

RESOLUTION NO. 5029

A RESOLUTION TO APPLY TO THE OREGON DEPARTMENT OF ENERGY FOR BUSINESS ENERGY TAX CREDIT PASS-THROUGH PROGRAM FUNDS TO SUPPLEMENT OPERATING COSTS OF ALBANY TRANSIT SYSTEM AND THE LINN-BENTON LOOP TRANSIT SYSTEM.

WHEREAS, the City of Albany is the operator of Albany Transit System and the Linn-Benton Loop; and

WHEREAS, the Oregon Department of Energy has made Business Energy Tax Credit (BETC) funds available to transit operators in conjunction with a pass-through partner; and

WHEREAS, the BETC program is available to fund transit operating expenses.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Albany authorizes staff to proceed with the Department of Energy BETC application for funding to offset the operating expenses of the City's public transportation options in the estimated amounts listed below and authorizes the City Manager to sign the applications on behalf of the City.

Albany Transit System (36-288)	\$76,900
Linn-Benton Loop Transit System (36-290)	50,900

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage by the Council and approval by the Mayor.

DATED AND EFFECTIVE THIS 25TH DAY OF AUGUST 2004.



Mayor

ATTEST:



City Clerk

**Business Energy Tax Credit
Application for Preliminary Certification**

Transportation Projects

(Other than Alternative Fuel Projects)

Bicycle, Car Sharing, Commuter Pool Vehicle, Financial Incentive, Parking Cash Out,
Research, Development and Demonstration, Telework, Transit Passes, Transportation
Management Services Fees, and Transportation Services

Are you eligible?	For office use only
<p>Yes No</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Have you submitted this application before starting the project?</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> If no, have you attached a request for a waiver?</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Are you interested in using the Pass-through Option?*</p> <p>*The Pass-through Option will allow you to transfer your tax credit project eligibility to a business or individual (a pass-through partner) with an Oregon tax liability in exchange for a lump-sum payment. The payment amount is calculated using the pass-through rate. To use the Pass-through Option, complete this application form and send to the Oregon Department of Energy. Your application will be reviewed for eligibility. A Pass-through Option Application will be sent to you in return. You and your pass-through partner (the tax credit recipient) will complete and sign the Pass-through Option Application and proceed with the steps outlined in the Pass-through Option Application.</p>	<p>Application #:</p> <hr/> <p>Date received:</p>

1. Project owner information	
Tax I.D. # or SSN*: 93-6002114	E-mail: edna.campau@cityofalbany.net
Name: Albany Transit System (City of Albany, operator)	Phone: 541-917-7606
Mailing address: PO Box 490	
City/state/zip: Albany, OR 97321	
Principal business activity (or SIC, if known): Public Transit (Municipal Government)	

2. On-site contact person for project	
Name: Edna Campau	Title: Transit Services Supervisor
Phone: 541-917-7606	E-mail: edna.campau@cityofalbany.net

*OAR 330-090-0130 authorizes the Oregon Department of Energy to use your federal tax identification or social security number as an identification number in maintaining internal records and may be shared with the Department of Revenue to establish the identity of an individual in order to administer state tax law.

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3. Project site		
Business name: Albany Transit System		
Site address: Albany City Limits		
City: Albany	County: Linn	Zip: 97321

4. Project dates	
Estimated start date: July 1, 2004	Estimated completion date: June 30, 2005

5. Architect, engineer, vendor or contractor for project	
Business name:	
Address:	Phone:
City:	Zip:
Contact person:	E-mail:

6. May the Oregon Department of Energy publicize your project to promote efficiency to other businesses?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

7. How did you learn of the Business Energy Tax Credit Program?
<input checked="" type="checkbox"/> Associate <input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Workshop <input type="checkbox"/> Utility <input type="checkbox"/> Vendor <input type="checkbox"/> Other:

8. Project eligibility —To get the tax credit, transportation projects must meet the requirements below. Check the project(s) you are applying for.
<input type="checkbox"/> Bicycle Projects – Purchase bicycles or equipment used to store bicycles for riders to reduce miles driven a minimum of 45 working days per calendar year.
<input type="checkbox"/> Car Sharing Project – A program in which drivers pay to become members in order to have joint access to a fleet of cars. Eligible cost for car sharing includes the cost of operating a car sharing program, including the fair market value of parking spaces used to store the cars available for the program, but does not include the cost of the fleet cars. It does not include operations conducted by a car rental agency.
<input type="checkbox"/> Commuter Pool Vehicle - Purchase vehicles for transporting two or more riders. Vehicle must reduce vehicle miles traveled at least 150 days per calendar year. Applicants receiving partial funding from federal dollars will only receive a tax credit for the required match amount. Transportation districts, mass transit districts, and metropolitan service districts within communities of 50,000 or more people are not eligible.

Financial Incentive Programs – Financial incentives paid to riders to reduce vehicle miles driven at least 45 days per calendar year. Employers must submit an incentive program plan for approval by the Oregon Department of Energy.

Parking Cash Out – A cash allowance or a transit pass given to an employee in lieu of offering or providing the employee a free or subsidized commuter parking space for a commuter vehicle. Eligible cost for parking cash out includes the cost of providing a commuter parking space.

Research, Development and Demonstration Project (RD&D)– An innovative travel reduction project that reduces vehicle miles traveled. The applicant must conduct pre and post surveys that measure travel reduction and submit the results with the application for final certification. Transportation districts, mass transit districts, or metropolitan service districts within communities of 50,000 or more people may not qualify for more than \$2 million annually in eligible costs for RD&D projects.

Telework – Equipment purchased that allows an employee to work from home or an office closer to home at least 45 working days per calendar year **OR** purchase of equipment that reduces employees' business-related travel by at least 25 percent.

Transit Passes – Transit passes purchased for riders. Monthly pass participants must use transit at least 45 working days per calendar year. The total cost of a group pass program is eligible. The applicant must have a written agreement with a public, private or non-profit transportation provider to pay for transit passes. Equipment used as a shelter for people waiting for transit qualifies if it is part of the transit pass project.

Transportation Management Services Fees – Fees paid to a Transportation Management Association (TMA) or non-profit organization for providing services to riders that reduce the number of vehicle miles driven. Projects must be able to demonstrate travel reduction or be part of a qualifying transportation project. The fee cannot exceed the cost of the transportation project. The applicant must provide verification of an agreement with the transportation provider for specific services that reduce vehicle miles traveled.

Transportation Services – The cost of providing transportation services for riders. Eligible cost is based on the average cost per ride multiplied by the total number of trips provided. Please attach documentation that shows how you calculated average cost per ride. Transportation districts, mass transit districts, and metropolitan service districts in communities with 50,000 or more people are not eligible.

9. Project description—Describe your transportation project in detail. See page 9 of this form for examples of each type of project. Attach additional sheets if necessary.

This project is for fixed route transportation services within the Albany city limits. It provides 70,000-75,000 rides per year. The estimated cost per ride in 2004-05 is \$4.07.

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10. Estimated costs – Itemize costs for each project. State the brand name and model of each major piece of equipment. Attach additional sheets if necessary.

If you are receiving federal funds for all or a portion of the cost of a **Commuter Pool Vehicle**, the eligible project cost is calculated by multiplying the vehicle cost times the percentage of match required and dividing by 35 percent. If you are using the pass-through program, divide by 25.5 percent instead of 35 percent.

To calculate eligible project cost for **Transportation Services** projects, multiply the average cost per ride times the number of rides you anticipate providing over the application period. If you are receiving federal funds for any part of the project, please identify the source and how you will receive the dollars, i.e. directly from the Federal Transit Administration or through the Oregon Department of Transportation.

The 2004-05 line item budget as approved by Albany City Council is attached.	
TOTAL EXPENSES:	\$ 301,700
We anticipate providing approximately 74,125 rides at a cost of \$4.07 per ride.	
Albany Transit System anticipates receiving a Federal Transit Administration (FTA) Section 5311 grant in the amount of \$67,500 in the current fiscal year. This grant amount is passed through the Oregon Department of Transportation, Public Transit Division.	
The bus system will receive \$5,000 in Special Transportation Formula Program funding from ODOT. This grant money is passed through Linn County.	
Total project cost	\$301,700
If you are purchasing transit passes, subtract any employee contributions.	-
Total eligible cost (do not include Business Energy Tax Credit fees)	= \$301,700

Important: Please calculate #11, 12 and 13 for each transportation project. Attach additional copies of this page if necessary.

11. Travel reduction					
Average number of rides per day	X	Average miles per ride	X	Approximate days of service per year	= Total vehicle miles reduced per year
265	X	3	X	280	= 222,600
Estimated cost per ride (if applicable): \$4.07					

12. Fuel savings		
<u>222,600</u>	÷	<u>20</u> = 11,130
gallons of fuel		
(Total vehicle miles reduced per year, from #11)	(vehicle miles per gallon)	saved per year

13. Cost savings —Calculate the project's cost savings per year using the table below.					
Gallons of fuel saved per year (from #12)		X	Price per gallon	=	Cost savings per year
Gasoline:	11,130	gallons	X \$ 2.00	=	\$22,260
Diesel:		gallons	X \$	=	\$
Other fuel: (specify amount and units)			X \$	=	\$
Total cost savings per year:					\$22,260

14. Business Energy Tax Credit review cost	
Eligible project cost (from item 10) \$301,700	x .0075
=	\$2,262.75
<p>If all or a portion of your application is denied, or if a change in your project results in lower costs, a portion up to 75 percent of this payment may be refunded within two years of pre-certification. If you add to your approved project, you must send a written description of the additions and the costs to be eligible for a tax credit. If the Department of Energy approves the additional eligible costs, an additional payment may be required and an amended pre-certification will be issued. For more information, see Oregon Administrative Rule 330-90-150(2).</p>	<p>Minimum payment required is \$30</p> <p>Make check payable to Oregon Department of Energy and include with this application</p>

OVER

15. Read the statement below, sign and date.

- The Oregon Department of Energy is required by law to disclose information in this application to the public on request. Proprietary information may be exempt from disclosure. Mark on each page any information that you want kept confidential. The director of the Oregon Department of Energy will make any decisions regarding public disclosure of information in this application.
- I understand that Oregon Department of Energy approval and certification of my project is for tax credit purposes only. The Oregon Department of Energy does not guarantee or in any way ensure the performance of any equipment, the quality of any system or the reliability of any dealer.
- The project will comply with all local, state and federal requirements. I will obtain all necessary permits.
- I will permit the Oregon Department of Energy or its agents to inspect the project at its discretion to make sure the project qualifies for the tax credit. I understand that if I give false information about the project, or if I refuse to permit the Oregon Department of Energy to inspect the project, I will not get the tax credit.
- I hereby release the State of Oregon and its commissions, agencies, officers, employees, contractors, and agents, and agree to defend and indemnify the foregoing from and against any claims, demands, or costs (including attorney and expert witness fees at trial and on appeal) arising from or in any way related to the Oregon Department of Energy's issuance or failure to issue any pre-certification or final certification for a Business Energy Tax Credit, or any party's inability to obtain a Business Energy Tax Credit.
- I understand that the sum of all financial incentives and the tax credit can not exceed the total eligible project cost.
- I have completed this form to the best of my knowledge.
- I have included an energy audit (or analysis) or energy use records, if applicable.
- I have enclosed a check to the Oregon Department of Energy for review costs.
- I verify that the organization does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government.
- I certify that I am the owner or the authorized agent

Signature:  Title: City Manager

Printed Name: Steve Bryant Date: 8/25/04

Send completed application with payment to:

Oregon Department of Energy
625 Marion St. NE
Salem, OR 97301-3737

If you have questions, call: **1-800-221-8035 (toll-free in Oregon) or (503) 378-4040**

or visit our Web site: **www.energy.state.or.us**



OREGON
DEPARTMENT OF
ENERGY

2001/02 Actual	2002/03 Actual	2003/04 Budget	Acct Description	2004/05 Proposed	2004/05 Approved	2004/05 Adopted
Revenues						
843	91-	100	44100 Interest	100	100	100
1,075	400	2,500	45032 Special Transit Fund: Linn Co	5,000	5,000	5,000
58,330	61,235	67,400	45049 State Operating Match Grant FTA 5311	67,500	67,500	67,500
1,748	258	1,500	46030 Advertising Revenue	1,500	1,500	1,500
28,993	22,547	22,000	46085 Bus Fares	15,000	15,000	15,000
2,000	2,000	2,000	46086 LBCC Fare Match Program	2,000	2,000	2,000
3,220	3,490	3,000	46088 Trolley Rental Charges	3,500	3,500	3,500
192,500	192,100	192,100	47032 Intragovernmental Revenue:32	192,100	192,100	192,100
-	-	100	48070 Miscellaneous Revenue	100	100	100
-	-	-	49018 From Health Insurance Fund	4,900	4,900	4,900
-	17,000	16,700	49069 From General Fund	-	-	-
37,050	229	4,400	49990 Beginning Balance	10,000	10,000	10,000
325,759	299,168	311,800	Total Revenues	301,700	301,700	301,700
Personnel Services						
124,474	113,627	118,500	51001 Wages & Salaries	113,200	113,200	113,200
10,595	19,613	12,400	52001 Temporary Employees	9,000	9,000	9,000
1,180	1,867	1,000	53001 Overtime	1,000	1,000	1,000
2,819	631	1,900	54050 Unemployment Claims	3,300	3,300	3,300
63,336	54,573	72,100	56100 Employer Paid Benefits	70,100	70,100	70,100
202,404	190,311	205,900	Total Personnel Services	196,600	196,600	196,600
Materials & Services						
198	192	200	61003 Flexible Spending Admin Fees	200	200	200
150	106	200	61007 Safety Recognition Program	200	200	200
3,229	3,761	4,000	61103 Insurance & Bonds	4,200	4,200	4,200
9,445	6,939	7,500	61110 Printing & Binding	7,500	7,500	7,500
852	852	3,900	61111 Contractual Services	1,000	1,000	1,000
806	522	1,000	61115 Advertising & Publications	1,000	1,000	1,000
271	186	400	61116 Duplication & Fax	500	500	500
59	49	100	61117 Postage & Shipping	100	100	100
1,975	1,923	1,400	61125 Information Systems Services	1,500	1,500	1,500
24,200	22,907	15,800	61136 Central Service Charges	19,100	19,100	19,100
306	764	500	61260 Telephone	500	500	500
1,710	1,714	1,500	61320 Maint: Building	2,500	2,500	2,500
112	-	800	61340 Maint: Communications Equip	500	500	500
48,907	35,296	35,000	61400 Vehicle Maintenance	35,000	35,000	35,000
13,978	12,567	16,000	61401 Vehicle Fuel Charges	16,000	16,000	16,000
129	520	3,000	61415 Trolley Maintenance	1,200	1,200	1,200
10,000	10,000	10,500	61440 Equipment Replacement	4,800	4,800	4,800
-	100	100	61442 IS Equipment Replacement	100	100	100
4,100	3,400	1,700	61799 Space Rental	1,700	1,700	1,700
412	250	200	61800 Meetings & Conferences	200	200	200
-	-	200	61802 Education & Training	200	200	200
83	32	100	61806 Personal Auto Reimbursement	100	100	100
160	250	200	61807 Memberships & Dues	400	400	400
1,703	1,323	1,000	66505 Materials & Supplies	1,000	1,000	1,000
333	846	600	66510 Uniforms	600	600	600
123,118	104,499	105,900	Total Materials & Services	100,100	100,100	100,100
Contingencies						
-	-	-	90100 Contingencies	5,000	5,000	5,000
-	-	-	Total Contingencies	5,000	5,000	5,000
325,759	299,168	311,800	Total Dept Revenues	301,700	301,700	301,700
325,522	294,810	311,800	Total Dept Expenditures	301,700	301,700	301,700



August 4, 2004

CITY HALL

333 Broadalbin SW
P O Box 490
Albany, OR 97321-0144
www.ci.albany.or.us

(541) 917-7500

ADMINISTRATIVE SERVICES

City Manager/
Human Resources
(541) 917-7501
FAX (541) 917-7511

Finance/Recorder
(541) 917-7520
FAX (541) 917-7511

Municipal Court
(541) 917-7740
FAX (541) 917-7748

Water/Sewer Billing
(541) 917-7547
FAX (541) 917-7511

**COMMUNITY
DEVELOPMENT**

Planning
(541) 917-7550
FAX (541) 917-7598

Building Inspection
(541) 917-7553
FAX (541) 917-7598

FIRE ADMINISTRATION

(541) 917-7700
FAX (541) 917-7716

**PARKS & RECREATION
ADMINISTRATION**

(541) 917-7777
FAX (541) 917-7776

PUBLIC WORKS

Engineering
(541) 917-7676
FAX (541) 917-7573

Transit

(541) 917-7667
FAX (541) 917-7573
TDD (541) 917-7678

**Oregon Department of Energy
Business Energy Tax Credit Program
Salem, OR**

BETC REQUEST FOR WAIVER

On behalf of the City of Albany, operator of the Albany Transit System, I request a waiver for a project start date of July 1, 2004. The project will run through our fiscal year ending June 30, 2005.

The delay in completing the application process was due to insufficient staffing levels.

Sincerely,

**Edna Campau
Transit Services Supervisor**

EC

**Business Energy Tax Credit
Application for Preliminary Certification**

Transportation Projects

(Other than Alternative Fuel Projects)

Bicycle, Car Sharing, Commuter Pool Vehicle, Financial Incentive, Parking Cash Out,
Research, Development and Demonstration, Telework, Transit Passes, Transportation
Management Services Fees, and Transportation Services

Are you eligible?	For office use only
<p>Yes No</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Have you submitted this application before starting the project?</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> If no, have you attached a request for a waiver?</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Are you interested in using the Pass-through Option?*</p> <p><small>*The Pass-through Option will allow you to transfer your tax credit project eligibility to a business or individual (a pass-through partner) with an Oregon tax liability in exchange for a lump-sum payment. The payment amount is calculated using the pass-through rate. To use the Pass-through Option, complete this application form and send to the Oregon Department of Energy. Your application will be reviewed for eligibility. A Pass-through Option Application will be sent to you in return. You and your pass-through partner (the tax credit recipient) will complete and sign the Pass-through Option Application and proceed with the steps outlined in the Pass-through Option Application.</small></p>	<p>Application #:</p> <hr/> <p>Date received:</p>

1. Project owner information	
Tax I.D. # or SSN*: 93-6002114	E-mail: edna.campau@cityofalbany.net
Name: Linn-Benton Loop Transit System (City of Albany, operator)	Phone: 541-917-7606
Mailing address: PO Box 490	
City/state/zip: Albany, OR 97321	
Principal business activity (or SIC, if known): Public Transit (Municipal Government)	

2. On-site contact person for project	
Name: Edna Campau	Title: Transit Services Supervisor
Phone: 541-917-7606	E-mail: edna.campau@cityofalbany.net

*OAR 330-090-0130 authorizes the Oregon Department of Energy to use your federal tax identification or social security number as an identification number in maintaining internal records and may be shared with the Department of Revenue to establish the identity of an individual in order to administer state tax law.

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3. Project site		
Business name: Linn-Benton Loop Transit System		
Site address: fixed route between Albany and Corvallis		
City: Albany and Corvallis	County: Linn and Benton	Zip:

4. Project dates	
Estimated start date: July 1, 2004	Estimated completion date: June 30, 2005

5. Architect, engineer, vendor or contractor for project	
Business name:	
Address:	Phone:
City:	Zip:
Contact person:	E-mail:

6. May the Oregon Department of Energy publicize your project to promote efficiency to other businesses?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

7. How did you learn of the Business Energy Tax Credit Program?
<input checked="" type="checkbox"/> Associate <input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Workshop <input type="checkbox"/> Utility <input type="checkbox"/> Vendor <input type="checkbox"/> Other:

8. Project eligibility —To get the tax credit, transportation projects must meet the requirements below. Check the project(s) you are applying for.
<input type="checkbox"/> Bicycle Projects – Purchase bicycles or equipment used to store bicycles for riders to reduce miles driven a minimum of 45 working days per calendar year.
<input type="checkbox"/> Car Sharing Project – A program in which drivers pay to become members in order to have joint access to a fleet of cars. Eligible cost for car sharing includes the cost of operating a car sharing program, including the fair market value of parking spaces used to store the cars available for the program, but does not include the cost of the fleet cars. It does not include operations conducted by a car rental agency.
<input type="checkbox"/> Commuter Pool Vehicle - Purchase vehicles for transporting two or more riders. Vehicle must reduce vehicle miles traveled at least 150 days per calendar year. Applicants receiving partial funding from federal dollars will only receive a tax credit for the required match amount. Transportation districts, mass transit districts, and metropolitan service districts within communities of 50,000 or more people are not eligible.

Financial Incentive Programs – Financial incentives paid to riders to reduce vehicle miles driven at least 45 days per calendar year. Employers must submit an incentive program plan for approval by the Oregon Department of Energy.

Parking Cash Out – A cash allowance or a transit pass given to an employee in lieu of offering or providing the employee a free or subsidized commuter parking space for a commuter vehicle. Eligible cost for parking cash out includes the cost of providing a commuter parking space.

Research, Development and Demonstration Project (RD&D)– An innovative travel reduction project that reduces vehicle miles traveled. The applicant must conduct pre and post surveys that measure travel reduction and submit the results with the application for final certification. Transportation districts, mass transit districts, or metropolitan service districts within communities of 50,000 or more people may not qualify for more than \$2 million annually in eligible costs for RD&D projects.

Telework – Equipment purchased that allows an employee to work from home or an office closer to home at least 45 working days per calendar year **OR** purchase of equipment that reduces employees' business-related travel by at least 25 percent.

Transit Passes – Transit passes purchased for riders. Monthly pass participants must use transit at least 45 working days per calendar year. The total cost of a group pass program is eligible. The applicant must have a written agreement with a public, private or non-profit transportation provider to pay for transit passes. Equipment used as a shelter for people waiting for transit qualifies if it is part of the transit pass project.

Transportation Management Services Fees – Fees paid to a Transportation Management Association (TMA) or non-profit organization for providing services to riders that reduce the number of vehicle miles driven. Projects must be able to demonstrate travel reduction or be part of a qualifying transportation project. The fee cannot exceed the cost of the transportation project. The applicant must provide verification of an agreement with the transportation provider for specific services that reduce vehicle miles traveled.

Transportation Services – The cost of providing transportation services for riders. Eligible cost is based on the average cost per ride multiplied by the total number of trips provided. Please attach documentation that shows how you calculated average cost per ride. Transportation districts, mass transit districts, and metropolitan service districts in communities with 50,000 or more people are not eligible.

9. Project description—Describe your transportation project in detail. See page 9 of this form for examples of each type of project. Attach additional sheets if necessary.

This project is for fixed route transportation service between the cities of Albany and Corvallis (Linn and Benton counties), traveling on Highways 20 and 34. The "Loop" makes 11 runs per day leaving Albany at 6:30 a.m. Service ends at 7:00 p.m. Primary stops are downtown Albany, Linn-Benton Community College, Oregon State University, downtown Corvallis, and Hewlett-Packard Company. On-call or flag stops are allowed on Highways 20 and 34 where it is safe for the bus to pull over out of the traffic lane, thus allowing transit access in rural areas.

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10. Estimated costs – Itemize costs for each project. State the brand name and model of each major piece of equipment. Attach additional sheets if necessary.

If you are receiving federal funds for all or a portion of the cost of a **Commuter Pool Vehicle**, the eligible project cost is calculated by multiplying the vehicle cost times the percentage of match required and dividing by 35 percent. If you are using the pass-through program, divide by 25.5 percent instead of 35 percent.

To calculate eligible project cost for **Transportation Services** projects, multiply the average cost per ride times the number of rides you anticipate providing over the application period. If you are receiving federal funds for any part of the project, please identify the source and how you will receive the dollars, i.e. directly from the Federal Transit Administration or through the Oregon Department of Transportation.

The 2004-05 line item budget as approved by the Linn-Benton Loop Transit Commission and the Albany City Council is attached.	\$ 199,900
TOTAL EXPENSES: We anticipate providing approximately 64,100 rides at a cost of \$3.12 per ride. Linn-Benton Loop anticipates receiving a Federal Transit Administration (FTA) Section 5311 grant in the amount of \$67,100 in the current fiscal year. This grant amount is passed through the Oregon Department of Transportation, Public Transit Division. The bus system will receive \$8,000 in Special Transportation Formula Program funding from Linn County and \$4,600 from Benton County. This grant money is generated by a cigarette tax and is passed through the counties from the State.	
Total project cost	\$199,900
If you are purchasing transit passes, subtract any employee contributions.	-
Total eligible cost (do not include Business Energy Tax Credit fees)	= \$199,900

Important: Please calculate #11, 12 and 13 for each transportation project. Attach additional copies of this page if necessary.

11. Travel reduction						
Average number of rides per day	X	Average miles per ride	X	Approximate days of service per year	=	Total vehicle miles reduced per year
229	X	10	X	280	=	641,200
Estimated cost per ride (if applicable): \$3.12						

12. Fuel savings			
<u>641,200</u>	÷	<u>20</u>	= 32,060 gallons of fuel saved per year
(Total vehicle miles reduced per year, from #11)		(vehicle miles per gallon)	

13. Cost savings —Calculate the project's cost savings per year using the table below.					
Gallons of fuel saved per year (from #12)		X	Price per gallon	=	Cost savings per year
Gasoline:	32,060	gallons	X \$ 2.00	=	\$64,120
Diesel:		gallons	X \$	=	\$
Other fuel:			X \$	=	\$
(specify amount and units)					
Total cost savings per year:					\$6,120

14. Business Energy Tax Credit review cost	
Eligible project cost (from item 10) \$199,900	x .0075
=	\$1,499.25
If all or a portion of your application is denied, or if a change in your project results in lower costs, a portion up to 75 percent of this payment may be refunded within two years of pre-certification. If you add to your approved project, you must send a written description of the additions and the costs to be eligible for a tax credit. If the Department of Energy approves the additional eligible costs, an additional payment may be required and an amended pre-certification will be issued. For more information, see Oregon Administrative Rule 330-90-150(2).	<p>Minimum payment required is \$30</p> <p>Make check payable to Oregon Department of Energy and include with this application</p>

OVER

15. Read the statement below, sign and date.

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- I understand that Oregon Department of Energy approval and certification of my project is for tax credit purposes only. The Oregon Department of Energy does not guarantee or in any way ensure the performance of any equipment, the quality of any system or the reliability of any dealer.
- The project will comply with all local, state and federal requirements. I will obtain all necessary permits.
- I will permit the Oregon Department of Energy or its agents to inspect the project at its discretion to make sure the project qualifies for the tax credit. I understand that if I give false information about the project, or if I refuse to permit the Oregon Department of Energy to inspect the project, I will not get the tax credit.
- I hereby release the State of Oregon and its commissions, agencies, officers, employees, contractors, and agents, and agree to defend and indemnify the foregoing from and against any claims, demands, or costs (including attorney and expert witness fees at trial and on appeal) arising from or in any way related to the Oregon Department of Energy's issuance or failure to issue any pre-certification or final certification for a Business Energy Tax Credit, or any party's inability to obtain a Business Energy Tax Credit.
- I understand that the sum of all financial incentives and the tax credit can not exceed the total eligible project cost.
- I have completed this form to the best of my knowledge.
- I have included an energy audit (or analysis) or energy use records, if applicable.
- I have enclosed a check to the Oregon Department of Energy for review costs.
- I verify that the organization does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government.
- I certify that I am the owner or the authorized agent

Signature:  Title: City Manager
Printed Name: Steve Bryant Date: 8/28/04

Send completed application with payment to: **Oregon Department of Energy
625 Marion St. NE
Salem, OR 97301-3737**

If you have questions, call: **1-800-221-8035 (toll-free in Oregon) or (503) 378-4040**
or visit our Web site: **www.energy.state.or.us**



OREGON
DEPARTMENT OF
ENERGY

2001/02 Actual	2002/03 Actual	2003/04 Budget	Acct Description	2004/05 Proposed	2004/05 Approved	2004/05 Adopted
Revenues						
315	140	300	44100 Interest	100	100	100
7,625	7,500	7,500	45032 Special Transit Fund: Linn Co	8,000	8,000	8,000
4,000	4,600	4,600	45034 Special Transit Fnd: Benton Co	4,600	4,600	4,600
62,965	52,212	51,600	45049 State Operating Match Grant <i>FTA 5311</i>	67,100	67,100	67,100
628	489	700	46030 Advertising Revenue	9,100	9,100	9,100
15,923	14,654	19,400	46085 Bus Fares	12,000	12,000	12,000
19,000	25,000	25,000	46086 LBCC Fare Match Program	25,000	25,000	25,000
38,400	44,833	77,200	46090 Local Funds Operational	50,400	50,400	50,400
12,600	13,000	13,300	47032 Intragovernmental Revenue:32	14,600	14,600	14,600
-	-	-	49018 From Health Insurance Fund	1,600	1,600	1,600
4,000	-	8,000	49069 From General Fund	-	-	-
5,425	1,013	100	49990 Beginning Balance	7,400	7,400	7,400
170,881	163,441	207,700	Total Revenues	199,900	199,900	199,900
Personnel Services						
64,327	57,088	86,000	51001 Wages & Salaries	85,400	85,400	85,400
12,254	8,213	3,000	52001 Temporary Employees	3,000	3,000	3,000
356	292	2,000	53001 Overtime	1,200	1,200	1,200
483	631	700	54050 Unemployment Claims	700	700	700
37,803	31,991	52,700	56100 Employer Paid Benefits	49,400	49,400	49,400
115,223	98,215	144,400	Total Personnel Services	139,700	139,700	139,700
Materials & Services						
100	106	100	61007 Safety Recognition Program	100	100	100
1,609	1,867	2,700	61103 Insurance & Bonds	2,900	2,900	2,900
2,399	3,546	2,000	61110 Printing & Binding	3,500	3,500	3,500
994	852	3,800	61111 Contractual Services	1,000	1,000	1,000
898	257	300	61115 Advertising & Publications	300	300	300
271	186	400	61116 Duplication & Fax	500	500	500
59	49	100	61117 Postage & Shipping	100	100	100
831	810	1,400	61125 Information Systems Services	1,500	1,500	1,500
3,600	6,109	15,800	61136 Central Service Charges	19,100	19,100	19,100
247	174	500	61260 Telephone	500	500	500
522	582	400	61320 Maint: Building	500	500	500
-	484	200	61340 Maint: Communications Equip	200	200	200
26,824	27,514	15,000	61400 Vehicle Maintenance	10,000	10,000	10,000
15,026	11,849	15,000	61401 Vehicle Fuel Charges	12,000	12,000	12,000
-	8,000	1,900	61440 Equipment Replacement	4,500	4,500	4,500
-	100	100	61442 IS Equipment Replacement	100	100	100
500	1,694	1,700	61799 Space Rental	1,700	1,700	1,700
-	144	200	61800 Meetings & Conferences	200	200	200
-	-	200	61802 Education & Training	200	200	200
-	29	100	61806 Personal Auto Reimbursement	100	100	100
80	50	100	61807 Memberships & Dues	200	200	200
680	732	1,000	66505 Materials & Supplies	700	700	700
-	331	300	66510 Uniforms	300	300	300
54,640	65,465	63,300	Total Materials & Services	60,200	60,200	60,200
170,881	163,441	207,700	Total Dept Revenues	199,900	199,900	199,900
169,863	163,680	207,700	Total Dept Expenditures	199,900	199,900	199,900
496,640	462,609	519,500	Total Fund Revenues	501,600	501,600	501,600
495,385	458,490	519,500	Total Fund Expenditures	501,600	501,600	501,600



August 4, 2004

CITY HALL

333 Broadalbin SW
P O Box 490
Albany, OR 97321-0144
www.ci.albany.or.us

(541) 917-7500

**Oregon Department of Energy
Business Energy Tax Credit Program
Salem, OR**

BETC REQUEST FOR WAIVER

On behalf of the City of Albany, operator of the Linn-Benton Loop Transit System, I request a waiver for a project start date of July 1, 2004. The project will run through our fiscal year ending June 30, 2005.

The delay in completing the application process was due to insufficient staffing levels.

Sincerely,

**Edna Campau
Transit Services Supervisor**

EC

ADMINISTRATIVE SERVICES

City Manager/
Human Resources
(541) 917-7501
FAX (541) 917-7511

Finance/Recorder
(541) 917-7520
FAX (541) 917-7511

Municipal Court
(541) 917-7740
FAX (541) 917-7748

Water/Sewer Billing
(541) 917-7547
FAX (541) 917-7511

**COMMUNITY
DEVELOPMENT**

Planning
(541) 917-7550
FAX (541) 917-7598

Building Inspection
(541) 917-7553
FAX (541) 917-7598

FIRE ADMINISTRATION

(541) 917-7700
FAX (541) 917-7716

**PARKS & RECREATION
ADMINISTRATION**

(541) 917-7777
FAX (541) 917-7776

PUBLIC WORKS

Engineering
(541) 917-7676
FAX (541) 917-7573

Transit

(541) 917-7667
FAX (541) 917-7573
TDD (541) 917-7678