 3,667,618</b>	<b>\$ 9,763,907</b>

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



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

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

In March 2007, the City issued \$8,335,000 of general obligation bonds to refinance all of the City's outstanding General Obligation Bonds, Series 1996, and a portion of the City's General Obligation Bonds, Series 1999. The Series 1996 bonds were used to finance the construction of two fire substations. The Series 1999 bonds were used to finance reconstruction of portions of Santiam Highway, 34th Avenue, Elm Street, and Salem Avenue. The interest rate is 4 percent for the nine-year bonds. Final maturity is June 2015.

Years Ending June 30	Principal	Interest	Totals
2014	1,255,000	103,600	1,358,600
2015	1,335,000	53,400	1,388,400
Totals	\$ 2,590,000	\$ 157,000	\$ 2,747,000

**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
2014	101,687	453,551	555,238
2015	105,019	480,218	585,237
2016	107,498	507,740	615,238
2017	109,483	535,754	645,237
2018-2022	1,372,001	2,338,772	3,710,773
2023-2027	3,120,000	875,429	3,995,429
2028-2028	500,000	34,250	534,250
Totals	\$ 5,415,688	\$ 5,225,714	\$ 10,641,402

**LONG-TERM DEBT AND SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS****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
2014	365,000	52,229	417,229
2015	140,000	39,454	179,454
2016	145,000	34,554	179,554
2017	155,000	27,304	182,304
2018-2020	500,000	39,947	539,947
<b>Totals</b>	<b>\$ 1,305,000</b>	<b>\$ 193,488</b>	<b>\$ 1,498,488</b>

**Water Revenue Bonds**

In March 2013, the City issued \$28,405 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
2014	1,005,000	962,064	1,967,064
2015	895,000	1,033,194	1,928,194
2016	935,000	996,594	1,931,594
2017	975,000	958,394	1,933,394
2018-2022	5,515,000	4,143,070	9,658,070
2023-2027	6,795,000	2,826,044	9,621,044
2028-2032	8,465,000	1,293,484	9,758,484
2033-2034	3,820,000	120,467	3,940,467
<b>Totals</b>	<b>\$ 28,405,000</b>	<b>\$ 12,333,311</b>	<b>\$ 40,738,311</b>

**LONG-TERM DEBT AND SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS****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
2014	2,892,278	1,968,873	4,861,151
2015	2,980,325	1,873,595	4,853,920
2016	3,071,056	1,912,795	4,983,851
2017	3,164,554	1,803,943	4,968,497
2018-2022	17,328,144	7,267,141	24,595,285
2023-2027	20,132,354	4,002,527	24,134,881
2028-2030	11,257,073	617,800	11,874,873
<b>Totals</b>	<b>\$ 60,825,784</b>	<b>\$ 19,446,674</b>	<b>\$ 80,272,458</b>

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

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

Years Ending June 30	Principal	Interest	Totals
2014	100,000	4,625	104,625
2015	100,000	4,375	104,375
2016	100,000	8,250	108,250
2017	100,000	7,750	107,750
2018-2021	500,000	31,250	531,250
2023-2026	500,000	18,750	518,750
2028-2030	450,000	6,250	456,250
2032-2032	-	-	-
<b>Totals</b>	<b>\$ 1,850,000</b>	<b>\$ 81,250</b>	<b>\$ 1,931,250</b>

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

The City received a loan in the amount of \$4,114,000 from the Clean Water State Revolving Fund 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
2013	377,324	122,676	500,000
2014	392,417	107,583	500,000
2015	408,114	91,886	500,000
2016	424,439	75,561	500,000
2017-2021	1,464,596	125,542	1,590,138
<b>Totals</b>	<b>\$ 3,066,890</b>	<b>\$ 523,248</b>	<b>\$ 3,590,138</b>

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

Years Ending June 30	Principal	Interest	Totals
2013	6,096,289	3,667,618	9,763,907
2014	5,947,761	3,591,819	9,539,580
2015	4,766,668	3,551,819	8,318,487
2016	4,928,476	3,408,706	8,337,182
2017-2021	26,679,741	13,945,722	40,625,463
2022-2026	30,547,354	7,722,750	38,270,104
2027-2031	20,672,073	1,951,784	22,623,857
2032-2034	3,820,000	120,467	3,940,467
<b>Totals</b>	<b>\$103,458,362</b>	<b>\$ 37,960,685</b>	<b>\$141,419,047</b>



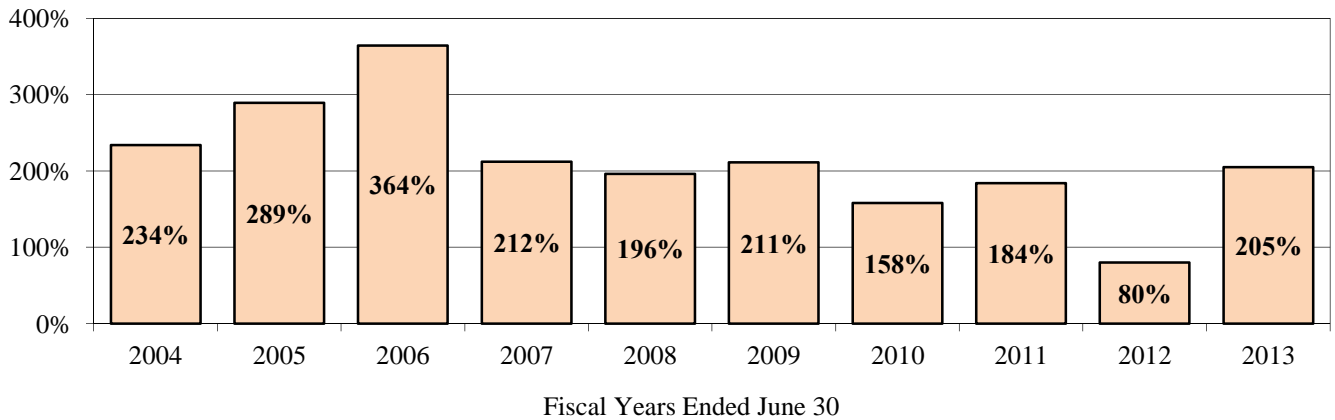
Debt Service Schedule - Table 19  
**REVENUE BOND COVERAGE: ENTERPRISE FUNDS**  
last 10 fiscal years

Fiscal Year Ended June 30	Operating Revenue	Operating Expense <sup>1</sup>	Net		Total Debt		Coverage
			Operating Revenue	Debt Requirements <sup>2</sup> Principal	Interest	Requirements	
2004	13,740,259	10,058,642	3,681,617	990,000	584,371	1,574,371	233.85%
2005	15,079,613	10,501,818	4,577,795	1,045,000	536,874	1,581,874	289.39%
2006	18,804,174	11,418,450	7,385,724	1,090,000	940,396	2,030,396	363.76%
2007	18,803,046	10,796,509	8,006,537	1,872,850	1,899,738	3,772,588	212.23%
2008	19,826,801	12,468,959	7,357,842	1,895,738	1,860,210	3,755,948	195.90%
2009	21,844,312	13,935,942	7,908,370	1,933,784	1,815,416	3,749,200	210.93%
2010	22,970,160	14,999,807	7,970,353	1,976,955	3,072,934	5,049,889	157.83%
2011	23,806,995	14,591,520	9,215,475	2,030,396	2,977,014	5,007,410	184.04%
2012	26,188,307	19,599,964	6,588,343	2,401,143	5,881,196	8,282,339	79.55%
2013	30,059,038	14,284,897	15,774,141	3,770,148	3,938,971	7,709,119	204.62%

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

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

**Enterprise Funds Bond Coverage**



# GENERAL FUND

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

**PROGRAM FUNCTIONS**

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

**Nondepartmental**

Expenditures which cannot be attributed to other General Fund programs are accounted for in this program. City Hall building maintenance charges are expected to be \$196,000. Major interfund transfers include: \$238,400 to the Debt Service Fund to service debt on the 2004 Revenue Obligations; \$362,500 of State Revenue Sharing proceeds to the Albany Transit System; \$35,000 to the Building Inspection Fund; \$77,500 of State Revenue Sharing proceeds to the Paratransit System; and \$147,200 to the Parks & Recreation Fund. Included in this program is the General Fund Contingency of \$1,234,600.

**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.

**Code Enforcement**

This program provides coordination of property-related municipal code enforcement activities.

**Fire Suppression**

Fire Suppression 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.

**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 the May 2012 Primary Election. Fiscal Year 2013-14 is the first year of the levy.

**Fire & Life Safety**

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

**Police**

The Police Department provides detective and prosecutorial services, community service assistance, City regulatory services, traffic enforcement, and accident investigation. In addition, the Department provides animal control, community policing, 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 the May 2012 Primary Election. Fiscal Year 2013-14 is the first year of the levy.

**Planning**

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

**Housing**

Housing assists with the development or maintenance of affordable housing. Assistance may be provided to affordable housing agencies in the Albany area.

**Library**

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

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

**REVENUE TRENDS AND ASSUMPTIONS**

**Property Taxes**

The estimated 2013-14 collection of current property taxes for the General Fund will be \$16,079,100. 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 2013-14, tax collections are estimated to rise by 1.0 percent. The collection rate is estimated to be 96.37 percent of the taxes levied.

At the General Election of November 2012, 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 2013-14. For 2013-14, the first year of the levy, current tax collections are estimated to be \$1,970,100. The tax revenues will be received into the Public Safety Fund (215) and distributed to the General (100) and Ambulance (212) Funds throughout the year.

**Franchise Fees and Privilege Taxes**

Franchise fees and privilege taxes account for 13.39 percent of the General Fund budget. It is projected that the 2013-14 level of actual receipts will be slightly less than that of 2012-13.

**Licenses and Fees**

Even with the downturn in the housing market, planning fees are forecast to increase by 2 percent (\$14,900).

**Intergovernmental Revenues**

Intergovernmental revenues are projected to decrease by -1.88 percent for Fiscal Year 2013-14. Rural fire district payments will decrease by (\$129,000) (-8.44 percent). State shared revenues, liquor taxes, cigarette taxes, and state revenue sharing are forecast to increase by (\$136,800) (13.29 percent).

**Charges for Services**

The only item in this section is the rental charge for City Hall office space. The rental charges are used to pay for building maintenance and for principal and interest payments on the City Hall construction debt. Primarily due to increased energy costs and maintenance projects as the building ages, rental charges for 2013-14 will remain flat.

**Fines and Forfeitures**

Court fines are estimated to decrease by -4.49 percent from the 2012-13 estimate. The Photo Red Light enforcement program was implemented at one intersection in 2008-09.

**Other Revenues**

There are no major changes in this category, as the 2013-14 adopted budget reflects historical levels of activity.

**Investment Earnings**

For 2013-14, interest earnings are expected to be \$15,000, a decrease of 16.67 percent from the 2012-13 estimate.

## GENERAL FUND

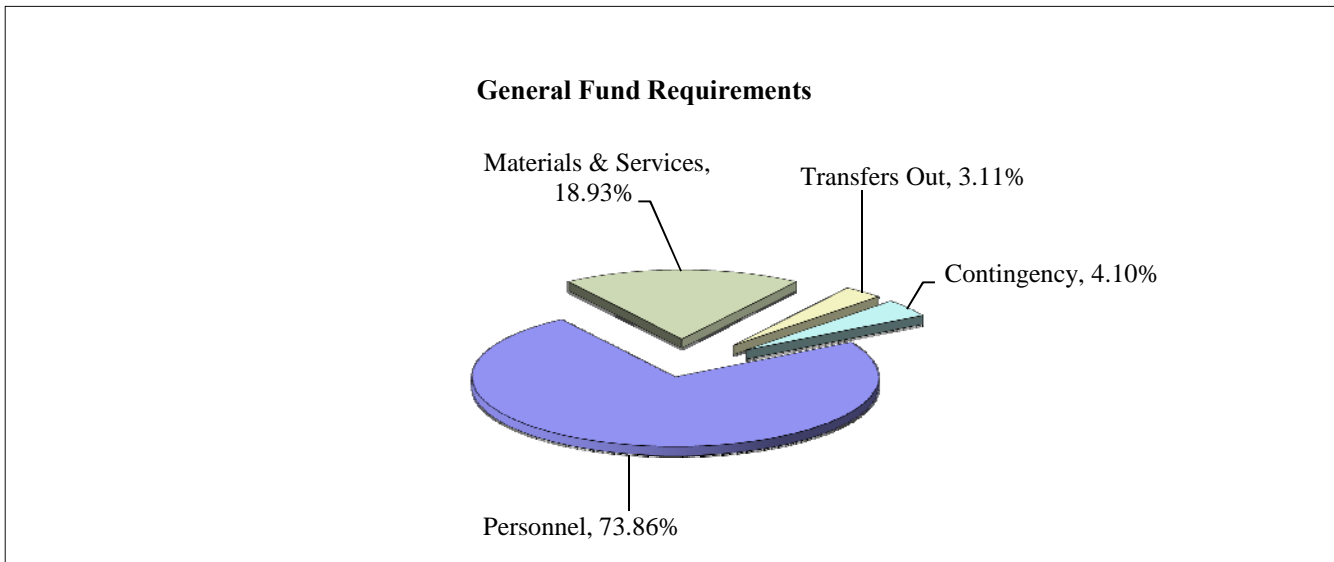
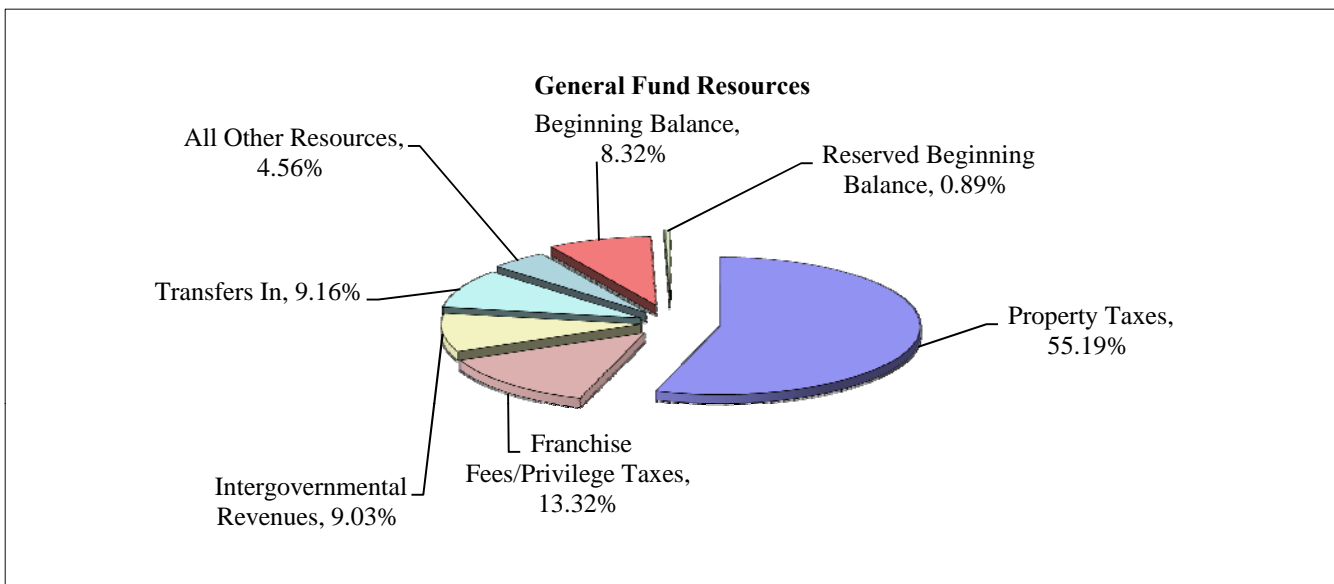
Adopted for the Fiscal Year 2013-14

### RESOURCES

Property Taxes	\$ 16,599,100
Franchise Fees/Privilege Taxes	4,005,800
Licenses & Fees	189,700
Intergovernmental Revenues	2,716,900
Charges for Service	453,000
Fines & Forfeitures	596,900
Other Revenues	110,600
Investment Earnings	20,000
Transfers In	2,755,200
Beginning Balance	2,505,900
Reserved Beginning Balance	125,700
<b>Total Resources</b>	<b>\$ 30,078,800</b>

### REQUIREMENTS

Personnel	\$ 22,214,900
Materials & Services	5,695,100
Transfers Out	934,200
Contingency	1,234,600
<b>Total Requirements</b>	<b>\$ 30,078,800</b>



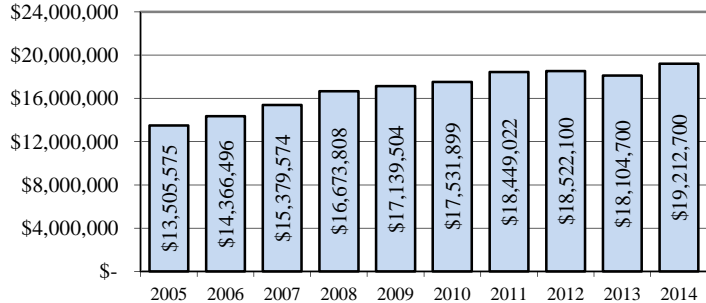
## GENERAL FUND

(Amounts for 2005 through 2012 are actual. Budgeted amounts have been used for 2013 and 2014.)

### Property Tax Collections

Year Ended/ Ending June 30,	Property Tax Collections	Percentage Increase
2005	\$ 13,505,575	-
2006	14,366,496	6.37%
2007	15,379,574	7.05%
2008	16,673,808	8.42%
2009	17,139,504	2.79%
2010	17,531,899	2.29%
2011	18,449,022	5.23%
2012	18,522,100	0.40%
2013	18,104,700	(2.25%)
2014	19,212,700	6.12%

**Property Tax Collections (Ten Years)**



Beginning with the fiscal year ended June 30, 2004, property tax collections include amounts collected in the Public Safety Levy Fund that were reported in the General Fund as transfers in.

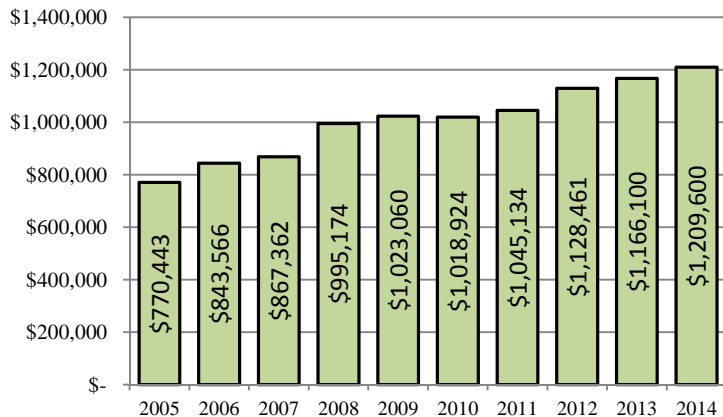
Property taxes collected in the Public Safety Levy Fund and transferred to the General Fund:

2006	\$ 1,861,262	Actual
2007	2,185,898	"
2008	2,684,403	"
2009	2,561,881	"
2010	2,308,154	"
2011	2,637,773	"
2012	2,317,268	"
2013	1,883,900	Budgeted
2014	2,613,600	"

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

Year Ended/ Ending June 30,	State Shared Revenues	Percentage Increase (Decrease)
2005	\$ 770,443	-
2006	843,566	9.49%
2007	867,362	2.82%
2008	995,174	14.74%
2009	1,023,060	2.80%
2010	1,018,924	(0.40%)
2011	1,045,134	2.57%
2012	1,128,461	7.97%
2013	1,166,100	3.34%
2014	1,209,600	3.73%

**State Shared Revenues (Ten Years)**

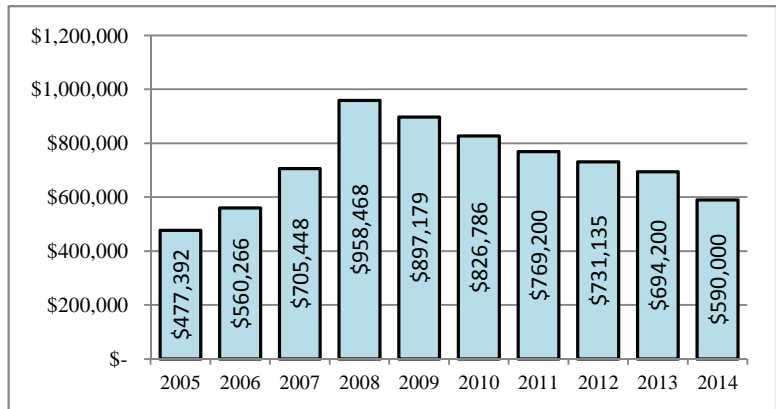


## GENERAL FUND

### Municipal Court Fines

Year Ended/ Ending June 30,	Fines	Percentage Increase (Decrease)
2005	\$ 477,392	-
2006	560,266	17.36%
2007	705,448	25.91%
2008	958,468	35.87%
2009	897,179	(6.39%)
2010	826,786	(7.85%)
2011	769,200	(6.97%)
2012	731,135	(4.95%)
2013	694,200	(5.05%)
2014	590,000	(15.01%)

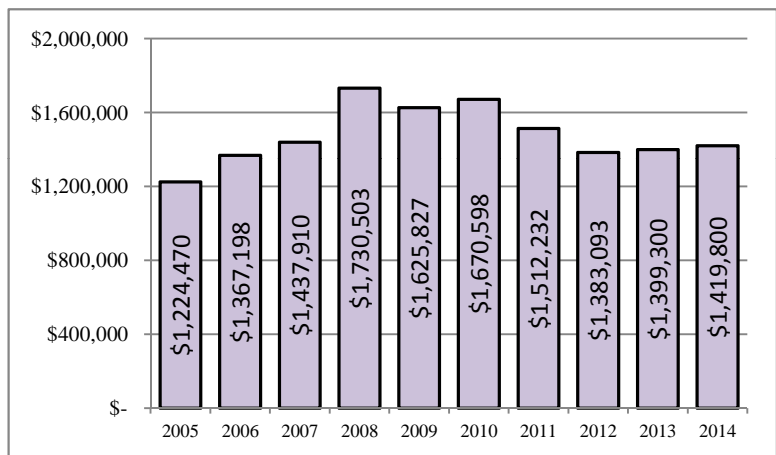
**Municipal Court Fines (Ten Years)**



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

Year Ended/ Ending June 30,	Rural Fire Districts	Percentage Increase (Decrease)
2005	\$ 1,224,470	-
2006	1,367,198	11.66%
2007	1,437,910	5.17%
2008	1,730,503	20.35%
2009	1,625,827	(6.05%)
2010	1,670,598	2.75%
2011	1,512,232	(9.48%)
2012	1,383,093	(8.54%)
2013	1,399,300	1.17%
2014	1,419,800	1.47%

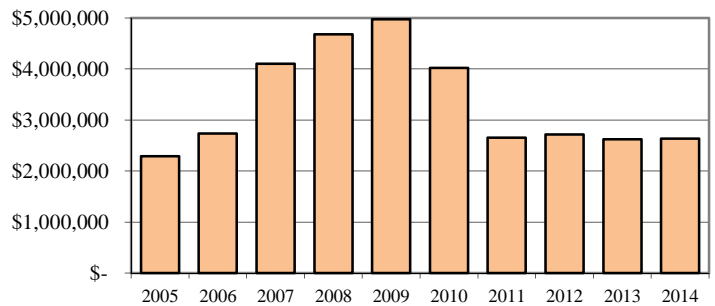
**Rural Fire District Revenues (Ten Years)**



### Beginning Fund Balance

Year Ended/ Ending June 30,	Beginning Fund Balance	Percentage Increase (Decrease)
2005	\$ 2,292,352	-
2006	2,733,586	19.25%
2007	4,103,125	50.10%
2008	4,681,943	14.11%
2009	4,971,138	6.18%
2010	4,023,051	(19.07%)
2011	2,654,786	(34.01%)
2012	2,715,154	2.27%
2013	2,624,900	(3.32%)
2014	2,631,600	0.26%

**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
2005	\$ 17,825,643	\$ 307,546	\$ 2,292,352	\$ 20,425,541	11.22%	66.12%	75.76%
2006	18,460,745	926,188	2,733,586	22,120,519	12.36%	64.95%	77.82%
2007	20,587,425	99,600	4,103,125	24,790,150	16.55%	62.04%	74.70%
2008	25,539,180	-	4,681,943	30,221,123	15.49%	55.17%	65.29%
2009	25,714,610	49,800	4,971,138	30,735,548	16.17%	55.76%	66.65%
2010	25,676,988	100,000	4,023,051	29,800,039	13.50%	58.83%	68.28%
2011	26,415,987	390,000	2,654,786	29,460,773	9.01%	62.62%	69.84%
2012	26,747,308	131,200	2,715,154	29,593,661	9.17%	62.59%	69.25%
2013	26,109,100	442,400	2,624,900	29,176,400	9.00%	62.05%	69.34%
2014	27,305,600	141,600	2,631,600	30,078,800	8.75%	63.87%	70.36%

At the end of Fiscal Year 2006, the City closed six funds by transferring each fund's balance to the General Fund, resulting in one-time transfers in totaling \$834,188.

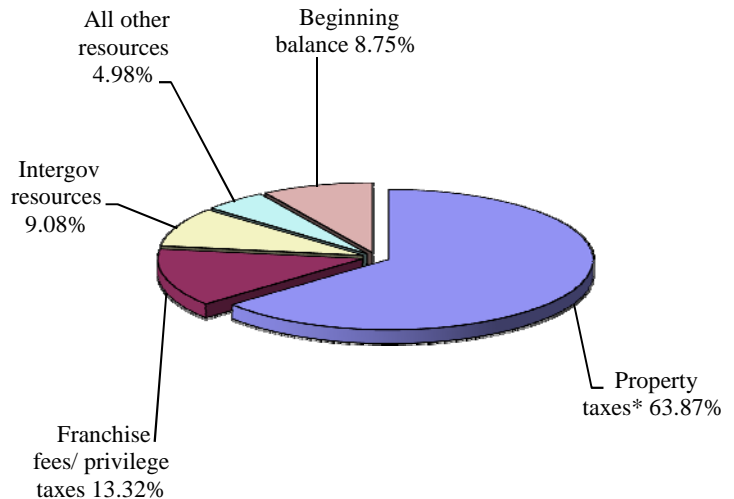
(1) General resources include transfers from the Public Safety Levy Fund. All other transfers in and beginning fund balances are excluded.

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

### 2013-14 General Fund Resources

Property taxes*	\$ 19,212,700
Franchise fees/privilege taxes	4,005,800
Intergovernmental resources	2,730,900
All other resources	1,497,800
Beginning balance	2,631,600
<b>Total Resources</b>	<b>\$ 30,078,800</b>

\* Property taxes include amounts collected in the Public Safety Levy Fund that are budgeted as General Fund transfers in (\$2,613,600).





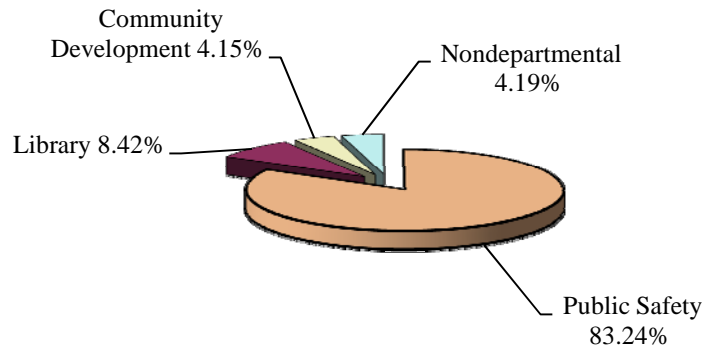
## GENERAL FUND

### Expenditures/Requirements by Year

Year Ended/ Ending June 30,	Public Safety: Police, Fire, M. Court	Community Development: Library	Planning, Housing, Code Enf.	Nondepart- mental (1)	Building Maint.	Total	Percent Change from Previous Year
2005	\$ 14,680,825	\$ 1,488,833	\$ 735,802	\$ 2,285,273	\$ 358,259	\$ 19,548,992	-
2006	15,533,561	1,569,892	757,944	2,424,614	401,014	20,687,025	5.82%
2007	18,649,551	1,898,145	988,195	1,432,817	-	22,968,708	11.03%
2008	20,527,044	2,124,672	1,174,755	1,423,513	-	25,249,984	9.93%
2009	21,655,993	2,354,223	1,183,428	1,518,853	-	26,712,497	5.79%
2010	21,688,792	2,529,453	1,177,670	1,749,338	-	27,145,252	1.62%
2011	21,873,810	2,317,694	1,151,701	1,402,415	-	26,745,620	(1.47%)
2012	22,294,566	2,298,354	1,090,750	1,088,014	-	26,771,685	0.10%
2013	23,154,200	2,403,900	1,169,800	1,216,500	-	27,944,400	4.38%
2014	24,010,700	2,427,900	1,195,900	1,209,700	-	28,844,200	3.22%

(1) For Nondepartmental, in Fiscal Years ending June 30, 2013 and 2014, the budgeted contingency amount has not been included.

**2013-14 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	Planning, Housing, Code Enf.	Nondepart- mental	Building Maint.	Total
2005	75.10%	7.62%	3.76%	11.69%	1.83%	100.00%
2006	75.09%	7.59%	3.66%	11.72%	1.94%	100.00%
2007	81.20%	8.26%	4.30%	6.24%	-	100.00%
2008	81.30%	8.41%	4.65%	5.64%	-	100.00%
2009	81.07%	8.81%	4.43%	5.69%	-	100.00%
2010	79.90%	9.32%	4.34%	6.44%	-	100.00%
2011	81.78%	8.67%	4.31%	5.24%	-	100.00%
2012	83.28%	8.59%	4.07%	4.06%	-	100.00%
2013	82.86%	8.60%	4.19%	4.35%	-	100.00%
2014	83.24%	8.42%	4.15%	4.19%	-	100.00%

**GENERAL FUND**  
**Franchise Fee/Privilege Tax Collections**  
for Fiscal Years 2005 thru 2014\*

Fiscal Year June 30,	.....Franchise Fees.....			....Privilege Taxes....		Total	Annual % Change
	Telephone	Garbage Collection	Cable/ROW Television	Electricity	Natural Gas		
2005	\$ 240,058	\$ 310,944	\$ 332,307	\$ 1,413,840	\$ 685,449	\$ 2,982,598	n/a
2006	249,343	356,122	345,621	1,442,287	825,745	3,219,118	7.93%
2007	262,395	386,699	397,307	1,585,536	894,554	3,526,491	9.55%
2008	228,462	390,224	436,050	1,832,595	884,817	3,772,148	6.97%
2009	237,929	398,630	463,754	1,838,115	921,177	3,859,605	2.32%
2010	142,683	408,980	489,169	1,857,441	713,161	3,611,434	(6.43%)
2011	148,548	397,377	553,248	2,000,119	680,758	3,780,049	4.67%
2012	130,185	434,762	574,193	2,215,746	685,743	4,040,628	6.89%
2013	144,100	406,200	558,600	2,101,300	696,200	3,906,400	(3.32%)
2014	140,700	448,100	550,800	2,223,600	642,600	4,005,800	2.54%

\* Actual receipts for years 2005 through 2012, amount budgeted for 2013 and 2014.

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

Fiscal Year June 30,	.....Franchise Fees.....			....Privilege Taxes....		Total Annual % Change
	Telephone	Garbage Collection	Cable Television	Electricity	Natural Gas	
2006	3.87%	14.53%	4.01%	2.01%	20.47%	7.93%
2007	5.23%	8.59%	14.95%	9.93%	8.33%	9.55%
2008	(12.93%)	0.91%	9.75%	15.58%	(1.09%)	6.97%
2009	4.14%	2.15%	6.35%	0.30%	4.11%	2.32%
2010	(40.03%)	2.60%	5.48%	1.05%	(22.58%)	(6.43%)
2011	4.11%	(2.84%)	13.10%	7.68%	(4.54%)	4.67%
2012	(12.36%)	9.41%	3.79%	10.78%	0.73%	6.89%
2013	10.69%	(6.57%)	(2.72%)	(5.17%)	1.52%	(3.32%)
2014	(2.36%)	10.32%	(1.40%)	5.82%	(7.70%)	2.54%

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

from Fiscal Year 2005 to Fiscal Year 2014

.....Franchise Fees.....	....Privilege Taxes....		Total Average Annual % Change
Telephone	Garbage Collection	Cable Television	Natural Gas
(4.14%)	4.41%	6.58%	5.73%
			(0.63%)
			3.43%

**GENERAL FUND  
RESOURCE DETAIL**

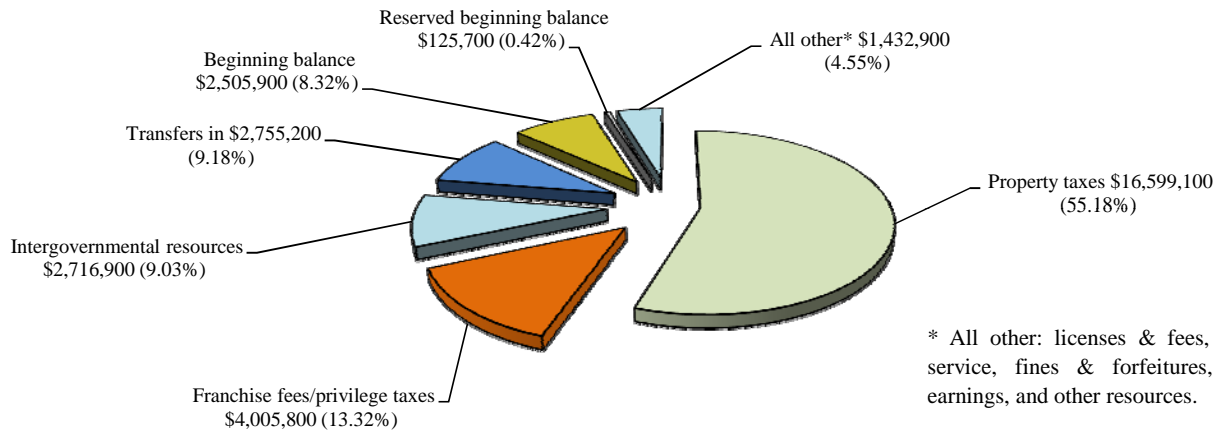
Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Property Taxes - Current	\$15,313,420	\$15,543,586	\$15,718,000	\$15,718,000	\$16,079,100	2.30%	53.45%
Property Taxes - Delinquent	497,829	661,246	502,800	502,800	520,000	3.42%	1.73%
Privilege Tax: Electric	2,000,119	2,215,746	2,101,300	2,101,300	2,223,600	5.82%	7.39%
Franchise Fees: R-O-W Carriers	39,346	52,856	40,900	40,900	20,400	(50.12%)	0.07%
Franchise Fees: Telephone	148,548	130,185	144,100	144,100	140,700	(2.36%)	0.47%
Franchise Fees: Garbage Collection	397,377	434,762	406,200	406,200	448,100	10.32%	1.49%
Privilege Tax: Natural Gas	680,758	685,743	696,200	696,200	642,600	(7.70%)	2.14%
Franchise Fees: Cable TV	513,901	521,337	517,700	517,700	530,400	2.45%	1.76%
Permit Fees	750	2,025	800	800	1,000	25.00%	-
Number of Dogs Permit Fee	900	900	900	900	900	-	-
Licenses	12,140	9,320	7,000	7,000	7,000	-	0.02%
Library Fees	83,831	79,895	83,800	83,800	75,000	(10.50%)	0.25%
Planning Fees	70,186	93,821	73,000	73,000	91,800	25.75%	0.31%
Alarm Fees	13,958	13,140	14,000	14,000	14,000	-	0.05%
DUII/Safety Belt Enf. Grants	16,940	10,550	16,900	16,900	16,900	-	0.06%
FEMA Disaster Reimbursement	-	3,023	-	-	-	-	-
State Liquor Taxes	583,188	625,354	660,300	660,300	683,400	3.50%	2.28%
State Cigarette Taxes	68,495	74,401	69,700	69,700	76,200	9.33%	0.25%
State Revenue Sharing	393,452	428,706	436,100	436,100	450,000	3.19%	1.50%
Conflagration Response Reimb.	2,707	32,134	2,800	2,800	10,000	257.14%	0.03%
WComp Wage Subsidy Reimb	3,614	526	3,600	3,600	3,600	-	0.01%
Linn County	25,378	14,510	25,400	25,400	10,000	(60.63%)	0.03%
Albany Rural Fire District	1,066,863	952,371	987,200	987,200	980,500	(0.68%)	3.26%
North Albany Rural Fire District	300,722	285,030	278,300	278,300	297,200	6.79%	0.99%
Palestine Rural Fire District	144,647	145,692	133,800	133,800	142,100	6.20%	0.47%
GAPS Police Grant	40,000	40,000	40,000	40,000	40,000	-	0.13%
Linn County Victim Impact Panel Grant	-	2,560	7,000	11,000	7,000	(36.36%)	0.02%
Charges for Services	-	-	-	-	25,000	-	0.08%
OSFM/USAR Teams Response Reimb.	28,264	16,439	13,000	13,000	13,000	-	0.04%
Space Rental	411,400	417,300	411,400	411,400	415,000	0.88%	1.38%
Municipal Court Fines	769,200	731,135	694,200	694,200	590,000	(15.01%)	1.96%
Parking Violations	3,436	2,783	3,400	3,400	3,400	-	0.01%
Nuisance Vehicle Admin Fee	1,450	1,450	1,500	1,500	1,500	-	-
Dog Control Assessment	2,862	1,839	2,000	2,000	2,000	-	0.01%
Gifts & Donations	20,634	7,532	20,600	20,600	15,000	(27.18%)	0.05%
Grass Abatement Fee Principal	839	-	300	300	300	-	-
Grass Abatement Fee Interest	17	-	-	-	-	-	-
Miscellaneous Revenue	46,709	118,439	46,700	46,700	50,000	7.07%	0.17%
Over & short	(38)	(184)	-	-	-	-	-
AEID Principal	31,807	34,476	31,800	31,800	31,800	-	0.11%
AEID Interest	147	699	100	100	100	-	-
Loan Repayment-Interest	13,439	13,433	13,400	13,400	13,400	-	0.04%
Interest	28,981	25,282	15,000	15,000	20,000	33.33%	0.07%
<b>Total Current Resources</b>	<b>23,778,214</b>	<b>24,430,040</b>	<b>24,221,200</b>	<b>24,225,200</b>	<b>24,692,000</b>	<b>1.93%</b>	<b>82.08%</b>
From Water Fund	50,000	50,000	50,000	50,000	50,000	-	0.17%
From Public Safety Levy Fund	766,000	516,683	3,400	3,400	594,100	17,373.53%	1.98%
From Public Safety Levy-Police	986,606	889,662	920,700	920,700	988,800	7.40%	3.29%
From Public Safety Levy-Fire	885,167	910,923	959,800	959,800	1,030,700	7.39%	3.43%
From Equipment Replacement	-	-	300,000	300,000	-	(100.00%)	-
From Sewer Fund	50,000	50,000	50,000	50,000	50,000	-	0.17%
From City Facilities Replacement	290,000	-	-	-	-	-	-
Transfer In: Transient Room Tax	-	31,200	42,400	42,400	41,600	(1.89%)	0.14%
<b>Total Transfers In</b>	<b>3,027,773</b>	<b>2,448,468</b>	<b>2,326,300</b>	<b>2,326,300</b>	<b>2,755,200</b>	<b>18.44%</b>	<b>9.18%</b>
Beginning Balance	2,417,530	2,544,541	2,499,900	2,499,900	2,505,900	0.24%	8.32%
Designated Beg. Balance-Housing	237,256	170,612	125,000	125,000	125,700	0.56%	0.42%
<b>Total General Fund Resources</b>	<b>\$29,460,773</b>	<b>\$29,593,661</b>	<b>\$29,172,400</b>	<b>\$29,176,400</b>	<b>\$30,078,800</b>	<b>3.09%</b>	<b>100.00%</b>

**GENERAL FUND  
REVENUE/RESOURCE SUMMARY**

Resource type			.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
	2010-11 Actual	2011-12 Actual	Adopted Budget	Revised Budget			
Property taxes	\$15,811,249	\$16,204,832	\$16,220,800	\$16,220,800	\$16,599,100	2.33%	55.18%
Franchise fees/privilege taxes	3,780,049	4,040,628	3,906,400	3,906,400	4,005,800	2.54%	13.32%
Licenses & fees	181,765	199,102	179,500	179,500	189,700	5.68%	0.63%
Intergovernmental resources	2,646,006	2,614,857	2,661,100	2,665,100	2,716,900	1.94%	9.03%
Charges for service	439,664	433,739	424,400	424,400	453,000	6.74%	1.50%
Fines & forfeitures	776,948	737,207	701,100	701,100	596,900	(14.86%)	1.98%
Other resources	113,552	174,394	112,900	112,900	110,600	(2.04%)	0.37%
Investment earnings	28,981	25,282	15,000	15,000	20,000	33.33%	0.07%
<b>Total Current Resources</b>	<b>23,778,214</b>	<b>24,430,040</b>	<b>24,221,200</b>	<b>24,225,200</b>	<b>24,692,000</b>	<b>1.93%</b>	<b>82.08%</b>
Transfers in	3,027,773	2,448,468	2,326,300	2,326,300	2,755,200	18.44%	9.18%
Beginning balance	2,417,530	2,544,541	2,499,900	2,499,900	2,505,900	0.24%	8.32%
Reserved beginning balance	237,256	170,612	125,000	125,000	125,700	0.56%	0.42%
<b>TOTAL RESOURCES</b>	<b>\$29,460,773</b>	<b>\$29,593,661</b>	<b>\$29,172,400</b>	<b>\$29,176,400</b>	<b>\$30,078,800</b>	<b>3.09%</b>	<b>100.00%</b>

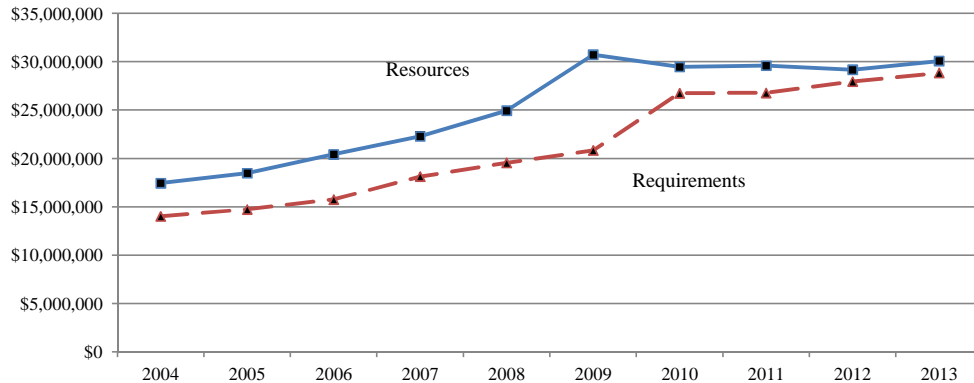
**ADOPTED GENERAL FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**GENERAL FUND RESOURCES AND REQUIREMENTS**

Ten Fiscal Years



**GENERAL FUND  
REQUIREMENT AND STAFFING SUMMARIES**

Program Requirements	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
<b>Nondepartmental</b>							
Materials & Services	\$ 271,515	\$ 268,701	\$ 275,500	\$ 275,500	\$ 275,500	\$ 275,500	\$ 275,500
Transfers Out	1,130,900	819,314	941,000	941,000	934,200	934,200	934,200
Contingency	-	-	1,232,000	1,232,000	1,234,600	1,234,600	1,234,600
Municipal Court	617,773	664,135	641,700	641,700	648,100	648,100	648,100
Code Enforcement	14,539	3,936	16,900	16,900	17,100	17,100	17,100
Fire Suppression	7,669,398	7,909,745	8,167,200	8,167,200	8,380,200	8,380,200	8,380,200
Public Safety Levy: Fire	883,797	951,915	1,000,700	1,000,700	1,030,700	1,030,700	1,030,700
Fire & Life Safety	655,301	670,660	797,400	797,400	896,000	896,000	896,000
Police	11,061,189	11,146,831	11,583,200	11,587,200	12,066,900	12,066,900	12,066,900
Public Safety Levy: Police	986,352	951,281	960,000	960,000	988,800	988,800	988,800
Planning	1,070,518	1,052,891	1,032,100	1,032,100	1,039,700	1,039,700	1,039,700
Housing	66,644	33,923	120,800	120,800	139,100	139,100	139,100
Library	2,317,694	2,298,354	2,403,900	2,403,900	2,427,900	2,427,900	2,427,900
<b>Total Requirements</b>	<b>\$26,745,620</b>	<b>\$26,771,685</b>	<b>\$29,172,400</b>	<b>\$29,176,400</b>	<b>\$30,078,800</b>	<b>\$30,078,800</b>	<b>\$30,078,800</b>

**Requirements by Type**

Personnel	\$20,341,561	\$20,303,004	\$21,381,400	\$21,381,400	\$22,214,900	\$22,214,900	\$22,214,900
Materials & Services	5,273,159	5,649,368	5,618,000	5,622,000	5,695,100	5,695,100	5,695,100
Capital	-	-	-	-	-	-	-
Transfers Out	1,130,900	819,314	941,000	941,000	934,200	934,200	934,200
Contingency	-	-	1,232,000	1,232,000	1,234,600	1,234,600	1,234,600
<b>Total Requirements</b>	<b>\$26,745,620</b>	<b>\$26,771,685</b>	<b>\$29,172,400</b>	<b>\$29,176,400</b>	<b>\$30,078,800</b>	<b>\$30,078,800</b>	<b>\$30,078,800</b>

**Adopted Requirements  
by Program and Type**

	Personnel	Materials & Services	Capital	Transfers Out	Contin- gency	Adopted Budget	% of Fund Budget
Nondepartmental	\$ -	\$ 275,500	\$ -	\$ 934,200	\$ 1,234,600	\$ 2,444,300	8.12%
Municipal Court	386,900	261,200	-	-	-	648,100	2.15%
Code Enforcement	-	17,100	-	-	-	17,100	0.06%
Fire Suppression	6,677,700	1,702,500	-	-	-	8,380,200	27.86%
Public Safety Levy: Fire	974,700	56,000	-	-	-	1,030,700	3.43%
Fire & Life Safety	730,400	165,600	-	-	-	896,000	2.98%
Police	9,991,600	2,075,300	-	-	-	12,066,900	40.12%
Public Safety Levy: Police	890,900	97,900	-	-	-	988,800	3.29%
Planning	817,000	222,700	-	-	-	1,039,700	3.46%
Housing	-	139,100	-	-	-	139,100	0.46%
Library	1,745,700	682,200	-	-	-	2,427,900	8.07%
<b>Total Requirements</b>	<b>\$22,214,900</b>	<b>\$ 5,695,100</b>	<b>\$ -</b>	<b>\$ 934,200</b>	<b>\$ 1,234,600</b>	<b>\$30,078,800</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>73.86%</b>	<b>18.93%</b>	<b>-</b>	<b>3.11%</b>	<b>4.10%</b>	<b>100.00%</b>	

Staffing Summary (FTE)	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Municipal Court	4.375	4.375	4.375	4.375	4.375	4.375	4.375
Fire Suppression	48.100	49.100	45.100	45.100	46.100	46.100	46.100
Public Safety Levy: Fire	8.000	8.000	8.000	8.000	8.000	8.000	8.000
Fire & Life Safety	3.500	3.500	4.500	4.500	4.500	4.500	4.500
Police	82.250	82.250	78.750	78.750	78.875	78.875	78.875
Public Safety Levy: Police	9.000	9.000	9.000	9.000	9.000	9.000	9.000
Planning	8.500	9.500	7.500	7.500	7.500	7.500	7.500
Library	21.725	21.400	20.900	20.900	20.925	20.925	20.925
<b>Total FTE</b>	<b>185.450</b>	<b>187.125</b>	<b>178.125</b>	<b>178.125</b>	<b>179.275</b>	<b>179.275</b>	<b>179.275</b>

## PROGRAM NARRATIVE

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

Responsible Manager/Title: Stewart Taylor, Finance Director

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#### FUNCTIONS AND RESPONSIBILITIES

- A \$187,200 transfer to the Parks and Recreation Fund provides continued funding for the Boys and Girls Club, YMCA, Community After School Program, and urban forestry.
  - 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, the Linn-Benton Loop System, and the Paratransit System.
  - Payments to the Albany Downtown Association from the collection of the Albany Economic Improvement District assessments are made from this program.
  - An outside agency grant to the Senior Meals Program (\$6,500) is included in this budget.
  - \$238,400 will be transferred to the Debt Service Fund to make the final payment for construction of City Hall.
  - Money previously appropriated for the spay/neuter program is redirected to Safe Haven for the same purpose.
  - Transfers from Planning and Fire to Economic Development proceeds for the purchase of the E-plans program are made from this program.
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CITY OF ALBANY, OREGON  
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**PROG 1003: Nondepartmental**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Materials & Services	271,514.92	268,700.75	275,500	275,500	275,500	- %
Transfers Out	1,130,900.00	819,313.73	941,000	941,000	934,200	-0.72%
Contingencies	-	-	1,232,000	1,232,000	1,234,600	0.21%
<b>TOTAL EXPENDITURES</b>	<b>1,402,414.92</b>	<b>1,088,014.48</b>	<b>2,448,500</b>	<b>2,448,500</b>	<b>2,444,300</b>	<b>-0.17%</b>

**PROGRAM NARRATIVE**

**GENERAL FUND: MUNICIPAL COURT (100-10-1029)**  
**Responsible Manager/Title:** Stewart Taylor, Finance Director

**FUNCTIONS AND RESPONSIBILITIES**

- Municipal Court employees are responsible for processing the citations issued by the Albany Police Department, the Code Enforcement Division, and by private citizens of the City of Albany. Court is also responsible for scheduling and conducting pretrial conferences and trials, which includes notifying attorneys, police officers, and witnesses.
- Court procedures are administered by the Municipal Court Judge, who is an attorney licensed to practice in Oregon and is appointed by the City Council under a one-year contract as a .25 FTE.
- The City of Albany Municipal Court is a full-service court and not just a traffic court.

**STRATEGIES/ACTIONS**

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Effective Government	12/12	Completed	<ul style="list-style-type: none"> <li>• Explore sending abstracts electronically to DMV.</li> <li>• Develop and implement a sustainable work plan to maintain a high level of service with reduced staffing.</li> </ul>
	03/13	Ongoing	
Budget Year 2013-2014			
Effective Government	04/14		<ul style="list-style-type: none"> <li>• Explore court software options and conduct a competitive RFP to better meet the needs of the court.</li> </ul>

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS\***

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013**</u>
Number of warrants issued.	1,377	1,457	1,701	1,500
Case numbers issued.	5,128	4,904	3,762	4,850
Crimes filed.	1,234	1,107	1,298	1,100
Violations filed.	3,669	3,629	2,278	3,600
Other filings.	225	168	186	150
Municipal Court Fines***	826,786	769,200	731,134	641,500

\*Calendar Years

\*\*Estimated

\*\*\*Fiscal Year Ending

**STAFFING SUMMARY**

Budgeted FTEs	4.38	4.38	4.38	4.38
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CITY OF ALBANY, OREGON  
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**PROG 1029: Municipal Court**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	356,781.30	372,525.68	390,400	390,400	386,900	-0.90%
Materials & Services	260,991.70	291,608.84	251,300	251,300	261,200	3.94%
<b>TOTAL EXPENDITURES</b>	<b>617,773.00</b>	<b>664,134.52</b>	<b>641,700</b>	<b>641,700</b>	<b>648,100</b>	<b>1.00%</b>

**PROGRAM NARRATIVE**

**GENERAL FUND: CODE ENFORCEMENT (100-11-1026)**

**Responsible Manager/Title:** Wes Hare, City Manager

**FUNCTIONS AND RESPONSIBILITIES**

- Provide centralized coordination of property-related municipal code enforcement activities.
- Make quarterly reports to City Council on enforcement activities.
- Reevaluate program and need for procedural changes and code revisions.
- Perform cleanup of private properties throughout the city in response to complaints.
- Review the Albany Municipal Code and propose revisions as needed.

**STRATEGIES/ACTIONS**

Strategic Plan Theme	Target Date	Status	Strategies/Actions
<b>Budget Year 2012-2013</b>			
Great Neighborhoods	06/13	In Progress	<ul style="list-style-type: none"> <li>• Conduct community cleanup in partnership with Republic Services and neighborhood volunteers.</li> </ul>
Effective Government	06/13	In Progress	<ul style="list-style-type: none"> <li>• Close out 50% of complaints per year.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Implement time tracking across all departments to quantify code enforcement efforts.</li> </ul>
<b>Budget Year 2013-2014</b>			
Great Neighborhoods	06/14		<ul style="list-style-type: none"> <li>• Conduct community cleanup in partnership with Republic Services and neighborhood volunteers.</li> </ul>
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Streamline and standardize process for addressing noxious vegetation on private properties.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Close out 50% of complaints per year.</li> </ul>

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013*</u>	<u>2013-2014</u>
Number of cases reported.	164	94	138	120
Number of cases cleared.	196	151	103	100

\* Numbers are through the second quarter of FY 2012-2013.

**PROG 1026: Code Enforcement**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>EXPENDITURES</b>						
Materials & Services	14,539.29	3,936.31	16,900	16,900	17,100	1.18%
<b>TOTAL EXPENDITURES</b>	<b>14,539.29</b>	<b>3,936.31</b>	<b>16,900</b>	<b>16,900</b>	<b>17,100</b>	<b>1.18%</b>

## PROGRAM NARRATIVE

### GENERAL FUND: FIRE SUPPRESSION (100-25-1201)

Responsible Manager/Title: Shane Wooton, Assistant Fire Chief

#### FUNCTIONS AND RESPONSIBILITIES

- Train for, respond to, and mitigate natural and manmade disasters and medical, fire, hazardous materials, technical rescue, and water rescue emergencies.
- Services are provided by contract to three rural fire districts.
- Maintain vehicles and equipment in a state of preparedness and condition for proper use during emergencies.
- Assist in determining cause and origin of fires.
- Participate in Department public education programs.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City/Effective Government	03/13	Completed	<ul style="list-style-type: none"> <li>• Upgrade wildland protective equipment.</li> </ul>
	06/13	In progress	<ul style="list-style-type: none"> <li>• Update Department operating policies.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Evaluate implementation of collaboration study options to improve efficiencies.</li> </ul>
	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Secure property, identify funding plan, and complete architectural design for Station 11.</li> </ul>
	06/13	Deferred	<ul style="list-style-type: none"> <li>• Complete Station 13 water reclamation plan.</li> </ul>
Budget Year 2013-2014			
Safe City/Effective Government	12/13		<ul style="list-style-type: none"> <li>• Secure property and begin design phase for Station 11 replacement.</li> </ul>
	12/13		<ul style="list-style-type: none"> <li>• Complete update of Department operating policies.</li> </ul>
	12/13		<ul style="list-style-type: none"> <li>• Complete waterproofing of fire stations.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Complete Station 13 water reclamation plan.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Build firefighting roof ventilation and tower training props.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Rebuild and update self-contained breathing apparatus (SCBA).</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Put new truck company in service.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Total emergency responses.	6,388	6,432	6,400	6,400
Civilian death/injuries.	0/2	0/3	0/0	0/0
Structure fires.	80	61	72	70
Structure fires per 1,000 population vs. ICMA comparables.	1.22/0.91	1.07/1.00	1.10/1.00	1.10/1.00
Special rescue responses (hazmat, technical, water).	85	100	83	90
Value of prop. responded to vs. value loss (millions of \$).	\$89.6/\$4.9	\$42.2/\$2.0	\$47.6/\$3.4	\$50.0/\$2.0
Fire response time (alarm to arrival % < 6 min).	78%	74%	75%	75%
Fire response mutual aid provided vs. mutual aid received.	34/14	35/15	33/17	33/15

#### STAFFING SUMMARY

Authorized FTEs	50.50	50.10	50.10	48.10
Budgeted FTEs	48.10	49.10	45.10	46.10

**PROG 1201: Fire Suppression**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>EXPENDITURES</b>						
Personnel Services	6,230,349.35	6,448,381.58	6,597,400	6,597,400	6,677,700	1.22%
Materials & Services	1,439,048.75	1,461,363.50	1,569,800	1,569,800	1,702,500	8.45%
<b>TOTAL EXPENDITURES</b>	<b>7,669,398.10</b>	<b>7,909,745.08</b>	<b>8,167,200</b>	<b>8,167,200</b>	<b>8,380,200</b>	<b>2.61%</b>

## PROGRAM NARRATIVE

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

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

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#### FUNCTIONS AND RESPONSIBILITIES

- Provide seven Firefighter/EMT positions for emergency operations.
- Provide funding for Fire and Ambulance equipment replacement. (Unfunded)
- Provide one Deputy Fire Marshal (DFM) - Compliance position to the Fire & Life Safety Division.

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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Safe City/Effective Government	09/12	Completed	<ul style="list-style-type: none"><li>• Fill funded, vacant DFM position created by a retirement.</li></ul>

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#### STAFFING SUMMARY

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Authorized FTEs	8.00	8.00	8.00	8.00
Budgeted FTEs	8.00	8.00	8.00	8.00

100: General Fund  
25: Fire

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Budget Fiscal Year: 2014

**PROG 1202: Public Safety Levy: Fire**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	785,599.40	877,435.81	939,100	939,100	974,700	3.79%
Materials & Services	98,197.72	74,479.07	61,600	61,600	56,000	-9.09%
<b>TOTAL EXPENDITURES</b>	<b>883,797.12</b>	<b>951,914.88</b>	<b>1,000,700</b>	<b>1,000,700</b>	<b>1,030,700</b>	<b>3.00%</b>

## PROGRAM NARRATIVE

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

**Responsible Manager/Title:** Michael Trabue, Fire Marshal

#### 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, training, and safety equipment for all-hazard risk reduction in the community.
- Provide public information on regular Department operations and on emergency incidents.
- Services are provided by contract to three rural fire districts.
- Maintain and implement City of Albany Emergency Operations and Hazard Mitigation Plans.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City/Effective Government	09/12	Completed	• Fill two Deputy Fire Marshal I/II-Compliance positions.
	06/13	Ongoing	• Implement revised public education programs to address community needs.
	06/13	Ongoing	• Explore opportunities for partnering as identified in Albany/Corvallis collaboration study.
	06/13	Deferred	• Develop updated program justifications and metrics for all Fire & Life Safety programs.
	06/13	Deferred	• Complete local adoption of the 2013 Oregon Fire Code in conjunction with the State of Oregon.
Budget Year 2013-2014			
Safe City/Effective Government	6/14		• Train/certify three new Deputy Fire Marshals required by OAR 837-039-0210.
	6/14		• Implement revised public education programs to address community needs.
	6/14		• Develop updated program justifications and metrics for all Fire & Life Safety programs.
	6/14		• Complete local adoption of the 2014 Oregon Fire Code in conjunction with the State of Oregon.

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of inspections and re-inspections of Fire Code-regulated occupancies.	1,830	1,121	600	1,200
Fire Code violations noted vs. violations corrected.	922/837	460/394	774/100	600/500
Number of people involved in life safety education programs.	2,361	6,089	4,000	5,000
Number of life safety education presentations.	84	320	300	300

#### STAFFING SUMMARY

Authorized FTEs	4.50	5.50	5.50	5.50
Budgeted FTEs	3.50	3.50	4.50	4.50



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**PROG 1203: Fire & Life Safety**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	526,870.76	530,135.74	647,800	647,800	730,400	12.75%
Materials & Services	128,429.99	140,524.12	149,600	149,600	165,600	10.70%
<b>TOTAL EXPENDITURES</b>	<b>655,300.75</b>	<b>670,659.86</b>	<b>797,400</b>	<b>797,400</b>	<b>896,000</b>	<b>12.37%</b>

## PROGRAM NARRATIVE

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

Responsible Manager/Title: Edward Boyd, 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 2012-2013			
Safe City	6/13	Met 4:40	<ul style="list-style-type: none"> <li>• Maintain patrol response to priority calls of 4:45 minutes or less.</li> </ul>
	6/13	17.4%	<ul style="list-style-type: none"> <li>• Achieve 20% clearance rate for property crimes.</li> </ul>
	6/13	60%	<ul style="list-style-type: none"> <li>• Achieve 65% clearance rate for violent crimes.</li> </ul>
	6/13	Met	<ul style="list-style-type: none"> <li>• Maintain rate of 4 DUI arrests per 1,000 population.</li> </ul>
Budget Year 2013-2014			
Safe City	6/14		<ul style="list-style-type: none"> <li>• Maintain patrol response to priority calls of 4:45 minutes or less.</li> </ul>
	6/14		<ul style="list-style-type: none"> <li>• Complete Citizen Survey.</li> </ul>
	6/14		<ul style="list-style-type: none"> <li>• Achieve 90% trained officer level of 60 funded positions.</li> </ul>
	6/14		<ul style="list-style-type: none"> <li>• Achieve 20% clearance rate for property crimes.</li> </ul>
	6/14		<ul style="list-style-type: none"> <li>• Achieve 65% clearance rate for violent crimes.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of calls for service.	56,366	56,380	60,000	60,000
Part 1 Crimes (UCR) (1).	2,035	2,549	2,500	2,600
Part 2 Crimes (UCR) (2).	5,568	5,539	5,800	5,600
Total number of arrests.	3,380	3,467	3,300	3,800
Number of uniform traffic citations.	4,570	4,118	5,000	3,700
Animal and abandoned vehicle calls.	2,368	2,266	2,000	2,400

(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

Authorized FTEs	85.25	85.25	85.25	85.25
Budgeted FTEs	85.25	82.25	78.75	78.87

**PROG 1301: Police**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	9,160,790.34	8,864,381.16	9,530,000	9,530,000	9,991,600	4.84%
Materials & Services	1,900,398.79	2,282,450.30	2,053,200	2,057,200	2,075,300	0.88%
<b>TOTAL EXPENDITURES</b>	<b>11,061,189.13</b>	<b>11,146,831.46</b>	<b>11,583,200</b>	<b>11,587,200</b>	<b>12,066,900</b>	<b>4.14%</b>

**PROGRAM NARRATIVE**

**GENERAL FUND: POLICE – PUBLIC SAFETY LEVY (100-30-1302)**  
**Responsible Manager/Title: Edward Boyd, Chief of Police**

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**FUNCTIONS AND RESPONSIBILITIES**

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

**STAFFING SUMMARY**

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Authorized FTEs	9.00	9.00	9.00	9.00
Budgeted FTEs	9.00	9.00	9.00	9.00

**PROG 1302: Public Safety Levy: Police**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	814,042.64	782,403.75	887,500	887,500	890,900	0.38%
Materials & Services	172,308.87	168,876.82	72,500	72,500	97,900	35.03%
<b>TOTAL EXPENDITURES</b>	<b>986,351.51</b>	<b>951,280.57</b>	<b>960,000</b>	<b>960,000</b>	<b>988,800</b>	<b>3.00%</b>

## PROGRAM NARRATIVE

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

**Responsible Manager/Title:** Heather Hansen, Community Development Director

#### 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, and many others. Planning staff keeps the Comprehensive Plan and Map up-to-date by making revisions when necessary to reflect changing conditions.
- Review and administer the Albany Development Code (ADC). The Development Code includes the regulations that describe how development in Albany should look and function. Planning staff keeps the Development Code up-to-date by making revisions when necessary.
- Enforce the ADC regulations in a consistent and fair manner.
- Review applications for annexations and new development in Albany.
- 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, 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.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
<b>Budget Year 2012-2013</b>			
Great Neighborhoods & Healthy Economy	12/13	In Progress	<ul style="list-style-type: none"> <li>• Develop an inventory of buildable employment lands and an interactive web-based map with site information.</li> </ul>
Effective Government	06/14	Not Started	<ul style="list-style-type: none"> <li>• Integrate recommendations from the 2007 Economic Opportunities Analysis and the 2006 Housing study.</li> </ul>
Safe City	06/13	In Progress	<ul style="list-style-type: none"> <li>• Ensure a safe community by protecting people and property through continuously improving the City's floodplain management.</li> </ul>
<b>Budget Year 2013-2014</b>			
Great Neighborhoods & Healthy Economy	06/14		<ul style="list-style-type: none"> <li>• Maintain an inventory of buildable employment lands and an interactive web-based map with site information.</li> </ul>
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Integrate recommendations from the 2007 Economic Opportunities Analysis and the 2006 Housing study.</li> </ul>
Safe City	06/14		<ul style="list-style-type: none"> <li>• Ensure a safe community by protecting people and property through continuously improving the City's floodplain management.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2010-2011	2011-2012	2012-2013	2013-2014
Number of Planning applications.	113	155	139	140
Percent of applications reviewed within state-mandated time limit.	100%	100%	100%	100%

#### STAFFING SUMMARY

Budgeted FTEs	9.50 <sub>137</sub>	8.50	7.50	7.50
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**PROG 1601: Planning**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	874,919.67	862,848.37	783,100	783,100	817,000	4.33%
Materials & Services	195,598.10	190,042.55	249,000	249,000	222,700	-10.56%
<b>TOTAL EXPENDITURES</b>	<b>1,070,517.77</b>	<b>1,052,890.92</b>	<b>1,032,100</b>	<b>1,032,100</b>	<b>1,039,700</b>	<b>0.74%</b>

## PROGRAM NARRATIVE

### GENERAL FUND: COMMUNITY DEVELOPMENT, HOUSING (100-40-1606)

**Responsible Manager/Title:** Heather Hansen, Community Development Director

#### FUNCTIONS AND RESPONSIBILITIES

- Administer the housing program in ways that primarily benefit low- and moderate-income families, prevent homelessness, and support special needs populations and community development activities in low-income neighborhoods. The source of the money in the housing fund is repayment of loans that were made with Community Development Block Grant (CDBG) funds by the City to private property owners in the 1970s, and several Rental Rehabilitation loans. The state must approve use of the funds for programs other than housing rehabilitation.
- Until the types of community development activities that will be funded through the City's new CDBG Entitlement community status are identified and approved, continue to provide grants through a housing program for affordable housing rehabilitation projects.
- This program provided loans totaling \$150,000 to Helping Hands for facility improvements.
- Provide financial assistance to citizens, groups, and/or an agency for activities and services that are eligible under the CDBG guidelines.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Great Neighborhoods	08/12	In Progress	<ul style="list-style-type: none"> <li>• Form a CDBG Task Force that will assess and establish community development needs and programs.</li> </ul>
	04/13	In Progress	<ul style="list-style-type: none"> <li>• Prepare a consolidated plan and action plan that identifies community development needs for potential CDBG funding.</li> </ul>
	06/13	Not Started	<ul style="list-style-type: none"> <li>• Consider accepting CDBG Entitlement Community designation and grant funding for eligible community development activities.</li> </ul>
	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Evaluate requests for affordable housing rehabilitation projects under the current Housing program.</li> </ul>
Budget Year 2013-2014			
Great Neighborhoods	06/14		<ul style="list-style-type: none"> <li>• Consider requests for financial assistance for eligible programs and activities as identified in the approved CDBG action plan.</li> </ul>



**PROG 1606: Housing**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	-	16.08	-	-	-	- %
Materials & Services	66,644.07	33,907.12	120,800	120,800	139,100	15.15%
<b>TOTAL EXPENDITURES</b>	<b>66,644.07</b>	<b>33,923.20</b>	<b>120,800</b>	<b>120,800</b>	<b>139,100</b>	<b>15.15%</b>

## PROGRAM NARRATIVE

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

Responsible Manager/Title: Ed Gallagher, Library Director

#### FUNCTIONS AND RESPONSIBILITIES

- The Library provides resources 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 2012-2013			
Effective Government	06/13	Completed	• Complete migration to Evergreen ILS.
	06/13	Completed	• Apply for Federal E-rate discounts.
Great Neighborhoods	06/13	Completed	• Collaborate with GAPS to improve access to neighborhood school libraries.
Budget Year 2013-2014			
Great Neighborhoods	06/14		• Collaborate with GAPS to improve access to neighborhood school libraries.
Effective Government	06/14		• Apply for Federal E-rate discounts.
	06/14		• Partner with Linn County libraries to improve access to library resources.

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
ICMA Circulation rate/Registered Borrower.	25	25	25	26
Library visitors.	375,550	375,469	380,000	390,000
Youth program attendance.	19,436	14,144	16,000	18,000
Circulation.	780,188	745,222	750,000	760,000

#### STAFFING SUMMARY

Budgeted FTEs	21.73	21.40	20.90	20.90
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CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 1701: Library**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	1,592,207.13	1,564,875.54	1,606,100	1,606,100	1,745,700	8.69%
Materials & Services	725,487.00	733,478.45	797,800	797,800	682,200	-14.49%
<b>TOTAL EXPENDITURES</b>	<b>2,317,694.13</b>	<b>2,298,353.99</b>	<b>2,403,900</b>	<b>2,403,900</b>	<b>2,427,900</b>	<b>1.00%</b>



*One Fall Day*  
Bailey Daniel - Calapooia Middle School



*Enjoying the Pond*  
Trinity Ridders - Calapooia Middle School

**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 2013-14, the Parks & Recreation Fund is forecast to receive current property taxes totalling \$4,019,700.

#### **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 a continuation of the downturn in building activity. In light of reduced revenues, the 2013-14 budget includes significant budget cuts.

#### **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 to support the economic viability and to provide oversight of the day-to-day operation of the Albany Municipal Airport.

#### **AMBULANCE FUND**

The Ambulance Fund 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 decrease by 4.51 percent to \$1,800,000. Ambulance revenues are limited by federal reimbursement rates.

#### **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 23.11 percent of the total fund resources. Grants from the Federal Transit Administration and local governmental agencies provide 53.04 percent.

## **SPECIAL REVENUE FUNDS**

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

#### **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, 2012, Primary Election. The rate is \$1.15 per \$1,000 of assessed value for a period of five years beginning with the 2013-14 fiscal year. Fiscal Year 2013-14 is the first year of the levy.

#### **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 \$2,800,000 in Fiscal Year 2013-14, remaining the same from the amount projected for 2012-13.

The five-percent sewer and water in-lieu-of franchise fee will generate \$494,800 and \$493,700 from the Sewer and Water Funds respectively. Revenues from the franchise fees are expected to rise three to five percent annually as water and sewer rates rise over the next ten years.

## SPECIAL REVENUE FUNDS

Adopted for the Fiscal Year 2013-14

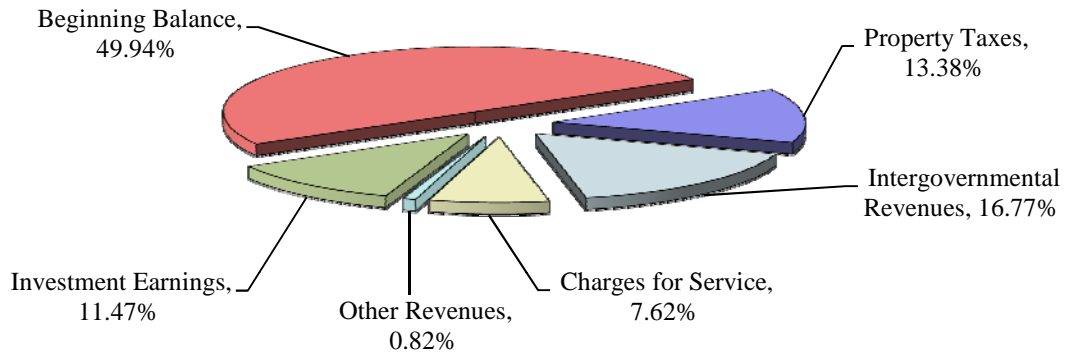
### RESOURCES

Property Taxes	\$ 6,758,400
Transient Room Taxes	766,800
Licenses & Fees	1,430,200
Intergovernmental Revenues	8,471,700
Charges for Service	3,851,000
Other Revenues	415,300
Investment Earnings	117,000
Transfers In	3,482,700
Beginning Balance	25,230,000
<b>Total Resources</b>	<b>\$ 50,523,100</b>

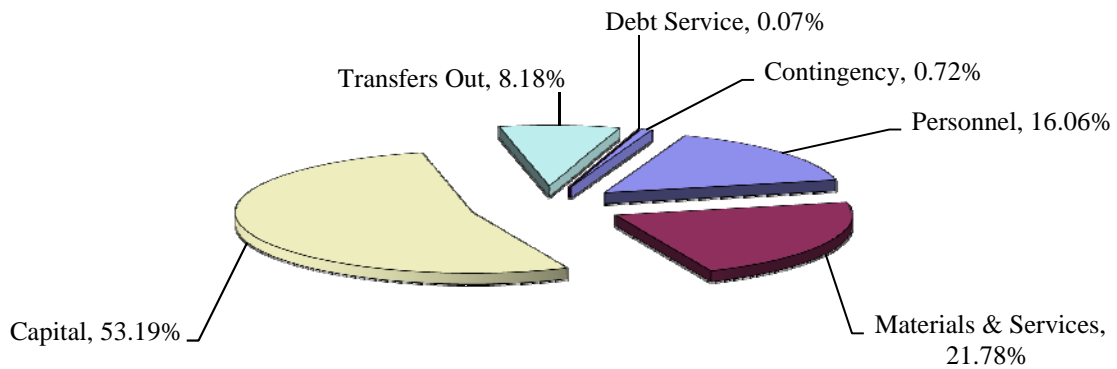
### REQUIREMENTS

Personnel	\$ 8,111,500
Materials & Services	11,004,600
Capital	26,871,500
Transfers Out	4,131,200
Debt Service	36,400
Contingency	367,900
<b>Total Requirements</b>	<b>\$ 50,523,100</b>

**Special Revenue Sources by Type**



**Special Revenue Requirements by Category**







Sunburst Sculpture  
Riley Lamont - North Albany Middle School  
Third Place Award



Bridge  
Matt McMenamin - North Albany Middle School

**PARKS & RECREATION FUND**

**RESOURCE DETAIL**

Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Property Taxes - Current	\$ 3,828,344	\$ 3,885,907	\$3,930,600	\$ 3,930,600	\$4,019,700	2.27%	56.85%
Property Taxes - Delinquent	124,489	165,624	106,000	106,000	106,000	-	1.50%
Parks SDC: Principal	49,466	6,481	1,000	1,000	3,000	200.00%	0.04%
Parks SDC: Interest	2,203	359	-	-	100	-	-
Parks Systems Development Charges	107,323	122,833	75,000	75,000	130,000	73.33%	1.84%
Street Tree Development Fees	20,000	-	-	-	-	-	-
State Marine Board	9,000	9,000	9,000	9,000	7,600	(15.56%)	0.11%
WComp Wage Subsidy Reimb	2,310	2,896	-	-	-	-	-
Agriculture Lease Payments	2,096	1,107	2,100	2,100	2,100	-	0.03%
CYF Recreation Fees	38,050	42,019	47,000	47,000	55,000	17.02%	0.79%
CYF Sponsorships	4,500	1,600	5,000	5,000	6,000	20.00%	0.08%
Marketing Fees	10,170	-	-	-	-	-	-
Adult Recreation Fees	5,744	4,213	6,500	6,500	17,000	161.54%	0.24%
Swimming Pool Receipts	77,348	75,660	80,000	80,000	78,000	(2.50%)	1.10%
Senior Center Rental Fees	22,442	25,309	18,000	18,000	18,000	-	0.25%
Maple Lawn Preschool Fees	67,490	70,646	70,000	70,000	71,000	1.43%	1.00%
Sports Program Fees	95,630	96,798	112,500	112,500	112,500	-	1.59%
Waverly Boat Revenues	5,380	7,001	6,000	6,000	6,500	8.33%	0.09%
Park Permits	13,295	15,731	5,000	5,000	5,000	-	0.07%
Fitness Program Fees	77,450	38,902	33,500	33,500	33,500	-	0.47%
Preschool Material/Service Fees	4,261	3,180	3,800	3,800	4,000	5.26%	0.06%
Senior Program Fees	10,440	16,023	7,000	7,000	10,000	42.86%	0.14%
Event Souvenir Sales	3,045	(300)	-	-	-	-	-
Event Food Faire Revenues	21,368	300	-	-	-	-	-
Preschool Fundraising Proceeds	3,618	-	-	-	-	-	-
NWAAF Fees	9,853	10,643	9,000	9,000	9,000	-	0.13%
Hot Air Balloon Rides	11,775	9,700	7,400	7,400	7,400	-	0.10%
Senior Newsletter	2,717	1,577	1,500	1,500	1,500	-	0.02%
Gift Shop Revenue	6,698	7,964	6,500	6,500	8,000	23.08%	0.11%
Trip Revenue	47,818	54,572	43,400	43,400	47,000	8.29%	0.66%
Merchandise Sales - Aquatics	3,332	2,509	3,800	3,800	3,000	(21.05%)	0.04%
Cool! Facility Rental Fees	8,638	8,805	6,500	6,500	7,500	15.38%	0.11%
Concession Sales - Aquatic	12,729	10,201	10,000	10,000	10,500	5.00%	0.15%
Concession Sales - Sports	1,851	2,881	3,500	3,500	3,500	-	0.05%
Public Arts	4,371	5,129	4,500	4,500	4,000	(11.11%)	0.06%
Swanson Room Rental Fees	595	3,445	2,500	2,500	3,000	20.00%	0.04%
Track Club Revenue	3,957	4,690	2,500	2,500	2,500	-	0.04%
Facility Enhancement Fee	4,580	6,260	5,500	5,500	5,500	-	0.08%
ACP Swimming Pool Receipts	159,136	176,905	160,000	160,000	164,000	2.50%	2.32%
ACP Facility Rental Fees	27,375	22,717	24,000	24,000	24,000	-	0.34%
Tournament Rental Fees	4,981	5,842	5,500	5,500	6,500	18.18%	0.09%
Event Donations	30,843	1,620	-	-	-	-	-
Youth Program User Fees	-	-	3,500	3,500	3,500	-	0.05%
Community Garden Revenues	980	1,060	500	500	500	-	0.01%
Pool Room Revenue	1,699	1,084	1,200	1,200	900	(25.00%)	0.01%
River Rhythms Food Faire	-	11,775	6,200	6,200	6,300	1.61%	0.09%
NWAAF Food Vendors	-	13,663	8,600	8,600	11,000	27.91%	0.16%
Mondays at Monteith Food Vendors	-	1,654	1,800	1,800	3,300	83.33%	0.05%
River Rhythms Souvenir Sales	-	1,371	1,000	1,000	1,500	50.00%	0.02%
NWAAF Souvenir Sales	-	1,031	2,000	2,000	1,700	(15.00%)	0.02%
Trolley Rental Charges	3,070	1,816	1,700	1,700	2,000	17.65%	0.03%
Gifts & Donations	22,418	8,650	7,000	7,000	7,000	-	0.10%
River Rhythms Donations	-	12,469	13,000	13,000	15,000	15.38%	0.22%
NWAAF Donations	-	20,703	18,700	18,700	18,700	-	0.26%
Mondays at Monteith Donations	-	2,868	3,000	3,000	2,000	(33.33%)	0.03%

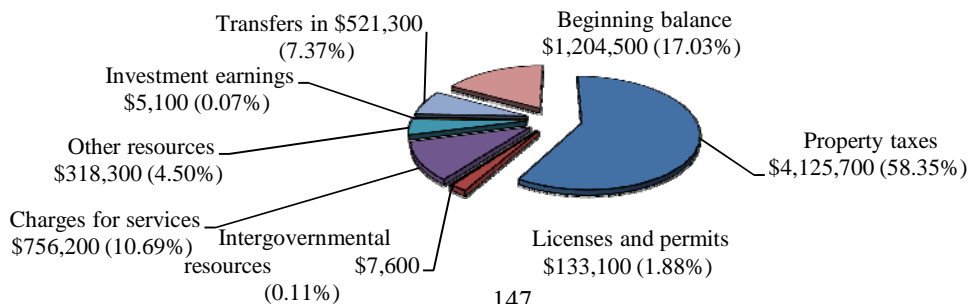
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**PARKS & RECREATION FUND**  
**RESOURCE DETAIL, continued**

Resources, continued	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
July 4th Sponsorships	-	17,000	15,000	15,000	17,000	13.33%	0.24%
Mondays at Monteith Sponsorships	11,575	13,880	15,000	15,000	15,000	-	0.21%
Pass-The-Hat Donations	416	-	-	-	-	-	-
Park Fixture Donations	4,950	-	-	-	-	-	-
Senior Center Sponsorships	6,625	12,319	7,500	7,500	8,000	6.67%	0.11%
CPAS Sponsorships	6,930	10,000	9,000	9,000	9,000	-	0.13%
River Rhythms Sponsorships	38,370	59,496	55,000	55,000	57,000	3.64%	0.81%
NWAAF Sponsorships	63,980	74,362	72,500	72,500	87,000	20.00%	1.23%
Aquatic Sponsorship	3,500	58,925	3,500	3,500	3,500	-	0.05%
Adult Rec & Fitness Sponsorship	1,021	-	1,000	1,000	1,000	-	0.01%
Sports Sponsorship	950	1,300	3,500	3,500	2,500	(28.57%)	0.04%
Misc Event Sponsorship/Donation	251	894	-	-	-	-	-
Aquatic donations	56,698	22,000	60,000	60,000	61,000	1.67%	0.86%
E Thornton Lake Donations	1,200	-	-	-	4,500	-	0.06%
Foster Grandparent Sponsorships	-	-	-	-	3,000	-	0.04%
Miscellaneous Revenue	17,267	15,617	5,000	5,000	5,000	-	0.07%
Over & short	19	(89)	-	-	-	-	-
Brochure Advertising Revenue	2,095	1,015	1,500	1,500	1,500	-	0.02%
General Fundraising	826	450	800	800	600	(25.00%)	0.01%
Interest	22,281	15,419	6,100	6,100	5,100	(16.39%)	0.07%
<b>Total Current Resources</b>	<b>5,213,830</b>	<b>5,307,484</b>	<b>5,137,700</b>	<b>5,137,700</b>	<b>5,346,000</b>	<b>4.05%</b>	<b>75.60%</b>
From Parks Fund	-	-	12,400	12,400	85,000	585.48%	1.20%
From General Fund	187,200	187,200	187,200	187,200	187,200	-	2.65%
From Street Fund	80,000	80,000	80,000	80,000	80,000	-	1.13%
From Parks SDC Program	15,788	470,000	535,000	935,000	90,000	(90.37%)	1.27%
From Grants Fund	21,688	17	-	-	-	-	-
From Parks Operating Revenues	82,441	-	-	-	-	-	-
From Litigation Proceeds	1,000,000	-	-	-	-	-	-
Transfer In: Transient Room Tax	-	59,100	80,500	80,500	79,100	(1.74%)	1.12%
<b>Total Transfers In</b>	<b>1,387,117</b>	<b>796,317</b>	<b>895,100</b>	<b>1,295,100</b>	<b>521,300</b>	<b>(59.75%)</b>	<b>7.37%</b>
<b>Beginning Balance</b>	<b>2,498,537</b>	<b>2,636,562</b>	<b>1,271,500</b>	<b>1,671,500</b>	<b>1,204,500</b>	<b>(27.94%)</b>	<b>17.03%</b>
<b>Total Resources</b>	<b>\$ 9,099,484</b>	<b>\$ 8,740,364</b>	<b>\$7,304,300</b>	<b>\$ 8,104,300</b>	<b>\$7,071,800</b>	<b>(12.74%)</b>	<b>100.00%</b>

**SUMMARY BY SOURCE**

Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Property taxes	\$ 3,952,833	\$ 4,051,531	\$4,036,600	\$ 4,036,600	\$4,125,700	2.21%	58.35%
Licenses and permits	178,991	129,673	76,000	76,000	133,100	75.13%	1.88%
Intergovernmental resources	11,310	11,896	9,000	9,000	7,600	(15.56%)	0.11%
Charges for services	809,323	767,106	719,000	719,000	756,200	5.17%	10.69%
Other resources	239,092	331,860	291,000	291,000	318,300	9.38%	4.50%
Investment earnings	22,281	15,419	6,100	6,100	5,100	(16.39%)	0.07%
<b>Total Current Resources</b>	<b>5,213,830</b>	<b>5,307,484</b>	<b>5,137,700</b>	<b>5,137,700</b>	<b>5,346,000</b>	<b>4.05%</b>	<b>75.60%</b>
<b>Transfers in</b>	<b>1,387,117</b>	<b>796,317</b>	<b>895,100</b>	<b>1,295,100</b>	<b>521,300</b>	<b>(59.75%)</b>	<b>7.37%</b>
<b>Beginning balance</b>	<b>2,498,537</b>	<b>2,636,562</b>	<b>1,271,500</b>	<b>1,671,500</b>	<b>1,204,500</b>	<b>(27.94%)</b>	<b>17.03%</b>
<b>Total Resources</b>	<b>\$ 9,099,484</b>	<b>\$ 8,740,364</b>	<b>\$7,304,300</b>	<b>\$ 8,104,300</b>	<b>\$7,071,800</b>	<b>(12.74%)</b>	<b>100.00%</b>



**PARKS & RECREATION FUND  
REQUIREMENT SUMMARIES**

Program Requirements	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Sports Services	\$ 198,158	\$ 239,437	\$ 250,700	\$ 250,700	\$ 264,300	\$ 264,300	\$ 264,300
Children/Youth/Family Recreation Services	211,244	208,958	271,100	271,100	272,000	272,000	272,000
Resource Development/ Marketing Services	266,264	275,977	320,900	320,900	325,400	325,400	325,400
Adult Recreation & Fitness Services	110,288	-	-	-	-	-	-
Park Maintenance Services	1,330,621	1,815,226	1,741,900	1,741,900	1,948,500	1,948,500	1,948,500
Parks & Recreation Administration	1,353,568	1,286,232	1,669,800	1,669,800	1,794,000	1,794,000	1,794,000
Senior Services	391,199	-	-	-	-	-	-
Aquatic Services	692,588	740,458	771,900	771,900	785,800	785,800	785,800
NW Art & Air Festival	149,865	-	-	-	-	-	-
Performance Series	127,383	-	-	-	-	-	-
Adult Recreation Services	-	420,892	423,900	423,900	491,400	491,400	491,400
Performance and Cultural Arts	-	331,953	437,300	437,300	505,100	505,100	505,100
Urban Forestry	226,180	-	-	-	-	-	-
Park SDC Projects	53,900	912,217	851,400	1,251,400	491,900	491,900	491,900
Senior Center Foundation	9,474	9,467	18,000	18,000	18,400	18,400	18,400
Parks Capital Improvement Program	1,342,189	527,878	547,400	947,400	175,000	175,000	175,000
<b>Total Requirements</b>	<b>\$6,462,921</b>	<b>\$6,768,696</b>	<b>\$7,304,300</b>	<b>\$ 8,104,300</b>	<b>\$7,071,800</b>	<b>\$7,071,800</b>	<b>\$7,071,800</b>

**Requirements by Type**

Personnel	\$2,540,022	\$2,482,241	\$2,722,800	\$ 2,722,800	\$ 2,784,100	\$2,784,100	\$2,784,100
Materials & Services	2,193,446	2,579,152	2,746,800	2,746,800	3,120,200	3,120,200	3,120,200
Capital	1,405,897	607,667	784,100	1,184,100	503,000	503,000	503,000
Transfers Out	323,556	1,099,636	746,600	1,146,600	354,500	354,500	354,500
Contingency	-	-	304,000	304,000	310,000	310,000	310,000
<b>Total Requirements</b>	<b>\$6,462,921</b>	<b>\$6,768,696</b>	<b>\$7,304,300</b>	<b>\$ 8,104,300</b>	<b>\$7,071,800</b>	<b>\$7,071,800</b>	<b>\$7,071,800</b>

**Adopted Requirements  
by Program and Type**

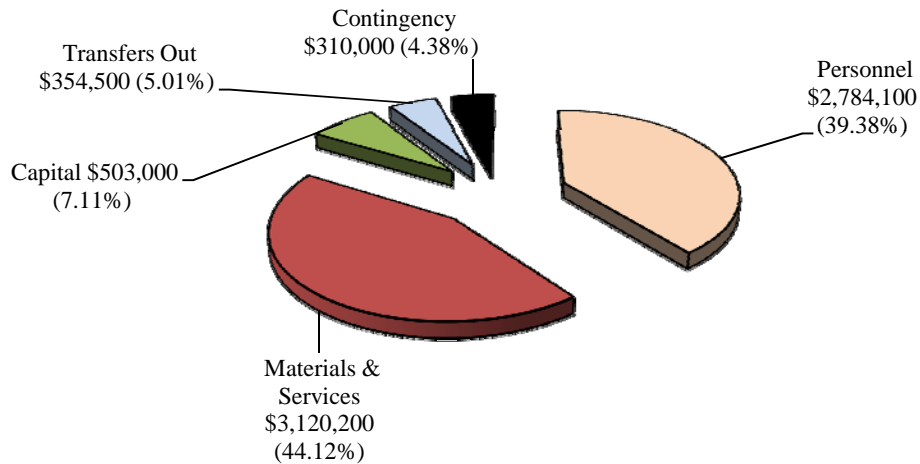
	Personnel	Materials & Services	Capital	Transfers Out	Contin- gency	Adopted Budget	% of Fund Budget
Sports Services	\$ 156,500	\$ 107,800	\$ -	\$ -	\$ -	\$ 264,300	3.74%
Children/Youth/Family Recreation Services	231,700	40,300	-	-	-	272,000	3.85%
Resource Development/ Marketing Services	261,800	63,600	-	-	-	325,400	4.60%
Park Maintenance Services	882,100	949,400	117,000	-	-	1,948,500	27.55%
Parks & Recreation Administration	437,500	782,000	-	264,500	310,000	1,794,000	25.37%
Senior Services	-	-	-	-	-	-	-
Aquatic Services	505,200	270,600	10,000	-	-	785,800	11.11%
Adult Recreation Services	283,700	207,700	-	-	-	491,400	6.95%
Performance and Cultural Arts	25,600	479,500	-	-	-	505,100	7.14%
Park SDC Projects	-	200,900	201,000	90,000	-	491,900	6.96%
Senior Center Foundation	-	18,400	-	-	-	18,400	0.26%
Parks Capital Improvement Program	-	-	175,000	-	-	175,000	2.47%
<b>Total Requirements</b>	<b>\$2,784,100</b>	<b>\$3,120,200</b>	<b>\$ 503,000</b>	<b>\$ 354,500</b>	<b>\$ 310,000</b>	<b>\$7,071,800</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>39.38%</b>	<b>44.12%</b>	<b>7.11%</b>	<b>5.01%</b>	<b>4.38%</b>	<b>100.00%</b>	

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

Staffing Summary (FTE)	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Sports Services	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Children/Youth/Family Recreation Services	3.575	3.575	3.100	3.100	2.975	2.975	2.975
Resource Development/ Marketing Services	2.540	2.540	2.725	2.675	2.450	2.450	2.450
Adult Recreation & Fitness Services	0.200	0.200	-	-	-	-	-
Park Maintenance Services	8.000	10.500	9.500	9.500	9.500	9.500	9.500
Parks & Recreation Administration	4.000	4.000	4.150	4.150	4.150	4.150	4.150
Senior Services	3.200	3.200	-	-	-	-	-
Aquatic Services	3.500	3.500	3.500	3.500	3.500	3.500	3.500
NW Art & Air Festival	0.330	0.330	-	-	-	-	-
Performance Series	0.330	0.330	-	-	-	-	-
Adult Recreation Services	-	3.400	1.850	1.850	2.350	2.350	2.350
Urban Forestry	1.500	1.500	-	-	-	-	-
<b>Total FTE</b>	<b>28.175</b>	<b>34.075</b>	<b>25.825</b>	<b>25.775</b>	<b>25.925</b>	<b>25.925</b>	<b>25.925</b>

**REQUIREMENTS BY TYPE**

Category Total and Percent of Budget



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

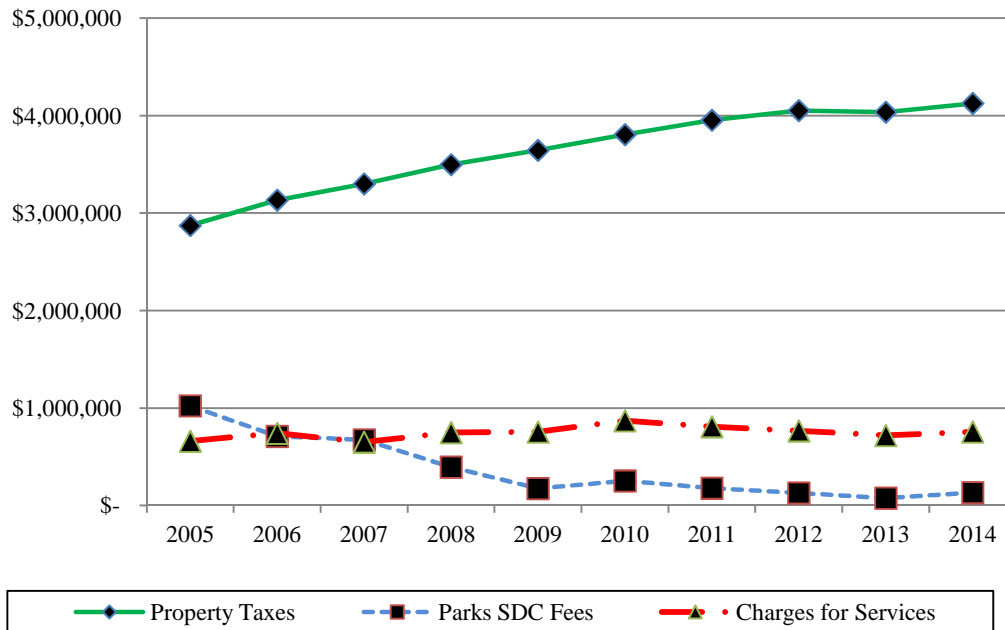
Actual Revenues for 2005 through 2012, Budgeted Resources for 2013 and 2014

Fiscal Years	Property Taxes	Parks SDC	Intergovernmental Resources	Charges for Services	Other Resources	Transfers In	Beginning Balance	Total Resources
2005	\$ 2,872,603	\$ 1,023,545	\$ 33,200	\$ 660,981	\$ 3,061,274	\$ 416,518	\$ 2,613,298	\$ 10,681,419
2006	3,133,826	710,666	37,760	741,707	448,615	203,550	3,423,345	8,699,469
2007	3,300,794	675,305	47,914	651,684	486,889	316,000	3,506,420	8,985,006
2008	3,498,175	394,751	9,428	749,017	525,931	328,300	3,907,092	9,412,694
2009	3,643,784	174,297	9,000	755,639	376,886	1,631,923	3,719,450	10,310,979
2010	3,806,006	252,341	9,416	870,682	347,348	586,629	2,260,922	8,133,344
2011	3,952,833	178,991	11,310	809,323	261,372	1,387,117	2,498,537	9,099,484
2012	4,051,531	129,673	11,896	767,106	347,278	796,317	2,636,562	8,740,364
2013	4,036,600	76,000	9,000	719,000	297,100	1,295,100	1,671,500	8,104,300
2014	4,125,700	133,100	7,600	756,200	323,400	521,300	1,204,500	7,071,800

SDC - System Development Charges

- Notes: Fiscal Year 2005: included in Other Resources are long-term debt proceeds of \$2,287,147. The proceeds and other resources were used to construct a new public swimming pool at Swanson Park.  
 Fiscal Year 2009: included in Transfers In is an intrafund transfer of \$2,400,000 from the Parks SDC Projects program to the Parks Capital Improvement Program.  
 Fiscal Year 2010: included in Transfers In is an intrafund transfer of \$1,200,000 from the Parks SDC Projects program to the Parks Capital Improvement Program.  
 Fiscal Year 2011: included in Transfers In is an intrafund transfer of \$1,500,000 from the Parks SDC Projects program and Settlement Proceeds to the Parks Capital Improvement Program.

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



## PARKS & RECREATION FUND

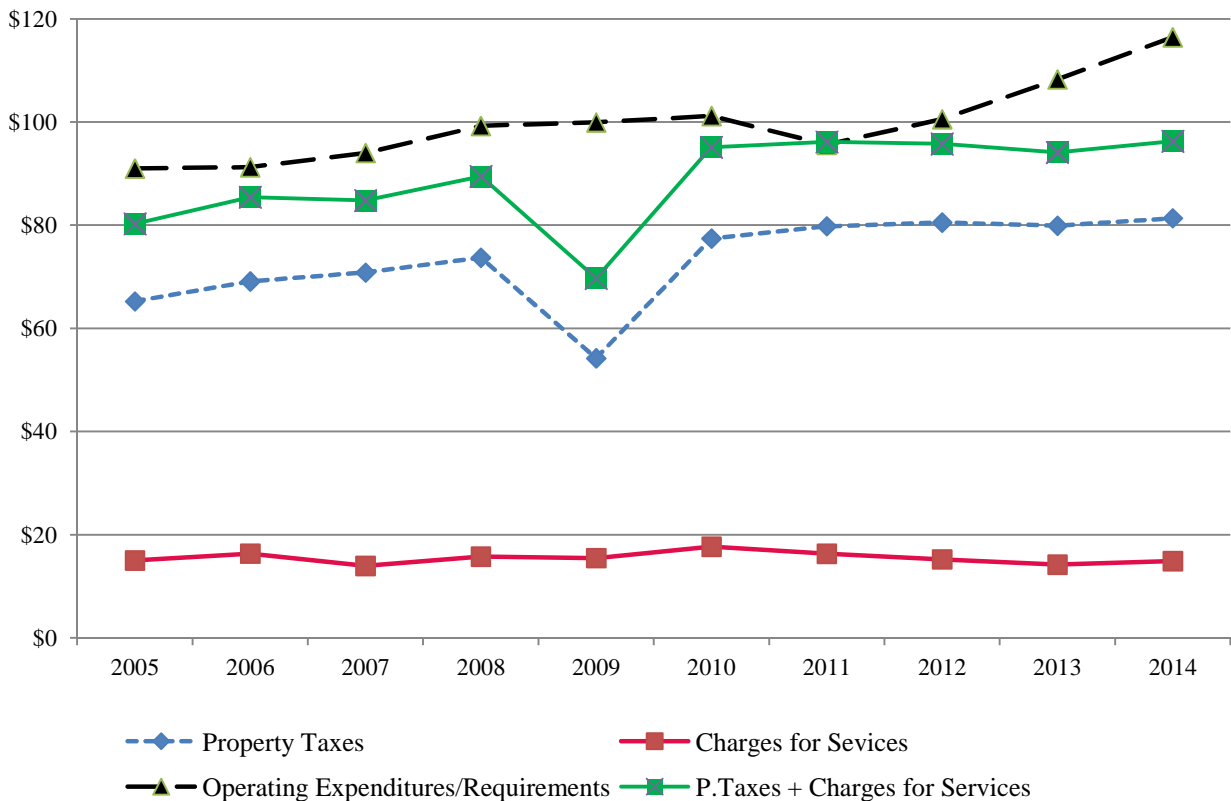
### Total Property Taxes Collected per Capita and Charges for Services per Capita Ten Fiscal Years from 2005-2014 (1)

Fiscal Year Ended June 30,	OPERATING EXPENDITURES/ REQUIREMENTS		PROPERTY TAXES (2)		CHARGES FOR SERVICES	
	Amount		Amount		Amount	
	Expended	per Capita	Collected	per Capita	Received	per Capita
2005	\$ 4,005,953	\$ 90.98	\$ 2,872,603	\$ 65.24	\$ 660,981	\$ 15.01
2006	4,138,484	91.24	3,133,826	69.09	741,707	16.35
2007	4,381,151	94.00	3,300,794	70.82	651,684	13.98
2008	4,710,249	99.23	3,498,175	73.69	749,017	15.78
2009	4,874,550	99.95	2,643,784	54.21	755,639	15.49
2010	4,973,685	101.16	3,806,006	77.41	870,682	17.71
2011	4,733,468	95.57	3,952,833	79.81	809,323	16.34
2012	5,061,393	100.57	4,051,531	80.51	767,106	15.24
2013	5,469,600	108.27	4,036,600	79.90	719,000	14.23
2014	5,904,300	116.43	4,125,700	81.36	756,200	14.91

(1) Actual figures used for 2005 through 2012. Budgeted amounts used for 2013 and 2014.

(2) For 2002 through 2004, general property taxes were divided: 78% General Fund and 22% Parks & Recreation Fund. Beginning in 2005, the distribution was changed to 80% General Fund and 20% Parks & Recreation Fund.

### 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, Adult Recreation & Fitness Services, Park Maintenance Services, Parks & Recreation Administration, Senior Services, Aquatic Services, Northwest Art & Air Festival (NWAAF), Performance Series, and Urban Forestry. These programs represent 90 percent of the Parks & Recreation budget. The resource items listed below are included in the Parks & Recreation Fund - Resource Detail presented on previous pages.

Resources	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
Property Taxes - Current	\$3,828,344	\$3,885,907	\$3,930,600	\$3,930,600	\$4,019,700	2.27%	62.94%
Property Taxes - Delinquent	124,489	165,624	106,000	106,000	106,000	-	1.66%
Street Tree Development Fees	20,000	-	-	-	-	-	-
State Marine Board	9,000	9,000	9,000	9,000	7,600	(15.56%)	0.12%
WComp Wage Subsidy Reimb	2,310	2,896	-	-	-	-	-
Agriculture Lease Payments	2,096	1,107	2,100	2,100	2,100	-	0.03%
CYF Recreation Fees	38,050	42,019	47,000	47,000	55,000	17.02%	0.86%
CYF Sponsorships	4,500	1,600	5,000	5,000	6,000	20.00%	0.09%
Marketing Fees	10,170	-	-	-	-	-	-
Adult Recreation Fees	5,744	4,213	6,500	6,500	17,000	161.54%	0.27%
Swimming Pool Receipts	77,348	75,660	80,000	80,000	78,000	(2.50%)	1.22%
Senior Center Rental Fees	22,442	25,309	18,000	18,000	18,000	-	0.28%
Maple Lawn Preschool Fees	67,490	70,646	70,000	70,000	71,000	1.43%	1.11%
Sports Program Fees	95,630	96,798	112,500	112,500	112,500	-	1.76%
Waverly Boat Revenues	5,380	7,001	6,000	6,000	6,500	8.33%	0.10%
Park Permits	13,295	15,731	5,000	5,000	5,000	-	0.08%
Fitness Program Fees	77,450	38,902	33,500	33,500	33,500	-	0.52%
Preschool Material/Service Fees	4,261	3,180	3,800	3,800	4,000	5.26%	0.06%
Senior Program Fees	10,440	16,023	7,000	7,000	10,000	42.86%	0.16%
Event Souvenir Sales	3,045	(300)	-	-	-	-	-
Event Food Faire Revenues	21,368	300	-	-	-	-	-
Preschool Fundraising Proceeds	3,618	-	-	-	-	-	-
NWAAF Fees	9,853	10,643	9,000	9,000	9,000	-	0.14%
Hot Air Balloon Rides	11,775	9,700	7,400	7,400	7,400	-	0.12%
Senior Newsletter	2,717	1,577	1,500	1,500	1,500	-	0.02%
Trip Revenue	47,818	54,572	43,400	43,400	47,000	8.29%	0.74%
Merchandise Sales - Aquatics	3,332	2,509	3,800	3,800	3,000	(21.05%)	0.05%
Cool! Facility Rental Fees	8,638	8,805	6,500	6,500	7,500	15.38%	0.12%
Concession Sales - Aquatic	12,729	10,201	10,000	10,000	10,500	5.00%	0.16%
Concession Sales - Sports	1,851	2,881	3,500	3,500	3,500	-	0.05%
Public Arts	4,371	5,129	4,500	4,500	4,000	(11.11%)	0.06%
Swanson Room Rental Fees	595	3,445	2,500	2,500	3,000	20.00%	0.05%
Track Club Revenue	3,957	4,690	2,500	2,500	2,500	-	0.04%
Facility Enhancement Fee	4,580	6,260	5,500	5,500	5,500	-	0.09%
ACP Swimming Pool Receipts	159,136	176,905	160,000	160,000	164,000	2.50%	2.57%
ACP Facility Rental Fees	27,375	22,717	24,000	24,000	24,000	-	0.38%
Tournament Rental Fees	4,981	5,842	5,500	5,500	6,500	18.18%	0.10%
Event Donations	30,843	1,620	-	-	-	-	-
Youth Program User Fees	-	-	3,500	3,500	3,500	-	0.05%

continued



**PARKS & RECREATION FUND**

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

<b>Resources, continued</b>	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Community Garden Revenues	980	1,060	500	500	500	-	0.01%
River Rhythms Food Faire	-	11,775	6,200	6,200	6,300	1.61%	0.10%
NWAAF Food Vendors	-	13,663	8,600	8,600	11,000	27.91%	0.17%
Mondays at Monteith Food Vendors	-	1,654	1,800	1,800	3,300	83.33%	0.05%
River Rhythms Souvenir Sales	-	1,371	1,000	1,000	1,500	50.00%	0.02%
NWAAF Souvenir Sales	-	1,031	2,000	2,000	1,700	(15.00%)	0.03%
Trolley Rental Charges	3,070	1,816	1,700	1,700	2,000	17.65%	0.03%
River Rhythms Donations	-	12,469	13,000	13,000	15,000	15.38%	0.23%
NWAAF Donations	-	20,703	18,700	18,700	18,700	-	0.29%
Mondays at Monteith Donations	-	2,868	3,000	3,000	2,000	(33.33%)	0.03%
July 4th Sponsorships	-	17,000	15,000	15,000	17,000	13.33%	0.27%
Gifts & Donations	17,656	7,097	5,000	5,000	5,000	-	0.08%
Mondays at Monteith Sponsorships	11,575	13,880	15,000	15,000	15,000	-	0.23%
Pass-The-Hat Donations	416	-	-	-	-	-	-
Park Fixture Donations	4,950	-	-	-	-	-	-
Senior Center Sponsorships	6,625	12,319	7,500	7,500	8,000	6.67%	0.13%
CPAS Sponsorships	6,930	10,000	9,000	9,000	9,000	-	0.14%
River Rhythms Sponsorships	38,370	59,496	55,000	55,000	57,000	3.64%	0.89%
NWAAF Sponsorships	63,980	74,362	72,500	72,500	87,000	20.00%	1.36%
Aquatic Sponsorship	3,500	58,925	3,500	3,500	3,500	-	0.05%
Adult Rec & Fitness Sponsorship	1,021	-	1,000	1,000	1,000	-	0.02%
Sports Sponsorship	950	1,300	3,500	3,500	2,500	(28.57%)	0.04%
Misc Event Sponsorship/Donation	251	894	-	-	-	-	-
Aquatic donations	56,698	22,000	60,000	60,000	61,000	1.67%	0.96%
E Thornton Lake Donations	1,200	-	-	-	4,500	-	0.07%
Foster Grandparent Sponsorships	-	-	-	-	3,000	-	0.05%
Miscellaneous Revenue	17,267	15,617	5,000	5,000	5,000	-	0.08%
Over & short	19	(89)	-	-	-	-	-
Brochure Advertising Revenue	2,095	1,015	1,500	1,500	1,500	-	0.02%
General Fundraising	-	-	300	300	300	-	-
Interest	7,239	8,757	1,000	1,000	1,000	-	0.02%
<b>Total Current Resources</b>	<b>5,025,811</b>	<b>5,160,098</b>	<b>5,046,400</b>	<b>5,046,400</b>	<b>5,197,600</b>	<b>3.00%</b>	<b>81.37%</b>
From General Fund	187,200	187,200	187,200	187,200	187,200	-	2.93%
From Street Fund	80,000	80,000	80,000	80,000	80,000	-	1.25%
Transfer In: Transient Room Tax	-	59,100	80,500	80,500	79,100	(1.74%)	1.24%
<b>Total Transfers In</b>	<b>267,200</b>	<b>326,300</b>	<b>347,700</b>	<b>347,700</b>	<b>346,300</b>	<b>(0.40%)</b>	<b>5.42%</b>
<b>Beginning Balance</b>	<b>498,239</b>	<b>733,891</b>	<b>493,400</b>	<b>493,400</b>	<b>842,600</b>	<b>70.77%</b>	<b>13.21%</b>
<b>Total Resources</b>	<b>\$5,791,250</b>	<b>\$6,220,289</b>	<b>\$5,887,500</b>	<b>\$5,887,500</b>	<b>\$6,386,500</b>	<b>8.48%</b>	<b>100.00%</b>

<b>Adopted Requirements by Program and Type</b>	Materials		Transfers	Contingency	Adopted Budget	% of Fund Budget	
	Personnel	& Services					Capital
Sports Services	\$ 156,500	\$ 107,800	\$ -	\$ -	\$ 264,300	4.14%	
Children/Youth/Family Rec Services	231,700	40,300	-	-	272,000	4.26%	
Resource Development/Marketing	261,800	63,600	-	-	325,400	5.10%	
Park Maintenance Services	882,100	949,400	117,000	-	1,948,500	30.51%	
Parks & Recreation Administration	437,500	782,000	-	264,500	1,794,000	28.11%	
Aquatic Services	505,200	270,600	10,000	-	785,800	12.30%	
Adult Recreation Services	283,700	207,700	-	-	491,400	7.69%	
Performance and Cultural Arts	25,600	479,500	-	-	505,100	7.91%	
<b>Total Requirements</b>	<b>\$2,784,100</b>	<b>\$2,900,900</b>	<b>\$ 127,000</b>	<b>\$ 264,500</b>	<b>\$ 310,000</b>	<b>\$6,386,500</b>	<b>100.00%</b>
<b>Percent of Budget</b>	<b>43.58%</b>	<b>45.42%</b>	<b>1.99%</b>	<b>4.14%</b>	<b>4.85%</b>	<b>100.00%</b>	

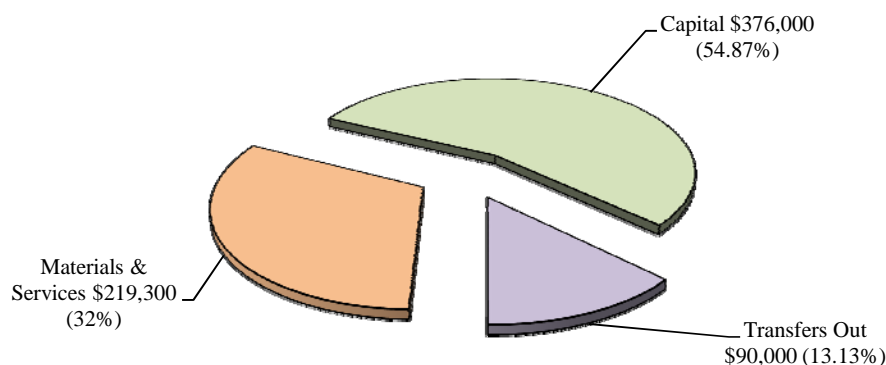
**PARKS & RECREATION FUND  
SELF-SUPPORTED SPECIAL PROGRAMS**

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 10 percent of the total Parks & Recreation Fund budget. The resource items listed below are included in the Parks & Recreation Fund - Resource Detail presented on previous pages.

Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Parks SDC: Principal	\$ 49,466	\$ 6,481	\$ 1,000	\$ 1,000	\$ 3,000	200.00%	0.44%
Parks SDC: Interest	2,203	359	-	-	100	-	0.01%
Parks Systems Development Charges	107,323	122,833	75,000	75,000	130,000	73.33%	18.97%
Gift Shop Revenue	6,698	7,964	6,500	6,500	8,000	23.08%	1.17%
Pool Room Revenue	1,699	1,084	1,200	1,200	900	(25.00%)	0.13%
Gifts & Donations	4,763	1,553	2,000	2,000	2,000	-	0.29%
General Fundraising	826	450	500	500	300	(40.00%)	0.04%
Interest	15,042	6,661	5,100	5,100	4,100	(19.61%)	0.60%
<b>Total Current Resources</b>	<b>188,019</b>	<b>147,386</b>	<b>91,300</b>	<b>91,300</b>	<b>148,400</b>	<b>62.54%</b>	<b>21.65%</b>
From Parks Fund	-	-	12,400	12,400	85,000	585.48%	12.41%
From Parks SDC Program	15,788	470,000	535,000	935,000	90,000	(90.37%)	13.13%
From Grants Fund	21,688	17	-	-	-	-	-
From Parks Operating Revenues	82,441	-	-	-	-	-	-
From Litigation Proceeds	1,000,000	-	-	-	-	-	-
<b>Total Transfers In</b>	<b>1,119,917</b>	<b>470,017</b>	<b>547,400</b>	<b>947,400</b>	<b>175,000</b>	<b>(81.53%)</b>	<b>25.54%</b>
Beginning Balance	2,000,298	1,902,671	778,100	1,178,100	361,900	(69.28%)	52.81%
<b>Total Resources</b>	<b>\$3,308,234</b>	<b>\$2,520,074</b>	<b>\$1,416,800</b>	<b>\$2,216,800</b>	<b>\$ 685,300</b>	<b>(69.09%)</b>	<b>100.00%</b>

Adopted Requirements by Program and Type	Materials & Services		Transfers Out		Adopted Budget	% of Fund Budget
		Capital				
Park SDC Projects	\$ 200,900	\$ 201,000	\$ 90,000	\$ -	\$ 491,900	71.78%
Senior Center Foundation	18,400	-	-	-	18,400	2.68%
Parks Capital Improvement Program	-	175,000	-	-	175,000	25.54%
<b>Total Requirements</b>	<b>\$ 219,300</b>	<b>\$ 376,000</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ 685,300</b>	<b>100.00%</b>
Percent of Budget	32.00%	54.87%	13.13%	-	100.00%	

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



## PROGRAM NARRATIVE

### Parks and Recreation Fund: Parks & Recreation Department, Sports Services (202-35-1402) Responsible Manager/Title: Rob Romancier, Aquatics Program Manager

#### FUNCTIONS AND RESPONSIBILITIES

- 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.
- Accurately plan, prepare, monitor, and control the Sports Services budget.
- Provide opportunities for positive participation in recreational athletics programs to Albany residents.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Effective Government	02/13	Completed	<ul style="list-style-type: none"> <li>• Review program pricing throughout the state to ensure we are instituting best practices.</li> </ul>
Great Neighborhoods	04/13	In Progress	<ul style="list-style-type: none"> <li>• Install recycle centers at both softball complexes in an effort to create a greener program for the City.</li> </ul>
Effective Government	03/13	In Progress	<ul style="list-style-type: none"> <li>• Create a cost recovery plan that ensures a 60% recovery of expenditures with non-tax revenues.</li> </ul>
Budget Year 2013-2014			
Effective Government	03/14		<ul style="list-style-type: none"> <li>• Create a cost recovery plan that ensures a 60% recovery of expenditures with non-tax revenues.</li> </ul>
Great Neighborhoods	08/13		<ul style="list-style-type: none"> <li>• Install recycle centers at both softball complexes in an effort to create a greener program for the City.</li> </ul>
	10/13		<ul style="list-style-type: none"> <li>• Develop new program offerings to utilize newly acquired gymnasium facilities.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of participants in a City sports program during the year.	5,700	6,500	6,833	6,855
Number of participant hours in a City sports program activity during the year.	97,000	110,500	115,600	116,535
Percentage of total Sports expenditures recovered with non-tax revenues.	50%	48%	54%	52%

#### STAFFING SUMMARY

Budgeted FTEs	1.0	1.0	1.0	1.0
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**PROG 1402: Sports Services**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>EXPENDITURES</b>						
Personnel Services	126,624.30	131,232.31	146,400	146,400	156,500	6.90%
Materials & Services	71,534.03	108,204.87	104,300	104,300	107,800	3.36%
<b>TOTAL EXPENDITURES</b>	<b>198,158.33</b>	<b>239,437.18</b>	<b>250,700</b>	<b>250,700</b>	<b>264,300</b>	<b>5.42%</b>

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks & Recreation Department,  
Children/Youth/Family Recreation Services (202-35-1403)  
Responsible Manager/Title: Katie Nooshazar, Recreation Program Manager**

### FUNCTIONS AND RESPONSIBILITIES

- Offer diverse opportunities for quality recreation and cultural programs for children, youth, and families (CYF) in order to build skills and provide a positive life style 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 a recreation program for young children in an integrated setting that develops problem-solving skills, builds self-esteem, and encourages personal responsibility.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Effective Government	08/12	In Progress	<ul style="list-style-type: none"> <li>• Implement marketing plan for CYF programs and services.</li> </ul>
Great Neighborhoods	09/12	Completed	<ul style="list-style-type: none"> <li>• Develop and implement 2 outdoor activities for children and families that utilize neighborhood park amenities.</li> </ul>
Effective Government	09/12	In Progress	<ul style="list-style-type: none"> <li>• Develop and implement framework for a Youth Advisory Council.</li> </ul>
Great Neighborhoods	09/12	In Progress	<ul style="list-style-type: none"> <li>• Develop and offer 2 classes that will build parenting skills through recreation and kindergarten readiness.</li> </ul>
Budget Year 2013-2014			
Great Neighborhoods	12/13		<ul style="list-style-type: none"> <li>• Develop and implement a series of outdoor recreation activities that incorporates the 10 Million Kids Outside initiatives.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Expand Fun in the Park initiative to broaden reach into community.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Complete implementation of marketing plan.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Percentage of class and program participants who are satisfied with services.	85%	86%	92%	90%
Percentage of total program cost recovered with non-tax revenues.	44%	41%	47%	50%

### STAFFING SUMMARY

Budgeted FTEs	3.58	3.58	3.10	2.98
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**PROG 1403: Children/Youth/Family Rec Services**

<u>Acct# Description</u>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>EXPENDITURES</b>						
Personnel Services	181,876.39	175,639.10	231,800	231,800	231,700	-0.04%
Materials & Services	29,367.63	33,319.07	39,300	39,300	40,300	2.54%
<b>TOTAL EXPENDITURES</b>	<b>211,244.02</b>	<b>208,958.17</b>	<b>271,100</b>	<b>271,100</b>	<b>272,000</b>	<b>0.33%</b>

## PROGRAM NARRATIVE

### Parks & Recreation Fund: Parks & Recreation Department, Resource Development & Marketing Services (202-35-1404) Responsible Manager/Title: Katie Nooshazar, Recreation Program Manager

#### 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 2012-2013			
Effective Government	02/13	In Progress	<ul style="list-style-type: none"> <li>• Secure community resources to supplement three-year grant program that provides intergenerational mentorship to at-risk youth.</li> </ul>
	06/13	Complete	<ul style="list-style-type: none"> <li>• Submit collaborative tourism grants to support community tourism and economic stimulation initiatives.</li> </ul>
	06/13	Complete	<ul style="list-style-type: none"> <li>• Apply for foundation funds and grants to support recreation experiences, programs, and facilities including the Foster Grandparent Program and East Thornton Lake Natural Area.</li> </ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Secure additional \$10,000 in community resources to supplement three-year grant program that provides intergenerational mentorship to at-risk youth.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Develop collaborative tourism grants that meet new guidelines in order to support community tourism and economic stimulation initiatives.</li> </ul>
	09/13		<ul style="list-style-type: none"> <li>• Develop and implement grant solicitation plan to support recreation experiences, programs, and facilities including the Foster Grandparent Program.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Per capita revenue from endowments, grants, foundations, solicitations, and donations	\$7.93	\$8.13	\$11.75	\$10.00

#### STAFFING SUMMARY

Budgeted FTEs	2.54	2.54	2.68	2.45
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**PROG 1404: Resource Dev. Marketing Services**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	229,191.25	235,074.47	262,300	262,300	261,800	-0.19%
Materials & Services	37,072.68	40,902.83	58,600	58,600	63,600	8.53%
<b>TOTAL EXPENDITURES</b>	<b>266,263.93</b>	<b>275,977.30</b>	<b>320,900</b>	<b>320,900</b>	<b>325,400</b>	<b>1.40%</b>



## PROGRAM NARRATIVE

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

**Responsible Manager/Title:** Craig Carnagey, Parks and 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 2012-2013			
Healthy Economy	06/13	In Progress	<ul style="list-style-type: none"> <li>• Implement measures to improve turf management toward drought-tolerant conditions.</li> </ul>
Great Neighborhoods	06/13	In Progress	<ul style="list-style-type: none"> <li>• Develop an Integrated Pest Management Plan.</li> </ul>
Effective Government	06/13	In Progress	<ul style="list-style-type: none"> <li>• Develop a Citywide tree canopy assessment and public area planting plan.</li> </ul>
Great Neighborhoods	06/13	In Progress	<ul style="list-style-type: none"> <li>• Convert underutilized park areas currently in turf to more naturalized, lower maintenance management zones.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Improve citywide path and trail system conditions.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Seek grant funding for invasive plants and weed control in parks and along right of ways.</li> </ul>
Budget Year 2013-2014			
Healthy Economy, Great Neighborhoods, Effective Government	06/14		<ul style="list-style-type: none"> <li>• Continue Strategies/Actions from 2012-2013.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Complete implementation of Cartegraph Asset Management System.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Complete Site Maintenance Management Plans for each park.</li> </ul>
Great Neighborhoods	06/14		<ul style="list-style-type: none"> <li>• Begin work on parks deferred maintenance list.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Developed acres of parkland per 1000 population (*revised to include trail corridors).	8.61	8.46	11.10*	11.00
Avg. cost of maintenance per developed acre.	\$2,732	\$2,900	\$2,755	\$2,762
Percentage of time lost to work-related injuries.	0%	0%	0%	0%
FTE per 1000 residents.	.21	.21	.19	.19
Est. number of trees responsible for maintaining.	13,000	13,000	13,000	13,000
Est. number of trees receiving maintenance.	3,261	3,200	3,591	3,491
Total tree maintenance expenditures.	\$65,600	\$65,000	\$65,000	\$65,000

#### STAFFING SUMMARY

Budgeted FTEs	8.00	10.50	9.50	9.50
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**PROG 1407: Park Maintenance Services**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	717,322.42	822,245.50	861,500	861,500	882,100	2.39%
Materials & Services	775,770.60	953,033.95	876,400	876,400	949,400	8.33%
Capital	63,708.34	39,946.68	4,000	4,000	117,000	2825.00%
<b>TOTAL EXPENDITURES</b>	<b>1,556,801.36</b>	<b>1,815,226.13</b>	<b>1,741,900</b>	<b>1,741,900</b>	<b>1,948,500</b>	<b>11.86%</b>

## PROGRAM NARRATIVE

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

#### FUNCTIONS AND RESPONSIBILITIES

- Organize and administer department personnel, resources, facilities, programs, and activities to achieve City and department goals.
- Provide customer service to citizens who visit or contact the Parks and 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 2012-2013			
Effective Government	06/13	In Progress	<ul style="list-style-type: none"> <li>• Initiate Parks &amp; Recreation Master Plan update.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Adopt cost recovery policy for recreation services.</li> </ul>
Budget Year 2013-2014			
Effective Government	06/13		<ul style="list-style-type: none"> <li>• Complete Parks Plan update with revised SDC methodology.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Complete scheduled building repair and capital replacement projects at Senior Center, Swanson Activity Center, Maple Lawn Preschool, and Albany Community Pool.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Percentage of total Fund 202 operating expenditures subsidized with property tax revenues.*	72%	68%	68%	64%
Per capita revenue from endowments, grants, foundations, solicitations and donations.	\$7.93	\$8.13	\$11.75	\$10.00

#### STAFFING SUMMARY

Budgeted FTEs	4.00	4.00	4.15	4.15
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\*Fund 202 operating expenditures include programs 1402, 1403, 1404, 1407, 1408, 1410, 1413, 1414 only.

**PROG 1408: Parks & Recreation Admin**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	383,100.66	389,081.87	435,300	435,300	437,500	0.51%
Materials & Services	662,698.83	675,661.74	698,900	698,900	782,000	11.89%
Capital	-	-	20,000	20,000	-	-100.00%
Transfers Out	307,768.45	221,488.14	211,600	211,600	264,500	25.00%
Contingencies	-	-	304,000	304,000	310,000	1.97%
<b>TOTAL EXPENDITURES</b>	<b>1,353,567.94</b>	<b>1,286,231.75</b>	<b>1,669,800</b>	<b>1,669,800</b>	<b>1,794,000</b>	<b>7.44%</b>

## PROGRAM NARRATIVE

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

**Responsible Manager/Title:** Rob Romancier, Recreation Program Manager

#### FUNCTIONS AND RESPONSIBILITIES

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

#### OBJECTIVES AND STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Healthy Economy	12/13	Completed	<ul style="list-style-type: none"> <li>• Review aquatic prices from around the state to determine possible increases for FY 2013-2014 budget.</li> </ul>
Great Neighborhoods	04/13	In Progress	<ul style="list-style-type: none"> <li>• Bring Albany Community Pool (ACP) up to Americans with Disabilities Act standards.</li> </ul>
Effective Government	05/13	In Progress	<ul style="list-style-type: none"> <li>• Complete facility assessment to determine long-term maintenance needs and repairs.</li> </ul>
Budget Year 2013-2014			
Great Neighborhoods	02/14		<ul style="list-style-type: none"> <li>• Bring ACP up to ADA standards.</li> </ul>
Effective Government	05/14		<ul style="list-style-type: none"> <li>• Complete facility assessment to determine long-term maintenance needs and repairs.</li> </ul>
Healthy Economy	10/13		<ul style="list-style-type: none"> <li>• Promote programs to hospitals &amp; rehab centers.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Percentage of users who are satisfied or very satisfied with their aquatic experience.	96%	96%	97%	94%
Percentage of program costs recovered with non-tax revenues.	54%	50%	46%	46%

#### STAFFING SUMMARY

Budgeted FTEs	3.50	3.50	3.50	3.50
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**PROG 1410: Aquatic Services**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>EXPENDITURES</b>						
Personnel Services	473,115.47	458,164.14	498,200	498,200	505,200	1.41%
Materials & Services	219,472.81	242,346.15	263,700	263,700	270,600	2.62%
Capital	-	39,947.85	10,000	10,000	10,000	- %
<b>TOTAL EXPENDITURES</b>	<b>692,588.28</b>	<b>740,458.14</b>	<b>771,900</b>	<b>771,900</b>	<b>785,800</b>	<b>1.80%</b>

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks & Recreation Department,  
Adult Recreation Services (202-35-1413)  
Responsible Manager/Title: Katie Nooshazar, Recreation Program Manager**

### FUNCTIONS AND RESPONSIBILITIES

- Offer diverse, quality recreational services for adults and seniors in order to promote wellness, provide positive leisure choices, build skills, and contribute to a strong healthy community.
- Provide facilities and infrastructure needed to meet community's recreational needs.
- Develop partnerships with community agencies and businesses to provide recreation experiences for adults and seniors.
- Recruit, train, and recognize qualified volunteers, providing opportunities for them to make meaningful contributions to the community.
- Manage the Foster Grandparent Program for Linn and Benton counties providing at risk youth with one-on-one mentoring and tutoring from low-income seniors.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Great Neighborhoods	03/13	In Progress	<ul style="list-style-type: none"> <li>• Develop a comprehensive marketing plan to better communicate with our customers.</li> </ul>
Effective Government	10/12	Completed	<ul style="list-style-type: none"> <li>• Implement the Foster Grandparent Program.</li> </ul>
	10/12	In Progress	<ul style="list-style-type: none"> <li>• Evaluate staffing structure and program assignments to ensure maximum efficiencies.</li> </ul>
Budget Year 2013-2014			
Great Neighborhoods	6/14		<ul style="list-style-type: none"> <li>• Reach targeted 30 volunteer service years for Foster Grandparent Program.</li> </ul>
Effective Government	12/13		<ul style="list-style-type: none"> <li>• Review current offerings and develop and implement a plan to keep programs and services relevant.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Identify and increase opportunities to expand number of community members reached by programs as well as utilize new program venues.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-13</u>	<u>2013-2014</u>
Percentage of participants who are satisfied with level of service received.	95%	95%	96%	95%
Percentage of facility renters who are satisfied with services rendered.	95%	95%	80%	95%
Percentage of total program costs recovered with non-tax revenues.	18%	43%	43%	64%

### STAFFING SUMMARY

Budgeted FTEs	3.20	2.40	1.80	2.40
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**PROG 1413: Adult Recreation Services**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>EXPENDITURES</b>						
Personnel Services	350,541.80	260,596.45	238,200	238,200	283,700	19.10%
Materials & Services	150,944.89	160,295.09	185,700	185,700	207,700	11.85%
<b>TOTAL EXPENDITURES</b>	<b>501,486.69</b>	<b>420,891.54</b>	<b>423,900</b>	<b>423,900</b>	<b>491,400</b>	<b>15.92%</b>



## PROGRAM NARRATIVE

### Parks and Recreation Fund: Parks & Recreation Department, Performance and Cultural Arts (202-35-1414) Responsible Manager/Title: Katie Nooshazar, Recreation Program Manager

#### 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 in order to create a positive economic impact on the community.

#### OBJECTIVES AND STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Objectives and Strategies/Actions
Budget year 2012-2013			
Healthy Economy	09/12	Complete	<ul style="list-style-type: none"> <li>• Facilitate Oregon Pilot Association’s state conference into Northwest Art &amp; Air Festival (NWAAF) event.</li> </ul>
Effective Government	09/12	In Progress	<ul style="list-style-type: none"> <li>• Revise job descriptions for volunteer coordinator position.</li> </ul>
Great Neighborhoods	09/12	Complete	<ul style="list-style-type: none"> <li>• Review event formats and implement strategies to keep event relevant.</li> </ul>
Budget year 2013-2014			
Healthy Economy	08/13		<ul style="list-style-type: none"> <li>• Implement Community Fourth of July Celebration.</li> </ul>
Effective Government	09/13		<ul style="list-style-type: none"> <li>• Complete position review of descriptions for volunteer coordinator position.</li> </ul>
Great Neighborhoods	01/14		<ul style="list-style-type: none"> <li>• Develop transition plans for event management section of NWAAF.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Average number of individuals attending River Rhythms concerts.	6,500	6,700	7,802	6,500
Percent of participants who are satisfied or very satisfied with the quality of the event.	90%	96%	95%	95%
Number of individuals attending NWAAF.	45,000	51,000	50,200	50,000
Percent of sponsors satisfied or very satisfied with events.	95%	98%	99%	95%
Percent of program costs recovered with non-tax revenues.	N/A	68%	85%	72%
Expenditures avoided through donations of in-kind services and materials.	\$128,700	\$128,000	\$196,873	\$200,000

#### STAFFING SUMMARY

Budgeted FTEs	0.33	0.00	0.00	0.00
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**PROG 1414: Performance and Cultural Arts**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	72,936.53	10,042.23	49,100	49,100	25,600	-47.86%
Materials & Services	204,312.00	321,911.16	388,200	388,200	479,500	23.52%
<b>TOTAL EXPENDITURES</b>	<b>277,248.53</b>	<b>331,953.39</b>	<b>437,300</b>	<b>437,300</b>	<b>505,100</b>	<b>15.50%</b>

## PROGRAM NARRATIVE

**Parks & Recreation Fund: Parks & Recreation Department,  
Parks SDC Projects (202-35-1500)**  
**Responsible Manager/Title: Ed Hodney, Parks and Recreation Director**

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### FUNCTIONS AND RESPONSIBILITIES

- Implement growth-related projects included in the 2006-2015 Parks & Recreation Master Plan through planning, acquisition, design, and construction of new parks and facilities.
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### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	06/13	In Progress	<ul style="list-style-type: none"><li>• Review System Development Charges (SDC) methodology and adjust SDC's as necessary.</li></ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"><li>• Complete SDC methodology review with Parks Plan update.</li></ul>
	06/14		<ul style="list-style-type: none"><li>• Complete SDC-funded projects as programmed.</li></ul>

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### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of acres of park land.	801	801	801	801
Number of acres of park land per 1,000 pop.	16.30	15.86	15.86	15.70*

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\*Decrease due to population increase

**PROG 1500: Park SDC Projects**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Licenses & Fees	158,991.46	129,673.19	76,000	76,000	133,100	75.13%
Investment Earnings	17,502.98	7,976.12	5,000	5,000	4,000	-20.00%
Transfers In	21,687.79	-	-	-	-	- %
Beginning Balance	1,991,368.43	2,135,650.49	770,400	1,170,400	354,800	-69.69%
<b>TOTAL REVENUES</b>	<b>2,189,550.66</b>	<b>2,273,299.80</b>	<b>851,400</b>	<b>1,251,400</b>	<b>491,900</b>	<b>-60.69%</b>
<b>EXPENDITURES</b>						
Personnel Services	5,313.23	165.31	-	-	-	- %
Materials & Services	32,798.94	34,010.34	113,700	113,700	200,900	76.69%
Capital	-	-	202,700	202,700	201,000	-0.84%
Transfers Out	15,788.00	878,041.78	535,000	935,000	90,000	-90.37%
<b>TOTAL EXPENDITURES</b>	<b>53,900.17</b>	<b>912,217.43</b>	<b>851,400</b>	<b>1,251,400</b>	<b>491,900</b>	<b>-60.69%</b>

**PROG 1500 Park SDC Projects**

<b>Revenues less Expenditures</b>	<b>2,135,650.49</b>	<b>1,361,082.37</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## Program Narrative

**Parks and Recreation Fund: Parks & Recreation Department,  
Senior Center Foundation (202-35-1506)  
Responsible Manager/Title: Katie Nooshazar, Recreation Programs Manager**

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### FUNCTIONS AND RESPONSIBILITIES

- Assist with coordination of activities and services offered by the senior groups using the Albany Senior Center.
  - Provide support and assistance to Recreation staff in order to meet the needs of older adults in Albany.
  - Provide funding that supports Senior Center programming.
  - Assist with planning and implementation of programs and special events.
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### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Great Neighborhoods	10/12	Completed	<ul style="list-style-type: none"><li>• Create a fund-raising committee to help generate revenue for the Senior Center.</li></ul>
Effective Government	10/12	In Progress	<ul style="list-style-type: none"><li>• Develop an event/program to raise funds to replace all the chairs in the multi-purpose room.</li></ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"><li>• Assist with volunteer recruitment and recognition programs.</li></ul>
Effective Government	06/14		<ul style="list-style-type: none"><li>• Assist with bi-monthly newsletter mailing.</li></ul>

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**PROG 1506: Senior Center Foundation**

Acct# Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>REVENUES</b>						
Charges for Services	8,396.63	9,048.45	7,700	7,700	8,900	15.58%
Miscellaneous Revenue	5,569.03	2,003.01	2,500	2,500	2,300	-8.00%
Investment Earnings	82.99	58.69	100	100	100	- %
Beginning Balance	6,494.67	11,069.75	7,700	7,700	7,100	-7.79%
<b>TOTAL REVENUES</b>	<b>20,543.32</b>	<b>22,179.90</b>	<b>18,000</b>	<b>18,000</b>	<b>18,400</b>	<b>2.22%</b>
<b>EXPENDITURES</b>						
Materials & Services	9,473.57	9,466.67	18,000	18,000	18,400	2.22%
<b>TOTAL EXPENDITURES</b>	<b>9,473.57</b>	<b>9,466.67</b>	<b>18,000</b>	<b>18,000</b>	<b>18,400</b>	<b>2.22%</b>

<b>PROG 1506 Senior Center Foundation</b>						
Revenues less Expenditures	11,069.75	12,713.23	-	-	-	

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks & Recreation Department,  
Parks Capital Improvement Projects (202-35-1507)  
Responsible Manager/Title: Ed Hodney, Parks and Recreation Director**

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### FUNCTIONS AND RESPONSIBILITIES

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

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government Great Neighborhoods	06/13	Partially Completed	• Complete projects as scheduled in the Fiscal Year (FY) 2012-2013 CIP.
Budget Year 2013-2014			
Effective Government Great Neighborhoods	06/14		• Complete projects as scheduled in the FY 2013-2014 CIP.

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**PROG 1507: Parks Capital Improvement Program**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Miscellaneous Revenue	20.00	-	-	-	-	- %
Investment Earnings	(2,544.24)	(1,373.55)	-	-	-	- %
Transfers In	1,098,229.08	470,017.16	547,400	947,400	175,000	-81.53%
Beginning Balance	2,434.72	(244,048.94)	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>1,098,139.56</b>	<b>224,594.67</b>	<b>547,400</b>	<b>947,400</b>	<b>175,000</b>	<b>-81.53%</b>
<b>EXPENDITURES</b>						
Capital	1,342,188.50	527,772.04	547,400	947,400	175,000	-81.53%
Transfers Out	-	106.16	-	-	-	- %
<b>TOTAL EXPENDITURES</b>	<b>1,342,188.50</b>	<b>527,878.20</b>	<b>547,400</b>	<b>947,400</b>	<b>175,000</b>	<b>-81.53%</b>

**PROG 1507 Parks Capital Improvement Program**

Revenues less Expenditures (244,048.94) (303,283.53) - - -





Nathan Wallace - Memorial Middle School



North Albany/Downtown Bridge  
Kyler Gaede - North Albany Middle School

# Grants Fund

## Grant Descriptions

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

The following grants have been budgeted for the 2013-2014 Budget Year:

**911 Emergency Dispatch Grant (203-10-5000):** The City receives a three percent telephone tax from the state of Oregon for emergency dispatch services, which is used to contract with Linn County to provide 911 emergency dispatch services.

**Staffing for Adequate Fire and Emergency Response (SAFER) Grant (203-25-5098):** \$625,000  
Salary and benefit costs for six Firefighter/EMTs for a two-year period, ending October 17, 2014.

**State Hazardous Materials Emergency Preparedness Grant (203-25-5089):** \$11,700 on behalf of the Mid-Valley Local Emergency Planning Committee.

**Department of Justice Bulletproof Vest Grant (203-30-5008):** Grant proceeds provide 50 percent matching funds to law enforcement agencies to purchase replacement bulletproof vests.

**Department of Justice Equitable Sharing (203-30-5096):** Grant proceeds are from asset forfeitures. Equitable Sharing may only be used for law enforcement purposes such as investigations, training, facilities, equipment, transportation, memorials, drug/gang education, matching, pro-rata funding, community-based programs, and language assistance. Funds are not to be used to replace or supplant appropriated resources of the recipient.

**Foster Grandparents (203-35-5090):** A federally funded volunteer program designed to address the needs of at-risk youth, and engage persons 55 and older (particularly those with limited incomes) in volunteer services to Benton and Linn Counties. Foster grandparents are role models and mentors working with youth on a one-to-one basis helping them learn to read, providing homework assistance, and reinforcement of positive character education. Foster grandparents are assigned to serve local organizations that include faith-based groups, Head Start centers, public schools, The Boys and Girls Club, and other youth facilities.

**East Thornton Lake Natural Area Turtle Management Program (203-35-5094):** Local government grants funds will be used to protect and conserve Thornton Lake's Western Pond and Western Painted Turtles through development of a management plan and by removal of invasive non-native plants from Oregon Conservation Strategy habitats.

**2012-2013 State Historic Preservation Office Grant (203-40-5091):** The City was awarded a \$14,500 grant in 2012 that will continue into the 2013-2014 fiscal year. The grant will be used for matching residential rehabilitation grants, surveys of historic properties, and outreach and educational activities associated with the City's preservation program. The local match is \$14,500 and will consist of staff time and rehabilitation grant matching funds.

**2012-2013 Oregon Housing and Community Services Community Development Block Grant (203-40-5092):** The City applied for a \$200,000 grant to be used to fund the Linn Benton Regional Housing Rehabilitation Program, which provides no-interest loans to low-income owner-occupied households in the Linn-Benton area, for housing rehabilitation. There is no grant match requirement.

# Grants Fund

## Grant Descriptions

**2013-2014 Entitlement Community Development Block Grant (CDBG) (203-40-5100):** The City became a Housing and Urban Development (HUD) CDBG Entitlement city in 2012 after Albany's population passed 50,000 people, and will begin receiving approximately \$340,000 annually beginning July 1, 2013. The funds will be used for activities and programs that will primarily benefit Albany's low- and moderate-income residents, homeless residents, seniors, and special needs populations. The funds will also be used for eligible community development activities that may include removing architectural barriers to handicap accessibility in Albany's public buildings and curb ramps in low-income Census tracts. There is no grant match requirement.

**Library Foundation Grant (203-45-5032):** Foundation grants are used to provide ongoing support to the Albany Public Library, with special focus on maintaining services at the facility at the Carnegie Library branch. Remaining projects include basement flooring and renovation of both storage and meeting rooms. For the past few years the foundation has been providing funds for the purchase of children's books for the library system.

**Oregon Community Foundation (OCF) (203-45-5033):** This is a \$2,000,000 donor advised fund established in 2004 by Mrs. Doris Scharpf. Investment earnings from this fund may be annually disbursed to enhance the objectives and services of Albany Public Library. Disbursement is subject to OCF/donor policies.

**Oregon State Library Grant (203-45-5034):** 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 the number of children in the Library's service area.

**FAA Annual Capital Grant (203-50-5003):** A Federal FAA grant of \$163,853 has been received to update the Airport Master Plan. The required ten percent local match of \$17,900 will be transferred from the Albany Municipal Airport Capital Projects budget.

**Title XIX Grant (203-50-5014):** Title XIX is a federal Medicaid grant program which pays for nonmedical rides for eligible clients. This grant has been ongoing for Paratransit since 1997 and the contract is set to expire September 30, 2014. The City could bill up to \$75,000 per year; however, only \$13,800 in eligible rides is estimated to be provided in FY 2014. This grant does require a City match (40 percent), and by Medicaid rules that match amount cannot appear in the Title XIX grant budget. The City match is paid for from the Paratransit budget (213-50-1108-62210).

**Drinking Water Source Protection Grant (203-50-5093):** An Oregon Department of Human Services Drinking Water Program grant of \$50,000 was awarded in FY 2011-2012. In FY 2013-2014, \$7,500 is anticipated to be remaining of the original grant funds and will be used to continue on-the-ground riparian restoration activities upstream of the surface water intakes for the Calapooia, North Santiam, and South Santiam waterways.

**FEMA Projects (203-50-5095):** Federal financial assistance from the Federal Emergency Management Agency (FEMA) was made available to Albany on March 2, 2012 for the 50-year, plus, flooding event that took place from January 17-21, 2012. The City is eligible to receive reimbursement of up to 7 percent of the project costs to repair the damage incurred during the flood. This funding will be used to repair the culvert system on Belmont Avenue for Oak Creek. The City match will be transferred from the Street Capital and Restoration budget.

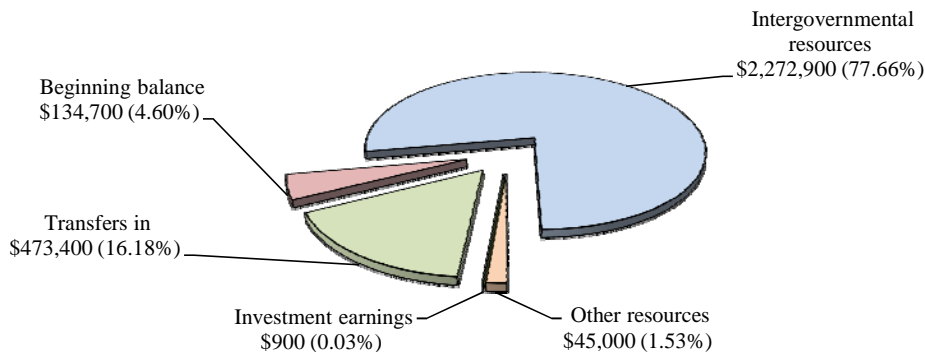
**ODOT Flexible Funds (203-50-5097):** The City was awarded a federal grant through ODOT's Flex Fund Program in the amount of \$1,180,000 to construct sidewalk along the north and south side of Gibson Hill Road from North Albany Road to Scenic Drive. The City will match the grant with \$298,000 being funded from TSDC improvement fee revenues and North Albany Frontage Fee revenues.

**GRANTS FUND  
RESOURCE DETAIL**

Resources	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
FAA Entitlement Proceeds	\$ 185,682	\$ -	\$ 142,500	\$ 160,852	\$ 344,900	114.42%	11.78%
Non-Medical Medicaid Grant	10,342	13,150	12,000	12,000	13,800	15.00%	0.47%
Bureau of Justice	1,710	4,861	4,600	5,900	6,900	16.95%	0.24%
CDBG Grant	339,522	186,806	200,000	200,000	-	(100.00%)	-
Oregon Emergency Management	-	2,394	35,000	1,244,000	634,900	(48.96%)	21.69%
Oregon Department of Aviation	-	78,423	-	-	-	-	-
Department of Energy	155,269	-	-	-	-	-	-
US Dept of Homeland Security	32,655	17,633	25,100	25,100	-	(100.00%)	-
Oregon DOT (Federal)	30,000	-	-	-	-	-	-
ARRA Funding	209,597	-	-	-	-	-	-
Federal Grants & Assistance	-	12,813	35,900	35,900	7,500	(79.11%)	0.26%
FAA Discretionary Funds	1,176,494	171,769	-	-	-	-	-
Foster Grandparent Grant	-	24,151	147,600	147,600	147,600	-	5.04%
Oregon State Fire Marshal	-	4,223	-	-	-	-	-
FEMA Disaster Reimbursement	-	-	450,000	450,000	412,500	(8.33%)	14.09%
CDBG Grant	-	-	-	-	340,000	-	11.62%
State of Oregon	312,396	903,085	294,100	294,100	283,800	(3.50%)	9.70%
Oregon Emergency Management	15,829	264,194	20,000	20,000	-	(100.00%)	-
DOJ Equitable Sharing	-	59,799	-	-	-	-	-
ODOT STP Flexible Funds	-	-	-	1,180,000	-	(100.00%)	-
Oregon Community Foundation	102,869	981,276	105,000	105,000	81,000	(22.86%)	2.77%
Albany Library Foundation	50,900	-	-	-	30,000	-	1.02%
Gifts & Donations	-	33,767	-	-	-	-	-
Miscellaneous Revenue	-	16,696	-	-	15,000	-	0.51%
Interest	-	22	700	700	900	28.57%	0.03%
<b>Total Current Resources</b>	<b>2,623,265</b>	<b>2,775,063</b>	<b>1,472,500</b>	<b>3,881,152</b>	<b>2,318,800</b>	<b>(40.25%)</b>	<b>79.22%</b>
From Parks Fund	47,527	42,657	17,000	17,000	-	(100.00%)	-
From Street Capital	-	2,245	140,000	140,000	127,500	(8.93%)	4.36%
From Albany Municipal Airport	-	-	7,500	17,873	47,900	168.00%	1.64%
From Capital Equipment Fund	-	11,595	-	-	-	-	-
From Parks SDC	-	408,042	-	-	-	-	-
From ARRA Grant - TLS	-	479	-	-	-	-	-
From ARRA Grant - Alb Stn Park & Ri	-	388	-	-	-	-	-
From Transportation SDCi	-	-	-	47,000	47,000	-	1.61%
From N. Albany Frontage Fee	-	-	-	251,000	251,000	-	8.58%
<b>Total Transfers In</b>	<b>47,527</b>	<b>465,406</b>	<b>164,500</b>	<b>472,873</b>	<b>473,400</b>	<b>0.11%</b>	<b>16.18%</b>
<b>Beginning Balance</b>	<b>75,805</b>	<b>(33,912)</b>	<b>122,700</b>	<b>122,700</b>	<b>134,700</b>	<b>9.78%</b>	<b>4.60%</b>
<b>Total Resources</b>	<b>\$2,746,598</b>	<b>\$3,206,556</b>	<b>\$1,759,700</b>	<b>\$4,476,725</b>	<b>\$2,926,900</b>	<b>(34.62%)</b>	<b>100.00%</b>

**GRANTS FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**GRANTS FUND  
REQUIREMENTS AND STAFFING SUMMARIES**

Program Requirements	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
911 Emergency Dispatch	\$ 242,302	\$ 247,952	\$ 246,100	\$ 246,100	\$ 235,800	\$ 235,800	\$ 235,800
SAFER	-	-	-	1,197,300	623,200	623,200	623,200
State HMEP	-	-	-	11,700	11,700	11,700	11,700
DOJ Bulletproof Vest	750	7,276	4,900	6,200	6,900	6,900	6,900
DOJ Equitable Sharing	-	-	60,000	60,000	46,700	46,700	46,700
Foster Grandparents (91.011)	-	24,151	147,600	147,600	147,600	147,600	147,600
E Thornton Lake Nat Area Turtle Mgmt	-	-	54,000	54,000	39,000	39,000	39,000
12-13 SHPO Historic Preservation Grant	-	-	14,500	14,500	14,500	14,500	14,500
CDBG	-	-	-	-	340,000	340,000	340,000
Library Foundation	43,278	853,651	47,600	47,600	48,300	48,300	48,300
Oregon Community Foundation	176,455	152,361	110,500	110,500	154,600	154,600	154,600
State Library Grant	8,888	5,266	6,500	6,500	6,500	6,500	6,500
FAA Annual Capital Grant	1,277,463	199,934	150,000	178,725	392,800	392,800	392,800
Title XIX Grant	14,628	10,833	12,000	12,000	13,800	13,800	13,800
Drinking Water Source Protection	-	13,006	35,900	35,900	7,500	7,500	7,500
FEMA Projects	-	2,245	590,000	590,000	540,000	540,000	540,000
ODOT Flexible Funds	-	-	-	1,478,000	298,000	298,000	298,000
Closed Grants	1,016,746	1,577,833	280,100	280,100	-	-	-
<b>Total Requirements</b>	<b>\$2,780,510</b>	<b>\$3,094,507</b>	<b>\$1,759,700</b>	<b>\$4,476,725</b>	<b>\$2,926,900</b>	<b>\$ 2,926,900</b>	<b>\$ 2,926,900</b>

**Requirements by Type**

Personnel	\$ 30,090	\$ 33,198	\$ 90,700	\$1,288,000	\$ 699,600	\$ 699,600	\$ 699,600
Materials & Services	986,465	1,509,767	1,011,400	1,053,125	1,041,000	1,041,000	1,041,000
Capital	1,742,268	1,508,339	657,600	2,135,600	1,186,300	1,186,300	1,186,300
<b>Total Requirements</b>	<b>\$2,758,822</b>	<b>\$3,051,304</b>	<b>\$1,759,700</b>	<b>\$4,476,725</b>	<b>\$2,926,900</b>	<b>\$ 2,926,900</b>	<b>\$ 2,926,900</b>

**Adopted Requirements  
by Program and Type**

	Materials			Adopted Budget	% of Fund Budget
	Personnel	& Services	Capital		
911 Emergency Dispatch	\$ -	\$ 235,800	\$ -	\$ 235,800	8.05%
SAFER	623,200	-	-	623,200	21.29%
State HMEP	-	11,700	-	11,700	0.40%
DOJ Bulletproof Vest	-	6,900	-	6,900	0.24%
DOJ Equitable Sharing	-	46,700	-	46,700	1.60%
Foster Grandparents (91.011)	61,600	86,000	-	147,600	5.04%
E Thornton Lake Nat Area Turtle Mgmt	-	39,000	-	39,000	1.33%
12-13 SHPO Historic Preservation Grant	-	14,500	-	14,500	0.50%
CDBG	-	340,000	-	340,000	11.62%
Library Foundation	-	-	48,300	48,300	1.65%
Oregon Community Foundation	-	154,600	-	154,600	5.28%
State Library Grant	1,000	5,500	-	6,500	0.22%
FAA Annual Capital Grant	-	92,800	300,000	392,800	13.42%
Title XIX Grant	13,800	-	-	13,800	0.47%
Drinking Water Source Protection	-	7,500	-	7,500	0.26%
FEMA Projects	-	-	540,000	540,000	18.45%
ODOT Flexible Funds	-	-	298,000	298,000	10.18%
<b>Total Requirements</b>	<b>\$ 699,600</b>	<b>\$1,041,000</b>	<b>\$1,186,300</b>	<b>\$ 2,926,900</b>	<b>100.00%</b>
Percent of Fund Budget	23.90%	35.57%	40.53%	100.00%	

Staffing Summary (FTE)	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
SAFER	-	-	6.000	6.000	6.000	6.000	6.000
Foster Grandparents (91.011)	-	-	0.600	0.600	0.600	0.600	0.600
Title XIX Grant	0.375	0.375	-	-	-	-	-

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5000: 911 Emergency Dispatch**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Intergovernmental Revenue	242,302.22	247,951.64	246,100	246,100	235,800	-4.19%
<b>TOTAL REVENUES</b>	<b>242,302.22</b>	<b>247,951.64</b>	<b>246,100</b>	<b>246,100</b>	<b>235,800</b>	<b>-4.19%</b>
<b>EXPENDITURES</b>						
Materials & Services	242,302.22	247,951.64	246,100	246,100	235,800	-4.19%
<b>TOTAL EXPENDITURES</b>	<b>242,302.22</b>	<b>247,951.64</b>	<b>246,100</b>	<b>246,100</b>	<b>235,800</b>	<b>-4.19%</b>

203: Grants  
25: Fire

**CITY OF ALBANY, OREGON**  
**Adopted Budget Summary**

Budget Fiscal Year: 2014

**PROG 5098: SAFER Grant (97.044)**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Intergovernmental Revenue	-	-	-	1,197,300	623,200	- %
Investment Earnings	-	-	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,197,300</b>	<b>623,200</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Personnel Services	-	-	-	1,197,300	623,200	- %
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,197,300</b>	<b>623,200</b>	<b>- %</b>

<b>PROG 5098 SAFER Grant (97.044)</b>						
Revenues less Expenditures	-	-	-	-	-	-

**PROG 5099: State HMEP Grant (Odd Yr)**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>REVENUES</b>						
Intergovernmental Revenue	-	-	-	11,700	11,700	- %
Investment Earnings	-	-	-	-	-	- %
<b>TOTAL REVENUES</b>	-	-	-	<b>11,700</b>	<b>11,700</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Materials & Services	-	-	-	11,700	11,700	- %
<b>TOTAL EXPENDITURES</b>	-	-	-	<b>11,700</b>	<b>11,700</b>	<b>- %</b>

<b>PROG 5099 State HMEP Grant (Odd Yr)</b>						
Revenues less Expenditures	-	-	-	-	-	-



CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5008: DOJ Bulletproof Vest**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Intergovernmental Revenue	1,709.74	4,860.86	4,600	5,900	6,900	16.95%
Investment Earnings	-	-	-	-	-	- %
Beginning Balance	(1,761.58)	(801.82)	300	300	-	-100.00%
<b>TOTAL REVENUES</b>	<b>(51.84)</b>	<b>4,059.04</b>	<b>4,900</b>	<b>6,200</b>	<b>6,900</b>	<b>11.29%</b>
<b>EXPENDITURES</b>						
Materials & Services	749.98	7,276.22	4,900	6,200	6,900	11.29%
<b>TOTAL EXPENDITURES</b>	<b>749.98</b>	<b>7,276.22</b>	<b>4,900</b>	<b>6,200</b>	<b>6,900</b>	<b>11.29%</b>

**PROG 5008 DOJ Bulletproof Vest**

Revenues less Expenditures	(801.82)	(3,217.18)	-	-	-
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**PROG 5096: DOJ Equitable Sharing**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Intergovernmental Revenue	-	59,799.44	-	-	-	- %
Investment Earnings	-	21.67	-	-	-	- %
Beginning Balance	-	-	60,000	60,000	46,700	-22.17%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>59,821.11</b>	<b>60,000</b>	<b>60,000</b>	<b>46,700</b>	<b>-22.17%</b>
<b>EXPENDITURES</b>						
Materials & Services	-	-	60,000	60,000	46,700	-22.17%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>60,000</b>	<b>46,700</b>	<b>-22.17%</b>

**PROG 5096 DOJ Equitable Sharing**

Revenues less Expenditures

-                      59,821.11                      -                      -                      -

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5090: Foster Grandparents (94.011)**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Intergovernmental Revenue	-	24,151.44	147,600	147,600	147,600	- %
Investment Earnings	-	-	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>-</b>	<b>24,151.44</b>	<b>147,600</b>	<b>147,600</b>	<b>147,600</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Personnel Services	-	12,585.52	62,100	62,100	61,600	-0.81%
Materials & Services	-	11,565.92	85,500	85,500	86,000	0.58%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>24,151.44</b>	<b>147,600</b>	<b>147,600</b>	<b>147,600</b>	<b>- %</b>

<b>PROG 5090 Foster Grandparents (94.011)</b>						
Revenues less Expenditures	-	-	-	-	-	-

**PROG 5094: E Thornton Lake Nat Area Turtle Mgmt Pro**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Intergovernmental Revenue	-	-	27,000	27,000	27,000	- %
Investment Earnings	-	-	-	-	-	- %
Transfers In	-	-	17,000	17,000	-	-100.00%
Beginning Balance	-	-	10,000	10,000	12,000	20.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>54,000</b>	<b>54,000</b>	<b>39,000</b>	<b>-27.78%</b>
<b>EXPENDITURES</b>						
Materials & Services	-	-	54,000	54,000	39,000	-27.78%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>54,000</b>	<b>54,000</b>	<b>39,000</b>	<b>-27.78%</b>

<b>PROG 5094 E Thornton Lake Nat Area Turtle Mgmt Pro</b>						
<b>Revenues less Expenditures</b>	-	-	-	-	-	

**PROG 5091: 12-13 SHPO Historic Preservation Grant**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>REVENUES</b>						
Intergovernmental Revenue	-	-	14,500	14,500	14,500	- %
Investment Earnings	-	-	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>14,500</b>	<b>14,500</b>	<b>14,500</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Materials & Services	-	-	14,500	14,500	14,500	- %
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>14,500</b>	<b>14,500</b>	<b>14,500</b>	<b>- %</b>

**PROG 5091 12-13 SHPO Historic Preservation Grant**

Revenues less Expenditures

- - - - -

**PROG 5100: CDBG**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>REVENUES</b>						
Intergovernmental Revenue	-	-	-	-	340,000	- %
<b>TOTAL REVENUES</b>	-	-	-	-	<b>340,000</b>	- %
<b>EXPENDITURES</b>						
Materials & Services	-	-	-	-	340,000	- %
<b>TOTAL EXPENDITURES</b>	-	-	-	-	<b>340,000</b>	- %

**PROG 5100 CDBG**

Revenues less Expenditures

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CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5032: Library Foundation**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Intergovernmental Revenue	-	852,638.00	-	-	-	- %
Miscellaneous Revenue	50,900.00	-	-	-	-	- %
Investment Earnings	-	-	200	200	300	50.00%
Beginning Balance	41,089.18	48,711.48	47,400	47,400	48,000	1.27%
<b>TOTAL REVENUES</b>	<b>91,989.18</b>	<b>901,349.48</b>	<b>47,600</b>	<b>47,600</b>	<b>48,300</b>	<b>1.47%</b>
<b>EXPENDITURES</b>						
Materials & Services	43,277.70	853,650.77	-	-	-	- %
Capital	-	-	47,600	47,600	48,300	1.47%
<b>TOTAL EXPENDITURES</b>	<b>43,277.70</b>	<b>853,650.77</b>	<b>47,600</b>	<b>47,600</b>	<b>48,300</b>	<b>1.47%</b>

**PROG 5032 Library Foundation**

<b>Revenues less Expenditures</b>	<b>48,711.48</b>	<b>47,698.71</b>	<b>-</b>	<b>-</b>	<b>-</b>
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CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5033: Oregon Community Foundation**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Intergovernmental Revenue	102,869.00	128,638.00	105,000	105,000	81,000	-22.86%
Miscellaneous Revenue	-	16,503.00	-	-	45,000	- %
Investment Earnings	-	-	500	500	600	20.00%
Beginning Balance	79,378.24	5,792.18	5,000	5,000	28,000	460.00%
<b>TOTAL REVENUES</b>	<b>182,247.24</b>	<b>150,933.18</b>	<b>110,500</b>	<b>110,500</b>	<b>154,600</b>	<b>39.91%</b>
<b>EXPENDITURES</b>						
Materials & Services	176,455.06	152,360.80	110,500	110,500	154,600	39.91%
<b>TOTAL EXPENDITURES</b>	<b>176,455.06</b>	<b>152,360.80</b>	<b>110,500</b>	<b>110,500</b>	<b>154,600</b>	<b>39.91%</b>

**PROG 5033 Oregon Community Foundation**

<b>Revenues less Expenditures</b>	<b>5,792.18</b>	<b>(1,427.62)</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**PROG 5034: State Library Grant**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Intergovernmental Revenue	5,594.03	11,506.00	6,500	6,500	6,500	- %
Investment Earnings	-	-	-	-	-	- %
Beginning Balance	995.76	(2,297.98)	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>6,589.79</b>	<b>9,208.02</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Personnel Services	103.34	-	400	400	1,000	150.00%
Materials & Services	8,784.43	5,265.61	6,100	6,100	5,500	-9.84%
<b>TOTAL EXPENDITURES</b>	<b>8,887.77</b>	<b>5,265.61</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	<b>- %</b>

**PROG 5034 State Library Grant**

<b>Revenues less Expenditures</b>	<b>(2,297.98)</b>	<b>3,942.41</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**PROG 5003: FAA Annual Capital Grant**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Intergovernmental Revenue	1,362,176.00	250,192.00	142,500	160,852	344,900	114.42%
Investment Earnings	-	-	-	-	-	- %
Transfers In	-	-	7,500	17,873	47,900	168.00%
Beginning Balance	(134,971.26)	(50,257.78)	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>1,227,204.74</b>	<b>199,934.22</b>	<b>150,000</b>	<b>178,725</b>	<b>392,800</b>	<b>119.78%</b>
<b>EXPENDITURES</b>						
Materials & Services	-	-	150,000	178,725	92,800	-48.08%
Capital	1,277,462.52	180,895.02	-	-	300,000	- %
Transfers Out	-	19,039.20	-	-	-	- %
<b>TOTAL EXPENDITURES</b>	<b>1,277,462.52</b>	<b>199,934.22</b>	<b>150,000</b>	<b>178,725</b>	<b>392,800</b>	<b>119.78%</b>

**PROG 5003 FAA Annual Capital Grant**

<b>Revenues less Expenditures</b>	<b>(50,257.78)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**PROG 5014: Title XIX Grant**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Intergovernmental Revenue	10,341.87	13,150.08	12,000	12,000	13,800	15.00%
Investment Earnings	-	-	-	-	-	- %
Beginning Balance	2,944.22	(1,342.29)	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>13,286.09</b>	<b>11,807.79</b>	<b>12,000</b>	<b>12,000</b>	<b>13,800</b>	<b>15.00%</b>
<b>EXPENDITURES</b>						
Personnel Services	14,628.38	10,832.50	12,000	12,000	13,800	15.00%
<b>TOTAL EXPENDITURES</b>	<b>14,628.38</b>	<b>10,832.50</b>	<b>12,000</b>	<b>12,000</b>	<b>13,800</b>	<b>15.00%</b>

**PROG 5014 Title XIX Grant**

Revenues less Expenditures	(1,342.29)	975.29	-	-	-
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**PROG 5093: Drinking Water Source Protection**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Intergovernmental Revenue	-	12,813.00	35,900	35,900	7,500	-79.11%
Miscellaneous Revenue	-	193.16	-	-	-	- %
Beginning Balance	-	-	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>-</b>	<b>13,006.16</b>	<b>35,900</b>	<b>35,900</b>	<b>7,500</b>	<b>-79.11%</b>
<b>EXPENDITURES</b>						
Materials & Services	-	13,005.82	35,900	35,900	7,500	-79.11%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>13,005.82</b>	<b>35,900</b>	<b>35,900</b>	<b>7,500</b>	<b>-79.11%</b>

**PROG 5093 Drinking Water Source Protection**

Revenues less Expenditures

-                      0.34                      -                      -                      -

**PROG 5095: FEMA Projects**

Acct# Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>REVENUES</b>						
Intergovernmental Revenue	-	-	450,000	450,000	412,500	-8.33%
Investment Earnings	-	-	-	-	-	-
Transfers In	-	2,244.92	140,000	140,000	127,500	-8.93%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>2,244.92</b>	<b>590,000</b>	<b>590,000</b>	<b>540,000</b>	<b>-8.47%</b>
<b>EXPENDITURES</b>						
Capital	-	2,244.92	590,000	590,000	540,000	-8.47%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>2,244.92</b>	<b>590,000</b>	<b>590,000</b>	<b>540,000</b>	<b>-8.47%</b>

<b>PROG 5095 FEMA Projects</b>					
Revenues less Expenditures	-	-	-	-	-

**PROG 5097: ODOT Flexible Funds Program**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Investment Earnings	-	-	-	-	-	- %
Transfers In	-	-	-	298,000	298,000	- %
<b>TOTAL REVENUES</b>	-	-	-	<b>1,478,000</b>	<b>298,000</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Capital	-	-	-	1,478,000	298,000	- %
<b>TOTAL EXPENDITURES</b>	-	-	-	<b>1,478,000</b>	<b>298,000</b>	<b>- %</b>

**PROG 5097 ODOT Flexible Funds Program**

Revenues less Expenditures

- - - - -



Pix Theatre  
Alivia Pynes - North Albany Middle School



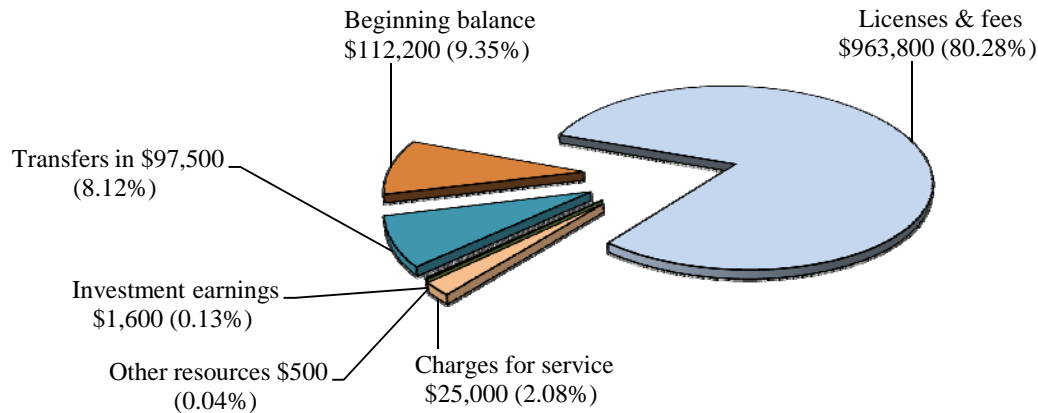
April Kingry - Memorial Middle School

**BUILDING INSPECTION FUND  
RESOURCE DETAIL**

Resources	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
Building Permit Surcharge	\$ 72,203	\$ 74,575	\$ 70,000	\$ 70,000	\$ 70,000	-	5.83%
Master Electrical Permit	1,819	881	1,000	1,000	1,000	-	0.08%
Electrical Minor Labels	3,450	3,975	3,000	3,000	3,000	-	0.25%
Residential Permits	268,109	315,614	317,200	317,200	317,200	-	26.42%
Commercial Permits	544,262	425,573	418,000	418,000	410,600	(1.77%)	34.19%
Land Use Plan Review Fee	5,328	5,325	5,000	5,000	5,000	-	0.42%
Manufactured Home Set-up Fees	2,200	2,475	1,500	1,500	1,000	(33.33%)	0.08%
Fire Sprinkler Permits	19,529	19,332	16,000	16,000	14,000	(12.50%)	1.17%
Parking Lot Permits	45,188	13,667	15,000	15,000	10,000	(33.33%)	0.83%
Electrical Permits	104,503	86,886	104,100	104,100	104,400	0.29%	8.70%
Fire Alarm Permits	3,027	8,372	6,000	6,000	5,000	(16.67%)	0.42%
Sign Permits	2,939	3,166	2,600	2,600	2,600	-	0.22%
Document Imaging Fees	18,091	23,463	18,500	18,500	17,000	(8.11%)	1.42%
Electrical Document Imaging	1,279	1,814	3,000	3,000	3,000	-	0.25%
Charges for Services	77,269	50,522	48,300	48,300	25,000	(48.24%)	2.08%
Miscellaneous Revenue	200	-	500	500	500	-	0.04%
Interest	1,602	1,743	1,500	1,500	1,600	6.67%	0.13%
<b>Total Current Resources</b>	<b>1,170,998</b>	<b>1,037,383</b>	<b>1,031,200</b>	<b>1,031,200</b>	<b>990,900</b>	<b>(3.91%)</b>	<b>82.53%</b>
From General Fund	30,000	25,963	30,000	30,000	65,000	116.67%	5.41%
From Water Economic Development	12,500	10,815	2,500	2,500	2,500	-	0.21%
From Sewer Economic Development	12,500	10,815	2,500	2,500	2,500	-	0.21%
From Building Inspection	10,648	8,824	12,500	12,500	27,500	120.00%	2.29%
<b>Total Transfers In</b>	<b>65,648</b>	<b>56,416</b>	<b>47,500</b>	<b>47,500</b>	<b>97,500</b>	<b>105.26%</b>	<b>8.12%</b>
Beginning Balance	201,154	232,620	47,100	47,100	112,200	138.22%	9.35%
<b>Total Resources</b>	<b>\$1,437,800</b>	<b>\$1,326,419</b>	<b>\$1,125,800</b>	<b>\$1,125,800</b>	<b>\$1,200,600</b>	<b>6.64%</b>	<b>100.00%</b>

**BUILDING INSPECTION FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget





**BUILDING INSPECTION FUND  
REQUIREMENTS AND STAFFING SUMMARIES**

<b>Program Requirements</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Building Inspection	\$1,035,332	\$1,018,094	\$ 945,100	\$ 945,100	\$1,004,400	\$1,004,400	\$1,004,400
Electrical Permit Program	116,310	106,055	121,100	121,100	132,400	132,400	132,400
ADA Code Enforcement	53,539	56,313	59,600	59,600	63,800	63,800	63,800
Development Code Enforcement	-	-	-	-	-	-	-
<b>Total Requirements</b>	<b>\$1,205,181</b>	<b>\$1,180,462</b>	<b>\$1,125,800</b>	<b>\$1,125,800</b>	<b>\$1,200,600</b>	<b>\$1,200,600</b>	<b>\$1,200,600</b>

**Requirements by Type**

Personnel	\$ 847,200	\$ 825,778	\$ 764,600	\$ 764,600	\$ 803,600	\$ 803,600	\$ 803,600
Materials & Services	347,333	345,860	348,700	348,700	360,500	360,500	360,500
Transfers Out	10,648	8,824	12,500	12,500	36,500	36,500	36,500
<b>Total Requirements</b>	<b>\$1,205,181</b>	<b>\$1,180,462</b>	<b>\$1,125,800</b>	<b>\$1,125,800</b>	<b>\$1,200,600</b>	<b>\$1,200,600</b>	<b>\$1,200,600</b>

**Adopted Requirements  
by Program and Type**

	Personnel	Materials & Services	Transfers Out	Adopted Budget	% of Fund Budget
Building Inspection	\$ 658,700	\$ 309,200	\$ 36,500	\$1,004,400	83.66%
Electrical Permit Program	96,800	35,600	-	132,400	11.03%
ADA Code Enforcement	48,100	15,700	-	63,800	5.31%
<b>Total Requirements</b>	<b>\$ 803,600</b>	<b>\$ 360,500</b>	<b>\$ 36,500</b>	<b>\$1,200,600</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>66.93%</b>	<b>30.03%</b>	<b>3.04%</b>	<b>100.00%</b>	

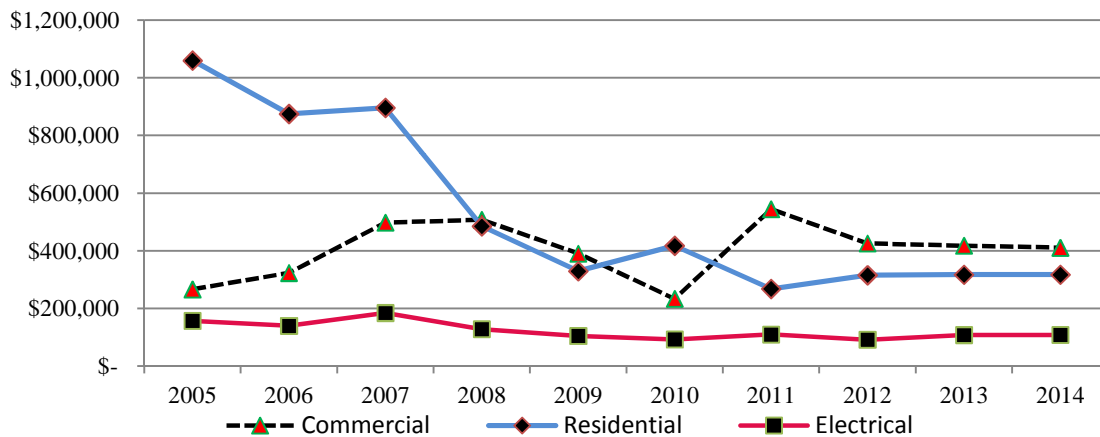
<b>Staffing Summary (FTE)</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Building Inspection	7.500	7.500	6.750	6.750	5.750	5.750	5.750
Electrical Permit Program	1.000	1.000	0.750	0.750	0.750	0.750	0.750
ADA Code Enforcement	0.843	0.843	0.750	0.750	0.750	0.750	0.750
<b>Total FTE</b>	<b>9.343</b>	<b>9.343</b>	<b>8.250</b>	<b>8.250</b>	<b>7.250</b>	<b>7.250</b>	<b>7.250</b>

**BUILDING INSPECTION FUND**  
**Building Permit Resources by Source**  
for Fiscal Years 2005 through 2014\*

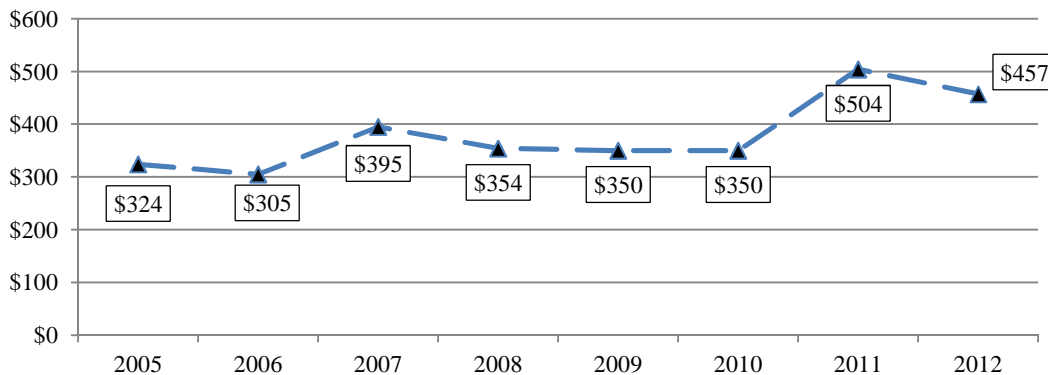
Fiscal Year June 30,	Commercial	Residential	Electrical	Other Permits	All Permits	Annual % Change	Total # of Permits
2005	\$ 266,240	\$1,059,540	\$ 156,992	\$ 52,309	\$ 1,535,081	n/a	4,736
2006	323,221	874,492	140,008	55,236	1,392,957	(9.26%)	4,574
2007	497,554	895,712	184,476	81,296	1,659,038	19.10%	4,200
2008	507,461	485,208	128,518	42,555	1,163,742	(29.85%)	3,285
2009	390,408	329,377	104,878	62,760	887,423	(23.74%)	2,535
2010	233,673	417,567	92,627	42,502	786,369	(11.39%)	2,245
2011	544,262	268,109	109,771	78,211	1,000,353	27.21%	1,984
2012	425,573	315,614	91,742	52,337	885,266	(11.50%)	1,939
2013	418,000	317,200	108,100	46,100	889,400	0.47%	2,111
2014	410,600	317,200	108,400	37,600	873,800	(1.75%)	1,920

\* Actual receipts for years 2005 through 2012; budgeted resources for 2013 and 2014.

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



**Average Revenue per Permit**  
Fiscal Years 2005-2012 (Actual Receipts)



## PROGRAM NARRATIVE

### BUILDING INSPECTION: BUILDING INSPECTION PROGRAM (204-40-1602)

**Responsible Manager/Title:** Gary Stutzman, Building Official

#### **FUNCTIONS AND RESPONSIBILITIES**

- Protect public health and safety through enforcement of Albany Municipal Code Title 18, the state building codes, and the Albany Development Code, which enhances the community's quality of life.
- Implement new building code requirements resulting from new legislative action. Provide information to the public regarding code cycle updates in construction codes and standards.
- Participate in the development review process, conduct plans review, issue building permits, and perform inspections for all new construction, checking compliance with applicable municipal and development codes, state building codes, and adopted standards.
- Assist the public with information relevant to the City's building and development codes both in person and by telephone with a courteous and helpful attitude.
- Administer the Building Inspection Program per the state-approved Operational Plan.

#### **STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Safe City	06/13	In Progress	<ul style="list-style-type: none"> <li>• Improve the enforcement of work without permits cases by 10%.</li> </ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Implement online web-based plan review program, reducing City time spent in plan review along with time and cost of producing paper plans to be submitted by applicant. Removes the need to scan and store all plans submitted electronically.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Utilize live web-based on-site program for inspections and inspection entries.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Increase the number of checklists, templates, and handouts to help educate our customers.</li> </ul>

#### **PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Total permits issued.	1,984	1,939	2,111	1,920
Commercial construction permits issued.	147	114	191	145
New single-family residence permits issued.	73	87	111	60
New construction value (in millions of dollars).	43	55	60	55
Percent of inspections performed according to policy framework.	95%	92%	95%	95%
Number of inspections performed.	7,997	7,898	9,107	9,000

#### **STAFFING SUMMARY**

Budgeted FTEs	201 7.50	7.50	6.75	6.75
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**PROG 1602: Building Inspection**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Licenses & Fees	966,995.07	875,533.76	859,800	859,800	842,400	-2.02%
Charges for Services	77,269.10	50,521.61	48,300	48,300	25,000	-48.24%
Miscellaneous Revenue	200.00	-	500	500	500	- %
Investment Earnings	1,711.11	1,818.75	1,500	1,500	1,500	- %
Transfers In	-	-	-	-	35,000	- %
Beginning Balance	203,368.36	214,211.34	35,000	35,000	100,000	185.71%
<b>TOTAL REVENUES</b>	<b>1,249,543.64</b>	<b>1,142,085.46</b>	<b>945,100</b>	<b>945,100</b>	<b>1,004,400</b>	<b>6.27%</b>
<b>EXPENDITURES</b>						
Personnel Services	703,142.94	691,559.92	611,700	611,700	658,700	7.68%
Materials & Services	321,541.12	317,710.07	320,900	320,900	309,200	-3.65%
Transfers Out	10,648.24	8,823.55	12,500	12,500	36,500	192.00%
<b>TOTAL EXPENDITURES</b>	<b>1,035,332.30</b>	<b>1,018,093.54</b>	<b>945,100</b>	<b>945,100</b>	<b>1,004,400</b>	<b>6.27%</b>

**PROG 1602 Building Inspection**

<b>Revenues less Expenditures</b>	<b>214,211.34</b>	<b>123,991.92</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### BUILDING INSPECTION: ELECTRICAL PERMIT PROGRAM (204-40-1603)

Responsible Manager/Title: Gary Stutzman, Building Official

#### FUNCTIONS AND RESPONSIBILITIES

- Protect public health and safety through enforcement of the state building codes, which enhance the community’s quality of life.
  - Participate in pre-development and site plan review process as needed.
  - Attend necessary training sessions to obtain code change credits and continuing education credits required to maintain certifications.
  - Assist the public with information relevant to the City’s electrical code requirements, both in person and by telephone with a courteous and helpful attitude.
- Administer the Electrical Inspection Program using the operational plan approved by the state as the standard.
  - Conduct electrical inspections upon request, checking compliance with applicable municipal codes and state building codes.
  - Pursue abatement of electrical hazards on private property.
  - Ensure that homeowners doing their own electrical work install safe and code-compliant electrical systems.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013 Safe City	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Develop closer working relationship with electrical serving utilities in monitoring new electrical service installations and repair work installed under the Oregon Electrical Specialty Code.</li> </ul>
Budget Year 2013-2014 Effective Government	06/14		<ul style="list-style-type: none"> <li>• Continue to develop a strong working relationship with the Chief Electrical Inspector at the State Building Codes Division.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of electrical permits issued (new, additions, and alterations).	783	751	797	800
Percent of inspections performed according to policy framework.	95%	95%	95%	95%

#### STAFFING SUMMARY

Budgeted FTEs	1.00	1.00	0.75	0.75
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**PROG 1603: Electrical Permit Program**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Licenses & Fees	124,931.83	109,584.83	121,100	121,100	121,400	0.25%
Investment Earnings	(102.83)	(76.23)	-	-	100	- %
Beginning Balance	(2,213.98)	6,305.36	-	-	10,900	- %
<b>TOTAL REVENUES</b>	<b>122,615.02</b>	<b>115,813.96</b>	<b>121,100</b>	<b>121,100</b>	<b>132,400</b>	<b>9.33%</b>
<b>EXPENDITURES</b>						
Personnel Services	90,799.06	77,949.89	94,300	94,300	96,800	2.65%
Materials & Services	25,510.60	28,105.43	26,800	26,800	35,600	32.84%
<b>TOTAL EXPENDITURES</b>	<b>116,309.66</b>	<b>106,055.32</b>	<b>121,100</b>	<b>121,100</b>	<b>132,400</b>	<b>9.33%</b>

**PROG 1603 Electrical Permit Program**

<b>Revenues less Expenditures</b>	<b>6,305.36</b>	<b>9,758.64</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### BUILDING INSPECTION: DISABILITY ACCESS PROGRAM (ADA) (204-40-1607)

Responsible Manager/Title: Gary Stutzman, Building Official

#### FUNCTIONS AND RESPONSIBILITIES

- Protect public health and safety through enforcement of the state building codes, which enhance the community's quality of life.
- Investigate complaints and abate code violations relating to the Americans with Disabilities Act (ADA) and state disability access requirements.
- Participate in pre-development and site plan review as needed.
- Conduct field inspections upon request, checking compliance with applicable state building codes and the ADA guidelines.
- Assist the public and City departments with information relevant to the ADA and state disability access requirements both in person and by telephone with a courteous and helpful attitude.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City	06/13	Complete	<ul style="list-style-type: none"> <li>• Develop and implement amendments to City policies to conform to HB 3361.</li> </ul>
	06/13	Complete	<ul style="list-style-type: none"> <li>• Review facilities for compliance with 2010 ADA standards and implement changes as necessary.</li> </ul>
	06/17	In Progress	<ul style="list-style-type: none"> <li>• Evaluate curb ramps in public rights-of-way for prioritization on Curb Ramp Transition Plan.</li> </ul>
Budget Year 2013-2014			
Safe City	06/15		<ul style="list-style-type: none"> <li>• Develop draft plan for sheltering vulnerable populations in times of emergency.</li> </ul>
	06/16		<ul style="list-style-type: none"> <li>• Review facilities and components of the Parks system for compliance with ADA standards.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of parking lots reviewed for disability access compliance.	12	36	54	50
Number of City facilities reviewed for compliance with ADA.	12	12	12	12
Number of disability access-related training sessions provided to staff and/or contractors.	30	20	20	20
Percent of inspections performed according to policy framework.	98%	98%	98%	98%

#### STAFFING SUMMARY

Budgeted FTEs	.84 <sup>205</sup>	.84	0.75	0.75
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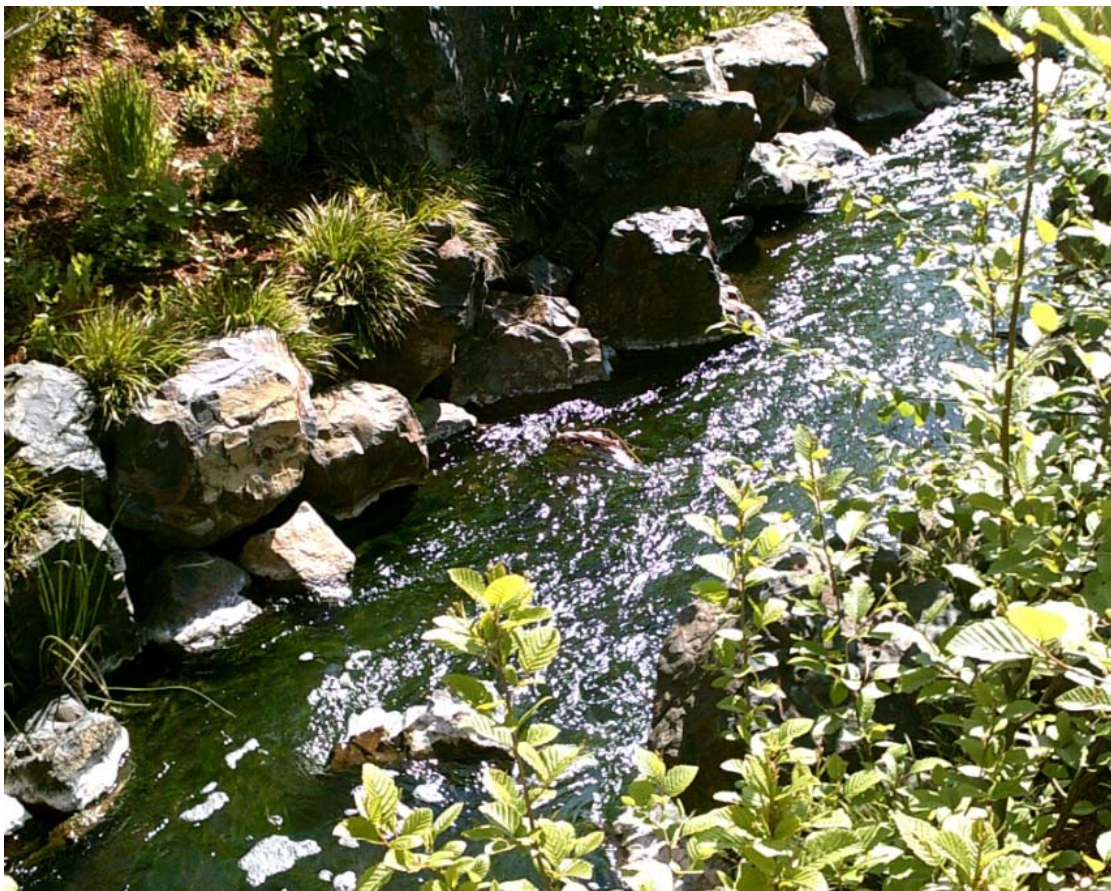
**PROG 1607: ADA Code Enforcement**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Investment Earnings	(6.45)	-	-	-	-	- %
Transfers In	65,648.24	56,416.24	47,500	47,500	62,500	31.58%
Beginning Balance	-	12,102.84	12,100	12,100	1,300	-89.26%
<b>TOTAL REVENUES</b>	<b>65,641.79</b>	<b>68,519.08</b>	<b>59,600</b>	<b>59,600</b>	<b>63,800</b>	<b>7.05%</b>
<b>EXPENDITURES</b>						
Personnel Services	53,257.81	56,268.46	58,600	58,600	48,100	-17.92%
Materials & Services	281.14	44.31	1,000	1,000	15,700	1470.00%
<b>TOTAL EXPENDITURES</b>	<b>53,538.95</b>	<b>56,312.77</b>	<b>59,600</b>	<b>59,600</b>	<b>63,800</b>	<b>7.05%</b>

**PROG 1607 ADA Code Enforcement**

<b>Revenues less Expenditures</b>	<b>12,102.84</b>	<b>12,206.31</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Water Flow  
Abigail Slanga - Calapooia Middle School  
Third Place Award



Delapoe Building  
Davy Jones - North Albany Middle School

**RISK MANAGEMENT FUND**  
**RESOURCE DETAIL**

<b>Resources</b>	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Interest	127,817	77,947	69,800	69,800	49,400	(29.23%)	0.45%
Total Current Resources	127,817	77,947	69,800	69,800	49,400	(29.23%)	0.45%
From Capital Projects Fund	-	-	918,500	918,500	470,000	(48.83%)	4.32%
From Litigation Proceeds	1,068,600	-	-	-	-	-	-
From EPlans Building	-	-	-	-	9,000	-	0.08%
From EPlans Planning	-	-	-	-	2,700	-	0.02%
From EPlans Water	-	-	-	-	2,700	-	0.02%
From EPlans Sewer	-	-	-	-	2,700	-	0.02%
From EPlans Fire	-	-	-	-	900	-	0.01%
Total Transfers In	1,068,600	-	918,500	918,500	488,000	(48.83%)	4.49%
Beginning Balance	19,187,810	12,723,668	11,844,800	11,844,800	10,341,300	(12.69%)	95.06%
Total Resources	\$ 20,384,227	\$ 12,801,615	\$ 12,833,100	\$ 12,833,100	\$ 10,878,700	(15.23%)	100.00%

**REQUIREMENT SUMMARIES**

<b>Program Requirements</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Risk Management	\$ 42,625	\$ 340,597	\$ 1,552,300	\$ 1,552,300	\$ 1,540,200	\$ 1,540,200	\$ 1,540,200
PepsiCo Settlement Projects	\$ 7,608,190	\$ 2,155,901	\$ 11,256,800	\$ 11,256,800	\$ 9,338,500	\$ 9,338,500	\$ 9,338,500
HARP	9,744	41,033	24,000	24,000	-	-	-
Total Requirements	\$ 7,660,559	\$ 2,537,531	\$ 12,833,100	\$ 12,833,100	\$ 10,878,700	\$ 10,878,700	\$ 10,878,700

<b>Percent of Fund Total</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Risk Management	0.56%	13.42%	12.10%	12.10%	14.16%	14.16%	14.16%
PepsiCo Settlement Projects	99.32%	84.96%	87.72%	87.72%	85.84%	-	-
HARP	0.13%	1.62%	0.19%	0.19%	-	-	-
Totals	100.01%	100.00%	100.01%	100.01%	100.00%	14.16%	14.16%

## **PROGRAM NARRATIVE**

### **RISK MANAGEMENT FUND: RISK MANAGEMENT (208-10-1005)**

**Responsible Manager/Title:** Stewart Taylor, Finance Director

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#### **FUNCTIONS AND RESPONSIBILITIES**

- This program is a reserve used to mitigate risk and provide financial protection for deductible payments and other liability exposures.
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**PROG 1005: Risk Management Reserve**

Acct# Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>REVENUES</b>						
Miscellaneous Revenue	-	-	-	-	-	- %
Investment Earnings	10,468.91	21,004.32	7,000	7,000	13,400	91.43%
Transfers In	1,000,000.00	-	-	-	-	- %
Beginning Balance	606,152.75	1,573,996.42	1,545,300	1,545,300	1,526,800	-1.20%
<b>TOTAL REVENUES</b>	<b>1,616,621.66</b>	<b>1,595,000.74</b>	<b>1,552,300</b>	<b>1,552,300</b>	<b>1,540,200</b>	<b>-0.78%</b>
<b>EXPENDITURES</b>						
Materials & Services	42,625.24	340,596.87	1,552,300	1,552,300	1,540,200	-0.78%
Capital	-	-	-	-	-	- %
<b>TOTAL EXPENDITURES</b>	<b>42,625.24</b>	<b>340,596.87</b>	<b>1,552,300</b>	<b>1,552,300</b>	<b>1,540,200</b>	<b>-0.78%</b>

**PROG 1005 Risk Management Reserve**

Revenues less Expenditures	1,573,996.42	1,254,403.87	-	-	-
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## PROGRAM NARRATIVE

### RISK MANAGEMENT FUND: PEPSICO SETTLEMENT PROCEEDS (208-10-1037)

Responsible Manager/Title: Stewart Taylor, Finance Director

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#### FUNCTIONS AND RESPONSIBILITIES

- This program accounts for the funds received in March, 2010, from the SVC Manufacturing Inc. (PepsiCo) settlement agreement.
  - Proceeds that have not yet been expended are appropriated in a reserve account for economic development and future police and fire facilities.
  - \$1,280,988 was loaned for the construction of the Oak Street LID. The principal and interest assessment payments will be transferred from the LID Capital Projects Program in repayment of the loan.
  - \$3,348,794 was loaned for the construction of the Timber Ridge LIDs. The principal and interest assessment payments will be transferred from the LID Capital Projects Program in repayment of the loan.
  - \$174,100 was loaned for the purchase of the Project.docx E-plan software. Payments will be made by the user departments.
-

**PROG 1037: PepsiCo Settlement Projects**

Acct# Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>REVENUES</b>						
Investment Earnings	117,195.95	56,742.41	62,800	62,800	36,000	-42.68%
Transfers In	-	-	918,500	918,500	488,000	-46.87%
Beginning Balance	18,581,657.29	11,090,663.69	10,275,500	10,275,500	8,814,500	-14.22%
<b>TOTAL REVENUES</b>	<b>18,698,853.24</b>	<b>11,147,406.10</b>	<b>11,256,800</b>	<b>11,256,800</b>	<b>9,338,500</b>	<b>-17.04%</b>
<b>EXPENDITURES</b>						
Materials & Services	132,483.57	34,913.06	-	45,000	-	- %
Capital	-	-	11,256,800	11,211,800	9,338,500	-16.71%
Transfers Out	7,475,705.98	2,120,988.00	-	-	-	- %
<b>TOTAL EXPENDITURES</b>	<b>7,608,189.55</b>	<b>2,155,901.06</b>	<b>11,256,800</b>	<b>11,256,800</b>	<b>9,338,500</b>	<b>-17.04%</b>

**PROG 1037 PepsiCo Settlement Projects**

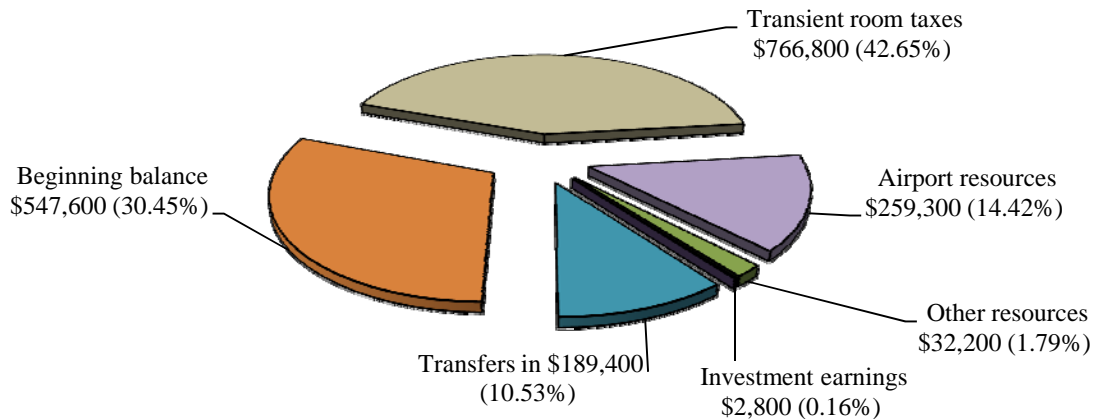
Revenues less Expenditures	11,090,663.69	8,991,505.04	-	-	-
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**ECONOMIC DEVELOPMENT FUND  
RESOURCE DETAIL**

Resources	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
Transient Room Tax	\$ 655,879	\$ 715,865	\$ 685,400	\$ 685,400	\$ 766,800	11.88%	42.65%
Airport: Fuel	118,528	158,519	175,000	175,000	185,500	6.00%	10.32%
Airport: Tie Down Fees	375	1,075	600	600	600	-	0.03%
Airport: Lease	35,822	52,770	40,000	40,000	45,000	12.50%	2.50%
Fixed Base Operator Revenues	(34,500)	3,000	-	-	-	-	-
Space Rental	27,380	27,600	28,200	28,200	28,200	-	1.57%
Dayton Hudson Corp (Target)	31,271	34,674	33,500	33,500	32,200	(3.88%)	1.79%
Interest	(173)	3,059	2,300	2,300	2,800	21.74%	0.16%
<b>Total Current Resources</b>	<b>834,583</b>	<b>996,562</b>	<b>965,000</b>	<b>965,000</b>	<b>1,061,100</b>	<b>9.96%</b>	<b>59.02%</b>
From CARA Program	103,900	109,700	111,900	111,900	119,600	6.88%	6.65%
Transfer In: Transient Room Tax	-	61,800	63,700	63,700	65,600	2.98%	3.65%
From FAA Annual Capital Grant	-	19,039	-	-	-	-	-
From Economic Development	-	-	-	-	4,200	-	0.23%
<b>Total Transfers In</b>	<b>103,900</b>	<b>190,539</b>	<b>175,600</b>	<b>175,600</b>	<b>189,400</b>	<b>7.86%</b>	<b>10.53%</b>
Beginning Balance	377,762	408,678	423,700	423,700	547,600	29.24%	30.45%
<b>Total Resources</b>	<b>\$1,316,245</b>	<b>\$1,595,779</b>	<b>\$1,564,300</b>	<b>\$1,564,300</b>	<b>\$1,798,100</b>	<b>14.95%</b>	<b>100.00%</b>

CARA-Central Albany Revitalization Area

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



**ECONOMIC DEVELOPMENT FUND  
REQUIREMENT AND STAFFING SUMMARIES**

<b>Program Requirements</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Target Utilities	\$ 35,372	\$ 39,221	\$ 37,900	\$ 37,900	\$ 36,400	\$ 36,400	\$ 36,400
Economic Development Activities <sup>1</sup>	547,379	764,614	986,300	986,300	1,125,200	1,125,200	1,125,200
Albany Municipal Airport <sup>2</sup>	324,816	252,784	414,100	414,100	444,600	444,600	444,600
Municipal Airport Capital Projects	-	-	126,000	126,000	191,900	191,900	191,900
<b>Total Requirements</b>	<b>\$ 907,567</b>	<b>\$ 1,056,619</b>	<b>\$ 1,564,300</b>	<b>\$ 1,564,300</b>	<b>\$ 1,798,100</b>	<b>\$ 1,798,100</b>	<b>\$ 1,798,100</b>

<sup>1</sup> City Manager

<sup>2</sup> Public Works

**Requirements by Type**

Personnel	\$ 166,103	\$ 148,311	\$ 141,900	\$ 141,900	\$ 164,200	\$ 164,200	\$ 164,200
Materials & Services	658,293	707,588	899,200	899,200	918,800	918,800	918,800
Capital	47,800	-	278,400	268,027	329,600	329,600	329,600
Transfers Out	-	161,500	206,900	217,273	349,100	349,100	349,100
Debt Service	35,372	39,221	37,900	37,900	36,400	36,400	36,400
<b>Total Requirements</b>	<b>\$ 907,567</b>	<b>\$ 1,056,619</b>	<b>\$ 1,564,300</b>	<b>\$ 1,564,300</b>	<b>\$ 1,798,100</b>	<b>\$ 1,798,100</b>	<b>\$ 1,798,100</b>

**Adopted Requirements**

<b>by Program and Type</b>	Materials		Transfers	Debt	Adopted	% of Fund
	Personnel	& Services				
Target Utilities	\$ -	\$ -	\$ -	\$ -	\$ 36,400	2.02%
Economic Development Activities	149,500	674,500	-	301,200	-	62.58%
Albany Municipal Airport	14,700	244,300	185,600	-	444,600	24.73%
Municipal Airport Capital Projects	-	-	144,000	47,900	191,900	10.67%
<b>Total Requirements</b>	<b>\$ 164,200</b>	<b>\$ 918,800</b>	<b>\$ 329,600</b>	<b>\$ 349,100</b>	<b>\$ 36,400</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>9.14%</b>	<b>51.10%</b>	<b>18.33%</b>	<b>19.41%</b>	<b>2.02%</b>	<b>100.00%</b>

<b>Staffing Summary (FTE)</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Economic Development							
Activities	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Albany Municipal Airport	0.500	0.450	0.100	0.100	0.100	0.100	0.100
<b>Total FTE</b>	<b>1.500</b>	<b>1.450</b>	<b>1.100</b>	<b>1.100</b>	<b>1.100</b>	<b>1.100</b>	<b>1.100</b>



# ECONOMIC DEVELOPMENT FUND

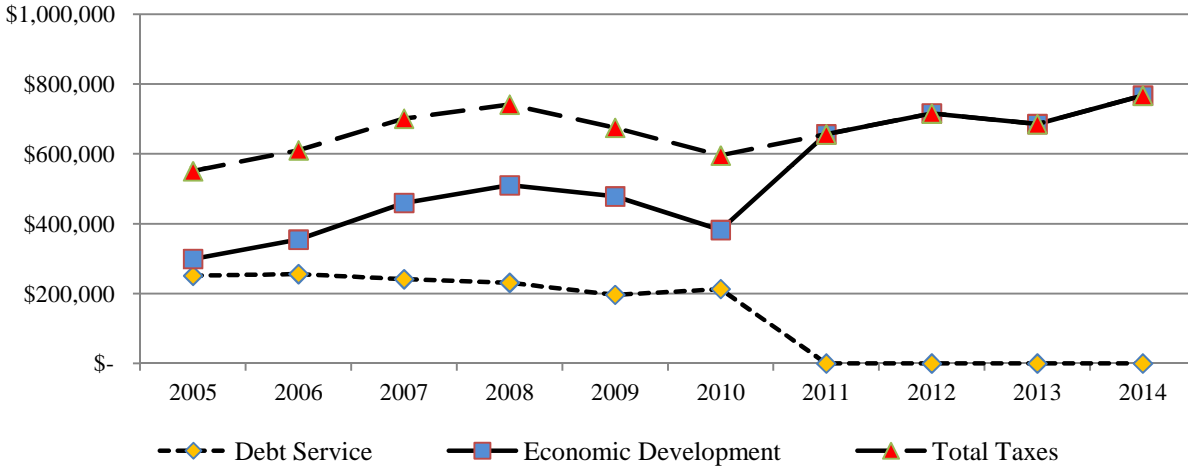
## TRANSIENT ROOM TAX COLLECTIONS\* Ten Fiscal Years

Fiscal Year	Debt Service**	Economic Development	Totals	Annual Increase (Decrease)
2005	\$ 251,204	\$ 299,200	\$ 550,404	na
2006	256,014	354,502	610,516	10.92%
2007	241,343	459,569	700,912	14.81%
2008	231,083	510,037	741,120	5.74%
2009	196,593	478,150	674,743	(8.96%)
2010	213,175	382,054	595,229	(11.78%)
2011	-	655,879	655,879	10.19%
2012	-	715,865	715,865	9.15%
2013	-	685,400	685,400	(4.26%)
2014	-	766,800	766,800	11.88%

\* Actual collections for years 2005 through 2012. Budgeted collections for 2013 and 2014.

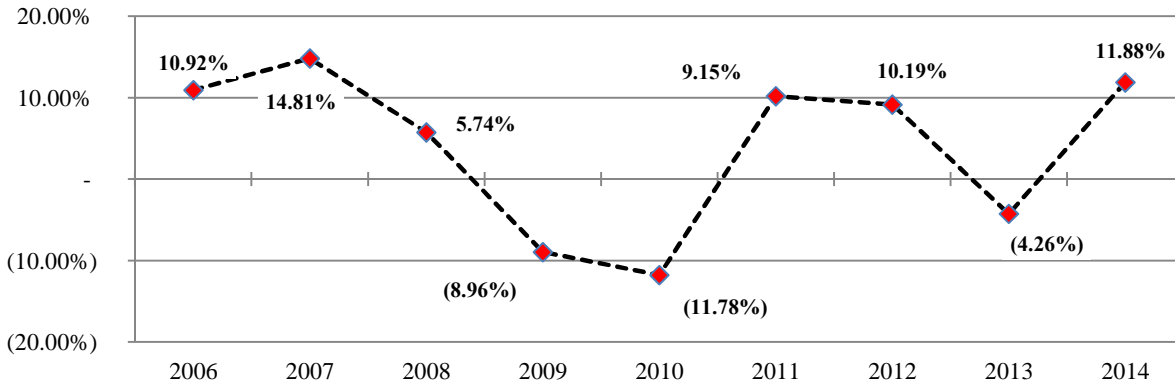
\*\* Final payment of Fairgrounds bonds paid in 2011 with reserves.

## TOTAL TRANSIENT ROOM TAXES USED FOR ECONOMIC DEVELOPMENT AND DEBT SERVICE FUNDS Ten Fiscal Years



## ANNUAL PERCENTAGE INCREASE (DECREASE)

Nine Fiscal Years



**ECONOMIC DEVELOPMENT FUND  
USE OF TRANSIENT ROOM TAX REVENUES  
Ten Fiscal Years**

Fiscal Year	.....Non-Profit Agencies.....			Amount Available for Other Activities	Total Economic Development Fund	Debt Service <sup>2</sup>	Total Transient Room Tax Revenues
	Albany Visitors Association	AMEDC <sup>1</sup>	Albany Downtown Association				
2005	\$ 215,000	\$ 40,000	\$ 15,200	\$ 29,000	\$ 299,200	\$ 251,204	\$ 550,404
2006	230,000	40,000	15,000	69,502	354,502	256,014	610,516
2007	234,800	40,000	25,000	159,769	459,569	241,343	700,912
2008	347,000	45,000	25,000	93,037	510,037	231,083	741,120
2009	347,000	45,000	30,000	56,150	478,150	196,593	674,743
2010	337,300	45,000	35,589	(35,835)	382,054	213,175	595,229
2011	320,300	42,700	33,623	259,256	655,879	-	655,879
2012	329,000	44,000	39,600	303,265	715,865	-	715,865
2013	338,900	45,400	40,800	260,300	685,400	-	685,400
2014	349,100	46,900	42,000	328,800	766,800	-	766,800

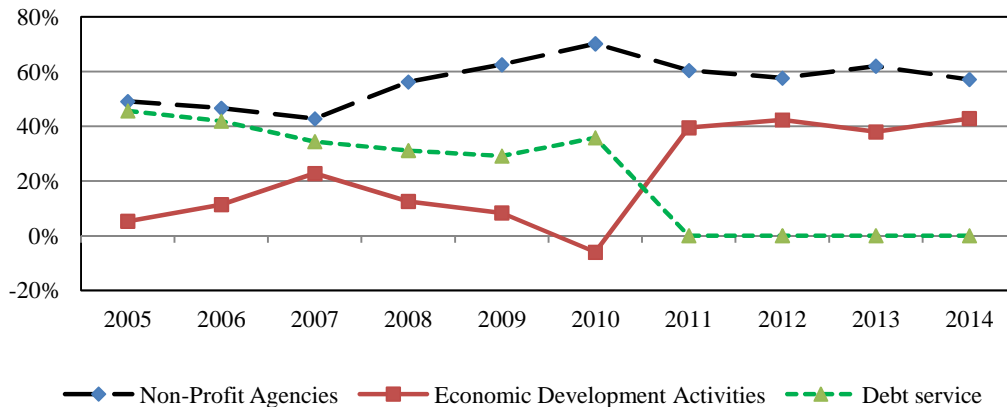
<sup>1</sup> Albany-Millersburg Economic Development Corporation

<sup>2</sup> For Fiscal Year 2011, no tax revenues are required for debt service.

**PERCENTAGE OF TOTAL ROOM TAX REVENUES BY USAGE  
Ten Fiscal Years**

Fiscal Year	.....Non-Profit Agencies.....			Amount Available for Other Activities	Total Economic Development Fund	Debt Service	Total Transient Room Tax Revenues
	Albany Visitors Association	AMEDC	Albany Downtown Association				
2005	39.06%	7.27%	2.76%	5.27%	54.36%	45.64%	100.00%
2006	37.67%	6.55%	2.46%	11.38%	58.07%	41.93%	100.00%
2007	33.50%	5.71%	3.57%	22.79%	65.57%	34.43%	100.00%
2008	46.82%	6.07%	3.37%	12.55%	68.82%	31.18%	100.00%
2009	51.43%	6.67%	4.45%	8.32%	70.86%	29.14%	100.00%
2010	56.67%	7.56%	5.98%	(6.02%)	64.19%	35.81%	100.00%
2011	48.84%	6.51%	5.13%	39.53%	100.00%	-	100.00%
2012	45.96%	6.15%	5.53%	42.36%	100.00%	-	100.00%
2013	49.45%	6.62%	5.95%	37.98%	100.00%	-	100.00%
2014	45.53%	6.12%	5.48%	42.88%	100.00%	-	100.00%

**PERCENTAGE OF TOTAL ROOM TAX REVENUES BY USAGE  
Ten Fiscal Years**



## PROGRAM NARRATIVE

### ECONOMIC DEVELOPMENT FUND: TARGET UTILITIES (211-10-1007)

**Responsible Manager/Title:** Anne Baker, Senior Accountant

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#### FUNCTIONS AND RESPONSIBILITIES

- This program received funds from loans and grants in order to design and construct the water lines, sanitary sewer, roads, storm drainage, and a traffic signal light needed to accommodate the Target Distribution Center.
  - The grants were received as an economic incentive for Target to build their distribution center in Albany and are not required to be repaid if Target satisfies the employment requirements of the grant.
  - Loans received from the Oregon Economic Development Department by the Dayton Hudson Corporation (Target) and the City of Albany will be repaid by December 1, 2015.
- 

#### MATURITY SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>	<u>Dayton Hudson Corp. Payment</u>	<u>City of Albany Payment</u>
2013-2014	\$ 30,460	\$ 5,886	\$ 36,346	\$ 32,132	\$ 4,214
2014-2015	35,774	4,134	39,908	35,281	4,627
2015-2016	36,107	2,077	38,184	33,757	4,427
Totals	\$ 102,341	\$ 12,097	\$ 114,438	\$ 101,170	\$ 13,268

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**PROG 1007: Target Utilities**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Miscellaneous Revenue	31,271.20	34,674.02	33,500	33,500	32,200	-3.88%
Investment Earnings	103.98	42.81	200	200	-	-100.00%
Transfers In	-	-	-	-	4,200	- %
Beginning Balance	12,283.48	8,287.16	4,200	4,200	-	-100.00%
<b>TOTAL REVENUES</b>	<b>43,658.66</b>	<b>43,003.99</b>	<b>37,900</b>	<b>37,900</b>	<b>36,400</b>	<b>-3.96%</b>
<b>EXPENDITURES</b>						
Debt Service	35,371.50	39,220.50	37,900	37,900	36,400	-3.96%
<b>TOTAL EXPENDITURES</b>	<b>35,371.50</b>	<b>39,220.50</b>	<b>37,900</b>	<b>37,900</b>	<b>36,400</b>	<b>-3.96%</b>

**PROG 1007 Target Utilities**

<b>Revenues less Expenditures</b>	<b>8,287.16</b>	<b>3,783.49</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### ECONOMIC DEVELOPMENT: ECONOMIC DEVELOPMENT ACTIVITIES (211-11-1101)

**Responsible Manager/Title:** Kate Porsche, Economic Development & Urban Renewal Director

#### FUNCTIONS AND RESPONSIBILITIES

- Manage outside agency grants to market Albany to convention, event, and tournament planners; coordinate year-round events; and support facilities by assisting meeting planners.
- Provide administrative oversight for economic development activities and the Strategic Plan initiatives.
- Provide management oversight and support to the CARA district and its activities.
- Meet with local businesses to determine needs and potential for City assistance.
- Contract (through outside agency grant) and coordinate with the Albany-Millersburg Economic Development Corporation (AMEDC) to establish, retain, and expand business in Albany.
- Continue active partnership with Council of Governments; Linn County; Cities of Lebanon, Corvallis, Tangent, and Harrisburg; and Oregon Economic and Community Development Department on “wetland pilot project” for Oregon Department of State Lands.
- Administer the transient room tax according to ORS Sections 320.345-320.350 and Albany Municipal Code Chapter 3.14. The room tax rate has been nine percent since July 1, 1999. Operators retain five percent of the gross tax as compensation for record-keeping services.
- The Reserve in this fund is used for tourism promotion activities.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Healthy Economy	06/13	In Progress	<ul style="list-style-type: none"> <li>• Collaborate with regional partners to create jobs by increasing the number of suitable industrial sites.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Assist with marketing and development of PepsiCo and Kempf property sites.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Support Mayor’s Business-Ready Task Force.</li> </ul>
Budget Year 2013-2014			
Effective Government	07/13		<ul style="list-style-type: none"> <li>• Reestablish the Economic Development Director position as Economic Development &amp; Urban Renewal Director position</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Collaborate with regional partners to create jobs by increasing the number of suitable industrial sites.</li> </ul>
Healthy Economy	06/14		<ul style="list-style-type: none"> <li>• Implement Mayor’s Business-Ready Task Force recommendations.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013*</u>	<u>2013-2014</u>
Contact major company CEOs or Plant Managers within Albany.	6	6	6	12

#### STAFFING SUMMARY

Budgeted FTEs	1.00	1.00	1.00	1.00
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\* Number is through February 28, 2013

**PROG 1101: Economic Development Activities**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Transient Room Tax	655,879.28	715,864.89	685,400	685,400	766,800	11.88%
Investment Earnings	747.14	2,404.18	1,500	1,500	2,100	40.00%
Transfers In	103,900.00	109,700.00	111,900	111,900	119,600	6.88%
Beginning Balance	(588.62)	212,558.41	187,500	187,500	236,700	26.24%
<b>TOTAL REVENUES</b>	<b>759,937.80</b>	<b>1,040,527.48</b>	<b>986,300</b>	<b>986,300</b>	<b>1,125,200</b>	<b>14.08%</b>
<b>EXPENDITURES</b>						
Personnel Services	111,427.69	117,796.27	128,400	128,400	149,500	16.43%
Materials & Services	435,951.70	485,318.16	658,500	658,500	674,300	2.40%
Transfers Out	-	161,500.00	199,400	199,400	301,400	51.15%
<b>TOTAL EXPENDITURES</b>	<b>547,379.39</b>	<b>764,614.43</b>	<b>986,300</b>	<b>986,300</b>	<b>1,125,200</b>	<b>14.08%</b>

**PROG 1101 Economic Development Activities**

<b>Revenues less Expenditures</b>	<b>212,558.41</b>	<b>275,913.05</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### ECONOMIC DEVELOPMENT: ALBANY MUNICIPAL AIRPORT (211-50-1103)

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

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#### FUNCTIONS AND RESPONSIBILITIES

- Support the economic viability of the Albany Municipal Airport through an active partnership with economic development, local business and industry, and the aviation community.
- Provide management of the Albany Municipal Airport including City-owned aviation fuel sales, hangar leases, property management, and compliance with FAA regulations.

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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	12/13	In Progress	<ul style="list-style-type: none"><li>• Update Airport Master Plan.</li></ul>
	08/12	Canceled	<ul style="list-style-type: none"><li>• Hire airport operations contractor.</li></ul>
Budget Year 2013-2014			
Effective Government	12/13		<ul style="list-style-type: none"><li>• Complete Airport Master Plan update.</li></ul>
	06/14		<ul style="list-style-type: none"><li>• Install additional perimeter fencing.</li></ul>

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#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Percent of City hangar occupancy.	100%	100%	100%	100%
Number of aircraft based on the field.	80	80	80	85
Average aircraft operations per day.	65	70	70	70
Number of Airport Advisory Commission mtgs.	12	12	9	12
Gallons of Avgas sold.	28,925	28,480	30,812	35,000

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#### STAFFING SUMMARY

Budgeted FTEs	0.50	0.45	0.10	0.10
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**PROG 1103: Albany Municipal Airport**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Charges for Services	147,605.07	242,963.42	243,800	243,800	259,300	6.36%
Investment Earnings	(1,023.68)	547.21	300	300	300	- %
Transfers In	-	19,039.20	-	-	-	- %
Beginning Balance	366,067.26	187,832.45	170,000	170,000	185,000	8.82%
<b>TOTAL REVENUES</b>	<b>512,648.65</b>	<b>450,382.28</b>	<b>414,100</b>	<b>414,100</b>	<b>444,600</b>	<b>7.37%</b>
<b>EXPENDITURES</b>						
Personnel Services	54,674.98	30,514.32	13,500	13,500	14,700	8.89%
Materials & Services	222,341.47	222,270.10	240,700	240,700	244,300	1.50%
Capital	47,799.75	-	159,900	159,900	185,600	16.07%
<b>TOTAL EXPENDITURES</b>	<b>324,816.20</b>	<b>252,784.42</b>	<b>414,100</b>	<b>414,100</b>	<b>444,600</b>	<b>7.37%</b>

**PROG 1103 Albany Municipal Airport**

<b>Revenues less Expenditures</b>	<b>187,832.45</b>	<b>197,597.86</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### ECONOMIC DEVELOPMENT FUND: MUNICIPAL AIRPORT CAPITAL PROJECTS (211-50-1115)

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

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#### FUNCTIONS AND RESPONSIBILITIES

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

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	06/12	In Progress	<ul style="list-style-type: none"><li>• Transfer money to fund grant match contribution for Airport Master Plan Update project.</li></ul>
Budget Year 2013-2014			
Effective Government	12/13		<ul style="list-style-type: none"><li>• Complete funding match for Airport Master Plan Update project.</li></ul>

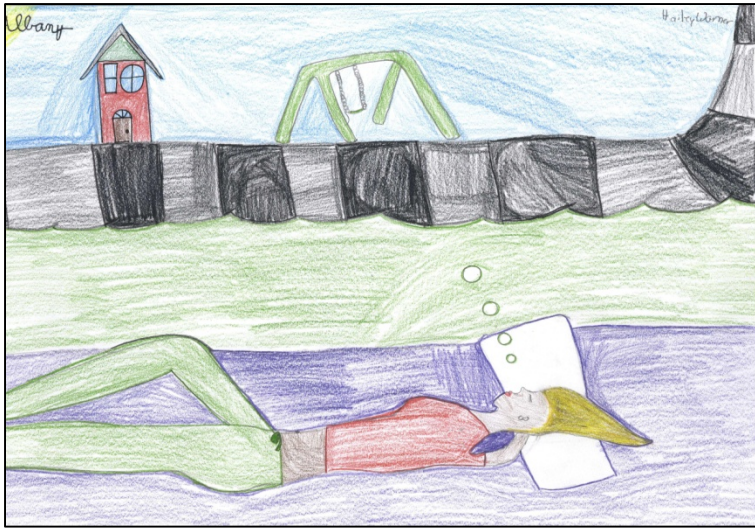
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**PROG 1115: Municipal Airport Capital Projects**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Investment Earnings	-	64.98	300	300	400	33.33%
Transfers In	-	61,800.00	63,700	63,700	65,600	2.98%
Beginning Balance	-	-	62,000	62,000	125,900	103.06%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>61,864.98</b>	<b>126,000</b>	<b>126,000</b>	<b>191,900</b>	<b>52.30%</b>
<b>EXPENDITURES</b>						
Capital	-	-	118,500	108,127	144,000	33.18%
Transfers Out	-	-	7,500	17,873	47,900	168.00%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>126,000</b>	<b>126,000</b>	<b>191,900</b>	<b>52.30%</b>

**PROG 1115 Municipal Airport Capital Projects**

<b>Revenues less Expenditures</b>	-	<b>61,864.98</b>	-	-	-
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Hailey Rose Warner - Memorial Middle School



Flowering Waters Next To Blossoms  
Ethan Faulkner - Calapooia Middle School

## AMBULANCE FUND

### RESOURCE DETAIL

Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Ambulance Service Fees	\$1,882,588	\$1,828,056	\$1,885,000	\$1,885,000	\$1,800,000	(4.51%)	83.47%
FireMed Fees	125,550	164,525	155,000	155,000	165,000	6.45%	7.65%
Miscellaneous Revenue	3,723	5,148	-	-	-	-	-
Interest	1,132	732	600	600	500	(16.67%)	0.02%
<b>Total Current Resources</b>	<b>2,012,993</b>	<b>1,998,460</b>	<b>2,040,600</b>	<b>2,040,600</b>	<b>1,965,500</b>	<b>(3.68%)</b>	<b>91.14%</b>
From Public Safety Levy Fund	135,194	170,453	166,000	166,000	171,000	3.01%	7.93%
From General Fund	-	-	46,000	46,000	-	(100.00%)	-
<b>Total Transfers In</b>	<b>135,194</b>	<b>170,453</b>	<b>212,000</b>	<b>212,000</b>	<b>171,000</b>	<b>(19.34%)</b>	<b>7.93%</b>
Beginning Balance	68,382	62,146	47,100	47,100	20,000	(57.54%)	0.93%
<b>Total Resources</b>	<b>\$2,216,570</b>	<b>\$2,231,058</b>	<b>\$2,299,700</b>	<b>\$2,299,700</b>	<b>\$2,156,500</b>	<b>(6.23%)</b>	<b>100.00%</b>

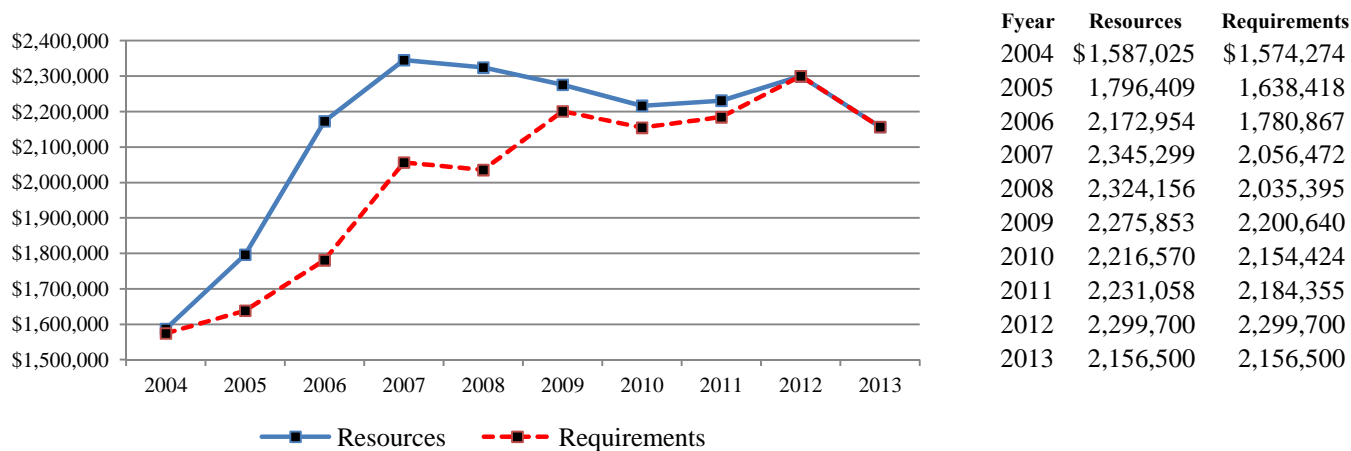
### REQUIREMENT/STAFFING SUMMARIES

Requirements by Type	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Personnel	\$1,801,944	\$1,833,285	\$1,939,600	\$1,939,600	\$1,874,700	\$1,874,700	\$1,874,700
Materials & Services	307,092	351,070	360,100	360,100	281,800	281,800	281,800
Capital	45,389	-	-	-	-	-	-
<b>Total Requirements</b>	<b>\$2,154,424</b>	<b>\$2,184,355</b>	<b>\$2,299,700</b>	<b>\$2,299,700</b>	<b>\$2,156,500</b>	<b>\$2,156,500</b>	<b>\$2,156,500</b>

Percent of Fund Total	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Personnel	83.64%	83.93%	84.34%	84.34%	86.93%	86.93%	86.93%
Materials & Services	14.25%	16.07%	15.66%	15.66%	13.07%	13.07%	13.07%
<b>Totals</b>	<b>97.89%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

Staffing Summary (FTE)	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Ambulance	17.00	16.00	16.00	16.00	14.60	14.60	14.60

### AMBULANCE RESOURCES/REQUIREMENTS, TEN FISCAL YEARS



## PROGRAM NARRATIVE

### AMBULANCE FUND: AMBULANCE (212-25-1206)

**Responsible Manager/Title:** Mark Bambach, EMS Division Chief

#### FUNCTIONS AND RESPONSIBILITIES

- Provide emergency and non-emergency transportation for the City of Albany and 205 square miles of Linn and Benton Counties.
- Maintain sufficient ambulances and all medical equipment in a state of preparedness.
- Oversee emergency medical services (EMS) that are integrated with Fire Suppression activities to meet community emergency medical needs.
- Provide emergency medical care at the scene of illnesses and injuries, and transport to medical facilities.
- Conduct emergency medical service training, skill proficiency, and re-certification for all Department certified personnel.
- Comply with local, state, and federal laws related to provision of emergency medical care and transportation.
- Support all billing and collection services associated with the Ambulance and FireMed programs.
- Provide funding for 12 Firefighter/Paramedic positions.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City/Effective Government	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Develop and refine Regional EMS concept to include a single Physician Advisor, regional EMS protocols, EMS operations, and quality assurance programs.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Obtain updated EMS charting software. Complete training and implementation of this system.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Complete State EMT recertification process.</li> </ul>
Budget Year 2013-2014			
Safe City/Effective Government	06/14		<ul style="list-style-type: none"> <li>• Provide annual Advanced Cardiac Life Support and Pediatric Advance Life Support training and certification for EMS personnel.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Develop and implement electronic EMS Quality Assurance Program.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Actively participate in local, state, and federal healthcare reform related to ambulance revenue.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Field Transports to Out-of-Community Medical Facilities.	364	404	440	400
Inter-Facility Transfers.	412	374	390	390
Billing Percent Received (Includes Medicare Write-offs).	45.3%	45.1%	45.0%	44.0%
EMS Responses per 1,000 Population Served (Mean for cities under 100k = 77.77).	92.2	92.8	92.0	92.0

#### STAFFING SUMMARY

	2010-2011	2011-2012	2012-2013	2013-2014
Authorized FTEs	17.00	16.00	16.00	15.00
Budgeted FTEs	17.00	16.00	16.00	14.60

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 1206: Ambulance**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Intergovernmental Revenue	-	-	-	-	-	- %
Charges for Services	2,008,137.65	1,992,580.80	2,040,000	2,040,000	1,965,000	-3.68%
Miscellaneous Revenue	3,723.28	5,147.51	-	-	-	- %
Investment Earnings	1,132.46	731.54	600	600	500	-16.67%
Transfers In	135,194.01	170,452.89	212,000	212,000	171,000	-19.34%
Beginning Balance	68,382.48	62,145.73	47,100	47,100	20,000	-57.54%
<b>TOTAL REVENUES</b>	<b>2,216,569.88</b>	<b>2,231,058.47</b>	<b>2,299,700</b>	<b>2,299,700</b>	<b>2,156,500</b>	<b>-6.23%</b>
<b>EXPENDITURES</b>						
Personnel Services	1,801,944.01	1,833,284.91	1,939,600	1,939,600	1,874,700	-3.35%
Materials & Services	307,091.50	351,069.73	360,100	360,100	281,800	-21.74%
Capital	45,388.64	-	-	-	-	- %
<b>TOTAL EXPENDITURES</b>	<b>2,154,424.15</b>	<b>2,184,354.64</b>	<b>2,299,700</b>	<b>2,299,700</b>	<b>2,156,500</b>	<b>-6.23%</b>

**PROG 1206 Ambulance**

<b>Revenues less Expenditures</b>	<b>62,145.73</b>	<b>46,703.83</b>	<b>-</b>	<b>-</b>	<b>-</b>
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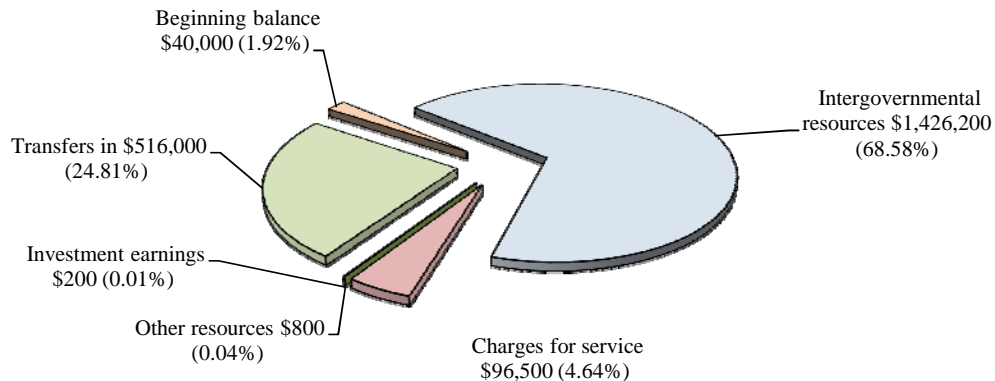
**PUBLIC TRANSIT FUND  
RESOURCE DETAIL**

Resources	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
State Operating Match Grant	\$ -	\$ -	\$ 28,000	\$ 28,000	\$ 9,600	(65.71%)	0.46%
Business Energy Tax Credit	-	404,946	-	-	-	-	-
FTA Section 5311 Grant	389,258	416,000	423,000	423,000	-	(100.00%)	-
FTA Section 5310 Grant	50,726	152,207	245,300	245,300	267,800	9.17%	12.88%
FTA Section 5309 Grant	-	-	304,000	304,000	304,000	-	14.62%
FTA Section 5307	-	-	-	-	605,800	-	29.15%
WComp Wage Subsidy Reimb	4,045	1,341	-	-	-	-	-
Oregon Department of Transportation	-	94	-	-	-	-	-
City of Millersburg	2,115	2,994	2,400	2,400	3,000	25.00%	0.14%
Local Funds: Operational	73,999	70,750	-	-	-	-	-
Special Transit Fund: Linn Co	18,587	23,060	17,000	17,000	4,000	(76.47%)	0.19%
Special Transit Fund: Benton Co	4,000	8,625	14,000	14,000	8,000	(42.86%)	0.38%
Linn County STO	-	-	15,000	15,000	-	(100.00%)	-
Benton County Gen Fund	-	-	4,800	4,800	-	(100.00%)	-
City of Corvallis Partnership	-	-	18,000	18,000	-	(100.00%)	-
LBCC Partnership	-	-	36,300	36,300	102,000	180.99%	4.90%
OSU Partnership	-	-	36,300	36,300	102,000	180.99%	4.90%
OSU Pass Program	-	-	46,700	46,700	1,100	(97.64%)	0.05%
LBCC Pass Program	-	-	18,900	18,900	18,900	-	0.91%
Advertising Revenue	18,614	15,789	15,000	15,000	8,000	(46.67%)	0.38%
Bus Fares	46,148	34,085	34,600	34,600	47,000	35.84%	2.26%
LBCC Fare Match Program	84,100	97,400	65,500	65,500	-	(100.00%)	-
Call-A-Ride Revenue	12,936	13,753	48,000	48,000	41,500	(13.54%)	2.00%
Gifts & Donations	425	680	500	500	300	(40.00%)	0.01%
Miscellaneous Revenue	5,043	654	500	500	500	-	0.03%
Interest	226	1,211	200	200	200	-	0.01%
<b>Total Current Resources</b>	<b>710,222</b>	<b>1,243,588</b>	<b>1,374,000</b>	<b>1,374,000</b>	<b>1,523,700</b>	<b>10.90%</b>	<b>73.27%</b>
From General Fund	417,200	366,100	436,100	436,100	440,000	0.89%	21.16%
From Capital Equipment Fund	9,300	4,700	81,000	81,000	76,000	(6.17%)	3.65%
<b>Total Transfers In</b>	<b>426,500</b>	<b>370,800</b>	<b>517,100</b>	<b>517,100</b>	<b>516,000</b>	<b>(0.21%)</b>	<b>24.81%</b>
Beginning Balance	149,353	58,180	130,200	130,200	40,000	(69.28%)	1.92%
<b>Total Resources</b>	<b>\$ 1,286,076</b>	<b>\$ 1,672,568</b>	<b>\$ 2,021,300</b>	<b>\$ 2,021,300</b>	<b>\$ 2,079,700</b>	<b>2.89%</b>	<b>100.00%</b>

LBCC-Linn Benton Community College  
 FTA-Federal Transit Administration  
 ODOT-Oregon Department of Transportation

**PUBLIC TRANSIT RESOURCES BY SOURCE**

Category Totals and Percent of Budget



## PUBLIC TRANSIT FUND

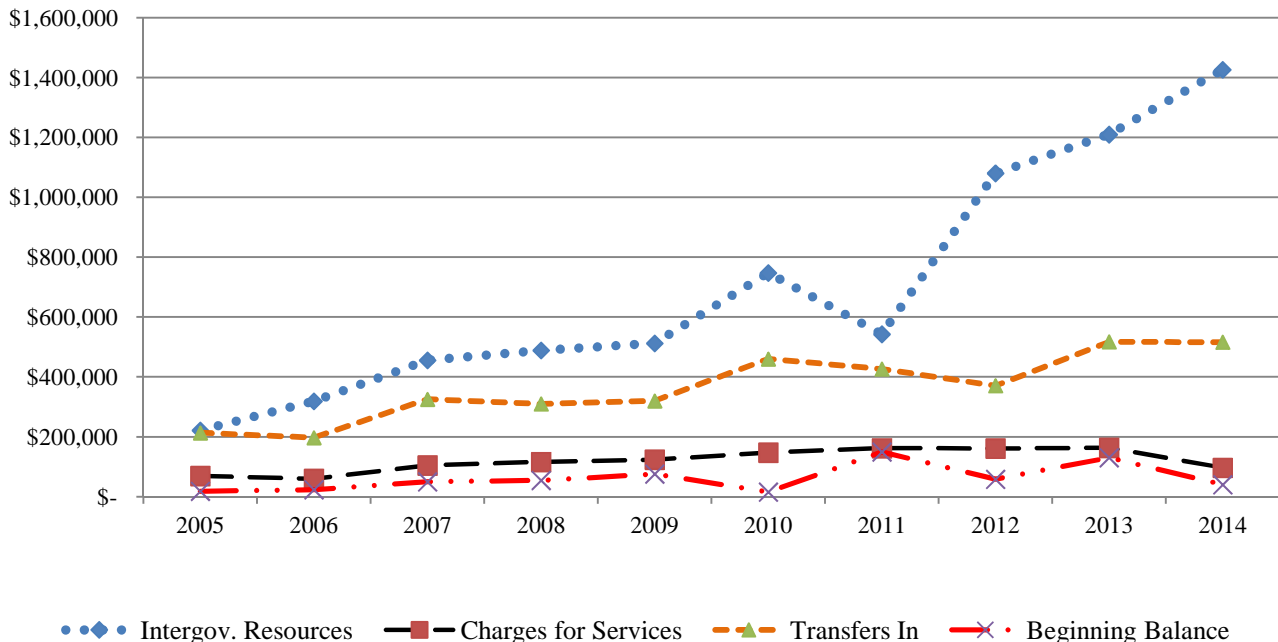
### RESOURCES BY TYPE - TEN FISCAL YEARS

Fiscal Year	Intergovernmental Resources	Charges for Services	Other Resources	Interest Earnings	Transfers In	Beginning Balance	Total Resources
2005	\$ 221,231	\$ 69,258	\$ 1,662	\$ 443	\$ 213,012	\$ 18,141	\$ 523,747
2006	318,860	59,512	5,112	659	197,100	23,300	604,543
2007	455,318	104,272	748	(1,977)	325,400	49,616	933,377
2008	488,511	115,812	659	1,003	310,000	54,302	970,287
2009	512,225	123,937	2,623	418	320,000	75,749	1,034,952
2010	747,408	147,438	725	(177)	459,900	15,671	1,370,965
2011	542,730	161,798	5,468	226	426,500	149,353	1,286,075
2012	1,080,017	161,026	1,334	1,211	370,800	58,180	1,672,568
2013	1,209,700	163,100	1,000	200	517,100	130,200	2,021,300
2014	1,426,200	96,500	800	200	516,000	40,000	2,079,700

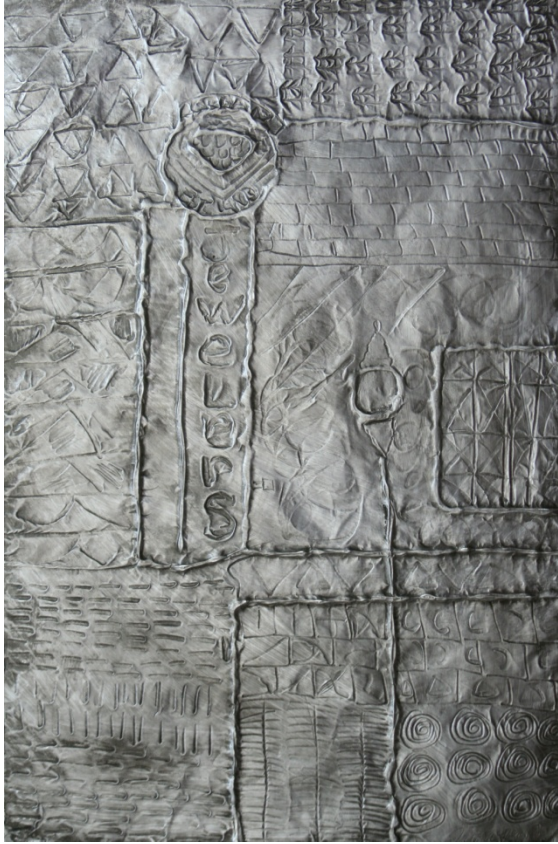
### RESOURCES BY TYPE - PERCENTAGE OF TOTAL RESOURCES - TEN FISCAL YEARS

2005	42.24%	13.22%	0.32%	0.08%	40.67%	3.47%	100.00%
2006	52.74%	9.84%	0.85%	0.11%	32.60%	3.86%	100.00%
2007	48.78%	11.17%	0.08%	(0.21%)	34.86%	5.32%	100.00%
2008	50.35%	11.94%	0.07%	0.10%	31.95%	5.59%	100.00%
2009	49.49%	11.98%	0.25%	0.04%	30.92%	7.32%	100.00%
2010	54.52%	10.75%	0.05%	(0.01%)	33.55%	1.14%	100.00%
2011	42.20%	12.58%	0.43%	0.02%	33.16%	11.61%	100.00%
2012	64.57%	9.63%	0.08%	0.07%	22.17%	3.48%	100.00%
2013	59.85%	8.07%	0.05%	0.01%	25.58%	6.44%	100.00%
2014	68.58%	4.64%	0.04%	0.01%	24.81%	1.92%	100.00%

### MAJOR RESOURCES BY TYPE - TEN FISCAL YEARS







Jordan Jewelers  
Hunter Bryant - North Albany Middle School



Cassidy Dowry - Memorial Middle School

**PUBLIC TRANSIT FUND  
REQUIREMENT AND STAFFING SUMMARIES**

<b>Program Requirements</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Albany Transit System	531,339	538,510	631,600	631,600	672,600	672,600	672,600
Linn-Benton Loop	433,636	417,867	898,800	898,800	951,500	951,500	951,500
Paratransit System	262,920	433,271	490,900	490,900	455,600	455,600	455,600
<b>Total Requirements</b>	<b>\$ 1,227,895</b>	<b>\$ 1,389,648</b>	<b>\$ 2,021,300</b>	<b>\$ 2,021,300</b>	<b>\$ 2,079,700</b>	<b>\$ 2,079,700</b>	<b>\$ 2,079,700</b>

**Requirements by Type**

Personnel	\$ 804,894	\$ 799,651	\$ 909,500	\$ 909,500	\$ 964,100	\$ 964,100	\$ 964,100
Materials & Services	423,001	469,475	601,800	601,800	719,800	719,800	719,800
Capital	-	120,522	510,000	510,000	390,800	390,800	390,800
Transfers Out	-	-	-	-	5,000	5,000	5,000
<b>Total Requirements</b>	<b>\$ 1,227,895</b>	<b>\$ 1,389,648</b>	<b>\$ 2,021,300</b>	<b>\$ 2,021,300</b>	<b>\$ 2,079,700</b>	<b>\$ 2,079,700</b>	<b>\$ 2,079,700</b>

**Adopted Requirements  
by Program and Type**

	Personnel	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Albany Transit System	\$ 375,600	\$ 281,200	\$ 10,800	\$ 5,000	\$ 672,600	32.34%
Linn-Benton Loop	313,300	258,200	380,000	-	951,500	45.75%
Paratransit System	275,200	180,400	-	-	455,600	21.91%
<b>Total Requirements</b>	<b>\$ 964,100</b>	<b>\$ 719,800</b>	<b>\$ 390,800</b>	<b>\$ 5,000</b>	<b>\$ 2,079,700</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>46.36%</b>	<b>34.61%</b>	<b>18.79%</b>	<b>0.24%</b>	<b>100.00%</b>	

<b>Staffing Summary (FTE)</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Albany Transit System	4.085	3.945	3.910	3.910	3.910	3.910	3.910
Linn-Benton Loop	3.475	3.335	3.300	3.300	3.300	3.300	3.300
Paratransit System	2.740	3.070	3.415	3.415	3.415	3.415	3.415
<b>Total FTE</b>	<b>10.300</b>	<b>10.350</b>	<b>10.625</b>	<b>10.625</b>	<b>10.625</b>	<b>10.625</b>	<b>10.625</b>

## PROGRAM NARRATIVE

### PUBLIC TRANSIT: ALBANY TRANSIT SYSTEM (213-50-1106)

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

Developed by: Barry Hoffman, Transit Programs Supervisor

#### FUNCTIONS AND RESPONSIBILITIES

- Provide a safe and reliable public transit system along fixed routes to link residential areas with retail, employment, medical, and educational centers.
- Maintain records of ridership, maintenance, and operation of the system and apply for state and federal grants in order 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 LBCC and OSU students through the combined Pass Programs.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Effective Government	07/12	Ongoing	<ul style="list-style-type: none"> <li>• Research and implement technology to allow passengers to view location of buses in real time.</li> </ul>
Great Neighborhoods	09/12	Postponed	<ul style="list-style-type: none"> <li>• Conduct ridership satisfaction survey.</li> </ul>
	03/13	Ongoing	<ul style="list-style-type: none"> <li>• Evaluate success of route expansion. Identify ongoing resources if ridership demand is high.</li> </ul>
	06/13	Postponed	<ul style="list-style-type: none"> <li>• Evaluate ridership survey and target new areas for improvement.</li> </ul>
Budget Year 2013-2014			
Effective Government	07/13		<ul style="list-style-type: none"> <li>• Develop policies and procedures for public outreach according to Metropolitan Planning Organization (MPO) and FTA guidelines.</li> </ul>
	09/13		<ul style="list-style-type: none"> <li>• Work with Paratransit Supervisor to ensure full FTA compliance within Transit programs.</li> </ul>
	10/13		<ul style="list-style-type: none"> <li>• Work with new MPO to define the roles in transit decisions.</li> </ul>
	01/14		<ul style="list-style-type: none"> <li>• Complete action list from ODOT compliance audit conducted in January 2013.</li> </ul>
Great Neighborhoods	03/14		<ul style="list-style-type: none"> <li>• Begin long-range planning effort with MPO.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Total number of rides.	93,056	85,967	87,000	89,500
Number of senior/disabled passengers.	25,125	21,062	23,300	23,800
Annual mileage.	82,233	83,215	89,000	89,000
Operating cost per ride.	\$5.71	\$5.72	\$5.86	\$5.90

#### STAFFING SUMMARY

Budgeted FTEs	4.09	3.95	3.91	3.91
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**PROG 1106: Albany Transit System**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Intergovernmental Revenue	230,610.00	359,970.67	323,500	323,500	247,400	-23.52%
Charges for Services	53,394.52	46,090.11	22,600	22,600	22,000	-2.65%
Miscellaneous Revenue	3,248.23	445.50	500	500	500	- %
Investment Earnings	311.03	813.31	200	200	200	- %
Transfers In	198,200.00	176,200.00	185,900	185,900	362,500	95.00%
Beginning Balance	107,669.64	62,094.69	98,900	98,900	40,000	-59.56%
<b>TOTAL REVENUES</b>	<b>593,433.42</b>	<b>645,614.28</b>	<b>631,600</b>	<b>631,600</b>	<b>672,600</b>	<b>6.49%</b>
<b>EXPENDITURES</b>						
Personnel Services	340,199.36	321,960.98	360,900	360,900	375,600	4.07%
Materials & Services	191,139.37	216,549.48	230,700	230,700	281,200	21.89%
Capital	-	-	40,000	40,000	10,800	-73.00%
Transfers Out	-	-	-	-	5,000	- %
<b>TOTAL EXPENDITURES</b>	<b>531,338.73</b>	<b>538,510.46</b>	<b>631,600</b>	<b>631,600</b>	<b>672,600</b>	<b>6.49%</b>

**PROG 1106 Albany Transit System**

<b>Revenues less Expenditures</b>	<b>62,094.69</b>	<b>107,103.82</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### PUBLIC TRANSIT: LINN-BENTON LOOP (213-50-1107)

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

Developed by: Barry Hoffman, Transit Program 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 Programs.
- 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 STF; LBCC; Corvallis; Albany; and OSU.
- Participate in the Loop Commission as voting member and as the Contractor for service.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Great Neighborhoods	03/12	Completed	<ul style="list-style-type: none"> <li>• Clarify future funding picture and research alternatives to the current structure.</li> </ul>
	06/12	Completed	<ul style="list-style-type: none"> <li>• Explore additional partnerships and Pass Program participants.</li> </ul>
Effective Government	06/12	Completed	<ul style="list-style-type: none"> <li>• Review contracts to eliminate inefficient practices.</li> </ul>
	09/12	Completed	<ul style="list-style-type: none"> <li>• Conduct ridership satisfaction survey.</li> </ul>
Budget Year 2013-2014			
Effective Government	10/13		<ul style="list-style-type: none"> <li>• Work with new Metropolitan Planning Organization (MPO) to define the roles in Loop decisions.</li> </ul>
	07/13		<ul style="list-style-type: none"> <li>• Develop policies and procedures for public outreach according to FTA guidelines.</li> </ul>
	03/14		<ul style="list-style-type: none"> <li>• Begin long-range transportation planning effort with MPO.</li> </ul>
	01/14		<ul style="list-style-type: none"> <li>• Complete action list from ODOT compliance audit conducted in January 2013.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Total number of rides.	119,117	134,302	125,000	129,000
Number of senior/disabled passengers.	21,549	24,174	21,960	23,220
Annual mileage.	100,705	94,389	100,000	100,000
Operating cost per ride.	\$3.25	\$2.82	\$3.52	\$3.82

#### STAFFING SUMMARY

Budgeted FTEs	3.48	3.35	3.30	3.30
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**PROG 1107: Linn-Benton Loop**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Intergovernmental Revenue	264,829.00	478,034.00	679,000	679,000	842,500	24.08%
Charges for Services	95,467.62	101,183.54	92,500	92,500	33,000	-64.32%
Miscellaneous Revenue	1,794.35	208.50	-	-	-	- %
Investment Earnings	(196.63)	564.44	-	-	-	- %
Transfers In	23,000.00	18,000.00	112,300	112,300	76,000	-32.32%
Beginning Balance	23,357.44	(25,384.56)	15,000	15,000	-	-100.00%
<b>TOTAL REVENUES</b>	<b>408,251.78</b>	<b>572,605.92</b>	<b>898,800</b>	<b>898,800</b>	<b>951,500</b>	<b>5.86%</b>
<b>EXPENDITURES</b>						
Personnel Services	282,228.47	257,178.29	289,300	289,300	313,300	8.30%
Materials & Services	151,407.87	160,688.90	229,500	229,500	258,200	12.51%
Capital	-	-	380,000	380,000	380,000	- %
<b>TOTAL EXPENDITURES</b>	<b>433,636.34</b>	<b>417,867.19</b>	<b>898,800</b>	<b>898,800</b>	<b>951,500</b>	<b>5.86%</b>

**PROG 1107 Linn-Benton Loop**

**Revenues less Expenditures** (25,384.56) 154,738.73 - - -

## PROGRAM NARRATIVE

### PUBLIC TRANSIT: PARATRANSIT SYSTEM (213-50-1108)

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

Developed by: Ted Frazier, Paratransit Services Supervisor

#### FUNCTIONS AND RESPONSIBILITIES

- Provide transportation to essential services through the Call-A-Ride program for the elderly and individuals who have disabilities that prevent them from using the fixed route transit system.
- Manage and operate the Paratransit service as required by the Americans with Disabilities Act and federal and state public transit regulations.
- Identify and pursue additional grant and revenue resources.
- Certify eligibility of Americans with Disabilities Act (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.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-13			
Great Neighborhoods	04/13	Completed	<ul style="list-style-type: none"> <li>• Start the senior shuttle route.</li> </ul>
Effective Government	02/13	Completed	<ul style="list-style-type: none"> <li>• Coordinate with local Retired Senior Volunteer Program (RSVP) on effective ways to recruit new volunteers.</li> </ul>
Effective Government	12/12	Completed	<ul style="list-style-type: none"> <li>• Work with local senior residential facilities to coordinate transportation needs.</li> </ul>
Great Neighborhoods	06/13	Completed	<ul style="list-style-type: none"> <li>• Develop and administer a survey to receive customers' input to identify customer needs, wants, and expectations.</li> </ul>
Budget Year 2013-2014			
Effective Government	12/13		<ul style="list-style-type: none"> <li>• Evaluate pilot project, Medical/Shopper Shuttle. Determine if viable ongoing project.</li> </ul>
Effective Government Great Neighborhoods	01/14		<ul style="list-style-type: none"> <li>• Work with local COG, Disability Services Advisory Council to assist in evaluating and making recommendations to paratransit services.</li> </ul>
Effective Government	08/13		<ul style="list-style-type: none"> <li>• Work with Transit Programs Supervisor in making sure all transit services are in FTA compliance.</li> </ul>
Effective Government	03/14		<ul style="list-style-type: none"> <li>• Develop multiple strategies for receiving customer input in order to identify customer's needs and expectations.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	2010-2011	2011-2012	2012-2013	2013-2014
Percent of those using the Paratransit/Call-A-Ride program satisfied or very satisfied with the service received.	90%	90%	90%	90%
Number of rides provided per month.	1,280	1,400	1,600	2,250
Number of miles driven per month.	6,400	7,000	7,100	7,800
Number of volunteer hours.	4,900	4,950	5,000	5,000
Operating cost per ride.	\$14.78	\$16.38	\$15.97	\$13.49

#### STAFFING SUMMARY

Budgeted FTEs	2.74	3.07	3.42	3.42
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**PROG 1108: Paratransit System**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Intergovernmental Revenue	47,291.22	242,011.92	207,200	207,200	336,300	62.31%
Charges for Services	12,936.12	13,752.65	48,000	48,000	41,500	-13.54%
Miscellaneous Revenue	425.00	680.00	500	500	300	-40.00%
Investment Earnings	111.42	(167.05)	-	-	-	- %
Transfers In	205,300.00	176,600.00	218,900	218,900	77,500	-64.60%
Beginning Balance	18,326.19	21,470.17	16,300	16,300	-	-100.00%
<b>TOTAL REVENUES</b>	<b>284,389.95</b>	<b>454,347.69</b>	<b>490,900</b>	<b>490,900</b>	<b>455,600</b>	<b>-7.19%</b>
<b>EXPENDITURES</b>						
Personnel Services	182,465.99	220,511.77	259,300	259,300	275,200	6.13%
Materials & Services	80,453.79	92,236.98	141,600	141,600	180,400	27.40%
Capital	-	120,522.00	90,000	90,000	-	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>262,919.78</b>	<b>433,270.75</b>	<b>490,900</b>	<b>490,900</b>	<b>455,600</b>	<b>-7.19%</b>

**PROG 1108 Paratransit System**

<b>Revenues less Expenditures</b>	<b>21,470.17</b>	<b>21,076.94</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PUBLIC SAFETY LEVY FUND

### RESOURCE DETAIL

Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Property Taxes - Current	\$2,491,905	\$2,212,420	\$1,970,100	\$1,970,100	\$2,532,700	28.56%	90.95%
Property Taxes - Delinquent	80,082	108,843	70,000	70,000	100,000	42.86%	3.59%
Interest	3,947	1,180	5,000	5,000	400	(92.00%)	0.01%
<b>Total Current Resources</b>	<b>2,575,934</b>	<b>2,322,443</b>	<b>2,045,100</b>	<b>2,045,100</b>	<b>2,633,100</b>	<b>28.75%</b>	<b>94.55%</b>
Beginning Balance	413,926	216,893	4,800	4,800	151,500	3,056.25%	5.45%
<b>Total Resources</b>	<b>\$2,989,859</b>	<b>\$2,539,336</b>	<b>\$2,049,900</b>	<b>\$2,049,900</b>	<b>\$2,784,600</b>	<b>35.84%</b>	<b>100.00%</b>

### REQUIREMENT SUMMARY

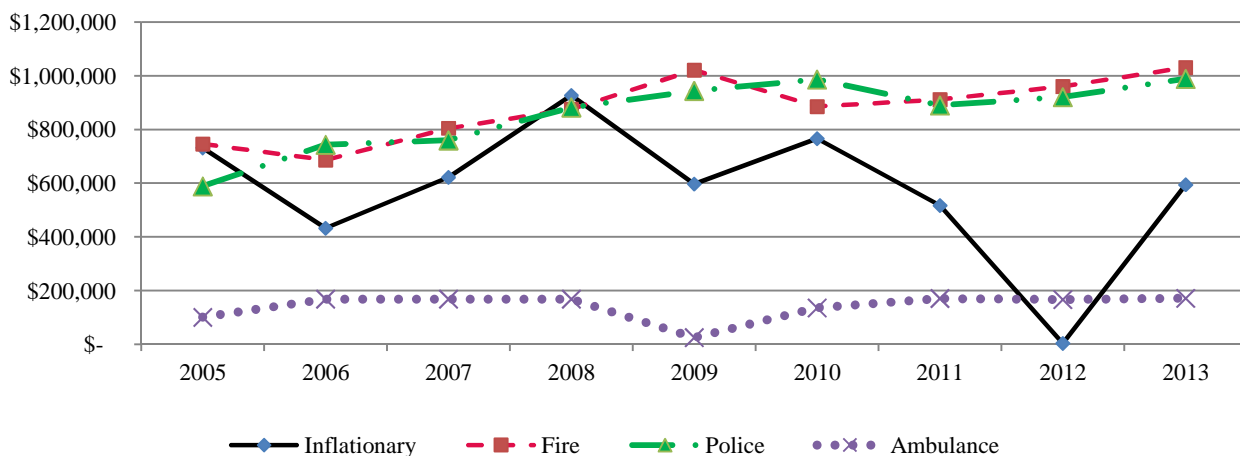
Requirements by Type	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Transfers Out	\$2,772,967	\$2,487,721	\$2,049,900	\$2,049,900	\$2,784,600	\$2,784,600	\$2,784,600

### TRANSFERS OUT AND TOTAL TAXES DETAIL BY FISCAL YEAR

Fiscal Year	.....General Fund.....			Ambulance Fund	Total Transfers Out*	Total Taxes
	Inflationary	Fire	Police			
2005 actual	\$ 731,700	\$ 745,547	\$ 588,141	\$ 100,200	\$ 2,165,588	\$ 1,973,168
2006 actual	432,000	685,943	743,319	168,000	2,029,262	2,171,708
2007 actual	621,600	804,769	759,529	168,000	2,353,898	2,349,289
2008 actual	927,000	875,183	882,220	168,000	2,852,403	2,462,996
2009 actual	597,100	1,020,803	943,978	24,885	2,586,766	2,547,957
2010 actual	766,000	885,167	986,606	135,194	2,772,967	2,571,987
2011 actual	516,683	910,923	889,662	170,453	2,487,721	2,321,263
2012 budget	3,400	959,800	920,700	166,000	2,049,900	2,040,100
2013 budget	594,100	1,030,700	988,800	171,000	2,784,600	2,632,700
<b>Totals</b>	<b>\$5,189,583</b>	<b>\$7,918,835</b>	<b>\$7,702,955</b>	<b>\$1,271,732</b>	<b>\$22,083,105</b>	<b>\$21,071,168</b>

\*Resources available for transfers out include total taxes, interest earnings, and the beginning balance.

### PUBLIC SAFETY LEVY TRANSFERS OUT BY PROGRAM

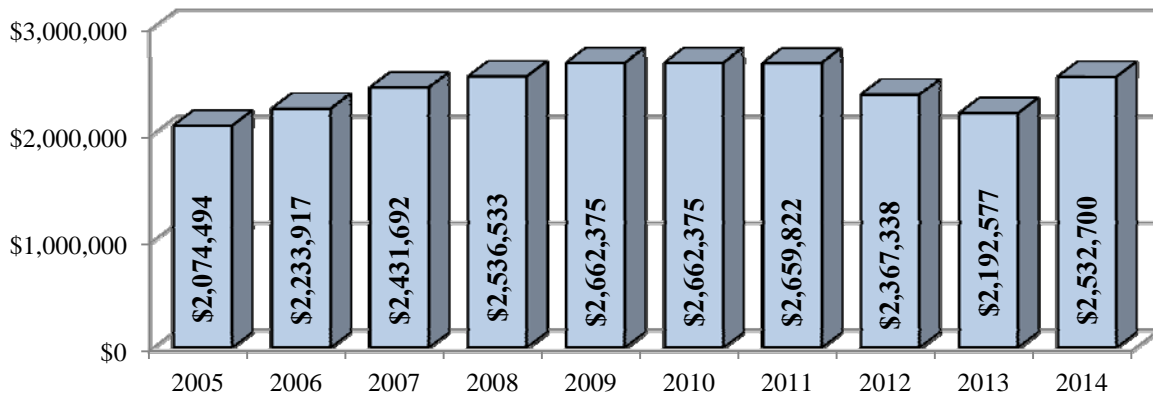


## Public Safety Levy Property Taxes Levied Last Ten Fiscal Years <sup>1</sup>

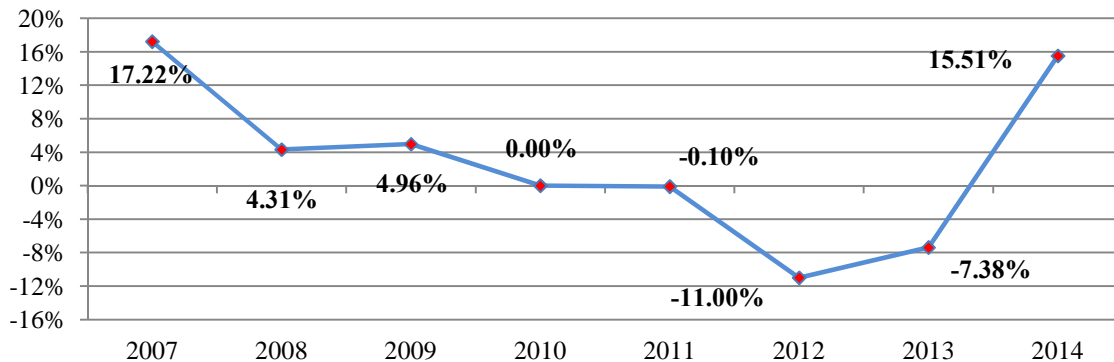
Fiscal Year June 30,	.....LINN COUNTY.....			.....BENTON COUNTY.....			Linn Co. & Benton Co. Total to be Received	Annual Per- centage Change
	Taxes Imposed before Compression	Com- pression Amount	Total to be Received	Taxes Imposed before Compression	Com- pression Amount	Total to be Received		
2005	1,824,284	\$ 120,236	1,704,048	\$ 370,489	\$ 43	370,446	\$2,074,494	n/a
2006	1,965,851	132,410	1,833,441	400,572	96	400,476	2,233,917	7.68%
2007	2,105,321	97,510	2,007,811	423,968	87	423,881	2,431,692	8.85%
2008	2,221,177	137,010	2,084,167	452,811	445	452,366	2,536,533	4.31%
2009	2,333,529	153,763	2,179,766	488,611	6,002	482,609	2,662,375	4.96%
2010	2,417,606	153,763	2,220,279	509,107	6,002	504,557	2,662,375	0.00%
2011	2,504,913	368,500	2,136,413	532,445	9,036	523,409	2,659,822	-0.10%
2012	2,535,336	686,075	1,849,261	554,766	36,689	518,077	2,367,338	-11.00%
2013	2,528,454	825,673	1,702,781	565,012	75,216	489,796	2,192,577	-7.38%
2014	n/avail.	n/avail.	1,995,600	n/avail.	n/avail.	537,100	2,532,700	15.51%

<sup>1</sup> Actual "Total to be Received" for 2005-2013. Estimated "Total to be Received" for 2014.  
Fiscal Year 2009 was the first year of the second five-year \$0.95 per \$1,000 Public Safety Levy.  
Voters passed a third five-year \$1.15 per \$1,000 levy in Fiscal Year 2014.

### Total Public Safety Levy Taxes to be Received Last Ten Fiscal Years <sup>1</sup>



### Public Safety Levy - Total to be Received Annual Percentage Change



## **PROGRAM NARRATIVE**

### **PUBLIC SAFETY LEVY FUND: PUBLIC SAFETY LEVY (215-10-1008)**

**Responsible Manager/Title:** Stewart Taylor, Finance Director

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#### **FUNCTIONS AND RESPONSIBILITIES**

- 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 2012 Special Election. Proceeds from the tax levy are transferred to the General Fund and Ambulance Fund to pay for police, fire, and paramedic services.
  - The levy is \$1.15 per \$1,000 of assessed value for a period of five years.
  - Fiscal Year 2013-2014 is the first year of the third five-year Public Safety Local Option Levy.
- 
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**PROG 1008: Public Safety Levy**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Property Taxes	2,571,987.35	2,321,263.09	2,040,100	2,040,100	2,632,700	29.05%
Investment Earnings	3,946.52	1,179.93	5,000	5,000	400	-92.00%
Beginning Balance	413,925.57	216,892.51	4,800	4,800	151,500	3056.25%
<b>TOTAL REVENUES</b>	<b>2,989,859.44</b>	<b>2,539,335.53</b>	<b>2,049,900</b>	<b>2,049,900</b>	<b>2,784,600</b>	<b>35.84%</b>
<b>EXPENDITURES</b>						
Transfers Out	2,772,966.93	2,487,720.79	2,049,900	2,049,900	2,784,600	35.84%
<b>TOTAL EXPENDITURES</b>	<b>2,772,966.93</b>	<b>2,487,720.79</b>	<b>2,049,900</b>	<b>2,049,900</b>	<b>2,784,600</b>	<b>35.84%</b>

**PROG 1008 Public Safety Levy**

Revenues less Expenditures

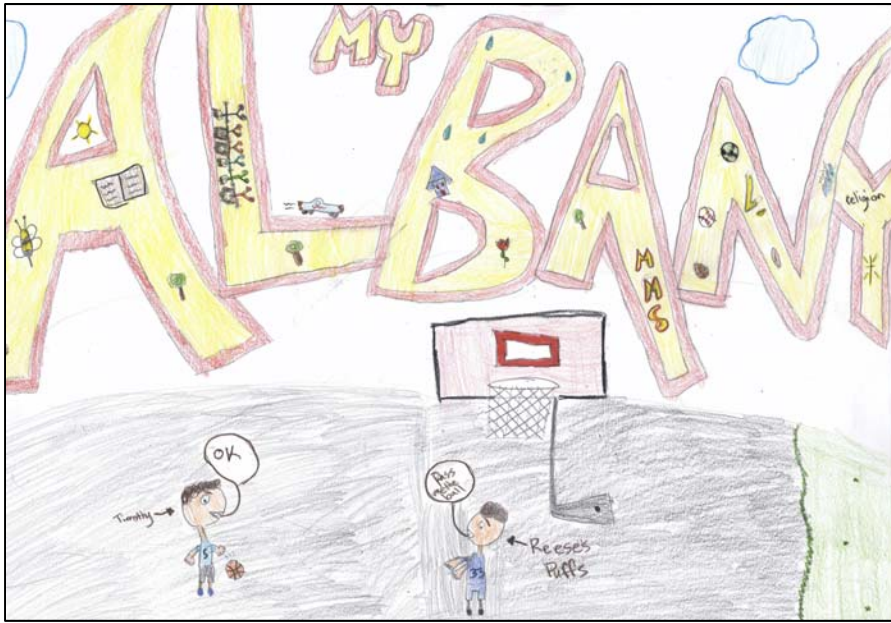
216,892.51

51,614.74

-

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-



Timothy Cooper - Memorial Middle School



Daijah Justice - Memorial Middle School

**CAPITAL REPLACEMENT FUND  
RESOURCE DETAIL**

Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Oregon Community Foundation	1,351	2,330	-	-	-	-	-
Departmental Charges	150,000	-	75,000	75,000	75,000	-	1.10%
Equipment Replacement Charges	548,700	863,150	599,000	599,000	599,000	-	8.76%
Phone System Charges	75,000	75,000	75,000	75,000	75,000	-	1.10%
Miscellaneous Revenue	33,588	34,910	10,000	10,000	15,000	50.00%	0.22%
Interest	48,234	40,647	36,000	36,000	30,000	(16.67%)	0.44%
<b>Total Current Resources</b>	<b>856,873</b>	<b>1,016,036</b>	<b>795,000</b>	<b>795,000</b>	<b>794,000</b>	<b>(0.13%)</b>	<b>11.62%</b>
From Equipment Replacement	272,616	-	-	-	-	-	-
From Water Fund	54,287	-	-	-	-	-	-
From Street Fund	-	37,930	-	-	-	-	-
From Grants Fund	-	23,280	-	-	-	-	-
Transfer In: Transient Room Tax	-	7,800	10,600	10,600	10,400	(1.89%)	0.15%
<b>Total Transfers In</b>	<b>326,904</b>	<b>69,010</b>	<b>10,600</b>	<b>10,600</b>	<b>10,400</b>	<b>(1.89%)</b>	<b>0.15%</b>
Beginning Balance	5,935,361	5,843,677	6,119,800	6,119,800	6,034,800	(1.39%)	88.23%
<b>Total Resources</b>	<b>\$7,119,137</b>	<b>\$6,928,722</b>	<b>\$6,925,400</b>	<b>\$6,925,400</b>	<b>\$6,839,200</b>	<b>(1.24%)</b>	<b>100.00%</b>

**REQUIREMENT SUMMARIES**

Program Requirements	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Equipment Replacement	\$ 505,800	\$ 476,565	\$3,660,200	\$3,660,200	\$3,516,600	\$ 3,516,600	\$ 3,516,600
City Facilities Replacement	583,799	236,928	316,400	316,400	256,900	256,900	256,900
GF Facilities Maintenance Projects	52,602	54,960	348,300	348,300	204,700	204,700	204,700
IT Equipment Replacement	133,259	139,748	1,962,500	1,962,500	2,074,600	2,074,600	2,074,600
Facilities Replacement	-	-	638,000	638,000	786,400	786,400	786,400
<b>Total Requirements</b>	<b>\$1,275,460</b>	<b>\$ 908,201</b>	<b>\$6,925,400</b>	<b>\$6,925,400</b>	<b>\$6,839,200</b>	<b>\$ 6,839,200</b>	<b>\$ 6,839,200</b>

**Requirements by Type**

Materials & Services	\$ 480,041	\$ 382,155	\$ 659,000	\$ 659,000	\$ 641,500	\$ 641,500	\$ 641,500
Capital	223,283	509,751	5,885,400	5,885,400	6,121,700	6,121,700	6,121,700
Transfers Out	572,137	16,295	381,000	381,000	76,000	76,000	76,000
<b>Total Requirements</b>	<b>\$1,275,460</b>	<b>\$ 908,201</b>	<b>\$6,925,400</b>	<b>\$6,925,400</b>	<b>\$6,839,200</b>	<b>\$ 6,839,200</b>	<b>\$ 6,839,200</b>

**Adopted Requirements  
by Program and Type**

	Materials & Services	Capital	Transfers Out	Adopted Budget	% of Fund Budget
Equipment Replacement	\$ 440,000	\$3,000,600	\$ 76,000	\$ 3,516,600	51.42%
City Facilities Replacement	-	256,900	-	256,900	3.76%
GF Facilities Maintenance Projects	-	204,700	-	204,700	2.99%
IT Equipment Replacement	201,500	1,873,100	-	2,074,600	30.33%
Facilities Replacement	-	786,400	-	786,400	11.50%
<b>Total Requirements</b>	<b>\$ 641,500</b>	<b>\$6,121,700</b>	<b>\$ 76,000</b>	<b>\$ 6,839,200</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>9.38%</b>	<b>89.51%</b>	<b>1.11%</b>	<b>100.00%</b>	

GF- General Fund

IT - Information Technology

## PROGRAM NARRATIVE

### CAPITAL REPLACEMENT FUND: EQUIPMENT REPLACEMENT (217-10-1010)

**Responsible Manager/Title:** Anne Baker, Senior Accountant

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#### **FUNCTIONS AND RESPONSIBILITIES**

- The Equipment Replacement program provides a reserve to replace equipment, excluding Water and Sewer Fund equipment, when the end of its useful life has been reached.
  - Equipment is replaced when it is determined by its age, condition, operation and maintenance costs, obsolescence, and depreciation that it is no longer economical to keep. This is referred to as the life expectancy or economic life of the equipment.
  - Ideally, monies are transferred annually from the various departments to the Equipment Replacement program based on the economic life, replacement cost, and estimated rate of return on invested cash for each asset in the replacement program. Estimates of remaining useful life and replacement cost are updated each year by the contributing departments.
-

**PROG 1010: Equipment Replacement**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Intergovernmental Revenue	-	-	-	-	-	- %
Charges for Services	404,000.36	713,099.64	481,400	481,400	481,400	- %
Miscellaneous Revenue	27,787.80	34,909.61	10,000	10,000	15,000	50.00%
Investment Earnings	23,763.71	25,299.51	20,000	20,000	20,000	- %
Transfers In	-	23,280.21	-	-	-	- %
Beginning Balance	2,920,012.60	2,869,764.00	3,148,800	3,148,800	3,000,200	-4.72%
<b>TOTAL REVENUES</b>	<b>3,375,564.47</b>	<b>3,666,352.97</b>	<b>3,660,200</b>	<b>3,660,200</b>	<b>3,516,600</b>	<b>-3.92%</b>
<b>EXPENDITURES</b>						
Materials & Services	344,680.59	267,938.58	400,000	400,000	440,000	10.00%
Capital	151,819.88	192,331.57	2,879,200	2,879,200	3,000,600	4.22%
Transfers Out	9,300.00	16,295.29	381,000	381,000	76,000	-80.05%
<b>TOTAL EXPENDITURES</b>	<b>505,800.47</b>	<b>476,565.44</b>	<b>3,660,200</b>	<b>3,660,200</b>	<b>3,516,600</b>	<b>-3.92%</b>

**PROG 1010 Equipment Replacement**

**Revenues less Expenditures**      **2,869,764.00**      **3,189,787.53**      -      -      -



## **PROGRAM NARRATIVE**

### **CAPITAL REPLACEMENT FUND: CITY FACILITIES REPLACEMENT (217-10-1034)**

**Responsible Manager/Title:** Anne Baker, Senior Accountant

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#### **FUNCTIONS AND RESPONSIBILITIES**

- The City Facilities Replacement program reserves funds for major City facilities replacement projects.
  - Currently there is not a funding source available to replenish what is being expended to maintain City facilities.
-

**PROG 1034: City Facilities Replacement**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Investment Earnings	6,387.32	1,799.24	2,000	2,000	1,500	-25.00%
Transfers In	-	37,929.75	-	-	-	- %
Beginning Balance	1,029,790.48	452,378.48	314,400	314,400	255,400	-18.77%
<b>TOTAL REVENUES</b>	<b>1,036,177.80</b>	<b>492,107.47</b>	<b>316,400</b>	<b>316,400</b>	<b>256,900</b>	<b>-18.81%</b>
<b>EXPENDITURES</b>						
Materials & Services	6,463.91	-	-	-	-	- %
Capital	14,498.74	236,927.84	316,400	316,400	256,900	-18.81%
Transfers Out	562,836.67	-	-	-	-	- %
<b>TOTAL EXPENDITURES</b>	<b>583,799.32</b>	<b>236,927.84</b>	<b>316,400</b>	<b>316,400</b>	<b>256,900</b>	<b>-18.81%</b>

**PROG 1034 City Facilities Replacement**

<b>Revenues less Expenditures</b>	<b>452,378.48</b>	<b>255,179.63</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## **PROGRAM NARRATIVE**

### **CAPITAL REPLACEMENT FUND: GENERAL FUND FACILITIES MAINTENANCE PROJECTS (217-10-2002)**

**Responsible Manager/Title:** Anne Baker, Senior Accountant

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#### **FUNCTIONS AND RESPONSIBILITIES**

- Funds are reserved in this program for building maintenance expenditures on City-owned General Fund buildings.
  - Transient Lodging Tax is transferred in for restoration and repairs of the Monteith House.
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**PROG 2002: GF Facilities Maintenance Projects**

Acct# Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>REVENUES</b>						
Intergovernmental Revenue	1,351.00	2,330.00	-	-	-	- %
Investment Earnings	3,035.29	1,793.37	2,000	2,000	2,000	- %
Transfers In	-	7,800.00	10,600	10,600	10,400	-1.89%
Beginning Balance	402,841.96	354,626.57	335,700	335,700	192,300	-42.72%
<b>TOTAL REVENUES</b>	<b>407,228.25</b>	<b>366,549.94</b>	<b>348,300</b>	<b>348,300</b>	<b>204,700</b>	<b>-41.23%</b>
<b>EXPENDITURES</b>						
Materials & Services	19,670.68	5,082.00	107,000	107,000	-	-100.00%
Capital	32,931.00	49,877.50	241,300	241,300	204,700	-15.17%
<b>TOTAL EXPENDITURES</b>	<b>52,601.68</b>	<b>54,959.50</b>	<b>348,300</b>	<b>348,300</b>	<b>204,700</b>	<b>-41.23%</b>

**PROG 2002 GF Facilities Maintenance Projects**

Revenues less Expenditures	354,626.57	311,590.44	-	-	-
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## **PROGRAM NARRATIVE**

### **CAPITAL REPLACEMENT FUND: IT EQUIPMENT REPLACEMENT (217-13-1031)**

**Responsible Manager/Title:** Jorge Salinas, Information Technology Director

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#### **FUNCTIONS AND RESPONSIBILITIES**

- The Information Technology Equipment Replacement activity provides a means to replace computer equipment at the end of its useful life.
  - Annually monies are transferred from the various departments to the Information Technology Equipment Replacement activity based on the economic life, replacement cost, and estimated return on invested cash for each asset in the replacement program. Estimates of remaining useful life and replacement cost are updated each year by the contributing departments.
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**PROG 1031: IT Equipment Replacement**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Charges for Services	219,700.00	225,049.94	192,600	192,600	192,600	- %
Miscellaneous Revenue	5,800.00	-	-	-	-	- %
Investment Earnings	12,877.21	9,042.99	10,000	10,000	4,000	-60.00%
Beginning Balance	1,502,715.87	1,607,834.08	1,759,900	1,759,900	1,878,000	6.71%
<b>TOTAL REVENUES</b>	<b>1,741,093.08</b>	<b>1,841,927.01</b>	<b>1,962,500</b>	<b>1,962,500</b>	<b>2,074,600</b>	<b>5.71%</b>
<b>EXPENDITURES</b>						
Materials & Services	109,225.78	109,134.48	152,000	152,000	201,500	32.57%
Capital	24,033.22	30,613.60	1,810,500	1,810,500	1,873,100	3.46%
<b>TOTAL EXPENDITURES</b>	<b>133,259.00</b>	<b>139,748.08</b>	<b>1,962,500</b>	<b>1,962,500</b>	<b>2,074,600</b>	<b>5.71%</b>

**PROG 1031 IT Equipment Replacement**

<b>Revenues less Expenditures</b>	<b>1,607,834.08</b>	<b>1,702,178.93</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### CAPITAL REPLACEMENT FUND: PUBLIC WORKS, FACILITIES REPLACEMENT (217-50-2018)

Responsible Manager/Title: Mark Shepard, P.E., Public Works Director

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#### FUNCTIONS AND RESPONSIBILITIES

- This program funds future facilities replacement of Public Works.
  - Receive revenues from other Public Works fund budgets to fund future facilities replacement.
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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
<b>Budget Year 2012-2013</b>			
Effective Government	06/13	Completed	<ul style="list-style-type: none"><li>• Receives revenues from water, sewer, and street fund budgets to fund future facilities replacement and new facilities construction.</li></ul>
<b>Budget Year 2013-2014</b>			
Effective Government	06/14		<ul style="list-style-type: none"><li>• Receives revenues from water, sewer, and street fund budgets to fund future facilities replacement and new facilities construction.</li></ul>

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**PROG 2018: Facilities Replacement**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Charges for Services	150,000.00	-	75,000	75,000	75,000	- %
Investment Earnings	2,170.02	2,711.44	2,000	2,000	2,500	25.00%
Transfers In	326,903.56	-	-	-	-	- %
Beginning Balance	80,000.00	559,073.58	561,000	561,000	708,900	26.36%
<b>TOTAL REVENUES</b>	<b>559,073.58</b>	<b>561,785.02</b>	<b>638,000</b>	<b>638,000</b>	<b>786,400</b>	<b>23.26%</b>
<b>EXPENDITURES</b>						
Capital	-	-	638,000	638,000	786,400	23.26%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>638,000</b>	<b>638,000</b>	<b>786,400</b>	<b>23.26%</b>

**PROG 2018 Facilities Replacement**

<b>Revenues less Expenditures</b>	<b>559,073.58</b>	<b>561,785.02</b>	<b>-</b>	<b>-</b>	<b>-</b>
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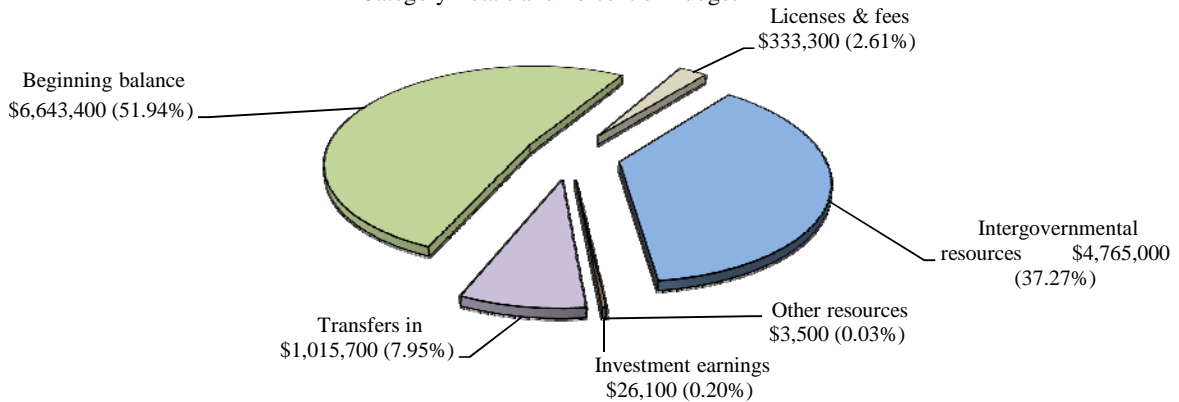


**STREET FUND  
RESOURCE DETAIL**

Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Street Mitigation Fees	-	-	35,000	35,000	-	(100.00%)	-
Transportation SDC: Principal	74,691	12,164	10,500	10,500	8,300	(20.95%)	0.06%
Transportation SDC: Interest	5,975	2,470	3,500	3,500	2,000	(42.86%)	0.02%
Street IAF: Principal	15,535	13,237	3,800	3,800	15,000	294.74%	0.12%
Street IAF: Interest	7,859	3,568	1,500	1,500	1,200	(20.00%)	0.01%
Street Connection Fees	560	104,754	25,000	25,000	15,000	(40.00%)	0.12%
Transportation SDC: Revenues	929,439	234,625	216,800	216,800	236,800	9.23%	1.85%
Public Facility Construction Permit	22,258	8,484	12,000	12,000	20,000	66.67%	0.16%
EPSC Permit Fees	30,675	35,980	25,000	25,000	35,000	40.00%	0.27%
FEMA Disaster Reimbursement	-	21,413	-	-	-	-	-
State Gasoline Tax	2,365,624	2,745,670	2,800,000	2,800,000	2,800,000	-	21.90%
Surface Transportation Program	-	48,600	2,937,300	2,937,300	1,965,000	(33.10%)	15.37%
WComp Wage Subsidy Reimb	-	680	-	-	-	-	-
Miscellaneous Revenue	3,119	214,550	3,500	3,500	3,500	-	0.03%
Interest	72,038	57,660	34,900	34,900	26,100	(25.21%)	0.20%
<b>Total Current Resources</b>	<b>3,527,773</b>	<b>3,503,855</b>	<b>6,108,800</b>	<b>6,108,800</b>	<b>5,127,900</b>	<b>(16.06%)</b>	<b>40.11%</b>
From General Fund	260,000	-	-	-	-	-	-
From Capital Projects Fund	644,316	-	-	-	-	-	-
Transfer In: Transient Room Tax	-	1,600	2,200	2,200	2,200	-	0.02%
From Sewer - ILFF Transfer	400,992	446,858	459,000	459,000	494,800	7.80%	3.87%
From Water - ILFF Transfer	447,977	444,397	448,800	448,800	493,700	10.00%	3.86%
From: Albany Transit	-	-	-	-	5,000	-	0.04%
From: Street Capital	-	-	-	-	20,000	-	0.16%
<b>Total Transfers In</b>	<b>1,753,285</b>	<b>892,855</b>	<b>910,000</b>	<b>910,000</b>	<b>1,015,700</b>	<b>11.62%</b>	<b>7.95%</b>
<b>Beginning Balance</b>	<b>8,327,379</b>	<b>9,969,701</b>	<b>6,384,300</b>	<b>6,384,300</b>	<b>6,643,400</b>	<b>4.06%</b>	<b>51.94%</b>
<b>Total Resources</b>	<b>\$13,608,437</b>	<b>\$14,366,412</b>	<b>\$13,403,100</b>	<b>\$13,403,100</b>	<b>\$12,787,000</b>	<b>(4.60%)</b>	<b>100.00%</b>

**STREET FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**Budget Notes**

The \$260,000 transfer from the General Fund was to partially cover the cost of electricity for City street lights. This was discontinued in the 2011-2012 budget.

The following is a list of several acronyms used with respect to the Street Fund:

- IAF** - Improvement Assurance Fee
- SDC** - Systems Development Charge
- WComp** - Workers' Comp
- EPSC** - Erosion Prevention Sediment Control

**STREET FUND  
REQUIREMENT/STAFFING SUMMARIES**

<b>Program Requirements</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Street Maintenance	\$ 2,283,009	\$ 2,218,894	\$ 2,328,900	\$ 2,328,900	\$ 1,835,200	\$ 1,835,200	\$ 1,835,200
Street Administration	1,014,305	1,086,355	1,047,300	1,047,300	1,098,300	1,098,300	1,098,300
Stormwater Operations	-	-	-	-	147,900	147,900	147,900
Street Capital & Restoration	339,684	638,601	4,339,100	4,339,100	3,941,900	3,941,900	3,941,900
N. Albany Frontage Fee Projects	-	8,061	765,600	765,600	788,400	788,400	788,400
Transportation SDC Projects	1,737	-	-	-	-	-	-
Transportation SDC Imp Fee	-	3,539,674	4,814,900	4,814,900	4,773,000	4,773,000	4,773,000
ADA Capital Projects	-	-	-	-	25,100	25,100	25,100
Transportation SDC Reimb Fee	-	-	107,300	107,300	177,200	177,200	177,200
<b>Total Requirements</b>	<b>\$ 3,638,736</b>	<b>\$ 7,491,584</b>	<b>\$13,403,100</b>	<b>\$13,403,100</b>	<b>\$12,787,000</b>	<b>\$12,787,000</b>	<b>\$12,787,000</b>

**Requirements by Type**

Personnel	\$ 689,425	\$ 766,611	\$ 775,400	\$ 775,400	\$ 821,200	\$ 821,200	\$ 821,200
Materials & Services	2,805,624	2,692,720	2,746,000	2,746,000	2,380,800	2,380,800	2,380,800
Capital	63,688	361,079	9,572,800	9,274,800	9,001,600	9,001,600	9,001,600
Transfers Out	80,000	3,671,175	220,000	518,000	525,500	525,500	525,500
Contingency	-	-	88,900	88,900	57,900	57,900	57,900
<b>Total Requirements</b>	<b>\$ 3,638,736</b>	<b>\$ 7,491,584</b>	<b>\$13,403,100</b>	<b>\$13,403,100</b>	<b>\$12,787,000</b>	<b>\$12,787,000</b>	<b>\$12,787,000</b>

**Adopted Requirements  
by Program and Type**

	Personnel	Materials & Services	Capital	Transfers Out	Contingency	Adopted Budget	% of Fund Budget
Street Maintenance	\$ 755,100	\$ 1,080,100	\$ -	\$ -	\$ -	\$ 1,835,200	14.35%
Street Administration	66,100	894,300	-	80,000	57,900	1,098,300	8.59%
Stormwater Operations	-	147,900	-	-	-	147,900	1.16%
Street Capital & Restoration	-	255,000	3,539,400	147,500	-	3,941,900	30.83%
N. Albany Frontage Fee Projects	-	-	537,400	251,000	-	788,400	6.16%
Transportation SDC Imp Fee	-	3,200	4,722,800	47,000	-	4,773,000	37.32%
Transportation SDC Reimb Fee	-	300	176,900	-	-	177,200	1.39%
ADA Capital Projects	-	-	25,100	-	-	25,100	0.20%
<b>Total Requirements</b>	<b>\$ 821,200</b>	<b>\$ 2,380,800</b>	<b>\$ 9,001,600</b>	<b>\$ 525,500</b>	<b>\$ 57,900</b>	<b>\$12,787,000</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>6.42%</b>	<b>18.62%</b>	<b>70.40%</b>	<b>4.11%</b>	<b>0.45%</b>	<b>100.00%</b>	

<b>Staffing Summary (FTE)</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Street Maintenance	7.000	8.000	7.450	7.450	7.000	7.000	7.000
Street Administration	-	-	-	-	0.450	0.450	0.450
<b>Total FTE</b>	<b>7.000</b>	<b>8.000</b>	<b>7.450</b>	<b>7.450</b>	<b>7.450</b>	<b>7.450</b>	<b>7.450</b>

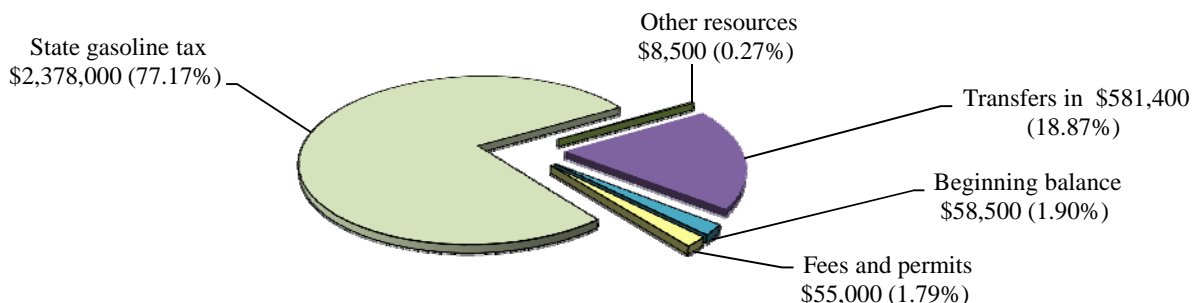
**STREET FUND  
OPERATION AND MAINTENANCE COMBINED BUDGET**

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	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Public Facility Construction Permit	22,258	8,484	12,000	12,000	20,000	66.67%	0.65%
EPSC Permit Fees	30,675	35,980	25,000	25,000	35,000	40.00%	1.14%
FEMA Disaster Reimbursement	-	11,816	-	-	-	-	-
State Gasoline Tax	2,365,624	2,745,670	2,800,000	2,800,000	2,378,000	(15.07%)	77.17%
WComp Wage Subsidy Reimb	-	680	-	-	-	-	-
Miscellaneous Revenue	3,119	8,234	3,500	3,500	3,500	-	0.11%
Interest	136	16,771	5,000	5,000	5,000	-	0.16%
<b>Total Current Resources</b>	<b>2,421,812</b>	<b>2,827,635</b>	<b>2,845,500</b>	<b>2,845,500</b>	<b>2,441,500</b>	<b>(14.20%)</b>	<b>79.23%</b>
From General Fund	260,000	-	-	-	-	-	-
Transfer In: Transient Room Tax	-	1,600	2,200	2,200	2,200	-	0.07%
From Sewer - ILFF Transfer	400,992	246,858	126,300	126,300	289,600	129.30%	9.40%
From Water - ILFF Transfer	447,977	244,397	127,800	127,800	289,600	126.60%	9.40%
<b>Total Transfers In</b>	<b>1,108,969</b>	<b>492,855</b>	<b>256,300</b>	<b>256,300</b>	<b>581,400</b>	<b>126.84%</b>	<b>18.87%</b>
Beginning Balance	100,000	333,467	274,400	274,400	58,500	(78.68%)	1.90%
<b>Total Resources</b>	<b>\$3,630,781</b>	<b>\$3,653,957</b>	<b>\$3,376,200</b>	<b>\$3,376,200</b>	<b>\$3,081,400</b>	<b>(8.73%)</b>	<b>100.00%</b>

Adopted Requirements by Program and Type	Materials & Services			Transfers		Adopted Budget	% of Fund Budget
	Personnel		Capital	Out	Contingency		
Street Maintenance	\$ 755,100	\$1,080,100	\$ -	\$ -	\$ -	\$1,835,200	59.56%
Street Administration	66,100	894,300	-	80,000	57,900	1,098,300	35.64%
Stormwater Operations	-	147,900	-	-	-	147,900	4.80%
<b>Total Requirements</b>	<b>\$ 821,200</b>	<b>\$2,122,300</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 57,900</b>	<b>\$3,081,400</b>	<b>100.00%</b>
Percent of Budget	26.65%	68.87%	-	2.60%	1.88%	100.00%	

**RESOURCES USED FOR STREET FUND OPERATION AND MAINTENANCE PROGRAMS**  
Category Totals and Percent of Budget



**Budget Note**

For 2013-14, \$2,378,000 (84.93%), of the State Gasoline Tax resources will be used for Street Fund Operation and Maintenance programs.

**STREET FUND**  
**CAPITAL PROJECTS COMBINED BUDGET**

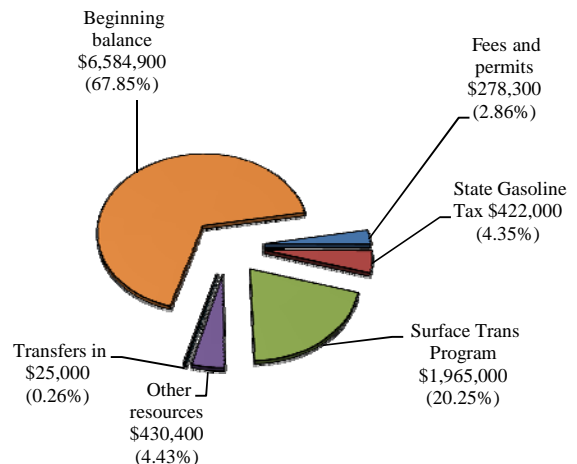
Detailed below are the in-lieu-of franchise fees, development fees, state support, and other resources used to fund the following Street Fund capital programs: Street Capital & Restoration, North Albany Frontage Fee Projects, and Transportation SDC Projects.

Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Street Mitigation Fees	-	-	35,000	35,000	-	(100.00%)	-
Transportation SDC: Principal	74,691	12,164	10,500	10,500	8,300	(20.95%)	0.09%
Transportation SDC: Interest	5,975	2,470	3,500	3,500	2,000	(42.86%)	0.02%
Street IAF: Principal	15,535	13,237	3,800	3,800	15,000	294.74%	0.15%
Street IAF: Interest	7,859	3,568	1,500	1,500	1,200	(20.00%)	0.01%
Street Connection Fees	560	104,754	25,000	25,000	15,000	(40.00%)	0.15%
Transportation SDC: Revenues	929,439	234,625	216,800	216,800	236,800	9.23%	2.44%
FEMA Disaster Reimbursement	-	9,597	-	-	-	-	-
State Gasoline Tax	-	-	-	-	422,000	-	4.35%
Surface Transportation Program	-	48,600	2,937,300	2,937,300	1,965,000	(33.10%)	20.25%
Miscellaneous Revenue	0	206,316	-	-	-	-	-
Interest	71,902	40,889	29,900	29,900	21,100	(29.43%)	0.22%
From Sewer - ILFF Transfer	-	200,000	332,700	332,700	205,200	(38.32%)	2.11%
From Water - ILFF Transfer	-	200,000	321,000	321,000	204,100	(36.42%)	2.10%
<b>Total Current Resources</b>	<b>1,105,961</b>	<b>1,076,220</b>	<b>3,917,000</b>	<b>3,917,000</b>	<b>3,095,700</b>	<b>(20.97%)</b>	<b>31.89%</b>
From Capital Projects Fund	644,316	-	-	-	-	-	-
From: Albany Transit	-	-	-	-	5,000	-	0.05%
From: Street Capital	-	-	-	-	20,000	-	0.21%
<b>Total Transfers In</b>	<b>644,316</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>0.26%</b>
Beginning Balance	8,227,379	9,636,234	6,109,900	6,109,900	6,584,900	7.77%	67.85%
<b>Total Resources</b>	<b>\$ 9,977,656</b>	<b>\$ 10,712,455</b>	<b>\$ 10,026,900</b>	<b>\$ 10,026,900</b>	<b>\$ 9,705,600</b>	<b>(3.20%)</b>	<b>100.00%</b>

Adopted Requirements by Program and Type	Materials & Services		Transfers Out		Adopted Budget	% of Fund Budget
		Capital				
Street Capital & Restoration	\$ 255,000	\$ 3,539,400	\$ 147,500		\$ 3,941,900	40.61%
N. Albany Frontage Fee Projects	-	537,400	251,000		788,400	8.12%
Transportation SDC Imp Fee	3,200	4,722,800	47,000		4,773,000	49.18%
Transportation SDC Reimb Fee	300	176,900	-		177,200	1.83%
ADA Capital Projects	-	25,100	-		25,100	0.26%
<b>Total Requirements</b>	<b>\$ 258,500</b>	<b>\$ 9,001,600</b>	<b>\$ 445,500</b>		<b>\$ 9,705,600</b>	<b>100.00%</b>
<b>Percent of Budget</b>		<b>2.66%</b>	<b>92.75%</b>	<b>4.59%</b>		<b>100.00%</b>

**STREET CAPITAL PROJECT RESOURCES**

Fees and permits	\$ 278,300	2.86%
State Gasoline Tax	\$ 422,000	4.35%
Surface Trans Program	1,965,000	20.25%
Other resources	430,400	4.43%
Transfers in	25,000	0.26%
Beginning balance	6,584,900	67.85%
<b>Total Resources</b>	<b>\$ 9,705,600</b>	<b>100.00%</b>



**STREET FUND**  
**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2013-2014**

Project Description	Totals	Street Maintenance	Street Capital & Restoration	North Albany Frontage Fee Projects	Trans- portation SDC Imp Fee	Trans- portation SDC Reimb Fee	ADA Capital Projects
Sidewalk Infill Program	15,000	-	15,000	-	-	-	-
BR-12-01 Bridge Scour Repairs	157,000	-	157,000	-	-	-	-
ST-13-02 Madison St ADA Imp-28th to 34th	40,000	-	40,000	-	-	-	-
ST-13-03 N Albany Rd-Quarry to RR Tracks	2,900,000	-	1,735,000	386,600	681,800	96,600	-
ST13-04 Main Street Rehab	1,353,000	-	230,000	-	1,123,000	-	-
ST-14-01 Transit Stop Ped Imp(Phase 1)	244,000	-	82,000	-	162,000	-	-
ST-14-02 Center & 16th Rehab	207,000	-	207,000	-	-	-	-
ST-14-03 Ped Crossing Imp	125,000	-	125,000	-	-	-	-
ST-14-04 Water Main Geary Rehab	385,000	-	385,000	-	-	-	-
ST-13-05 Corvallis Albany Path	50,000	-	-	-	50,000	-	-
<b>Project Totals</b>	<b>5,476,000</b>	<b>-</b>	<b>2,976,000</b>	<b>386,600</b>	<b>2,016,800</b>	<b>96,600</b>	<b>-</b>
Reserve: Street Connection Fees	91,600	-	91,600	-	-	-	-
Reserve: Capital Projects	3,205,700	-	268,500	150,800	2,706,000	80,300	100
Reserve: Waverly RH Land Mod Dep - WM	203,300	-	203,300	-	-	-	-
Reserve: Albany Transit	5,000	-	-	-	-	-	5,000
Reserve: Street Capital	20,000	-	-	-	-	-	20,000
<b>Total Reserves</b>	<b>3,525,600</b>	<b>-</b>	<b>563,400</b>	<b>150,800</b>	<b>2,706,000</b>	<b>80,300</b>	<b>25,100</b>
<b>Grand Totals</b>	<b>\$ 9,001,600</b>	<b>\$ -</b>	<b>\$ 3,539,400</b>	<b>\$ 537,400</b>	<b>\$ 4,722,800</b>	<b>\$ 176,900</b>	<b>\$ 25,100</b>

**STREET FUND  
STREET FUND RESOURCES - TEN FISCAL YEARS\***

June 30,	Franchise Fees**	Licenses & Fees	Inter-governmental Resources	State Gasoline Taxes	Other Resources	Transfers In	Beginning Balance	Total Resources
2005	\$ 693,933	\$ 1,414,754	\$ 692,152	\$ 2,119,250	\$ 222,504	\$ 314,987	\$ 7,708,408	\$13,165,988
2006	736,190	1,116,081	31,235	2,170,883	372,187	260,000	8,695,311	13,381,887
2007	795,959	1,079,182	449,955	2,151,490	471,302	408,111	9,134,197	14,490,196
2008	878,893	1,096,168	110,274	2,056,995	455,989	260,000	9,472,507	14,330,826
2009	942,711	405,953	878,258	1,857,308	270,478	519,474	9,052,861	13,927,043
2010	1,016,466	403,227	4,836	2,024,426	155,678	381,300	8,363,513	12,349,446
2011	848,969	1,086,992	-	2,365,624	75,157	1,753,285	8,327,379	14,457,406
2012	891,255	415,283	70,693	2,745,670	272,210	892,855	9,969,701	15,257,666
2013	907,800	333,100	2,937,300	2,800,000	38,400	910,000	6,384,300	14,310,900
2014	988,500	333,300	1,965,000	2,800,000	29,600	1,015,700	6,643,400	13,775,500

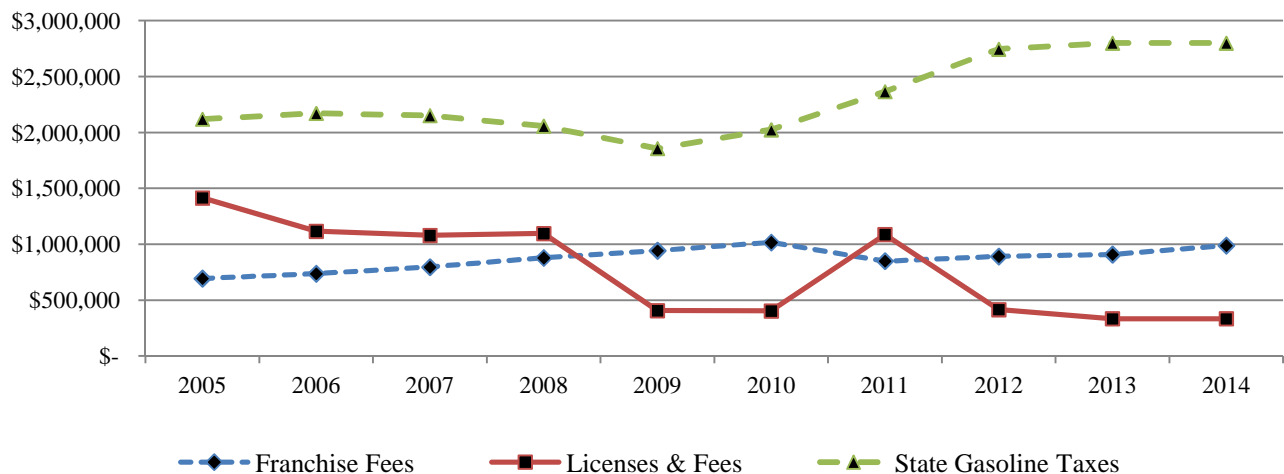
\* Actual revenues for Fiscal Years 2005 through 2012. Budgeted resources for Fiscal Years 2013 and 2014.

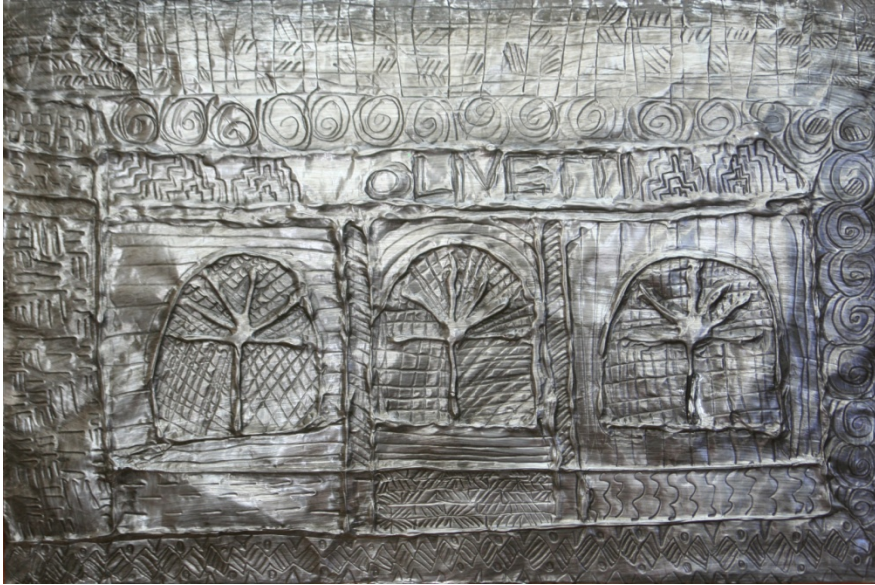
\*\* Franchise Fees after Fiscal Year 2009-10 are included in Transfers In.

**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
2005	5.26%	10.75%	5.26%	16.10%	1.69%	2.39%	58.55%	100.00%
2006	5.51%	8.34%	0.23%	16.22%	2.78%	1.94%	64.98%	100.00%
2007	5.48%	7.45%	3.11%	14.85%	3.25%	2.82%	63.04%	100.00%
2008	6.14%	7.65%	0.77%	14.35%	3.18%	1.81%	66.10%	100.00%
2009	6.77%	2.91%	6.31%	13.34%	1.94%	3.73%	65.00%	100.00%
2010	8.23%	3.27%	0.04%	16.39%	1.26%	3.09%	67.72%	100.00%
2011	5.87%	7.52%	-	16.36%	0.52%	12.13%	57.60%	100.00%
2012	5.85%	2.72%	0.46%	18.00%	1.78%	5.85%	65.34%	100.00%
2013	6.34%	2.33%	20.52%	19.57%	0.27%	6.36%	44.61%	100.00%
2014	7.18%	2.42%	14.26%	20.33%	0.21%	7.37%	48.23%	100.00%

**STATE GAS TAXES, LICENSES & FEES, AND FRANCHISE FEES  
TEN FISCAL YEARS**





*Olivetti*  
*Diego Gonzalez - North Albany Middle School*



*Stair Case*  
*Joshua Elzinga - North Albany Middle School*

**STREET FUND**  
**STREET FUND RESOURCES - TEN FISCAL YEARS <sup>1</sup>**

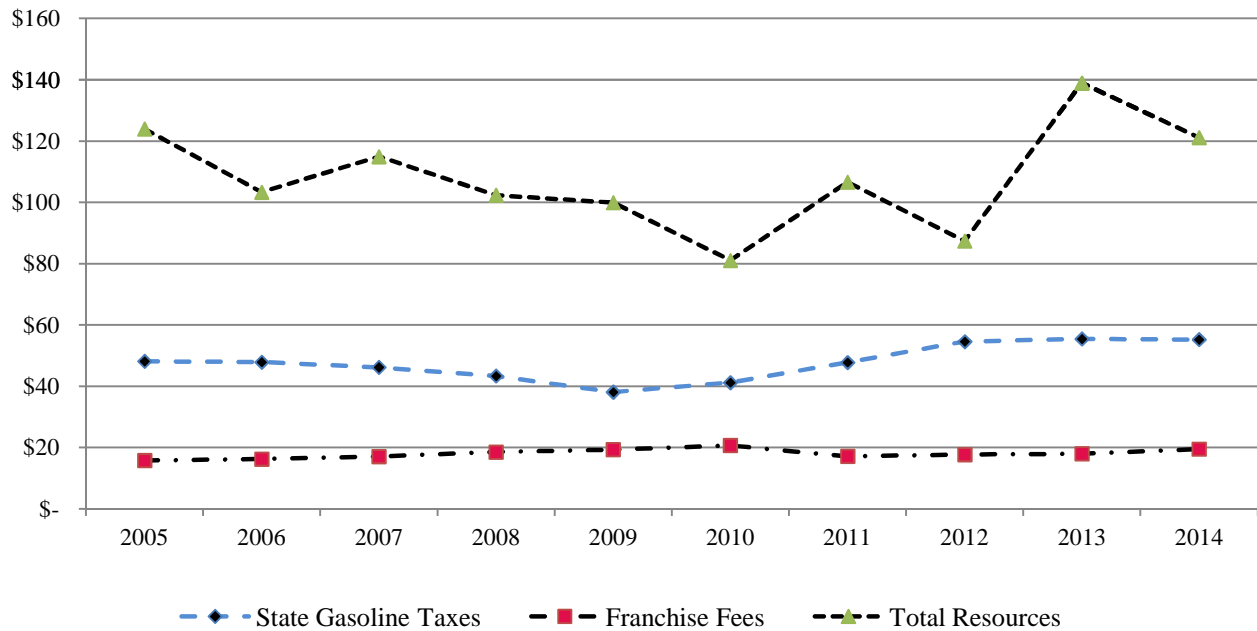
June 30,	Population	State Gasoline Tax		Franchise Fees <sup>3</sup>		Current Resources <sup>2</sup>	
		Annual Amount	Per Capita	Annual Amount	Per Capita	Annual Amount	Per Capita
2005	44,030	\$ 2,119,250	\$ 48.13	\$ 693,933	\$ 15.76	\$ 5,457,580	\$ 123.95
2006	45,360	2,170,883	47.86	736,190	16.23	4,686,576	103.32
2007	46,610	2,151,490	46.16	795,959	17.08	5,355,999	114.91
2008	47,470	2,056,995	43.33	878,893	18.51	4,858,319	102.35
2009	48,770	1,857,308	38.08	942,711	19.33	4,874,182	99.94
2010	49,165	2,024,426	41.18	1,016,466	20.67	3,985,934	81.07
2011	49,530	2,365,624	47.76	848,969	17.14	5,281,059	106.62
2012	50,325	2,745,670	54.56	891,255	17.71	4,396,710	87.37
2013	50,520	2,800,000	55.42	907,800	17.97	7,018,800	138.93
2014	50,710	2,800,000	55.22	988,500	19.49	6,143,600	121.15

(1) Actual revenues for Fiscal Years 2005 through 2012. Budgeted resources for Fiscal Years 2013 and 2014.

(2) Current Resources equals Total Resources less Beginning Balance.

(3) Franchise Fees after Fiscal Year 2009-10 are included in Transfers In.

**PER CAPITA STATE GASOLINE TAX, FRANCHISE FEES,  
AND CURRENT RESOURCES  
TEN FISCAL YEARS**





## PROGRAM NARRATIVE

### STREET FUND: STREET MAINTENANCE (250-50-2602)

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

#### FUNCTIONS AND RESPONSIBILITIES

- The primary function of this activity is to maintain the transportation system facilities.
- Pavement management and street restoration responsibilities include sweeping, sanding, base repair, crack sealing, pothole patching, chip-seal streets, overlay projects, and bridge maintenance.
- Repair tree-damaged sidewalks and gutters on an as-needed basis.
- 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 2012-2013			
Great Neighborhoods	06/13	Postponed	• Develop sidewalk rating/inventory system.
	06/13	Canceled	• Complete sidewalk inventory.
	03/13	In Progress	• Update Pavement Management Program.
	06/13	Completed	• Update traffic sign inventory program.
Budget Year 2013-2014			
Great Neighborhoods	06/14		• Develop sidewalk rating/inventory system.
	03/14		• Update Pavement Management Program.
	06/14		• Develop sweeper debris recycling program.

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of miles of improved streets.	188.21	189.76	191.46	191.46
Number of customer service work orders.	543	509	550	500
Number of City traffic signals.	19	19	19	19
Percentage of traffic signals inspected quarterly.	100%	100%	100%	100%
Miles of painted pavement marking.	50.22	60.24	60.24	61
Percentage of pavement marking annually painted.	100%	100%	100%	100%
Number of signs repaired annually.	157	267	175	175

#### STAFFING SUMMARY

Budgeted FTEs	7.00	8.00	7.45	7.00
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**CITY OF ALBANY, OREGON**  
**Adopted Budget Summary**

**PROG 2602: Street Maintenance**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	689,424.68	766,542.16	775,400	775,400	755,100	-2.62%
Materials & Services	1,593,584.40	1,452,352.04	1,553,500	1,553,500	1,080,100	-30.47%
<b>TOTAL EXPENDITURES</b>	<b>2,283,009.08</b>	<b>2,218,894.20</b>	<b>2,328,900</b>	<b>2,328,900</b>	<b>1,835,200</b>	<b>-21.20%</b>

**PROGRAM NARRATIVE**

**STREETS FUND: PUBLIC WORKS, STREETS ADMINISTRATION (250-50-2604)**

**Responsible Manager/Title:** Mark Shepard, P.E., Public Works 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 Streets Fund.

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
<b>Budget Year 2012-2013</b>			
Effective Government	06/13	In Progress	• Complete the Storm Drainage Master Plan.
	06/13	In Progress	• Identify and pursue funding opportunities to complete transportation improvements.
	06/13	Completed	• Complete agreement with Portland and Western Railroad for the restoration of Water Avenue.
<b>Budget Year 2013-2014</b>			
Effective Government	06/14		• Complete the Storm Drainage Master Plan.
	06/14		• Identify and pursue funding opportunities to complete transportation improvements.
	06/14		• Initiate identification of storm water management costs included in street operations.

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Percentage of arterial streets in satisfactory or better condition.	n/a	n/a	81%	81%
Percentage of collector streets in satisfactory or better condition.	n/a	n/a	66%	67%

**STAFFING SUMMARY**

Budgeted FTEs	n/a	n/a	n/a	0.45
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**CITY OF ALBANY, OREGON**  
**Adopted Budget Summary**

**PROG 2604: Street Administration**

<u>Acct# Description</u>	<b>2010-2011</b> <b>Actual</b>	<b>2011-2012</b> <b>Actual</b>	<b>2012-2013</b> <b>Adopted</b>	<b>2012-2013</b> <b>Revised</b>	<b>2013-2014</b> <b>Adopted</b>	<b>%</b> <b>Change</b>
<b>EXPENDITURES</b>						
Personnel Services	-	68.34	-	-	66,100	- %
Materials & Services	934,305.28	972,286.23	878,400	878,400	894,300	1.81%
Transfers Out	80,000.00	114,000.00	80,000	80,000	80,000	- %
Contingencies	-	-	88,900	88,900	57,900	-34.87%
<b>TOTAL EXPENDITURES</b>	<b>1,014,305.28</b>	<b>1,086,354.57</b>	<b>1,047,300</b>	<b>1,047,300</b>	<b>1,098,300</b>	<b>4.87%</b>

## PROGRAM NARRATIVE

### STREETS FUND: STORMWATER OPERATIONS (250-50-2607)

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

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#### FUNCTIONS AND RESPONSIBILITIES

- Manage stormwater runoff to minimize impacts to private property and public infrastructure.
- Provide street sweeping services for the improved roads under the jurisdiction of the City.
- Respond to storm events to control street flooding, place high water signs, and close streets as necessary.
- Maintain open channel capacity to convey stormwater runoff through routine maintenance.

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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2013-2014			
Safe City	09/13		<ul style="list-style-type: none"><li>• Begin scheduling and tracking stormwater functions in the CarteGraph Computerized Maintenance Management System (CMMS).</li></ul>
	06/14		<ul style="list-style-type: none"><li>• Establish procedures to clearly separate and track stormwater functions performed by street maintenance staff.</li></ul>

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#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Miles of streets swept annually	n/a	n/a	n/a	4,720
Pounds of debris removed by street sweeping	n/a	n/a	n/a	1.4 million

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**CITY OF ALBANY, OREGON**  
**Adopted Budget Summary**

**PROG 2607: Stormwater Operations**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>EXPENDITURES</b>						
Materials & Services	-	-	-	-	147,900	- %
<b>TOTAL EXPENDITURES</b>	-	-	-	-	<b>147,900</b>	<b>- %</b>

## PROGRAM NARRATIVE

### STREET FUND: STREET CAPITAL & RESTORATION (250-50-2700)

Responsible Manager/Title: Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

#### FUNCTIONS AND RESPONSIBILITIES

- This activity receives funds from franchise fees, STP funds, grants, gas tax, and interest income.
- Provide 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 2012-2013			
Great Neighborhoods	06/13	In Progress	<ul style="list-style-type: none"> <li>• Construct ST-13-02, Madison Street ADA Improvements.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Design ST-13-03, North Albany Road: Quarry to RR Tracks.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Initiate construction of ST-13-04, Main Street Rehabilitation.</li> </ul>
	10/12	Completed	<ul style="list-style-type: none"> <li>• Complete ST-12-01, Jackson Street Reconstruction.</li> </ul>
Budget Year 2013-2014			
Great Neighborhoods	10/13		<ul style="list-style-type: none"> <li>• Construct ST-13-02, Madison Street ADA Improvements.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Design and initiate construction for ST-13-03, North Albany Road: Quarry to RR Tracks.</li> </ul>
	10/13		<ul style="list-style-type: none"> <li>• Complete construction of ST-13-04, Main Street Rehabilitation.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct ST-14-01, Transit Stop Pedestrian Improvements.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct ST-14-02, Center Street &amp; 16th Avenue Rehabilitation.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct ST-14-03, Pedestrian Crossing Improvements.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct ST-14-04, Water Avenue – Main to Geary.</li> </ul>

**PROG 2700: Street Capital & Restoration**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Licenses & Fees	560.00	104,754.00	60,000	60,000	15,000	-75.00%
Intergovernmental Revenue	-	58,197.07	2,937,300	2,937,300	2,387,000	-18.73%
Miscellaneous Revenue	0.01	206,316.10	-	-	-	- %
Investment Earnings	8,627.58	4,480.54	2,100	2,100	1,500	-28.57%
Transfers In	212,994.20	400,000.00	653,700	653,700	409,300	-37.39%
Beginning Balance	967,123.00	849,620.56	686,000	686,000	1,129,100	64.59%
<b>TOTAL REVENUES</b>	<b>1,189,304.79</b>	<b>1,623,368.27</b>	<b>4,339,100</b>	<b>4,339,100</b>	<b>3,941,900</b>	<b>-9.15%</b>
<b>EXPENDITURES</b>						
Materials & Services	275,996.65	265,887.35	310,600	310,600	255,000	-17.90%
Capital	63,687.58	332,539.17	3,888,500	3,888,500	3,539,400	-8.98%
Transfers Out	-	40,174.67	140,000	140,000	147,500	5.36%
<b>TOTAL EXPENDITURES</b>	<b>339,684.23</b>	<b>638,601.19</b>	<b>4,339,100</b>	<b>4,339,100</b>	<b>3,941,900</b>	<b>-9.15%</b>

**PROG 2700 Street Capital & Restoration**

<b>Revenues less Expenditures</b>	<b>849,620.56</b>	<b>984,767.08</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### STREET FUND: NORTH ALBANY FRONTAGE FEE PROJECTS (250-50-2701)

Responsible Manager/Title: Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- This program receives revenue from North Albany Street Improvement Assurance fees. New developments in North Albany that are adjacent to arterial and collector streets pay these fees as an improvement assurance when they choose not to construct their required frontage improvements at the time of development.
  - Reserves are built to help fund larger arterial and collector street projects in North Albany.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Great Neighborhoods	06/13	In Progress	<ul style="list-style-type: none"><li>• Design ST-13-03, North Albany Road: Quarry to RR Tracks.</li></ul>
	06/13	In Progress	<ul style="list-style-type: none"><li>• Build reserves for future improvement projects.</li></ul>
Budget Year 2013-2014			
Great Neighborhoods	06/14		<ul style="list-style-type: none"><li>• Design and initiate construction for ST-13-03, North Albany Road: Quarry to RR Tracks.</li></ul>
	06/14		<ul style="list-style-type: none"><li>• Build reserves for future improvement projects.</li></ul>

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**PROG 2701: N. Albany Frontage Fee Projects**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Licenses & Fees	23,393.71	16,805.43	5,300	5,300	16,200	205.66%
Investment Earnings	6,161.10	4,267.75	2,500	2,500	2,500	- %
Beginning Balance	725,835.80	755,390.61	757,800	757,800	769,700	1.57%
<b>TOTAL REVENUES</b>	<b>755,390.61</b>	<b>776,463.79</b>	<b>765,600</b>	<b>765,600</b>	<b>788,400</b>	<b>2.98%</b>
<b>EXPENDITURES</b>						
Capital	-	8,060.78	765,600	514,600	537,400	4.43%
Transfers Out	-	-	-	251,000	251,000	- %
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>8,060.78</b>	<b>765,600</b>	<b>765,600</b>	<b>788,400</b>	<b>2.98%</b>

**PROG 2701 N. Albany Frontage Fee Projects**

<b>Revenues less Expenditures</b>	<b>755,390.61</b>	<b>768,403.01</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### STREET FUND: TRANSPORTATION SDC IMPROVEMENT FEE PROJECTS (250-50-2703)

**Responsible Manager/Title:** Jeff Blaine, P.E., Assistant Public Works Director/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 2012) is \$2,148 for a single-family residence. This program receives \$1,687 of the residential fee.
- In 1989 legislation was adopted in Oregon requiring justification and separate accounting of revenues and expenditures for all Systems Development Charges 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 2012-2013			
Great Neighborhoods	06/13	In Progress	<ul style="list-style-type: none"> <li>• Design ST-13-03, North Albany Road: Quarry to RR Tracks.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Initiate construction of ST-13-04, Main Street Rehabilitation.</li> </ul>
	10/12	Completed	<ul style="list-style-type: none"> <li>• Complete Jackson Street rehabilitation.</li> </ul>
Budget Year 2013-2014			
Great Neighborhoods	06/14		<ul style="list-style-type: none"> <li>• Design and initiate construction for ST-13-03, North Albany Road: Quarry to RR Tracks.</li> </ul>
	10/13		<ul style="list-style-type: none"> <li>• Complete construction of ST-13-04, Main Street Rehabilitation.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Complete construction of ST-14-01, Transit Stop Pedestrian Improvements.</li> </ul>

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2703: Transportation SDC Imp Fee**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Licenses & Fees	59,860.22	191,351.39	174,800	174,800	195,800	12.01%
Investment Earnings	79.19	31,706.02	25,000	25,000	16,000	-36.00%
Beginning Balance	-	8,024,173.92	4,615,100	4,615,100	4,561,200	-1.17%
<b>TOTAL REVENUES</b>	<b>59,939.41</b>	<b>8,247,231.33</b>	<b>4,814,900</b>	<b>4,814,900</b>	<b>4,773,000</b>	<b>-0.87%</b>
<b>EXPENDITURES</b>						
Materials & Services	-	2,194.27	3,000	3,000	3,200	6.67%
Capital	-	20,479.34	4,811,900	4,764,900	4,722,800	-0.88%
Transfers Out	-	3,517,000.00	-	47,000	47,000	- %
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>3,539,673.61</b>	<b>4,814,900</b>	<b>4,814,900</b>	<b>4,773,000</b>	<b>-0.87%</b>

**PROG 2703 Transportation SDC Imp Fee**

<b>Revenues less Expenditures</b>	<b>59,939.41</b>	<b>4,707,557.72</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### STREET FUND: TRANSPORTATION SDC REIMBURSEMENT FEE PROJECTS (250-50-2704)

**Responsible Manager/Title:** Jeff Blaine, P.E., Assistant Public Works Director/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 2012) is \$2,148 for a single-family residence. This program receives \$461 of the fee.
- In 1989 legislation was adopted in Oregon requiring justification and separate accounting of revenues and expenditures for all Systems Development Charges effective July 1, 1991. This budget was created in order to comply with that legislation.
- Build reserves for future projects.

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
<b>Budget Year 2012-2013</b>			
Great Neighborhoods	06/13	In Progress	<ul style="list-style-type: none"> <li>• Design ST-13-03, North Albany Road: Quarry to RR Tracks.</li> </ul>
Effective Government	06/13	In Progress	<ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul>
<b>Budget Year 2013-2014</b>			
Great Neighborhoods	06/14		<ul style="list-style-type: none"> <li>• Design and initiate construction for ST-13-03, North Albany Road: Quarry to RR Tracks.</li> </ul>
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul>

**PROG 2704: Transportation SDC Reimb Fee**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Licenses & Fees	7,040.00	57,907.61	56,000	56,000	51,300	-8.39%
Investment Earnings	9.31	434.44	300	300	1,000	233.33%
Beginning Balance	-	7,049.31	51,000	51,000	124,900	144.90%
<b>TOTAL REVENUES</b>	<b>7,049.31</b>	<b>65,391.36</b>	<b>107,300</b>	<b>107,300</b>	<b>177,200</b>	<b>65.14%</b>
<b>EXPENDITURES</b>						
Materials & Services	-	-	500	500	300	-40.00%
Capital	-	-	106,800	106,800	176,900	65.64%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>107,300</b>	<b>107,300</b>	<b>177,200</b>	<b>65.14%</b>

**PROG 2704 Transportation SDC Reimb Fee**

<b>Revenues less Expenditures</b>	<b>7,049.31</b>	<b>65,391.36</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

**STREETS: ADA CAPITAL PROJECTS (250-50-2705)**  
**Responsible Manager/Title:** Jeff Babbitt, Senior Accountant

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### FUNCTIONS AND RESPONSIBILITIES

- This program receives revenues from a variety of sources including the Albany Transit System and Street Capital programs.
- Build and maintain adequate reserves to fund future Americans with Disabilities Act (ADA) required capital projects.

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### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2013-2014			
Safe City	06/14		<ul style="list-style-type: none"><li>• Build reserves to fund future ADA capital projects.</li></ul>

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**PROG 2705: ADA Capital projects**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Investment Earnings	-	-	-	-	100	- %
Transfers In	-	-	-	-	25,000	- %
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,100</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Capital	-	-	-	-	25,100	- %
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,100</b>	<b>- %</b>

**PROG 2705 ADA Capital projects**

Revenues less Expenditures

- - - - -





Veg-Egg  
Jeffry Robbins - Calapooia Middle School



Courthouse  
Kylie Taylor - North Albany Middle School

DEBT  
SERVICE  
FUNDS

## DEBT SERVICE FUND

### PROGRAM FUNCTIONS, REVENUE TRENDS, AND ASSUMPTIONS

Debt Service funds accumulate resources and account for the payment of general long-term debt principal and interest. The City has one Debt Service fund.

#### DEBT SERVICE FUND

Separate programs are maintained in this fund 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 2013-14 is \$555,300.

##### 2004 Revenue Obligations

Issued in December 2004, these bonds provide funding for the Aquatic Center project and the defeasance of the 1994 City Hall Certificates of Participation. The requirement for 2013-14 is \$238,400 for the General Fund and \$179,500 for the Parks & Recreation Fund. The General Fund share of the debt will be retired in Fiscal Year 2013-14 and the final payment for the Parks & Recreation Fund portion will be in Fiscal Year 2019-20.

##### 2007 General Obligation Refunding Bonds

Issued in March 2007, these bonds were used to refund the 1996 Fire Substation GO Bonds and advance refund the 1999 GO Street Improvement Bonds. Property taxes are levied to make the principal and interest payments. The requirement for 2013-14 is \$1,358,600. The estimated tax rate for the repayment of this debt for 2013-14 is \$0.413 per \$1,000 of assessed value. The debt will be retired in Fiscal Year 2014-15.

#### RESOURCES

Property Taxes	\$ 1,388,600
Charges for Service	555,300
Investment Earnings	5,400
Transfers In	417,900
Beginning Balance	357,200
<b>Total Resources</b>	<b>\$ 2,724,400</b>

#### REQUIREMENTS

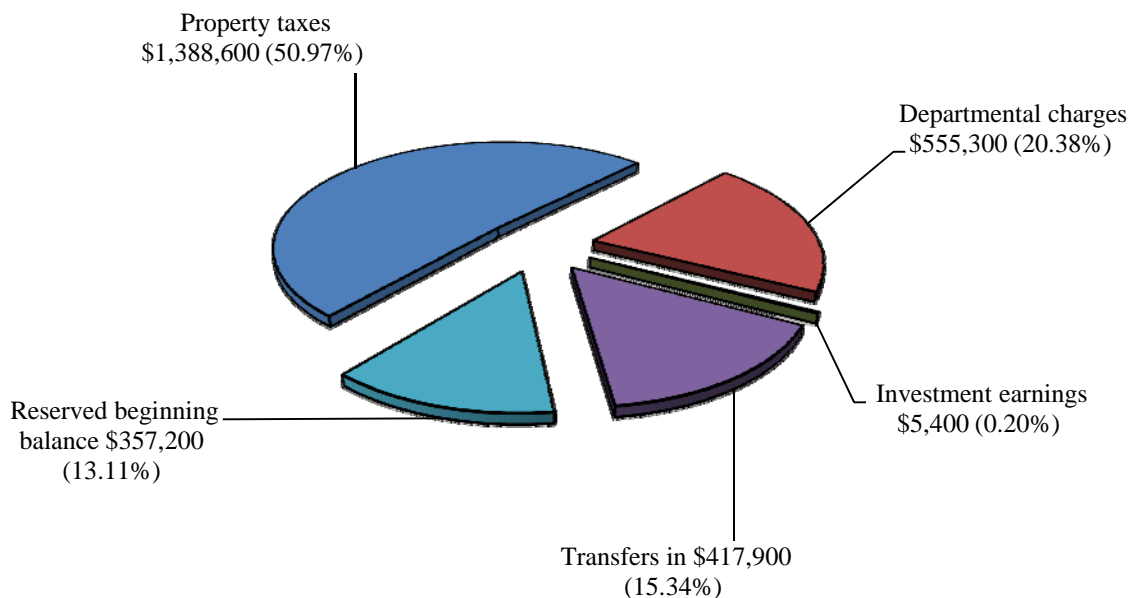
Materials & Services	\$ 1,600
Debt Service	2,722,800
<b>Total Requirements</b>	<b>\$ 2,724,400</b>

**DEBT SERVICE FUND  
RESOURCE DETAIL**

RESOURCES	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
Property Taxes - Current	\$ 2,121,854	\$1,288,162	\$ 1,320,400	\$ 1,320,400	\$ 1,358,600	2.89%	49.87%
Property Taxes - Delinquent	19,290	45,028	26,000	26,000	30,000	15.38%	1.10%
Departmental Charges	636,288	207,401	530,300	530,300	555,300	4.71%	20.38%
Bonded Asmnts: Principal	815	603	-	-	-	-	-
Bonded Asmnts: Interest	65	47	-	-	-	-	-
Interest	14,224	8,339	4,200	4,200	5,400	28.57%	0.20%
<b>Total Current Resources</b>	<b>2,792,537</b>	<b>1,549,580</b>	<b>1,880,900</b>	<b>1,880,900</b>	<b>1,949,300</b>	<b>3.64%</b>	<b>71.55%</b>
From Parks Fund	177,800	178,937	182,200	182,200	179,500	(1.48%)	6.59%
From General Fund	236,500	240,051	241,700	241,700	238,400	(1.37%)	8.75%
From Street Fund	-	34,000	-	-	-	-	-
From Litigation Proceeds	790,000	-	-	-	-	-	-
<b>Total Transfers In</b>	<b>1,204,300</b>	<b>452,988</b>	<b>423,900</b>	<b>423,900</b>	<b>417,900</b>	<b>(1.42%)</b>	<b>15.34%</b>
Beginning Balance	862,690	738,624	-	-	-	-	-
Reserved Beginning Balance	-	-	348,500	348,500	357,200	2.50%	13.11%
<b>Total Resources</b>	<b>\$ 4,859,527</b>	<b>\$2,741,193</b>	<b>\$ 2,653,300</b>	<b>\$ 2,653,300</b>	<b>\$ 2,724,400</b>	<b>2.68%</b>	<b>100.00%</b>

**DEBT SERVICE FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**DEBT SERVICE FUND  
REQUIREMENT SUMMARIES**

<b>Program Requirements</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Bancroft Debt Service	\$ 85,137	\$ 206,723	\$ -	\$ -	\$ -	\$ -	\$ -
1995 Fairgrounds Revenue Bonds	216,585	-	-	-	-	-	-
2002 LTD Tax Pension Bonds	1,285,466	505,803	753,700	753,700	730,600	730,600	730,600
2004 Revenue Obligations	413,664	419,414	423,900	423,900	417,900	417,900	417,900
2007 GO Refunding Bonds	2,120,050	1,289,550	1,475,700	1,475,700	1,575,900	1,575,900	1,575,900
<b>Total Requirements</b>	<b>\$ 4,120,903</b>	<b>\$2,421,490</b>	<b>\$2,653,300</b>	<b>\$2,653,300</b>	<b>\$2,724,400</b>	<b>\$2,724,400</b>	<b>\$2,724,400</b>

<b>Requirements by Type</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Materials & Services	\$ 12,290	\$ 1,426	\$ 2,100	\$ 2,100	\$ 1,600	\$ 1,600	\$ 1,600
Debt Service	4,108,612	2,420,064	2,651,200	2,651,200	2,722,800	2,722,800	2,722,800
<b>Total Requirements</b>	<b>\$ 4,120,903</b>	<b>\$2,421,490</b>	<b>\$2,653,300</b>	<b>\$2,653,300</b>	<b>\$2,724,400</b>	<b>\$2,724,400</b>	<b>\$2,724,400</b>

<b>Adopted Requirements by Program and Type</b>	Materials & Services		Debt Service		Adopted Budget	% of Fund Budget
	2002 LTD Tax Pension Bonds	\$ 600	\$ 730,000	\$ 730,600		\$ 730,600
2004 Revenue Obligations	600	417,300	417,900		417,900	15.34%
2007 GO Refunding Bonds	400	1,575,500	1,575,900		1,575,900	57.84%
<b>Total Requirements</b>	<b>\$ 1,600</b>	<b>\$2,722,800</b>	<b>\$2,724,400</b>		<b>\$2,724,400</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>		<b>0.06%</b>	<b>99.94%</b>		<b>100.00%</b>	

<b>Adopted Budget Detail of Debt Service</b>	Final Maturity	Principal	Interest	Debt Reserve	Adopted Budget
	2002 LTD Tax Pension Bonds	06/01/2028	101,700	453,600	174,700
2004 Revenue Obligations	01/01/2020	365,000	52,300	-	417,300
2007 GO Refunding Bonds	06/01/2015	1,255,000	103,600	216,900	1,575,500
<b>Total Requirements</b>		<b>\$1,721,700</b>	<b>\$ 609,500</b>	<b>\$ 391,600</b>	<b>\$2,722,800</b>

## PROGRAM NARRATIVE

### DEBT SERVICE FUND: 2002 LIMITED TAX PENSION BONDS (301-10-1021)

Responsible Manager/Title: Mike Murzynsky, Senior Accountant

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#### FUNCTIONS AND RESPONSIBILITIES

- This activity provides for payment of the \$6,851,826 Limited Tax Pension Obligations, Series 2002.
- 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 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 Seattle-Northwest Securities Corporation, Portland, Oregon.
- On December 1, 2010, a prepayment of callable bonds in the amount of \$770,000 was made from litigation settlement proceeds.

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#### MATURITY SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Interest Rate</u>
2013-2014	\$101,687	\$453,551	\$555,238	7.00%
2014-2015	105,020	480,218	585,238	7.15%
2015-2019	439,378	2,201,572	2,640,950	7.31%
2019-2024	1,749,604	1,428,664	3,178,268	6.99%
2024-2028	3,020,000	661,710	3,681,710	6.85%
Totals	\$ 5,415,688	\$ 5,225,714	\$ 10,641,403	

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**PROG 1021: 2002 LTD Tax Pension Bonds**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Charges for Services	636,288.02	207,400.77	530,300	530,300	555,300	4.71%
Investment Earnings	3,841.20	2,043.11	1,200	1,200	2,000	66.67%
Transfers In	790,000.00	-	-	-	-	- %
Beginning Balance	323,480.33	468,143.08	222,200	222,200	173,300	-22.01%
<b>TOTAL REVENUES</b>	<b>1,753,609.55</b>	<b>677,586.96</b>	<b>753,700</b>	<b>753,700</b>	<b>730,600</b>	<b>-3.06%</b>
<b>EXPENDITURES</b>						
Materials & Services	9,940.38	575.85	600	600	600	- %
Debt Service	1,275,526.09	505,226.75	753,100	753,100	730,000	-3.07%
<b>TOTAL EXPENDITURES</b>	<b>1,285,466.47</b>	<b>505,802.60</b>	<b>753,700</b>	<b>753,700</b>	<b>730,600</b>	<b>-3.06%</b>

**PROG 1021 2002 LTD Tax Pension Bonds**

<b>Revenues less Expenditures</b>	<b>468,143.08</b>	<b>171,784.36</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### DEBT SERVICE FUND: 2004 REVENUE OBLIGATIONS (301-10-1022)

Responsible Manager/Title: Mike Murzynsky, Senior Accountant

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#### FUNCTIONS AND RESPONSIBILITIES

- This activity provides for payment of the principal and interest on the 2004 Revenue Obligations to be 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 made from the Parks and Recreation fund and General fund; the General fund obligation will mature 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 Seattle-Northwest Securities Corporation.
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#### MATURITY SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013-2014	\$365,000	\$52,229	\$417,229
2014-2015	140,000	39,454	179,454
2015-2016	145,000	34,554	179,554
2016-2017	155,000	27,303	182,303
2017-2020	500,000	39,947	539,947
Totals	\$1,305,000	\$193,487	\$1,498,487

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**PROG 1022: 2004 Revenue Obligations**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Investment Earnings	(191.06)	(19.71)	-	-	-	- %
Transfers In	414,300.00	418,988.29	423,900	423,900	417,900	-1.42%
Beginning Balance	-	445.18	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>414,108.94</b>	<b>419,413.76</b>	<b>423,900</b>	<b>423,900</b>	<b>417,900</b>	<b>-1.42%</b>
<b>EXPENDITURES</b>						
Materials & Services	-	500.00	600	600	600	- %
Debt Service	413,663.76	418,913.76	423,300	423,300	417,300	-1.42%
<b>TOTAL EXPENDITURES</b>	<b>413,663.76</b>	<b>419,413.76</b>	<b>423,900</b>	<b>423,900</b>	<b>417,900</b>	<b>-1.42%</b>

**PROG 1022 2004 Revenue Obligations**

<b>Revenues less Expenditures</b>	<b>445.18</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### DEBT SERVICE FUND: 2007 G.O. REFUNDING BONDS (301-10-1050)

Responsible Manager/Title: Mike Murzynsky, Senior Accountant

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#### FUNCTIONS AND RESPONSIBILITIES

- This activity provides for payment of the \$8.3 million General Obligation Bonds, Series 2007.
  - The bonds are dated March 2, 2007, and accrue interest from that date until maturity. They are payable semiannually, on December 1 and June 1, commencing June 1, 2007. The interest rate is 4.00%.
  - The bonds mature on June 1 of each year and are not subject to redemption prior to maturity.
  - The bonds are rated “Aaa” by Moody’s and “A” by Standard & Poor’s.
  - The Bond Registrar and Paying Agent is the Bank of New York Trust Company, N.A. The Bond Counsel is Orrick, Herrington & Sutcliffe LLP. The Financial Advisor is Regional Financial Advisors, Inc., Portland, Oregon. The Underwriter is Seattle-Northwest Securities Corporation.
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#### MATURITY SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013-2014	\$1,255,000	\$103,600	\$1,358,600
2014-2015	1,335,000	53,400	1,388,400
Totals	\$2,590,000	\$157,000	\$2,747,000

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**PROG 1050: 2007 GO Refunding Bonds**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Property Taxes	2,141,144.00	1,333,189.82	1,346,400	1,346,400	1,388,600	3.13%
Investment Earnings	8,658.77	3,108.34	3,000	3,000	3,400	13.33%
Beginning Balance	68,977.25	98,730.02	126,300	126,300	183,900	45.61%
<b>TOTAL REVENUES</b>	<b>2,218,780.02</b>	<b>1,435,028.18</b>	<b>1,475,700</b>	<b>1,475,700</b>	<b>1,575,900</b>	<b>6.79%</b>
<b>EXPENDITURES</b>						
Materials & Services	1,850.00	350.00	900	900	400	-55.56%
Debt Service	2,118,200.00	1,289,200.00	1,474,800	1,474,800	1,575,500	6.83%
<b>TOTAL EXPENDITURES</b>	<b>2,120,050.00</b>	<b>1,289,550.00</b>	<b>1,475,700</b>	<b>1,475,700</b>	<b>1,575,900</b>	<b>6.79%</b>

**PROG 1050 2007 GO Refunding Bonds**

<b>Revenues less Expenditures</b>	<b>98,730.02</b>	<b>145,478.18</b>	<b>-</b>	<b>-</b>	<b>-</b>
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A Cool Day  
Jenna Jones - Calapooia Middle School



Dianna Barron - Memorial Middle School

**CAPITAL  
PROJECT  
FUND**

## 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 PROJECT FUND

**Local Improvement District Construction Projects:** This program will be used to account for the construction and financing of local improvement district (LID) projects benefiting properties within the City. The primary sources of revenue for this program are assessment payoffs and Bancroft bond proceeds.

**Albany Station Pathway:** Funds from Parks Systems Development Charges and the Federal TEA program will be used to construct a pathway improving pedestrian access along the railroad tracks from the rail depot building to Swanson Park.

**North Albany Park & Ride:** This project will provide a paved and lighted parking lot with a passenger shelter at the northwest corner of Hickory and North Albany Road. Funding will be from the Federal TEA program.

#### RESOURCES

Intergovernmental Services	\$ 20,000
Assessment Revenues	505,000
Investment Earnings	1,300
Beginning Balance	619,500
<b>Total Resources</b>	<b>\$ 1,145,800</b>

#### REQUIREMENTS

Personnel	\$ 675,800
Materials & Services	470,000
<b>Total Requirements</b>	<b>\$ 1,145,800</b>

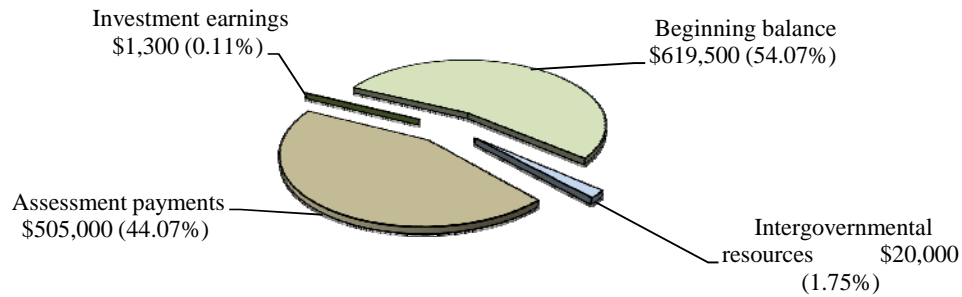
**CAPITAL PROJECTS FUND  
RESOURCE DETAIL**

Resources	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
Federal TEA Grant	\$1,086,718	\$ 139,398	\$ 420,000	\$ 420,000	\$ 20,000	(95.24%)	1.75%
Financed Asmnts: Principal	33,465	47,083	28,000	28,000	25,000	(10.71%)	2.18%
Financed Asmnts: Interest	8,384	6,401	6,400	6,400	10,000	56.25%	0.87%
Unbonded Asmnts: Principal	102	-	475,400	475,400	245,000	(48.46%)	21.38%
Unbonded Asmnts: Interest	-	-	443,100	443,100	225,000	(49.22%)	19.64%
Miscellaneous Revenue	5,000	-	-	-	-	-	-
Interest	12,852	12,650	9,800	9,800	1,300	(86.73%)	0.11%
<b>Total Current Resources</b>	<b>1,146,520</b>	<b>205,532</b>	<b>1,382,700</b>	<b>1,382,700</b>	<b>526,300</b>	<b>(61.94%)</b>	<b>45.93%</b>
From Street Fund	-	3,517,000	-	-	-	-	-
From Water Fund	-	247,000	-	-	-	-	-
From Litigation Proceeds	4,617,106	1,280,988	-	-	-	-	-
<b>Total Transfers In</b>	<b>4,617,106</b>	<b>5,044,988</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Balance	1,951,850	710,499	2,473,100	2,473,100	\$ 619,500	(74.95%)	54.07%
<b>Total Resources</b>	<b>\$7,715,476</b>	<b>\$5,961,019</b>	<b>\$ 3,855,800</b>	<b>\$ 3,855,800</b>	<b>\$1,145,800</b>	<b>(70.28%)</b>	<b>100.00%</b>

TEA - Transportation Equity Act

**CAPITAL PROJECTS FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**CAPITAL PROJECTS FUND  
REQUIREMENT/STAFFING SUMMARIES**

<b>Program Requirements</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Albany Data Integration Project	\$ 56,850	\$ 79,638	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -
LID Construction Projects	5,630,940	2,576,606	3,168,500	3,168,500	1,000,500	1,000,500	1,000,500
City Facility Projects	(220)	-	-	-	-	-	-
Albany Station REA Building	617,966	15,732	51,800	51,800	-	-	-
Albany Station Pathway	14,327	18,298	125,500	125,500	120,300	120,300	120,300
North Albany Park & Ride	33,442	110,563	500,000	500,000	25,000	25,000	25,000
ST-07-03 53rd Ave Bridge/Roadway	651,674	-	-	-	-	-	-
<b>Total Requirements</b>	<b>\$7,004,977</b>	<b>\$2,800,837</b>	<b>\$ 3,855,800</b>	<b>\$ 3,855,800</b>	<b>\$ 1,145,800</b>	<b>\$ 1,145,800</b>	<b>\$ 1,145,800</b>

<b>Requirements by Type</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Materials & Services	\$ 57,814	\$ 80,033	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -
Capital	2,294,034	2,720,804	2,927,300	2,927,300	675,800	675,800	675,800
Transfers Out	4,653,130	-	918,500	918,500	470,000	470,000	470,000
<b>Total Requirements</b>	<b>\$7,004,977</b>	<b>\$2,800,837</b>	<b>\$ 3,855,800</b>	<b>\$ 3,855,800</b>	<b>\$ 1,145,800</b>	<b>\$ 1,145,800</b>	<b>\$ 1,145,800</b>

<b>Adopted Requirements by Program and Type</b>	Materials & Services		Capital	Transfers Out	Adopted Budget	% of Fund Budget
	Albany Data Integration Project	\$ -	\$ -	\$ -	\$ -	\$ -
LID Construction Projects	-	-	530,500	470,000	1,000,500	87.32%
Albany Station Pathway	-	-	120,300	-	120,300	10.50%
North Albany Park & Ride	-	-	25,000	-	25,000	2.18%
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 675,800</b>	<b>\$ 470,000</b>	<b>\$ 1,145,800</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>-</b>	<b>-</b>	<b>58.98%</b>	<b>41.02%</b>	<b>100.00%</b>	



## PROGRAM NARRATIVE

### CAPITAL PROJECTS FUND: LID CONSTRUCTION PROJECTS (402-10-1012)

Responsible Manager/Title: Anne Baker, Senior Accountant

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#### FUNCTIONS AND RESPONSIBILITIES

- This program accounts for the construction and financing of special assessment Local Improvement District (LID) projects and the payment of assessments from benefited property owners.
  - Assessment payments for the Timber Ridge and Oak Street LID assessments will be transferred to settlement proceeds to repay the loans for those projects.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	06/13	Completed	<ul style="list-style-type: none"><li>• Completed Oak Street improvements.</li></ul>
Budget Year 2013-2014			
Effective Government		Ongoing	<ul style="list-style-type: none"><li>• Collect and disburse assessments due from completed LID projects.</li></ul>

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**PROG 1012: LID Construction Projects**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Assessment Revenue	41,949.97	53,484.07	952,900	952,900	505,000	-47.00%
Investment Earnings	15,897.64	10,408.85	8,000	8,000	1,000	-87.50%
Transfers In	3,458,977.09	5,044,988.00	-	-	-	- %
Beginning Balance	2,418,960.87	304,845.67	2,207,600	2,207,600	494,500	-77.60%
<b>TOTAL REVENUES</b>	<b>5,935,785.57</b>	<b>5,413,726.59</b>	<b>3,168,500</b>	<b>3,168,500</b>	<b>1,000,500</b>	<b>-68.42%</b>
<b>EXPENDITURES</b>						
Materials & Services	664.23	395.00	-	-	-	- %
Capital	1,621,241.64	2,576,210.72	2,250,000	2,250,000	530,500	-76.42%
Transfers Out	4,009,034.03	-	918,500	918,500	470,000	-48.83%
<b>TOTAL EXPENDITURES</b>	<b>5,630,939.90</b>	<b>2,576,605.72</b>	<b>3,168,500</b>	<b>3,168,500</b>	<b>1,000,500</b>	<b>-68.42%</b>

**PROG 1012 LID Construction Projects**

<b>Revenues less Expenditures</b>	<b>304,845.67</b>	<b>2,837,120.87</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### CAPITAL PROJECTS: ALBANY STATION PATHWAY (402-50-1110)

Responsible Manager/Title: Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- This project (CIP Project #1796, Phase 3) will construct a pathway along the railroad tracks from the rail depot building east to Swanson Park and will improve pedestrian access to Albany Station and the Cool! Pool through an area that is currently fenced and to which access is restricted by the railroad.
- This budget receives \$520,000 funding from the Federal Highway Trust Fund and \$306,470 from ODOT Transportation Enhancement (TE) Program funds.

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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Great Neighborhoods	06/13	In Progress	<ul style="list-style-type: none"><li>• Complete construction.</li></ul>
Budget Year 2013-2014			
Great Neighborhoods	06/14		<ul style="list-style-type: none"><li>• Complete construction.</li></ul>

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**PROG 1110: Albany Station Pathway**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Investment Earnings	2,228.53	806.35	500	500	300	-40.00%
Beginning Balance	156,618.68	144,520.37	125,000	125,000	120,000	-4.00%
<b>TOTAL REVENUES</b>	<b>158,847.21</b>	<b>145,326.72</b>	<b>125,500</b>	<b>125,500</b>	<b>120,300</b>	<b>-4.14%</b>
<b>EXPENDITURES</b>						
Capital	14,326.84	18,297.71	125,500	125,500	120,300	-4.14%
<b>TOTAL EXPENDITURES</b>	<b>14,326.84</b>	<b>18,297.71</b>	<b>125,500</b>	<b>125,500</b>	<b>120,300</b>	<b>-4.14%</b>

**PROG 1110 Albany Station Pathway**

<b>Revenues less Expenditures</b>	<b>144,520.37</b>	<b>127,029.01</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### CAPITAL PROJECTS: NORTH ALBANY PARK & RIDE (402-50-1111)

**Responsible Manager/Title:** Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- This project will provide a replacement facility for the existing Park & Ride area. The replacement facility will be a paved and lighted lot with passenger shelter at the northwest corner of Hickory and North Albany Road adjacent to Hwy. 20, will be served by the Albany Transit and the Linn-Benton Loop Systems, and will provide a convenient local bus stop near the proposed shopping center sites. This project meets ODOT's desire for the City to reduce the impact on the highway system by encouraging mass transit.
- This budget receives \$800,000 from the Federal Highway Trust Fund.

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#### STRATEGIES/ACTIONS

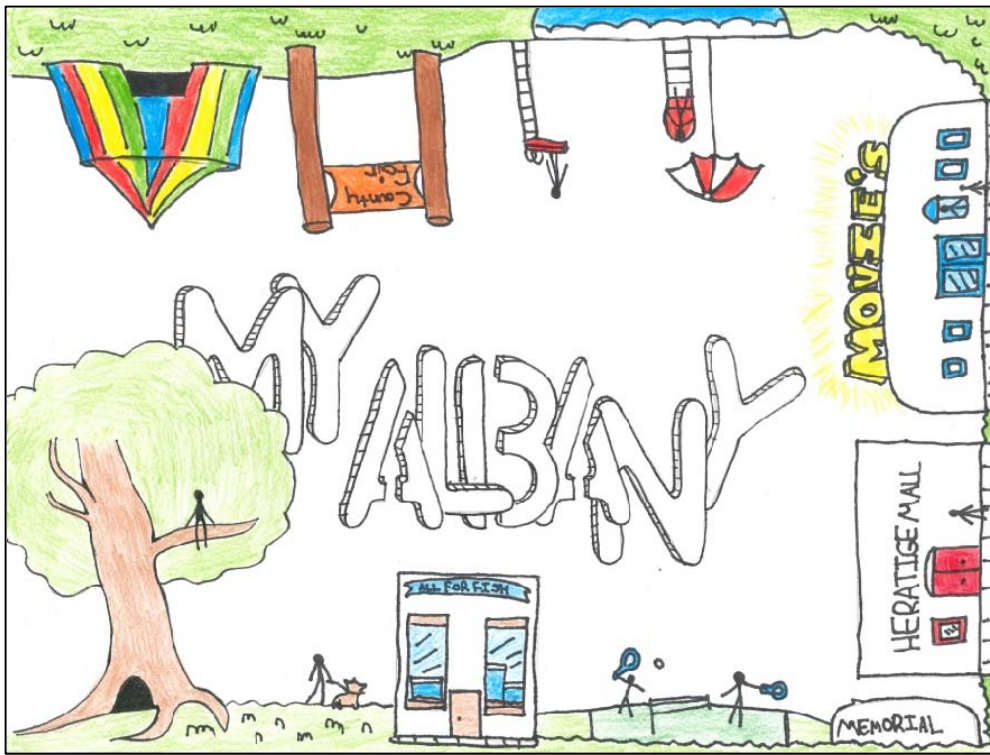
<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013 Great Neighborhoods	06/13	In Progress	<ul style="list-style-type: none"><li>• Complete construction.</li></ul>
Budget Year 2013-2014 Great Neighborhoods	06/14		<ul style="list-style-type: none"><li>• Address any warranty items and close out project.</li></ul>

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**PROG 1111: North Albany Park & Ride**

Acct# Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>REVENUES</b>						
Intergovernmental Revenue	117,790.00	99,495.00	400,000	400,000	20,000	-95.00%
Investment Earnings	760.21	744.54	700	700	-	-100.00%
Beginning Balance	48,072.56	133,180.71	99,300	99,300	5,000	-94.96%
<b>TOTAL REVENUES</b>	<b>166,622.77</b>	<b>233,420.25</b>	<b>500,000</b>	<b>500,000</b>	<b>25,000</b>	<b>-95.00%</b>
<b>EXPENDITURES</b>						
Capital	33,442.06	110,562.90	500,000	500,000	25,000	-95.00%
<b>TOTAL EXPENDITURES</b>	<b>33,442.06</b>	<b>110,562.90</b>	<b>500,000</b>	<b>500,000</b>	<b>25,000</b>	<b>-95.00%</b>

<b>PROG 1111 North Albany Park &amp; Ride</b>						
Revenues less Expenditures	133,180.71	122,857.35	-	-	-	



Ilce McCaulou - Memorial Middle School



A Relaxing Day At The Pond  
Makenzi Pomaikai - Calapooia Middle School

# 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 two Permanent funds.

#### SENIOR CENTER ENDOWMENT FUND

This fund receives private gifts and donations dedicated to Senior Center operations. Donations have ranged from \$3,500 to \$5,000 annually. Expenditures may be made from interest earned from investment of the donations.

#### 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.

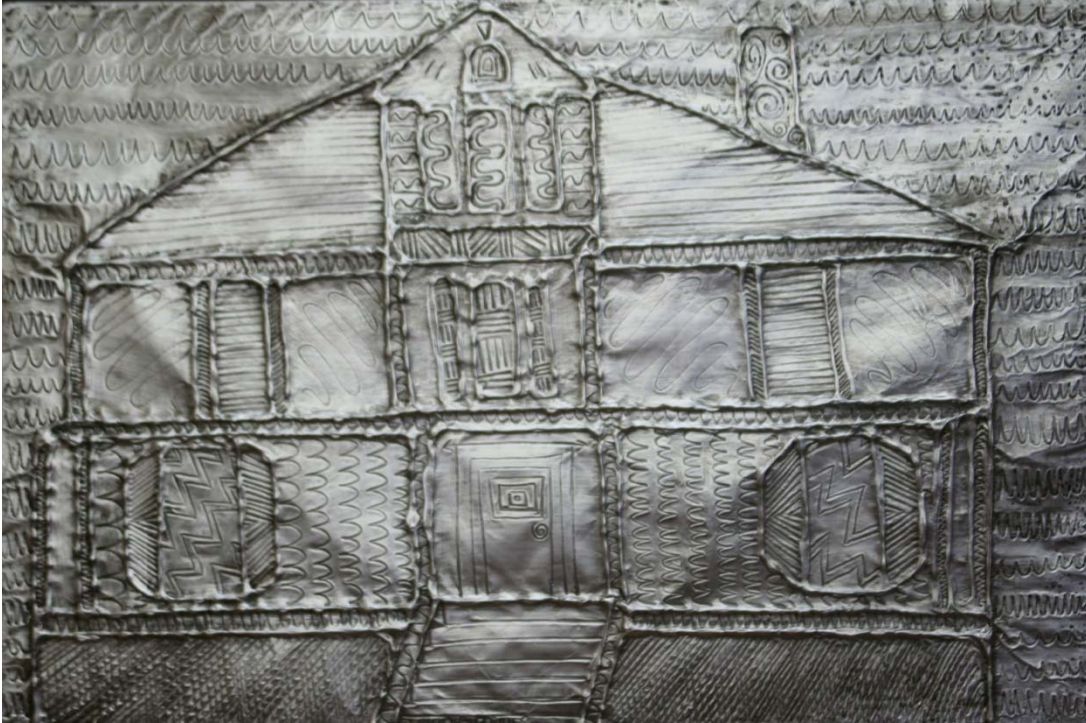
**Manela Trust:** Interest earnings on the \$69,429 trust balance are used to purchase scientific, educational, and technical books.

#### RESOURCES

Other Revenue	\$	100
Investment Earnings		800
Beginning Balance		54,600
Beginning Balance Held in Trust		79,500
Total Resources	\$	135,000

#### REQUIREMENTS

Materials & Services	\$	4,800
Unappropriated		130,200
Total Requirements	\$	135,000



Old Building with Red Trim  
Delanie Phillips - North Albany Middle School



In A Pool Of Water  
Iliyah Salsman - Calapooia Middle School  
Employee's Choice Award

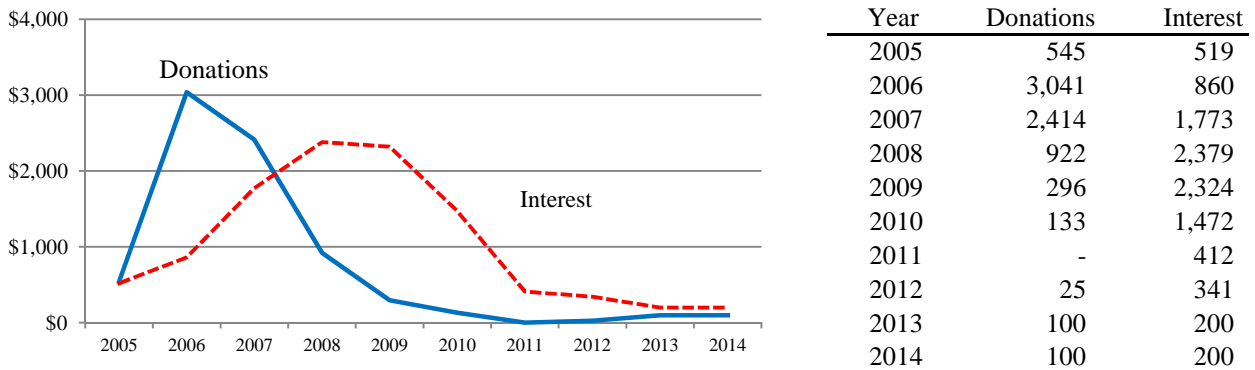


## SENIOR CENTER ENDOWMENT FUND

### RESOURCE DETAIL

Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Donations	\$ -	\$ 25	\$ 100	\$ 100	\$ 100	-	0.20%
Interest	412	341	200	200	200	-	0.39%
Total Current Resources	412	366	300	300	300	-	0.59%
Beginning Balance	49,806	50,218	50,800	50,800	50,600	(0.39%)	99.41%
Total Resources	\$ 50,218	\$ 50,585	\$ 51,100	\$ 51,100	\$ 50,900	(0.39%)	100.00%

### DONATIONS AND INTEREST EARNINGS FOR TEN FISCAL YEARS



### REQUIREMENT SUMMARIES

Program Expenditures/ Requirements	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Materials & Services	\$ -	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Unappropriated	-	-	50,900	50,900	50,700	50,700	50,700
Total Requirements	\$ -	\$ -	\$ 51,100	\$ 51,100	\$ 50,900	\$ 50,900	\$ 50,900

Percent of Fund Total	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Materials & Services	-	-	0.39%	0.39%	0.39%	0.39%	0.39%
Unappropriated	-	-	99.61%	99.61%	99.61%	99.61%	99.61%
Totals	-	-	100.00%	100.00%	100.00%	100.00%	100.00%

## PROGRAM NARRATIVE

### Senior Center Endowment Fund: Senior Center Endowment (501-35-1418)

Responsible Manager/Title: Katie Nooshazar, Recreation Programs Manager

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#### FUNCTIONS AND RESPONSIBILITIES

- Promote collection of endowment funds to be used for operation of the Albany Senior Center.
  - Receive funds, recognize donors, and ensure capital is reinvested.
  - Oversee fund expenditures and ensure monies are used solely for operation of the Albany Senior Center.
- 

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Effective Government	12/12	In Progress	<ul style="list-style-type: none"><li>• Meet twice a year to determine how interest on account is used.</li></ul>
	06/13	In Progress	<ul style="list-style-type: none"><li>• Create new marketing materials to send out to potential donors in the community.</li></ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"><li>• Identify how interest on account will be used.</li></ul>
	06/14		<ul style="list-style-type: none"><li>• Oversee collection and disbursement of funds.</li></ul>

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**PROG 1418: Senior Center Endowment**

Acct# Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>REVENUES</b>						
Miscellaneous Revenue	-	25.00	100	100	100	- %
Investment Earnings	412.16	341.26	200	200	200	- %
Beginning Balance	49,806.22	50,218.38	50,800	50,800	50,600	-0.39%
<b>TOTAL REVENUES</b>	<b>50,218.38</b>	<b>50,584.64</b>	<b>51,100</b>	<b>51,100</b>	<b>50,900</b>	<b>-0.39%</b>
<b>EXPENDITURES</b>						
Materials & Services	-	-	200	200	200	- %
Unappropriated	-	-	50,900	50,900	50,700	-0.39%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>51,100</b>	<b>51,100</b>	<b>50,900</b>	<b>-0.39%</b>

<b>PROG 1418 Senior Center Endowment</b>						
Revenues less Expenditures	50,218.38	50,584.64	-	-	-	



Jack Wells - North Albany Middle School



Branch By Branch  
Lauren Burton - Calapooia Middle School

**LIBRARY TRUST FUND  
RESOURCE DETAIL**

Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Interest	\$ 703	\$ 569	\$ 600	\$ 600	\$ 600	-	0.71%
Total Current Resources	703	569	600	600	600	-	0.71%
Beginning Balance	7,265	84,222	4,500	4,500	4,000	(11.11%)	4.76%
Beginning Balance Held in Trust	79,427	-	79,500	79,000	79,500	0.63%	94.53%
Total Resources	\$ 87,394	\$ 84,791	\$ 84,600	\$ 84,100	\$ 84,100	-	100.00%

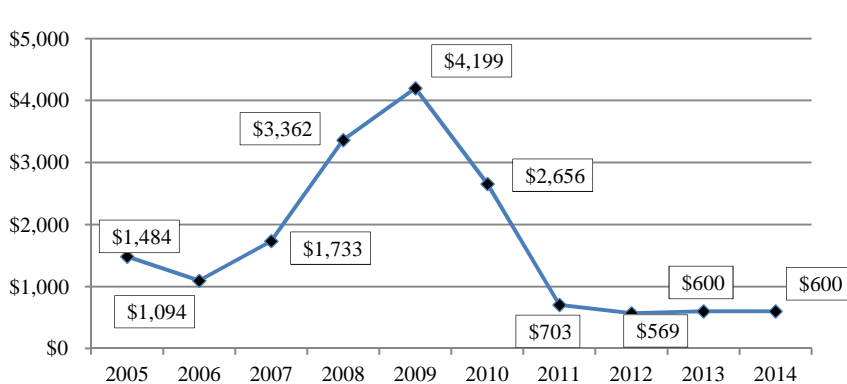
**REQUIREMENT SUMMARIES**

Program Requirements	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
V. O. Torney Trust	\$ -	\$ -	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100
Manela Trust	3,172	915	71,000	71,000	71,000	71,000	71,000
Total Requirements	\$ 3,172	\$ 915	\$ 84,100	\$ 84,100	\$ 84,100	\$ 84,100	\$ 84,100

Requirements by Type	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Materials & Services	\$ 3,172	\$ 915	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600
Unappropriated	-	-	79,500	79,500	79,500	79,500	79,500
Total Requirements	\$ 3,172	\$ 915	\$ 84,100	\$ 84,100	\$ 84,100	\$ 84,100	\$ 84,100

Adopted Requirements by Program and Type	Materials & Services	Unappropriated	Adopted Budget	% of Fund Budget
V. O. Torney Trust	\$ 3,100	\$ 10,000	\$ 13,100	15.58%
Manela Trust	1,500	69,500	71,000	84.42%
Total Requirements	\$ 4,600	\$ 79,500	\$ 84,100	100.00%
Percent of Fund Budget	5.47%	94.53%	100.00%	

**INTEREST EARNINGS LAST TEN FISCAL YEARS**



Year	Interest	Expends
2005	\$ 1,484	\$ -
2006	1,094	1,246
2007	1,733	-
2008	3,362	-
2009	4,199	3,334
2010	2,656	2,880
2011	703	3,172
2012	569	915
2013	600	4,600
2014	600	4,600

## PROGRAM NARRATIVE

### LIBRARY TRUST FUND: V.O. TORNEY TRUST (502-45-1703)

Responsible Manager/Title: Ed Gallagher, Library Director

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#### FUNCTIONS AND RESPONSIBILITIES

- Upon her death, Veda Torney left \$10,000 to the Library solely for the purchase of children's picture books. The principal is invested and only the interest is used each year for the intended purpose.
  - Established March 31, 1977.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Great Neighborhoods	06/13	Postponed	<ul style="list-style-type: none"><li>• Purchase 125 picture books.</li></ul>
Budget Year 2013-2014			
Great Neighborhoods	06/14		<ul style="list-style-type: none"><li>• Purchase 125 children's picture books.</li></ul>

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**PROG 1703: V. O. Torney Trust**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Investment Earnings	105.94	93.09	100	100	100	- %
Beginning Balance	12,804.27	12,910.21	13,000	13,000	13,000	- %
<b>TOTAL REVENUES</b>	<b>12,910.21</b>	<b>13,003.30</b>	<b>13,100</b>	<b>13,100</b>	<b>13,100</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Materials & Services	-	-	3,100	3,100	3,100	- %
Unappropriated	-	-	10,000	10,000	10,000	- %
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>13,100</b>	<b>13,100</b>	<b>13,100</b>	<b>- %</b>

**PROG 1703 V. O. Torney Trust**

<b>Revenues less Expenditures</b>	<b>12,910.21</b>	<b>13,003.30</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### LIBRARY TRUST FUND: MANELA TRUST (502-45-1704)

Responsible Manager/Title: Ed Gallagher, Library Director

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#### FUNCTIONS AND RESPONSIBILITIES

- Upon the death of Olive Manela, a trust fund was established in the amount of \$69,500 for the Albany Public Library, with the principal to be invested and only the interest to be spent on religious, educational, scientific, or technical books.
  - Established June 11, 1975.
- 

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Great Neighborhoods	06/13	Completed	<ul style="list-style-type: none"><li>• Purchase 150 books in the designated subject areas.</li></ul>
Budget Year 2013-2014			
Great Neighborhoods	06/14		<ul style="list-style-type: none"><li>• Purchase 150 books in the designated subject areas.</li></ul>

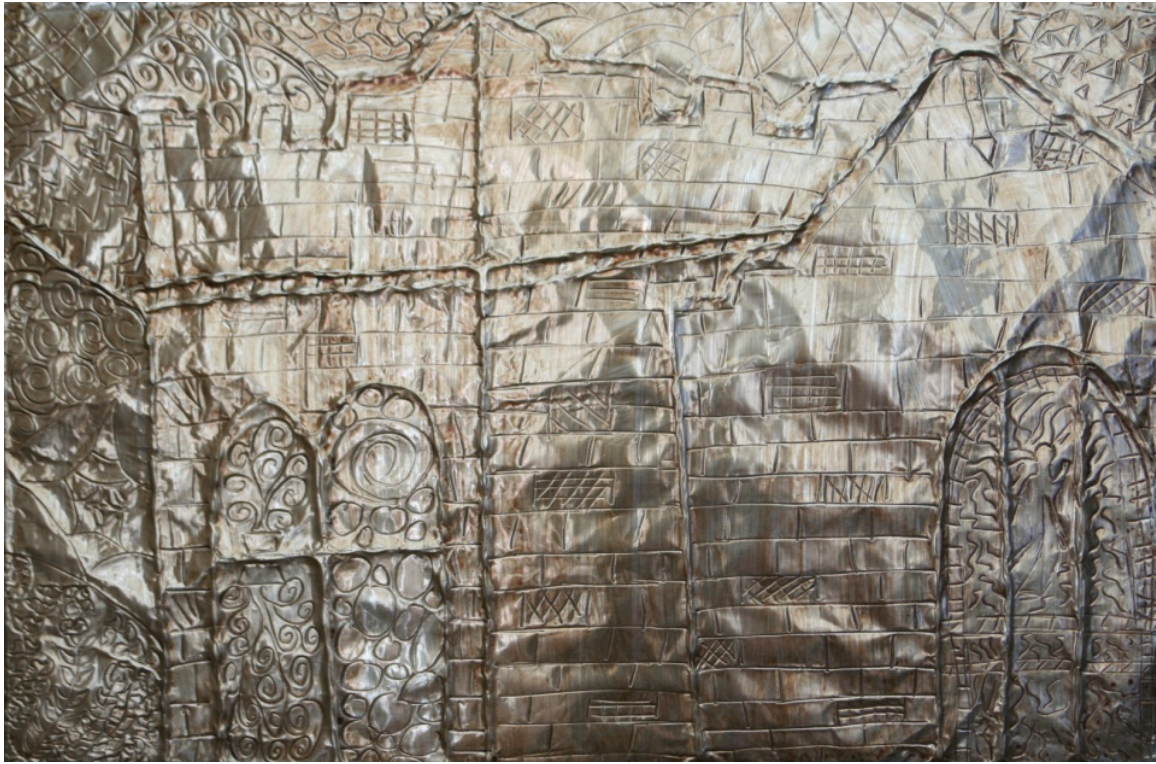
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**PROG 1704: Manela Trust**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Investment Earnings	596.58	475.83	500	500	500	- %
Beginning Balance	73,887.42	71,312.28	70,500	70,500	70,500	- %
<b>TOTAL REVENUES</b>	<b>74,484.00</b>	<b>71,788.11</b>	<b>71,000</b>	<b>71,000</b>	<b>71,000</b>	<b>- %</b>
<b>EXPENDITURES</b>						
Materials & Services	3,171.72	914.54	1,500	1,500	1,500	- %
Unappropriated	-	-	69,500	69,500	69,500	- %
<b>TOTAL EXPENDITURES</b>	<b>3,171.72</b>	<b>914.54</b>	<b>71,000</b>	<b>71,000</b>	<b>71,000</b>	<b>- %</b>

**PROG 1704 Manela Trust**

<b>Revenues less Expenditures</b>	<b>71,312.28</b>	<b>70,873.57</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Presbyterian Church  
Gwendolín Latta - North Albany Middle School



Train Station  
Brandon Dobson - North Albany Middle School

# 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 two Enterprise funds.

**SEWER FUND**

The Sewer Fund accounts for all programs associated with the collection and treatment of wastewater in the City. Activities include collection, treatment, billing, equipment replacement, plant expansion, system improvements, economic development, and the repayment of debt incurred to make improvements to the sewer system.

The primary source of revenue for the Sewer Fund is sewer service charges. The City Council authorizes increases to sewer service charges on an annual basis to cover debt service for major construction projects and the cost of inflation.

In Fiscal Year 2004-05, the City began a major renovation and improvement of its wastewater treatment plant and facilities. Funding has been provided through a State Revolving Fund loan, the city of Millersburg, and resources of the Sewer Fund.

Development fees, including systems development charges (SDC), vary with the level of residential and commercial development. SDC revenues are projected to increase in 2013-14 to \$302,200.

**WATER FUND**

The Water Fund accounts for all activities associated with the provision of water to the citizenry of Albany. Activities include treatment, distribution, source (canal) maintenance, billing, plant expansion, system improvements, equipment replacement, economic development, and repayment of debt incurred to purchase and improve the water system.

The primary source of revenue for the Water Fund is water service charges. The City Council authorizes increases to the water rates on an annual basis to cover debt service for major capital projects and the costs of inflation.

In 2003, the City sold \$40.485 million of water revenue bonds to finance several large capital projects, including a new water treatment plant in a joint venture with the city of Millersburg, and to make fish screen, diversion dam, and hydroelectric improvements to the existing water system. The new treatment plant was put online in the fall of 2005.

Development fees, including systems development charges (SDC), vary with the level of residential and commercial development. SDC revenues are projected to decrease to \$223,000 in 2013-14.

**RESOURCES**

Property Taxes	\$ 651,900
Licenses & Fees	456,300
Intergovernmental Revenues	25,789,400
Charges for Service	33,000
Assessment Revenues	36,000
Other Revenues	138,100
Investment Earnings	432,200
Transfers In	31,426,800
Beginning Balance	1,673,700
<b>Total Resources</b>	<b>\$ 60,637,400</b>

**REQUIREMENTS**

Personnel	\$ 4,677,800
Materials & Services	12,267,000
Capital	26,719,200
Transfers Out	1,531,100
Debt Service	14,432,000
Contingency	1,010,300
<b>Total Requirements</b>	<b>\$ 60,637,400</b>

**SEWER FUND  
RESOURCE DETAIL**

Resources	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Storm Drain Plan Review/ Inspection Fees	\$ 4,820	\$ 1,797	\$ 2,000	\$ 2,000	\$ 2,000	-	0.01%
Sewer SDC: Principal	127,873	20,901	17,000	17,000	16,200	(4.71%)	0.04%
Sewer SDC: Interest	8,566	3,753	3,200	3,200	3,000	(6.25%)	0.01%
Connection Fees: Principal	4,547	3,062	1,300	1,300	800	(38.46%)	-
Connection Fees: Interest	581	376	300	300	100	(66.67%)	-
General SCF	4,646	22,741	5,000	5,000	15,000	200.00%	0.04%
Storm Drain Connection Fees	-	56,406	2,500	2,500	2,500	-	0.01%
Connection Fees	37,921	11,924	-	-	-	-	-
Public Facility Construction Permit	8,003	1,961	2,000	2,000	2,000	-	0.01%
Sewer SDC	332,695	323,152	300,300	300,300	302,200	0.63%	0.83%
ARRA: Wetlands-Albany	4,000,000	-	-	-	-	-	-
ARRA: Wetlands-Millersburg	3,767,357	232,743	-	-	-	-	-
FEMA Disaster Reimbursement	-	17,815	-	-	-	-	-
Energy Trust of Oregon	94,507	-	-	-	-	-	-
Teledyne Industries (TDY)	2,247,800	-	500,000	500,000	-	(100.00%)	-
Millersburg Debt Service Payment	426,336	417,316	420,200	420,200	406,300	(3.31%)	1.12%
Albany Sewer Service Charges	11,930,058	11,791,545	12,626,000	12,626,000	13,633,000	7.98%	37.64%
Certified Sewer Charges	30,797	24,085	30,000	30,000	30,000	-	0.08%
Millersburg O&M Charges	127,532	151,082	110,000	110,000	110,000	-	0.30%
Wah Chang O&M Charges	-	75,503	105,000	105,000	100,000	(4.76%)	0.28%
Collection Agency Payments	2,718	2,008	2,000	2,000	1,000	(50.00%)	-
Equipment Replacement Charges	70,900	93,600	86,100	86,100	83,600	(2.90%)	0.23%
Financed Asmnts: Principal	27,562	28,341	25,000	25,000	25,000	-	0.06%
Financed Asmnts: Interest	4,574	12,320	4,000	4,000	8,000	100.00%	0.02%
Miscellaneous Revenue	11,687	18,738	35,000	35,000	30,000	(14.29%)	0.09%
Interest	142,361	124,001	79,300	79,300	87,700	10.59%	0.24%
<b>Total Current Resources</b>	<b>23,413,840</b>	<b>13,435,168</b>	<b>14,356,200</b>	<b>14,356,200</b>	<b>14,858,400</b>	<b>3.50%</b>	<b>41.01%</b>
From 2502: SDC-I for WWTP SRF debt	700,000	-	-	-	-	-	-
From Litigation Proceeds	-	840,000	-	-	-	-	-
From LID Construction Projects	2,053,108	-	-	-	-	-	-
From WW Facilities Improvements	-	235,538	-	-	-	-	-
<b>Total Transfers In</b>	<b>2,753,108</b>	<b>1,075,538</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Balance</b>	<b>13,051,865</b>	<b>18,427,707</b>	<b>16,807,800</b>	<b>16,807,800</b>	<b>21,364,700</b>	<b>27.11%</b>	<b>58.99%</b>
<b>Total Resources</b>	<b>\$39,218,813</b>	<b>\$32,938,413</b>	<b>\$31,164,000</b>	<b>\$31,164,000</b>	<b>\$36,223,100</b>	<b>16.23%</b>	<b>100.00%</b>

**SDC** - Systems Development Charges

**SRF** - State Revolving Fund

**SCF** - Sewer Connection Fee

**ARRA** - American Recovery and Reinvestment Act

**SDC-I** - Systems Development Charges - Improvement fee

**SEWER FUND  
REQUIREMENT/STAFFING SUMMARIES**

Program Requirements	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Sewer Environmental Services	\$ 648,690	\$ 596,930	\$ 552,500	\$ 552,500	\$ -	\$ -	\$ -
Wastewater Treatment Plant	2,659,886	2,787,758	2,806,900	2,806,900	2,840,800	2,840,800	2,840,800
Wastewater Collection	1,761,446	1,815,368	2,013,700	2,013,700	2,132,700	2,132,700	2,132,700
Wastewater Administration	2,559,615	2,519,030	3,021,400	3,021,400	3,415,200	3,415,200	3,415,200
Water Reuse and Biosolids	-	336,373	156,400	156,400	17,600	17,600	17,600
TWG Wetlands	-	-	249,000	249,000	256,400	256,400	256,400
Stormwater Operations	-	-	-	-	172,400	172,400	172,400
Industrial Pretreatment	-	-	-	-	574,700	574,700	574,700
Sewer System Capital Projects	761,226	992,557	6,568,700	6,568,700	11,637,500	11,637,500	11,637,500
Sewer Equipment Replacement	-	16,272	1,064,800	1,064,800	1,207,600	1,207,600	1,207,600
Sewer SDC Imp. Fee Projects	710,665	8,474	1,436,800	1,436,800	2,079,400	2,079,400	2,079,400
Sewer SDC Reimb. Fee Projects	-	-	263,600	263,600	296,400	296,400	296,400
Sewer Debt Service	5,054,086	5,608,369	12,339,600	12,339,600	10,864,900	10,864,900	10,864,900
Sewer Debt Service: North Albany	-	-	-	-	-	-	-
Sewer Economic Development	62,500	60,815	510,600	510,600	552,500	552,500	552,500
Wastewater Facilities Improvement	273,287	235,538	-	-	-	-	-
Wetlands Treatment Project	6,299,704	472,304	180,000	180,000	175,000	175,000	175,000
<b>Total Requirements</b>	<b>\$20,791,106</b>	<b>\$15,449,789</b>	<b>\$31,164,000</b>	<b>\$31,164,000</b>	<b>\$36,223,100</b>	<b>\$36,223,100</b>	<b>\$36,223,100</b>

Requirements by Type	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Personnel	\$ 1,845,601	\$ 1,838,660	\$ 2,205,700	\$ 2,205,700	\$ 2,422,100	\$ 2,422,100	\$ 2,422,100
Materials & Services	6,151,578	6,422,147	6,084,100	6,084,100	6,472,200	6,472,200	6,472,200
Capital	6,576,349	837,402	9,604,000	9,604,000	15,407,900	15,407,900	15,407,900
Transfers Out	1,163,492	743,211	511,500	511,500	550,000	550,000	550,000
Debt Service	5,054,086	5,608,369	12,339,600	12,339,600	10,864,900	10,864,900	10,864,900
Contingency	-	-	419,100	419,100	506,000	506,000	506,000
<b>Total Requirements</b>	<b>\$20,791,106</b>	<b>\$15,449,789</b>	<b>\$31,164,000</b>	<b>\$31,164,000</b>	<b>\$36,223,100</b>	<b>\$36,223,100</b>	<b>\$36,223,100</b>

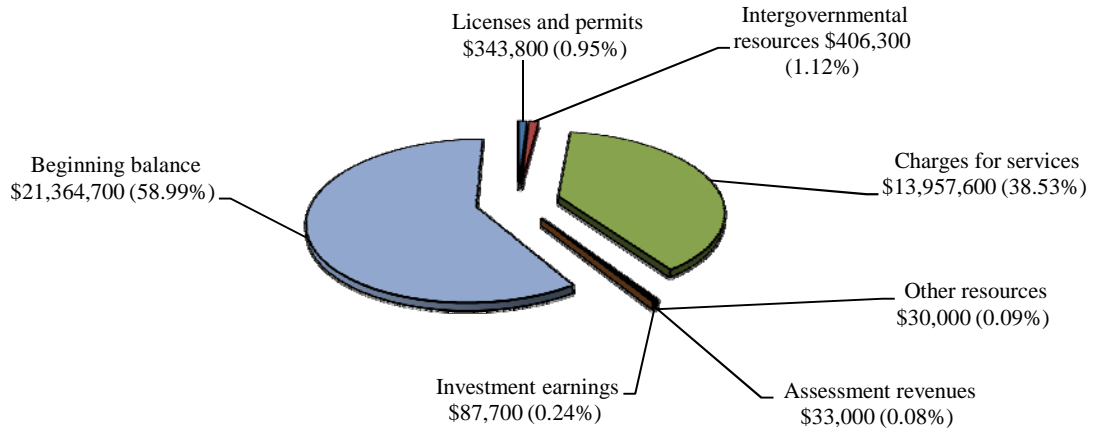
Adopted Requirements by Program and Type	Materials		Transfers		Debt	Contin-	Adopted	% of Fund
	Personnel	& Services	Capital	Out	Service	gency		
Wastewater Treatment Plant	805,200	2,035,600	-	-	-	-	2,840,800	7.84%
Wastewater Collection	927,500	1,205,200	-	-	-	-	2,132,700	5.89%
Wastewater Administration	149,200	2,262,500	-	497,500	-	506,000	3,415,200	9.43%
Water Reuse and Biosolids	-	17,600	-	-	-	-	17,600	0.05%
TWG Wetlands	89,700	154,700	12,000	-	-	-	256,400	0.71%
Stormwater Operations	-	172,400	-	-	-	-	172,400	0.48%
Industrial Pretreatment	450,500	124,200	-	-	-	-	574,700	1.59%
Sewer System Capital Projects	-	500,000	11,137,500	-	-	-	11,637,500	32.12%
Sewer Equipment Replacement	-	-	1,207,600	-	-	-	1,207,600	3.33%
Sewer SDC Imp. Fee Projects	-	-	2,079,400	-	-	-	2,079,400	5.74%
Sewer SDC Reimb. Fee Projects	-	-	296,400	-	-	-	296,400	0.82%
Sewer Debt Service	-	-	-	-	10,864,900	-	10,864,900	29.99%
Sewer Economic Development	-	-	500,000	52,500	-	-	552,500	1.53%
Wetlands Treatment Project	-	-	175,000	-	-	-	175,000	0.48%
<b>Total Requirements</b>	<b>\$ 2,422,100</b>	<b>\$ 6,472,200</b>	<b>\$15,407,900</b>	<b>\$ 550,000</b>	<b>\$10,864,900</b>	<b>\$ 506,000</b>	<b>\$36,223,100</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>6.69%</b>	<b>17.87%</b>	<b>42.54%</b>	<b>1.52%</b>	<b>29.99%</b>	<b>1.40%</b>	<b>100.01%</b>	

Staffing Summary (FTE)	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Sewer Environmental Services	5.000	4.000	4.000	4.000	-	-	-
Wastewater Treatment Plant	6.500	6.500	7.000	7.000	7.000	8.000	8.000
Wastewater Collection	9.000	9.500	10.000	10.000	9.500	9.500	9.500
Wastewater Administration	-	0.500	1.000	1.000	1.200	1.200	1.200
Water Reuse and Biosolids	-	2.000	0.200	0.200	-	-	-
TWG Wetlands	-	-	0.800	0.800	0.800	0.800	0.800
<b>Total FTE</b>	<b>20.500</b>	<b>22.500</b>	<b>23.000</b>	<b>23.000</b>	<b>18.500</b>	<b>19.500</b>	<b>19.500</b>

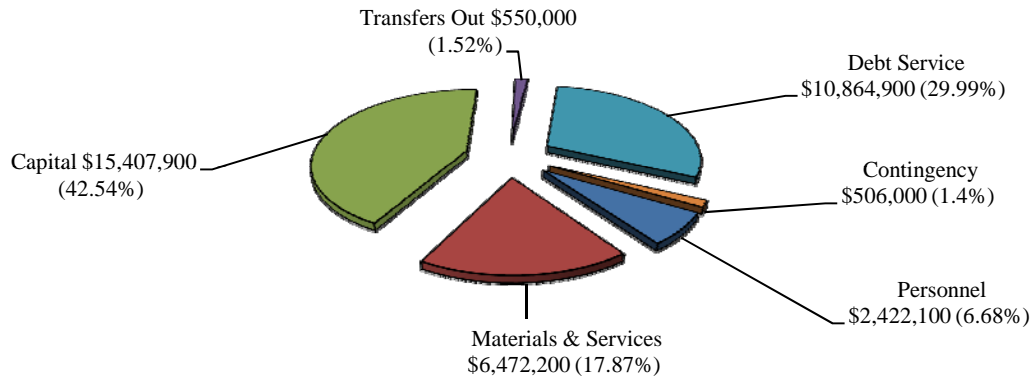


## SEWER FUND RESOURCES AND REQUIREMENTS

### TOTAL SEWER FUND RESOURCES BY SOURCE



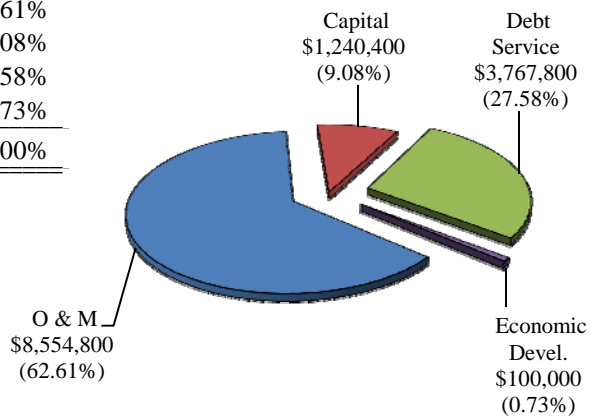
### TOTAL SEWER FUND REQUIREMENTS BY TYPE



### USE OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2013-14

O & M	\$ 8,554,800	62.61%
Capital	1,240,400	9.08%
Debt Service	3,767,800	27.58%
Economic Development	100,000	0.73%
<b>Total Sewer Service Charges</b>	<b>\$13,663,000</b>	<b>100.00%</b>

O & M - Operation & Maintenance



**SEWER FUND  
RESOURCES, TEN FISCAL YEARS**

Fiscal Year	Charges for Services	Licenses & Permits	Other Revenues	Transfers In	Debt Proceeds	Beginning Balance	Totals
2005	\$ 7,445,699	\$ 1,922,863	\$ 674,961	\$ 53,701	\$ -	\$ 9,800,964	\$ 19,898,188
2006	8,134,540	1,823,711	961,731	-	-	11,219,293	22,139,275
2007	9,070,353	1,951,017	920,190	-	29,258,343	9,756,587	50,956,490
2008	10,210,899	1,491,538	2,561,709	-	18,020,404	10,797,107	43,081,657
2009	10,883,554	458,541	495,910	-	7,637,289	12,719,639	32,194,933
2010	11,483,847	497,701	3,843,436	-	14,083,964	8,930,945	38,839,893
2011	12,091,105	529,652	10,366,748	-	426,336	13,051,865	36,465,706
2012	12,044,223	446,073	527,557	-	417,316	18,427,707	31,862,875
2013	12,873,000	333,600	729,400	-	420,200	16,807,800	31,164,000
2014	13,874,000	343,800	234,300	-	406,300	21,364,700	36,223,100

**NOTES:**

Actual revenues for Fiscal Years 2005 through 2012. Budgeted resources for 2013 and 2014.

Other Revenues: In Fiscal Year 2008, the City received \$1,000,000 from the City of Millersburg and \$710,000 from Settlement Proceeds.

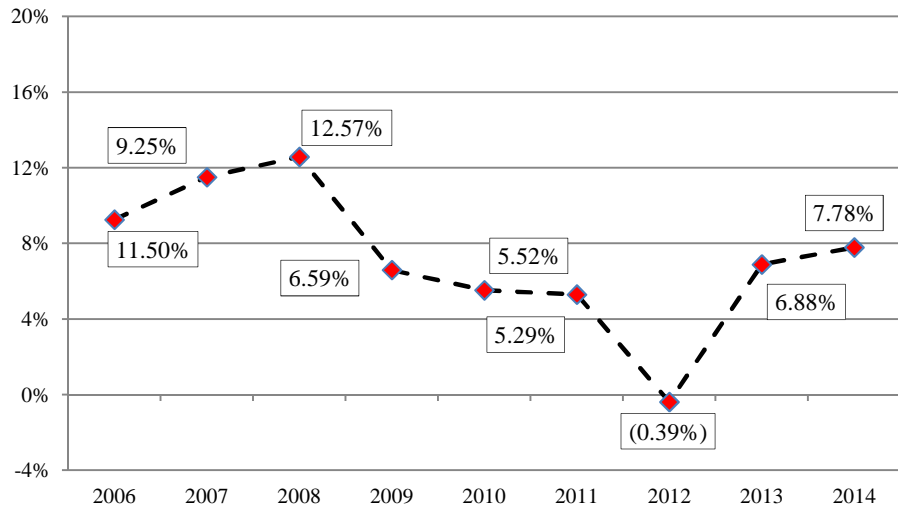
In Fiscal Year 2010, the City received resources of \$2,000,000 from the City of Millersburg.

Transfers In: Intrafund transfers have been eliminated from all years in the table above.

Debt Proceeds: The City received SRF loan proceeds for the new Wastewater Treatment Plant from Fiscal Year 2007 through Fiscal Year 2010.

**SEWER SERVICE CHARGE REVENUES  
Annual Percentage Change**

Fiscal Year	Annual % Change
2006	9.25%
2007	11.50%
2008	12.57%
2009	6.59%
2010	5.52%
2011	5.29%
2012	(0.39%)
2013	6.88%
2014	7.78%



**SEWER FUND  
REQUIREMENTS, TEN FISCAL YEARS**

Fiscal Year	Operating Expenditures	Capital	Transfers Out	Debt Service	Totals
2005	\$ 5,486,395	\$ 2,083,330	\$ 400,000	\$ 709,171	\$ 8,678,896
2006	5,947,003	5,712,804	20,600	702,280	12,382,687
2007	6,712,760	32,621,499	124,800	700,323	40,159,382
2008	7,197,809	22,446,181	25,000	693,036	30,362,026
2009	7,151,115	15,315,647	1,991,874	695,351	25,153,987
2010	7,851,432	10,287,148	12,412,515	5,300,646	35,851,741
2011	7,997,179	6,576,349	-	5,054,086	19,627,614
2012	8,260,807	837,402	-	5,608,369	14,706,578
2013	8,289,800	6,214,100	-	12,339,600	26,843,500
2014	8,894,300	10,757,200	-	10,864,900	30,516,400

**NOTES:**

Actual expenditures for Fiscal Years 2005 through 2012. Budgeted requirements for 2013 and 2014.

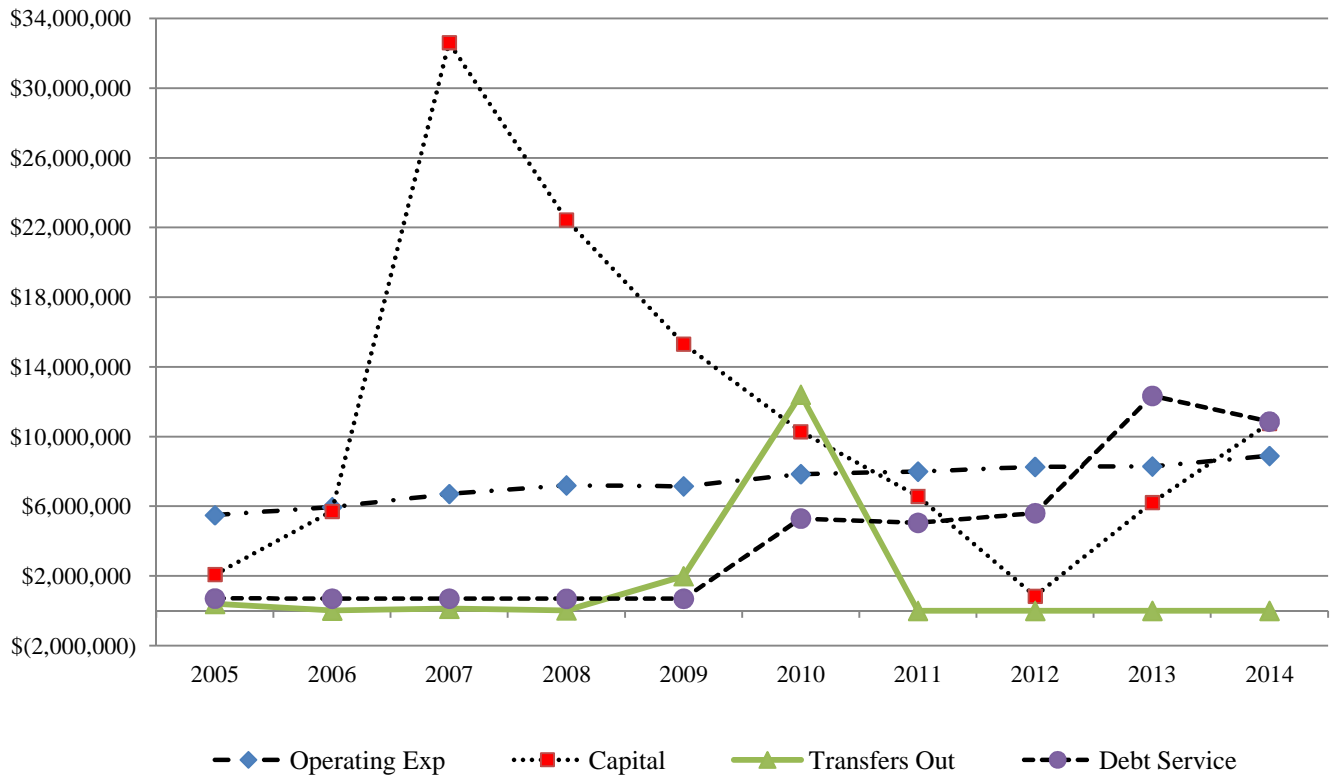
Operating Expenditures equal Personnel plus Materials and Services.

Capital: Major construction of the new Wastewater Treatment Plant began in Fiscal Year 2007. Capital reserves are not included in the 2013 and 2014 amounts.

Transfers Out: Intrafund transfers have been eliminated from all years in the table above.

Debt Service: In Fiscal Year 2004, the City advanced refunded the 1993 Sewer Refunding Bonds. In April 2010, there was a \$4.3 million payment on the SRF loan used to finance the new sewage treatment plant. Debt reserves are not included in the 2010 and 2011 amounts.

**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.

<b>Resources</b>	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Teledyne Industries (TDY)	-	-	500,000	500,000	-	(100.00%)	-
Millersburg Debt Service Payment	426,336	417,316	420,200	420,200	406,300	(3.31%)	3.74%
Albany Sewer Service Charges	3,941,200	2,878,300	3,476,600	3,476,600	3,767,800	8.38%	34.68%
Interest	72,705	42,572	33,000	33,000	30,000	(9.09%)	0.28%
<b>Total Current Resources</b>	<b>4,440,241</b>	<b>3,338,188</b>	<b>4,429,800</b>	<b>4,429,800</b>	<b>4,204,100</b>	<b>(5.10%)</b>	<b>38.70%</b>
From 2502: SDC-I for WWTP SRF debt	700,000	-	-	-	-	-	-
From WW Facilities Improvements	-	235,538	-	-	-	-	-
<b>Total Transfers In</b>	<b>700,000</b>	<b>235,538</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Balance	10,093,813	10,179,968	7,909,800	7,909,800	6,660,800	(15.79%)	61.30%
<b>Total Resources</b>	<b>\$15,234,054</b>	<b>\$ 13,753,694</b>	<b>\$12,339,600</b>	<b>\$12,339,600</b>	<b>\$10,864,900</b>	<b>(11.95%)</b>	<b>100.00%</b>

<b>Adopted Requirements by Program and Type</b>	Debt Service	Adopted Budget	% of Fund Budget
Sewer Debt Service	\$10,864,900	\$10,864,900	100.00%
<b>Total Requirements</b>	<b>\$10,864,900</b>	<b>\$10,864,900</b>	<b>100.00%</b>
Percent of Budget	100.00%	100.00%	

<b>Adopted Budget Detail of Debt Service</b>	Final Maturity	Principal	Interest	Debt Reserve	Adopted Budget
WWTP SRF Loan	10/01/2029	\$ 3,406,300	\$ 2,096,300	\$ 5,362,300	\$10,864,900
<b>Totals</b>		<b>\$ 3,406,300</b>	<b>\$ 2,096,300</b>	<b>\$ 5,362,300</b>	<b>\$10,864,900</b>

**WWTP** - Wastewater Treatment Plant  
**SRF** - State Revolving Fund

**SDC** - Systems Development Charge  
**WW** - Wastewater

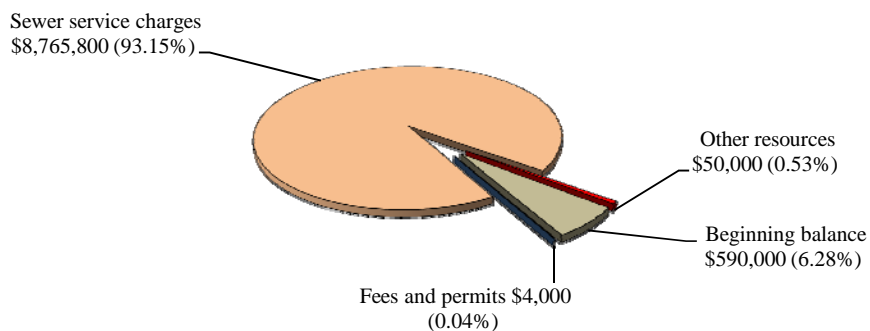
**SEWER FUND  
OPERATION AND MAINTENANCE COMBINED BUDGET**

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	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
Storm Drain Plan Review/ Inspection Fees	\$ 4,820	\$ 1,797	\$ 2,000	\$ 2,000	\$ 2,000	-	0.02%
Public Facility Construction Permit	8,003	1,961	2,000	2,000	2,000	-	0.02%
FEMA Disaster Reimbursement	-	6,932	-	-	-	-	-
Albany Sewer Service Charges	7,184,114	6,813,245	8,023,500	8,023,500	8,524,800	6.25%	90.59%
Certified Sewer Charges	30,797	24,085	30,000	30,000	30,000	-	0.32%
Millersburg O&M Charges	127,532	151,082	110,000	110,000	110,000	-	1.17%
Wah Chang O&M Charges	-	75,503	105,000	105,000	100,000	(4.76%)	1.06%
Collection Agency Payments	2,718	2,008	2,000	2,000	1,000	(50.00%)	0.01%
Miscellaneous Revenue	8,687	18,738	35,000	35,000	30,000	(14.29%)	0.32%
Interest	614	37,991	20,000	20,000	20,000	-	0.21%
<b>Total Current Resources</b>	<b>7,367,285</b>	<b>7,133,342</b>	<b>8,329,500</b>	<b>8,329,500</b>	<b>8,819,800</b>	<b>5.89%</b>	<b>93.72%</b>
From Litigation Proceeds	-	840,000	-	-	-	-	-
Total Transfers In	-	840,000	-	-	-	-	-
Beginning Balance	816,724	554,372	470,400	470,400	590,000	25.43%	6.28%
<b>Total Resources</b>	<b>\$8,184,010</b>	<b>\$8,527,714</b>	<b>\$8,799,900</b>	<b>\$8,799,900</b>	<b>\$9,409,800</b>	<b>6.93%</b>	<b>100.00%</b>

Adopted Requirements by Program and Type						Adopted Budget	% of Fund Budget
	Personnel	Materials & Services	Capital	Transfers Out	Contin- gency		
Wastewater Treatment Plant	\$ 805,200	\$2,035,600	\$ -	\$ -	\$ -	\$2,840,800	30.20%
Wastewater Collection	927,500	1,205,200	-	-	-	2,132,700	22.66%
Wastewater Administration	149,200	2,262,500	-	497,500	506,000	3,415,200	36.29%
Water Reuse and Biosolids	-	17,600	-	-	-	17,600	0.19%
TWG Wetlands	89,700	154,700	12,000	-	-	256,400	2.72%
Stormwater Operations	-	172,400	-	-	-	172,400	1.83%
Industrial Pretreatment	450,500	124,200	-	-	-	574,700	6.11%
<b>Total Requirements</b>	<b>\$2,422,100</b>	<b>\$5,972,200</b>	<b>\$ 12,000</b>	<b>\$ 497,500</b>	<b>\$ 506,000</b>	<b>\$9,409,800</b>	<b>100.00%</b>
Percent of Budget	25.73%	63.47%	0.13%	5.29%	5.38%	100.00%	

**SEWER OPERATION & MAINTENANCE RESOURCES BY TYPE**  
Category Totals and Percent of Budget





**SEWER FUND**  
**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2013-2014**

Project Description	Totals	Wastewater Collection	Water Reuse and Biosolids	TWG Wetlands	Sewer System Capital Projects	Sewer Equipment Replace- ment
Capital Equipment	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Wetlands Fencing	12,000	-	-	12,000	-	-
Oak Creak Pump Stn/Force Main	4,689,000	-	-	-	4,220,000	-
SS-13-04 Wetlands Int w/AMWRF Outfalls	175,000	-	-	-	-	-
SS-13-05 Main St:2nd-Salem Ave Sewer Rep	170,000	-	-	-	170,000	-
SS-14-04 Lyons St Sewer Realign	70,000	-	-	-	70,000	-
SS-14-01 2013 Cured In Place Pipe	130,000	-	-	-	130,000	-
SS-14-02 2013 Pipe Bursting	140,000	-	-	-	140,000	-
SS-14-03 2013 Sewer Main Repl	75,000	-	-	-	75,000	-
WWTP-13-01 WRF Solids Handling Imp Proj	500,000	-	-	-	500,000	-
<b>Project Totals</b>	<b>6,261,000</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>5,305,000</b>	<b>300,000</b>
Reserve: Pipe Over-sizing	10,000	-	-	-	-	-
Reserve: Connection Fees	647,000	-	-	-	647,000	-
Reserve: Equipment Replacement	907,600	-	-	-	-	907,600
Reserve: Storm Drain Collection Fees	86,200	-	-	-	86,200	-
Reserve: Capital Projects	3,743,100	-	-	-	1,346,300	-
Reserve: Siemens Settlement	3,753,000	-	-	-	3,753,000	-
SRF Principal (WWTP)	2,892,300	-	-	-	-	-
Wetlands: Land Acquisition Principal	377,300	-	-	-	-	-
SRF Principal (Wetlands)	100,000	-	-	-	-	-
Millersburg: Albany % of SRF Debt (WL)	36,700	-	-	-	-	-
SRF Interest (WWTP)	1,968,900	-	-	-	-	-
Wetlands: Land Acquisition Interest	122,700	-	-	-	-	-
SRF Fees (Wetlands)	4,700	-	-	-	-	-
Reserve: SDC-I	1,995,900	-	-	-	-	-
Reserve: Rates	913,400	-	-	-	-	-
Reserve: SRF Requirements (WWTP)	2,403,000	-	-	-	-	-
Reserve :SRF Requirements (Wetlands)	50,000	-	-	-	-	-
<b>Total Reserves</b>	<b>20,011,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,832,500</b>	<b>907,600</b>
<b>Grand Totals</b>	<b>\$26,272,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>\$ 11,137,500</b>	<b>\$ 1,207,600</b>

SDC Improve- ment Fee Projects	SDC Reimburse- ment Fee Projects	Sewer Debt Service	Sewer Economic Develop- ment	Wetlands Treatment Project	Project Description
\$ -	\$ -	\$ -	\$ -	\$ -	- Capital Equipment
-	-	-	-	-	- Wetlands Fencing
469,000	-	-	-	-	- Oak Creak Pump Stn/Force Main
-	-	-	-	175,000	SS-13-04 Wetlands Int w/AMWRF Outfalls
-	-	-	-	-	- SS-13-05 Main St:2nd-Salem Ave Sewer Rep
-	-	-	-	-	- SS-14-04 Lyons St Sewer Realign
-	-	-	-	-	- SS-14-01 2013 Cured In Place Pipe
-	-	-	-	-	- SS-14-02 2013 Pipe Bursting
-	-	-	-	-	- SS-14-03 2013 Sewer Main Repl
-	-	-	-	-	- WWTP-13-01 WRF Solids Handling Imp Proj
469,000	-	-	-	175,000	Project Totals
10,000	-	-	-	-	- Reserve: Pipe Over-sizing
-	-	-	-	-	- Reserve: Connection Fees
-	-	-	-	-	- Reserve: Equipment Replacement
-	-	-	-	-	- Reserve: Storm Drain Collection Fees
1,600,400	296,400	-	500,000	-	- Reserve: Capital Projects
-	-	-	-	-	- Reserve: Siemens Settlement
-	-	2,892,300	-	-	- SRF Principal (WWTP)
-	-	377,300	-	-	- Wetlands: Land Acquisition Principal
-	-	100,000	-	-	- SRF Principal (Wetlands)
-	-	36,700	-	-	- Millersburg: Albany % of SRF Debt (WL)
-	-	1,968,900	-	-	- SRF Interest (WWTP)
-	-	122,700	-	-	- Wetlands: Land Acquisition Interest
-	-	4,700	-	-	- SRF Fees (Wetlands)
-	-	1,995,900	-	-	- Reserve: SDC-I
-	-	913,400	-	-	- Reserve: Rates
-	-	2,403,000	-	-	- Reserve: SRF Requirements (WWTP)
-	-	50,000	-	-	- Reserve :SRF Requirements (Wetlands)
1,610,400	296,400	10,864,900	500,000	-	Total Reserves
\$ 2,079,400	\$ 296,400	\$ 10,864,900	\$ 500,000	\$ 175,000	Grand Totals



## PROGRAM NARRATIVE

**SEWER FUND: WASTEWATER TREATMENT PLANT (601-50-2404)**  
**Responsible Manager/Title:** Chris Bailey, Assistant Public Works Director/Operations Manager  
**Developed By:** Richard Johnson, Wastewater Treatment Plant Supervisor

### FUNCTIONS AND RESPONSIBILITIES

- This activity funds the operation of the Albany-Millersburg Water Reclamation Facility (AM WRF).
- The AM WRF processes domestic and industrial wastewater from the City of Albany and domestic wastewater from the City of Millersburg.
- Maintain management and operational practices commensurate with the City's Biosolids Management Program.
- Maintain the Peak Performance Award from the National Association of Clean Water Agencies for treatment performance.
- Reinitiate a sustainable biosolids reuse program through the design, construction, start-up and successful operation of a solids stabilization and biosolids land application program.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
<b>Budget Year 2012-2013</b>			
Great Neighborhoods	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Assess various treatment systems to reduce mass of biosolids for disposal/reuse.</li> </ul>
Healthy Economy	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Participate in the design and construction of the selected treatment system to produce Class B biosolids and the reduction of biosolids for disposal/reuse.</li> </ul>
Safe City	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Assist engineering consultants in the research and development of solids reduction technologies and apply new principles to improve and optimize the Cannibal solids reduction system.</li> </ul>
Great Neighborhoods	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Optimize O&amp;M strategies and staffing for a Class A solids treatment facility.</li> </ul>
Effective Government	06/13	Completed	<ul style="list-style-type: none"> <li>• Improve annual performance award for water reclamation from National Association of Clean Water Agencies from Silver to Gold.</li> </ul>
<b>Budget Year 2013-2014</b>			
Great Neighborhoods	06/14		<ul style="list-style-type: none"> <li>• Manage the biosolids storage facility in a manner that does not create an odor nuisance for our neighbors.</li> </ul>
Healthy Economy	06/14		<ul style="list-style-type: none"> <li>• Continue efforts to maximize the solids reduction capabilities of both the biological treatment systems and the mechanical solids separation modules.</li> </ul>
Safe City	06/14		<ul style="list-style-type: none"> <li>• Continue to achieve 100% compliance record with the Oregon Department of Environmental Quality for both effluent quality and biosolids management.</li> </ul>
Effective Government	12/13		<ul style="list-style-type: none"> <li>• Obtain a third consecutive Gold Award for operational excellence from the National Association of Clean Water Agencies.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Wastewater treated annually (million gallons).	2,894	2,980	3,100	3,300
Percentage of days facility is in regulatory compliance.	99%	100%	100%	100%

### STAFFING SUMMARY

Budgeted FTEs	6.50	6.50	7.00	8.00
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CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2404: Wastewater Treatment Plant**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	583,915.24	617,472.93	709,900	709,900	805,200	13.42%
Materials & Services	2,075,970.48	2,170,285.53	2,097,000	2,097,000	2,035,600	-2.93%
<b>TOTAL EXPENDITURES</b>	<b>2,659,885.72</b>	<b>2,787,758.46</b>	<b>2,806,900</b>	<b>2,806,900</b>	<b>2,840,800</b>	<b>1.21%</b>

## PROGRAM NARRATIVE

### SEWER FUND: WASTEWATER COLLECTION (601-50-2405)

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

**Developed by:** Ted Mikowski, Facilities Engineering Manager

#### 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 six-year cycle and provides updated information on needed sanitary mainline repairs and replacements. Funding restraints limit televising and repairs of the storm system to an as-needed basis.
- The wastewater pipelines are on a four-year cleaning cycle to prevent blockages that could cause overflows. Root cutting is a two-year process. The storm water pipelines are cleaned on an as-needed basis.
- Responsible for contracting 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 2012-2013			
Safe City	06/13	In Progress	<ul style="list-style-type: none"> <li>• Establish permanent vehicle access to all critical sewer easement manholes.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Replace standard manhole covers with bolt-down lids on all sewer easement trunk mains.</li> </ul>
Budget Year 2013-2014			
Safe City	06/14		<ul style="list-style-type: none"> <li>• Establish permanent vehicle access to all critical sewer easement manholes.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Complete assessment of sewer gravity pipes in system.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of sanitary sewer overflows.	4	16	3	0
Volume of sanitary sewer overflows (gallons).	830	14.03M	0.96M	0
Miles of sanitary sewer mainline.	219	220	220	220
Percentage of the sewer system cleaned annually.	12%	16%	42%	25%
Percentage of sewer system televised annually.	7%	7%	31%	15%
Number of monitor sites/Percent of data captured.	15 / 98%	18 / 97%	5 / 99%	5 / 100%
Number of sewer line locate requests.	3011	2901	Task To	Task To
Percentage of sewer line locate requests completed within 48 hours.	100%	100%	Water Distribution	Water Distribution

#### STAFFING SUMMARY

Budgeted FTEs	9.00	8.50	9.50	9.50
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CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2405: Wastewater Collection**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	781,555.23	654,732.89	863,600	863,600	927,500	7.40%
Materials & Services	979,891.02	1,160,635.37	1,150,100	1,150,100	1,205,200	4.79%
<b>TOTAL EXPENDITURES</b>	<b>1,761,446.25</b>	<b>1,815,368.26</b>	<b>2,013,700</b>	<b>2,013,700</b>	<b>2,132,700</b>	<b>5.91%</b>

## PROGRAM NARRATIVE

### SEWER FUND: PUBLIC WORKS, WASTEWATER ADMINISTRATION (601-50-2407)

Responsible Manager/Title: Mark Shepard, P.E., Public Works 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.
- Pays in-lieu-of-franchise fees for the sewer utility.
- Maintain a sustainable funding plan for the utility.

#### **STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Safe City	06/13	In Progress	<ul style="list-style-type: none"> <li>• Improve operation of Albany-Millersburg Water Reclamation Facility (AM WRF) solids handling system.</li> </ul>
Effective Government	06/13	Completed	<ul style="list-style-type: none"> <li>• Resolve contractual issues with Siemens.</li> </ul>
Safe City	06/13	In Progress	<ul style="list-style-type: none"> <li>• Identify and prioritize collection system needs.</li> </ul>
Effective Government	06/13	Completed	<ul style="list-style-type: none"> <li>• Maintain a sustainable funding plan for the utility.</li> </ul>
Budget Year 2013-2014			
Safe City	06/14		<ul style="list-style-type: none"> <li>• Continue to improve operation of AM WRF solids handling system.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Identify and prioritize collection system needs.</li> </ul>

#### **STAFFING SUMMARY**

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Budgeted FTEs	n/a	0.50	1.00	1.20

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2407: Wastewater Administration**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	-	64,025.30	113,600	113,600	149,200	31.34%
Materials & Services	2,153,230.71	2,008,147.68	2,029,700	2,029,700	2,262,500	11.47%
Capital	5,392.50	-	-	-	-	- %
Transfers Out	400,992.17	446,857.50	459,000	459,000	497,500	8.39%
Contingencies	-	-	419,100	419,100	506,000	20.73%
<b>TOTAL EXPENDITURES</b>	<b>2,559,615.38</b>	<b>2,519,030.48</b>	<b>3,021,400</b>	<b>3,021,400</b>	<b>3,415,200</b>	<b>13.03%</b>

## PROGRAM NARRATIVE

### SEWER FUND: WATER REUSE & BIOSOLIDS (601-50-2410)

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

**Developed By:** Tom TenPas, Environmental Programs Supervisor - ES

#### FUNCTIONS AND RESPONSIBILITIES

- Ensure biosolids generated at the Albany-Millersburg Water Reclamation Facility (AM WRF) are beneficially reused in conformance with state and federal regulations.
- This program is responsible for biosolids storage and agricultural application.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City Effective Government	06/13	In Progress	<ul style="list-style-type: none"> <li>• Coordinate with A-M WRF, consultants, and Environmental Services to define a Class B biosolids option.</li> </ul>
Budget Year 2013-2014			
Safe City Effective Government	06/14		<ul style="list-style-type: none"> <li>• Coordinate with A-M WRF, consultants, and other City personnel to determine a viable Class A or B biosolids option and equipment needs.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Dry tons of biosolids applied per year/percentage of biosolids applied for beneficial agriculture use.	122/100%	10/100%	0/0%	0/0%

#### STAFFING SUMMARY

Budgeted FTEs	n/a	1.00	0.20	0.00
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**CITY OF ALBANY, OREGON**  
**Adopted Budget Summary**

**PROG 2410: Water Reuse and Biosolids**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	-	93,946.87	21,000	21,000	-	-100.00%
Materials & Services	-	197,597.80	135,400	135,400	17,600	-87.00%
Capital	-	44,828.00	-	-	-	- %
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>336,372.67</b>	<b>156,400</b>	<b>156,400</b>	<b>17,600</b>	<b>-88.75%</b>



## PROGRAM NARRATIVE

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

**Responsible Manager/Title:** Chris Bailey, Assistant Public Works Director/Operations Manager  
**Developed By:** Tom TenPas, Environmental Programs Supervisor - ES

#### FUNCTIONS AND RESPONSIBILITIES

- This activity funds the Water Reuse Program, which is responsible for operating and maintaining Talking Water Gardens (TWG) in coordination with the City of Millersburg and ATI Wah Chang Albany.
- 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).

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
<b>Budget Year 2012-2013</b>			
Safe City Effective Government	06/12	In Progress	<ul style="list-style-type: none"> <li>• Improve temperature and effluent quality monitoring.</li> </ul>
Safe City Great Neighborhoods	06/12	In Progress	<ul style="list-style-type: none"> <li>• Evaluate operation of wetlands and monitor vegetative growth for coverage.</li> </ul>
Effective Government	09/12	Completed	<ul style="list-style-type: none"> <li>• Expand and improve outreach materials and opportunities.</li> </ul>
<b>Budget Year 2013-2014</b>			
Safe City Effective Government	06/14		<ul style="list-style-type: none"> <li>• Develop systems to determine thermal load.</li> </ul>
Safe City Great Neighborhoods Effective Government	08/13		<ul style="list-style-type: none"> <li>• Continue vegetative monitoring; add plants as necessary, and increase diversity. Use wetland as nursery for other plantings.</li> </ul>
Safe City Great Neighborhoods Effective Government	08/13		<ul style="list-style-type: none"> <li>• Print new Eco-Rangers books and increase public involvement in wetlands.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2012-2013</u>	<u>2013-2014</u>
Meet TMDL requirements for the wetlands for effluent.	n/a	n/a	80%	90%

#### STAFFING SUMMARY

Budgeted FTEs	n/a	n/a	0.80	0.80
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CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2411: TWG Wetlands**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>EXPENDITURES</b>						
Personnel Services	-	-	84,000	84,000	89,700	6.79%
Materials & Services	-	-	153,000	153,000	154,700	1.11%
Capital	-	-	12,000	12,000	12,000	- %
<b>TOTAL EXPENDITURES</b>	-	-	<b>249,000</b>	<b>249,000</b>	<b>256,400</b>	<b>2.97%</b>

## PROGRAM NARRATIVE

### SEWER FUND: STORMWATER OPERATIONS (601-50-2412)

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

#### FUNCTIONS AND RESPONSIBILITIES

- Manage stormwater runoff to minimize impacts to private property and public infrastructure.
- Inspect, maintain, and repair piped stormwater infrastructure and catch basins on an as-needed basis.
- Contract for flow monitoring of the stormwater system as necessary.
- Respond to storm events to control street flooding.
- Inspect, maintain, and repair post-construction stormwater quality facilities.
- Respond to spills which may impact the stormwater system, including those affecting area streams and rivers.
- Ensure NPDES 1200-Z stormwater permit and Willamette TMDL actions are implemented as required.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2013-2014			
Safe City	10/14		<ul style="list-style-type: none"> <li>• Establish procedures to clearly separate and track stormwater functions performed by wastewater staff.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Evaluate asset management data for stormwater infrastructure; develop schedule to fully describe stormwater infrastructure in Cartegraph.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Develop water quality facility inspection program guidelines.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-13</u>	<u>2013-14</u>
Miles of storm drain mainlines.	n/a	n/a	n/a	137
Percentage of storm drain mainlines cleaned annually.	n/a	n/a	n/a	2%
Percentage of storm catch basins cleaned annually.	n/a	n/a	n/a	50%
Number of after-hours stormwater callouts.	n/a	n/a	n/a	10

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2412: Stormwater Operations**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Materials & Services	-	-	-	-	172,400	- %
<b>TOTAL EXPENDITURES</b>	-	-	-	-	<b>172,400</b>	<b>- %</b>

<b>PROG 2412 Stormwater Operations</b>						
Revenues less Expenditures	-	-	-	-	(172,400)	

## PROGRAM NARRATIVE

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

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

#### FUNCTIONS AND RESPONSIBILITIES

- This activity funds the Industrial Pretreatment Program, sewer monitoring, and hazardous waste regulations.
- Industrial sewer users, including 17 Significant Industrial Users (SIUs) are permitted, inspected, and monitored under federal and state regulations. Commercial and minor industrial sewer users in Albany and Millersburg are inspected regularly under the industrial survey.
- Annual reports on pretreatment and hazardous waste management are submitted to the Department of Environmental Quality (DEQ). Staff evaluates and revises major program documents as needed, including Albany Municipal Code Chapter 10.06, and program operational documents.
- Sample and report on wet-weather sewer overflows as required by the DEQ and respond to spills to the wastewater treatment or the stormwater system, including ditches and creeks.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City	03/13	In Progress	<ul style="list-style-type: none"> <li>• Prepare for DEQ audit.</li> </ul>
	05/13	Completed	<ul style="list-style-type: none"> <li>• Perform outreach and education with industrial sewer users including newsletter, website, and meetings.</li> </ul>
	05/13	In Progress	<ul style="list-style-type: none"> <li>• Perform inspections and outreach to non-permitted industrial/commercial sewer users.</li> </ul>
Budget Year 2013-2014			
Safe City	03/14		<ul style="list-style-type: none"> <li>• Prepare for DEQ audit.</li> </ul>
Safe City	10/14		<ul style="list-style-type: none"> <li>• Perform industrial user survey, including follow-up, to update discharger data.</li> </ul>
Effective Government			
Safe City	06/14		<ul style="list-style-type: none"> <li>• Respond to problem discharges including expansion of the fats, oil, and grease (FOG) program.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of responses to storm water complaints or spills.	48	50	52	52
Number of Significant Industrial Users (SIU) in the pretreatment program/percent of SIUs inspected annually.	16/100%	16/100%	16/100%	17/100%
Number of non-SIUs in the Pretreatment Program.	297	300	292	300
Number of non-SIUs inspected annually/% of non-SIUs inspected annually.	40/15%	40/13%	42/15%	45/15%

#### STAFFING SUMMARY

Budgeted FTEs	5.00	5.00	4.00	4.00
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**PROG 2413: Industrial Pretreatment**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	%
						<b>Change</b>
<b>EXPENDITURES</b>						
Personnel Services	-	-	-	-	450,500	- %
Materials & Services	-	-	-	-	124,200	- %
<b>TOTAL EXPENDITURES</b>	-	-	-	-	<b>574,700</b>	<b>- %</b>

<b>PROG 2413 Industrial Pretreatment</b>						
Revenues less Expenditures	-	-	-	-	(574,700)	

## PROGRAM NARRATIVE

### SEWER FUND: SEWER SYSTEM CAPITAL PROJECTS (601-50-2500)

**Responsible Manager/Title:** Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

#### FUNCTIONS AND RESPONSIBILITIES

- This activity provides very limited funding to repair, replace, or upgrade treatment facilities, pumping stations, and collection systems.
- Funding provided through this budget is used to repair or replace sewer system facilities, equipment, and structures that are not accumulating a depreciation reserve from a specific replacement schedule.
- Identify and complete capacity-increasing improvements necessary to support economic development and future growth.
- Eliminate basement flooding by replacing inadequate piping in the collection system and managing the Storm Drain Disconnection and Sewer Lateral Replacement Programs.
- Prevent sanitary sewer overflows by completing projects to reduce infiltration and inflow into the sanitary sewer system.
- Continue perpetual life replacement program of failing (cracked, collapsing) sewer pipes as funds become available.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City	06/13	Completed	<ul style="list-style-type: none"> <li>• Construct SS-13-01, 2013 Cured-In-Place Pipe Projects.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Construct SS-13-02, 2013 Pipe Bursting Projects.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Construct SS-13-03, 2013 Sewer Main Replacements.</li> </ul>
	12/12	In Progress	<ul style="list-style-type: none"> <li>• Identify collection system deficiencies using updated sanitary sewer model.</li> </ul>
Budget Year 2013-2014			
Safe City	06/14		<ul style="list-style-type: none"> <li>• Construct SS-14-01, 2014 Cured-In-Place Pipe Projects.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct SS-14-02, 2014 Pipe Bursting Projects.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct SS-14-03, 2014 Pipe Bursting Projects.</li> </ul>
	10/13		<ul style="list-style-type: none"> <li>• Construct SS-14-04, Lyons Street Sewer Realignment.</li> </ul>
	10/13		<ul style="list-style-type: none"> <li>• Construct SS-07-05, Oak Creek Pump Station/Force Main.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Complete design of WWTP-13-01, WRF Solids Handling Improvements.</li> </ul>

**PROG 2500: Sewer System Capital Projects**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Licenses & Fees	5,582.19	81,898.68	8,200	8,200	17,500	113.41%
Intergovernmental Revenue	-	10,882.69	-	-	-	- %
Charges for Services	704,743.58	2,000,000.00	1,025,900	1,025,900	1,109,100	8.11%
Miscellaneous Revenue	3,000.00	-	-	-	-	- %
Investment Earnings	30,213.71	26,351.60	17,500	17,500	25,000	42.86%
Transfers In	2,053,107.77	-	-	-	-	- %
Beginning Balance	2,439,210.41	4,474,631.37	5,517,100	5,517,100	10,485,900	90.06%
<b>TOTAL REVENUES</b>	<b>5,235,857.66</b>	<b>6,593,764.34</b>	<b>6,568,700</b>	<b>6,568,700</b>	<b>11,637,500</b>	<b>77.17%</b>
<b>EXPENDITURES</b>						
Materials & Services	666,915.16	697,033.07	380,000	380,000	500,000	31.58%
Capital	94,311.13	295,524.09	6,188,700	6,188,700	11,137,500	79.97%
<b>TOTAL EXPENDITURES</b>	<b>761,226.29</b>	<b>992,557.16</b>	<b>6,568,700</b>	<b>6,568,700</b>	<b>11,637,500</b>	<b>77.17%</b>

**PROG 2500 Sewer System Capital Projects**

<b>Revenues less Expenditures</b>	<b>4,474,631.37</b>	<b>5,601,207.18</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### SEWER FUND: PUBLIC WORKS, SEWER EQUIPMENT REPLACEMENT (601-50-2501)

Responsible Manager/Title: Mark Shepard, P.E., Public Works Director

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#### FUNCTIONS AND RESPONSIBILITIES

- This program funds replacement of sewer system equipment in accordance with an established depreciation and replacement schedule.
  - Receive revenues from other sewer fund budgets to fund future equipment replacement.
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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	06/13	Completed	<ul style="list-style-type: none"><li>• Receive revenues from other sewer fund budgets to fund future equipment replacement.</li></ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"><li>• Receive revenues from other sewer fund budgets to fund future equipment replacement.</li></ul>
	06/14		<ul style="list-style-type: none"><li>• Replace Vehicle 747-00.</li></ul>

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**PROG 2501: Sewer Equipment Replacement**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Charges for Services	70,900.00	93,600.00	86,100	86,100	83,600	-2.90%
Miscellaneous Revenue	-	-	-	-	-	- %
Investment Earnings	8,635.02	5,578.22	3,500	3,500	5,000	42.86%
Beginning Balance	1,047,061.18	1,126,596.20	975,200	975,200	1,119,000	14.75%
<b>TOTAL REVENUES</b>	<b>1,126,596.20</b>	<b>1,225,774.42</b>	<b>1,064,800</b>	<b>1,064,800</b>	<b>1,207,600</b>	<b>13.41%</b>
<b>EXPENDITURES</b>						
Capital	-	16,272.00	1,064,800	1,064,800	1,207,600	13.41%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>16,272.00</b>	<b>1,064,800</b>	<b>1,064,800</b>	<b>1,207,600</b>	<b>13.41%</b>

**PROG 2501 Sewer Equipment Replacement**

<b>Revenues less Expenditures</b>	<b>1,126,596.20</b>	<b>1,209,502.42</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### SEWER FUND: SEWER SDC IMPROVEMENT FEE PROJECTS (601-50-2502)

Responsible Manager/Title: Jeff Blaine, P.E., Assistant Public Works Director/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 System Development Charges effective July 1, 1991. This budget was created in order to comply with that legislation.
- Maintain a reserve for future participation in funding of eligible over-sizing of capital projects. Maximum reserve of \$50,000.
- Provide funding for pipe over-sizing as needed.
- In January 2000, the City Council accepted the Mayor's Wastewater Task Force-recommended sewer SDC fees designed to recognize wastewater strength and to fund growth-related improvements identified in the Wastewater Facility Plan through the SDC improvement fee. The current wastewater SDC fee for a single-family residence is \$2,519 (effective July 2012). This program receives \$2,409 of the fee.
- This budget receives in-lieu-of assessment receipts from the former North Albany Sewer Health Project area to repay this program for a Fiscal Year 1995-1996 transfer used to retire the North Albany construction bonds.
- Identify and complete capacity-increasing improvements necessary to support economic development and future growth.

#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
<b>Budget Year 2012-2013</b>			
Effective Government	06/13	Completed	<ul style="list-style-type: none"> <li>• Build reserves for future planned projects and for debt service payments due for the Water Reclamation Facility and Talking Water Gardens State Revolving Fund loan.</li> </ul>
<b>Budget Year 2013-2014</b>			
Safe City	10/13		<ul style="list-style-type: none"> <li>• Construct SS-07-05, Oak Creek pump station and force main.</li> </ul>
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Build reserves for future planned projects and for debt service payments due for the Water Reclamation Facility and Talking Water Gardens State Revolving Fund loan.</li> </ul>

**PROG 2502: Sewer SDC Improvement Fee Projects**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Licenses & Fees	471,302.48	341,541.79	305,900	305,900	305,700	-0.07%
Assessment Revenue	32,135.84	40,660.50	29,000	29,000	33,000	13.79%
Investment Earnings	8,784.99	5,987.85	3,000	3,000	4,000	33.33%
Beginning Balance	1,109,077.70	910,635.82	1,098,900	1,098,900	1,736,700	58.04%
<b>TOTAL REVENUES</b>	<b>1,621,301.01</b>	<b>1,298,825.96</b>	<b>1,436,800</b>	<b>1,436,800</b>	<b>2,079,400</b>	<b>44.72%</b>
<b>EXPENDITURES</b>						
Capital	10,665.19	8,473.79	1,436,800	1,436,800	2,079,400	44.72%
Transfers Out	700,000.00	-	-	-	-	- %
<b>TOTAL EXPENDITURES</b>	<b>710,665.19</b>	<b>8,473.79</b>	<b>1,436,800</b>	<b>1,436,800</b>	<b>2,079,400</b>	<b>44.72%</b>

**PROG 2502 Sewer SDC Improvement Fee Projects**

<b>Revenues less Expenditures</b>	<b>910,635.82</b>	<b>1,290,352.17</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**PROGRAM NARRATIVE**

**SEWER FUND: SDC REIMBURSEMENT FEE PROJECTS (601-50-2503)**

**Responsible Manager/Title:** Jeff Blaine, P.E., Assistant Public Works Director/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 System Development Charges. This program complies with that legislation.
- In January 2000, the City Council accepted the Mayor’s Wastewater Task Force-recommended sewer SDC fees designed to recover the value of available system capacity through the SDC reimbursement fee. The current wastewater SDC fee for a single-family residence is \$2,519 (effective July 2012). This program receives \$110 of the fee.
- Build reserves for future projects.

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	06/13	Completed	<ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul>

**PROG 2503: Sewer SDC Reimbursement Fee Projects**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Licenses & Fees	39,944.53	18,873.74	15,500	15,500	16,600	7.10%
Investment Earnings	1,679.23	1,206.97	800	800	1,300	62.50%
Beginning Balance	191,074.37	232,698.13	247,300	247,300	278,500	12.62%
<b>TOTAL REVENUES</b>	<b>232,698.13</b>	<b>252,778.84</b>	<b>263,600</b>	<b>263,600</b>	<b>296,400</b>	<b>12.44%</b>
<b>EXPENDITURES</b>						
Capital	-	-	263,600	263,600	296,400	12.44%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>263,600</b>	<b>263,600</b>	<b>296,400</b>	<b>12.44%</b>

**PROG 2503 Sewer SDC Reimbursement Fee Projects**

<b>Revenues less Expenditures</b>	<b>232,698.13</b>	<b>252,778.84</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### SEWER FUND: SEWER DEBT SERVICE: WWTP (601-50-2504)

Responsible Manager/Title: Jeff Babbitt, Senior Accountant

#### 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 \$2,402,925.
  - 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 State Revolving Fund (SRF) loan associated with the Wetlands Treatment Project.
  - A reserve is required in the amount of \$50,000.

#### MATURITY SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Annual Fee</u>	<u>Total</u>
2013-2014	2,892,278	1,816,808	152,065	4,861,151
2014-2024	34,236,583	12,854,277	2,023,817	49,114,677
2024-2030	23,696,923	2,203,049	396,658	26,296,630
Totals (SRF - A-M WRF)	\$ 60,825,784	\$ 16,874,134	\$ 2,572,540	\$ 80,272,458

#### **SRF - Wetlands Treatment Project**

2013-2014	100,000	0	4,625	104,625
2014-2024	1,000,000	0	60,625	1,060,625
2024-2032	750,000	0	16,000	766,000
Totals (SRF - Wetlands)	\$ 1,850,000	\$ -	\$ 81,250	\$ 1,931,250

#### **Wetlands Land Acquisition**

2013-2014	377,324	122,676	0	500,000
2014-2021	2,689,566	400,572	0	3,090,138
Totals (Wetlands Land Acquisition)	\$ 3,066,890	\$ 523,248	\$ -	\$ 3,590,138

#### DEBT SUMMARY

<u>Issue</u>	<u>Original Amount</u>	<u>Principal Balance</u>	<u>Required Reserve</u>
SRF Loan (A-M WRF)	69,000,000	60,825,784	2,402,925
SRF Loan (Wetlands)	4,000,000	1,850,000	50,000
Wetlands Land Acquisition	4,114,000	3,066,890	-
Totals	\$ 77,249,000	\$ 65,742,674	\$ 2,452,925

**PROG 2504: Sewer Debt Service**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Intergovernmental Revenue	426,336.00	417,316.00	920,200	920,200	406,300	-55.85%
Charges for Services	3,941,200.00	2,878,300.00	3,476,600	3,476,600	3,767,800	8.38%
Investment Earnings	72,704.77	42,571.99	33,000	33,000	30,000	-9.09%
Transfers In	700,000.00	235,538.02	-	-	-	- %
Beginning Balance	10,093,812.99	10,179,967.76	7,909,800	7,909,800	6,660,800	-15.79%
<b>TOTAL REVENUES</b>	<b>15,234,053.76</b>	<b>13,753,693.77</b>	<b>12,339,600</b>	<b>12,339,600</b>	<b>10,864,900</b>	<b>-11.95%</b>
<b>EXPENDITURES</b>						
Debt Service	5,054,086.00	5,608,369.00	12,339,600	12,339,600	10,864,900	-11.95%
<b>TOTAL EXPENDITURES</b>	<b>5,054,086.00</b>	<b>5,608,369.00</b>	<b>12,339,600</b>	<b>12,339,600</b>	<b>10,864,900</b>	<b>-11.95%</b>

**PROG 2504 Sewer Debt Service**

<b>Revenues less Expenditures</b>	<b>10,179,967.76</b>	<b>8,145,324.77</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### SEWER FUND: SEWER ECONOMIC DEVELOPMENT (601-50-2506)

Responsible Manager/Title: Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- This program annually receives up to \$100,000 from service charges to help fund economic development-related capital projects as approved by the Albany City Council.
- Funds from this program are transferred annually to the General Fund to support Community Development and ADA Code enforcement in the Building Division.
- Fund balance for this program will be capped at \$500,000.
- Council authorization to annually fund this program began in Fiscal Year 2003-2004.

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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	06/13	Completed	<ul style="list-style-type: none"><li>• No new projects planned – build reserves.</li></ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"><li>• No new projects planned – build reserves.</li></ul>

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**PROG 2506: Sewer Economic Development**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Charges for Services	100,000.00	100,000.00	100,000	100,000	89,100	-10.90%
Investment Earnings	2,785.07	1,944.95	1,500	1,500	2,300	53.33%
Beginning Balance	329,931.44	370,216.51	409,100	409,100	461,100	12.71%
<b>TOTAL REVENUES</b>	<b>432,716.51</b>	<b>472,161.46</b>	<b>510,600</b>	<b>510,600</b>	<b>552,500</b>	<b>8.21%</b>
<b>EXPENDITURES</b>						
Capital	-	-	458,100	458,100	500,000	9.15%
Transfers Out	62,500.00	60,815.01	52,500	52,500	52,500	- %
<b>TOTAL EXPENDITURES</b>	<b>62,500.00</b>	<b>60,815.01</b>	<b>510,600</b>	<b>510,600</b>	<b>552,500</b>	<b>8.21%</b>

**PROG 2506 Sewer Economic Development**

<b>Revenues less Expenditures</b>	<b>370,216.51</b>	<b>411,346.45</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### SEWER FUND: WETLANDS TREATMENT PROJECT (601-50-2508)

Responsible Manager/Title: Mark Shepard, P.E., Public Works Director

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#### FUNCTIONS AND RESPONSIBILITIES

- This program provides funding from sewer service charges to complete capital improvements to the wetlands.
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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Safe City	06/13	In Progress	<ul style="list-style-type: none"><li>• Construct Wetlands Integration with Albany-Millersburg Water Reclamation Facility (A-M WRF) outfalls.</li></ul>
Budget Year 2013-2014			
Safe City	06/14		<ul style="list-style-type: none"><li>• Complete needed capital improvements to address hydraulic issues with the wetlands that have led to unpermitted overflows and could threaten the wetlands during high flow and flood events.</li></ul>

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**PROG 2508: Wetlands Treatment Project**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Intergovernmental Revenue	10,015,157.00	232,742.77	-	-	-	- %
Charges for Services	-	-	-	-	142,200	- %
Investment Earnings	15,124.77	2,368.82	-	-	100	- %
Beginning Balance	(3,387,526.75)	343,051.25	180,000	180,000	32,700	-81.83%
<b>TOTAL REVENUES</b>	<b>6,642,755.02</b>	<b>578,162.84</b>	<b>180,000</b>	<b>180,000</b>	<b>175,000</b>	<b>-2.78%</b>
<b>EXPENDITURES</b>						
Capital	6,299,703.77	472,304.18	180,000	180,000	175,000	-2.78%
<b>TOTAL EXPENDITURES</b>	<b>6,299,703.77</b>	<b>472,304.18</b>	<b>180,000</b>	<b>180,000</b>	<b>175,000</b>	<b>-2.78%</b>

**PROG 2508 Wetlands Treatment Project**

<b>Revenues less Expenditures</b>	<b>343,051.25</b>	<b>105,858.66</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**WATER FUND  
RESOURCE DETAIL**

Resources	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
Property Taxes - Delinquent	27,358	25,898	-	-	-	-	-
Water SDC: Principal	30,562	8,062	5,000	5,000	3,800	(24.00%)	0.02%
Water SDC: Interest	1,643	445	300	300	300	-	-
Water Connection Fees	38,968	87,179	20,000	20,000	15,000	(25.00%)	0.06%
Water SDC	203,602	202,787	256,300	256,300	223,000	(12.99%)	0.91%
Public Facility Construction Permit	8,896	8,415	5,000	5,000	6,000	20.00%	0.02%
Administrative Fees: Water	404	-	-	-	-	-	-
Water Service Installation Charge	70,673	39,688	45,000	45,000	60,000	33.33%	0.25%
FEMA Disaster Reimbursement	-	2,223	-	-	-	-	-
FEMA Grant	161,220	390,928	-	-	-	-	-
WComp Wage Subsidy Reimb	13,384	8,694	-	-	-	-	-
City of Lebanon	77,000	77,000	50,000	50,000	50,000	-	0.20%
Private Foundation Grant	1,160	-	-	-	-	-	-
Hydropower Revenue	107,151	95,996	70,000	70,000	70,000	-	0.29%
Millersburg Service Charges	123,903	289,546	160,000	160,000	200,000	25.00%	0.82%
Dumbeck Water District	42,551	77,508	53,600	53,600	57,900	8.02%	0.24%
Albany Water Service Charges	10,514,492	10,519,949	10,820,300	10,820,300	11,224,300	3.73%	45.98%
User Fee: Debt Service	5,520	-	-	-	-	-	-
Capital Charges	98,200	98,200	99,700	99,700	101,700	2.01%	0.42%
Collection Agency Payments	2,718	2,008	2,500	2,500	1,000	(60.00%)	-
Equipment Replacement Charges	52,800	130,500	132,300	132,300	176,900	33.71%	0.72%
Miscellaneous Revenue	12,123	5,660	6,000	6,000	6,000	-	0.02%
Over & short	(349)	154	-	-	-	-	-
Interest	115,828	97,547	54,600	54,600	50,400	(7.69%)	0.21%
<b>Total Current Resources</b>	<b>11,709,808</b>	<b>12,168,388</b>	<b>11,780,600</b>	<b>11,780,600</b>	<b>12,246,300</b>	<b>3.95%</b>	<b>50.16%</b>
From Water SDC-I	338,000	353,000	357,000	357,000	-	(100.00%)	-
From LID Construction Projects	1,955,926	-	-	-	-	-	-
From: Water SDC-R	-	-	-	-	432,200	-	1.77%
From Water GO Debt Service	-	49,501	-	-	-	-	-
<b>Total Transfers In</b>	<b>2,293,926</b>	<b>402,501</b>	<b>357,000</b>	<b>357,000</b>	<b>432,200</b>	<b>21.06%</b>	<b>1.77%</b>
Beginning Balance	11,882,682	13,281,176	11,711,500	11,711,500	10,062,100	(14.08%)	41.21%
Reserved Beginning Balance	1,941,470	1,557,202	1,138,900	1,138,900	1,673,700	46.96%	6.86%
<b>Total Resources</b>	<b>\$27,827,886</b>	<b>\$27,409,267</b>	<b>\$24,988,000</b>	<b>\$24,988,000</b>	<b>\$24,414,300</b>	<b>(2.30%)</b>	<b>100.00%</b>

SDC - System Development Charges

SDC-I - System Development Charge Improvement Fee

FEMA - Federal Emergency Management Administration

**WATER FUND  
REQUIREMENT/STAFFING SUMMARIES**

Program Requirements	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Water Administration	\$ 2,623,212	\$ 2,756,231	\$ 3,132,700	\$ 3,132,700	\$ 3,445,700	\$ 3,445,700	\$ 3,445,700
Water Canal Maintenance	838,938	793,021	850,800	850,800	790,700	790,700	790,700
Vine Street WTP	804,077	778,933	865,400	865,400	825,200	825,200	825,200
Water Distribution	1,806,527	1,687,730	2,006,600	2,006,600	2,093,800	2,093,800	2,093,800
Albany-Millersburg WTP	1,284,141	1,346,123	1,544,200	1,544,200	1,664,300	1,664,300	1,664,300
SDC Improvement Fee Projects	431,000	577,000	1,186,500	1,186,500	914,100	914,100	914,100
SDC Reimbursement Fee Projects	2,462	20,040	1,116,500	1,116,500	1,193,800	1,193,800	1,193,800
2003 Water Bond Projects	1,437,881	418,014	1,479,500	1,479,500	-	-	-
Water Debt Service	2,655,945	2,527,278	3,459,400	3,459,400	3,567,100	3,567,100	3,567,100
Water GO Debt Service	-	49,501	-	-	-	-	-
Water Capital: Canal	-	-	72,200	72,200	-	-	-
Water System Capital Projects	843,801	1,743,835	7,527,500	7,527,500	7,823,400	7,823,400	7,823,400
Water Economic Development	62,500	83,495	552,500	552,500	618,000	618,000	618,000
N. Albany Water Capital Projects	30,777	214,364	462,400	462,400	566,100	566,100	566,100
Water Equipment Replacement	168,247	-	731,800	731,800	912,100	912,100	912,100
<b>Total Requirements</b>	<b>\$12,989,508</b>	<b>\$12,995,565</b>	<b>\$24,988,000</b>	<b>\$24,988,000</b>	<b>\$24,414,300</b>	<b>\$24,414,300</b>	<b>\$24,414,300</b>

**Requirements by Type**

Personnel	\$ 1,980,405	\$ 2,080,125	\$ 2,258,000	\$ 2,258,000	\$ 2,255,700	\$ 2,255,700	\$ 2,255,700
Materials & Services	5,140,509	4,806,717	5,781,300	5,781,300	5,794,800	5,794,800	5,794,800
Capital	2,310,797	2,427,261	12,231,600	12,231,600	11,311,300	11,311,300	11,311,300
Transfers Out	902,764	1,154,714	858,300	858,300	981,100	981,100	981,100
Debt Service	2,655,032	2,526,748	3,458,800	3,458,800	3,567,100	3,567,100	3,567,100
Contingency	-	-	400,000	400,000	504,300	504,300	504,300
<b>Total Requirements</b>	<b>\$12,989,508</b>	<b>\$12,995,565</b>	<b>\$24,988,000</b>	<b>\$24,988,000</b>	<b>\$24,414,300</b>	<b>\$24,414,300</b>	<b>\$24,414,300</b>

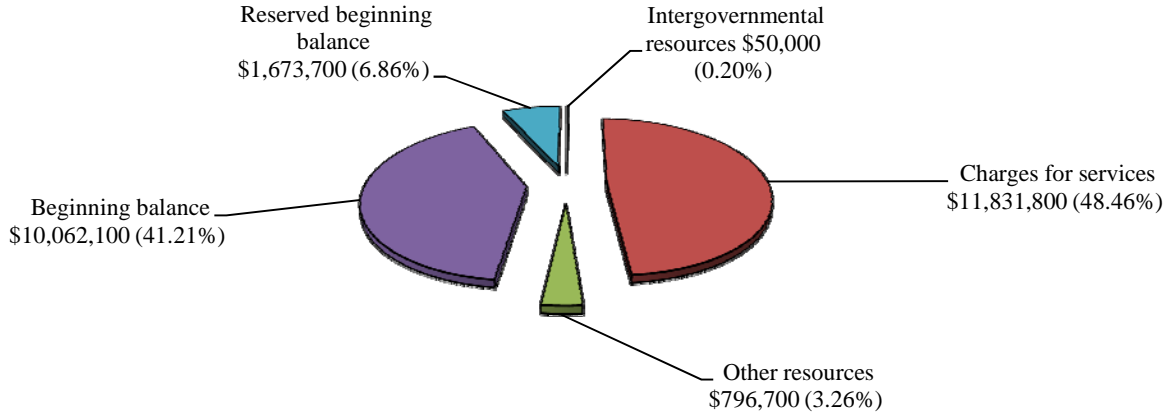
**Adopted Requirements  
by Program and Type**

	Personnel	Materials & Services	Capital	Transfers Out	Debt Service	Contingency	Adopted Budget	% of Fund Budget
Water Administration	\$ 111,700	\$ 2,333,300	\$ -	\$ 496,400	\$ -	\$ 504,300	\$ 3,445,700	14.11%
Water Canal Maintenance	341,700	449,000	-	-	-	-	790,700	3.24%
Vine Street WTP	275,600	549,600	-	-	-	-	825,200	3.38%
Water Distribution	949,000	1,084,800	60,000	-	-	-	2,093,800	8.58%
Albany-Millersburg WTP	577,700	1,086,600	-	-	-	-	1,664,300	6.82%
SDC Improvement Fee Projects	-	-	914,100	-	-	-	914,100	3.74%
SDC Reimbursement Fee Projects	-	-	761,600	432,200	-	-	1,193,800	4.89%
2003 Water Bond Projects	-	-	-	-	-	-	-	-
Water Debt Service	-	-	-	-	3,567,100	-	3,567,100	14.61%
Water Capital: Canal	-	-	-	-	-	-	-	-
Water System Capital Projects	-	291,500	7,531,900	-	-	-	7,823,400	32.04%
Water Economic Development	-	-	565,500	52,500	-	-	618,000	2.53%
N. Albany Water Capital Projects	-	-	566,100	-	-	-	566,100	2.32%
Water Equipment Replacement	-	-	912,100	-	-	-	912,100	3.74%
<b>Total Requirements</b>	<b>\$ 2,255,700</b>	<b>\$ 5,794,800</b>	<b>\$11,311,300</b>	<b>\$ 981,100</b>	<b>\$ 3,567,100</b>	<b>\$ 504,300</b>	<b>\$24,414,300</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>9.23%</b>	<b>23.74%</b>	<b>46.33%</b>	<b>4.02%</b>	<b>14.61%</b>	<b>2.07%</b>	<b>100.00%</b>	

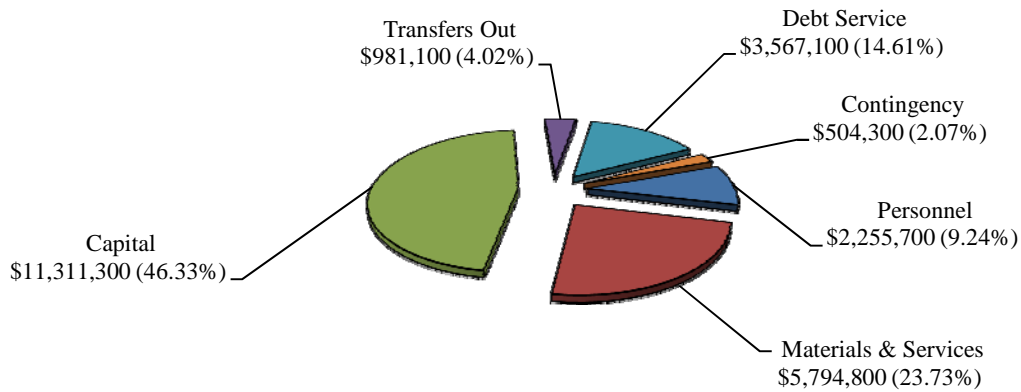
Staffing Summary (FTE)	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Water Administration	1.000	1.500	1.000	1.000	1.000	1.000	1.000
Water Canal Maintenance	3.000	3.000	3.000	3.000	3.000	3.000	3.000
Vine Street WTP	3.210	3.500	2.750	2.750	2.750	2.750	2.750
Water Distribution	10.000	9.500	10.000	10.000	9.500	9.500	9.500
Albany-Millersburg WTP	5.290	5.000	5.250	5.250	5.250	5.250	5.250
<b>Total FTE</b>	<b>22.500</b>	<b>22.500</b>	<b>22.000</b>	<b>22.000</b>	<b>21.500</b>	<b>21.500</b>	<b>21.500</b>

## WATER FUND RESOURCES AND REQUIREMENTS

### TOTAL WATER FUND RESOURCES BY SOURCE



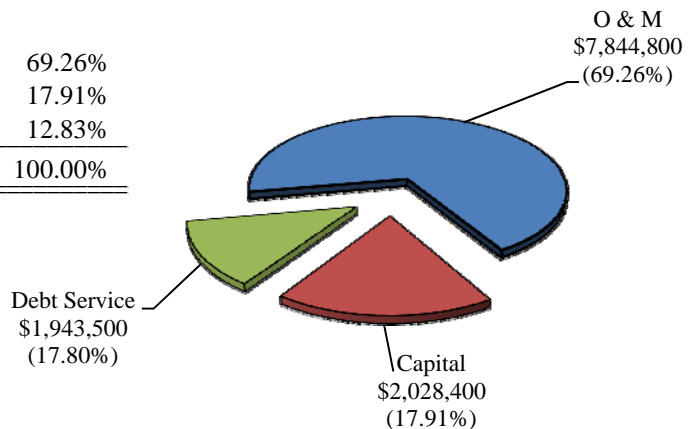
### TOTAL WATER FUND REQUIREMENTS BY TYPE



### USE OF WATER SERVICE CHARGES FOR FISCAL YEAR 2013-14

O & M	\$ 7,844,800	69.26%
Capital	2,028,400	17.91%
Debt Service	1,452,800	12.83%
<b>Total Water Service Charges</b>	<b>\$11,326,000</b>	<b>100.00%</b>

O & M - Operation & Maintenance



## WATER FUND RESOURCES

Ten Fiscal Years

Fiscal Year	Charges for Services	Property Taxes	Licenses & Permits	Other Revenues	Transfers In	Beginning Balance	Totals
2005	\$ 10,382,845	\$ 780,962	\$1,342,667	\$ 5,451,400	\$ 59,140	\$ 42,141,944	\$ 60,158,958
2006	10,615,217	769,943	870,409	1,363,308	-	25,362,551	38,981,428
2007	10,929,544	758,794	968,521	1,973,526	-	21,273,031	35,903,416
2008	11,569,268	822,803	850,440	2,121,721	-	18,585,511	33,949,743
2009	11,439,042	800,750	463,332	1,243,106	-	17,588,904	31,535,134
2010	11,533,472	656,587	446,300	1,195,995	-	16,628,741	30,461,095
2011	10,894,536	27,358	354,748	433,165	-	13,824,152	25,533,960
2012	11,083,208	25,898	346,576	712,706	-	14,838,378	27,006,765
2013	11,206,100	-	331,600	242,900	-	12,850,400	24,631,000
2014	11,654,900	-	308,100	283,300	-	11,735,800	23,982,100

**NOTES:**

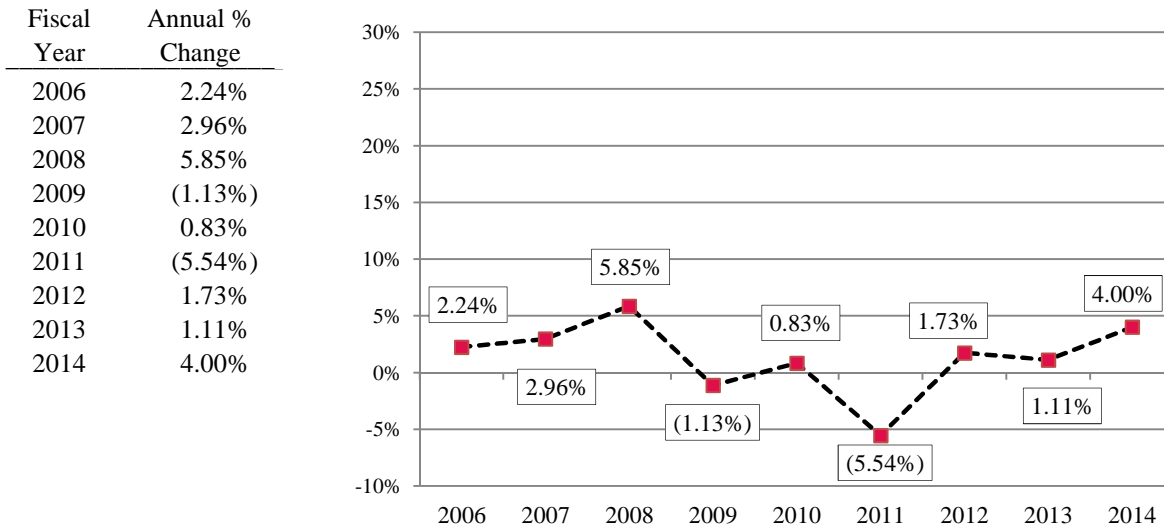
Actual revenues for Fiscal Years 2005 through 2012. Budgeted resources for 2013 and 2014.

Other Revenues: Included in 2005 is a payment of \$4,182,694 for construction of the new Water Treatment

Transfers In: Intrafund transfers have been eliminated from all years in the table above.

## WATER SERVICE CHARGE REVENUES, ANNUAL PERCENTAGE CHANGE

Nine Fiscal Years





## WATER FUND REQUIREMENTS

Ten Fiscal Years

Fiscal Year	Operating Expenditures	Capital	Transfers Out	Debt Service	Totals
2005	\$ 5,560,984	\$ 24,883,120	\$ 450,000	\$ 3,902,305	\$ 34,796,409
2006	6,583,701	7,219,552	20,600	3,884,544	17,708,397
2007	7,647,601	5,654,215	121,200	3,894,888	17,317,904
2008	7,656,359	4,796,032	352,000	3,883,452	16,687,843
2009	7,390,298	3,564,537	428,874	3,849,683	15,233,392
2010	7,499,726	3,171,286	1,025,228	3,835,479	15,531,719
2011	7,120,915	2,310,797	460,477	2,655,032	12,547,221
2012	6,886,842	2,427,261	504,714	2,526,748	12,345,565
2013	8,039,300	12,231,600	451,300	3,458,800	24,181,000
2014	8,050,500	11,311,300	498,900	3,567,100	23,427,800

**NOTES:**

Actual expenditures for Fiscal Years 2005 through 2012. Budgeted requirements for 2013 and 2014.

Operating Expenditures equal Personnel plus Materials & Services.

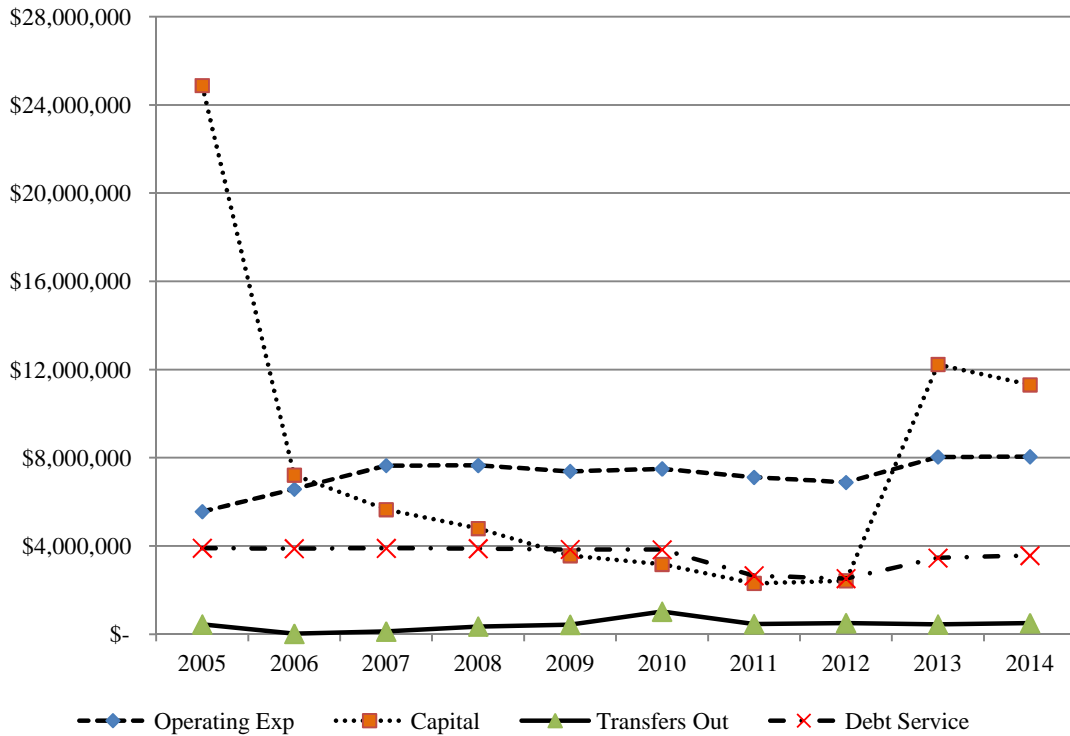
Capital: Major construction of the new Water Treatment Plant began in Fiscal Year 2004. Capital reserves are not included in the 2013 and 2014 amounts.

Transfers Out: Intrafund transfers have been eliminated from all years in the table above.

Debt Service: In November 2003, the City issued water revenue bonds in the amount of \$40,485,000 to finance the new water treatment plant and other water-related projects and to refund the Series 1993B Water Refunding Bonds.

### 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.

<b>Resources</b>	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Public Facility Construction Permit	8,896	8,415	5,000	5,000	6,000	20.00%	0.07%
Administrative Fees: Water	404	-	-	-	-	-	-
Water Service Installation Charge	70,673	39,688	45,000	45,000	60,000	33.33%	0.68%
FEMA Disaster Reimbursement	-	2,223	-	-	-	-	-
WComp Wage Subsidy Reimb	13,384	8,694	-	-	-	-	-
City of Lebanon	69,000	69,000	50,000	50,000	50,000	-	0.57%
Private Foundation Grant	1,160	-	-	-	-	-	-
Hydropower Revenue	107,151	95,996	70,000	70,000	70,000	-	0.79%
Millersburg Service Charges	123,903	289,546	160,000	160,000	200,000	25.00%	2.27%
Dumbeck Water District	33,541	52,761	41,600	41,600	45,900	10.34%	0.52%
Albany Water Service Charges	6,983,729	6,906,949	7,583,500	7,583,500	7,844,800	3.45%	88.95%
Collection Agency Payments	2,718	2,008	2,500	2,500	1,000	(60.00%)	0.01%
Miscellaneous Revenue	9,346	5,660	6,000	6,000	6,000	-	0.07%
Over & short	(349)	154	-	-	-	-	-
Interest	5,751	19,979	1,000	1,000	5,000	400.00%	0.06%
<b>Total Current Resources</b>	<b>7,429,308</b>	<b>7,501,074</b>	<b>7,964,600</b>	<b>7,964,600</b>	<b>8,288,700</b>	<b>4.07%</b>	<b>93.99%</b>
Beginning Balance	949,967	1,022,378	435,100	435,100	531,000	22.04%	6.01%
<b>Total Resources</b>	<b>\$8,379,275</b>	<b>\$8,523,452</b>	<b>\$8,399,700</b>	<b>\$8,399,700</b>	<b>\$8,819,700</b>	<b>5.00%</b>	<b>100.00%</b>

<b>Adopted Requirements by Program and Type</b>	Materials		Capital	Transfers Out	Contin- gency	Adopted Budget	% of Fund Budget
	Personnel	& Services					
Water Administration	\$ 111,700	\$2,333,300	\$ -	\$ 496,400	\$ 504,300	\$3,445,700	39.06%
Water Canal Maintenance	341,700	449,000	-	-	-	790,700	8.97%
Vine Street WTP	275,600	549,600	-	-	-	825,200	9.36%
Water Distribution	949,000	1,084,800	60,000	-	-	2,093,800	23.74%
Albany-Millersburg WTP	577,700	1,086,600	-	-	-	1,664,300	18.87%
<b>Total Requirements</b>	<b>\$2,255,700</b>	<b>\$5,503,300</b>	<b>\$ 60,000</b>	<b>\$ 496,400</b>	<b>\$ 504,300</b>	<b>\$8,819,700</b>	<b>100.00%</b>
<b>Percent of Budget</b>	<b>25.57%</b>	<b>62.40%</b>	<b>0.68%</b>	<b>5.63%</b>	<b>5.72%</b>	<b>100.00%</b>	

**WATER FUND  
DEBT SERVICE COMBINED BUDGET**

Detailed below are the resources used to fund water system debt service. The Sewer Fund currently has one debt service program: Water Debt Service. The resource items listed below are included in the Water Fund - Resource Detail presented earlier.

<b>Resources</b>	2010-11	2011-12	.....2012-13.....		2013-14	% Change	% of
	Actual	Actual	Adopted Budget	Revised Budget	Adopted Budget	from 2012-13	Fund Budget
Property Taxes - Delinquent	27,358	25,898	-	-	-	-	-
Albany Water Service Charges	1,920,800	1,730,200	1,943,500	1,943,500	1,452,800	(25.25%)	40.72%
User Fee: Debt Service	5,520	-	-	-	-	-	-
Interest	11,119	17,704	20,000	20,000	8,400	(58.00%)	0.24%
<b>Total Current Resources</b>	<b>1,964,798</b>	<b>1,773,802</b>	<b>1,963,500</b>	<b>1,963,500</b>	<b>1,461,200</b>	<b>(25.58%)</b>	<b>40.96%</b>
From Water SDC-I	338,000	353,000	357,000	357,000	-	(100.00%)	-
From: Water SDC-R	-	-	-	-	432,200	-	12.12%
From Water GO Debt Service	-	49,501	-	-	-	-	-
<b>Total Transfers In</b>	<b>338,000</b>	<b>402,501</b>	<b>357,000</b>	<b>357,000</b>	<b>432,200</b>	<b>21.06%</b>	<b>12.12%</b>
Beginning Balance	4,658	35,780	-	-	-	-	-
Reserved Beginning Balance	1,941,470	1,557,202	1,138,900	1,138,900	1,673,700	46.96%	46.92%
<b>Total Resources</b>	<b>\$4,248,926</b>	<b>\$3,769,285</b>	<b>\$3,459,400</b>	<b>\$3,459,400</b>	<b>\$3,567,100</b>	<b>3.11%</b>	<b>100.00%</b>

<b>Adopted Requirements by Program and Type</b>	Debt Service	Adopted Budget	% of Fund Budget
Water Debt Service	\$3,567,100	\$3,567,100	100.00%
<b>Total Requirements</b>	<b>\$3,567,100</b>	<b>\$3,567,100</b>	<b>100.00%</b>
Percent of Budget	100.00%	100.00%	

<b>Adopted Budget Detail of Debt Service</b>	Final Maturity	Principal	Interest	Debt Reserve	Adopted Budget
2004 Water Revenue Bonds	08/01/2033	1,005,000	962,100	1,600,000	3,567,100
<b>Totals</b>		<b>\$1,005,000</b>	<b>\$ 962,100</b>	<b>\$1,600,000</b>	<b>\$3,567,100</b>

**WATER FUND**  
**CAPITAL AND ECONOMIC DEVELOPMENT COMBINED BUDGET**

Detailed below are the resources used to fund water system capital projects and economic development. Programs funded are Water SDC Improvement Fee Projects, Water SDC Reimbursement Fee Projects, 2003 Water Bond Projects, Water Capital: Canal, Water System Capital Projects, Water Economic Development, North Albany Water Capital Projects, and Water Equipment Replacement. The resource items listed below are included in the Water Fund - Resource Detail presented earlier.

Resources	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
Water SDC: Principal	\$ 30,562	\$ 8,062	\$ 5,000	\$ 5,000	\$ 3,800	(24.00%)	0.03%
Water SDC: Interest	1,643	445	300	300	300	-	-
Water Connection Fees	38,968	87,179	20,000	20,000	15,000	(25.00%)	0.12%
Water SDC	203,602	202,787	256,300	256,300	223,000	(12.99%)	1.85%
FEMA Grant	161,220	390,928	-	-	-	-	-
City of Lebanon	8,000	8,000	-	-	-	-	-
Dumbeck Water District	9,011	24,747	12,000	12,000	12,000	-	0.10%
Albany Water Service Charges	1,609,963	1,882,800	1,293,300	1,293,300	1,926,700	48.98%	16.02%
Capital Charges	98,200	98,200	99,700	99,700	101,700	2.01%	0.85%
Equipment Replacement Charges	52,800	130,500	132,300	132,300	176,900	33.71%	1.47%
Miscellaneous Revenue	2,777	-	-	-	-	-	-
Interest	98,957	59,864	33,600	33,600	37,000	10.12%	0.31%
<b>Total Current Resources</b>	<b>2,315,702</b>	<b>2,893,511</b>	<b>1,852,500</b>	<b>1,852,500</b>	<b>2,496,400</b>	<b>34.76%</b>	<b>20.76%</b>
From LID Construction Projects	1,955,926	-	-	-	-	-	-
<b>Total Transfers In</b>	<b>1,955,926</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Balance	10,928,057	12,223,018	11,276,400	11,276,400	9,531,100	(15.48%)	79.24%
<b>Total Resources</b>	<b>\$15,199,685</b>	<b>\$15,116,529</b>	<b>\$13,128,900</b>	<b>\$13,128,900</b>	<b>\$12,027,500</b>	<b>(8.39%)</b>	<b>100.00%</b>

<b>Adopted Requirements by Program and Type</b>	<b>Materials &amp; Services</b>	<b>Capital</b>	<b>Transfers Out</b>	<b>Adopted Budget</b>	<b>% of Fund Budget</b>
Water SDC Improvement Fee Projects	\$ -	\$ 914,100	\$ -	\$ 914,100	7.59%
Water SDC Reimbursement Fee Projects	-	761,600	432,200	1,193,800	9.93%
2003 Water Bond Projects	-	-	-	-	-
Water Capital: Canal	-	-	-	-	-
Water System Capital Projects	291,500	7,531,900	-	7,823,400	65.05%
Water Economic Development	-	565,500	52,500	618,000	5.14%
North Albany Water Capital Projects	-	566,100	-	566,100	4.71%
Water Equipment Replacement	-	912,100	-	912,100	7.58%
<b>Total Requirements</b>	<b>\$ 291,500</b>	<b>\$11,251,300</b>	<b>\$ 484,700</b>	<b>\$12,027,500</b>	<b>100.00%</b>
<b>Percent of Budget</b>	<b>2.42%</b>	<b>93.55%</b>	<b>4.03%</b>	<b>100.00%</b>	

**WATER FUND**  
**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2013-2014**

Project Description	Totals	Water Canal Maint	Vine St Water Treatment Plant	Water Distribution	Water SDC Improv Fee Projects	Water SDC Reimburse Fee Projects	2003 Water Bond Projects
Capital Equipment	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -
WL-12-02 Broadway Trans Main Ph II	-	-	-	-	-	-	-
WL-13-01 Hill St:Queen to 24th Ave WL	1,325,000	-	-	-	511,000	-	-
WC-13-01 Canal Diversion Structures	230,000	-	-	-	-	-	-
WL-14-01 Zone 1 Dist Proj(Phase 1)	558,000	-	-	-	316,000	-	-
WL-14-02 Center & 16th WL	238,000	-	-	-	-	-	-
WL-14-03 Picardy Waterline Infill	237,000	-	-	-	-	-	-
WL-14-04 Zone 1 Dist Proj(Phase 2)	195,000	-	-	-	-	-	-
WL-14-01 Canal Bank Repairs	186,000	-	-	-	-	-	-
WL-14-06 Powers & Oak Grove E	320,000	-	-	-	-	-	-
WL-14-07 Scenic Back Lot Repl Design	40,000	-	-	-	-	-	-
WTP-14-01 LT2 Improvements	500,000	-	-	-	-	-	-
W-12-02 AM WTP Sand Removal	192,000	-	-	-	-	-	-
<b>Project Totals</b>	<b>6,451,000</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>827,000</b>	<b>-</b>	<b>-</b>
Reserve: Pipe Over-sizing	10,000	-	-	-	10,000	-	-
Reserve: Connection Fees	127,900	-	-	-	-	-	-
Reserve: Equipment Replacement	792,100	-	-	-	-	-	-
Reserve: Capital Projects	3,838,500	-	-	-	77,100	761,600	-
Reserve: Lebanon Canal	91,800	-	-	-	-	-	-
Reserve: Rates	500,000	-	-	-	-	-	-
Bond Payment Stabilization Reserve	1,100,000	-	-	-	-	-	-
<b>Total Reserves</b>	<b>6,460,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>87,100</b>	<b>761,600</b>	<b>-</b>
<b>Grand Totals</b>	<b>\$12,911,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ 914,100</b>	<b>\$ 761,600</b>	<b>\$ -</b>

Water Debt Service	Water Capital: Canal	Water System Capital Projects	Water Economic Development	North Albany Water Capital Projects	Water Equipment Replacement	Project Description
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	Capital Equipment
-	-	2,250,000	-	-	-	WL-12-02 Broadway Trans Main Ph II
-	-	814,000	-	-	-	WL-13-01 Hill St:Queen to 24th Ave WL
-	-	230,000	-	-	-	WC-13-01 Canal Diversion Structures
-	-	242,000	-	-	-	WL-14-01 Zone 1 Dist Proj(Phase 1)
-	-	238,000	-	-	-	WL-14-02 Center & 16th WL
-	-	237,000	-	-	-	WL-14-03 Picardy Waterline Infill
-	-	195,000	-	-	-	WL-14-04 Zone 1 Dist Proj(Phase 2)
-	-	186,000	-	-	-	WL-14-01 Canal Bank Repairs
-	-	-	-	320,000	-	WL-14-06 Powers & Oak Grove E
-	-	-	-	40,000	-	WL-14-07 Scenic Back Lot Repl Design
-	-	500,000	-	-	-	WTP-14-01 LT2 Improvements
-	-	192,000	-	-	-	W-12-02 AM WTP Sand Removal
-	-	5,084,000	-	360,000	120,000	Project Totals
-	-	-	-	-	-	Reserve: Pipe Over-sizing
-	-	127,900	-	-	-	Reserve: Connection Fees
-	-	-	-	-	792,100	Reserve: Equipment Replacement
-	-	2,228,200	565,500	206,100	-	Reserve: Capital Projects
-	-	91,800	-	-	-	Reserve: Lebanon Canal
500,000	-	-	-	-	-	Reserve: Rates
1,100,000	-	-	-	-	-	Bond Payment Stabilization Reserve
1,600,000	-	2,447,900	565,500	206,100	792,100	Total Reserves
\$ 1,600,000	\$ -	\$ 7,531,900	\$ 565,500	\$ 566,100	\$ 912,100	Grand Totals

## PROGRAM NARRATIVE

### WATER FUND: PUBLIC WORKS, WATER ADMINISTRATION (615-50-2202)

**Responsible Manager/Title:** Mark Shepard, P.E., Public Works 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**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012 -2013			
Effective Government	06/13	In Progress	<ul style="list-style-type: none"> <li>• Identify and evaluate opportunities to reduce non-revenue water consumption.</li> </ul>
Effective Government	06/13	Completed	<ul style="list-style-type: none"> <li>• Maintain a sustainable funding plan for the utility.</li> </ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Identify and evaluate opportunities to reduce non-revenue water consumption.</li> </ul>
Safe City	06/14		<ul style="list-style-type: none"> <li>• Identify and prioritize water treatment and distribution system needs.</li> </ul>

#### **STAFFING SUMMARY**

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Budgeted FTEs	1.00	1.50	1.00	1.00

**PROG 2202: Water Administration**

<u>Acct# Description</u>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>EXPENDITURES</b>						
Personnel Services	94,642.99	145,527.51	104,700	104,700	111,700	6.69%
Materials & Services	2,080,592.29	2,166,305.96	2,179,200	2,179,200	2,333,300	7.07%
Transfers Out	447,976.81	444,397.46	448,800	448,800	496,400	10.61%
Contingencies	-	-	400,000	400,000	504,300	26.08%
<b>TOTAL EXPENDITURES</b>	<b>2,623,212.09</b>	<b>2,756,230.93</b>	<b>3,132,700</b>	<b>3,132,700</b>	<b>3,445,700</b>	<b>9.99%</b>



## PROGRAM NARRATIVE

### WATER FUND: CANAL MAINTENANCE (615-50-2204)

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

Developed By: Jeff Kinney, Utility Superintendent - Water

#### 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, and into the Calapooia River.
- Removes debris, and performs vegetation and pest management.
- Operates hydro-electric generator to maximize revenue.
- Monitors and collects data from Canal gaging stations. Controls and monitors flow and water levels to ensure adequate raw water supplies for Albany and Lebanon and to control against flooding.
- Performs quarterly raw water sampling to monitor for potential contaminants in the Canal.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013 Safe City	06/13	Completed	<ul style="list-style-type: none"> <li>• Complete maintenance dredging Queen Avenue and Vine Street.</li> <li>• Brush clearing for line of sight.</li> </ul>
	06/13	Ongoing	
Budget Year 2013-2014 Safe City	06/14		<ul style="list-style-type: none"> <li>• Complete bank repairs in Albany and in Linn County.</li> <li>• Fully utilize the 190 cubic feet per second water right for hydro-power.</li> </ul>
	06/14		

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Percentage of the time the standard is met to control water levels and adjust flows to ensure a maximum supply of water to the Vine Street Water Treatment Plant (Standard=100%).	100%	100%	100%	100%
Clear two miles of brush to stabilize banks and provide sight distance.	n/a	n/a	n/a	100%
During hydropower production, produce a minimum of 100,000 kWh a month.	n/a	n/a	n/a	100%

#### STAFFING SUMMARY

Budgeted FTEs	3.00	3.00	3.00	3.00
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**PROG 2204: Water Canal Maintenance**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	287,514.49	295,233.94	331,000	331,000	341,700	3.23%
Materials & Services	551,423.94	384,620.88	449,800	449,800	449,000	-0.18%
Capital	-	113,166.00	70,000	70,000	-	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>838,938.43</b>	<b>793,020.82</b>	<b>850,800</b>	<b>850,800</b>	<b>790,700</b>	<b>-7.06%</b>

## PROGRAM NARRATIVE

### WATER FUND: VINE STREET WATER TREATMENT PLANT (615-50-2205)

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

Developed by: Jeff Kinney, Utility Superintendent - Water

#### FUNCTIONS AND RESPONSIBILITIES

- This program funds the operation and maintenance of the Vine Street Water Treatment Plant.
- The plant has a current operating capacity of 14.5 million gallons per day, and is operated to meet peak demand requirements and to maintain filter readiness.
- The Vine Street Water Treatment Plant provides water to residential, commercial, and industrial customers in Albany and as a peaking water treatment plant facility in conjunction with the Albany-Millersburg Water Treatment Plant (AM WTP) as the base water treatment plant facility.
- Control water usage and adjust plant production to meet system requirements for pressure, flow, and storage.
- Plant operations personnel 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 Oregon Department of Human Services, Drinking Water Program.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Develop a power management strategy to reduce power use at the plant.</li> <li>• Upgrade plant to meet new water quality rules.</li> <li>• Complete upgrade of current equipment for the Water Treatment Plant to improve efficiency.</li> <li>• Complete upgrade of the filtration process and accelators, which includes replacing media within the filters, replacing damaged accelator tubes, and providing cover over the large filters and accelators for UV ray protection.</li> </ul>
Effective Government	06/13	Ongoing	
Safe City	06/13	Delayed	
	06/13	Delayed	
Budget Year 2013-2014			
Effective Government	12/14		<ul style="list-style-type: none"> <li>• Complete state reporting requirements for LT2 rule.</li> <li>• Develop long-term strategy for operation of the plant with the operation of Albany-Millersburg WTP.</li> </ul>
Safe City	06/14		

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Water treated annually (millions of gallons).	210	250	339	200
Peak daily demand in million gallons per day.	3.7	4.0	5.0	4.0
Percent of time plant met regulatory requirements for safe drinking water.	100%	100%	100%	100%
Percent of time plant met peak daily flow.	100%	100%	100%	100%

#### STAFFING SUMMARY

Budgeted FTEs	3.21	3.21	2.75	2.75
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**PROG 2205: Vine Street Water Treatment Plant**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	263,556.91	267,883.33	258,300	258,300	275,600	6.70%
Materials & Services	540,520.48	502,044.31	607,100	607,100	549,600	-9.47%
Capital	-	9,005.00	-	-	-	- %
<b>TOTAL EXPENDITURES</b>	<b>804,077.39</b>	<b>778,932.64</b>	<b>865,400</b>	<b>865,400</b>	<b>825,200</b>	<b>-4.65%</b>

## PROGRAM NARRATIVE

### WATER FUND: WATER DISTRIBUTION (615-50-2206)

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

**Developed By:** Jeff Kinney, Utility Superintendent - Water

#### FUNCTIONS AND RESPONSIBILITIES

- To ensure compliance with all Federal Safe Drinking Water Act and Oregon Drinking Water Rules and Regulations.
- Prepare and distribute the Consumer Confidence Report – an annual report on water quality mandated by state and federal regulations.
- Operate and maintain the water distribution system for the City of Millersburg and the Dumbeck Water Association.
- Operate and maintain a network of 282.5 miles of water mains, 7,889 valves, 1,877 fire hydrants, and approximately 17,463 meters.
- Maintain water system flushing, fire hydrant maintenance, valve survey and exercising, and cross-connection programs.
- Perform perpetual meter maintenance of all small meters; changing out all meters more than 20 years old.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City	06/13	Delayed	<ul style="list-style-type: none"> <li>• Update the Albany Municipal Code for the cross-connection program to reflect the current Oregon Health Service standard.</li> </ul>
Budget Year 2013-2014			
Safe City	06/14		<ul style="list-style-type: none"> <li>• Develop a fire hydrant flow program.</li> <li>• Develop a large water line tapping program.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of miles of pipe maintained.	282.0	299.0	282.5	282.5
Number of leaks reported.	148	120	91	86
Percent of reported leaks repaired.	100%	100%	100%	100%
Percent of leaks (unaccounted-for water production).	22%	18%	19%	19%
Percent of fire hydrants maintained.	100%	100%	100%	100%
Percent of large meters tested annually.	100%	100%	100%	100%

#### STAFFING SUMMARY

Budgeted FTEs	10.00	10.50	10.50	9.50
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**PROG 2206: Water Distribution**

<u>Acct# Description</u>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>EXPENDITURES</b>						
Personnel Services	835,836.56	875,903.91	980,600	980,600	949,000	-3.22%
Materials & Services	900,890.54	781,616.56	1,026,000	1,026,000	1,084,800	5.73%
Capital	69,800.00	30,210.00	-	-	60,000	- %
<b>TOTAL EXPENDITURES</b>	<b>1,806,527.10</b>	<b>1,687,730.47</b>	<b>2,006,600</b>	<b>2,006,600</b>	<b>2,093,800</b>	<b>4.35%</b>

## PROGRAM NARRATIVE

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

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

Developed by: Jeff Kinney, Utility Superintendent - Water

#### FUNCTIONS AND RESPONSIBILITIES

- This program funds the operation and maintenance of the Albany-Millersburg Water Treatment Plant.
- The Albany-Millersburg Water Treatment Plant provides the base water supply to residential, commercial, and industrial customers in Albany and Millersburg. The plant has a current operating capacity of 12 million gallons per day, and is operated 24 hours per day, 365 days per year.
- Control lead/copper levels through pH adjustments.
- Plant operations personnel 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 Oregon Department of Human Services, Drinking Water Program.
- Control water usage and adjust plant production to meet system requirements for pressure, flow, and storage.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City	06/13	Completed	<ul style="list-style-type: none"> <li>• Create a flow management plan for operation of the plant in summer and winter conditions.</li> </ul>
Effective Government	06/13	Completed	<ul style="list-style-type: none"> <li>• Create an equipment replacement reserve for future membrane cartridge replacements.</li> </ul>
	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Develop a power management strategy to reduce power use at the plant.</li> </ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Develop membrane replacement program.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Implement yearly maintenance schedule that has been developed.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Water treated annually (millions of gallons).	2,713	2,750	2,310	2,500
Peak demand in million gallons per day.	11	11	12.5	13
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%

#### STAFFING SUMMARY

Budgeted FTEs	5.29	5.29	5.25	5.25
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**CITY OF ALBANY, OREGON**  
**Adopted Budget Summary**

**PROG 2207: Albany-Millersburg WTP**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>EXPENDITURES</b>						
Personnel Services	498,854.45	495,576.35	583,400	583,400	577,700	-0.98%
Materials & Services	785,286.71	850,546.72	960,800	960,800	1,086,600	13.09%
<b>TOTAL EXPENDITURES</b>	<b>1,284,141.16</b>	<b>1,346,123.07</b>	<b>1,544,200</b>	<b>1,544,200</b>	<b>1,664,300</b>	<b>7.78%</b>



## PROGRAM NARRATIVE

**WATER FUND: WATER SDC IMPROVEMENT FEE PROJECTS (615-50-2300)**  
**Responsible Manager/Title:** Jeff Blaine, P.E., Assistant Public Works Director/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 System Development Charge for the water system is \$2,123 for a single-family residence with a 3/4-inch meter (effective July 2012). This program receives \$1,818 of the fee.
- In 1989 legislation was adopted in Oregon requiring justification and separate accounting of revenues and expenditures for all System Development Charges. This budget complies with that legislation.

### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Effective Government	06/13	Completed	<ul style="list-style-type: none"> <li>• Provide funding for SDC component of debt service.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Provide funding for the oversized portion of the Hill Street project, WL-13-01.</li> </ul>
Budget Year 2013-2014			
Safe City	06/14		<ul style="list-style-type: none"> <li>• Construct WL-13-01, Hill Street: Queen to 24th Avenue Waterline.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct WL-14-01, Zone 1 Distribution Projects (Phase 1).</li> </ul>

**PROG 2300: Water SDC Improvement Fee Projects**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Licenses & Fees	180,008.06	175,090.44	220,600	220,600	191,900	-13.01%
Investment Earnings	12,741.52	4,953.86	3,500	3,500	3,000	-14.29%
Beginning Balance	1,550,075.29	1,311,824.87	962,400	962,400	719,200	-25.27%
<b>TOTAL REVENUES</b>	<b>1,742,824.87</b>	<b>1,491,869.17</b>	<b>1,186,500</b>	<b>1,186,500</b>	<b>914,100</b>	<b>-22.96%</b>
<b>EXPENDITURES</b>						
Capital	93,000.00	224,000.00	829,500	829,500	914,100	10.20%
Transfers Out	338,000.00	353,000.00	357,000	357,000	-	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>431,000.00</b>	<b>577,000.00</b>	<b>1,186,500</b>	<b>1,186,500</b>	<b>914,100</b>	<b>-22.96%</b>

**PROG 2300 Water SDC Improvement Fee Projects**

<b>Revenues less Expenditures</b>	<b>1,311,824.87</b>	<b>914,869.17</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

**WATER FUND: WATER SDC REIMBURSEMENT FEE PROJECTS (615-50-2301)**  
**Responsible Manager/Title:** Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

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### FUNCTIONS AND RESPONSIBILITIES

- Revenues are received from System Development Charges (SDCs). These revenues reimburse the City for past investments in capacity-increasing projects identified in the City's adopted water SDC methodology.
- The current System Development Charge for the water system is \$2,123 for a single-family residence with a 3/4-inch meter (effective July 2012). This program receives \$305 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 in order to comply with that legislation.

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### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	06/13	Completed	<ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"><li>• Provide funding for SDC component of debt service.</li></ul>

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**PROG 2301: Water SDC Reimbursement Fee Projects**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Licenses & Fees	55,798.81	36,204.05	41,000	41,000	35,200	-14.15%
Charges for Services	9,010.62	24,746.70	12,000	12,000	12,000	- %
Investment Earnings	8,886.85	5,504.79	4,000	4,000	5,700	42.50%
Beginning Balance	1,028,073.87	1,099,308.08	1,059,500	1,059,500	1,140,900	7.68%
<b>TOTAL REVENUES</b>	<b>1,101,770.15</b>	<b>1,165,763.62</b>	<b>1,116,500</b>	<b>1,116,500</b>	<b>1,193,800</b>	<b>6.92%</b>
<b>EXPENDITURES</b>						
Capital	2,462.07	20,040.21	1,116,500	1,116,500	761,600	-31.79%
Transfers Out	-	-	-	-	432,200	- %
<b>TOTAL EXPENDITURES</b>	<b>2,462.07</b>	<b>20,040.21</b>	<b>1,116,500</b>	<b>1,116,500</b>	<b>1,193,800</b>	<b>6.92%</b>

**PROG 2301 Water SDC Reimbursement Fee Projects**

<b>Revenues less Expenditures</b>	<b>1,099,308.08</b>	<b>1,145,723.41</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### WATER FUND: WATER DEBT SERVICE (615-50-2305)

Responsible Manager/Title: Jeff Babbitt, Senior Accountant

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#### FUNCTIONS AND RESPONSIBILITIES

- This program provides for the principal and interest payments on City of Albany Water Revenue Bonds.

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#### MATURITY SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013-2014	1,005,000	962,064	1,967,064
2014-2015	895,000	1,033,194	1,928,194
2015-2016	935,000	996,594	1,931,594
2016-2017	975,000	958,394	1,933,394
2017-2018	1,020,000	918,494	1,938,494
2018-2019	1,060,000	876,894	1,936,894
2019-2020	1,100,000	833,694	1,933,694
2020-2021	1,140,000	783,194	1,923,194
2021-2022	1,195,000	730,794	1,925,794
2022-2023	1,240,000	682,094	1,922,094
2023-2024	1,290,000	631,494	1,921,494
2024-2025	1,345,000	572,069	1,917,069
2025-2026	1,420,000	502,944	1,922,944
2026-2027	1,500,000	437,444	1,937,444
2027-2028	1,560,000	376,244	1,936,244
2028-2029	1,625,000	312,544	1,937,544
2029-2030	1,705,000	254,469	1,959,469
2030-2031	1,760,000	202,494	1,962,494
2031-2032	1,815,000	147,734	1,962,734
2032-2033	1,875,000	90,078	1,965,078
2033-2034	1,945,000	30,391	1,975,391
Totals	\$ 28,405,000	\$ 12,333,311	\$ 40,738,311

#### DEBT SUMMARY

<u>Issue</u>	<u>Original Amount</u>	<u>Principal Balance</u>	<u>Required Reserve</u>
2013	\$ 28,405,000	\$ 28,405,000	\$ 1,100,000
Totals	\$ 28,405,000	\$ 28,405,000	\$ 1,100,000

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**PROG 2305: Water Debt Service**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Property Taxes	-	12,177.07	-	-	-	- %
Charges for Services	1,922,579.06	1,730,200.00	1,943,500	1,943,500	1,452,800	-25.25%
Miscellaneous Revenue	-	-	-	-	-	- %
Investment Earnings	11,097.16	17,703.63	20,000	20,000	8,400	-58.00%
Transfers In	338,000.00	402,501.35	357,000	357,000	432,200	21.06%
Beginning Balance	1,941,470.24	1,557,201.70	1,138,900	1,138,900	1,673,700	46.96%
<b>TOTAL REVENUES</b>	<b>4,213,146.46</b>	<b>3,719,783.75</b>	<b>3,459,400</b>	<b>3,459,400</b>	<b>3,567,100</b>	<b>3.11%</b>
<b>EXPENDITURES</b>						
Materials & Services	912.50	530.00	600	600	-	-100.00%
Debt Service	2,655,032.26	2,526,747.95	3,458,800	3,458,800	3,567,100	3.13%
<b>TOTAL EXPENDITURES</b>	<b>2,655,944.76</b>	<b>2,527,277.95</b>	<b>3,459,400</b>	<b>3,459,400</b>	<b>3,567,100</b>	<b>3.11%</b>

**PROG 2305 Water Debt Service**

<b>Revenues less Expenditures</b>	<b>1,557,201.70</b>	<b>1,192,505.80</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### WATER FUND: WATER SYSTEM CAPITAL PROJECTS (615-50-2308)

Responsible Manager/Title: Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

#### FUNCTIONS AND RESPONSIBILITIES

- This program provides only limited funding to repair, replace, or upgrade facilities, equipment, and accessories to maintain the design capacity of the existing Water Treatment Plant (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 2012-2013			
Safe City	09/12	Completed	<ul style="list-style-type: none"> <li>• Construct WL-11-01, Broadway Reservoir Transmission Main.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Construct WL-13-01, Hill Street: Queen to 24th Avenue Waterline.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Design WL-13-02, East Thornton Lake Drive Waterline Replacement.</li> </ul>
	09/12	Completed	<ul style="list-style-type: none"> <li>• Construct WL-13-03, 36th Avenue Waterline.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Construct WL-13-05, Broadalbin St: 2nd to 3rd Avenue Waterline Replacement.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Design WC-13-01, Canal Diversion Structures.</li> </ul>
Budget Year 2013-2014			
Safe City	06/14		<ul style="list-style-type: none"> <li>• Design WL-12-02, Broadway Transmission Main Phase II.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct WC-13-01, Canal Diversion Structures.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct W-12-02, AM WTP Sand Removal.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct WC-14-01, Canal Bank Repairs.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct WL-14-01, Zone 1 Distribution Projects (Phase 1).</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct WL-14-02, Center Street &amp; 16th Avenue WL.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct WTP-14-01, Vine Street WTP LT2 Improvements.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct WL-14-03, Picardy Lane Waterline Infill.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Construct WL-14-04, Zone 1 Distribution Projects (Phase 2).</li> </ul>

**PROG 2308: Water System Capital Projects**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Licenses & Fees	38,968.20	87,178.87	20,000	20,000	15,000	-25.00%
Intergovernmental Revenue	161,219.55	390,927.54	-	-	-	- %
Charges for Services	1,525,062.66	1,831,200.00	1,249,700	1,249,700	1,926,700	54.17%
Investment Earnings	36,348.45	29,643.83	20,000	20,000	22,000	10.00%
Transfers In	1,955,926.26	-	-	-	-	- %
Beginning Balance	2,821,404.98	5,695,129.40	6,237,800	6,237,800	5,859,700	-6.06%
<b>TOTAL REVENUES</b>	<b>6,538,930.10</b>	<b>8,034,079.64</b>	<b>7,527,500</b>	<b>7,527,500</b>	<b>7,823,400</b>	<b>3.93%</b>
<b>EXPENDITURES</b>						
Materials & Services	182,588.51	94,736.63	556,500	556,500	291,500	-47.62%
Capital	661,212.19	1,402,098.60	6,971,000	6,971,000	7,531,900	8.05%
Transfers Out	-	247,000.00	-	-	-	- %
<b>TOTAL EXPENDITURES</b>	<b>843,800.70</b>	<b>1,743,835.23</b>	<b>7,527,500</b>	<b>7,527,500</b>	<b>7,823,400</b>	<b>3.93%</b>

**PROG 2308 Water System Capital Projects**

<b>Revenues less Expenditures</b>	<b>5,695,129.40</b>	<b>6,290,244.41</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### WATER FUND: WATER ECONOMIC DEVELOPMENT (615-50-2309)

Responsible Manager/Title: Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- This program annually receives up to \$100,000 from service charges to help fund economic development-related capital projects as approved by the Albany City Council.
- Funds from this program are transferred annually to the General Fund to support Community Development and Americans with Disabilities Act (ADA) Code enforcement in the Building Division.
- Fund balance for this program will be capped at \$500,000.
- Council authorization to annually fund this program began in Fiscal Year 2003-2004.

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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	06/13	Completed	<ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>

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**PROG 2309: Water Economic Development**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Charges for Services	84,900.00	51,600.00	43,600	43,600	-	-100.00%
Investment Earnings	5,310.17	3,114.90	2,000	2,000	2,800	40.00%
Beginning Balance	622,340.56	650,050.73	506,900	506,900	615,200	21.37%
<b>TOTAL REVENUES</b>	<b>712,550.73</b>	<b>704,765.63</b>	<b>552,500</b>	<b>552,500</b>	<b>618,000</b>	<b>11.86%</b>
<b>EXPENDITURES</b>						
Capital	-	22,679.81	500,000	500,000	565,500	13.10%
Transfers Out	62,500.00	60,814.91	52,500	52,500	52,500	- %
<b>TOTAL EXPENDITURES</b>	<b>62,500.00</b>	<b>83,494.72</b>	<b>552,500</b>	<b>552,500</b>	<b>618,000</b>	<b>11.86%</b>

**PROG 2309 Water Economic Development**

<b>Revenues less Expenditures</b>	<b>650,050.73</b>	<b>621,270.91</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### WATER FUND: NORTH ALBANY WATER CAPITAL PROJECTS (615-50-2310)

Responsible Manager/Title: Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- This program receives revenue (\$21.35 per month per customer) from water customers outside the city limits. Currently there are 397 meters outside the Albany city limits.
  - Revenues received in this program are dedicated to funding capital projects and fixed assets that benefit the North Albany water system outside the city limits.
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#### STRATEGIES/ACTIONS

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	06/13	Completed	<ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>
Budget Year 2013-2014			
Safe City	06/14		<ul style="list-style-type: none"><li>• Construct WL-14-06, Powers Avenue, Oak Grove Drive East.</li><li>• Complete design for WL-14-07, Scenic Drive Back Lot Replacement Design.</li></ul>

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**PROG 2310: N. Albany Water Capital Projects**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Charges for Services	98,200.00	98,200.00	99,700	99,700	101,700	2.01%
Investment Earnings	3,686.10	1,838.97	1,000	1,000	1,000	- %
Beginning Balance	404,966.84	476,075.54	361,700	361,700	463,400	28.12%
<b>TOTAL REVENUES</b>	<b>506,852.94</b>	<b>576,114.51</b>	<b>462,400</b>	<b>462,400</b>	<b>566,100</b>	<b>22.43%</b>
<b>EXPENDITURES</b>						
Capital	30,777.40	214,363.92	462,400	462,400	566,100	22.43%
<b>TOTAL EXPENDITURES</b>	<b>30,777.40</b>	<b>214,363.92</b>	<b>462,400</b>	<b>462,400</b>	<b>566,100</b>	<b>22.43%</b>

**PROG 2310 N. Albany Water Capital Projects**

<b>Revenues less Expenditures</b>	<b>476,075.54</b>	<b>361,750.59</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**PROGRAM NARRATIVE**

**WATER FUND: PUBLIC WORKS, WATER EQUIPMENT REPLACEMENT (615-50-2311)**

**Responsible Manager/Title:** Mark Shepard, P.E., Public Works Director

**FUNCTIONS AND RESPONSIBILITIES**

- This program funds replacement of water system vehicles and major equipment in accordance with an established depreciation and replacement schedule.
- Receive revenues from other water fund budgets to fund future equipment replacement.

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	06/13	Completed	<ul style="list-style-type: none"> <li>• Receives revenues from other water fund budgets to fund future equipment replacement.</li> </ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Receives revenues from other water fund budgets to fund future equipment replacement.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Replace Vehicle 980-02.</li> </ul>
	12/13		<ul style="list-style-type: none"> <li>• Purchase replacement membranes for the Albany-Millersburg Water Treatment Plant.</li> </ul>

**PROG 2311: Water Equipment Replacement**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Charges for Services	52,800.00	130,500.00	132,300	132,300	176,900	33.71%
Miscellaneous Revenue	2,777.00	-	-	-	-	- %
Investment Earnings	4,624.72	2,608.02	2,000	2,000	2,500	25.00%
Beginning Balance	572,852.48	464,807.68	597,500	597,500	732,700	22.63%
<b>TOTAL REVENUES</b>	<b>633,054.20</b>	<b>597,915.70</b>	<b>731,800</b>	<b>731,800</b>	<b>912,100</b>	<b>24.64%</b>
<b>EXPENDITURES</b>						
Materials & Services	-	-	1,300	1,300	-	-100.00%
Capital	113,959.37	-	730,500	730,500	912,100	24.86%
Transfers Out	54,287.15	-	-	-	-	- %
<b>TOTAL EXPENDITURES</b>	<b>168,246.52</b>	<b>-</b>	<b>731,800</b>	<b>731,800</b>	<b>912,100</b>	<b>24.64%</b>

**PROG 2311 Water Equipment Replacement**

<b>Revenues less Expenditures</b>	<b>464,807.68</b>	<b>597,915.70</b>	<b>-</b>	<b>-</b>	<b>-</b>
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Through the Trees  
Tucker Shields - Calapooia Middle School



Sitting Bird  
Hunter Woolsey - Calapooia Middle School

**INTERNAL  
SERVICE  
FUNDS**



**INTERNAL SERVICE FUNDS**

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

Internal Service funds are used to account for the financing of goods and/or services provided to various City departments on a cost-reimbursement basis. The City has two Internal Service funds.

**CENTRAL SERVICES FUND**

The Central Services Fund provides services to all City departments. Those services are provided by the following programs: City Council & Nondepartmental, City Manager's Office, Finance, Human Resources, Information Technology Services, Geographic Information Systems Services, Permit Tracking Services, and Building Maintenance.

On a Citywide basis, each operating program is charged fees for the services provided by the Central Services Fund. The fees are based on a range of factors including number of personnel, current operating budget, pieces of information technology equipment, usage of the GIS and Permit Tracking systems, square footage, and age of City buildings.

**PUBLIC WORKS SERVICES FUND**

The Public Works Services Fund is divided into six programs: Administration, Engineering Services, Operations Administration, Water Quality Control Services, Public Works Customer Services, and Facilities and Maintenance Engineering, which primarily provide services to the Water, Sewer, and Street Funds. Responsibilities include management of public improvements, traffic engineering and design, fee and rate development guidance, laboratory testing of water and wastewater samples, water and sanitary sewer flow monitoring, oversight of the bridge maintenance program, and oversight and development of the automated process control and monitoring system for water and sewer treatment.

**RESOURCES**

Charges for Services	\$ 12,801,400
Other Revenues	40,000
Investment Earnings	4,000
Beginning Balance	103,400
<b>Total Resources</b>	<b>\$ 12,948,800</b>

**REQUIREMENTS**

Personnel	\$ 9,750,200
Materials & Services	3,296,900
<b>Total Requirements</b>	<b>\$ 13,047,100</b>



Daisy  
Esmeralda Hernandez - Calapooia Middle School



Boda Furniture Store  
Sam Grove - North Albany Middle School

## **COST ALLOCATION METHODOLOGY FOR CENTRAL SERVICES FUND PROGRAMS**

### **ADMINISTRATIVE SERVICES**

There are four programs included in Administrative Services: City Council and Nondepartmental, City Manager's Office, Finance, and Human Resources. To calculate the amount of administrative charges to be allocated Citywide, the estimated budgets of the four programs are added together to determine the gross budget. Interest, miscellaneous revenues, and estimated beginning balance are subtracted from the gross budget to determine the net budget to allocate.

The net budgets for the four programs are divided into three cost centers: personnel, special assessments, and everything else. The total budget of the "personnel" cost center is allocated Citywide based on employee full-time equivalents (FTE). The total budget of the "special assessment" cost center is allocated to the funds which generate property assessments: Water, Sewer, Street, and Parks Funds. The "everything else" cost center is allocated Citywide based on a fund's current year operating budget. The City does not allocate Central Services charges to the Grants, Risk Management, Public Safety Levy, Capital Replacement, Debt Service, Capital Projects, and Permanent Funds.

For Fiscal Year 2013-14, the net budget to allocate is \$3,075,000, and the operating budget allocation basis is \$66,904,400, making the administrative central service charge average \$0.0460 per \$1 of operating budget.

### **INFORMATION TECHNOLOGY (IT)**

Information Technology Services is responsible for maintenance and support of the City's network infrastructure, business applications, telephone system, server room operations, database systems, systems security, backup and restore services, and hardware maintenance and replacement.

The first step in calculating IT Service charges is to prepare the estimated budget for the IT Services program and to prepare a list of all of the IT equipment, personal computers, laptop computers, and mobile data terminals it is responsible for servicing. The IT Services estimated budget is allocated as a Citywide service charge based on the number of pieces of equipment on the list. For Fiscal Year 2013-14, the net budget to allocate is \$1,226,500 and the total number of pieces of equipment in the allocation basis is 424, making the information technology charge \$2,893 per piece of equipment.

### **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

GIS Services coordinates the planning, implementation, and maintenance of the Citywide Geographic Information System. The GIS Services program provides mapping services, analysis, application development, GIS software, and GIS training to participating departments. The GIS Services estimated budget is reduced by GIS sales, interest earnings, and beginning balance to determine the amount to allocate. The net budget is distributed to using programs based on their estimated use of services. For Fiscal Year 2013-14, the GIS charges to using programs will be \$364,300.

### **PERMIT TRACKING**

Permit Tracking is responsible for the day-to-day operation of the City's permit tracking software, including development, maintenance, and implementation of source code and documents required for generating permits and collecting fees. The Permit Tracking budget is reduced by estimated interest earnings and beginning balance to determine the net amount to allocate. The net budget is charged to using programs based on their estimated use of services. For Fiscal Year 2013-14, the Permit Tracking charges to using programs will be \$86,300.

### **BUILDING MAINTENANCE**

Building Maintenance is responsible for providing in-house and contractual services for building maintenance, repair, and renovation of sixteen City facilities including City Hall, both libraries, four fire stations, the Police Station, and Parks, Airport, and Transit facilities. The estimated Building Maintenance budget is allocated based on a formula which considers a number of factors including square footage and age of the facility. For Fiscal Year 2013-14, the Building Maintenance charges to using programs will be \$699,400.

### **FISCAL YEAR SURPLUS/DEFICIT**

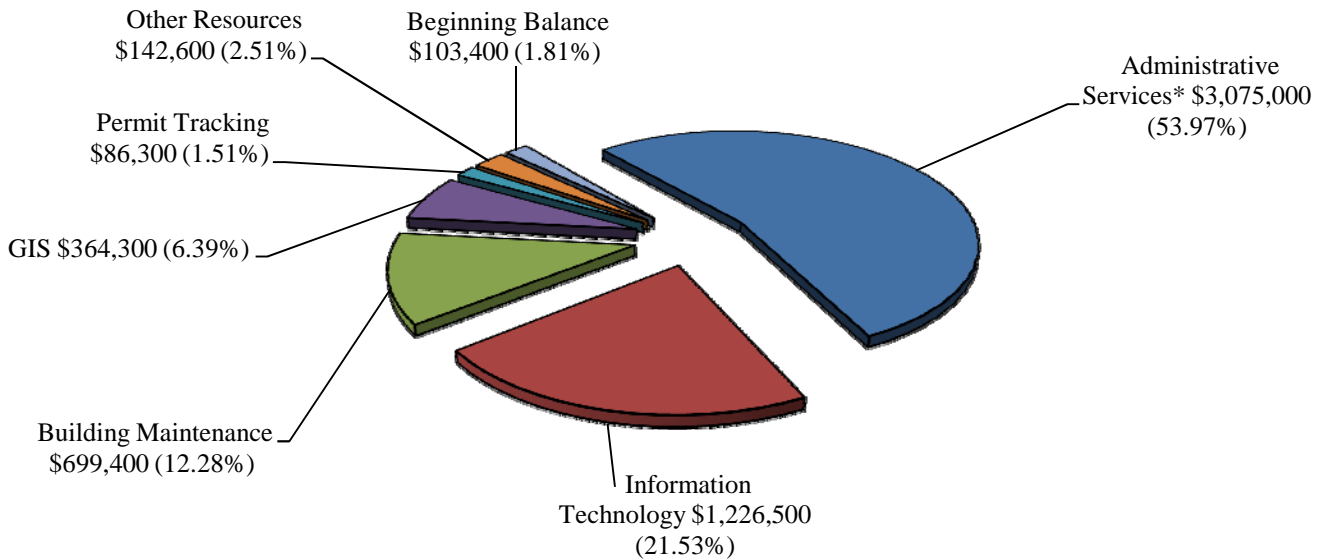
At fiscal year end, any surplus, total revenues less total expenditures, will be refunded Citywide using the same allocation proportion as when initially charged. An allowance for the estimated beginning balance of the new fiscal year will be considered when determining the amount of the refund. In a deficit situation, significant additional charges would be approved and program expenditures appropriated by City Council action.

**CENTRAL SERVICES FUND  
RESOURCE DETAIL**

Resources	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
WComp Wage Subsidy Reimb	\$ -	\$ 5,045	\$ -	\$ -	\$ -	-	-
GIS Information Sales Revenue	196	180	300	300	300	-	0.01%
Building Maintenance Charges	636,100	615,346	623,200	623,200	699,400	12.23%	12.28%
Administrative Services Charges	3,087,067	3,026,400	2,894,200	2,894,200	3,075,000	6.25%	53.97%
IT Services Charge	1,178,574	1,159,516	1,213,600	1,213,600	1,226,500	1.06%	21.53%
GIS Services Charge	349,484	353,764	355,900	355,900	364,300	2.36%	6.39%
Permit Tracking Services Charge	90,017	80,750	86,300	86,300	86,300	-	1.51%
Miscellaneous Revenue	56,695	44,928	40,000	40,000	40,000	-	0.70%
Over & short	-	25	-	-	-	-	-
Interest	4,691	4,019	4,000	4,000	4,000	-	0.07%
<b>Total Current Resources</b>	<b>5,402,824</b>	<b>5,289,974</b>	<b>5,217,500</b>	<b>5,217,500</b>	<b>5,495,800</b>	<b>5.33%</b>	<b>96.46%</b>
From Economic Development	-	-	-	-	98,300	-	1.73%
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>98,300</b>	<b>-</b>	<b>1.73%</b>
Beginning Balance	614,485	537,024	354,900	354,900	103,400	(70.87%)	1.81%
<b>Total Resources</b>	<b>\$6,017,309</b>	<b>\$5,826,997</b>	<b>\$5,572,400</b>	<b>\$5,572,400</b>	<b>\$5,697,500</b>	<b>2.24%</b>	<b>100.00%</b>

IT - Information Technology  
GIS - Geographic Information Systems

**CENTRAL SERVICES FUND RESOURCES**  
Category Totals and Percent of Budget



\* Council & Nondepartmental, City Manager's Office, Finance, and Human Resources

**CENTRAL SERVICES FUND  
REQUIREMENT/STAFFING SUMMARIES**

<b>Program Requirements</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Finance	\$1,316,754	\$1,360,922	\$1,291,100	\$1,291,100	\$1,319,600	\$1,319,600	\$1,319,600
Council & Nondepartmental	245,008	244,922	252,700	252,700	252,400	252,400	252,400
City Manager's Office	1,043,628	1,090,581	1,074,000	1,074,000	1,068,600	1,068,600	1,068,600
IT Services	1,170,299	1,170,101	1,253,600	1,253,600	1,256,500	1,256,500	1,256,500
Human Resources	542,347	547,303	596,300	596,300	612,200	612,200	612,200
Facilities Maintenance	625,621	626,110	623,200	623,200	699,400	699,400	699,400
GIS Services	447,364	351,363	395,200	395,200	400,600	400,600	400,600
Permit Tracking	89,263	79,623	86,300	86,300	88,200	88,200	88,200
<b>Total Requirements</b>	<b>\$5,480,285</b>	<b>\$5,470,927</b>	<b>\$5,572,400</b>	<b>\$5,572,400</b>	<b>\$5,697,500</b>	<b>\$5,697,500</b>	<b>\$5,697,500</b>

<b>Requirements by Type</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Personnel	\$3,925,443	\$3,947,681	\$3,975,600	\$3,975,600	\$4,103,800	\$4,103,800	\$4,103,800
Materials & Services	1,554,842	1,523,246	1,596,800	1,596,800	1,593,700	1,593,700	1,593,700
Capital	-	-	-	-	-	-	-
<b>Total Requirements</b>	<b>\$5,480,285</b>	<b>\$5,470,927</b>	<b>\$5,572,400</b>	<b>\$5,572,400</b>	<b>\$5,697,500</b>	<b>\$5,697,500</b>	<b>\$5,697,500</b>

<b>Adopted Requirements by Program and Type</b>			Materials		Adopted Budget	% of Fund Budget
	Personnel		& Services			
Finance			\$1,080,900	\$ 238,700	\$1,319,600	23.15%
Council & Nondepartmental			15,600	236,800	252,400	4.43%
City Manager's Office			766,000	302,600	1,068,600	18.76%
IT Services			1,054,500	202,000	1,256,500	22.05%
Human Resources			494,500	117,700	612,200	10.75%
Facilities Maintenance			359,000	340,400	699,400	12.28%
GIS Services			282,300	118,300	400,600	7.03%
Permit Tracking			51,000	37,200	88,200	1.55%
<b>Total Requirements</b>			<b>\$4,103,800</b>	<b>\$1,593,700</b>	<b>\$5,697,500</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>			<b>72.03%</b>	<b>27.97%</b>	<b>100.00%</b>	

<b>Staffing Summary (FTE)</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Council & Nondepartmental	7.000	7.000	7.000	7.000	7.000	7.000	7.000
City Manager's Office	6.600	6.800	5.600	5.600	5.700	5.700	5.700
IT Services	9.000	8.500	8.500	8.500	8.500	8.500	8.500
Human Resources	5.000	5.000	4.000	4.000	4.000	4.000	4.000
Facilities Maintenance	3.500	3.500	2.500	2.500	3.500	-	-
Finance	11.000	12.000	9.750	9.750	9.750	9.750	9.750
GIS Services	3.000	3.500	2.000	2.000	2.000	2.000	2.000
Permit Tracking	0.500	1.000	0.500	0.500	0.500	0.500	0.500
<b>Total FTE</b>	<b>45.600</b>	<b>47.300</b>	<b>39.850</b>	<b>39.850</b>	<b>40.950</b>	<b>37.450</b>	<b>37.450</b>

## PROGRAM NARRATIVE

### CENTRAL SERVICES: FINANCE DEPARTMENT (701-10-1035)

**Responsible Manager/Title:** Stewart Taylor, 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.
- Maintain official records and legal documents of the City and provide for the recording of necessary records with Linn County, Benton County, and the state of Oregon.
- 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 2012-2013			
Effective Government	07/12	Ongoing	<ul style="list-style-type: none"> <li>• Develop and implement a sustainable work plan to reduce staffing and maintain high performance.</li> </ul>
	12/12	Completed	<ul style="list-style-type: none"> <li>• Document arbitrage compliance and file continuing disclosure through Electronic Municipal Market Access (EMMA).</li> </ul>
	12/12	Completed	<ul style="list-style-type: none"> <li>• Implement GASB 54, the New Fund Balance, in financial reporting.</li> </ul>
Budget Year 2013-2014			
Effective Government	12/13		<ul style="list-style-type: none"> <li>• Negotiate renewal of franchise agreements.</li> </ul>
	03/14		<ul style="list-style-type: none"> <li>• Complete a competitive RFP for auditing services.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Implement GASB 67, Financial Reporting for Pension Plans.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013*</u>	<u>2013-2014</u>
Number of consecutive years - GFOA Distinguished Budget Presentation Award.	20	21	22	23
Number of consecutive years - GFOA Excellence in Financial Reporting Award.	27	28	29	30
Number of Accounts Payable checks issued.	7,973	8,135	5,903	8,329
Average number of active assessments.	400	360	350	325
Average number of monthly paychecks issued.	486	458	451	443
Number of RFPs, ITBs, and other formal purchasing processes.	27	25	9	15
Average number of documents recorded and filed each month.	95	108	86	100

\*Year to Date

#### STAFFING SUMMARY

Budgeted FTEs	11.00	10.50	9.75	9.75
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**CITY OF ALBANY, OREGON**  
**Adopted Budget Summary**

**PROG 1035: Finance Department**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>EXPENDITURES</b>						
Personnel Services	1,101,442.01	1,120,317.17	1,056,900	1,056,900	1,080,900	2.27%
Materials & Services	215,311.93	240,605.02	234,200	234,200	238,700	1.92%
<b>TOTAL EXPENDITURES</b>	<b>1,316,753.94</b>	<b>1,360,922.19</b>	<b>1,291,100</b>	<b>1,291,100</b>	<b>1,319,600</b>	<b>2.21%</b>

**PROGRAM NARRATIVE**

**CENTRAL SERVICES: COUNCIL & NONDEPARTMENTAL (701-11-1027)**

**Responsible Manager/Title:** Wes Hare, 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 impact upon the community.
- Develop a balanced budget that reflects changing costs, revenues, and constitutional limitations.
- The Council members represent the City in many areas of community activity; e.g., AMEDC, Linn-Benton Transit Committee, Cascades West Council of Governments, and Albany Visitors Association.
- Publish *City Bridges* on-line monthly.
- Implement multiyear Strategic Plan.
- Use economic development resources to improve prosperity throughout the community.

**STRATEGIES/ACTIONS**

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Healthy Economy	06/13	Phase 1 completed	<ul style="list-style-type: none"> <li>• Work with Mayor’s Business-Ready Task Force to reduce obstacles to job creation.</li> </ul>
Budget Year 2013-2014			
Healthy Economy	06/14		<ul style="list-style-type: none"> <li>• Implement Mayor’s Business-Ready Task Force recommendations.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Include Schrock industrial property within Urban Growth Boundary.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Resume financial assistance to development through CARA.</li> </ul>

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Lead and support Mayor’s Business-Ready Task Force.	N/A	N/A	Yes	N/A
Implement Mayor’s Business-Ready Task Force recommendations.	N/A	N/A	N/A	Yes
Update the City’s Strategic Plan annually.	Yes	No	Yes	Yes

**STAFFING SUMMARY**

Budgeted FTEs	7.00	7.00	7.00	7.00
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**PROG 1027: Council & Nondepartmental**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>EXPENDITURES</b>						
Personnel Services	14,734.04	15,757.03	15,900	15,900	15,600	-1.89%
Materials & Services	230,273.67	229,165.24	236,800	236,800	236,800	- %
<b>TOTAL EXPENDITURES</b>	<b>245,007.71</b>	<b>244,922.27</b>	<b>252,700</b>	<b>252,700</b>	<b>252,400</b>	<b>-0.12%</b>

## PROGRAM NARRATIVE

### CENTRAL SERVICES: CITY MANAGER'S OFFICE (701-11-1028)

**Responsible Manager/Title:** Wes Hare, 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, public information, and graphic services.
- Conduct annual review of City's Strategic Plan.
- Monitor legislative sessions.
- Implement Building Exceptional Service Together (BEST) process.
- Work with local businesses to assist with job creation.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013 Effective Government	06/13	Completed	<ul style="list-style-type: none"> <li>• Continue improvement of decision-making data.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Participate with Portland State University in improving facility management.</li> </ul>
Budget Year 2013-2014 Effective Government	06/14		<ul style="list-style-type: none"> <li>• Review ICMA Performance Measurement data and implement at least one cost-savings initiative.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Percent of departments that rate legal services as satisfactory or better.	100%	80%	100%	100%
Percent of departments that rate graphic & web services as satisfactory or better.	95%	90%	100%	100%
Total citywide cost avoidance or cost reduction attained per year (BEST).	\$0	\$107,700	\$125,000*	\$25,000
National Benchmark Performance submissions (BEST).	14	15	14	16

#### STAFFING SUMMARY

Budgeted FTEs	6.60	6.60	5.60	5.70
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\* Estimate through February 28, 2013

**PROG 1028: City Manager's Office**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>EXPENDITURES</b>						
Personnel Services	749,399.56	781,882.98	770,200	770,200	766,000	-0.55%
Materials & Services	294,228.37	308,697.97	303,800	303,800	302,600	-0.39%
<b>TOTAL EXPENDITURES</b>	<b>1,043,627.93</b>	<b>1,090,580.95</b>	<b>1,074,000</b>	<b>1,074,000</b>	<b>1,068,600</b>	<b>-0.50%</b>

## PROGRAM NARRATIVE

### CENTRAL SERVICES: INFORMATION TECHNOLOGY (701-13-1030)

**Responsible Manager/Title:** Jorge Salinas, IT Director

#### FUNCTIONS AND RESPONSIBILITIES

- Responsible for maintenance and support of network infrastructure, business applications, telephone system, server room operations, database systems, information system security, desktops, laptops, and mobile data terminals.
- Provide system analyst and IT project management services, including gathering requirements and mapping business processes.
- Manage software licensing program, assist departments in improving service through the effective use of technology, and provide limited software training to City employees.
- Provide IT Help Desk services to all City departments, including installation and configuration of software and hardware-related equipment.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013 Effective Government	09/12	Postponed	<ul style="list-style-type: none"> <li>• Distribute IT customer satisfaction survey.</li> </ul>
	03/13	In Progress	<ul style="list-style-type: none"> <li>• Upgrade domain controllers to Windows Server 2008.</li> </ul>
	05/13	In Progress	<ul style="list-style-type: none"> <li>• Deploy new City domain.</li> </ul>
Budget Year 2013-2014 Effective Government	09/13		<ul style="list-style-type: none"> <li>• Distribute IT customer satisfaction survey.</li> </ul>
	09/13		<ul style="list-style-type: none"> <li>• Deploy ePlans Solution</li> </ul>
	12/13		<ul style="list-style-type: none"> <li>• Deploy ePermits Solution</li> </ul>
	04/14		<ul style="list-style-type: none"> <li>• Workstations OS Upgrade.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of IT service requests per year.	6,025	5,382	5,660	5,689
Monthly average closed calls.	502	448	471	474
IT Help Desk calls closed within 8 hours.	76%	76.4%	76%	76%
System availability.	99.0%	99.99%	99.99%	99.99%
Number of servers and workstations supported.	533	533	533	562

#### STAFFING SUMMARY

Budgeted FTEs	9.00	9.00	8.50	8.50
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**PROG 1030: Information Technology Services**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Charges for Services	1,178,574.12	1,159,515.74	1,213,600	1,213,600	1,226,500	1.06%
Miscellaneous Revenue	715.00	20.00	-	-	-	- %
Beginning Balance	53,894.08	62,884.06	40,000	40,000	30,000	-25.00%
<b>TOTAL REVENUES</b>	<b>1,233,183.20</b>	<b>1,222,419.80</b>	<b>1,253,600</b>	<b>1,253,600</b>	<b>1,256,500</b>	<b>0.23%</b>
<b>EXPENDITURES</b>						
Personnel Services	936,833.92	958,823.30	1,015,700	1,015,700	1,054,500	3.82%
Materials & Services	233,465.22	211,278.19	237,900	237,900	202,000	-15.09%
<b>TOTAL EXPENDITURES</b>	<b>1,170,299.14</b>	<b>1,170,101.49</b>	<b>1,253,600</b>	<b>1,253,600</b>	<b>1,256,500</b>	<b>0.23%</b>

**PROG 1030 Information Technology Services**

<b>Revenues less Expenditures</b>	<b>62,884.06</b>	<b>52,318.31</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### CENTRAL SERVICES: GEOGRAPHIC INFORMATION SERVICES (701-13-2010)

**Responsible Manager/Title:** Peter J. Brandstetter, Data Systems Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Coordinate the planning, implementation, and maintenance of a computerized Geographic Information System (GIS) accessible to all departments. Evaluate and implement significant software upgrades.
- Provide timely maintenance and enhancements for data sets including parcels, zoning, addressing, transportation, environmental, political, etc.
- Provide data and record-keeping services.
- Coordinate with other governmental agencies conducting mutually beneficial GIS projects, including Linn and Benton Counties and the Cities of Corvallis and Lebanon.
- Provide mapping services, analysis, application development, GIS software, and GIS training to participating City departments.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Effective Government	06/14	Ongoing	<ul style="list-style-type: none"> <li>• Develop Emergency Operations Center application.</li> </ul>
	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Develop on-line customer service application.</li> </ul>
Budget Year 2013-2014			
Effective Government	09/13		<ul style="list-style-type: none"> <li>• Support implementation and administer ProjectDocs application.</li> </ul>
	12/13		<ul style="list-style-type: none"> <li>• Evaluate ArcGIS On-line for additional citizen access.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Complete or schedule GIS user requests within three working days.	90%	90%	90%	90%

As requests to create routine mapping and analysis products are received, GIS staff will review the project requirements with the submitting department. For smaller projects, GIS staff will complete the work within three working days of finalizing the project requirements. For larger projects, GIS staff will provide a schedule for completion of the project within three working days of finalizing the project requirements.

#### STAFFING SUMMARY

Budgeted FTEs	3.50	2.50	2.50	2.00
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**PROG 2010: GIS Services**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Charges for Services	349,679.50	353,944.41	356,200	356,200	364,600	2.36%
Miscellaneous Revenue	4,034.97	-	-	-	-	- %
Investment Earnings	959.85	345.29	1,000	1,000	1,000	- %
Beginning Balance	141,355.31	48,665.17	38,000	38,000	35,000	-7.89%
<b>TOTAL REVENUES</b>	<b>496,029.63</b>	<b>402,954.87</b>	<b>395,200</b>	<b>395,200</b>	<b>400,600</b>	<b>1.37%</b>
<b>EXPENDITURES</b>						
Personnel Services	309,322.93	269,990.19	282,800	282,800	282,300	-0.18%
Materials & Services	138,041.53	81,372.80	112,400	112,400	118,300	5.25%
<b>TOTAL EXPENDITURES</b>	<b>447,364.46</b>	<b>351,362.99</b>	<b>395,200</b>	<b>395,200</b>	<b>400,600</b>	<b>1.37%</b>

**PROG 2010 GIS Services**

<b>Revenues less Expenditures</b>	<b>48,665.17</b>	<b>51,591.88</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**PROGRAM NARRATIVE**

**CENTRAL SERVICES: PERMIT TRACKING (701-13-2011)**  
**Responsible Manager/Title:** Peter J. Brandstetter, Data Systems Manager

**FUNCTIONS AND RESPONSIBILITIES**

- Responsible for day-to-day operation and administration of the City’s permit tracking system.
- Develop, maintain, and implement source code and documents required for generating permits and collecting fees. Evaluate and implement software enhancements.
- Provide daily user support and guidance to using departments; develop documentation for system procedures.
- Develop and provide training courses and materials for system users.

**STRATEGIES/ACTIONS**

<u>Strategic Plan Theme</u>	<u>Target Date</u>	<u>Status</u>	<u>Strategies/Actions</u>
Budget Year 2012-2013			
Effective Government	04/13	Completed	<ul style="list-style-type: none"> <li>• Upgrade core software.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Evaluate Accela Automation.</li> </ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Assist with evaluation and implementation of permitting software upgrade.</li> </ul>

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Complete or schedule permit user requests within two working days.	95%	95%	95%	95%

As requests for new compositions or 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.

**STAFFING SUMMARY**

Budgeted FTEs	0.50	0.50	0.50	0.50
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**PROG 2011: Permit Tracking**

<b>Acct# Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Adopted</b>	<b>2012-2013 Revised</b>	<b>2013-2014 Adopted</b>	<b>% Change</b>
<b>REVENUES</b>						
Charges for Services	90,016.85	80,749.78	86,300	86,300	86,300	- %
Investment Earnings	(63.81)	259.22	-	-	-	- %
Beginning Balance	5,889.15	6,578.92	-	-	1,900	- %
<b>TOTAL REVENUES</b>	<b>95,842.19</b>	<b>87,587.92</b>	<b>86,300</b>	<b>86,300</b>	<b>88,200</b>	<b>2.20%</b>
<b>EXPENDITURES</b>						
Personnel Services	50,239.22	38,065.01	49,300	49,300	51,000	3.45%
Materials & Services	39,024.05	41,558.33	37,000	37,000	37,200	0.54%
<b>TOTAL EXPENDITURES</b>	<b>89,263.27</b>	<b>79,623.34</b>	<b>86,300</b>	<b>86,300</b>	<b>88,200</b>	<b>2.20%</b>

**PROG 2011 Permit Tracking**

<b>Revenues less Expenditures</b>	<b>6,578.92</b>	<b>7,964.58</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

**CENTRAL SERVICES: HUMAN RESOURCES (701-14-1032)**  
**Responsible Manager/Title:** David Shaw, Human Resources Director

### FUNCTIONS AND RESPONSIBILITIES

- Provide leadership and expertise in attracting, retaining, and sustaining an effective and high-quality workforce committed to providing quality public services for a better Albany.
  - Increase diversity of City’s applicant pools and workforce for underrepresented populations.
- Continue and enhance 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 2012-2013			
Effective Government	11/12	Completed	<ul style="list-style-type: none"> <li>• Complete negotiations with Albany Police Association for a collective bargaining agreement that is fiscally responsible.</li> </ul>
	10/12 & 11/12	Completed	<ul style="list-style-type: none"> <li>• Negotiate a collective bargaining agreement with the AFSCME Union (two contracts) that is fiscally responsible.</li> </ul>
	10/12	In Progress	<ul style="list-style-type: none"> <li>• Negotiate wages with the IAFF Local 845 Union that is fiscally responsible.</li> </ul>
Budget Year 2013-2014			
Effective Government	07/13		<ul style="list-style-type: none"> <li>• Negotiate a collective bargaining agreement with the IAFF Local 845 Union that is fiscally responsible.</li> </ul>
	10/13		<ul style="list-style-type: none"> <li>• Educate employees on and implement changes resulting from The Affordable Care Act.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013*</u>	<u>2013-2014</u>
Number of Personnel Action forms processed.	612	827	301	430
Percent of Personnel Action forms processed by monthly deadline.	100%	100%	100%	100%
Number of recruitments.	n/a	n/a	21	30
Number of applications processed.	n/a	n/a	1,190	1,250
Number of FMLA cases.	n/a	n/a	37	42
Number of worker comp claims filed.	36	25	16	24

\* Numbers are through February 28, 2013.

### STAFFING SUMMARY

Budgeted FTEs	5.00	4.00	4.00	4.00
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**PROG 1032: Human Resources**

<u>Acct# Description</u>	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Revised	2013-2014 Adopted	% Change
<b>EXPENDITURES</b>						
Personnel Services	446,345.76	444,308.39	478,500	478,500	494,500	3.34%
Materials & Services	96,001.57	102,995.08	117,800	117,800	117,700	-0.08%
<b>TOTAL EXPENDITURES</b>	<b>542,347.33</b>	<b>547,303.47</b>	<b>596,300</b>	<b>596,300</b>	<b>612,200</b>	<b>2.67%</b>

## PROGRAM NARRATIVE

**General Fund: Parks & Recreation Department,  
Facilities Maintenance (701-35-1033)  
Responsible Manager/Title: Craig Carnagey, Parks and Facilities 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 2011-2012			
Effective Government	06/12	In Progress	<ul style="list-style-type: none"> <li>• Maintain deferred maintenance program.</li> </ul>
Budget Year 2012-2013			
Effective Government	06/13	In Progress	<ul style="list-style-type: none"> <li>• Develop cost-saving strategies for landscape and custodial maintenance.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Continue to research energy savings initiatives.</li> </ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Implement Asset Management Program.</li> </ul>

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of work requests completed.	2,228	2,200	2,311	2,522
FTE per 50,000 sq. ft. of facilities.	.75	.75	.50	.75
Avg. cost per unit of service, contracted.	\$69.5/hr	\$69.5/hr	\$70/hr	\$71.40
Avg. cost per unit of service, in-house.	\$2.18 sq. ft.	\$2.20 sq. ft.	\$2.23 sq. ft.	\$2.27 sq. ft.

### STAFFING SUMMARY

Budgeted FTEs	3.50	3.50	2.50	3.50
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**PROG 1033: Facilities Maintenance**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Charges for Services	636,100.00	615,345.76	623,200	623,200	699,400	12.23%
Beginning Balance	14,787.16	25,265.80	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>650,887.16</b>	<b>640,611.56</b>	<b>623,200</b>	<b>623,200</b>	<b>699,400</b>	<b>12.23%</b>
<b>EXPENDITURES</b>						
Personnel Services	317,126.04	318,536.98	306,300	306,300	359,000	17.21%
Materials & Services	308,495.32	307,573.02	316,900	316,900	340,400	7.42%
<b>TOTAL EXPENDITURES</b>	<b>625,621.36</b>	<b>626,110.00</b>	<b>623,200</b>	<b>623,200</b>	<b>699,400</b>	<b>12.23%</b>

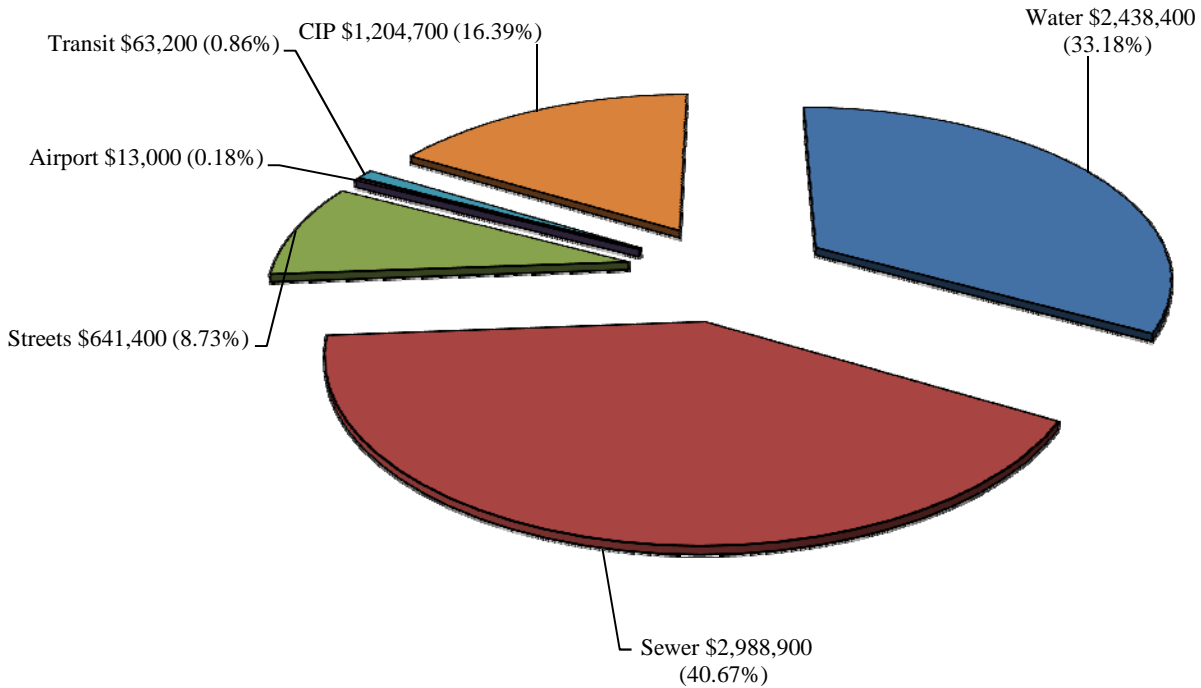
**PROG 1033 Facilities Maintenance**

<b>Revenues less Expenditures</b>	<b>25,265.80</b>	<b>14,501.56</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**PUBLIC WORKS SERVICES FUND  
RESOURCE DETAIL**

Resources	2010-11 Actual	2011-12 Actual	.....2012-13.....		2013-14 Adopted Budget	% Change from 2012-13	% of Fund Budget
			Adopted Budget	Revised Budget			
FEMA Disaster Reimbursement	-	1,032	-	-	-	-	-
Dept Charges - Water	2,190,528	2,199,174	2,398,200	2,398,200	2,438,400	1.68%	33.18%
Dept Charges - Sewer	2,562,285	2,647,205	2,688,600	2,688,600	2,988,900	11.17%	40.67%
Dept Charges - Streets	760,208	775,609	670,000	670,000	641,400	(4.27%)	8.73%
Dept Charges - Airport	14,457	9,395	12,400	12,400	13,000	4.84%	0.18%
Dept Charges - Transit	30,693	36,231	60,000	60,000	63,200	5.33%	0.86%
Dept Charges - CIP	1,166,783	782,016	1,173,700	1,173,700	1,204,700	2.64%	16.39%
Miscellaneous Revenue	7,775	3,864	-	-	-	-	-
Interest	3,774	3,374	-	-	-	-	-
<b>Total Current Resources</b>	<b>6,736,502</b>	<b>6,457,899</b>	<b>7,002,900</b>	<b>7,002,900</b>	<b>7,349,600</b>	<b>4.95%</b>	<b>100.00%</b>
Beginning Balance	164,374	268,539	-	-	-	-	-
<b>Total Resources</b>	<b>\$ 6,900,875</b>	<b>\$ 6,726,438</b>	<b>\$ 7,002,900</b>	<b>\$ 7,002,900</b>	<b>\$ 7,349,600</b>	<b>4.95%</b>	<b>100.00%</b>

**SOURCE OF REVENUE - DEPARTMENTAL CHARGES FOR SERVICES**



**PUBLIC WORKS SERVICES FUND  
REQUIREMENT/STAFFING SUMMARIES**

<b>Program Requirements</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
PW Administration	\$ 584,498	\$ 553,277	\$ 694,900	\$ 694,900	\$ 759,300	\$ 759,300	\$ 759,300
Engineering Services	2,514,057	2,335,835	2,486,400	2,486,400	2,727,800	2,727,800	2,727,800
Operations Administration	1,071,722	1,252,505	844,900	844,900	796,800	796,800	796,800
Water Quality Control Services	345,030	337,813	358,900	358,900	375,500	375,500	375,500
PW Customer Services	946,964	1,026,394	1,145,900	1,145,900	1,189,800	1,189,800	1,189,800
Facilities & Maintenance Engineering	1,170,066	1,074,471	1,471,900	1,471,900	1,500,400	1,500,400	1,500,400
<b>Total Requirements</b>	<b>\$6,632,337</b>	<b>\$6,580,296</b>	<b>\$7,002,900</b>	<b>\$7,002,900</b>	<b>\$7,349,600</b>	<b>\$7,349,600</b>	<b>\$7,349,600</b>

**PW-Public Works**

<b>Requirements by Type</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
Personnel	\$5,112,238	\$5,073,370	\$5,382,500	\$5,382,500	\$5,646,400	\$5,646,400	\$5,646,400
Materials & Services	1,520,099	1,506,926	1,620,400	1,620,400	1,703,200	1,703,200	1,703,200
<b>Total Requirements</b>	<b>\$6,632,337</b>	<b>\$6,580,296</b>	<b>\$7,002,900</b>	<b>\$7,002,900</b>	<b>\$7,349,600</b>	<b>\$7,349,600</b>	<b>\$7,349,600</b>

<b>Adopted Requirements by Program and Type</b>	Personnel	Materials & Services	Contin- gency	Adopted	% of Fund
				Budget	Budget
PW Administration	\$ 543,400	\$ 215,900	\$ -	\$ 759,300	10.34%
Engineering Services	2,385,400	342,400	-	2,727,800	37.11%
Operations Administration	386,800	410,000	-	796,800	10.84%
Water Quality Control Services	301,600	73,900	-	375,500	5.11%
PW Customer Services	732,900	456,900	-	1,189,800	16.19%
Facilities & Maintenance Engineering	1,296,300	204,100	-	1,500,400	20.41%
<b>Total Requirements</b>	<b>5,646,400</b>	<b>1,703,200</b>	<b>-</b>	<b>\$7,349,600</b>	<b>100.00%</b>
<b>Percent of Fund Budget</b>	<b>76.83%</b>	<b>23.17%</b>	<b>-</b>	<b>100.00%</b>	

<b>Staffing Summary (FTE)</b>	2010-11	2011-12	.....2012-13.....		.....2013-14.....		
	Actual	Actual	Adopted	Revised	Proposed	Approved	Adopted
PW Administration	3.000	3.000	4.000	4.000	4.000	4.000	4.000
Engineering Services	19.000	19.000	18.000	18.000	19.000	19.000	19.000
Operations Administration	8.000	9.000	5.000	5.000	4.000	4.000	4.000
Water Quality Control Services	3.000	4.000	3.000	3.000	3.000	3.000	3.000
PW Customer Services	9.000	9.000	9.000	9.000	9.000	9.000	9.000
Facilities & Maintenance Engineering	11.000	10.000	11.000	11.000	12.000	12.000	12.000
<b>Total FTE</b>	<b>53.000</b>	<b>54.000</b>	<b>50.000</b>	<b>50.000</b>	<b>51.000</b>	<b>51.000</b>	<b>51.000</b>

## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: PUBLIC WORKS, PW ADMINISTRATION (705-50-2802)

Responsible Manager/Title: Mark Shepard, P.E., Public Works Director

#### FUNCTIONS AND RESPONSIBILITIES

- This program provides funding for the Public Works Administration Charges, which is an overhead to the Department's programs in the Airport, Transit, Water, Sewer, and Street Funds.
- Provides leadership and administrative support for all operations functions.
- Provides process improvements in the administration of operation functions for the Department programs.
- Maintains American Public Works Association accreditation for Best Management Practices.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Effective Government	06/13	In Progress	<ul style="list-style-type: none"> <li>• Standardize administrative processes across the Public Works Department.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Improve efficiencies in the administrative functions of the Operations Division.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Maintain American Public Works Association Self-Assessment and Accreditation Best Management Practices.</li> </ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Improve effectiveness and efficiencies in the functions of the entire department.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Provide priorities and direction for funding and budget expenditures.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of years accredited by the American Public Works Association.	n/a	1	2	3

#### STAFFING SUMMARY

Budgeted FTEs	3.00	3.00	4.00	4.00
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**PROG 2802: PW Administration**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Charges for Services	539,329.21	510,037.85	694,900	694,900	759,300	9.27%
Investment Earnings	20.95	-	-	-	-	- %
<b>TOTAL REVENUES</b>	<b>539,350.16</b>	<b>510,037.85</b>	<b>694,900</b>	<b>694,900</b>	<b>759,300</b>	<b>9.27%</b>
<b>EXPENDITURES</b>						
Personnel Services	393,851.30	373,086.96	499,400	499,400	543,400	8.81%
Materials & Services	190,646.59	180,190.05	195,500	195,500	215,900	10.43%
<b>TOTAL EXPENDITURES</b>	<b>584,497.89</b>	<b>553,277.01</b>	<b>694,900</b>	<b>694,900</b>	<b>759,300</b>	<b>9.27%</b>

**PROG 2802 PW Administration**

<b>Revenues less Expenditures</b>	<b>(45,147.73)</b>	<b>(43,239.16)</b>	<b>-</b>	<b>-</b>	<b>-</b>
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## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: PUBLIC WORKS ENGINEERING SERVICES (705-50-2803)

**Responsible Manager/Title:** Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

#### FUNCTIONS AND RESPONSIBILITIES

- Manage the design and construction of capital improvement projects.
- Management of 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.
- Coordination 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, storm water and transportation facilities.
- Manage permit development, such as the City's National Pollution Discharge Elimination System (NPDES) permit for the Albany-Millersburg Water Reclamation Facility (AM WRF), and monitor regulatory activities that affect utility operations and participate in the development of state and federal rules and regulations.
- Manage administration of sewer lateral replacement program, basement protection program, roof drain separation program, and the inflow reduction 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.
- Oversight and development of the Bridge Maintenance Program, providing interaction with the state highway department and subcontractor for National Bridge Inventory (NBI) bridge inspections.
- Provide administrative support to Public Works Engineering and Director's workgroups.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Great Neighborhoods Safe City	01/13	In Progress	<ul style="list-style-type: none"> <li>• Complete Sanitary Sewer model update and identify existing system and build-out deficiencies.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Develop post-construction stormwater quality facility design standards for Council consideration.</li> </ul>
	09/12	Completed	<ul style="list-style-type: none"> <li>• Complete construction of the Oak Street LID.</li> </ul>
	12/12	In Progress	<ul style="list-style-type: none"> <li>• Secure new NPDES discharge permit for the AM WRF.</li> </ul>
Budget Year 2013-2014			
Great Neighborhoods Safe City	12/13		<ul style="list-style-type: none"> <li>• Complete Sanitary Sewer model update and identify existing system and build-out deficiencies.</li> </ul>
	12/13		<ul style="list-style-type: none"> <li>• Develop post-construction stormwater quality facility design standards for Council consideration.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Secure new NPDES discharge permit for AM WRF.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Secure NPDES Phase II stormwater permit, if required by DEQ.</li> </ul>

**PROGRAM NARRATIVE (continued)**

**PUBLIC WORKS SERVICES FUND: PUBLIC WORKS ENGINEERING SERVICES (705-50-2803)**

**Responsible Manager/Title:** Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

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**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of new site improvement (SI) projects.	7	7	7	7
Number of capital projects in design or construction phase.	35	36	30	30
Number of local improvement district (LID) projects.	3	2	1	0
Number of sewer lateral replacement projects completed.	40	45	35	35
Number of development reviews performed annually.	70	70	70	70
Number of permits issued annually.	750	1,000	750	750
Update master plan every 10 to 15 years. Age of the current plan:				
Water master plan	6 yr	7 yr	8 yr	9 yr
Wastewater master plan	12 yr	13 yr	14 yr	15 yr
Transportation master plan	1 yr	2 yr	3 yr	4 yr
Storm drain master plan	22 yr	23 yr	24 yr	25 yr

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**STAFFING SUMMARY**

Budgeted FTEs	19	19	18	19
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Isaac Guzman - Memorial Middle School



Bikman Building  
Octavio Barker-Cervantes - North Albany

**PROG 2803: Engineering Services**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Charges for Services	2,514,378.61	2,291,159.77	2,486,400	2,486,400	2,727,800	9.71%
<b>TOTAL REVENUES</b>	<b>2,514,378.61</b>	<b>2,291,159.77</b>	<b>2,486,400</b>	<b>2,486,400</b>	<b>2,727,800</b>	<b>9.71%</b>
<b>EXPENDITURES</b>						
Personnel Services	2,194,188.23	2,032,361.18	2,155,400	2,155,400	2,385,400	10.67%
Materials & Services	319,869.01	303,473.55	331,000	331,000	342,400	3.44%
<b>TOTAL EXPENDITURES</b>	<b>2,514,057.24</b>	<b>2,335,834.73</b>	<b>2,486,400</b>	<b>2,486,400</b>	<b>2,727,800</b>	<b>9.71%</b>

**PROG 2803 Engineering Services**

Revenues less Expenditures	321.37	(44,674.96)	-	-	-
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## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICE FUND: OPERATIONS ADMINISTRATION SERVICES (705-50-2805)

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

#### FUNCTIONS AND RESPONSIBILITIES

- Provides management and administrative support to the operations work groups including Water Distribution, Wastewater Collection, Water and Wastewater Treatment Plants, Street Maintenance, Facilities Engineering, and Utility Facilities Maintenance.
- Provides emergency on-call service for Public Works.
- Provides inventory support and control for the Operations work unit.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Effective Government	06/13	Ongoing	<ul style="list-style-type: none"> <li>• Improve accuracy of asset information and reporting.</li> </ul>
	06/13	Completed	<ul style="list-style-type: none"> <li>• Improve administrative support processes to meet Department guidelines and needs.</li> </ul>
Budget Year 2013-2014			
Effective Government	06/14		<ul style="list-style-type: none"> <li>• Implement active Asset Management program for Public Works assets.</li> </ul>
	12/13		<ul style="list-style-type: none"> <li>• Complete design for replacement Operations crew quarters.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Improve Public Works Operations emergency planning and facilities.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Percent complete of asset management development.	30%	30%	50%	75%
Customer satisfaction survey – percent of satisfied customers.	89%	89%	n/a	n/a

#### STAFFING SUMMARY

Budgeted FTEs	8.00	9.00	5.00	4.00
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**PROG 2805: Operations Admin**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Charges for Services	1,129,295.79	1,221,770.53	844,900	844,900	796,800	-5.69%
<b>TOTAL REVENUES</b>	<b>1,129,295.79</b>	<b>1,221,770.53</b>	<b>844,900</b>	<b>844,900</b>	<b>796,800</b>	<b>-5.69%</b>
<b>EXPENDITURES</b>						
Personnel Services	642,180.50	828,689.89	458,400	458,400	386,800	-15.62%
Materials & Services	429,541.12	423,815.48	386,500	386,500	410,000	6.08%
<b>TOTAL EXPENDITURES</b>	<b>1,071,721.62</b>	<b>1,252,505.37</b>	<b>844,900</b>	<b>844,900</b>	<b>796,800</b>	<b>-5.69%</b>

**PROG 2805 Operations Admin**

Revenues less Expenditures	57,574.17	(30,734.84)	-	-	-
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## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: WATER QUALITY CONTROL SERVICES (705-50-2806)

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

#### 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 schools within Albany on water and related environmental issues.
- Perform laboratory tests on wastewater samples, storm water samples, biosolids, and other tests as required. Coordinate contract lab sample collection and testing.
- Provides water audits for Albany residents, identifies water conservation opportunities.
- Assists in developing City response to regulatory requirements relating to water quality, including federal and state storm water, Total Maximum Daily Load (TMDL), and pretreatment requirements.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City Effective Government	08/12	Completed	<ul style="list-style-type: none"> <li>• Publicize water audits for Albany residents, and continue water audits as requests are received.</li> </ul>
Safe City Effective Government	03/13	Completed	<ul style="list-style-type: none"> <li>• Continue implementation of Albany's TMDL program including follow-up with City departments.</li> </ul>
Safe City Great Neighborhoods Effective Government	05/13	In Progress	<ul style="list-style-type: none"> <li>• Continue clean water outreach programs including streams cleanup and resource contacts with community groups.</li> </ul>
Budget Year 2013-2014			
Safe City Effective Government	08/13		<ul style="list-style-type: none"> <li>• Finish Year 5 TMDL report, Prepare next 5-year report.</li> </ul>
Safe City Effective Government	06/14		<ul style="list-style-type: none"> <li>• Work with Engineering to develop procedures for maintaining stormwater quality facilities.</li> </ul>
Safe City Effective Government	06/14		<ul style="list-style-type: none"> <li>• Continue all community outreach programs and stream clean-up events.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Number of residential water conservation audits performed.	9	15	10	10
Tons of trash removed from local streams annually.	4	8	4	5
Number of laboratory tests performed in-house annually.	1,800	1,700	2,050	2,050
Number of area students receiving outreach programs.	500	1,035	1,100	1,200
Number of public storm system inlets marked.	766	800	100	100

#### STAFFING SUMMARY

Budgeted FTEs	3.00	3.00	3.00	3.00
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**PROG 2806: Water Quality Control Service**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Charges for Services	366,302.17	334,530.37	358,900	358,900	375,500	4.63%
<b>TOTAL REVENUES</b>	<b>366,302.17</b>	<b>334,530.37</b>	<b>358,900</b>	<b>358,900</b>	<b>375,500</b>	<b>4.63%</b>
<b>EXPENDITURES</b>						
Personnel Services	255,767.12	271,388.00	290,200	290,200	301,600	3.93%
Materials & Services	89,263.10	66,425.36	68,700	68,700	73,900	7.57%
<b>TOTAL EXPENDITURES</b>	<b>345,030.22</b>	<b>337,813.36</b>	<b>358,900</b>	<b>358,900</b>	<b>375,500</b>	<b>4.63%</b>

**PROG 2806 Water Quality Control Service**

Revenues less Expenditures	21,271.95	(3,282.99)	-	-	-
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## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: PW CUSTOMER SERVICE (705-50-2807)

Responsible Manager/Title: Mark A. Yeager, P.E., Utility Services Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Provide all services related to the billing and collection of revenues for the water and wastewater utilities.
- Provide all office and field customer service activities for water and sewer accounts served by the City of Albany.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
<b>Budget Year 2012-2013</b>			
Effective Government	12/12	In Progress	<ul style="list-style-type: none"> <li>• Develop and present incentive-based program to encourage more customers to utilize electronic utility billing services.</li> </ul>
	09/12	Completed	<ul style="list-style-type: none"> <li>• Execute a vendor agreement for third-party delinquent bill collection services.</li> </ul>
	09/12	Completed	<ul style="list-style-type: none"> <li>• Complete development of detailed procedure manuals for Utility Billing job duties.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Work with Operations to replace the oldest large-diameter water meters to improve accuracy and revenue collection.</li> </ul>
<b>Budget Year 2013-2014</b>			
Effective Government	11/13		<ul style="list-style-type: none"> <li>• Develop and present incentive-based program to encourage more customers to utilize electronic utility billing services.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Work with Operations to replace the oldest large-diameter water meters to improve accuracy and increase revenue generation.</li> </ul>
	12/13		<ul style="list-style-type: none"> <li>• Explore alternative payment arrangement options for customers that become delinquent on their utility accounts.</li> </ul>
	03/14		<ul style="list-style-type: none"> <li>• Update utility billing web pages to improve communications with customers.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Maintain the dollar amount of Utility Billing write-offs of uncollectible accounts at less than 0.5% of annual billings.	N/A	N/A	0.5%	0.5%

#### STAFFING SUMMARY

Budgeted FTEs	9.00	9.00	9.00	9.00
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**PROG 2807: PW Customer Services**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Charges for Services	992,331.16	1,007,454.45	1,145,900	1,145,900	1,189,800	3.83%
<b>TOTAL REVENUES</b>	<b>992,331.16</b>	<b>1,007,454.45</b>	<b>1,145,900</b>	<b>1,145,900</b>	<b>1,189,800</b>	<b>3.83%</b>
<b>EXPENDITURES</b>						
Personnel Services	604,025.47	638,066.44	705,500	705,500	732,900	3.88%
Materials & Services	342,938.37	388,327.63	440,400	440,400	456,900	3.75%
<b>TOTAL EXPENDITURES</b>	<b>946,963.84</b>	<b>1,026,394.07</b>	<b>1,145,900</b>	<b>1,145,900</b>	<b>1,189,800</b>	<b>3.83%</b>

**PROG 2807 PW Customer Services**

Revenues less Expenditures	45,367.32	(18,939.62)	-	-	-
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## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: FACILITIES & MAINTENANCE ENGINEERING (705-50-2809)

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

Developed by: Mike Bryan, Facilities Maintenance and Control Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Management of 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.
- Perform weekly, bi-weekly, monthly, six-month, and annual inspections of eight reservoirs, five water pump stations, and 17 sewer lift stations.
- Management of preventive, predictive, and corrective maintenance management tasks including repairs and replacement of various process mechanical equipment at the Water Treatment Plants (WTPs) and Albany-Millersburg Water Reclamation Facility (AM WRF).
- Oversight and development of Supervisory Control and Data Acquisition (SCADA) automated process control and monitoring systems for the WTPs and AM WRF and associated systems outside of the plants.

#### STRATEGIES/ACTIONS

Strategic Plan Theme	Target Date	Status	Strategies/Actions
Budget Year 2012-2013			
Safe City	04/13	In Progress	<ul style="list-style-type: none"> <li>• Continue security upgrades for SCADA.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Install permanent flow monitoring sites for sanitary sewer basins.</li> </ul>
	06/13	In Progress	<ul style="list-style-type: none"> <li>• Improve quality and quantity of asset data in the CMMS System.</li> </ul>
Budget Year 2013-2014			
Safe City	06/14		<ul style="list-style-type: none"> <li>• Continue security upgrades and vulnerability assessment for SCADA.</li> </ul>
	06/14		<ul style="list-style-type: none"> <li>• Improve quality and quantity of asset data in the CMMS System.</li> </ul>

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
<b>CMMS:</b>				
<b>Percent of total assets in the CMMS system per division.</b>				
Water	n/a	n/a	n/a	88%
Wastewater	n/a	n/a	n/a	91%
Streets	n/a	n/a	n/a	85%
Stormwater	n/a	n/a	n/a	75%
<b>Maintenance:</b>				
Number of after-hours call-outs.	n/a	n/a	n/a	40
<b>SCADA:</b>				
Number of major facilities/Percent of monitor data captured.	3/98.7%	3/99.6%	3/99.8%	3/100%
Number of secondary facilities/Percent of monitor data captured.	30/97.8%	30/98.7%	30/98.9%	30/100%

#### STAFFING SUMMARY

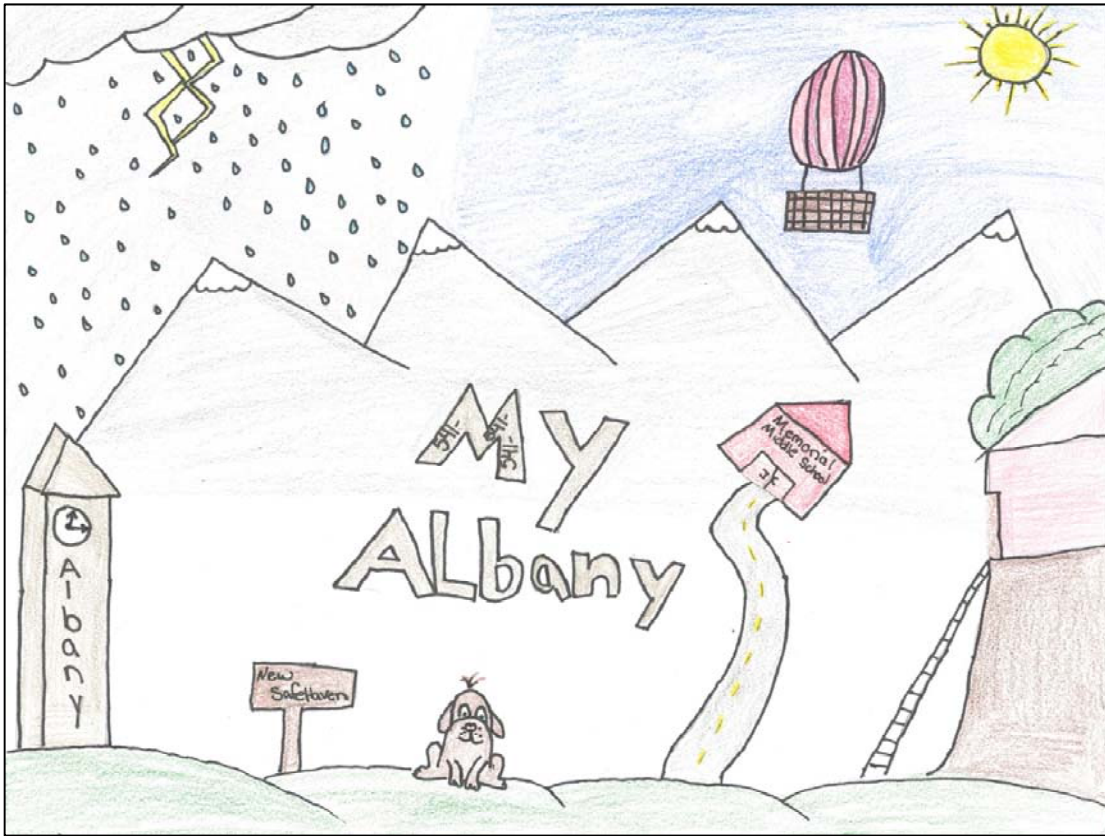
Budgeted FTEs	11.00	10.00	11.00	12.00
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**PROG 2809: Facilities & Maintenance Engineering**

<u>Acct# Description</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Adopted</u>	<u>2012-2013 Revised</u>	<u>2013-2014 Adopted</u>	<u>% Change</u>
<b>REVENUES</b>						
Charges for Services	1,183,316.28	1,084,676.20	1,471,900	1,471,900	1,500,400	1.94%
<b>TOTAL REVENUES</b>	<b>1,183,316.28</b>	<b>1,084,676.20</b>	<b>1,471,900</b>	<b>1,471,900</b>	<b>1,500,400</b>	<b>1.94%</b>
<b>EXPENDITURES</b>						
Personnel Services	1,022,225.33	929,777.80	1,273,600	1,273,600	1,296,300	1.78%
Materials & Services	147,840.40	144,693.67	198,300	198,300	204,100	2.92%
<b>TOTAL EXPENDITURES</b>	<b>1,170,065.73</b>	<b>1,074,471.47</b>	<b>1,471,900</b>	<b>1,471,900</b>	<b>1,500,400</b>	<b>1.94%</b>

**PROG 2809 Facilities & Maintenance Engineering**

Revenues less Expenditures	13,250.55	10,204.73	-	-	-
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Katie Storm - Memorial Middle School



A Fun Day at the Park  
Noah Michalek - Calapooia Middle School

# CAPITAL BUDGET

## City Manager's Message

To the City Council and Citizens of Albany:

Albany has a long history of putting aside money to fund future infrastructure needs. Balancing the desire to save money by avoiding interest costs while fairly apportioning the burden of costly improvements over time is good financial management. Unfortunately, the growth in city revenue over the past five years is not keeping pace with the growth in population or the costs of providing services. We have reduced overall expenditures from over \$110 million in 2008 to less than \$90 million in 2012 and last year's expenditures were at the lowest level since 2006. Much of this reduction is the result of completing our wastewater treatment plant, but it also reflects a reduction of more than 10 percent of our workforce. We now have fewer employees per capita than we did in 2004, as the number has fallen from more than 8.4 to less than 7.6 during the last 10 years.

A consequence of trying to maintain current service levels with diminishing resources is that less money is being saved for future needs. We are doing the best we can with what we have but are not able to invest in water and wastewater infrastructure as we should. We have not been able to make annual contributions for facility needs such as a new fire station and a new police building. Our streets are deteriorating more quickly than they can be repaired and we are not adequately addressing disability access issues around the City, despite an annual allocation from a number of sources for that purpose. We must also deal with new storm water treatment standards in the next few years.

I regard our proposed Capital Improvement Program as an attempt to make the best of a bad situation. We are not saving as much money as we should, but we are saving for important purposes. We are also sustaining critical services in the hope that, as prosperity strengthens, we will be able to devote more to future needs. We also have other options to address future capital needs. Albany voters, for example, approved bonds to increase their taxes to build new fire stations and street improvements on separate occasions in the 1990s. As these obligations are paid off, voters may be willing to consider new bonds to address long-term capital needs.

I greatly appreciate the work of our Public Works Department staff in coordinating the Capital Improvement Program and insuring these important issues are discussed and considered by policy makers. I remain optimistic we will be able to manage our challenges and maintain critical services to our citizens into the indefinite future by continuing our commitment to capital planning.

Respectfully submitted,



Wes Hare, City Manager



# Decisions, Decisions, Decisions!

*Strategic planning will focus our community strategies and actions*

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

<p><b>Our Mission:</b> Providing quality public services for a better Albany community.</p> <p><b>Our Vision:</b> A vital and diverse community that promotes a high quality of life, great neighborhoods, balanced economic growth, and quality public services.</p>
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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. The best tool for accomplishing our community objectives is strategic planning. Therefore, the Albany City Council has developed a strategic plan.

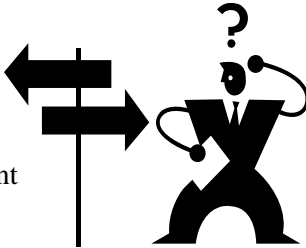
The four primary themes of the strategic plan are Great Neighborhoods, a Safe City, a Healthy Economy, and an Effective Government.

## Financial Planning

The Capital Improvement Program (CIP) is a planning document that identifies capital projects in the next five-year horizon for elected officials, citizens, and staff. The first year of the CIP will be the basis for developing the capital portion of the forthcoming City Budget for 2013-2014. Once a project appears in the first year of the CIP and makes it into the budget, it does not appear again in the CIP because the project has moved beyond the planning phase.

## How to Use This Report

Each section of the report deals with a major infrastructure service the City provides. You will find separate sections for accessibility, finance, parks, public facilities, revitalization, stormwater, transportation, wastewater, and water. There is also a community needs section showing the most important projects without secured funding sources.



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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**

This CIP shows the total cost of a project in the year it is funded. Once a funded project moves into the annual City Budget, it will no longer appear in the CIP.

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.

## 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 will be held to go over the proposed project list and ask questions to clarify issues and information.

Following the joint work session, a public hearing will be held where anyone and everyone is invited to express feelings about these plans for the future. Following the public hearing process, the City Council will revise the CIP as necessary and then adopt the final Program. This final version becomes the basis for projects found in the City Budget.

## Cross Check: Accomplishments and On-Going Projects

The following list shows projects funded in prior CIPs and budgets that are currently in process or that have been revised or completed. Because these and earlier continuing projects have been authorized and funded, they no longer appear in the detail pages of the CIP.

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## ACCESSIBILITY

**IN PROCESS #2171 Madison Street ADA Improvements – 28<sup>th</sup> Avenue to 34<sup>th</sup> Avenue**  
Construction is currently scheduled for summer 2013.

## PARKS

**COMPLETED #2168 City Gymnasium**

**IN PROCESS #1897 Picnic Shelters at Gibson Hill, Lexington, and Takena Parks**  
The project will be completed in spring 2013.

**IN PROCESS #2167 Dog Parks**

At least one fenced dog park will be installed by June 2013.

## PUBLIC FACILITIES

**COMPLETED #2009 Fire Station 14 Parking Lot Rehabilitation**

**IN PROCESS #1964 Replacement Downtown Fire Station Property**  
Property options are being evaluated.

**IN PROCESS #2178 Fire Station 13 Water Reclamation Project**  
Construction scheduled for fiscal year 2014.

## REVITALIZATION

**IN PROCESS #1339 CARA Central Albany Building Revitalization Program**

This Central Albany Revitalization Area (CARA)-funded program has offered technical assistance, loans, and grants for the private redevelopment of commercial structures in the Urban Renewal District.

## STORMWATER

**IN PROCESS #1958 Stormwater Master Plan**

Computer modeling of the stormwater system is underway.

## TRANSPORTATION

**COMPLETED #1654 North Albany Park and Ride**

**COMPLETED #1908 Jackson Street Reconstruction**

**COMPLETED #1970 Oak Street Local Improvement District**

**COMPLETED #1991 Heritage Mall Traffic Signals**

**COMPLETED #2006 12<sup>th</sup> Avenue Street Infill**

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**IN PROCESS #1949 Gibson Hill Road Sidewalk Improvements – Phase A**

The City of Albany has received a grant for this project which will cover an expanded scope to construct sidewalk improvements all the way to Scenic Drive. Staff is currently working with ODOT to develop the project. Construction is currently anticipated for spring/summer 2014.

**IN PROCESS #1971 Belmont Avenue Culvert Replacement**

Construction is currently scheduled for summer 2013. However, it is likely that permitting requirements will delay construction until summer 2014.

**IN PROCESS #1972 Bridge Scour Repairs**

Construction is currently scheduled for summer 2014.

**IN PROCESS #1989 North Albany Road: Quarry Road to Railroad Tracks**

Construction is currently scheduled for summer 2014.

**IN PROCESS #1994 Main Street Rehabilitation**

Construction is currently scheduled for summer 2013.

**IN PROCESS #2165 Update Airport Master Plan and Airport Layout Plan**

This project is currently underway and scheduled for completion in winter 2013.

WASTEWATER

**IN PROCESS #1630 Oak Creek Lift Station and Force Main Improvements**

Construction is currently scheduled for summer 2013.

**IN PROCESS #2194 2013 Cured-in-Place Pipe Projects**

Construction is currently scheduled for summer 2013.

**IN PROCESS #2195 2013 Pipe Bursting Projects**

Construction is currently scheduled for summer 2013.

**IN PROCESS #2196 2013 Sewer Main Replacements**

Construction is currently scheduled for summer 2013.

**IN PROCESS #2197 Wetlands Integration with AMWRF Outfalls**

Modeling is currently underway to define the required scope of work. A construction schedule is not yet known.

WATER

**COMPLETED #1615 Maier Lane, Skyline Terrace to Penny Lane Water Line Replacement**

**COMPLETED #1675 Santiam-Albany Canal Improvements (Phase 8)**

**COMPLETED #1806 Shady Lane, South of Dogwood Lane NW**

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**COMPLETED #1965 Broadway Reservoir Transmission Main (Phase 1)**

**COMPLETED #1981 36<sup>th</sup> Avenue Water Line**

**COMPLETED #2005 North Ranch Area Water Lines**

**IN PROCESS #1002, Phase 1 Hill Street: Queen Avenue to 24<sup>th</sup> Avenue**

Construction is currently scheduled for summer 2013.

**IN PROCESS #1572 East Thornton Lake Drive NW**

Construction is currently scheduled for summer 2013.

**IN PROCESS #1965 Broadway Reservoir Transmission Main (Phase 2)**

This project is being coordinated with the street improvements for North Albany Road. Construction is currently scheduled for summer 2014.

**IN PROCESS #1999 Albany-Millersburg Water Treatment Plant Sand Removal**

Design is underway and construction is currently scheduled for summer 2014.

**IN PROCESS #2185 Vine and 14<sup>th</sup> Avenue Waterline Replacement**

Construction is currently scheduled for spring 2013.

**DELETED #2186 Vine WTP Filter Media**

Further evaluations of the Vine Street WTP have shown this filter media improvement project is not required.

**DEFERRED #2187 Canal Diversion Structures**

This project is currently on hold pending the identification of conditions placed on the diversions at these locations from the Oregon Water Resources Department.

# 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 same is true for all dedicated revenues, such as the Street Fund and the Parks & Recreation Fund. The money each of these funds receives must be spent for the purposes for which the fund was created.

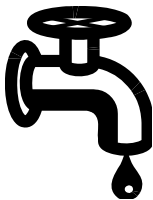
## Sources of Funding

The table on the next page shows the relative breakdown of funding sources for all the projects contained in the 2014-2018 CIP.

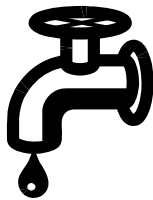
This chart shows a projection of funds needed for projects in any given year. As you can see, the relative amounts of money can vary significantly and can change from year to year based on the projects being constructed.

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	2014	2015	2016	2017	2018	TOTAL
ADA Capital Reserves	\$0	\$0	\$0	\$0	\$95,000	\$95,000
Future Donations	\$50,000	\$0	\$0	\$0	\$0	\$50,000
GF Facilities Maintenance Projects	\$14,300	\$15,000	\$30,000	\$0	\$0	\$59,300
North Albany Water Capital Charge	\$320,000	\$0	\$0	\$0	\$0	\$320,000
SDC Improvement – Parks	\$200,000	\$0	\$0	\$0	\$0	\$200,000
SDC Improvement – Transportation	\$162,000	\$215,000	\$377,000	\$0	\$947,000	\$1,701,000
SDC Improvement – Water	\$316,000	\$214,000	\$0	\$0	\$837,000	\$1,367,000
Sewer Rates/Operating Revenues	\$585,000	\$1,120,000	\$1,820,000	\$2,420,000	\$2,320,000	\$8,265,000
State Grant	\$250,000	\$0	\$0	\$0	\$0	\$250,000
State Highway Fund – Gas Tax	\$422,000	\$0	\$0	\$0	\$0	\$422,000
State of Oregon	\$0	\$0	\$409,000	\$0	\$1,386,000	\$1,795,000
Street Capital Reserves	\$417,000	\$1,127,000	\$884,000	\$195,000	\$830,000	\$3,453,000
Water Connection Fees	\$237,000	\$0	\$0	\$0	\$0	\$237,000
Water Rates/Operating Revenues	\$1,361,000	\$2,274,000	\$1,751,000	\$1,263,000	\$1,765,000	\$8,414,000
<b>TOTAL:</b>	<b>\$4,334,300</b>	<b>\$4,965,000</b>	<b>\$5,271,000</b>	<b>\$3,878,000</b>	<b>\$8,180,000</b>	<b>\$26,628,300</b>

No Wastewater SDC funds are projected to be expended in this five-year CIP. Currently, all Wastewater SDC funds are pledged to debt service and existing projects.

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## Financing Projects with Bonds or Loans

For capital projects, the City gets money primarily through taxes and fees for service. In order to stretch the buying power of the money the City receives or to pay for big-ticket projects, the City uses General Obligation bonds or revenue bonds.

A bond is a fancy word for a loan. Instead of going to a bank for a loan, the City sometimes sells a bond 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 exempt from income taxes for the people or institutions that buy them. Because of this tax break, the interest rate is usually much less 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 that tax, and the tax lasts only for the life of the bonds, which is usually 15 to 20 years.

Revenue bonds are not backed by property taxes and generally do not require a vote of the people. Revenue bonds are repaid out of specific revenue, such as water rates for a water revenue bond. This type of bond is authorized by the City Council. This category includes redevelopment bonds through CARA.

Lastly, the City can secure a loan from other sources. In 2003 the City was able to secure a loan from the State of Oregon Clean Water Revolving Loan Fund for our planned wastewater projects at financing rates that were far better than what was available under bond programs.

It is important to remember bonds and loans are not a source of revenue; they are a financing mechanism. The sources of revenue to pay for the projects are the taxes or rates that secure the bond 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.



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## Projected Cost Totals by Category

CATEGORY	2014	2015	2016	2017	2018	TOTAL
Accessibility	\$244,000	\$253,000	\$0	\$0	\$95,000	\$592,000
Parks	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Public Facilities	\$14,300	\$15,000	\$30,000	\$0	\$0	\$59,300
Revitalization	\$0	\$0	\$0	\$0	\$0	\$0
Stormwater	\$0	\$0	\$0	\$0	\$0	\$0
Transportation	\$757,000	\$1,089,000	\$1,670,000	\$195,000	\$3,163,000	\$6,874,000
Wastewater	\$585,000	\$1,120,000	\$1,820,000	\$2,420,000	\$2,320,000	\$8,265,000
Water	\$2,234,000	\$2,488,000	\$1,751,000	\$1,263,000	\$2,602,000	\$10,338,000
<b>GRAND TOTALS:</b>	<b>\$4,334,300</b>	<b>\$4,965,000</b>	<b>\$5,271,000</b>	<b>\$3,878,000</b>	<b>\$8,180,000</b>	<b>\$26,628,300</b>

### Major Needs that Remain Unfunded

*Priority projects to strengthen our community...if we can find the cash*

This section of the CIP highlights projects of a high priority that were not proposed for funding within this five-year CIP time frame.

#### **Residential Utility Services**

As noted in previous CIP documents, several pockets of residential areas remain without City utilities. Most were annexed after development under county jurisdiction, and most are characterized by moderate income households and modest homes.

#### **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 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 to Main. This will be a key investment to support redevelopment of parcels along the river, including the riverfront housing in the Town Center Plan concept.

#### **Park Equipment Replacement/Renovation Needs**

Currently, there is a backlog of park equipment replacement projects. Examples of these projects include the replacement of unsafe, 30-year-old playgrounds; ball field lighting systems; irrigation systems; 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. However, most of these funds have not yet been secured.

#### **Fire Department**

- Fire Station 11 – The downtown station is currently located on a half-acre site. Additional property will be necessary for a new fire station. The current building is aging and is not safe in an earthquake. The station must remain in the downtown area to provide adequate response times to the areas of town it serves.
- 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.

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## **Police Department**

The City owns a four-acre site on Pacific Boulevard for a new police station. The City has set aside \$5 million for Police and Fire building needs. Police along with Fire have completed preliminary work on a formal architectural and engineering study to solidify estimated costs of building the needed facilities or to remodel existing structures.

## **Street Construction**

A follow-up to the recommendation of the Mayor's Task Force involves another \$10 million bond for street construction projects. Should the community consider funding of the project, the project would cost the owners of a \$150,000 house an additional \$48 per year in taxes, based on a 20-year General Obligation bond.

## **Stormwater Utility**

The City does not currently have a dedicated funding source for addressing stormwater quality, facility maintenance, or capital project needs within the community. When problems arise within the existing system, they are addressed by either the street maintenance or sewer maintenance crews, depending on the type of facility. The City recently initiated a significant stormwater planning effort. The new stormwater plan will identify short- and long-term maintenance and capital improvement needs. When the needs have been identified, different funding strategies to address those needs will be considered.

## **South Albany Area Plan**

This plan has been funded by a State of Oregon Transportation and Growth Management (TGM) grant. The project is nearly complete and will result in a land use/transportation/natural resource/utility plan that will guide decades of development. It is clear there will be significant capital investments required in future years. These will include, at the least:

- Lochner Road/Marion Street improvements
- 53rd Avenue Roadway and Bridge improvement project
- Water reservoir to serve the area
- Relocation of Ellingson Road, east of Columbus Street
- Development of the community park site, and two or three neighborhood parks
- Trails and paths connecting neighborhoods and accessing Oak Creek
- A new elementary school
- A new residential street network for north-south and east-west movements, including the proposed Oak Creek Parkway
- Potential land acquisition of property along the Oak Creek corridor

**SCHEDULE OF CAPITAL EQUIPMENT**  
**Fiscal Year 2013-2014**

<b>Department:</b>			<b>Budget</b>	<b>Fund</b>
<b>Program Name</b>	<b>Capital Description</b>		<b>Amount</b>	<b>Total</b>
<b>(Program Number)</b>				
<b>Fire:</b>				
Equipment Replacement (217-10-1010)	Two Staff Vehicles for Life Safety		45,000	
	Type VI Fire Engine		100,000	
	2013 Pierce Aerial Fire Truck		849,097	
				994,097
<b>Total Fire Department</b>				<b>\$994,097</b>
<b>Parks &amp; Recreation Department:</b>				
Park Maintenance (202-35-1407)	Walkway repairs		75,000	
	Irrigation, Timber Linn Soccer Fields		34,000	
	Safety Netting, Timber Linn Field 3		8,000	
				117,000
Aquatics (202-35-1410)	Diving Boards		10,000	
				10,000
<b>Total Parks &amp; Recreation Department</b>				<b>\$127,000</b>
<b>Public Works Department:</b>				
Linn-Benton Loop (213-50-1107)	40 Ft Gillig Bus		380,000	
				380,000
Equipment Replacement (217-10-1010)	Replace Vehicle 314-91		21,500	
	Replace Vehicle 605-99		50,000	
	Replace Vehicle 528-94		75,000	
				146,500
Sewer Equipment Replacement (601-50-2501)	Replace Vehicle 747-00		300,000	
				300,000
Water Distribution (615-50-2206)	EZ Valve Insertion and Line Stopping Equipment		60,000	
				60,000
Albany-Millersburg WTP (615-50-2207)	Membranes for Treatment Plant		25,000	
				25,000
Canal Maintenance (615-50-2311)	Replace Vehicle 980-02		20,000	
	Membranes for Albany-Millersburg Treatment Plant		75,000	
				95,000
<b>Total Public Works Department</b>				<b>\$1,006,500</b>
<b>TOTAL CAPITAL EQUIPMENT</b>				<b><u>\$2,127,597</u></b>

**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2013-2014**

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 2013-2014 budget. The projects may also be included in the City's five-year Capital Improvements Program (CIP) for 2013-2018.

Project Description	Total	Parks & Recreation	Grants	Risk Management	Economic Development	Public Transit
<b>CAPITAL PROJECTS</b>						
Capital Equipment	\$ 1,278,500	\$ 127,000	\$ -	\$ -	\$ -	\$ 380,800
Building Improvements	48,300	-	48,300	-	-	-
Project Construction	131,500	-	-	-	-	-
Airport Fencing	300,000	-	300,000	-	-	-
Takena Picnic Shelters	35,000	35,000	-	-	-	-
Dog Parks	40,000	40,000	-	-	-	-
Wetlands Fencing	12,000	-	-	-	-	-
Bus Location Software - Hardware	10,800	-	-	-	-	10,800
Ops Building Addition	50,000	-	-	-	-	-
Sidewalk Infill Program	15,000	-	-	-	-	-
Oak Creak Pump Stn/Force Main	4,689,000	-	-	-	-	-
BR-12-01 Bridge Scour Repairs	157,000	-	-	-	-	-
BR-12-02 Belmont Ave Culvert Repl	540,000	-	540,000	-	-	-
SS-13-04 Wetlands Int w/AMWRF Outfalls	175,000	-	-	-	-	-
SS-13-05 Main St:2nd-Salem Ave Sewer Rep	170,000	-	-	-	-	-
SS-14-04 Lyons St Sewer Realign	70,000	-	-	-	-	-
ST-12-02 Gibson Hill Rd Sidewalks PH A	298,000	-	298,000	-	-	-
ST-13-02 Madison St ADA Imp-28th to 34th	40,000	-	-	-	-	-
ST-13-03 N Albany Rd-Quarry to RR Tracks	2,900,000	-	-	-	-	-
ST13-04 Main Street Rehab	1,353,000	-	-	-	-	-
ST-14-01 Transit Stop Ped Imp(Phase 1)	244,000	-	-	-	-	-
ST-14-02 Center & 16th Rehab	207,000	-	-	-	-	-
ST-14-03 Ped Crossing Imp	125,000	-	-	-	-	-
ST-14-04 Water Main Geary Rehab	385,000	-	-	-	-	-
ST-13-05 Corvallis Albany Path	50,000	-	-	-	-	-
WL-12-02 Broadway Trans Main Ph II	2,250,000	-	-	-	-	-
WL-13-01 Hill St:Queen to 24th Ave WL	1,325,000	-	-	-	-	-
WC-13-01 Canal Diversion Structures	230,000	-	-	-	-	-
WL-14-01 Zone 1 Dist Proj(Phase 1)	558,000	-	-	-	-	-
WL-14-02 Center & 16th WL	238,000	-	-	-	-	-
WL-14-03 Picardy Waterline Infill	237,000	-	-	-	-	-
WL-14-04 Zone 1 Dist Proj(Phase 2)	195,000	-	-	-	-	-
WL-14-01 Canal Bank Repairs	186,000	-	-	-	-	-
WL-14-06 Powers & Oak Grove E	320,000	-	-	-	-	-
WL-14-07 Scenic Back Lot Repl Design	40,000	-	-	-	-	-
SS-14-01 2013 Cured In Place Pipe	130,000	-	-	-	-	-
SS-14-02 2013 Pipe Bursting	140,000	-	-	-	-	-
SS-14-03 2013 Sewer Main Repl	75,000	-	-	-	-	-
WTP-14-01 LT2 Improvements	500,000	-	-	-	-	-
WWTP-13-01 WRF Solids Handling Imp Proj	500,000	-	-	-	-	-
W-12-02 AM WTP Sand Removal	192,000	-	-	-	-	-
<b>Capital Project Totals</b>	<b>20,440,100</b>	<b>202,000</b>	<b>1,186,300</b>	<b>-</b>	<b>-</b>	<b>390,800</b>

Capital Replacement	Street	Capital Projects	Sewer	Water	Project Description
<b>CAPITAL PROJECTS</b>					
\$ 291,500	\$ -	\$ -	\$ 300,000	\$ 180,000	Capital Equipment
-	-	-	-	-	- Building Improvements
-	-	131,500	-	-	- Project Construction
-	-	-	-	-	- Airport Fencing
-	-	-	-	-	- Takena Picnic Shelters
-	-	-	-	-	- Dog Parks
-	-	-	12,000	-	- Wetlands Fencing
-	-	-	-	-	- Bus Location Software - Hardware
50,000	-	-	-	-	- Ops Building Addition
-	15,000	-	-	-	- Sidewalk Infill Program
-	-	-	4,689,000	-	- Oak Creak Pump Stn/Force Main
-	157,000	-	-	-	- BR-12-01 Bridge Scour Repairs
-	-	-	-	-	- BR-12-02 Belmont Ave Culvert Repl
-	-	-	175,000	-	- SS-13-04 Wetlands Int w/AMWRF Outfalls
-	-	-	170,000	-	- SS-13-05 Main St:2nd-Salem Ave Sewer Rep
-	-	-	70,000	-	- SS-14-04 Lyons St Sewer Realign
-	-	-	-	-	- ST-12-02 Gibson Hill Rd Sidewalks PH A
-	40,000	-	-	-	- ST-13-02 Madison St ADA Imp-28th to 34th
-	2,900,000	-	-	-	- ST-13-03 N Albany Rd-Quarry to RR Tracks
-	1,353,000	-	-	-	- ST13-04 Main Street Rehab
-	244,000	-	-	-	- ST-14-01 Transit Stop Ped Imp(Phase 1)
-	207,000	-	-	-	- ST-14-02 Center & 16th Rehab
-	125,000	-	-	-	- ST-14-03 Ped Crossing Imp
-	385,000	-	-	-	- ST-14-04 Water Main Geary Rehab
-	50,000	-	-	-	- ST-13-05 Corvallis Albany Path
-	-	-	-	2,250,000	WL-12-02 Broadway Trans Main Ph II
-	-	-	-	1,325,000	WL-13-01 Hill St:Queen to 24th Ave WL
-	-	-	-	230,000	WC-13-01 Canal Diversion Structures
-	-	-	-	558,000	WL-14-01 Zone 1 Dist Proj(Phase 1)
-	-	-	-	238,000	WL-14-02 Center & 16th WL
-	-	-	-	237,000	WL-14-03 Picardy Waterline Infill
-	-	-	-	195,000	WL-14-04 Zone 1 Dist Proj(Phase 2)
-	-	-	-	186,000	WL-14-01 Canal Bank Repairs
-	-	-	-	320,000	WL-14-06 Powers & Oak Grove E
-	-	-	-	40,000	WL-14-07 Scenic Back Lot Repl Design
-	-	-	130,000	-	SS-14-01 2013 Cured In Place Pipe
-	-	-	140,000	-	SS-14-02 2013 Pipe Bursting
-	-	-	75,000	-	SS-14-03 2013 Sewer Main Repl
-	-	-	-	500,000	WTP-14-01 LT2 Improvements
-	-	-	500,000	-	WWTP-13-01 WRF Solids Handling Imp Proj
-	-	-	-	192,000	W-12-02 AM WTP Sand Removal
341,500	5,476,000	131,500	6,261,000	6,451,000	Capital Project Totals

continued

**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2013-2014, continued**

Project Description	Total	Parks & Recreation	Grants	Risk Management	Economic Development	Public Transit
<b>CAPITAL RESERVES</b>						
Reserve: Pipe Over-sizing	20,000	-	-	-	-	-
Reserve: Connection Fees	774,900	-	-	-	-	-
Reserve: Replacement	4,582,200	-	-	-	-	-
Reserve: Equipment Replacement	1,699,700	-	-	-	-	-
Reserve: Building Replacement	256,900	-	-	-	-	-
Reserve: Street Connection Fees	91,600	-	-	-	-	-
Reserve: Building Maintenance	181,900	-	-	-	-	-
Reserve: Storm Drain Collection Fees	86,200	-	-	-	-	-
Reserve: Capital Projects	11,676,600	201,000	-	-	144,000	-
Reserve: Parks Capital Projects	100,000	100,000	-	-	-	-
Reserve: PepsiCo Settlement	9,338,500	-	-	9,338,500	-	-
Reserve: Facilities Maintenance	185,600	-	-	-	185,600	-
Reserve: Street Mitigation Fees	736,400	-	-	-	-	-
Reserve: Monteith House	22,800	-	-	-	-	-
Reserve: Waverly RH Land Mod Dep - WM	203,300	-	-	-	-	-
Reserve: Siemens Settlement	3,753,000	-	-	-	-	-
Reserve: Albany Transit	5,000	-	-	-	-	-
Reserve: Street Capital	20,000	-	-	-	-	-
Reserve: Lebanon Canal	91,800	-	-	-	-	-
SPWF Loan Principal	30,500	-	-	-	30,500	-
SRF Principal (WWTP)	2,892,300	-	-	-	-	-
Wetlands: Land Acquisition Principal	377,300	-	-	-	-	-
SRF Principal (Wetlands)	100,000	-	-	-	-	-
Millersburg: Albany % of SRF Debt (WL)	36,700	-	-	-	-	-
SPWF Loan Interest	5,900	-	-	-	5,900	-
SRF Interest (WWTP)	1,968,900	-	-	-	-	-
Wetlands: Land Acquisition Interest	122,700	-	-	-	-	-
SRF Fees (Wetlands)	4,700	-	-	-	-	-
Reserve: SDC-I	1,995,900	-	-	-	-	-
Reserve: Rates	1,413,400	-	-	-	-	-
Bond Payment Stabilization Reserve	1,100,000	-	-	-	-	-
Reserve: SRF Requirements (WWTP)	2,403,000	-	-	-	-	-
Reserve :SRF Requirements (Wetlands)	50,000	-	-	-	-	-
<b>Total Capital Reserves</b>	<b>46,327,700</b>	<b>301,000</b>	<b>-</b>	<b>9,338,500</b>	<b>366,000</b>	<b>-</b>
<b>Grand Totals</b>	<b>\$ 66,767,800</b>	<b>\$ 503,000</b>	<b>\$ 1,186,300</b>	<b>\$ 9,338,500</b>	<b>\$ 366,000</b>	<b>\$ 390,800</b>

Capital Replacement	Street	Capital Projects	Sewer	Water	Project Description
<b>CAPITAL RESERVES</b>					
-	-	-	10,000	10,000	Reserve: Pipe Over-sizing
-	-	-	647,000	127,900	Reserve: Connection Fees
4,582,200	-	-	-	-	Reserve: Replacement
-	-	-	907,600	792,100	Reserve: Equipment Replacement
256,900	-	-	-	-	Reserve: Building Replacement
-	91,600	-	-	-	Reserve: Street Connection Fees
181,900	-	-	-	-	Reserve: Building Maintenance
-	-	-	86,200	-	Reserve: Storm Drain Collection Fees
-	3,205,700	544,300	3,743,100	3,838,500	Reserve: Capital Projects
-	-	-	-	-	Reserve: Parks Capital Projects
-	-	-	-	-	Reserve: PepsiCo Settlement
-	-	-	-	-	Reserve: Facilities Maintenance
736,400	-	-	-	-	Reserve: Street Mitigation Fees
22,800	-	-	-	-	Reserve: Monteith House
-	203,300	-	-	-	Reserve: Waverly RH Land Mod Dep - WM
-	-	-	3,753,000	-	Reserve: Siemens Settlement
-	5,000	-	-	-	Reserve: Albany Transit
-	20,000	-	-	-	Reserve: Street Capital
-	-	-	-	91,800	Reserve: Lebanon Canal
-	-	-	-	-	SPWF Loan Principal
-	-	-	2,892,300	-	SRF Principal (WWTP)
-	-	-	377,300	-	Wetlands: Land Acquisition Principal
-	-	-	100,000	-	SRF Principal (Wetlands)
-	-	-	36,700	-	Millersburg: Albany % of SRF Debt (WL)
-	-	-	-	-	SPWF Loan Interest
-	-	-	1,968,900	-	SRF Interest (WWTP)
-	-	-	122,700	-	Wetlands: Land Acquisition Interest
-	-	-	4,700	-	SRF Fees (Wetlands)
-	-	-	1,995,900	-	Reserve: SDC-I
-	-	-	913,400	500,000	Reserve: Rates
-	-	-	-	1,100,000	Bond Payment Stabilization Reserve
-	-	-	2,403,000	-	Reserve: SRF Requirements (WWTP)
-	-	-	50,000	-	Reserve :SRF Requirements (Wetlands)
5,780,200	3,525,600	544,300	20,011,800	6,460,300	Total Capital Reserves
<b>\$ 6,121,700</b>	<b>\$ 9,001,600</b>	<b>\$ 675,800</b>	<b>\$ 26,272,800</b>	<b>\$ 12,911,300</b>	<b>Grand Totals</b>



**Plan FY: 2013-2014 IMPROVED PEDESTRIAN CROSSINGS AT TRANSIT STOPS (PHASE 1)**

**CIP Project #: 2004 Phase: 1**

**Master Plan:** Transportation Master Plan      **Plan Element:** T1  
**Category:** Accessibility      **Classification:**  
**Department:** Public Works Department

**SDC**

**Total Cost: \$244,000**

This project will construct approximately half of the required pedestrian safety and ADA accessibility improvements identified in the Transportation System Plan for 21 transit stops. Improvements include installation of new curb ramps, bus shelters, and sidewalks. This project also includes a new pedestrian crossing and infill sidewalk at 7th Avenue and Tadena Street near Albany General Hospital.

Operating Budget Impact: This project will not significantly impact operation and maintenance costs over the long term.

**Funding Sources For This Project:**

<u>Activity</u> <u>Funding Source</u>	<u>Projected Amount</u>
250-50-2700 STREET CAPITAL RESERVES	\$82,000
250-50-2703 SDC - IMPROVEMENT - TRANSPORTATION	\$162,000
Total:	\$244,000

**Related Projects:**

<u>Phase</u> <u>Year</u> <u>Title</u>	<u>Category</u>	<u>Projected Total</u>
1    2014   IMPROVED PEDESTRIAN CROSSINGS AT TRANSIT STOPS (PHASE 1)	Accessibility	\$244,000
2    2015   IMPROVED PEDESTRIAN CROSSINGS AT TRANSIT STOPS (PHASE 2)	Accessibility	\$253,000
Grand Total - All Related Projects:		\$497,000

**Plan FY: 2013-2014 EAST THORNTON LAKE NATURE AREA DEVELOPMENT**

**CIP Project #: 2008**

**Master Plan:** Parks Master Plan  
**Category:** Parks  
**Department:** Parks & Recreation Department

**Plan Element:**  
**Classification:** Park Development

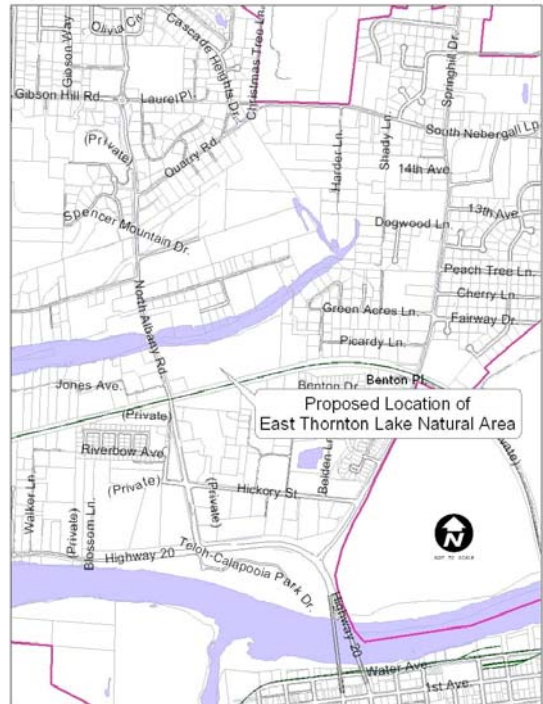
**SDC**

**Total Cost: \$500,000**

Funds will be used to design and construct improvements to a new nature park in North Albany. Subject to the availability of State grant funds, improvements may include trails, interpretive signage, a shelter, amphitheater, nature-based playground, picnic facilities, parking, lighting, entry road, utilities, and landscaping.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
	FUTURE DONATIONS	\$50,000
	STATE GRANT	\$250,000
	202-35-1500SDC - IMPROVEMENT - PARKS	\$200,000
Total:		\$500,000



**Plan FY: 2013-2014 FIRE STATION 14 ROOF REPLACEMENT**

**CIP Project #: 2287**

<b>Master Plan:</b>		<b>Plan Element:</b>	
<b>Category:</b>	Public Facilities	<b>Classification:</b>	Fire Facilities
<b>Department:</b>	Fire Department		

**Total Cost: \$14,300**

Fire Station 14 was built in 1998 and the original roof needs to be replaced. Fire Station 13, built in the same year, had its roof replaced last year. This is an anticipated replacement due to the age of the existing roof.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
217-10-2002	GF FACILITIES MAINTENANCE PROJECTS	\$14,300
Total:		\$14,300



**Plan FY: 2013-2014 BICYCLE AND PEDESTRIAN IMPROVEMENT GRANT MATCH**

**CIP Project #: 1948**

**Master Plan:**

**Category:** Transportation

**Department:** Public Works Department

**Plan Element:**

**Classification:** Pedestrian & Bikeway

**Total Cost: \$40,000**

This is an annual dedication to provide funds for match requirements on bicycle and pedestrian grants that are made available annually by 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 City Council for approval prior to acceptance.

Operating Budget Impact: None. There is no impact to street maintenance costs because this is reserve funding for potential grants, should the opportunity arise.

**Funding Sources For This Project:**

<u>Activity</u> <u>Funding Source</u>	<u>Projected Amount</u>
250-50-2700STREET CAPITAL RESERVES	\$40,000
Total:	\$40,000

**Plan FY: 2013-2014    CENTER STREET AND 16TH AVENUE REHABILITATION**

**CIP Project #: 2224**

**Master Plan:**

**Category:** Transportation

**Department:** Public Works Department

**Plan Element:**

**Classification:** Street Reconstruction/Improvements

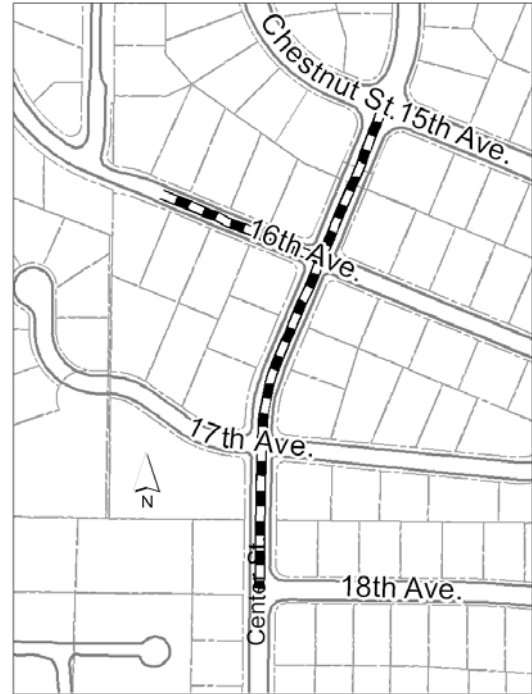
**Total Cost:    \$207,000**

This project will rehabilitate heavily deteriorated pavement on Center Street from 15th Avenue to 18th Avenue and 16th Avenue from Shortridge Street to Center Street. Curb ramps will also be replaced as part of this project to meet current Americans with Disabilities Act requirements. Waterline improvements as shown in CIP 2002 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:**

<u>Activity</u> <u>Funding Source</u>	<u>Projected Amount</u>
250-50-2700 STATE HIGHWAY FUND (Gas Tax)	\$207,000
Total:	\$207,000



**Plan FY: 2013-2014 PEDESTRIAN CROSSING IMPROVEMENTS**

**CIP Project #: 2283**

**Master Plan:**  
**Category:** Transportation  
**Department:** Public Works Department

**Plan Element:**  
**Classification:** Pedestrian Projects

**Total Cost: \$125,000**

This project will install pedestrian activated warning lights at three existing mid-block crossings: Santiam Highway near Davidson Street, Santiam Highway near Bain Street, and Waverly Drive at 22nd Avenue. All three crossings now include high visibility crosswalks and median island pedestrian refuges, but are none the less experiencing a high rate of rear-end crashes. This project will improve safety by providing drivers with better and more visible warning of crossing pedestrians.

Operating Budget Impact: This project will not significantly impact operation and maintenance costs over the long term.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
	250-50-2700 STREET CAPITAL RESERVES	\$125,000
	Total:	\$125,000



**Plan FY: 2013-2014 WATER AVENUE: MAIN STREET TO GEARY STREET REHABILITATION**

**CIP Project #: 2284**

**Master Plan:**

**Plan Element:**

**Category:** Transportation

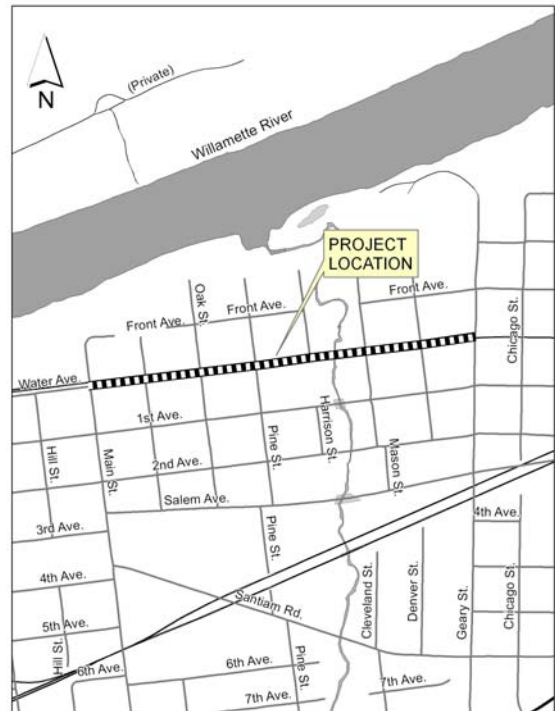
**Classification:** Street Reconstruction/Improvements

**Department:** Public Works Department

**Total Cost: \$385,000**

This project will rehabilitate heavily deteriorated pavement on Water Avenue from Main Street to Geary Street. This street segment is in poor condition due a deteriorated railroad track located in the center of the street operated by the Portland & Western Railroad. The railroad will make repairs to the tracks in advance of this project. This project also includes repairs to storm drain lines. These utility improvements are being made to avoid cutting the new street surface. 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:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
250-50-2700	STATE HIGHWAY FUND (Gas Tax)	\$215,000
250-50-2700	STREET CAPITAL RESERVES	\$170,000
	Total:	\$385,000

**Plan FY: 2013-2014 LATERAL REPLACEMENT & BASEMENT PROTECTION**

**CIP Project #: 1232**

**Master Plan:** Sanitary Sewer Master Plan      **Plan Element:**  
**Category:** Wastewater      **Classification:** Miscellaneous - Wastewater  
**Department:** Public Works Department

**Total Cost: \$170,000**

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.

Funding for this annual program has been reduced by \$50,000 for this fiscal year to allow funding of high priority sewer mainline rehabilitation projects.

Operating Budget Impact: This project will reduce sewer maintenance costs over the long term by reducing the amount of extraneous flow into the sanitary sewer system that is receiving treatment.

**Funding Sources For This Project:**

<u>Activity</u> <u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500SEWER RATES/OPERATING REVENUES	\$170,000
Total:	\$170,000



**Plan FY: 2013-2014    INFLOW REDUCTION PROGRAM**

**CIP Project #: 1757**

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**Master Plan:** Sanitary Sewer Master Plan

**Plan Element:**

**Category:** Wastewater

**Classification:** Miscellaneous - Wastewater

**Department:** Public Works Department

**Total Cost:     \$0**

Funding for the Inflow Reduction Program is suspended this fiscal year in order to allow limited funding to be directed to capital projects that will address failing sewer mains identified through the City's sewer collection system condition assessment. Replacement or repair of these main lines will significantly reduce the amount of water infiltrating the collection system and will thus accomplish the same underlying goals of the Inflow Reduction Program.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500	SEWER RATES/OPERATING REVENUES	\$0
	Total:	\$0

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**Plan FY: 2013-2014 RAIN DRAIN SEPARATION PROJECTS**

**CIP Project #: 1985**

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**Master Plan:** Sanitary Sewer Master Plan      **Plan Element:**  
**Category:** Wastewater      **Classification:** Miscellaneous - Wastewater  
**Department:** Public Works Department

**Total Cost: \$0**

Funding for the Rain Drain Disconnection Program is suspended this fiscal year in order to allow limited funding to be directed to capital projects that will address failing sewer mains identified through the City’s sewer collection system condition assessment. Replacement or repair of these main lines will significantly reduce the amount of water infiltrating the collection system and will thus accomplish the same underlying goals of the Rain Drain Disconnection Program.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500	SEWER RATES/OPERATING REVENUES	\$0
	Total:	\$0

**Plan FY: 2013-2014 2014 CURED-IN-PLACE PIPE PROJECTS**

**CIP Project #: 2209**

**Master Plan:** Sanitary Sewer Master Plan

**Plan Element:**

**Category:** Wastewater

**Classification:** Sewer Mains

**Department:** Public Works Department

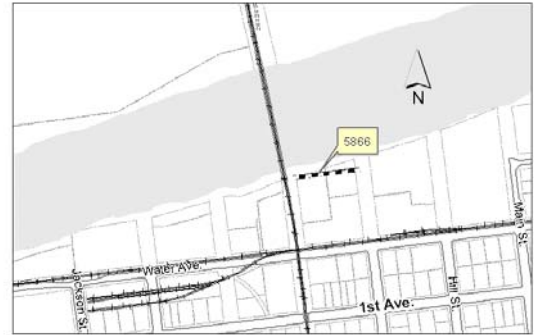
**Total Cost: \$130,000**

Cured-in-place Pipe (CIPP) is an effective and cost-efficient way to rehabilitate existing sewer mains that are at the end of their service life. CIPP is a form of “trenchless technology”, which means costly excavations and surface restorations are minimized. Not all pipes are good candidates for CIPP treatments, but the ones that are can be rehabilitated with reduced costs to the City and reduced inconvenience to the public when compared to more traditional open-trench methods of construction. For this fiscal year approximately 940 feet of sewer mains are proposed for rehabilitation with CIPP. These pipes have been prioritized based on the City’s system-wide condition assessment. (ID’s for the subject lines are 5866, 4817, 7113, 4816, 6433).

**Operating Budget Impact:** This project will reduce long-term operations and maintenance costs through reduction in emergency responses and reduction in infiltrating groundwater that must be pumped and treated.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500	SEWER RATES/OPERATING REVENUES	\$130,000
	Total:	\$130,000



**Plan FY: 2013-2014 2014 PIPE BURSTING PROJECTS**

**CIP Project #: 2210**

**Master Plan:** Sanitary Sewer Master Plan  
**Category:** Wastewater  
**Department:** Public Works Department

**Plan Element:**  
**Classification:** Sewer Mains

**Total Cost: \$140,000**

For pipes that can't be rehabilitated through Cured-In-Place Pipe, pipe bursting is another form of "trenchless technology" that reduces overall project costs and inconvenience to the public when compared to traditional open-trench methods of sewer main construction. Not all pipes are good candidates for pipe bursting. This fiscal year, approximately 850 feet of pipe is proposed for replacement by pipe bursting. These pipes have been prioritized based on the City's system-wide condition assessment. (ID's for the subject lines are 5708, 7114, 7235).

**Operating Budget Impact:** This project will reduce long-term operations and maintenance costs through reduction in emergency responses and reduction in infiltrating groundwater that must be pumped and treated.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500	SEWER RATES/OPERATING REVENUES	\$140,000
Total:		\$140,000



**Plan FY: 2013-2014 2014 SEWER MAIN REPLACEMENTS**

**CIP Project #: 2211**

**Master Plan:** Sanitary Sewer Master Plan      **Plan Element:**  
**Category:** Wastewater      **Classification:** Sewer Mains  
**Department:** Public Works Department

**Total Cost: \$75,000**

This project will replace approximately 250 feet of failing sewer main. This pipe has been prioritized for replacement through the City’s system-wide condition assessment. This pipe was not a good candidate for rehabilitation or replacement through the use of cured-in-place pipe or pipe bursting. This pipe will be replaced through open-trench means of construction. (The ID for the subject line is 7224)

**Operating Budget Impact:** This project will reduce long-term operations and maintenance costs through reduction in emergency responses and reduction in infiltrating groundwater that must be pumped and treated.

**Funding Sources For This Project:**

<u>Activity</u> <u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500SEWER RATES/OPERATING REVENUES	\$75,000
Total:	\$75,000



**Plan FY: 2013-2014 LYONS STREET SEWER REALIGNMENT**

**CIP Project #: 2282**

**Master Plan:**

**Category:** Wastewater

**Department:** Public Works Department

**Plan Element:**

**Classification:** Sewer Mains

**Total Cost: \$70,000**

This project will replace approximately 650 feet of deteriorated 8-inch clay sewer main with new approximately 150 feet of new 8-inch PVC sewer main. The existing sewer main is in very poor condition and is difficult to access for routine maintenance. The existing sewer will be rerouted on Lyon Street between 8th and 9th Avenue.

**Operating Budget Impact:** This project will reduce maintenance costs over the long term. Replacement of this sewer main will reduce the amount of groundwater infiltrating into the system and the number of emergency responses required to fix blocked pipes.

**Funding Sources For This Project:**

<u>Activity</u> <u>Funding Source</u>	<u>Projected Amount</u>
601-50-2500SEWER RATES/OPERATING REVENUES	\$70,000
Total:	\$70,000



**Plan FY: 2013-2014 POWERS AVENUE, OAK GROVE DRIVE EAST**

**CIP Project #: 1567**

**Master Plan:** Water Supply Master Plan

**Plan Element:** NACSD - Steel

**Category:** Water

**Classification:** Water Mains

**Department:** Public Works Department

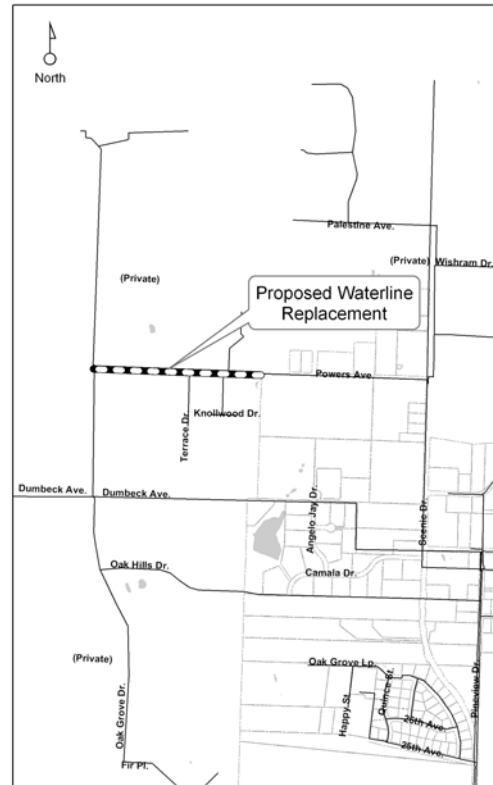
**Total Cost: \$320,000**

Replace approximately 2,200 feet of deteriorated 4- and 6-inch steel pipe with 4- and 6-inch ductile iron pipe. This project is outside the urban growth boundary.

Operating Budget Impact: This project will reduce maintenance costs over the long term since this project will replace older deteriorated lines.

**Funding Sources For This Project:**

<u>Activity</u> <u>Funding Source</u>	<u>Projected Amount</u>
615-50-2310 NORTH ALBANY WATER CAPITAL CHARGE	\$320,000
Total:	\$320,000



**Plan FY: 2013-2014    ZONE 1 DISTRIBUTION PROJECTS (PHASE 1)**

**CIP Project #: 1638    Phase: 1**

**Master Plan:** Water Supply Master Plan

**Plan Element:** P18, P19, P23

**Category:** Water

**Classification:** Water Mains

**Department:** Public Works Department

**SDC**

**Total Cost:    \$558,000**

This project includes approximately 1,400 feet of water lines necessary to meet fire flow requirements and approximately 1,300 feet of water lines required to meet future peak and maximum day demands. These projects are dispersed throughout pressure Zone 1. Pipe replacements will consist of 1,275 feet of 12-inch ductile iron water line on Ferry Street between Queen Avenue and 22nd Avenue, and 1,150 feet of 8-inch ductile iron water line on Jefferson Street between 20th and 22nd Avenues.

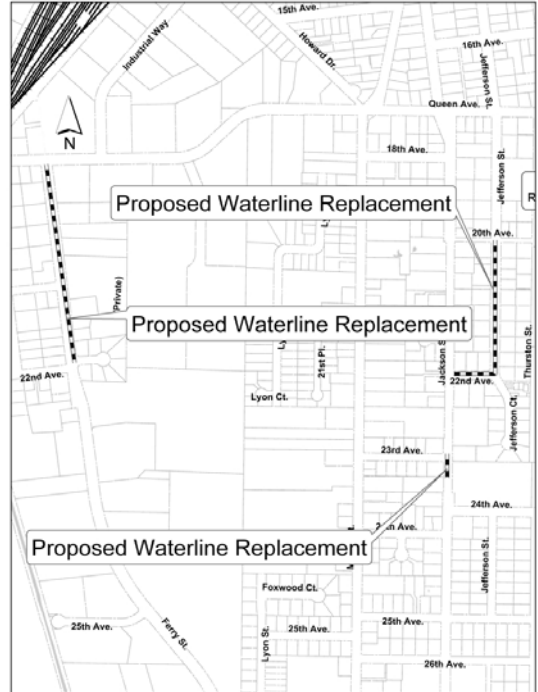
**Operating Budget Impact:** This project will reduce maintenance costs over the long term since this project will replace older deteriorated lines.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
615-50-2300	SDC - IMPROVEMENT - WATER	\$316,000
615-50-2308	WATER RATES/OPERATING REVENUES	\$242,000
Total:		\$558,000

**Related Projects:**

<u>Phase</u>	<u>Year</u>	<u>Title</u>	<u>Category</u>	<u>Projected Total</u>
1	2014	ZONE 1 DISTRIBUTION PROJECTS (PHASE 1)	Water	\$558,000
2	2014	ZONE 1 DISTRIBUTION PROJECTS (PHASE 2)	Water	\$195,000
Grand Total - All Related Projects:				\$753,000





**Plan FY: 2013-2014    ZONE 1 DISTRIBUTION PROJECTS (PHASE 2)**

**CIP Project #: 1638    Phase: 2**

**Master Plan:** Water Supply Master Plan  
**Category:** Water  
**Department:** Public Works Department

**Plan Element:** P21, P22  
**Classification:** Water Mains

**Total Cost:    \$195,000**

This project includes approximately 600 feet of water lines necessary to meet fire flow requirements. These projects are located in two locations in Zone 1. Pipe replacements will include approximately 220 feet of new 16-inch water line on Price Road north of Santiam Highway and approximately 365 feet of new 12-inch water line on Bain Street north of Santiam Highway.

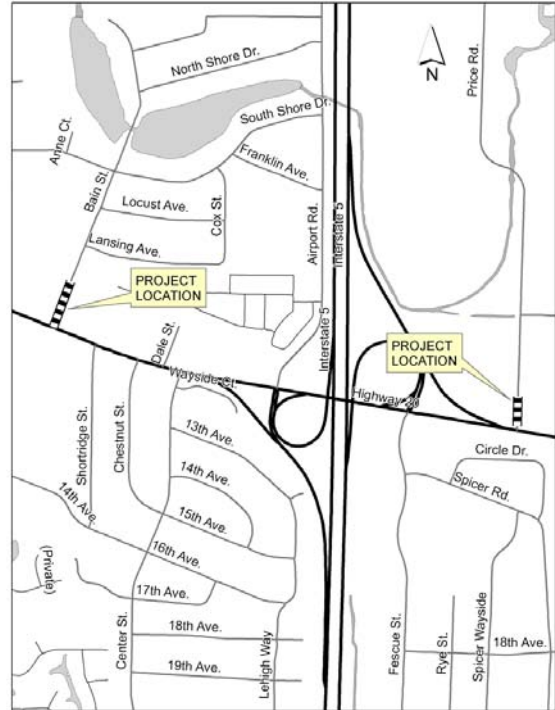
Operating Budget Impact: Operating costs will be reduced due to the need for fewer water line repairs and a reduction in water loss from leaking joints.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
615-50-2308	WATER RATES/OPERATING REVENUES	\$195,000
Total:		\$195,000

**Related Projects:**

<u>Phase</u>	<u>Year</u>	<u>Title</u>	<u>Category</u>	<u>Projected Total</u>
1	2014	ZONE 1 DISTRIBUTION PROJECTS (PHASE 1)	Water	\$558,000
2	2014	ZONE 1 DISTRIBUTION PROJECTS (PHASE 2)	Water	\$195,000
Grand Total - All Related Projects:				\$753,000



**Plan FY: 2013-2014 PICARDY LANE WATER LINE**

**CIP Project #: 1969**

**Master Plan:** Water Supply Master Plan  
**Category:** Water  
**Department:** Public Works Department

**Plan Element:**  
**Classification:** Water Mains

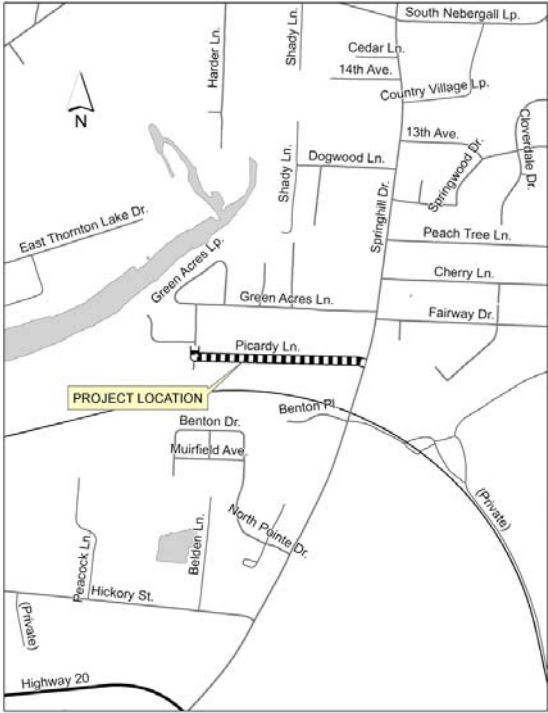
**Total Cost: \$237,000**

This project will construct approximately 1,350 feet of new 8-inch water line on Picardy Lane west of Springhill Drive. This water line will extend service to properties on Picardy Lane that currently do not have service, as well as improve fire flows and increase system reliability. Water connection fees dedicated for infill projects will be used to fund the improvements. A number of requests for water service have been made along Picardy Lane over the years.

**Operating Budget Impact:** These improvements will slightly increase operating costs by adding additional water lines to the distribution system.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
615-50-2308	WATER CONNECTION FEES	\$237,000
Total:		\$237,000



**Plan FY: 2013-2014    CENTER STREET AND 16TH AVENUE WATER LINE**

**CIP Project #: 2002**

**Master Plan:** Water Supply Master Plan  
**Category:** Water  
**Department:** Public Works Department

**Plan Element:**  
**Classification:** Water Mains

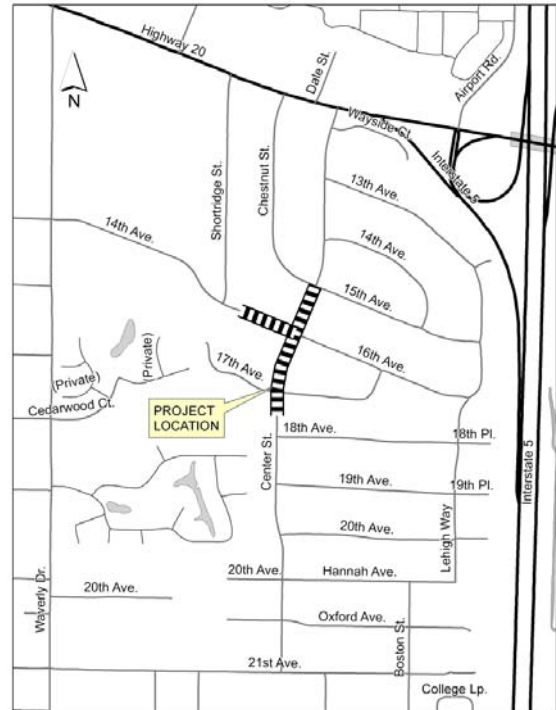
**Total Cost: \$238,000**

This project will replace approximately 1,000 linear feet of 2-inch and 6-inch water lines with new 12-inch water lines in advance of street maintenance work. The existing lines are undersized and do not provide adequate fire flows or system connectivity.

Operating Budget Impact: Operating costs will be reduced due to the need for fewer water line repairs and a reduction in water loss from leaking joints.

**Funding Sources For This Project:**

<u>Activity</u> <u>Funding Source</u>	<u>Projected Amount</u>
615-50-2308 WATER RATES/OPERATING REVENUES	\$238,000
Total:	\$238,000



**Plan FY: 2013-2014 CANAL BANK REPAIRS**

**CIP Project #: 2217**

**Master Plan:**

**Category:** Water

**Department:** Public Works Department

**Plan Element:**

**Classification:** Miscellaneous - Water

**Total Cost: \$186,000**

This project will make repairs to approximately 100 linear feet of canal bank at three locations: south of South Albany High School, near the Gore Drive bridge in Linn County and near Mayer Drive in Lebanon. If left unrepaired, erosion of the canal bank in these locations will cause damage to private property.

Operating Budget Impact: This project will reduce costs by avoiding costly damages to property adjacent to the canal.

**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
615-50-2308	WATER RATES/OPERATING REVENUES	\$186,000
	Total:	\$186,000

**Plan FY: 2013-2014 VINE STREET LT2 IMPROVEMENTS**

**CIP Project #: 2285**

**Master Plan:**

**Category:** Water

**Department:** Public Works Department

**Plan Element:**

**Classification:** Miscellaneous - Water

**Total Cost: \$500,000**

The Oregon Health Authority, Drinking Water Program (DWP) has advised the City that Albany’s Vine Street Water Treatment Plant (WTP) is in the “Bin 2” category and will need to provide an additional 1-log of Cryptosporidium disinfection to achieve regulatory compliance with the Long Term 2 Enhanced Surface Water Treatment Rule (LT2). Staff recently retained a consultant to evaluate the Vine Street WTP and determine the most cost effective way for continued regulatory compliance and long term operation of the Vine Street WTP. This project provides the minimum improvements necessary to operate the plant for LT2 compliance and initiates a detailed electrical evaluation and design for the Maple Street Pump Station. Improvements include Sodium hypochlorite feed line isolation valves, replacement of several valve, actuators, and flow meters on the filters, replacement of the backwash pump, replacement of turbidity meters, and incorporation of a redundant streaming current meter.

Operating Budget Impact: This project will reduce maintenance costs over the long term.



**Funding Sources For This Project:**

<u>Activity</u>	<u>Funding Source</u>	<u>Projected Amount</u>
615-50-2308	WATER RATES/OPERATING REVENUES	\$500,000
Total:		\$500,000

# APPENDIX

**RESOLUTION NO. 6241**

**BE IT RESOLVED** that the Albany City Council hereby adopts the approved 2013-2014 budget in the total sum of \$158,291,600 now on file at the Albany City Hall.

**BE IT FURTHER RESOLVED** that the amounts for the fiscal year beginning July 1, 2013, and for the purposes shown below are hereby appropriated as follows:

**GENERAL FUND**

Nondepartmental	
Materials & Services	\$ 275,500
Municipal Court	648,100
Code Enforcement	17,100
Fire Suppression	8,380,200
Public Safety Levy: Fire	1,030,700
Fire & Life Safety	896,000
Police	12,066,900
Public Safety Levy: Police	988,800
Planning	1,039,700
Housing	139,100
Library	2,427,900
Transfers Out	934,200
Contingency	1,234,600
<b>Total GENERAL FUND</b>	<b>\$ 30,078,800</b>

**SPECIAL REVENUE FUNDS**

**PARKS & RECREATION**

Sports Services	\$ 264,300
Children/Youth/Family Rec Services	272,000
Resource Development/Marketing Services	325,400
Park Maintenance Services	1,948,500
Parks & Recreation Administration	1,219,500
Aquatic Services	785,800
Adult Recreation Services	491,400
Performance and Cultural Arts	505,100
Park SDC Projects	401,900
Senior Center Foundation	18,400
Parks Capital Improvement Program	175,000
Transfers Out	354,500
Contingency	310,000
<b>Total PARKS &amp; RECREATION</b>	<b>\$ 7,071,800</b>

**SPECIAL REVENUE FUNDS, continued**

<b>GRANTS</b>	
Personnel	\$ 699,600
Materials & Services	1,041,000
Capital	1,186,300
<b>Total GRANTS</b>	<b>\$ 2,926,900</b>
<b>BUILDING INSPECTION</b>	
Building Inspection	\$ 967,900
Electrical Permit Program	132,400
ADA Code Enforcement	63,800
Transfers Out	36,500
<b>Total BUILDING INSPECTION</b>	<b>\$ 1,200,600</b>
<b>RISK MANAGEMENT</b>	
Risk Management	\$ 1,540,200
PepsiCo Settlement Projects	\$ 9,338,500
HARP	-
<b>Total RISK MANAGEMENT</b>	<b>\$ 10,878,700</b>
<b>ECONOMIC DEVELOPMENT</b>	
Target Utilities	\$ 36,400
Economic Development Activities	824,000
Albany Municipal Airport	444,600
Municipal Airport Capital Projects	144,000
Transfers Out	349,100
<b>Total ECONOMIC DEVELOPMENT</b>	<b>\$ 1,798,100</b>
<b>AMBULANCE</b>	
Personnel	\$ 1,874,700
Materials & Services	281,800
<b>Total AMBULANCE</b>	<b>\$ 2,156,500</b>
<b>PUBLIC TRANSIT</b>	
Albany Transit System	\$ 667,600
Linn-Benton Loop	951,500
Paratransit System	455,600
Transfers Out	5,000
<b>Total PUBLIC TRANSIT</b>	<b>\$ 2,079,700</b>
<b>PUBLIC SAFETY LEVY</b>	
Transfers Out	\$ 2,784,600
<b>Total PUBLIC SAFETY LEVY</b>	<b>\$ 2,784,600</b>
<b>CAPITAL REPLACEMENT</b>	
Equipment Replacement	\$ 3,440,600
City Facilities Replacement	256,900
GF Facilities Maintenance Projects	204,700
IT Equipment Replacement	2,074,600
Facilities Replacement	786,400
Transfers Out	76,000
<b>Total CAPITAL REPLACEMENT</b>	<b>\$ 6,839,200</b>



**SPECIAL REVENUE FUNDS, continued**

**STREET**

Personnel	\$ 821,200
Materials & Services	2,380,800
Capital	9,001,600
Transfers Out	525,500
Contingency	57,900
<b>Total STREET</b>	<b>\$ 12,787,000</b>

**DEBT SERVICE FUND**

**DEBT SERVICE**

2002 LTD Tax Pension Bonds	730,600
2004 Revenue Obligations	417,900
2007 GO Refunding Bonds	1,575,900
<b>Total DEBT SERVICE</b>	<b>\$ 2,724,400</b>

**CAPITAL PROJECT FUND**

**CAPITAL PROJECTS**

LID Construction Projects	530,500
Albany Station Pathway	120,300
North Albany Park & Ride	25,000
Transfers Out	470,000
<b>Total CAPITAL PROJECTS</b>	<b>\$ 1,145,800</b>

**PERMANENT FUNDS**

**SENIOR CENTER ENDOWMENT**

Materials & Services	\$ 200
Unappropriated	50,700
<b>Total SENIOR CENTER ENDOWMENT</b>	<b>\$ 50,900</b>

**LIBRARY TRUST**

V. O. Torney Trust	\$ 13,100
Manela Trust	71,000
<b>Total LIBRARY TRUST</b>	<b>\$ 84,100</b>

**ENTERPRISE FUNDS**

**SEWER**

Personnel	\$ 2,422,100
Materials & Services	6,472,200
Capital	15,407,900
Transfers Out	550,000
Debt Service	10,864,900
Contingency	506,000
<b>Total SEWER</b>	<b>\$ 36,223,100</b>

**WATER**

Personnel	\$ 2,255,700
Materials & Services	5,794,800
Capital	11,311,300
Transfers Out	981,100
Debt Service	3,567,100
Contingency	504,300
<b>Total WATER</b>	<b>\$ 24,414,300</b>

**INTERNAL SERVICE FUNDS**

**CENTRAL SERVICES**

Finance	\$ 1,319,600
Council & Nondepartmental	252,400
City Manager's Office	1,068,600
Information Technology Services	1,256,500
GIS Services	400,600
Permit Tracking	88,200
Human Resources	612,200
Facilities Maintenance	699,400
<b>Total CENTRAL SERVICES</b>	<b>\$ 5,697,500</b>

**PUBLIC WORKS SERVICES**

PW Administration	\$ 759,300
Engineering Services	2,727,800
Operations Administration	796,800
Water Quality Control Services	375,500
PW Customer Services	1,189,800
Facilities & Maintenance Engineering	1,500,400
<b>Total PUBLIC WORKS SERVICES</b>	<b>\$ 7,349,600</b>

**BE IT FURTHER RESOLVED** that the Albany City Council hereby imposes the taxes provided for in the adopted budget at a permanent rate of \$6.3984 per one thousand of assessed value, a local option rate of \$1.15 per one thousand of assessed value, and bonded debt service in the amount of \$1,409,775, 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, 2013. The following allocations and categorizations, subject to the limits of SECTION IIIB, Article XI, of the Oregon Constitution, make the aggregate levy.

	Subject to the General Government Limitation	Excluded from the Limitation
Gross tax levy	\$6.3984 per \$1,000 of Assessed Value	
Public Safety Levy	\$1.15 per \$1,000 of Assessed Value	
Debt Service		\$ 1,409,775
Linn/Benton Sewer Certification		\$ 63,000

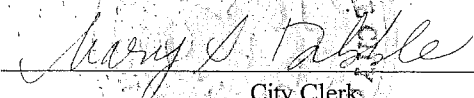
Passed by the Council: June 19, 2013

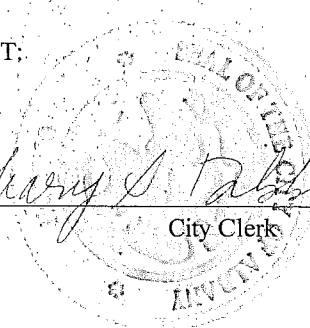
Approved by the Mayor: June 19, 2013

Effective Date: June 19, 2013

  
 \_\_\_\_\_  
 Mayor

ATTEST:

  
 \_\_\_\_\_  
 City Clerk



# AFFIDAVIT OF PUBLICATION

## CITY OF ALBANY NOTICE OF BUDGET HEARING

The City of Albany will hold a PUBLIC HEARING on Wednesday, June 12, 2013, at 7:15 p.m. in the City Hall Council Chambers, 333 Broadalbin Street SW, Albany, for the purpose of discussing the budget for the Fiscal Year beginning July 1, 2013, as approved by the City of Albany Budget Committee on May 15, 2013. The public is invited to present any written or oral testimony at this time. Written testimony may be addressed to the Finance Director's Office, 333 Broadalbin SW, Albany, OR 97321.

A copy of the Approved Budget document may be inspected between the hours of 8:00 a.m. and 5:00 p.m. at City Hall, 333 Broadalbin Street SW, Albany.

A notice of the City of Albany Budget Committee Hearing is posted on the City's website at [www.cityofalbany.net](http://www.cityofalbany.net).

A summary of the budget is presented below. The budget includes \$450,000 from State Revenue Sharing. The budget was prepared on a basis of accounting consistent with the basis of accounting used the preceding year. Major changes, if any and their affect on the budget are explained below.

FINANCIAL SUMMARY - RESOURCES			
	2011-12	2012-13	2013-14
	Actual	Adopted	Approved
Property taxes	\$ 23,936,714	\$ 23,643,900	\$ 24,746,100
Other taxes	4,756,493	4,591,800	4,772,600
Licenses & fees	2,521,825	2,234,700	2,271,800
Intergovernmental resources	10,542,233	12,479,100	11,664,900
Charges for service	39,830,603	41,391,800	43,450,100
Fines & forfeitures	737,207	701,100	596,900
Assessment payments	94,795	981,900	538,000
Other resources	920,726	533,500	602,000
Investment earnings	475,740	324,800	286,600
<b>Total Current Resources</b>	<b>\$ 83,816,335</b>	<b>\$ 86,882,600</b>	<b>\$ 88,929,000</b>
Transfers in	12,436,280	6,958,100	7,186,300
Beginning balance	68,760,762	60,298,500	59,940,200
Reserved beginning balance	1,727,814	1,612,400	2,156,600
Beginning balance held in trust	-	79,000	79,500
<b>Total Resources</b>	<b>\$ 166,741,191</b>	<b>\$ 155,830,600</b>	<b>\$ 158,291,600</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
	2011-12	2012-13	2013-14
	Actual	Adopted	Approved
Personnel Services	\$ 40,131,914	\$ 42,547,700	\$ 44,754,400
Materials and Services	29,445,108	31,666,800	32,270,000
Capital Projects	9,092,824	53,708,000	54,266,500
Transfers Out	12,326,580	6,846,200	7,066,500
Debt Service	10,594,401	18,487,500	17,191,200
Contingencies	-	2,444,000	2,612,800
Unappropriated	-	130,400	130,200
<b>Total Requirements</b>	<b>\$ 101,590,827</b>	<b>\$ 155,830,600</b>	<b>\$ 158,291,600</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT			
	2011-12	2012-13	2013-14
	Actual	Adopted	Approved
10 - Finance	\$ 14,271,682	\$ 29,705,000	\$ 26,050,600
FTE	16.375	14.125	14.125
11 - City Manager's Office	2,104,054	2,329,900	2,463,300
FTE	14.800	13.600	13.700
13 - Information Technology	1,740,836	3,697,600	3,819,900
FTE	13.000	11.000	11.000
14 - Human Resources	547,303	596,300	612,200
FTE	5.000	4.000	4.000
25 - Fire	11,987,943	12,345,100	13,098,300
FTE	76.600	79.600	79.200
30 - Police	12,135,538	12,608,100	13,109,300
FTE	91.250	87.750	87.875
35 - Parks & Recreation	8,498,546	8,180,200	8,008,700
FTE	37.575	28.925	30.025
40 - Community Development	2,463,235	2,493,200	2,733,900
FTE	18.843	15.750	14.750
45 - Library	3,310,546	2,652,600	2,721,400
FTE	21.400	20.900	20.925
50 - Public Works	44,531,144	81,222,600	85,674,000
FTE	118.175	113.175	114.175
<b>Total Requirements</b>	<b>\$ 101,590,827</b>	<b>\$ 155,830,600</b>	<b>\$ 158,291,600</b>
<b>Total FTE</b>	<b>413.018</b>	<b>388.825</b>	<b>389.775</b>

Prominent Changes

State of Oregon

SS )

County of Linn

I, Pam M. Burrignt, being first duly sworn deposes and says, 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 the advertisement number 3308626, for the account number 60000049 described as Budget Hearing, a copy is hereto Annexed, was published in the entire issue of sold newspaper.

Start Date: 05-29-13

Stop Date: 05-29-13

Insertions: 1

*Pam Burrignt*

*Cyndi K Sprinkel-Hart*

Subscribed and sworn to before me on Friday, May 31, 2013.



6071

# AFFIDAVIT OF PUBLICATION

State of Oregon

ss )

County of Linn

I, Pam M. Burreight, being first duly sworn deposes and says, 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 the advertisement number 3308626, for the account number 60000049 described as Budget Hearing, a copy is hereto Annexed, was published in the entire issue of sold newspaper.

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*See first page*

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Budget estimates are based on the continued slowed growth of the assessed values and also the effects of compression on the Public Safety Levy.

#### Statement of Indebtedness (Debt Service)

The City has a General Obligation Bond rating of "Aa3" from Moody's Investors Service and a rate of "A+" from Standard & Poors. The ratings reflect the City's growing tax base, stable financial position, and modest debt burden. Assessed value per capita is a respectable \$74,947.

As of July 1, 2013, the City will have a number of debt issues outstanding:

#### Total Debt Outstanding

General Obligation	\$ 2,590,000
Water Revenue	28,405,000
Limited Tax Pension Obligation	5,415,688
Revenue Obligations,	<u>1,305,000</u>
TOTAL	\$37,715,688

#### Other Debt:

State Revolving Fund (SRF) Loan	\$60,825,784
2010 Wetlands	3,066,890
2011 SRF ARRA Loan	<u>1,850,000</u>
	\$65,742,674

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, 2013, the City's net General Obligation Bonded debt will be well below the estimated limit of \$112 million.

#### Summary of Property Tax Levies

The Budget Committee approved a total gross tax levy of \$6.3984/\$1.000 of the assessed valuation.

The estimated assessed valuation for Fiscal Year 2013-2014 is \$3,800,554,331.

Gross tax levy:

# AFFIDAVIT OF PUBLICATION

State of Oregon

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County of Linn

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*see first page*

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Subscribed and sworn to before me on **Friday, May 31, 2013.**

Subject to the General Government Limitation	\$6.3984/\$1000 of Assessed Value
Public Safety Levy	\$1.15/\$1,000 of Assessed Value
	2012-2013      2013-2014
	Current Year      Budget Year
Debt Service:	
Excluded from the Limitation	\$1,412,646      \$1,409,775
	Stewart Taylor
	Finance Director

DATED THIS 29TH DAY OF MAY 2013.

#3308626

PUBLISH: May 29, 2013

-1 CO

## GLOSSARY

City of Albany

FY 2013-2014

**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 specific identified program strategy or action.

**ADA** - Albany Downtown Association

**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.

**AMBAC** - American Municipal Bonds Assurance Corporation

**AMC** - Albany Municipal Code

**AMEDC** - Albany/Millersburg Economic Development Corporation. A non-profit organization that 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.

**APD** - Albany Police Department

**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.

**ARA** - Albany Revitalization Agency

**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.

**ATS** - Albany Transit System

**AVA** - Albany Visitors Association

**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.

## GLOSSARY

City of Albany

FY 2013-2014

**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 specific property benefited from 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.

**BLM** - Bureau of Land Management

**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:

<i>Requested</i>	The requested appropriation of an activity as submitted to the City Manager.
<i>Proposed</i>	The City Manager's recommended budget to the Budget Committee and City Council.
<i>Approved</i>	The budget as approved by the Budget Committee and subsequently reviewed and certified by the City Council.
<i>Adopted</i>	The budget as passed by ordinance by the City Council.



## GLOSSARY

City of Albany

FY 2013-2014

**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.

**CDBG** - Community Development Block Grant

**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 1864.

**CIP - (Capital Improvement Program)** - A five-year financial plan, which ranks and prioritizes proposed capital improvement projects. The plan includes estimated costs, the year of anticipated construction, and revenue sources.

**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.

**CLG** - Certified Local Government

**COG** - Oregon Cascades West Council of Governments

**COLA** - Cost of Living Adjustment

**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.

## GLOSSARY

City of Albany

FY 2013-2014

**Contract** - An agreement where the City and an individual, legal, or political entity agree 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.

**COPS** - Community Oriented Policing Services

**CYF** – Children, Youth, and Families

**DARE** - Drug Abuse Resistance Education

**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. To receive 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.

**DOJ** – Department of Justice

**DUII** – Driving Under the Influence of Intoxicants

**ELA** – Engineering, Legal & Administrative Fees

**EMMA** – Electronic Municipal Market Access system.

**EMS** - Emergency Medical Services

**EMT** - Emergency Medical Technician

**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.

**EPA** – Environmental Protection Agency

**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.

## GLOSSARY

City of Albany

FY 2013-2014

**ESD** – Educational Service District

**Expenditure** -For accounts 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, the drawing of the check or warrant for these purposes and 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.

**FAA** – Federal Aviation Administration

**FEMA** – Federal Emergency Management Agency

### **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.

**FTA** - Federal Transit Administration

**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, regulation, 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.

**GAPS** - Greater Albany Public Schools

**GASB** - Governmental Accounting Standards Board

## GLOSSARY

City of Albany

FY 2013-2014

**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.

**GFOA** - Government Finance Officers Association

**Goal** - A statement of direction, purpose, or intent based on the needs of the community, generally to be completed within a specified time period.

**Governmental Funds** - These funds subscribe to the modified accrual basis of accounting and include the following types of funds:

*General Fund* - see previous definition.

*Special Revenue Funds* - Resources received are limited to a specifically defined use; e.g., the Street Fund.

*Debt Service Funds* - Funds used for paying principal and interest of debt on non-enterprise funds.

*Capital Project Funds* - Resources are used for purchase or construction of long-term fixed assets.

*Permanent Funds* - Resources reported are legally restricted to the extent that only earnings, and not principal, may be used for the benefit of the government or its citizenry.

*Special Assessment Funds* - Resources are received from specific beneficiaries of a particular service or projects expended from these funds. Note: City of Albany does not have a Special Assessment Fund.

*Internal Services Funds* - Funds used to account for the financing of goods and/or services provided to various City Departments on a cost-reimbursement basis.

*Agency Fund* - Fund used to account for assets held by a government as an agent for individuals, private organizations, other governments, and/or other funds.

**Grant** - A donation or contribution of assets (usually cash) by an organization or governmental unit to another organization or governmental unit. Grants are generally made for specific purposes.

**HBRR** - Highway Bridge Replacement and Rehabilitation

**HPF** - Historic Preservation Fund

**HUD** - Housing and Urban Development

**IAC** - Information Access Corporation

**IAF** - Improvement Assurance Fee

**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).

**IOF** - Immediate Opportunity Fund

**ISTEA** - Intermodal Surface Transportation Efficiency Act grant to encourage various types of transportation.

**JWP** - Joint Water Project

**LCDC** - Land Conservation and Development Commission

**LEML** - Law Enforcement Medical Liability Assessment

**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.

## GLOSSARY

City of Albany

FY 2013-2014

**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 valuation.

**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, and all other public or quasi-public corporations 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 program operations.

**ODOT** - Oregon Department of Transportation

**OECD** - Oregon Economic and Community Development

**OEDD** - Oregon Economic Development Department

**OEM** - Oregon Emergency Management

**OHSU** - Oregon Health Sciences University

**OLCC** - Oregon Liquor Control Commission

**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 legislative actions which must be made by ordinance and which may be made by resolution.

**ORS** - Oregon Revised Statutes, laws of the State of Oregon.

**OTIA** - Oregon Transportation Investment Act

**OWEB** - Oregon Water Enhancement Board

## GLOSSARY

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**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 pro-rated 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 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.

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**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.

**RMTC** - Regional Multimodal Transportation Center

**RMV** - Real Market Value

**RRP** - Rental Rehabilitation Program

**SDCs** - System Development Charges - A charge 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.

**SHPO** - State Historic Preservation Office

**Sinking Fund Reserves** - A collection of restricted assets that will be used to meet future debt service requirements.

**SIU** - Significant Industrial User

**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.

**SRF** - State Revolving Fund

**STF** - Special Transportation Fund

**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).

**TCV** - True Cash Value

**TEA** - Transportation Equity Act

**TGM** - Transportation and Growth Management Program

**TIC** - True Interest Costs

**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.

**UGM** - Urban Growth Management

**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.

**WTP** - Water Treatment Plant

**WWTP** - Wastewater Treatment Plant

ACRONYMS

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**ACP** – Albany Community Pool

**ACWA** – Association of Clean Water Agencies

**ADA** - Albany Downtown Association

**ADA** – Americans with Disabilities Act

**ACD** – 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

**APWA** – American Public Works Association

**ARRA** – American Recovery and Reinvestment Act

**BCSWD** – Benton County Soil and Water District

**BEST** – Building Exceptional Service Together

**CAFR** - Comprehensive Annual Financial Report

**CARA** – Central Albany Revitalization Area

**CDBG** - Community Development Block Grant

**CIP** - Capital Improvement Program

**CMOM** – Capacity Management Operation Maintenance

**COG** – Oregon Cascades West Council of Governments

**COLA** – Cost of Living Adjustment

**CRS** – Community Rating System

**CMMS** – Computerized Maintenance Management

**CYF** – Children, Youth, and Families

**DEQ** – Department of Environmental Quality

**DFM** – Deputy Fire Marshall

**DLCD** – Department of Land Conservation and Development

**DMV** – Department of Motor Vehicles

**DOJ** – Department of Justice

**DUII** – Driving Under the Influence of Intoxicants

**EMS** - Emergency Medical Services

**EMT** - Emergency Medical Technician

**EPSC** – Erosion Prevention Sediment Control

**ESD** – Educational Service District

**FAA** – Federal Aviation Administration

**FEMA** – Federal Emergency Management Agency

**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

**GFOA** - Government Finance Officers Association

**GIS** – Geographic Information System

**GO** – General Obligation

**HUD** – Housing and Urban Development

**HMEP** – Hazardous Materials Emergency Preparedness

**IAF** – Improvement Assurance Fee

**IAFF** – International Association of Fire Fighters

**ICMA** – International City Managers Association

**ILS** – Integrated Library System



ACRONYMS

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**IT** – Information Technology

**SCF** – Sewer Connection Fees

**ITB** – Invitation to Bid

**SDCs** - System Development Charges

**LBCC** – Linn-Benton Community College

**SHPO** – State Historic Preservation Office

**LID** - Local Improvement District

**SI** – Site Improvement

**LTD** – Limited

**SIU** – Significant Industrial User

**MPO** – Metropolitan Planning Organization

**SRF** – State Revolving Fund

**NBI** – National Bridge Inventory

**STF** - Special Transportation Fund

**NPDES** – National Pollution Discharge Elimination System

**STP** – Surface Transportation Program

**OAR** - Oregon Administrative Rules

**TCV** – True Cash Value

**OCF** – Oregon Community Foundation

**TE** – Transportation Enhancement

**ODOT** – Oregon Department of Transportation

**TEA** – Transportation Equity Act

**OS** – Operating System

**TGM** – Transportation and Growth Management

**OSFM** – Oregon State Fire Marshall

**TIC** – True Interest Costs

**OSU** – Oregon State University

**TMDL** – Total Maximum Daily Load

**ORS** - Oregon Revised Statutes

**TWG** – Talking Water Gardens

**P&R** – Parks and Recreation

**UCR** – Uniform Crime Reporting

**PERS** - Public Employees Retirement System

**USAR** – Urban Search and Rescue

**PAFR** – Popular Annual Financial Report

**WL** – Wetlands

**PE** – Professional Engineer

**WRF** – Water Reclamation Facility

**PNCWA** – Pacific Northwest Clean Water Association

**WTP** - Water Treatment Plant

**PW** – Public Works

**WWTP** - Wastewater Treatment Plant

**REA** – Railway Express Agency

**YMCA** – Young Men’s Christian Association

**RFD** – Rural Fire Department

**RFP** – Request for Proposal

**ROW** – Right of Way

**RSVP** – Retired Senior Volunteer Program

**SAFER** – Staffing for Adequate Fire and Emergency Response

**SCBA** – Self-Contained Breathing Apparatus



Bridge  
Tara Keuter - North Albany Middle School



Melayna Henderson - Memorial Middle School



Tatem Burke - North Albany Middle School



House of Beauty  
Terran Swope - Calapooia Middle School