



CITY OF ALBANY, OREGON

2012

2013



# BUDGET

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The cover of this budget document depicts the Talking Water Gardens (engineered wetlands), a partnership project between the cities of Albany and Millersburg and ATI Wah Chang. Talking Water Gardens is the Nation's first public/private wetlands partnership involving municipal government and local business.

To protect our state's vital aquatic habitat, the Oregon Department of Environmental Quality has mandated new limits on the total maximum daily loads (TMDLs) that public and private entities can place into the Willamette River, intended to lower river temperature and remove additional pollutants before the treated water is safely returned to the river and streams. The Gardens is the final step in returning this treated water safely into the Willamette River.

Albany, Millersburg, and ATI Wah Chang will share the cost of the project based on how much wastewater each discharges to the wetlands for treatment. Money from local, state, and federal sources, including stimulus dollars, has paid for the land, pipelines, and pump stations, the design, earth moving, putting in wetland plants, and creating the park-like setting.

Cover design by Matt Harrington, City of Albany, Graphic and Web Services  
Photos courtesy of Alan Howe and Tom TenPas

**CITY OF ALBANY, OREGON  
ADOPTED BUDGET**

**2012 - 2013**



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Jeff Christman, Councilor  
Bill Coburn, Councilor  
Floyd Collins, Councilor  
Bessie Johnson, Councilor  
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Library Director ..... Ed Gallagher  
Management Systems Director ..... Bob Woods  
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Police Chief ..... Edward Boyd  
Public Works Director ..... Mark Shepard  
Senior Accountant ..... Anne Baker  
Senior Accountant ..... Mike Murzynsky



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*Distinguished  
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For the Fiscal Year Beginning

**July 1, 2011**

*Linda C. Danson Jeffrey R. Egan*

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, 2011.

In order to receive this 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.

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## BUDGET MESSAGE FY 2012-2013

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I think most city managers would agree with Mark Twain's observation that "The lack of money is the root of all evil." Constrained resources mean fewer people to deliver services, which leads to more complaints and demands for service. This unvirtuous cycle typically produces conflict, instability, and a tendency to place blame on the city manager.

Fortunately, the City of Albany's financial condition remains relatively strong in 2012, despite the need to reduce personnel and continue austerity measures that have been in place for the past four years. The City has placed a high priority on reducing personnel costs that represent the greatest inflationary factor in the budget, yet are the hardest expenses to control.

Albany has reduced the number of budgeted positions from more than 428 in 2009 to less than 383 in the proposed budget, a decline of more than 10.5 percent in four years. During this period, Albany's population increased by 3.5 percent. Last year's budget funded 398.5 employees. The cuts have been distributed throughout the organization and include a director's position, supervisors, and line employees.

The price of these reductions is a gradual decline in the scope and quality of some services. Fire safety inspections, for example, have fallen well behind recommended schedules, and traffic enforcement is substantially lower than it was just a few years ago. Some services, such as building inspection, have seen reduced demand that corresponds to staff reductions, so there has been little visible impact on the public.

Oregon Revised Statute 294.403 requires a budget message to:

- (1) Explain the budget document;*
- (2) Contain a brief description of the proposed financial policies of the municipal corporation for the ensuing year or ensuing budget period;*
- (3) Describe in connection with the financial policies of the municipal corporation, the important features of the budget document;*
- (4) Set forth the reason for salient changes from the previous year or budget period in appropriation and revenue items;*
- (5) Explain the major changes in financial policy; and*
- (6) Set forth any change contemplated in the municipal corporation's basis of accounting and explain the reasons for the change and the effect of the change on the operations of the municipal corporation.*

Albany's budget document is prepared in accordance with standards established by the Government Finance Officers Association (GFOA) to receive their Distinguished Budget Presentation Award. Last year's product contained 464 pages of summary, explanation, tables, graphs, and pictures. The 2013 document is of similar length and quality. The strength of Albany's budget document is the comprehensive information it provides about the City's finances; however, that is also its greatest weakness. The document contains so much information it is difficult for most citizens to access and understand. The Executive Summary and User's Guide are perhaps the best places to start to understand the document and the information it contains. City staff welcomes the opportunity to answer questions about the budget, and the City's website also contains comprehensive financial information.

More than 16 pages of the City's financial policies are included in the budget, and most require no further explanation in the Budget Message. The most important policy, in my opinion, requires the City to recognize the balance between revenue and expenses by maintaining reserves, conservatively estimating revenues, controlling expenses, and doing both internal and external audits of financial records. The proposed budget maintains this commitment, although it becomes increasingly difficult to balance the budget as revenues decline and expenses increase.

Any salient changes from the previous budget year can be explained as responses to reductions in revenue and increases in expenses or attempts to gain efficiencies by reorganizing personnel. The latter is particularly true in the Public Works Department where substantial savings will be realized by eliminating several supervisory positions. Eliminating funding for the Community Development Department Director is an example of an extraordinary measure to avoid layoffs of line employees.

## BUDGET MESSAGE FY 2012-2013

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There are no changes proposed in the City's financial policies or basis of accounting for FY 2013. The City strongly supports best practices that include an award-winning website that features detailed financial information, an annual independent audit reviewed by an audit committee composed of policy makers, strong internal controls, and conformance with GFOA reporting standards.

"For the love of money is the root of all evil," according to 1st Timothy 6:10 in the New Testament; and whether one subscribes to the admonition of Paul or the wit of Mark Twain, cities require resources to deliver services. The adopted FY 2013 City of Albany Budget of \$155,830,600 will maintain something close to existing service levels in most departments; but if additional cuts are necessary in the future, service reductions will follow.

Respectfully submitted,



Wes Hare, City Manager

## EXECUTIVE SUMMARY

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### Overview

The budget for Fiscal Year 2012-2013, in the amount of \$155,830,600, reflects a continued decrease in revenues. General property taxes are expected to grow by only one percent and franchise fees and privilege taxes are expected to decline. Water and sewer revenues reflect continued reductions in use. The Ambulance, Fire, and Police Operating Levy is expected to be further reduced by continued growth in property tax compression. Expenditures are correspondingly limited with no cost-of-living adjustments, but will still be affected by step adjustments and increasing benefits costs. The result is a budget that for the fourth consecutive year draws down reserves and reallocates resources to maintain targeted levels of service.

This year's approach to developing the budget is the third year in which current revenues were identified first and departments were then given 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 again 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     | 2008  | 2009  | 2010  | 2011  | 2012  |
|-------------------------|-------|-------|-------|-------|-------|
| New Residential Permits | 144   | 65    | 119   | 54    | 62    |
| New Commercial Permits  | 25    | 19    | 5     | 12    | 5     |
| Total of all Permits    | 2,184 | 1,629 | 1,560 | 1,512 | 1,486 |

The reduced number of permits continues to affect 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 almost ten 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

## EXECUTIVE SUMMARY

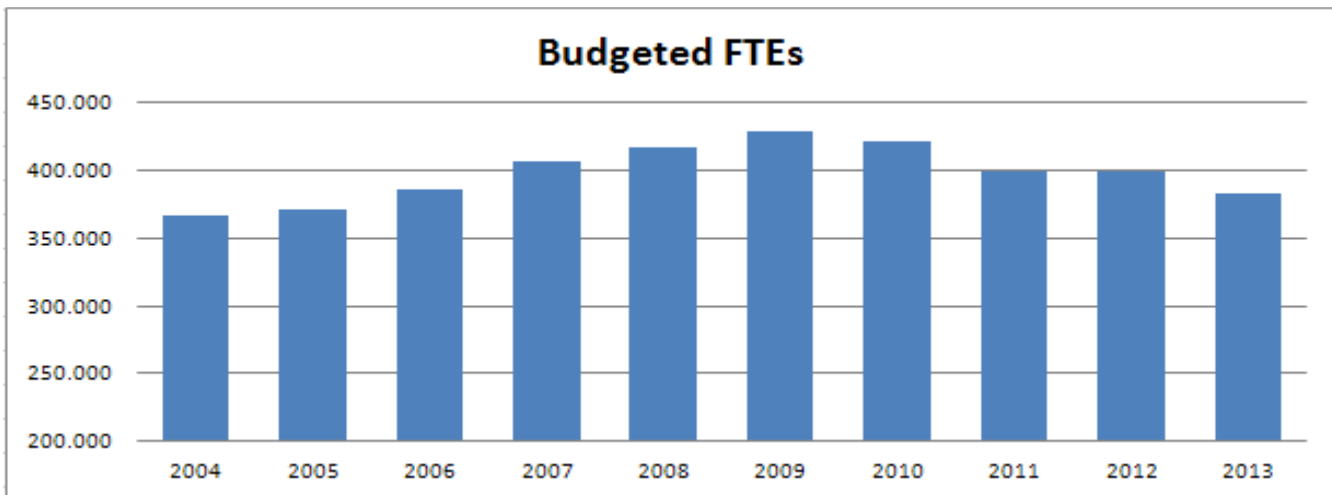
two designations. Therefore, the distinction between authorized and budgeted has been dropped in the FY 2012-2013 Budget except for the Police and Fire departments, as requested by the City Council and Budget Committee.

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                         | 2004*   | 2005    | 2006**  | 2007    | 2008    | 2009    | 2010    | 2011    | 2012    | 2013    | 10-Year % Change |
| Population                                | 43,600  | 44,030  | 45,360  | 46,610  | 47,470  | 48,770  | 49,165  | 49,530  | 50,325  | 50,520  | 15.87%           |
| Budgeted FTEs                             | 366.400 | 371.250 | 385.988 | 406.073 | 416.850 | 428.826 | 421.768 | 399.068 | 398.543 | 382.825 | 4.48%            |
| Budgeted FTEs per 1,000 pop               | 8.404   | 8.432   | 8.509   | 8.712   | 8.781   | 8.793   | 8.579   | 8.057   | 7.919   | 7.578   | -9.83%           |

\*First year of Public Safety Levy – PS Levy (9 Police FTE, 8 Fire FTE)  
 \*\*First year of Albany Community Pool – ACP (3.575-4.575 FTE)

The population has increased over the ten years by 15.87 percent while the number of budgeted FTEs has grown by 4.48 percent. Overall, the City has maintained approximately 8.4 to 8.7 FTEs per thousand of population. The decreasing FTEs per thousand in the past four years demonstrates a deliberate reduction in staffing to stay within available resources.



### Cost Saving Strategies

Department budgets for FY 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.* A third and likely final Voluntary Separation Incentive Program (VSIP III) was offered to employees to create vacancies and reduce staffing. The primary objective of the program was to reduce staffing in a way that avoids the dislocation of employees and families typically associated with layoffs. Over twenty-eight employees have participated in the incentive program, 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 are being 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 2013-2014, 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.

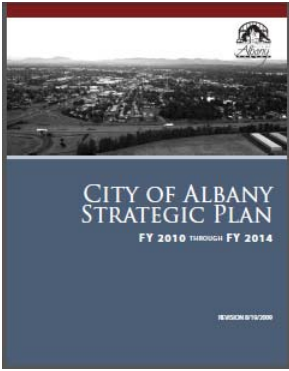




CITY OF  
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O R E G O N

## EXECUTIVE SUMMARY



### City of Albany Strategic Plan and the Program Budgets

Albany's strategic plan was first implemented in the 2005-2006 Adopted Budget. In that document, it 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 review was conducted in a work session on February 14, 2011. The direction provided in the strategic plan is followed by the City Manager and Department Directors developing the 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 and specific strategies to implement them in various operating programs.

#### Police Department

##### Strategic Plan Theme – A Safe City

- Objective 18: Maintain police patrol response times to top priority calls for service to four minutes, forty-five seconds or less.

Police Program Strategy: Maintain police patrol response times to top priority calls for service to four minutes, forty-five seconds or less.

##### Strategic Plan Theme – A Safe City

- Objective 20: Maintain or reduce the number of fatal and injury accidents involving the use of alcohol to 0.20 accidents per thousand residents through 2014.

Police Program Strategy: Maintain rate of 5 DUI arrests per 1,000 population.

##### Strategic Plan Theme – A Safe City

- Objective 16: By the end of FY 2014, complete the process to build replacement public safety facilities for Police Department (new headquarters) and Fire Department (Station 11 replacement).

Police Program Strategy: Complete needs assessment/architectural design for new Police facility.

#### Fire Department

##### Strategic Plan Theme – A Safe City

- Objective 35: Meet state water quality standards for temperature control at the Albany-Millersburg Water Reclamation Facility.

Fire Suppression Program Strategy: Complete Station 12 (120 34th Avenue SE) water reclamation plan.

##### Strategic Plan Theme – A Safe City

- Objective 15: Complete seismic and remodeling upgrades to Fire Station 12 by September, 2013.
- Actions: Funding is currently secured; identify seismic and remodeling needs; request invitations to bid; select contractor; initiate construction.

Fire Suppression Program Strategy: Complete Station 12 (120 34th Avenue SE) seismic rehabilitation and needed improvements.

## EXECUTIVE SUMMARY

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### City of Albany Strategic Plan and the Program Budgets (continued)

#### Strategic Plan Theme – A Safe City

- Objective 16: By the end of FY 2014, complete the process to build replacement public safety facilities for Police Department (new headquarters) and Fire Department (Station 11 replacement).
  - Actions: Achieve this objective by completing a needs assessment/architectural design; purchasing land; securing financing for construction; and final occupancy by 2014.
- Fire Suppression Program Strategy: Secure property for replacement of Station 11 (110 Sixth Avenue SE).

#### Library Department

#### Strategic Plan Theme – Great Neighborhoods

- Objective 14: By the end of 2014, increase library visits by 22 percent.
- Actions: Add five new programs across all service areas.

#### Library Program Strategies:

- Collaborate with School District to offer Summer Library services.
- Continue Six Sigma project to improve Technical Services processes.
- Explore Open-Source and other ILS options.

#### Community Development Department

#### Strategic Plan Theme – Great Neighborhoods

- Objective 2: Complete a comprehensive area plan for South Albany, using State of Oregon Transportation Growth Management grant funding.

Planning Program Strategy: Develop an integrated plan for South Albany that creates a vibrant new neighborhood with a feasible and efficient mix of uses, densities, and amenities.

#### Strategic Plan Theme – A Safe City

- Objective 17: Participate in the Federal Emergency Management Agency (FEMA) National Flood Insurance Program and improve the City's rating.
- Actions: Form and maintain a cross-departmental team to continuously improve the City's floodplain management. Participate in FEMA's Community Rating Program.

Planning Program Strategy: Ensure a safe community by protecting people and property through continuously improving the City's floodplain management.

#### Strategic Plan Theme – Great Neighborhoods

- Objective 4: Ensure that streets, sidewalks, and public transportation provide an accessible means of travel for the disabled and the community as a whole.
- Actions: Identify deficient areas of sidewalks and curb ramps for priority inclusion in the City's accessibility improvement plan.

Community Development Program Strategy: Evaluate curb ramps in public rights-of-way for prioritization in Curb Ramp Transition Plan.

#### City Manager's Office

#### Strategic Plan Theme – A Healthy Economy

- Objective 37: Provide the supply of commercial and industrial land identified in the Economic Opportunities Analysis and maintain a needs-based inventory of employment lands, including infrastructure needs with links to regional and state economic development agencies.
- Actions: Increase the number of state-certified industrial properties. Participate in the regional wetlands permitting and mitigation project to increase the supply of available employment lands.

City Manager Program Strategy: Form the Oak Creek Urban Renewal Agency.

## EXECUTIVE SUMMARY

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### City of Albany Strategic Plan and the Program Budgets (continued)

#### Strategic Plan Theme – An Effective Government

- Objective 49: Continue participation in national performance benchmarking for comparison with other jurisdictions.
  - Actions: Prepare annual report to detail participation and compliance to appropriate national benchmarks.
- City Manager Program Strategy: Improve quality of decision-making data through continued participation in International City/County Management Association Consortium and internal upgrades.

#### Strategic Plan Theme – A Healthy Economy

- Objective 41: Maintain the ability to provide incentives, such as Enterprise Zone tax abatements, to qualifying businesses that create jobs in Albany.
  - Actions: Maintain participation in the statewide Enterprise Zone program.
- City Manager Program Strategy: Collaborate with regional partners to create jobs by increasing the number of suitable industrial sites.

#### Public Works Department

#### Strategic Plan Theme – A Safe City

- Objective 33: Meet state water quality standards for Sanitary Sewer Overflow control.
- Actions: Develop an infiltration and inflow reduction program to measure and monitor the infiltration in the wastewater system.

Wastewater Administration Program Strategy: Develop a Capacity Management, Operation and Maintenance Program for inflow/infiltration control in conjunction with Department of Environmental Quality requirements.

#### Strategic Plan Theme – Great Neighborhoods

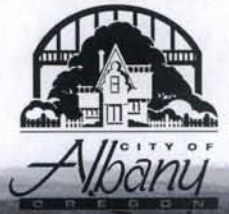
- Objective 8: By the end of 2014, increase the number of transit riders by five percent.
- Actions: Measure and monitor the number of rides provided. Identify opportunities to increase operating revenue and improve service efficiencies. Identify and implement route improvements to serve more citizens, as funding allows.

Albany Transit System Program Strategy: Implement Elm Street and Lexington Street recommendation from Kittelson Transit Plan.



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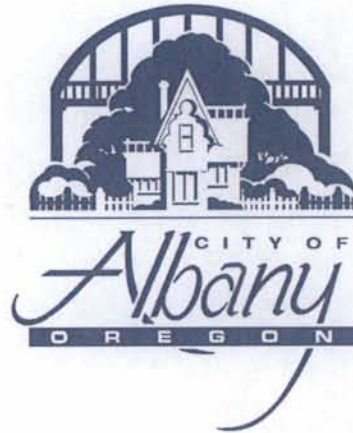
O R E G O N



# CITY OF ALBANY STRATEGIC PLAN

**FY 2011** THROUGH **FY 2015**

REVISION 2/07/2011



## 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

Albany's 30-page Strategic Plan is the kind of document most people never read. According to the Central Intelligence Agency's World Fact Book, the U.S. has a 99 percent literacy rate; so it's safe to assume that most people in Albany could read the Strategic Plan if they were motivated to do so. I believe the Plan is not widely read because it competes against much more attractive ways for citizens to spend their time.

My hope is that if people are not willing to take the hour or so it might take to read the Strategic Plan, they may accept reading the following short summary:

*The City Council adopted mission, vision, and value statements for the organization that communicate aspirations to provide "...quality public services for a better Albany community." Our values could easily be labeled "Things our Parents Taught Us," as they include honesty, dedication, responsibility, excellence, teamwork, and compassion. If we continually work to accomplish our mission while observing our values, we believe we will achieve our vision of "a vital and diverse community that promotes a high quality of life, great neighborhoods, balanced growth, and quality public services."*

Our plan is organized under the four themes of "Great Neighborhoods, A Safe City, A Healthy Economy, and An Effective Government." Each theme includes goals and objectives to help make the themes reality. Most of the objectives are very specific, such as increasing the number of transit system riders by five percent by the end of 2014 or reducing the cost per item circulated at the library by 15 percent by 2014. Ideally, departments allocate resources to achieve the goals and objectives, although I believe this is still a work in progress. Some of the goals were set when resources were more plentiful and achieving them would not necessarily come at the expense of potentially higher priorities.

The Strategic Plan is not engraved on stone tablets, meaning it is designed to accommodate changing circumstances while retaining a commitment to its primary themes and goals. The Plan's performance measurements track the different departments' progress (or lack of it) toward achieving important objectives. Our Finance Department, for example, recognizes that receiving the Government Finance Officers Association annual awards for excellence in financial reporting and distinguished budget presentation are an important part of being an effective government. We commit the time and resources necessary to achieve these benchmarks, and there would be consequences if we did not. Meeting or exceeding accepted standards for excellence is a good way both to achieve and demonstrate an effective government.

I have often used a quotation attributed to former President Dwight Eisenhower, who said, "Planning is everything; the plan is nothing." I think he meant that the time and effort associated with creating and sustaining a plan provide the common understanding and teamwork needed to accomplish important goals. Albany's Strategic Plan exists to achieve this purpose.

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?

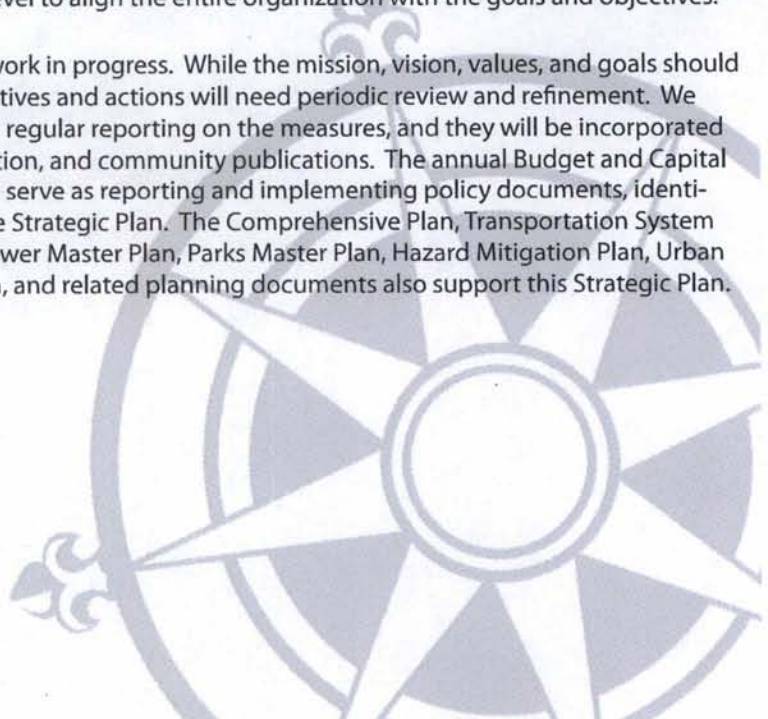
If our Mission and Vision Statements are to have any meaning, they must be accompanied by deliberate planning efforts to move the organization and the community toward a desired future. This requires clearly defined goals, proactive objectives, committed leadership, and effective management. Above all,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

- Create and sustain a city of diverse neighborhoods where residents can find and afford the values, lifestyles, and services they seek.
- Provide an efficient transportation system with safe streets and alternative modes of transportation.
- Provide effective stewardship of Albany's significant natural resources.
- 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 can find and afford the values, lifestyles, and services they seek.

**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  | Current | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 |
|-----------|--|---------|--------|--------|--------|--------|--------|
| 1         | Applications for State Historic Preservation Office grants.              |         |        | 1      |        | 1      |        |
| 1         | Number of Albany grants made and houses improved funded by state grants. | 3       | 5      | 5      | 5      | 5      |        |
| 2         | Council plan adoption.   |         |        |        | 1      |        |        |
| 3         | Annual update rounds.  |         | 1      | 1      | 1      | 1      | 1      |

**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.*

# I. GREAT NEIGHBORHOODS (CONTINUED)

**Objective 5:** Assess transportation system needs and issues; adjust plans and implement policies. [Community Development, Public Works]

*Actions: Update Transportation System Plan and develop a viable financial plan to fund priority projects. Update Comprehensive Plan and Development Code.*

**Objective 6:** Increase City streets in satisfactory or better condition to 61 percent in FY2014. [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 7:** By 2014, realize a 15 percent reduction in high priority sidewalk gaps on collector and arterial streets; a 15 percent reduction in high-priority multiuse trail gaps; and a 15 percent reduction in high-priority bicycle system gaps as identified in the Transportation System Plan. [Community Development, Public Works]

*Actions: Develop a sidewalk and multiuse path inventory and condition rating system to be used in Capital Improvement Project development and selection. Develop a transition plan for ADA compliance in capital projects. Annually, identify and prioritize sidewalk infill, ramp, multiuse trail, and bicycle system improvement projects. Implement the repair program within the annual Street Maintenance program budget. Plan for capital projects with the annual five-year Capital Improvement Program and implement capital projects with the annual Street Capital budget.*

**Objective 8:** By the end of 2014, increase the number of transit system riders by five percent. [Public Works]

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



**Objective 9:** By the end of FY2014, construct 10 of 26 high-priority safety projects identified in the Transportation System Plan. [Public Works]

*Actions: Review crash data, identify, and prioritize safety improvement projects. Plan for safety improvement capital projects with the annual five-year Capital Improvement Program and implement capital projects with the annual Street Capital budget.*

# I. GREAT NEIGHBORHOODS (CONTINUED)

| OBJECTIVE | MEASURE   | Current | FY2011       | FY2012       | FY2013       | FY2014        | FY2015        |
|-----------|---|---------|--------------|--------------|--------------|---------------|---------------|
| 4         | Correct accessibility deficiencies at transit stops.                        |         |              |              | June 2014    |               |               |
| 5         | Update Transportation System Plan.  |         |              |              |              |               |               |
| 5         | Complete Transportation System Plan Financing.                              |         | May 2011     |              |              |               |               |
| 5         | Complete Periodic Review work plan.   |         |              | 1            |              |               |               |
| 6         | Overall percentage of streets in satisfactory or better condition.          | 56%     | 61%          | 64%          | 65%          | 66%           | 67%           |
|           | Current data by classification:   |         |              |              |              |               |               |
|           | Arterial  | 82%     | 77%          | 80%          |              |               |               |
|           | Collector   | 70%     | 65%          | 66%          |              |               |               |
|           | Residential   | 52%     | 58%          | 61%          |              |               |               |
| 7         | Develop sidewalk/path inventory and rating system.                          |         | 40% Complete | 60% Complete | 80% Complete | 100% Complete | 100% Complete |
| 7         | Reduce miles of high-priority sidewalk gaps to:                             | 23.6    | 23.4         | 22.8         | 20.8         | 20.1          | 19.4          |
| 7         | Reduce miles of high-priority trail gaps to:                                | 10.6    | 10.6         | 10.6         | 9.6          | 9.3           | 9             |
| 7         | Reduce miles of high-priority bicycle system gaps to:                       | 22.4    | 22.4         | 21.6         | 20.4         | 19.7          | 19            |
| 8         | Increase transit system ridership to:                                       |         |              |              |              |               |               |
|           | Albany Transit System   | 94,286  | 93,330       | 94,000       | 96,000       | 97,500        | 99,000        |
|           | Linn-Benton Loop  | 102,380 | 113,000      | 105,000      | 106,000      | 107,000       | 107,500       |
|           | Paratransit   | 18,382  | 15,750       | 16,800       | 17,900       | 18,500        | 19,300        |
| 9         | Construct 10 of 26 identified high-priority transportation safety projects. |         | 0            | 4            | 3            | 0             | 0             |
| 9         | Cumulative total of high-priority safety projects completed.                | 0       | 0            | 4            | 7            | 7             | 7             |

# I. GREAT NEIGHBORHOODS (CONTINUED)

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

**Objective 10:** Establish effective measures to protect and restore key natural resources within and around the Albany Urban Growth Boundary. [Community Development]

*Actions: Complete the Goal 5 review and receive Oregon State Department of Land Conservation and Development (DLCD) approval by the end of FY2011. Identify significant upland, wetland, and riparian areas. Amend the Albany Development Code to establish protections. Complete acquisition of the East Thornton Lake Natural Area and work with volunteers to develop usage and maintenance plan.*

| OBJECTIVE | MEASURE  | Current   | FY2011 | FY2012        | FY2013 | FY2014 | FY2015 |
|-----------|--|-----------|--------|---------------|--------|--------|--------|
| 10        | Complete Goal 5 review.  |           |        | October 2011  |        |        |        |
| 10        | DLCD approval of Goal 5 plan.  |           |        | January 2012  |        |        |        |
| 10        | Complete upland, wetland, and riparian areas inventory.                | June 2009 |        |               |        |        |        |
| 10        | Amend Albany Development Code to improve natural resource protections. |           |        | December 2011 |        |        |        |



# I. GREAT NEIGHBORHOODS (CONTINUED)

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

**Objective 11:** 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 12:** Sustain total developed parks and recreation lands at 9.0 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 13:** By the end of 2014, 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, beginning with a Lean Six Sigma project involving purchasing and processing.*

| OBJECTIVE | MEASURE   | Current | FY2011  | FY2012  | FY2013  | FY2014  | FY2015  |
|-----------|---|---------|---------|---------|---------|---------|---------|
| 11        | Average total acres of park land per 1,000 residents.                     | 15.8    | 16.3    | 16.0    | 15.8    | 15.8    | 15.8    |
| 12        | Average acres of developed parks and recreation land per 1,000 residents. | 8.6     | 8.61    | 7.9     | 7.9     | 8.5     | 8.5     |
| 13        | Annual number of library visits.  | 402,000 | 408,000 | 415,000 | 425,000 | 435,000 | 445,000 |
| 13        | Number of discrete Library programs across all service areas.             | 12      | 13      | 14      | 15      | 16      | 17      |
| 13        | Percentage of Library operating expenditures spent on collections.        | 10%     | 12%     | 13%     | 15%     | 20%     | 21%     |

# II. A SAFE CITY

## Goals:

- Ensure a safe community by protecting people and property.
- 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 14:** Complete seismic and remodeling upgrades to Fire Station 12 by August 2012. [Fire]

*Actions: Funding is secured; currently identifying seismic and remodeling needs; request Invitations to bid; select contractor; initiate construction.*

**Objective 15:** By the end of FY2014, complete the process 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 a needs assessment/architectural design; purchasing land; securing financing for construction; and final occupancy by 2014.*

**Objective 16:** Participate in the FEMA National Flood Insurance Program and improve and maintain the city's rating. [Fire, Community Development]

*Actions: Form and maintain a cross-department team to continuously improve the City's floodplain management. Participate in FEMA's Community Rating System (CRS) Program.*

| OBJECTIVE | MEASURE   | Current                                       | FY2011   | FY2012                        | FY2013                  | FY2014 | FY2015                 |
|-----------|---|---|--|-------------------------------|-------------------------|--------|------------------------|
| 14        | Fire Station 12 seismic upgrades and renovations. |   | Design June 2011                                   | Award July 2011               | Complete March 2012     |        |                        |
| 15        | Replace Fire Station 11.                          | Needs Assessment Completed                    | Second Phase Architectural Study started June 2011 | Site Acquisition January 2012 | Financing December 2011 |        | Occupancy January 2015 |
| 15        | Replace Police Department building.               | First Phase needs assessment update completed | Second Phase Architectural Study started           |                               | Financing December 2012 |        | Occupancy January 2015 |
| 16        | Improve CRS rating.                               | 7   | 6  | 6                             | 5                       | 5      | 5                      |



## II. A SAFE CITY (CONTINUED)

**Objective 17:** 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 18:** Maintain overall number of traffic accidents resulting in injuries/fatalities at less than 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 19:** Maintain or 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 20:** Achieve a 70 percent clearance rate for violent crime and a 25 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 21:** 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 each calendar year.*

**Objective 22:** Explore construction of regional public safety training center. [Fire, Police, Public Works, other jurisdictions]

*Actions: Explore partnerships, funding options, and property locations.*

**Objective 23:** Update a 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 24:** Identify short-term and long-term vehicle and significant equipment needs and determine funding options. [Fire]

*Actions: Evaluate equipment replacement schedule and identify specific purchase needs during annual budget process and determine funding options for each purpose.*

## II. A SAFE CITY (CONTINUED)

| OBJECTIVE | MEASURE  | Current | FY2011    | FY2012                                | FY2013  | FY2014                       | FY2015              |
|-----------|--|---------|-----------|---------------------------------------|---|------------------------------|---------------------|
| 17        | Patrol Unit: Maintain 4:45 response time or less.  | 4:44    | 4:40      | 4:40                                  | 4:40  | 4:40                         |                     |
| 18        | 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                          |                     |
| 19        | Fatal/injury accidents related to alcohol per 1,000 residents.                                   | .20     | .20       | .20                                   | .20   | .20                          |                     |
| 20        | Achieve 70% clearance rate for violent crimes.   | 60%     | 68%       | 70%                                   | 70%   | 70%                          |                     |
| 20        | Achieve 25% clearance rate for property crimes.  | 17.4%   | 22%       | 25%                                   | 25%   | 25%                          |                     |
| 21        | Citizen satisfaction service rating of good or excellent   | N/A     | 75%       | 75%                                   | 75%   | 75%                          |                     |
| 22        | Construct Regional Public Safety Training Center.  |         |           | Secure Partners and Funding June 2012 | Secure Property December 2011<br>Design June 2013 | Contract Award December 2014 | Occupancy June 2015 |
| 22        | Provide audio/visual connectivity to Fire stations.  |         | Completed |                                       |   |                              |                     |
| 22        | Identify other options for reducing fire response time.  |         |           | June 2012                             |   |                              |                     |
| 23        | Update standards of coverage   |         |           | June 2012                             |   |                              |                     |
| 24        | Formalize fire equipment replacement schedule.   |         | Completed |                                       |   |                              |                     |
| 24        | Secure adequate and sustainable funding for Fire Department vehicle and equipment replacement.   |         |           |                                       | June 2013   |                              |                     |

**Objective 25:** Reduce property code violations, substandard housing conditions, and inadequate infrastructure. [Central Albany Revitalization Area, City Manager, Community Development]

*Actions: Identify pockets of substandard housing and respond with a coordinated program of enforcement, rehabilitation, and weatherization. Conduct and evaluate a pilot blight removal program within the Central Albany Revitalization Area (CARA) district.*

**Objective 26:** 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 27:** Maintain and continue to minimize the impact of fires to the benchmark achieved by comparable communities. [Community Development, 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 | MEASURE   | Current     | FY2011      | FY2012      | FY2013      | FY2014      | FY2015      |
|-----------|---|-------------|-------------|-------------|-------------|-------------|-------------|
| 25<br>26  | Complete pilot blight removal program and evaluation.   | Yes         |             |             |             |             |             |
| 27        | Structure fires per 1,000 residents compared to similar-sized communities.  | 1.66 / .91  | 1.66 / .91  | 1.25 / .91  | 1.15 / .91  | 1.10 / .91  | 1.00 / .91  |
| 27        | Structure and nonstructure fire incidents per 1,000 residents compared to similar-sized communities.                            | 3.52 / 2.54 | 3.52 / 2.54 | 3.00 / 2.50 | 2.75 / 2.50 | 2.50 / 2.50 | 2.50 / 2.50 |
| 27        | Educate stakeholders to support residential and commercial structure fire sprinklers.   |             |             |             | June 2013   |             |             |
| 27        | Consider fire sprinkler ordinance.  |             |             |             |             | June 2014   |             |
| 27        | Percentage of households receiving life safety equipment.   | 1.3%        | 1.3%        | 1.4%        | 1.5%        | 1.5%        | 1.5%        |
| 27        | Percentage of population receiving fire/life safety public education presentations.   | 10.7%       | 10.7%       | 15.0%       | 15.5%       | 16.5%       | 17.0%       |
| 27        | Percentage of annual fire compliance inspections of commercial and industrial structures compared to similar-sized communities. | 11% / 52%   | 38% / 52%   | 20% / 52%   | 40% / 52%   | 45% / 52%   | 50% / 52%   |

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

**Objective 28:** By the end of 2010, meet all current regulatory requirements for Household Corrosion Compliance. Maintain existing 100 percent compliance for Water Distribution System. [Public Works]

*Actions: Measure and monitor the water quality parameters for compliance. Investigate and implement additional corrosion control measures to protect the household plumbing and to gain compliance with the Lead rule by 2010.*

## II. A SAFE CITY (CONTINUED)

**Objective 29:** Reduce steel pipe used in the water distribution system to nine miles by 2014. [Public Works]

*Actions: Plan for leak reduction capital projects with the annual five-year Capital Improvement Program and implement capital projects with the annual Water Capital budget, as funding allows.*

**Objective 30:** By the end of 2014, meet all water quality requirements for Biochemical Oxygen Demand and Chlorine Residual. Maintain existing 100 percent compliance on all other water quality, pretreatment, and biosolids regulatory requirements. [Public Works]

*Actions: Measure and monitor the water quality and biosolids parameters for compliance. Investigate and implement additional temperature control measures for compliance with the Willamette River Total Maximum Daily Load. Implement programs through the annual budget for operating and capital needs.*

**Objective 31:** By the end of 2010, meet state water quality standards for Sanitary Sewer Overflow control. [Public Works]

*Actions: Develop an infiltration and inflow reduction program to measure and monitor the infiltration and inflow in the wastewater system. Identify and prioritize infiltration and inflow reduction projects to reduce the groundwater and storm water being transported and treated. Implement a proactive condition assessment, cleaning, and spot repair maintenance program with the annual Wastewater Collection system budget. Plan for infiltration capital projects with the annual five-year Capital Improvement Program and implement capital projects with the annual Street Capital budget as funding allows.*

**Objective 32:** By the end of 2014, develop and implement an updated storm water management plan and financial plan. [Public Works]

*Actions: Conduct all activities necessary to prepare a storm water management plan and financial plan, as funding allows.*

**Objective 33:** Meet state water quality standards for temperature control at the Albany-Millersburg Water Reclamation Facility. [Public Works]

*Actions: Construct and start-up the wetlands treatment project "Talking Water Gardens at Simpson Park".*

## II. A SAFE CITY (CONTINUED)

**Objective 34:** 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   | Current | FY2011    | FY2012                          | FY2013                       | FY2014 | FY2015 |
|-----------|---|---------|-----------|---------------------------------|------------------------------|--------|--------|
| 28        | Achieve Household Corrosion Lead Standard compliance by 2010.                             | No      | Yes       | Yes                             | Yes                          | Yes    | Yes    |
| 29        | Reduce miles of steel water main remaining in the distribution system to:                 | 15.3    | 12.78     | 11.52                           | 10.26                        | 9      | 7.25   |
| 30        | Achieve Biochemical Oxygen Demand regulatory compliance.                                  | 99.4%   | 100%      | 100%                            | 100%                         | 100%   | 100%   |
| 30        | Achieve Chlorine Residual regulatory compliance.  | 99.75%  | 100%      | 100%                            | 100%                         | 100%   | 100%   |
| 31        | Develop infiltration and inflow reduction program and priorities.                         |         | June 2011 |                                 |                              |        |        |
| 31        | Total number of sanitary sewer overflow events in <5-yr-design storm.                     | 11      | 0         | 0                               | 0                            | 0      | 0      |
| 31        | Total gallons of raw sewage discharged in <5 yr-design storm 90 (in millions of gallons). | 145.6   | 0         | 0                               | 0                            | 0      | 0      |
| 31        | Percent compliance with SSO regulatory standards.   | 0%      | 100%      | 100%                            | 100%                         | 100%   | 100%   |
| 32        | Update Storm Water Management Plan.   |         |           |                                 | June 2013                    |        |        |
| 33        | Construct wetlands treatment project.   |         |           | Construction complete July 2011 | Thermal compliance July 2012 |        |        |
| 34        | Adopt updates to Engineering Standards and the AMC as appropriate.                        |         | 100%      | 100%                            | 100%                         | 100%   | 100%   |



# III. A HEALTHY ECONOMY

## Goals:

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

## Healthy Economy Objectives:

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

**Objective 35:** 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 36:** Promptly respond to information requests from the Albany-Millersburg Economic Development Corporation (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 37:** Stimulate business and development opportunities through participation in the Historic Albany Recovery Program (HARP).

*Actions: Provide financial and administrative support to HARP team and projects.*

| OBJECTIVE | MEASURE  | Current | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 |
|-----------|--|---------|--------|--------|--------|--------|--------|
| 35        | Achieve new state-certified industrial sites.                      | 1       | 1      | 1      | 1      | 1      | 1      |
| 36        | Respond to AMEDC information inquiries within requested timelines. |         | 100%   | 100%   | 100%   | 100%   | 100%   |
| 37        | Complete one significant development project.                      | 1       | None   |        |        |        |        |

**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 38:** 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.*

# III. A HEALTHY ECONOMY (CONTINUED)

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

**Objective 39:** Maintain the ability to provide incentives, such as Enterprise Zone tax abatements, to qualifying businesses which create jobs in Albany.

*Actions: Maintain participation in the statewide Enterprise Zone program. Continue job-related improvement investments through the Central Albany Revitalization Area (CARA). [Central Albany Revitalization Area, City Manager, Community Development]*

| OBJECTIVE | MEASURE  | Current      | FY2011       | FY2012       | FY2013       | FY2014       | FY2015       |
|-----------|--|--------------|--------------|--------------|--------------|--------------|--------------|
| 35<br>36  | Total annual value of CARA investments.  | \$2,111,707  | \$2,000,000  | \$500,000    | \$50,000     | \$500,000    | \$250,000    |
| 38        | Total cumulative value of CARA investments.  | \$10,005,347 | \$14,005,347 | \$14,505,347 | \$15,005,347 | \$15,505,347 | \$15,755,000 |
| 38        | Value of CARA improvements within Oregon Main Street area.                             | \$1,297,675  | \$1,200,200  | \$250,000    | \$250,000    | \$250,000    | \$250,000    |
| 38        | Cumulative value within Oregon Main Street area  | \$3,909,249  | \$6,309,249  | \$6,559,249  | \$6,809,249  | \$7,059,249  | \$7,100      |
| 38        | Number of businesses in Oregon Main Street area.                                       | 163          | 180          | 189          | 198          | 208          | 210          |
| 38        | Number of full-time/part-time jobs in Oregon Main Street area.                         | 458/318      | 505/351      | 530/368      | 557/387      | 585/406      | 600/425      |
| 38        | Average rental rate per sq. ft./month for commercial space in Oregon Main Street area. | \$1.00       | \$1.10       | \$1.16       | \$1.22       | \$1.28       | \$1.30       |
| 38        | Number of buildings with vacant first floor.   | 12           | 9            | 8            | 7            | 6            | 5            |
| 38        | Square footage of vacant first floor space.  | 28,000       | 17,920       | 14,336       | 11,469       | 9,175        | 9,000        |
| 38        | Number of upper floor housing units above commercial space.                            | 30           | 32           | 32           | 33           | 34           | 35           |
| 38        | Reduce upper level building vacancy to 23% by FY2013.                                  | 25%          | 24%          | 24%          | 23%          | 23%          | 23%          |
| 39        | Participation in statewide Enterprise Zone program.                                    | Yes          | Yes          | Yes          | Yes          | Yes          | Yes          |

# IV. AN EFFECTIVE GOVERNMENT

## Goals:

- Effectively deliver the services that Albany's citizens need, want, and are willing to support.
- 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 40:** Reduce the percentage of total annual Parks & Recreation Fund expenditures subsidized with property tax revenues to 45 percent or lower by 2015. [Parks & Recreation]

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

**Objective 41:** 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 42:** 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  | Current | FY2011 | FY2012 | FY2013 | FY2014  | FY2015  |
|-----------|--|---------|--------|--------|--------|---------|---------|
| 40        | Property tax as a percent of Parks Fund revenues                         | 41%     | 51%    | 47%    | 47%    | 45%     | 45%     |
| 41        | Parks per-capita revenue received through grants, gifts, and endowments. | \$7.98  | \$7.93 | \$8.50 | \$9.00 | \$10.00 | \$10.00 |
| 42        | Parks & Recreation full-time equivalents per 1,000 residents.            | 0.7     | 0.54   | 0.54   | 0.6    | 0.6     | 0.7     |

**Objective 43:** Provide responsive, efficient, customer-oriented service to fee payers. [Community Development]

*Actions: Meet or exceed state requirements for timely issuance of reviews and permits. Complete building inspections as requested. [State has suspended on-line permitting project due to lack of resources.]*



## IV. AN EFFECTIVE GOVERNMENT (CONTINUED)

**Objective 44:** By the end of FY2014, reduce "Non-Revenue Water" (water loss) by five percent. [Public Works]

*Actions: Implement a Non-Revenue Water (NRW) program to reduce non-revenue generating water use from leaks, meter or billing inaccuracies, and unauthorized uses. Identify and prioritize NRW projects to improve the water distribution system, leak monitoring, meter accuracy, and billing. Implement a proactive leak detection and repair program, large meter testing, and water meter maintenance program with the annual Water Distribution system budget. Plan for leak reduction capital projects with the annual five-year Capital Improvement Program and implement capital projects with the annual Water Capital budget as funding allows.*

**Objective 45:** By 2014, stabilize average annual single-family residential water bills to one percent of median household income. Continue to better EPA drinking water affordability standard of two percent of median household income. [Public Works]

*Actions: Balance water system operating and capital investment needs to meet community expectations. Implement programs through the annual budget for operating and capital needs.*

**Objective 46:** By the end of FY2014, stabilize average annual single family residential sewer bills to 1 percent of median house income. Continue to better EPA wastewater affordability standard of two percent of median household income. [Public Works]

*Actions: Balance wastewater system operating and capital investment needs to meet community expectations. Implement programs through the annual budget for operating and capital needs.*

**Objective 47:** Continue participation in national performance benchmarking for comparison with other jurisdictions. Implement process improvement projects to reduce processing time and costs or increase revenues. [All Departments]

*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 48:** By the end of FY2014, reduce the cost/item circulated by 15 percent. [Library]

*Actions: Issue RFP for purchase of all library collections.*

**Objective 49:** Seek \$100,000 of outside funding for new library program support by 2014. [Library]

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

## IV. AN EFFECTIVE GOVERNMENT (CONTINUED)

**Objective 50:** Continue recognition from the Government Finance Officers Association (GFOA) for excellence in budgeting and financial reporting. Maintain annual audit results establishing conformance to requirements and generally accepted accounting principles. [Finance]

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

| OBJECTIVE | MEASURE   | Current          | FY2011           | FY2012           | FY2013           | FY2014           | FY2015           |
|-----------|---|------------------|------------------|------------------|------------------|------------------|------------------|
| 43        | Residential plan reviews completed within 10 days.                            |                  | 99%              | 99%              | 99%              | 99%              | 100%             |
| 43        | Land use decisions issued within 120 days.                                    |                  | 100%             | 100%             | 100%             | 100%             | 100%             |
| 43        | Complete inspections within same day of request (when called in by 7:00 a.m.) |                  | 90%              | 95%              | 99%              | 99%              | 95%              |
| 44        | Reduce non-revenue water percentage of total production to 10%.               | 24%              | 22%              | 21%              | 20%              | 19%              | 18%              |
| 45<br>46  | Median household income.  | \$46,635<br>2007 | \$45,745<br>2009 |                  |                  |                  |                  |
| 45        | Annual water bill (based on an average 8 units of water per month usage).     | \$515            | \$515            |                  |                  |                  |                  |
| 45        | Percent of average annual water bill to median household income.              | 1.1%             | 1.13%            |                  |                  | 1%               |                  |
| 46        | Annual sewer bill (based on an average 8 units of water per month usage).     | \$413            | \$525            |                  |                  |                  |                  |
| 46        | Percent average annual sewer bill to median household income.                 | 0.89%            | 1.15%            |                  |                  | 1%               |                  |
| 47        | Annual report of performance benchmarking progress.                           |                  | November<br>2010 | November<br>2011 | November<br>2012 | November<br>2013 | November<br>2014 |
| 47        | Completed process improvement studies.  | 0                | 3                | 3                | 3                | 3                | 3                |
| 47        | Cost savings or cost avoidance from completed studies.                        | 0                | \$25,000         | \$25,000         | \$25,000         | \$25,000         | \$25,000         |
| 47        | Average % reduction in process time in completed studies.                     | 0                | 50%              | 50%              | 50%              | 50%              | 50%              |
| 48        | Cost per library item circulated.   | \$3.00           | \$2.90           | \$2.85           | \$2.80           | \$2.75           |                  |
| 49        | Non-General Fund program support for the Library.                             | \$35,182         | \$114,000        | \$20,000         | \$20,000         | \$20,000         | \$20,000         |

## IV. AN EFFECTIVE GOVERNMENT (CONTINUED)

| OBJECTIVE | MEASURE  | Current | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 |
|-----------|--|---------|--------|--------|--------|--------|--------|
| 50        | Receive "Excellence in Financial Reporting" award. | Yes     | Yes    | Yes    | Yes    | Yes    | Yes    |
| 50        | Receive "Distinguished Budget Presentation" award. | Yes     | Yes    | Yes    | Yes    | Yes    | Yes    |
| 50        | Reportable audit findings of noncompliance.        | None    | None   | None   | None   | None   | None   |

**Goal 2:** Work forward implementing sustainable practices.

**Objective 51:** Advance current administrative efforts in enacting sustainability practices within city operations. [City Manager, Community Development, Parks & Recreation, Public Works]

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

| OBJECTIVE | MEASURE  | Current | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 |
|-----------|--|---------|--------|--------|--------|--------|--------|
| 51        | Implement and maintain model sustainability practices program. | 1       |        |        |        |        |        |



## EXECUTIVE SUMMARY

### PROPERTY TAXES

The total property taxes to be levied for operations and debt service are estimated to be \$24,540,595.

Assumptions:

- (1) The assessed valuation of the City is estimated to be \$3,252,729,392, an increase of 1.0 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 \$1,412,646, a tax rate of \$0.43 per \$1,000 of assessed value.
- (5) The Public Safety Local Option Levy is estimated to be \$2,107,735, an effective tax rate of \$0.64 per \$1,000 of assessed value.
- (6) The Public Safety Local Option levy will have an estimated \$982,358 reduction in tax revenues due to compression.
- (7) The Fiscal Year 2012-2013 tax collection rate is estimated to be 93.47 percent.

### CAPITAL PROJECTS

The City prepares a separate five-year Capital Improvement Program (CIP). On June 27, 2012, the City Council adopted the 2012-2017 CIP as a planning document, following a public hearing.

For Fiscal Year 2012-2013 the CIP identified capital projects totaling \$5,174,000.

A complete list of Capital Projects is included in the Capital Outlay 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 \$79,922.

The City's direct debt burden is 0.09 percent of the true cash value, and the overall debt burden is 2.39 percent of the true cash value.

#### Debt Principal Outstanding as of July 1, 2012

|                             |                 |
|-----------------------------|-----------------|
| General Obligation          | \$3,760,000     |
| Less: Sinking Fund Reserves | <u>(78,000)</u> |
| Net General Obligation Debt | \$3,682,000     |

|                     |                  |
|---------------------|------------------|
| Other Bonds:        |                  |
| Water Revenue       | 30,840,000       |
| Revenue Obligations | 1,660,000        |
| Limited Tax Pension | <u>5,513,556</u> |
| Total Other Bonds   | \$38,013,556     |

|                      |                   |
|----------------------|-------------------|
| Other Debt:          |                   |
| Clean Water SRF Loan | 3,429,702         |
| 2012 SRF ARRA Loan   | 1,950,000         |
| SRF Loans, Sewer     | <u>63,632,619</u> |
| Total Other Debt     | \$69,012,321      |

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, 2011, that limit was \$121.7 million on \$4.057 billion TCV. The City's legal debt margin for General Obligation Debt is \$116.9 million. It is anticipated that the margin will remain the same for Fiscal Year 2012-2013.

## 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.

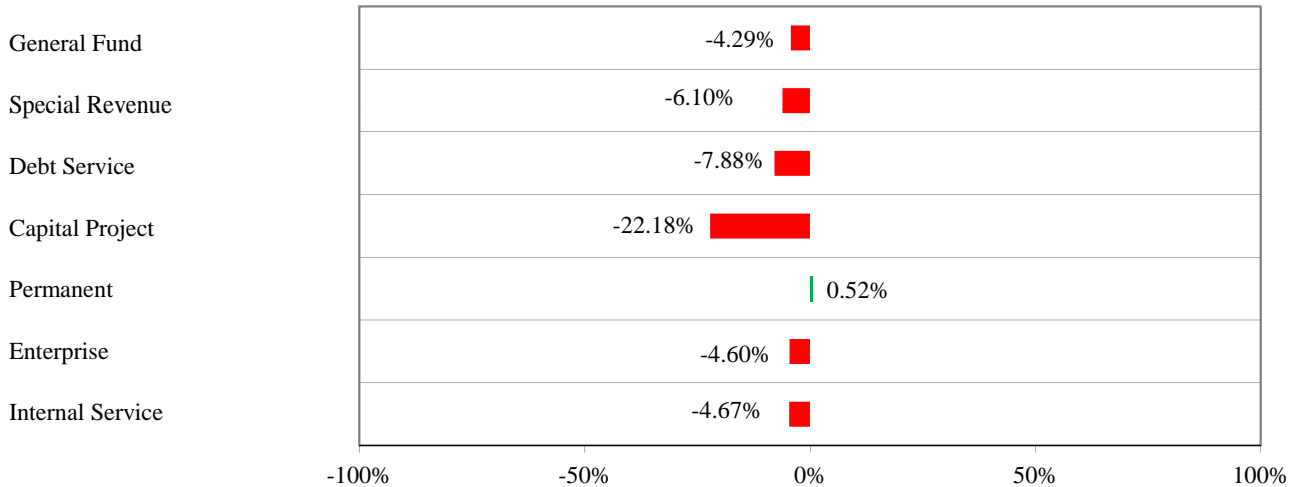
**EXECUTIVE SUMMARY**

**FUND TYPE SUMMARY AS PROPOSED BY THE CITY MANAGER**

for the 2012-13 Fiscal Year

| Fund Type              | .....2011-12..... |                   | .....2012-13.....  |                    |                   | Over<br>(under)<br>2011-12<br>Revised<br>Budget | Percent<br>of Total<br>Budget |
|------------------------|-------------------|-------------------|--------------------|--------------------|-------------------|---|-------------------------------|
|                        | Adopted<br>Budget | Revised<br>Budget | Proposed<br>Budget | Approved<br>Budget | Adopted<br>Budget |   |                               |
| General Fund           | \$ 30,479,300     | \$ 30,481,200     | \$ 29,172,400      | \$ -               | \$ -              | -4.29%  | 18.72%                        |
| Special Revenue        | 54,463,600        | 54,618,100        | 51,286,600         | -                  | -                 | -6.10%  | 32.91%                        |
| Debt Service           | 2,880,400         | 2,880,400         | 2,653,300          | -                  | -                 | -7.88%  | 1.70%                         |
| Capital Project        | 4,954,800         | 4,954,800         | 3,855,800          | -                  | -                 | -22.18%   | 2.47%                         |
| Permanent              | 134,500           | 134,500           | 135,200            | -                  | -                 | 0.52%   | 0.09%                         |
| Enterprise             | 58,862,100        | 58,862,100        | 56,152,000         | -                  | -                 | -4.60%  | 36.03%                        |
| Internal Service       | 13,191,500        | 13,191,500        | 12,575,300         | -                  | -                 | -4.67%  | 8.07%                         |
| Totals, All Fund Types | \$ 164,966,200    | \$ 165,122,600    | \$ 155,830,600     | \$ -               | \$ -              | -5.63%  | 100.00%                       |

**Percentage Change in the 2012-13 Proposed Budget from the 2011-12 Revised Budget**



**EXECUTIVE SUMMARY**

**APPROVED BUDGET**  
for the 2012-13 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:**

- Grants Fund:** DOJ Equitable Sharing, increased Beginning Fund Balance \$60,000.
- Grants Fund:** FEMA Projects, added \$140,000 transfer from Street Fund and increased intergovernmental revenues \$450,000.
- Building Fund:** Decreased Beginning Fund Balance \$141,000.
- Risk Management Fund:** HARP, decreased transfer from PepsiCo Settlement Projects \$48,000 and increased Beginning Fund Balance \$19,000.

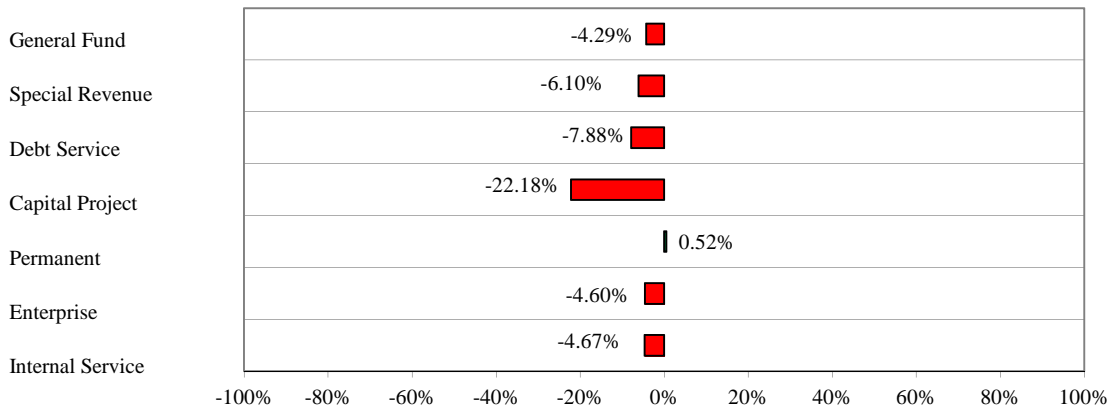
**REQUIREMENTS:**

- Grants Fund:** DOJ Equitable Sharing, increased Reserves by \$60,000.
- Grants Fund:** FEMA Projects, increased Capital expenditures by \$590,000.
- Building Fund:** Decreased Personal Services by \$141,000.
- Risk Management Fund:** PepsiCo Settlement Projects, decreased transfer to HARP \$48,000 and increased Reserves \$48,000.
- Risk Management Fund:** HARP, decreased Materials and Services \$29,000.
- Street Fund:** Street Capital & Restoration, added transfer to Grants Fund, FEMA Projects, of \$140,000 and decreased Reserves \$140,000.
- Sewer Fund:** Sewer Debt Service, increased SDC-I Reserves \$945,300 and decreased Rates Reserves \$945,300.

**COMPARISON OF 2010-11 REVISED BUDGET TO 2011-12 APPROVED BUDGET  
AND PERCENT OF TOTAL BUDGET BY FUND**

| Fund Type        | .....2011-12..... |                   | .....2012-13.....  |                    |                   | Over<br>(under)<br>2011-12<br>Revised<br>Budget | Percent<br>of Total<br>Budget |
|------------------|-------------------|-------------------|--------------------|--------------------|-------------------|---|-------------------------------|
|                  | Adopted<br>Budget | Revised<br>Budget | Proposed<br>Budget | Approved<br>Budget | Adopted<br>Budget |   |                               |
| General Fund     | \$ 30,479,300     | \$ 30,481,200     | \$ 29,172,400      | \$ 29,172,400      | \$ -              | -4.29%  | 18.73%                        |
| Special Revenue  | 54,463,600        | 54,618,100        | 51,286,600         | 51,286,600         | -                 | -6.10%  | 32.91%                        |
| Debt Service     | 2,880,400         | 2,880,400         | 2,653,300          | 2,653,300          | -                 | -7.88%  | 1.70%                         |
| Capital Project  | 4,954,800         | 4,954,800         | 3,855,800          | 3,855,800          | -                 | -22.18%   | 2.47%                         |
| Permanent        | 134,500           | 134,500           | 135,200            | 135,200            | -                 | 0.52%   | 0.09%                         |
| Enterprise       | 58,862,100        | 58,862,100        | 56,152,000         | 56,152,000         | -                 | -4.60%  | 36.03%                        |
| Internal Service | 13,191,500        | 13,191,500        | 12,575,300         | 12,575,300         | -                 | -4.67%  | 8.07%                         |
| Totals           | \$ 164,966,200    | \$ 165,122,600    | \$ 155,830,600     | \$ 155,830,600     | \$ -              | -5.63%  | 100.00%                       |

**PERCENTAGE CHANGE IN THE 2011-12 APPROVED BUDGET  
FROM THE 2010-11 REVISED BUDGET**



**EXECUTIVE SUMMARY**

**ADOPTED BUDGET**  
for the 2012-13 Fiscal Year

**ADJUSTMENTS AS ADOPTED BY THE CITY COUNCIL**

**RESOURCES:**

**Grant Fund:** Increase LEPC HazMat Functional Exercise Program Grant and Contractual Services for the Program by \$5,000.

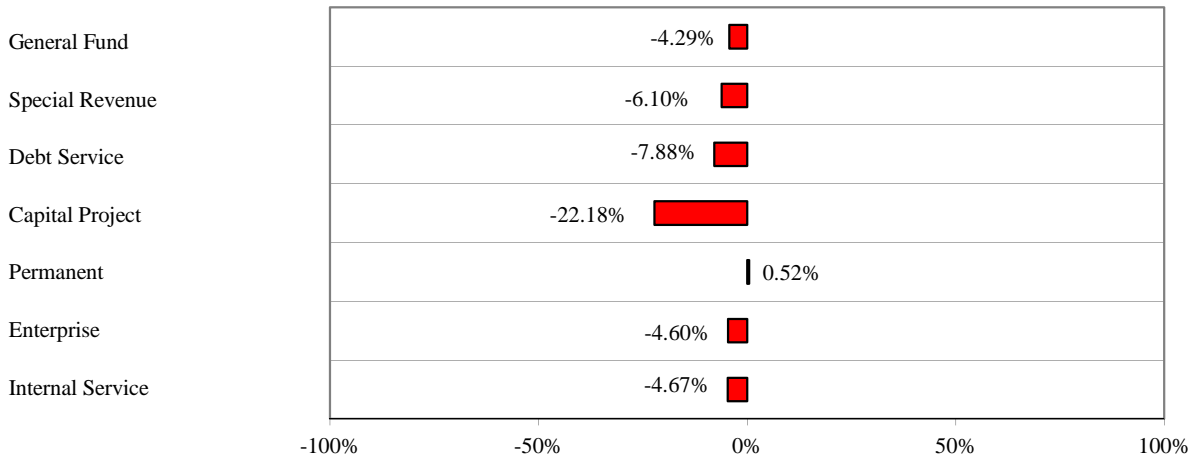
**REQUIREMENTS:**

**No Changes.**

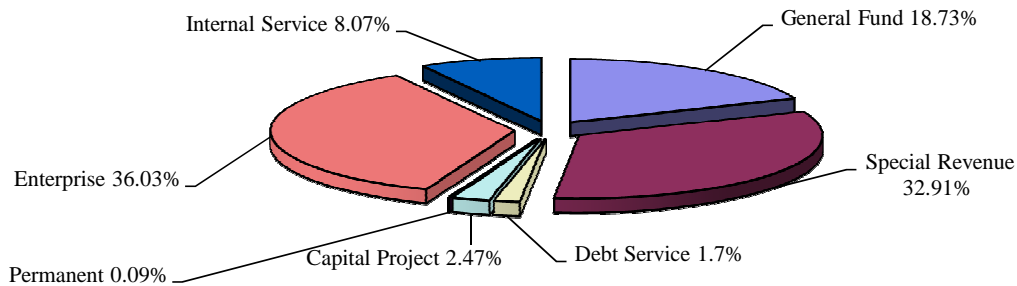
**COMPARISON OF 2010-11 REVISED BUDGET TO 2011-12 ADOPTED BUDGET  
AND PERCENT OF TOTAL BUDGET BY FUND**

| Fund Type                     | .....2011-12.....     |                       | .....2012-13.....     |                       |                       | Over<br>(under)<br>2011-12<br>Revised<br>Budget | Percent<br>of Total<br>Budget |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|-------------------------------|
|                               | Adopted<br>Budget     | Revised<br>Budget     | Proposed<br>Budget    | Approved<br>Budget    | Adopted<br>Budget     |   |                               |
| General Fund                  | \$ 30,479,300         | \$ 30,481,200         | \$ 29,172,400         | \$ 29,172,400         | \$ 29,172,400         | -4.29%  | 18.73%                        |
| Special Revenue               | 54,463,600            | 54,618,100            | 51,286,600            | 51,286,600            | 51,286,600            | -6.10%  | 32.91%                        |
| Debt Service                  | 2,880,400             | 2,880,400             | 2,653,300             | 2,653,300             | 2,653,300             | -7.88%  | 1.70%                         |
| Capital Project               | 4,954,800             | 4,954,800             | 3,855,800             | 3,855,800             | 3,855,800             | -22.18%   | 2.47%                         |
| Permanent                     | 134,500               | 134,500               | 135,200               | 135,200               | 135,200               | 0.52%   | 0.09%                         |
| Enterprise                    | 58,862,100            | 58,862,100            | 56,152,000            | 56,152,000            | 56,152,000            | -4.60%  | 36.03%                        |
| Internal Service              | 13,191,500            | 13,191,500            | 12,575,300            | 12,575,300            | 12,575,300            | -4.67%  | 8.07%                         |
| <b>Totals, All Fund Types</b> | <b>\$ 164,966,200</b> | <b>\$ 165,122,600</b> | <b>\$ 155,830,600</b> | <b>\$ 155,830,600</b> | <b>\$ 155,830,600</b> | <b>-5.63%</b>                                   | <b>100.00%</b>                |

**Percentage Change in the 2012-13 Adopted Budget from the 2011-12 Revised Budget**



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







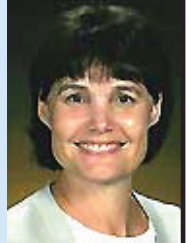
City of Albany

# City Council Wards

Population Estimate 49,165

(JULY 2009, PSU POPULATION RESEARCH CENTER)

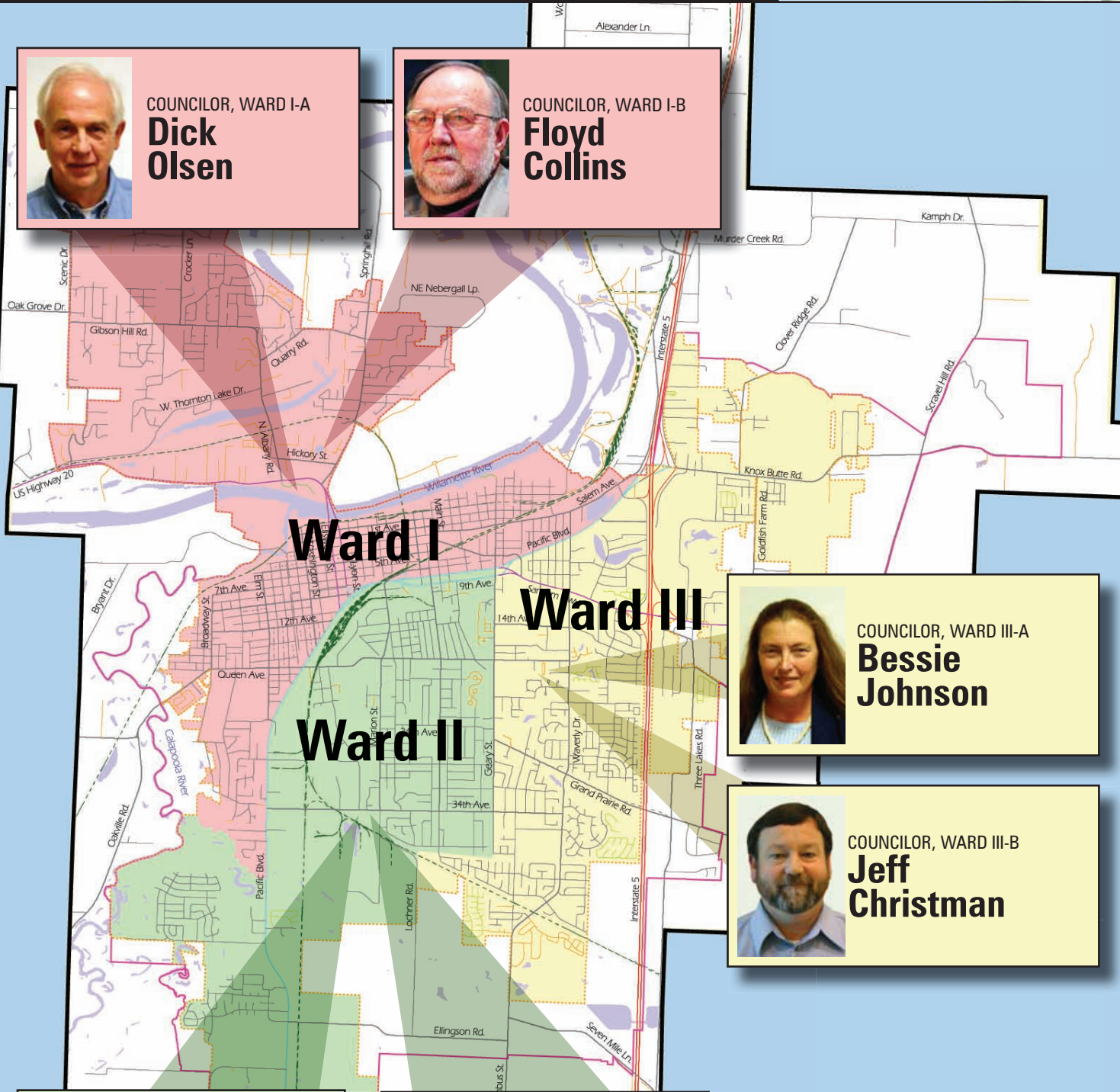
MAYOR  
**Sharon  
Konopa**



COUNCILOR, WARD I-A  
**Dick  
Olsen**



COUNCILOR, WARD I-B  
**Floyd  
Collins**



**Ward I**

**Ward III**

**Ward II**



COUNCILOR, WARD III-A  
**Bessie  
Johnson**



COUNCILOR, WARD III-B  
**Jeff  
Christman**



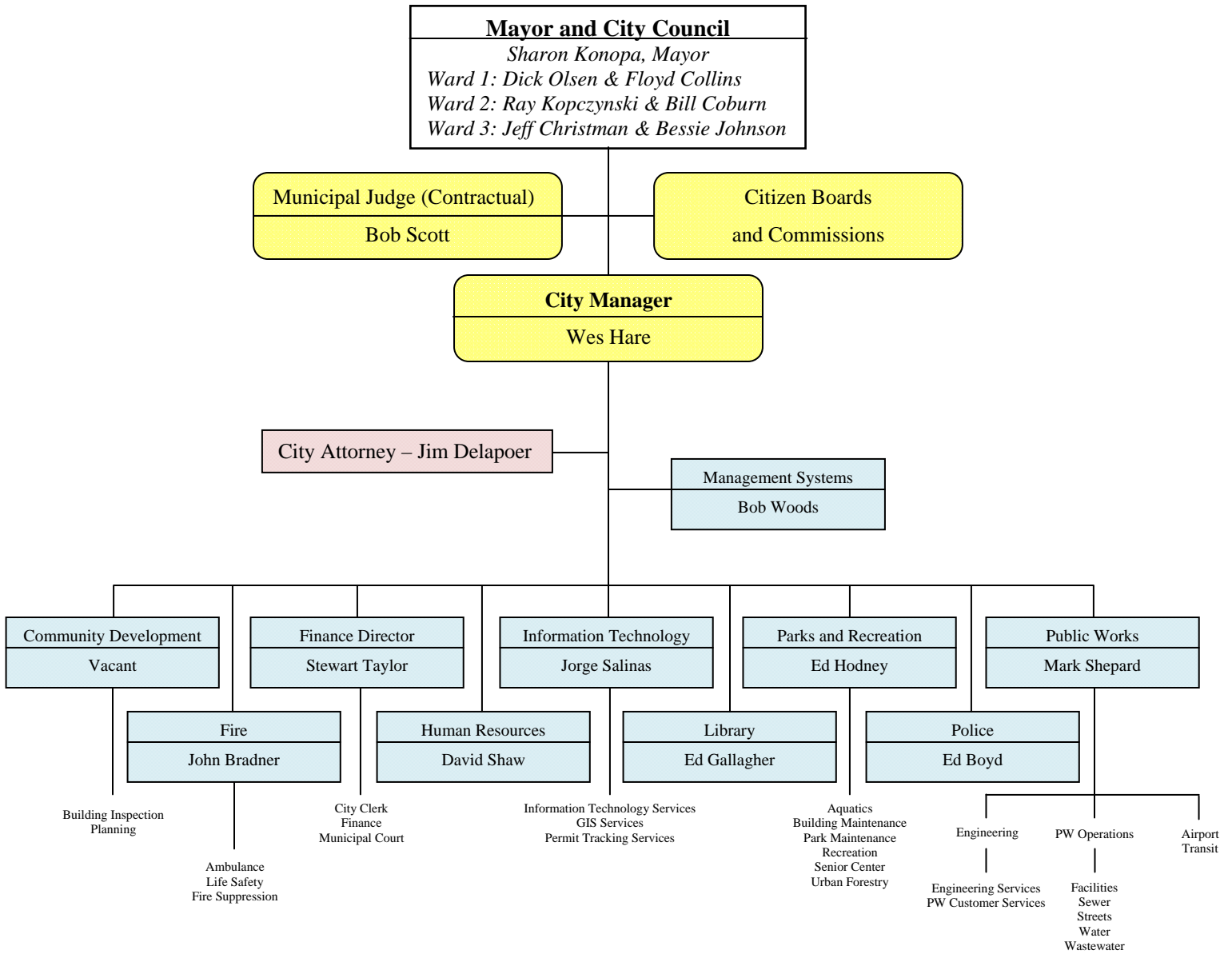
COUNCILOR, WARD II-A  
**Ralph  
Reid, Jr.**



COUNCILOR, WARD II-B  
**Bill  
Coburn**

# EXECUTIVE SUMMARY

## CITIZENS OF THE CITY OF ALBANY



Elected

Appointed by Council

Recommended by City Manager, ratified by Council

Appointed by City Manager

# PERSONNEL CHANGE REPORT

The adopted budget for Fiscal Year 2011-2012 authorized 424.925 full-time equivalent (FTE) positions. During the year, the following personnel position adjustments were approved:

1. Revised the job title of the Wetlands & Biosolids Reuse Supervisor to Wetlands & Biosolids Reuse Manager (601-50-2410).
2. Reclassified the vacant Water/Wastewater Field Services Supervisor position to Wastewater Maintenance II (601-60-2405).
3. Reclassified the vacant Assistant City Engineer position to Public Works Construction Management Supervisor (705-50-2803).
4. Reclassified the vacant Treatment Plant Supervisor position to Lead Water Operator (615-50-2205 50%; 615-50-2207 50%).
5. Increased funded portion of authorized 1.0 FTE Recreation Programs Specialist position from 0.475 to 0.525 (202-35-1404).
6. Reclassified IT Help Desk Specialist position to Application Support Specialist (701-13-1030 50%; 701-13-2011 50%).
7. Reclassified Database Administrator position to Database and Virtual Infrastructure Administrator (701-13-1030).
8. Restored remaining 20 percent funding to authorized 1.00 FTE Clerk III position that was only budgeted at 80 percent in Parks & Recreation (202-35-1408).
9. Reclassified vacant Facilities Instrument Technician position to Facilities Automation Analyst (705-50-2809).
10. Reclassified Streets Field Services Supervisor position to Street Maintenance Lead Worker (250-50-2602).
11. Reclassified the vacant Assistant Public Works Director/Operations Manager position to Operations Manager (705-50-2805).

With the above adjustments, the authorized FTE remained at 424.925 FTE positions as of April 30, 2012.

The budget for fiscal year 2012-2013 drops the distinction between authorized unfunded and budgeted positions as directed by the City Council and Budget Committee. Authorized unfunded positions have been eliminated. Consequently, the proposed budget shows 382.825 budgeted FTE positions, a decrease of 42.1 FTE.

### Planning

- Delete 1.00 FTE Community Development Director position (*VSIP*)

*VSIP = Voluntary Separation Incentive Program*

The proposed changes are:

|                                   |                    |
|-----------------------------------|--------------------|
| City Manager's Office             | -1.200 FTE         |
| Community Development Department  | -9.250 FTE         |
| Finance Department                | -3.250 FTE         |
| Fire Department                   | -6.000 FTE         |
| Human Resources Department        | -1.000 FTE         |
| Information Technology Department | -1.000 FTE         |
| Library                           | -0.875 FTE         |
| Parks & Recreation Department     | -7.025 FTE         |
| Police Department                 | -6.500 FTE         |
| Public Works Department           | <u>-5.000 FTE</u>  |
| <b>Total</b>                      | <b>-42.100 FTE</b> |

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

- Delete vacant 0.20 FTE (unfunded portion) of the authorized 0.80 FTE Administrative Assistant (confidential) position
- Delete 1.00 FTE Executive Assistant to the City Manager position (*VSIP*)

### ***COMMUNITY DEVELOPMENT DEPARTMENT***

#### Building Inspection

- Add 0.25 FTE Building Inspector position as a transfer from Electrical Permit Program
- Delete vacant 3.00 FTE (authorized, unfunded) Building Inspector positions
- Delete vacant 1.00 FTE (authorized, unfunded) Code Compliance Inspector position
- Delete vacant 1.00 FTE (authorized, unfunded) Administrative Assistant I position
- Delete vacant 0.50 FTE (authorized, unfunded) Permit Clerk position
- Delete vacant 1.00 FTE (authorized, unfunded) Permit Technician position
- Delete vacant 0.1575 FTE (authorized, unfunded) Disability Access Coordinator position

#### Electrical Permit Program

- Transfer 0.25 FTE of Building Inspector position to the Building Inspection Program
- Delete vacant 0.50 FTE (authorized, unfunded) Permit Clerk position

#### ADA/Disability Access Enforcement

- Delete vacant 0.0925 FTE Disability Access Coordinator position
- Delete 1.00 FTE (authorized, unfunded) Planner I position
- Reclassify a 1.00 FTE Planner II position to Planner III

# PERSONNEL CHANGE REPORT

## **FINANCE DEPARTMENT**

### Finance Office

- Delete 1.00 FTE Deputy City Clerk position
- Delete vacant 0.25 FTE of the 0.50 FTE authorized, unfunded portion of an Accounting Specialist position and reinstate funding for the remaining 0.25 FTE portion, thus increasing the authorized, funded portion of the position from 0.50 FTE to 0.75 FTE
- Delete vacant 1.00 FTE (authorized, unfunded) Clerk III position

### Municipal Court

- Delete vacant 1.00 FTE (authorized, unfunded) Court Clerk position

## **FIRE DEPARTMENT**

### Fire & Life Safety

- Reclassify vacant 1.00 FTE Deputy Fire Marshall III position to Deputy Fire Marshal I/II – Compliance
- Reinststate funding for vacant 1.00 FTE (authorized, unfunded) Deputy Fire Marshal I/II – Compliance position

## **HUMAN RESOURCES DEPARTMENT**

- Delete vacant 1.00 FTE (authorized, unfunded) Human Resources Program Coordinator position

## **INFORMATION TECHNOLOGY DEPARTMENT**

### GIS Services

- Delete vacant 1.00 FTE (authorized, unfunded) GIS Analyst position
- Delete vacant 0.50 FTE Data Systems Analyst position

### Permit Tracking Services

- Delete vacant 0.50 FTE Data Systems Analyst position

## **LIBRARY**

- Delete vacant 0.50 FTE (authorized, unfunded) Library Assistant position
- Delete vacant 0.125 FTE Library Aide position
- Delete vacant 0.25 FTE (authorized, unfunded) Library Page position

## **PARKS & RECREATION DEPARTMENT**

### Children, Youth, & Family Recreation Services

- Delete vacant 0.475 FTE (authorized, unfunded) Maple Lawn Preschool Teaching Assistant II position

### Resource Development/Marketing Services

- Delete vacant 0.475 FTE (authorized, unfunded) Recreation Programs Specialist position

### Park Maintenance Services

- Delete vacant 1.00 FTE (authorized, unfunded) Park Maintenance III position
- Delete vacant 1.00 FTE Park Maintenance II position (*VSIP*)
- Delete vacant 1.00 FTE (authorized, unfunded) Park Maintenance I position

### Parks and Recreation Administration

- Transfer 0.05 FTE Administrative Assistant I position to Foster Grandparent Program

### Aquatic Services

- Delete vacant 0.50 FTE (authorized, unfunded) Building Maintenance II position
- Delete vacant 0.575 FTE (authorized, unfunded) Administrative Assistant position

### Adult Recreation Services

- Transfer 0.05 FTE Recreation Programs Manager position to Foster Grandparent Program
- Delete vacant 1.00 FTE (authorized, unfunded) Recreation Programs Supervisor position
- Transfer 0.50 FTE Recreation Coordinator position to Foster Grandparent Program

### Foster Grandparent Program (grant)

- Add 0.05 FTE Recreation Programs Manager position as a transfer from Adult Recreation Services
- Add 0.50 FTE Recreation Coordinator position as a transfer from Adult Recreation Services
- Add 0.05 FTE Administrative Assistant I position as a transfer from Parks and Recreation Administration

### Facilities Maintenance

- Delete 1.00 FTE Building Maintenance Lead Worker position effective August 1, 2012 (*VSIP*)

# PERSONNEL CHANGE REPORT

## ***PUBLIC WORKS DEPARTMENT***

### Street Maintenance

- Add vacant 0.45 FTE Airport & Transit Manager position as a transfer from Albany Municipal Airport and reclassify to Utility Superintendent-Transportation
- Delete 1.00 FTE Street Maintenance Supervisor position
- Reclassify 2.00 FTE Street Maintenance I positions to Street Maintenance II's

### Wastewater Treatment Plant

- Add 1.00 FTE Treatment Facilities Operator position as a 0.50 FTE transfer from Vine Street Water Treatment Plant and 0.50 FTE transfer from Albany-Millersburg Water Treatment Plant
- Transfer 0.50 FTE Treatment Facilities Operator position to Albany-Millersburg Water Treatment Plant

### Wastewater Collection

- Reclassify vacant 1.00 FTE Wastewater Collection Manager position to Water Maintenance II and transfer to Water Distribution
- Reclassify 1.00 FTE Water Maintenance II position to Lead Wastewater Operator
- Add vacant 1.00 FTE Wastewater Facilities Technician III/Flow Monitoring Specialist as a transfer from Facilities & Maintenance Engineering and reclassify to Wastewater Maintenance II
- Reclassify 1.00 FTE Wastewater Maintenance I position to Wastewater Maintenance II

### Wastewater Administration

- Add vacant 0.50 FTE Civil Engineer III position as a transfer from Water Administration and reclassify to Utility Superintendent-Wastewater

### Water Reuse and Biosolids

- Transfer 0.80 FTE Wetlands & Biosolids Reuse Manager position to Wetlands
- Delete vacant 1.00 FTE (authorized, unfunded) Wastewater Maintenance II position

### Wetlands

- Add 0.80 FTE Wetlands & Biosolids Reuse Manager position as a transfer from Water Reuse and Biosolids

### Water Administration

- Reclassify 1.00 FTE Water Superintendent position to Utility Superintendent-Water
- Transfer 0.50 FTE Civil Engineer III position to Wastewater Administration and reclassify to Utility Superintendent-Wastewater

### Water Canal Maintenance

- Reclassify 1.00 FTE Water Maintenance I position to Water Maintenance II

### Vine Street Water Treatment Plant

- Transfer 0.25 FTE Treatment Facilities Operator position to Albany-Millersburg Water Treatment Plant
- Transfer 0.50 FTE Treatment Facilities Operator position to Wastewater Treatment Plant

### Water Distribution

- Add 1.00 FTE Water Maintenance II position as a transfer from Wastewater Collection and reclassification of vacant Wastewater Collection Manager position

### Albany-Millersburg Water Treatment Plant

- Transfer 0.50 FTE Treatment Facilities Operator position to Wastewater Treatment Plant
- Add 0.25 FTE Treatment Facilities Operator position as a transfer from Vine Street Water Treatment Plant
- Add 0.50 FTE Treatment Facilities Operator position as a transfer from Wastewater Treatment Plant

### Public Works Administration

- Add 1.00 FTE Administrative Assistant I position as a transfer from Engineering Services and reclassify to Administrative Services Supervisor

### Engineering Services

- Transfer 1.00 FTE Administrative Assistant I position to Public Works Administration and reclassify to Administrative Services Supervisor
- Reclassify 1.00 FTE Clerk III position to Administrative Assistant I

### Operations Administration

- Layoff of 1.00 FTE Program Management Supervisor position and deletion of position
- Reclassify 1.00 FTE Clerk II position to Clerk III
- Transfer vacant 1.00 FTE Special Projects Coordinator position to Facilities & Maintenance Engineering and reclassify to Asset Data Lead Worker
- Transfer 3.00 FTE Public Works Data Technician positions to Facilities & Maintenance Engineering
- Add 1.00 FTE Facilities Maintenance Coordinator position as a transfer from Facilities & Maintenance Engineering

### Water Quality Control Services

- Delete vacant 1.00 FTE (authorized, unfunded) WWTP Laboratory Technician position

# PERSONNEL CHANGE REPORT

## *Public Works Department continued*

### Public Works Customer Services

➤ Reclassify 2.00 FTE Billing/Collection Specialist I positions to Billing/Collection Specialist II's

### Facilities & Maintenance Engineering

➤ Delete 1.00 FTE Facilities Engineering Manager position (VSIP)

➤ Reclassify vacant 1.00 FTE Wastewater Facilities Technician III/Flow Monitoring Specialist position to a Wastewater Maintenance II and transfer to Wastewater Collection

➤ Add vacant 1.00 FTE Special Projects Coordinator position as a transfer from Operations Administration and reclassify to Asset Data Lead Worker

➤ Add 3.00 FTE Public Works Data Technician positions as a transfer from Operations Administration

➤ Transfer 1.00 FTE Facilities Maintenance Coordinator position to Operations Administration

### Title XIX Transportation Grant

➤ Transfer 0.375 FTE Transportation Assistant position to Paratransit System

### Albany Municipal Airport

➤ Reclassify vacant 0.45 FTE Airport & Transit Manager position to Utility Superintendent-Transportation and transfer to Street Maintenance

➤ Add 0.10 FTE vacant Airport & Transit Manager position as a 0.035 transfer from Albany Transit System, 0.035 transfer from Linn-Benton Loop, and 0.03 transfer from Paratransit System and reclassify to Utility Superintendent-Transportation

### Albany Transit System

➤ Reclassify vacant 0.185 FTE Airport & Transit Manager position to Utility Superintendent-Transportation and transfer 0.035 FTE to Albany Municipal Airport

### Linn-Benton Loop System

➤ Reclassify vacant 0.185 FTE Airport & Transit Manager position to Utility Superintendent-Transportation and transfer 0.035 FTE to Albany Municipal Airport

### Paratransit System

➤ Reclassify vacant 0.18 FTE Airport & Transit Manager position to Utility Superintendent-Transportation and transfer 0.03 FTE to Albany Municipal Airport

➤ Add 0.375 FTE Transportation Assistant position as a transfer from Title XIX Transportation Grant

## Authorized Positions and Monthly Salary Schedule

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

| Position   | 2010-2011<br>Adopted<br>Positions | 2011-2012<br>Adopted<br>Positions | 2012-2013<br>Adopted<br>Positions | 2012-2013<br>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                               | \$7,206                      | \$8,917 |
| Executive Assistant to the City Manager              | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| Management Assistant/Public Information Officer      | 1.0                               | 1.0                               | 1.0                               | \$4,360                      | \$5,364 |
| Graphics and Web Specialist                          | 1.0                               | 1.0                               | 1.0                               | \$4,049                      | \$5,166 |
| Administrative Assistant I (confidential)            | 1.0                               | 1.0                               | 1.0                               | \$3,246                      | \$3,991 |
| Administrative Assistant (confidential)              | 0.0                               | 0.8                               | 0.6                               | \$2,971                      | \$3,653 |
| Office Clerk (confidential)                          | 0.6                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>6.6</b>                        | <b>6.8</b>                        | <b>5.6</b>                        |                              |         |
| <b>Economic Development Activities – 211-11-1101</b> |                                   |                                   |                                   |                              |         |
| Urban Renewal Manager                                | 1.0                               | 1.0                               | 1.0                               | \$5,691                      | \$7,002 |
| <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                               | 0.0                               | N/A                          | N/A     |
| Planning Manager                                     | 1.0                               | 1.0                               | 1.0                               | \$5,862                      | \$7,212 |
| Planner III  | 1.0                               | 1.0                               | 2.0                               | \$4,901                      | \$6,252 |
| Planner II   | 2.0                               | 2.0                               | 1.0                               | \$4,453                      | \$5,669 |
| Planner I  | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| Infrastructure Analyst                               | 1.0                               | 1.0                               | 1.0                               | \$4,453                      | \$5,669 |
| Administrative Services Supervisor                   | 0.5                               | 0.5                               | 0.5                               | \$4,111                      | \$5,056 |
| Administrative Assistant I                           | 1.0                               | 1.0                               | 1.0                               | \$3,202                      | \$4,088 |
| Administrative Assistant                             | 1.0                               | 1.0                               | 1.0                               | \$2,897                      | \$3,695 |
| <b>TOTAL</b>   | <b>9.5</b>                        | <b>9.5</b>                        | <b>7.5</b>                        |                              |         |
| <b>Building Inspection – 204-40-1602</b>             |                                   |                                   |                                   |                              |         |
| Building Official Manager                            | 1.0000                            | 1.0000                            | 1.00                              | \$5,862                      | \$7,212 |
| Assistant Building Official                          | 1.0000                            | 1.0000                            | 1.00                              | \$5,691                      | \$7,002 |
| Administrative Services Supervisor                   | 0.5000                            | 0.5000                            | 0.50                              | \$4,020                      | \$4,945 |
| Building Inspector                                   | 5.0000                            | 5.0000                            | 2.25                              | \$3,950                      | N/A     |
| Senior Code Compliance Inspector                     | 0.0000                            | 1.0000                            | 1.00                              | \$4,015                      | \$5,188 |
| Code Compliance Inspector                            | 2.0000                            | 1.0000                            | 0.00                              | N/A                          | N/A     |
| Disability Access Coordinator                        | 0.1575                            | 0.1575                            | 0.00                              | N/A                          | N/A     |
| Permit Technician                                    | 2.0000                            | 2.0000                            | 1.00                              | \$3,202                      | \$4,088 |
| Permit Clerk   | 0.5000                            | 0.5000                            | 0.00                              | N/A                          | N/A     |
| Administrative Assistant I                           | 1.0000                            | 1.0000                            | 0.00                              | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>13.1575</b>                    | <b>13.1575</b>                    | <b>6.75</b>                       |                              |         |
| <b>Electrical Permit Program – 204-40-1603</b>       |                                   |                                   |                                   |                              |         |
| Building Inspector                                   | 1.0                               | 1.0                               | 0.75                              | \$3,950                      | N/A     |
| Permit Clerk   | 0.5                               | 0.5                               | 0.00                              | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>1.5</b>                        | <b>1.5</b>                        | <b>0.75</b>                       |                              |         |
| <b>ADA Code Enforcement – 204-40-1607</b>            |                                   |                                   |                                   |                              |         |
| Disability Access Coordinator                        | 0.8425                            | 0.8425                            | 0.75                              | \$3,693                      | \$4,715 |
| <b>TOTAL</b>   | <b>0.8425</b>                     | <b>0.8425</b>                     | <b>0.75</b>                       |                              |         |

## Authorized Positions and Monthly Salary Schedule

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

| Position  | 2010-2011<br>Adopted<br>Positions | 2011-2012<br>Adopted<br>Positions | 2012-2013<br>Adopted<br>Positions | 2012-2013<br>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                             | \$3,160                      | \$4,017  |
| Accounting Specialist                                     | 1.000                             | 1.000                             | 1.000                             | \$2,889                      | \$3,682  |
| Court Clerk   | 3.125                             | 3.125                             | 2.125                             | \$2,495                      | \$3,174  |
| <b>TOTAL</b>  | <b>5.375</b>                      | <b>5.375</b>                      | <b>4.375</b>                      |                              |          |
| <b>Finance Office – 701-10-1035</b>                       |                                   |                                   |                                   |                              |          |
| Finance Director  | 1.0                               | 1.0                               | 1.00                              | \$8,182                      | \$10,227 |
| Senior Accountant   | 2.0                               | 2.0                               | 2.00                              | \$5,526                      | \$6,797  |
| City Clerk  | 1.0                               | 1.0                               | 1.00                              | \$4,234                      | \$5,207  |
| Deputy City Clerk   | 1.0                               | 1.0                               | 0.00                              | N/A                          | N/A      |
| Payroll Supervisor  | 1.0                               | 1.0                               | 1.00                              | \$4,234                      | \$5,207  |
| Purchasing Coordinator                                    | 1.0                               | 1.0                               | 1.00                              | \$4,015                      | \$5,188  |
| Accounting Specialist                                     | 4.0                               | 4.0                               | 3.75                              | \$2,889                      | \$3,682  |
| Clerk III   | 1.0                               | 1.0                               | 0.00                              | N/A                          | N/A      |
| <b>TOTAL</b>  | <b>12.0</b>                       | <b>12.0</b>                       | <b>9.75</b>                       |                              |          |
| <b>Fire Department</b>                                    |                                   |                                   |                                   |                              |          |
| <b>Fire Suppression – 100-25-1201</b>                     |                                   |                                   |                                   |                              |          |
| Fire Chief  | 1.0                               | 1.0                               | 1.0                               | \$7,791                      | \$9,739  |
| Assistant Fire Chief                                      | 1.0                               | 1.0                               | 1.0                               | \$7,002                      | \$8,611  |
| Training Chief  | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A      |
| Training Lieutenant                                       | 0.5                               | 0.5                               | 0.5                               | \$5,062                      | \$6,423  |
|   |                                   |                                   |                                   | \$5,176                      | \$6,568  |
| Battalion Chief   | 3.0                               | 3.0                               | 3.0                               | \$6,038                      | \$7,427  |
| Lieutenant  | 12.0                              | 12.0                              | 12.0                              | \$5,062                      | \$6,423  |
|   |                                   |                                   |                                   | \$5,176                      | \$6,568  |
| Apparatus Operator  | 12.0                              | 12.0                              | 12.0                              | \$4,568                      | \$5,758  |
|   |                                   |                                   |                                   | \$4,671                      | \$5,888  |
| Firefighter/EMT   | 16.0                              | 16.0                              | 13.0                              | \$4,258                      | \$5,382  |
|   |                                   |                                   |                                   | \$4,354                      | \$5,503  |
| Administrative Services Supervisor                        | 1.0                               | 1.0                               | 1.0                               | \$4,111                      | \$5,056  |
| Administrative Assistant I                                | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A      |
| Clerk III   | 1.6                               | 1.6                               | 1.6                               | \$2,495                      | \$3,174  |
| <b>TOTAL</b>  | <b>50.1</b>                       | <b>50.1</b>                       | <b>45.1</b>                       |                              |          |
| <b>Public Safety Levy - Fire – 100-25-1202</b>            |                                   |                                   |                                   |                              |          |
| Firefighter/EMT   | 6.0                               | 7.0                               | 7.0                               | \$4,258                      | \$5,382  |
|   |                                   |                                   |                                   | \$4,354                      | \$5,503  |
| Deputy Fire Marshal I/II - Compliance or Public Education | 2.0                               | 1.0                               | 1.0                               | --                           | --       |
| Deputy Fire Marshal I - Compliance or Public Education    | N/A                               | N/A                               | N/A                               | \$4,525                      | \$5,686  |
|   |                                   |                                   |                                   | \$4,627                      | \$5,814  |
| Deputy Fire Marshal II - Compliance or Public Education   | N/A                               | N/A                               | N/A                               | \$4,863                      | \$6,165  |
|   |                                   |                                   |                                   | \$4,972                      | \$6,304  |
| <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                               | \$5,062                      | \$6,423  |
|   |                                   |                                   |                                   | \$5,176                      | \$6,568  |
| Fire Marshal  | 1.0                               | 1.0                               | 1.0                               | \$6,265                      | \$7,706  |
| Deputy Fire Marshal III                                   | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A      |
| Deputy Fire Marshal I/II - Compliance or Public Education | 2.0                               | 3.0                               | 3.0                               | --                           | --       |
| Deputy Fire Marshal I - Compliance or Public Education    | N/A                               | N/A                               | N/A                               | \$4,525                      | \$5,686  |
|   |                                   |                                   |                                   | \$4,627                      | \$5,814  |
| Deputy Fire Marshal II - Compliance or Public Education   | N/A                               | N/A                               | N/A                               | \$4,863                      | \$6,165  |
|   |                                   |                                   |                                   | \$4,972                      | \$6,304  |
| <b>TOTAL</b>  | <b>4.5</b>                        | <b>5.5</b>                        | <b>4.5</b>                        |                              |          |



## Authorized Positions and Monthly Salary Schedule

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

| Position   | 2010-2011<br>Adopted<br>Positions | 2011-2012<br>Adopted<br>Positions | 2012-2013<br>Adopted<br>Positions | 2012-2013<br>Salary Schedule |         |
|--|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------|---------|
|  |                                   |                                   |                                   | Minimum                      | Maximum |
| <b>Ambulance – 212-25-1206</b>                       |                                   |                                   |                                   |                              |         |
| EMS/Operations Division Chief                        | 1.0                               | 1.0                               | 1.0                               | \$6,406                      | \$7,879 |
| Firefighter/EMT                                      | 14.0                              | 13.0                              | 13.0                              | \$4,258                      | \$5,382 |
|  |                                   |                                   |                                   | \$4,354                      | \$5,503 |
| Ambulance Billing Specialist III                     | 1.0                               | 1.0                               | 1.0                               | \$2,891                      | \$3,692 |
| Ambulance Billing Specialist II                      | 1.0                               | 1.0                               | 1.0                               | \$2,616                      | \$3,393 |
| <b>TOTAL</b>   | <b>17.0</b>                       | <b>16.0</b>                       | <b>16.0</b>                       |                              |         |
| <b>Human Resources Department</b>                    |                                   |                                   |                                   |                              |         |
| <b>Human Resources – 701-14-1032</b>                 |                                   |                                   |                                   |                              |         |
| Human Resources Director                             | 1.0                               | 1.0                               | 1.0                               | \$7,368                      | \$9,209 |
| Senior Human Resources Program Coordinator           | 0.0                               | 1.0                               | 1.0                               | \$4,626                      | \$5,691 |
| Human Resources Benefits Coordinator                 | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Human Resources Programs Coordinator                 | 1.0                               | 2.0                               | 1.0                               | \$3,876                      | \$4,765 |
| Human Resources Recruitment Coordinator              | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| HRIS Coordinator                                     | 1.0                               | 1.0                               | 1.0                               | \$3,444                      | \$4,234 |
| <b>TOTAL</b>   | <b>5.0</b>                        | <b>5.0</b>                        | <b>4.0</b>                        |                              |         |
| <b>Information Technology Department</b>             |                                   |                                   |                                   |                              |         |
| <b>Information Technology Services – 701-13-1030</b> |                                   |                                   |                                   |                              |         |
| Information Technology Director                      | 1.0                               | 1.0                               | 1.0                               | \$7,368                      | \$9,209 |
| Information Technology Project Manager               | 1.0                               | 1.0                               | 1.0                               | \$5,691                      | \$7,002 |
| Network Engineer                                     | 1.0                               | 1.0                               | 1.0                               | \$4,261                      | \$5,443 |
| Database and Virtual Infrastructure Administrator    | 0.0                               | 1.0                               | 1.0                               | \$4,901                      | \$6,252 |
| Database Administrator                               | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Network Administrator                                | 1.0                               | 1.0                               | 1.0                               | \$4,261                      | \$5,443 |
| System Administrator                                 | 1.0                               | 1.0                               | 1.0                               | \$4,261                      | \$5,443 |
| Information Systems Technician                       | 2.0                               | 2.0                               | 2.0                               | \$3,346                      | \$4,278 |
| Application Support Specialist                       | 0.0                               | 0.5                               | 0.5                               | \$3,271                      | \$4,163 |
| IT Help Desk Specialist                              | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>9.0</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                               | \$5,691                      | \$7,002 |
| Geographic Information System Analyst                | 2.0                               | 2.0                               | 1.0                               | \$4,261                      | \$5,443 |
| Data Systems Analyst                                 | 0.5                               | 0.5                               | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>3.5</b>                        | <b>3.5</b>                        | <b>2.0</b>                        |                              |         |
| <b>Permit Tracking Services – 701-13-2011</b>        |                                   |                                   |                                   |                              |         |
| Data Systems Analyst                                 | 0.5                               | 0.5                               | 0.0                               | N/A                          | N/A     |
| Application Support Specialist                       | 0.0                               | 0.5                               | 0.5                               | \$3,271                      | \$4,163 |
| <b>TOTAL</b>   | <b>0.5</b>                        | <b>1.0</b>                        | <b>0.5</b>                        |                              |         |
| <b>Library Department</b>                            |                                   |                                   |                                   |                              |         |
| <b>Library – 100-45-1701</b>                         |                                   |                                   |                                   |                              |         |
| Library Director                                     | 1.0000                            | 1.0000                            | 1.0000                            | \$7,368                      | \$9,209 |
| Supervising Librarian                                | 1.0000                            | 1.0000                            | 1.0000                            | \$4,908                      | \$6,038 |
| Library Resources Coordinator                        | 0.7500                            | 0.7500                            | 0.7500                            | \$4,015                      | \$5,188 |
| Librarian II   | 2.0000                            | 2.0000                            | 2.0000                            | \$3,640                      | \$4,637 |
| Librarian I  | 5.0000                            | 5.0000                            | 5.0000                            | \$3,235                      | \$4,113 |
| Senior Library Assistant                             | 1.0000                            | 1.0000                            | 1.0000                            | \$3,131                      | \$3,988 |
| Library Assistant                                    | 2.6625                            | 2.6625                            | 2.1625                            | \$2,822                      | \$3,601 |
| System Administrator                                 | 1.0000                            | 1.0000                            | 1.0000                            | \$4,261                      | \$5,443 |
| Administrative Assistant I (confidential)            | 1.0000                            | 0.0000                            | 0.0000                            | N/A                          | N/A     |
| Administrative Assistant I                           | 0.0000                            | 0.8000                            | 0.8000                            | \$3,202                      | \$4,088 |
| Library Aide   | 6.3125                            | 6.3125                            | 6.1875                            | \$2,299                      | \$2,922 |
| Library Page   | 0.2500                            | 0.2500                            | 0.0000                            | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>21.9750</b>                    | <b>21.7750</b>                    | <b>20.9000</b>                    |                              |         |

07-1-11 thru 12-31-11

1-1-12 thru 6-30-12

## Authorized Positions and Monthly Salary Schedule

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

| Position   | 2010-2011<br>Adopted<br>Positions | 2011-2012<br>Adopted<br>Positions | 2012-2013<br>Adopted<br>Positions | 2012-2013<br>Salary Schedule |         |
|--|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------|---------|
|  |                                   |                                   |                                   | Minimum                      | Maximum |
| <b><i>Parks &amp; Recreation Department</i></b>                        |                                   |                                   |                                   |                              |         |
| <b>Sports Services – 202-35-1402</b>                                   |                                   |                                   |                                   |                              |         |
| Recreation Coordinator   | 1.0                               | 1.0                               | 1.0                               | \$3,821                      | \$4,869 |
| <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                             | \$5,364                      | \$6,598 |
| Recreation Programs Supervisor   | 1.000                             | 1.000                             | 1.000                             | \$4,111                      | \$5,056 |
| Maple Lawn Preschool Teaching Assistant II                             | 1.500                             | 1.500                             | 1.025                             | \$1,975                      | \$2,511 |
| Maple Lawn Preschool Teaching Assistant I                              | 0.875                             | 0.875                             | 0.875                             | \$1,790                      | \$2,276 |
| <b>TOTAL</b>   | <b>3.575</b>                      | <b>3.575</b>                      | <b>3.100</b>                      |                              |         |
| <b>Resource Development/Marketing Services – 202-35-1404</b>           |                                   |                                   |                                   |                              |         |
| Recreation Programs Manager  | 0.20                              | 0.2                               | 0.200                             | \$5,364                      | \$6,598 |
| Resource Development Coordinator                                       | 1.00                              | 1.0                               | 1.000                             | \$4,015                      | \$5,188 |
| Event and Program Coordinator  | 0.00                              | 1.0                               | 1.000                             | \$4,015                      | \$5,188 |
| Recreation Coordinator   | 1.34                              | 0.0                               | 0.000                             | N/A                          | N/A     |
| Recreation Programs Specialist   | 0.00                              | 1.0                               | 0.525                             | \$3,359                      | \$4,289 |
| <b>TOTAL</b>   | <b>2.54</b>                       | <b>3.2</b>                        | <b>2.725</b>                      |                              |         |
| <b>Adult Recreation &amp; Fitness Services – 202-35-1405</b>           |                                   |                                   |                                   |                              |         |
| Recreation Programs Manager  | 0.2                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Recreation Programs Supervisor   | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>1.2</b>                        | <b>0.0</b>                        | <b>0.0</b>                        |                              |         |
| <b>Park Maintenance Services – 202-35-1407</b>                         |                                   |                                   |                                   |                              |         |
| Parks and Facilities Maintenance Manager                               | 1.0                               | 0.5                               | 0.5                               | \$5,364                      | \$6,598 |
| Parks Operations Supervisor  | 0.0                               | 2.0                               | 2.0                               | \$4,111                      | \$5,056 |
| Park Maintenance III   | 2.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| Park Maintenance II  | 3.0                               | 4.0                               | 3.0                               | \$3,235                      | \$4,113 |
| Park Maintenance I   | 2.0                               | 4.0                               | 3.0                               | \$2,981                      | \$3,787 |
| Building Security/Custodian  | 0.0                               | 1.0                               | 1.0                               | \$2,580                      | \$3,295 |
| <b>TOTAL</b>   | <b>8.0</b>                        | <b>12.5</b>                       | <b>9.5</b>                        |                              |         |
| <b>Parks &amp; Recreation Administration – 202-35-1408</b>             |                                   |                                   |                                   |                              |         |
| Parks & Recreation Director  | 1.0                               | 1.0                               | 1.00                              | \$7,368                      | \$9,209 |
| Recreation Programs Manager  | 0.2                               | 0.2                               | 0.20                              | \$5,364                      | \$6,598 |
| Administrative Assistant I   | 1.0                               | 1.0                               | 0.95                              | \$3,202                      | \$4,088 |
| Clerk III  | 2.0                               | 2.0                               | 2.00                              | \$2,495                      | \$3,174 |
| <b>TOTAL</b>   | <b>4.2</b>                        | <b>4.2</b>                        | <b>4.15</b>                       |                              |         |
| <b>Senior Services – 202-35-1409</b>                                   |                                   |                                   |                                   |                              |         |
| Recreation Programs Manager  | 0.2                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Parks Operations Supervisor  | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Recreation Programs Specialist   | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Building Security/Custodian  | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Clerk III  | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>4.2</b>                        | <b>0.0</b>                        | <b>0.0</b>                        |                              |         |
| <b>Aquatic Services – 202-35-1410</b>                                  |                                   |                                   |                                   |                              |         |
| Recreation Programs Manager  | 1.000                             | 1.000                             | 1.0                               | \$5,364                      | \$6,598 |
| Building Maintenance II  | 1.000                             | 1.000                             | 0.5                               | \$3,235                      | \$4,113 |
| Aquatic Programs Leader  | 2.000                             | 2.000                             | 2.0                               | \$2,773                      | \$3,532 |
| Administrative Assistant   | 0.575                             | 0.575                             | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>4.575</b>                      | <b>4.575</b>                      | <b>3.5</b>                        |                              |         |

## Authorized Positions and Monthly Salary Schedule

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

| Position  | 2010-2011<br>Adopted<br>Positions | 2011-2012<br>Adopted<br>Positions | 2012-2013<br>Adopted<br>Positions | 2012-2013<br>Salary Schedule |         |
|---|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------|---------|
|   |                                   |                                   |                                   | Minimum                      | Maximum |
| <b>Northwest Art &amp; Air Festival – 202-35-1411</b>   |                                   |                                   |                                   |                              |         |
| Recreation Coordinator                                  | 0.33                              | 0.00                              | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>  | <b>0.33</b>                       | <b>0.00</b>                       | <b>0.0</b>                        |                              |         |
| <b>Performance Series – 202-35-1412</b>                 |                                   |                                   |                                   |                              |         |
| Recreation Coordinator                                  | 0.33                              | 0.00                              | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>  | <b>0.33</b>                       | <b>0.00</b>                       | <b>0.0</b>                        |                              |         |
| <b>Adult Recreation Services – 202-35-1413</b>          |                                   |                                   |                                   |                              |         |
| Recreation Programs Manager                             | 0.000                             | 0.4                               | 0.35                              | \$5,364                      | \$6,598 |
| Recreation Programs Supervisor                          | 0.000                             | 1.0                               | 0.00                              | N/A                          | N/A     |
| Recreation Coordinator                                  | 0.000                             | 1.0                               | 0.50                              | \$3,821                      | \$4,869 |
| Clerk III   | 0.000                             | 1.0                               | 1.00                              | \$2,495                      | \$3,174 |
| <b>TOTAL</b>  | <b>0.000</b>                      | <b>3.4</b>                        | <b>1.85</b>                       |                              |         |
| <b>Urban Forestry – 202-35-1419</b>                     |                                   |                                   |                                   |                              |         |
| Parks and Facilities Maintenance Manager                | 0.5                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Park Maintenance III                                    | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Park Maintenance II                                     | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>  | <b>2.5</b>                        | <b>0.0</b>                        | <b>0.0</b>                        |                              |         |
| <b>Foster Grandparent Program (grant) – 203-35-5090</b> |                                   |                                   |                                   |                              |         |
| Recreation Programs Manager                             | 0.0                               | 0.0                               | 0.05                              | \$5,364                      | \$6,598 |
| Recreation Coordinator                                  | 0.0                               | 0.0                               | 0.50                              | \$3,821                      | \$4,869 |
| Administrative Assistant I                              | 0.0                               | 0.0                               | 0.05                              | \$3,202                      | \$4,088 |
| <b>TOTAL</b>  | <b>0.0</b>                        | <b>0.0</b>                        | <b>0.60</b>                       |                              |         |
| <b>Facilities Maintenance – 701-35-1033</b>             |                                   |                                   |                                   |                              |         |
| Parks and Facilities Maintenance Manager                | 0.5                               | 0.5                               | 0.5                               | \$5,364                      | \$6,598 |
| Building Maintenance Lead Worker                        | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| Building Maintenance II                                 | 2.0                               | 2.0                               | 2.0                               | \$3,235                      | \$4,113 |
| <b>TOTAL</b>  | <b>3.5</b>                        | <b>3.5</b>                        | <b>2.5</b>                        |                              |         |
| <b>Police Department</b>                                |                                   |                                   |                                   |                              |         |
| <b>Police – 100-30-1301</b>                             |                                   |                                   |                                   |                              |         |
| Police Chief  | 1.00                              | 1.00                              | 1.00                              | \$7,791                      | \$9,739 |
| Police Captain  | 3.00                              | 3.00                              | 2.00                              | \$6,406                      | \$7,879 |
| Police Lieutenant (changed from Sergeant to Lieutenant) | 7.00                              | 7.00                              | 7.00                              | \$5,526                      | \$6,797 |
| Police Sergeant (changed from Corporal to Sergeant)     | 5.00                              | 6.00                              | 6.00                              | \$4,546                      | \$5,739 |
| Police Officer  | 43.00                             | 42.00                             | 40.00                             | \$4,073                      | \$5,129 |
| Police Records and Systems Supervisor                   | 1.00                              | 1.00                              | 1.00                              | \$4,360                      | \$5,364 |
| Police Communications Supervisor                        | 1.00                              | 1.00                              | 1.00                              | \$4,491                      | \$5,526 |
| Police Communications Specialist                        | 10.00                             | 10.00                             | 9.00                              | \$3,314                      | \$4,209 |
| Community Education Specialist                          | 2.00                              | 2.00                              | 1.25                              | \$3,522                      | \$4,514 |
| Community Service Officer                               | 1.00                              | 1.00                              | 1.00                              | \$3,420                      | \$4,383 |
| Property and Evidence Specialist                        | 2.00                              | 2.00                              | 1.25                              | \$3,030                      | \$3,793 |
| Administrative Services Supervisor                      | 1.00                              | 1.00                              | 0.00                              | N/A                          | N/A     |
| Administrative Assistant I (confidential)               | 1.00                              | 1.00                              | 1.00                              | \$3,246                      | \$3,991 |
| Police Clerk  | 7.25                              | 7.25                              | 7.25                              | \$2,578                      | \$3,285 |
| <b>TOTAL</b>  | <b>85.25</b>                      | <b>85.25</b>                      | <b>78.75</b>                      |                              |         |
| <b>Public Safety Levy - Police – 100-30-1302</b>        |                                   |                                   |                                   |                              |         |
| Police Officer  | 4.0                               | 4.0                               | 4.0                               | \$4,073                      | \$5,129 |
| Crime Analyst   | 1.0                               | 1.0                               | 1.0                               | \$3,965                      | \$5,061 |
| Community Service Officer                               | 3.0                               | 3.0                               | 3.0                               | \$3,420                      | \$4,383 |
| Police Communications Specialist                        | 1.0                               | 1.0                               | 1.0                               | \$3,314                      | \$4,209 |
| <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   | 2010-2011<br>Adopted<br>Positions | 2011-2012<br>Adopted<br>Positions | 2012-2013<br>Adopted<br>Positions | 2012-2013<br>Salary Schedule |         |
|--|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------|---------|
|  |                                   |                                   |                                   | Minimum                      | Maximum |
| <b>Public Works Department</b>                         |                                   |                                   |                                   |                              |         |
| <b>Street Maintenance – 250-50-2602</b>                |                                   |                                   |                                   |                              |         |
| Utility Superintendent - Transportation                | 0.0                               | 0.0                               | 0.45                              | \$5,526                      | \$6,797 |
| Street Maintenance Supervisor                          | 1.0                               | 1.0                               | 0.00                              | N/A                          | N/A     |
| Street Field Services Supervisor                       | 1.0                               | 0.0                               | 0.00                              | N/A                          | N/A     |
| Street Maintenance Lead Worker                         | 0.0                               | 1.0                               | 1.00                              | \$3,782                      | \$4,825 |
| Street Maintenance II                                  | 4.0                               | 4.0                               | 6.00                              | \$3,235                      | \$4,113 |
| Street Maintenance I                                   | 2.0                               | 2.0                               | 0.00                              | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>8.0</b>                        | <b>8.0</b>                        | <b>7.45</b>                       |                              |         |
| <b>Sewer Environmental Services – 601-50-2402</b>      |                                   |                                   |                                   |                              |         |
| Environmental Services Manager                         | 1.0                               | 1.0                               | 1.0                               | \$5,207                      | \$6,406 |
| Environmental Services Technician II                   | 4.0                               | 3.0                               | 3.0                               | \$3,821                      | \$4,869 |
| <b>TOTAL</b>   | <b>5.0</b>                        | <b>4.0</b>                        | <b>4.0</b>                        |                              |         |
| <b>Wastewater Treatment Plant – 601-50-2404</b>        |                                   |                                   |                                   |                              |         |
| Treatment Plant Supervisor                             | 1.0                               | 1.0                               | 1.0                               | \$5,056                      | \$6,219 |
| Lead Wastewater Facilities Technician                  | 1.0                               | 1.0                               | 1.0                               | \$3,782                      | \$4,825 |
| Treatment Facilities Operator                          | 5.5                               | 4.5                               | 5.0                               | \$3,301                      | \$4,209 |
| <b>TOTAL</b>   | <b>7.5</b>                        | <b>6.5</b>                        | <b>7.0</b>                        |                              |         |
| <b>Wastewater Collection – 601-50-2405</b>             |                                   |                                   |                                   |                              |         |
| Wastewater Collection Manager                          | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| Water/Wastewater Field Services Supervisor             | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Lead Wastewater Operator                               | 0.0                               | 0.0                               | 1.0                               | \$3,782                      | \$4,825 |
| Wastewater Maintenance II                              | 6.0                               | 6.5                               | 8.5                               | \$3,235                      | \$4,113 |
| Wastewater Maintenance I                               | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| Water Maintenance II                                   | 0.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>9.0</b>                        | <b>9.5</b>                        | <b>9.5</b>                        |                              |         |
| <b>Wastewater Administration – 601-50-2407</b>         |                                   |                                   |                                   |                              |         |
| Utility Superintendent - Wastewater                    | 0.0                               | 0.0                               | 1.0                               | \$5,526                      | \$6,797 |
| Civil Engineer III                                     | 0.0                               | 0.5                               | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>0.0</b>                        | <b>0.5</b>                        | <b>1.0</b>                        |                              |         |
| <b>Water Reuse and Biosolids – 601-50-2410</b>         |                                   |                                   |                                   |                              |         |
| Wetlands & Biosolids Reuse Manager                     | 0.0                               | 1.0                               | 0.2                               | \$5,056                      | \$6,219 |
| Wastewater Maintenance II                              | 0.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>0.0</b>                        | <b>2.0</b>                        | <b>0.2</b>                        |                              |         |
| <b>Wetlands – 601-50-2411</b>                          |                                   |                                   |                                   |                              |         |
| Wetlands & Biosolids Reuse Manager                     | 0.0                               | 0.0                               | 0.8                               | \$4,945                      | \$6,082 |
| <b>TOTAL</b>   | <b>0.0</b>                        | <b>0.0</b>                        | <b>0.8</b>                        |                              |         |
| <b>Water Administration – 615-50-2202</b>              |                                   |                                   |                                   |                              |         |
| Utility Superintendent - Water                         | 0.0                               | 0.0                               | 1.0                               | \$5,526                      | \$6,797 |
| Civil Engineer III                                     | 0.0                               | 0.5                               | 0.0                               | N/A                          | N/A     |
| Water Superintendent                                   | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>1.0</b>                        | <b>1.5</b>                        | <b>1.0</b>                        |                              |         |
| <b>Water Canal Maintenance – 615-50-2204</b>           |                                   |                                   |                                   |                              |         |
| Lead Water Operator                                    | 1.0                               | 1.0                               | 1.0                               | \$3,782                      | \$4,825 |
| Water Maintenance II                                   | 1.0                               | 1.0                               | 2.0                               | \$3,235                      | \$4,113 |
| Water Maintenance I                                    | 1.0                               | 1.0                               | 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> |                                   |                                   |                                   |                              |         |
| Treatment Plant Supervisor                             | 0.31                              | 0.00                              | 0.00                              | N/A                          | N/A     |
| Lead Water Operator                                    | 0.00                              | 0.50                              | 0.50                              | \$3,782                      | \$4,825 |
| Treatment Facilities Operator                          | 2.90                              | 3.00                              | 2.25                              | \$3,301                      | \$4,209 |
| <b>TOTAL</b>   | <b>3.21</b>                       | <b>3.50</b>                       | <b>2.75</b>                       |                              |         |

## Authorized Positions and Monthly Salary Schedule

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

| Position  | 2010-2011<br>Adopted<br>Positions | 2011-2012<br>Adopted<br>Positions | 2012-2013<br>Adopted<br>Positions | 2012-2013<br>Salary Schedule |          |
|---|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------|----------|
|   |                                   |                                   |                                   | Minimum                      | Maximum  |
| <b>Water Distribution – 615-50-2206</b>                       |                                   |                                   |                                   |                              |          |
| Lead Water Operator   | 1.0                               | 1.0                               | 1.0                               | \$3,782                      | \$4,825  |
| Water Maintenance II  | 9.0                               | 8.0                               | 9.0                               | \$3,235                      | \$4,113  |
| Wastewater Maintenance II                                     | 0.0                               | 0.5                               | 0.5                               | \$2,981                      | \$3,787  |
| <b>TOTAL</b>  | <b>10.0</b>                       | <b>9.5</b>                        | <b>10.5</b>                       |                              |          |
| <b>Albany-Millersburg Water Treatment Plant – 615-50-2207</b> |                                   |                                   |                                   |                              |          |
| Treatment Plant Supervisor                                    | 0.69                              | 0.00                              | 0.00                              | N/A                          | N/A      |
| Lead Water Operator   | 1.00                              | 0.50                              | 0.50                              | \$3,782                      | \$4,825  |
| Water Treatment Plant Operator III                            | 1.00                              | 1.00                              | 1.00                              | \$3,599                      | \$4,595  |
| Treatment Facilities Operator                                 | 2.60                              | 3.50                              | 3.75                              | \$3,301                      | \$4,209  |
| <b>TOTAL</b>  | <b>5.29</b>                       | <b>5.00</b>                       | <b>5.25</b>                       |                              |          |
| <b>Public Works Administration – 705-50-2802</b>              |                                   |                                   |                                   |                              |          |
| Public Works Director   | 1.0                               | 1.0                               | 1.0                               | \$8,182                      | \$10,227 |
| Senior Accountant   | 1.0                               | 1.0                               | 1.0                               | \$5,526                      | \$6,797  |
| Public Works Executive Assistant                              | 1.0                               | 1.0                               | 1.0                               | \$4,111                      | \$5,056  |
| Administrative Services Supervisor                            | 0.0                               | 0.0                               | 1.0                               | \$4,111                      | \$5,056  |
| <b>TOTAL</b>  | <b>3.0</b>                        | <b>3.0</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  |
| Assistant City Engineer                                       | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A      |
| Utilities Services Manager                                    | 1.0                               | 1.0                               | 1.0                               | \$6,406                      | \$7,879  |
| Public Works Construction Management Supervisor               | 0.0                               | 1.0                               | 1.0                               | \$5,526                      | \$6,797  |
| Transportation Systems Analyst                                | 1.0                               | 1.0                               | 1.0                               | \$4,901                      | \$6,252  |
| Civil Engineer III  | 5.0                               | 4.0                               | 4.0                               | \$5,483                      | \$6,996  |
| Civil Engineer II   | 3.0                               | 2.0                               | 2.0                               | \$4,901                      | \$6,252  |
| Engineering Associate I                                       | 0.0                               | 1.0                               | 1.0                               | \$4,261                      | \$5,443  |
| Engineering Technician IV                                     | 2.0                               | 2.0                               | 2.0                               | \$4,261                      | \$5,443  |
| Engineering Technician III                                    | 1.0                               | 1.0                               | 1.0                               | \$3,876                      | \$4,938  |
| Engineering Technician II                                     | 1.0                               | 1.0                               | 1.0                               | \$3,421                      | \$4,356  |
| Public Works Project Accountant                               | 1.0                               | 1.0                               | 1.0                               | \$3,346                      | \$4,278  |
| Public Works Project Coordinator                              | 1.0                               | 1.0                               | 1.0                               | \$3,398                      | \$4,325  |
| Administrative Assistant I                                    | 1.0                               | 1.0                               | 1.0                               | \$3,202                      | \$4,088  |
| Clerk III   | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A      |
| <b>TOTAL</b>  | <b>20.0</b>                       | <b>19.0</b>                       | <b>18.0</b>                       |                              |          |
| <b>Operations Administration – 705-50-2805</b>                |                                   |                                   |                                   |                              |          |
| Assistant Public Works Director/Operations Manager            | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A      |
| Operations Manager  | 0.0                               | 1.0                               | 1.0                               | \$6,406                      | \$7,879  |
| Special Projects Coordinator                                  | 0.0                               | 1.0                               | 0.0                               | N/A                          | N/A      |
| Program Management Supervisor                                 | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A      |
| Public Works Data Systems Analyst                             | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A      |
| Public Works Data Technician                                  | 2.0                               | 3.0                               | 0.0                               | N/A                          | N/A      |
| Facilities Maintenance Coordinator                            | 0.0                               | 0.0                               | 1.0                               | \$3,642                      | \$4,641  |
| Inventory Specialist  | 1.0                               | 1.0                               | 1.0                               | \$2,773                      | \$3,532  |
| Administrative Assistant                                      | 1.0                               | 1.0                               | 1.0                               | \$2,897                      | \$3,695  |
| Clerk III   | 0.0                               | 0.0                               | 1.0                               | \$2,495                      | \$3,174  |
| Clerk II  | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A      |
| <b>TOTAL</b>  | <b>8.0</b>                        | <b>9.0</b>                        | <b>5.0</b>                        |                              |          |
| <b>Water Quality Control Services – 705-50-2806</b>           |                                   |                                   |                                   |                              |          |
| Environmental Services Technician II                          | 2.0                               | 2.0                               | 2.0                               | \$3,821                      | \$4,869  |
| WWTP Laboratory Technician                                    | 2.0                               | 2.0                               | 1.0                               | \$3,782                      | \$4,825  |
| <b>TOTAL</b>  | <b>4.0</b>                        | <b>4.0</b>                        | <b>3.0</b>                        |                              |          |

## Authorized Positions and Monthly Salary Schedule

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

| Position   | 2010-2011<br>Adopted<br>Positions | 2011-2012<br>Adopted<br>Positions | 2012-2013<br>Adopted<br>Positions | 2012-2013<br>Salary Schedule |         |
|--|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------|---------|
|  |                                   |                                   |                                   | Minimum                      | Maximum |
| <b>Public Works Customer Services – 705-50-2807</b>                  |                                   |                                   |                                   |                              |         |
| Public Works Customer Services Supervisor                            | 1.0                               | 1.0                               | 1.0                               | \$4,908                      | \$6,038 |
| Field Representative II  | 2.0                               | 2.0                               | 2.0                               | \$2,960                      | \$3,782 |
| Billing/Collection Specialist II                                     | 3.0                               | 3.0                               | 4.0                               | \$2,616                      | \$3,393 |
| Billing/Collection Specialist I                                      | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| Public Works Customer Service Representative                         | 2.0                               | 2.0                               | 2.0                               | \$2,495                      | \$3,174 |
| <b>TOTAL</b>   | <b>9.0</b>                        | <b>9.0</b>                        | <b>9.0</b>                        |                              |         |
| <b>Facilities &amp; Maintenance Engineering – 705-50-2809</b>        |                                   |                                   |                                   |                              |         |
| Asset Data Lead Worker   | 0.0                               | 0.0                               | 1.0                               | \$4,901                      | \$6,252 |
| Special Projects Coordinator   | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Facilities Engineering Manager                                       | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| Facilities Automation Analyst  | 1.0                               | 2.0                               | 2.0                               | \$4,548                      | \$5,801 |
| Facilities Field Services Supervisor                                 | 1.0                               | 1.0                               | 1.0                               | \$3,876                      | \$4,765 |
| Facilities Instrument Technician                                     | 1.0                               | 0.0                               | 0.0                               | N/A                          | N/A     |
| Public Works Data Technician   | 0.0                               | 0.0                               | 3.0                               | \$3,693                      | \$4,715 |
| Facilities Maintenance Coordinator                                   | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| Wastewater Facilities Technician III-Flow Monitoring Specialist      | 1.0                               | 1.0                               | 0.0                               | N/A                          | N/A     |
| Facilities Maintenance Electrician                                   | 1.0                               | 1.0                               | 1.0                               | \$3,642                      | \$4,641 |
| Facilities Automation Technician                                     | 1.0                               | 1.0                               | 1.0                               | \$3,346                      | \$4,278 |
| Facilities Mechanic I  | 2.0                               | 2.0                               | 2.0                               | \$3,271                      | \$4,163 |
| <b>TOTAL</b>   | <b>11.0</b>                       | <b>10.0</b>                       | <b>11.0</b>                       |                              |         |
| <b>Title XIX Transportation Grant – 203-50-5014</b>                  |                                   |                                   |                                   |                              |         |
| Transportation Assistant   | 0.375                             | 0.375                             | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>0.375</b>                      | <b>0.375</b>                      | <b>0.0</b>                        |                              |         |
| <b>Albany Municipal Airport – 211-50-1103</b>                        |                                   |                                   |                                   |                              |         |
| Utility Superintendent - Transportation<br>Airport & Transit Manager | 0.0                               | 0.0                               | 0.1                               | \$5,526                      | \$6,797 |
|  | 0.5                               | 0.45                              | 0.0                               | N/A                          | N/A     |
| <b>TOTAL</b>   | <b>0.5</b>                        | <b>0.45</b>                       | <b>0.1</b>                        |                              |         |
| <b>Albany Transit System – 213-50-1106</b>                           |                                   |                                   |                                   |                              |         |
| Utility Superintendent - Transportation<br>Airport & Transit Manager | 0.0                               | 0.0                               | 0.15                              | \$5,526                      | \$6,797 |
|  | 0.165                             | 0.185                             | 0.00                              | N/A                          | N/A     |
| Transit Programs Supervisor  | 0.330                             | 0.500                             | 0.50                              | \$4,360                      | \$5,364 |
| Paratransit Services Supervisor                                      | 0.330                             | 0.000                             | 0.00                              | N/A                          | N/A     |
| Operations Maintenance I   | 0.250                             | 0.250                             | 0.25                              | \$2,981                      | \$3,787 |
| Transit Operator   | 2.680                             | 2.680                             | 2.68                              | \$2,889                      | \$3,682 |
| Clerk III  | 0.330                             | 0.330                             | 0.33                              | \$2,495                      | \$3,174 |
| <b>TOTAL</b>   | <b>4.085</b>                      | <b>3.945</b>                      | <b>3.91</b>                       |                              |         |
| <b>Linn-Benton Transit Loop – 213-50-1107</b>                        |                                   |                                   |                                   |                              |         |
| Utility Superintendent - Transportation<br>Airport & Transit Manager | 0.0                               | 0.0                               | 0.15                              | \$5,526                      | \$6,797 |
|  | 0.165                             | 0.185                             | 0.000                             | N/A                          | N/A     |
| Transit Programs Supervisor  | 0.330                             | 0.500                             | 0.500                             | \$4,360                      | \$5,364 |
| Paratransit Services Supervisor                                      | 0.330                             | 0.000                             | 0.000                             | N/A                          | N/A     |
| Operations Maintenance I   | 0.250                             | 0.250                             | 0.250                             | \$2,981                      | \$3,787 |
| Transit Operator   | 2.070                             | 2.070                             | 2.070                             | \$2,889                      | \$3,682 |
| Clerk III  | 0.330                             | 0.330                             | 0.330                             | \$2,495                      | \$3,174 |
| <b>TOTAL</b>   | <b>3.475</b>                      | <b>3.335</b>                      | <b>3.3</b>                        |                              |         |
| <b>Paratransit System – 213-50-1108</b>                              |                                   |                                   |                                   |                              |         |
| Utility Superintendent - Transportation<br>Airport & Transit Manager | 0.0                               | 0.0                               | 0.150                             | \$5,526                      | \$6,797 |
|  | 0.17                              | 0.18                              | 0.000                             | N/A                          | N/A     |
| Transit Programs Supervisor  | 0.34                              | 0.00                              | 0.000                             | N/A                          | N/A     |
| Paratransit Services Supervisor                                      | 0.34                              | 1.00                              | 1.000                             | \$4,111                      | \$5,056 |
| Transportation Assistant   | 1.55                              | 1.55                              | 1.925                             | \$2,495                      | \$3,174 |
| Clerk III  | 0.34                              | 0.34                              | 0.340                             | \$2,495                      | \$3,174 |
| <b>TOTAL</b>   | <b>2.74</b>                       | <b>3.07</b>                       | <b>3.415</b>                      |                              |         |
| <b>ALL DEPARTMENTS TOTAL</b>   | <b>424.925</b>                    | <b>424.925</b>                    | <b>382.825</b>                    |                              |         |



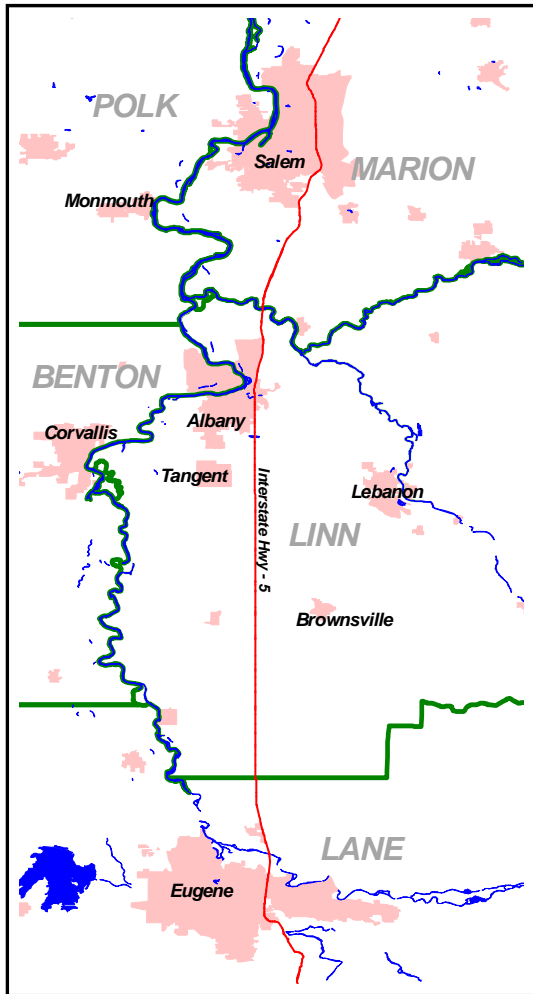
CITY OF  
*Albany*

O R E G O N

**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 50,520. Nearly 86 percent of the City’s population resides in Linn County, with the remainder in Benton County. The City saw growth in population in the 1980s, at around 10 percent. In the 1990s, the total increase was around 39 percent. The increases for the last six years are:

| <u>As of</u> | <u>Population</u> | <u>% Change</u> |
|--------------|-------------------|-----------------|
| 2007         | 46,610            | 2.8%            |
| 2008         | 47,470            | 1.8%            |
| 2009         | 48,770            | 2.7%            |
| 2010         | 49,165            | 0.8%            |
| 2011         | 50,158            | 2.1%            |
| 2012         | 50,520            | 3.5%            |

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

**Demographics**

*City Boundary Land Area*

|      |               |
|------|---------------|
| 2009 | 17.70 sq. mi. |
| 2010 | 17.70 sq. mi. |
| 2011 | 17.70 sq. mi. |

*Urban Growth Boundary Land Area*

|      |               |
|------|---------------|
| 2009 | 21.72 sq. mi. |
| 2010 | 21.72 sq. mi. |
| 2011 | 21.72 sq. mi. |

*Assessed Value (\$Millions)*

|           |       |
|-----------|-------|
| 2009- 10  | 3,079 |
| 2010 - 11 | 3,309 |
| 2011 - 12 | 3,363 |

Source: Linn and Benton County Assessor’s Offices

*School Enrollment*

|      |       |
|------|-------|
| 2009 | 9,213 |
| 2010 | 9,262 |
| 2011 | 9,160 |

*Infrastructure (as of June 30, 2012)*

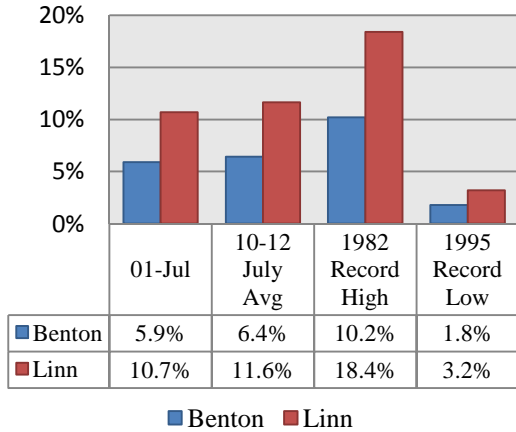
|                         |       |
|-------------------------|-------|
| Police Stations         | 1     |
| Fire Stations           | 4     |
| Libraries               | 2     |
| Number of Parks         | 33    |
| Miles of Asphalt roads  | 168.1 |
| Miles of Concrete roads | 4.06  |
| Miles of Gravel 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*

|            |       |
|------------|-------|
| 2010 ..... | 12.8% |
| 2011 ..... | 11.4% |
| 2012 ..... | 10.7% |



*Unemployment Rate, Benton County*

|            |      |
|------------|------|
| 2010 ..... | 7.0% |
| 2011 ..... | 6.4% |
| 2012 ..... | 5.9% |

Source: State of Oregon Employment Division – July 2012.

*Top Ten Taxpayers to the City of Albany in 2011.*

| <u>Taxpayer</u>               | <u>Tax Imposed</u> |
|-------------------------------|--------------------|
| Lowes HIW Inc                 | \$1,665,198        |
| Target Corporation            | 1,315,730          |
| Pacificorp (P P & L)          | 1,251,492          |
| Wah Chang Albany Corp         | 1,084,035          |
| Fort James Operating Company  | 1,060,868          |
| Oregon Metallurgical Corp     | 975,707            |
| Northwest Natural Gas Company | 835,661            |
| IP Eat Three LLC              | 832,830            |
| Comcast Corporation           | 819,792            |
| Weyerhaeuser NR Company       | 592,719            |

*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
- Code Enforcement

### Special Revenue Funds

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

#### Major Revenues

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

#### Primary Services

- Street Maintenance
- Parks & Recreation services
- Building Inspections
- ADA Code Enforcement
- Economic Development
- Public Transit
- 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
- Department charges
- 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. The assets are legally restricted to the extent that only earnings, and not principal, may be used for the benefit of the government or its citizenry.

#### Major Revenues

- Endowments
- Gifts and donations

#### Primary Services

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

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

### **Enterprise Funds**

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

#### Major Revenues

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

#### Primary Services

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

### **Internal Services Funds**

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

#### Major Revenues

- Charges to other City departments

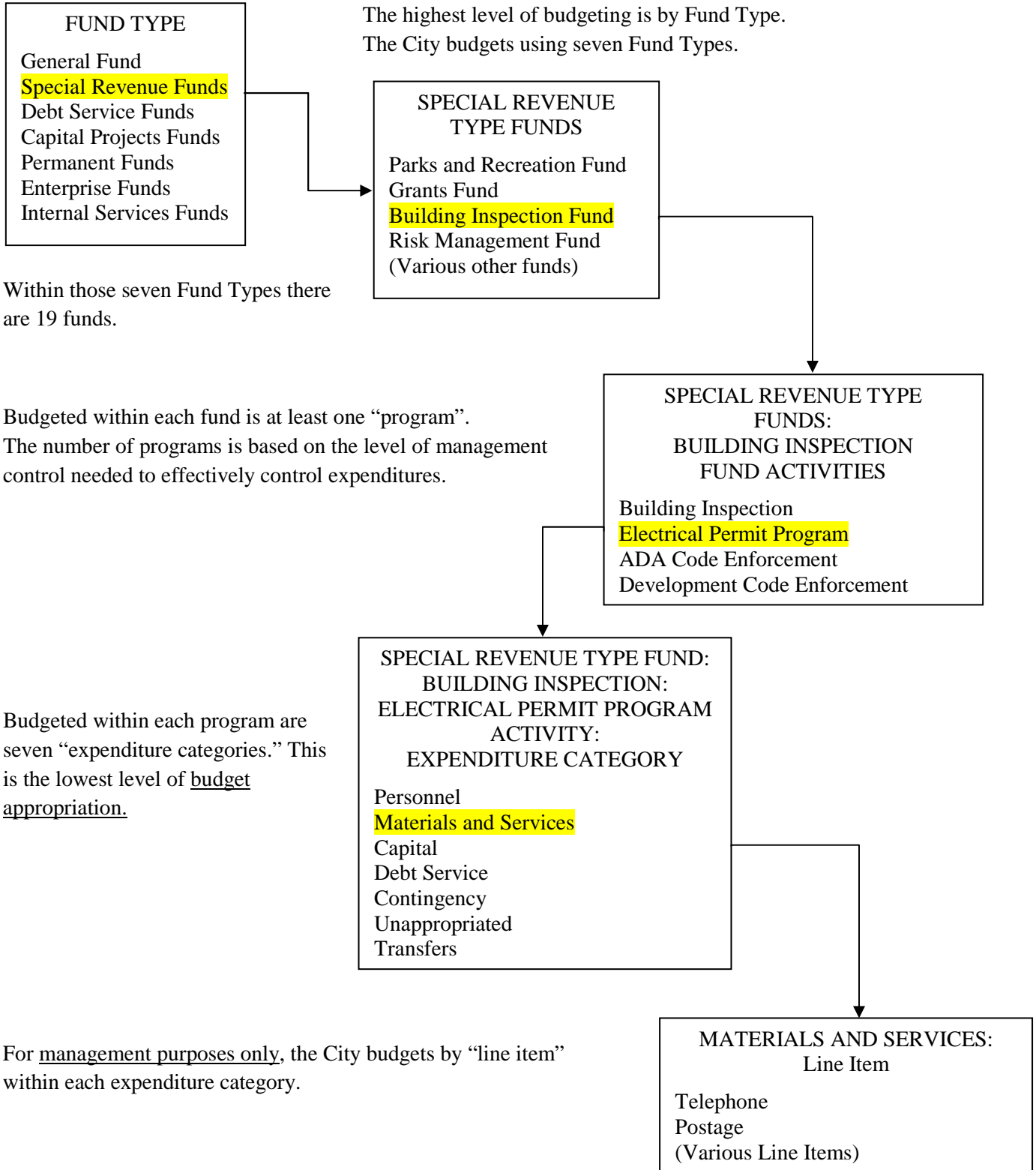
#### Primary Services

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

# USER'S GUIDE

## BUDGET DOCUMENT STRUCTURE

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



## **CITY OF ALBANY BUDGET PROCESS**

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

### **Revenue Forecast**

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

### **Council's Strategic Plan Themes**

Soon after the revenue forecast has been 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.

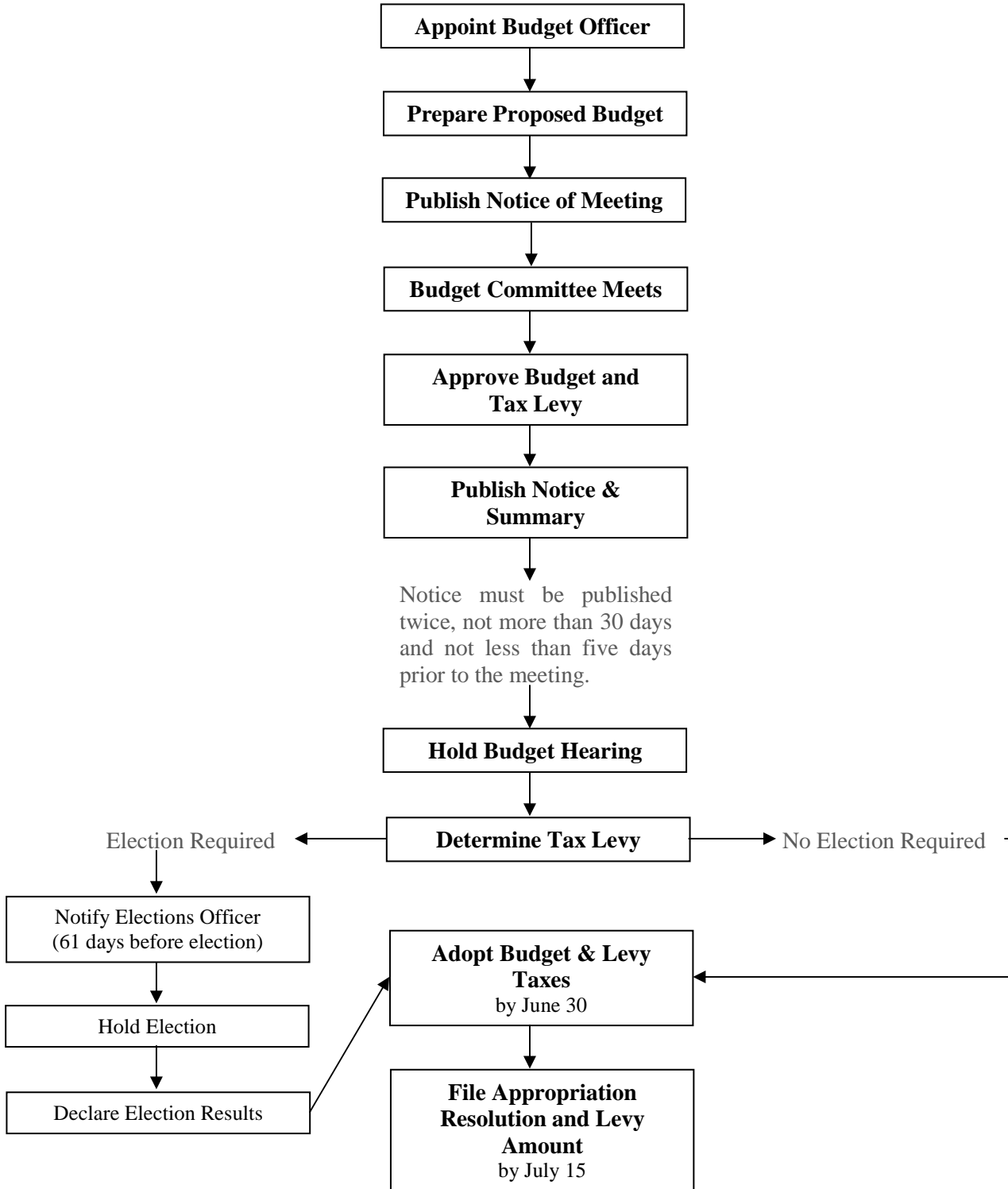
After considering any public testimony, the City Council will then adopt a resolution that appropriates expenditures, levies the ad valorem tax rate, and categorizes the levy. The resolution must be adopted by June 30 before the next fiscal year.

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

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 2012-2013  
BUDGET CALENDAR**

|   |                                    |
|---|------------------------------------|
| <i>Council/Budget Committee Work Session</i> .....  | <i>6:30 p.m. Tues., February 7</i> |
| Outside agency grant applications sent out.....   | February 15                        |
| Outside agency grant requests due.....  | March 07                           |
| Departmental budget reviews with City Manager and Finance Director .....  | March 09-30                        |
| Departments submit final Requested Budget, if changes occurred after Director’s review .....  | ..... April 02                     |
| <i>Council, Budget Committee, Planning Commission, and staff review of the Capital Improvement Program (CIP) and budget update.</i> ..... | <i>April 10</i>                    |
| Publish Notice of Budget Committee Meeting (paper & website).....   | May 4                              |
| <i>Budget Committee (Proposed Budget, Message, and review)</i> .....  | <i>May 15, 16, 17</i>              |
| <i>(continued review as needed)</i> .....   | <i>May 22, 24, 29, 30, 31</i>      |
| Publish CIP Public Hearing Notice, and Approved Budget and Public Hearing Notice<br>(paper & website).....                                | June 18                            |
| <i>CIP Public Hearing and adoption by CC</i> .....  | <i>June 27</i>                     |
| <i>Public Hearing on 2012-2013 Approved Budget and adoption by Council</i> .....  | <i>June 27</i>                     |
| IF NECESSARY:   |                                    |
| <i>Public Hearing on 2011-2012 Supplemental Budget</i> .....  | <i>June 6</i>                      |
| Adoption of FY 2011-2012 Supplemental Budget .....  | June 6                             |

## 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 21 percent of the monthly salary.
- **PERS Pick-Up:** The City of Albany will continue the PERS pick-up of six percent.
- **Health Benefits:** An increase in health insurance premiums will be calculated at 15 percent.

### REVENUE TRENDS AND ASSUMPTIONS

#### General Fund

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

#### Special Revenue Funds

- New housing and commercial development 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 9.0 percent was included.
- A water rate increase of 4.0 percent was included.

# USER'S GUIDE

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|   |  |                            |
|---|--|----------------------------|
|  | <p><b>City of Albany</b><br/> Finance Policy<br/> Policy #: F-07-08-004<br/> Title: Financial Policies</p> | <p>Res 6054 10-26-2011</p> |
|---|--|----------------------------|

**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.

## Financial Policies

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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

## Financial Policies

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- statement, and bond prospectus.
3. The City will strive to maintain its high bond ratings, currently A2 from Standard and Poors and A 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.
  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).

## Financial Policies

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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:<br>Res. No. 5970 | Created/Amended by/date:<br>10/26/11 | Effective Date:<br>10/26/11 | Reviewed by Council:<br>10/26/11 |
|------------------------------|--------------------------------------|-----------------------------|----------------------------------|

|   |   |                            |
|---|---|----------------------------|
|  | <p><b>City of Albany</b><br/> Finance Policy<br/> Policy #: F-06-08-004<br/> Title: Investment Policy</p> | <p>Res 6053 10-26-2011</p> |
|---|---|----------------------------|

**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 unelected 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 advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

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

- b. *Investment Advisor:* The City of Albany may enter into contracts with external investment management firms on a non-discretionary basis. These services will apply to the investment of the City's short-term operating funds and capital funds including bond proceeds and bond reserve funds.

If an investment advisor is hired, the advisor 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.

Factors to be considered when hiring an investment advisory firm may include, but are not limited to:

- a. The firm's major business
- b. Ownership and organization of the firm
- c. The background and experience of key members of the firm, including the portfolio manager expected to be responsible for the City's account
- d. 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
- e. Management fees
- f. Cost analysis of the advisor
- g. Performance of the investment advisory firm, net of all fees, versus the Local Government Investment Pool over a given period of time

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

**2. Prudence**

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

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

**3. Ethics and Conflict of Interest**

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

**VI. AUTHORIZED FINANCIAL INSTITUTIONS**

**1. Broker/Dealer Approval Process**

The Investment Officer shall maintain a list of all authorized brokers/dealers and financial institutions that are approved for investment purposes or investment dealings. Any firm is eligible to make an application to the City of Albany and upon due consideration and approval will be added to the list. Additions and deletions to the list will be made at the discretion of the Investment Officer. At the request of the City of Albany, the firms performing investment services shall provide their most recent financial statements or Consolidated Report of Condition for review. Further, there should be in place, proof as to all the necessary credentials and licenses held by employees of the brokers/dealers who will have contact with the City of Albany as specified by, but not necessarily limited to the Financial Industry Regulatory Authority (FINRA), Securities and Exchange Commission (SEC), etc. The Investment Officer shall conduct an annual evaluation of each firm’s credit worthiness to determine if it should remain on the list.

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

If the City hires an investment advisor to provide investment management services, the advisor 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.

**2. Competitive Transactions**

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

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

**VII. SAFEKEEPING AND CUSTODY**

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

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

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

**3. Accounting Methods**

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

**4. Pooling of Funds**

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

**5. Internal Controls**

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

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

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff.

No officer or designee may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer and approved by the Council.

**VIII. AUTHORIZED AND SUITABLE INVESTMENTS**

**1. Authorized Investments**

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

**2. Suitable Investments**

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

| <b>TYPE</b>              | <b>DEFINITION</b>   |
|--------------------------|---|
| 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 (FFCB). [ORS Section 294.035(3)(a)] |
| TLGP Debt Obligations    | Senior unsecured debt obligations guaranteed by the Federal Deposit Insurance Corporation under the Temporary Liquidity Guarantee Program (TLGP)  |
| 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  |
| Corporate Indebtedness   | Corporate Indebtedness* that has a minimum long term debt rating of AA- rated by Standard and Poor’s and a Aa3 rating by Moody’s and must be rated on the settlement date P-1 or Aa or better by Moody’s Investors Service or A-1 or AA or better by Standard & Poor’s Corporation. [ORS Section 294.035(3)(i)]   |

## Investment Policy

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| <b>TYPE</b>   | <b>DEFINITION</b>  |
|---|--|
| Local Government 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> |

\*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 determination.

### **3. Collateralization**

Time deposit open accounts, Certificates of Deposit and savings accounts shall be collateralized through the state collateral pool for any excess over the amount insured by an agency of the United States government 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%                      |
| FDIC – TLGP Securities  | 30%                       |
| US Agency (GSE) Securities  | 100%                      |
| - FHLB  | 33%                       |
| - FFCB  | 33%                       |
| - FHLMC   | 33%                       |
| - FNMA  | 33%                       |
| - Other GSE’s   | 10%                       |
| Bankers Acceptance  | 10%                       |
| Commercial Paper  | 10%                       |
| Corporate Indebtedness  | 20%                       |
| Certificates of Deposit/Bank Deposits/Savings                                   | 10%                       |
| Obligations of States and political municipals                                  | 10% - 5% per issuer limit |
| 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.



## Investment Policy

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### 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) | 1.5 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.

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 subsequent to the purchase of a particular issuer or investment type may be exceeded. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future reinvestments occur.

### **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.

## **X. PERFORMANCE EVALUATION**

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

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

**XI. REPORTING**

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:<br>Res No. 5947 | Created/Amended by/date:<br>09/22/10; 10/26/11 | Effective Date:<br>10/26/2011 |
|-----------------------------|--|-------------------------------|

|   |   |                            |
|---|---|----------------------------|
|  | <p><b>City of Albany</b><br/> Finance Policy<br/> Policy #: F-08-08-002<br/> Title: Risk Management</p> | <p>Res 6055 10-26-2011</p> |
|---|---|----------------------------|

**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.

## Risk Management Policy

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- 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:

##### Property/Boiler & Machinery

Limit: Determined each year by the filed value of insured property.

|              |                    |                              |
|--------------|--------------------|------------------------------|
| Deductibles: | Buildings/Contents | \$10,000                     |
|              | Boiler & Machinery | \$10,000                     |
|              | Mobile Equipment   | \$10,000                     |
|              | Earthquake         | 2% of value<br>\$100,000 min |
|              | (Limit             | \$100,000,000)               |
|              | Flood              | \$100,000                    |
|              | (Limit             | Same as earthquake)          |

##### Tort Liability

Limit: \$5,000,000

##### Auto Liability

Limit: \$5,000,000

##### Auto Physical Damage

|              |               |       |
|--------------|---------------|-------|
| Deductibles: | Comprehensive | \$100 |
|              | Collision     | \$500 |

##### Senior Center Trips

## Risk Management Policy

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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

## Risk Management Policy

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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.

## Risk Management Policy

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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:<br>Res No. 5963 | Created/Amended by/date:<br>12/08/2010 | Effective Date:<br>12/08/2010 | Reviewed by Council:<br>10/26/11 |
|-----------------------------|--|-------------------------------|----------------------------------|



CITY OF  
*Albany*

O R E G O N



Table 1  
**SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND TYPE AND CATEGORY**  
 Adopted for Fiscal Year 2012-13

| Fund/Program                    | General             | Special Revenue     | Debt Service       | Capital Projects   | Permanent        | Enterprise          | Internal Service    | Totals               |
|---------------------------------|---------------------|---------------------|--------------------|--------------------|------------------|---------------------|---------------------|----------------------|
| <b>RESOURCES</b>                |                     |                     |                    |                    |                  |                     |                     |                      |
| Property taxes                  | \$16,220,800        | \$ 6,076,700        | \$1,346,400        | \$ -               | \$ -             | \$ -                | \$ -                | \$ 23,643,900        |
| Transient room taxes            | -                   | 685,400             | -                  | -                  | -                | -                   | -                   | 685,400              |
| Franchise fees/privilege taxes  | 3,906,400           | -                   | -                  | -                  | -                | -                   | -                   | 3,906,400            |
| Licenses & fees                 | 179,500             | 1,390,000           | -                  | -                  | -                | 665,200             | -                   | 2,234,700            |
| Intergovernmental resources     | 2,661,100           | 8,427,800           | -                  | 420,000            | -                | 970,200             | -                   | 12,479,100           |
| Charges for service             | 424,400             | 3,963,200           | 530,300            | -                  | -                | 24,297,500          | 12,176,400          | 41,391,800           |
| Fines & forfeitures             | 701,100             | -                   | -                  | -                  | -                | -                   | -                   | 701,100              |
| Assessment payments             | -                   | -                   | -                  | 952,900            | -                | 29,000              | -                   | 981,900              |
| Other resources                 | 112,900             | 339,500             | -                  | -                  | 100              | 41,000              | 40,000              | 533,500              |
| Investment earnings             | 15,000              | 157,100             | 4,200              | 9,800              | 800              | 133,900             | 4,000               | 324,800              |
| <b>Total Current Resources</b>  | <b>24,221,200</b>   | <b>21,039,700</b>   | <b>1,880,900</b>   | <b>1,382,700</b>   | <b>900</b>       | <b>26,136,800</b>   | <b>12,220,400</b>   | <b>86,882,600</b>    |
| Transfers in                    | 2,326,300           | 3,850,900           | 423,900            | -                  | -                | 357,000             | -                   | 6,958,100            |
| Beginning balance               | 2,499,900           | 26,396,000          | -                  | 2,473,100          | 55,300           | 28,519,300          | 354,900             | 60,298,500           |
| Reserved beginning balance      | 125,000             | -                   | 348,500            | -                  | -                | 1,138,900           | -                   | 1,612,400            |
| Beginning balance held in trust | -                   | -                   | -                  | -                  | 79,000           | -                   | -                   | 79,000               |
| <b>TOTAL RESOURCES</b>          | <b>\$29,172,400</b> | <b>\$51,286,600</b> | <b>\$2,653,300</b> | <b>\$3,855,800</b> | <b>\$135,200</b> | <b>\$56,152,000</b> | <b>\$12,575,300</b> | <b>\$155,830,600</b> |

|                           |                     |                     |                    |                    |                  |                     |                     |                      |
|---------------------------|---------------------|---------------------|--------------------|--------------------|------------------|---------------------|---------------------|----------------------|
| <b>REQUIREMENTS</b>       |                     |                     |                    |                    |                  |                     |                     |                      |
| Personnel                 | \$21,381,400        | \$ 7,344,500        | \$ -               | \$ -               | \$ -             | \$ 4,463,700        | \$ 9,358,100        | \$ 42,547,700        |
| Materials & Services      | 5,618,000           | 10,949,300          | 2,100              | 10,000             | 4,800            | 11,865,400          | 3,217,200           | 31,666,800           |
| Capital                   | -                   | 28,897,100          | -                  | 2,927,300          | -                | 21,835,600          | -                   | 53,660,000           |
| Transfers Out             | 941,000             | 3,664,900           | -                  | 918,500            | -                | 1,369,800           | -                   | 6,894,200            |
| Debt Service              | -                   | 37,900              | 2,651,200          | -                  | -                | 15,798,400          | -                   | 18,487,500           |
| Contingency               | 1,232,000           | 392,900             | -                  | -                  | -                | 819,100             | -                   | 2,444,000            |
| Unappropriated            | -                   | -                   | -                  | -                  | 130,400          | -                   | -                   | 130,400              |
| <b>TOTAL REQUIREMENTS</b> | <b>\$29,172,400</b> | <b>\$51,286,600</b> | <b>\$2,653,300</b> | <b>\$3,855,800</b> | <b>\$135,200</b> | <b>\$56,152,000</b> | <b>\$12,575,300</b> | <b>\$155,830,600</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.                     | 55.60%  | 11.85%          | 50.74%       | -                | -         | -          | -                | 15.17%  |
| Current resources as a percentage of Personnel and Materials & Services.          | 89.71%  | 115.01%         | -            | -                | 18.75%    | 160.06%    | 97.18%           | 117.07% |
| Personnel as a percentage of the total fund type budget.                          | 73.29%  | 14.32%          | -            | -                | -         | 7.95%      | 74.42%           | 27.30%  |
| Personnel and Materials & Services as a percentage of the total fund type budget. | 92.55%  | 35.67%          | 0.08%        | 0.26%            | 3.55%     | 29.08%     | 100.00%          | 47.63%  |
| Capital as a percentage of the total fund budget.                                 | -       | 56.34%          | -            | 75.92%           | -         | 38.89%     | -                | 34.43%  |

Table 2  
**SUMMARY OF MAJOR RESOURCES BY FUND TYPE**  
 Adopted Budget for Fiscal Year 2012-13

| Fund type/Fund name            | 2009-10<br>Actual | 2010-11<br>Actual | .....2011-12..... |                   | Adopted<br>2012-13<br>Budget | % Change<br>from<br>2011-12 | Percent of<br>Fund Type<br>Budget |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|------------------------------|-----------------------------|-----------------------------------|
|                                |                   |                   | Adopted<br>Budget | Revised<br>Budget |                              |                             |                                   |
| <b>GENERAL FUND</b>            |                   |                   |                   |                   |                              |                             |                                   |
| Property taxes                 | \$ 15,223,744     | \$ 15,811,249     | \$ 16,550,500     | \$ 16,550,500     | \$ 16,220,800                | (1.99%)                     | 55.61%                            |
| Franchise fees/privilege taxes | 3,652,696         | 3,780,049         | 3,970,800         | 3,970,800         | 3,906,400                    | (1.62%)                     | 13.39%                            |
| Licenses & fees                | 181,091           | 181,765           | 170,600           | 170,600           | 179,500                      | 5.22%                       | 0.62%                             |
| Intergovernmental resources    | 2,825,007         | 2,646,006         | 2,696,200         | 2,696,200         | 2,661,100                    | (1.30%)                     | 9.12%                             |
| Charges for service            | 435,675           | 439,664           | 423,400           | 423,400           | 424,400                      | 0.24%                       | 1.45%                             |
| Fines & forfeitures            | 839,470           | 776,948           | 679,400           | 679,400           | 701,100                      | 3.19%                       | 2.40%                             |
| Other resources                | 136,862           | 113,552           | 109,700           | 111,600           | 112,900                      | 1.16%                       | 0.39%                             |
| Investment earnings            | 74,289            | 28,981            | 18,000            | 18,000            | 15,000                       | (16.67%)                    | 0.05%                             |
| Total Current Resources        | 23,368,834        | 23,778,214        | 24,618,600        | 24,620,500        | 24,221,200                   | (1.62%)                     | 83.03%                            |
| Transfers in                   | 2,408,154         | 3,027,773         | 2,639,500         | 2,639,500         | 2,326,300                    | (11.87%)                    | 7.97%                             |
| Beginning balance              | 3,764,799         | 2,417,530         | 2,983,900         | 2,983,900         | 2,499,900                    | (16.22%)                    | 8.57%                             |
| Reserved beginning balance     | 258,252           | 237,256           | 237,300           | 237,300           | 125,000                      | (47.32%)                    | 0.43%                             |
| Total General Fund             | 29,800,039        | 29,460,773        | 30,479,300        | 30,481,200        | 29,172,400                   | (4.29%)                     | 100.00%                           |
| <b>SPECIAL REVENUE FUNDS</b>   |                   |                   |                   |                   |                              |                             |                                   |
| Property taxes                 | 6,434,405         | 6,524,820         | 6,781,000         | 6,781,000         | 6,076,700                    | (10.39%)                    | 11.84%                            |
| Transient room taxes           | 382,054           | 655,879           | 638,700           | 638,700           | 685,400                      | 7.31%                       | 1.34%                             |
| Franchise fees/privilege taxes | 1,016,466         | -                 | -                 | -                 | -                            | -                           | -                                 |
| Licenses & fees                | 1,540,625         | 2,357,910         | 1,372,300         | 1,372,300         | 1,390,000                    | 1.29%                       | 2.71%                             |
| Intergovernmental resources    | 24,302,308        | 5,493,380         | 6,726,600         | 6,827,600         | 8,427,800                    | 23.44%                      | 16.43%                            |
| Charges for service            | 4,104,397         | 3,977,834         | 4,443,700         | 4,443,700         | 3,963,200                    | (10.81%)                    | 7.73%                             |
| Other resources                | 570,698           | 367,361           | 506,900           | 506,900           | 339,500                      | (33.02%)                    | 0.66%                             |
| Investment earnings            | 437,933           | 277,103           | 212,800           | 212,800           | 157,100                      | (26.17%)                    | 0.31%                             |
| Total Current Resources        | 38,788,886        | 19,654,287        | 20,682,000        | 20,783,000        | 21,039,700                   | 1.24%                       | 41.02%                            |
| Transfers in                   | 2,617,171         | 5,314,675         | 5,339,100         | 5,362,400         | 3,850,900                    | (28.19%)                    | 7.51%                             |
| Beginning balance              | 19,446,478        | 37,235,470        | 28,442,500        | 28,472,700        | 26,396,000                   | (7.29%)                     | 51.47%                            |
| Total Special Revenue Funds    | 60,852,536        | 62,204,432        | 54,463,600        | 54,618,100        | 51,286,600                   | (6.10%)                     | 100.00%                           |
| <b>DEBT SERVICE FUND</b>       |                   |                   |                   |                   |                              |                             |                                   |
| Property taxes                 | 1,294,417         | 2,141,144         | 1,309,200         | 1,309,200         | 1,346,400                    | 2.84%                       | 50.74%                            |
| Transient room taxes           | 213,175           | -                 | -                 | -                 | -                            | -                           | -                                 |
| Charges for service            | 516,671           | 636,288           | 505,300           | 505,300           | 530,300                      | 4.95%                       | 19.99%                            |
| Assessment payments            | 1,124             | 880               | 1,600             | 1,600             | -                            | (100.00%)                   | -                                 |
| Investment earnings            | 25,112            | 14,224            | 11,100            | 11,100            | 4,200                        | (62.16%)                    | 0.16%                             |
| Total Current Resources        | 2,050,498         | 2,792,537         | 1,827,200         | 1,827,200         | 1,880,900                    | 2.94%                       | 70.89%                            |
| Transfers in                   | 419,564           | 1,204,300         | 453,600           | 453,600           | 423,900                      | (6.55%)                     | 15.98%                            |
| Beginning balance              | 332,167           | 862,690           | 170,700           | 170,700           | -                            | (100.00%)                   | -                                 |
| Reserved beginning balance     | 583,226           | -                 | 428,900           | 428,900           | 348,500                      | (18.75%)                    | 13.13%                            |
| Total Debt Service Fund        | 3,385,455         | 4,859,527         | 2,880,400         | 2,880,400         | 2,653,300                    | (7.88%)                     | 100.00%                           |
| <b>CAPITAL PROJECT FUND</b>    |                   |                   |                   |                   |                              |                             |                                   |
| Intergovernmental resources    | 196,429           | 1,086,718         | 836,000           | 836,000           | 420,000                      | (49.76%)                    | 10.90%                            |
| Assessment payments            | 63,481            | 41,950            | 2,182,700         | 2,182,700         | 952,900                      | (56.34%)                    | 24.71%                            |
| Other resources                | 5,000             | 5,000             | -                 | -                 | -                            | -                           | -                                 |
| Investment earnings            | 13,965            | 12,852            | 1,200             | 1,200             | 9,800                        | 716.67%                     | 0.25%                             |
| Total Current Resources        | 278,875           | 1,146,520         | 3,019,900         | 3,019,900         | 1,382,700                    | (54.21%)                    | 35.86%                            |
| Transfers in                   | 4,390,415         | 4,617,106         | 500,000           | 500,000           | -                            | (100.00%)                   | -                                 |
| Beginning balance              | 596,098           | 1,951,850         | 1,434,900         | 1,434,900         | 2,473,100                    | 72.35%                      | 64.14%                            |
| Total Capital Project Fund     | 5,265,388         | 7,715,476         | 4,954,800         | 4,954,800         | 3,855,800                    | (22.18%)                    | 100.00%                           |

continued

Table 2  
**SUMMARY OF MAJOR RESOURCES BY FUND TYPE, continued**  
 Adopted Budget for Fiscal Year 2012-13

| Fund type/Fund name             | .....2011-12.....     |                       | Adopted<br>Budget     | Revised<br>Budget     | Adopted<br>2012-13<br>Budget | % Change<br>from<br>2011-12 | Percent of<br>Fund Type<br>Budget |
|---------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------------|-----------------------------|-----------------------------------|
|                                 | 2009-10<br>Actual     | 2010-11<br>Actual     |                       |                       |                              |                             |                                   |
| <b>PERMANENT FUNDS</b>          |                       |                       |                       |                       |                              |                             |                                   |
| Other resources                 | 160                   | -                     | 200                   | 200                   | 100                          | (50.00%)                    | 0.07%                             |
| Investment earnings             | 2,470                 | 1,115                 | 1,000                 | 1,000                 | 800                          | (20.00%)                    | 0.59%                             |
| Total Current Resources         | 2,630                 | 1,115                 | 1,200                 | 1,200                 | 900                          | (25.00%)                    | 0.67%                             |
| Beginning balance               | 60,617                | 57,071                | 54,300                | 54,300                | 55,300                       | 1.84%                       | 40.90%                            |
| Beginning balance held in trust | 79,427                | 79,427                | 79,000                | 79,000                | 79,000                       | -                           | 58.43%                            |
| Total Permanent Funds           | 142,674               | 137,613               | 134,500               | 134,500               | 135,200                      | 0.52%                       | 100.00%                           |
| <b>ENTERPRISE FUNDS</b>         |                       |                       |                       |                       |                              |                             |                                   |
| Property taxes                  | 656,587               | 27,358                | -                     | -                     | -                            | -                           | -                                 |
| Licenses & fees                 | 944,001               | 884,400               | 450,100               | 450,100               | 665,200                      | 47.79%                      | 1.18%                             |
| Intergovernmental resources     | 4,227,732             | 10,788,763            | 550,000               | 550,000               | 970,200                      | 76.40%                      | 1.73%                             |
| Charges for service             | 23,143,719            | 23,109,341            | 23,501,100            | 23,501,100            | 24,297,500                   | 3.39%                       | 43.27%                            |
| Assessment payments             | 29,465                | 32,136                | 25,000                | 25,000                | 29,000                       | 16.00%                      | 0.05%                             |
| Other resources                 | 14,114,675            | 23,462                | 12,000                | 12,000                | 41,000                       | 241.67%                     | 0.07%                             |
| Investment earnings             | 625,124               | 258,188               | 210,000               | 210,000               | 133,900                      | (36.24%)                    | 0.24%                             |
| Total Current Resources         | 43,741,302            | 35,123,648            | 24,748,200            | 24,748,200            | 26,136,800                   | 5.61%                       | 46.54%                            |
| Transfers in                    | 10,799,991            | 5,047,034             | 1,193,000             | 1,193,000             | 357,000                      | (70.08%)                    | 0.64%                             |
| Beginning balance               | 22,790,740            | 24,934,547            | 31,341,400            | 31,341,400            | 28,519,300                   | (9.00%)                     | 50.79%                            |
| Reserved beginning balance      | 2,768,945             | 1,941,470             | 1,579,500             | 1,579,500             | 1,138,900                    | (27.89%)                    | 2.03%                             |
| Total Enterprise Funds          | 80,100,978            | 67,046,700            | 58,862,100            | 58,862,100            | 56,152,000                   | (4.60%)                     | 100.00%                           |
| <b>INTERNAL SERVICE FUNDS</b>   |                       |                       |                       |                       |                              |                             |                                   |
| Charges for service             | 13,002,633            | 12,066,391            | 12,689,400            | 12,689,400            | 12,176,400                   | (4.04%)                     | 96.83%                            |
| Other resources                 | 77,358                | 64,470                | 40,000                | 40,000                | 40,000                       | -                           | 0.32%                             |
| Investment earnings             | 8,886                 | 8,465                 | 4,200                 | 4,200                 | 4,000                        | (4.76%)                     | 0.03%                             |
| Total Current Resources         | 13,088,876            | 12,139,326            | 12,733,600            | 12,733,600            | 12,220,400                   | (4.03%)                     | 97.18%                            |
| Beginning balance               | 433,057               | 778,858               | 457,900               | 457,900               | 354,900                      | (22.49%)                    | 2.82%                             |
| Total Internal Service Funds    | 13,521,933            | 12,918,184            | 13,191,500            | 13,191,500            | 12,575,300                   | (4.67%)                     | 100.00%                           |
| <b>ALL FUNDS</b>                |                       |                       |                       |                       |                              |                             |                                   |
| Property taxes                  | \$ 23,609,154         | \$ 24,504,571         | \$ 24,640,700         | \$ 24,640,700         | \$ 23,643,900                | (4.05%)                     | 15.18%                            |
| Transient room taxes            | 595,229               | 655,879               | 638,700               | 638,700               | 685,400                      | 7.31%                       | 0.44%                             |
| Franchise fees/privilege taxes  | 4,669,161             | 3,780,049             | 3,970,800             | 3,970,800             | 3,906,400                    | (1.62%)                     | 2.51%                             |
| Licenses & fees                 | 2,665,717             | 3,424,075             | 1,993,000             | 1,993,000             | 2,234,700                    | 12.13%                      | 1.43%                             |
| Intergovernmental resources     | 31,553,899            | 20,014,867            | 10,808,800            | 10,909,800            | 12,479,100                   | 14.38%                      | 8.01%                             |
| Charges for service             | 41,205,910            | 40,229,518            | 41,562,900            | 41,562,900            | 41,391,800                   | (0.41%)                     | 26.56%                            |
| Fines & forfeitures             | 839,470               | 776,948               | 679,400               | 679,400               | 701,100                      | 3.19%                       | 0.45%                             |
| Assessment payments             | 94,069                | 74,966                | 2,209,300             | 2,209,300             | 981,900                      | (55.56%)                    | 0.63%                             |
| Other resources                 | 14,904,752            | 573,845               | 668,800               | 670,700               | 533,500                      | (20.46%)                    | 0.34%                             |
| Investment earnings             | 1,187,778             | 600,929               | 458,300               | 458,300               | 324,800                      | (29.13%)                    | 0.21%                             |
| Total Current Resources         | 121,325,141           | 94,635,647            | 87,630,700            | 87,733,600            | 86,882,600                   | (0.97%)                     | 55.76%                            |
| Transfers in                    | 20,635,295            | 19,210,888            | 10,125,200            | 10,148,500            | 6,958,100                    | (31.44%)                    | 4.47%                             |
| Beginning balance               | 47,423,957            | 68,238,015            | 64,885,600            | 64,915,800            | 60,298,500                   | (7.11%)                     | 38.69%                            |
| Reserved beginning balance      | 3,610,423             | 2,178,727             | 2,245,700             | 2,245,700             | 1,612,400                    | (28.20%)                    | 1.03%                             |
| Beginning balance held in trust | 79,427                | 79,427                | 79,000                | 79,000                | 79,000                       | -                           | 0.05%                             |
| <b>TOTALS, ALL FUNDS</b>        | <b>\$ 193,074,243</b> | <b>\$ 184,342,705</b> | <b>\$ 164,966,200</b> | <b>\$ 165,122,600</b> | <b>\$ 155,830,600</b>        | <b>(5.63%)</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 2012-13

| Fund type/Requirement type   | 2009-10<br>Actual | 2010-11<br>Actual | .....2011-12..... |                   | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of Fund<br>Type<br>Budget |
|------------------------------|-------------------|-------------------|-------------------|-------------------|------------------------------|-----------------------------|-----------------------------|
|                              |                   |                   | Adopted<br>Budget | Revised<br>Budget |                              |                             |                             |
| <b>GENERAL FUND</b>          |                   |                   |                   |                   |                              |                             |                             |
| Personnel                    | \$ 19,838,223     | \$ 20,341,561     | \$ 21,863,400     | \$ 21,863,400     | \$ 21,381,400                | (2.20%)                     | 73.29%                      |
| Materials & Services         | 5,801,078         | 5,273,159         | 6,252,900         | 6,264,800         | 5,618,000                    | (10.32%)                    | 19.26%                      |
| Capital                      | 37,406            | -                 | -                 | -                 | -                            | -                           | -                           |
| Transfers Out                | 1,468,545         | 1,130,900         | 823,700           | 823,700           | 941,000                      | 14.24%                      | 3.23%                       |
| Contingency                  | -                 | -                 | 1,539,300         | 1,529,300         | 1,232,000                    | (19.44%)                    | 4.22%                       |
| Total General Fund           | 27,145,252        | 26,745,620        | 30,479,300        | 30,481,200        | 29,172,400                   | (4.29%)                     | 100.00%                     |
| <b>SPECIAL REVENUE FUNDS</b> |                   |                   |                   |                   |                              |                             |                             |
| Personnel                    | 6,877,680         | 6,879,677         | 7,516,000         | 7,516,000         | 7,344,500                    | (2.28%)                     | 14.32%                      |
| Materials & Services         | 8,797,700         | 8,386,147         | 10,924,500        | 11,049,181        | 10,949,300                   | (0.90%)                     | 21.35%                      |
| Capital                      | 4,270,120         | 3,528,323         | 29,845,600        | 29,852,119        | 28,897,100                   | (3.20%)                     | 56.34%                      |
| Transfers Out                | 3,635,077         | 11,256,702        | 5,830,100         | 5,853,400         | 3,664,900                    | (37.39%)                    | 7.15%                       |
| Debt Service                 | 36,490            | 35,372            | 43,500            | 43,500            | 37,900                       | (12.87%)                    | 0.07%                       |
| Contingency                  | -                 | -                 | 303,900           | 303,900           | 392,900                      | 29.29%                      | 0.77%                       |
| Total Special Revenue Funds  | 23,617,066        | 30,086,221        | 54,463,600        | 54,618,100        | 51,286,600                   | (6.10%)                     | 100.00%                     |
| <b>DEBT SERVICE FUND</b>     |                   |                   |                   |                   |                              |                             |                             |
| Materials & Services         | 2,352             | 12,290            | 1,500             | 1,500             | 2,100                        | 40.00%                      | 0.08%                       |
| Debt Service                 | 2,520,413         | 4,108,612         | 2,878,900         | 2,878,900         | 2,651,200                    | (7.91%)                     | 99.92%                      |
| Total Debt Service Fund      | 2,522,765         | 4,120,903         | 2,880,400         | 2,880,400         | 2,653,300                    | (7.88%)                     | 100.00%                     |
| <b>CAPITAL PROJECT FUND</b>  |                   |                   |                   |                   |                              |                             |                             |
| Materials & Services         | 2,639             | 57,814            | 87,700            | 87,700            | 10,000                       | (88.60%)                    | 0.26%                       |
| Capital                      | 3,213,287         | 2,294,034         | 2,739,400         | 2,739,400         | 2,927,300                    | 6.86%                       | 75.92%                      |
| Transfers Out                | 100,429           | 4,653,130         | 2,127,700         | 2,127,700         | 918,500                      | (56.83%)                    | 23.82%                      |
| Total Capital Project Fund   | 3,316,354         | 7,004,977         | 4,954,800         | 4,954,800         | 3,855,800                    | (22.18%)                    | 100.00%                     |
| <b>PERMANENT FUNDS</b>       |                   |                   |                   |                   |                              |                             |                             |
| Materials & Services         | 6,176             | 3,172             | 4,700             | 4,700             | 4,800                        | 2.13%                       | 3.55%                       |
| Unappropriated               | -                 | -                 | 129,800           | 129,800           | 130,400                      | 0.46%                       | 96.45%                      |
| Total Permanent Funds        | 6,176             | 3,172             | 134,500           | 134,500           | 135,200                      | 0.52%                       | 100.00%                     |
| <b>ENTERPRISE FUNDS</b>      |                   |                   |                   |                   |                              |                             |                             |
| Personnel                    | 3,718,078         | 3,826,006         | 4,503,400         | 4,503,400         | 4,463,700                    | (0.88%)                     | 7.94%                       |
| Materials & Services         | 11,633,081        | 11,292,088        | 12,613,500        | 12,613,500        | 11,865,400                   | (5.93%)                     | 21.13%                      |
| Capital                      | 13,458,434        | 8,887,146         | 22,483,600        | 22,483,600        | 21,835,600                   | (2.88%)                     | 38.89%                      |
| Transfers Out                | 15,279,244        | 2,066,256         | 1,234,000         | 1,234,000         | 1,369,800                    | 11.00%                      | 2.44%                       |
| Debt Service                 | 9,136,125         | 7,709,118         | 17,207,600        | 17,207,600        | 15,798,400                   | (8.19%)                     | 28.14%                      |
| Contingency                  | -                 | -                 | 820,000           | 820,000           | 819,100                      | (0.11%)                     | 1.46%                       |
| Total Enterprise Funds       | 53,224,961        | 33,780,615        | 58,862,100        | 58,862,100        | 56,152,000                   | (4.60%)                     | 100.00%                     |

continued

Table 3  
**ADOPTED BUDGET BY FUND TYPE AND REQUIREMENT TYPE, continued**  
 Adopted Budget for Fiscal Year 2012-13

| Fund type/Requirement type    | 2009-10<br>Actual | 2010-11<br>Actual | .....2011-12..... |                   | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of Fund<br>Type<br>Budget |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|------------------------------|-----------------------------|-----------------------------|
|                               |                   |                   | Adopted<br>Budget | Revised<br>Budget |                              |                             |                             |
| <b>INTERNAL SERVICE FUNDS</b> |                   |                   |                   |                   |                              |                             |                             |
| Personnel                     | 9,204,506         | 9,037,681         | 9,873,000         | 9,873,000         | 9,358,100                    | (5.22%)                     | 74.42%                      |
| Materials & Services          | 3,540,991         | 3,074,940         | 3,318,500         | 3,318,500         | 3,217,200                    | (3.05%)                     | 25.58%                      |
| Total Internal Service Funds  | 12,745,498        | 12,112,622        | 13,191,500        | 13,191,500        | 12,575,300                   | (4.67%)                     | 100.00%                     |
| Total All Funds Types         | \$ 122,578,073    | \$ 113,854,129    | \$ 164,966,200    | \$ 165,122,600    | \$ 155,830,600               | (5.63%)                     |                             |
| <b>ALL FUND TYPES</b>         |                   |                   |                   |                   |                              |                             |                             |
| Personnel                     | \$ 39,638,487     | \$ 40,084,925     | \$ 43,755,800     | \$ 43,755,800     | \$ 42,547,700                | (2.76%)                     | 27.32%                      |
| Materials & Services          | 29,784,017        | 28,099,610        | 33,203,300        | 33,339,881        | 31,666,800                   | (5.02%)                     | 20.32%                      |
| Capital                       | 20,979,246        | 14,709,503        | 55,068,600        | 55,075,119        | 53,660,000                   | (2.57%)                     | 34.43%                      |
| Transfers Out                 | 20,483,295        | 19,106,988        | 10,015,500        | 10,038,800        | 6,894,200                    | (31.32%)                    | 4.42%                       |
| Debt Service                  | 11,693,028        | 11,853,102        | 20,130,000        | 20,130,000        | 18,487,500                   | (8.16%)                     | 11.86%                      |
| Contingency                   | -                 | -                 | 2,663,200         | 2,653,200         | 2,444,000                    | (7.88%)                     | 1.57%                       |
| Unappropriated                | -                 | -                 | 129,800           | 129,800           | 130,400                      | 0.46%                       | 0.08%                       |
| Total All Fund Types          | \$ 122,578,073    | \$ 113,854,129    | \$ 164,966,200    | \$ 165,122,600    | \$ 155,830,600               | (5.63%)                     | 100.00%                     |

**2012-13 Adopted Budget by Requirement Type**

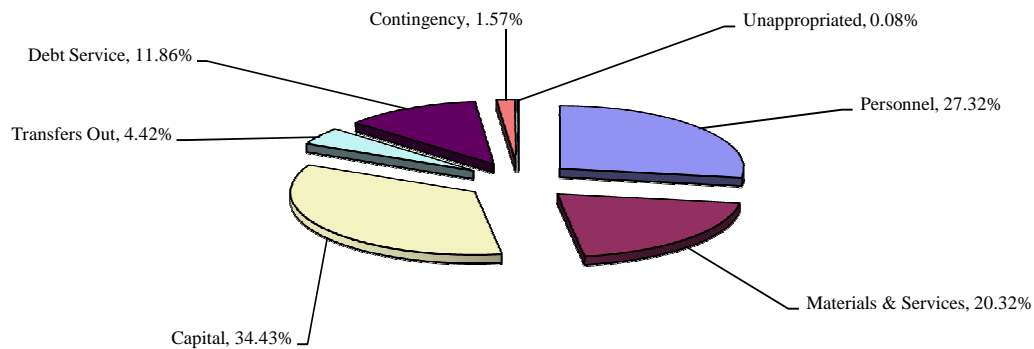


Table 4  
**BUDGET BY FUND AND REQUIREMENT TYPE**  
 Adopted Budget for Fiscal Year 2012-13

|                                   | .....RESOURCES.....       |               |                    |
|-----------------------------------|---------------------------|---------------|--------------------|
|                                   | Beginning<br>Fund Balance | Resources     | Total<br>Resources |
| <b>GENERAL FUND</b>               | \$ 2,624,900              | \$ 26,547,500 | \$ 29,172,400      |
| <b>SPECIAL REVENUE FUNDS</b>      |                           |               |                    |
| Parks & Recreation                | 1,271,500                 | 6,032,800     | 7,304,300          |
| Building Inspection               | 47,100                    | 1,078,700     | 1,125,800          |
| Risk Management                   | 11,844,800                | 988,300       | 12,833,100         |
| Economic Development              | 423,700                   | 1,140,600     | 1,564,300          |
| Ambulance                         | 47,100                    | 2,252,600     | 2,299,700          |
| Public Transit                    | 130,200                   | 1,891,100     | 2,021,300          |
| Public Safety Levy                | 4,800                     | 2,045,100     | 2,049,900          |
| Capital Replacement               | 6,119,800                 | 805,600       | 6,925,400          |
| Street                            | 6,384,300                 | 7,018,800     | 13,403,100         |
| Total Special Revenue Funds       | 26,273,300                | 23,253,600    | 49,526,900         |
| <b>SPECIAL REVENUE FUND</b>       |                           |               |                    |
| Grants                            | 122,700                   | 1,637,000     | 1,759,700          |
| Debt Service                      | 348,500                   | 2,304,800     | 2,653,300          |
| Total Special Revenue Fund        | 471,200                   | 3,941,800     | 4,413,000          |
| <b>CAPITAL PROJECT FUND</b>       |                           |               |                    |
| Capital Projects                  | 2,473,100                 | 1,382,700     | 3,855,800          |
| Total Capital Project Fund        | 2,473,100                 | 1,382,700     | 3,855,800          |
| <b>PERMANENT FUNDS</b>            |                           |               |                    |
| Senior Center Endowment           | 50,800                    | 300           | 51,100             |
| Library Trust                     | 83,500                    | 600           | 84,100             |
| Total Permanent Funds             | 134,300                   | 900           | 135,200            |
| <b>ENTERPRISE FUNDS</b>           |                           |               |                    |
| Sewer                             | 16,807,800                | 14,356,200    | 31,164,000         |
| Water                             | 12,850,400                | 12,137,600    | 24,988,000         |
| Total Enterprise Funds            | 29,658,200                | 26,493,800    | 56,152,000         |
| <b>INTERNAL SERVICE FUNDS</b>     |                           |               |                    |
| Central Services                  | 354,900                   | 5,217,500     | 5,572,400          |
| Public Works Services             | -                         | 7,002,900     | 7,002,900          |
| Total Internal Service Funds      | 354,900                   | 12,220,400    | 12,575,300         |
| <b>ADOPTED BUDGET FOR 2012-13</b> | \$61,989,900              | \$ 93,840,700 | \$155,830,600      |
| Percent change from 2011-12       | -7.81%                    | -4.13%        | -5.63%             |
| Percent of 2012-13 budget         | 39.78%                    | 60.22%        | 100.00%            |
| <b>REVISED BUDGET FOR 2011-12</b> | \$67,240,500              | \$ 97,882,100 | \$165,122,600      |
| Percent of 2011-12 budget         | 40.72%                    | 59.28%        | 100.00%            |

Table 4 summarizes resources and requirements by fund. The revised budget amounts for 2011-12 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 |
|--------------|----------------------|------------------|---------------|--------------|--------------|-----------------|--------------------|
| \$21,381,400 | \$ 5,618,000         | \$ -             | \$ 941,000    | \$ -         | \$ 1,232,000 | \$ -            | \$ 29,172,400      |
| 2,722,800    | 2,746,800            | 784,100          | 746,600       | -            | 304,000      | -               | 7,304,300          |
| 764,600      | 348,700              | -                | 12,500        | -            | -            | -               | 1,125,800          |
| -            | 1,576,300            | 11,208,800       | 48,000        | -            | -            | -               | 12,833,100         |
| 141,900      | 899,200              | 278,400          | 206,900       | 37,900       | -            | -               | 1,564,300          |
| 1,939,600    | 360,100              | -                | -             | -            | -            | -               | 2,299,700          |
| 909,500      | 601,800              | 510,000          | -             | -            | -            | -               | 2,021,300          |
| -            | -                    | -                | 2,049,900     | -            | -            | -               | 2,049,900          |
| -            | 659,000              | 5,885,400        | 381,000       | -            | -            | -               | 6,925,400          |
| 775,400      | 2,746,000            | 9,572,800        | 220,000       | -            | 88,900       | -               | 13,403,100         |
| 7,253,800    | 9,937,900            | 28,239,500       | 3,664,900     | 37,900       | 392,900      | -               | 49,526,900         |
| 90,700       | 1,011,400            | 657,600          | -             | -            | -            | -               | 1,759,700          |
| -            | 2,100                | -                | -             | 2,651,200    | -            | -               | 2,653,300          |
| 90,700       | 1,013,500            | 657,600          | -             | 2,651,200    | -            | -               | 4,413,000          |
| -            | 10,000               | 2,927,300        | 918,500       | -            | -            | -               | 3,855,800          |
| -            | 10,000               | 2,927,300        | 918,500       | -            | -            | -               | 3,855,800          |
| -            | 200                  | -                | -             | -            | -            | 50,900          | 51,100             |
| -            | 4,600                | -                | -             | -            | -            | 79,500          | 84,100             |
| -            | 4,800                | -                | -             | -            | -            | 130,400         | 135,200            |
| 2,205,700    | 6,084,100            | 9,604,000        | 511,500       | 12,339,600   | 419,100      | -               | 31,164,000         |
| 2,258,000    | 5,781,300            | 12,231,600       | 858,300       | 3,458,800    | 400,000      | -               | 24,988,000         |
| 4,463,700    | 11,865,400           | 21,835,600       | 1,369,800     | 15,798,400   | 819,100      | -               | 56,152,000         |
| 3,975,600    | 1,596,800            | -                | -             | -            | -            | -               | 5,572,400          |
| 5,382,500    | 1,620,400            | -                | -             | -            | -            | -               | 7,002,900          |
| 9,358,100    | 3,217,200            | -                | -             | -            | -            | -               | 12,575,300         |
| \$42,547,700 | \$31,666,800         | \$ 53,660,000    | \$ 6,894,200  | \$18,487,500 | \$2,444,000  | \$ 130,400      | \$155,830,600      |
| -2.76%       | -5.02%               | -2.57%           | -31.32%       | -8.16%       | -7.88%       | 0.46%           | -5.63%             |
| 27.32%       | 20.32%               | 34.43%           | 4.42%         | 11.86%       | 1.57%        | 0.08%           | 100.00%            |
| \$43,755,800 | \$33,339,881         | \$ 55,075,119    | \$10,038,800  | \$20,130,000 | \$2,653,200  | \$ 129,800      | \$165,122,600      |
| 26.50%       | 20.19%               | 33.35%           | 6.08%         | 12.19%       | 1.61%        | 0.08%           | 100.00%            |

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

Adopted Budget for Fiscal Year 2012-13

| Fund/Program                             | Personnel         | Materials<br>& Services | Capital           | Transfers<br>Out | Debt<br>Service | Contin-<br>gency | Unappro-<br>priated | Totals            |
|--|-------------------|-------------------------|-------------------|------------------|-----------------|------------------|---------------------|-------------------|
| <b>GENERAL FUND</b>                      |                   |                         |                   |                  |                 |                  |                     |                   |
| Nondepartmental                          | \$ -              | \$ 275,500              | \$ -              | \$ 941,000       | \$ -            | \$ 1,232,000     | \$ -                | \$ 2,448,500      |
| Municipal Court                          | 390,400           | 251,300                 | -                 | -                | -               | -                | -                   | 641,700           |
| Code Enforcement                         | -                 | 16,900                  | -                 | -                | -               | -                | -                   | 16,900            |
| Fire Suppression                         | 6,597,400         | 1,569,800               | -                 | -                | -               | -                | -                   | 8,167,200         |
| Public Safety Levy: Fire                 | 939,100           | 61,600                  | -                 | -                | -               | -                | -                   | 1,000,700         |
| Fire & Life Safety                       | 647,800           | 149,600                 | -                 | -                | -               | -                | -                   | 797,400           |
| Police                                   | 9,530,000         | 2,053,200               | -                 | -                | -               | -                | -                   | 11,583,200        |
| Public Safety Levy: Police               | 887,500           | 72,500                  | -                 | -                | -               | -                | -                   | 960,000           |
| Planning                                 | 783,100           | 249,000                 | -                 | -                | -               | -                | -                   | 1,032,100         |
| Housing                                  | -                 | 120,800                 | -                 | -                | -               | -                | -                   | 120,800           |
| Library                                  | 1,606,100         | 797,800                 | -                 | -                | -               | -                | -                   | 2,403,900         |
| <b>Total General Fund</b>                | <b>21,381,400</b> | <b>5,618,000</b>        | <b>-</b>          | <b>941,000</b>   | <b>-</b>        | <b>1,232,000</b> | <b>-</b>            | <b>29,172,400</b> |
| <b>PARKS &amp; RECREATION FUND</b>       |                   |                         |                   |                  |                 |                  |                     |                   |
| Sports Services                          | 146,400           | 104,300                 | -                 | -                | -               | -                | -                   | 250,700           |
| Children/Youth/Family Rec Services       | 231,800           | 39,300                  | -                 | -                | -               | -                | -                   | 271,100           |
| Resource Development/Marketing Services  | 262,300           | 58,600                  | -                 | -                | -               | -                | -                   | 320,900           |
| Park Maintenance Services                | 861,500           | 876,400                 | 4,000             | -                | -               | -                | -                   | 1,741,900         |
| Parks & Recreation Administration        | 435,300           | 698,900                 | 20,000            | 211,600          | -               | 304,000          | -                   | 1,669,800         |
| Aquatic Services                         | 498,200           | 263,700                 | 10,000            | -                | -               | -                | -                   | 771,900           |
| Adult Recreation Services                | 238,200           | 185,700                 | -                 | -                | -               | -                | -                   | 423,900           |
| Performance and Cultural Arts            | 49,100            | 388,200                 | -                 | -                | -               | -                | -                   | 437,300           |
| Park SDC Projects                        | -                 | 113,700                 | 202,700           | 535,000          | -               | -                | -                   | 851,400           |
| Senior Center Foundation                 | -                 | 18,000                  | -                 | -                | -               | -                | -                   | 18,000            |
| Parks Capital Improvement Program        | -                 | -                       | 547,400           | -                | -               | -                | -                   | 547,400           |
| <b>Total Parks &amp; Recreation Fund</b> | <b>2,722,800</b>  | <b>2,746,800</b>        | <b>784,100</b>    | <b>746,600</b>   | <b>-</b>        | <b>304,000</b>   | <b>-</b>            | <b>7,304,300</b>  |
| <b>GRANTS FUND</b>                       |                   |                         |                   |                  |                 |                  |                     |                   |
| 911 Emergency Dispatch                   | -                 | 246,100                 | -                 | -                | -               | -                | -                   | 246,100           |
| Fire Station #12 Seismic Rehab Grant     | -                 | -                       | 20,000            | -                | -               | -                | -                   | 20,000            |
| Vista Volunteer                          | -                 | 3,200                   | -                 | -                | -               | -                | -                   | 3,200             |
| Regional US&R Exercise Phase 2           | 16,200            | 5,700                   | -                 | -                | -               | -                | -                   | 21,900            |
| State HMEP Grant                         | -                 | 35,000                  | -                 | -                | -               | -                | -                   | 35,000            |
| DOJ Bulletproof Vest                     | -                 | 4,900                   | -                 | -                | -               | -                | -                   | 4,900             |
| DOJ Equitable Sharing                    | -                 | 60,000                  | -                 | -                | -               | -                | -                   | 60,000            |
| Foster Grandparents (91.011)             | 62,100            | 85,500                  | -                 | -                | -               | -                | -                   | 147,600           |
| E Thornton Lake Nat Area Turtle Mgmt     | -                 | 54,000                  | -                 | -                | -               | -                | -                   | 54,000            |
| 12-13 SHPO Historic Preservation Grant   | -                 | 14,500                  | -                 | -                | -               | -                | -                   | 14,500            |
| 12-13 Oregon CDBG Housing Rehab          | -                 | 200,000                 | -                 | -                | -               | -                | -                   | 200,000           |
| Library Foundation                       | -                 | -                       | 47,600            | -                | -               | -                | -                   | 47,600            |
| Oregon Community Foundation              | -                 | 110,500                 | -                 | -                | -               | -                | -                   | 110,500           |
| State Library Grant                      | 400               | 6,100                   | -                 | -                | -               | -                | -                   | 6,500             |
| FAA Annual Capital Grant                 | -                 | 150,000                 | -                 | -                | -               | -                | -                   | 150,000           |
| Title XIX Grant                          | 12,000            | -                       | -                 | -                | -               | -                | -                   | 12,000            |
| Drinking Water Source Protection         | -                 | 35,900                  | -                 | -                | -               | -                | -                   | 35,900            |
| FEMA Projects                            | -                 | -                       | 590,000           | -                | -               | -                | -                   | 590,000           |
| <b>Total Grants Fund</b>                 | <b>90,700</b>     | <b>1,011,400</b>        | <b>657,600</b>    | <b>-</b>         | <b>-</b>        | <b>-</b>         | <b>-</b>            | <b>1,759,700</b>  |
| <b>BUILDING INSPECTION FUND</b>          |                   |                         |                   |                  |                 |                  |                     |                   |
| Building Inspection                      | 611,700           | 320,900                 | -                 | 12,500           | -               | -                | -                   | 945,100           |
| Electrical Permit Program                | 94,300            | 26,800                  | -                 | -                | -               | -                | -                   | 121,100           |
| ADA Code Enforcement                     | 58,600            | 1,000                   | -                 | -                | -               | -                | -                   | 59,600            |
| <b>Total Building Inspection Fund</b>    | <b>764,600</b>    | <b>348,700</b>          | <b>-</b>          | <b>12,500</b>    | <b>-</b>        | <b>-</b>         | <b>-</b>            | <b>1,125,800</b>  |
| <b>RISK MANAGEMENT FUND</b>              |                   |                         |                   |                  |                 |                  |                     |                   |
| Risk Management                          | -                 | 1,552,300               | -                 | -                | -               | -                | -                   | 1,552,300         |
| PepsiCo Settlement Projects              | -                 | -                       | 11,208,800        | 48,000           | -               | -                | -                   | 11,256,800        |
| HARP                                     | -                 | 24,000                  | -                 | -                | -               | -                | -                   | 24,000            |
| <b>Total Risk Management Fund</b>        | <b>-</b>          | <b>1,576,300</b>        | <b>11,208,800</b> | <b>48,000</b>    | <b>-</b>        | <b>-</b>         | <b>-</b>            | <b>12,833,100</b> |

continued



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

Adopted Budget for Fiscal Year 2012-13

| Fund/Program                              | Personnel        | Materials<br>& Services | Capital          | Transfers<br>Out | Debt<br>Service  | Conti-<br>gency | Unappro-<br>priated | Totals            |
|---|------------------|-------------------------|------------------|------------------|------------------|-----------------|---------------------|-------------------|
| <b>ECONOMIC DEVELOPMENT FUND</b>          |                  |                         |                  |                  |                  |                 |                     |                   |
| Target Utilities                          | -                | -                       | -                | -                | 37,900           | -               | -                   | 37,900            |
| Economic Development Activities           | 128,400          | 658,500                 | -                | 199,400          | -                | -               | -                   | 986,300           |
| Albany Municipal Airport                  | 13,500           | 240,700                 | 159,900          | -                | -                | -               | -                   | 414,100           |
| Municipal Airport Capital Projects        | -                | -                       | 118,500          | 7,500            | -                | -               | -                   | 126,000           |
| <b>Total Economic Development Fund</b>    | <b>141,900</b>   | <b>899,200</b>          | <b>278,400</b>   | <b>206,900</b>   | <b>37,900</b>    | <b>-</b>        | <b>-</b>            | <b>1,564,300</b>  |
| <b>AMBULANCE FUND</b>                     |                  |                         |                  |                  |                  |                 |                     |                   |
| Ambulance                                 | 1,939,600        | 360,100                 | -                | -                | -                | -               | -                   | 2,299,700         |
| <b>Total Ambulance Fund</b>               | <b>1,939,600</b> | <b>360,100</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>        | <b>-</b>            | <b>2,299,700</b>  |
| <b>PUBLIC TRANSIT FUND</b>                |                  |                         |                  |                  |                  |                 |                     |                   |
| Albany Transit System                     | 360,900          | 230,700                 | 40,000           | -                | -                | -               | -                   | 631,600           |
| Linn-Benton Loop                          | 289,300          | 229,500                 | 380,000          | -                | -                | -               | -                   | 898,800           |
| Paratransit System                        | 259,300          | 141,600                 | 90,000           | -                | -                | -               | -                   | 490,900           |
| <b>Total Public Transit Fund</b>          | <b>909,500</b>   | <b>601,800</b>          | <b>510,000</b>   | <b>-</b>         | <b>-</b>         | <b>-</b>        | <b>-</b>            | <b>2,021,300</b>  |
| <b>PUBLIC SAFETY LEVY FUND</b>            |                  |                         |                  |                  |                  |                 |                     |                   |
| Public Safety Levy                        | -                | -                       | -                | 2,049,900        | -                | -               | -                   | 2,049,900         |
| <b>Total Public Safety Levy Fund</b>      | <b>-</b>         | <b>-</b>                | <b>-</b>         | <b>2,049,900</b> | <b>-</b>         | <b>-</b>        | <b>-</b>            | <b>2,049,900</b>  |
| <b>CAPITAL REPLACEMENT FUND</b>           |                  |                         |                  |                  |                  |                 |                     |                   |
| Equipment Replacement                     | -                | 400,000                 | 2,879,200        | 381,000          | -                | -               | -                   | 3,660,200         |
| City Facilities Replacement               | -                | -                       | 316,400          | -                | -                | -               | -                   | 316,400           |
| GF Facilities Maintenance Projects        | -                | 107,000                 | 241,300          | -                | -                | -               | -                   | 348,300           |
| IT Equipment Replacement                  | -                | 152,000                 | 1,810,500        | -                | -                | -               | -                   | 1,962,500         |
| Facilities Replacement                    | -                | -                       | 638,000          | -                | -                | -               | -                   | 638,000           |
| <b>Total Capital Replacement Fund</b>     | <b>-</b>         | <b>659,000</b>          | <b>5,885,400</b> | <b>381,000</b>   | <b>-</b>         | <b>-</b>        | <b>-</b>            | <b>6,925,400</b>  |
| <b>STREET FUND</b>                        |                  |                         |                  |                  |                  |                 |                     |                   |
| Street Maintenance                        | 775,400          | 1,553,500               | -                | -                | -                | -               | -                   | 2,328,900         |
| Street Administration                     | -                | 878,400                 | -                | 80,000           | -                | 88,900          | -                   | 1,047,300         |
| Street Capital & Restoration              | -                | 310,600                 | 3,888,500        | 140,000          | -                | -               | -                   | 4,339,100         |
| N. Albany Frontage Fee Projects           | -                | -                       | 765,600          | -                | -                | -               | -                   | 765,600           |
| Transportation SDC Imp Fee                | -                | 3,000                   | 4,811,900        | -                | -                | -               | -                   | 4,814,900         |
| Transportation SDC Reimb Fee              | -                | 500                     | 106,800          | -                | -                | -               | -                   | 107,300           |
| <b>Total Street Fund</b>                  | <b>775,400</b>   | <b>2,746,000</b>        | <b>9,572,800</b> | <b>220,000</b>   | <b>-</b>         | <b>88,900</b>   | <b>-</b>            | <b>13,403,100</b> |
| <b>DEBT SERVICE FUND</b>                  |                  |                         |                  |                  |                  |                 |                     |                   |
| Bancroft Debt Service                     | -                | -                       | -                | -                | -                | -               | -                   | -                 |
| 1995 Fairgrounds Revenue Bonds            | -                | -                       | -                | -                | -                | -               | -                   | -                 |
| 2002 LTD Tax Pension Bonds                | -                | 600                     | -                | -                | 753,100          | -               | -                   | 753,700           |
| 2004 Revenue Obligations                  | -                | 600                     | -                | -                | 423,300          | -               | -                   | 423,900           |
| 2007 GO Refunding Bonds                   | -                | 900                     | -                | -                | 1,474,800        | -               | -                   | 1,475,700         |
| <b>Total Debt Service Fund</b>            | <b>-</b>         | <b>2,100</b>            | <b>-</b>         | <b>-</b>         | <b>2,651,200</b> | <b>-</b>        | <b>-</b>            | <b>2,653,300</b>  |
| <b>CAPITAL PROJECTS FUND</b>              |                  |                         |                  |                  |                  |                 |                     |                   |
| Albany Data Integration Project           | -                | 10,000                  | -                | -                | -                | -               | -                   | 10,000            |
| LID Construction Projects                 | -                | -                       | 2,250,000        | 918,500          | -                | -               | -                   | 3,168,500         |
| Albany Station REA Building               | -                | -                       | 51,800           | -                | -                | -               | -                   | 51,800            |
| Albany Station Pathway                    | -                | -                       | 125,500          | -                | -                | -               | -                   | 125,500           |
| North Albany Park & Ride                  | -                | -                       | 500,000          | -                | -                | -               | -                   | 500,000           |
| ST-07-03 53rd Ave Bridge/Roadway          | -                | -                       | -                | -                | -                | -               | -                   | -                 |
| <b>Total Capital Projects Fund</b>        | <b>-</b>         | <b>10,000</b>           | <b>2,927,300</b> | <b>918,500</b>   | <b>-</b>         | <b>-</b>        | <b>-</b>            | <b>3,855,800</b>  |
| <b>SENIOR CENTER ENDOWMENT FUND</b>       |                  |                         |                  |                  |                  |                 |                     |                   |
| Senior Center Endowment                   | -                | 200                     | -                | -                | -                | -               | 50,900              | 51,100            |
| <b>Total Senior Center Endowment Fund</b> | <b>-</b>         | <b>200</b>              | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>        | <b>50,900</b>       | <b>51,100</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 2012-13

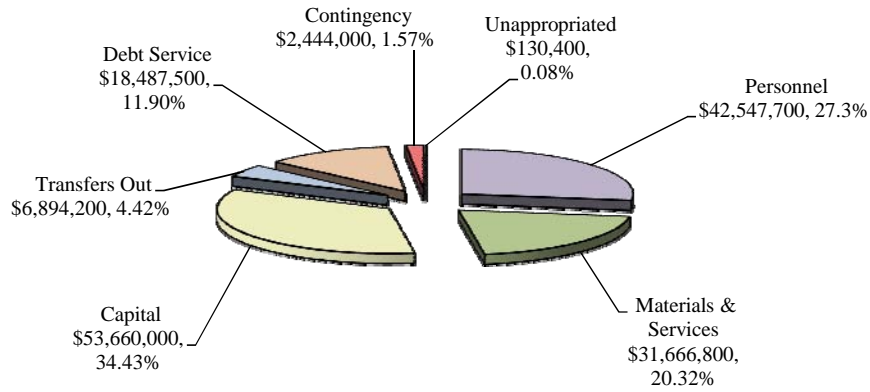
| Fund/Program                         | Personnel            | Materials<br>& Services | Capital             | Transfers<br>Out    | Debt<br>Service     | Conti-<br>gency    | Unappro-<br>priated | Totals               |
|--------------------------------------|----------------------|-------------------------|---------------------|---------------------|---------------------|--------------------|---------------------|----------------------|
| <b>SEWER FUND</b>                    |                      |                         |                     |                     |                     |                    |                     |                      |
| Sewer Environmental Services         | 413,600              | 138,900                 | -                   | -                   | -                   | -                  | -                   | 552,500              |
| Wastewater Treatment Plant           | 709,900              | 2,097,000               | -                   | -                   | -                   | -                  | -                   | 2,806,900            |
| Wastewater Collection                | 863,600              | 1,150,100               | -                   | -                   | -                   | -                  | -                   | 2,013,700            |
| Wastewater Administration            | 113,600              | 2,029,700               | -                   | 459,000             | -                   | 419,100            | -                   | 3,021,400            |
| Water Reuse and Biosolids            | 21,000               | 135,400                 | -                   | -                   | -                   | -                  | -                   | 156,400              |
| TWG Wetlands                         | 84,000               | 153,000                 | 12,000              | -                   | -                   | -                  | -                   | 249,000              |
| Sewer System Capital Projects        | -                    | 380,000                 | 6,188,700           | -                   | -                   | -                  | -                   | 6,568,700            |
| Sewer Equipment Replacement          | -                    | -                       | 1,064,800           | -                   | -                   | -                  | -                   | 1,064,800            |
| Sewer SDC Improvement Fee Projects   | -                    | -                       | 1,436,800           | -                   | -                   | -                  | -                   | 1,436,800            |
| Sewer SDC Reimbursement Fee Projects | -                    | -                       | 263,600             | -                   | -                   | -                  | -                   | 263,600              |
| Sewer Debt Service                   | -                    | -                       | -                   | -                   | 12,339,600          | -                  | -                   | 12,339,600           |
| Sewer Economic Development           | -                    | -                       | 458,100             | 52,500              | -                   | -                  | -                   | 510,600              |
| Wastewater Facilities Improvement    | -                    | -                       | -                   | -                   | -                   | -                  | -                   | -                    |
| Wetlands Treatment Project           | -                    | -                       | 180,000             | -                   | -                   | -                  | -                   | 180,000              |
| <b>Total Sewer Fund</b>              | <b>2,205,700</b>     | <b>6,084,100</b>        | <b>9,604,000</b>    | <b>511,500</b>      | <b>12,339,600</b>   | <b>419,100</b>     | <b>-</b>            | <b>31,164,000</b>    |
| <b>WATER FUND</b>                    |                      |                         |                     |                     |                     |                    |                     |                      |
| Water Administration                 | 104,700              | 2,179,200               | -                   | 448,800             | -                   | 400,000            | -                   | 3,132,700            |
| Water Canal Maintenance              | 331,000              | 449,800                 | 70,000              | -                   | -                   | -                  | -                   | 850,800              |
| Vine Street Water Treatment Plant    | 258,300              | 607,100                 | -                   | -                   | -                   | -                  | -                   | 865,400              |
| Water Distribution                   | 980,600              | 1,026,000               | -                   | -                   | -                   | -                  | -                   | 2,006,600            |
| Albany-Millersburg WTP               | 583,400              | 960,800                 | -                   | -                   | -                   | -                  | -                   | 1,544,200            |
| Water SDC Improvement Fee Projects   | -                    | -                       | 829,500             | 357,000             | -                   | -                  | -                   | 1,186,500            |
| Water SDC Reimbursement Fee Projects | -                    | -                       | 1,116,500           | -                   | -                   | -                  | -                   | 1,116,500            |
| 2003 Water Bond Projects             | -                    | -                       | 1,479,500           | -                   | -                   | -                  | -                   | 1,479,500            |
| Water Debt Service                   | -                    | 600                     | -                   | -                   | 3,458,800           | -                  | -                   | 3,459,400            |
| Water GO Debt Service                | -                    | -                       | -                   | -                   | -                   | -                  | -                   | -                    |
| Water Capital: Canal                 | -                    | -                       | 72,200              | -                   | -                   | -                  | -                   | 72,200               |
| Water System Capital Projects        | -                    | 556,500                 | 6,971,000           | -                   | -                   | -                  | -                   | 7,527,500            |
| Water Economic Development           | -                    | -                       | 500,000             | 52,500              | -                   | -                  | -                   | 552,500              |
| North Albany Water Capital Projects  | -                    | -                       | 462,400             | -                   | -                   | -                  | -                   | 462,400              |
| Water Equipment Replacement          | -                    | 1,300                   | 730,500             | -                   | -                   | -                  | -                   | 731,800              |
| <b>Total Water Fund</b>              | <b>2,258,000</b>     | <b>5,781,300</b>        | <b>12,231,600</b>   | <b>858,300</b>      | <b>3,458,800</b>    | <b>400,000</b>     | <b>-</b>            | <b>24,988,000</b>    |
| <b>CENTRAL SERVICES FUND</b>         |                      |                         |                     |                     |                     |                    |                     |                      |
| Finance                              | 1,056,900            | 234,200                 | -                   | -                   | -                   | -                  | -                   | 1,291,100            |
| Council & Nondepartmental            | 15,900               | 236,800                 | -                   | -                   | -                   | -                  | -                   | 252,700              |
| City Manager's Office                | 770,200              | 303,800                 | -                   | -                   | -                   | -                  | -                   | 1,074,000            |
| Information Technology Services      | 1,015,700            | 237,900                 | -                   | -                   | -                   | -                  | -                   | 1,253,600            |
| GIS Services                         | 282,800              | 112,400                 | -                   | -                   | -                   | -                  | -                   | 395,200              |
| Permit Tracking                      | 49,300               | 37,000                  | -                   | -                   | -                   | -                  | -                   | 86,300               |
| Human Resources                      | 478,500              | 117,800                 | -                   | -                   | -                   | -                  | -                   | 596,300              |
| Facilities Maintenance               | 306,300              | 316,900                 | -                   | -                   | -                   | -                  | -                   | 623,200              |
| <b>Total Central Services Fund</b>   | <b>3,975,600</b>     | <b>1,596,800</b>        | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>-</b>            | <b>5,572,400</b>     |
| <b>PUBLIC WORKS SERVICES FUND</b>    |                      |                         |                     |                     |                     |                    |                     |                      |
| PW Administration                    | 499,400              | 195,500                 | -                   | -                   | -                   | -                  | -                   | 694,900              |
| Engineering Services                 | 2,155,400            | 331,000                 | -                   | -                   | -                   | -                  | -                   | 2,486,400            |
| Operations Administration            | 458,400              | 386,500                 | -                   | -                   | -                   | -                  | -                   | 844,900              |
| Water Quality Control Services       | 290,200              | 68,700                  | -                   | -                   | -                   | -                  | -                   | 358,900              |
| PW Customer Services                 | 705,500              | 440,400                 | -                   | -                   | -                   | -                  | -                   | 1,145,900            |
| Facilities & Maintenance Engineering | 1,273,600            | 198,300                 | -                   | -                   | -                   | -                  | -                   | 1,471,900            |
| Total Engineering/Water Quality Fund | 5,382,500            | 1,620,400               | -                   | -                   | -                   | -                  | -                   | 7,002,900            |
| <b>Grand Totals</b>                  | <b>\$ 42,547,700</b> | <b>\$31,666,800</b>     | <b>\$53,660,000</b> | <b>\$ 6,894,200</b> | <b>\$18,487,500</b> | <b>\$2,444,000</b> | <b>\$130,400</b>    | <b>\$155,830,600</b> |

Table 5 summarizes the 2012-13 budget by fund, program, and requirement type.

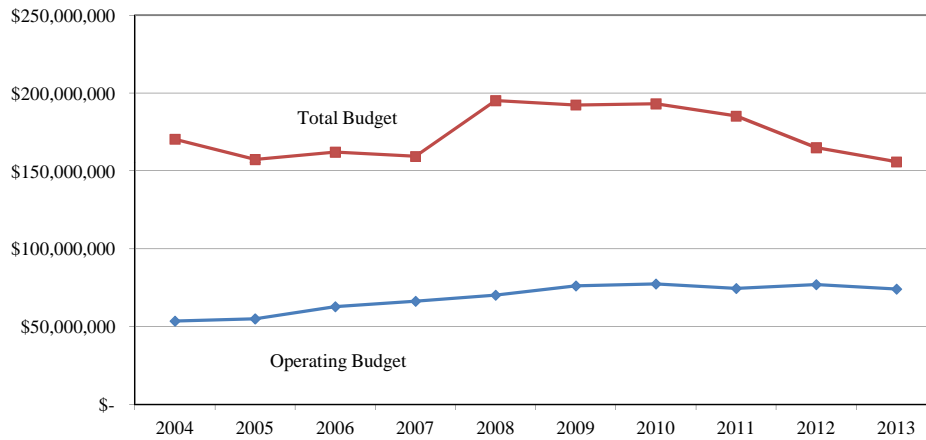
continued

Table 5  
**BUDGET BY FUND/PROGRAM AND REQUIREMENT TYPE, continued**  
 Adopted Budget for Fiscal Year 2012-13

**2012-13 Budget by Requirement Type**



**Operating Budget and Total Budget for Fiscal Years  
 Ended/Ending June 30, 2004, through 2013**



| Fiscal Year June 30, | Personnel     | Materials & Supplies | Total Operating Budget | Total Budget  | Operating Budget as % of Total Budget |
|----------------------|---------------|----------------------|------------------------|---------------|---------------------------------------|
| 2004                 | \$ 27,298,800 | \$26,244,660         | \$53,543,460           | \$170,380,760 | 31.43%                                |
| 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%                                |

Table 6

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

Adopted Budget for Fiscal Year 2012-13

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<br>Amount | Description/Percent of Fund Budget                     |
|--|--------------------|--|
| <b>GENERAL FUND</b>                                    |                    |  |
| 100-10-1003-99005 Contingencies                        | \$ 1,232,000       | U Designated for General Fund activities               |
| Total General Fund                                     | 1,232,000          | 4.22% of General Fund budget                           |
| <b>PARKS &amp; RECREATION FUND</b>                     |                    |  |
| 202-35-1408-99005 Contingencies                        | 304,000            | U Designated for Parks activities                      |
| 202-35-1500-90012 Reserve: Capital Projects            | 202,700            | R Restricted to Parks SDC projects                     |
| 202-35-1507-90014 Reserve: Parks Capital Projects      | 12,400             | U Designated for Parks capital projects                |
| Total Parks & Recreation Fund                          | 519,100            | 7.11% of Parks & Recreation Fund budget                |
| <b>GRANTS FUND</b>                                     |                    |  |
| 203-30-5096-69023 Reserve: DOJ Equitable Sharing       | 60,000             | R Restricted to Police                                 |
| Total Grants Fund                                      | 60,000             | 3.41% of Grants Fund budget                            |
| <b>RISK MANAGEMENT FUND</b>                            |                    |  |
| 208-10-1005-69016 Reserve: Risk Management             | 1,552,300          | U Designated for potential risk management liabilities |
| 208-10-1037-90015 Reserve: PepsiCo Settlement          | 11,208,800         | U Designated for City Council-approved projects        |
| Total Risk Management Fund                             | 12,761,100         | 99.44% 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      | 159,900            | U Designated for airport facilities maintenance        |
| 211-50-1115-90012 Reserve: Capital Projects            | 118,500            | U Designated for airport capital projects              |
| Total Economic Development Fund                        | 378,400            | 24.19% of Economic Development Fund budget             |
| <b>PUBLIC TRANSIT FUND</b>                             |                    |  |
| 213-50-1106-69015 Reserve: Operating                   | 30,000             | U Designated for Albany Transit operations             |
| 213-50-1107-69015 Reserve: Operating                   | 25,000             | U Designated for Loop operations                       |
| Total Public Transit Fund                              | 55,000             | 2.72% of Public Transit Fund budget                    |
| <b>CAPITAL REPLACEMENT FUND</b>                        |                    |  |
| 217-10-1010-90004 Reserve: Replacement                 | 2,629,200          | U Designated for equipment replacement                 |
| 217-10-1034-90008 Reserve: Building Replacement        | 316,400            | U Designated for building replacement                  |
| 217-10-2002-90010 Reserve: Building Maintenance        | 227,900            | U Designated for building maintenance projects         |
| 217-10-2002-90020 Reserve: Monteith House              | 13,400             | U Designated for Monteith House projects               |
| 217-13-1031-90004 Reserve: Replacement                 | 1,810,500          | U Designated for Information Technology equipment      |
| 217-50-2018-90019 Reserve: Facilities Replacement      | 638,000            | U Designated for Public Works facilities replacement   |
| Total Capital Replacement Fund                         | 5,635,400          | 81.37% of Capital Replacement Fund budget              |
| <b>STREET FUND</b>                                     |                    |  |
| 250-50-2604-99005 Contingencies                        | 88,900             | U Designated for street capital projects               |
| 250-50-2700-90009 Reserve: Street Connection Fees      | 139,600            | U Designated for street capital projects               |
| 250-50-2700-90012 Reserve: Capital Projects            | 11,800             | U Designated for street capital projects               |
| 250-50-2700-90019 Reserve: Street Mitigation Fees      | 35,000             | U Designated for street capital projects               |
| 250-50-2700-90021 Reserve: Waverly RH Land Mod Dep - W | 203,300            | U Designated for street capital projects               |
| 250-50-2701-90012 Reserve: Capital Projects            | 125,500            | U Designated for capital projects                      |
| 250-50-2703-90012 Reserve: Capital Projects            | 2,576,800          | U Designated for capital projects                      |
| 250-50-2704-90012 Reserve: Capital Projects            | 6,800              | U Designated for capital projects                      |
| Total Street Fund                                      | 3,187,700          | 23.78% of Street Fund budget                           |
| <b>DEBT SERVICE FUND</b>                               |                    |  |
| 301-10-1021-95000 Reserve: Debt Service                | 222,800            | R Restricted to debt service                           |
| 301-10-1050-95000 Reserve: Debt Service                | 154,400            | R Restricted to debt service                           |
| Total Debt Service Fund                                | 377,200            | 14.22% of Debt Service Fund budget                     |

continued

Table 6  
**SCHEDULE OF RESTRICTED (R) AND UNRESTRICTED (U) RESERVES, continued**  
 Adopted Budget for Fiscal Year 2012-13

| Fund/Account#/Description                              | Reserved<br>Amount | Description/Percent of Fund Budget                   |
|--|--------------------|--|
| <b>CAPITAL PROJECTS FUND</b>                           |                    |  |
| 402-50-1109-90012 Reserve: Capital Projects            | 51,800             | U Designated for capital projects                    |
| Total Capital Projects Fund                            | 51,800             | 1.34% of Capital Projects Fund budget                |
| <b>SENIOR CENTER ENDOWMENT FUND</b>                    |                    |  |
| 501-35-1418-99505 Unappropriated Surplus               | 50,900             | R Restricted endowment donations                     |
| Total Senior Center Endowment Fund                     | 50,900             | 99.61% of Senior Center Endowment Fund budget        |
| <b>LIBRARY TRUST FUND</b>                              |                    |  |
| 502-45-1703-99505 Unappropriated Surplus               | 10,000             | R Restricted endowment donations                     |
| 502-45-1704-99505 Unappropriated Surplus               | 69,500             | R Restricted endowment donations                     |
| Total Library Trust Fund                               | 79,500             | 94.53% of Library Trust Fund budget                  |
| <b>SEWER FUND</b>                                      |                    |  |
| 601-50-2407-99005 Contingencies                        | 419,100            | U Designated for sewer operations                    |
| 601-50-2500-90003 Reserve: Connection Fees             | 613,800            | U Designated for sewer system capital projects       |
| 601-50-2500-90011 Reserve: Storm Drain Collection Fees | 83,300             | U Designated for sewer system capital projects       |
| 601-50-2500-90012 Reserve: Capital Projects            | 779,200            | U Designated for sewer system capital projects       |
| 601-50-2501-90007 Reserve: Equipment Replacement       | 1,064,800          | 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            | 794,200            | R Restricted SDC - capacity increasing projects      |
| 601-50-2503-90012 Reserve: Capital Projects            | 263,600            | R Restricted SDC - general capital improvements      |
| 601-50-2504-95001 Reserve: SDC-I                       | 3,297,500          | 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            | 458,100            | U Designated for sewer capital projects              |
| 601-50-2508-90012 Reserve: Capital Projects            | 30,000             | U Designated for sewer capital projects              |
| Total Sewer Fund                                       | 11,180,000         | 35.87% of Sewer Fund budget                          |
| <b>WATER FUND</b>                                      |                    |  |
| 615-50-2202-99005 Contingencies                        | 400,000            | 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            | 331,600            | R Restricted to SDC - improvement fee projects       |
| 615-50-2301-90012 Reserve: Capital Projects            | 1,058,600          | R Restricted to SDC - reimbursement fee projects     |
| 615-50-2305-95007 Bond Payment Stabilization Reserve   | 1,173,200          | U Designated for debt service                        |
| 615-50-2307-90002 Reserve: Canal Capital               | 72,200             | U Designated for water canal maintenance             |
| 615-50-2308-90003 Reserve: Connection Fees             | 308,100            | U Designated for water capital projects              |
| 615-50-2308-90012 Reserve: Capital Projects            | 1,195,400          | U Designated for water capital projects              |
| 615-50-2309-90012 Reserve: Capital Projects            | 500,000            | U Designated for water economic development projects |
| 615-50-2310-90012 Reserve: Capital Projects            | 462,400            | R Restricted to North Albany water projects          |
| 615-50-2311-90007 Reserve: Equipment Replacement       | 730,500            | U Designated for water equipment replacement         |
| Total Water Fund                                       | 6,242,000          | 24.98% of Water Fund budget                          |
| <b>CENTRAL SERVICES FUND</b>                           |                    |  |
| 701-13-2010-69005 Reserve: GIS Aerial Mapping          | 12,500             | U Designated for Aerial Mapping Projects             |
| Total Central Services Fund                            | 12,500             | 0.22% of Central Services Fund budget                |
| <b>TOTAL RESTRICTED RESERVES</b>                       | 3,690,700          |  |
| <b>TOTAL DESIGNATED RESERVES</b>                       | 38,131,900         |  |
| <b>TOTAL RESERVES</b>                                  | \$41,822,600       |  |

Table 7  
**HISTORICAL FINANCIAL INFORMATION BY FUND AND FUND TYPE**  
 Adopted Budget for Fiscal Year 2012-13

| Fund type/Fund name           | 2009-10<br>Actual | 2010-11<br>Actual | .....2011-12..... |                   | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|------------------------------|-----------------------------|
|                               |                   |                   | Adopted<br>Budget | Revised<br>Budget |                              |                             |
| <b>GENERAL FUND</b>           | \$ 27,145,252     | \$ 26,745,620     | \$ 30,479,300     | \$ 30,481,200     | \$ 29,172,400                | (4.29%)                     |
| <b>SPECIAL REVENUE FUNDS</b>  |                   |                   |                   |                   |                              |                             |
| Parks & Recreation            | 5,634,808         | 6,462,921         | 8,878,200         | 8,878,200         | 7,304,300                    | (17.73%)                    |
| Grants                        | 2,512,698         | 2,780,510         | 2,562,700         | 2,693,900         | 1,759,700                    | (34.68%)                    |
| Building Inspection           | 1,278,900         | 1,205,181         | 1,301,600         | 1,301,600         | 1,125,800                    | (13.51%)                    |
| Risk Management               | 499,940           | 7,660,559         | 13,410,300        | 13,410,300        | 12,833,100                   | (4.30%)                     |
| Economic Development          | 941,259           | 907,567           | 1,433,100         | 1,433,100         | 1,564,300                    | 9.15%                       |
| Ambulance                     | 2,142,409         | 2,154,424         | 2,244,300         | 2,244,300         | 2,299,700                    | 2.47%                       |
| Public Transit                | 1,221,612         | 1,227,895         | 1,604,700         | 1,604,700         | 2,021,300                    | 25.96%                      |
| Public Safety Levy            | 2,527,658         | 2,772,967         | 2,753,600         | 2,753,600         | 2,049,900                    | (25.56%)                    |
| Capital Replacement           | 2,835,715         | 1,275,460         | 7,365,600         | 7,388,900         | 6,925,400                    | (6.27%)                     |
| Street                        | 4,022,068         | 3,638,736         | 12,909,500        | 12,909,500        | 13,403,100                   | 3.82%                       |
| Total Special Revenue Funds   | 23,617,066        | 30,086,221        | 54,463,600        | 54,618,100        | 51,286,600                   | (6.10%)                     |
| <b>DEBT SERVICE FUNDS</b>     |                   |                   |                   |                   |                              |                             |
| Debt Service                  | 2,522,765         | 4,120,903         | 2,880,400         | 2,880,400         | 2,653,300                    | (7.88%)                     |
| Total Debt Service Funds      | 2,522,765         | 4,120,903         | 2,880,400         | 2,880,400         | 2,653,300                    | (7.88%)                     |
| <b>CAPITAL PROJECT FUND</b>   |                   |                   |                   |                   |                              |                             |
| Capital Projects              | 3,316,354         | 7,004,977         | 4,954,800         | 4,954,800         | 3,855,800                    | (22.18%)                    |
| Total Capital Project Fund    | 3,316,354         | 7,004,977         | 4,954,800         | 4,954,800         | 3,855,800                    | (22.18%)                    |
| <b>PERMANENT FUNDS</b>        |                   |                   |                   |                   |                              |                             |
| Senior Center Endowment       | 385               | -                 | 50,600            | 50,600            | 51,100                       | 0.99%                       |
| Library Trust                 | 5,791             | 3,172             | 83,900            | 83,900            | 84,100                       | 0.24%                       |
| Total Permanent Funds         | 6,176             | 3,172             | 134,500           | 134,500           | 135,200                      | 0.52%                       |
| <b>ENTERPRISE FUNDS</b>       |                   |                   |                   |                   |                              |                             |
| Sewer                         | 36,093,242        | 20,791,106        | 31,845,000        | 31,845,000        | 31,164,000                   | (2.14%)                     |
| Water                         | 17,131,719        | 12,989,508        | 27,017,100        | 27,017,100        | 24,988,000                   | (7.51%)                     |
| Total Enterprise Funds        | 53,224,961        | 33,780,615        | 58,862,100        | 58,862,100        | 56,152,000                   | (4.60%)                     |
| <b>INTERNAL SERVICE FUNDS</b> |                   |                   |                   |                   |                              |                             |
| Central Services              | 5,880,365         | 5,480,285         | 5,862,400         | 5,862,400         | 5,572,400                    | (4.95%)                     |
| Public Works Services         | 6,865,132         | 6,632,337         | 7,329,100         | 7,329,100         | 7,002,900                    | (4.45%)                     |
| Total Internal Service Funds  | 12,745,498        | 12,112,622        | 13,191,500        | 13,191,500        | 12,575,300                   | (4.67%)                     |
| Totals for All Fund Types     | \$122,578,073     | \$113,854,129     | \$164,966,200     | \$165,122,600     | \$155,830,600                | (5.63%)                     |

Table 7 summarizes the 2012-13 Budget by fund and fund type. Also included are the actual expenditures for the 2009-10 and the 2010-11 fiscal years as well as the 2011-12 adopted and revised budgets.

Table 8  
**PROJECTED FUND BALANCES**  
 Adopted Budget for Fiscal Year 2012-13

| Fund Type/Fund Name           | July 1, 2012<br>Fund Balance | .....Resources..... |              | Operating:                                | Capital (2)  | Transfers<br>Out | Debt<br>Service (3) | Projected<br>June 30, 2013,<br>Fund Balance |
|-------------------------------|------------------------------|---------------------|--------------|---|--------------|------------------|---------------------|---|
|                               |                              | Current             | Transfers In | Personnel,<br>Materials &<br>Services (1) |              |                  |                     |   |
| <b>GENERAL FUND</b>           | \$ 2,624,900                 | \$ 24,221,200       | \$ 2,326,300 | \$26,999,400                              | \$ -         | \$ 941,000       | \$ -                | \$ 1,232,000                                |
| <b>SPECIAL REVENUE FUNDS</b>  |                              |                     |              |   |              |                  |                     |   |
| Parks & Recreation            | 1,271,500                    | 5,137,700           | 895,100      | 5,469,600                                 | 569,000      | 746,600          | -                   | 519,100                                     |
| Grants                        | 122,700                      | 1,472,500           | 164,500      | 1,042,100                                 | 657,600      | -                | -                   | 60,000                                      |
| Building Inspection           | 47,100                       | 1,031,200           | 47,500       | 1,113,300                                 | -            | 12,500           | -                   | -   |
| Risk Management               | 11,844,800                   | 69,800              | 918,500      | 24,000                                    | -            | 48,000           | -                   | 12,761,100                                  |
| Economic Development          | 423,700                      | 965,000             | 175,600      | 941,100                                   | -            | 206,900          | 37,900              | 378,400                                     |
| Ambulance                     | 47,100                       | 2,040,600           | 212,000      | 2,299,700                                 | -            | -                | -                   | -   |
| Public Transit                | 130,200                      | 1,374,000           | 517,100      | 1,456,300                                 | 510,000      | -                | -                   | 55,000                                      |
| Public Safety Levy            | 4,800                        | 2,045,100           | -            | -   | -            | 2,049,900        | -                   | -   |
| Capital Replacement           | 6,119,800                    | 795,000             | 10,600       | 659,000                                   | 250,000      | 381,000          | -                   | 5,635,400                                   |
| Street                        | 6,384,300                    | 6,108,800           | 910,000      | 3,521,400                                 | 6,474,000    | 220,000          | -                   | 3,187,700                                   |
| Total Special Revenue Funds   | 26,396,000                   | 21,039,700          | 3,850,900    | 16,526,500                                | 8,460,600    | 3,664,900        | 37,900              | 22,596,700                                  |
| <b>DEBT SERVICE FUND</b>      |                              |                     |              |   |              |                  |                     |   |
| Debt Service                  | 348,500                      | 1,880,900           | 423,900      | 2,100                                     | -            | -                | 2,274,000           | 377,200                                     |
| Total Debt Service Fund       | 348,500                      | 1,880,900           | 423,900      | 2,100                                     | -            | -                | 2,274,000           | 377,200                                     |
| <b>CAPITAL PROJECT FUND</b>   |                              |                     |              |   |              |                  |                     |   |
| Capital Projects              | 2,473,100                    | 1,382,700           | -            | 10,000                                    | 2,875,500    | 918,500          | -                   | 51,800                                      |
| Total Capital Project Fund    | 2,473,100                    | 1,382,700           | -            | 10,000                                    | 2,875,500    | 918,500          | -                   | 51,800                                      |
| <b>PERMANENT FUNDS</b>        |                              |                     |              |   |              |                  |                     |   |
| Senior Center Endowment       | 50,800                       | 300                 | -            | 200                                       | -            | -                | -                   | 50,900                                      |
| Library Trust                 | 83,500                       | 600                 | -            | 4,600                                     | -            | -                | -                   | 79,500                                      |
| Total Permanent Funds         | 134,300                      | 900                 | -            | 4,800                                     | -            | -                | -                   | 130,400                                     |
| Total Governmental Fund Types | 31,976,800                   | 48,525,400          | 6,601,100    | 43,542,800                                | 11,336,100   | 5,524,400        | 2,311,900           | 24,388,100                                  |
| <b>ENTERPRISE FUNDS</b>       |                              |                     |              |   |              |                  |                     |   |
| Sewer                         | 16,807,800                   | 14,356,200          | -            | 8,289,800                                 | 5,507,000    | 511,500          | 5,675,700           | 11,180,000                                  |
| Water                         | 12,850,400                   | 11,780,600          | 357,000      | 8,039,300                                 | 7,562,800    | 858,300          | 2,285,600           | 6,242,000                                   |
| Total Enterprise Funds        | 29,658,200                   | 26,136,800          | 357,000      | 16,329,100                                | 13,069,800   | 1,369,800        | 7,961,300           | 17,422,000                                  |
| <b>INTERNAL SERVICE FUNDS</b> |                              |                     |              |   |              |                  |                     |   |
| Central Services              | 354,900                      | 5,217,500           | -            | 5,559,900                                 | -            | -                | -                   | 12,500                                      |
| Public Works Services         | -                            | 7,002,900           | -            | 7,002,900                                 | -            | -                | -                   | -   |
| Total Internal Service Funds  | 354,900                      | 12,220,400          | -            | 12,562,800                                | -            | -                | -                   | 12,500                                      |
| Total Proprietary Fund Types  | 30,013,100                   | 38,357,200          | 357,000      | 28,891,900                                | 13,069,800   | 1,369,800        | 7,961,300           | 17,434,500                                  |
| Total All Fund Types          | \$61,989,900                 | \$ 86,882,600       | \$ 6,958,100 | \$72,434,700                              | \$24,405,900 | \$ 6,894,200     | \$10,273,200        | \$ 41,822,600                               |

The projected June 30, 2013, fund balance is determined by subtracting the total requirements from the sum of the total resources and the Beginning Balance for July 1, 2012. Amounts held in reserve for future operating requirements, debt service, and capital projects total \$1,779,800, \$29,254,100, and \$8,214,300, respectively. The reserved amounts are included in the projected June 30, 2013, fund balance.

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



CITY OF  
*Albany*

O R E G O N



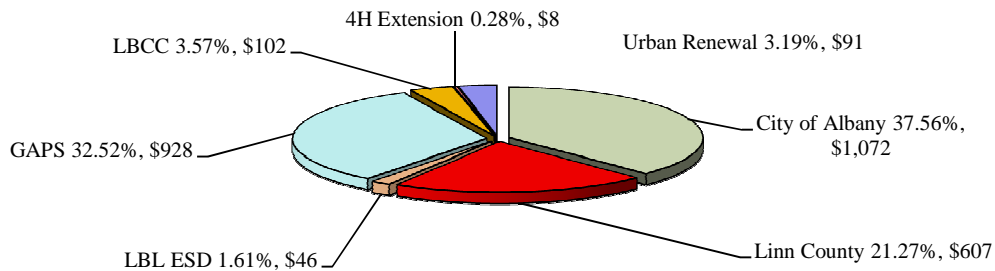
Table 9

**PROPERTY TAX RATES - ALL OVERLAPPING DISTRICTS**

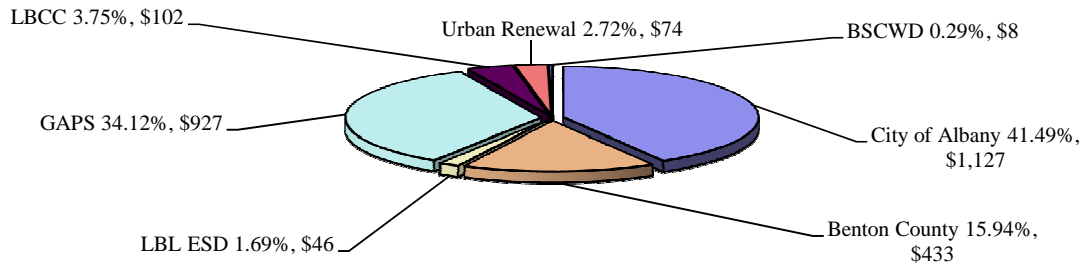
Per \$1,000 of Assessed Value

| Fiscal Year Ended/Ending | 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> |
|--------------------------|--------|----------------|------------------------|------------------------------------|---------------------------------------|-------------------------------|--------------|----------------------|---|-----------------------------------|
| 2003                     | Linn   | 7.23           | 3.04                   | 0.30                               | 4.93                                  | 0.69                          | -            | 0.18                 | -   | 16.37                             |
|                          | Benton | 7.23           | 2.85                   | 0.30                               | 4.93                                  | 0.70                          | -            | 0.18                 | -   | 16.19                             |
| 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               | -   | 17.2793                           |
|                          | Benton | 7.8663         | 2.4641                 | 0.2992                             | 4.7964                                | 0.6678                        | -            | 0.2295               | 0.0500                                      | 16.3733                           |
| 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                           |

**City of Albany (Linn County)  
2011-12 Property Taxes, \$150,000 Assessed Value  
Total Property Tax Imposed \$2,854**



**City of Albany (Benton County)  
2011-12 Property Taxes, \$150,000 Assessed Value  
Total Property Tax Imposed \$2,717**



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

Table 10

**PROPERTY TAX INFORMATION - 2012-13 ADOPTED BUDGET****2012-13 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         |
|--|---------------|--------------|---------------|
| 2011-12 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 2012-13 | 1.00%         | 1.00%        | 1.00%         |
| Estimated 2012-13 tax levy                               | \$ 17,246,437 | \$ 3,773,777 | \$ 21,020,214 |
| Estimated collection rate                                | 93.47%        | 93.47%       | 93.47%        |
| Total Estimated Tax Collections (General & Parks Funds)  | \$ 16,120,245 | \$ 3,527,349 | \$ 19,647,594 |
| Allocation of Estimated Tax to be collected              |               |              |               |
| General Fund (80%)                                       |               |              | \$ 15,718,075 |
| Parks Fund (20%)   |               |              | \$ 3,929,519  |
| 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        |
|--|--------------|------------|--------------|
| 2011-12 Actual tax to be collected (amount levied)         | \$ 1,849,260 | \$ 517,813 | \$ 2,367,073 |
| Estimated % increase in the amount to be levied in 2012-13 | -10.96%      | -10.96%    | -10.96%      |
| Estimated 2012-13 tax levy                                 | \$ 1,646,674 | \$ 461,061 | \$ 2,107,735 |
| Estimated collection rate                                  | 93.47%       | 93.47%     | 93.47%       |
| Total estimated tax collections for the Public Safety Levy | \$ 1,539,100 | \$ 431,000 | \$ 1,970,100 |
| Estimated Rate per \$1,000 of assessed value (AV)          |              |            | \$ 0.64157   |

**General Obligation Debt Service Property Tax Requirements for Fiscal Year 2012-13**

| General Obligation Debt Service Requirements       | Levy Amount* | Budget       |
|--|--------------|--------------|
| Debt Service Fund: 2007 GO Refunding Bonds         | \$ 1,412,646 | \$ 1,320,400 |
| Total General Obligation Debt Service Requirements | \$ 1,412,646 | \$ 1,320,400 |

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

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

|  |            |
|--|------------|
| 2007 GO Refunding Bonds                            | \$ 0.43000 |
| Total estimated rate per \$1,000 of assessed value | \$ 0.43000 |

**Estimated Total Taxes to be Levied for Fiscal Year 2012-13**

|                                    |               |
|------------------------------------|---------------|
| General Fund                       | \$ 16,816,171 |
| Parks & Recreation Fund            | 4,204,043     |
| Public Safety Levy                 | 2,107,735     |
| General Obligation Debt Service    | 1,412,646     |
| Estimated total taxes to be levied | \$ 24,540,595 |
| Estimated collection rate          | 93.47%        |
| Estimated Current Tax Collections  | \$ 22,938,094 |

Table 10

**PROPERTY TAX INFORMATION - 2012-13 ADOPTED BUDGET, continued****Estimated 2012-13 City Assessed Value for Linn and Benton Counties**

| Assessed Value                       | Linn             | Benton         | Total           |
|--------------------------------------|------------------|----------------|-----------------|
| 2011-12 actual assessed value        | \$ 2,648,804,108 | \$ 603,925,284 | \$3,252,729,392 |
| Estimated increase in assessed value | 1.00%            | 1.00%          | 1.00%           |
| Estimated 2012-13 assessed value     | \$ 2,675,292,149 | \$ 609,964,537 | \$3,285,256,686 |

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

2011-12 Actual Assessed Value

| County | City AV          | Percent of Total |
|--------|------------------|------------------|
| Linn   | \$ 2,648,804,108 | 81.43%           |
| Benton | 603,925,284      | 18.57%           |
| Totals | \$ 3,252,729,392 | 100.00%          |

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

2011-12 Actual Assessed Value

| County | Total City AV   | Total County AV  | City % of Total County AV |
|--------|-----------------|------------------|---------------------------|
| Linn   | \$2,648,804,108 | \$ 7,701,080,801 | 34.40%                    |
| Benton | 603,925,284     | 6,811,921,993    | 8.87%                     |
| Totals | \$3,252,729,392 | \$14,513,002,794 | 22.41%                    |

**Budgeted Current and Delinquent Property Tax Collections for 2012-13**

| Fund Name (Percent of Total Collections) | Current       | Delinquent | Total         |
|--|---------------|------------|---------------|
| General Fund (68.6%)                     | \$ 15,718,000 | \$ 502,800 | \$ 16,220,800 |
| Parks & Recreation Fund (17.07%)         | 3,930,600     | 106,000    | 4,036,600     |
| Public Safety Levy Fund (8.63%)          | 1,970,100     | 70,000     | 2,040,100     |
| Debt Service Fund (5.7%)                 | 1,320,400     | 26,000     | 1,346,400     |
| Total budgeted property tax collections  | \$ 22,939,100 | \$ 704,800 | \$ 23,643,900 |

**Use of Property Tax Resources for 2012-13**

| Description                           | Total Taxes   | Percent of Total |
|---------------------------------------|---------------|------------------|
| General obligation debt service       | \$ 1,346,400  | 5.69%            |
| General Fund, Parks & Recreation Fund | 20,257,400    | 85.68%           |
| Public Safety Local Option Levy       | 2,040,100     | 8.63%            |
| Totals                                | \$ 23,643,900 | 100.00%          |

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

| Fiscal Year<br>June 30, | Total<br>Property<br>Taxes<br>Received <sup>2</sup> | General<br>Fund | Parks &<br>Recreation | Public<br>Safety Levy | General<br>Obligation<br>Debt Service | General<br>Obligation<br>Debt-Water |
|-------------------------|---|-----------------|-----------------------|-----------------------|---------------------------------------|-------------------------------------|
| 2004                    | 17,493,832  | \$ 10,782,290   | \$ 3,041,580          | \$ 1,797,480          | \$ 1,077,292                          | \$ 795,190                          |
| 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                    | 24,640,700  | 16,550,500      | 4,142,600             | 2,638,400             | 1,309,200                             | -                                   |
| 2013                    | 23,643,900  | 16,220,800      | 4,036,600             | 2,040,100             | 1,346,400                             | -                                   |

1 Actual tax receipts for fiscal years ended June 30, 2004, through 2011. Budgeted receipts for fiscal years ending June 30, 2012, and 2013.

2 Current plus delinquent taxes.

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

| Fiscal Year<br>June 30, | Total<br>Property<br>Taxes<br>Received | General<br>Fund | Parks &<br>Recreation | Public<br>Safety Levy | General<br>Obligation<br>Debt Service | General<br>Obligation<br>Debt-Water |
|-------------------------|--|-----------------|-----------------------|-----------------------|---------------------------------------|-------------------------------------|
| 2004                    | 100.00%                                | 71.90%          | 17.39%                | na                    | 6.16%                                 | 4.55%                               |
| 2005                    | 100.00%                                | 63.10%          | 15.84%                | 10.88%                | 5.87%                                 | 4.31%                               |
| 2006                    | 100.00%                                | 63.50%          | 15.91%                | 11.03%                | 5.65%                                 | 3.91%                               |
| 2007                    | 100.00%                                | 64.08%          | 16.03%                | 11.41%                | 4.80%                                 | 3.68%                               |
| 2008                    | 100.00%                                | 64.08%          | 16.03%                | 11.28%                | 4.84%                                 | 3.77%                               |
| 2009                    | 100.00%                                | 64.72%          | 16.18%                | 11.31%                | 4.24%                                 | 3.55%                               |
| 2010                    | 100.00%                                | 64.49%          | 16.12%                | 11.13%                | 5.48%                                 | 2.78%                               |
| 2011                    | 100.00%                                | 64.52%          | 16.13%                | 10.50%                | 8.74%                                 | 0.11%                               |
| 2012                    | 100.00%                                | 67.17%          | 16.81%                | 10.71%                | 5.31%                                 | 0.00%                               |
| 2013                    | 100.00%                                | 68.61%          | 17.07%                | 8.63%                 | 5.69%                                 | 0.00%                               |

**Percent of Estimated Total Current and Delinquent Taxes  
to be Received by Fund for Fiscal Year 2012-13**

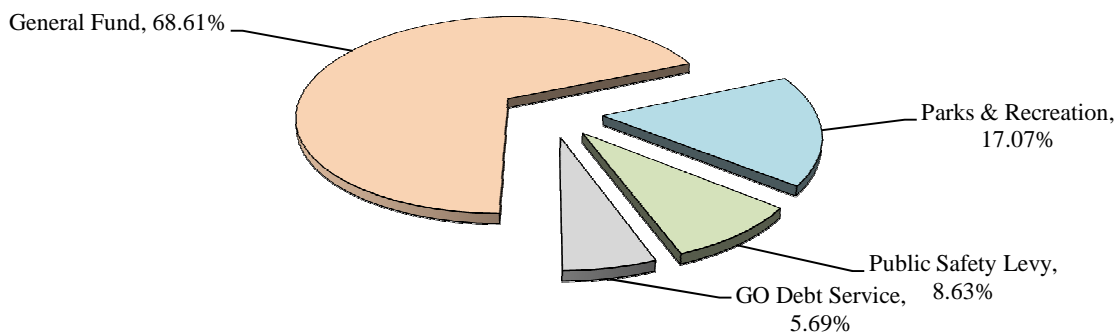
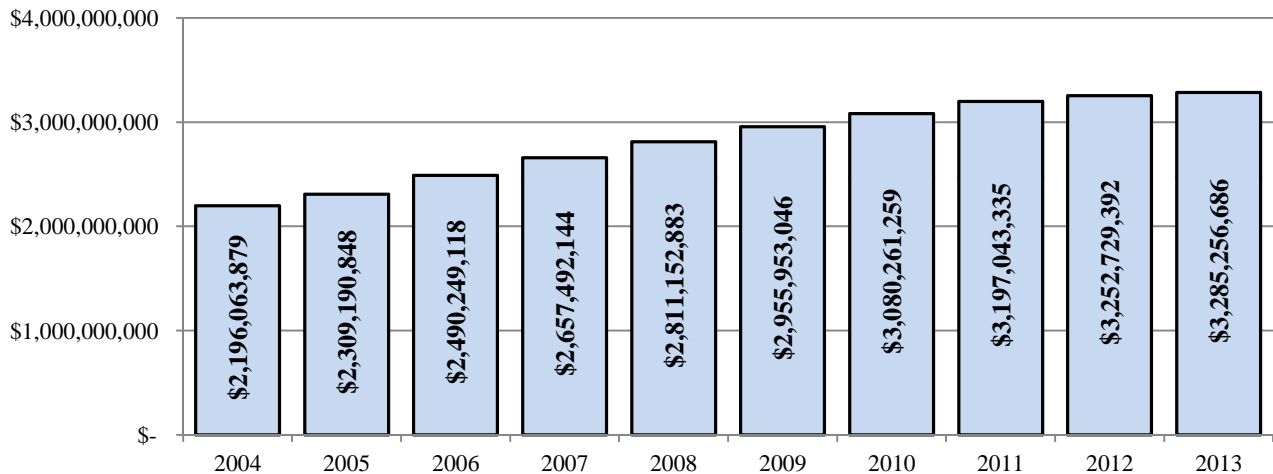


Table 12  
**Net Assessed Value Used to Compute Property Tax**  
**Last Ten Fiscal Years <sup>1</sup>**

| Fiscal Year<br>June 30, | .....Linn County.....      |                 | Value Used<br>to Compute<br>the Tax | Benton<br>County                    | Total<br>Value Used<br>to Compute<br>the Tax | Linn &<br>Benton Counties<br>Combined<br>Annual<br>Percentage<br>Change |
|-------------------------|----------------------------|-----------------|-------------------------------------|-------------------------------------|--|---|
|                         | Total<br>Assessed<br>Value | Adjustments     |                                     | Value Used<br>to Compute<br>the Tax |  |   |
| 2004                    | \$ 1,861,193,606           | \$ (24,077,227) | \$ 1,837,116,379                    | \$ 358,947,500                      | \$ 2,196,063,879                             | na  |
| 2005                    | 1,947,576,161              | (34,121,937)    | 1,913,454,224                       | 395,736,624                         | 2,309,190,848                                | 5.15%   |
| 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                    | 2,787,600,806              | (112,308,657)   | 2,675,292,149                       | 609,964,537                         | 3,285,256,686                                | 1.00%   |

<sup>1</sup> Actual assessed values for Fiscal Years 2004 through 2012. Estimated value for Fiscal Year 2013.



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

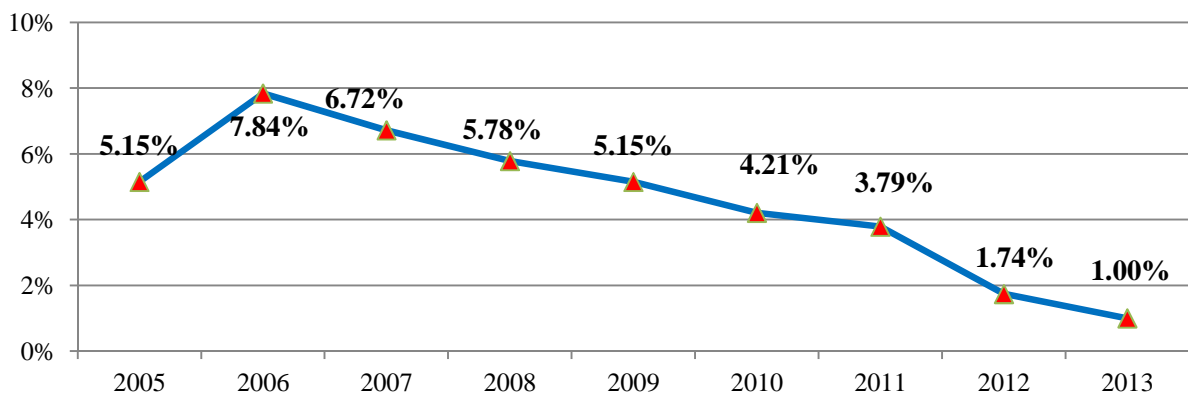
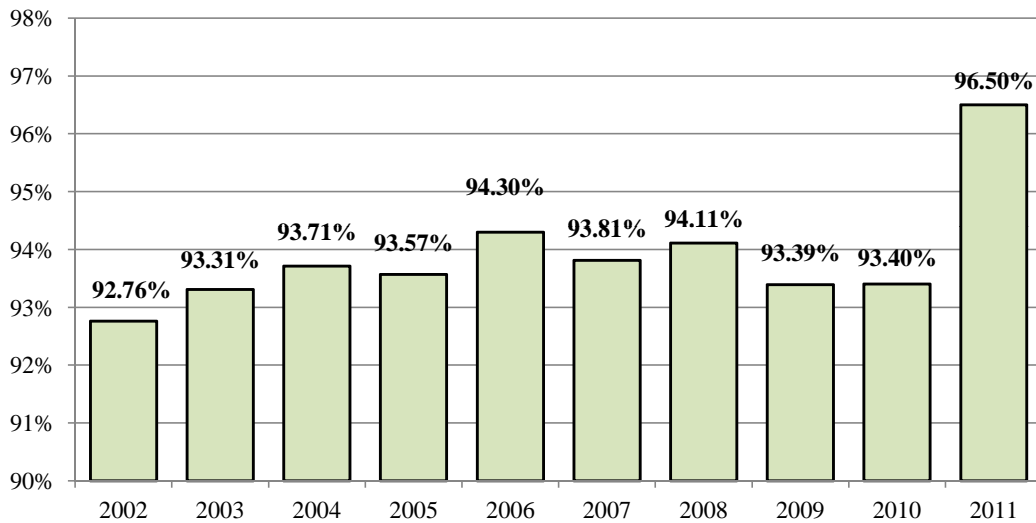


Table 13  
**Property Taxes Levied, Collected, and Collection Percentage**  
**Ten Fiscal Years from 2002-2011**

| Fiscal Year Ended June 30, | Property Taxes Levied | Property Taxes Collected in the Year Levied | Annual Collection Percentage | Running Collection Percentage Average |
|----------------------------|-----------------------|---|------------------------------|---------------------------------------|
| 2002                       | \$14,776,533          | \$13,706,523                                | 92.76%                       | 92.71%                                |
| 2003                       | 15,245,690            | 14,226,091                                  | 93.31%                       | 92.92%                                |
| 2004                       | 17,926,099            | 16,798,310                                  | 93.71%                       | 93.16%                                |
| 2005                       | 18,721,771            | 17,517,415                                  | 93.57%                       | 93.26%                                |
| 2006                       | 20,026,898            | 18,885,255                                  | 94.30%                       | 93.47%                                |
| 2007                       | 21,270,329            | 19,954,676                                  | 93.81%                       | 93.53%                                |
| 2008                       | 22,492,032            | 21,166,331                                  | 94.11%                       | 93.62%                                |
| 2009                       | 23,516,147            | 21,961,902                                  | 93.39%                       | 93.59%                                |
| 2010                       | 24,350,079            | 22,743,124                                  | 93.40%                       | 93.56%                                |
| 2011                       | 25,400,423            | 24,511,822                                  | 96.50%                       | 93.91%                                |

**Annual Property Tax Collection Percentage**  
**Ten Fiscal Years from 2002-2011**



**Running Collection Percentage Average**

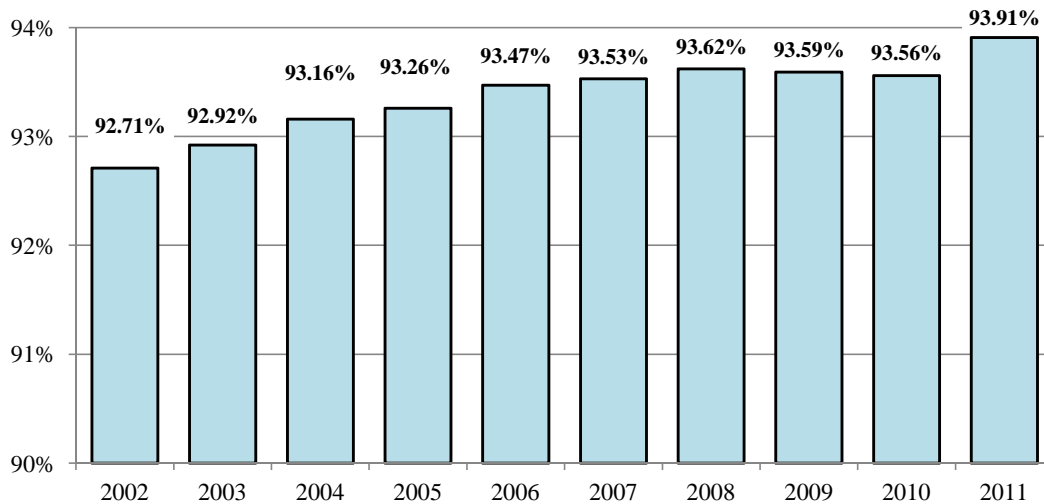


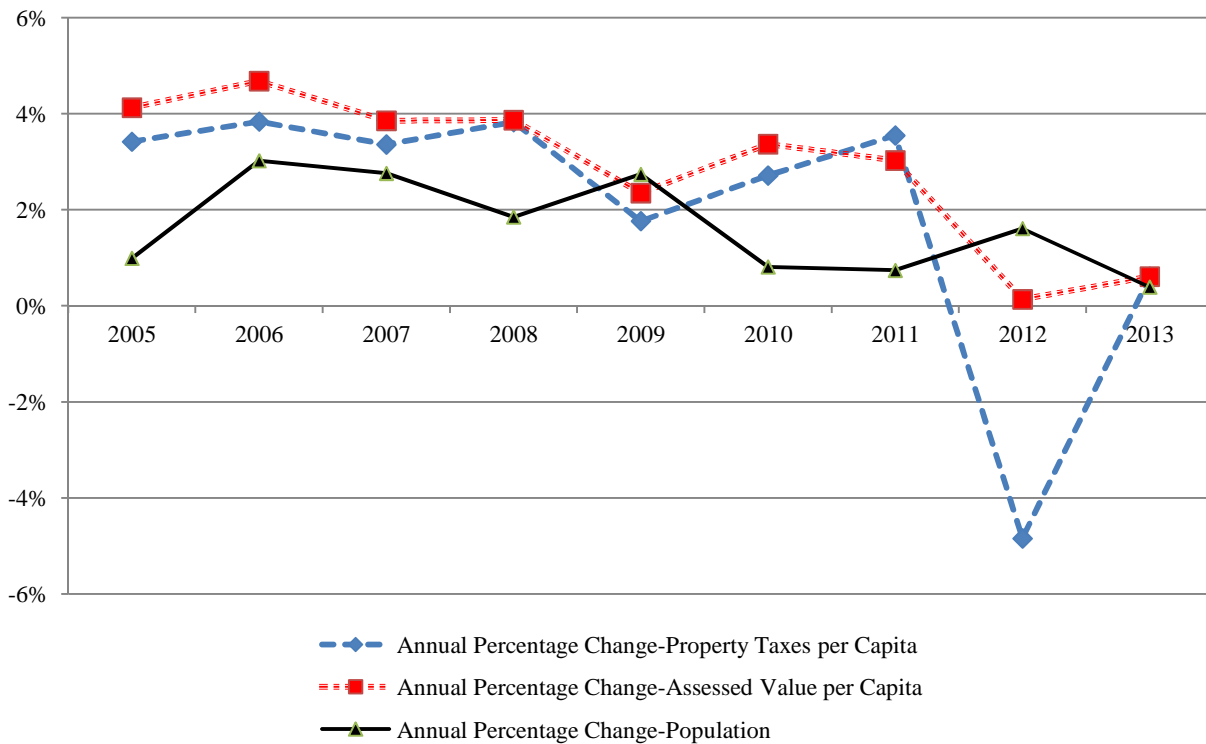
Table 14  
**Total Property Taxes Levied per Capita and Assessed Value per Capita**  
**Ten Fiscal Years from 2004-2013**<sup>1</sup>

| Fiscal Year Ended June 30, | POPULATION |                          | PROPERTY TAXES |            |                                       | ASSESSED VALUE                |              |                          |
|----------------------------|------------|--------------------------|----------------|------------|---------------------------------------|-------------------------------|--------------|--------------------------|
|                            | Amount     | Annual Percentage Change | Amount Levied  | per Capita | Annual Percentage Change <sup>2</sup> | Value Used to Compute the Tax | per Capita   | Annual Percentage Change |
| 2004                       | 43,600     |                          | \$ 17,926,099  | \$ 411.15  | n/a                                   | \$ 2,196,063,879              | \$ 50,368.44 | n/a                      |
| 2005                       | 44,030     | 0.99%                    | 18,721,771     | 425.20     | 3.42%                                 | 2,309,190,848                 | 52,445.85    | 4.12%                    |
| 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%                    | 24,558,380     | 488.00     | -4.84%                                | 3,252,729,392                 | 64,634.46    | 0.13%                    |
| 2013                       | 50,520     | 0.39%                    | 24,803,964     | 490.97     | 0.61%                                 | 3,285,256,686                 | 65,028.83    | 0.61%                    |

1 Actual amounts for fiscal years ended June 30, 2004, through 2011. Budgeted amounts for fiscal years ending June 30, 2012, and 2013.

2 2004 was the first year of the Public Safety Levy (\$0.95 per \$1,000 of assessed value).

**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, 2012:

|  |               |
|--|---------------|
| Short-term   | None          |
| Long-term:   |               |
| Gross bonded debt (all debt with a General Obligation pledge)    |               |
| 2007 General Obligation Refunding Bonds                          | \$ 3,760,000  |
| Pledged from the general revenues of the City                    |               |
| 2002 Limited Tax Pension Obligations                             | 6,283,556     |
| Payable from unobligated, non-property tax, revenues of the City |               |
| 2004 Revenue Obligations   | 1,660,000     |
| 2010 Wetlands Loan   | 3,429,702     |
| 2011 SRF ARRA Loan   | 1,950,000     |
| Gross Debt (General obligation and general revenue and pledge)   | \$ 17,083,258 |
| Net direct debt (all debt paid in whole or in part by taxes)     | \$ 3,760,000  |
| Net overlapping debt as of June 30, 2011                         | 79,559,890    |
| Total net direct debt and overlapping debt                       | \$ 83,319,890 |

### Debt Ratios

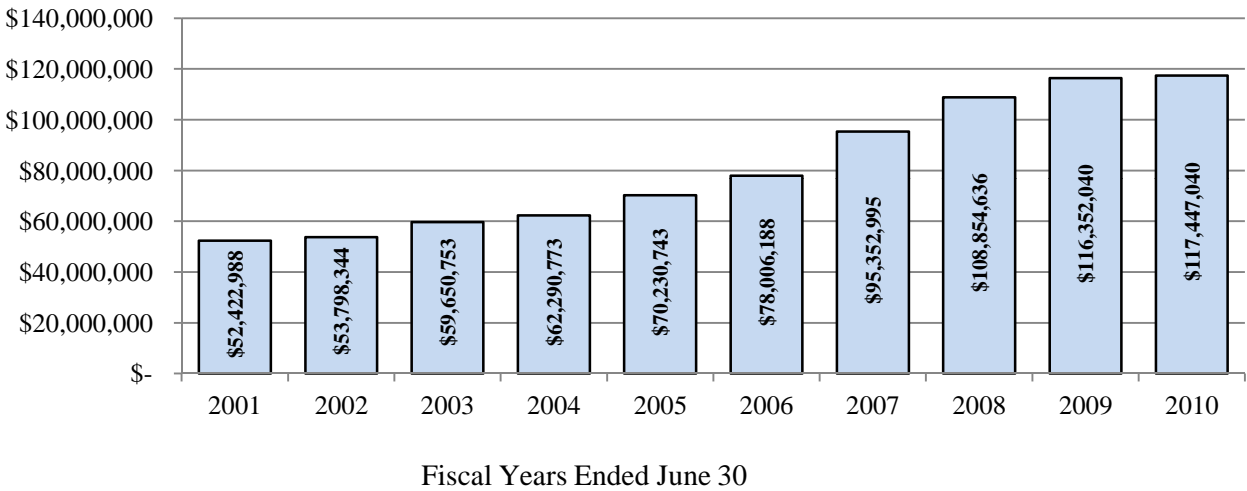
|  |                  | Per Capita   | Percent of<br>True Cash<br>Value |
|--|------------------|--------------|----------------------------------|
| 2013 Population                                      | 50,520           |              |                                  |
| True Cash Value as of June 30, 2012                  | \$ 4,037,634,672 | \$ 79,921.51 |                                  |
| Gross Bonded Debt                                    | 3,760,000        | 74.43        | 0.09%                            |
| Gross Debt including General Fund Obligations        | 17,083,258       | 338.15       | 0.42%                            |
| Net Direct Debt (General Obligation only)            | 3,760,000        | 74.43        | 0.09%                            |
| Overlapping Debt                                     | 79,559,890       | 1,574.82     | 1.97%                            |
| Net Direct (General Obligation) and Overlapping Debt | 83,319,890       | 1,649.25     | 2.06%                            |
| Gross Debt and Overlapping Debt                      | 96,643,148       | 1,912.97     | 2.39%                            |



Debt Service Schedule - Table 15  
**COMPUTATION OF LEGAL DEBT MARGIN**  
as of June 30, 2011

|   |                  |
|---|------------------|
| True Cash Value for the City of Albany (1)            | \$ 4,037,634,672 |
| 3% Limitation   | 3%               |
| General Obligation Debt Limit - 3% of True Cash Value | 121,129,040      |
| Gross bonded debt principal:                          |                  |
| 2007 General Obligation Refunding Bonds               | \$ 3,760,000     |
| Less:   |                  |
| Sinking Fund Reserve (2)                              | 78,000           |
| Net debt subject to 3% limitation                     | 3,682,000        |
| Legal Debt Margin for General Obligation Debt         | \$ 117,447,040   |

**Historical Trend of Legal Debt Margin**



(1) Source: Tax Rolls - Linn and Benton County Tax Assessors as of June 30, 2011.

(2) Sinking Fund Reserve equals \$78,000 in the Debt Service Fund.

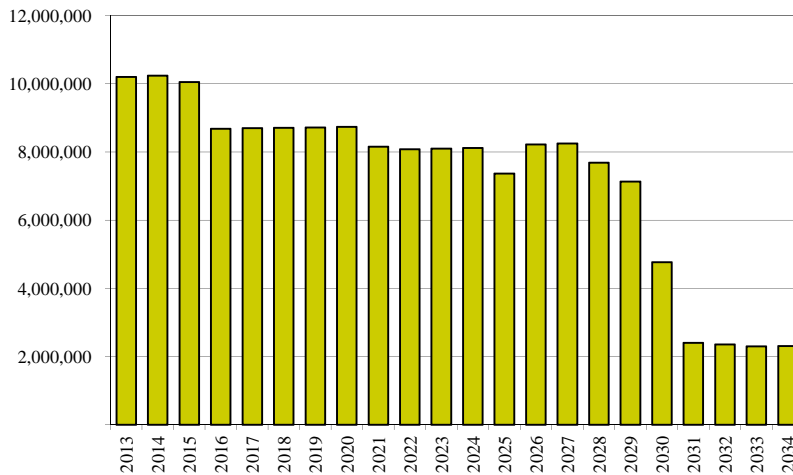
Oregon Revised Statutes Chapter 287 provides a debt limit of three percent (3%) of the true cash value of all taxable properties within City boundaries. Excluded from this limit are improvement bonds and sinking fund reserves. An increasing debt margin is a favorable trend which suggests that the true 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, 2012

| 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   |
| 2012-2013         | 10,196,397                   | 5,722,515      | 4,473,882     | 1,170,000               | 150,400    | 97,868                               | 432,369      | 355,000                          | 68,204     |
| 2013-2014         | 10,241,226                   | 5,956,289      | 4,284,937     | 1,255,000               | 103,600    | 101,687                              | 453,551      | 365,000                          | 52,229     |
| 2014-2015         | 10,047,988                   | 5,952,761      | 4,095,227     | 1,335,000               | 53,400     | 105,019                              | 480,218      | 140,000                          | 39,454     |
| 2015-2016         | 8,677,487                    | 4,771,668      | 3,905,819     |                         |            | 107,498                              | 507,740      | 145,000                          | 34,554     |
| 2016-2017         | 8,695,369                    | 4,933,476      | 3,761,893     |                         |            | 109,483                              | 535,755      | 155,000                          | 27,303     |
| 2017-2018         | 8,709,302                    | 5,098,460      | 3,610,842     |                         |            | 111,140                              | 564,098      | 160,000                          | 19,553     |
| 2018-2019         | 8,717,807                    | 5,265,522      | 3,452,285     |                         |            | 111,257                              | 593,980      | 165,000                          | 13,394     |
| 2019-2020         | 8,734,363                    | 5,494,548      | 3,239,815     |                         |            | 159,604                              | 580,634      | 175,000                          | 7,000      |
| 2020-2021         | 8,152,985                    | 5,384,615      | 2,768,370     |                         |            | 460,000                              | 315,785      |                                  |            |
| 2021-2022         | 8,082,997                    | 5,536,596      | 2,546,401     |                         |            | 530,000                              | 284,275      |                                  |            |
| 2022-2023         | 8,094,809                    | 5,778,561      | 2,316,248     |                         |            | 600,000                              | 247,970      |                                  |            |
| 2023-2024         | 8,119,836                    | 6,043,943      | 2,075,893     |                         |            | 685,000                              | 206,870      |                                  |            |
| 2024-2025         | 7,366,986                    | 5,542,843      | 1,824,143     |                         |            |                                      | 159,947      |                                  |            |
| 2025-2026         | 8,217,142                    | 6,605,371      | 1,611,771     |                         |            | 865,000                              | 159,947      |                                  |            |
| 2026-2027         | 8,245,797                    | 6,916,636      | 1,329,161     |                         |            | 970,000                              | 100,695      |                                  |            |
| 2027-2028         | 7,687,827                    | 6,656,754      | 1,031,073     |                         |            | 500,000                              | 34,250       |                                  |            |
| 2028-2029         | 7,135,438                    | 6,375,842      | 759,596       |                         |            |                                      |              |                                  |            |
| 2029-2030         | 4,765,514                    | 4,254,477      | 511,037       |                         |            |                                      |              |                                  |            |
| 2030-2031         | 2,399,750                    | 2,030,000      | 369,750       |                         |            |                                      |              |                                  |            |
| 2031-2032         | 2,350,250                    | 2,080,000      | 270,250       |                         |            |                                      |              |                                  |            |
| 2032-2033         | 2,300,875                    | 2,135,000      | 165,875       |                         |            |                                      |              |                                  |            |
| 2033-2034         | 2,306,250                    | 2,250,000      | 56,250        |                         |            |                                      |              |                                  |            |
| Totals            | \$ 159,246,395               | \$ 110,785,877 | \$ 48,460,518 | \$ 3,760,000            | \$ 307,400 | \$ 5,513,556                         | \$ 5,658,084 | \$ 1,660,000                     | \$ 261,691 |

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



Fiscal Years Ending June 30

continued

## Debt Service Schedule - Table 16, continued

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

as of June 30, 2012

| Years of<br>Maturity | 2003 Water<br>Revenue &<br>Refunding Bonds |              | 2007 State<br>Revolving Fund<br>Loans - Sewer |              | 2010 Wetlands<br>Loan |            | 2012 SRF<br>ARRA Loan |            |
|----------------------|--|--------------|---|--------------|-----------------------|------------|-----------------------|------------|
|                      | Principal                                  | Interest     | Principal                                     | Interest     | Principal             | Interest   | Principal             | Fee        |
| 2012-2013            | 830,000                                    | 1,455,557    | 2,806,835                                     | 2,220,414    | 362,812               | 137,188    | 100,000               | 9,750      |
| 2013-2014            | 865,000                                    | 1,422,694    | 2,892,278                                     | 2,120,937    | 377,324               | 122,676    | 100,000               | 9,250      |
| 2014-2015            | 900,000                                    | 1,387,394    | 2,980,325                                     | 2,018,428    | 392,417               | 107,583    | 100,000               | 8,750      |
| 2015-2016            | 940,000                                    | 1,350,594    | 3,071,056                                     | 1,912,795    | 408,114               | 91,886     | 100,000               | 8,250      |
| 2016-2017            | 980,000                                    | 1,311,581    | 3,164,554                                     | 1,803,943    | 424,439               | 75,561     | 100,000               | 7,750      |
| 2017-2018            | 1,025,000                                  | 1,269,587    | 3,260,904                                     | 1,691,770    | 441,416               | 58,584     | 100,000               | 7,250      |
| 2018-2019            | 1,070,000                                  | 1,221,056    | 3,360,192                                     | 1,576,178    | 459,073               | 40,927     | 100,000               | 6,750      |
| 2019-2020            | 1,120,000                                  | 1,166,306    | 3,462,508                                     | 1,457,061    | 477,436               | 22,564     | 100,000               | 6,250      |
| 2020-2021            | 1,170,000                                  | 1,109,056    | 3,567,944                                     | 1,334,312    | 86,671                | 3,467      | 100,000               | 5,750      |
| 2021-2022            | 1,230,000                                  | 1,049,056    | 3,676,596                                     | 1,207,820    |                       |            | 100,000               | 5,250      |
| 2022-2023            | 1,290,000                                  | 986,056      | 3,788,561                                     | 1,077,472    |                       |            | 100,000               | 4,750      |
| 2023-2024            | 1,355,000                                  | 921,625      | 3,903,943                                     | 943,148      |                       |            | 100,000               | 4,250      |
| 2024-2025            | 1,420,000                                  | 855,719      | 4,022,843                                     | 804,727      |                       |            | 100,000               | 3,750      |
| 2025-2026            | 1,495,000                                  | 786,488      | 4,145,371                                     | 662,086      |                       |            | 100,000               | 3,250      |
| 2026-2027            | 1,575,000                                  | 710,622      | 4,271,636                                     | 515,094      |                       |            | 100,000               | 2,750      |
| 2027-2028            | 1,655,000                                  | 630,956      | 4,401,754                                     | 363,617      |                       |            | 100,000               | 2,250      |
| 2028-2029            | 1,740,000                                  | 550,325      | 4,535,842                                     | 207,521      |                       |            | 100,000               | 1,750      |
| 2029-2030            | 1,835,000                                  | 463,125      | 2,319,477                                     | 46,662       |                       |            | 100,000               | 1,250      |
| 2030-2031            | 1,930,000                                  | 369,000      |   |              |                       |            | 100,000               | 750        |
| 2031-2032            | 2,030,000                                  | 270,000      |   |              |                       |            | 50,000                | 250        |
| 2032-2033            | 2,135,000                                  | 165,875      |   |              |                       |            |                       |            |
| 2033-2034            | 2,250,000                                  | 56,250       |   |              |                       |            |                       |            |
| Totals               | \$30,840,000                               | \$19,508,922 | \$63,632,619                                  | \$21,963,985 | \$ 3,429,702          | \$ 660,436 | \$1,950,000           | \$ 100,000 |



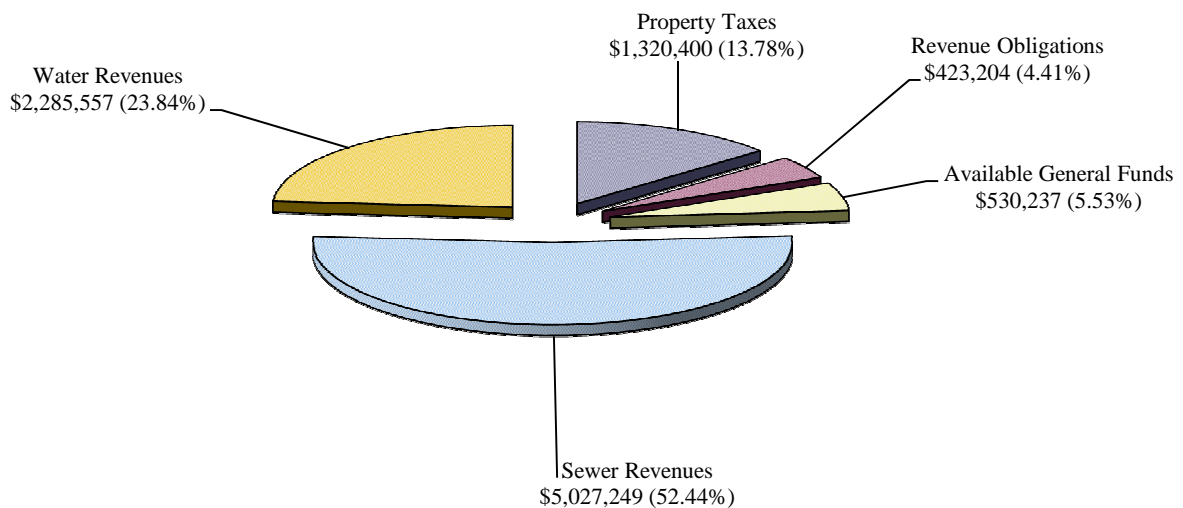
CITY OF  
*Albany*

O R E G O N

Debt Service Schedule - Table 17  
**SUMMARY OF DEBT SERVICE BY TYPE AND FUND**  
 2012-2013 Fiscal Year Requirements

| Fund/Source/Debt Description                            | Principal           | Interest            | Total for<br>2012-2013 |
|---|---------------------|---------------------|------------------------|
| <b>DEBT SERVICE FUND:</b>                               |                     |                     |                        |
| General Obligation Bonds                                |                     |                     |                        |
| 2007 General Obligation Refunding Bonds                 | \$ 1,170,000        | \$ 150,400          | \$ 1,320,400           |
| Revenue Obligation Bonds                                |                     |                     |                        |
| 2004 General Revenue Obligations                        | 355,000             | 68,204              | 423,204                |
| Limited Tax Pension Obligations                         |                     |                     |                        |
| 2002 Limited Tax Pension Obligations                    | 97,868              | 432,369             | 530,237                |
| Limited Tax Bancroft Improvement Bonds                  |                     |                     |                        |
| 2002 Special Assessment Bancroft Bonds                  |                     |                     |                        |
| <b>Total Debt Service Fund</b>                          | <b>1,622,868</b>    | <b>650,973</b>      | <b>2,273,841</b>       |
| <b>SEWER FUND:</b>                                      |                     |                     |                        |
| State Revolving Fund Loans                              |                     |                     |                        |
| 2007 State Revolving Fund Loans - Sewer Treatment Plant | 2,806,835           | 2,220,414           | 5,027,249              |
| 2010 Wetlands Loan                                      | 362,812             | 137,188             | 500,000                |
| 2011 State Revolving Fund Loans - ARRA                  | 100,000             | 9,750               | 109,750                |
| <b>Total Sewer Fund:</b>                                | <b>3,269,647</b>    | <b>2,367,352</b>    | <b>5,636,999</b>       |
| <b>WATER FUND:</b>                                      |                     |                     |                        |
| Water Revenue Bonds                                     |                     |                     |                        |
| 2003 Water and Refunding Bonds                          | 830,000             | 1,455,557           | 2,285,557              |
| <b>Total Water Fund:</b>                                | <b>830,000</b>      | <b>1,455,557</b>    | <b>2,285,557</b>       |
| <b>Total Requirements for Fiscal Year 2012-2013</b>     | <b>\$ 5,722,515</b> | <b>\$ 4,473,882</b> | <b>\$ 10,196,397</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<br>June 30 | Principal           | Interest          | Totals              |
|-------------------------|---------------------|-------------------|---------------------|
| 2013                    | 1,170,000           | 150,400           | 1,320,400           |
| 2014                    | 1,255,000           | 103,600           | 1,358,600           |
| 2015                    | 1,335,000           | 53,400            | 1,388,400           |
| 2016                    | -                   | -                 | -                   |
| <b>Totals</b>           | <b>\$ 3,760,000</b> | <b>\$ 307,400</b> | <b>\$ 4,067,400</b> |

**Limited Tax Pension Obligations**

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

| Years Ending<br>June 30 | Principal           | Interest            | Totals               |
|-------------------------|---------------------|---------------------|----------------------|
| 2013                    | 97,868              | 432,369             | 530,237              |
| 2014                    | 101,687             | 453,551             | 555,238              |
| 2015                    | 105,019             | 480,218             | 585,237              |
| 2016                    | 107,498             | 507,740             | 615,238              |
| 2017-2021               | 951,484             | 2,590,252           | 3,541,736            |
| 2022-2026               | 2,680,000           | 1,059,009           | 3,739,009            |
| 2027-2028               | 1,470,000           | 134,945             | 1,604,945            |
| <b>Totals</b>           | <b>\$ 5,513,556</b> | <b>\$ 5,658,084</b> | <b>\$ 11,171,640</b> |

**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<br>June 30 | Principal           | Interest          | Totals              |
|-------------------------|---------------------|-------------------|---------------------|
| 2013                    | 355,000             | 68,204            | 423,204             |
| 2014                    | 365,000             | 52,229            | 417,229             |
| 2015                    | 140,000             | 39,454            | 179,454             |
| 2016                    | 145,000             | 34,554            | 179,554             |
| 2017-2020               | 655,000             | 67,250            | 722,250             |
| <b>Totals</b>           | <b>\$ 1,660,000</b> | <b>\$ 261,691</b> | <b>\$ 1,921,691</b> |

**Water Revenue Bonds**

In November 2003, the City issued \$40,485,000 of Water Revenue and Refunding Bonds, Series 2003, to refund the Second Lien Water Revenue Advance Refunding Bonds, Series 1993B, and to finance the costs of acquiring real and personal property, and additions, replacements, expansions, or improvements to the City's water system and all necessary equipment and appurtenances. Debt service requirements are payable from water system revenues. Interest rates range from 2 percent to 5.125 percent for the 30-year bonds. Final maturity is August 2033.

| Years Ending<br>June 30 | Principal            | Interest             | Totals               |
|-------------------------|----------------------|----------------------|----------------------|
| 2013                    | 830,000              | 1,455,557            | 2,285,557            |
| 2014                    | 865,000              | 1,422,694            | 2,287,694            |
| 2015                    | 900,000              | 1,387,394            | 2,287,394            |
| 2016                    | 940,000              | 1,350,594            | 2,290,594            |
| 2017-2021               | 5,365,000            | 6,077,586            | 11,442,586           |
| 2022-2026               | 6,790,000            | 4,598,944            | 11,388,944           |
| 2027-2031               | 8,735,000            | 2,724,028            | 11,459,028           |
| 2032-2034               | 6,415,000            | 492,125              | 6,907,125            |
| <b>Totals</b>           | <b>\$ 30,840,000</b> | <b>\$ 19,508,922</b> | <b>\$ 50,348,922</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<br>June 30 | Principal            | Interest             | Totals               |
|-------------------------|----------------------|----------------------|----------------------|
| 2013                    | 2,806,835            | 2,220,414            | 5,027,249            |
| 2014                    | 2,892,278            | 2,120,937            | 5,013,215            |
| 2015                    | 2,980,325            | 2,018,428            | 4,998,753            |
| 2016                    | 3,071,056            | 1,912,795            | 4,983,851            |
| 2017-2021               | 16,816,102           | 7,863,264            | 24,679,366           |
| 2022-2026               | 19,537,314           | 4,695,253            | 24,232,567           |
| 2027-2030               | 15,528,709           | 1,132,894            | 16,661,603           |
| <b>Totals</b>           | <b>\$ 63,632,619</b> | <b>\$ 21,963,985</b> | <b>\$ 85,596,604</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 of the 20-year loan. In the table below, the loan fee has been included in the interest requirements. Final maturity is 2032.

| Years Ending<br>June 30 | Principal           | Interest          | Totals              |
|-------------------------|---------------------|-------------------|---------------------|
| 2013                    | 100,000             | 9,750             | 109,750             |
| 2014                    | 100,000             | 9,250             | 109,250             |
| 2015                    | 100,000             | 8,750             | 108,750             |
| 2016                    | 100,000             | 8,250             | 108,250             |
| 2017-2021               | 500,000             | 33,750            | 533,750             |
| 2022-2026               | 500,000             | 21,250            | 521,250             |
| 2027-2030               | 500,000             | 8,750             | 508,750             |
| 2031-2032               | 50,000              | 250               | 50,250              |
| <b>Totals</b>           | <b>\$ 1,950,000</b> | <b>\$ 100,000</b> | <b>\$ 2,050,000</b> |



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

**Wetlands Loan**

The City received a loan in the amount of \$4,114,000 from the 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<br>June 30 | Principal           | Interest          | Totals              |
|-------------------------|---------------------|-------------------|---------------------|
| 2013                    | 362,812             | 137,188           | 500,000             |
| 2014                    | 377,324             | 122,676           | 500,000             |
| 2015                    | 392,417             | 107,583           | 500,000             |
| 2016                    | 408,114             | 91,886            | 500,000             |
| 2017-2021               | 1,889,035           | 201,103           | 2,090,138           |
| <b>Totals</b>           | <b>\$ 3,429,702</b> | <b>\$ 660,436</b> | <b>\$ 4,090,138</b> |

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

| Years Ending<br>June 30 | Principal             | Interest             | Totals                |
|-------------------------|-----------------------|----------------------|-----------------------|
| 2013                    | 5,722,515             | 4,473,882            | 10,196,397            |
| 2014                    | 5,956,289             | 4,284,937            | 10,241,226            |
| 2015                    | 5,952,761             | 4,095,227            | 10,047,988            |
| 2016                    | 4,771,668             | 3,905,819            | 8,677,487             |
| 2017-2021               | 26,176,621            | 16,833,205           | 43,009,826            |
| 2022-2026               | 29,507,314            | 10,374,456           | 39,881,770            |
| 2027-2031               | 26,233,709            | 4,000,617            | 30,234,326            |
| 2032-2034               | 6,465,000             | 492,375              | 6,957,375             |
| <b>Totals</b>           | <b>\$ 110,785,877</b> | <b>\$ 48,460,518</b> | <b>\$ 159,246,395</b> |

**Note:**

In fiscal year 2011-2012, final payments were made on the following:

|  |    |         |
|--|----|---------|
| 2002 Special Assessment Bancroft Bonds   | \$ | 206,771 |
| 2002 Water Certificates of Participation |    | 78,829  |

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

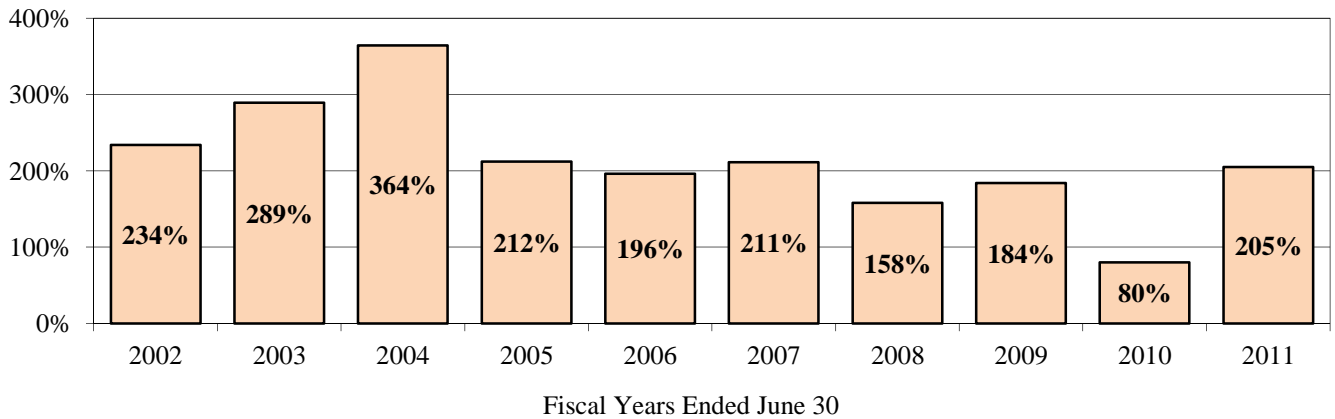
| Fiscal Year<br>Ended<br>June 30 | Operating<br>Revenue | Operating<br>Expense <sup>1</sup> | Net                  |   | Total Debt |              | Coverage |
|---------------------------------|----------------------|-----------------------------------|----------------------|---|------------|--------------|----------|
|                                 |                      |                                   | Operating<br>Revenue | Debt Requirements <sup>2</sup><br>Principal | Interest   | Requirements |          |
| 2002                            | 13,740,259           | 10,058,642                        | 3,681,617            | 990,000                                     | 584,371    | 1,574,371    | 233.85%  |
| 2003                            | 15,079,613           | 10,501,818                        | 4,577,795            | 1,045,000                                   | 536,874    | 1,581,874    | 289.39%  |
| 2004                            | 18,804,174           | 11,418,450                        | 7,385,724            | 1,090,000                                   | 940,396    | 2,030,396    | 363.76%  |
| 2005                            | 18,803,046           | 10,796,509                        | 8,006,537            | 1,872,850                                   | 1,899,738  | 3,772,588    | 212.23%  |
| 2006                            | 19,826,801           | 12,468,959                        | 7,357,842            | 1,895,738                                   | 1,860,210  | 3,755,948    | 195.90%  |
| 2007                            | 21,844,312           | 13,935,942                        | 7,908,370            | 1,933,784                                   | 1,815,416  | 3,749,200    | 210.93%  |
| 2008                            | 22,970,160           | 14,999,807                        | 7,970,353            | 1,976,955                                   | 3,072,934  | 5,049,889    | 157.83%  |
| 2009                            | 23,806,995           | 14,591,520                        | 9,215,475            | 2,030,396                                   | 2,977,014  | 5,007,410    | 184.04%  |
| 2010                            | 26,188,307           | 19,599,964                        | 6,588,343            | 2,401,143                                   | 5,881,196  | 8,282,339    | 79.55%   |
| 2011                            | 30,059,038           | 14,284,897                        | 15,774,141           | 3,770,148                                   | 3,938,971  | 7,709,119    | 204.62%  |

In October, 2003, the City sold water revenue/refunding bonds totaling \$40,485,000. As a result, water rates were increased by 28 percent to cover the \$2.9 million annual debt service.

<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**  
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. \$241,700 to the Debt Service Fund to service debt on the 2004 Revenue Obligations; \$207,200 of State Revenue Sharing proceeds to the Albany Transit System; \$204,900 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 \$1,232,000.

**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 November, 2006, General Election. Fiscal Year 2012-13 is the fifth 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 November, 2006, General Election. Fiscal Year 2012-13 is the fifth 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 2012-13 collection of current property taxes for the General Fund will be \$15,718,000. Provisions of Ballot Measure 50 and subsequent legislation have combined to set the permanent tax rate for the City of Albany at \$6.3984 per \$1,000 of assessed value. Ballot Measure 50 limits the annual increase in assessed value of each property to three percent. The increase is not automatic and can only increase as much as the real market value up to the three percent limit. The value of new construction is added to the assessed value which may result in property tax revenues increasing more than three percent. For 2012-13, tax collections are estimated to rise by 1.0 percent. The collection rate is estimated to be 93.47 percent of the taxes levied.

At the General Election of November 2006, Albany voters passed a new local option levy to support public safety. The levy is for five years at \$0.95 per \$1,000 of assessed value starting in 2008-09. For 2012-13, the fifth 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 2012-13 level of actual receipts will be slightly less than that of 2011-12.

**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 2012-13. 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 2012-13 will remain flat.

**Fines and Forfeitures**

Court fines are estimated to decrease by -4.49 percent from the 2011-12 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 2012-13 adopted budget reflects historical levels of activity.

**Investment Earnings**

For 2012-13, interest earnings are expected to be \$15,000, a decrease of 16.67 percent from the 2011-12 estimate.

## GENERAL FUND

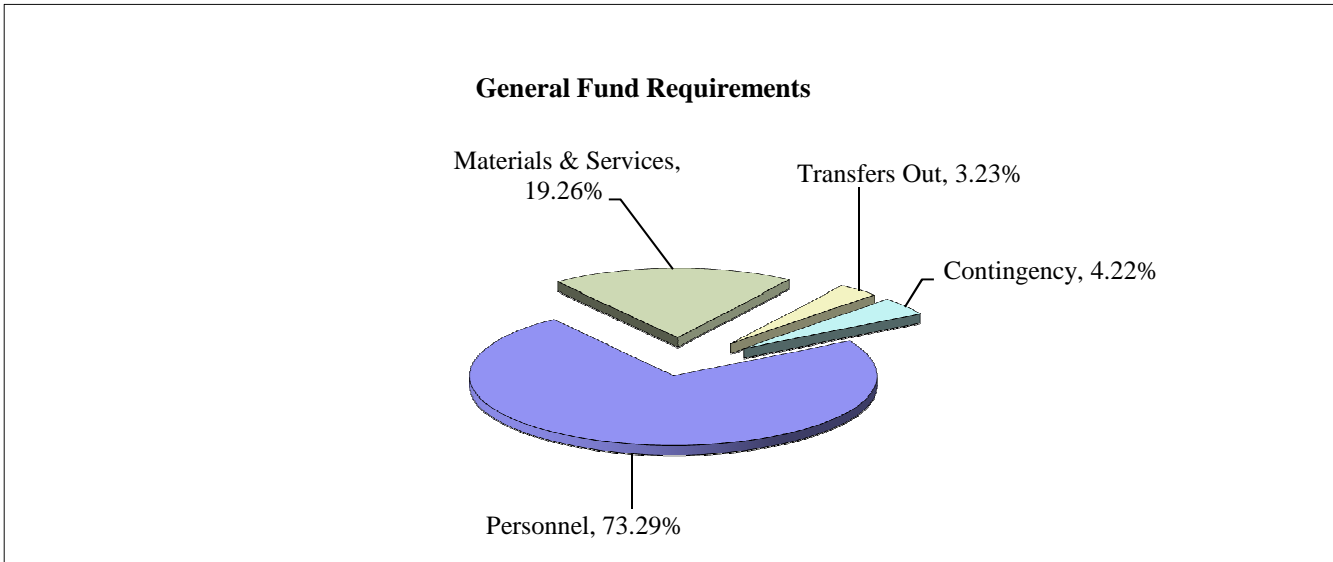
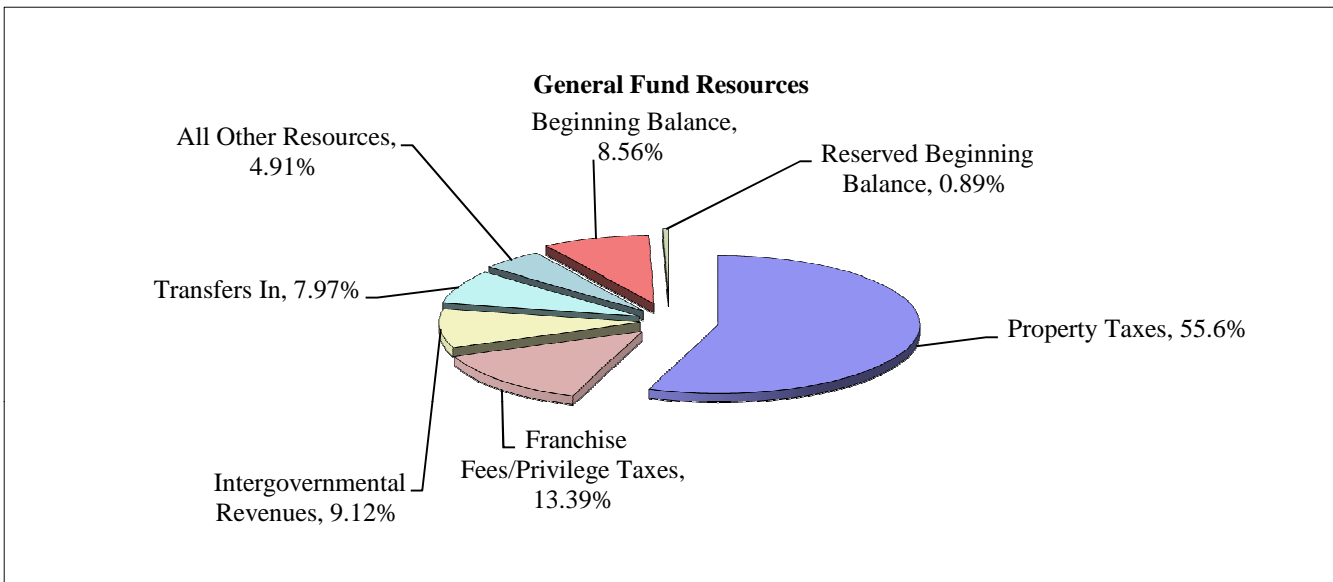
Adopted for the Fiscal Year 2012-13

### RESOURCES

|                                |                      |
|--------------------------------|----------------------|
| Property Taxes                 | \$ 16,220,800        |
| Franchise Fees/Privilege Taxes | 3,906,400            |
| Licenses & Fees                | 179,500              |
| Intergovernmental Revenues     | 2,661,100            |
| Charges for Service            | 424,400              |
| Fines & Forfeitures            | 701,100              |
| Other Revenues                 | 112,900              |
| Investment Earnings            | 15,000               |
| Transfers In                   | 2,326,300            |
| Beginning Balance              | 2,499,900            |
| Reserved Beginning Balance     | 125,000              |
| <b>Total Resources</b>         | <b>\$ 29,172,400</b> |

### REQUIREMENTS

|                           |                      |
|---------------------------|----------------------|
| Personnel                 | \$ 21,381,400        |
| Materials & Services      | 5,618,000            |
| Transfers Out             | 941,000              |
| Contingency               | 1,232,000            |
| <b>Total Requirements</b> | <b>\$ 29,172,400</b> |



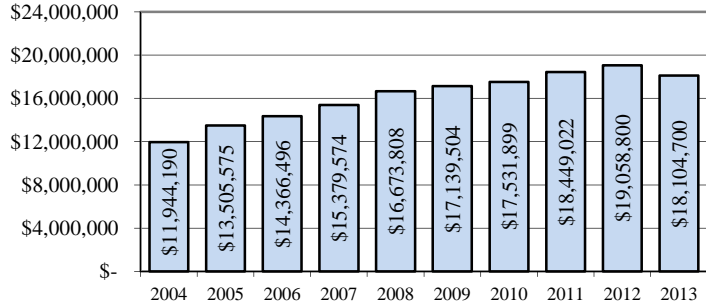
## GENERAL FUND

(Amounts for 2004 through 2011 are actual. Budgeted amounts have been used for 2012 and 2013.)

### Property Tax Collections

| Year Ended/<br>Ending<br>June 30, | Property<br>Tax<br>Collections | Percentage<br>Increase |
|-----------------------------------|--------------------------------|------------------------|
| 2004                              | \$ 11,944,190                  | -                      |
| 2005                              | 13,505,575                     | 13.07%                 |
| 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                              | 19,058,800                     | 3.31%                  |
| 2013                              | 18,104,700                     | (5.01%)                |

**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.

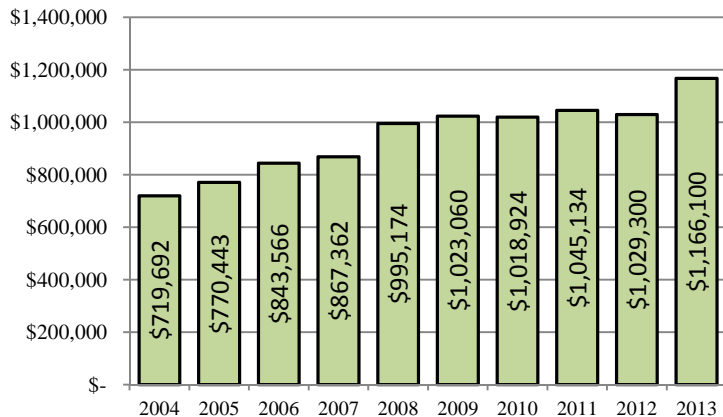
Property taxes collected in the Public Safety Levy Fund and transferred to the General Fund:

|      |              |          |
|------|--------------|----------|
| 2005 | \$ 2,065,388 | Actual   |
| 2006 | 1,861,262    | "        |
| 2007 | 2,185,898    | "        |
| 2008 | 2,684,403    | "        |
| 2009 | 2,561,881    | "        |
| 2010 | 2,308,154    | "        |
| 2011 | 2,637,773    | "        |
| 2012 | 2,508,300    | Budgeted |
| 2013 | 1,883,900    | "        |

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

| Year Ended/<br>Ending<br>June 30, | State<br>Shared<br>Revenues | Percentage<br>Increase<br>(Decrease) |
|-----------------------------------|-----------------------------|--------------------------------------|
| 2004                              | \$ 719,692                  | -                                    |
| 2005                              | 770,443                     | 7.05%                                |
| 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                              | 1,029,300                   | (1.52%)                              |
| 2013                              | 1,166,100                   | 13.29%                               |

**State Shared Revenues (Ten Years)**

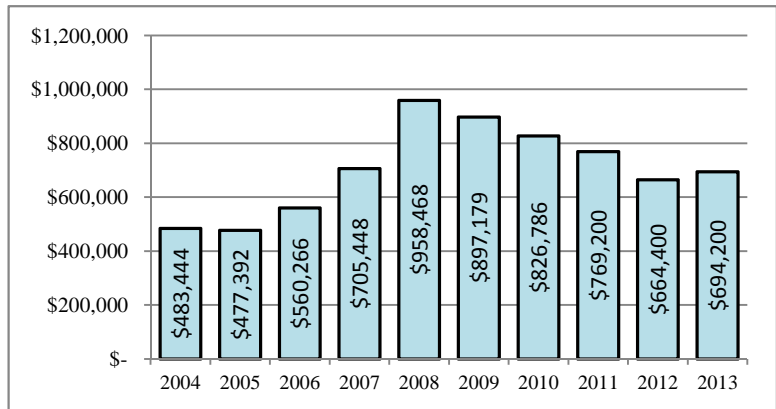


## GENERAL FUND

### Municipal Court Fines

| Year Ended/<br>Ending<br>June 30, | Fines      | Percentage<br>Increase<br>(Decrease) |
|-----------------------------------|------------|--------------------------------------|
| 2004                              | \$ 483,444 | -                                    |
| 2005                              | 477,392    | (1.25%)                              |
| 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                              | 664,400    | (13.62%)                             |
| 2013                              | 694,200    | 4.49%                                |

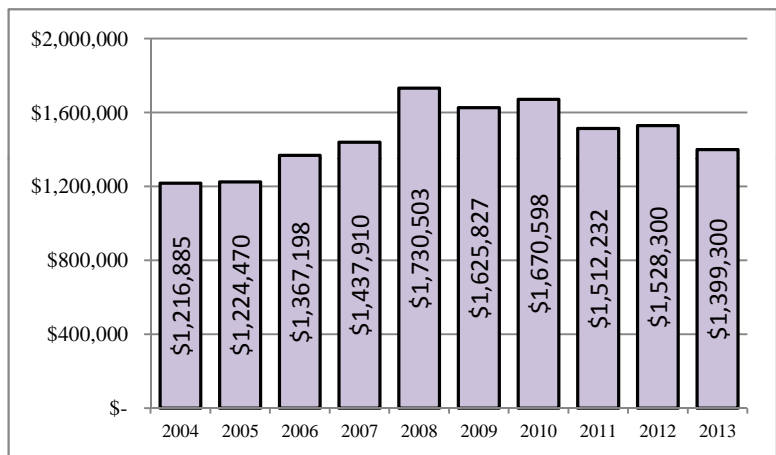
**Municipal Court Fines (Ten Years)**



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

| Year Ended/<br>Ending<br>June 30, | Rural<br>Fire<br>Districts | Percentage<br>Increase<br>(Decrease) |
|-----------------------------------|----------------------------|--------------------------------------|
| 2004                              | \$ 1,216,885               | -                                    |
| 2005                              | 1,224,470                  | 0.62%                                |
| 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                              | 1,528,300                  | 1.06%                                |
| 2013                              | 1,399,300                  | (8.44%)                              |

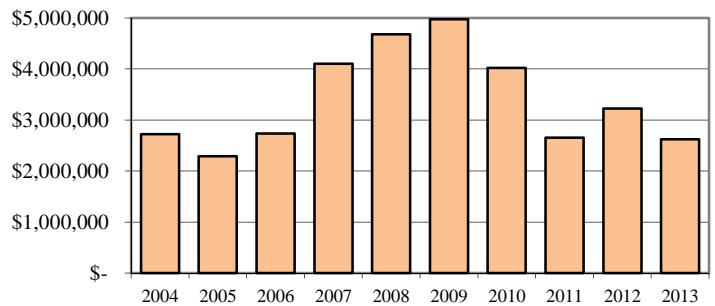
**Rural Fire District Revenues (Ten Years)**



### Beginning Fund Balance

| Year Ended/<br>Ending<br>June 30, | Beginning<br>Fund<br>Balance | Percentage<br>Increase<br>(Decrease) |
|-----------------------------------|------------------------------|--------------------------------------|
| 2004                              | \$ 2,725,434                 | -                                    |
| 2005                              | 2,292,352                    | (15.89%)                             |
| 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                              | 3,221,200                    | 21.34%                               |
| 2013                              | 2,624,900                    | (18.51%)                             |

**Beginning Fund Balance (Ten Years)**



## GENERAL FUND

### Other Statistics

| Year Ended/<br>Ending<br>June 30, | General<br>Resources(1) | Transfers<br>In | Beginning<br>Fund<br>Balance | Total<br>Resources(2) | Beg. Balance<br>as a % of<br>Total<br>Resources | Property<br>Taxes as a<br>% of Total<br>Resources | Property<br>Taxes as a<br>% of General<br>Resources |
|-----------------------------------|-------------------------|-----------------|------------------------------|-----------------------|---|---|---|
| 2004                              | \$ 15,726,743           | \$ 24,999       | \$ 2,725,434                 | \$ 18,477,176         | 14.75%  | 64.64%  | 75.95%  |
| 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                              | 27,128,800              | 131,200         | 3,221,200                    | 30,481,200            | 10.57%  | 62.53%  | 70.25%  |
| 2013                              | 26,105,100              | 442,400         | 2,624,900                    | 29,172,400            | 9.00%   | 62.06%  | 69.35%  |

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.

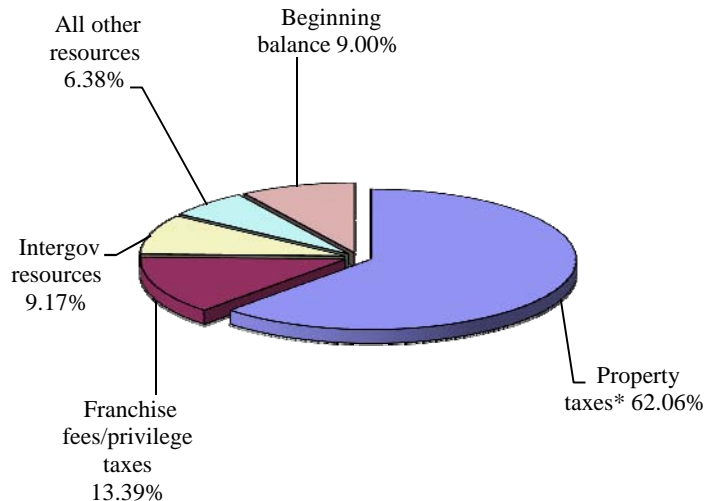
(1) General resources include transfers from the Public Safety Levy Fund. All other transfers in and beginning fund balances are excluded.

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

### 2012-13 General Fund Resources

|                                |                      |
|--------------------------------|----------------------|
| Property taxes*                | \$ 18,104,700        |
| Franchise fees/privilege taxes | 3,906,400            |
| Intergovernmental resources    | 2,675,100            |
| All other resources            | 1,861,300            |
| Beginning balance              | 2,624,900            |
| <b>Total Resources</b>         | <b>\$ 29,172,400</b> |

\* Property taxes include amounts collected in the Public Safety Levy Fund that are budgeted as General Fund transfers in (\$1,883,900).





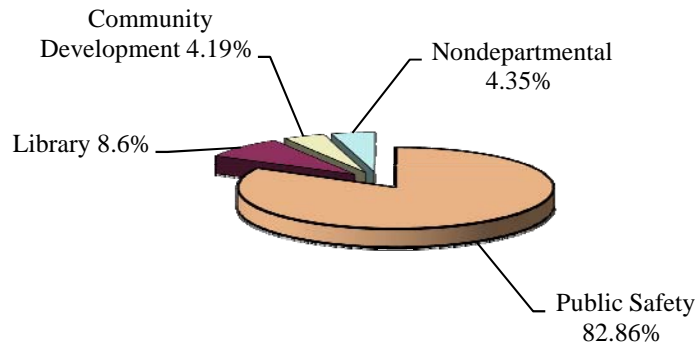
## GENERAL FUND

### Expenditures/Requirements by Year

| Year Ended/<br>Ending<br>June 30, | Public                               | Community    | Development:                       |                          |            | Building<br>Maint. | Total   | Percent<br>Change<br>from Previous<br>Year |
|-----------------------------------|--------------------------------------|--------------|------------------------------------|--------------------------|------------|--------------------|---------|--|
|                                   | Safety:<br>Police, Fire,<br>M. Court | Library      | Planning,<br>Housing,<br>Code Enf. | Nondepart-<br>mental (1) |            |                    |         |  |
| 2004                              | \$ 13,524,709                        | \$ 1,433,470 | \$ 654,991                         | \$ 2,133,265             | \$ 386,755 | \$ 18,133,190      | -       |  |
| 2005                              | 14,680,825                           | 1,488,833    | 735,802                            | 2,285,273                | 358,259    | 19,548,992         | 7.81%   |  |
| 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                              | 23,926,600                           | 2,460,700    | 1,459,400                          | 1,105,200                | -          | 28,951,900         | 8.25%   |  |
| 2013                              | 23,150,200                           | 2,403,900    | 1,169,800                          | 1,216,500                | -          | 27,940,400         | (3.49%) |  |

(1) For Nondepartmental, in Fiscal Years ending June 30, 2012 and 2013, the budgeted contingency amount has not been included.

**2012-13 General Fund Requirements  
Percentage of Total Budget**



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

| Year Ended<br>June 30, | Public Safety:<br>Police, Fire,<br>M. Court | Library | Planning,<br>Housing,<br>Code Enf. | Nondepart-<br>mental | Building<br>Maint. | Total   |
|------------------------|---|---------|------------------------------------|----------------------|--------------------|---------|
| 2004                   | 74.59%                                      | 7.91%   | 3.61%                              | 11.76%               | 2.13%              | 100.00% |
| 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                   | 82.64%                                      | 8.50%   | 5.04%                              | 3.82%                | -                  | 100.00% |
| 2013                   | 82.86%                                      | 8.60%   | 4.19%                              | 4.35%                | -                  | 100.00% |

**GENERAL FUND**  
**Franchise Fee/Privilege Tax Collections**  
for Fiscal Years 2004 thru 2013\*

| Fiscal<br>Year<br>June 30, | .....Franchise Fees..... |                       |                     | ....Privilege Taxes.... |                | Total        | Annual<br>%<br>Change |
|----------------------------|--------------------------|-----------------------|---------------------|-------------------------|----------------|--------------|-----------------------|
|                            | Telephone                | Garbage<br>Collection | Cable<br>Television | Electricity             | Natural<br>Gas |              |                       |
| 2004                       | \$ 262,447               | \$ 290,202            | \$ 317,940          | \$ 1,411,916            | \$ 576,035     | \$ 2,858,540 | n/a                   |
| 2005                       | 240,058                  | 310,944               | 332,307             | 1,413,840               | 685,449        | 2,982,598    | 4.34%                 |
| 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        | 3,611,433    | (6.43%)               |
| 2011                       | 148,548                  | 397,377               | 513,901             | 2,000,119               | 680,758        | 3,740,703    | 3.58%                 |
| 2012                       | 157,000                  | 412,000               | 504,000             | 1,943,400               | 904,400        | 3,920,800    | 4.81%                 |
| 2013                       | 144,100                  | 406,200               | 517,700             | 2,101,300               | 696,200        | 3,865,500    | (1.41%)               |

\* Actual receipts for years 2004 through 2011, amount budgeted for 2012 and 2013.

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

| Fiscal<br>Year<br>June 30, | .....Franchise Fees..... |                       |                     | ....Privilege Taxes.... |                | Total<br>Annual<br>% Change |
|----------------------------|--------------------------|-----------------------|---------------------|-------------------------|----------------|-----------------------------|
|                            | Telephone                | Garbage<br>Collection | Cable<br>Television | Electricity             | Natural<br>Gas |                             |
| 2005                       | (8.53%)                  | 7.15%                 | 4.52%               | 0.14%                   | 18.99%         | 4.34%                       |
| 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%)               | 5.06%               | 7.68%                   | (4.54%)        | 3.58%                       |
| 2012                       | 5.69%                    | 3.68%                 | (1.93%)             | (2.84%)                 | 32.85%         | 4.81%                       |
| 2013                       | (8.22%)                  | (1.41%)               | 2.72%               | 8.12%                   | (23.02%)       | (1.41%)                     |

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

from Fiscal Year 2004 to Fiscal Year 2013

| .....Franchise Fees..... | ....Privilege Taxes.... |                       | Total<br>Average<br>Annual<br>% Change |             |                |
|--------------------------|-------------------------|-----------------------|--|-------------|----------------|
|                          | Telephone               | Garbage<br>Collection | Cable<br>Television                    | Electricity | Natural<br>Gas |
| (4.51%)                  | 4.00%                   | 6.28%                 | 4.88%                                  | 2.09%       | 3.52%          |

**GENERAL FUND  
RESOURCE DETAIL**

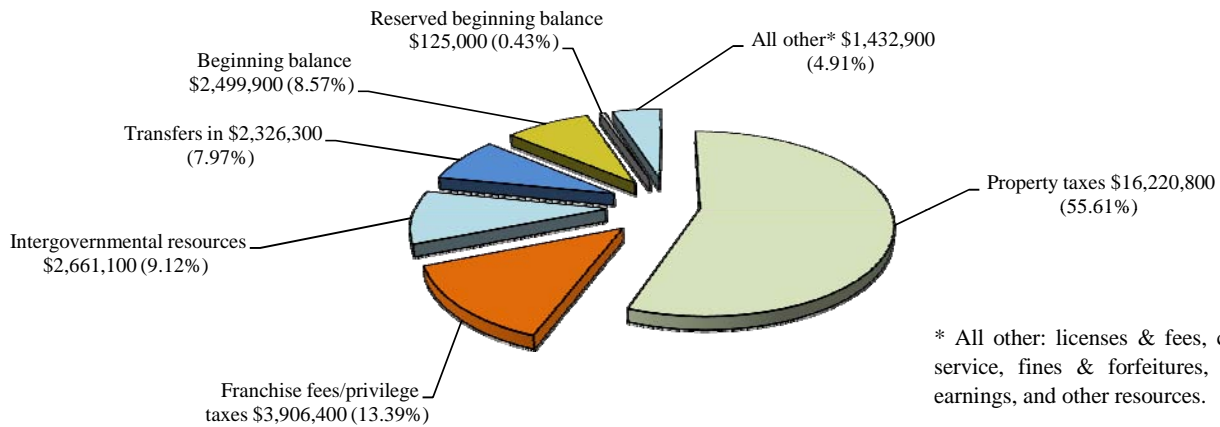
| Resources                             | 2009-10             | 2010-11             | .....2011-12.....   |                     | 2012-13             | % Change        | % of           |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|----------------|
|                                       | Actual              | Actual              | Adopted<br>Budget   | Revised<br>Budget   | Adopted<br>Budget   | from<br>2011-12 | Fund<br>Budget |
| Property Taxes - Current              | \$14,704,978        | \$15,313,420        | \$16,150,500        | \$16,150,500        | \$15,718,000        | (2.68%)         | 53.90%         |
| Property Taxes - Delinquent           | 518,766             | 497,829             | 400,000             | 400,000             | 502,800             | 25.70%          | 1.72%          |
| Privilege Tax: Electric               | 1,857,441           | 2,000,119           | 1,943,400           | 1,943,400           | 2,101,300           | 8.12%           | 7.20%          |
| Franchise Fees: R-O-W Carriers        | 41,262              | 39,346              | 50,000              | 50,000              | 40,900              | (18.20%)        | 0.14%          |
| Franchise Fees: Telephone             | 142,683             | 148,548             | 157,000             | 157,000             | 144,100             | (8.22%)         | 0.49%          |
| Franchise Fees: Garbage Collection    | 408,980             | 397,377             | 412,000             | 412,000             | 406,200             | (1.41%)         | 1.39%          |
| Privilege Tax: Natural Gas            | 713,161             | 680,758             | 904,400             | 904,400             | 696,200             | (23.02%)        | 2.39%          |
| Franchise Fees: Cable TV              | 489,169             | 513,901             | 504,000             | 504,000             | 517,700             | 2.72%           | 1.77%          |
| Permit Fees                           | 2,125               | 750                 | 1,800               | 1,800               | 800                 | (55.56%)        | -              |
| Number of Dogs Permit Fee             | 1,300               | 900                 | 1,500               | 1,500               | 900                 | (40.00%)        | -              |
| Licenses                              | 10,350              | 12,140              | 6,000               | 6,000               | 7,000               | 16.67%          | 0.02%          |
| Library Fees                          | 80,288              | 83,831              | 75,200              | 75,200              | 83,800              | 11.44%          | 0.29%          |
| Planning Fees                         | 75,660              | 70,186              | 70,900              | 70,900              | 73,000              | 2.96%           | 0.25%          |
| Alarm Fees                            | 11,368              | 13,958              | 15,200              | 15,200              | 14,000              | (7.89%)         | 0.05%          |
| DUII/Safety Belt Enf. Grants          | 13,510              | 16,940              | 16,000              | 16,000              | 16,900              | 5.62%           | 0.06%          |
| Federal Grants & Assistance           | 3,758               | -                   | -                   | -                   | -                   | -               | -              |
| State Liquor Taxes                    | 552,894             | 583,188             | 591,400             | 591,400             | 660,300             | 11.65%          | 2.26%          |
| State Cigarette Taxes                 | 71,550              | 68,495              | 71,800              | 71,800              | 69,700              | (2.92%)         | 0.24%          |
| State Revenue Sharing                 | 394,479             | 393,452             | 366,100             | 366,100             | 436,100             | 19.12%          | 1.49%          |
| Conflagration Response Reimb.         | 23,616              | 2,707               | 30,000              | 30,000              | 2,800               | (90.67%)        | 0.01%          |
| WComp Wage Subsidy Reimb              | 23,075              | 3,614               | 5,600               | 5,600               | 3,600               | (35.71%)        | 0.01%          |
| Linn County                           | 26,365              | 25,378              | 40,000              | 40,000              | 25,400              | (36.50%)        | 0.09%          |
| Albany Rural Fire District            | 1,229,756           | 1,066,863           | 1,091,700           | 1,091,700           | 987,200             | (9.57%)         | 3.38%          |
| North Albany Rural Fire District      | 300,384             | 300,722             | 291,200             | 291,200             | 278,300             | (4.43%)         | 0.95%          |
| Palestine Rural Fire District         | 140,458             | 144,647             | 145,400             | 145,400             | 133,800             | (7.98%)         | 0.46%          |
| GAPS Police Grant                     | 40,000              | 40,000              | 40,000              | 40,000              | 40,000              | -               | 0.14%          |
| Linn County Victim Impact Panel Grant | 5,160               | -                   | 7,000               | 7,000               | 7,000               | -               | 0.02%          |
| OSFM/USAR Teams Response Reimb.       | 13,075              | 28,264              | 12,000              | 12,000              | 13,000              | 8.33%           | 0.04%          |
| Space Rental                          | 422,600             | 411,400             | 411,400             | 411,400             | 411,400             | -               | 1.41%          |
| Municipal Court Fines                 | 826,786             | 769,200             | 664,400             | 664,400             | 694,200             | 4.49%           | 2.38%          |
| Parking Violations                    | 4,634               | 3,436               | 4,600               | 4,600               | 3,400               | (26.09%)        | 0.01%          |
| Nuisance Vehicle Admin Fee            | 6,650               | 1,450               | 9,100               | 9,100               | 1,500               | (83.52%)        | 0.01%          |
| Dog Control Assessment                | 1,400               | 2,862               | 1,300               | 1,300               | 2,000               | 53.85%          | 0.01%          |
| Gifts & Donations                     | 12,550              | 20,634              | 17,000              | 17,000              | 20,600              | 21.18%          | 0.07%          |
| DARE Donations                        | 2,031               | -                   | -                   | -                   | -                   | -               | -              |
| Grass Abatement Fee Principal         | 276                 | 839                 | 300                 | 300                 | 300                 | -               | -              |
| Grass Abatement Fee Interest          | 39                  | 17                  | -                   | -                   | -                   | -               | -              |
| Miscellaneous Revenue                 | 75,658              | 46,709              | 40,000              | 41,900              | 46,700              | 11.46%          | 0.16%          |
| Over & short                          | (2)                 | (38)                | -                   | -                   | -                   | -               | -              |
| AEID Principal                        | 32,422              | 31,807              | 44,000              | 44,000              | 31,800              | (27.73%)        | 0.11%          |
| AEID Interest                         | 536                 | 147                 | 600                 | 600                 | 100                 | (83.33%)        | -              |
| Loan Repayment-Interest               | 13,350              | 13,439              | 7,800               | 7,800               | 13,400              | 71.79%          | 0.05%          |
| Interest                              | 74,289              | 28,981              | 18,000              | 18,000              | 15,000              | (16.67%)        | 0.05%          |
| <b>Total Current Resources</b>        | <b>23,368,834</b>   | <b>23,778,214</b>   | <b>24,618,600</b>   | <b>24,620,500</b>   | <b>24,221,200</b>   | <b>(1.62%)</b>  | <b>83.02%</b>  |
| From Water Fund                       | 50,000              | 50,000              | 50,000              | 50,000              | 50,000              | -               | 0.17%          |
| From Public Safety Levy Fund          | 530,800             | 766,000             | 566,300             | 566,300             | 3,400               | (99.40%)        | 0.01%          |
| From Public Safety Levy-Police        | 919,408             | 986,606             | 1,004,200           | 1,004,200           | 920,700             | (8.32%)         | 3.16%          |
| From Public Safety Levy-Fire          | 857,946             | 885,167             | 937,800             | 937,800             | 959,800             | 2.35%           | 3.29%          |
| From Equipment Replacement            | -                   | -                   | -                   | -                   | 300,000             | -               | 1.03%          |
| 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              | 31,200              | 42,400              | 35.90%          | 0.15%          |
| <b>Total Transfers In</b>             | <b>2,408,154</b>    | <b>3,027,773</b>    | <b>2,639,500</b>    | <b>2,639,500</b>    | <b>2,326,300</b>    | <b>(11.87%)</b> | <b>7.98%</b>   |
| Beginning Balance                     | 3,764,799           | 2,417,530           | 2,983,900           | 2,983,900           | 2,499,900           | (16.22%)        | 8.57%          |
| Designated Beg. Balance-Housing       | 258,252             | 237,256             | 237,300             | 237,300             | 125,000             | (47.32%)        | 0.43%          |
| <b>Total General Fund Resources</b>   | <b>\$29,800,039</b> | <b>\$29,460,773</b> | <b>\$30,479,300</b> | <b>\$30,481,200</b> | <b>\$29,172,400</b> | <b>(4.29%)</b>  | <b>100.00%</b> |

**GENERAL FUND  
REVENUE/RESOURCE SUMMARY**

| Resource type                  | 2009-10             | 2010-11             | .....2011-12.....   |                     | 2012-13             | % Change<br>from<br>2011-12 | % of<br>Fund<br>Budget |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------------|------------------------|
|                                | Actual              | Actual              | Adopted<br>Budget   | Revised<br>Budget   | Adopted<br>Budget   |                             |                        |
| Property taxes                 | \$15,223,744        | \$15,811,249        | \$16,550,500        | \$16,550,500        | \$16,220,800        | (1.99%)                     | 55.61%                 |
| Franchise fees/privilege taxes | 3,652,696           | 3,780,049           | 3,970,800           | 3,970,800           | 3,906,400           | (1.62%)                     | 13.39%                 |
| Licenses & fees                | 181,091             | 181,765             | 170,600             | 170,600             | 179,500             | 5.22%                       | 0.62%                  |
| Intergovernmental resources    | 2,825,007           | 2,646,006           | 2,696,200           | 2,696,200           | 2,661,100           | (1.30%)                     | 9.12%                  |
| Charges for service            | 435,675             | 439,664             | 423,400             | 423,400             | 424,400             | 0.24%                       | 1.45%                  |
| Fines & forfeitures            | 839,470             | 776,948             | 679,400             | 679,400             | 701,100             | 3.19%                       | 2.40%                  |
| Other resources                | 136,862             | 113,552             | 109,700             | 111,600             | 112,900             | 1.16%                       | 0.39%                  |
| Investment earnings            | 74,289              | 28,981              | 18,000              | 18,000              | 15,000              | (16.67%)                    | 0.05%                  |
| <b>Total Current Resources</b> | <b>23,368,834</b>   | <b>23,778,214</b>   | <b>24,618,600</b>   | <b>24,620,500</b>   | <b>24,221,200</b>   | <b>(1.62%)</b>              | <b>83.03%</b>          |
| Transfers in                   | 2,408,154           | 3,027,773           | 2,639,500           | 2,639,500           | 2,326,300           | (11.87%)                    | 7.97%                  |
| Beginning balance              | 3,764,799           | 2,417,530           | 2,983,900           | 2,983,900           | 2,499,900           | (16.22%)                    | 8.57%                  |
| Reserved beginning balance     | 258,252             | 237,256             | 237,300             | 237,300             | 125,000             | (47.32%)                    | 0.43%                  |
| <b>TOTAL RESOURCES</b>         | <b>\$29,800,039</b> | <b>\$29,460,773</b> | <b>\$30,479,300</b> | <b>\$30,481,200</b> | <b>\$29,172,400</b> | <b>(4.29%)</b>              | <b>100.00%</b>         |

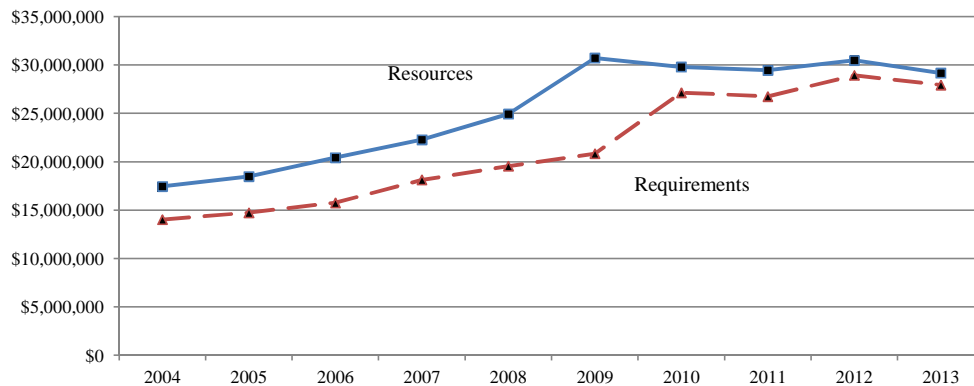
**ADOPTED GENERAL FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**GENERAL FUND RESOURCES AND REQUIREMENTS**

Ten Fiscal Years



**GENERAL FUND  
REQUIREMENT AND STAFFING SUMMARIES**

| Program Requirements       | 2009-10             | 2010-11             | .....2011-12.....   |                     | .....2012-13.....   |                     |                     |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                            | Actual              | Actual              | Adopted             | Revised             | Proposed            | Approved            | Adopted             |
| Nondepartmental            |                     |                     |                     |                     |                     |                     |                     |
| Materials & Services       | \$ 297,042          | \$ 271,515          | \$ 281,500          | \$ 281,500          | \$ 275,500          | \$ 275,500          | \$ 275,500          |
| Transfers Out              | 1,452,296           | 1,130,900           | 823,700             | 823,700             | 941,000             | 941,000             | 941,000             |
| Contingency                | -                   | -                   | 1,539,300           | 1,529,300           | 1,232,000           | 1,232,000           | 1,232,000           |
| Municipal Court            | 647,407             | 617,773             | 652,200             | 652,200             | 641,700             | 641,700             | 641,700             |
| Code Enforcement           | 9,721               | 14,539              | 21,000              | 21,000              | 16,900              | 16,900              | 16,900              |
| Fire Suppression           | 7,556,694           | 7,669,398           | 8,448,700           | 8,448,700           | 8,167,200           | 8,167,200           | 8,167,200           |
| Public Safety Levy: Fire   | 862,276             | 883,797             | 992,200             | 992,200             | 1,000,700           | 1,000,700           | 1,000,700           |
| Fire & Life Safety         | 632,106             | 655,301             | 766,400             | 766,400             | 797,400             | 797,400             | 797,400             |
| Police                     | 11,071,931          | 11,061,189          | 12,052,000          | 12,053,900          | 11,583,200          | 11,583,200          | 11,583,200          |
| Public Safety Levy: Police | 918,378             | 986,352             | 1,013,200           | 1,013,200           | 960,000             | 960,000             | 960,000             |
| Planning                   | 1,131,934           | 1,070,518           | 1,189,600           | 1,189,600           | 1,032,100           | 1,032,100           | 1,032,100           |
| Housing                    | 36,015              | 66,644              | 248,800             | 248,800             | 120,800             | 120,800             | 120,800             |
| Library                    | 2,529,453           | 2,317,694           | 2,450,700           | 2,460,700           | 2,403,900           | 2,403,900           | 2,403,900           |
| <b>Total Requirements</b>  | <b>\$27,145,252</b> | <b>\$26,745,620</b> | <b>\$30,479,300</b> | <b>\$30,481,200</b> | <b>\$29,172,400</b> | <b>\$29,172,400</b> | <b>\$29,172,400</b> |

**Requirements by Type**

|                           |                     |                     |                     |                     |                     |                     |                     |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel                 | \$19,838,223        | \$20,341,561        | \$21,863,400        | \$21,863,400        | \$21,381,400        | \$21,381,400        | \$21,381,400        |
| Materials & Services      | 5,801,078           | 5,273,159           | 6,252,900           | 6,264,800           | 5,618,000           | 5,618,000           | 5,618,000           |
| Capital                   | 37,406              | -                   | -                   | -                   | -                   | -                   | -                   |
| Transfers Out             | 1,468,545           | 1,130,900           | 823,700             | 823,700             | 941,000             | 941,000             | 941,000             |
| Contingency               | -                   | -                   | 1,539,300           | 1,529,300           | 1,232,000           | 1,232,000           | 1,232,000           |
| <b>Total Requirements</b> | <b>\$27,145,252</b> | <b>\$26,745,620</b> | <b>\$30,479,300</b> | <b>\$30,481,200</b> | <b>\$29,172,400</b> | <b>\$29,172,400</b> | <b>\$29,172,400</b> |

**Adopted Requirements  
by Program and Type**

|                            | Personnel           | Materials<br>& Services | Capital     | Transfers<br>Out  | Contin-<br>gency    | Adopted<br>Budget   | % of Fund<br>Budget |
|----------------------------|---------------------|-------------------------|-------------|-------------------|---------------------|---------------------|---------------------|
| Nondepartmental            | \$ -                | \$ 275,500              | \$ -        | \$ 941,000        | \$ 1,232,000        | \$ 2,448,500        | 8.39%               |
| Municipal Court            | 390,400             | 251,300                 | -           | -                 | -                   | 641,700             | 2.20%               |
| Code Enforcement           | -                   | 16,900                  | -           | -                 | -                   | 16,900              | 0.06%               |
| Fire Suppression           | 6,597,400           | 1,569,800               | -           | -                 | -                   | 8,167,200           | 28.00%              |
| Public Safety Levy: Fire   | 939,100             | 61,600                  | -           | -                 | -                   | 1,000,700           | 3.43%               |
| Fire & Life Safety         | 647,800             | 149,600                 | -           | -                 | -                   | 797,400             | 2.73%               |
| Police                     | 9,530,000           | 2,053,200               | -           | -                 | -                   | 11,583,200          | 39.71%              |
| Public Safety Levy: Police | 887,500             | 72,500                  | -           | -                 | -                   | 960,000             | 3.29%               |
| Planning                   | 783,100             | 249,000                 | -           | -                 | -                   | 1,032,100           | 3.54%               |
| Housing                    | -                   | 120,800                 | -           | -                 | -                   | 120,800             | 0.41%               |
| Library                    | 1,606,100           | 797,800                 | -           | -                 | -                   | 2,403,900           | 8.24%               |
| <b>Total Requirements</b>  | <b>\$21,381,400</b> | <b>\$ 5,618,000</b>     | <b>\$ -</b> | <b>\$ 941,000</b> | <b>\$ 1,232,000</b> | <b>\$29,172,400</b> | <b>100.00%</b>      |
| Percent of Fund Budget     | 73.29%              | 19.26%                  | -           | 3.23%             | 4.22%               | 100.00%             |                     |

| Staffing Summary (FTE)     | 2009-10        | 2010-11        | .....2011-12..... |                | .....2012-13..... |                |                |
|----------------------------|----------------|----------------|-------------------|----------------|-------------------|----------------|----------------|
|                            | Actual         | Actual         | Adopted           | Revised        | Proposed          | Approved       | Adopted        |
| Municipal Court            | 5.375          | 4.375          | 4.375             | 4.375          | 4.375             | 4.375          | 4.375          |
| Fire Suppression           | 50.500         | 48.100         | 49.100            | 49.100         | 45.100            | 45.100         | 45.100         |
| Public Safety Levy: Fire   | 8.000          | 8.000          | 8.000             | 8.000          | 8.000             | 8.000          | 8.000          |
| Fire & Life Safety         | 4.000          | 3.500          | 3.500             | 3.500          | 4.500             | 4.500          | 4.500          |
| Police                     | 85.250         | 82.250         | 82.250            | 82.250         | 78.750            | 78.750         | 78.750         |
| Public Safety Levy: Police | 9.000          | 9.000          | 9.000             | 9.000          | 9.000             | 9.000          | 9.000          |
| Planning                   | 9.500          | 8.500          | 8.500             | 8.500          | 7.500             | 7.500          | 7.500          |
| Library                    | 21.975         | 21.725         | 21.525            | 21.525         | 20.900            | 20.900         | 20.900         |
| <b>Total FTE</b>           | <b>193.600</b> | <b>185.450</b> | <b>186.250</b>    | <b>186.250</b> | <b>178.125</b>    | <b>178.125</b> | <b>178.125</b> |

## PROGRAM NARRATIVE

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

Responsible Manager/Title: Stewart Taylor, Finance Director

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#### FUNCTIONS AND RESPONSIBILITIES

- A \$147,200 transfer to the Parks and Recreation Fund provides continued funding for the Boys and Girls Club, YMCA, and Community After School Program.
- A \$40,000 transfer to the Parks & Recreation Fund supports the Urban Forestry Management program.
- State Revenue Sharing proceeds, which are recorded as revenue in the General Fund, are transferred to the Public Transit Fund in support of the Albany Transit System, 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.
- The Veteran's Association Grant (\$3,000) has been moved to Economic Development.
- \$241,700 will be transferred to the Debt Service Fund to make the annual debt payment related to the construction of City Hall.

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 1003: Nondepartmental**

| <u>Acct# Description</u>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | -                           | -                           | -                            | -                            | -                            | - %                 |
| Materials & Services      | 297,042.49                  | 271,514.92                  | 281,500                      | 281,500                      | 275,500                      | -2.13%              |
| Transfers Out             | 1,452,295.73                | 1,130,900.00                | 823,700                      | 823,700                      | 941,000                      | 14.24%              |
| Contingencies             | -                           | -                           | 1,539,300                    | 1,514,300                    | 1,232,000                    | -18.64%             |
| <b>TOTAL EXPENDITURES</b> | <b>1,749,338.22</b>         | <b>1,402,414.92</b>         | <b>2,644,500</b>             | <b>2,619,500</b>             | <b>2,448,500</b>             | <b>-6.53%</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 and is 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 2011-2012 |             |           |  |
| Effective Government  | 08/11       | Ongoing   | <ul style="list-style-type: none"> <li>• Expand the use of Laserfiche to move paper files to digital image as original.</li> <li>• Pilot Court for entry of judicial dispositions filed with OR State Police.</li> </ul> |
|                       | 09/11       | Completed |  |
| Budget Year 2012-2013 |             |           |  |
| Effective Government  | 12/12       |           | <ul style="list-style-type: none"> <li>• Explore sending abstracts electronically to DMV.</li> </ul>   |

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Number of warrants issued.                      | 1,347            | 1,377            | 1,457            | 1,500            |
| Case numbers issued.                            | 6,202            | 5,128            | 4,904            | 4,850            |
| Crimes filed.                                   | 1,163            | 1,234            | 1,107            | 1,100            |
| Violations filed.                               | 4,696            | 3,669            | 3,629            | 3,600            |
| Other filings.                                  | 343              | 225              | 168              | 150              |
| Total fines received in Court.<br>*Year to date | 832,820          | 775,498          | 411,594*         | 760,000          |

**STAFFING SUMMARY**

|               |       |       |       |       |
|---------------|-------|-------|-------|-------|
| Budgeted FTEs | 5.375 | 4.375 | 4.375 | 4.375 |
|---------------|-------|-------|-------|-------|



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

**PROG 1029: Municipal Court**

| <u>Acct# Description</u>  | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change   |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |               |
| Personnel Services        | 386,798.23          | 356,781.30          | 387,900              | 387,900              | 390,400              | 0.64%         |
| Materials & Services      | 260,608.85          | 260,991.70          | 264,300              | 279,300              | 251,300              | -10.03%       |
| <b>TOTAL EXPENDITURES</b> | <b>647,407.08</b>   | <b>617,773.00</b>   | <b>652,200</b>       | <b>667,200</b>       | <b>641,700</b>       | <b>-3.82%</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 2011-2012</b> |             |             |   |
| Great Neighborhoods          | 06/12       | Completed   | <ul style="list-style-type: none"> <li>• Conduct community cleanup in partnership with Allied Waste and neighborhood volunteers.</li> </ul> |
| Effective Government         | 06/12       | Completed   | <ul style="list-style-type: none"> <li>• Close out 50% of complaints per year.</li> </ul>   |
|                              | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Initiate time tracking across all departments to quantify code enforcement efforts.</li> </ul>     |
| <b>Budget Year 2012-2013</b> |             |             |   |
| Great Neighborhoods          | 06/13       |             | <ul style="list-style-type: none"> <li>• Conduct community cleanup in partnership with Allied Waste and neighborhood volunteers.</li> </ul> |
| Effective Government         | 06/13       |             | <ul style="list-style-type: none"> <li>• Close out 50% of complaints per year.</li> </ul>   |
|                              | 06/13       |             | <ul style="list-style-type: none"> <li>• Implement time tracking across all departments to quantify code enforcement efforts.</li> </ul>    |

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|                           | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---------------------------|------------------|------------------|------------------|------------------|
| Number of cases reported. | 280              | 164              | 49*              | 100              |
| Number of cases cleared.  | 285              | 196              | 61*              | 75               |

\* Numbers are through the second quarter of FY 2011-2012.

**PROG 1026: Code Enforcement**

| <u>Acct# Description</u>  | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %              |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------|
|                           |                     |                     |                      |                      |                      | Change         |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |                |
| Personnel Services        | 120.56              | -                   | -                    | -                    | -                    | -              |
| Materials & Services      | 9,600.34            | 14,539.29           | 21,000               | 21,000               | 16,900               | -19.52%        |
| <b>TOTAL EXPENDITURES</b> | <b>9,720.90</b>     | <b>14,539.29</b>    | <b>21,000</b>        | <b>21,000</b>        | <b>16,900</b>        | <b>-19.52%</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 2011-2012          |             |           |  |
| Safe City/Effective Government | 12/11       | Completed | • Complete Station 12 water reclamation plan.  |
|                                | 01/12       | Ongoing   | • Complete options study for Station 11 replacement.   |
|                                | 03/12       | Ongoing   | • Secure funding strategy and property for replacement of Station 11.                            |
|                                | 06/12       | Completed | • Complete Station 12 seismic rehabilitation and needed improvements.                            |
|                                | 06/12       | Completed | • Evaluate results of the Albany/Corvallis collaboration study.                                  |
|                                | 06/12       | Completed | • Purchase and implement computer software program for data organization and records management. |
|                                | 06/12       | Canceled  | • Purchase aerial truck.   |
|                                | 06/12       | Completed | • Purchase command vehicle.  |
| Budget Year 2012-2013          |             |           |  |
| Safe City/Effective Government | 03/13       |           | • Upgrade wildland protective equipment.   |
|                                | 06/13       |           | • Update Department operating policies.  |
|                                | 06/13       |           | • Evaluate implementation of collaboration study options to improve efficiencies.                |
|                                | 06/13       |           | • Secure property, identify funding plan, and complete architectural design for Station 11.      |
|                                | 06/13       |           | • Complete Station 13 water reclamation plan.  |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Total Emergency Responses                                   | 6,049            | 6,388            | 6,490            | 6,500            |
| Civilian Death/Injuries                                     | 1/7              | 0/2              | 0/3              | 0/0              |
| Structure Fires   | 65               | 80               | 72               | 72               |
| Structure Fires per 1,000 Population vs. ICMA Comparables   | 1.88/1.04        | 1.22/0.91        | 1.20/0.79        | 1.20/0.79        |
| Special Rescue Responses (HazMat, Technical, Water)         | 82               | 85               | 84               | 83               |
| Value of Prop. Responded to vs. Value Loss (millions of \$) | \$15.5/\$3.2     | \$89.6/\$4.9     | \$37.8/\$2       | \$47.6/\$3.4     |
| Fire Response Time (Alarm to Arrival % < 6 min)             | 76%              | 78%              | 78%              | 78%              |
| Fire Response Mutual Aid Provided vs. Mutual Aid Received   | 30/18            | 34/14            | 36/18            | 33/17            |

#### STAFFING SUMMARY

|                 |      |      |      |      |
|-----------------|------|------|------|------|
| Authorized FTEs | 50.5 | 50.1 | 50.1 | 50.1 |
| Budgeted FTEs   | 50.5 | 48.1 | 49.1 | 45.1 |

100: General Fund  
25: Fire

CITY OF ALBANY, OREGON  
Adopted Budget Summary

Budget Fiscal Year: 2013

**PROG 1201: Fire Suppression**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 6,036,384.09                | 6,230,349.35                | 6,730,400                    | 6,730,400                    | 6,597,400                    | -1.98%              |
| Materials & Services      | 1,520,309.97                | 1,439,048.75                | 1,718,300                    | 1,718,300                    | 1,569,800                    | -8.64%              |
| <b>TOTAL EXPENDITURES</b> | <b>7,556,694.06</b>         | <b>7,669,398.10</b>         | <b>8,448,700</b>             | <b>8,448,700</b>             | <b>8,167,200</b>             | <b>-3.33%</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              |               | <ul style="list-style-type: none"><li>• Fill funded, vacant Deputy Fire Marshal position created by a retirement.</li></ul> |

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#### STAFFING SUMMARY

|                 | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|-----------------|------------------|------------------|------------------|------------------|
| Authorized FTEs | 8                | 8                | 8                | 8                |
| Budgeted FTEs   | 8                | 8                | 8                | 8                |

100: General Fund  
25: Fire

CITY OF ALBANY, OREGON  
Adopted Budget Summary

Budget Fiscal Year: 2013

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

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 720,015.99                  | 785,599.40                  | 911,900                      | 911,900                      | 939,100                      | 2.98%               |
| Materials & Services      | 142,259.51                  | 98,197.72                   | 80,300                       | 80,300                       | 61,600                       | -23.29%             |
| <b>TOTAL EXPENDITURES</b> | <b>862,275.50</b>           | <b>883,797.12</b>           | <b>992,200</b>               | <b>992,200</b>               | <b>1,000,700</b>             | <b>0.86%</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.
- Provide services 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 2011-2012          |             |           |   |
| Safe City/Effective Government | 06/12       | Completed | • Address potential vacancies due to anticipated retirements.   |
|                                | 06/12       | Ongoing   | • Implement revised public education programs to address community needs.   |
|                                | 06/12       | Ongoing   | • Develop and implement Fire Investigation Team training program and succession plan.   |
|                                | 06/12       | Completed | • Coordinate compliance inspection program activities with AFD Preplan Group to identify and preplan target hazard locations. |
| Budget Year 2012-2013          |             |           |   |
| Safe City/Effective Government | 09/12       |           | • Fill two Deputy Fire Marshal I/II-Compliance positions.   |
|                                | 06/13       |           | • Implement revised public education programs to address community needs.   |
|                                | 06/13       |           | • Explore opportunities for partnering as identified in Albany/Corvallis collaboration study.                                 |
|                                | 06/13       |           | • Develop updated program justifications and metrics for all Fire & Life Safety programs.                                     |
|                                | 06/13       |           | • Complete local adoption of the 2013 Oregon Fire Code in conjunction with the State of Oregon.                               |

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Number of Inspections and Re-Inspections of Fire Code Regulated Occupancies | 791              | 1,830            | 1,160            | 600              |
| Fire Code Violations Noted vs. Violations Corrected                         | 684/368          | 922/837          | 588/300          | 774/100          |
| Number of People Involved in Life Safety Education Programs                 | 8,400            | 2,361            | 5,200            | 4,000            |
| Number of Life Safety Education Presentations                               | 310              | 84               | 245              | 300              |

### STAFFING SUMMARY

|                 |   |     |     |     |
|-----------------|---|-----|-----|-----|
| Authorized FTEs | 4 | 4.5 | 5.5 | 5.5 |
| Budgeted FTEs   | 4 | 3.5 | 3.5 | 4.5 |



CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 1203: Fire & Life Safety**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 468,087.72                  | 526,870.76                  | 607,300                      | 607,300                      | 647,800                      | 6.67%               |
| Materials & Services      | 155,005.76                  | 128,429.99                  | 159,100                      | 159,100                      | 149,600                      | -5.97%              |
| Capital                   | 9,012.12                    | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>632,105.60</b>           | <b>655,300.75</b>           | <b>766,400</b>               | <b>766,400</b>               | <b>797,400</b>               | <b>4.04%</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  |
|------------------------------|-------------|-----------|---|
| <b>Budget Year 2011-2012</b> |             |           |   |
| Safe City                    | 09/11       | Completed | • Complete needs assessment/architectural design for new Police facility. |
| Safe City                    | 12/11       | On Hold   | • Develop financial strategy to fund new Police Department facility.      |
| Safe City                    | 06/12       | Met       | • Maintain patrol response to priority calls of 4:45 minutes or less.     |
| Safe City                    | 06/12       | Unmet     | • Achieve 22% clearance rate for property crimes.                         |
| Safe City                    | 06/12       | Unmet     | • Achieve 68% clearance rate for violent crimes.                          |
| Safe City                    | 06/12       | Unmet     | • Maintain rate of 5 DUI arrests per 1,000 population.                    |
| <b>Budget Year 2012-2013</b> |             |           |   |
| Safe City                    | 6/13        |           | • Maintain patrol response to priority calls of 4:45 minutes or less.     |
| Safe City                    | 6/13        |           | • Achieve 20% clearance rate for property crimes.                         |
| Safe City                    | 6/13        |           | • Achieve 65% clearance rate for violent crimes.                          |
| Safe City                    | 6/13        |           | • Maintain rate of 4 DUI arrests per 1,000 population.                    |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|                                     | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|-------------------------------------|------------------|------------------|------------------|------------------|
| Number of calls for service         | 60,972           | 56,366           | 58,000           | 60,000           |
| Part 1 Crimes (UCR) (1)             | 1,896            | 2,035            | 2,600            | 2,500            |
| Part 2 Crimes (UCR) (2)             | 6,555            | 5,568            | 5,600            | 5,800            |
| Total number of arrests             | 4,300            | 3,380            | 3,300            | 3,300            |
| Number of uniform traffic citations | 6,600            | 4,570            | 4,600            | 5,000            |
| Animal and abandoned vehicle calls  | 2,520            | 2,368            | 1,730            | 2,000            |

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

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

UCR = Uniform Crime Reporting.

#### STAFFING SUMMARY

|                 | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-----------------|-----------|-----------|-----------|-----------|
| Authorized FTEs | 85.25     | 85.25     | 85.25     | 85.25     |
| Budgeted FTEs   | 85.25     | 85.25     | 82.25     | 78.75     |

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 1301: Police**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 9,046,790.80                | 9,160,790.34                | 9,683,800                    | 9,683,800                    | 9,530,000                    | -1.59%              |
| Materials & Services      | 2,013,847.05                | 1,900,398.79                | 2,368,200                    | 2,374,600                    | 2,053,200                    | -13.53%             |
| Capital                   | 11,293.47                   | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>11,071,931.32</b>        | <b>11,061,189.13</b>        | <b>12,052,000</b>            | <b>12,058,400</b>            | <b>11,583,200</b>            | <b>-3.94%</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>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|-----------------|------------------|------------------|------------------|------------------|
| Authorized FTEs | 9                | 9                | 9                | 9                |
| Budgeted FTEs   | 9                | 9                | 9                | 9                |

CITY OF ALBANY, OREGON  
Adopted Budget Summary

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

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 753,206.74                  | 814,042.64                  | 896,300                      | 896,300                      | 887,500                      | -0.98%              |
| Materials & Services      | 148,071.10                  | 172,308.87                  | 116,900                      | 116,900                      | 72,500                       | -37.98%             |
| Capital                   | 17,100.46                   | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>918,378.30</b>           | <b>986,351.51</b>           | <b>1,013,200</b>             | <b>1,013,200</b>             | <b>960,000</b>               | <b>-5.25%</b>       |

## PROGRAM NARRATIVE

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

**Responsible Manager/Title:** Heather Hansen, Planning Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Plan for the future of the City. The general plan for the City is the Albany Comprehensive Plan and Map. Planning topics addressed in the Comprehensive Plan include transportation, housing, natural resources, and many others. Planning staff keeps the Comprehensive Plan and Map up to date by making revisions when necessary to reflect changing conditions.
- Review applications for annexations and new development in Albany.
- Revise and administer the Albany Development Code. 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.
- 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 of Historic Districts by administering the City's Historic Preservation Program.
- Provide staff support to City Council, Planning Commission, Landmarks Advisory Commission, and City departments.
- Prepare long-range area plans for the City. These plans typically propose new zoning designations or new public facility locations.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme                  | Target Date |             | Strategies/Actions   |
|---------------------------------------|-------------|-------------|--|
| Budget Year 2011-2012                 |             |             |  |
| Great Neighborhoods & Healthy Economy | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Develop an integrated plan for South Albany that creates a vibrant new neighborhood with a feasible and efficient mix of uses, densities, and amenities.</li> </ul> |
| Effective Government                  | 06/12       | Delayed     | <ul style="list-style-type: none"> <li>• Integrate recommendations from the 2007 Economic Opportunities Analysis and the 2006 Housing study.</li> </ul>  |
| Safe City                             | 06/12       | 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>                               |
| Budget Year 2012-2013                 |             |             |  |
| Great Neighborhoods & Healthy Economy | 12/12       |             | <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                  | 06/13       |             | <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       |             | <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

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Number of Planning applications.                                   | 107              | 113              | 150              | 120              |
| Percent of applications reviewed within state-mandated time limit. | 100%             | 100%             | 100%             | 100%             |

#### STAFFING SUMMARY

|               |            |     |     |     |
|---------------|------------|-----|-----|-----|
| Budgeted FTEs | 9.0<br>141 | 9.5 | 8.5 | 7.5 |
|---------------|------------|-----|-----|-----|

**PROG 1601: Planning**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 923,278.11                  | 874,919.67                  | 948,700                      | 948,700                      | 783,100                      | -17.46%             |
| Materials & Services      | 208,655.94                  | 195,598.10                  | 240,900                      | 240,900                      | 249,000                      | 3.36%               |
| <b>TOTAL EXPENDITURES</b> | <b>1,131,934.05</b>         | <b>1,070,517.77</b>         | <b>1,189,600</b>             | <b>1,189,600</b>             | <b>1,032,100</b>             | <b>-13.24%</b>      |

**PROGRAM NARRATIVE**

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

**Responsible Manager/Title:** Heather Hansen, Planning Manager

**FUNCTIONS AND RESPONSIBILITIES**

- Administer the housing program in ways that primarily benefit low- and moderate-income families. 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.
- Provide financial assistance to citizens, groups, and/or agencies that preserve and develop affordable housing.
- Helping Hands received two loans totaling \$150,000 for expansion of their facility.

**STRATEGIES/ACTIONS**

| Strategic Plan Theme  | Target Date | Status  | Strategies/Actions   |
|-----------------------|-------------|---------|--|
| Budget Year 2011-2012 |             |         |  |
| Great Neighborhoods   | 7/12        | Ongoing | <ul style="list-style-type: none"> <li>• Evaluate requests for affordable housing projects. Award grants to non-profit agencies</li> </ul>             |
| Budget Year 2012-2013 |             |         |  |
| Great Neighborhoods   | 08/12       |         | <ul style="list-style-type: none"> <li>• Form a Housing Task Force that will assess and establish affordable housing needs and programs.</li> </ul>    |
|                       | 04/13       |         | <ul style="list-style-type: none"> <li>• Prepare a consolidated affordable housing action plan.</li> </ul>   |
|                       | 06/13       |         | <ul style="list-style-type: none"> <li>• Consider accepting CDBG Entitlement designation and grant funding for affordable housing programs.</li> </ul> |



**PROG 1606: Housing**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 19,765.22                   | 66,644.07                   | 248,800                      | 248,800                      | 120,800                      | -51.45%             |
| Transfers Out             | 16,249.48                   | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>36,014.70</b>            | <b>66,644.07</b>            | <b>248,800</b>               | <b>248,800</b>               | <b>120,800</b>               | <b>-51.45%</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 2011-2012 |             |           |   |
| Effective Government  | 06/12       | Completed | <ul style="list-style-type: none"> <li>• Collaborate with GAPS to offer Summer Library services.</li> </ul>                   |
| Great Neighborhoods   | 06/12       | Completed | <ul style="list-style-type: none"> <li>• Continue Six Sigma project to improve Technical Services processes</li> </ul>        |
|                       | 06/12       | Delayed   | <ul style="list-style-type: none"> <li>• Apply for Federal E-rate discounts.</li> </ul>                                       |
|                       | 06/12       | Completed | <ul style="list-style-type: none"> <li>• Explore open-source and other Integrated Library Systems options.</li> </ul>         |
| Budget Year 2012-2013 |             |           |   |
| Great Neighborhoods   | 06/13       |           | <ul style="list-style-type: none"> <li>• Collaborate with GAPS to improve access to neighborhood school libraries.</li> </ul> |
| Effective Government  | 06/13       |           | <ul style="list-style-type: none"> <li>• Apply for Federal E-rate discounts.</li> </ul>                                       |
|                       | 06/13       |           | <ul style="list-style-type: none"> <li>• Complete migration to Evergreen ILS.</li> </ul>                                      |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| ICMA Circulation rate/Registered Borrower. | 27               | 27               | 25               | 27               |
| Library visitors.                          | 402,099          | 370,550          | 380,000          | 390,000          |
| ICMA cost/item circulated (Mean= \$3.51).  | \$2.52           | \$2.56           | \$2.60           | \$2.50           |
| Youth program attendance.                  | 16,624           | 19,436           | 18,000           | 20,000           |
| Circulation.                               | 772,960          | 780,163          | 750,000          | 760,000          |

#### STAFFING SUMMARY

|               |        |        |        |        |
|---------------|--------|--------|--------|--------|
| Budgeted FTEs | 21.975 | 21.725 | 21.400 | 20.730 |
|---------------|--------|--------|--------|--------|

100: General Fund  
45: Library

CITY OF ALBANY, OREGON  
Adopted Budget Summary

Budget Fiscal Year: 2013

**PROG 1701: Library**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 1,503,540.99                | 1,592,207.13                | 1,697,100                    | 1,697,100                    | 1,606,100                    | -5.36%              |
| Materials & Services      | 1,025,911.67                | 725,487.00                  | 753,600                      | 776,100                      | 797,800                      | 2.80%               |
| <b>TOTAL EXPENDITURES</b> | <b>2,529,452.66</b>         | <b>2,317,694.13</b>         | <b>2,450,700</b>             | <b>2,473,200</b>             | <b>2,403,900</b>             | <b>-2.80%</b>       |



CITY OF  
*Albany*

O R E G O N

## **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 2012-13, the Parks & Recreation Fund is forecast to receive current property taxes totalling \$3,930,600.

#### **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 2012-13 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 increase by 2.70 percent to \$1,850,000. 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 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 November, 2006, General Election. The rate is \$0.95 per \$1,000 of assessed value for a period of five years beginning with the 2008-09 fiscal year. Fiscal Year 2011-12 is the fourth year of the new 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 2012-13, an increase of 13.45 percent from the amount projected for 2011-12.

The five-percent sewer and water in-lieu-of franchise fee will generate \$459,000 and \$448,800 from the Sewer and Water Funds respectively. Revenues from the franchise fees are expected to rise three to five percent annually as water and sewer rates rise over the next ten years.

## SPECIAL REVENUE FUNDS

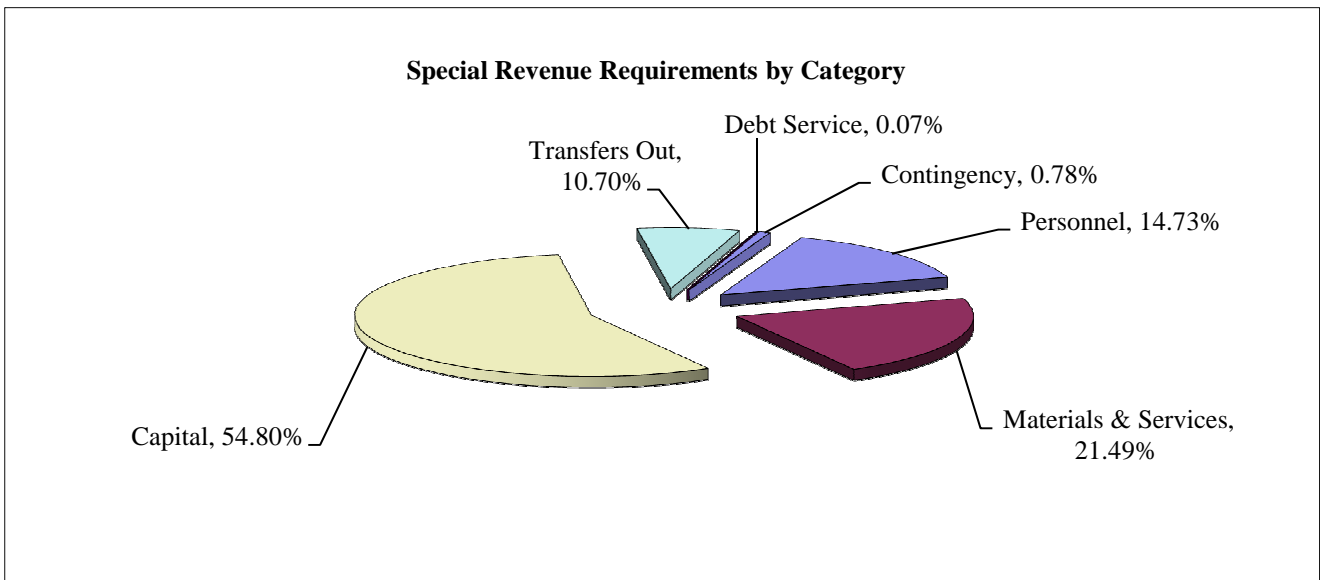
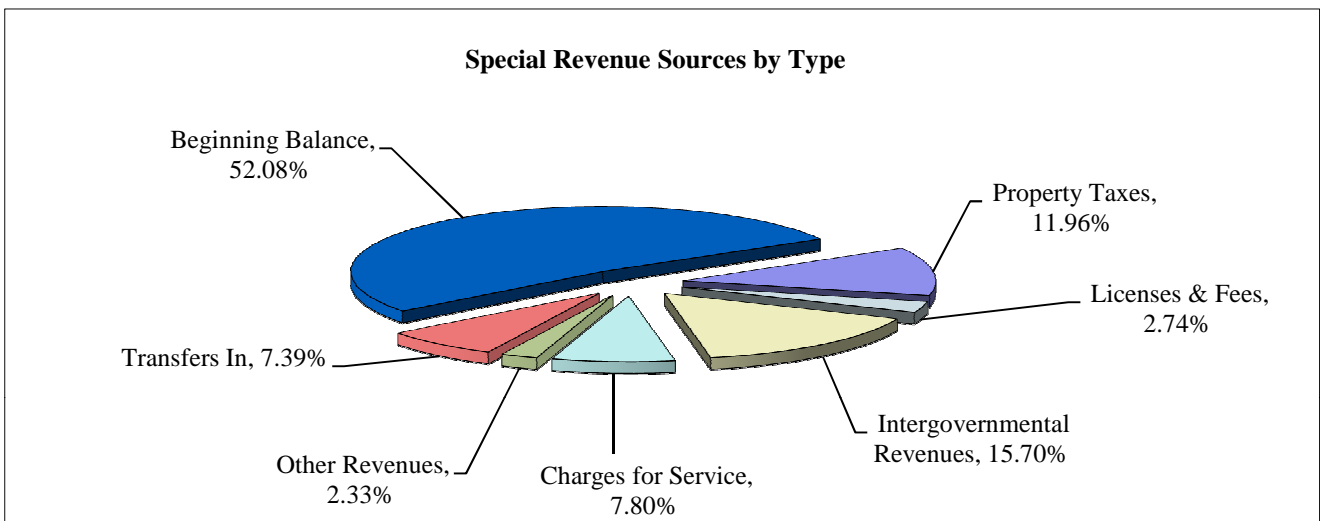
Adopted for the Fiscal Year 2012-13

### RESOURCES

|                                |                      |
|--------------------------------|----------------------|
| Property Taxes                 | \$ 6,076,700         |
| Transient Room Taxes           | 685,400              |
| Franchise Fees/Privilege Taxes | -                    |
| Licenses & Fees                | 1,390,000            |
| Intergovernmental Revenues     | 7,977,800            |
| Charges for Service            | 3,963,200            |
| Other Revenues                 | 339,500              |
| Investment Earnings            | 157,100              |
| Transfers In                   | 3,758,900            |
| Beginning Balance              | 26,458,000           |
| <b>Total Resources</b>         | <b>\$ 50,806,600</b> |

### REQUIREMENTS

|                           |                      |
|---------------------------|----------------------|
| Personnel                 | \$ 7,485,500         |
| Materials & Services      | 10,918,300           |
| Capital                   | 28,447,100           |
| Transfers Out             | 3,524,900            |
| Debt Service              | 37,900               |
| Contingency               | 392,900              |
| <b>Total Requirements</b> | <b>\$ 50,806,600</b> |





CITY OF  
*Albany*

O R E G O N



**PARKS & RECREATION FUND**  
**RESOURCE DETAIL**

| Resources                         | 2009-10      | 2010-11      | .....2011-12..... |                   | 2012-13           | % Change        | % of           |
|-----------------------------------|--------------|--------------|-------------------|-------------------|-------------------|-----------------|----------------|
|                                   | Actual       | Actual       | Adopted<br>Budget | Revised<br>Budget | Adopted<br>Budget | from<br>2011-12 | Fund<br>Budget |
| Property Taxes - Current          | \$ 3,676,239 | \$ 3,828,344 | \$4,037,600       | \$ 4,037,600      | \$3,930,600       | (2.65%)         | 53.81%         |
| Property Taxes - Delinquent       | 129,766      | 124,489      | 105,000           | 105,000           | 106,000           | 0.95%           | 1.45%          |
| Parks SDC: Principal              | 10,852       | 49,466       | 5,000             | 5,000             | 1,000             | (80.00%)        | 0.01%          |
| Parks SDC: Interest               | 3,677        | 2,203        | 1,500             | 1,500             | -                 | (100.00%)       | -              |
| Parks Systems Development Charges | 231,581      | 107,323      | 100,000           | 100,000           | 75,000            | (25.00%)        | 1.03%          |
| Street Tree Development Fees      | 6,231        | 20,000       | 20,000            | 20,000            | -                 | (100.00%)       | -              |
| State Marine Board                | 9,000        | 9,000        | 9,000             | 9,000             | 9,000             | -               | 0.12%          |
| WComp Wage Subsidy Reimb          | 416          | 2,310        | -                 | -                 | -                 | -               | -              |
| Charges for Services              | 62,800       | -            | -                 | -                 | -                 | -               | -              |
| Agriculture Lease Payments        | -            | 2,096        | 2,100             | 2,100             | 2,100             | -               | 0.03%          |
| CYF Recreation Fees               | 32,331       | 38,050       | 38,200            | 38,200            | 47,000            | 23.04%          | 0.64%          |
| CYF Sponsorships                  | 405          | 4,500        | 5,000             | 5,000             | 5,000             | -               | 0.07%          |
| Marketing Fees                    | 4,233        | 10,170       | -                 | -                 | -                 | -               | -              |
| Adult Recreation Fees             | 25,444       | 5,744        | 25,700            | 25,700            | 6,500             | (74.71%)        | 0.09%          |
| Swimming Pool Receipts            | 76,224       | 77,348       | 80,000            | 80,000            | 80,000            | -               | 1.10%          |
| Senior Center Rental Fees         | 29,284       | 22,442       | 23,400            | 23,400            | 18,000            | (23.08%)        | 0.25%          |
| Maple Lawn Preschool Fees         | 68,776       | 67,490       | 63,100            | 63,100            | 70,000            | 10.94%          | 0.96%          |
| Sports Program Fees               | 96,362       | 95,630       | 93,200            | 93,200            | 112,500           | 20.71%          | 1.54%          |
| Waverly Boat Revenues             | 4,465        | 5,380        | 5,000             | 5,000             | 6,000             | 20.00%          | 0.08%          |
| Park Permits                      | 26,118       | 13,295       | 6,000             | 6,000             | 5,000             | (16.67%)        | 0.07%          |
| Fitness Program Fees              | 62,147       | 77,450       | 68,700            | 68,700            | 33,500            | (51.24%)        | 0.46%          |
| Preschool Material/Service Fees   | 3,450        | 4,261        | 3,300             | 3,300             | 3,800             | 15.15%          | 0.05%          |
| Senior Program Fees               | 18,037       | 10,440       | 5,000             | 5,000             | 7,000             | 40.00%          | 0.10%          |
| Event Souvenir Sales              | 4,454        | 3,045        | -                 | -                 | -                 | -               | -              |
| Event Food Faire Revenues         | 20,378       | 21,368       | -                 | -                 | -                 | -               | -              |
| Preschool Fundraising Proceeds    | 2,123        | 3,618        | -                 | -                 | -                 | -               | -              |
| NWAAF Fees                        | 8,881        | 9,853        | 11,000            | 11,000            | 9,000             | (18.18%)        | 0.12%          |
| Hot Air Balloon Rides             | 15,525       | 11,775       | 10,000            | 10,000            | 7,400             | (26.00%)        | 0.10%          |
| Senior Newsletter                 | 3,118        | 2,717        | 3,000             | 3,000             | 1,500             | (50.00%)        | 0.02%          |
| Gift Shop Revenue                 | 6,142        | 6,698        | 6,500             | 6,500             | 6,500             | -               | 0.09%          |
| Trip Revenue                      | 35,579       | 47,818       | 43,400            | 43,400            | 43,400            | -               | 0.59%          |
| Merchandise Sales - Aquatics      | 4,139        | 3,332        | 4,500             | 4,500             | 3,800             | (15.56%)        | 0.05%          |
| Cool! Facility Rental Fees        | 7,094        | 8,638        | 8,000             | 8,000             | 6,500             | (18.75%)        | 0.09%          |
| Concession Sales - Aquatic        | 14,394       | 12,729       | 15,000            | 15,000            | 10,000            | (33.33%)        | 0.14%          |
| Concession Sales - Sports         | 1,770        | 1,851        | 2,500             | 2,500             | 3,500             | 40.00%          | 0.05%          |
| Public Arts                       | 419          | 4,371        | 4,000             | 4,000             | 4,500             | 12.50%          | 0.06%          |
| Concessions Sales - Fitness       | 619          | -            | -                 | -                 | -                 | -               | -              |
| Swanson Room Rental Fees          | 2,830        | 595          | 1,000             | 1,000             | 2,500             | 150.00%         | 0.03%          |
| Track Club Revenue                | 3,971        | 3,957        | 2,500             | 2,500             | 2,500             | -               | 0.03%          |
| Facility Enhancement Fee          | 5,815        | 4,580        | 5,500             | 5,500             | 5,500             | -               | 0.08%          |
| ACP Swimming Pool Receipts        | 158,093      | 159,136      | 155,000           | 155,000           | 160,000           | 3.23%           | 2.19%          |
| ACP Facility Rental Fees          | 22,959       | 27,375       | 23,100            | 23,100            | 24,000            | 3.90%           | 0.33%          |
| Sport Camp Fees                   | -            | -            | 500               | 500               | -                 | (100.00%)       | -              |
| Tournament Rental Fees            | 5,033        | 4,981        | 5,500             | 5,500             | 5,500             | -               | 0.08%          |
| Event Donations                   | 28,932       | 30,843       | -                 | -                 | -                 | -               | -              |
| Youth Program User Fees           | 5,139        | -            | 3,500             | 3,500             | 3,500             | -               | 0.05%          |
| Community Garden Revenues         | 654          | 980          | 500               | 500               | 500               | -               | 0.01%          |
| Pool Room Revenue                 | -            | 1,699        | 1,200             | 1,200             | 1,200             | -               | 0.02%          |
| River Rhythms Food Faire          | -            | -            | 8,800             | 8,800             | 6,200             | (29.55%)        | 0.08%          |
| NWAAF Food Vendors                | -            | -            | 11,500            | 11,500            | 8,600             | (25.22%)        | 0.12%          |
| Mondays at Monteith Food Vendors  | -            | -            | 1,200             | 1,200             | 1,800             | 50.00%          | 0.02%          |
| River Rhythms Souvenir Sales      | -            | -            | 500               | 500               | 1,000             | 100.00%         | 0.01%          |
| NWAAF Souvenir Sales              | -            | -            | 6,000             | 6,000             | 2,000             | (66.67%)        | 0.03%          |
| Trolley Rental Charges            | 2,545        | 3,070        | 3,000             | 3,000             | 1,700             | (43.33%)        | 0.02%          |
| Gifts & Donations                 | 63,255       | 22,418       | 64,000            | 64,000            | 7,000             | (89.06%)        | 0.10%          |
| River Rhythms Donations           | -            | -            | 13,000            | 13,000            | 13,000            | -               | 0.18%          |
| NWAAF Donations                   | -            | -            | 13,500            | 13,500            | 18,700            | 38.52%          | 0.26%          |
| Mondays at Monteith Donations     | -            | -            | 2,100             | 2,100             | 3,000             | 42.86%          | 0.04%          |

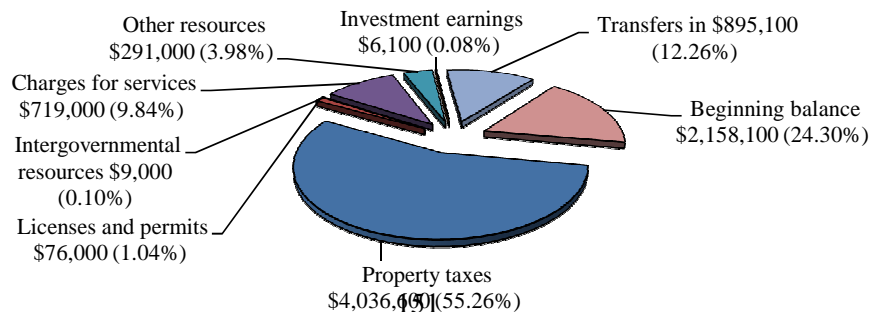
continued

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

| Resources, continued             | 2009-10             | 2010-11             | .....2011-12.....  |                     | 2012-13            | % Change        | % of           |
|----------------------------------|---------------------|---------------------|--------------------|---------------------|--------------------|-----------------|----------------|
|                                  | Actual              | Actual              | Adopted Budget     | Revised Budget      | Adopted Budget     | from 2011-12    | Fund Budget    |
| July 4th Sponsorships            | -                   | -                   | -                  | -                   | 15,000             | -               | 0.21%          |
| Mondays at Monteith Sponsorships | 17,833              | 11,575              | 15,000             | 15,000              | 15,000             | -               | 0.21%          |
| Pass-The-Hat Donations           | -                   | 416                 | -                  | -                   | -                  | -               | -              |
| Park Fixture Donations           | -                   | 4,950               | -                  | -                   | -                  | -               | -              |
| Senior Center Sponsorships       | 12,081              | 6,625               | 7,500              | 7,500               | 7,500              | -               | 0.10%          |
| CPAS Sponsorships                | 9,450               | 6,930               | 8,300              | 8,300               | 9,000              | 8.43%           | 0.12%          |
| River Rhythms Sponsorships       | 45,935              | 38,370              | 55,000             | 55,000              | 55,000             | -               | 0.75%          |
| NWAAF Sponsorships               | 72,370              | 63,980              | 72,500             | 72,500              | 72,500             | -               | 0.99%          |
| Aquatic Sponsorship              | 57,801              | 3,500               | 3,500              | 3,500               | 3,500              | -               | 0.05%          |
| Adult Rec & Fitness Sponsorship  | 1,000               | 1,021               | 1,000              | 1,000               | 1,000              | -               | 0.01%          |
| Sports Sponsorship               | 1,250               | 950                 | 5,000              | 5,000               | 3,500              | (30.00%)        | 0.05%          |
| Misc Event Sponsorship/Donation  | 11,586              | 251                 | -                  | -                   | -                  | -               | -              |
| Aquatic Donations                | -                   | 56,698              | 68,000             | 68,000              | 60,000             | (11.76%)        | 0.82%          |
| E Thornton Lake Donations        | -                   | 1,200               | -                  | -                   | -                  | -               | -              |
| Miscellaneous Revenue            | 7,423               | 17,267              | 2,000              | 2,000               | 5,000              | 150.00%         | 0.07%          |
| Over & short                     | 1                   | 19                  | -                  | -                   | -                  | -               | -              |
| Brochure Advertising Revenue     | 2,320               | 2,095               | 2,500              | 2,500               | 1,500              | (40.00%)        | 0.02%          |
| General Fundraising              | 860                 | 826                 | 800                | 800                 | 800                | -               | 0.01%          |
| Interest                         | 44,184              | 22,281              | 16,100             | 16,100              | 6,100              | (62.11%)        | 0.08%          |
| <b>Total Current Resources</b>   | <b>5,285,793</b>    | <b>5,213,830</b>    | <b>5,383,800</b>   | <b>5,383,800</b>    | <b>5,137,700</b>   | <b>(4.57%)</b>  | <b>70.34%</b>  |
| From Parks Fund                  | -                   | -                   | -                  | -                   | 12,400             | -               | 0.17%          |
| From General Fund                | 187,200             | 187,200             | 187,200            | 187,200             | 187,200            | -               | 2.56%          |
| From Equipment Replacement       | 82,700              | -                   | -                  | -                   | -                  | -               | -              |
| From Street Fund                 | 80,000              | 80,000              | 80,000             | 80,000              | 80,000             | -               | 1.10%          |
| From Parks SDC Program           | 71,924              | 15,788              | 1,010,000          | 1,010,000           | 535,000            | (47.03%)        | 7.32%          |
| From Grants Fund                 | -                   | 21,688              | -                  | -                   | -                  | -               | -              |
| From Parks Operating Revenues    | 164,805             | 82,441              | -                  | -                   | -                  | -               | -              |
| From Litigation Proceeds         | -                   | 1,000,000           | -                  | -                   | -                  | -               | -              |
| Transfer In: Transient Room Tax  | -                   | -                   | 59,100             | 59,100              | 80,500             | 36.21%          | 1.10%          |
| <b>Total Transfers In</b>        | <b>586,629</b>      | <b>1,387,117</b>    | <b>1,336,300</b>   | <b>1,336,300</b>    | <b>895,100</b>     | <b>(33.02%)</b> | <b>12.25%</b>  |
| Beginning Balance                | 2,260,922           | 2,498,537           | 2,158,100          | 2,158,100           | 1,271,500          | (41.08%)        | 17.41%         |
| <b>Total Resources</b>           | <b>\$ 8,133,344</b> | <b>\$ 9,099,484</b> | <b>\$8,878,200</b> | <b>\$ 8,878,200</b> | <b>\$7,304,300</b> | <b>(17.73%)</b> | <b>100.00%</b> |

**SUMMARY BY SOURCE**

| Resources                      | 2009-10             | 2010-11             | .....2011-12.....  |                     | 2012-13            | % Change        | % of           |
|--------------------------------|---------------------|---------------------|--------------------|---------------------|--------------------|-----------------|----------------|
|                                | Actual              | Actual              | Adopted Budget     | Revised Budget      | Adopted Budget     | from 2011-12    | Fund Budget    |
| Property taxes                 | \$ 3,806,006        | \$ 3,952,833        | \$4,142,600        | \$ 4,142,600        | \$4,036,600        | (2.56%)         | 55.27%         |
| Licenses and permits           | 252,341             | 178,991             | 126,500            | 126,500             | 76,000             | (39.92%)        | 1.05%          |
| Intergovernmental resources    | 9,416               | 11,310              | 9,000              | 9,000               | 9,000              | -               | 0.12%          |
| Charges for services           | 870,682             | 809,323             | 755,900            | 755,900             | 719,000            | (4.88%)         | 9.84%          |
| Other resources                | 303,164             | 239,092             | 333,700            | 333,700             | 291,000            | (12.80%)        | 3.98%          |
| Investment earnings            | 44,184              | 22,281              | 16,100             | 16,100              | 6,100              | (62.11%)        | 0.08%          |
| <b>Total Current Resources</b> | <b>5,285,793</b>    | <b>5,213,830</b>    | <b>5,383,800</b>   | <b>5,383,800</b>    | <b>5,137,700</b>   | <b>(4.57%)</b>  | <b>70.34%</b>  |
| Transfers in                   | 586,629             | 1,387,117           | 1,336,300          | 1,336,300           | 895,100            | (33.02%)        | 12.25%         |
| Beginning balance              | 2,260,922           | 2,498,537           | 2,158,100          | 2,158,100           | 1,271,500          | (41.08%)        | 17.41%         |
| <b>Total Resources</b>         | <b>\$ 8,133,344</b> | <b>\$ 9,099,484</b> | <b>\$8,878,200</b> | <b>\$ 8,878,200</b> | <b>\$7,304,300</b> | <b>(17.73%)</b> | <b>100.00%</b> |



**PARKS & RECREATION FUND  
REQUIREMENT SUMMARIES**

| Program Requirements                         | 2009-10            | 2010-11            | .....2011-12.....  |                     | .....2012-13.....   |                    |                    |
|--|--------------------|--------------------|--------------------|---------------------|---------------------|--------------------|--------------------|
|  | Actual             | Actual             | Adopted            | Revised             | Proposed            | Approved           | Adopted            |
| Sports Services                              | \$ 210,206         | \$ 198,158         | \$ 235,900         | \$ 235,900          | \$ 250,700          | \$ 250,700         | \$ 250,700         |
| Children/Youth/Family<br>Recreation Services | 222,755            | 211,244            | 265,400            | 265,400             | 271,100             | 271,100            | 271,100            |
| Resource Development/<br>Marketing Services  | 252,561            | 266,264            | 296,600            | 296,600             | 320,900             | 320,900            | 320,900            |
| Adult Recreation & Fitness<br>Services       | 187,905            | 110,288            | -                  | -                   | -                   | -                  | -                  |
| Park Maintenance Services                    | 1,342,256          | 1,330,621          | 1,843,800          | 1,843,800           | 1,741,900           | 1,741,900          | 1,741,900          |
| Parks & Recreation Administration            | 1,395,686          | 1,353,568          | 1,629,600          | 1,629,600           | 1,669,800           | 1,669,800          | 1,669,800          |
| Senior Services                              | 448,382            | 391,199            | -                  | -                   | -                   | -                  | -                  |
| Aquatic Services                             | 693,247            | 692,588            | 774,900            | 774,900             | 771,900             | 771,900            | 771,900            |
| NW Art & Air Festival                        | 157,510            | 149,865            | -                  | -                   | -                   | -                  | -                  |
| Performance Series                           | 132,636            | 127,383            | -                  | -                   | -                   | -                  | -                  |
| Adult Recreation Services                    | -                  | -                  | 502,500            | 502,500             | 423,900             | 423,900            | 423,900            |
| Performance and Cultural Arts                | -                  | -                  | 402,300            | 402,300             | 437,300             | 437,300            | 437,300            |
| Urban Forestry                               | 253,547            | 226,180            | -                  | -                   | -                   | -                  | -                  |
| Park SDC Projects                            | 148,500            | 53,900             | 1,835,200          | 1,835,200           | 851,400             | 851,400            | 851,400            |
| Senior Center Foundation                     | 7,921              | 9,474              | 19,600             | 19,600              | 18,000              | 18,000             | 18,000             |
| Parks Capital Improvement Program            | 181,697            | 1,342,189          | 1,072,400          | 1,072,400           | 547,400             | 547,400            | 547,400            |
| <b>Total Requirements</b>                    | <b>\$5,634,808</b> | <b>\$6,462,921</b> | <b>\$8,878,200</b> | <b>\$ 8,878,200</b> | <b>\$ 7,304,300</b> | <b>\$7,304,300</b> | <b>\$7,304,300</b> |

**Requirements by Type**

|                           |                    |                    |                    |                     |                     |                    |                    |
|---------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|--------------------|--------------------|
| Personnel                 | \$2,710,243        | \$2,540,022        | \$2,799,700        | \$ 2,799,700        | \$2,722,800         | \$2,722,800        | \$2,722,800        |
| Materials & Services      | 2,263,442          | 2,193,446          | 2,700,000          | 2,700,000           | 2,746,800           | 2,746,800          | 2,746,800          |
| Capital                   | 181,697            | 1,405,897          | 1,696,400          | 1,696,400           | 784,100             | 784,100            | 784,100            |
| Transfers Out             | 479,426            | 323,556            | 1,378,200          | 1,378,200           | 746,600             | 746,600            | 746,600            |
| Contingency               | -                  | -                  | 303,900            | 303,900             | 304,000             | 304,000            | 304,000            |
| <b>Total Requirements</b> | <b>\$5,634,808</b> | <b>\$6,462,921</b> | <b>\$8,878,200</b> | <b>\$ 8,878,200</b> | <b>\$ 7,304,300</b> | <b>\$7,304,300</b> | <b>\$7,304,300</b> |

**Adopted Requirements  
by Program and Type**

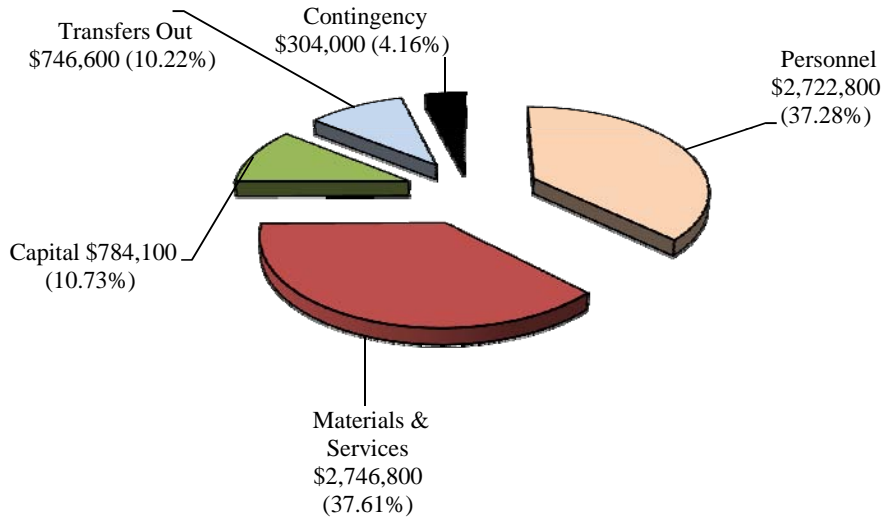
|  | Personnel          | Materials<br>& Services | Capital           | Transfers<br>Out  | Contin-<br>gency  | Adopted<br>Budget  | % of Fund<br>Budget |
|--|--------------------|-------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| Sports Services                              | \$ 146,400         | \$ 104,300              | \$ -              | \$ -              | \$ -              | \$ 250,700         | 3.43%               |
| Children/Youth/Family<br>Recreation Services | 231,800            | 39,300                  | -                 | -                 | -                 | 271,100            | 3.71%               |
| Resource Development/<br>Marketing Services  | 262,300            | 58,600                  | -                 | -                 | -                 | 320,900            | 4.39%               |
| Park Maintenance Services                    | 861,500            | 876,400                 | 4,000             | -                 | -                 | 1,741,900          | 23.85%              |
| Parks & Recreation Administration            | 435,300            | 698,900                 | 20,000            | 211,600           | 304,000           | 1,669,800          | 22.86%              |
| Senior Services                              | -                  | -                       | -                 | -                 | -                 | -                  | -                   |
| Aquatic Services                             | 498,200            | 263,700                 | 10,000            | -                 | -                 | 771,900            | 10.57%              |
| Adult Recreation Services                    | 238,200            | 185,700                 | -                 | -                 | -                 | 423,900            | 5.80%               |
| Performance and Cultural Arts                | 49,100             | 388,200                 | -                 | -                 | -                 | 437,300            | 5.99%               |
| Park SDC Projects                            | -                  | 113,700                 | 202,700           | 535,000           | -                 | 851,400            | 11.66%              |
| Senior Center Foundation                     | -                  | 18,000                  | -                 | -                 | -                 | 18,000             | 0.25%               |
| Parks Capital Improvement Program            | -                  | -                       | 547,400           | -                 | -                 | 547,400            | 7.49%               |
| <b>Total Requirements</b>                    | <b>\$2,722,800</b> | <b>\$2,746,800</b>      | <b>\$ 784,100</b> | <b>\$ 746,600</b> | <b>\$ 304,000</b> | <b>\$7,304,300</b> | <b>100.00%</b>      |
| <b>Percent of Fund Budget</b>                | <b>37.28%</b>      | <b>37.61%</b>           | <b>10.73%</b>     | <b>10.22%</b>     | <b>4.16%</b>      | <b>100.00%</b>     |                     |

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

| Staffing Summary (FTE)                       | 2009-10       | 2010-11       | .....2011-12..... |               | .....2012-13..... |               |               |
|--|---------------|---------------|-------------------|---------------|-------------------|---------------|---------------|
|  | 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<br>Recreation Services | 3.575         | 3.100         | 3.100             | 3.100         | 3.100             | 3.100         | 3.100         |
| Resource Development/<br>Marketing Services  | 2.540         | 2.540         | 2.675             | 2.675         | 2.725             | 2.725         | 2.725         |
| Adult Recreation & Fitness<br>Services       | 1.200         | 0.200         | -                 | -             | -                 | -             | -             |
| Park Maintenance Services                    | 8.000         | 7.000         | 10.500            | 10.500        | 9.500             | 9.500         | 9.500         |
| Parks & Recreation Administration            | 3.800         | 3.800         | 4.000             | 4.000         | 4.150             | 4.150         | 4.150         |
| Senior Services                              | 4.200         | 3.200         | -                 | -             | -                 | -             | -             |
| Aquatic Services                             | 4.575         | 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                    | -             | -             | 2.400             | 2.400         | 1.850             | 1.850         | 1.850         |
| Urban Forestry                               | 2.500         | 1.500         | -                 | -             | -                 | -             | -             |
| <b>Total FTE</b>                             | <b>32.050</b> | <b>26.500</b> | <b>27.175</b>     | <b>27.175</b> | <b>25.825</b>     | <b>25.825</b> | <b>25.825</b> |

**REQUIREMENTS BY TYPE**

Category Total and Percent of Budget



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

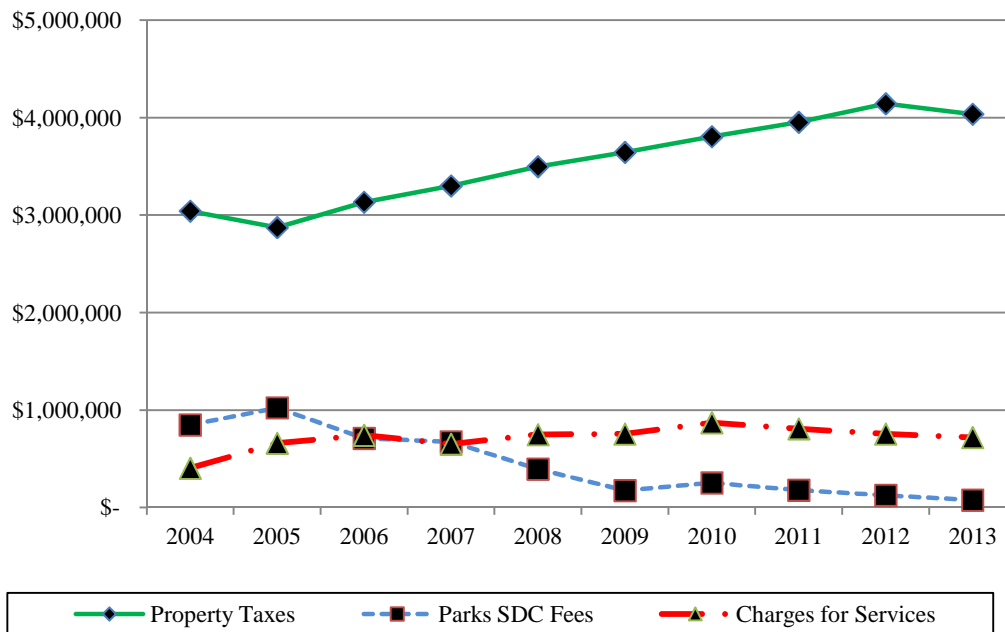
Actual Revenues for 2004 through 2011, Budgeted Resources for 2012 and 2013

| Fiscal Years | Property Taxes | Parks SDC  | Intergovernmental Resources | Charges for Services | Other Resources | Transfers In | Beginning Balance | Total Resources |
|--------------|----------------|------------|-----------------------------|----------------------|-----------------|--------------|-------------------|-----------------|
| 2004         | \$ 3,041,579   | \$ 848,574 | \$ 77,300                   | \$ 403,711           | \$ 216,257      | \$ 72,220    | \$ 2,037,725      | \$ 6,697,366    |
| 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         | 4,142,600      | 126,500    | 9,000                       | 755,900              | 349,800         | 1,336,300    | 2,158,100         | 8,878,200       |
| 2013         | 4,036,600      | 76,000     | 9,000                       | 719,000              | 297,100         | 895,100      | 1,271,500         | 7,304,300       |

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

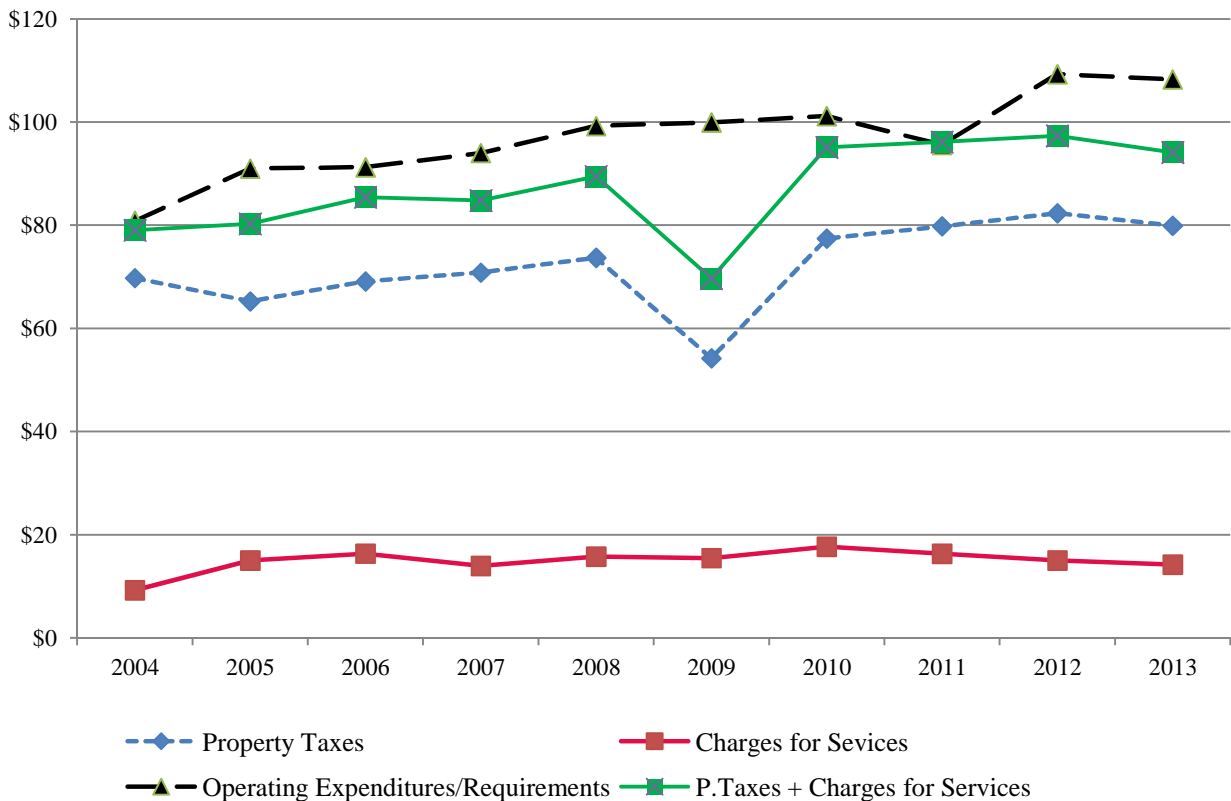
### Total Property Taxes Collected per Capita and Charges for Services per Capita Ten Fiscal Years from 2004-2013 (1)

| Fiscal<br>Year<br>Ended<br>June 30, | OPERATING<br>EXPENDITURES/<br>REQUIREMENTS |            | PROPERTY<br>TAXES (2) |            | CHARGES<br>FOR SERVICES |            |
|-------------------------------------|--|------------|-----------------------|------------|-------------------------|------------|
|                                     | Amount                                     |            | Amount                |            | Amount                  |            |
|                                     | Expended                                   | per Capita | Collected             | per Capita | Received                | per Capita |
| 2004                                | \$ 3,525,362                               | \$ 80.86   | \$ 3,041,579          | \$ 69.76   | \$ 403,711              | \$ 9.26    |
| 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                                | 5,499,700                                  | 109.28     | 4,142,600             | 82.32      | 755,900                 | 15.02      |
| 2013                                | 5,469,600                                  | 108.27     | 4,036,600             | 79.90      | 719,000                 | 14.23      |

(1) Actual figures used for 2004 through 2011. Budgeted amounts used for 2012 and 2013.

(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 81 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                       | 2009-10<br>Actual | 2010-11<br>Actual | .....2011-12..... |                   | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of<br>Fund<br>Budget |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|------------------------------|-----------------------------|------------------------|
|                                 |                   |                   | Adopted<br>Budget | Revised<br>Budget |                              |                             |                        |
| Property Taxes - Current        | \$3,676,239       | \$3,828,344       | \$4,037,600       | \$4,037,600       | \$3,930,600                  | (2.65%)                     | 66.76%                 |
| Property Taxes - Delinquent     | 129,766           | 124,489           | 105,000           | 105,000           | 106,000                      | 0.95%                       | 1.80%                  |
| Street Tree Development Fees    | 6,231             | 20,000            | 20,000            | 20,000            | -                            | (100.00%)                   | -                      |
| State Marine Board              | 9,000             | 9,000             | 9,000             | 9,000             | 9,000                        | -                           | 0.15%                  |
| WComp Wage Subsidy Reimb        | 416               | 2,310             | -                 | -                 | -                            | -                           | -                      |
| Charges for Services            | 62,800            | -                 | -                 | -                 | -                            | -                           | -                      |
| Agriculture Lease Payments      | -                 | 2,096             | 2,100             | 2,100             | 2,100                        | -                           | 0.04%                  |
| CYF Recreation Fees             | 32,331            | 38,050            | 38,200            | 38,200            | 47,000                       | 23.04%                      | 0.80%                  |
| CYF Sponsorships                | 405               | 4,500             | 5,000             | 5,000             | 5,000                        | -                           | 0.08%                  |
| Marketing Fees                  | 4,233             | 10,170            | -                 | -                 | -                            | -                           | -                      |
| Adult Recreation Fees           | 25,444            | 5,744             | 25,700            | 25,700            | 6,500                        | (74.71%)                    | 0.11%                  |
| Swimming Pool Receipts          | 76,224            | 77,348            | 80,000            | 80,000            | 80,000                       | -                           | 1.36%                  |
| Senior Center Rental Fees       | 29,284            | 22,442            | 23,400            | 23,400            | 18,000                       | (23.08%)                    | 0.31%                  |
| Maple Lawn Preschool Fees       | 68,776            | 67,490            | 63,100            | 63,100            | 70,000                       | 10.94%                      | 1.19%                  |
| Sports Program Fees             | 96,362            | 95,630            | 93,200            | 93,200            | 112,500                      | 20.71%                      | 1.91%                  |
| Waverly Boat Revenues           | 4,465             | 5,380             | 5,000             | 5,000             | 6,000                        | 20.00%                      | 0.10%                  |
| Park Permits                    | 26,118            | 13,295            | 6,000             | 6,000             | 5,000                        | (16.67%)                    | 0.08%                  |
| Fitness Program Fees            | 62,147            | 77,450            | 68,700            | 68,700            | 33,500                       | (51.24%)                    | 0.57%                  |
| Preschool Material/Service Fees | 3,450             | 4,261             | 3,300             | 3,300             | 3,800                        | 15.15%                      | 0.06%                  |
| Senior Program Fees             | 18,037            | 10,440            | 5,000             | 5,000             | 7,000                        | 40.00%                      | 0.12%                  |
| Event Souvenir Sales            | 4,454             | 3,045             | -                 | -                 | -                            | -                           | -                      |
| Event Food Faire Revenues       | 20,378            | 21,368            | -                 | -                 | -                            | -                           | -                      |
| Preschool Fundraising Proceeds  | 2,123             | 3,618             | -                 | -                 | -                            | -                           | -                      |
| NWAAF Fees                      | 8,881             | 9,853             | 11,000            | 11,000            | 9,000                        | (18.18%)                    | 0.15%                  |
| Hot Air Balloon Rides           | 15,525            | 11,775            | 10,000            | 10,000            | 7,400                        | (26.00%)                    | 0.13%                  |
| Senior Newsletter               | 3,118             | 2,717             | 3,000             | 3,000             | 1,500                        | (50.00%)                    | 0.03%                  |
| Trip Revenue                    | 35,579            | 47,818            | 43,400            | 43,400            | 43,400                       | -                           | 0.74%                  |
| Merchandise Sales - Aquatics    | 4,139             | 3,332             | 4,500             | 4,500             | 3,800                        | (15.56%)                    | 0.06%                  |
| Cool! Facility Rental Fees      | 7,094             | 8,638             | 8,000             | 8,000             | 6,500                        | (18.75%)                    | 0.11%                  |
| Concession Sales - Aquatic      | 14,394            | 12,729            | 15,000            | 15,000            | 10,000                       | (33.33%)                    | 0.17%                  |
| Concession Sales - Sports       | 1,770             | 1,851             | 2,500             | 2,500             | 3,500                        | 40.00%                      | 0.06%                  |
| Public Arts                     | 419               | 4,371             | 4,000             | 4,000             | 4,500                        | 12.50%                      | 0.08%                  |
| Concessions Sales - Fitness     | 619               | -                 | -                 | -                 | -                            | -                           | -                      |
| Swanson Room Rental Fees        | 2,830             | 595               | 1,000             | 1,000             | 2,500                        | 150.00%                     | 0.04%                  |
| Track Club Revenue              | 3,971             | 3,957             | 2,500             | 2,500             | 2,500                        | -                           | 0.04%                  |
| Facility Enhancement Fee        | 5,815             | 4,580             | 5,500             | 5,500             | 5,500                        | -                           | 0.09%                  |
| ACP Swimming Pool Receipts      | 158,093           | 159,136           | 155,000           | 155,000           | 160,000                      | 3.23%                       | 2.72%                  |
| ACP Facility Rental Fees        | 22,959            | 27,375            | 23,100            | 23,100            | 24,000                       | 3.90%                       | 0.41%                  |
| Sport Camp Fees                 | -                 | -                 | 500               | 500               | -                            | (100.00%)                   | -                      |
| Tournament Rental Fees          | 5,033             | 4,981             | 5,500             | 5,500             | 5,500                        | -                           | 0.09%                  |
| Event Donations                 | 28,932            | 30,843            | -                 | -                 | -                            | -                           | -                      |
| Youth Program User Fees         | 5,139             | -                 | 3,500             | 3,500             | 3,500                        | -                           | 0.06%                  |

continued

**PARKS & RECREATION FUND**

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

| <b>Resources, continued</b>                     | 2009-10            | 2010-11               | .....2011-12.....  |                    | 2012-13            | % Change              | % of                    |
|---|--------------------|-----------------------|--------------------|--------------------|--------------------|-----------------------|-------------------------|
|   | Actual             | Actual                | Adopted Budget     | Revised Budget     | Adopted Budget     | from 2011-12          | Fund Budget             |
| Community Garden Revenues                       | 654                | 980                   | 500                | 500                | 500                | -                     | 0.01%                   |
| River Rhythms Food Faire                        | -                  | -                     | 8,800              | 8,800              | 6,200              | (29.55%)              | 0.11%                   |
| NWAAF Food Vendors                              | -                  | -                     | 11,500             | 11,500             | 8,600              | (25.22%)              | 0.15%                   |
| Mondays at Monteith Food Vendors                | -                  | -                     | 1,200              | 1,200              | 1,800              | 50.00%                | 0.03%                   |
| River Rhythms Souvenir Sales                    | -                  | -                     | 500                | 500                | 1,000              | 100.00%               | 0.02%                   |
| NWAAF Souvenir Sales                            | -                  | -                     | 6,000              | 6,000              | 2,000              | (66.67%)              | 0.03%                   |
| Trolley Rental Charges                          | 2,545              | 3,070                 | 3,000              | 3,000              | 1,700              | (43.33%)              | 0.03%                   |
| River Rhythms Donations                         | -                  | -                     | 13,000             | 13,000             | 13,000             | -                     | 0.22%                   |
| NWAAF Donations                                 | -                  | -                     | 13,500             | 13,500             | 18,700             | 38.52%                | 0.32%                   |
| Mondays at Monteith Donations                   | -                  | -                     | 2,100              | 2,100              | 3,000              | 42.86%                | 0.05%                   |
| July 4th Sponsorships                           | -                  | -                     | -                  | -                  | 15,000             | -                     | 0.25%                   |
| Gifts & Donations                               | 59,093             | 17,656                | -                  | -                  | 5,000              | -                     | 0.08%                   |
| Mondays at Monteith Sponsorships                | 17,833             | 11,575                | 15,000             | 15,000             | 15,000             | -                     | 0.25%                   |
| Pass-The-Hat Donations                          | -                  | 416                   | -                  | -                  | -                  | -                     | -                       |
| Park Fixture Donations                          | -                  | 4,950                 | -                  | -                  | -                  | -                     | -                       |
| Senior Center Sponsorships                      | 12,081             | 6,625                 | 7,500              | 7,500              | 7,500              | -                     | 0.13%                   |
| CPAS Sponsorships                               | 9,450              | 6,930                 | 8,300              | 8,300              | 9,000              | 8.43%                 | 0.15%                   |
| River Rhythms Sponsorships                      | 45,935             | 38,370                | 55,000             | 55,000             | 55,000             | -                     | 0.93%                   |
| NWAAF Sponsorships                              | 72,370             | 63,980                | 72,500             | 72,500             | 72,500             | -                     | 1.23%                   |
| Aquatic Sponsorship                             | 57,801             | 3,500                 | 3,500              | 3,500              | 3,500              | -                     | 0.06%                   |
| Adult Rec & Fitness Sponsorship                 | 1,000              | 1,021                 | 1,000              | 1,000              | 1,000              | -                     | 0.02%                   |
| Sports Sponsorship                              | 1,250              | 950                   | 5,000              | 5,000              | 3,500              | (30.00%)              | 0.06%                   |
| Misc Event Sponsorship/Donation                 | 11,586             | 251                   | -                  | -                  | -                  | -                     | -                       |
| Aquatic Donations                               | -                  | 56,698                | 68,000             | 68,000             | 60,000             | (11.76%)              | 1.02%                   |
| E Thornton Lake Donations                       | -                  | 1,200                 | -                  | -                  | -                  | -                     | -                       |
| Miscellaneous Revenue                           | 7,423              | 17,267                | 2,000              | 2,000              | 5,000              | 150.00%               | 0.08%                   |
| Over & short                                    | 1                  | 19                    | -                  | -                  | -                  | -                     | -                       |
| Brochure Advertising Revenue                    | 2,320              | 2,095                 | 2,500              | 2,500              | 1,500              | (40.00%)              | 0.03%                   |
| General Fundraising                             | -                  | -                     | -                  | -                  | 300                | -                     | 0.01%                   |
| Interest  | 8,675              | 7,239                 | 1,000              | 1,000              | 1,000              | -                     | 0.02%                   |
| <b>Total Current Resources</b>                  | <b>4,993,009</b>   | <b>5,025,811</b>      | <b>5,189,700</b>   | <b>5,189,700</b>   | <b>5,046,400</b>   | <b>(2.76%)</b>        | <b>85.71%</b>           |
| From General Fund                               | 187,200            | 187,200               | 187,200            | 187,200            | 187,200            | -                     | 3.18%                   |
| From Equipment Replacement                      | 82,700             | -                     | -                  | -                  | -                  | -                     | -                       |
| <b>Total Current Resources</b>                  | <b>80,000</b>      | <b>80,000</b>         | <b>80,000</b>      | <b>80,000</b>      | <b>80,000</b>      | <b>-</b>              | <b>1.36%</b>            |
| <b>Total Current Resources</b>                  | <b>-</b>           | <b>-</b>              | <b>59,100</b>      | <b>59,100</b>      | <b>80,500</b>      | <b>36.21%</b>         | <b>1.37%</b>            |
| <b>Total Transfers In</b>                       | <b>349,900</b>     | <b>267,200</b>        | <b>326,300</b>     | <b>326,300</b>     | <b>347,700</b>     | <b>6.56%</b>          | <b>5.91%</b>            |
| <b>Beginning Balance</b>                        | <b>452,020</b>     | <b>498,239</b>        | <b>435,000</b>     | <b>435,000</b>     | <b>493,400</b>     | <b>13.43%</b>         | <b>8.40%</b>            |
| <b>Total Resources</b>                          | <b>\$5,794,929</b> | <b>\$5,791,250</b>    | <b>\$5,951,000</b> | <b>\$5,951,000</b> | <b>\$5,887,500</b> | <b>(1.07%)</b>        | <b>100.00%</b>          |
| <b>Adopted Requirements by Program and Type</b> |                    | <b>Materials</b>      |                    | <b>Transfers</b>   | <b>Contingency</b> | <b>Adopted Budget</b> | <b>% of Fund Budget</b> |
|   | <b>Personnel</b>   | <b>&amp; Services</b> | <b>Capital</b>     | <b>Out</b>         |                    |                       |                         |
| Sports Services                                 | \$ 146,400         | \$ 104,300            | \$ -               | \$ -               | \$ -               | \$ 250,700            | 4.26%                   |
| Children/Youth/Family Rec Services              | 231,800            | 39,300                | -                  | -                  | -                  | 271,100               | 4.60%                   |
| Resource Development/Marketing                  | 262,300            | 58,600                | -                  | -                  | -                  | 320,900               | 5.45%                   |
| Park Maintenance Services                       | 861,500            | 876,400               | 4,000              | -                  | -                  | 1,741,900             | 29.59%                  |
| Parks & Recreation Administration               | 435,300            | 698,900               | 20,000             | 211,600            | 304,000            | 1,669,800             | 28.38%                  |
| Aquatic Services                                | 498,200            | 263,700               | 10,000             | -                  | -                  | 771,900               | 13.11%                  |
| Adult Recreation Services                       | 238,200            | 185,700               | -                  | -                  | -                  | 423,900               | 7.20%                   |
| Performance and Cultural Arts                   | 49,100             | 388,200               | -                  | -                  | -                  | 437,300               | 7.43%                   |
| <b>Total Requirements</b>                       | <b>\$2,722,800</b> | <b>\$2,615,100</b>    | <b>\$ 34,000</b>   | <b>\$ 211,600</b>  | <b>\$ 304,000</b>  | <b>\$5,887,500</b>    | <b>100.00%</b>          |
| <b>Percent of Budget</b>                        | <b>46.24%</b>      | <b>44.42%</b>         | <b>0.58%</b>       | <b>3.59%</b>       | <b>5.16%</b>       | <b>100.00%</b>        |                         |

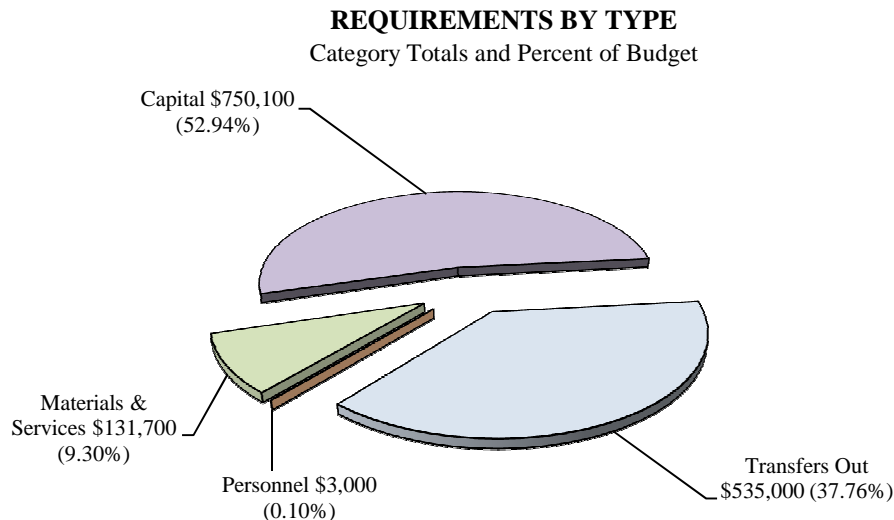


**PARKS & RECREATION FUND  
SELF-SUPPORTED SPECIAL PROGRAMS**

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 19 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                         | 2009-10            | 2010-11            | .....2011-12.....  |                    | 2012-13            | % Change        | % of           |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------|----------------|
|                                   | Actual             | Actual             | Adopted Budget     | Revised Budget     | Adopted Budget     | from 2011-12    | Fund Budget    |
| Parks SDC: Principal              | \$ 10,852          | \$ 49,466          | \$ 5,000           | \$ 5,000           | \$ 1,000           | (80.00%)        | 0.07%          |
| Parks SDC: Interest               | 3,677              | 2,203              | 1,500              | 1,500              | -                  | (100.00%)       | -              |
| Parks Systems Development Charges | 231,581            | 107,323            | 100,000            | 100,000            | 75,000             | (25.00%)        | 5.29%          |
| Gift Shop Revenue                 | 6,142              | 6,698              | 6,500              | 6,500              | 6,500              | -               | 0.46%          |
| Pool Room Revenue                 | -                  | 1,699              | 1,200              | 1,200              | 1,200              | -               | 0.08%          |
| Gifts & Donations                 | 4,162              | 4,763              | 64,000             | 64,000             | 2,000              | (96.88%)        | 0.14%          |
| General Fundraising               | 860                | 826                | 800                | 800                | 500                | (37.50%)        | 0.04%          |
| Interest                          | 35,510             | 15,042             | 15,100             | 15,100             | 5,100              | (66.23%)        | 0.36%          |
| <b>Total Current Resources</b>    | <b>292,784</b>     | <b>188,019</b>     | <b>194,100</b>     | <b>194,100</b>     | <b>91,300</b>      | <b>(52.96%)</b> | <b>6.44%</b>   |
| From Parks Fund                   | -                  | -                  | -                  | -                  | 12,400             | -               | 0.88%          |
| From Parks SDC Program            | 71,924             | 15,788             | 1,010,000          | 1,010,000          | 535,000            | (47.03%)        | 37.76%         |
| From Grants Fund                  | -                  | 21,688             | -                  | -                  | -                  | -               | -              |
| From Parks Operating Revenues     | 164,805            | 82,441             | -                  | -                  | -                  | -               | -              |
| From Litigation Proceeds          | -                  | 1,000,000          | -                  | -                  | -                  | -               | -              |
| <b>Total Transfers In</b>         | <b>236,729</b>     | <b>1,119,917</b>   | <b>1,010,000</b>   | <b>1,010,000</b>   | <b>547,400</b>     | <b>(45.80%)</b> | <b>38.64%</b>  |
| Beginning Balance                 | 1,808,902          | 2,000,298          | 1,723,100          | 1,723,100          | 778,100            | (54.84%)        | 54.92%         |
| <b>Total Resources</b>            | <b>\$2,338,415</b> | <b>\$3,308,234</b> | <b>\$2,927,200</b> | <b>\$2,927,200</b> | <b>\$1,416,800</b> | <b>(51.60%)</b> | <b>100.00%</b> |

| Adopted Requirements<br>by Program and Type | Materials   |                   |                   |                   | Transfers<br>Out    | Adopted<br>Budget | % of Fund<br>Budget |
|---|-------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
|   | Personnel   | & Services        | Capital           |                   |                     |                   |                     |
| Park SDC Projects                           | \$ -        | \$ 113,700        | \$ 202,700        | \$ 535,000        | \$ 851,400          | 60.09%            |                     |
| Senior Center Foundation                    | -           | 18,000            | -                 | -                 | 18,000              | 1.27%             |                     |
| Parks Capital Improvement Program           | -           | -                 | 547,400           | -                 | 547,400             | 38.64%            |                     |
| <b>Total Requirements</b>                   | <b>\$ -</b> | <b>\$ 131,700</b> | <b>\$ 750,100</b> | <b>\$ 535,000</b> | <b>\$ 1,416,800</b> | <b>100.00%</b>    |                     |
| Percent of Budget                           | -           | 9.30%             | 52.94%            | 37.76%            | 100.00%             |                   |                     |



## PROGRAM NARRATIVE

### Parks and Recreation Fund: Parks and 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 2011-2012                   |             |             |   |
| Healthy Economy                         | 07/12       | Complete    | <ul style="list-style-type: none"> <li>• Develop and continue measurement of economic impact of the sports program within our community</li> </ul>            |
| Great Neighborhoods                     | 05/12       | 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> |
| Healthy Economy<br>Effective Government | 08/12       | Completed   | <ul style="list-style-type: none"> <li>• Develop a sports event that will create new revenue and increased economic impact.</li> </ul>                        |
| Budget Year 2012-2013                   |             |             |   |
| Effective Government                    | 02/13       |             | <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       |             | <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       |             | <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>            |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Number of participants in a City sports program during the year.               | 5,200            | 5,700            | 6,500            | 6,800            |
| Number of participant hours in a City sports program activity during the year. | 89,500           | 97,000           | 110,500          | 115,600          |
| Percentage of total Sports expenditures recovered with non-tax revenues.       | 57%              | 50%              | 48%              | 56%              |

#### STAFFING SUMMARY

|               |     |     |     |     |
|---------------|-----|-----|-----|-----|
| Budgeted FTEs | 1.0 | 1.0 | 1.0 | 1.0 |
|---------------|-----|-----|-----|-----|

**PROG 1402: Sports Services**

| <u>Acct# Description</u>  | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change  |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|--------------|
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |              |
| Personnel Services        | 107,565.42          | 126,624.30          | 135,400              | 138,400              | 146,400              | 5.78%        |
| Materials & Services      | 102,641.05          | 71,534.03           | 100,500              | 104,500              | 104,300              | -0.19%       |
| <b>TOTAL EXPENDITURES</b> | <b>210,206.47</b>   | <b>198,158.33</b>   | <b>235,900</b>       | <b>242,900</b>       | <b>250,700</b>       | <b>3.21%</b> |

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks and 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 in order to build skills, 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 2011-2012 |             |             |   |
| Great Neighborhoods   | 09/11       | Complete    | <ul style="list-style-type: none"> <li>• Evaluate options for programs that will build parenting skills and kindergarten readiness.</li> </ul>                    |
| Effective Government  | 8/12        | In Progress | <ul style="list-style-type: none"> <li>• Complete marketing plan for CYF programs and services.</li> </ul>  |
| Budget Year 2012-2013 |             |             |   |
| Effective Government  | 8/12        |             | <ul style="list-style-type: none"> <li>• Implement marketing plan for CYF programs and services.</li> </ul>   |
| Great Neighborhoods   | 9/12        |             | <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  | 9/12        |             | <ul style="list-style-type: none"> <li>• Develop and implement framework for a Youth Advisory Council</li> </ul>  |
| Great Neighborhoods   | 9/12        |             | <ul style="list-style-type: none"> <li>• Develop and offer 2 classes that will build parenting skills through recreation and kindergarten readiness</li> </ul>    |

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Percentage of class and program participants who are satisfied with services. | 86%              | 85%              | 86%              | 90%              |
| Percentage of total program cost recovered with non-tax revenues.             | 52%              | 44%              | 41%              | 47%              |

### STAFFING SUMMARY

|               |       |       |     |     |
|---------------|-------|-------|-----|-----|
| Budgeted FTEs | 3.575 | 3.575 | 3.1 | 3.1 |
|---------------|-------|-------|-----|-----|

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

**PROG 1403: Children/Youth/Family Rec Services**

| <u>Acct# Description</u>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 182,310.28                  | 181,876.39                  | 229,800                      | 229,800                      | 231,800                      | 0.87%               |
| Materials & Services      | 40,444.41                   | 29,367.63                   | 35,600                       | 35,600                       | 39,300                       | 10.39%              |
| <b>TOTAL EXPENDITURES</b> | <b>222,754.69</b>           | <b>211,244.02</b>           | <b>265,400</b>               | <b>265,400</b>               | <b>271,100</b>               | <b>2.15%</b>        |

## PROGRAM NARRATIVE

### Parks & Recreation Fund: Parks and 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 and Recreation Department.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme         | Target Date | Status    | Strategies/Actions  |
|------------------------------|-------------|-----------|---|
| <b>Budget Year 2011-2012</b> |             |           |   |
| Effective Government         | 06/12       | Completed | <ul style="list-style-type: none"> <li>• Apply for foundation funds and grants to support recreation experiences, programs, and facilities.</li> </ul>  |
| Healthy Economy              | 12/11       | Completed | <ul style="list-style-type: none"> <li>• Employ expanded surveys at NWAAF, sports tournaments, and aquatics meets in order to accurately identify role events play in driving tourism.</li> </ul>                                   |
| Effective Government         | 06/12       | Completed | <ul style="list-style-type: none"> <li>• Secure new or expand at least 10 partnerships to generate new revenue and in-kind services.</li> </ul>   |
| <b>Budget Year 2012-2013</b> |             |           |   |
| Effective Government         | 02/13       |           | <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>  |
| Effective Government         | 06/13       |           | <ul style="list-style-type: none"> <li>• Submit collaborative tourism grants to support community tourism and economic stimulation initiatives.</li> </ul>  |
| Effective Government         | 06/13       |           | <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> |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Per capita revenue from endowments, grants, foundations, solicitations and donations | \$7.98           | \$7.93           | \$8.13           | \$10.82          |

#### STAFFING SUMMARY

|               |      |      |       |       |
|---------------|------|------|-------|-------|
| Budgeted FTEs | 2.54 | 2.54 | 2.675 | 2.725 |
|---------------|------|------|-------|-------|

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

**PROG 1404: Resource Dev. Marketing Services**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 208,499.14                  | 229,191.25                  | 252,900                      | 252,900                      | 262,300                      | 3.72%               |
| Materials & Services      | 44,062.01                   | 37,072.68                   | 43,700                       | 43,700                       | 58,600                       | 34.10%              |
| <b>TOTAL EXPENDITURES</b> | <b>252,561.15</b>           | <b>266,263.93</b>           | <b>296,600</b>               | <b>296,600</b>               | <b>320,900</b>               | <b>8.19%</b>        |

## PROGRAM NARRATIVE

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

**Responsible Manager/Title:** Craig Carnagey, Parks and Facilities Maintenance Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Maintain and operate 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.
- Coordinate volunteer program for work in parks, trails, and natural areas.
- Support Recreation Division programs through coordination and implementation of event logistics.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme         | Target Date | Status      | Strategies/Actions  |
|------------------------------|-------------|-------------|---|
| <b>Budget Year 2011-12</b>   |             |             |   |
| Healthy Economy              | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Implement measures to reduce flower/shrub bed costs.</li> </ul>  |
| Great Neighborhoods          | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Increase community service and volunteer participation for maintenance of natural areas/trails and flower beds.</li> </ul> |
| Safe Community               | 06/12       | Completed   | <ul style="list-style-type: none"> <li>• Develop small projects deferred maintenance program.</li> </ul>  |
| Effective Government         | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Develop park maintenance management plans.</li> </ul>  |
| <b>Budget Year 2012-2013</b> |             |             |   |
| Healthy Economy              | 06/13       |             | <ul style="list-style-type: none"> <li>• Implement measures to improve turf management toward drought tolerant conditions.</li> </ul>                               |
| Great Neighborhoods          | 06/13       |             | <ul style="list-style-type: none"> <li>• Develop an Integrated Pest Management Plan.</li> </ul>   |
| Effective Government         | 06/13       |             | <ul style="list-style-type: none"> <li>• Develop a Citywide tree canopy assessment and public area planting plan.</li> </ul>  |
| Great Neighborhoods          | 06/13       |             | <ul style="list-style-type: none"> <li>• Convert underutilized park areas currently in turf to more naturalized, lower maintenance management zones.</li> </ul>     |
| Great Neighborhoods          | 06/13       |             | <ul style="list-style-type: none"> <li>• Improve citywide path and trail system conditions.</li> </ul>  |
| Great Neighborhoods          | 06/13       |             | <ul style="list-style-type: none"> <li>• Seek grant funding for invasive plants and weed control in parks and along rights of way.</li> </ul>                       |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Developed acres of parkland per 1000 population   | 8.6              | 8.61             | 8.46             | 8.46             |
| Avg. cost of maintenance per developed acre       | \$3,005          | \$2,732          | \$2,900          | \$2,755          |
| Percentage of lost time for work-related injuries | 0%               | 0%               | 0%               | 0%               |
| FTE per 1000 residents                            | .167             | .21              | .21              | .19              |
| Est. number of trees responsible for maintaining  | 13,000           | 13,000           | 13,000           | 13,000           |
| Est. number of trees receiving maintenance        | 2,800            | 3,261            | 3,200            | 3,591            |
| Total tree maintenance expenditures               | \$61,100         | \$65,600         | \$65,000         | 65,000           |

#### STAFFING SUMMARY

|               |   |   |      |     |
|---------------|---|---|------|-----|
| Budgeted FTEs | 8 | 8 | 10.5 | 9.5 |
|---------------|---|---|------|-----|



**PROG 1407: Park Maintenance Services**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 781,394.28                  | 717,322.42                  | 914,400                      | 914,400                      | 861,500                      | -5.79%              |
| Materials & Services      | 814,408.11                  | 775,770.60                  | 909,400                      | 909,400                      | 876,400                      | -3.63%              |
| Capital                   | -                           | 63,708.34                   | 20,000                       | 20,000                       | 4,000                        | -80.00%             |
| <b>TOTAL EXPENDITURES</b> | <b>1,595,802.39</b>         | <b>1,556,801.36</b>         | <b>1,843,800</b>             | <b>1,843,800</b>             | <b>1,741,900</b>             | <b>-5.53%</b>       |

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks and 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 and 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 2011-2012 |             |                      |   |
| Effective Government  | 06/12       | Deferred to FY 12-13 | • Initiate Parks & Recreation Master Plan update.     |
|                       | 06/12       | Deferred to FY 12-13 | • Adopt cost recovery policy for recreation services. |
| Budget Year 2012-2013 |             |                      |   |
| Effective Government  | 06/13       |                      | • Initiate Parks & Recreation Master Plan update.     |
|                       | 06/13       |                      | • Adopt cost recovery policy for recreation services. |

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Percentage of total fund 202 expenditures subsidized with property tax revenues.      | 72%              | 72%              | 68%              | 68%              |
| Per capita revenue from endowments, grants, foundations, solicitations and donations. | \$7.98           | \$7.93           | \$8.13           | \$10.82          |

### STAFFING SUMMARY

|               |     |     |     |      |
|---------------|-----|-----|-----|------|
| Budgeted FTEs | 3.8 | 4.0 | 4.0 | 4.15 |
|---------------|-----|-----|-----|------|

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

**PROG 1408: Parks & Recreation Admin**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 349,315.84                  | 383,100.66                  | 422,200                      | 422,200                      | 435,300                      | 3.10%               |
| Materials & Services      | 663,868.06                  | 662,698.83                  | 685,300                      | 678,300                      | 698,900                      | 3.04%               |
| Capital                   | -                           | -                           | -                            | -                            | 20,000                       | - %                 |
| Transfers Out             | 382,502.24                  | 307,768.45                  | 218,200                      | 221,800                      | 211,600                      | -4.60%              |
| Contingencies             | -                           | -                           | 303,900                      | 300,300                      | 304,000                      | 1.23%               |
| <b>TOTAL EXPENDITURES</b> | <b>1,395,686.14</b>         | <b>1,353,567.94</b>         | <b>1,629,600</b>             | <b>1,622,600</b>             | <b>1,669,800</b>             | <b>2.91%</b>        |

**PROGRAM NARRATIVE**

**Parks & Recreation Fund: Parks and 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**

| <u>Strategic Plan Theme</u>  | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>   |
|------------------------------|--------------------|---------------|---|
| <b>Budget Year 2011-2012</b> |                    |               |   |
| Great Neighborhoods          | 11/11              | Completed     | <ul style="list-style-type: none"> <li>• Implement recycling service in order to green facility.</li> </ul>                                       |
| Great Neighborhoods          | 02/12              | Completed     | <ul style="list-style-type: none"> <li>• Develop and offer family activity that focuses on fitness.</li> </ul>                                    |
| Effective Government         | 03/12              | In Progress   | <ul style="list-style-type: none"> <li>• Complete facility assessment to determine long-term maintenance and repair needs.</li> </ul>             |
| <b>Budget Year 2012-2013</b> |                    |               |   |
| Healthy Economy              | 12/13              |               | <ul style="list-style-type: none"> <li>• Review aquatic prices from around the state to determine possible increases for 13-14 budget.</li> </ul> |
| Great Neighborhoods          | 04/13              |               | <ul style="list-style-type: none"> <li>• Bring ACP up to ADA standards.</li> </ul>  |
| Effective Government         | 05/13              |               | <ul style="list-style-type: none"> <li>• Complete facility assessment to determine long-term maintenance needs and repairs.</li> </ul>            |

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Percentage of users who are satisfied or very satisfied with their aquatic experience. | 95%              | 96%              | 96%              | 97%              |
| Percentage of program costs recovered with non-tax revenues.                           | 50%              | 54%              | 50%              | 46%              |

**STAFFING SUMMARY**

|               |       |     |     |     |
|---------------|-------|-----|-----|-----|
| Budgeted FTEs | 4.575 | 3.5 | 3.5 | 3.5 |
|---------------|-------|-----|-----|-----|

**PROG 1410: Aquatic Services**

| <u>Acct# Description</u>  | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change   |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |               |
| Personnel Services        | 498,233.60          | 473,115.47          | 493,100              | 493,100              | 498,200              | 1.03%         |
| Materials & Services      | 195,013.39          | 219,472.81          | 229,800              | 229,800              | 263,700              | 14.75%        |
| Capital                   | -                   | -                   | 52,000               | 52,000               | 10,000               | -80.77%       |
| <b>TOTAL EXPENDITURES</b> | <b>693,246.99</b>   | <b>692,588.28</b>   | <b>774,900</b>       | <b>774,900</b>       | <b>771,900</b>       | <b>-0.39%</b> |

## PROGRAM NARRATIVE

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

#### FUNCTIONS AND RESPONSIBILITIES

- This budget reflects the combination of Adult Recreation/Fitness Services and Senior Services. This change has been made to more adequately reflect our operating model and accommodate changes in our staffing structure due to reduction in workforce.
- Offer diverse, quality, recreational services for adults 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.
- 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, which will include developing a set of policies and procedures.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme  | Target Date | Status      | Strategies/Actions  |
|-----------------------|-------------|-------------|---|
| Budget Year 2011-2012 |             |             |   |
| Great Neighborhoods   | 09/12       | In Progress | <ul style="list-style-type: none"> <li>• Fully implement class and program evaluation system and develop method for reporting quarterly results.</li> </ul> |
| Effective Government  | 09/11       | Completed   | <ul style="list-style-type: none"> <li>• Complete and utilize event/class planning tools as first step in program development process.</li> </ul>           |
| Great Neighborhoods   | 10/12       | Completed   | <ul style="list-style-type: none"> <li>• Review, update, and revise P&amp;R website presence in order to better communicate with our customers.</li> </ul>  |
| Budget Year 2012-2013 |             |             |   |
| Great Neighborhoods   | 03/13       |             | <ul style="list-style-type: none"> <li>• Develop a comprehensive marketing plan to better communicate with our customers.</li> </ul>                        |
| Great Neighborhoods   | 10/12       |             | <ul style="list-style-type: none"> <li>• Implement the Foster Grandparent Program.</li> </ul>   |
| Effective Government  | 10/12       |             | <ul style="list-style-type: none"> <li>• Evaluate staffing structure and program assignments to ensure maximum efficiencies.</li> </ul>                     |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Percentage of participants who are satisfied with level of service received. | 95%              | 95%              | 95%              | 96%              |
| Percentage of facility renters who are satisfied with services rendered.     | 95%              | 95%              | 95%              | 96%              |
| Percentage of total program costs recovered with non-tax revenues.           | 19%              | 18%              | 43%              | 43%              |

#### STAFFING SUMMARY

|               |     |     |     |     |
|---------------|-----|-----|-----|-----|
| Budgeted FTEs | 4.2 | 3.2 | 2.4 | 1.8 |
|---------------|-----|-----|-----|-----|

**PROG 1413: Adult Recreation Services**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 508,633.70                  | 350,541.80                  | 299,800                      | 299,800                      | 238,200                      | -20.55%             |
| Materials & Services      | 127,652.39                  | 150,944.89                  | 202,700                      | 202,700                      | 185,700                      | -8.39%              |
| <b>TOTAL EXPENDITURES</b> | <b>636,286.09</b>           | <b>501,486.69</b>           | <b>502,500</b>               | <b>502,500</b>               | <b>423,900</b>               | <b>-15.64%</b>      |

## PROGRAM NARRATIVE

### Parks and Recreation Fund: Parks and 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 2011-2012 |             |          |   |
| Healthy Economy       | 9/11        | Complete | <ul style="list-style-type: none"> <li>• Utilize expanded economic survey to identify role events play in driving tourism.</li> </ul> |
| Great Neighborhoods   | 9/11        | Complete | <ul style="list-style-type: none"> <li>• Revise festival stage format and entertainment options to add event attractions.</li> </ul>  |
| Effective Government  | 9/11        | Complete | <ul style="list-style-type: none"> <li>• Work with community partners to provide expanded event services</li> </ul>                   |
| Budget year 2012-2013 |             |          |   |
| Healthy Economy       | 9/12        |          | <ul style="list-style-type: none"> <li>• Facilitate Oregon Pilot Association’s state conference into NWAAF event</li> </ul>           |
| Effective Government  | 9/12        |          | <ul style="list-style-type: none"> <li>• Revise job descriptions for volunteer coordinator position</li> </ul>                        |
| Great Neighborhoods   | 9/12        |          | <ul style="list-style-type: none"> <li>• Review event formats and implement strategies to keep event relevant</li> </ul>              |

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

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Average number of individuals attending River Rhythms concerts.                            | 6,600            | 6,500            | 6,700            | 6,500            |
| Percent of participants who are satisfied or very satisfied with the quality of the event. | 94%              | 90%              | 96%              | 95%              |
| Number of individuals attending Northwest Art and Air Festival                             | 43,150           | 45,000           | 51,000           | 45,000           |
| Percent of sponsors satisfied or very satisfied with events.                               | 100%             | 95%              | 98%              | 95%              |
| Percent of program costs recovered with non-tax revenues.                                  | N/A              | N/A              | 68%              | 69%              |
| Expenditures avoided through donations of in-kind services and materials.                  | \$121,100        | \$128,700        | \$128,000        | \$130,000        |

#### **STAFFING SUMMARY**

|               |      |      |   |   |
|---------------|------|------|---|---|
| Budgeted FTEs | .330 | .330 | 0 | 0 |
|---------------|------|------|---|---|



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

**PROG 1414: Performance and Cultural Arts**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Requested</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|--------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                                |                     |
| Personnel Services        | 69,970.95                   | 72,936.53                   | 49,100                       | 49,100                       | 49,100                         | - %                 |
| Materials & Services      | 220,175.57                  | 204,312.00                  | 353,200                      | 353,200                      | 388,200                        | 9.91%               |
| <b>TOTAL EXPENDITURES</b> | <b>290,146.52</b>           | <b>277,248.53</b>           | <b>402,300</b>               | <b>402,300</b>               | <b>437,300</b>                 | <b>8.70%</b>        |

## PROGRAM NARRATIVE

**Parks & Recreation Fund: Parks and 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.
- 

### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u>        | <u>Strategies/Actions</u>                            |
|-----------------------------|--------------------|----------------------|--|
| Budget Year 2011-2012       |                    |                      |  |
| Effective Government        | 06/12              | Deferred to FY 12-13 | • Review SDC methodology and adjust SDC as necessary |
| Budget Year 2012-2013       |                    |                      |  |
| Effective Government        | 06/13              | Deferred to FY 12-13 | • Review SDC methodology and adjust SDC as necessary |

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### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Number of acres of park land               | 774              | 801*             | 801*             | 801              |
| Number of acres of park land per 1000 pop. | 15.74            | 16.3             | 15.86**          | 15.86            |

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\*East Thornton Lake Natural Area addition (27 acres) added to the inventory in 10/11

\*\*Decrease due to population increase

**PROG 1500: Park SDC Projects**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | 246,110.08                  | 158,991.46                  | 106,500                      | 106,500                      | 76,000                       | -28.64%             |
| Investment Earnings       | 35,430.67                   | 17,502.98                   | 15,000                       | 15,000                       | 5,000                        | -66.67%             |
| Transfers In              | -                           | 21,687.79                   | -                            | -                            | -                            | - %                 |
| Beginning Balance         | 1,860,762.14                | 1,991,368.43                | 1,713,700                    | 1,713,700                    | 770,400                      | -55.04%             |
| <b>TOTAL REVENUES</b>     | <b>2,142,302.89</b>         | <b>2,189,550.66</b>         | <b>1,835,200</b>             | <b>1,835,200</b>             | <b>851,400</b>               | <b>-53.61%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 4,319.80                    | 5,313.23                    | 3,000                        | 3,000                        | -                            | -100.00%            |
| Materials & Services      | 47,255.99                   | 32,798.94                   | 120,200                      | 120,200                      | 113,700                      | -5.41%              |
| Capital                   | -                           | -                           | 552,000                      | 287,000                      | 202,700                      | -29.37%             |
| Transfers Out             | 96,923.95                   | 15,788.00                   | 1,160,000                    | 1,425,000                    | 535,000                      | -62.46%             |
| <b>TOTAL EXPENDITURES</b> | <b>148,499.74</b>           | <b>53,900.17</b>            | <b>1,835,200</b>             | <b>1,835,200</b>             | <b>851,400</b>               | <b>-53.61%</b>      |

**PROG 1500 Park SDC Projects**

|                                   |                     |                     |          |          |          |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>1,993,803.15</b> | <b>2,135,650.49</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|

## PROGRAM NARRATIVE

### Parks and Recreation Fund: Parks and 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.
- 

#### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| Budget Year 2011-2012       |                    |               |  |
| Great Neighborhoods         | 9/11               | Completed     | <ul style="list-style-type: none"><li>• Revise Board structure to better represent senior groups.</li></ul>                                    |
| Effective Government        | 9/11               | Completed     | <ul style="list-style-type: none"><li>• Complete By-Law revision.</li></ul>  |
| Budget Year 2012-2013       |                    |               |  |
| Great Neighborhoods         | 10/12              |               | <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              |               | <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> |

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**PROG 1506: Senior Center Foundation**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 6,142.40                    | 8,396.63                    | 7,700                        | 7,700                        | 7,700                        | - %                 |
| Miscellaneous Revenue     | 5,021.64                    | 5,569.03                    | 4,800                        | 4,800                        | 2,500                        | -47.92%             |
| Investment Earnings       | 79.14                       | 82.99                       | 100                          | 100                          | 100                          | - %                 |
| Beginning Balance         | 3,172.10                    | 6,494.67                    | 7,000                        | 7,000                        | 7,700                        | 10.00%              |
| <b>TOTAL REVENUES</b>     | <b>14,415.28</b>            | <b>20,543.32</b>            | <b>19,600</b>                | <b>19,600</b>                | <b>18,000</b>                | <b>-8.16%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 7,920.61                    | 9,473.57                    | 19,600                       | 19,600                       | 18,000                       | -8.16%              |
| <b>TOTAL EXPENDITURES</b> | <b>7,920.61</b>             | <b>9,473.57</b>             | <b>19,600</b>                | <b>19,600</b>                | <b>18,000</b>                | <b>-8.16%</b>       |

**PROG 1506 Senior Center Foundation**

|                                   |                 |                  |          |          |          |
|-----------------------------------|-----------------|------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>6,494.67</b> | <b>11,069.75</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-----------------|------------------|----------|----------|----------|

## PROGRAM NARRATIVE

**Parks and Recreation Fund: Parks and 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 that are funded with revenue other than grants.
- 

### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u>                 | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>                                    |
|---|--------------------|---------------|--|
| Budget Year 2011-2012                       |                    |               |  |
| Effective Government<br>Great Neighborhoods | 06/12              | In Progress   | • Complete CIP projects as scheduled in the FY 2011-2012 CIP |
| Budget Year 2012-2013                       |                    |               | N/A  |

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**PROG 1507: Parks Capital Improvement Program**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change    |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |                |
| Miscellaneous Revenue     | -                   | 20.00               | 60,000               | 60,000               | -                    | -100.00%       |
| Investment Earnings       | -                   | (2,544.24)          | -                    | -                    | -                    | - %            |
| Transfers In              | 236,729.33          | 1,098,229.08        | 1,010,000            | 1,010,100            | 547,400              | -45.81%        |
| Beginning Balance         | (55,032.54)         | 2,434.72            | 2,400                | 2,400                | -                    | -100.00%       |
| <b>TOTAL REVENUES</b>     | <b>181,696.79</b>   | <b>1,098,139.56</b> | <b>1,072,400</b>     | <b>1,072,500</b>     | <b>547,400</b>       | <b>-48.96%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |                |
| Capital                   | 181,696.79          | 1,342,188.50        | 1,072,400            | 1,072,300            | 547,400              | -48.95%        |
| Transfers Out             | -                   | -                   | -                    | 200                  | -                    | - %            |
| <b>TOTAL EXPENDITURES</b> | <b>181,696.79</b>   | <b>1,342,188.50</b> | <b>1,072,400</b>     | <b>1,072,500</b>     | <b>547,400</b>       | <b>-48.96%</b> |

|  |   |              |   |   |   |  |
|--|---|--------------|---|---|---|--|
| <b>PROG 1507 Parks Capital Improvement Program</b> |   |              |   |   |   |  |
| Revenues less Expenditures                         | - | (244,048.94) | - | - | - |  |



CITY OF  
*Albany*

O R E G O N



# 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 2012-2013 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.

**Fire Station 12 Seismic Rehabilitation Grant (203-25-5080):** \$20,000 from Oregon Emergency Management to complete seismic rehabilitation of Fire Station 12, 120 34<sup>th</sup> Avenue SE.

**State Homeland Security VISTA Volunteer Grant (203-25-5083):** \$3,200 from Oregon Emergency Management to provide for the services of an AmeriCorps VISTA member and materials to assist the Linn-Benton Vulnerable Populations Committee in developing a Linn-Benton Vulnerable Populations Plan.

**State Homeland Security Regional Urban Search and Rescue Exercise – Phase 2 (203-25-5084):** \$21,900 from Oregon Emergency Management to provide Phase 2 of a regional urban search and rescue exercise.

**State Hazardous Materials Emergency Preparedness Grant (203-25-5089):** \$35,000 on behalf of the Mid-Valley Local Emergency Planning Committee to provide hazardous materials training and conduct a full-scale chlorine exercise.

**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):** This \$14,500 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.

# Grants Fund

## Grant Descriptions

**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.

**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 new Federal 2010 FAA grant of \$142,500 will be used to update the Airport Master Plan. The required five percent local match of \$7,500 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 non-medical 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 \$12,000 in eligible rides is estimated to be provided in fiscal year 2012-13. This grant does require City match of 40 percent, and by Medicaid rules, the match amount cannot appear in the Title XIX grant budget. The City match is paid for from the Paratransit budget.

**Drinking Water Source Protection Grant (203-50-5093):** An Oregon Department of Human Services Drinking Water Program grant of \$35,900 will be used to implement on-the-ground riparian restoration activities upstream of the surface water intakes for the Calapooia, North Santiam, and South Santiam waterways.

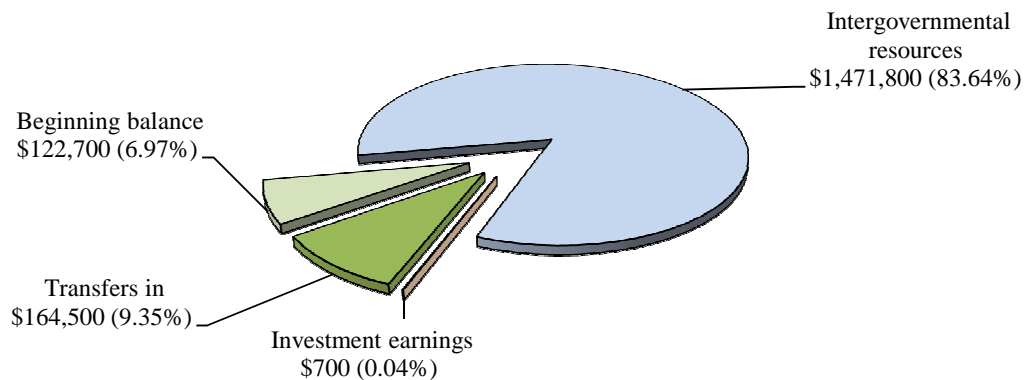
**FEMA Projects (203-50-5095):** Federal financial assistance from the Federal Emergency Management Agency (FEMA) was made available to Albany on March 2, 2012 for the 50-year, plus, flooding event that took place from January 17-21, 2012. The City is eligible to receive reimbursement of up to 7 percent 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.

**GRANTS FUND  
RESOURCE DETAIL**

| Resources                      | 2009-10<br>Actual  | 2010-11<br>Actual  | .....2011-12.....  |                    | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of<br>Fund<br>Budget |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------------|-----------------------------|------------------------|
|                                |                    |                    | Adopted<br>Budget  | Revised<br>Budget  |                              |                             |                        |
| FAA Entitlement Proceeds       | \$ 205,930         | \$ 185,682         | \$ -               | \$ -               | \$ 142,500                   | -                           | 8.10%                  |
| Non-Medical Medicaid Grant     | 16,890             | 10,342             | 16,900             | 16,900             | 12,000                       | (28.99%)                    | 0.68%                  |
| Bureau of Justice              | 12,415             | 1,710              | 10,200             | 10,200             | 4,600                        | (54.90%)                    | 0.26%                  |
| CDBG Grant                     | 271,319            | 339,522            | -                  | 100,000            | 200,000                      | 100.00%                     | 11.37%                 |
| Oregon Emergency Management    | 26,028             | -                  | -                  | -                  | 35,000                       | -                           | 1.99%                  |
| Department of Energy           | 46,231             | 155,269            | -                  | -                  | -                            | -                           | -                      |
| US Dept of Homeland Security   | 22,438             | 32,655             | 31,900             | 31,900             | 25,100                       | (21.32%)                    | 1.43%                  |
| Oregon DOT (Federal)           | -                  | 30,000             | -                  | -                  | -                            | -                           | -                      |
| ARRA Funding                   | 1,328,079          | 209,597            | -                  | -                  | -                            | -                           | -                      |
| Federal Grants & Assistance    | -                  | -                  | -                  | -                  | 35,900                       | -                           | 2.04%                  |
| DOJ-JAG Formula Distribution   | 120,600            | -                  | -                  | -                  | -                            | -                           | -                      |
| FAA Discretionary Funds        | -                  | 1,176,494          | 296,400            | 296,400            | -                            | (100.00%)                   | -                      |
| Foster Grandparent Grant       | -                  | -                  | 175,000            | 175,000            | 147,600                      | (15.66%)                    | 8.39%                  |
| Oregon State Fire Marshal      | -                  | -                  | 5,000              | 5,000              | -                            | (100.00%)                   | -                      |
| FEMA Disaster Reimbursement    | -                  | -                  | -                  | -                  | 450,000                      | -                           | 25.56%                 |
| State of Oregon                | 808,919            | 312,396            | 1,083,000          | 1,084,000          | 294,100                      | (72.87%)                    | 16.71%                 |
| Oregon Emergency Management    | -                  | 15,829             | 265,000            | 265,000            | 20,000                       | (92.45%)                    | 1.14%                  |
| Oregon Community Foundation    | 131,768            | 102,869            | 93,000             | 93,000             | 105,000                      | 12.90%                      | 5.97%                  |
| Albany Library Foundation      | -                  | 50,900             | 25,000             | 25,000             | -                            | (100.00%)                   | -                      |
| Gifts & Donations              | -                  | -                  | 100,000            | 100,000            | -                            | (100.00%)                   | -                      |
| Interest                       | -                  | -                  | 900                | 900                | 700                          | (22.22%)                    | 0.04%                  |
| <b>Total Current Resources</b> | <b>2,990,616</b>   | <b>2,623,265</b>   | <b>2,102,300</b>   | <b>2,203,300</b>   | <b>1,472,500</b>             | <b>(33.17%)</b>             | <b>83.68%</b>          |
| From Parks Fund                | 36,000             | 47,527             | 39,000             | 39,000             | 17,000                       | (56.41%)                    | 0.97%                  |
| From Sreets Capital            | -                  | -                  | -                  | -                  | 140,000                      | -                           | 7.96%                  |
| From Albany Municipal Airport  | 35,000             | -                  | 15,600             | 15,600             | 7,500                        | (51.92%)                    | 0.43%                  |
| From Capital Projects Fund     | 20,429             | -                  | -                  | -                  | -                            | -                           | -                      |
| From Parks SDC                 | -                  | -                  | 150,000            | 150,000            | -                            | (100.00%)                   | -                      |
| <b>Total Transfers In</b>      | <b>91,429</b>      | <b>47,527</b>      | <b>204,600</b>     | <b>204,600</b>     | <b>164,500</b>               | <b>(19.60%)</b>             | <b>9.35%</b>           |
| <b>Beginning Balance</b>       | <b>(493,542)</b>   | <b>75,805</b>      | <b>255,800</b>     | <b>286,000</b>     | <b>122,700</b>               | <b>(57.10%)</b>             | <b>6.97%</b>           |
| <b>Total Resources</b>         | <b>\$2,588,503</b> | <b>\$2,746,598</b> | <b>\$2,562,700</b> | <b>\$2,693,900</b> | <b>\$1,759,700</b>           | <b>(34.68%)</b>             | <b>100.00%</b>         |

**GRANTS FUND RESOURCES BY SOURCE**

Category Totals and Percent of Budget



**GRANTS FUND**  
**REQUIREMENTS AND STAFFING SUMMARIES**

| Program Requirements                   | 2009-10            | 2010-11            | .....2011-12.....  |                    | .....2012-13.....  |                    |                    |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | Actual             | Actual             | Adopted            | Revised            | Proposed           | Approved           | Adopted            |
| 911 Emergency Dispatch                 | \$ 251,111         | \$ 242,302         | \$ 244,200         | \$ 244,200         | \$ 246,100         | \$ 246,100         | \$ 246,100         |
| Fire Station #12 Seismic Rehab Grant   | -                  | 41,266             | 265,200            | 265,200            | 20,000             | 20,000             | 20,000             |
| Vista Volunteer                        | -                  | -                  | 10,000             | 10,000             | 3,200              | 3,200              | 3,200              |
| Regional US&R Exercise Phase 2         | -                  | -                  | 21,900             | 21,900             | 21,900             | 21,900             | 21,900             |
| State HMEP Grant                       | -                  | -                  | -                  | -                  | 35,000             | 35,000             | 35,000             |
| DOJ Bulletproof Vest                   | 10,960             | 750                | 13,700             | 13,700             | 4,900              | 4,900              | 4,900              |
| DOJ Equitable Sharing                  | -                  | -                  | -                  | -                  | 60,000             | 60,000             | 60,000             |
| Foster Grandparents (91.011)           | -                  | -                  | -                  | -                  | 147,600            | 147,600            | 147,600            |
| E Thornton Lake Nat Area Turtle Mgmt   | -                  | -                  | -                  | -                  | 54,000             | 54,000             | 54,000             |
| 12-13 SHPO Historic Preservation Grant | -                  | -                  | -                  | -                  | 14,500             | 14,500             | 14,500             |
| 12-13 Oregon CDBG Housing Rehab        | -                  | -                  | -                  | -                  | 200,000            | 200,000            | 200,000            |
| Library Foundation                     | 40,420             | 43,278             | 66,200             | 66,200             | 47,600             | 47,600             | 47,600             |
| Oregon Community Foundation            | 48,733             | 176,455            | 99,600             | 99,600             | 110,500            | 110,500            | 110,500            |
| State Library Grant                    | 6,009              | 8,888              | 6,000              | 6,000              | 6,500              | 6,500              | 6,500              |
| FAA Annual Capital Grant               | 156,409            | 1,277,463          | 312,000            | 312,000            | 150,000            | 150,000            | 150,000            |
| Title XIX Grant                        | 13,446             | 14,628             | 16,900             | 16,900             | 12,000             | 12,000             | 12,000             |
| Drinking Water Source Protection       | -                  | -                  | -                  | -                  | 35,900             | 35,900             | 35,900             |
| FEMA Projects                          | -                  | -                  | -                  | -                  | 590,000            | 590,000            | 590,000            |
| Closed Grants                          | 1,985,611          | 975,481            | 1,507,000          | 1,638,200          | -                  | -                  | -                  |
| <b>Total Requirements</b>              | <b>\$2,512,698</b> | <b>\$2,780,510</b> | <b>\$2,562,700</b> | <b>\$2,693,900</b> | <b>\$1,759,700</b> | <b>\$1,759,700</b> | <b>\$1,759,700</b> |

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**Requirements by Type**

|                           |                    |                    |                    |                    |                    |                    |                    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Personnel                 | \$ 27,777          | \$ 30,090          | \$ 33,500          | \$ 33,500          | \$ 90,700          | \$ 90,700          | \$ 90,700          |
| Materials & Services      | 753,138            | 986,465            | 813,000            | 914,000            | 1,011,400          | 1,011,400          | 1,011,400          |
| Capital                   | 1,731,783          | 1,742,268          | 1,716,200          | 1,723,100          | 657,600            | 657,600            | 657,600            |
| <b>Total Requirements</b> | <b>\$2,512,698</b> | <b>\$2,758,822</b> | <b>\$2,562,700</b> | <b>\$2,670,600</b> | <b>\$1,759,700</b> | <b>\$1,759,700</b> | <b>\$1,759,700</b> |

**Adopted Requirements  
by Program and Type**

|  | Materials        |                    |                   | Adopted<br>Budget   | % of Fund<br>Budget |
|--|------------------|--------------------|-------------------|---------------------|---------------------|
|  | Personnel        | & Services         | Capital           |                     |                     |
| 911 Emergency Dispatch                 | \$ -             | \$ 246,100         | \$ -              | \$ 246,100          | 13.98%              |
| Fire Station #12 Seismic Rehab Grant   | -                | -                  | 20,000            | 20,000              | 1.14%               |
| Vista Volunteer                        | -                | 3,200              | -                 | 3,200               | 0.18%               |
| Regional US&R Exercise Phase 2         | 16,200           | 5,700              | -                 | 21,900              | 1.24%               |
| State HMEP Grant                       | -                | 35,000             | -                 | 35,000              | 1.99%               |
| DOJ Bulletproof Vest                   | -                | 4,900              | -                 | 4,900               | 0.28%               |
| DOJ Equitable Sharing                  | -                | 60,000             | -                 | 60,000              | 3.41%               |
| Foster Grandparents (91.011)           | 62,100           | 85,500             | -                 | 147,600             | 8.39%               |
| E Thornton Lake Nat Area Turtle Mgmt   | -                | 54,000             | -                 | 54,000              | 3.07%               |
| 12-13 SHPO Historic Preservation Grant | -                | 14,500             | -                 | 14,500              | 0.82%               |
| 12-13 Oregon CDBG Housing Rehab        | -                | 200,000            | -                 | 200,000             | 11.37%              |
| Library Foundation                     | -                | -                  | 47,600            | 47,600              | 2.71%               |
| Oregon Community Foundation            | -                | 110,500            | -                 | 110,500             | 6.28%               |
| State Library Grant                    | 400              | 6,100              | -                 | 6,500               | 0.37%               |
| FAA Annual Capital Grant               | -                | 150,000            | -                 | 150,000             | 8.52%               |
| Title XIX Grant                        | 12,000           | -                  | -                 | 12,000              | 0.68%               |
| Drinking Water Source Protection       | -                | 35,900             | -                 | 35,900              | 2.04%               |
| FEMA Projects                          | -                | -                  | 590,000           | 590,000             | 33.53%              |
| <b>Total Requirements</b>              | <b>\$ 90,700</b> | <b>\$1,011,400</b> | <b>\$ 657,600</b> | <b>\$ 1,759,700</b> | <b>100.00%</b>      |
| <b>Percent of Fund Budget</b>          | <b>5.15%</b>     | <b>57.48%</b>      | <b>37.37%</b>     | <b>100.00%</b>      |                     |

| Staffing Summary (FTE) | 2009-10 | 2010-11 | .....2011-12..... |         | .....2012-13..... |          |         |
|------------------------|---------|---------|-------------------|---------|-------------------|----------|---------|
|                        | Actual  | Actual  | Adopted           | Revised | Proposed          | Approved | Adopted |
| Title XIX Grant        | 0.375   | 0.375   | 0.375             | 0.375   | -                 | -        | -       |

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

**PROG 5000: 911 Emergency Dispatch**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 251,110.80                  | 242,302.22                  | 244,200                      | 244,200                      | 246,100                      | 0.78%               |
| <b>TOTAL REVENUES</b>     | <b>251,110.80</b>           | <b>242,302.22</b>           | <b>244,200</b>               | <b>244,200</b>               | <b>246,100</b>               | <b>0.78%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 251,110.80                  | 242,302.22                  | 244,200                      | 244,200                      | 246,100                      | 0.78%               |
| <b>TOTAL EXPENDITURES</b> | <b>251,110.80</b>           | <b>242,302.22</b>           | <b>244,200</b>               | <b>244,200</b>               | <b>246,100</b>               | <b>0.78%</b>        |

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5080: Fire Station #12 Seismic Rehab Grant**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | 15,828.87                   | 265,000                      | 265,000                      | 20,000                       | -92.45%             |
| Investment Earnings       | -                           | -                           | 200                          | 200                          | -                            | -100.00%            |
| Beginning Balance         | -                           | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>15,828.87</b>            | <b>265,200</b>               | <b>265,200</b>               | <b>20,000</b>                | <b>-92.46%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | -                           | 41,265.67                   | 265,200                      | 265,200                      | 20,000                       | -92.46%             |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>41,265.67</b>            | <b>265,200</b>               | <b>265,200</b>               | <b>20,000</b>                | <b>-92.46%</b>      |

**PROG 5080 Fire Station #12 Seismic Rehab Grant**

|                                   |   |             |   |   |   |
|-----------------------------------|---|-------------|---|---|---|
| <b>Revenues less Expenditures</b> | - | (25,436.80) | - | - | - |
|-----------------------------------|---|-------------|---|---|---|

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

**PROG 5083: Vista Volunteer**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | -                           | 10,000                       | 10,000                       | 3,200                        | -68.00%             |
| Investment Earnings       | -                           | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>-</b>                    | <b>10,000</b>                | <b>10,000</b>                | <b>3,200</b>                 | <b>-68.00%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | -                           | 10,000                       | 10,000                       | 3,200                        | -68.00%             |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>-</b>                    | <b>10,000</b>                | <b>10,000</b>                | <b>3,200</b>                 | <b>-68.00%</b>      |

**PROG 5083 Vista Volunteer**

Revenues less Expenditures

- - - - -

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

**PROG 5084: Regional US&R Exercise Phase 2**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | -                           | 21,900                       | 21,900                       | 21,900                       | - %                 |
| Investment Earnings       | -                           | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>-</b>                    | <b>21,900</b>                | <b>21,900</b>                | <b>21,900</b>                | <b>- %</b>          |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | -                           | -                           | 16,200                       | 16,200                       | 16,200                       | - %                 |
| Materials & Services      | -                           | -                           | 5,700                        | 5,700                        | 5,700                        | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>-</b>                    | <b>21,900</b>                | <b>21,900</b>                | <b>21,900</b>                | <b>- %</b>          |

**PROG 5084 Regional US&R Exercise Phase 2**

|                                   |   |   |   |   |   |   |
|-----------------------------------|---|---|---|---|---|---|
| <b>Revenues less Expenditures</b> | - | - | - | - | - | - |
|-----------------------------------|---|---|---|---|---|---|



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

**PROG 5089: State HMEP Grant**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | -                           | -                            | 35,000                       | 35,000                       | - %                 |
| Investment Earnings       | -                           | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>-</b>                    | <b>-</b>                     | <b>35,000</b>                | <b>35,000</b>                | <b>- %</b>          |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | -                           | -                            | 35,000                       | 35,000                       | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>-</b>                    | <b>-</b>                     | <b>35,000</b>                | <b>35,000</b>                | <b>- %</b>          |

**PROG 5089 State HMEP Grant**

Revenues less Expenditures

- - - - -

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

**PROG 5008: DOJ Bulletproof Vest**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 12,414.99                   | 1,709.74                    | 10,200                       | 10,200                       | 4,600                        | -54.90%             |
| Investment Earnings       | -                           | -                           | -                            | -                            | -                            | - %                 |
| Beginning Balance         | (3,217.00)                  | (1,761.58)                  | 3,500                        | 3,500                        | 300                          | -91.43%             |
| <b>TOTAL REVENUES</b>     | <b>9,197.99</b>             | <b>(51.84)</b>              | <b>13,700</b>                | <b>13,700</b>                | <b>4,900</b>                 | <b>-64.23%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 10,959.57                   | 749.98                      | 13,700                       | 13,700                       | 4,900                        | -64.23%             |
| <b>TOTAL EXPENDITURES</b> | <b>10,959.57</b>            | <b>749.98</b>               | <b>13,700</b>                | <b>13,700</b>                | <b>4,900</b>                 | <b>-64.23%</b>      |

|                                       |            |          |   |   |   |  |
|---------------------------------------|------------|----------|---|---|---|--|
| <b>PROG 5008 DOJ Bulletproof Vest</b> |            |          |   |   |   |  |
| Revenues less Expenditures            | (1,761.58) | (801.82) | - | - | - |  |

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5096: DOJ Equitable Sharing**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | -                           | -                            | -                            | -                            | - %                 |
| Investment Earnings       | -                           | -                           | -                            | -                            | -                            | - %                 |
| Beginning Balance         | -                           | -                           | -                            | -                            | 60,000                       | - %                 |
| <b>TOTAL REVENUES</b>     | -                           | -                           | -                            | -                            | <b>60,000</b>                | - %                 |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | -                           | -                            | -                            | 60,000                       | - %                 |
| <b>TOTAL EXPENDITURES</b> | -                           | -                           | -                            | -                            | <b>60,000</b>                | - %                 |

|  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| <b>PROG 5096 DOJ Equitable Sharing</b> |   |   |   |   |   |   |
| Revenues less Expenditures             | - | - | - | - | - | - |

CITY OF ALBANY, OREGON  
Adopted Budget Summary

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

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | -                           | -                            | 35,200                       | 147,600                      | - %                 |
| Investment Earnings       | -                           | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | -                           | -                           | -                            | <b>35,200</b>                | <b>147,600</b>               | - %                 |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | -                           | -                           | -                            | 14,200                       | 62,100                       | - %                 |
| Materials & Services      | -                           | -                           | -                            | 21,000                       | 85,500                       | - %                 |
| <b>TOTAL EXPENDITURES</b> | -                           | -                           | -                            | <b>35,200</b>                | <b>147,600</b>               | - %                 |

**PROG 5090 Foster Grandparents (94.011)**

Revenues less Expenditures

- - - - -

CITY OF ALBANY, OREGON  
Adopted Budget Summary

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

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | -                           | -                            | -                            | 27,000                       | - %                 |
| Transfers In              | -                           | -                           | -                            | -                            | 17,000                       | - %                 |
| Beginning Balance         | -                           | -                           | -                            | -                            | 10,000                       | - %                 |
| <b>TOTAL REVENUES</b>     | -                           | -                           | -                            | -                            | <b>54,000</b>                | - %                 |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | -                           | -                            | -                            | 54,000                       | - %                 |
| <b>TOTAL EXPENDITURES</b> | -                           | -                           | -                            | -                            | <b>54,000</b>                | - %                 |

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

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | -                           | -                            | -                            | 14,500                       | - %                 |
| <b>TOTAL REVENUES</b>     | -                           | -                           | -                            | -                            | <b>14,500</b>                | - %                 |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | -                           | -                            | -                            | 14,500                       | - %                 |
| <b>TOTAL EXPENDITURES</b> | -                           | -                           | -                            | -                            | <b>14,500</b>                | - %                 |

CITY OF ALBANY, OREGON  
 Adopted Budget Summary

**PROG 5092: 12-13 Oregon CDBG Housing Rehab**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | -                           | -                            | -                            | 200,000                      | - %                 |
| <b>TOTAL REVENUES</b>     | -                           | -                           | -                            | -                            | <b>200,000</b>               | - %                 |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | -                           | -                            | -                            | 200,000                      | - %                 |
| <b>TOTAL EXPENDITURES</b> | -                           | -                           | -                            | -                            | <b>200,000</b>               | - %                 |

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5032: Library Foundation**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change    |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |                |
| Intergovernmental Revenue | -                   | -                   | -                    | 950,000              | -                    | - %            |
| Miscellaneous Revenue     | -                   | 50,900.00           | 25,000               | 25,000               | -                    | -100.00%       |
| Investment Earnings       | -                   | -                   | 200                  | 200                  | 200                  | - %            |
| Beginning Balance         | 81,508.82           | 41,089.18           | 41,000               | 41,000               | 47,400               | 15.61%         |
| <b>TOTAL REVENUES</b>     | <b>81,508.82</b>    | <b>91,989.18</b>    | <b>66,200</b>        | <b>1,016,200</b>     | <b>47,600</b>        | <b>-95.32%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |                |
| Materials & Services      | 40,419.64           | 43,277.70           | 41,000               | 991,000              | -                    | -100.00%       |
| Capital                   | -                   | -                   | 25,200               | 25,200               | 47,600               | 88.89%         |
| <b>TOTAL EXPENDITURES</b> | <b>40,419.64</b>    | <b>43,277.70</b>    | <b>66,200</b>        | <b>1,016,200</b>     | <b>47,600</b>        | <b>-95.32%</b> |

**PROG 5032 Library Foundation**

|                            |           |           |   |   |   |
|----------------------------|-----------|-----------|---|---|---|
| Revenues less Expenditures | 41,089.18 | 48,711.48 | - | - | - |
|----------------------------|-----------|-----------|---|---|---|



CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5033: Oregon Community Foundation**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 131,768.00                  | 102,869.00                  | 93,000                       | 93,000                       | 105,000                      | 12.90%              |
| Miscellaneous Revenue     | -                           | -                           | -                            | -                            | -                            | - %                 |
| Investment Earnings       | -                           | -                           | 500                          | 500                          | 500                          | - %                 |
| Beginning Balance         | (3,656.66)                  | 79,378.24                   | 6,100                        | 6,100                        | 5,000                        | -18.03%             |
| <b>TOTAL REVENUES</b>     | <b>128,111.34</b>           | <b>182,247.24</b>           | <b>99,600</b>                | <b>99,600</b>                | <b>110,500</b>               | <b>10.94%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 14,190.10                   | 176,455.06                  | 99,600                       | 99,600                       | 110,500                      | 10.94%              |
| Capital                   | 34,543.00                   | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>48,733.10</b>            | <b>176,455.06</b>           | <b>99,600</b>                | <b>99,600</b>                | <b>110,500</b>               | <b>10.94%</b>       |

**PROG 5033 Oregon Community Foundation**

|                                   |                  |                 |          |          |          |
|-----------------------------------|------------------|-----------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>79,378.24</b> | <b>5,792.18</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|------------------|-----------------|----------|----------|----------|

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5034: State Library Grant**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 7,808.00                    | 5,594.03                    | 6,000                        | 6,000                        | 6,500                        | 8.33%               |
| Investment Earnings       | -                           | -                           | -                            | -                            | -                            | - %                 |
| Beginning Balance         | (803.67)                    | 995.76                      | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | <b>7,004.33</b>             | <b>6,589.79</b>             | <b>6,000</b>                 | <b>6,000</b>                 | <b>6,500</b>                 | <b>8.33%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | -                           | 103.34                      | 400                          | 400                          | 400                          | - %                 |
| Materials & Services      | 6,008.57                    | 8,784.43                    | 5,600                        | 5,600                        | 6,100                        | 8.93%               |
| <b>TOTAL EXPENDITURES</b> | <b>6,008.57</b>             | <b>8,887.77</b>             | <b>6,000</b>                 | <b>6,000</b>                 | <b>6,500</b>                 | <b>8.33%</b>        |

**PROG 5034 State Library Grant**

|                                   |               |                   |          |          |          |
|-----------------------------------|---------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>995.76</b> | <b>(2,297.98)</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------|-------------------|----------|----------|----------|

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5003: FAA Annual Capital Grant**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change    |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |                |
| Intergovernmental Revenue | 205,930.00          | 1,362,176.00        | 296,400              | 363,900              | 142,500              | -60.84%        |
| Investment Earnings       | -                   | -                   | -                    | -                    | -                    | - %            |
| Transfers In              | 35,000.00           | -                   | 15,600               | 15,600               | 7,500                | -51.92%        |
| Beginning Balance         | (219,492.30)        | (134,971.26)        | -                    | -                    | -                    | - %            |
| <b>TOTAL REVENUES</b>     | <b>21,437.70</b>    | <b>1,227,204.74</b> | <b>312,000</b>       | <b>379,500</b>       | <b>150,000</b>       | <b>-60.47%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |                |
| Materials & Services      | -                   | -                   | -                    | -                    | 150,000              | - %            |
| Capital                   | 156,408.96          | 1,277,462.52        | 312,000              | 359,500              | -                    | -100.00%       |
| <b>TOTAL EXPENDITURES</b> | <b>156,408.96</b>   | <b>1,277,462.52</b> | <b>312,000</b>       | <b>379,500</b>       | <b>150,000</b>       | <b>-60.47%</b> |

**PROG 5003 FAA Annual Capital Grant**

|                                   |                     |                    |          |          |          |
|-----------------------------------|---------------------|--------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>(134,971.26)</b> | <b>(50,257.78)</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|--------------------|----------|----------|----------|

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5014: Title XIX Grant**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 16,890.20                   | 10,341.87                   | 16,900                       | 16,900                       | 12,000                       | -28.99%             |
| Investment Earnings       | -                           | -                           | -                            | -                            | -                            | - %                 |
| Beginning Balance         | (500.09)                    | 2,944.22                    | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | <b>16,390.11</b>            | <b>13,286.09</b>            | <b>16,900</b>                | <b>16,900</b>                | <b>12,000</b>                | <b>-28.99%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 13,445.89                   | 14,628.38                   | 16,900                       | 16,900                       | 12,000                       | -28.99%             |
| <b>TOTAL EXPENDITURES</b> | <b>13,445.89</b>            | <b>14,628.38</b>            | <b>16,900</b>                | <b>16,900</b>                | <b>12,000</b>                | <b>-28.99%</b>      |

**PROG 5014 Title XIX Grant**

|                                   |                 |                   |          |          |          |
|-----------------------------------|-----------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>2,944.22</b> | <b>(1,342.29)</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-----------------|-------------------|----------|----------|----------|

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

**PROG 5093: Drinking Water Source Protection**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | -                           | -                            | 50,000                       | 35,900                       | - %                 |
| Miscellaneous Revenue     | -                           | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>-</b>                    | <b>-</b>                     | <b>50,000</b>                | <b>35,900</b>                | <b>- %</b>          |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | -                           | -                            | 50,000                       | 35,900                       | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>-</b>                    | <b>-</b>                     | <b>50,000</b>                | <b>35,900</b>                | <b>- %</b>          |

|   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| <b>PROG 5093 Drinking Water Source Protection</b> |   |   |   |   |   |   |
| Revenues less Expenditures                        | - | - | - | - | - | - |

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 5095: FEMA Projects**

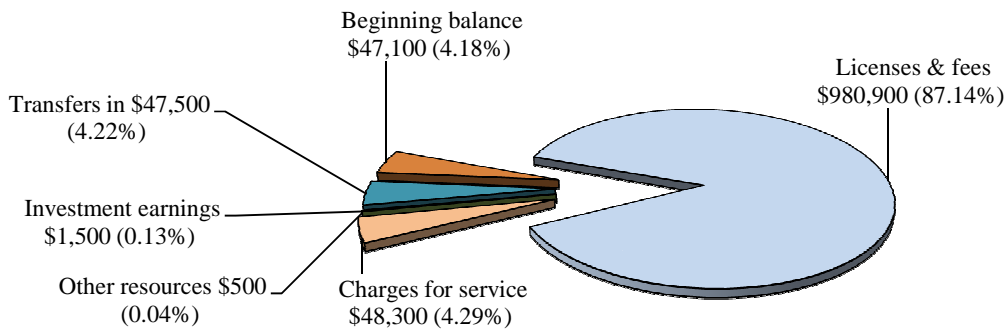
| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | -                           | -                            | -                            | 450,000                      | - %                 |
| Transfers In              | -                           | -                           | -                            | 10,000                       | 140,000                      | - %                 |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>-</b>                    | <b>-</b>                     | <b>10,000</b>                | <b>590,000</b>               | <b>- %</b>          |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | -                           | -                           | -                            | 10,000                       | 590,000                      | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>-</b>                    | <b>-</b>                     | <b>10,000</b>                | <b>590,000</b>               | <b>- %</b>          |

**BUILDING INSPECTION FUND  
RESOURCE DETAIL**

| Resources                       | 2009-10<br>Actual  | 2010-11<br>Actual  | .....2011-12.....  |                    | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of<br>Fund<br>Budget |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------------|-----------------------------|------------------------|
|                                 |                    |                    | Adopted<br>Budget  | Revised<br>Budget  |                              |                             |                        |
| Building Permit Surcharge       | \$ 71,524          | \$ 72,203          | \$ 72,000          | \$ 72,000          | \$ 70,000                    | (2.78%)                     | 6.22%                  |
| Master Electrical Permit        | 1,458              | 1,819              | 1,500              | 1,500              | 1,000                        | (33.33%)                    | 0.09%                  |
| Electrical Minor Labels         | 2,850              | 3,450              | 4,000              | 4,000              | 3,000                        | (25.00%)                    | 0.27%                  |
| Residential Permits             | 417,567            | 268,109            | 300,000            | 300,000            | 317,200                      | 5.73%                       | 28.18%                 |
| Commercial Permits              | 233,673            | 544,262            | 480,000            | 480,000            | 418,000                      | (12.92%)                    | 37.14%                 |
| Land Use Plan Review Fee        | 5,915              | 5,328              | 5,500              | 5,500              | 5,000                        | (9.09%)                     | 0.44%                  |
| Manufactured Home Set-up Fees   | 2,213              | 2,200              | 2,500              | 2,500              | 1,500                        | (40.00%)                    | 0.13%                  |
| Fire Sprinkler Permits          | 14,680             | 19,529             | 15,700             | 15,700             | 16,000                       | 1.91%                       | 1.42%                  |
| Parking Lot Permits             | 10,971             | 45,188             | 15,000             | 15,000             | 15,000                       | -                           | 1.33%                  |
| Electrical Permits              | 88,318             | 104,503            | 99,700             | 99,700             | 104,100                      | 4.41%                       | 9.25%                  |
| Fire Alarm Permits              | 6,322              | 3,027              | 5,000              | 5,000              | 6,000                        | 20.00%                      | 0.53%                  |
| Fire Alarm Plan Review          | 70                 | -                  | -                  | -                  | -                            | -                           | -                      |
| Sign Permits                    | 2,332              | 2,939              | 2,500              | 2,500              | 2,600                        | 4.00%                       | 0.23%                  |
| Document Imaging Fees           | 25,539             | 18,091             | 20,000             | 20,000             | 18,500                       | (7.50%)                     | 1.64%                  |
| Electrical Document Imaging     | 1,625              | 1,279              | 2,000              | 2,000              | 3,000                        | 50.00%                      | 0.27%                  |
| WComp Wage Subsidy Reimb        | 10,258             | -                  | -                  | -                  | -                            | -                           | -                      |
| Charges for Services            | 5,795              | 77,269             | 35,000             | 35,000             | 48,300                       | 38.00%                      | 4.29%                  |
| Miscellaneous Revenue           | 12,159             | 200                | -                  | -                  | 500                          | -                           | 0.04%                  |
| Interest                        | 4,732              | 1,602              | -                  | -                  | 1,500                        | -                           | 0.13%                  |
| <b>Total Current Resources</b>  | <b>918,000</b>     | <b>1,170,998</b>   | <b>1,060,400</b>   | <b>1,060,400</b>   | <b>1,031,200</b>             | <b>(2.75%)</b>              | <b>91.60%</b>          |
| From General Fund               | 234,078            | 30,000             | 30,000             | 30,000             | 30,000                       | -                           | 2.66%                  |
| From CARA Program               | 50,000             | -                  | -                  | -                  | -                            | -                           | -                      |
| From Water Economic Development | 7,427              | 12,500             | 12,500             | 12,500             | 2,500                        | (80.00%)                    | 0.22%                  |
| From Sewer Economic Development | 7,427              | 12,500             | 12,500             | 12,500             | 2,500                        | (80.00%)                    | 0.22%                  |
| From Risk Management Fund       | 100,000            | -                  | -                  | -                  | -                            | -                           | -                      |
| From Building Inspection        | 6,059              | 10,648             | 12,500             | 12,500             | 12,500                       | -                           | 1.11%                  |
| <b>Total Transfers In</b>       | <b>404,991</b>     | <b>65,648</b>      | <b>67,500</b>      | <b>67,500</b>      | <b>47,500</b>                | <b>(29.63%)</b>             | <b>4.22%</b>           |
| Beginning Balance               | 157,064            | 201,154            | 173,700            | 173,700            | 47,100                       | (72.88%)                    | 4.18%                  |
| <b>Total Resources</b>          | <b>\$1,480,054</b> | <b>\$1,437,800</b> | <b>\$1,301,600</b> | <b>\$1,301,600</b> | <b>\$1,125,800</b>           | <b>(13.51%)</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>  | 2009-10            | 2010-11            | .....2011-12.....  |                    | .....2012-13.....  |                    |                    |
|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                              | Actual             | Actual             | Adopted            | Revised            | Proposed           | Approved           | Adopted            |
| Building Inspection          | \$1,110,483        | \$1,035,332        | \$1,114,900        | \$1,114,900        | \$ 945,100         | \$ 945,100         | \$ 945,100         |
| Electrical Permit Program    | 113,515            | 116,310            | 119,200            | 119,200            | 121,100            | 121,100            | 121,100            |
| ADA Code Enforcement         | 38,674             | 53,539             | 67,500             | 67,500             | 59,600             | 59,600             | 59,600             |
| Development Code Enforcement | 16,228             | -                  | -                  | -                  | -                  | -                  | -                  |
| <b>Total Requirements</b>    | <b>\$1,278,900</b> | <b>\$1,205,181</b> | <b>\$1,301,600</b> | <b>\$1,301,600</b> | <b>\$1,125,800</b> | <b>\$1,125,800</b> | <b>\$1,125,800</b> |

**Requirements by Type**

|                           |                    |                    |                    |                    |                    |                    |                    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Personnel                 | \$ 901,052         | \$ 847,200         | \$ 907,000         | \$ 907,000         | \$ 764,600         | \$ 764,600         | \$ 764,600         |
| Materials & Services      | 371,674            | 347,333            | 382,100            | 382,100            | 348,700            | 348,700            | 348,700            |
| Transfers Out             | 6,175              | 10,648             | 12,500             | 12,500             | 12,500             | 12,500             | 12,500             |
| <b>Total Requirements</b> | <b>\$1,278,900</b> | <b>\$1,205,181</b> | <b>\$1,301,600</b> | <b>\$1,301,600</b> | <b>\$1,125,800</b> | <b>\$1,125,800</b> | <b>\$1,125,800</b> |

**Adopted Requirements  
by Program and Type**

|                               | Personnel         | Materials<br>& Services | Transfers<br>Out | Adopted<br>Budget  | % of Fund<br>Budget |
|-------------------------------|-------------------|-------------------------|------------------|--------------------|---------------------|
| Building Inspection           | \$ 611,700        | \$ 320,900              | \$ 12,500        | \$ 945,100         | 83.95%              |
| Electrical Permit Program     | 94,300            | 26,800                  | -                | 121,100            | 10.76%              |
| ADA Code Enforcement          | 58,600            | 1,000                   | -                | 59,600             | 5.29%               |
| <b>Total Requirements</b>     | <b>\$ 764,600</b> | <b>\$ 348,700</b>       | <b>\$ 12,500</b> | <b>\$1,125,800</b> | <b>100.00%</b>      |
| <b>Percent of Fund Budget</b> | <b>67.92%</b>     | <b>30.97%</b>           | <b>1.11%</b>     | <b>100.00%</b>     |                     |

| <b>Staffing Summary (FTE)</b> | 2009-10      | 2010-11      | .....2011-12..... |              | .....2012-13..... |              |              |
|-------------------------------|--------------|--------------|-------------------|--------------|-------------------|--------------|--------------|
|                               | Actual       | Actual       | Adopted           | Revised      | Proposed          | Approved     | Adopted      |
| Building Inspection           | 7.500        | 7.500        | 6.500             | 6.500        | 6.750             | 6.750        | 6.750        |
| Electrical Permit Program     | 1.500        | 1.000        | 1.000             | 1.000        | 0.750             | 0.750        | 0.750        |
| ADA Code Enforcement          | 0.843        | 0.843        | 0.843             | 0.843        | 0.750             | 0.750        | 0.750        |
| <b>Total FTE</b>              | <b>9.843</b> | <b>9.343</b> | <b>8.343</b>      | <b>8.343</b> | <b>8.250</b>      | <b>8.250</b> | <b>8.250</b> |

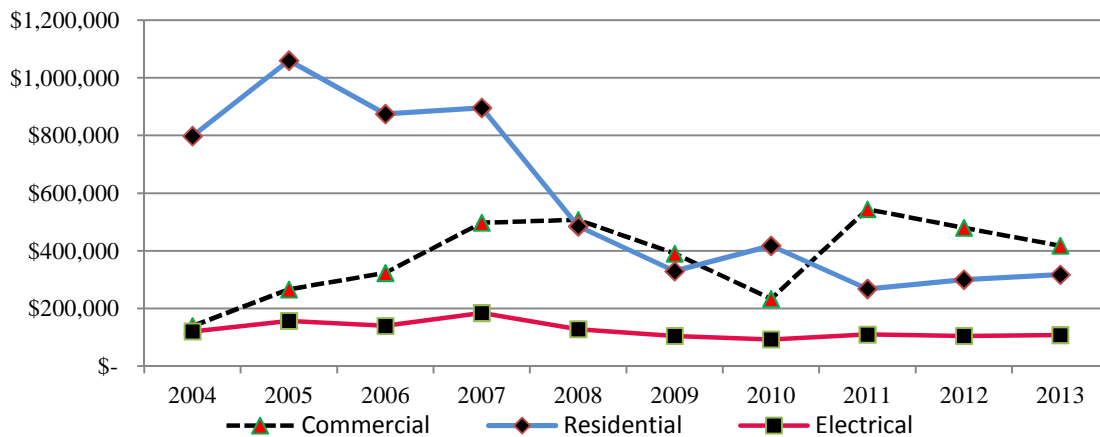


**BUILDING INSPECTION FUND**  
**Building Permit Resources by Source**  
for Fiscal Years 2004 through 2013\*

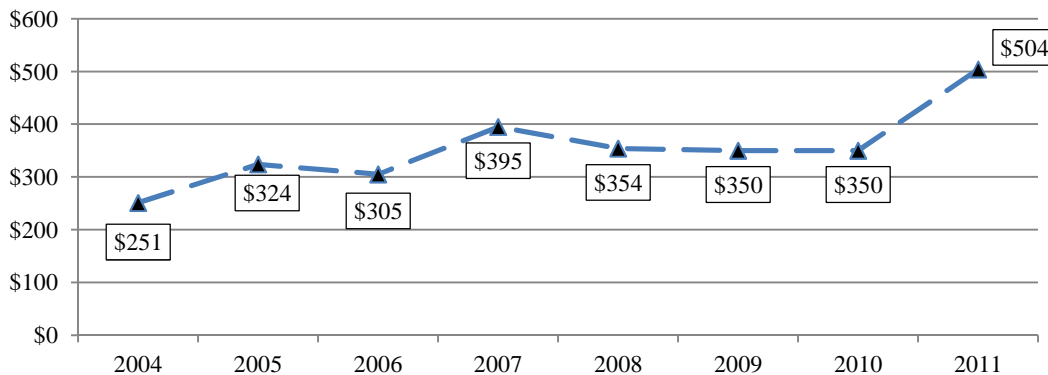
| Fiscal Year<br>June 30, | Commercial | Residential | Electrical | Other Permits | All Permits  | Annual % Change | Total # of Permits |
|-------------------------|------------|-------------|------------|---------------|--------------|-----------------|--------------------|
| 2004                    | \$ 139,205 | \$ 797,790  | \$ 120,371 | \$ 27,706     | \$ 1,085,072 | n/a             | 4,329              |
| 2005                    | 266,240    | 1,059,540   | 156,992    | 52,309        | 1,535,081    | 41.47%          | 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                    | 480,000    | 300,000     | 105,200    | 46,200        | 931,400      | (6.89%)         | 1,900              |
| 2013                    | 418,000    | 317,200     | 108,100    | 46,100        | 889,400      | (4.51%)         | 1,920              |

\* Actual receipts for years 2004 through 2011; budgeted resources for 2012 and 2013.

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



**Average Revenue per Permit**  
Fiscal Years 2004-2011 (Actual Receipts)



**PROGRAM NARRATIVE**

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

**Responsible Manager/Title:** Gary Stutzman, Acting 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.
- Monitor state legislation and administrative rule-making and implement new requirements that result from new legislative action. Provide information to the public regarding construction code standards and updates.
- Conduct field inspections upon request, checking compliance with applicable municipal codes and state building codes.
- Participate in the development review process and in downtown revitalization efforts.
- 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 in a self-sufficient manner. Use the operational plan approved by the state as the standard to include Fire Life Safety Plan review and inspections for new construction.

**STRATEGIES/ACTIONS**

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>   |
|-----------------------------|--------------------|---------------|---|
| Budget Year 2011-2012       |                    |               |   |
| Safe City                   | 04/12              | Completed     | <ul style="list-style-type: none"> <li>• Reduce expired permit backlog so that stalled projects will receive follow-up no later than 60 days after permit expiration date.</li> </ul> |
| Budget Year 2012-2013       |                    |               |   |
| Safe City                   | 06/13              |               | <ul style="list-style-type: none"> <li>• Improve the enforcement of work without permits cases by 10%.</li> </ul>   |

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Total permits issued.   | 2,245            | 1,984            | 1,900            | 1,920            |
| Commercial construction permits issued.                         | 119              | 147              | 175              | 145              |
| New single-family residence permits issued.                     | 156              | 73               | 60               | 60               |
| New construction value (in millions of dollars).                | 53               | 43               | 60               | 35               |
| Percent of inspections performed according to policy framework. | 85%              | 95%              | 92%              | 95%              |
| Number of inspections performed.                                | 12,116           | 7,997            | 9,000            | 8,000            |

**STAFFING SUMMARY**

|               |        |        |        |        |
|---------------|--------|--------|--------|--------|
| Budgeted FTEs | 14.658 | 07.500 | 07.500 | 06.750 |
|---------------|--------|--------|--------|--------|

**PROG 1602: Building Inspection**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | 777,343.00                  | 966,995.07                  | 906,200                      | 906,200                      | 859,800                      | -5.12%              |
| Intergovernmental Revenue | 10,258.09                   | -                           | -                            | -                            | -                            | - %                 |
| Charges for Services      | 5,794.58                    | 77,269.10                   | 35,000                       | 35,000                       | 48,300                       | 38.00%              |
| Miscellaneous Revenue     | 12,158.60                   | 200.00                      | -                            | -                            | 500                          | - %                 |
| Investment Earnings       | 5,353.75                    | 1,711.11                    | -                            | -                            | 1,500                        | - %                 |
| Transfers In              | 350,000.00                  | -                           | -                            | -                            | -                            | - %                 |
| Beginning Balance         | 165,229.76                  | 203,368.36                  | 173,700                      | 173,700                      | 35,000                       | -79.85%             |
| <b>TOTAL REVENUES</b>     | <b>1,326,137.78</b>         | <b>1,249,543.64</b>         | <b>1,114,900</b>             | <b>1,114,900</b>             | <b>945,100</b>               | <b>-15.23%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 767,140.43                  | 703,142.94                  | 754,600                      | 754,600                      | 611,700                      | -18.94%             |
| Materials & Services      | 337,167.76                  | 321,541.12                  | 347,800                      | 347,800                      | 320,900                      | -7.73%              |
| Transfers Out             | 6,174.51                    | 10,648.24                   | 12,500                       | 12,500                       | 12,500                       | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>1,110,482.70</b>         | <b>1,035,332.30</b>         | <b>1,114,900</b>             | <b>1,114,900</b>             | <b>945,100</b>               | <b>-15.23%</b>      |

**PROG 1602 Building Inspection**

|                                   |                   |                   |          |          |          |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>215,655.08</b> | <b>214,211.34</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|

**PROGRAM NARRATIVE**

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

**Responsible Manager/Title:** Gary Stutzman, Acting 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.

**STRATEGIES/ACTIONS**

| Strategic Plan Theme               | Target Date | Status    | Strategies/Actions   |
|------------------------------------|-------------|-----------|--|
| Budget Year 2011-2012<br>Safe City | 04/12       | Completed | <ul style="list-style-type: none"> <li>• Reduce expired permit backlog so that stalled projects will receive follow-up no later than 60 days after permit expiration date.</li> </ul>  |
| Budget Year 2012-2013<br>Safe City | 06/13       |           | <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> |

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Number of electrical permits issued (new, additions, and alterations). | 878              | 783              | 730              | 850              |
| Percent of inspections performed according to policy framework.        | 98%              | 95%              | 95%              | 95%              |

**STAFFING SUMMARY**

|               |     |     |     |     |
|---------------|-----|-----|-----|-----|
| Budgeted FTEs | 1.5 | 1.0 | 1.0 | .75 |
|---------------|-----|-----|-----|-----|

**PROG 1603: Electrical Permit Program**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | 107,713.88                  | 124,931.83                  | 119,200                      | 119,200                      | 121,100                      | 1.59%               |
| Investment Earnings       | (622.27)                    | (102.83)                    | -                            | -                            | -                            | - %                 |
| Beginning Balance         | (8,166.10)                  | (2,213.98)                  | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | <b>98,925.51</b>            | <b>122,615.02</b>           | <b>119,200</b>               | <b>119,200</b>               | <b>121,100</b>               | <b>1.59%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 82,627.66                   | 90,799.06                   | 91,400                       | 91,400                       | 94,300                       | 3.17%               |
| Materials & Services      | 30,887.66                   | 25,510.60                   | 27,800                       | 27,800                       | 26,800                       | -3.60%              |
| <b>TOTAL EXPENDITURES</b> | <b>113,515.32</b>           | <b>116,309.66</b>           | <b>119,200</b>               | <b>119,200</b>               | <b>121,100</b>               | <b>1.59%</b>        |

**PROG 1603 Electrical Permit Program**

|                                   |                    |                 |          |          |          |
|-----------------------------------|--------------------|-----------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>(14,589.81)</b> | <b>6,305.36</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|--------------------|-----------------|----------|----------|----------|

## PROGRAM NARRATIVE

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

**Responsible Manager/Title:** Gary Stutzman, Acting 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.
- 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 2011-2012 |             |             |  |
| Safe City             | 06/15       | 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 2012-2013 |             |             |  |
| Safe City             | 06/13       |             | <ul style="list-style-type: none"> <li>• Develop and implement amendments to city policies to conform to HB 3361.</li> </ul>                         |
|                       | 06/13       |             | <ul style="list-style-type: none"> <li>• Review facilities for compliance with new 2010 ADA standards and implement changes as necessary.</li> </ul> |
|                       | 06/15       |             | <ul style="list-style-type: none"> <li>• Evaluate curb ramps in public rights-of-way for prioritization on Curb Ramp Transition Plan.</li> </ul>     |

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

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Number of parking lots reviewed for disability access compliance.                           | 12               | 12               | 12               | 12               |
| Number of City facilities reviewed for compliance with ADA.                                 | 16               | 12               | 12               | 12               |
| Number of disability access-related training sessions provided to staff and/or contractors. | 40               | 30               | 20               | 30               |
| Percent of inspections performed according to policy framework.                             | 98%              | 98%              | 98%              | 98%              |

#### **STAFFING SUMMARY**

|               |      |      |      |     |
|---------------|------|------|------|-----|
| Budgeted FTEs | .843 | .843 | .843 | .75 |
|---------------|------|------|------|-----|

**PROG 1607: ADA Code Enforcement**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Investment Earnings       | 0.21                        | (6.45)                      | -                            | -                            | -                            | - %                 |
| Transfers In              | 38,741.43                   | 65,648.24                   | 67,500                       | 67,500                       | 47,500                       | -29.63%             |
| Beginning Balance         | -                           | -                           | -                            | -                            | 12,100                       | - %                 |
| <b>TOTAL REVENUES</b>     | <b>38,741.64</b>            | <b>65,641.79</b>            | <b>67,500</b>                | <b>67,500</b>                | <b>59,600</b>                | <b>-11.70%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 38,499.45                   | 53,257.81                   | 61,000                       | 61,000                       | 58,600                       | -3.93%              |
| Materials & Services      | 174.98                      | 281.14                      | 6,500                        | 6,500                        | 1,000                        | -84.62%             |
| <b>TOTAL EXPENDITURES</b> | <b>38,674.43</b>            | <b>53,538.95</b>            | <b>67,500</b>                | <b>67,500</b>                | <b>59,600</b>                | <b>-11.70%</b>      |

**PROG 1607 ADA Code Enforcement**

|                                   |              |                  |          |          |          |
|-----------------------------------|--------------|------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>67.21</b> | <b>12,102.84</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|--------------|------------------|----------|----------|----------|



CITY OF  
*Albany*

O R E G O N



**RISK MANAGEMENT FUND**

**RESOURCE DETAIL**

| <b>Resources</b>               | 2009-10              | 2010-11              | .....2011-12.....    |                      | 2012-13              | % Change        | % of           |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------|----------------|
|                                | Actual               | Actual               | Adopted<br>Budget    | Revised<br>Budget    | Adopted<br>Budget    | from<br>2011-12 | Fund<br>Budget |
| PepsiCo Settlement Proceeds    | \$ 18,500,000        | \$ -                 | \$ -                 | \$ -                 | \$ -                 | -               | -              |
| Interest                       | 99,006               | 127,817              | 69,800               | 69,800               | 69,800               | -               | 0.54%          |
| <b>Total Current Resources</b> | <b>18,599,006</b>    | <b>127,817</b>       | <b>69,800</b>        | <b>69,800</b>        | <b>69,800</b>        | <b>-</b>        | <b>0.54%</b>   |
| From Capital Projects Fund     | -                    | -                    | 2,127,700            | 2,127,700            | 918,500              | (56.83%)        | 7.16%          |
| From Litigation Proceeds       | -                    | 1,068,600            | -                    | -                    | -                    | -               | -              |
| <b>Total Transfers In</b>      | <b>-</b>             | <b>1,068,600</b>     | <b>2,127,700</b>     | <b>2,127,700</b>     | <b>918,500</b>       | <b>(56.83%)</b> | <b>7.16%</b>   |
| Beginning Balance              | 1,088,744            | 19,187,810           | 11,212,800           | 11,212,800           | 11,844,800           | 5.64%           | 92.30%         |
| <b>Total Resources</b>         | <b>\$ 19,687,750</b> | <b>\$ 20,384,227</b> | <b>\$ 13,410,300</b> | <b>\$ 13,410,300</b> | <b>\$ 12,833,100</b> | <b>(4.30%)</b>  | <b>100.00%</b> |

**REQUIREMENT SUMMARIES**

| <b>Program Requirements</b> | 2009-10           | 2010-11             | .....2011-12.....    |                      | .....2012-13.....    |                      |                      |
|-----------------------------|-------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|                             | Actual            | Actual              | Adopted              | Revised              | Proposed             | Approved             | Adopted              |
| Risk Management             | \$ 499,940        | \$ 42,625           | \$ 28,000            | \$ 1,578,800         | \$ 1,552,300         | \$ 1,552,300         | \$ 1,552,300         |
| PepsiCo Settlement Projects | \$ -              | \$ 7,608,190        | \$ 13,334,300        | \$ 11,783,500        | \$ 11,256,800        | \$ 11,256,800        | \$ 11,256,800        |
| HARP                        | -                 | 9,744               | 48,000               | 48,000               | 24,000               | 24,000               | 24,000               |
| <b>Total Requirements</b>   | <b>\$ 499,940</b> | <b>\$ 7,660,559</b> | <b>\$ 13,410,300</b> | <b>\$ 13,410,300</b> | <b>\$ 12,833,100</b> | <b>\$ 12,833,100</b> | <b>\$ 12,833,100</b> |

| <b>Percent of Fund Total</b> | 2009-10        | 2010-11        | .....2011-12..... |                | .....2012-13..... |               |               |
|------------------------------|----------------|----------------|-------------------|----------------|-------------------|---------------|---------------|
|                              | Actual         | Actual         | Adopted           | Revised        | Proposed          | Approved      | Adopted       |
| Risk Management              | 100.00%        | 0.56%          | 0.21%             | 11.77%         | 12.10%            | 12.10%        | 12.10%        |
| PepsiCo Settlement Projects  | -              | 99.32%         | 99.43%            | 87.87%         | 87.71%            | 0.19%         | 0.19%         |
| HARP                         | -              | 0.13%          | 0.36%             | 0.36%          | 0.19%             | -             | -             |
| <b>Totals</b>                | <b>100.00%</b> | <b>100.01%</b> | <b>100.00%</b>    | <b>100.00%</b> | <b>100.00%</b>    | <b>12.29%</b> | <b>12.29%</b> |

## **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 accumulates funds to mitigate risk exposures and provide financial protection for deductible payments and other liability exposures.

**PROG 1005: Risk Management**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Investment Earnings       | 17,348.71                   | 10,468.91                   | 12,000                       | 12,000                       | 7,000                        | -41.67%             |
| Transfers In              | -                           | 1,000,000.00                | -                            | -                            | -                            | - %                 |
| Beginning Balance         | 1,088,743.64                | 606,152.75                  | 1,566,800                    | 1,566,800                    | 1,545,300                    | -1.37%              |
| <b>TOTAL REVENUES</b>     | <b>1,106,092.35</b>         | <b>1,616,621.66</b>         | <b>1,578,800</b>             | <b>1,578,800</b>             | <b>1,552,300</b>             | <b>-1.68%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 399,939.60                  | 42,625.24                   | 28,000                       | 1,578,800                    | 1,552,300                    | -1.68%              |
| Transfers Out             | 100,000.00                  | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>499,939.60</b>           | <b>42,625.24</b>            | <b>28,000</b>                | <b>1,578,800</b>             | <b>1,552,300</b>             | <b>-1.68%</b>       |

## **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 allocated are appropriated in a reserve account and will be moved to specific line items as directed by the City Council.
- \$3,469,195 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.

**PROG 1037: PepsiCo Settlement Projects**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 18,500,000.00               | -                           | -                            | -                            | -                            | - %                 |
| Investment Earnings       | 81,657.29                   | 117,195.95                  | 57,800                       | 57,800                       | 62,800                       | 8.65%               |
| Transfers In              | -                           | -                           | 2,127,700                    | 2,127,700                    | 918,500                      | -56.83%             |
| Beginning Balance         | -                           | 18,581,657.29               | 9,598,000                    | 9,598,000                    | 10,275,500                   | 7.06%               |
| <b>TOTAL REVENUES</b>     | <b>18,581,657.29</b>        | <b>18,698,853.24</b>        | <b>11,783,500</b>            | <b>11,783,500</b>            | <b>11,256,800</b>            | <b>-4.47%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | 132,483.57                  | 1,550,800                    | 20,000                       | -                            | -100.00%            |
| Capital                   | -                           | -                           | 10,943,500                   | 9,642,512                    | 11,256,800                   | 16.74%              |
| Transfers Out             | -                           | 7,475,705.98                | 840,000                      | 2,120,988                    | -                            | -100.00%            |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>7,608,189.55</b>         | <b>13,334,300</b>            | <b>11,783,500</b>            | <b>11,256,800</b>            | <b>-4.47%</b>       |

## **PROGRAM NARRATIVE**

### **RISK MANAGEMENT FUND: HARP (208-10-1038)**

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

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#### **FUNCTIONS AND RESPONSIBILITIES**

- This program accounts for funds transferred from litigation settlement proceeds for the Historic Albany Recovery Program (HARP).
- Mr. Michael Waldock is the HARP team leader. He will work with the Historic Albany Recovery Team (HART) to quickly launch HARP initiatives that would underpin economic recovery in Albany.
- HARP includes members from CARA, AVA, and ADA, as well as the Mayor and Council President.
- HARP will look for ways to enhance tourism, consumption, employment, and education.

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 1038: HARP Program**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Investment Earnings       | -                           | 151.73                      | -                            | -                            | -                            | - %                 |
| Transfers In              | -                           | 68,600.00                   | -                            | -                            | -                            | - %                 |
| Beginning Balance         | -                           | -                           | 48,000                       | 48,000                       | 24,000                       | -50.00%             |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>68,751.73</b>            | <b>48,000</b>                | <b>48,000</b>                | <b>24,000</b>                | <b>-50.00%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | -                           | -                           | 26,800                       | -                            | -                            | - %                 |
| Materials & Services      | -                           | 9,744.14                    | 21,200                       | 48,000                       | 24,000                       | -50.00%             |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>9,744.14</b>             | <b>48,000</b>                | <b>48,000</b>                | <b>24,000</b>                | <b>-50.00%</b>      |

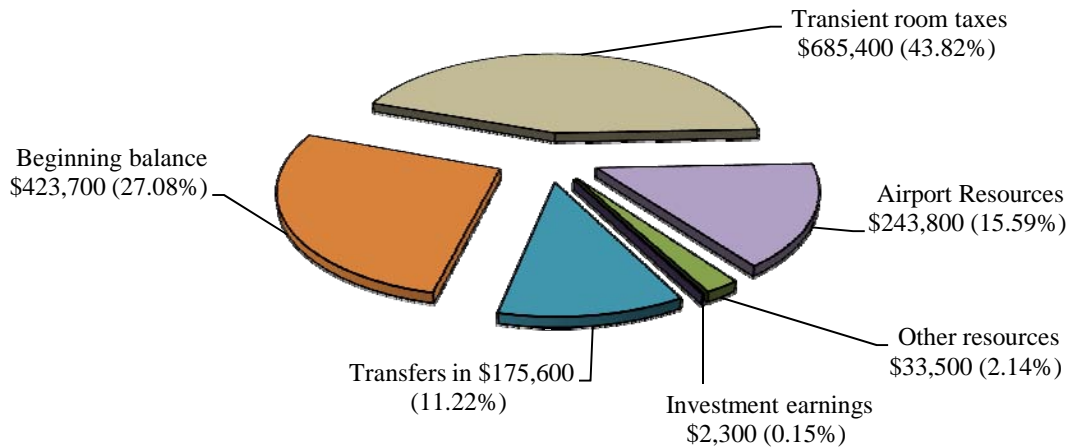
**ECONOMIC DEVELOPMENT FUND  
RESOURCE DETAIL**

| Resources                       | 2009-10<br>Actual  | 2010-11<br>Actual  | .....2011-12.....  |                    | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of<br>Fund<br>Budget |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------------|-----------------------------|------------------------|
|                                 |                    |                    | Adopted<br>Budget  | Revised<br>Budget  |                              |                             |                        |
| Transient Room Tax              | \$ 382,054         | \$ 655,879         | \$ 638,700         | \$ 638,700         | \$ 685,400                   | 7.31%                       | 43.82%                 |
| Airport: Fuel                   | 136,229            | 118,528            | 141,900            | 141,900            | 175,000                      | 23.33%                      | 11.19%                 |
| Airport: Tie Down Fees          | 4,020              | 375                | -                  | -                  | 600                          | -                           | 0.04%                  |
| Airport: Lease                  | 19,107             | 35,822             | 33,000             | 33,000             | 40,000                       | 21.21%                      | 2.56%                  |
| Fixed Base Operator Revenues    | 18,000             | (34,500)           | 9,000              | 9,000              | -                            | (100.00%)                   | -                      |
| Space Rental                    | 29,100             | 27,380             | 28,200             | 28,200             | 28,200                       | -                           | 1.80%                  |
| Dayton Hudson Corp (Target)     | 32,260             | 31,271             | 34,700             | 34,700             | 33,500                       | (3.46%)                     | 2.14%                  |
| Interest                        | 2,966              | (173)              | 1,900              | 1,900              | 2,300                        | 21.05%                      | 0.15%                  |
| <b>Total Current Resources</b>  | <b>623,736</b>     | <b>834,583</b>     | <b>887,400</b>     | <b>887,400</b>     | <b>965,000</b>               | <b>8.74%</b>                | <b>61.70%</b>          |
| From Equipment Replacement      | 201,918            | -                  | -                  | -                  | -                            | -                           | -                      |
| From CARA Program               | 102,000            | 103,900            | 109,700            | 109,700            | 111,900                      | 2.01%                       | 7.15%                  |
| Transfer In: Transient Room Tax | -                  | -                  | 61,800             | 61,800             | 63,700                       | 3.07%                       | 4.07%                  |
| <b>Total Transfers In</b>       | <b>303,918</b>     | <b>103,900</b>     | <b>171,500</b>     | <b>171,500</b>     | <b>175,600</b>               | <b>2.39%</b>                | <b>11.22%</b>          |
| Beginning Balance               | 391,367            | 377,762            | 374,200            | 374,200            | 423,700                      | 13.23%                      | 27.08%                 |
| <b>Total Resources</b>          | <b>\$1,319,021</b> | <b>\$1,316,245</b> | <b>\$1,433,100</b> | <b>\$1,433,100</b> | <b>\$1,564,300</b>           | <b>9.15%</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>                  | 2009-10           | 2010-11           | .....2011-12.....  |                    | .....2012-13.....  |                    |                    |
|--|-------------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | Actual            | Actual            | Adopted            | Revised            | Proposed           | Approved           | Adopted            |
| Target Utilities                             | \$ 36,490         | \$ 35,372         | \$ 43,500          | \$ 43,500          | \$ 37,900          | \$ 37,900          | \$ 37,900          |
| Economic Development Activities <sup>1</sup> | 575,380           | 547,379           | 908,500            | 908,500            | 986,300            | 986,300            | 986,300            |
| Economic Development Activities <sup>2</sup> | -                 | -                 | -                  | -                  | -                  | -                  | -                  |
| Albany Municipal Airport <sup>2</sup>        | -                 | -                 | -                  | -                  | -                  | -                  | -                  |
| Albany Municipal Airport <sup>3</sup>        | 329,389           | 324,816           | 419,100            | 419,100            | 414,100            | 414,100            | 414,100            |
| Municipal Airport Capital Projects           | -                 | -                 | 62,000             | 62,000             | 126,000            | 126,000            | 126,000            |
| <b>Total Requirements</b>                    | <b>\$ 941,259</b> | <b>\$ 907,567</b> | <b>\$1,433,100</b> | <b>\$1,433,100</b> | <b>\$1,564,300</b> | <b>\$1,564,300</b> | <b>\$1,564,300</b> |

<sup>1</sup> City Manager

<sup>2</sup> Economic Development

<sup>3</sup> Public Works

**Requirements by Type**

|                           |                   |                   |                    |                    |                    |                    |                    |
|---------------------------|-------------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Personnel                 | \$ 107,261        | \$ 166,103        | \$ 179,800         | \$ 179,800         | \$ 141,900         | \$ 141,900         | \$ 141,900         |
| Materials & Services      | 762,508           | 658,293           | 822,700            | 822,700            | 899,200            | 899,200            | 899,200            |
| Capital                   | -                 | 47,800            | 210,000            | 210,000            | 278,400            | 278,400            | 278,400            |
| Transfers Out             | 35,000            | -                 | 177,100            | 177,100            | 206,900            | 206,900            | 206,900            |
| Debt Service              | 36,490            | 35,372            | 43,500             | 43,500             | 37,900             | 37,900             | 37,900             |
| <b>Total Requirements</b> | <b>\$ 941,259</b> | <b>\$ 907,567</b> | <b>\$1,433,100</b> | <b>\$1,433,100</b> | <b>\$1,564,300</b> | <b>\$1,564,300</b> | <b>\$1,564,300</b> |

**Adopted Requirements  
by Program and Type**

|                                    | Personnel         | Materials<br>& Services | Capital           | Transfers<br>Out  | Debt<br>Service  | Adopted<br>Budget  | % of Fund<br>Budget |
|------------------------------------|-------------------|-------------------------|-------------------|-------------------|------------------|--------------------|---------------------|
| Target Utilities                   | \$ -              | \$ -                    | \$ -              | \$ -              | \$ 37,900        | \$ 37,900          | 2.43%               |
| Economic Development Activities    | 128,400           | 658,500                 | -                 | 199,400           | -                | 986,300            | 63.05%              |
| Albany Municipal Airport           | 13,500            | 240,700                 | 159,900           | -                 | -                | 414,100            | 26.47%              |
| Municipal Airport Capital Projects | -                 | -                       | 118,500           | 7,500             | -                | 126,000            | 8.05%               |
| <b>Total Requirements</b>          | <b>\$ 141,900</b> | <b>\$ 899,200</b>       | <b>\$ 278,400</b> | <b>\$ 206,900</b> | <b>\$ 37,900</b> | <b>\$1,564,300</b> | <b>100.00%</b>      |
| <b>Percent of Fund Budget</b>      | <b>9.07%</b>      | <b>57.48%</b>           | <b>17.80%</b>     | <b>13.23%</b>     | <b>2.42%</b>     | <b>100.00%</b>     |                     |

| <b>Staffing Summary (FTE)</b>   | 2009-10      | 2010-11      | .....2011-12..... |              | .....2012-13..... |              |              |
|---------------------------------|--------------|--------------|-------------------|--------------|-------------------|--------------|--------------|
|                                 | 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             | 0.450        | 0.100             | 0.100        | 0.100        |
| <b>Total FTE</b>                | <b>1.000</b> | <b>1.500</b> | <b>1.450</b>      | <b>1.450</b> | <b>1.100</b>      | <b>1.100</b> | <b>1.100</b> |

# ECONOMIC DEVELOPMENT FUND

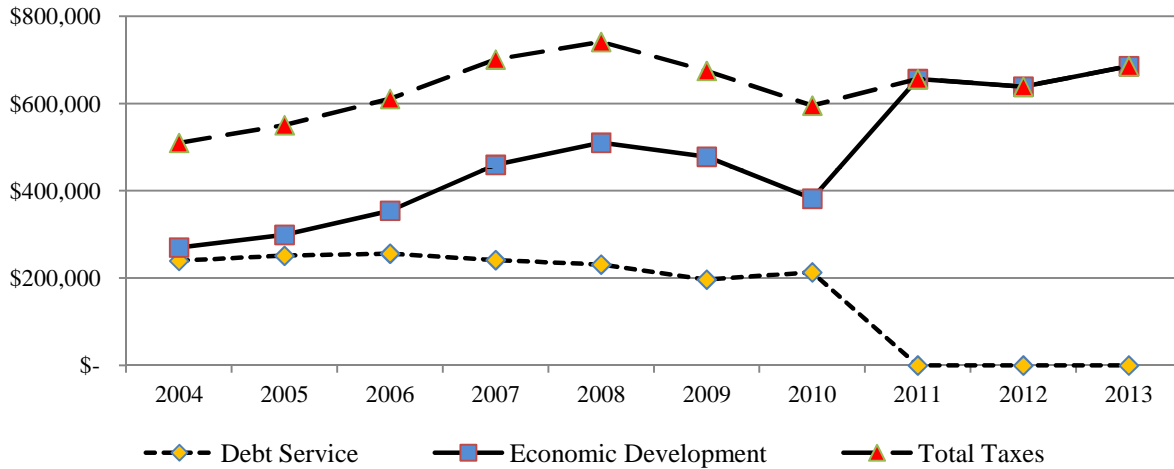
## TRANSIENT ROOM TAX COLLECTIONS\* Ten Fiscal Years

| Fiscal Year | Debt Service** | Economic Development | Totals     | Annual Increase (Decrease) |
|-------------|----------------|----------------------|------------|----------------------------|
| 2004        | \$ 239,540     | \$ 270,227           | \$ 509,767 | na                         |
| 2005        | 251,204        | 299,200              | 550,404    | 7.97%                      |
| 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        | -              | 638,700              | 638,700    | (2.62%)                    |
| 2013        | -              | 685,400              | 685,400    | 7.31%                      |

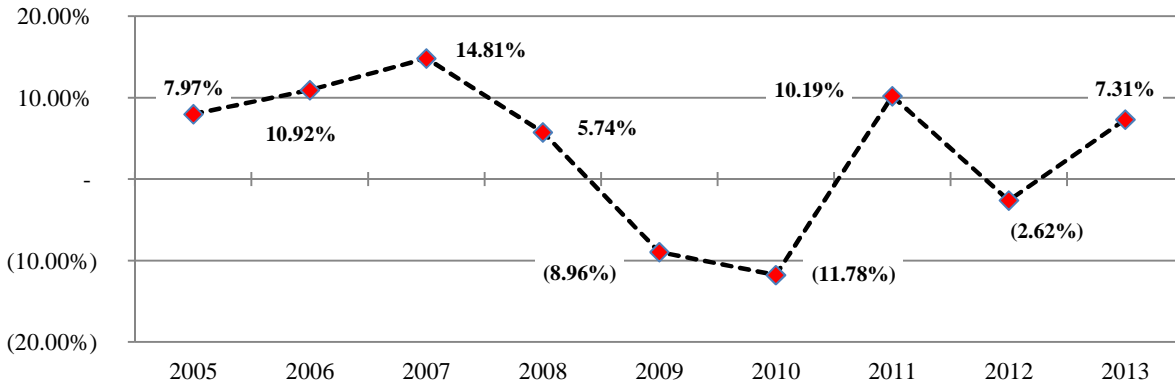
\* Actual collections for years 2004 through 2011. Budgeted collections for 2012 and 2013.

\*\* 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 |                                       |                                 |                           |                                   |
| 2004        | \$ 205,000                    | \$ 40,000          | \$ 10,000                   | \$ 15,227                             | \$ 270,227                      | \$ 239,540                | \$ 509,767                        |
| 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                      | 226,100                               | 638,700                         | -                         | 638,700                           |
| 2013        | 338,900                       | 45,400             | 40,800                      | 260,300                               | 685,400                         | -                         | 685,400                           |

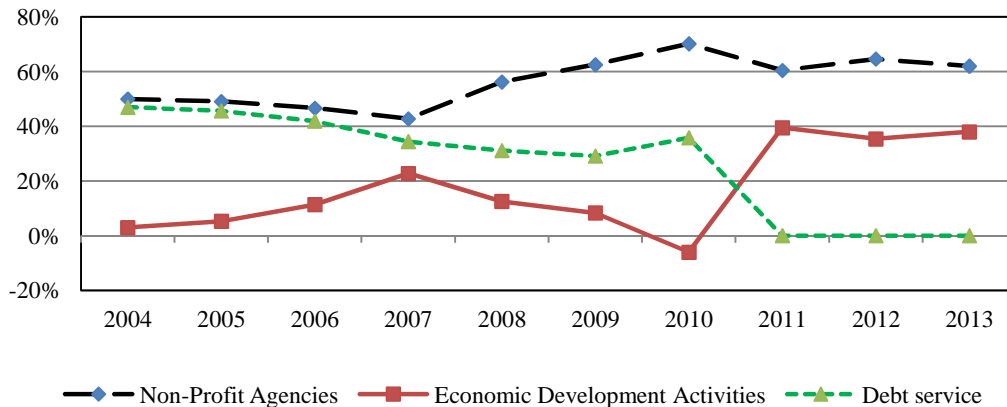
<sup>1</sup> Albany-Millersburg Economic Development Corporation

<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 |                                       |                                 |              |                                   |
| 2004        | 40.21%                        | 7.85% | 1.96%                       | 2.99%                                 | 53.01%                          | 46.99%       | 100.00%                           |
| 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        | 51.51%                        | 6.89% | 6.20%                       | 35.40%                                | 100.00%                         | -            | 100.00%                           |
| 2013        | 49.45%                        | 6.62% | 5.95%                       | 37.98%                                | 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> |
|--------------------|------------------|-----------------|----------------------|------------------------------------|-------------------------------|
| 2012-2013          | \$30,164         | \$7,619         | \$37,783             | \$33,403                           | \$4,380                       |
| 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             | \$ 132,505       | \$ 19,716       | \$ 152,221           | \$ 134,573                         | \$ 17,648                     |

**PROG 1007: Target Utilities**

| <u>Acct# Description</u>  | <b>2009-2010</b><br>Actual | <b>2010-2011</b><br>Actual | <b>2011-2012</b><br>Adopted | <b>2011-2012</b><br>Revised | <b>2012-2013</b><br>Adopted | <b>%</b><br>Change |
|---------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|--------------------|
| <b>REVENUES</b>           |                            |                            |                             |                             |                             |                    |
| Miscellaneous Revenue     | 32,259.60                  | 31,271.20                  | 34,700                      | 34,700                      | 33,500                      | -3.46%             |
| Investment Earnings       | 220.30                     | 103.98                     | 200                         | 200                         | 200                         | - %                |
| Beginning Balance         | 16,293.08                  | 12,283.48                  | 8,600                       | 8,600                       | 4,200                       | -51.16%            |
| <b>TOTAL REVENUES</b>     | <b>48,772.98</b>           | <b>43,658.66</b>           | <b>43,500</b>               | <b>43,500</b>               | <b>37,900</b>               | <b>-12.87%</b>     |
| <b>EXPENDITURES</b>       |                            |                            |                             |                             |                             |                    |
| Debt Service              | 36,489.50                  | 35,371.50                  | 43,500                      | 43,500                      | 37,900                      | -12.87%            |
| <b>TOTAL EXPENDITURES</b> | <b>36,489.50</b>           | <b>35,371.50</b>           | <b>43,500</b>               | <b>43,500</b>               | <b>37,900</b>               | <b>-12.87%</b>     |

**PROG 1007 Target Utilities**

|                            |           |          |   |   |   |
|----------------------------|-----------|----------|---|---|---|
| Revenues less Expenditures | 12,283.48 | 8,287.16 | - | - | - |
|----------------------------|-----------|----------|---|---|---|

**PROGRAM NARRATIVE**

**ECONOMIC DEVELOPMENT: ECONOMIC DEVELOPMENT ACTIVITIES (211-11-1101)**

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

**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 2011-2012 |             |             |  |
| Healthy Economy       | 06/12       | 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> |
|                       | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Assist with marketing and development of PepsiCo and Kempf property sites.</li> </ul>                               |
|                       | 06/12       | Canceled    | <ul style="list-style-type: none"> <li>• Completion of Oak Creek Urban Renewal District.</li> </ul>  |
| Budget Year 2012-2013 |             |             |  |
| Healthy Economy       | 06/13       |             | <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       |             | <ul style="list-style-type: none"> <li>• Assist with marketing and development of PepsiCo and Kempf property sites.</li> </ul>                               |
|                       | 06/13       |             | <ul style="list-style-type: none"> <li>• Support Mayor’s Business-Ready Task Force.</li> </ul>   |

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Contact major company CEOs or Plant Managers within Albany. | 6                | 6                | 6                | 6                |

**STAFFING SUMMARY**

|               |     |     |     |     |
|---------------|-----|-----|-----|-----|
| Budgeted FTEs | 1.0 | 1.0 | 1.0 | 1.0 |
|---------------|-----|-----|-----|-----|

**PROG 1101: Economic Development Activities**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Transient Room Tax        | 382,054.14                  | 655,879.28                  | 638,700                      | 638,700                      | 685,400                      | 7.31%               |
| Investment Earnings       | (1,384.77)                  | 747.14                      | 500                          | 500                          | 1,500                        | 200.00%             |
| Transfers In              | 102,000.00                  | 103,900.00                  | 109,700                      | 109,700                      | 111,900                      | 2.01%               |
| Beginning Balance         | 92,122.28                   | (588.62)                    | 159,600                      | 159,600                      | 187,500                      | 17.48%              |
| <b>TOTAL REVENUES</b>     | <b>574,791.65</b>           | <b>759,937.80</b>           | <b>908,500</b>               | <b>908,500</b>               | <b>986,300</b>               | <b>8.56%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 107,260.82                  | 111,427.69                  | 124,800                      | 124,800                      | 128,400                      | 2.88%               |
| Materials & Services      | 468,119.45                  | 435,951.70                  | 622,200                      | 622,200                      | 658,500                      | 5.83%               |
| Transfers Out             | -                           | -                           | 161,500                      | 161,500                      | 199,400                      | 23.47%              |
| <b>TOTAL EXPENDITURES</b> | <b>575,380.27</b>           | <b>547,379.39</b>           | <b>908,500</b>               | <b>908,500</b>               | <b>986,300</b>               | <b>8.56%</b>        |

**PROG 1101 Economic Development Activities**

|                                   |                 |                   |          |          |          |
|-----------------------------------|-----------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>(588.62)</b> | <b>212,558.41</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-----------------|-------------------|----------|----------|----------|

**PROGRAM NARRATIVE**

**ECONOMIC DEVELOPMENT: ALBANY MUNICIPAL AIRPORT (211-50-1103)**

**Responsible Manager/Title:** Chris Bailey, Operations Manager

**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.
- Provides management of the Albany Municipal Airport including City-owned aviation fuel sales, hangar leases, property management, and compliance with FAA regulations.

**STRATEGIES/ACTIONS**

| <u>Strategic Plan Theme</u>       | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>   |
|-----------------------------------|--------------------|---------------|---|
| <b>Budget Year 2011-2012</b>      |                    |               |   |
| Effective Government              | 07/11              | In Progress   | • Stabilize operational budget.                                     |
| Effective Government<br>Safe City | 05/12              | Postponed     | • Complete east and south-side fencing to meet safety requirements. |
| <b>Budget Year 2012-2013</b>      |                    |               |   |
| Effective Government              | 12/13              |               | • Update Airport Master Plan.                                       |
| Effective Government              | 08/12              |               | • Hire airport operations contractor.                               |

**PERFORMANCE MEASURES**

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</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               | 65               | 70               | 70               |
| Number of Airport Advisory Commission mtgs. | 2                | 12               | 12               | 12               |
| Gallons of Avgas sold.                      | 32,100           | 32,600           | 35,000           | 35,500           |

**STAFFING SUMMARY**

|               | <u>2009-2010*</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---------------|-------------------|------------------|------------------|------------------|
| Budgeted FTEs | 0                 | 0.5              | 0.45             | 0.10             |

\*Information for this year is unavailable.



**PROG 1103: Albany Municipal Airport**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change   |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |               |
| Charges for Services      | 206,456.08          | 147,605.07          | 212,100              | 212,100              | 243,800              | 14.95%        |
| Investment Earnings       | 4,130.22            | (1,023.68)          | 1,000                | 1,000                | 300                  | -70.00%       |
| Transfers In              | 201,918.08          | -                   | -                    | 20,000               | -                    | - %           |
| Beginning Balance         | 282,951.70          | 366,067.26          | 206,000              | 206,000              | 170,000              | -17.48%       |
| <b>TOTAL REVENUES</b>     | <b>695,456.08</b>   | <b>512,648.65</b>   | <b>419,100</b>       | <b>439,100</b>       | <b>414,100</b>       | <b>-5.69%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |               |
| Personnel Services        | -                   | 54,674.98           | 55,000               | 55,000               | 13,500               | -75.45%       |
| Materials & Services      | 294,388.82          | 222,341.47          | 200,500              | 200,500              | 240,700              | 20.05%        |
| Capital                   | -                   | 47,799.75           | 163,600              | 183,600              | 159,900              | -12.91%       |
| Transfers Out             | 35,000.00           | -                   | -                    | -                    | -                    | - %           |
| <b>TOTAL EXPENDITURES</b> | <b>329,388.82</b>   | <b>324,816.20</b>   | <b>419,100</b>       | <b>439,100</b>       | <b>414,100</b>       | <b>-5.69%</b> |

|   |            |            |   |   |   |  |
|---|------------|------------|---|---|---|--|
| <b>PROG 1103 Albany Municipal Airport</b> |            |            |   |   |   |  |
| Revenues less Expenditures                | 366,067.26 | 187,832.45 | - | - | - |  |

## PROGRAM NARRATIVE

### ECONOMIC DEVELOPMENT FUND: MUNICIPAL AIRPORT CAPITAL PROJECTS (211-50-1115)

Responsible Manager/Title: Chris Bailey, Operations Manager

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#### FUNCTIONS AND RESPONSIBILITIES

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

#### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u>                   | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>   |
|---|--------------------|---------------|---|
| Budget Year 2011-2012<br>Effective Government | 06/12              | NA            | <ul style="list-style-type: none"><li>• Transfer money to fund grant match contributions for FAA capital projects.</li></ul>              |
| Budget Year 2012-2013<br>Effective Government | 08/12              |               | <ul style="list-style-type: none"><li>• Transfer money to fund grant match contribution for Airport Master Plan Update project.</li></ul> |

**PROG 1115: Municipal Airport Capital Projects**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Investment Earnings       | -                           | -                           | 200                          | 200                          | 300                          | 50.00%              |
| Transfers In              | -                           | -                           | 61,800                       | 61,800                       | 63,700                       | 3.07%               |
| Beginning Balance         | -                           | -                           | -                            | -                            | 62,000                       | - %                 |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>-</b>                    | <b>62,000</b>                | <b>62,000</b>                | <b>126,000</b>               | <b>103.23%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | -                           | -                           | 46,400                       | 46,400                       | 118,500                      | 155.39%             |
| Transfers Out             | -                           | -                           | 15,600                       | 15,600                       | 7,500                        | -51.92%             |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>-</b>                    | <b>62,000</b>                | <b>62,000</b>                | <b>126,000</b>               | <b>103.23%</b>      |

**PROG 1115 Municipal Airport Capital Projects**

Revenues less Expenditures

- - - - -



CITY OF  
*Albany*

O R E G O N

## AMBULANCE FUND

### RESOURCE DETAIL

| Resources                      | 2009-10            | 2010-11            | .....2011-12.....  |                    | 2012-13            | % Change        | % of           |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------|----------------|
|                                | Actual             | Actual             | Adopted Budget     | Revised Budget     | Adopted Budget     | from 2011-12    | Fund Budget    |
| Ambulance Service Fees         | \$1,791,473        | \$1,882,588        | \$1,850,000        | \$1,850,000        | \$1,885,000        | 1.89%           | 81.97%         |
| FireMed Fees                   | 121,445            | 125,550            | 108,000            | 108,000            | 155,000            | 43.52%          | 6.74%          |
| Miscellaneous Revenue          | 1,769              | 3,723              | -                  | -                  | -                  | -               | -              |
| Interest                       | 1,386              | 1,132              | 1,000              | 1,000              | 600                | (40.00%)        | 0.03%          |
| <b>Total Current Resources</b> | <b>1,916,073</b>   | <b>2,012,993</b>   | <b>1,959,000</b>   | <b>1,959,000</b>   | <b>2,040,600</b>   | <b>4.17%</b>    | <b>88.74%</b>  |
| From Public Safety Levy Fund   | 219,504            | 135,194            | 245,300            | 245,300            | 166,000            | (32.33%)        | 7.22%          |
| From General Fund              | -                  | -                  | -                  | -                  | 46,000             | -               | 2.00%          |
| <b>Total Transfers In</b>      | <b>219,504</b>     | <b>135,194</b>     | <b>245,300</b>     | <b>245,300</b>     | <b>212,000</b>     | <b>(13.58%)</b> | <b>9.22%</b>   |
| Beginning Balance              | 75,215             | 68,382             | 40,000             | 40,000             | 47,100             | 17.75%          | 2.04%          |
| <b>Total Resources</b>         | <b>\$2,210,792</b> | <b>\$2,216,570</b> | <b>\$2,244,300</b> | <b>\$2,244,300</b> | <b>\$2,299,700</b> | <b>2.47%</b>    | <b>100.00%</b> |

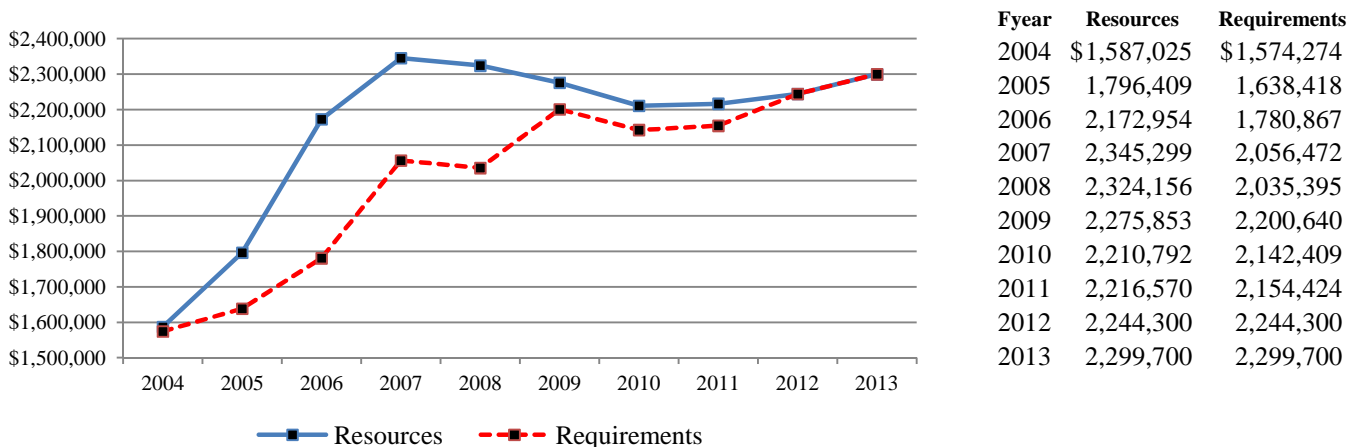
### REQUIREMENT/STAFFING SUMMARIES

| Requirements by Type      | 2009-10            | 2010-11            | .....2011-12.....  |                    | .....2012-13.....  |                    |                    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                           | Actual             | Actual             | Adopted            | Revised            | Proposed           | Approved           | Adopted            |
| Personnel                 | \$1,744,242        | \$1,801,944        | \$1,884,800        | \$1,884,800        | \$1,939,600        | \$1,939,600        | \$1,939,600        |
| Materials & Services      | 398,168            | 307,092            | 359,500            | 359,500            | 360,100            | 360,100            | 360,100            |
| Capital                   | -                  | 45,389             | -                  | -                  | -                  | -                  | -                  |
| <b>Total Requirements</b> | <b>\$2,142,409</b> | <b>\$2,154,424</b> | <b>\$2,244,300</b> | <b>\$2,244,300</b> | <b>\$2,299,700</b> | <b>\$2,299,700</b> | <b>\$2,299,700</b> |

| Percent of Fund Total | 2009-10        | 2010-11       | .....2011-12..... |                | .....2012-13..... |                |                |
|-----------------------|----------------|---------------|-------------------|----------------|-------------------|----------------|----------------|
|                       | Actual         | Actual        | Adopted           | Revised        | Proposed          | Approved       | Adopted        |
| Personnel             | 81.41%         | 83.64%        | 83.98%            | 83.98%         | 84.34%            | 84.34%         | 84.34%         |
| Materials & Services  | 18.59%         | 14.25%        | 16.02%            | 16.02%         | 15.66%            | 15.66%         | 15.66%         |
| <b>Totals</b>         | <b>100.00%</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> |

| Staffing Summary (FTE) | 2009-10 | 2010-11 | .....2011-12..... |         | .....2012-13..... |          |         |
|------------------------|---------|---------|-------------------|---------|-------------------|----------|---------|
|                        | Actual  | Actual  | Adopted           | Revised | Proposed          | Approved | Adopted |
| Ambulance              | 17.50   | 17.00   | 16.00             | 16.00   | 16.00             | 16.00    | 16.00   |

### 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 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 16 FTE emergency services personnel primarily through ambulance service fees.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme           | Target Date | Status    | Strategies/Actions   |
|--------------------------------|-------------|-----------|--|
| Budget Year 2011-2012          |             |           |  |
| Safe City/Effective Government | 06/12       | Completed | <ul style="list-style-type: none"> <li>• Provide annual Advanced Cardiac Life Support and Pediatric Advanced Life Support training and certification for EMS personnel.</li> </ul>                         |
|                                | 06/12       | Completed | <ul style="list-style-type: none"> <li>• Provide equipment and training to address back injuries to emergency services personnel.</li> </ul>   |
|                                | 06/12       | Ongoing   | <ul style="list-style-type: none"> <li>• Refinement and/or Improvement of Bariatric Program.</li> </ul>  |
| Budget Year 2012-2013          |             |           |  |
| Safe City/Effective Government | 06/13       |           | <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       |           | <ul style="list-style-type: none"> <li>• Obtain EMS charting software.</li> </ul>  |
|                                | 06/13       |           | <ul style="list-style-type: none"> <li>• Complete State EMT recertification process.</li> </ul>  |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Field Transports to Out-of-Community Medical Facilities                           | 298              | 364              | 436              | 440              |
| Inter-Facility Transfers  | 396              | 412              | 386              | 390              |
| Billing Percent Received (Includes Medicare Write-offs)                           | 46.0%            | 45.3%            | 45.9%            | 45.0%            |
| EMS Responses per 1,000 Population Served<br>(Mean for cities under 100k = 77.77) | 88.0             | 92.2             | 92.8             | 92.0             |

#### STAFFING SUMMARY

|                 |      |    |    |    |
|-----------------|------|----|----|----|
| Authorized FTEs | 17.5 | 17 | 16 | 16 |
| Budgeted FTEs   | 17.5 | 17 | 16 | 16 |

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 1206: Ambulance**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 1,912,918.21                | 2,008,137.65                | 1,958,000                    | 1,958,000                    | 2,040,000                    | 4.19%               |
| Miscellaneous Revenue     | 1,769.47                    | 3,723.28                    | -                            | -                            | -                            | - %                 |
| Investment Earnings       | 1,385.51                    | 1,132.46                    | 1,000                        | 1,000                        | 600                          | -40.00%             |
| Transfers In              | 219,504.02                  | 135,194.01                  | 245,300                      | 245,300                      | 212,000                      | -13.58%             |
| Beginning Balance         | 75,214.74                   | 68,382.48                   | 40,000                       | 40,000                       | 47,100                       | 17.75%              |
| <b>TOTAL REVENUES</b>     | <b>2,210,791.95</b>         | <b>2,216,569.88</b>         | <b>2,244,300</b>             | <b>2,244,300</b>             | <b>2,299,700</b>             | <b>2.47%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 1,744,241.89                | 1,801,944.01                | 1,884,800                    | 1,884,800                    | 1,939,600                    | 2.91%               |
| Materials & Services      | 398,167.58                  | 307,091.50                  | 359,500                      | 359,500                      | 360,100                      | 0.17%               |
| Capital                   | -                           | 45,388.64                   | -                            | -                            | -                            | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>2,142,409.47</b>         | <b>2,154,424.15</b>         | <b>2,244,300</b>             | <b>2,244,300</b>             | <b>2,299,700</b>             | <b>2.47%</b>        |

**PROG 1206 Ambulance**

|                                   |                  |                  |          |          |          |
|-----------------------------------|------------------|------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>68,382.48</b> | <b>62,145.73</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|------------------|------------------|----------|----------|----------|

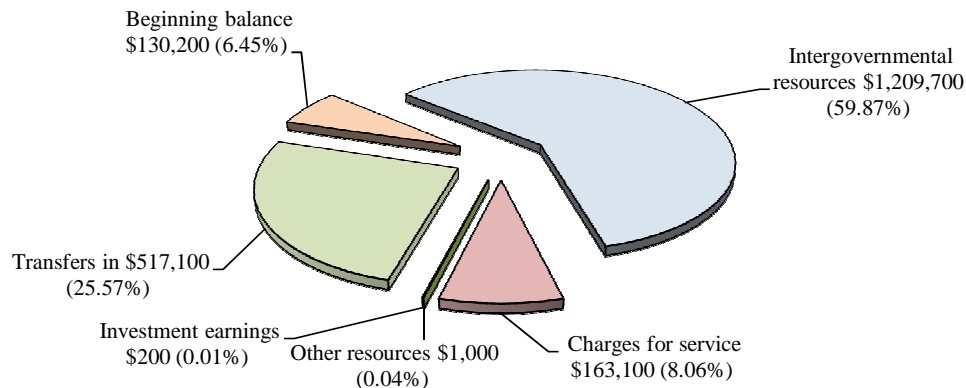
**PUBLIC TRANSIT FUND  
RESOURCE DETAIL**

| Resources                       | 2009-10            | 2010-11            | .....2011-12.....  |                    | 2012-13            | % Change      | % of           |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|----------------|
|                                 | Actual             | Actual             | Adopted Budget     | Revised Budget     | Adopted Budget     | from 2011-12  | Fund Budget    |
| State Operating Match Grant     | \$ -               | \$ -               | \$ -               | \$ -               | \$ 28,000          | -             | 1.39%          |
| Business Energy Tax Credit      | \$ 123,223         | \$ -               | \$ 147,300         | \$ 147,300         | \$ -               | (100.00%)     | -              |
| FTA Section 5311 Grant          | 420,309            | 389,258            | 446,100            | 446,100            | 423,000            | (5.18%)       | 20.93%         |
| FTA Section 5310 Grant          | 37,078             | 50,726             | 175,500            | 175,500            | 245,300            | 39.77%        | 12.14%         |
| FTA-ODOT Biennium Grant         | 81,655             | -                  | -                  | -                  | -                  | -             | -              |
| FTA Section 5309 Grant          | -                  | -                  | -                  | -                  | 304,000            | -             | 15.04%         |
| WComp Wage Subsidy Reimb        | -                  | 4,045              | -                  | -                  | -                  | -             | -              |
| City of Millersburg             | 709                | 2,115              | 2,500              | 2,500              | 2,400              | (4.00%)       | 0.12%          |
| Local Funds: Operational        | 63,750             | 73,999             | 58,800             | 58,800             | -                  | (100.00%)     | -              |
| Special Transit Fund: Linn Co   | 15,384             | 18,587             | 17,000             | 17,000             | 17,000             | -             | 0.84%          |
| Special Transit Fund: Benton Co | 5,300              | 4,000              | 4,000              | 4,000              | 14,000             | 250.00%       | 0.69%          |
| Linn County STO                 | -                  | -                  | -                  | -                  | 15,000             | -             | 0.74%          |
| Benton County Gen Fund          | -                  | -                  | -                  | -                  | 4,800              | -             | 0.24%          |
| City of Corvallis Partnership   | -                  | -                  | -                  | -                  | 18,000             | -             | 0.89%          |
| LBCC Partnership                | -                  | -                  | -                  | -                  | 36,300             | -             | 1.80%          |
| OSU Partnership                 | -                  | -                  | -                  | -                  | 36,300             | -             | 1.80%          |
| OSU Pass Program                | -                  | -                  | -                  | -                  | 46,700             | -             | 2.31%          |
| LBCC Pass Program               | -                  | -                  | -                  | -                  | 18,900             | -             | 0.94%          |
| Advertising Revenue             | 13,967             | 18,614             | 13,000             | 13,000             | 15,000             | 15.38%        | 0.74%          |
| Bus Fares                       | 41,004             | 46,148             | 40,000             | 40,000             | 34,600             | (13.50%)      | 1.71%          |
| LBCC Fare Match Program         | 73,900             | 84,100             | 93,400             | 93,400             | 65,500             | (29.87%)      | 3.24%          |
| Call-A-Ride Revenue             | 18,567             | 12,936             | 15,000             | 15,000             | 48,000             | 220.00%       | 2.37%          |
| Gifts & Donations               | 700                | 425                | 500                | 500                | 500                | -             | 0.02%          |
| Miscellaneous Revenue           | 25                 | 5,043              | 500                | 500                | 500                | -             | 0.02%          |
| Interest                        | (177)              | 226                | 300                | 300                | 200                | (33.33%)      | 0.01%          |
| <b>Total Current Resources</b>  | <b>895,394</b>     | <b>710,222</b>     | <b>1,013,900</b>   | <b>1,013,900</b>   | <b>1,374,000</b>   | <b>35.52%</b> | <b>67.98%</b>  |
| From General Fund               | 459,900            | 417,200            | 366,100            | 366,100            | 436,100            | 19.12%        | 21.58%         |
| From Capital Equipment Fund     | -                  | 9,300              | 4,700              | 4,700              | 81,000             | 1,623.40%     | 4.01%          |
| <b>Total Transfers In</b>       | <b>459,900</b>     | <b>426,500</b>     | <b>370,800</b>     | <b>370,800</b>     | <b>517,100</b>     | <b>39.46%</b> | <b>25.57%</b>  |
| Beginning Balance               | 15,671             | 149,353            | 220,000            | 220,000            | 130,200            | (40.82%)      | 6.45%          |
| <b>Total Resources</b>          | <b>\$1,370,965</b> | <b>\$1,286,076</b> | <b>\$1,604,700</b> | <b>\$1,604,700</b> | <b>\$2,021,300</b> | <b>25.96%</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

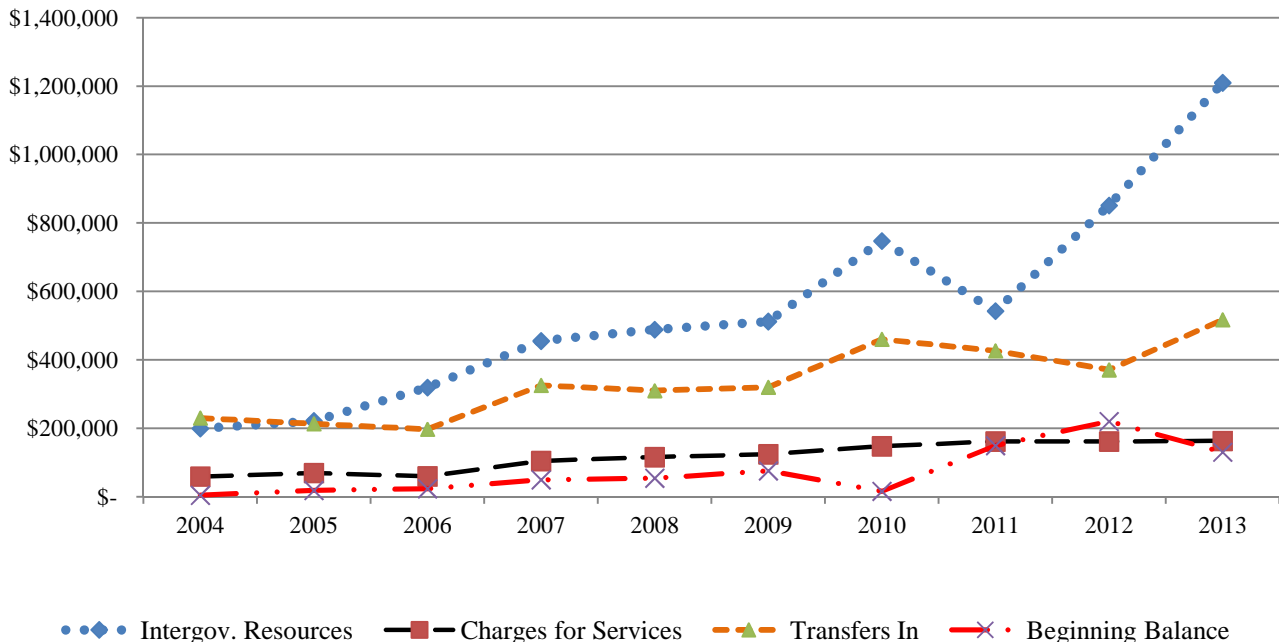
### RESOURCES BY TYPE - TEN FISCAL YEARS

| Fiscal Year | Intergovernmental Resources | Charges for Services | Other Resources | Interest Earnings | Transfers In | Beginning Balance | Total Resources |
|-------------|-----------------------------|----------------------|-----------------|-------------------|--------------|-------------------|-----------------|
| 2004        | \$ 199,423                  | \$ 58,955            | \$ 501          | \$ 110            | \$ 230,100   | \$ 4,101          | \$ 493,190      |
| 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        | 851,200                     | 161,400              | 1,000           | 300               | 370,800      | 220,000           | 1,604,700       |
| 2013        | 1,209,700                   | 163,100              | 1,000           | 200               | 517,100      | 130,200           | 2,021,300       |

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

|      |        |        |       |         |        |        |         |
|------|--------|--------|-------|---------|--------|--------|---------|
| 2004 | 40.44% | 11.95% | 0.10% | 0.02%   | 46.66% | 0.83%  | 100.00% |
| 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 | 53.04% | 10.06% | 0.06% | 0.02%   | 23.11% | 13.71% | 100.00% |
| 2013 | 59.85% | 8.07%  | 0.05% | 0.01%   | 25.58% | 6.44%  | 100.00% |

### MAJOR RESOURCES BY TYPE - TEN FISCAL YEARS





CITY OF  
*Albany*

O R E G O N

**PUBLIC TRANSIT FUND  
REQUIREMENT AND STAFFING SUMMARIES**

| <b>Program Requirements</b>        | 2009-10             | 2010-11             | .....2011-12.....   |                     | .....2012-13.....   |                     |                     |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                                    | Actual              | Actual              | Adopted             | Revised             | Proposed            | Approved            | Adopted             |
| Albany Transit System <sup>1</sup> | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |
| Albany Transit System <sup>2</sup> | 505,017             | 531,339             | 684,100             | 684,100             | 631,600             | 631,600             | 631,600             |
| Linn-Benton Loop <sup>1</sup>      | -                   | -                   | -                   | -                   | -                   | -                   | -                   |
| Linn-Benton Loop <sup>2</sup>      | 374,928             | 433,636             | 509,100             | 509,100             | 898,800             | 898,800             | 898,800             |
| Paratransit System <sup>1</sup>    | -                   | -                   | -                   | -                   | -                   | -                   | -                   |
| Paratransit System <sup>2</sup>    | 341,667             | 262,920             | 411,500             | 411,500             | 490,900             | 490,900             | 490,900             |
| <b>Total Requirements</b>          | <b>\$ 1,221,612</b> | <b>\$ 1,227,895</b> | <b>\$ 1,604,700</b> | <b>\$ 1,604,700</b> | <b>\$ 2,021,300</b> | <b>\$ 2,021,300</b> | <b>\$ 2,021,300</b> |

<sup>1</sup> Economic Development

<sup>2</sup> Public Works

**Requirements by Type**

|                           |                     |                     |                     |                     |                     |                     |                     |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel                 | \$ 668,381          | \$ 804,894          | \$ 871,500          | \$ 871,500          | \$ 909,500          | \$ 909,500          | \$ 909,500          |
| Materials & Services      | 469,461             | 423,001             | 678,200             | 678,200             | 601,800             | 601,800             | 601,800             |
| Capital                   | 83,770              | -                   | 55,000              | 55,000              | 510,000             | 510,000             | 510,000             |
| <b>Total Requirements</b> | <b>\$ 1,221,612</b> | <b>\$ 1,227,895</b> | <b>\$ 1,604,700</b> | <b>\$ 1,604,700</b> | <b>\$ 2,021,300</b> | <b>\$ 2,021,300</b> | <b>\$ 2,021,300</b> |

**Adopted Requirements  
by Program and Type**

|                               | Materials         |                   |                   | Adopted<br>Budget   | % of Fund<br>Budget |
|-------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
|                               | Personnel         | & Services        | Capital           |                     |                     |
| Albany Transit System         | \$ 360,900        | \$ 230,700        | \$ 40,000         | \$ 631,600          | 31.25%              |
| Linn-Benton Loop              | 289,300           | 229,500           | 380,000           | 898,800             | 44.47%              |
| Paratransit System            | 259,300           | 141,600           | 90,000            | 490,900             | 24.28%              |
| <b>Total Requirements</b>     | <b>\$ 909,500</b> | <b>\$ 601,800</b> | <b>\$ 510,000</b> | <b>\$ 2,021,300</b> | <b>100.00%</b>      |
| <b>Percent of Fund Budget</b> | <b>45.00%</b>     | <b>29.77%</b>     | <b>25.23%</b>     | <b>100.00%</b>      |                     |

| <b>Staffing Summary (FTE)</b> | 2009-10       | 2010-11       | .....2011-12..... |               | .....2012-13..... |               |               |
|-------------------------------|---------------|---------------|-------------------|---------------|-------------------|---------------|---------------|
|                               | Actual        | Actual        | Adopted           | Revised       | Proposed          | Approved      | Adopted       |
| Albany Transit System         | 3.760         | 4.085         | 3.945             | 3.945         | 3.910             | 3.910         | 3.910         |
| Linn-Benton Loop              | 4.650         | 3.475         | 3.335             | 3.335         | 3.300             | 3.300         | 3.300         |
| Paratransit System            | 2.890         | 2.740         | 3.070             | 3.070         | 3.415             | 3.415         | 3.415         |
| <b>Total FTE</b>              | <b>11.300</b> | <b>10.300</b> | <b>10.350</b>     | <b>10.350</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:** Chris Bailey, Operations Manager

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 2011-2012 |             |                    |   |
| Great Neighborhoods   | 09/11       | Completed          | <ul style="list-style-type: none"> <li>• Adjust routes to include the new Wal-Mart Development.</li> </ul>  |
|                       | 09/11       | Partially Complete | <ul style="list-style-type: none"> <li>• Implement Elm Street and Lexington Street recommendations from Kittelson Transit Plan.</li> </ul>        |
|                       | 12/11       | In Progress        | <ul style="list-style-type: none"> <li>• Work with Fire Department to improve existing working conditions at the Bus Barn.</li> </ul>             |
| Effective Government  | 06/12       | In Progress        | <ul style="list-style-type: none"> <li>• Review contracts to eliminate inefficient practices.</li> </ul>  |
| Budget Year 2012-2013 |             |                    |   |
| Effective Government  | 07/12       |                    | <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       |                    | <ul style="list-style-type: none"> <li>• Conduct ridership satisfaction survey.</li> </ul>  |
| Great Neighborhoods   | 03/13       |                    | <ul style="list-style-type: none"> <li>• Evaluate success of route expansion. Identify ongoing resources if ridership demand is high.</li> </ul>  |
| Great Neighborhoods   | 07/13       |                    | <ul style="list-style-type: none"> <li>• Evaluate ridership survey and target new areas for improvement.</li> </ul>                               |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|-----------|-----------|-----------|-----------|
| Total number of rides.   | 94,286    | 93,056    | 85,000    | 92,000    |
| Number of senior/disabled passengers.                          | 25,457    | 25,125    | 22,950    | 24,300    |
| Annual mileage.  | 83,960    | 82,233    | 82,000    | 89,000    |
| Operating cost per ride.                                       | \$4.84    | \$5.71    | \$5.99    | \$6.11    |
| Annual City subsidy.   | \$208,300 | \$198,200 | \$176,200 | \$180,900 |
| Annual City subsidy per ride.                                  | \$2.21    | \$2.13    | \$2.07    | \$1.97    |
| Annual City subsidy per capita.                                | \$4.27    | \$3.93    | \$3.50    | \$3.59    |
| Percent of transit users that are satisfied or very satisfied. |           |           | 88%       | 90%       |

#### STAFFING SUMMARY

|               |       |       |       |      |
|---------------|-------|-------|-------|------|
| Budgeted FTEs | 3.760 | 4.085 | 3.945 | 3.91 |
|---------------|-------|-------|-------|------|

**PROG 1106: Albany Transit System**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 294,800.45                  | 230,610.00                  | 343,100                      | 343,100                      | 323,500                      | -5.71%              |
| Charges for Services      | 49,143.05                   | 53,394.52                   | 48,000                       | 48,000                       | 22,600                       | -52.92%             |
| Miscellaneous Revenue     | 25.00                       | 3,248.23                    | 500                          | 500                          | 500                          | - %                 |
| Investment Earnings       | 629.88                      | 311.03                      | 300                          | 300                          | 200                          | -33.33%             |
| Transfers In              | 208,300.00                  | 198,200.00                  | 176,200                      | 176,200                      | 185,900                      | 5.51%               |
| Beginning Balance         | 59,788.00                   | 107,669.64                  | 116,000                      | 116,000                      | 98,900                       | -14.74%             |
| <b>TOTAL REVENUES</b>     | <b>612,686.38</b>           | <b>593,433.42</b>           | <b>684,100</b>               | <b>684,100</b>               | <b>631,600</b>               | <b>-7.67%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 278,790.50                  | 340,199.36                  | 353,800                      | 353,800                      | 360,900                      | 2.01%               |
| Materials & Services      | 219,740.38                  | 191,139.37                  | 320,300                      | 320,300                      | 230,700                      | -27.97%             |
| Capital                   | 6,485.86                    | -                           | 10,000                       | 10,000                       | 40,000                       | 300.00%             |
| <b>TOTAL EXPENDITURES</b> | <b>505,016.74</b>           | <b>531,338.73</b>           | <b>684,100</b>               | <b>684,100</b>               | <b>631,600</b>               | <b>-7.67%</b>       |

**PROG 1106 Albany Transit System**

|                                   |                   |                  |          |          |          |
|-----------------------------------|-------------------|------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>107,669.64</b> | <b>62,094.69</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|------------------|----------|----------|----------|

## PROGRAM NARRATIVE

### PUBLIC TRANSIT: LINN-BENTON LOOP (213-50-1107)

**Manager Responsible Manager/Title:** Chris Bailey, Operations Manager

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 Program.
- Provide management and supervision for the system, including personnel, operating, and maintenance of equipment.
- Manage local operating funds from partners: Benton County Special Transportation Fund (STF); Linn County 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 2011-2012 |             |             |  |
| Great Neighborhoods   | 12/11       | In Progress | <ul style="list-style-type: none"> <li>• Work with Fire Department to improve existing working conditions at the Bus Barn.</li> </ul>            |
|                       | 03/12       | In Progress | <ul style="list-style-type: none"> <li>• Clarify future funding picture and research alternatives to the current structure.</li> </ul>           |
|                       | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Explore additional partnerships and pass program participants.</li> </ul>                               |
| Effective Government  | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Review contracts to eliminate inefficient practices.</li> </ul>   |
| Budget Year 2012-2013 |             |             |  |
| Great Neighborhoods   | 09/12       |             | <ul style="list-style-type: none"> <li>• Conduct ridership satisfaction survey.</li> </ul>   |
| Great Neighborhoods   | 09/12       |             | <ul style="list-style-type: none"> <li>• Review Linn Benton Loop daily routes to improve connectivity with other transit providers.</li> </ul>   |
| Effective Government  | 12/12       |             | <ul style="list-style-type: none"> <li>• Review and implement governance and funding changes identified in Loop Study from 2011-2012.</li> </ul> |
| Effective Government  | 06/13       |             | <ul style="list-style-type: none"> <li>• Work with partners to find long-term funding strategies.</li> </ul>                                     |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Total number of rides.                 | 105,843          | 119,717          | 120,000          | 125,000          |
| Number of elderly/disabled passengers. | 18,058           | 21,549           | 21,600           | 21,960           |
| Annual mileage.                        | 87,457           | 100,705          | 100,000          | 100,000          |
| Operating cost per ride.               | \$3.12           | \$4.31           | \$4.39           | \$4.39           |
| Annual City subsidy.                   | \$55,300         | \$23,000         | \$18,000         | \$36,000         |
| Annual City subsidy per ride.          | \$.52            | \$.23            | \$.15            | .29              |
| Annual City subsidy per capita.        | \$1.13           | \$.46            | \$.36            | .71              |

#### STAFFING SUMMARY

|               |      |       |       |     |
|---------------|------|-------|-------|-----|
| Budgeted FTEs | 4.65 | 3.475 | 3.335 | 3.3 |
|---------------|------|-------|-------|-----|

**PROG 1107: Linn-Benton Loop**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 287,325.02                  | 264,829.00                  | 322,700                      | 322,700                      | 679,000                      | 110.41%             |
| Charges for Services      | 79,727.77                   | 95,467.62                   | 98,400                       | 98,400                       | 92,500                       | -6.00%              |
| Miscellaneous Revenue     | -                           | 1,794.35                    | -                            | -                            | -                            | - %                 |
| Investment Earnings       | (509.92)                    | (196.63)                    | -                            | -                            | -                            | - %                 |
| Transfers In              | 55,300.00                   | 23,000.00                   | 18,000                       | 18,000                       | 112,300                      | 523.89%             |
| Beginning Balance         | (23,557.54)                 | 23,357.44                   | 70,000                       | 70,000                       | 15,000                       | -78.57%             |
| <b>TOTAL REVENUES</b>     | <b>398,285.33</b>           | <b>408,251.78</b>           | <b>509,100</b>               | <b>509,100</b>               | <b>898,800</b>               | <b>76.55%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 210,465.07                  | 282,228.47                  | 284,700                      | 284,700                      | 289,300                      | 1.62%               |
| Materials & Services      | 164,462.82                  | 151,407.87                  | 224,400                      | 224,400                      | 229,500                      | 2.27%               |
| Capital                   | -                           | -                           | -                            | -                            | 380,000                      | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>374,927.89</b>           | <b>433,636.34</b>           | <b>509,100</b>               | <b>509,100</b>               | <b>898,800</b>               | <b>76.55%</b>       |

**PROG 1107 Linn-Benton Loop**

|                                   |                  |                    |          |          |          |
|-----------------------------------|------------------|--------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>23,357.44</b> | <b>(25,384.56)</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|------------------|--------------------|----------|----------|----------|

## PROGRAM NARRATIVE

### PUBLIC TRANSIT: PARATRANSIT SYSTEM (213-50-1108)

**Responsible Manager/Title:** Chris Bailey, Operations Manager

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 2011-12                         |             |           |   |
| Great Neighborhoods                         | 11/11       | Completed | <ul style="list-style-type: none"> <li>• Contact local Paratransit programs to identify services provided, best practices, and clients currently underserved</li> </ul> |
| Safe City                                   | 02/12       | Completed | <ul style="list-style-type: none"> <li>• Review current driver evaluations process to identify new safety procedures.</li> </ul>  |
| Effective Government<br>Great Neighborhoods | 06/12       | Completed | <ul style="list-style-type: none"> <li>• Coordinate with Senior and Disabled Services to identify joint transportation projects.</li> </ul>                             |
| Budget Year 2012-13                         |             |           |   |
| Effective Government                        | 07/12       |           | <ul style="list-style-type: none"> <li>• Start the senior shuttle route.</li> </ul>   |
| Effective Government<br>Great Neighborhoods | 02/13       |           | <ul style="list-style-type: none"> <li>• Coordinate with local Retired Senior Volunteer Program (RSVP) on effective ways to recruit new volunteers.</li> </ul>          |
| Great Neighborhoods                         | 12/12       |           | <ul style="list-style-type: none"> <li>• Work with local senior residential facilities to coordinate transportation needs.</li> </ul>                                   |
| Great Neighborhoods                         | 03/13       |           | <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>    |

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

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Percent of those using the Paratransit/Call-A-Ride program who are satisfied or very satisfied with the service received. | 90%              | 90%              | 90%              | 90%              |
| Number of rides provided per month.   | 1,532            | 1,280            | 1,400            | 3,050            |
| Number of miles driven per month to provide transportation to seniors and individuals with disabilities.                  | 7,260            | 6,400            | 7,000            | 11,000           |
| Number of volunteer hours utilized to provide transportation to seniors and individuals with disabilities.                | 4,900            | 4,900            | 4,950            | 5,000            |

#### **STAFFING SUMMARY**

|               |      |      |      |       |
|---------------|------|------|------|-------|
| Budgeted FTEs | 2.89 | 2.74 | 3.07 | 3.415 |
|---------------|------|------|------|-------|



**PROG 1108: Paratransit System**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 165,282.35                  | 47,291.22                   | 185,400                      | 218,000                      | 207,200                      | -4.95%              |
| Charges for Services      | 18,567.27                   | 12,936.12                   | 15,000                       | 15,000                       | 48,000                       | 220.00%             |
| Miscellaneous Revenue     | 700.00                      | 425.00                      | 500                          | 500                          | 500                          | - %                 |
| Investment Earnings       | (297.21)                    | 111.42                      | -                            | -                            | -                            | - %                 |
| Transfers In              | 196,300.00                  | 205,300.00                  | 176,600                      | 176,600                      | 218,900                      | 23.95%              |
| Beginning Balance         | (20,559.18)                 | 18,326.19                   | 34,000                       | 34,000                       | 16,300                       | -52.06%             |
| <b>TOTAL REVENUES</b>     | <b>359,993.23</b>           | <b>284,389.95</b>           | <b>411,500</b>               | <b>444,100</b>               | <b>490,900</b>               | <b>10.54%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 179,125.39                  | 182,465.99                  | 233,000                      | 233,000                      | 259,300                      | 11.29%              |
| Materials & Services      | 85,257.35                   | 80,453.79                   | 133,500                      | 116,100                      | 141,600                      | 21.96%              |
| Capital                   | 77,284.30                   | -                           | 45,000                       | 95,000                       | 90,000                       | -5.26%              |
| <b>TOTAL EXPENDITURES</b> | <b>341,667.04</b>           | <b>262,919.78</b>           | <b>411,500</b>               | <b>444,100</b>               | <b>490,900</b>               | <b>10.54%</b>       |

**PROG 1108 Paratransit System**

|                                   |                  |                  |          |          |          |
|-----------------------------------|------------------|------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>18,326.19</b> | <b>21,470.17</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|------------------|------------------|----------|----------|----------|

## PUBLIC SAFETY LEVY FUND

### RESOURCE DETAIL

| Resources                   | 2009-10     | 2010-11     | .....2011-12..... |                | 2012-13        | % Change     | % of        |
|-----------------------------|-------------|-------------|-------------------|----------------|----------------|--------------|-------------|
|                             | Actual      | Actual      | Adopted Budget    | Revised Budget | Adopted Budget | from 2011-12 | Fund Budget |
| Property Taxes - Current    | \$2,540,224 | \$2,491,905 | \$2,568,400       | \$2,568,400    | \$1,970,100    | (23.29%)     | 96.11%      |
| Property Taxes - Delinquent | 88,176      | 80,082      | 70,000            | 70,000         | 70,000         | -            | 3.41%       |
| Interest                    | 22,092      | 3,947       | 5,000             | 5,000          | 5,000          | -            | 0.24%       |
| Total Current Resources     | 2,650,492   | 2,575,934   | 2,643,400         | 2,643,400      | 2,045,100      | (22.63%)     | 99.76%      |
| Beginning Balance           | 291,092     | 413,926     | 110,200           | 110,200        | 4,800          | (95.64%)     | 0.24%       |
| Total Resources             | \$2,941,584 | \$2,989,859 | \$2,753,600       | \$2,753,600    | \$2,049,900    | (25.56%)     | 100.00%     |

### REQUIREMENT SUMMARY

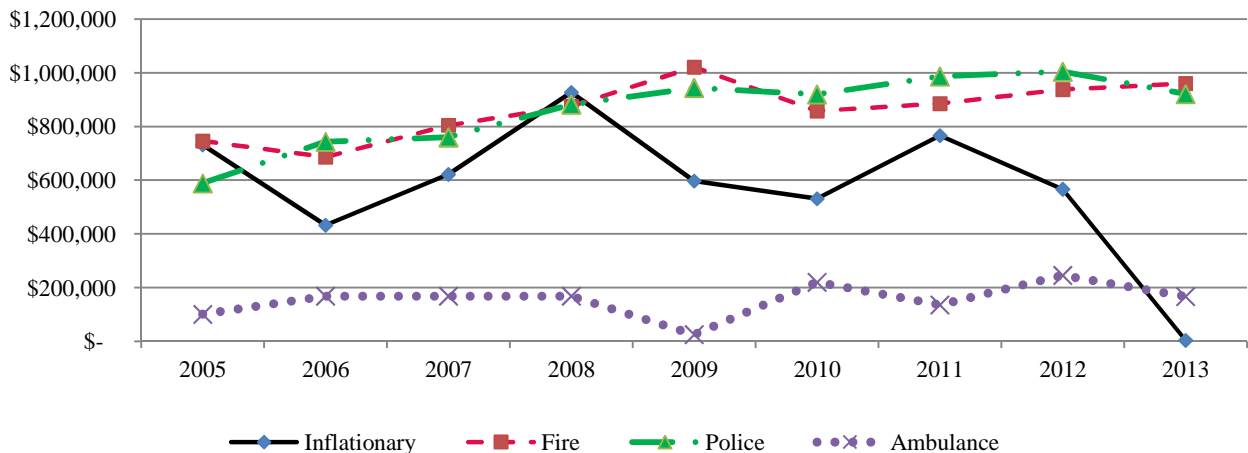
| Requirements by Type | 2009-10     | 2010-11     | .....2011-12..... |             | .....2012-13..... |              |              |
|----------------------|-------------|-------------|-------------------|-------------|-------------------|--------------|--------------|
|                      | Actual      | Actual      | Adopted           | Revised     | Proposed          | Approved     | Adopted      |
| Transfers Out        | \$2,527,658 | \$2,772,967 | \$2,753,600       | \$2,753,600 | \$2,049,900       | \$ 2,049,900 | \$ 2,049,900 |

### 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 | 530,800                | 857,946     | 919,408     | 219,504        | 2,527,658            | 2,628,400    |
| 2011, actual | 766,000                | 885,167     | 986,606     | 135,194        | 2,772,967            | 2,571,987    |
| 2012, budget | 566,300                | 937,800     | 1,004,200   | 245,300        | 2,753,600            | 2,638,400    |
| 2013, budget | 3,400                  | 959,800     | 920,700     | 166,000        | 2,049,900            | 2,040,100    |
| Totals       | \$5,175,900            | \$7,772,958 | \$7,748,101 | \$1,395,083    | \$22,092,042         | \$21,384,005 |

\*Resources available for transfers out include total taxes, interest earnings, and the beginning balance.

### PUBLIC SAFETY LEVY TRANSFERS OUT BY PROGRAM

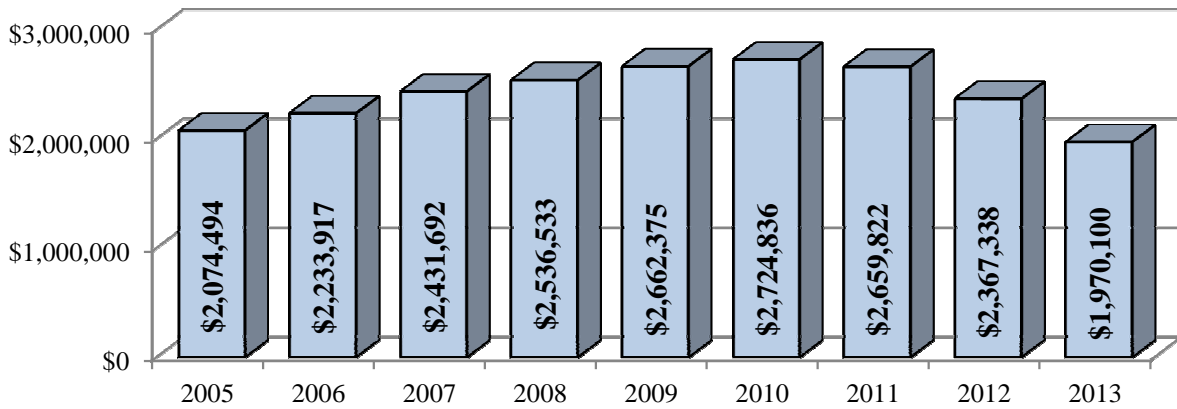


**Public Safety Levy Property Taxes Levied  
Last Nine Fiscal Years <sup>1</sup>**

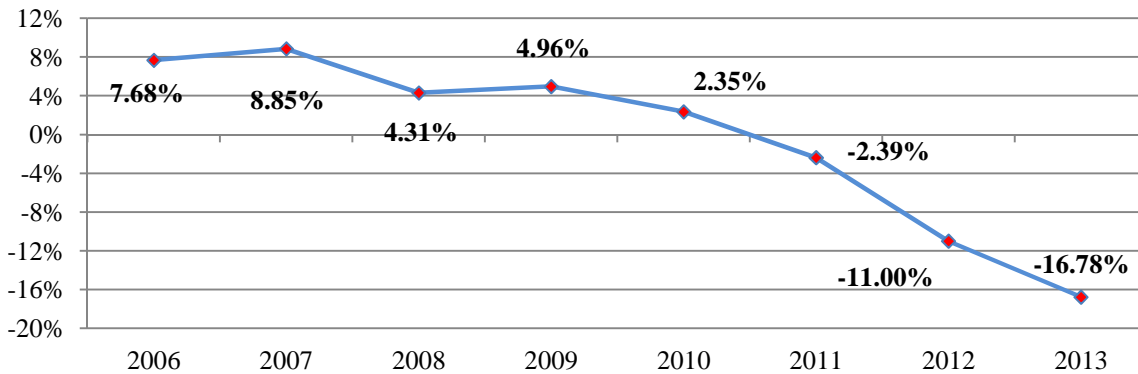
| Fiscal Year<br>June 30, | .....LINN COUNTY.....                     |                            |                            | .....BENTON COUNTY.....                   |                            |                            | Linn Co. &<br>Benton Co.<br>Total<br>to be<br>Received | Annual<br>Per-<br>centage<br>Change |
|-------------------------|---|----------------------------|----------------------------|---|----------------------------|----------------------------|--|-------------------------------------|
|                         | Taxes<br>Imposed<br>before<br>Compression | Com-<br>pression<br>Amount | Total<br>to be<br>Received | Taxes<br>Imposed<br>before<br>Compression | Com-<br>pression<br>Amount | Total<br>to be<br>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                                 | 197,327                    | 2,220,279                  | 509,107                                   | 4,550                      | 504,557                    | 2,724,836  | 2.35%                               |
| 2011                    | 2,504,913                                 | 368,500                    | 2,136,413                  | 532,445                                   | 9,036                      | 523,409                    | 2,659,822  | -2.39%                              |
| 2012                    | 2,535,336                                 | 686,075                    | 1,849,261                  | 554,766                                   | 36,689                     | 518,077                    | 2,367,338  | -11.00%                             |
| 2013                    | n/avail.                                  | n/avail.                   | 1,604,317                  | n/avail.                                  | n/avail.                   | 365,783                    | 1,970,100  | -16.78%                             |

<sup>1</sup> Actual "Total to be Received" for 2005-2012. Estimated "Total to be Received" for 2013.  
Fiscal Year 2004 was the first year of the initial five-year \$0.95 per \$1,000 Public Safety Levy.  
Fiscal Year 2009 was the first year of the second five-year \$0.95 per \$1,000 Public Safety Levy.

**Total Public Safety Levy Taxes to be Received  
Last Nine 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 November 2006 General Election. Proceeds from the tax levy are transferred to the General and Ambulance funds to pay for police, fire, and paramedic services.
- The levy is \$.95 per \$1,000 of assessed value for a period of five years.
- Fiscal Year 2012-2013 is the fifth year of the second five-year Public Safety Local Option Levy.

**PROG 1008: Public Safety Levy**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Property Taxes            | 2,628,399.86                | 2,571,987.35                | 2,638,400                    | 2,638,400                    | 2,040,100                    | -22.68%             |
| Investment Earnings       | 22,091.83                   | 3,946.52                    | 5,000                        | 5,000                        | 5,000                        | - %                 |
| Beginning Balance         | 291,092.24                  | 413,925.57                  | 110,200                      | 110,200                      | 4,800                        | -95.64%             |
| <b>TOTAL REVENUES</b>     | <b>2,941,583.93</b>         | <b>2,989,859.44</b>         | <b>2,753,600</b>             | <b>2,753,600</b>             | <b>2,049,900</b>             | <b>-25.56%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Transfers Out             | 2,527,658.36                | 2,772,966.93                | 2,753,600                    | 2,753,600                    | 2,049,900                    | -25.56%             |
| <b>TOTAL EXPENDITURES</b> | <b>2,527,658.36</b>         | <b>2,772,966.93</b>         | <b>2,753,600</b>             | <b>2,753,600</b>             | <b>2,049,900</b>             | <b>-25.56%</b>      |

**PROG 1008 Public Safety Levy**

|                                   |                   |                   |          |          |          |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>413,925.57</b> | <b>216,892.51</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|



CITY OF  
*Albany*

O R E G O N

**CAPITAL REPLACEMENT FUND  
RESOURCE DETAIL**

| <b>Resources</b>                     | 2009-10            | 2010-11            | .....2011-12.....  |                    | 2012-13            | % Change        | % of           |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------|----------------|
|                                      | Actual             | Actual             | Adopted Budget     | Revised Budget     | Adopted Budget     | from 2011-12    | Fund Budget    |
| Business Energy Tax Credit           | \$ 4,947           | \$ -               | \$ -               | \$ -               | \$ -               | -               | -              |
| Oregon Community Foundation          | -                  | 1,351              | -                  | -                  | -                  | -               | -              |
| Gates Grant                          | 10,400             | -                  | -                  | -                  | -                  | -               | -              |
| Departmental Charges                 | 150,000            | 150,000            | 150,000            | 150,000            | 75,000             | (50.00%)        | 1.08%          |
| Equipment Replacement Charges        | 736,108            | 548,700            | 1,096,300          | 1,096,300          | 599,000            | (45.36%)        | 8.65%          |
| Phone System Charges                 | 75,000             | 75,000             | 75,000             | 75,000             | 75,000             | -               | 1.08%          |
| Gifts & Donations                    | 73,099             | -                  | -                  | -                  | -                  | -               | -              |
| Miscellaneous Revenue                | 66,574             | 33,588             | 9,000              | 9,000              | 10,000             | 11.11%          | 0.14%          |
| Other Financing Sources: Cap. Leases | 75,139             | -                  | -                  | -                  | -                  | -               | -              |
| Interest                             | 113,877            | 48,234             | 42,800             | 42,800             | 36,000             | (15.89%)        | 0.52%          |
| <b>Total Current Resources</b>       | <b>1,305,143</b>   | <b>856,873</b>     | <b>1,373,100</b>   | <b>1,373,100</b>   | <b>795,000</b>     | <b>(42.10%)</b> | <b>11.47%</b>  |
| From Equipment Replacement           | -                  | 272,616            | -                  | -                  | -                  | -               | -              |
| From Water Fund                      | -                  | 54,287             | -                  | -                  | -                  | -               | -              |
| From General Fund                    | 89,500             | -                  | -                  | -                  | -                  | -               | -              |
| From Street Fund                     | -                  | -                  | 50,000             | 50,000             | -                  | (100.00%)       | -              |
| From Capital Projects Fund           | 80,000             | -                  | -                  | -                  | -                  | -               | -              |
| From Grants Fund                     | -                  | -                  | -                  | 23,300             | -                  | (100.00%)       | -              |
| Transfer In: Transient Room Tax      | -                  | -                  | 7,800              | 7,800              | 10,600             | 35.90%          | 0.15%          |
| <b>Total Transfers In</b>            | <b>169,500</b>     | <b>326,904</b>     | <b>57,800</b>      | <b>81,100</b>      | <b>10,600</b>      | <b>(86.93%)</b> | <b>0.15%</b>   |
| Beginning Balance                    | 7,296,433          | 5,935,361          | 5,934,700          | 5,934,700          | 6,119,800          | 3.12%           | 88.38%         |
| <b>Total Resources</b>               | <b>\$8,771,076</b> | <b>\$7,119,137</b> | <b>\$7,365,600</b> | <b>\$7,388,900</b> | <b>\$6,925,400</b> | <b>(6.27%)</b>  | <b>100.00%</b> |

**REQUIREMENT SUMMARIES**

| <b>Program Requirements</b>        | 2009-10            | 2010-11            | .....2011-12.....  |                    | .....2012-13.....  |                     |                     |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
|                                    | Actual             | Actual             | Adopted            | Revised            | Proposed           | Approved            | Adopted             |
| Equipment Replacement              | \$1,636,430        | \$ 505,800         | \$3,866,200        | \$3,889,500        | \$3,660,200        | \$ 3,660,200        | \$ 3,660,200        |
| City Facilities Replacement        | 931,081            | 583,799            | 531,000            | 531,000            | 316,400            | 316,400             | 316,400             |
| GF Facilities Maintenance Projects | 87,303             | 52,602             | 383,600            | 383,600            | 348,300            | 348,300             | 348,300             |
| IT Equipment Replacement           | 180,901            | 133,259            | 1,874,100          | 1,874,100          | 1,962,500          | 1,962,500           | 1,962,500           |
| Facilities Replacement             | -                  | -                  | 710,700            | 710,700            | 638,000            | 638,000             | 638,000             |
| <b>Total Requirements</b>          | <b>\$2,835,715</b> | <b>\$1,275,460</b> | <b>\$7,365,600</b> | <b>\$7,388,900</b> | <b>\$6,925,400</b> | <b>\$ 6,925,400</b> | <b>\$ 6,925,400</b> |

**Requirements by Type**

|                           |                    |                    |                    |                    |                    |                     |                     |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| Materials & Services      | \$ 627,795         | \$ 480,041         | \$ 552,000         | \$ 555,681         | \$ 659,000         | \$ 659,000          | \$ 659,000          |
| Capital                   | 1,923,302          | 223,283            | 6,808,900          | 6,828,519          | 5,885,400          | 5,885,400           | 5,885,400           |
| Transfers Out             | 284,618            | 572,137            | 4,700              | 4,700              | 381,000            | 381,000             | 381,000             |
| <b>Total Requirements</b> | <b>\$2,835,715</b> | <b>\$1,275,460</b> | <b>\$7,365,600</b> | <b>\$7,388,900</b> | <b>\$6,925,400</b> | <b>\$ 6,925,400</b> | <b>\$ 6,925,400</b> |

**Adopted Requirements  
by Program and Type**

|                                    | Materials & Services | Capital            | Transfers Out     | Adopted Budget      | % of Fund Budget |
|------------------------------------|----------------------|--------------------|-------------------|---------------------|------------------|
| Equipment Replacement              | \$ 400,000           | \$2,879,200        | \$ 381,000        | \$ 3,660,200        | 58.22%           |
| City Facilities Replacement        | -                    | 316,400            | -                 | 316,400             | 5.03%            |
| GF Facilities Maintenance Projects | 107,000              | 241,300            | -                 | 348,300             | 5.54%            |
| IT Equipment Replacement           | 152,000              | 1,810,500          | -                 | 1,962,500           | 31.21%           |
| <b>Total Requirements</b>          | <b>\$ 659,000</b>    | <b>\$5,247,400</b> | <b>\$ 381,000</b> | <b>\$ 6,287,400</b> | <b>100.00%</b>   |

|                        |        |        |       |         |
|------------------------|--------|--------|-------|---------|
| Percent of Fund Budget | 10.48% | 83.46% | 6.06% | 100.00% |
|------------------------|--------|--------|-------|---------|

**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 means 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.
- Annually monies are transferred 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>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 10,400.00                   | -                           | -                            | -                            | -                            | - %                 |
| Charges for Services      | 488,799.76                  | 404,000.36                  | 937,200                      | 937,200                      | 481,400                      | -48.63%             |
| Miscellaneous Revenue     | 117,265.24                  | 27,787.80                   | 9,000                        | 9,000                        | 10,000                       | 11.11%              |
| Investment Earnings       | 57,220.45                   | 23,763.71                   | 20,000                       | 20,000                       | 20,000                       | - %                 |
| Transfers In              | -                           | -                           | -                            | 23,300                       | -                            | - %                 |
| Beginning Balance         | 3,882,757.36                | 2,920,012.60                | 2,900,000                    | 2,900,000                    | 3,148,800                    | 8.58%               |
| <b>TOTAL REVENUES</b>     | <b>4,556,442.81</b>         | <b>3,375,564.47</b>         | <b>3,866,200</b>             | <b>3,889,500</b>             | <b>3,660,200</b>             | <b>-5.90%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 413,827.37                  | 344,680.59                  | 400,000                      | 400,000                      | 400,000                      | - %                 |
| Capital                   | 937,984.76                  | 151,819.88                  | 3,461,500                    | 3,473,000                    | 2,879,200                    | -17.10%             |
| Transfers Out             | 284,618.08                  | 9,300.00                    | 4,700                        | 16,500                       | 381,000                      | 2209.09%            |
| <b>TOTAL EXPENDITURES</b> | <b>1,636,430.21</b>         | <b>505,800.47</b>           | <b>3,866,200</b>             | <b>3,889,500</b>             | <b>3,660,200</b>             | <b>-5.90%</b>       |

**PROG 1010 Equipment Replacement**

|                                   |                     |                     |          |          |          |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>2,920,012.60</b> | <b>2,869,764.00</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|

## **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**

- This City Facilities Replacement program is used to account for funds reserved for major City facilities replacement projects.

**PROG 1034: City Facilities Replacement**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change    |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |                |
| Charges for Services      | 150,000.00          | -                   | -                    | -                    | -                    | -              |
| Miscellaneous Revenue     | 73,098.61           | -                   | -                    | -                    | -                    | -              |
| Investment Earnings       | 24,675.18           | 6,387.32            | 7,000                | 7,000                | 2,000                | -71.43%        |
| Transfers In              | 80,000.00           | -                   | 50,000               | 50,000               | -                    | -100.00%       |
| Beginning Balance         | 1,713,098.18        | 1,029,790.48        | 474,000              | 474,000              | 314,400              | -33.67%        |
| <b>TOTAL REVENUES</b>     | <b>2,040,871.97</b> | <b>1,036,177.80</b> | <b>531,000</b>       | <b>531,000</b>       | <b>316,400</b>       | <b>-40.41%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |                |
| Materials & Services      | -                   | 6,463.91            | -                    | -                    | -                    | -              |
| Capital                   | 931,081.49          | 14,498.74           | 531,000              | 531,000              | 316,400              | -40.41%        |
| Transfers Out             | -                   | 562,836.67          | -                    | -                    | -                    | -              |
| <b>TOTAL EXPENDITURES</b> | <b>931,081.49</b>   | <b>583,799.32</b>   | <b>531,000</b>       | <b>531,000</b>       | <b>316,400</b>       | <b>-40.41%</b> |

|  |              |            |   |   |   |  |
|--|--------------|------------|---|---|---|--|
| <b>PROG 1034 City Facilities Replacement</b> |              |            |   |   |   |  |
| Revenues less Expenditures                   | 1,109,790.48 | 452,378.48 | - | - | - |  |

## **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 accumulated in the General Fund Facilities Maintenance Projects program to fund building maintenance expenditures on City-owned General Fund buildings.

**PROG 2002: GF Facilities Maintenance Projects**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 4,947.00                    | 1,351.00                    | -                            | -                            | -                            | - %                 |
| Investment Earnings       | 6,577.35                    | 3,035.29                    | 2,800                        | 2,800                        | 2,000                        | -28.57%             |
| Transfers In              | 89,500.00                   | -                           | 7,800                        | 7,800                        | 10,600                       | 35.90%              |
| Beginning Balance         | 389,120.34                  | 402,841.96                  | 373,000                      | 373,000                      | 335,700                      | -10.00%             |
| <b>TOTAL REVENUES</b>     | <b>490,144.69</b>           | <b>407,228.25</b>           | <b>383,600</b>               | <b>383,600</b>               | <b>348,300</b>               | <b>-9.20%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 87,302.73                   | 19,670.68                   | -                            | 3,681                        | 107,000                      | - %                 |
| Capital                   | -                           | 32,931.00                   | 383,600                      | 379,919                      | 241,300                      | -36.49%             |
| <b>TOTAL EXPENDITURES</b> | <b>87,302.73</b>            | <b>52,601.68</b>            | <b>383,600</b>               | <b>383,600</b>               | <b>348,300</b>               | <b>-9.20%</b>       |

**PROG 2002 GF Facilities Maintenance Projects**

|                                   |                   |                   |          |          |          |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>402,841.96</b> | <b>354,626.57</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|

## **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.

**PROG 1031: IT Equipment Replacement**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 322,308.35                  | 219,700.00                  | 234,100                      | 234,100                      | 192,600                      | -17.73%             |
| Miscellaneous Revenue     | 24,447.58                   | 5,800.00                    | -                            | -                            | -                            | - %                 |
| Investment Earnings       | 25,403.70                   | 12,877.21                   | 11,000                       | 11,000                       | 10,000                       | -9.09%              |
| Beginning Balance         | 1,311,456.86                | 1,502,715.87                | 1,629,000                    | 1,629,000                    | 1,759,900                    | 8.04%               |
| <b>TOTAL REVENUES</b>     | <b>1,683,616.49</b>         | <b>1,741,093.08</b>         | <b>1,874,100</b>             | <b>1,874,100</b>             | <b>1,962,500</b>             | <b>4.72%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 126,664.91                  | 109,225.78                  | 152,000                      | 152,000                      | 152,000                      | - %                 |
| Capital                   | 54,235.71                   | 24,033.22                   | 1,722,100                    | 1,722,100                    | 1,810,500                    | 5.13%               |
| <b>TOTAL EXPENDITURES</b> | <b>180,900.62</b>           | <b>133,259.00</b>           | <b>1,874,100</b>             | <b>1,874,100</b>             | <b>1,962,500</b>             | <b>4.72%</b>        |

**PROG 1031 IT Equipment Replacement**

|                                   |                     |                     |          |          |          |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>1,502,715.87</b> | <b>1,607,834.08</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|

## 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.
- 
- 

#### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| Budget Year 2011-2012       |                    |               |  |
| Effective Government        | 06/12              | 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> |
| Budget Year 2012-2013       |                    |               |  |
| Effective Government        | 06/13              |               | <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**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | -                           | 150,000.00                  | 150,000                      | 150,000                      | 75,000                       | -50.00%             |
| Investment Earnings       | -                           | 2,170.02                    | 2,000                        | 2,000                        | 2,000                        | - %                 |
| Transfers In              | -                           | 326,903.56                  | -                            | -                            | -                            | - %                 |
| Beginning Balance         | -                           | 80,000.00                   | 558,700                      | 558,700                      | 561,000                      | 0.41%               |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>559,073.58</b>           | <b>710,700</b>               | <b>710,700</b>               | <b>638,000</b>               | <b>-10.23%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | -                           | -                           | 710,700                      | 710,700                      | 638,000                      | -10.23%             |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>-</b>                    | <b>710,700</b>               | <b>710,700</b>               | <b>638,000</b>               | <b>-10.23%</b>      |

**PROG 2018 Facilities Replacement**

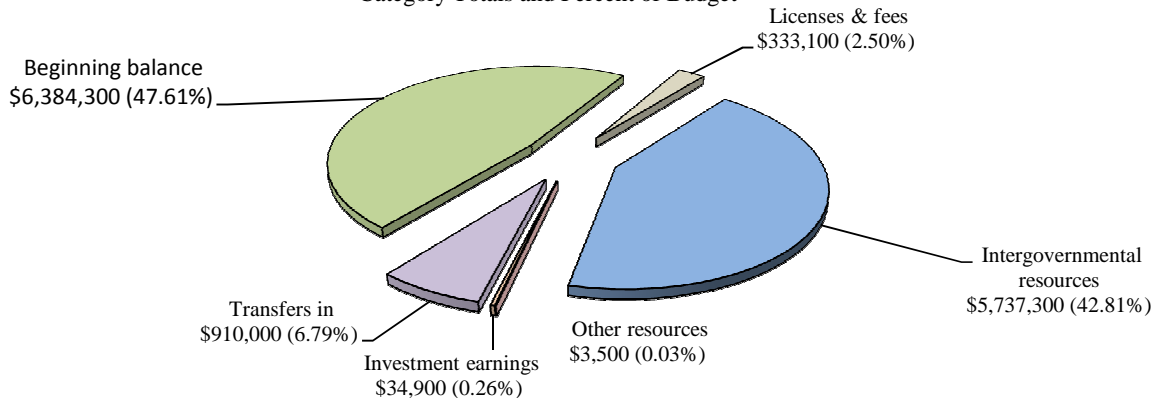
|                                   |   |                   |   |   |   |
|-----------------------------------|---|-------------------|---|---|---|
| <b>Revenues less Expenditures</b> | - | <b>559,073.58</b> | - | - | - |
|-----------------------------------|---|-------------------|---|---|---|

**STREET FUND  
RESOURCE DETAIL**

| Resources                           | 2009-10             | 2010-11             | .....2011-12.....   |                     | 2012-13             | % Change      | % of           |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|----------------|
|                                     | Actual              | Actual              | Adopted Budget      | Revised Budget      | Adopted Budget      | from 2011-12  | Fund Budget    |
| Sewer in Lieu of Franchise Fee      | \$ 576,214          | \$ -                | \$ -                | \$ -                | \$ -                | -             | -              |
| Water in Lieu of Franchise Fee      | 440,251             | -                   | -                   | -                   | -                   | -             | -              |
| Street Mitigation Fees              | -                   | -                   | -                   | -                   | 35,000              | -             | 0.26%          |
| Transportation SDC: Principal       | 17,452              | 74,691              | 9,500               | 9,500               | 10,500              | 10.53%        | 0.08%          |
| Transportation SDC: Interest        | 6,088               | 5,975               | 3,500               | 3,500               | 3,500               | -             | 0.03%          |
| Street IAF: Principal               | 2,599               | 15,535              | 1,000               | 1,000               | 3,800               | 280.00%       | 0.03%          |
| Street IAF: Interest                | 4,225               | 7,859               | 1,000               | 1,000               | 1,500               | 50.00%        | 0.01%          |
| Street Connection Fees              | (1,123)             | 560                 | -                   | -                   | 25,000              | -             | 0.19%          |
| Transportation SDC: Revenues        | 338,142             | 929,439             | 173,400             | 173,400             | 216,800             | 25.03%        | 1.62%          |
| Public Facility Construction Permit | 18,973              | 22,258              | 12,000              | 12,000              | 12,000              | -             | 0.09%          |
| EPSC Permit Fees                    | 16,870              | 30,675              | 20,000              | 20,000              | 25,000              | 25.00%        | 0.19%          |
| Federal Highway Adm (20.205)        | 2,641               | -                   | -                   | -                   | -                   | -             | -              |
| State Gasoline Tax                  | 2,024,426           | 2,365,624           | 2,700,000           | 2,700,000           | 2,800,000           | 3.70%         | 20.89%         |
| Surface Transportation Program      | -                   | -                   | 1,190,000           | 1,190,000           | 2,937,300           | 146.83%       | 21.92%         |
| WComp Wage Subsidy Reimb            | 2,195               | -                   | -                   | -                   | -                   | -             | -              |
| Miscellaneous Revenue               | 5,810               | 3,119               | 3,500               | 3,500               | 3,500               | -             | 0.03%          |
| Interest                            | 149,868             | 72,038              | 75,000              | 75,000              | 34,900              | (53.47%)      | 0.26%          |
| <b>Total Current Resources</b>      | <b>3,604,634</b>    | <b>3,527,773</b>    | <b>4,188,900</b>    | <b>4,188,900</b>    | <b>6,108,800</b>    | <b>45.83%</b> | <b>45.60%</b>  |
| From General Fund                   | 260,000             | 260,000             | -                   | -                   | -                   | -             | -              |
| From Sewer Capital                  | 121,300             | -                   | -                   | -                   | -                   | -             | -              |
| From Capital Projects Fund          | -                   | 644,316             | -                   | -                   | -                   | -             | -              |
| Transfer In: Transient Room Tax     | -                   | -                   | 1,600               | 1,600               | 2,200               | 37.50%        | 0.02%          |
| From Sewer - ILFF Transfer          | -                   | 400,992             | 326,000             | 326,000             | 459,000             | 40.80%        | 3.42%          |
| From Water - ILFF Transfer          | -                   | 447,977             | 430,000             | 430,000             | 448,800             | 4.37%         | 3.35%          |
| <b>Total Transfers In</b>           | <b>381,300</b>      | <b>1,753,285</b>    | <b>757,600</b>      | <b>757,600</b>      | <b>910,000</b>      | <b>20.12%</b> | <b>6.79%</b>   |
| Beginning Balance                   | 8,363,513           | 8,327,379           | 7,963,000           | 7,963,000           | 6,384,300           | (19.83%)      | 47.61%         |
| <b>Total Resources</b>              | <b>\$12,349,447</b> | <b>\$13,608,437</b> | <b>\$12,909,500</b> | <b>\$12,909,500</b> | <b>\$13,403,100</b> | <b>3.82%</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
- WComp** - Workers' Comp

- SDC** - Systems Development Charge
- EPSC** - Erosion Prevention Sediment Control

**STREET FUND  
REQUIREMENT/STAFFING SUMMARIES**

| Program Requirements            | 2009-10             | 2010-11             | .....2011-12.....   |                     | .....2012-13.....   |                     |                     |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                                 | Actual              | Actual              | Adopted             | Revised             | Proposed            | Approved            | Adopted             |
| Street Maintenance              | \$ 2,214,830        | \$ 2,283,009        | \$ 2,374,200        | \$ 2,374,200        | \$ 2,328,900        | \$ 2,328,900        | \$ 2,328,900        |
| Street Administration           | 1,224,170           | 1,014,305           | 1,113,900           | 1,113,900           | 1,047,300           | 1,047,300           | 1,047,300           |
| Street Capital & Restoration    | 577,206             | 339,684             | 2,539,900           | 2,539,900           | 4,339,100           | 4,339,100           | 4,339,100           |
| N. Albany Frontage Fee Projects | -                   | -                   | 758,200             | 758,200             | 765,600             | 765,600             | 765,600             |
| Transportation SDC Projects     | 5,862               | 1,737               | -                   | -                   | -                   | -                   | -                   |
| Transportation SDC Imp Fee      | -                   | -                   | 6,074,700           | 6,074,700           | 4,814,900           | 4,814,900           | 4,814,900           |
| Transportation SDC Reimb Fee    | -                   | -                   | 48,600              | 48,600              | 107,300             | 107,300             | 107,300             |
| <b>Total Requirements</b>       | <b>\$ 4,022,068</b> | <b>\$ 3,638,736</b> | <b>\$12,909,500</b> | <b>\$12,909,500</b> | <b>\$13,403,100</b> | <b>\$13,403,100</b> | <b>\$13,403,100</b> |

**Requirements by Type**

|                           |                     |                     |                     |                     |                     |                     |                     |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel                 | \$ 718,724          | \$ 689,425          | \$ 839,700          | \$ 839,700          | \$ 775,400          | \$ 775,400          | \$ 775,400          |
| Materials & Services      | 2,751,575           | 2,805,624           | 2,990,200           | 2,990,200           | 2,746,000           | 2,746,000           | 2,746,000           |
| Capital                   | 349,569             | 63,688              | 8,415,600           | 8,415,600           | 9,572,800           | 9,572,800           | 9,572,800           |
| Transfers Out             | 202,200             | 80,000              | 664,000             | 664,000             | 220,000             | 220,000             | 220,000             |
| Contingency               | -                   | -                   | -                   | -                   | 88,900              | 88,900              | 88,900              |
| <b>Total Requirements</b> | <b>\$ 4,022,068</b> | <b>\$ 3,638,736</b> | <b>\$12,909,500</b> | <b>\$12,909,500</b> | <b>\$13,403,100</b> | <b>\$13,403,100</b> | <b>\$13,403,100</b> |

**Adopted Requirements  
by Program and Type**

|                                 | Personnel         | Materials<br>& Services | Capital             | Transfers<br>Out  | Contingency      | Adopted<br>Budget   | % of Fund<br>Budget |
|---------------------------------|-------------------|-------------------------|---------------------|-------------------|------------------|---------------------|---------------------|
| Street Maintenance              | \$ 775,400        | \$ 1,553,500            | \$ -                | \$ -              | \$ -             | \$ 2,328,900        | 17.39%              |
| Street Administration           | -                 | 878,400                 | -                   | 80,000            | 88,900           | 1,047,300           | 7.81%               |
| Street Capital & Restoration    | -                 | 310,600                 | 3,888,500           | 140,000           | -                | 4,339,100           | 32.37%              |
| N. Albany Frontage Fee Projects | -                 | -                       | 765,600             | -                 | -                | 765,600             | 5.71%               |
| Transportation SDC Projects     | -                 | -                       | -                   | -                 | -                | -                   | -                   |
| Transportation SDC Imp Fee      | -                 | 3,000                   | 4,811,900           | -                 | -                | 4,814,900           | 35.92%              |
| Transportation SDC Reimb Fee    | -                 | 500                     | 106,800             | -                 | -                | 107,300             | 0.80%               |
| <b>Total Requirements</b>       | <b>\$ 775,400</b> | <b>\$ 2,746,000</b>     | <b>\$ 9,572,800</b> | <b>\$ 220,000</b> | <b>\$ 88,900</b> | <b>\$13,403,100</b> | <b>100.00%</b>      |
| Percent of Fund Budget          | 5.79%             | 20.49%                  | 71.42%              | 1.64%             | 0.66%            | 100.00%             |                     |

| Staffing Summary (FTE) | 2009-10      | 2010-11      | .....2011-12..... |              | .....2012-13..... |              |              |
|------------------------|--------------|--------------|-------------------|--------------|-------------------|--------------|--------------|
|                        | Actual       | Actual       | Adopted           | Revised      | Proposed          | Approved     | Adopted      |
| Street Maintenance     | 8.000        | 7.000        | 8.000             | 8.000        | 7.450             | 7.450        | 7.450        |
| <b>Total FTE</b>       | <b>8.000</b> | <b>7.000</b> | <b>8.000</b>      | <b>8.000</b> | <b>7.450</b>      | <b>7.450</b> | <b>7.450</b> |

**STREET FUND  
OPERATION AND MAINTENANCE COMBINED BUDGET**

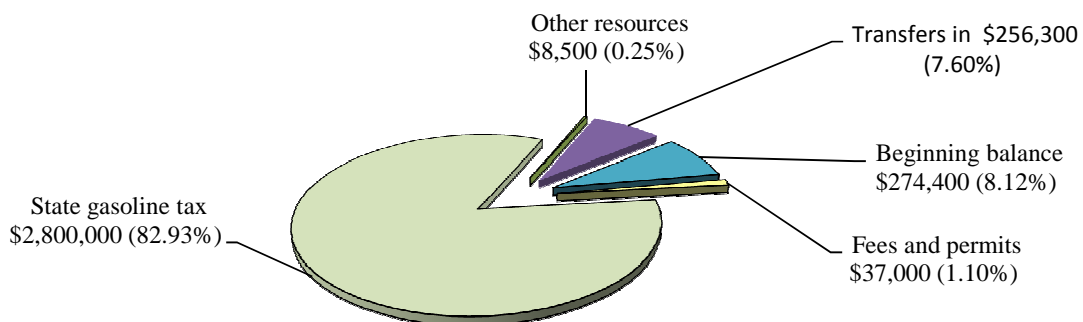
Detailed below are the gasoline taxes, transfers in, and other resources used to support the following Street Fund operation and maintenance programs: Street Maintenance and Street Administration. The resource items listed below are included in the Street Fund - Resource Detail presented on a previous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

| Resources                           | 2009-10            | 2010-11            | .....2011-12.....  |                    | 2012-13            | % Change        | % of           |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------|----------------|
|                                     | Actual             | Actual             | Adopted Budget     | Revised Budget     | Adopted Budget     | from 2011-12    | Fund Budget    |
| Sewer in Lieu of Franchise Fee      | \$ 576,214         | \$ -               | \$ -               | \$ -               | \$ -               | -               | -              |
| Water in Lieu of Franchise Fee      | 440,251            | -                  | -                  | -                  | -                  | -               | -              |
| Public Facility Construction Permit | 18,973             | 22,258             | 12,000             | 12,000             | 12,000             | -               | 0.36%          |
| EPSC Permit Fees                    | 16,870             | 30,675             | 20,000             | 20,000             | 25,000             | 25.00%          | 0.74%          |
| State Gasoline Tax                  | 1,863,105          | 2,365,624          | 2,700,000          | 2,700,000          | 2,800,000          | 3.70%           | 82.93%         |
| WComp Wage Subsidy Reimb            | 2,195              | -                  | -                  | -                  | -                  | -               | -              |
| Miscellaneous Revenue               | 2,828              | 3,119              | 3,500              | 3,500              | 3,500              | -               | 0.10%          |
| Interest                            | 3,965              | 136                | 1,500              | 1,500              | 5,000              | 233.33%         | 0.15%          |
| <b>Total Current Resources</b>      | <b>2,924,402</b>   | <b>2,421,812</b>   | <b>2,737,000</b>   | <b>2,737,000</b>   | <b>2,845,500</b>   | <b>3.96%</b>    | <b>84.28%</b>  |
| From General Fund                   | 260,000            | 260,000            | -                  | -                  | -                  | -               | -              |
| Transfer In: Transient Room Tax     | -                  | -                  | 1,600              | 1,600              | 2,200              | 37.50%          | 0.07%          |
| From Sewer - ILFF Transfer          | -                  | 400,992            | 126,000            | 126,000            | 126,300            | 0.24%           | 3.74%          |
| From Water - ILFF Transfer          | -                  | 447,977            | 230,000            | 230,000            | 127,800            | (44.43%)        | 3.79%          |
| <b>Total Transfers In</b>           | <b>260,000</b>     | <b>1,108,969</b>   | <b>357,600</b>     | <b>357,600</b>     | <b>256,300</b>     | <b>(28.33%)</b> | <b>7.60%</b>   |
| Beginning Balance                   | 176,676            | 100,000            | 393,500            | 393,500            | 274,400            | (30.27%)        | 8.12%          |
| <b>Total Resources</b>              | <b>\$3,361,078</b> | <b>\$3,630,781</b> | <b>\$3,488,100</b> | <b>\$3,488,100</b> | <b>\$3,376,200</b> | <b>(3.21%)</b>  | <b>100.00%</b> |

| Adopted Requirements<br>by Program and Type | Materials & Services |                    |             | Transfers        |                  | Adopted Budget     | % of Fund Budget |
|---|----------------------|--------------------|-------------|------------------|------------------|--------------------|------------------|
|   | Personnel            |                    | Capital     | Out              | Contingency      |                    |                  |
| Street Maintenance                          | \$ 775,400           | \$1,553,500        | \$ -        | \$ -             | \$ -             | \$2,328,900        | 68.98%           |
| Street Administration                       | -                    | 878,400            | -           | 80,000           | 88,900           | 1,047,300          | 31.02%           |
| <b>Total Requirements</b>                   | <b>\$ 775,400</b>    | <b>\$2,431,900</b> | <b>\$ -</b> | <b>\$ 80,000</b> | <b>\$ 88,900</b> | <b>\$3,376,200</b> | <b>100.00%</b>   |
| Percent of Budget                           | 22.97%               | 72.03%             | -           | 2.37%            | 2.63%            | 100.00%            |                  |

**RESOURCES USED FOR STREET FUND OPERATION AND MAINTENANCE PROGRAMS**

Category Totals and Percent of Budget



**Budget Note**

For 2012-13, \$2,800,000 (100%), of the State Gasoline Tax resources will be used for Street Fund operation and maintenance programs.

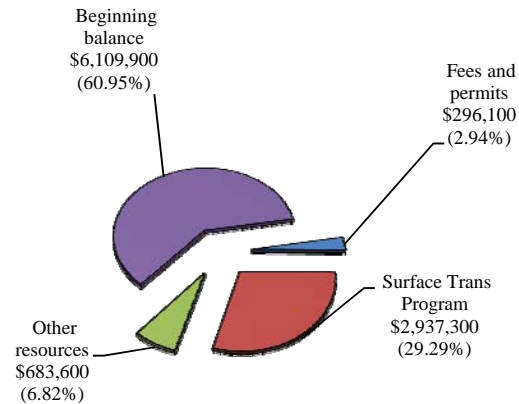
**STREET FUND  
CAPITAL PROJECTS COMBINED BUDGET**

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                      | 2009-10             | 2010-11             | .....2011-12.....   |                     | 2012-13             | % Change       | % of           |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|----------------|
|                                | Actual              | Actual              | Adopted Budget      | Revised Budget      | Adopted Budget      | from 2011-12   | Fund Budget    |
| Street Mitigation Fees         | -                   | -                   | -                   | -                   | 35,000              | -              | 0.35%          |
| Transportation SDC: Principal  | 17,452              | 74,691              | 9,500               | 9,500               | 10,500              | 10.53%         | 0.10%          |
| Transportation SDC: Interest   | 6,088               | 5,975               | 3,500               | 3,500               | 3,500               | -              | 0.03%          |
| Street IAF: Principal          | 2,599               | 15,535              | 1,000               | 1,000               | 3,800               | 280.00%        | 0.04%          |
| Street IAF: Interest           | 4,225               | 7,859               | 1,000               | 1,000               | 1,500               | 50.00%         | 0.01%          |
| Street Connection Fees         | (1,123)             | 560                 | -                   | -                   | 25,000              | -              | 0.25%          |
| Transportation SDC: Revenues   | 338,142             | 929,439             | 173,400             | 173,400             | 216,800             | 25.03%         | 2.16%          |
| Federal Highway Adm (20.205)   | 2,641               | -                   | -                   | -                   | -                   | -              | -              |
| State Gasoline Tax             | 161,322             | -                   | -                   | -                   | -                   | -              | -              |
| Surface Transportation Program | -                   | -                   | 1,190,000           | 1,190,000           | 2,937,300           | 146.83%        | 29.29%         |
| Miscellaneous Revenue          | 2,982               | 0                   | -                   | -                   | -                   | -              | -              |
| Interest                       | 145,903             | 71,902              | 73,500              | 73,500              | 29,900              | (59.32%)       | 0.30%          |
| From Sewer - ILFF Transfer     | -                   | -                   | 200,000             | 200,000             | 332,700             | 66.35%         | 3.32%          |
| From Water - ILFF Transfer     | -                   | -                   | 200,000             | 200,000             | 321,000             | 60.50%         | 3.20%          |
| <b>Total Current Resources</b> | <b>680,232</b>      | <b>1,105,961</b>    | <b>1,851,900</b>    | <b>1,851,900</b>    | <b>3,917,000</b>    | <b>111.51%</b> | <b>39.05%</b>  |
| From Sewer Capital             | 121,300             | -                   | -                   | -                   | -                   | -              | -              |
| From Capital Projects Fund     | -                   | 644,316             | -                   | -                   | -                   | -              | -              |
| <b>Total Transfers In</b>      | <b>121,300</b>      | <b>644,316</b>      | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>       | <b>-</b>       |
| Beginning Balance              | 8,186,837           | 8,227,379           | 7,569,500           | 7,569,500           | 6,109,900           | (19.28%)       | 60.95%         |
| <b>Total Resources</b>         | <b>\$ 8,988,369</b> | <b>\$ 9,977,656</b> | <b>\$ 9,421,400</b> | <b>\$ 9,421,400</b> | <b>\$10,026,900</b> | <b>6.43%</b>   | <b>100.00%</b> |

| Adopted Requirements<br>by Program and Type | Materials<br>& Services      |                     | Capital      | Adopted Budget      | % of Fund Budget |
|---|------------------------------|---------------------|--------------|---------------------|------------------|
|   | Street Capital & Restoration | \$ 310,600          | \$ 3,888,500 |                     | \$ 4,199,100     |
| N. Albany Frontage Fee Projects             | -                            | 765,600             |              | 765,600             | 7.74%            |
| Transportation SDC Projects                 | -                            | -                   |              | -                   | -                |
| Transportation SDC Imp Fee                  | 3,000                        | 4,811,900           |              | 4,814,900           | 48.70%           |
| Transportation SDC Reimb Fee                | 500                          | 106,800             |              | 107,300             | 1.09%            |
| <b>Total Requirements</b>                   | <b>\$ 314,100</b>            | <b>\$ 9,572,800</b> |              | <b>\$ 9,886,900</b> | <b>100.00%</b>   |
| Percent of Budget                           |                              | 3.18%               | 96.82%       |                     | 100.00%          |

| STREET CAPITAL PROJECT RESOURCES |                     |                |
|----------------------------------|---------------------|----------------|
| Fees and permits                 | \$ 296,100          | 2.94%          |
| Surface Trans Program            | 2,937,300           | 29.29%         |
| Other resources                  | 683,600             | 6.82%          |
| Beginning balance                | 6,109,900           | 60.95%         |
| <b>Total Resources</b>           | <b>\$10,026,900</b> | <b>100.00%</b> |



**STREET FUND**  
**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2012-2013**

| Project Description                      | Totals              | Street<br>Maintenance | Street<br>Capital &<br>Restoration | North<br>Albany<br>Frontage<br>Fee<br>Projects | Trans-<br>portation<br>SDC<br>Imp Fee | Trans-<br>portation<br>SDC<br>Reimb Fee |
|--|---------------------|-----------------------|------------------------------------|--|---------------------------------------|---|
| Capital Equipment                        | \$ -                | \$ -                  | \$ -                               | \$ -   | \$ -                                  | \$ -                                    |
| ADA Curb Ramp & Sidewalk Repair          | 20,000              | -                     | 20,000                             | -  | -                                     | -                                       |
| Sidewalk Infill Program                  | 15,000              | -                     | 15,000                             | -  | -                                     | -                                       |
| BR-11-01 Belmont Ave Culvert Replacement | 250,000             | -                     | 250,000                            | -  | -                                     | -                                       |
| BR-12-01 Bridge Scour Repairs            | 157,000             | -                     | 157,000                            | -  | -                                     | -                                       |
| ST-12-01 Jackson Street Reconstruction   | 1,200,000           | -                     | 1,097,600                          | -  | 102,400                               | -                                       |
| ST-12-02 Gibson Hill Rd Sidewalks PH A   | 305,000             | -                     | -                                  | 240,100  | 64,900                                | -                                       |
| ST-12-03 Heritage Mall Traffic Signals   | 49,000              | -                     | 4,700                              | -  | 44,300                                | -                                       |
| ST-13-02 Madison St ADA Imp-28th to 34th | 41,000              | -                     | 41,000                             | -  | -                                     | -                                       |
| ST-13-03 N Albany Rd-Quarry to RR Tracks | 2,984,000           | -                     | 1,782,500                          | 400,000  | 701,500                               | 100,000                                 |
| ST-13-04 Main Street Rehab               | 1,593,000           | -                     | 271,000                            | -  | 1,322,000                             | -                                       |
| <b>Project Totals</b>                    | <b>6,614,000</b>    | <b>-</b>              | <b>3,638,800</b>                   | <b>640,100</b>                                 | <b>2,235,100</b>                      | <b>100,000</b>                          |
| Reserve: Street Connection Fees          | 139,600             | -                     | 139,600                            | -  | -                                     | -                                       |
| Reserve: Capital Projects                | 2,720,900           | -                     | 11,800                             | 125,500  | 2,576,800                             | 6,800                                   |
| Reserve: Street Mitigation Fees          | 35,000              | -                     | 35,000                             | -  | -                                     | -                                       |
| Reserve: Waverly RH Land Mod Dep - WM    | 203,300             | -                     | 203,300                            | -  | -                                     | -                                       |
| <b>Total Reserves</b>                    | <b>3,098,800</b>    | <b>-</b>              | <b>389,700</b>                     | <b>125,500</b>                                 | <b>2,576,800</b>                      | <b>6,800</b>                            |
| <b>Grand Totals</b>                      | <b>\$ 9,712,800</b> | <b>\$ -</b>           | <b>\$ 4,028,500</b>                | <b>\$ 765,600</b>                              | <b>\$ 4,811,900</b>                   | <b>\$ 106,800</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 |
|----------|----------------|-----------------|------------------------------|----------------------|-----------------|--------------|-------------------|-----------------|
| 2004     | \$ 764,456     | \$ 821,250      | \$ 212,944                   | \$ 1,898,605         | \$ 380,075      | \$ 726,192   | \$ 6,558,234      | \$11,361,756    |
| 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         | 12,349,447      |
| 2011     | -              | 1,086,992       | -                            | 2,365,624            | 75,157          | 1,753,285    | 8,327,379         | 13,608,437      |
| 2012     | -              | 220,400         | 1,190,000                    | 2,700,000            | 78,500          | 757,600      | 7,963,000         | 12,909,500      |
| 2013     | -              | 333,100         | 2,937,300                    | 2,800,000            | 38,400          | 910,000      | 6,384,300         | 13,403,100      |

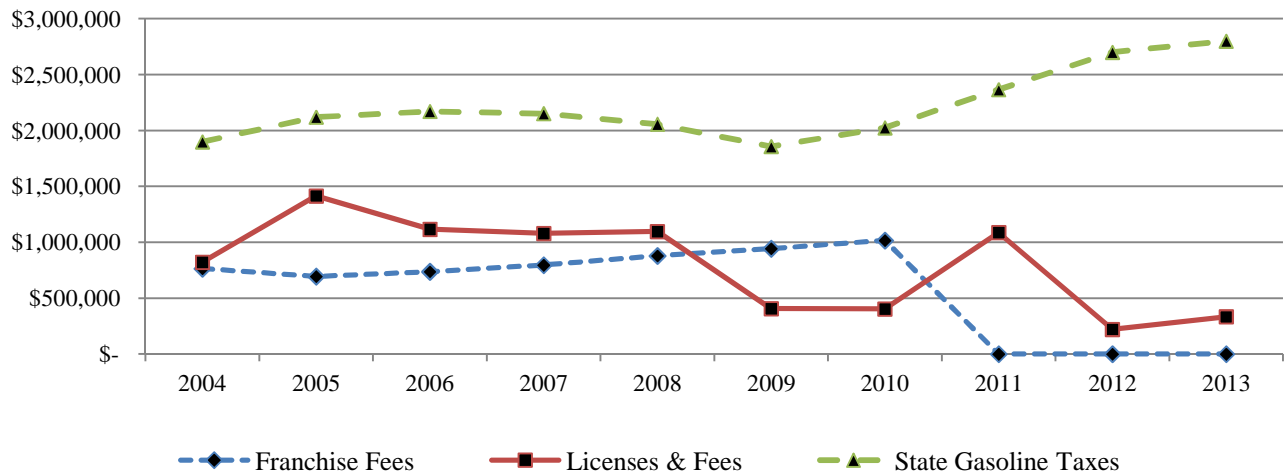
\* Actual revenues for Fiscal Years 2004 through 2011. Budgeted resources for Fiscal Years 2012 and 2013.

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 |
|----------|----------------|-----------------|------------------------------|----------------------|-----------------|--------------|-------------------|-----------------|
| 2004     | 6.73%          | 7.23%           | 1.87%                        | 16.71%               | 3.35%           | 6.39%        | 57.72%            | 100.00%         |
| 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     | 0.01%          | 7.99%           | -                            | 17.38%               | 0.55%           | 12.88%       | 61.19%            | 100.00%         |
| 2012     | -              | 1.71%           | 9.22%                        | 20.91%               | 0.61%           | 5.87%        | 61.68%            | 100.00%         |
| 2013     | (0.01%)        | 2.49%           | 21.92%                       | 20.89%               | 0.29%           | 6.79%        | 47.63%            | 100.00%         |

**STATE GAS TAXES, LICENSES & FEES, AND FRANCHISE FEES  
TEN FISCAL YEARS**





CITY OF  
*Albany*

O R E G O N



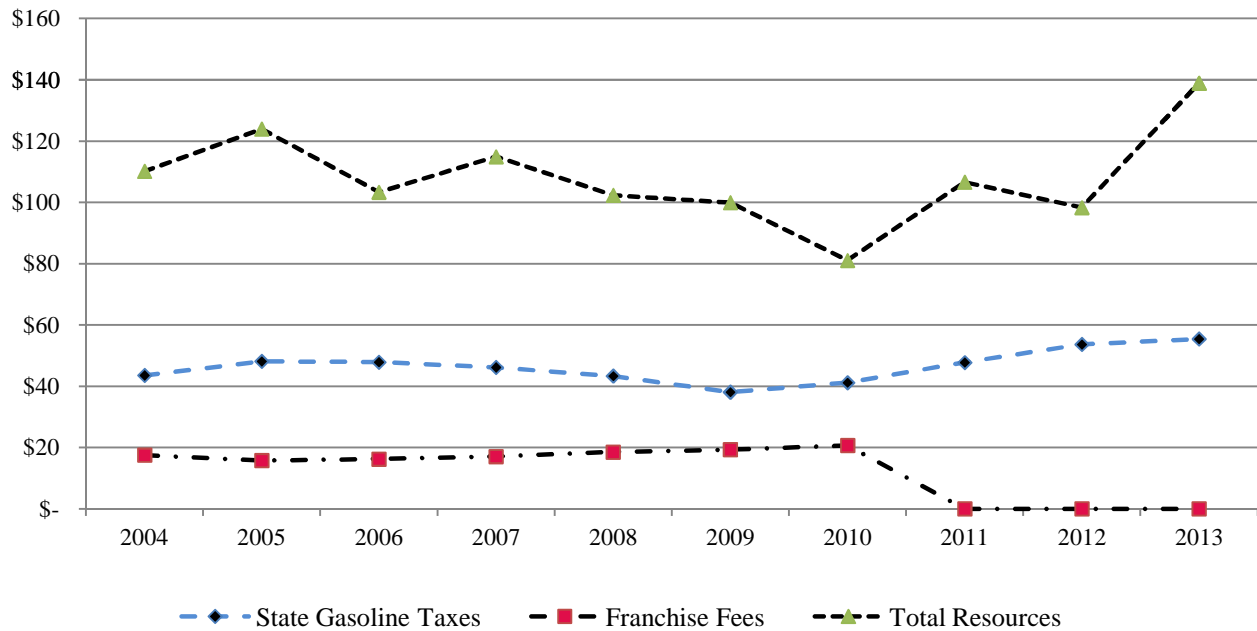
**STREET FUND  
STREET FUND RESOURCES - TEN FISCAL YEARS <sup>1</sup>**

| June 30, | Population | State Gasoline Tax |            | Franchise Fees |            | Current Resources <sup>2</sup> |            |
|----------|------------|--------------------|------------|----------------|------------|--------------------------------|------------|
|          |            | Annual Amount      | Per Capita | Annual Amount  | Per Capita | Annual Amount                  | Per Capita |
| 2004     | 43,600     | \$ 1,898,605       | \$ 43.55   | \$ 764,456     | \$ 17.53   | \$ 4,803,522                   | \$ 110.17  |
| 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      | -              | -          | 5,281,059                      | 106.62     |
| 2012     | 50,325     | 2,700,000          | 53.65      | -              | -          | 4,946,500                      | 98.29      |
| 2013     | 50,520     | 2,800,000          | 55.42      | -              | -          | 7,018,800                      | 138.93     |

(1) Actual revenues for Fiscal Years 2004 through 2011. Budgeted resources for Fiscal Years 2012 and 2013.

(2) Current Resources equals Total Resources less Beginning Balance.

**PER CAPITA STATE GASOLINE TAX, FRANCHISE FEES,  
AND CURRENT RESOURCES  
TEN FISCAL YEARS**



## PROGRAM NARRATIVE

### STREET FUND: STREET MAINTENANCE (250-50-2602)

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

#### FUNCTIONS AND RESPONSIBILITIES

- The primary function of this activity is to maintain the transportation system facilities.
- Pavement management and street restoration responsibilities include sweeping, sanding, base repair, crack sealing, pothole patching, chip-seal streets, overlay projects, and bridge maintenance.
- Repair tree-damaged sidewalks and gutters on an as-needed basis.
- Storm water drainage maintenance responsibilities consist of cleaning open channel ditches.
- 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.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme  | Target Date | Status      | Strategies/Actions                                      |
|-----------------------|-------------|-------------|---|
| Budget Year 2011-12   |             |             |   |
| Great Neighborhoods   | 06/12       | Postponed   | • Complete sidewalk inventory.                          |
|                       | 06/12       | In Progress | • Develop sweeper debris recycling program.             |
|                       | 06/12       | Postponed   | • Implement sidewalk rating/inventory system.           |
|                       | 06/12       | Postponed   | • Develop Maintenance Management Program for sidewalks. |
|                       | 03/12       | In Progress | • Update Pavement Management Program.                   |
| Budget Year 2012-2013 |             |             |   |
| Great Neighborhoods   | 06/13       |             | • Develop sidewalk rating/inventory system.             |
|                       | 06/13       |             | • Complete sidewalk inventory.                          |
|                       | 03/13       |             | • Update Pavement Management Program.                   |
|                       | 06/13       |             | • Update traffic sign inventory program.                |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Number of miles of improved streets.             | 188.21           | 189.76           | 191.46           | 191.46           |
| Number of miles slurry sealed annually.          | 5.69             | 0                | 6                | 6                |
| Number of customer service work orders.          | 554              | 543              | 500              | 550              |
| Number of City traffic signals.                  | 19               | 19               | 19               | 19               |
| Percent of traffic signals inspected quarterly.  | 100%             | 100%             | 100%             | 100%             |
| Miles of painted pavement marking.               | 45.55            | 50.22            | 64.42            | 64.42            |
| Percentage of pavement marking annually painted. | 100%             | 100%             | 100%             | 100%             |
| Number of signs repaired annually.               | 117              | 157              | 200              | 175              |

#### STAFFING SUMMARY

|               |   |   |   |      |
|---------------|---|---|---|------|
| Budgeted FTEs | 8 | 7 | 8 | 7.45 |
|---------------|---|---|---|------|

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

**PROG 2602: Street Maintenance**

| <u>Acct# Description</u>  | <b>2009-2010</b><br><b>Actual</b> | <b>2010-2011</b><br><b>Actual</b> | <b>2011-2012</b><br><b>Adopted</b> | <b>2011-2012</b><br><b>Revised</b> | <b>2012-2013</b><br><b>Adopted</b> | <b>%</b><br><b>Change</b> |
|---------------------------|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|---------------------------|
| <b>EXPENDITURES</b>       |                                   |                                   |                                    |                                    |                                    |                           |
| Personnel Services        | 718,724.34                        | 689,424.68                        | 839,700                            | 839,700                            | 775,400                            | -7.66%                    |
| Materials & Services      | 1,479,956.11                      | 1,593,584.40                      | 1,523,000                          | 1,523,000                          | 1,553,500                          | 2.00%                     |
| Capital                   | 16,149.90                         | -                                 | 11,500                             | 11,500                             | -                                  | -100.00%                  |
| <b>TOTAL EXPENDITURES</b> | <b>2,214,830.35</b>               | <b>2,283,009.08</b>               | <b>2,374,200</b>                   | <b>2,374,200</b>                   | <b>2,328,900</b>                   | <b>-1.91%</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 activity provides funding for the 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.
- Holds the contingency for the Streets Fund.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme  | Target Date | Status      | Strategies/Actions  |
|-----------------------|-------------|-------------|---|
| Budget Year 2011-2012 |             |             |   |
| Great Neighborhoods   | 6/12        | In Progress | <ul style="list-style-type: none"> <li>• Explore opportunities for the development of any intercity rail services as opportunities arise.</li> </ul>  |
|                       | 6/12        | In Progress | <ul style="list-style-type: none"> <li>• Continue work with the Oregon Department of Transportation on the I-5, Santiam River to Hwy 34 Corridor and Environmental Impact Study.</li> </ul> |
|                       | 6/12        | Completed   | <ul style="list-style-type: none"> <li>• Develop the Financial Plan for the Transportation System Plan.</li> </ul>  |
|                       | 6/12        | In Progress | <ul style="list-style-type: none"> <li>• Develop an Americans with Disabilities Act Transition Plan for the street, sidewalks, and public transportation systems.</li> </ul>                |
|                       | 6/12        | In Progress | <ul style="list-style-type: none"> <li>• Develop Storm Drainage Master Plan.</li> </ul>   |
| Budget Year 2012-2013 |             |             |   |
| Effective Government  | 6/13        |             | <ul style="list-style-type: none"> <li>• Complete the Storm Drainage Master Plan.</li> </ul>  |
| Effective Government  | 6/13        |             | <ul style="list-style-type: none"> <li>• Identify and pursue funding opportunities to complete transportation improvements.</li> </ul>  |
| Effective Government  | 6/13        |             | <ul style="list-style-type: none"> <li>• Complete agreement with Portland and Western Railroad for the restoration of Water Ave.</li> </ul>   |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Percent of streets in satisfactory or better condition. | 57%              | 58%              | 59%              | 60%              |

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

**PROG 2604: Street Administration**

| <u>Acct# Description</u>  | <b>2009-2010</b><br><b>Actual</b> | <b>2010-2011</b><br><b>Actual</b> | <b>2011-2012</b><br><b>Adopted</b> | <b>2011-2012</b><br><b>Revised</b> | <b>2012-2013</b><br><b>Adopted</b> | <b>%</b><br><b>Change</b> |
|---------------------------|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|---------------------------|
| <b>EXPENDITURES</b>       |                                   |                                   |                                    |                                    |                                    |                           |
| Materials & Services      | 948,883.41                        | 934,305.28                        | 999,900                            | 999,900                            | 878,400                            | -12.15%                   |
| Capital                   | 73,086.15                         | -                                 | -                                  | -                                  | -                                  | - %                       |
| Transfers Out             | 202,200.00                        | 80,000.00                         | 114,000                            | 114,000                            | 80,000                             | -29.82%                   |
| Contingencies             | -                                 | -                                 | -                                  | 144,000                            | 88,900                             | - %                       |
| <b>TOTAL EXPENDITURES</b> | <b>1,224,169.56</b>               | <b>1,014,305.28</b>               | <b>1,113,900</b>                   | <b>1,257,900</b>                   | <b>1,047,300</b>                   | <b>-16.74%</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, 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 2011-2012 |             |             |   |
| Great Neighborhoods   | 9/12        | Deferred    | <ul style="list-style-type: none"> <li>• Construct the Lyon St. and 1<sup>st</sup> Avenue right-turn lane.</li> </ul> |
|                       | 9/12        | In Progress | <ul style="list-style-type: none"> <li>• Modify the Heritage Mall traffic signals.</li> </ul>                         |
|                       | 10/12       | Complete    | <ul style="list-style-type: none"> <li>• Initiate Jackson Street Rehabilitation.</li> </ul>                           |
|                       | 10/12       | Complete    | <ul style="list-style-type: none"> <li>• Construct the 12<sup>th</sup> Avenue NW infill project.</li> </ul>           |
| Budget Year 2012-2013 |             |             |   |
| Great Neighborhoods   | 06/13       |             | <ul style="list-style-type: none"> <li>• Construct ST-13-02, Madison Street ADA Improvements.</li> </ul>              |
|                       | 06/13       |             | <ul style="list-style-type: none"> <li>• Design ST-13-03, North Albany Road: Quarry to RR Tracks.</li> </ul>          |
|                       | 06/13       |             | <ul style="list-style-type: none"> <li>• Initiate construction of ST-13-04, Main Street Rehabilitation.</li> </ul>    |
|                       | 10/13       |             | <ul style="list-style-type: none"> <li>• Complete Jackson Street Rehabilitation.</li> </ul>                           |

**PROG 2700: Street Capital & Restoration**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | (1,122.51)                  | 560.00                      | -                            | -                            | 60,000                       | - %                 |
| Intergovernmental Revenue | 163,962.90                  | -                           | 1,190,000                    | 1,190,000                    | 2,937,300                    | 146.83%             |
| Miscellaneous Revenue     | 2,981.76                    | 0.01                        | -                            | -                            | -                            | - %                 |
| Investment Earnings       | 20,997.39                   | 8,627.58                    | 9,000                        | 9,000                        | 2,100                        | -76.67%             |
| Transfers In              | 121,300.00                  | 212,994.20                  | 400,000                      | 400,000                      | 653,700                      | 63.43%              |
| Beginning Balance         | 1,414,131.48                | 967,123.00                  | 940,900                      | 940,900                      | 686,000                      | -27.09%             |
| <b>TOTAL REVENUES</b>     | <b>1,722,251.02</b>         | <b>1,189,304.79</b>         | <b>2,539,900</b>             | <b>2,539,900</b>             | <b>4,339,100</b>             | <b>70.84%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 317,061.72                  | 275,996.65                  | 460,500                      | 460,500                      | 310,600                      | -32.55%             |
| Capital                   | 260,144.38                  | 63,687.58                   | 2,029,400                    | 2,019,400                    | 3,888,500                    | 92.56%              |
| Transfers Out             | -                           | -                           | 50,000                       | 60,000                       | 140,000                      | 133.33%             |
| <b>TOTAL EXPENDITURES</b> | <b>577,206.10</b>           | <b>339,684.23</b>           | <b>2,539,900</b>             | <b>2,539,900</b>             | <b>4,339,100</b>             | <b>70.84%</b>       |

**PROG 2700 Street Capital & Restoration**

|                                   |                     |                   |          |          |          |
|-----------------------------------|---------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>1,145,044.92</b> | <b>849,620.56</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|-------------------|----------|----------|----------|

## 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 2011-2012       |                    |               |  |
| Great Neighborhoods         | 09/12              | In Progress   | <ul style="list-style-type: none"><li>• Construct the Gibson Hill Phase A sidewalk improvements.</li></ul> |
| Budget Year 2012-2013       |                    |               |  |
| Great Neighborhoods         | 06/13              |               | <ul style="list-style-type: none"><li>• Design ST-13-03, North Albany Road: Quarry to RR Tracks.</li></ul> |
| Great Neighborhoods         | 06/13              |               | <ul style="list-style-type: none"><li>• Build reserves for future improvement projects.</li></ul>          |

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CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2701: N. Albany Frontage Fee Projects**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | 6,824.16                    | 23,393.71                   | 2,000                        | 2,000                        | 5,300                        | 165.00%             |
| Investment Earnings       | 12,749.18                   | 6,161.10                    | 6,400                        | 6,400                        | 2,500                        | -60.94%             |
| Beginning Balance         | 706,262.46                  | 725,835.80                  | 749,800                      | 749,800                      | 757,800                      | 1.07%               |
| <b>TOTAL REVENUES</b>     | <b>725,835.80</b>           | <b>755,390.61</b>           | <b>758,200</b>               | <b>758,200</b>               | <b>765,600</b>               | <b>0.98%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | -                           | -                           | 758,200                      | 758,200                      | 765,600                      | 0.98%               |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>-</b>                    | <b>758,200</b>               | <b>758,200</b>               | <b>765,600</b>               | <b>0.98%</b>        |

**PROG 2701 N. Albany Frontage Fee Projects**

|                                   |                   |                   |          |          |          |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>725,835.80</b> | <b>755,390.61</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|

## 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 March 2011) is \$1,734 for a single-family residence. This program receives \$1,294 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 2011-2012 |             |             |   |
| Great Neighborhoods   | 09/12       | In Progress | • Provide funding for Oak Street improvements.                          |
|                       | 09/12       | In Progress | • Modify the Heritage Mall traffic signals.                             |
|                       | 09/12       | Deferred    | • Construct the Lyon Street and 1 <sup>st</sup> Avenue right turn lane. |
|                       | 09/12       | In Progress | • Construct the Gibson Hill Phase A sidewalk improvements.              |
|                       | 10/12       | Completed   | • Initiate Jackson Street rehabilitation.                               |
| Budget Year 2012-2013 |             |             |   |
| Great Neighborhoods   | 06/13       |             | • Design ST-13-03, North Albany Road: Quarry to RR Tracks.              |
|                       | 06/13       |             | • Initiate construction of ST-13-04, Main Street Rehabilitation.        |
|                       | 10/12       |             | • Complete Jackson Street rehabilitation.                               |

**PROG 2703: Transportation SDC Imp Fee**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | -                           | 59,860.22                   | 141,400                      | 141,400                      | 174,800                      | 23.62%              |
| Investment Earnings       | -                           | 79.19                       | 58,000                       | 58,000                       | 25,000                       | -56.90%             |
| Beginning Balance         | -                           | -                           | 5,875,300                    | 5,875,300                    | 4,615,100                    | -21.45%             |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>59,939.41</b>            | <b>6,074,700</b>             | <b>6,074,700</b>             | <b>4,814,900</b>             | <b>-20.74%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | -                           | 6,000                        | 6,000                        | 3,000                        | -50.00%             |
| Capital                   | -                           | -                           | 5,568,700                    | 2,551,700                    | 4,811,900                    | 88.58%              |
| Transfers Out             | -                           | -                           | 500,000                      | 3,517,000                    | -                            | -100.00%            |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>-</b>                    | <b>6,074,700</b>             | <b>6,074,700</b>             | <b>4,814,900</b>             | <b>-20.74%</b>      |

**PROG 2703 Transportation SDC Imp Fee**

|                                   |   |           |   |   |   |
|-----------------------------------|---|-----------|---|---|---|
| <b>Revenues less Expenditures</b> | - | 59,939.41 | - | - | - |
|-----------------------------------|---|-----------|---|---|---|

**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 March 2011) is \$1,734 for a single-family residence. This program receives \$440 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**

| Strategic Plan Theme  | Target Date | Status    | Strategies/Actions   |
|-----------------------|-------------|-----------|--|
| Budget Year 2011-2012 |             |           |  |
| Effective Government  | 06/12       | Completed | <ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul>                      |
| Budget Year 2012-2013 |             |           |  |
| Great Neighborhoods   | 06/13       |           | <ul style="list-style-type: none"> <li>• Design ST-13-03, North Albany Road: Quarry to RR Tracks.</li> </ul> |
| Effective Government  | 06/13       |           | <ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul>                      |

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2704: Transportation SDC Reimb Fee**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | -                           | 7,040.00                    | 45,000                       | 45,000                       | 56,000                       | 24.44%              |
| Investment Earnings       | -                           | 9.31                        | 100                          | 100                          | 300                          | 200.00%             |
| Beginning Balance         | -                           | -                           | 3,500                        | 3,500                        | 51,000                       | 1357.14%            |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>7,049.31</b>             | <b>48,600</b>                | <b>48,600</b>                | <b>107,300</b>               | <b>120.78%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | -                           | 800                          | 800                          | 500                          | -37.50%             |
| Capital                   | -                           | -                           | 47,800                       | 47,800                       | 106,800                      | 123.43%             |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>-</b>                    | <b>48,600</b>                | <b>48,600</b>                | <b>107,300</b>               | <b>120.78%</b>      |

**PROG 2704 Transportation SDC Reimb Fee**

|                                   |   |          |   |   |   |  |
|-----------------------------------|---|----------|---|---|---|--|
| <b>Revenues less Expenditures</b> | - | 7,049.31 | - | - | - |  |
|-----------------------------------|---|----------|---|---|---|--|



CITY OF  
*Albany*

O R E G O N

## 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.

#### **Bancroft Debt Service**

Bancroft bonds are issued under the State of Oregon Bancroft Bonding Act, ORS 223.205 and 223.210 to 223.295. The bonds are limited tax assessment bonds wherein repayment is guaranteed by a lien on the improved property. If payment on a property becomes delinquent for more than one year, the City may choose to foreclose on that property, and after one year sell the property to satisfy the lien. By charging a financing rate of 1.5 percentage points above the effective bond rate and with the ability to foreclose on delinquent properties, the City has always been able to make debt service payments on Bancroft Bonds. The bonds were retired during fiscal year 2011-12.

#### **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 2012-13 is \$530,300.

#### **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 2012-13 is \$241,700 for the General Fund and \$182,200 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 2012-13 is \$1,320,400. The estimated tax rate for the repayment of this debt for 2012-13 is \$0.494 per \$1,000 of assessed value. The debt will be retired in Fiscal Year 2014-15.

#### **RESOURCES**

|                        |                     |
|------------------------|---------------------|
| Property Taxes         | \$ 1,346,400        |
| Charges for Service    | 530,300             |
| Investment Earnings    | 4,200               |
| Transfers In           | 423,900             |
| Beginning Balance      | 348,500             |
| <b>Total Resources</b> | <b>\$ 2,653,300</b> |

#### **REQUIREMENTS**

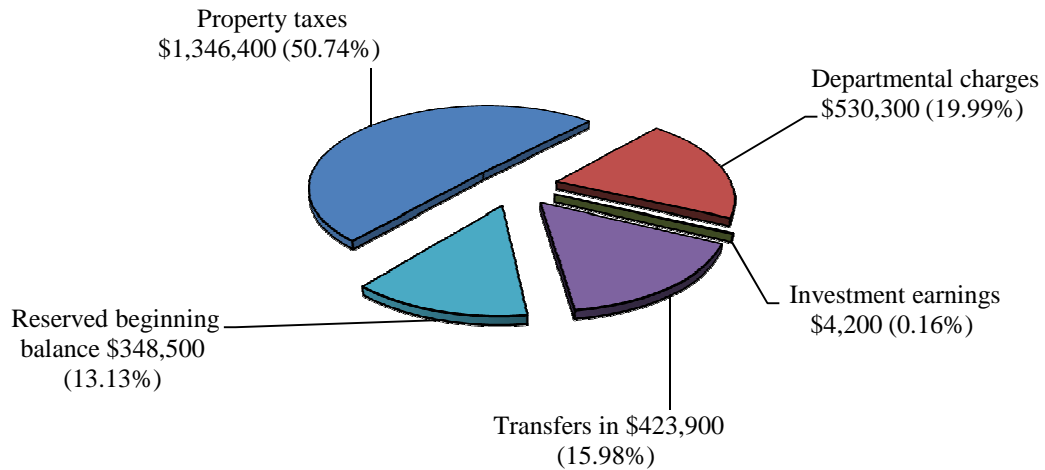
|                           |                     |
|---------------------------|---------------------|
| Materials & Services      | \$ 2,100            |
| Debt Service              | 2,651,200           |
| <b>Total Requirements</b> | <b>\$ 2,653,300</b> |

**DEBT SERVICE FUND  
RESOURCE DETAIL**

| RESOURCES                      | 2009-10<br>Actual   | 2010-11<br>Actual  | .....2011-12.....   |                     | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of<br>Fund<br>Budget |
|--------------------------------|---------------------|--------------------|---------------------|---------------------|------------------------------|-----------------------------|------------------------|
|                                |                     |                    | Adopted<br>Budget   | Revised<br>Budget   |                              |                             |                        |
| Property Taxes - Current       | \$ 1,274,236        | \$2,121,854        | \$ 1,289,200        | \$ 1,289,200        | \$ 1,320,400                 | 2.42%                       | 49.76%                 |
| Property Taxes - Delinquent    | 20,181              | 19,290             | 20,000              | 20,000              | 26,000                       | 30.00%                      | 0.98%                  |
| Transient Room Tax             | 213,175             | -                  | -                   | -                   | -                            | -                           | -                      |
| Departmental Charges           | 516,671             | 636,288            | 505,300             | 505,300             | 530,300                      | 4.95%                       | 19.99%                 |
| Bonded Asmnts: Principal       | 990                 | 815                | 1,500               | 1,500               | -                            | (100.00%)                   | -                      |
| Bonded Asmnts: Interest        | 133                 | 65                 | 100                 | 100                 | -                            | (100.00%)                   | -                      |
| Interest                       | 25,112              | 14,224             | 11,100              | 11,100              | 4,200                        | (62.16%)                    | 0.16%                  |
| <b>Total Current Resources</b> | <b>2,050,498</b>    | <b>2,792,537</b>   | <b>1,827,200</b>    | <b>1,827,200</b>    | <b>1,880,900</b>             | <b>2.94%</b>                | <b>70.89%</b>          |
| From Parks Fund                | 181,697             | 177,800            | 179,200             | 179,200             | 182,200                      | 1.67%                       | 6.87%                  |
| From General Fund              | 237,867             | 236,500            | 240,400             | 240,400             | 241,700                      | 0.54%                       | 9.11%                  |
| From Street Fund               | -                   | -                  | 34,000              | 34,000              | -                            | (100.00%)                   | -                      |
| From Litigation Proceeds       | -                   | 790,000            | -                   | -                   | -                            | -                           | -                      |
| <b>Total Transfers In</b>      | <b>419,564</b>      | <b>1,204,300</b>   | <b>453,600</b>      | <b>453,600</b>      | <b>423,900</b>               | <b>(6.55%)</b>              | <b>15.98%</b>          |
| Beginning Balance              | 332,167             | 862,690            | 170,700             | 170,700             | -                            | (100.00%)                   | -                      |
| Reserved Beginning Balance     | 583,226             | -                  | 428,900             | 428,900             | 348,500                      | (18.75%)                    | 13.13%                 |
| <b>Total Resources</b>         | <b>\$ 3,385,455</b> | <b>\$4,859,527</b> | <b>\$ 2,880,400</b> | <b>\$ 2,880,400</b> | <b>\$ 2,653,300</b>          | <b>(7.88%)</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>    | 2009-10             | 2010-11            | .....2011-12.....  |                    | .....2012-13.....  |                    |                    |
|--------------------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                                | Actual              | Actual             | Adopted            | Revised            | Proposed           | Approved           | Adopted            |
| Bancroft Debt Service          | \$ 85,185           | \$ 85,137          | \$ 206,900         | \$ 206,900         | \$ -               | \$ -               | \$ -               |
| 1995 Fairgrounds Revenue Bonds | 228,614             | 216,585            | -                  | -                  | -                  | -                  | -                  |
| 2002 LTD Tax Pension Bonds     | 511,052             | 1,285,466          | 845,400            | 845,400            | 753,700            | 753,700            | 753,700            |
| 2004 Revenue Obligations       | 419,564             | 413,664            | 419,600            | 419,600            | 423,900            | 423,900            | 423,900            |
| 2007 GO Refunding Bonds        | 1,278,350           | 2,120,050          | 1,408,500          | 1,408,500          | 1,475,700          | 1,475,700          | 1,475,700          |
| <b>Total Requirements</b>      | <b>\$ 2,522,765</b> | <b>\$4,120,903</b> | <b>\$2,880,400</b> | <b>\$2,880,400</b> | <b>\$2,653,300</b> | <b>\$2,653,300</b> | <b>\$2,653,300</b> |

| <b>Requirements by Type</b> | 2009-10             | 2010-11            | .....2011-12.....  |                    | .....2012-13.....  |                    |                    |
|-----------------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                             | Actual              | Actual             | Adopted            | Revised            | Proposed           | Approved           | Adopted            |
| Materials & Services        | \$ 2,352            | \$ 12,290          | \$ 1,500           | \$ 1,500           | \$ 2,100           | \$ 2,100           | \$ 2,100           |
| Debt Service                | 2,520,413           | 4,108,612          | 2,878,900          | 2,878,900          | 2,651,200          | 2,651,200          | 2,651,200          |
| <b>Total Requirements</b>   | <b>\$ 2,522,765</b> | <b>\$4,120,903</b> | <b>\$2,880,400</b> | <b>\$2,880,400</b> | <b>\$2,653,300</b> | <b>\$2,653,300</b> | <b>\$2,653,300</b> |

| <b>Adopted Requirements<br/>by Program and Type</b> |                            |          | Materials<br>& Services | Debt<br>Service | Adopted<br>Budget | % of Fund<br>Budget |
|---|----------------------------|----------|-------------------------|-----------------|-------------------|---------------------|
|   | 2002 LTD Tax Pension Bonds |          | \$ 600                  | \$ 753,100      | \$ 753,700        | 28.40%              |
| 2004 Revenue Obligations                            |                            | 600      | 423,300                 | 423,900         | 15.98%            |                     |
| 2007 GO Refunding Bonds                             |                            | 900      | 1,474,800               | 1,475,700       | 55.62%            |                     |
| <b>Total Requirements</b>                           |                            | \$ 2,100 | \$2,651,200             | \$2,653,300     | 100.00%           |                     |
| <b>Percent of Fund Budget</b>                       |                            |          | 0.08%                   | 99.92%          | 100.00%           |                     |

| <b>Adopted Budget<br/>Detail of Debt Service Requirement Category</b> | Final<br>Maturity     | Principal   | Interest   | Debt<br>Reserve | Adopted<br>Budget |
|---|-----------------------|-------------|------------|-----------------|-------------------|
|   | Bancroft Debt Service | 06/17/2012  | \$ -       | \$ -            | \$ -              |
| 2002 LTD Tax Pension Bonds  | 06/01/2028            | 97,900      | 432,400    | 222,800         | 753,100           |
| 2004 Revenue Obligations  | 01/01/2020            | 355,000     | 68,300     | -               | 423,300           |
| 2007 GO Refunding Bonds   | 06/01/2015            | 1,170,000   | 150,400    | 154,400         | 1,474,800         |
| <b>Total Requirements</b>   |                       | \$1,622,900 | \$ 651,100 | \$ 377,200      | \$2,651,200       |

## 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> |
|--------------------|------------------|-----------------|---------------|----------------------|
| 2012-2013          | \$97,868         | \$432,369       | \$530,238     | 6.95%                |
| 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             | \$ 5,513,557     | \$ 5,658,083    | \$ 11,171,640 |                      |

**PROG 1021: 2002 LTD Tax Pension Bonds**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 516,670.52                  | 636,288.02                  | 505,300                      | 505,300                      | 530,300                      | 4.95%               |
| Investment Earnings       | 7,220.91                    | 3,841.20                    | 3,500                        | 3,500                        | 1,200                        | -65.71%             |
| Transfers In              | -                           | 790,000.00                  | -                            | -                            | -                            | - %                 |
| Beginning Balance         | 310,641.06                  | 323,480.33                  | 336,600                      | 336,600                      | 222,200                      | -33.99%             |
| <b>TOTAL REVENUES</b>     | <b>834,532.49</b>           | <b>1,753,609.55</b>         | <b>845,400</b>               | <b>845,400</b>               | <b>753,700</b>               | <b>-10.85%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | 9,940.38                    | -                            | -                            | 600                          | - %                 |
| Debt Service              | 511,052.16                  | 1,275,526.09                | 845,400                      | 845,400                      | 753,100                      | -10.92%             |
| <b>TOTAL EXPENDITURES</b> | <b>511,052.16</b>           | <b>1,285,466.47</b>         | <b>845,400</b>               | <b>845,400</b>               | <b>753,700</b>               | <b>-10.85%</b>      |

**PROG 1021 2002 LTD Tax Pension Bonds**

|                                   |                   |                   |          |          |          |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>323,480.33</b> | <b>468,143.08</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|

## 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 General funds; 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

|           |             |           |             |       |
|-----------|-------------|-----------|-------------|-------|
| 2012-2013 | \$355,000   | \$68,204  | \$423,204   | 4.50% |
| 2013-2014 | 365,000     | 52,229    | 417,229     | 3.50% |
| 2014-2015 | 140,000     | 39,454    | 179,454     | 3.50% |
| 2015-2020 | 800,000     | 101,805   | 901,805     | 4.35% |
| Totals    | \$1,660,000 | \$261,691 | \$1,921,691 |       |

**PROG 1022: 2004 Revenue Obligations**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Investment Earnings       | -                           | (191.06)                    | -                            | -                            | -                            | - %                 |
| Transfers In              | 419,563.76                  | 414,300.00                  | 419,600                      | 419,600                      | 423,900                      | 1.02%               |
| Beginning Balance         | -                           | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | <b>419,563.76</b>           | <b>414,108.94</b>           | <b>419,600</b>               | <b>419,600</b>               | <b>423,900</b>               | <b>1.02%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 500.00                      | -                           | 600                          | 600                          | 600                          | - %                 |
| Debt Service              | 419,063.76                  | 413,663.76                  | 419,000                      | 419,000                      | 423,300                      | 1.03%               |
| <b>TOTAL EXPENDITURES</b> | <b>419,563.76</b>           | <b>413,663.76</b>           | <b>419,600</b>               | <b>419,600</b>               | <b>423,900</b>               | <b>1.02%</b>        |

**PROG 1022 2004 Revenue Obligations**

|                            |   |        |   |   |   |
|----------------------------|---|--------|---|---|---|
| Revenues less Expenditures | - | 445.18 | - | - | - |
|----------------------------|---|--------|---|---|---|

## 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 shall 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> |
|--------------------|------------------|-----------------|--------------|
| 2012-2013          | \$1,170,000      | \$150,400       | \$1,320,400  |
| 2013-2014          | 1,255,000        | 103,600         | 1,358,600    |
| 2014-2015          | 1,335,000        | 53,400          | 1,388,400    |
| Totals             | \$3,760,000      | \$307,400       | \$4,067,400  |

**PROG 1050: 2007 GO Refunding Bonds**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Property Taxes            | 1,294,417.12                | 2,141,144.00                | 1,309,200                    | 1,309,200                    | 1,346,400                    | 2.84%               |
| Investment Earnings       | 8,525.59                    | 8,658.77                    | 7,000                        | 7,000                        | 3,000                        | -57.14%             |
| Beginning Balance         | 44,384.54                   | 68,977.25                   | 92,300                       | 92,300                       | 126,300                      | 36.84%              |
| <b>TOTAL REVENUES</b>     | <b>1,347,327.25</b>         | <b>2,218,780.02</b>         | <b>1,408,500</b>             | <b>1,408,500</b>             | <b>1,475,700</b>             | <b>4.77%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 1,350.00                    | 1,850.00                    | 900                          | 900                          | 900                          | - %                 |
| Debt Service              | 1,277,000.00                | 2,118,200.00                | 1,407,600                    | 1,407,600                    | 1,474,800                    | 4.77%               |
| <b>TOTAL EXPENDITURES</b> | <b>1,278,350.00</b>         | <b>2,120,050.00</b>         | <b>1,408,500</b>             | <b>1,408,500</b>             | <b>1,475,700</b>             | <b>4.77%</b>        |

**PROG 1050 2007 GO Refunding Bonds**

|                                   |                  |                  |          |          |          |
|-----------------------------------|------------------|------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>68,977.25</b> | <b>98,730.02</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|------------------|------------------|----------|----------|----------|



CITY OF  
*Albany*

O R E G O N



## 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

**Albany Data Integration Project:** This program accounted for the cost of acquisition and implementation of the City's new financial software and related hardware. Remaining funds in this program will be used to pay for software license fees. This project was completed in fiscal year 2011-12.

**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 REA Building:** This project will rehabilitate the existing Rail Express Agency (REA) building and surrounding area located at the Albany Station. Funding will come from the Federal Transportation Efficiency Act (TEA).

**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 | \$ 420,000          |
| Assessment Revenues        | 952,900             |
| Investment Earnings        | 9,800               |
| Transfers In               | -                   |
| Beginning Balance          | 2,473,100           |
| <b>Total Resources</b>     | <b>\$ 3,855,800</b> |

#### REQUIREMENTS

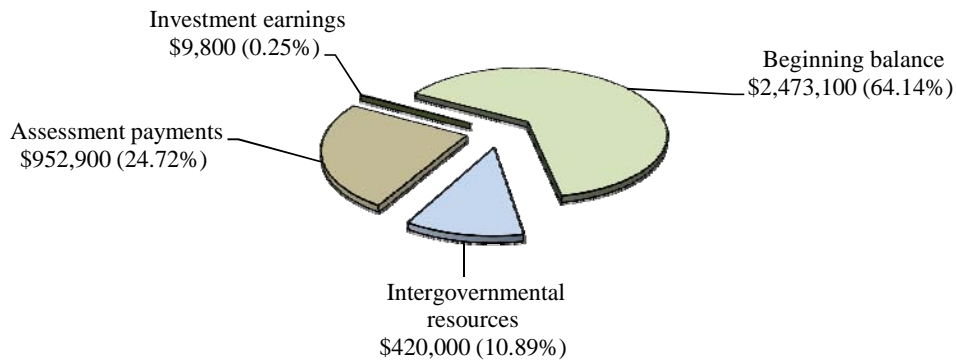
|                           |                     |
|---------------------------|---------------------|
| Personnel                 | \$ 10,000           |
| Materials & Services      | 2,927,300           |
| Transfers Out             | 918,500             |
| <b>Total Requirements</b> | <b>\$ 3,855,800</b> |

**CAPITAL PROJECTS FUND  
RESOURCE DETAIL**

| Resources                      | 2009-10            | 2010-11            | .....2011-12.....   |                     | 2012-13            | % Change         | % of           |
|--------------------------------|--------------------|--------------------|---------------------|---------------------|--------------------|------------------|----------------|
|                                | Actual             | Actual             | Adopted Budget      | Revised Budget      | Adopted Budget     | from 2011-12     | Fund Budget    |
| Federal TEA Grant              | \$ 196,429         | \$1,086,718        | \$ 836,000          | \$ 836,000          | \$ 420,000         | (49.76%)         | 10.89%         |
| Charges for Services           | \$ 2,817           | \$ -               | \$ -                | \$ -                | \$ -               | -                | -              |
| Financed Asmnts: Principal     | 51,811             | 33,465             | 40,000              | 40,000              | 28,000             | (30.00%)         | 0.73%          |
| Financed Asmnts: Interest      | 11,584             | 8,384              | 15,000              | 15,000              | 6,400              | (57.33%)         | 0.17%          |
| Unbonded Asmnts: Principal     | 86                 | 102                | 2,021,700           | 2,021,700           | 475,400            | (76.49%)         | 12.33%         |
| Unbonded Asmnts: Interest      | -                  | -                  | 106,000             | 106,000             | 443,100            | 318.02%          | 11.49%         |
| Miscellaneous Revenue          | 5,000              | 5,000              | -                   | -                   | -                  | -                | -              |
| Interest                       | 13,965             | 12,852             | 1,200               | 1,200               | 9,800              | 716.67%          | 0.25%          |
| <b>Total Current Resources</b> | <b>281,692</b>     | <b>1,146,520</b>   | <b>3,019,900</b>    | <b>3,019,900</b>    | <b>1,382,700</b>   | <b>(54.21%)</b>  | <b>35.86%</b>  |
| From Water Fund                | 122,200            | -                  | -                   | -                   | -                  | -                | -              |
| From Sewer Capital             | 2,047,874          | -                  | -                   | -                   | -                  | -                | -              |
| From Water Capital             | 1,950,941          | -                  | -                   | -                   | -                  | -                | -              |
| From Street Fund               | 122,200            | -                  | 500,000             | 500,000             | -                  | (100.00%)        | -              |
| From Sewer Fund                | 122,200            | -                  | -                   | -                   | -                  | -                | -              |
| From Parks SDC Program         | 25,000             | -                  | -                   | -                   | -                  | -                | -              |
| From Litigation Proceeds       | -                  | 4,617,106          | -                   | -                   | -                  | -                | -              |
| <b>Total Transfers In</b>      | <b>4,390,415</b>   | <b>4,617,106</b>   | <b>500,000</b>      | <b>500,000</b>      | <b>-</b>           | <b>(100.00%)</b> | <b>-</b>       |
| Beginning Balance              | 596,098            | 1,951,850          | 1,434,900           | 1,434,900           | \$2,473,100        | 72.35%           | 64.14%         |
| <b>Total Resources</b>         | <b>\$5,268,204</b> | <b>\$7,715,476</b> | <b>\$ 4,954,800</b> | <b>\$ 4,954,800</b> | <b>\$3,855,800</b> | <b>(22.18%)</b>  | <b>100.00%</b> |

**TEA** - Transportation Equity Act  
**SDC** - System Development Charge

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



**CAPITAL PROJECTS FUND  
REQUIREMENT/STAFFING SUMMARIES**

| <b>Program Requirements</b>      | 2009-10            | 2010-11            | .....2011-12.....   |                     | .....2012-13.....   |                     |                     |
|----------------------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                                  | Actual             | Actual             | Adopted             | Revised             | Proposed            | Approved            | Adopted             |
| Albany Data Integration Project  | \$ 2,639           | \$ 56,850          | \$ 95,100           | \$ 95,100           | \$ 10,000           | \$ 10,000           | \$ 10,000           |
| LID Construction Projects        | 1,973,372          | 5,630,940          | 3,707,700           | 3,707,700           | 3,168,500           | 3,168,500           | 3,168,500           |
| City Facility Projects           | 367,457            | (220)              | -                   | -                   | -                   | -                   | -                   |
| Albany Station REA Building      | 745,351            | 617,966            | 110,000             | 110,000             | 51,800              | 51,800              | 51,800              |
| Albany Station Pathway           | 358                | 14,327             | 157,000             | 157,000             | 125,500             | 125,500             | 125,500             |
| North Albany Park & Ride         | 95,807             | 33,442             | 885,000             | 885,000             | 500,000             | 500,000             | 500,000             |
| Bicycle/Pedestrian Project       | 20,429             | -                  | -                   | -                   | -                   | -                   | -                   |
| ST-07-03 53rd Ave Bridge/Roadway | 110,941            | 651,674            | -                   | -                   | -                   | -                   | -                   |
| <b>Total Requirements</b>        | <b>\$3,316,354</b> | <b>\$7,004,977</b> | <b>\$ 4,954,800</b> | <b>\$ 4,954,800</b> | <b>\$ 3,855,800</b> | <b>\$ 3,855,800</b> | <b>\$ 3,855,800</b> |

| <b>Requirements by Type</b> | 2009-10            | 2010-11            | .....2011-12.....   |                     | .....2012-13.....   |                     |                     |
|-----------------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                             | Actual             | Actual             | Adopted             | Revised             | Proposed            | Approved            | Adopted             |
| Materials & Services        | \$ 2,639           | \$ 57,814          | \$ 87,700           | \$ 87,700           | \$ 10,000           | \$ 10,000           | \$ 10,000           |
| Capital                     | 3,213,287          | 2,294,034          | 2,739,400           | 2,739,400           | 2,927,300           | 2,927,300           | 2,927,300           |
| Transfers Out               | 100,429            | 4,653,130          | 2,127,700           | 2,127,700           | 918,500             | 918,500             | 918,500             |
| <b>Total Requirements</b>   | <b>\$3,316,354</b> | <b>\$7,004,977</b> | <b>\$ 4,954,800</b> | <b>\$ 4,954,800</b> | <b>\$ 3,855,800</b> | <b>\$ 3,855,800</b> | <b>\$ 3,855,800</b> |

| <b>Adopted Requirements<br/>by Program and Type</b> | Materials<br>& Services         |                     | Capital           | Transfers<br>Out    | Adopted<br>Budget | % of Fund<br>Budget |
|---|---------------------------------|---------------------|-------------------|---------------------|-------------------|---------------------|
|   | Albany Data Integration Project | \$ 10,000           | \$ -              | \$ -                | \$ 10,000         | 0.27%               |
| LID Construction Projects                           | -                               | 2,250,000           | 918,500           | 3,168,500           | 82.17%            |                     |
| Albany Station REA Building                         | -                               | 51,800              | -                 | 51,800              | 1.34%             |                     |
| Albany Station Pathway                              | -                               | 125,500             | -                 | 125,500             | 3.25%             |                     |
| North Albany Park & Ride                            | -                               | 500,000             | -                 | 500,000             | 12.97%            |                     |
| <b>Total Requirements</b>                           | <b>\$ 10,000</b>                | <b>\$ 2,927,300</b> | <b>\$ 918,500</b> | <b>\$ 3,855,800</b> | <b>100.00%</b>    |                     |
| <b>Percent of Fund Budget</b>                       | <b>0.26%</b>                    | <b>75.92%</b>       | <b>23.82%</b>     | <b>100.00%</b>      |                   |                     |

## PROGRAM NARRATIVE

### CAPITAL PROJECTS FUND: ALBANY DATA INTEGRATION PROJECT (402-10-1011)

Responsible Manager/Title: Anne Baker, Senior Accountant

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#### FUNCTIONS AND RESPONSIBILITIES

- This activity accounts for the costs of acquisition and implementation of the City's new financial software and related hardware.
- This program will be closed at the end of fiscal year 2012-13.
- Funds in this activity will be used to acquire and implement integrated financial software that includes fund accounting, accounts payable, accounts receivable, payroll, Human Resources, special assessment tracking, contracts, bid and quote tracking, project accounting, and fixed assets.

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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<br>Effective Government | 06/13              | Completed     | <ul style="list-style-type: none"><li>• Finalize installation and make closing payment to vendor.</li></ul> |

**PROG 1011: Albany Data Integration Project**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Investment Earnings       | 4,219.06                    | 1,791.27                    | 1,200                        | 1,200                        | 600                          | -50.00%             |
| Beginning Balance         | 149,265.30                  | 150,845.34                  | 93,900                       | 93,900                       | 9,400                        | -89.99%             |
| <b>TOTAL REVENUES</b>     | <b>153,484.36</b>           | <b>152,636.61</b>           | <b>95,100</b>                | <b>95,100</b>                | <b>10,000</b>                | <b>-89.48%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 2,639.02                    | 56,849.50                   | 87,700                       | 87,700                       | 10,000                       | -88.60%             |
| Capital                   | -                           | -                           | 7,400                        | 7,400                        | -                            | -100.00%            |
| <b>TOTAL EXPENDITURES</b> | <b>2,639.02</b>             | <b>56,849.50</b>            | <b>95,100</b>                | <b>95,100</b>                | <b>10,000</b>                | <b>-89.48%</b>      |

**PROG 1011 Albany Data Integration Project**

|                                   |                   |                  |          |          |          |
|-----------------------------------|-------------------|------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>150,845.34</b> | <b>95,787.11</b> | <b>-</b> | <b>-</b> | <b>-</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 collection of assessments from benefited property owners.
- 

#### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u>                   | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>   |
|---|--------------------|---------------|---|
| Budget Year 2011-2012<br>Effective Government | 06/12              | Ongoing       | <ul style="list-style-type: none"><li>• Oak Street improvements.</li></ul>          |
| Budget Year 2012-2013<br>Effective Government | 06/13              |               | <ul style="list-style-type: none"><li>• Complete Oak Street improvements.</li></ul> |

**PROG 1012: LID Construction Projects**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Assessment Revenue        | 63,480.81                   | 41,949.97                   | 2,182,700                    | 2,182,700                    | 952,900                      | -56.34%             |
| Investment Earnings       | 10,774.94                   | 15,897.64                   | -                            | -                            | 8,000                        | - %                 |
| Transfers In              | 3,998,814.83                | 3,458,977.09                | 500,000                      | 5,044,988                    | -                            | -100.00%            |
| Beginning Balance         | 319,262.56                  | 2,418,960.87                | 1,025,000                    | 1,025,000                    | 2,207,600                    | 115.38%             |
| <b>TOTAL REVENUES</b>     | <b>4,392,333.14</b>         | <b>5,935,785.57</b>         | <b>3,707,700</b>             | <b>8,252,688</b>             | <b>3,168,500</b>             | <b>-61.61%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | 664.23                      | -                            | -                            | -                            | - %                 |
| Capital                   | 1,973,372.27                | 1,621,241.64                | 1,580,000                    | 6,124,988                    | 2,250,000                    | -63.27%             |
| Transfers Out             | -                           | 4,009,034.03                | 2,127,700                    | 2,127,700                    | 918,500                      | -56.83%             |
| <b>TOTAL EXPENDITURES</b> | <b>1,973,372.27</b>         | <b>5,630,939.90</b>         | <b>3,707,700</b>             | <b>8,252,688</b>             | <b>3,168,500</b>             | <b>-61.61%</b>      |

**PROG 1012 LID Construction Projects**

|                                   |                     |                   |          |          |          |
|-----------------------------------|---------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>2,418,960.87</b> | <b>304,845.67</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|-------------------|----------|----------|----------|

## PROGRAM NARRATIVE

### CAPITAL PROJECTS: ALBANY STATION REA (402-50-1109)

**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 2) will rehabilitate the existing Rail Express Agency building and site area located at Albany Station. The building will be used as office space for the local transit systems. Providing office space at the transit systems' primary transfer station will improve the efficiency of the transit system by allowing increased flexibility in the design of bus routes and schedules. It will also provide for improved communication and coordination with the other transportation services based at the site: Amtrak, Linn-Benton Loop, Valley Retriever, and Linn Shuttle.
  - This budget receives \$1,280,000 from the Federal Highway Trust Fund.
- 

#### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u>                  | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>   |
|--|--------------------|---------------|---|
| Budget Year 2011-2012<br>Great Neighborhoods | 12/11              | Completed     | <ul style="list-style-type: none"><li>• Complete construction.</li></ul>                                    |
| Budget Year 2012-2013<br>Great Neighborhoods | 09/12              |               | <ul style="list-style-type: none"><li>• Accept final payment from the Federal Highway Trust Fund.</li></ul> |



**PROG 1109: Albany Station REA Building Project**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 196,429.00                  | 968,928.00                  | 88,000                       | 88,000                       | 20,000                       | -77.27%             |
| Miscellaneous Revenue     | 5,000.00                    | 5,000.00                    | -                            | -                            | -                            | - %                 |
| Investment Earnings       | 2,990.86                    | (8,256.97)                  | -                            | -                            | -                            | - %                 |
| Beginning Balance         | 225,390.82                  | (315,540.21)                | 22,000                       | 22,000                       | 31,800                       | 44.55%              |
| <b>TOTAL REVENUES</b>     | <b>429,810.68</b>           | <b>650,130.82</b>           | <b>110,000</b>               | <b>110,000</b>               | <b>51,800</b>                | <b>-52.91%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | -                           | 300.00                      | -                            | -                            | -                            | - %                 |
| Capital                   | 745,350.89                  | 617,665.61                  | 110,000                      | 110,000                      | 51,800                       | -52.91%             |
| <b>TOTAL EXPENDITURES</b> | <b>745,350.89</b>           | <b>617,965.61</b>           | <b>110,000</b>               | <b>110,000</b>               | <b>51,800</b>                | <b>-52.91%</b>      |

**PROG 1109 Albany Station REA Building Project**

|                                   |                     |                  |          |          |          |
|-----------------------------------|---------------------|------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>(315,540.21)</b> | <b>32,165.21</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|------------------|----------|----------|----------|

## 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 aquatic center 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.

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### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| Budget Year 2011-2012       |                    |               |  |
| Great Neighborhoods         | 06/12              | In Progress   | <ul style="list-style-type: none"><li>• Complete construction.</li></ul> |
| Budget Year 2012-2013       |                    |               |  |
| Great Neighborhoods         | 06/13              |               | <ul style="list-style-type: none"><li>• Complete construction.</li></ul> |

**PROG 1110: Albany Station Pathway**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change    |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |                |
| Charges for Services      | 2,816.69            | -                   | -                    | -                    | -                    | - %            |
| Investment Earnings       | 3,884.27            | 2,228.53            | -                    | -                    | 500                  | - %            |
| Transfers In              | 25,000.00           | -                   | -                    | -                    | -                    | - %            |
| Beginning Balance         | 125,275.72          | 156,618.68          | 157,000              | 157,000              | 125,000              | -20.38%        |
| <b>TOTAL REVENUES</b>     | <b>156,976.68</b>   | <b>158,847.21</b>   | <b>157,000</b>       | <b>157,000</b>       | <b>125,500</b>       | <b>-20.06%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |                |
| Capital                   | 358.00              | 14,326.84           | 157,000              | 157,000              | 125,500              | -20.06%        |
| <b>TOTAL EXPENDITURES</b> | <b>358.00</b>       | <b>14,326.84</b>    | <b>157,000</b>       | <b>157,000</b>       | <b>125,500</b>       | <b>-20.06%</b> |

|   |            |            |   |   |   |  |
|---|------------|------------|---|---|---|--|
| <b>PROG 1110 Albany Station Pathway</b> |            |            |   |   |   |  |
| Revenues less Expenditures              | 156,618.68 | 144,520.37 | - | - | - |  |

## 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 2011-2012<br>Great Neighborhoods | 11/11              | In Progress   | <ul style="list-style-type: none"><li>• Complete construction.</li></ul> |
| Budget Year 2012-2013<br>Great Neighborhoods | 08/13              |               | <ul style="list-style-type: none"><li>• Complete construction.</li></ul> |

**PROG 1111: North Albany Park & Ride**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | 117,790.00                  | 748,000                      | 748,000                      | 400,000                      | -46.52%             |
| Investment Earnings       | 3,703.22                    | 760.21                      | -                            | -                            | 700                          | - %                 |
| Beginning Balance         | 140,176.06                  | 48,072.56                   | 137,000                      | 137,000                      | 99,300                       | -27.52%             |
| <b>TOTAL REVENUES</b>     | <b>143,879.28</b>           | <b>166,622.77</b>           | <b>885,000</b>               | <b>885,000</b>               | <b>500,000</b>               | <b>-43.50%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | 95,806.72                   | 33,442.06                   | 885,000                      | 885,000                      | 500,000                      | -43.50%             |
| <b>TOTAL EXPENDITURES</b> | <b>95,806.72</b>            | <b>33,442.06</b>            | <b>885,000</b>               | <b>885,000</b>               | <b>500,000</b>               | <b>-43.50%</b>      |

|   |           |            |   |   |   |  |
|---|-----------|------------|---|---|---|--|
| <b>PROG 1111 North Albany Park &amp; Ride</b> |           |            |   |   |   |  |
| Revenues less Expenditures                    | 48,072.56 | 133,180.71 | - | - | - |  |



CITY OF  
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**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               |           | 55,300         |
| Beginning Balance Held in Trust |           | 79,000         |
| <b>Total Resources</b>          | <b>\$</b> | <b>135,200</b> |

**REQUIREMENTS**

|                           |           |                |
|---------------------------|-----------|----------------|
| Materials & Services      | \$        | 4,800          |
| Unappropriated            |           | 130,400        |
| <b>Total Requirements</b> | <b>\$</b> | <b>135,200</b> |



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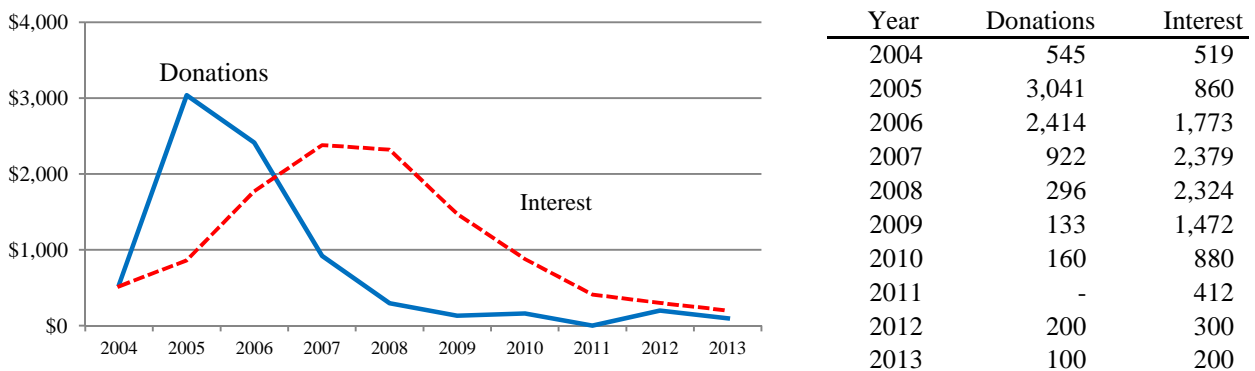


## SENIOR CENTER ENDOWMENT FUND

### RESOURCE DETAIL

| Resources               | 2009-10   | 2010-11   | .....2011-12..... |                | 2012-13        | % Change     | % of        |
|-------------------------|-----------|-----------|-------------------|----------------|----------------|--------------|-------------|
|                         | Actual    | Actual    | Adopted Budget    | Revised Budget | Adopted Budget | from 2011-12 | Fund Budget |
| Donations               | \$ 160    | \$ -      | \$ 200            | \$ 200         | \$ 100         | (50.00%)     | 0.20%       |
| Interest                | 880       | 412       | 300               | 300            | 200            | (33.33%)     | 0.39%       |
| Total Current Resources | 1,040     | 412       | 500               | 500            | 300            | (40.00%)     | 0.59%       |
| Beginning Balance       | 49,151    | 49,806    | 50,100            | 50,100         | 50,800         | 1.40%        | 99.41%      |
| Total Resources         | \$ 50,191 | \$ 50,218 | \$ 50,600         | \$ 50,600      | \$ 51,100      | 0.99%        | 100.00%     |

### DONATIONS AND INTEREST EARNINGS FOR TEN FISCAL YEARS



### REQUIREMENT SUMMARIES

| Program Expenditures/<br>Requirements | 2009-10 | 2010-11 | .....2011-12..... |           | .....2012-13..... |           |           |
|---------------------------------------|---------|---------|-------------------|-----------|-------------------|-----------|-----------|
|                                       | Actual  | Actual  | Adopted           | Revised   | Proposed          | Approved  | Adopted   |
| Materials & Services                  | \$ 385  | \$ -    | \$ 300            | \$ 300    | \$ 200            | \$ 200    | \$ 200    |
| Unappropriated                        | -       | -       | 50,300            | 50,300    | 50,900            | 50,900    | 50,900    |
| Total Requirements                    | \$ 385  | \$ -    | \$ 50,600         | \$ 50,600 | \$ 51,100         | \$ 51,100 | \$ 51,100 |

| Percent of Fund Total | 2009-10 | 2010-11 | .....2011-12..... |         | .....2012-13..... |          |         |
|-----------------------|---------|---------|-------------------|---------|-------------------|----------|---------|
|                       | Actual  | Actual  | Adopted           | Revised | Proposed          | Approved | Adopted |
| Materials & Services  | 100.00% | -       | 0.59%             | 0.59%   | 0.39%             | 0.39%    | 0.39%   |
| Unappropriated        | -       | -       | 99.41%            | 99.41%  | 99.61%            | 99.61%   | 99.61%  |
| Totals                | 100.00% | -       | 100.00%           | 100.00% | 100.00%           | 100.00%  | 100.00% |

## PROGRAM NARRATIVE

### Parks and Recreation Fund: Parks and Recreation Department, 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

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| Budget Year 2011-2012       |                    |               |  |
| Effective Government        | 06/12              | In Progress   | <ul style="list-style-type: none"><li>• Work with Albany area seniors to identify funding priorities for fund interest.</li></ul>  |
|                             | 10/11              | Completed     | <ul style="list-style-type: none"><li>• Provide Endowment Fund representation on Senior Board.</li></ul>                           |
| Budget Year 2012-2013       |                    |               |  |
| Effective Government        | 12/12              |               | <ul style="list-style-type: none"><li>• Meet twice a year to determine how interest on account is used.</li></ul>                  |
| Effective Government        | 06/13              |               | <ul style="list-style-type: none"><li>• Create new marketing materials to send out to potential donors in the community.</li></ul> |

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**PROG 1418: Senior Center Endowment**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change  |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|--------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |              |
| Miscellaneous Revenue     | 160.00              | -                   | 200                  | 200                  | 100                  | -50.00%      |
| Investment Earnings       | 880.17              | 412.16              | 300                  | 300                  | 200                  | -33.33%      |
| Beginning Balance         | 49,151.04           | 49,806.22           | 50,100               | 50,100               | 50,800               | 1.40%        |
| <b>TOTAL REVENUES</b>     | <b>50,191.21</b>    | <b>50,218.38</b>    | <b>50,600</b>        | <b>50,600</b>        | <b>51,100</b>        | <b>0.99%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |              |
| Materials & Services      | 384.99              | -                   | 300                  | 300                  | 200                  | -33.33%      |
| Unappropriated            | -                   | -                   | 50,300               | 50,300               | 50,900               | 1.19%        |
| <b>TOTAL EXPENDITURES</b> | <b>384.99</b>       | <b>-</b>            | <b>50,600</b>        | <b>50,600</b>        | <b>51,100</b>        | <b>0.99%</b> |

|  |           |           |   |   |   |  |
|--|-----------|-----------|---|---|---|--|
| <b>PROG 1418 Senior Center Endowment</b> |           |           |   |   |   |  |
| Revenues less Expenditures               | 49,806.22 | 50,218.38 | - | - | - |  |



CITY OF  
*Albany*

O R E G O N

**LIBRARY TRUST FUND  
RESOURCE DETAIL**

| <b>Resources</b>                | 2009-10   | 2010-11   | .....2011-12..... |                | 2012-13        | % Change     | % of        |
|---------------------------------|-----------|-----------|-------------------|----------------|----------------|--------------|-------------|
|                                 | Actual    | Actual    | Adopted Budget    | Revised Budget | Adopted Budget | from 2011-12 | Fund Budget |
| Interest                        | \$ 1,590  | \$ 703    | \$ 700            | \$ 700         | \$ 600         | (14.29%)     | 0.71%       |
| Total Current Resources         | 1,590     | 703       | 700               | 700            | 600            | (14.29%)     | 0.71%       |
| Beginning Balance               | 11,466    | 7,265     | 4,200             | 4,200          | 4,500          | 7.14%        | 5.35%       |
| Beginning Balance Held in Trust | 79,427    | 79,427    | 79,500            | 79,000         | 79,000         | -            | 93.94%      |
| Total Resources                 | \$ 92,483 | \$ 87,394 | \$ 84,400         | \$ 83,900      | \$ 84,100      | 0.24%        | 100.00%     |

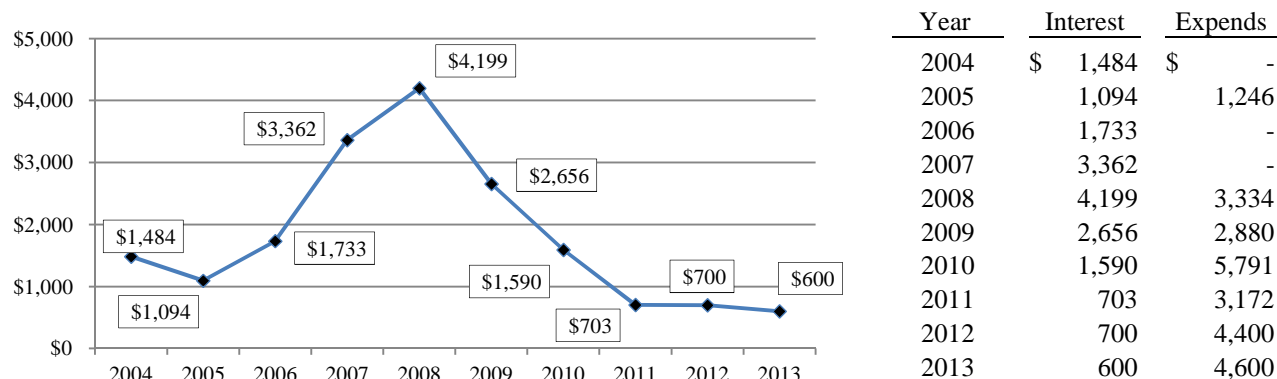
**REQUIREMENT SUMMARIES**

| <b>Program Requirements</b> | 2009-10  | 2010-11  | .....2011-12..... |           | .....2012-13..... |           |           |
|-----------------------------|----------|----------|-------------------|-----------|-------------------|-----------|-----------|
|                             | Actual   | Actual   | Adopted           | Revised   | Proposed          | Approved  | Adopted   |
| V. O. Torney Trust          | \$ -     | \$ -     | \$ 12,900         | \$ 12,900 | \$ 13,100         | \$ 13,100 | \$ 13,100 |
| Manela Trust                | 5,791    | 3,172    | 71,000            | 71,000    | 71,000            | 71,000    | 71,000    |
| Total Requirements          | \$ 5,791 | \$ 3,172 | \$ 83,900         | \$ 83,900 | \$ 84,100         | \$ 84,100 | \$ 84,100 |

| <b>Requirements by Type</b> | 2009-10  | 2010-11  | .....2011-12..... |           | .....2012-13..... |           |           |
|-----------------------------|----------|----------|-------------------|-----------|-------------------|-----------|-----------|
|                             | Actual   | Actual   | Adopted           | Revised   | Proposed          | Approved  | Adopted   |
| Materials & Services        | \$ 5,791 | \$ 3,172 | \$ 4,400          | \$ 4,400  | \$ 4,600          | \$ 4,600  | \$ 4,600  |
| Unappropriated              | -        | -        | 79,500            | 79,500    | 79,500            | 79,500    | 79,500    |
| Total Requirements          | \$ 5,791 | \$ 3,172 | \$ 83,900         | \$ 83,900 | \$ 84,100         | \$ 84,100 | \$ 84,100 |

| <b>Adopted Requirements by Program and Type</b> | Materials & Services | Unappropriated | Adopted Budget | % of Fund Budget |
|---|----------------------|----------------|----------------|------------------|
|   | V. O. Torney Trust   | \$ 3,100       | \$ 10,000      | \$ 13,100        |
| 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**



## 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 2011-2012       |                    |               |  |
| Great Neighborhoods         | 06/12              | Completed     | <ul style="list-style-type: none"><li>• Purchase 125 picture books.</li></ul>            |
| Budget Year 2012-2013       |                    |               |  |
| Great Neighborhoods         | 06/13              |               | <ul style="list-style-type: none"><li>• Purchase 125 children's picture books.</li></ul> |

**PROG 1703: V. O. Torney Trust**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change  |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|--------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |              |
| Investment Earnings       | 225.21              | 105.94              | 200                  | 200                  | 100                  | -50.00%      |
| Beginning Balance         | 12,579.06           | 12,804.27           | 12,700               | 12,700               | 13,000               | 2.36%        |
| <b>TOTAL REVENUES</b>     | <b>12,804.27</b>    | <b>12,910.21</b>    | <b>12,900</b>        | <b>12,900</b>        | <b>13,100</b>        | <b>1.55%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |              |
| Materials & Services      | -                   | -                   | 2,900                | 2,900                | 3,100                | 6.90%        |
| Unappropriated            | -                   | -                   | 10,000               | 10,000               | 10,000               | - %          |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>            | <b>-</b>            | <b>12,900</b>        | <b>12,900</b>        | <b>13,100</b>        | <b>1.55%</b> |

|                                     |           |           |   |   |   |  |
|-------------------------------------|-----------|-----------|---|---|---|--|
| <b>PROG 1703 V. O. Torney Trust</b> |           |           |   |   |   |  |
| Revenues less Expenditures          | 12,804.27 | 12,910.21 | - | - | - |  |

## 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 2011-2012       |                    |               |   |
| Great Neighborhoods         | 06/12              | Completed     | <ul style="list-style-type: none"><li>• Purchase 150 books in the designated subject areas.</li></ul> |
| Budget Year 2012-2013       |                    |               |   |
| Great Neighborhoods         | 06/13              |               | <ul style="list-style-type: none"><li>• Purchase 150 books in the designated subject areas.</li></ul> |



CITY OF ALBANY, OREGON  
 Adopted Budget Summary

**PROG 1704: Manela Trust**

| <u>Acct# Description</u>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Investment Earnings       | 1,364.91                    | 596.58                      | 500                          | 500                          | 500                          | - %                 |
| Beginning Balance         | 78,313.60                   | 73,887.42                   | 70,500                       | 70,500                       | 70,500                       | - %                 |
| <b>TOTAL REVENUES</b>     | <b>79,678.51</b>            | <b>74,484.00</b>            | <b>71,000</b>                | <b>71,000</b>                | <b>71,000</b>                | <b>- %</b>          |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 5,791.09                    | 3,171.72                    | 1,500                        | 1,500                        | 1,500                        | - %                 |
| Unappropriated            | -                           | -                           | 69,500                       | 69,500                       | 69,500                       | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>5,791.09</b>             | <b>3,171.72</b>             | <b>71,000</b>                | <b>71,000</b>                | <b>71,000</b>                | <b>- %</b>          |

|                               |           |           |   |   |   |  |
|-------------------------------|-----------|-----------|---|---|---|--|
| <b>PROG 1704 Manela Trust</b> |           |           |   |   |   |  |
| Revenues less Expenditures    | 73,887.42 | 71,312.28 | - | - | - |  |



CITY OF  
*Albany*

O R E G O N

**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 2012-13 to \$300,300.

**WATER FUND**

The Water Fund accounts for all activities associated with the provision of water to the citizenry of Albany. Activities include treatment, distribution, source (canal) maintenance, billing, plant expansion, system improvements, equipment replacement, economic development, and repayment of debt incurred to purchase and improve the water system.

The primary source of revenue for the Water Fund is water service charges. The City Council authorizes increases to the water rates on an annual basis to cover debt service for major capital projects and the costs of inflation.

In 2003, the City sold \$40.485 million of water revenue bonds to finance several large capital projects, including a new water treatment plant in a joint venture with the city of Millersburg, and to make fish screen, diversion dam, and hydroelectric improvements to the existing water system. The new treatment plant was put online in the fall of 2005.

Development fees, including systems development charges (SDC), vary with the level of residential and commercial development. SDC revenues are projected to increase to \$256,300 in 2012-13.

**RESOURCES**

|                            |                      |
|----------------------------|----------------------|
| Property Taxes             | \$ -                 |
| Licenses & Fees            | 665,200              |
| Intergovernmental Revenues | 970,200              |
| Charges for Service        | 24,297,500           |
| Assessment Revenues        | 29,000               |
| Other Revenues             | 41,000               |
| Investment Earnings        | 133,900              |
| Transfers In               | 357,000              |
| Beginning Balance          | 28,519,300           |
| Reserved Beginning Balance | 1,138,900            |
| <b>Total Resources</b>     | <b>\$ 56,152,000</b> |

**REQUIREMENTS**

|                           |                      |
|---------------------------|----------------------|
| Personnel                 | \$ 4,463,700         |
| Materials & Services      | 11,865,400           |
| Capital                   | 21,835,600           |
| Transfers Out             | 1,369,800            |
| Debt Service              | 15,798,400           |
| Contingency               | 819,100              |
| <b>Total Requirements</b> | <b>\$ 56,152,000</b> |

**SEWER FUND  
RESOURCE DETAIL**

| Resources                                   | 2009-10             | 2010-11             | .....2011-12.....   |                     | 2012-13             | % Change         | % of           |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|----------------|
|   | Actual              | Actual              | Adopted<br>Budget   | Revised<br>Budget   | Adopted<br>Budget   | from<br>2011-12  | Fund<br>Budget |
| Storm Drain Plan Review/<br>Inspection Fees | \$ 2,780            | \$ 4,820            | \$ 2,500            | \$ 2,500            | \$ 2,000            | (20.00%)         | 0.01%          |
| Sewer SDC: Principal                        | 36,737              | 127,873             | 32,000              | 32,000              | 17,000              | (46.88%)         | 0.05%          |
| Sewer SDC: Interest                         | 11,951              | 8,566               | 4,400               | 4,400               | 3,200               | (27.27%)         | 0.01%          |
| Connection Fees: Principal                  | 16,182              | 4,547               | 1,500               | 1,500               | 1,300               | (13.33%)         | -              |
| Connection Fees: Interest                   | 6,082               | 581                 | 800                 | 800                 | 300                 | (62.50%)         | -              |
| General SCF                                 | 5,023               | 4,646               | 5,000               | 5,000               | 5,000               | -                | 0.02%          |
| Storm Drain Connection Fees                 | -                   | -                   | 100                 | 100                 | 2,500               | 2,400.00%        | 0.01%          |
| Connection Fees                             | 2,296               | 37,921              | -                   | -                   | -                   | -                | -              |
| Public Facility Construction Permit         | 7,179               | 8,003               | 5,000               | 5,000               | 2,000               | (60.00%)         | 0.01%          |
| Sewer SDC                                   | 409,471             | 332,695             | 168,100             | 168,100             | 300,300             | 78.64%           | 0.96%          |
| ARRA: Wetlands-Albany                       | -                   | 4,000,000           | -                   | -                   | -                   | -                | -              |
| ARRA: Wetlands-Millersburg                  | -                   | 3,767,357           | -                   | -                   | -                   | -                | -              |
| Energy Trust of Oregon                      | 1,000,000           | 94,507              | -                   | -                   | -                   | -                | -              |
| WComp Wage Subsidy Reimb                    | 1,618               | -                   | -                   | -                   | -                   | -                | -              |
| City of Millersburg                         | 2,000,000           | -                   | -                   | -                   | -                   | -                | -              |
| Teledyne Industries (TDY)                   | 500,000             | 2,247,800           | -                   | -                   | 500,000             | -                | 1.60%          |
| Millersburg Debt Service Payment            | -                   | 426,336             | 425,000             | 425,000             | 420,200             | (1.13%)          | 1.35%          |
| Albany Sewer Service Charges                | 11,392,978          | 11,930,058          | 11,800,000          | 11,800,000          | 12,626,000          | 7.00%            | 40.51%         |
| Certified Sewer Charges                     | 25,291              | 30,797              | 30,000              | 30,000              | 30,000              | -                | 0.10%          |
| Millersburg O&M Charges                     | 63,829              | 127,532             | 110,000             | 110,000             | 110,000             | -                | 0.35%          |
| Wah Chang O&M Charges                       | -                   | -                   | -                   | -                   | 105,000             | -                | 0.34%          |
| Collection Agency Payments                  | 1,749               | 2,718               | 2,000               | 2,000               | 2,000               | -                | 0.01%          |
| Equipment Replacement Charges               | 70,900              | 70,900              | 93,600              | 93,600              | 86,100              | (8.01%)          | 0.28%          |
| Financed Asmnts: Principal                  | 23,427              | 27,562              | 21,000              | 21,000              | 25,000              | 19.05%           | 0.07%          |
| Financed Asmnts: Interest                   | 6,038               | 4,574               | 4,000               | 4,000               | 4,000               | -                | 0.01%          |
| SRF Loan Proceeds                           | 14,083,964          | -                   | -                   | -                   | -                   | -                | -              |
| Miscellaneous Revenue                       | 6,431               | 11,687              | 5,000               | 5,000               | 35,000              | 600.00%          | 0.12%          |
| Interest                                    | 235,023             | 142,361             | 94,100              | 94,100              | 79,300              | (15.73%)         | 0.25%          |
| <b>Total Current Resources</b>              | <b>29,908,948</b>   | <b>23,413,840</b>   | <b>12,804,100</b>   | <b>12,804,100</b>   | <b>14,356,200</b>   | <b>12.12%</b>    | <b>46.06%</b>  |
| From SDC Improvement Fee<br>Projects        | 242,832             | -                   | -                   | -                   | -                   | -                | -              |
| From Sewer Capital Projects (2500)          | 75,681              | -                   | -                   | -                   | -                   | -                | -              |
| From 2502: SDC-I for WWTP SRF debt          | -                   | 700,000             | -                   | -                   | -                   | -                | -              |
| From Litigation Proceeds                    | -                   | -                   | 840,000             | 840,000             | -                   | (100.00%)        | -              |
| From LID Construction Projects              | -                   | 2,053,108           | -                   | -                   | -                   | -                | -              |
| From WW Facilities Improvements             | 9,986,701           | -                   | -                   | -                   | -                   | -                | -              |
| <b>Total Transfers In</b>                   | <b>10,305,215</b>   | <b>2,753,108</b>    | <b>840,000</b>      | <b>840,000</b>      | <b>-</b>            | <b>(100.00%)</b> | <b>-</b>       |
| Beginning Balance                           | 7,948,726           | 13,051,865          | 18,200,900          | 18,200,900          | 16,807,800          | (7.65%)          | 53.94%         |
| Reserved Beginning Balance                  | 982,219             | -                   | -                   | -                   | -                   | -                | -              |
| <b>Total Resources</b>                      | <b>\$49,145,107</b> | <b>\$39,218,813</b> | <b>\$31,845,000</b> | <b>\$31,845,000</b> | <b>\$31,164,000</b> | <b>(2.14%)</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              | 2009-10             | 2010-11             | .....2011-12.....   |                     | .....2012-13.....   |                     |                     |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                                   | Actual              | Actual              | Adopted             | Revised             | Proposed            | Approved            | Adopted             |
| Sewer Environmental Services      | \$ 663,316          | \$ 648,690          | \$ 599,800          | \$ 599,800          | \$ 552,500          | \$ 552,500          | \$ 552,500          |
| Wastewater Treatment Plant        | 2,078,824           | 2,659,886           | 2,404,400           | 2,404,400           | 2,806,900           | 2,806,900           | 2,806,900           |
| Wastewater Collection             | 1,826,812           | 1,761,446           | 1,909,300           | 1,909,300           | 2,013,700           | 2,013,700           | 2,013,700           |
| Wastewater Administration         | 2,853,454           | 2,559,615           | 3,030,200           | 3,030,200           | 3,021,400           | 3,021,400           | 3,021,400           |
| Water Reuse and Biosolids         | -                   | -                   | 416,400             | 416,400             | 156,400             | 156,400             | 156,400             |
| TWG Wetlands                      | -                   | -                   | -                   | -                   | 249,000             | 249,000             | 249,000             |
| Sewer System Capital Projects     | 2,744,150           | 761,226             | 6,290,300           | 6,290,300           | 6,568,700           | 6,568,700           | 6,568,700           |
| Sewer Equipment Replacement       | -                   | -                   | 1,224,600           | 1,224,600           | 1,064,800           | 1,064,800           | 1,064,800           |
| Sewer SDC Imp. Fee Projects       | 435,265             | 710,665             | 914,400             | 914,400             | 1,436,800           | 1,436,800           | 1,436,800           |
| Sewer SDC Reimb. Fee Projects     | 519                 | -                   | 235,500             | 235,500             | 263,600             | 263,600             | 263,600             |
| Sewer Debt Service                | 4,801,504           | 5,054,086           | 13,535,500          | 13,535,500          | 12,339,600          | 12,339,600          | 12,339,600          |
| Sewer Debt Service: North Albany  | 499,141             | -                   | -                   | -                   | -                   | -                   | -                   |
| Sewer Economic Development        | 57,427              | 62,500              | 473,200             | 473,200             | 510,600             | 510,600             | 510,600             |
| Wastewater Facilities Improvement | 15,445,409          | 273,287             | -                   | -                   | -                   | -                   | -                   |
| Wetlands Treatment Project        | 4,687,421           | 6,299,704           | 811,400             | 811,400             | 180,000             | 180,000             | 180,000             |
| <b>Total Requirements</b>         | <b>\$36,093,242</b> | <b>\$20,791,106</b> | <b>\$31,845,000</b> | <b>\$31,845,000</b> | <b>\$31,164,000</b> | <b>\$31,164,000</b> | <b>\$31,164,000</b> |

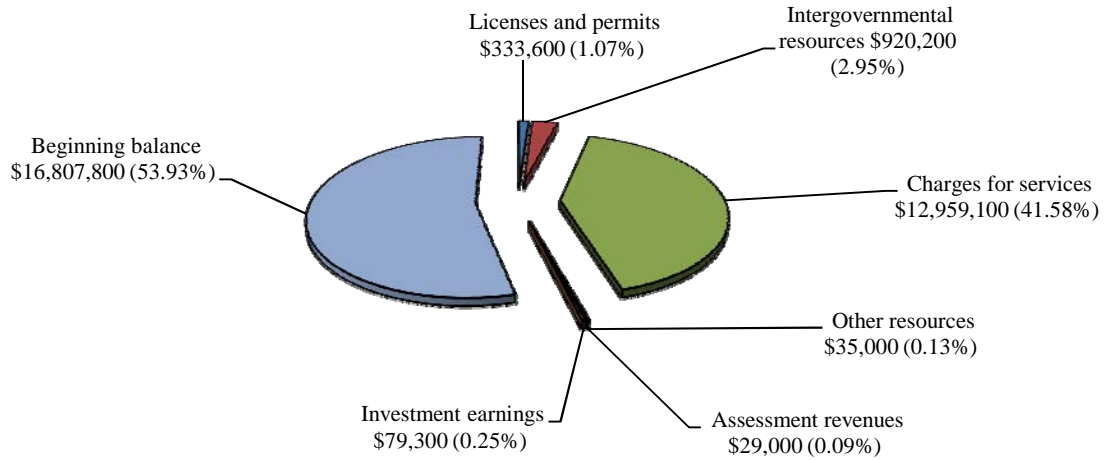
| Requirements by Type      | 2009-10             | 2010-11             | .....2011-12.....   |                     | .....2012-13.....   |                     |                     |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                           | Actual              | Actual              | Adopted             | Revised             | Proposed            | Approved            | Adopted             |
| Personnel                 | \$ 1,808,236        | \$ 1,845,601        | \$ 2,124,900        | \$ 2,124,900        | \$ 2,205,700        | \$ 2,205,700        | \$ 2,205,700        |
| Materials & Services      | 6,043,197           | 6,151,578           | 6,192,900           | 6,192,900           | 6,084,100           | 6,084,100           | 6,084,100           |
| Capital                   | 10,287,148          | 6,576,349           | 9,198,500           | 9,198,500           | 9,604,000           | 9,604,000           | 9,604,000           |
| Transfers Out             | 12,654,016          | 1,163,492           | 388,500             | 388,500             | 511,500             | 511,500             | 511,500             |
| Debt Service              | 5,300,646           | 5,054,086           | 13,535,500          | 13,535,500          | 12,339,600          | 12,339,600          | 12,339,600          |
| Contingency               | -                   | -                   | 404,700             | 404,700             | 419,100             | 419,100             | 419,100             |
| <b>Total Requirements</b> | <b>\$36,093,242</b> | <b>\$20,791,106</b> | <b>\$31,845,000</b> | <b>\$31,845,000</b> | <b>\$31,164,000</b> | <b>\$31,164,000</b> | <b>\$31,164,000</b> |

| Adopted Requirements<br>by Program and Type | Materials<br>& Services |                     | Capital             | Transfers<br>Out  | Debt<br>Service      | Contin-<br>gency  | Adopted<br>Budget    | % of Fund<br>Budget |
|---|-------------------------|---------------------|---------------------|-------------------|----------------------|-------------------|----------------------|---------------------|
|   | Personnel               |                     |                     |                   |                      |                   |                      |                     |
| Sewer Environmental Services                | \$ 413,600              | \$ 138,900          | \$ -                | \$ -              | \$ -                 | \$ -              | \$ 552,500           | 1.75%               |
| Wastewater Treatment Plant                  | 709,900                 | 2,097,000           | -                   | -                 | -                    | -                 | 2,806,900            | 9.01%               |
| Wastewater Collection                       | 863,600                 | 1,150,100           | -                   | -                 | -                    | -                 | 2,013,700            | 6.46%               |
| Wastewater Administration                   | 113,600                 | 2,029,700           | -                   | 459,000           | -                    | 419,100           | 3,021,400            | 9.70%               |
| Water Reuse and Biosolids                   | 21,000                  | 135,400             | -                   | -                 | -                    | -                 | 156,400              | 0.50%               |
| TWG Wetlands                                | 84,000                  | 153,000             | 12,000              | -                 | -                    | -                 | 249,000              | 0.80%               |
| Sewer System Capital Projects               | -                       | 380,000             | 6,188,700           | -                 | -                    | -                 | 6,568,700            | 21.08%              |
| Sewer Equipment Replacement                 | -                       | -                   | 1,064,800           | -                 | -                    | -                 | 1,064,800            | 3.42%               |
| Sewer SDC Imp. Fee Projects                 | -                       | -                   | 1,436,800           | -                 | -                    | -                 | 1,436,800            | 4.61%               |
| Sewer SDC Reimb. Fee Projects               | -                       | -                   | 263,600             | -                 | -                    | -                 | 263,600              | 0.85%               |
| Sewer Debt Service                          | -                       | -                   | -                   | -                 | 12,339,600           | -                 | 12,339,600           | 39.60%              |
| Sewer Economic Development                  | -                       | -                   | 458,100             | 52,500            | -                    | -                 | 510,600              | 1.64%               |
| Wastewater Facilities Improvement           | -                       | -                   | -                   | -                 | -                    | -                 | -                    | -                   |
| Wetlands Treatment Project                  | -                       | -                   | 180,000             | -                 | -                    | -                 | 180,000              | 0.58%               |
| <b>Total Requirements</b>                   | <b>\$ 2,205,700</b>     | <b>\$ 6,084,100</b> | <b>\$ 9,604,000</b> | <b>\$ 511,500</b> | <b>\$ 12,339,600</b> | <b>\$ 419,100</b> | <b>\$ 31,164,000</b> | <b>100.00%</b>      |
| <b>Percent of Fund Budget</b>               | <b>7.08%</b>            | <b>19.52%</b>       | <b>30.82%</b>       | <b>1.64%</b>      | <b>39.60%</b>        | <b>1.34%</b>      | <b>100.00%</b>       |                     |

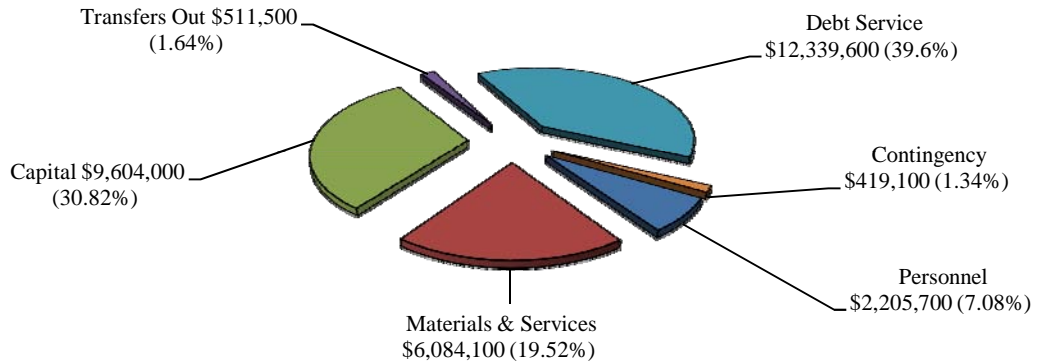
| Staffing Summary (FTE)       | 2009-10       | 2010-11       | .....2011-12..... |               | .....2012-13..... |               |               |
|------------------------------|---------------|---------------|-------------------|---------------|-------------------|---------------|---------------|
|                              | Actual        | Actual        | Adopted           | Revised       | Proposed          | Approved      | Adopted       |
| Sewer Environmental Services | 5.000         | 5.000         | 4.000             | 4.000         | 4.000             | 4.000         | 4.000         |
| Wastewater Treatment Plant   | 6.500         | 6.500         | 6.500             | 6.500         | 7.000             | 7.000         | 7.000         |
| Wastewater Collection        | 10.000        | 9.000         | 8.500             | 8.500         | 9.500             | 9.500         | 9.500         |
| Wastewater Administration    | -             | -             | 0.500             | 0.500         | 1.000             | 1.000         | 1.000         |
| Water Reuse and Biosolids    | -             | -             | 1.000             | 1.000         | 0.200             | 0.200         | 0.200         |
| TWG Wetlands                 | -             | -             | -                 | -             | 0.800             | 0.800         | 0.800         |
| <b>Total FTE</b>             | <b>21.500</b> | <b>20.500</b> | <b>20.500</b>     | <b>20.500</b> | <b>22.500</b>     | <b>22.500</b> | <b>22.500</b> |

## SEWER FUND RESOURCES AND REQUIREMENTS

### TOTAL SEWER FUND RESOURCES BY SOURCE



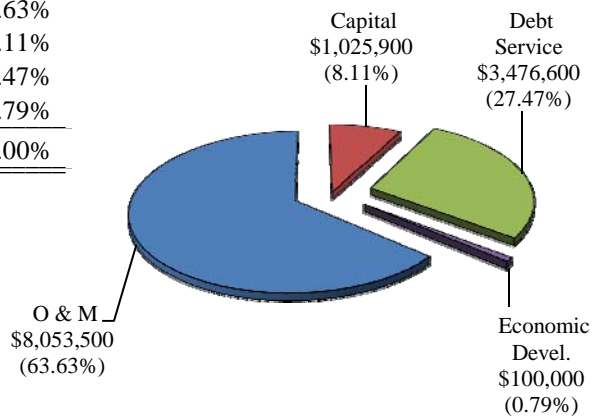
### TOTAL SEWER FUND REQUIREMENTS BY TYPE



### USE OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2012-13

|                                    |                     |                |
|------------------------------------|---------------------|----------------|
| O & M                              | \$ 8,053,500        | 63.63%         |
| Capital                            | 1,025,900           | 8.11%          |
| Debt Service                       | 3,476,600           | 27.47%         |
| Economic Development               | 100,000             | 0.79%          |
| <b>Total Sewer Service Charges</b> | <b>\$12,656,000</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        |
|-------------|----------------------|--------------------|----------------|--------------|---------------|-------------------|---------------|
| 2004        | \$ 6,918,203         | \$ 1,591,065       | \$ 687,327     | \$ -         | \$ 2,835,000  | \$ 10,353,150     | \$ 22,384,745 |
| 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         | 38,839,892    |
| 2011        | 12,091,105           | 529,652            | 10,366,748     | -            | 426,336       | 13,051,865        | 36,465,706    |
| 2012        | 11,942,000           | 219,400            | 217,700        | -            | 425,000       | 18,200,900        | 31,005,000    |
| 2013        | 12,873,000           | 333,600            | 729,400        | -            | 420,200       | 16,807,800        | 31,164,000    |

**NOTES:**

Actual revenues for Fiscal Years 2004 through 2011. Budgeted resources for 2012 and 2013.

Other Revenues: In Fiscal Year 2008, the City received \$1,000,000 from the City of Millersburg and \$710,000 from Settlement Proceeds.

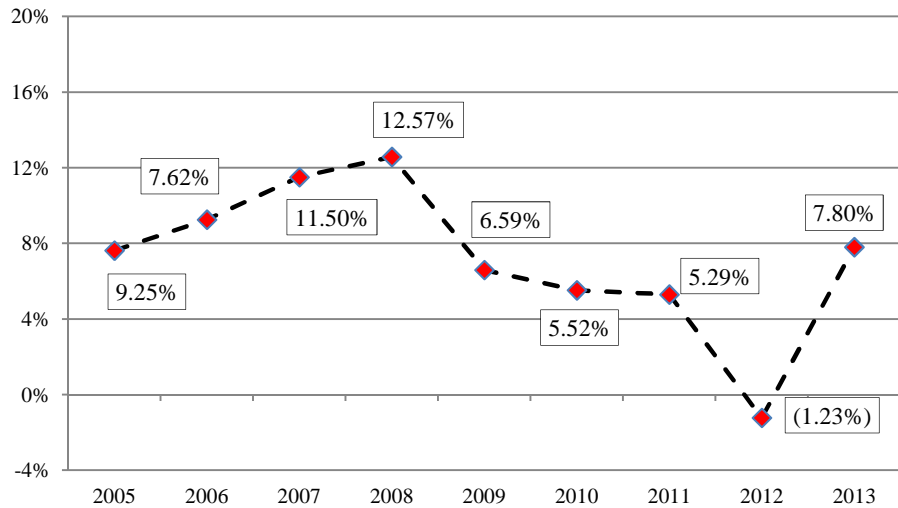
In Fiscal Year 2010, the City received resources of \$2,000,000 from the City of Millersburg.

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 |
|-------------|-----------------|
| 2005        | 7.62%           |
| 2006        | 9.25%           |
| 2007        | 11.50%          |
| 2008        | 12.57%          |
| 2009        | 6.59%           |
| 2010        | 5.52%           |
| 2011        | 5.29%           |
| 2012        | (1.23%)         |
| 2013        | 7.80%           |



**SEWER FUND  
REQUIREMENTS, TEN FISCAL YEARS**

| Fiscal Year | Operating Expenditures | Capital      | Transfers Out | Debt Service | Totals        |
|-------------|------------------------|--------------|---------------|--------------|---------------|
| 2004        | \$ 5,635,276           | \$ 1,252,549 | \$ -          | \$ 5,695,956 | \$ 12,583,781 |
| 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   | -             | 695,351      | 23,162,113    |
| 2010        | 7,851,432              | 10,287,148   | -             | 5,300,646    | 23,439,226    |
| 2011        | 7,997,179              | 6,576,349    | -             | 5,054,086    | 19,627,614    |
| 2012        | 8,317,800              | 5,382,000    | -             | 13,535,500   | 27,235,300    |
| 2013        | 8,289,800              | 5,534,000    | -             | 12,339,600   | 26,163,400    |

**NOTES:**

Actual expenditures for Fiscal Years 2004 through 2011 & budgeted requirements for 2012 and 2013.

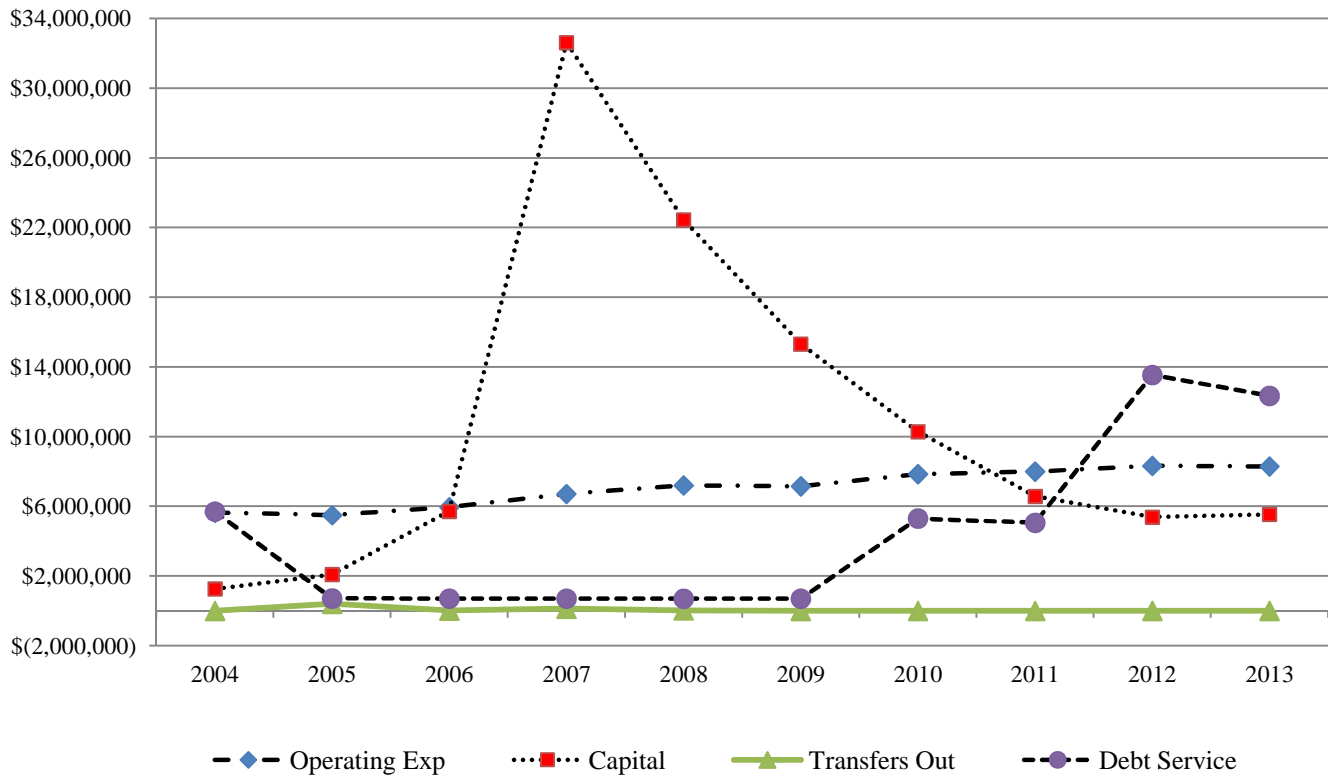
Operating Expenditures equal Personnel plus Materials and Services.

Capital: Major construction of the new Wastewater Treatment Plant began in Fiscal Year 2007. Capital reserves are not included in the 2012 and 2013 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.

| Resources                          | 2009-10             | 2010-11              | .....2011-12.....   |                     | 2012-13             | % Change       | % of           |
|------------------------------------|---------------------|----------------------|---------------------|---------------------|---------------------|----------------|----------------|
|                                    | Actual              | Actual               | Adopted Budget      | Revised Budget      | Adopted Budget      | from 2011-12   | Fund Budget    |
| Teledyne Industries (TDY)          | -                   | -                    | -                   | -                   | 500,000             | -              | 4.05%          |
| Millersburg Debt Service Payment   | -                   | 426,336              | 425,000             | 425,000             | 420,200             | (1.13%)        | 3.41%          |
| Albany Sewer Service Charges       | 4,099,000           | 3,941,200            | 2,878,300           | 2,878,300           | 3,476,600           | 20.79%         | 28.17%         |
| Financed Asmnts: Principal         | 14,180              | -                    | -                   | -                   | -                   | -              | -              |
| Financed Asmnts: Interest          | 3,786               | -                    | -                   | -                   | -                   | -              | -              |
| Interest                           | 65,741              | 72,705               | 50,000              | 50,000              | 33,000              | (34.00%)       | 0.27%          |
| <b>Total Current Resources</b>     | <b>4,182,707</b>    | <b>4,440,241</b>     | <b>3,353,300</b>    | <b>3,353,300</b>    | <b>4,429,800</b>    | <b>32.10%</b>  | <b>35.90%</b>  |
| From SDC Improvement Fee Projects  | 242,832             | -                    | -                   | -                   | -                   | -              | -              |
| From 2502: SDC-I for WWTP SRF debt | -                   | 700,000              | -                   | -                   | -                   | -              | -              |
| From WW Facilities Improvements    | 9,986,701           | -                    | -                   | -                   | -                   | -              | -              |
| <b>Total Transfers In</b>          | <b>10,229,533</b>   | <b>700,000</b>       | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>       | <b>-</b>       |
| Beginning Balance                  | -                   | 10,093,813           | 10,182,200          | 10,182,200          | 7,909,800           | (22.32%)       | 64.10%         |
| Reserved Beginning Balance         | 982,219             | -                    | -                   | -                   | -                   | -              | -              |
| <b>Total Resources</b>             | <b>\$15,394,459</b> | <b>\$ 15,234,054</b> | <b>\$13,535,500</b> | <b>\$13,535,500</b> | <b>\$12,339,600</b> | <b>(8.84%)</b> | <b>100.00%</b> |

| <b>Adopted Requirements by Program and Type</b> | Materials & Services | Debt Service | Adopted Budget | % of Fund Budget |
|---|----------------------|--------------|----------------|------------------|
| Sewer Debt Service                              | \$ -                 | \$12,339,600 | \$12,339,600   | 100.00%          |
| Total Requirements                              | \$ -                 | \$12,339,600 | \$12,339,600   | 100.00%          |
| Percent of Budget                               | -                    | 100.00%      | 100.00%        |                  |

| <b>Adopted Budget Detail of Debt Service Requirement Category</b> | Final Maturity | Principal    | Interest     | Debt Reserve | Adopted Budget |
|---|----------------|--------------|--------------|--------------|----------------|
| WWTP SRF Loan   | 10/01/2029     | \$ 3,308,200 | \$ 2,357,700 | \$ 6,673,700 | \$12,339,600   |
| Totals  |                | \$ 3,308,200 | \$ 2,357,700 | \$ 6,673,700 | \$12,339,600   |

**WWTP** - Wastewater Treatment Plant  
**SRF** - State Revolving Fund

**SDC** - Systems Development Charge  
**WW** - Wastewater

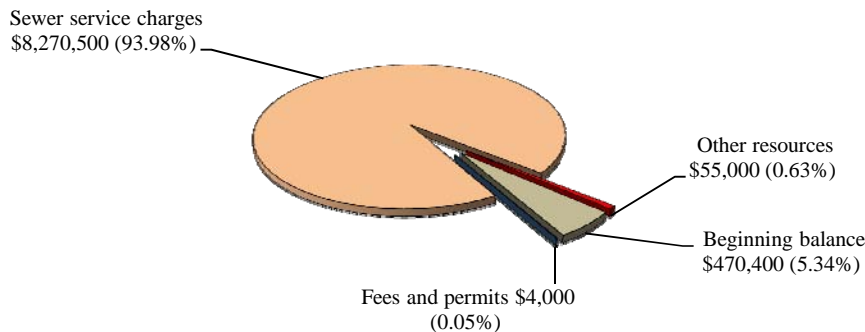
**SEWER FUND  
OPERATION AND MAINTENANCE COMBINED BUDGET**

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                                   | 2009-10<br>Actual  | 2010-11<br>Actual  | .....2011-12.....  |                    | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of<br>Fund<br>Budget |
|---|--------------------|--------------------|--------------------|--------------------|------------------------------|-----------------------------|------------------------|
|   |                    |                    | Adopted<br>Budget  | Revised<br>Budget  |                              |                             |                        |
| Storm Drain Plan Review/<br>Inspection Fees | \$ 2,780           | \$ 4,820           | \$ 2,500           | \$ 2,500           | \$ 2,000                     | (20.00%)                    | 0.02%                  |
| Public Facility Construction Permit         | 7,179              | 8,003              | 5,000              | 5,000              | 2,000                        | (60.00%)                    | 0.02%                  |
| WComp Wage Subsidy Reimb                    | 1,618              | -                  | -                  | -                  | -                            | -                           | -                      |
| Albany Sewer Service Charges                | 7,193,978          | 7,184,114          | 6,821,700          | 6,821,700          | 8,023,500                    | 17.62%                      | 91.18%                 |
| Certified Sewer Charges                     | 25,291             | 30,797             | 30,000             | 30,000             | 30,000                       | -                           | 0.34%                  |
| Millersburg O&M Charges                     | 63,829             | 127,532            | 110,000            | 110,000            | 110,000                      | -                           | 1.25%                  |
| Wah Chang O&M Charges                       | -                  | -                  | -                  | -                  | 105,000                      | -                           | 1.19%                  |
| Collection Agency Payments                  | 1,749              | 2,718              | 2,000              | 2,000              | 2,000                        | -                           | 0.02%                  |
| Miscellaneous Revenue                       | 3,235              | 8,687              | 5,000              | 5,000              | 35,000                       | 600.00%                     | 0.40%                  |
| Interest                                    | 18,572             | 614                | 10,000             | 10,000             | 20,000                       | 100.00%                     | 0.23%                  |
| <b>Total Current Resources</b>              | <b>7,318,230</b>   | <b>7,367,285</b>   | <b>6,986,200</b>   | <b>6,986,200</b>   | <b>8,329,500</b>             | <b>19.23%</b>               | <b>94.65%</b>          |
| From Litigation Proceeds                    | -                  | -                  | 840,000            | 840,000            | -                            | (100.00%)                   | -                      |
| Total Transfers In                          | -                  | -                  | 840,000            | 840,000            | -                            | (100.00%)                   | -                      |
| Beginning Balance                           | 920,900            | 816,724            | 533,900            | 533,900            | 470,400                      | (11.89%)                    | 5.35%                  |
| <b>Total Resources</b>                      | <b>\$8,239,130</b> | <b>\$8,184,010</b> | <b>\$8,360,100</b> | <b>\$8,360,100</b> | <b>\$8,799,900</b>           | <b>5.26%</b>                | <b>100.00%</b>         |

| Adopted Requirements<br>by Program and Type |                    |                         |                  |                   |                   | Adopted<br>Budget  | % of Fund<br>Budget |
|---|--------------------|-------------------------|------------------|-------------------|-------------------|--------------------|---------------------|
|   | Personnel          | Materials<br>& Services | Capital          | Transfers<br>Out  | Contin-<br>gency  |                    |                     |
| Sewer Environmental Services                | \$ 413,600         | \$ 138,900              | \$ -             | \$ -              | \$ -              | \$ 552,500         | 6.28%               |
| Wastewater Treatment Plant                  | 709,900            | 2,097,000               | -                | -                 | -                 | 2,806,900          | 31.90%              |
| Wastewater Collection                       | 863,600            | 1,150,100               | -                | -                 | -                 | 2,013,700          | 22.88%              |
| Wastewater Administration                   | 113,600            | 2,029,700               | -                | 459,000           | 419,100           | 3,021,400          | 34.33%              |
| Water Reuse and Biosolids                   | 21,000             | 135,400                 | -                | -                 | -                 | 156,400            | 1.78%               |
| TWG Wetlands                                | 84,000             | 153,000                 | 12,000           | -                 | -                 | 249,000            | 2.83%               |
| <b>Total Requirements</b>                   | <b>\$2,205,700</b> | <b>\$5,704,100</b>      | <b>\$ 12,000</b> | <b>\$ 459,000</b> | <b>\$ 419,100</b> | <b>\$8,799,900</b> | <b>100.00%</b>      |
| Percent of Budget                           | 25.06%             | 64.82%                  | 0.14%            | 5.22%             | 4.76%             | 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 2012-2013**

| Project Description                    | Totals              | Wastewater<br>Collection | Water<br>Reuse and<br>Biosolids | TWG<br>Wetlands  | Sewer<br>System<br>Capital<br>Projects |
|--|---------------------|--------------------------|---------------------------------|------------------|--|
| Capital Equipment                      | \$ -                | \$ -                     | \$ -                            | \$ -             | \$ -                                   |
| Wetlands Fencing                       | 12,000              | -                        | -                               | 12,000           | -                                      |
| Oak Creak Pump Stn/Force Main          | 4,750,000           | -                        | -                               | -                | 4,117,400                              |
| SS-13-01 Cured-In-Place Pipe Projects  | 210,000             | -                        | -                               | -                | 210,000                                |
| SS-13-02 Pipe Bursting Projects        | 265,000             | -                        | -                               | -                | 265,000                                |
| SS-13-03 Sewer Main Replacements       | 120,000             | -                        | -                               | -                | 120,000                                |
| SS-13-04 Wetlands Int w/AMWRF Outfalls | 150,000             | -                        | -                               | -                | -                                      |
| <b>Project Totals</b>                  | <b>5,507,000</b>    | <b>-</b>                 | <b>-</b>                        | <b>12,000</b>    | <b>4,712,400</b>                       |
| Reserve: Pipe Over-sizing              | 10,000              | -                        | -                               | -                | -                                      |
| Reserve: Connection Fees               | 613,800             | -                        | -                               | -                | 613,800                                |
| Reserve: Equipment Replacement         | 1,064,800           | -                        | -                               | -                | -                                      |
| Reserve: Storm Drain Collection Fees   | 83,300              | -                        | -                               | -                | 83,300                                 |
| Reserve: Capital Projects              | 2,325,100           | -                        | -                               | -                | 779,200                                |
| <b>Total Reserves</b>                  | <b>4,097,000</b>    | <b>-</b>                 | <b>-</b>                        | <b>-</b>         | <b>1,476,300</b>                       |
| <b>Grand Totals</b>                    | <b>\$ 9,604,000</b> | <b>\$ -</b>              | <b>\$ -</b>                     | <b>\$ 12,000</b> | <b>\$ 6,188,700</b>                    |

| Sewer<br>Equipment<br>Replace-<br>ment | SDC<br>Improve-<br>ment Fee<br>Projects | SDC<br>Reimburse-<br>ment Fee<br>Projects | Sewer<br>Economic<br>Develop-<br>ment | Wetlands<br>Treatment<br>Project | Project Description                    |
|--|---|---|---------------------------------------|----------------------------------|--|
| \$ -                                   | \$ -                                    | \$ -                                      | \$ -                                  | \$ -                             | Capital Equipment                      |
| -                                      | -                                       | -   | -                                     | -                                | Wetlands Fencing                       |
| -                                      | 632,600                                 | -   | -                                     | -                                | Oak Creak Pump Stn/Force Main          |
| -                                      | -                                       | -   | -                                     | -                                | SS-13-01 Cured-In-Place Pipe Projects  |
| -                                      | -                                       | -   | -                                     | -                                | SS-13-02 Pipe Bursting Projects        |
| -                                      | -                                       | -   | -                                     | -                                | SS-13-03 Sewer Main Replacements       |
| -                                      | -                                       | -   | -                                     | 150,000                          | SS-13-04 Wetlands Int w/AMWRF Outfalls |
| -                                      | 632,600                                 | -   | -                                     | 150,000                          | Project Totals                         |
| -                                      | 10,000                                  | -   | -                                     | -                                | Reserve: Pipe Over-sizing              |
| -                                      | -                                       | -   | -                                     | -                                | Reserve: Connection Fees               |
| 1,064,800                              | -                                       | -   | -                                     | -                                | Reserve: Equipment Replacement         |
| -                                      | -                                       | -   | -                                     | -                                | Reserve: Storm Drain Collection Fees   |
| -                                      | 794,200                                 | 263,600                                   | 458,100                               | 30,000                           | Reserve: Capital Projects              |
| 1,064,800                              | 804,200                                 | 263,600                                   | 458,100                               | 30,000                           | Total Reserves                         |
| \$ 1,064,800                           | \$ 1,436,800                            | \$ 263,600                                | \$ 458,100                            | \$ 180,000                       | Grand Totals                           |

## PROGRAM NARRATIVE

### SEWER FUND: SEWER ENVIRONMENTAL SERVICES (601-50-2402)

**Responsible Manager/Title:** Chris Bailey, Operations Manager

Developed By: Herb Hoffer, Environmental Services Manager

#### FUNCTIONS AND RESPONSIBILITIES

- This activity funds the Environmental Services Program, including the industrial pretreatment program, stormwater regulations and monitoring, and hazardous waste regulations.
- Industrial sewer users, including 15 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 are submitted to the Department of Environmental Quality (DEQ) on pretreatment, biosolids, and hazardous waste management. 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 2011-2012<br>Safe City | 08/11       | Completed | <ul style="list-style-type: none"> <li>• Develop pollution reduction plan in response to Senate Bill 737 requirements.</li> </ul>  |
|                                    | 03/12       | Completed | <ul style="list-style-type: none"> <li>• Continue to meet all pretreatment program requirements, pass Department of Environmental Quality pretreatment audit.</li> </ul> |
|                                    | 05/12       | Completed | <ul style="list-style-type: none"> <li>• Participate in an internal audit of the biosolids EMS Program.</li> </ul>   |
| Budget Year 2012-2013<br>Safe City | 03/13       |           | <ul style="list-style-type: none"> <li>• Prepare for Department of Environmental Quality audit.</li> </ul>   |
|                                    | 05/13       |           | <ul style="list-style-type: none"> <li>• Perform outreach and education with industrial sewer users including newsletter, website, and meetings.</li> </ul>              |
|                                    | 05/13       |           | <ul style="list-style-type: none"> <li>• Perform inspections and outreach to non-permitted industrial/commercial sewer users.</li> </ul>                                 |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Number of responses to storm water complaints or spills.   | 50               | 48               | 50               | 52               |
| Number of Significant Industrial Users (SIU) in the pretreatment program/percent of SIUs inspected annually. | 16/100%          | 16/100%          | 16/100%          | 15/100%          |
| Number of non-SIUs in the Pretreatment Program.  | 295              | 297              | 300              | 292              |
| Number of non-SIUs inspected annually/% of non-SIUs inspected annually.                                      | 45/15%           | 40/15%           | 40/13%           | 42/15%           |

#### STAFFING SUMMARY

|               |   |   |   |   |
|---------------|---|---|---|---|
| Budgeted FTEs | 5 | 5 | 4 | 4 |
|---------------|---|---|---|---|

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

**PROG 2402: Sewer Environmental Services**

| <u>Acct# Description</u>  | <b>2009-2010</b><br><b>Actual</b> | <b>2010-2011</b><br><b>Actual</b> | <b>2011-2012</b><br><b>Adopted</b> | <b>2011-2012</b><br><b>Revised</b> | <b>2012-2013</b><br><b>Adopted</b> | <b>%</b><br><b>Change</b> |
|---------------------------|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|---------------------------|
| <b>EXPENDITURES</b>       |                                   |                                   |                                    |                                    |                                    |                           |
| Personnel Services        | 451,262.69                        | 480,130.56                        | 437,500                            | 437,500                            | 413,600                            | -5.46%                    |
| Materials & Services      | 212,053.15                        | 168,559.81                        | 162,300                            | 162,300                            | 138,900                            | -14.42%                   |
| <b>TOTAL EXPENDITURES</b> | <b>663,315.84</b>                 | <b>648,690.37</b>                 | <b>599,800</b>                     | <b>599,800</b>                     | <b>552,500</b>                     | <b>-7.89%</b>             |

## PROGRAM NARRATIVE

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

**Responsible Manager/Title:** Chris Bailey, Operations Manager

**Developed By:** Richard Johnson, Wastewater Treatment Plant Supervisor

#### FUNCTIONS AND RESPONSIBILITIES

- This activity funds the operation of the Water Reclamation Facility (WRF).
- The 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 National Biosolids Partnership Environmental Management System (EMS) Biosolids Program and the National Code of Good Practices.
- Maintain the Peak Performance Award from the National Clean Water Association for treatment performance.
- Process and store the dewatered/dried WRF biosolids.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme         | Target Date | Status    | Strategies/Actions   |
|------------------------------|-------------|-----------|--|
| <b>Budget Year 2011-2012</b> |             |           |  |
| Safe City                    | 07/11       | Completed | <ul style="list-style-type: none"> <li>• Optimize O&amp;M strategies and staffing for Milestone B (solids treatment) facilities.</li> </ul>  |
| Great Neighborhoods          | 12/11       | Completed | <ul style="list-style-type: none"> <li>• Start-up of the Wetland Treatment Project.</li> </ul>   |
| Safe City                    | 05/12       | Completed | <ul style="list-style-type: none"> <li>• Participate in the Biosolids EMS Program internal audit.</li> </ul>   |
| An Effective Government      | 06/12       | Ongoing   | <ul style="list-style-type: none"> <li>• Achieve annual performance award for water reclamation from National Association of Clean Water Agencies.</li> </ul>  |
| Safe City                    | 06/12       | Continued | <ul style="list-style-type: none"> <li>• Assist Environmental Services in the assessment of alternative processes to obtain Class A biosolids status, partnering with community stakeholders.</li> </ul>                                   |
| <b>Budget Year 2012-2013</b> |             |           |  |
| Great Neighborhoods          | 08/12       |           | <ul style="list-style-type: none"> <li>• Assess various treatment systems to reduce mass of biosolids for disposal/reuse.</li> </ul>   |
| Healthy Economy              | 12/12       |           | <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                    | 04/13       |           | <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       |           | <ul style="list-style-type: none"> <li>• Optimize O&amp;M strategies and staffing for a Class A solids treatment facility.</li> </ul>  |
| An Effective Government      | 06/13       |           | <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>  |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Wastewater treated annually (million gallons).           | 2709             | 2894             | 2980             | 3129             |
| Percentage of days facility is in regulatory compliance. | 99%              | 100%             | 100%             | 100%             |

#### STAFFING SUMMARY

|               |     |     |     |     |
|---------------|-----|-----|-----|-----|
| Budgeted FTEs | 6.5 | 6.5 | 6.5 | 7.0 |
|---------------|-----|-----|-----|-----|



CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2404: Wastewater Treatment Plant**

| <u>Acct# Description</u>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 524,512.36                  | 583,915.24                  | 684,800                      | 684,800                      | 709,900                      | 3.67%               |
| Materials & Services      | 1,554,311.65                | 2,075,970.48                | 1,719,600                    | 1,969,600                    | 2,097,000                    | 6.47%               |
| <b>TOTAL EXPENDITURES</b> | <b>2,078,824.01</b>         | <b>2,659,885.72</b>         | <b>2,404,400</b>             | <b>2,654,400</b>             | <b>2,806,900</b>             | <b>5.75%</b>        |

## PROGRAM NARRATIVE

### SEWER FUND: WASTEWATER COLLECTION (601-50-2405)

**Responsible Manager/Title:** Chris Bailey, 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 2011-2012 |             |             |  |
| Safe City             | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Establish permanent vehicle access to all critical sewer easement manholes.</li> </ul>  |
|                       | 06/12       | 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>   |
|                       | 06/12       | Completed   | <ul style="list-style-type: none"> <li>• Complete Riverfront Interceptor laser, sonar, and televising to A-M Water Reclamation plant to determine next action to prevent overflows at the Montgomery Overflow site.</li> </ul> |
| Budget Year 2012-2013 |             |             |  |
| Safe City             | 6/13        |             | <ul style="list-style-type: none"> <li>• Establish permanent vehicle access to all critical sewer easement manholes.</li> </ul>  |
|                       | 6/13        |             | <ul style="list-style-type: none"> <li>• Replace standard manhole covers with bolt-down lids on all sewer easement trunk mains.</li> </ul>   |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Number of sanitary sewer overflows.                                 | 2                | 4                | 16               | 0                |
| Volume of sanitary sewer overflows (gallons).                       | 5,100            | 830              | 14.03M           | 0                |
| Miles of sanitary sewer mainline.                                   | 219              | 219              | 220              | 220              |
| Percentage of the sewer system cleaned annually.                    | 25%              | 12%              | 16%              | 25%              |
| Percentage of sewer system televised annually.                      | 15%              | 7%               | 7%               | 15%              |
| Number of monitor sites/Percent of data captured.                   | 15 / 100%        | 15 / 98%         | 18 / 97%         | 18 / 100%        |
| Number of sewer line locate requests.                               | 2980             | 3011             | 2901             | Task             |
| Percentage of sewer line locate requests completed within 48 hours. | 100%             | 100%             | 100%             | To WD            |
| Miles of storm drain mainlines.                                     | 137              | 137              | 137              | 137              |
| Percentage of storm drain mainlines cleaned annually.               | 5%               | 5%               | 2%               | 2%               |

#### STAFFING SUMMARY

|               |    |   |     |     |
|---------------|----|---|-----|-----|
| Budgeted FTEs | 10 | 9 | 8.5 | 9.5 |
|---------------|----|---|-----|-----|

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2405: Wastewater Collection**

| <u>Acct# Description</u>  | <b>2009-2010</b><br><b>Actual</b> | <b>2010-2011</b><br><b>Actual</b> | <b>2011-2012</b><br><b>Adopted</b> | <b>2011-2012</b><br><b>Revised</b> | <b>2012-2013</b><br><b>Adopted</b> | <b>%</b><br><b>Change</b> |
|---------------------------|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|---------------------------|
| <b>EXPENDITURES</b>       |                                   |                                   |                                    |                                    |                                    |                           |
| Personnel Services        | 832,460.82                        | 781,555.23                        | 819,700                            | 819,700                            | 863,600                            | 5.36%                     |
| Materials & Services      | 972,815.74                        | 979,891.02                        | 1,019,600                          | 1,019,600                          | 1,150,100                          | 12.80%                    |
| Capital                   | 21,535.00                         | -                                 | 70,000                             | 70,000                             | -                                  | -100.00%                  |
| <b>TOTAL EXPENDITURES</b> | <b>1,826,811.56</b>               | <b>1,761,446.25</b>               | <b>1,909,300</b>                   | <b>1,909,300</b>                   | <b>2,013,700</b>                   | <b>5.47%</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 PW Internal Services fund, which includes Administration charges and charges for Operations Administration, PW Engineering Services, Water Quality Control Services, and Facilities Engineering.
- Holds the contingency for the Sewer fund.
- Pays in-lieu-of-franchise fees for the sewer utility.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme  | Target Date | Status      | Strategies/Actions   |
|-----------------------|-------------|-------------|--|
| Budget Year 2011-2012 |             |             |  |
| Safe City             | 07/11       | Completed   | <ul style="list-style-type: none"> <li>• Start-up of the Wetland Treatment Project.</li> </ul>   |
|                       | 06/12       | Completed   | <ul style="list-style-type: none"> <li>• Develop a Capacity Management, Operation and Maintenance Program for Inflow/Infiltration control in conjunction with Department of Environmental Quality requirements.</li> </ul> |
|                       | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Implement level of service and performance measures for the Wastewater Utility.</li> </ul>  |
|                       | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Complete an Asset Management Plan for the sewer lift stations.</li> </ul>   |
| Budget Year 2012-2013 |             |             |  |
| Safe City             | 6/13        |             | <ul style="list-style-type: none"> <li>• Improve operation of WRF solids handling system.</li> </ul>   |
| Effective Government  | 6/13        |             | <ul style="list-style-type: none"> <li>• Resolve contractual issues with Siemens.</li> </ul>   |
| Safe City             | 6/13        |             | <ul style="list-style-type: none"> <li>• Identify and prioritize collection system needs.</li> </ul>   |
| Effective Government  | 6/13        |             | <ul style="list-style-type: none"> <li>• Maintain a sustainable funding plan for the utility.</li> </ul>   |

#### STAFFING SUMMARY

|               | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---------------|------------------|------------------|------------------|------------------|
| Budgeted FTEs | NA               | NA               | .5               | 1                |

**PROG 2407: Wastewater Administration**

| <u>Acct# Description</u>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | -                           | -                           | 69,500                       | 69,500                       | 113,600                      | 63.45%              |
| Materials & Services      | 2,658,167.73                | 2,153,230.71                | 2,230,000                    | 2,230,000                    | 2,029,700                    | -8.98%              |
| Capital                   | 73,086.15                   | 5,392.50                    | -                            | -                            | -                            | - %                 |
| Transfers Out             | 122,200.00                  | 400,992.17                  | 326,000                      | 450,000                      | 459,000                      | 2.00%               |
| Contingencies             | -                           | -                           | 404,700                      | 30,700                       | 419,100                      | 1265.15%            |
| <b>TOTAL EXPENDITURES</b> | <b>2,853,453.88</b>         | <b>2,559,615.38</b>         | <b>3,030,200</b>             | <b>2,780,200</b>             | <b>3,021,400</b>             | <b>8.68%</b>        |

## PROGRAM NARRATIVE

### SEWER FUND: WATER REUSE & BIOSOLIDS (601-50-2410)

**Responsible Manager/Title:** Chris Bailey, Operations Manager  
**Developed By:** Tom TenPas, Water Reuse and Biosolids Manager

#### FUNCTIONS AND RESPONSIBILITIES

- This program is responsible for biosolids storage and agricultural application for the City's biosolids Environmental Management System (EMS).
- Biosolids generated at the Water Reclamation Facility (WRF) are beneficially reused in conformance with the City's Environmental Management System (EMS) for biosolids.
- Perform laboratory tests on wastewater samples, storm water samples, biosolids, and other tests as required. Coordinate contract lab sample collection and testing.

#### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u>                              | <u>Target Date</u> | <u>Status</u>        | <u>Strategies/Actions</u>  |
|--|--------------------|----------------------|--|
| <b>Budget Year 2011-2012</b>                             |                    |                      |  |
| Safe City<br>Effective Government                        | 07/11              | Moved to 601-50-2411 | <ul style="list-style-type: none"> <li>• Begin temperature and effluent quality monitoring.</li> </ul>   |
| Safe City<br>Great Neighborhoods<br>Effective Government | 07/11              | Moved to 601-50-2411 | <ul style="list-style-type: none"> <li>• Begin start-up of the Talking Water Gardens.</li> </ul>   |
| Great Neighborhoods                                      | 07/11              | Moved to 601-50-2411 | <ul style="list-style-type: none"> <li>• Begin maintenance of the wetlands.</li> </ul>   |
| Great Neighborhoods                                      | 09/11              | Moved to 601-50-2411 | <ul style="list-style-type: none"> <li>• Host International Pyrotechnologies Conference Tour.</li> </ul>   |
| <b>Budget Year 2012-2013</b>                             |                    |                      |  |
| Safe City/<br>Effective Government                       | 06/13              |                      | <ul style="list-style-type: none"> <li>• Coordinate with WRF, consultants, and Environmental Services to define a Class B biosolids option.</li> </ul> |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Dry tons of biosolids applied per year/percentage of biosolids applied for beneficial agriculture use. | 600/100%         | 122/100%         | 10/100%          | 0/0%             |

#### STAFFING SUMMARY

|               |     |     |
|---------------|-----|-----|
| Budgeted FTEs | 1.0 | 0.2 |
|---------------|-----|-----|

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

**PROG 2410: Water Reuse and Biosolids**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | -                           | -                           | 102,000                      | 102,000                      | 21,000                       | -79.41%             |
| Materials & Services      | -                           | -                           | 254,400                      | 254,400                      | 135,400                      | -46.78%             |
| Capital                   | -                           | -                           | 60,000                       | 60,000                       | -                            | -100.00%            |
| <b>TOTAL EXPENDITURES</b> | -                           | -                           | <b>416,400</b>               | <b>416,400</b>               | <b>156,400</b>               | <b>-62.44%</b>      |

## PROGRAM NARRATIVE

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

**Responsible Manager/Title:** Chris Bailey, Operations Manager  
**Developed By:** Tom TenPas, Water Reuse and Biosolids Manager

#### FUNCTIONS AND RESPONSIBILITIES

- \* This activity funds the Water Reuse Program, which is responsible for operating and maintaining Talking Water Gardens (TWG) in coordination with 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 2011-2012</b>                             |             |             |  |
| Safe City<br>Effective Government                        | 07/11       | In Progress | * Begin temperature and effluent quality monitoring.                         |
| Safe City<br>Great Neighborhoods                         | 07/11       | Completed   | * Begin start-up of the Talking Water Gardens.                               |
| Effective Government                                     | 07/11       | In Progress | * Begin maintenance of the wetlands.   |
| Great Neighborhoods                                      | 09/11       | Completed   | * Host International Pyrotechnologies Conference Tour.                       |
| <b>Budget Year 2012-2013</b>                             |             |             |  |
| Safe City<br>Effective Government                        | 06/30       |             | * Improve temperature and effluent quality monitoring.                       |
| Safe City<br>Great Neighborhoods<br>Effective Government | 06/30       |             | * Evaluate operation of wetlands and monitor vegetative growth for coverage. |
| Safe City<br>Great Neighborhoods<br>Effective Government | 09/12       |             | * Expand and improve outreach materials and opportunities.                   |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|   | <u>2008-2009</u> | <u>2009-2010</u> | <u>2010-2011</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Meet TMDL requirements for the Wetlands for effluent. | *                | *                | *                | 80%              |

\* Information for these years is unavailable. This is a new budget program.

#### STAFFING SUMMARY

|               |    |     |
|---------------|----|-----|
| Budgeted FTEs | NA | 0.8 |
|---------------|----|-----|



CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2411: TWG Wetlands**

| <u>Acct# Description</u>  | <b>2009-2010</b><br>Actual | <b>2010-2011</b><br>Actual | <b>2011-2012</b><br>Adopted | <b>2011-2012</b><br>Revised | <b>2012-2013</b><br>Adopted | <b>%<br/>Change</b> |
|---------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>EXPENDITURES</b>       |                            |                            |                             |                             |                             |                     |
| Personnel Services        | -                          | -                          | -                           | -                           | 84,000                      | - %                 |
| Materials & Services      | -                          | -                          | -                           | -                           | 153,000                     | - %                 |
| Capital                   | -                          | -                          | -                           | -                           | 12,000                      | - %                 |
| <b>TOTAL EXPENDITURES</b> | -                          | -                          | -                           | -                           | <b>249,000</b>              | <b>- %</b>          |

## 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.
- 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

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| Budget Year 2011-2012       |                    |               |  |
| Safe City                   | 06/12              | Completed     | <ul style="list-style-type: none"> <li>• Complete inflow and infiltration reduction projects through the Sewer Lateral Replacement, Inflow Reduction, and Storm Drain Disconnection programs.</li> </ul> |
|                             | 06/12              | Completed     | <ul style="list-style-type: none"> <li>• Update the sanitary sewer collection system model to reflect current development.</li> </ul>  |
|                             | 11/12              | In Progress   | <ul style="list-style-type: none"> <li>• Begin construction on the Oak Creek Lift Station and Force Main replacement project.</li> </ul>   |
| Budget Year 2012-2013       |                    |               |  |
| Safe City                   | 06/13              |               | <ul style="list-style-type: none"> <li>• Construct SS-13-01, 2013 Cured-In-Place Pipe Projects.</li> </ul>   |
|                             | 06/13              |               | <ul style="list-style-type: none"> <li>• Construct SS-13-02, 2013 Pipe Bursting Projects.</li> </ul>   |
|                             | 06/13              |               | <ul style="list-style-type: none"> <li>• Construct SS-13-03, 2013 Sewer Main Replacements.</li> </ul>  |
|                             | 12/12              |               | <ul style="list-style-type: none"> <li>• Identify collection system deficiencies using updated sanitary sewer model.</li> </ul>  |

**PROG 2500: Sewer System Capital Projects**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | 17,740.82                   | 5,582.19                    | 6,100                        | 6,100                        | 8,200                        | 34.43%              |
| Intergovernmental Revenue | -                           | -                           | -                            | -                            | -                            | - %                 |
| Charges for Services      | -                           | 704,743.58                  | 2,000,000                    | 2,000,000                    | 1,025,900                    | -48.71%             |
| Miscellaneous Revenue     | -                           | 3,000.00                    | -                            | -                            | -                            | - %                 |
| Investment Earnings       | 98,656.55                   | 30,213.71                   | 20,000                       | 20,000                       | 17,500                       | -12.50%             |
| Transfers In              | -                           | 2,053,107.77                | -                            | -                            | -                            | - %                 |
| Beginning Balance         | 5,066,962.60                | 2,439,210.41                | 4,264,200                    | 4,264,200                    | 5,517,100                    | 29.38%              |
| <b>TOTAL REVENUES</b>     | <b>5,183,359.97</b>         | <b>5,235,857.66</b>         | <b>6,290,300</b>             | <b>6,290,300</b>             | <b>6,568,700</b>             | <b>4.43%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 555,848.29                  | 666,915.16                  | 807,000                      | 807,000                      | 380,000                      | -52.91%             |
| Capital                   | (56,554.22)                 | 94,311.13                   | 5,483,300                    | 5,483,300                    | 6,188,700                    | 12.86%              |
| Transfers Out             | 2,244,855.49                | -                           | -                            | -                            | -                            | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>2,744,149.56</b>         | <b>761,226.29</b>           | <b>6,290,300</b>             | <b>6,290,300</b>             | <b>6,568,700</b>             | <b>4.43%</b>        |

**PROG 2500 Sewer System Capital Projects**

|                                   |                     |                     |          |          |          |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>2,439,210.41</b> | <b>4,474,631.37</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|

## 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.
- 

#### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| Budget Year 2011-2012       |                    |               |  |
| Effective Government        | 06/12              | Completed     | <ul style="list-style-type: none"><li>• Receive revenues from other sewer fund budgets to fund future equipment replacement.</li></ul> |
|                             | 06/12              | Completed     | <ul style="list-style-type: none"><li>• Replace vehicle 707-05, 2005 Chevrolet Silverado 1500 Extended Cab.</li></ul>                  |
|                             | 06/12              | Completed     | <ul style="list-style-type: none"><li>• Replace vehicle 737-00, TV inspection Unit.</li></ul>  |
|                             | 06/12              | Completed     | <ul style="list-style-type: none"><li>• Replace vehicle 311-94, 1994 Ford Ranger pickup.</li></ul>                                     |
| Budget Year 2012-2013       |                    |               |  |
| Effective Government        | 06/13              |               | <ul style="list-style-type: none"><li>• Receive revenues from other sewer fund budgets to fund future equipment replacement.</li></ul> |

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**PROG 2501: Sewer Equipment Replacement**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 70,900.00                   | 70,900.00                   | 93,600                       | 93,600                       | 86,100                       | -8.01%              |
| Miscellaneous Revenue     | 3,196.00                    | -                           | -                            | -                            | -                            | - %                 |
| Investment Earnings       | 17,901.98                   | 8,635.02                    | 5,000                        | 5,000                        | 3,500                        | -30.00%             |
| Beginning Balance         | 955,063.20                  | 1,047,061.18                | 1,126,000                    | 1,126,000                    | 975,200                      | -13.39%             |
| <b>TOTAL REVENUES</b>     | <b>1,047,061.18</b>         | <b>1,126,596.20</b>         | <b>1,224,600</b>             | <b>1,224,600</b>             | <b>1,064,800</b>             | <b>-13.05%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | -                           | -                           | 1,224,600                    | 1,224,600                    | 1,064,800                    | -13.05%             |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>-</b>                    | <b>1,224,600</b>             | <b>1,224,600</b>             | <b>1,064,800</b>             | <b>-13.05%</b>      |

**PROG 2501 Sewer Equipment Replacement**

|                                   |                     |                     |          |          |          |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>1,047,061.18</b> | <b>1,126,596.20</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|

## 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 \$2,402 (effective July 2009). This program receives \$2,296 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.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme  | Target Date | Status      | Strategies/Actions   |
|-----------------------|-------------|-------------|--|
| Budget Year 2011-2012 |             |             |  |
| A Safe City           | 06/12       | 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> |
|                       | 10/12       | In Progress | <ul style="list-style-type: none"> <li>• Provide SDC share of the costs to replace the Oak Creek Lift Station and Force Main.</li> </ul>   |
| Budget Year 2012-2013 |             |             |  |
| A Safe City           | 06/13       |             | <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>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | 439,340.84                  | 471,302.48                  | 196,000                      | 196,000                      | 305,900                      | 56.07%              |
| Assessment Revenue        | 11,498.49                   | 32,135.84                   | 25,000                       | 25,000                       | 29,000                       | 16.00%              |
| Investment Earnings       | 18,576.32                   | 8,784.99                    | 5,000                        | 5,000                        | 3,000                        | -40.00%             |
| Beginning Balance         | 1,074,927.12                | 1,109,077.70                | 688,400                      | 688,400                      | 1,098,900                    | 59.63%              |
| <b>TOTAL REVENUES</b>     | <b>1,544,342.77</b>         | <b>1,621,301.01</b>         | <b>914,400</b>               | <b>914,400</b>               | <b>1,436,800</b>             | <b>57.13%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | 192,432.71                  | 10,665.19                   | 914,400                      | 914,400                      | 1,436,800                    | 57.13%              |
| Transfers Out             | 242,832.36                  | 700,000.00                  | -                            | -                            | -                            | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>435,265.07</b>           | <b>710,665.19</b>           | <b>914,400</b>               | <b>914,400</b>               | <b>1,436,800</b>             | <b>57.13%</b>       |

**PROG 2502 Sewer SDC Improvement Fee Projects**

|                                   |                     |                   |          |          |          |
|-----------------------------------|---------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>1,109,077.70</b> | <b>910,635.82</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|-------------------|----------|----------|----------|

## 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 \$2,402 (effective July 2009). This program receives \$106 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 2011-2012       |                    |               |   |
| A Safe City                 | 06/12              | Completed     | <ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul> |
| Budget Year 2012-2013       |                    |               |   |
| A Safe City                 | 06/13              |               | <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>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | 30,659.86                   | 39,944.53                   | 9,800                        | 9,800                        | 15,500                       | 58.16%              |
| Investment Earnings       | 1,721.71                    | 1,679.23                    | 1,100                        | 1,100                        | 800                          | -27.27%             |
| Beginning Balance         | 159,212.28                  | 191,074.37                  | 224,600                      | 224,600                      | 247,300                      | 10.11%              |
| <b>TOTAL REVENUES</b>     | <b>191,593.85</b>           | <b>232,698.13</b>           | <b>235,500</b>               | <b>235,500</b>               | <b>263,600</b>               | <b>11.93%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | 519.48                      | -                           | 235,500                      | 235,500                      | 263,600                      | 11.93%              |
| <b>TOTAL EXPENDITURES</b> | <b>519.48</b>               | <b>-</b>                    | <b>235,500</b>               | <b>235,500</b>               | <b>263,600</b>               | <b>11.93%</b>       |

**PROG 2503 Sewer SDC Reimbursement Fee Projects**

|                                   |                   |                   |          |          |          |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>191,074.37</b> | <b>232,698.13</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|

## 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>  |
|--|------------------|-----------------|-------------------|---------------|
| <b>SRF - Albany-Millersburg Water Reclamation Facility</b> |                  |                 |                   |               |
| 2012-2013  | 2,806,835        | 1,902,251       | 318,163           | 5,027,249     |
| 2013-2023  | 33,224,918       | 13,865,942      | 2,334,774         | 49,425,634    |
| 2023-2030  | 27,600,866       | 3,008,192       | 534,663           | 31,143,721    |
| Totals (SRF - A-M WRF)                                     | \$ 63,632,619    | \$ 18,776,385   | \$ 3,187,600      | \$ 85,596,604 |
| <b>SRF - Wetlands Treatment Project</b>                    |                  |                 |                   |               |
| 2012-2013  | 100,000          | 0               | 9,750             | 109,750       |
| 2013-2023  | 1,000,000        | 0               | 70,000            | 1,070,000     |
| 2023-2032  | 850,000          | 0               | 20,250            | 870,250       |
| Totals (SRF - Wetlands)                                    | \$ 1,950,000     | \$ -            | \$ 100,000        | \$ 2,050,000  |
| <b>Wetlands Land Acquisition</b>                           |                  |                 |                   |               |
| 2012-2013  | 362,812          | 137,188         | 0                 | 500,000       |
| 2013-2021  | 3,066,890        | 523,248         | 0                 | 3,590,138     |
| Totals (Wetlands Land Acquisition)                         | \$ 3,429,702     | \$ 660,436      | \$ -              | \$ 4,090,138  |

#### DEBT SUMMARY

| <u>Issue</u>              | <u>Original Amount</u> | <u>Principal Balance</u> | <u>Required Reserve</u> |
|---------------------------|------------------------|--------------------------|-------------------------|
| SRF Loan (A-M WRF)        | 69,000,000             | 63,632,619               | 2,402,925               |
| SRF Loan (Wetlands)       | 4,000,000              | 1,950,000                | 50,000                  |
| Wetlands Land Acquisition | 4,114,000              | 3,429,702                | -                       |
| Totals                    | \$ 77,249,000          | \$ 69,012,321            | \$ 2,452,925            |

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2504: Sewer Debt Service**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | -                           | 426,336.00                  | 425,000                      | 425,000                      | 920,200                      | 116.52%             |
| Charges for Services      | 4,099,000.00                | 3,941,200.00                | 2,878,300                    | 2,878,300                    | 3,476,600                    | 20.79%              |
| Investment Earnings       | 62,334.66                   | 72,704.77                   | 50,000                       | 50,000                       | 33,000                       | -34.00%             |
| Transfers In              | 9,986,701.00                | 700,000.00                  | -                            | 235,600                      | -                            | - %                 |
| Beginning Balance         | 747,281.58                  | 10,093,812.99               | 10,182,200                   | 10,182,200                   | 7,909,800                    | -22.32%             |
| <b>TOTAL REVENUES</b>     | <b>14,895,317.24</b>        | <b>15,234,053.76</b>        | <b>13,535,500</b>            | <b>13,771,100</b>            | <b>12,339,600</b>            | <b>-10.39%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Debt Service              | 4,801,504.25                | 5,054,086.00                | 13,535,500                   | 13,535,500                   | 12,339,600                   | -8.84%              |
| <b>TOTAL EXPENDITURES</b> | <b>4,801,504.25</b>         | <b>5,054,086.00</b>         | <b>13,535,500</b>            | <b>13,535,500</b>            | <b>12,339,600</b>            | <b>-8.84%</b>       |

**PROG 2504 Sewer Debt Service**

|                                   |                      |                      |          |                |          |
|-----------------------------------|----------------------|----------------------|----------|----------------|----------|
| <b>Revenues less Expenditures</b> | <b>10,093,812.99</b> | <b>10,179,967.76</b> | <b>-</b> | <b>235,600</b> | <b>-</b> |
|-----------------------------------|----------------------|----------------------|----------|----------------|----------|

## 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 2011-2012       |                    |               |   |
| Safe City                   | 06/12              | Completed     | <ul style="list-style-type: none"><li>• No new projects planned – build reserves.</li></ul> |
| Budget Year 2012-2013       |                    |               |   |
| Safe City                   | 06/13              |               | <ul style="list-style-type: none"><li>• No new projects planned – build reserve.</li></ul>  |

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**PROG 2506: Sewer Economic Development**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 100,000.00                  | 100,000.00                  | 100,000                      | 100,000                      | 100,000                      | - %                 |
| Investment Earnings       | 5,463.49                    | 2,785.07                    | 3,000                        | 3,000                        | 1,500                        | -50.00%             |
| Transfers In              | 75,681.18                   | -                           | -                            | -                            | -                            | - %                 |
| Beginning Balance         | 206,213.54                  | 329,931.44                  | 370,200                      | 370,200                      | 409,100                      | 10.51%              |
| <b>TOTAL REVENUES</b>     | <b>387,358.21</b>           | <b>432,716.51</b>           | <b>473,200</b>               | <b>473,200</b>               | <b>510,600</b>               | <b>7.90%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | -                           | -                           | 410,700                      | 410,700                      | 458,100                      | 11.54%              |
| Transfers Out             | 57,426.77                   | 62,500.00                   | 62,500                       | 62,500                       | 52,500                       | -16.00%             |
| <b>TOTAL EXPENDITURES</b> | <b>57,426.77</b>            | <b>62,500.00</b>            | <b>473,200</b>               | <b>473,200</b>               | <b>510,600</b>               | <b>7.90%</b>        |

**PROG 2506 Sewer Economic Development**

|                                   |                   |                   |          |          |          |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>329,931.44</b> | <b>370,216.51</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|

## 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 receives revenues from a variety of sources including the State Revolving Fund Loan from the Oregon Department of Environmental Quality, the city of Millersburg, and ATI Wah Chang.
  - The funds are used to fund the Wetlands Treatment Project (Talking Water Gardens).
  - Talking Water Gardens is planned to be opened to the public in the summer of 2012.
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#### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>   |
|-----------------------------|--------------------|---------------|---|
| Budget Year 2011-2012       |                    |               |   |
| Safe City                   | 07/11              | Completed     | <ul style="list-style-type: none"><li>• Start-up of the Wetlands Treatment Project.</li></ul>   |
| Safe City                   | 06/12              | Deferred      | <ul style="list-style-type: none"><li>• Construct alternate access road to rail yard.</li></ul>   |
| Budget Year 2012-2013       |                    |               |   |
| Safe City                   | 06/13              |               | <ul style="list-style-type: none"><li>• Construct Wetlands Integration with Albany-Millersburg-Water Reclamation Facility (A-M WRF) outfalls.</li></ul> |

**PROG 2508: Wetlands Treatment Project**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 500,000.00                  | 10,015,157.00               | -                            | -                            | -                            | - %                 |
| Investment Earnings       | -                           | 15,124.77                   | -                            | -                            | -                            | - %                 |
| Beginning Balance         | 799,894.02                  | (3,387,526.75)              | 811,400                      | 811,400                      | 180,000                      | -77.82%             |
| <b>TOTAL REVENUES</b>     | <b>1,299,894.02</b>         | <b>6,642,755.02</b>         | <b>811,400</b>               | <b>811,400</b>               | <b>180,000</b>               | <b>-77.82%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | -                           | -                           | 11,400                       | 11,400                       | -                            | -100.00%            |
| Capital                   | 4,687,420.77                | 6,299,703.77                | 800,000                      | 800,000                      | 180,000                      | -77.50%             |
| <b>TOTAL EXPENDITURES</b> | <b>4,687,420.77</b>         | <b>6,299,703.77</b>         | <b>811,400</b>               | <b>811,400</b>               | <b>180,000</b>               | <b>-77.82%</b>      |

**PROG 2508 Wetlands Treatment Project**

|                                   |                       |                   |          |          |          |
|-----------------------------------|-----------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>(3,387,526.75)</b> | <b>343,051.25</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-----------------------|-------------------|----------|----------|----------|

**WATER FUND  
RESOURCE DETAIL**

| Resources                              | 2009-10<br>Actual   | 2010-11<br>Actual   | .....2011-12.....   |                     | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of<br>Fund<br>Budget |
|--|---------------------|---------------------|---------------------|---------------------|------------------------------|-----------------------------|------------------------|
|  |                     |                     | Adopted<br>Budget   | Revised<br>Budget   |                              |                             |                        |
| Property Taxes - Current               | \$ 628,142          | \$ -                | \$ -                | \$ -                | \$ -                         | -                           | -                      |
| Property Taxes - Delinquent            | 28,445              | 27,358              | -                   | -                   | -                            | -                           | -                      |
| Water SDC: Principal                   | 15,187              | 30,562              | 4,000               | 4,000               | 5,000                        | 25.00%                      | 0.02%                  |
| Water SDC: Interest                    | 2,413               | 1,643               | 900                 | 900                 | 300                          | (66.67%)                    | -                      |
| Connection Fees: Principal             | 199                 | -                   | -                   | -                   | -                            | -                           | -                      |
| Connection Fees: Interest              | 301                 | -                   | -                   | -                   | -                            | -                           | -                      |
| Water Connection Fees                  | 80,363              | 38,968              | 20,000              | 20,000              | 20,000                       | -                           | 0.08%                  |
| Water SDC                              | 281,346             | 203,602             | 142,800             | 142,800             | 256,300                      | 79.48%                      | 1.03%                  |
| Public Facility Construction<br>Permit | 7,857               | 8,896               | 3,000               | 3,000               | 5,000                        | 66.67%                      | 0.02%                  |
| Administrative Fees: Water             | 586                 | 404                 | -                   | -                   | -                            | -                           | -                      |
| Water Service Installation<br>Charge   | 58,048              | 70,673              | 60,000              | 60,000              | 45,000                       | (25.00%)                    | 0.18%                  |
| FEMA Grant                             | 297,699             | 161,220             | 75,000              | 75,000              | -                            | (100.00%)                   | -                      |
| Business Energy Tax Credit             | 351,415             | -                   | -                   | -                   | -                            | -                           | -                      |
| WComp Wage Subsidy Reimb               | -                   | 13,384              | -                   | -                   | -                            | -                           | -                      |
| City of Lebanon                        | 77,000              | 77,000              | 50,000              | 50,000              | 50,000                       | -                           | 0.20%                  |
| Private Foundation Grant               | -                   | 1,160               | -                   | -                   | -                            | -                           | -                      |
| Hydropower Revenue                     | 16,549              | 107,151             | 80,000              | 80,000              | 70,000                       | (12.50%)                    | 0.28%                  |
| Millersburg Service Charges            | 259,126             | 123,903             | 180,000             | 180,000             | 160,000                      | (11.11%)                    | 0.64%                  |
| Dumbeck Water District                 | 60,850              | 42,551              | 72,000              | 72,000              | 53,600                       | (25.56%)                    | 0.21%                  |
| Albany Water Service Charges           | 11,100,620          | 10,514,492          | 10,901,800          | 10,901,800          | 10,820,300                   | (0.75%)                     | 43.30%                 |
| User Fee: Debt Service                 | 23,793              | 5,520               | -                   | -                   | -                            | -                           | -                      |
| Capital Charges                        | 69,300              | 98,200              | 98,200              | 98,200              | 99,700                       | 1.53%                       | 0.40%                  |
| Collection Agency Payments             | 3,234               | 2,718               | 3,000               | 3,000               | 2,500                        | (16.67%)                    | 0.01%                  |
| Equipment Replacement Charges          | 55,500              | 52,800              | 130,500             | 130,500             | 132,300                      | 1.38%                       | 0.53%                  |
| Miscellaneous Revenue                  | 24,802              | 12,123              | 7,000               | 7,000               | 6,000                        | (14.29%)                    | 0.02%                  |
| Over & short                           | (522)               | (349)               | -                   | -                   | -                            | -                           | -                      |
| Interest                               | 390,101             | 115,828             | 115,900             | 115,900             | 54,600                       | (52.89%)                    | 0.22%                  |
| <b>Total Current Resources</b>         | <b>13,832,354</b>   | <b>11,709,808</b>   | <b>11,944,100</b>   | <b>11,944,100</b>   | <b>11,780,600</b>            | <b>(1.37%)</b>              | <b>47.14%</b>          |
| From Water Fund                        | 112,584             | -                   | -                   | -                   | -                            | -                           | -                      |
| From Water SDC-I                       | 333,000             | 338,000             | 353,000             | 353,000             | 357,000                      | 1.13%                       | 1.43%                  |
| From Water Capital Projects (2308)     | 49,192              | -                   | -                   | -                   | -                            | -                           | -                      |
| From LID Construction Projects         | -                   | 1,955,926           | -                   | -                   | -                            | -                           | -                      |
| <b>Total Transfers In</b>              | <b>494,777</b>      | <b>2,293,926</b>    | <b>353,000</b>      | <b>353,000</b>      | <b>357,000</b>               | <b>1.13%</b>                | <b>1.43%</b>           |
| Beginning Balance                      | 14,842,014          | 11,882,682          | 13,140,500          | 13,140,500          | 11,711,500                   | (10.87%)                    | 46.87%                 |
| Reserved Beginning Balance             | 1,786,727           | 1,941,470           | 1,579,500           | 1,579,500           | 1,138,900                    | (27.89%)                    | 4.56%                  |
| <b>Total Resources</b>                 | <b>\$30,955,872</b> | <b>\$27,827,886</b> | <b>\$27,017,100</b> | <b>\$27,017,100</b> | <b>\$24,988,000</b>          | <b>(7.51%)</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             | 2009-10             | 2010-11             | .....2011-12.....   |                     | .....2012-13.....   |                     |                     |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                                  | Actual              | Actual              | Adopted             | Revised             | Proposed            | Approved            | Adopted             |
| Water Administration             | \$ 2,847,834        | \$ 2,623,212        | \$ 3,471,500        | \$ 3,471,500        | \$ 3,132,700        | \$ 3,132,700        | \$ 3,132,700        |
| Water Canal Maintenance          | 806,186             | 838,938             | 852,400             | 852,400             | 850,800             | 850,800             | 850,800             |
| Vine Street WTP                  | 850,948             | 804,077             | 926,700             | 926,700             | 865,400             | 865,400             | 865,400             |
| Water Distribution               | 1,659,057           | 1,806,527           | 1,918,300           | 1,918,300           | 2,006,600           | 2,006,600           | 2,006,600           |
| Albany-Millersburg WTP           | 1,376,831           | 1,284,141           | 1,570,400           | 1,570,400           | 1,544,200           | 1,544,200           | 1,544,200           |
| SDC Improvement Fee Projects     | 333,000             | 431,000             | 1,715,600           | 1,715,600           | 1,186,500           | 1,186,500           | 1,186,500           |
| SDC Reimbursement Fee Projects   | 7,047               | 2,462               | 1,139,100           | 1,139,100           | 1,116,500           | 1,116,500           | 1,116,500           |
| 2003 Water Bond Projects         | 478,768             | 1,437,881           | 2,544,300           | 2,544,300           | 1,479,500           | 1,479,500           | 1,479,500           |
| Water Debt Service               | 2,982,222           | 2,655,945           | 3,672,700           | 3,672,700           | 3,459,400           | 3,459,400           | 3,459,400           |
| Water GO Debt Service            | 966,522             | -                   | -                   | -                   | -                   | -                   | -                   |
| Water Capital: Canal             | 49,354              | -                   | 72,200              | 72,200              | 72,200              | 72,200              | 72,200              |
| Water System Capital Projects    | 4,655,665           | 843,801             | 7,151,100           | 7,151,100           | 7,527,500           | 7,527,500           | 7,527,500           |
| Water Economic Development       | 57,311              | 62,500              | 707,500             | 707,500             | 552,500             | 552,500             | 552,500             |
| N. Albany Water Capital Projects | -                   | 30,777              | 538,200             | 538,200             | 462,400             | 462,400             | 462,400             |
| Water Equipment Replacement      | 60,975              | 168,247             | 737,100             | 737,100             | 731,800             | 731,800             | 731,800             |
| <b>Total Requirements</b>        | <b>\$17,131,719</b> | <b>\$12,989,508</b> | <b>\$27,017,100</b> | <b>\$27,017,100</b> | <b>\$24,988,000</b> | <b>\$24,988,000</b> | <b>\$24,988,000</b> |

**Requirements by Type**

|                           |                     |                     |                     |                     |                     |                     |                     |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel                 | \$ 1,909,842        | \$ 1,980,405        | \$ 2,378,500        | \$ 2,378,500        | \$ 2,258,000        | \$ 2,258,000        | \$ 2,258,000        |
| Materials & Services      | 5,589,884           | 5,140,509           | 6,420,600           | 6,420,600           | 5,781,300           | 5,781,300           | 5,781,300           |
| Capital                   | 3,171,286           | 2,310,797           | 13,285,100          | 13,285,100          | 12,231,600          | 12,231,600          | 12,231,600          |
| Transfers Out             | 2,625,228           | 902,764             | 845,500             | 845,500             | 858,300             | 858,300             | 858,300             |
| Debt Service              | 3,835,479           | 2,655,032           | 3,672,100           | 3,672,100           | 3,458,800           | 3,458,800           | 3,458,800           |
| Contingency               | -                   | -                   | 415,300             | 415,300             | 400,000             | 400,000             | 400,000             |
| <b>Total Requirements</b> | <b>\$17,131,719</b> | <b>\$12,989,508</b> | <b>\$27,017,100</b> | <b>\$27,017,100</b> | <b>\$24,988,000</b> | <b>\$24,988,000</b> | <b>\$24,988,000</b> |

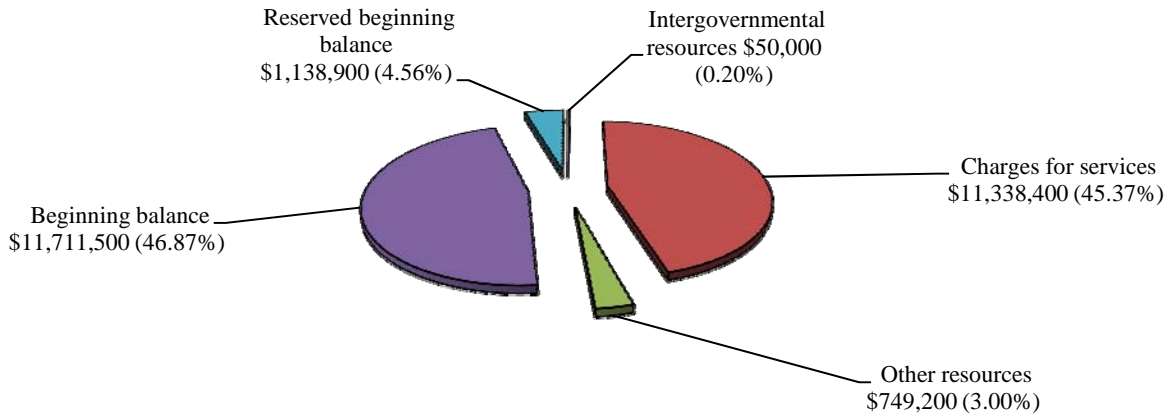
**Adopted Requirements**

| by Program and Type              | Personnel           | Materials & Services | Capital             | Transfers Out     | Debt Service        | Contingency       | Adopted Budget      | % of Fund Budget |
|----------------------------------|---------------------|----------------------|---------------------|-------------------|---------------------|-------------------|---------------------|------------------|
| Water Administration             | \$ 104,700          | \$ 2,179,200         | \$ -                | \$ 448,800        | \$ -                | \$ 400,000        | \$ 3,132,700        | 12.54%           |
| Water Canal Maintenance          | 331,000             | 449,800              | 70,000              | -                 | -                   | -                 | 850,800             | 3.40%            |
| Vine Street WTP                  | 258,300             | 607,100              | -                   | -                 | -                   | -                 | 865,400             | 3.46%            |
| Water Distribution               | 980,600             | 1,026,000            | -                   | -                 | -                   | -                 | 2,006,600           | 8.03%            |
| Albany-Millersburg WTP           | 583,400             | 960,800              | -                   | -                 | -                   | -                 | 1,544,200           | 6.18%            |
| SDC Improvement Fee Projects     | -                   | -                    | 829,500             | 357,000           | -                   | -                 | 1,186,500           | 4.75%            |
| SDC Reimbursement Fee Projects   | -                   | -                    | 1,116,500           | -                 | -                   | -                 | 1,116,500           | 4.47%            |
| 2003 Water Bond Projects         | -                   | -                    | 1,479,500           | -                 | -                   | -                 | 1,479,500           | 5.92%            |
| Water Debt Service               | -                   | 600                  | -                   | -                 | 3,458,800           | -                 | 3,459,400           | 13.84%           |
| Water Capital: Canal             | -                   | -                    | 72,200              | -                 | -                   | -                 | 72,200              | 0.29%            |
| Water System Capital Projects    | -                   | 556,500              | 6,971,000           | -                 | -                   | -                 | 7,527,500           | 30.12%           |
| Water Economic Development       | -                   | -                    | 500,000             | 52,500            | -                   | -                 | 552,500             | 2.21%            |
| N. Albany Water Capital Projects | -                   | -                    | 462,400             | -                 | -                   | -                 | 462,400             | 1.85%            |
| Water Equipment Replacement      | -                   | 1,300                | 730,500             | -                 | -                   | -                 | 731,800             | 2.94%            |
| <b>Total Requirements</b>        | <b>\$ 2,258,000</b> | <b>\$ 5,781,300</b>  | <b>\$12,231,600</b> | <b>\$ 858,300</b> | <b>\$ 3,458,800</b> | <b>\$ 400,000</b> | <b>\$24,988,000</b> | <b>100.00%</b>   |
| <b>Percent of Fund Budget</b>    | <b>9.04%</b>        | <b>23.14%</b>        | <b>48.95%</b>       | <b>3.43%</b>      | <b>13.84%</b>       | <b>1.60%</b>      | <b>100.00%</b>      |                  |

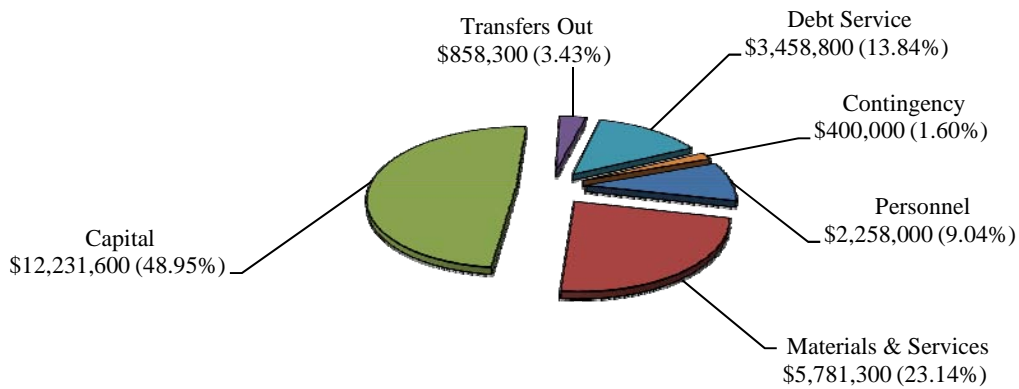
| Staffing Summary (FTE)  | 2009-10       | 2010-11       | .....2011-12..... |               | .....2012-13..... |               |               |
|-------------------------|---------------|---------------|-------------------|---------------|-------------------|---------------|---------------|
|                         | Actual        | Actual        | Adopted           | Revised       | Proposed          | Approved      | Adopted       |
| Water Administration    | 1.000         | 1.000         | 1.500             | 1.500         | 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         | 2.710         | 3.210         | 3.210             | 3.210         | 2.750             | 2.750         | 2.750         |
| Water Distribution      | 11.000        | 10.000        | 10.500            | 10.500        | 10.500            | 10.500        | 10.500        |
| Albany-Millersburg WTP  | 5.790         | 5.290         | 5.290             | 5.290         | 5.250             | 5.250         | 5.250         |
| <b>Total FTE</b>        | <b>23.500</b> | <b>22.500</b> | <b>23.500</b>     | <b>23.500</b> | <b>22.500</b>     | <b>22.500</b> | <b>22.500</b> |

## WATER FUND RESOURCES AND REQUIREMENTS

### TOTAL WATER FUND RESOURCES BY SOURCE



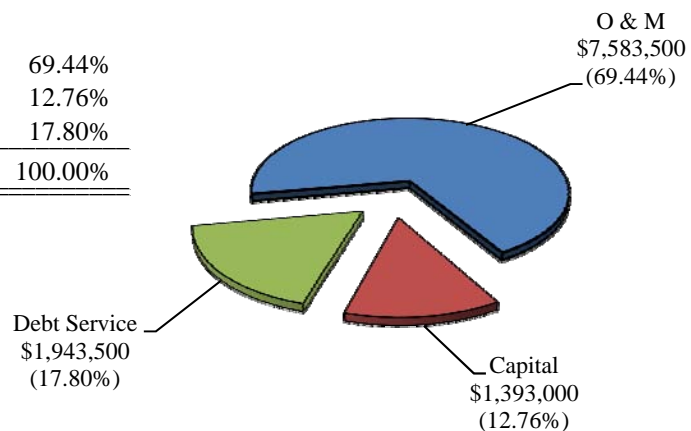
### TOTAL WATER FUND REQUIREMENTS BY TYPE



### USE OF WATER SERVICE CHARGES FOR FISCAL YEAR 2012-13

|                                    |                     |                |
|------------------------------------|---------------------|----------------|
| O & M                              | \$ 7,583,500        | 69.44%         |
| Capital                            | 1,393,000           | 12.76%         |
| Debt Service                       | 1,943,500           | 17.80%         |
| <b>Total Water Service Charges</b> | <b>\$10,920,000</b> | <b>100.00%</b> |

O & M - Operation & Maintenance



**WATER FUND  
RESOURCES**

Ten Fiscal Years

| Fiscal Year | Charges for Services | Property Taxes | Licenses & Permits | Other Revenues | Transfers In | Debt Proceeds | Beginning Balance | Totals        |
|-------------|----------------------|----------------|--------------------|----------------|--------------|---------------|-------------------|---------------|
| 2004        | \$ 9,751,824         | \$ 795,189     | \$1,065,014        | \$ 1,536,836   | \$ -         | \$ 40,485,000 | \$ 9,648,846      | \$ 63,282,709 |
| 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        | 11,335,000           | -              | 230,700            | 378,400        | -            | -             | 14,720,000        | 26,664,100    |
| 2013        | 11,206,100           | -              | 331,600            | 242,900        | -            | -             | 12,850,400        | 24,631,000    |

NOTES:

Actual revenues for Fiscal Years 2004 through 2011. Budgeted resources for 2012 and 2013.

Other Revenues: Included in 2005 is a payment of \$4,182,694 for construction of the new Water Treatment Plant.

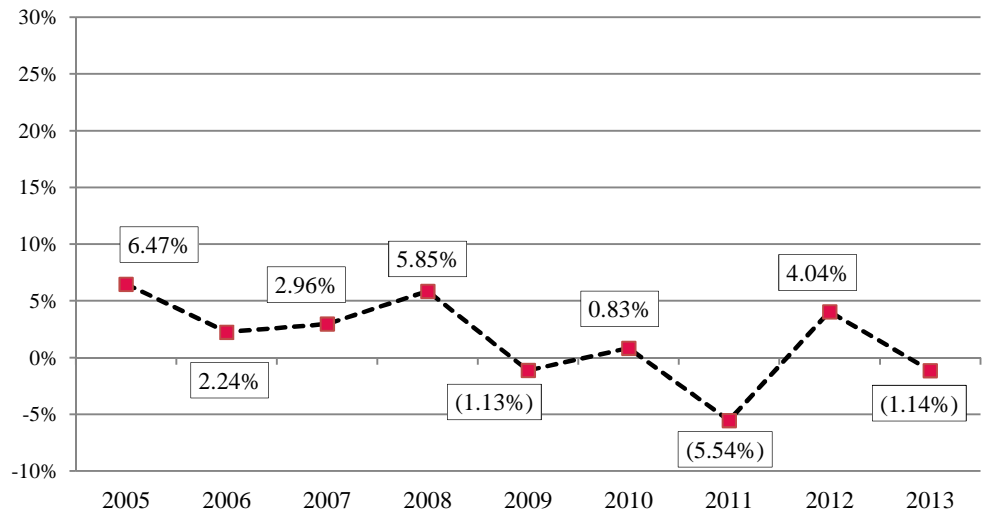
Transfers In: Intrafund transfers have been eliminated from all years in the table above.

Debt Proceeds: 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.

**WATER SERVICE CHARGE REVENUES, ANNUAL PERCENTAGE CHANGE**

Nine Fiscal Years

| Fiscal Year | Annual % Change |
|-------------|-----------------|
| 2005        | 6.47%           |
| 2006        | 2.24%           |
| 2007        | 2.96%           |
| 2008        | 5.85%           |
| 2009        | (1.13%)         |
| 2010        | 0.83%           |
| 2011        | (5.54%)         |
| 2012        | 4.04%           |
| 2013        | (1.14%)         |



## WATER FUND REQUIREMENTS

Ten Fiscal Years

| Fiscal Year | Operating Expenditures | Capital      | Transfers Out | Debt Service | Totals        |
|-------------|------------------------|--------------|---------------|--------------|---------------|
| 2004        | \$ 6,340,782           | \$ 8,354,512 | \$ -          | \$ 6,445,470 | \$ 21,140,764 |
| 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    | (1,204,764)   | 2,655,032    | 10,881,980    |
| 2012        | 8,799,100              | 4,158,400    | 507,500       | 3,672,100    | 17,137,100    |
| 2013        | 8,039,300              | 3,104,900    | 505,300       | 3,458,800    | 15,108,300    |

**NOTES:**

Actual expenditures for Fiscal Years 2004 through 2011. Budgeted requirements for 2012 and 2013.

Operating Expenditures equal Personnel plus Materials & Services.

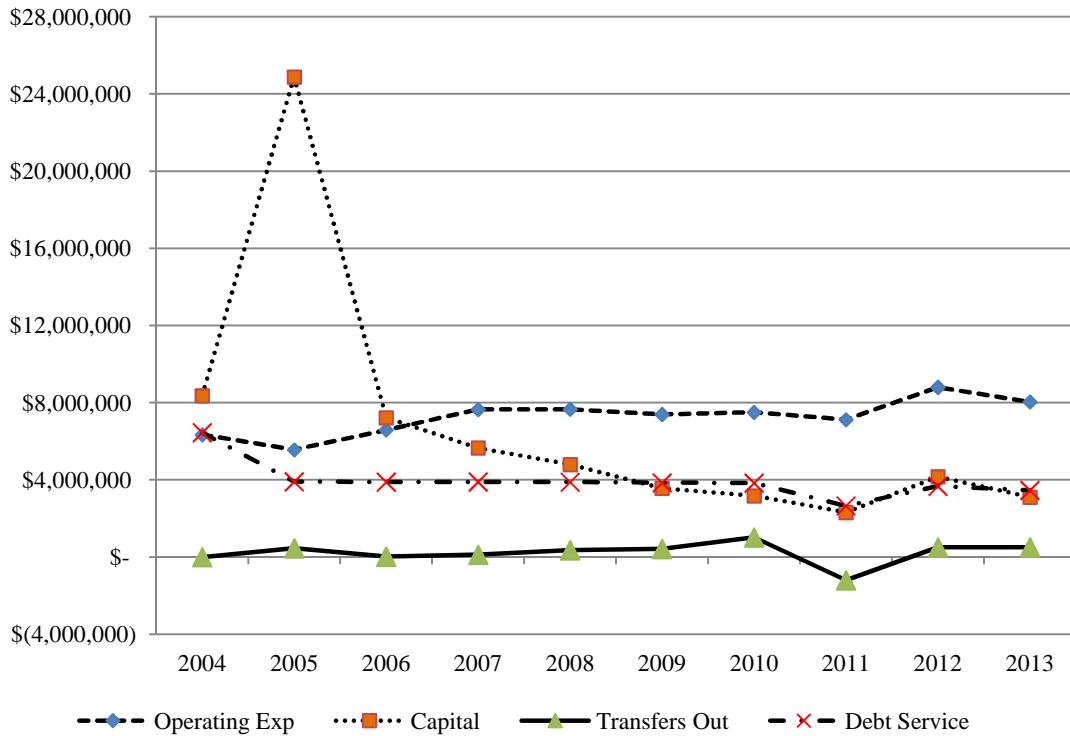
Capital: Major construction of the new Water Treatment Plant began in Fiscal Year 2004. Capital reserves are not included in the 2012 and 2013 amounts.

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>                    | 2009-10            | 2010-11            | .....2011-12.....  |                    | 2012-13            | % Change       | % of           |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|----------------|
|                                     | Actual             | Actual             | Adopted Budget     | Revised Budget     | Adopted Budget     | from 2011-12   | Fund Budget    |
| Public Facility Construction Permit | 7,857              | 8,896              | 3,000              | 3,000              | 5,000              | 66.67%         | 0.06%          |
| Administrative Fees: Water          | 586                | 404                | -                  | -                  | -                  | -              | -              |
| Water Service Installation Charge   | 58,048             | 70,673             | 60,000             | 60,000             | 45,000             | (25.00%)       | 0.54%          |
| WComp Wage Subsidy Reimb            | -                  | 13,384             | -                  | -                  | -                  | -              | -              |
| City of Lebanon                     | 69,000             | 69,000             | 50,000             | 50,000             | 50,000             | -              | 0.60%          |
| Private Foundation Grant            | -                  | 1,160              | -                  | -                  | -                  | -              | -              |
| Hydropower Revenue                  | 16,549             | 107,151            | 80,000             | 80,000             | 70,000             | (12.50%)       | 0.83%          |
| Millersburg Service Charges         | 259,126            | 123,903            | 180,000            | 180,000            | 160,000            | (11.11%)       | 1.90%          |
| Dumbeck Water District              | 45,832             | 33,541             | 60,000             | 60,000             | 41,600             | (30.67%)       | 0.50%          |
| Albany Water Service Charges        | 7,075,212          | 6,983,729          | 7,288,800          | 7,288,800          | 7,583,500          | 4.04%          | 90.28%         |
| Collection Agency Payments          | 3,234              | 2,718              | 3,000              | 3,000              | 2,500              | (16.67%)       | 0.03%          |
| Miscellaneous Revenue               | 21,568             | 9,346              | 7,000              | 7,000              | 6,000              | (14.29%)       | 0.07%          |
| Over & short                        | (522)              | (349)              | -                  | -                  | -                  | -              | -              |
| Interest                            | 11,933             | 5,751              | 7,500              | 7,500              | 1,000              | (86.67%)       | 0.01%          |
| <b>Total Current Resources</b>      | <b>7,568,423</b>   | <b>7,429,308</b>   | <b>7,739,300</b>   | <b>7,739,300</b>   | <b>7,964,600</b>   | <b>2.91%</b>   | <b>94.82%</b>  |
| Beginning Balance                   | 922,400            | 949,967            | 1,000,000          | 1,000,000          | 435,100            | (56.49%)       | 5.18%          |
| <b>Total Resources</b>              | <b>\$8,490,823</b> | <b>\$8,379,275</b> | <b>\$8,739,300</b> | <b>\$8,739,300</b> | <b>\$8,399,700</b> | <b>(3.89%)</b> | <b>100.00%</b> |

| <b>Adopted Requirements<br/>by Program and Type</b> | Materials          |                    | Capital          | Transfers<br>Out  | Contin-<br>gency  | Adopted<br>Budget  | % of Fund<br>Budget |
|---|--------------------|--------------------|------------------|-------------------|-------------------|--------------------|---------------------|
|   | Personnel          | & Services         |                  |                   |                   |                    |                     |
| Water Administration                                | \$ 104,700         | \$2,179,200        | \$ -             | \$ 448,800        | \$ 400,000        | \$3,132,700        | 37.30%              |
| Water Canal Maintenance                             | 331,000            | 449,800            | 70,000           | -                 | -                 | 850,800            | 10.13%              |
| Vine Street WTP                                     | 258,300            | 607,100            | -                | -                 | -                 | 865,400            | 10.30%              |
| Water Distribution                                  | 980,600            | 1,026,000          | -                | -                 | -                 | 2,006,600          | 23.89%              |
| Albany-Millersburg WTP                              | 583,400            | 960,800            | -                | -                 | -                 | 1,544,200          | 18.38%              |
| <b>Total Requirements</b>                           | <b>\$2,258,000</b> | <b>\$5,222,900</b> | <b>\$ 70,000</b> | <b>\$ 448,800</b> | <b>\$ 400,000</b> | <b>\$8,399,700</b> | <b>100.00%</b>      |
| <b>Percent of Budget</b>                            | <b>26.89%</b>      | <b>62.18%</b>      | <b>0.83%</b>     | <b>5.34%</b>      | <b>4.76%</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>               | 2009-10            | 2010-11            | .....2011-12.....  |                    | 2012-13            | % Change        | % of           |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------|----------------|
|                                | Actual             | Actual             | Adopted<br>Budget  | Revised<br>Budget  | Adopted<br>Budget  | from<br>2011-12 | Fund<br>Budget |
| Property Taxes - Current       | \$ 628,142         | \$ -               | \$ -               | \$ -               | \$ -               | -               | -              |
| Property Taxes - Delinquent    | 28,445             | 27,358             | -                  | -                  | -                  | -               | -              |
| Business Energy Tax Credit     | 351,415            | -                  | -                  | -                  | -                  | -               | -              |
| Dumbeck Water District         | 3,762              | -                  | -                  | -                  | -                  | -               | -              |
| Albany Water Service Charges   | 2,486,808          | 1,920,800          | 1,730,200          | 1,730,200          | 1,943,500          | 12.33%          | 56.18%         |
| User Fee: Debt Service         | 23,793             | 5,520              | -                  | -                  | -                  | -               | -              |
| Interest                       | 140,195            | 11,119             | 10,000             | 10,000             | 20,000             | 100.00%         | 0.58%          |
| <b>Total Current Resources</b> | <b>3,662,561</b>   | <b>1,964,798</b>   | <b>1,740,200</b>   | <b>1,740,200</b>   | <b>1,963,500</b>   | <b>12.83%</b>   | <b>56.76%</b>  |
| From Water Fund                | 112,584            | -                  | -                  | -                  | -                  | -               | -              |
| From Water SDC-I               | 333,000            | 338,000            | 353,000            | 353,000            | 357,000            | 1.13%           | 10.32%         |
| <b>Total Transfers In</b>      | <b>445,584</b>     | <b>338,000</b>     | <b>353,000</b>     | <b>353,000</b>     | <b>357,000</b>     | <b>1.13%</b>    | <b>10.32%</b>  |
| Beginning Balance              | -                  | 4,658              | -                  | -                  | -                  | -               | -              |
| Reserved Beginning Balance     | 1,786,727          | 1,941,470          | 1,579,500          | 1,579,500          | 1,138,900          | (27.89%)        | 32.92%         |
| <b>Total Resources</b>         | <b>\$5,894,872</b> | <b>\$4,248,926</b> | <b>\$3,672,700</b> | <b>\$3,672,700</b> | <b>\$3,459,400</b> | <b>(5.81%)</b>  | <b>100.00%</b> |

| <b>Adopted Requirements<br/>by Program and Type</b> | Materials<br>& Services | Debt<br>Service    | Adopted<br>Budget  | % of Fund<br>Budget |
|---|-------------------------|--------------------|--------------------|---------------------|
| Water Debt Service                                  | \$ 600                  | \$3,458,800        | \$3,459,400        | 100.00%             |
| <b>Total Requirements</b>                           | <b>\$ 600</b>           | <b>\$3,458,800</b> | <b>\$3,459,400</b> | <b>100.00%</b>      |
| <b>Percent of Budget</b>                            | <b>0.02%</b>            | <b>99.98%</b>      | <b>100.00%</b>     |                     |

| <b>Adopted Budget<br/>Detail of Debt Service Requirement Category</b> | Final<br>Maturity | Principal         | Interest           | Debt<br>Reserve    | Adopted<br>Budget  |
|---|-------------------|-------------------|--------------------|--------------------|--------------------|
| 2004 Water Revenue Bonds  | 08/01/2033        | 830,000           | 1,455,600          | 1,173,200          | 3,458,800          |
| <b>Totals</b>   |                   | <b>\$ 830,000</b> | <b>\$1,455,600</b> | <b>\$1,173,200</b> | <b>\$3,458,800</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                             |                     |                     | .....2011-12.....   |                     | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of<br>Fund<br>Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------------|-----------------------------|------------------------|
|                                       | 2009-10<br>Actual   | 2010-11<br>Actual   | Adopted<br>Budget   | Revised<br>Budget   |                              |                             |                        |
| Water SDC: Principal                  | \$ 15,187           | \$ 30,562           | \$ 4,000            | \$ 4,000            | \$ 5,000                     | 25.00%                      | 0.04%                  |
| Water SDC: Interest                   | 2,413               | 1,643               | 900                 | 900                 | 300                          | (66.67%)                    | -                      |
| Connection Fees: Principal            | 199                 | -                   | -                   | -                   | -                            | -                           | -                      |
| Connection Fees: Interest             | 301                 | -                   | -                   | -                   | -                            | -                           | -                      |
| Water Connection Fees                 | 80,363              | 38,968              | 20,000              | 20,000              | 20,000                       | -                           | 0.15%                  |
| Water SDC                             | 281,346             | 203,602             | 142,800             | 142,800             | 256,300                      | 79.48%                      | 1.95%                  |
| FEMA Grant                            | 297,699             | 161,220             | 75,000              | 75,000              | -                            | (100.00%)                   | -                      |
| City of Lebanon                       | 8,000               | 8,000               | -                   | -                   | -                            | -                           | -                      |
| Dumbeck Water District                | 11,256              | 9,011               | 12,000              | 12,000              | 12,000                       | -                           | 0.09%                  |
| Albany Water Service Charges          | 1,538,600           | 1,609,963           | 1,882,800           | 1,882,800           | 1,293,300                    | (31.31%)                    | 9.85%                  |
| Capital Charges                       | 69,300              | 98,200              | 98,200              | 98,200              | 99,700                       | 1.53%                       | 0.76%                  |
| Equipment Replacement Charges         | 55,500              | 52,800              | 130,500             | 130,500             | 132,300                      | 1.38%                       | 1.01%                  |
| Miscellaneous Revenue                 | 3,234               | 2,777               | -                   | -                   | -                            | -                           | -                      |
| Interest                              | 237,973             | 98,957              | 98,400              | 98,400              | 33,600                       | (65.85%)                    | 0.26%                  |
| <b>Total Current Resources</b>        | <b>2,601,370</b>    | <b>2,315,702</b>    | <b>2,464,600</b>    | <b>2,464,600</b>    | <b>1,852,500</b>             | <b>(24.84%)</b>             | <b>14.11%</b>          |
| From Water Capital Projects<br>(2308) | 49,192              | -                   | -                   | -                   | -                            | -                           | -                      |
| From LID Construction Projects        | -                   | 1,955,926           | -                   | -                   | -                            | -                           | -                      |
| <b>Total Transfers In</b>             | <b>49,192</b>       | <b>1,955,926</b>    | <b>-</b>            | <b>-</b>            | <b>-</b>                     | <b>-</b>                    | <b>-</b>               |
| Beginning Balance                     | 13,919,614          | 10,928,057          | 12,140,500          | 12,140,500          | 11,276,400                   | (7.12%)                     | 85.89%                 |
| <b>Total Resources</b>                | <b>\$16,570,177</b> | <b>\$15,199,685</b> | <b>\$14,605,100</b> | <b>\$14,605,100</b> | <b>\$13,128,900</b>          | <b>(10.11%)</b>             | <b>100.00%</b>         |

| Adopted Requirements<br>by Program and Type | Materials<br>& Services |                     | Capital           | Transfers<br>Out    | Adopted<br>Budget | % of Fund<br>Budget |
|---|-------------------------|---------------------|-------------------|---------------------|-------------------|---------------------|
|   |                         |                     |                   |                     |                   |                     |
| Water SDC Improvement Fee Projects          | \$ -                    | \$ 829,500          | \$ 357,000        | \$ 1,186,500        | 9.04%             |                     |
| Water SDC Reimbursement Fee Projects        | -                       | 1,116,500           | -                 | 1,116,500           | 8.50%             |                     |
| 2003 Water Bond Projects                    | -                       | 1,479,500           | -                 | 1,479,500           | 11.27%            |                     |
| Water Capital: Canal                        | -                       | 72,200              | -                 | 72,200              | 0.55%             |                     |
| Water System Capital Projects               | 556,500                 | 6,971,000           | -                 | 7,527,500           | 57.34%            |                     |
| Water Economic Development                  | -                       | 500,000             | 52,500            | 552,500             | 4.21%             |                     |
| North Albany Water Capital Projects         | -                       | 462,400             | -                 | 462,400             | 3.52%             |                     |
| Water Equipment Replacement                 | 1,300                   | 730,500             | -                 | 731,800             | 5.57%             |                     |
| <b>Total Requirements</b>                   | <b>\$ 557,800</b>       | <b>\$12,161,600</b> | <b>\$ 409,500</b> | <b>\$13,128,900</b> | <b>100.00%</b>    |                     |
| <b>Percent of Budget</b>                    | <b>4.25%</b>            | <b>92.63%</b>       | <b>3.12%</b>      | <b>100.00%</b>      |                   |                     |

**WATER FUND**  
**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2012-2013**

| Project Description                    | Totals              | Water Canal Maint | Vine St Water Treatment Plant | Water Distribution | Water SDC Improv Fee Projects | Water SDC Reimburse Fee Projects |
|--|---------------------|-------------------|-------------------------------|--------------------|-------------------------------|----------------------------------|
| Capital Equipment                      | \$ 70,000           | \$ 70,000         | \$ -                          | \$ -               | \$ -                          | \$ -                             |
| WL-08-04 Maier Lane WL                 | 57,900              | -                 | -                             | -                  | -                             | 57,900                           |
| WL-11-01 B'way Reservoir T. Main Ph-I  | 2,100,000           | -                 | -                             | -                  | -                             | -                                |
| WL-12-01 Shady Ln WL                   | 124,000             | -                 | -                             | -                  | -                             | -                                |
| WL-12-02 Broadway Trans Main Ph II     | 1,980,000           | -                 | -                             | -                  | -                             | -                                |
| WL-12-04 North Ranch Drive Area WLs    | 250,000             | -                 | -                             | -                  | -                             | -                                |
| WL-13-01 Hill St:Queen to 24th Ave WL  | 987,000             | -                 | -                             | -                  | 487,900                       | -                                |
| WL-13-02 E Thornton Lake Dr WL Repl    | 260,000             | -                 | -                             | -                  | -                             | -                                |
| WL-13-03 36th Ave WL                   | 220,000             | -                 | -                             | -                  | -                             | -                                |
| WL-13-04 Vine St & 14th Ave WL Repl    | 181,000             | -                 | -                             | -                  | -                             | -                                |
| WL-13-05 Broadalbin:2nd to 3rd WL Repl | 40,000              | -                 | -                             | -                  | -                             | -                                |
| WC-13-01 Canal Diversion Structures    | 233,000             | -                 | -                             | -                  | -                             | -                                |
| WTP-13-01 Vine St WTP Filter Media     | 680,000             | -                 | -                             | -                  | -                             | -                                |
| W-12-02 AM WTP Sand Removal            | 252,000             | -                 | -                             | -                  | -                             | -                                |
| <b>Project Totals</b>                  | <b>7,562,800</b>    | <b>70,000</b>     | <b>-</b>                      | <b>-</b>           | <b>487,900</b>                | <b>57,900</b>                    |
| Reserve: Pipe Over-sizing              | 10,000              | -                 | -                             | -                  | 10,000                        | -                                |
| Reserve: Canal Capital                 | 72,200              | -                 | -                             | -                  | -                             | -                                |
| Reserve: Connection Fees               | 308,100             | -                 | -                             | -                  | -                             | -                                |
| Reserve: Equipment Replacement         | 730,500             | -                 | -                             | -                  | -                             | -                                |
| Reserve: Capital Projects              | 3,548,000           | -                 | -                             | -                  | 331,600                       | 1,058,600                        |
| <b>Total Reserves</b>                  | <b>4,668,800</b>    | <b>-</b>          | <b>-</b>                      | <b>-</b>           | <b>341,600</b>                | <b>1,058,600</b>                 |
| <b>Grand Totals</b>                    | <b>\$12,231,600</b> | <b>\$ 70,000</b>  | <b>\$ -</b>                   | <b>\$ -</b>        | <b>\$ 829,500</b>             | <b>\$1,116,500</b>               |



| 2003<br>Water<br>Bond<br>Projects | Water<br>Capital:<br>Canal | Water<br>System<br>Capital<br>Projects | Water<br>Economic<br>Develop-<br>ment | North<br>Albany<br>Water<br>Capital<br>Projects | Water<br>Equipment<br>Replace-<br>ment | Project Description                    |
|-----------------------------------|----------------------------|--|---------------------------------------|---|--|--|
| \$ -                              | \$ -                       | \$ -                                   | \$ -                                  | \$ -  | \$ -                                   | Capital Equipment                      |
| -                                 | -                          | 127,900                                | -                                     | -   | -                                      | WL-08-04 Maier Lane WL                 |
| 1,479,500                         | -                          | 620,500                                | -                                     | -   | -                                      | WL-11-01 B'way Reservoir T. Main Ph-I  |
| -                                 | -                          | 124,000                                | -                                     | -   | -                                      | WL-12-01 Shady Ln WL                   |
| -                                 | -                          | 1,980,000                              | -                                     | -   | -                                      | WL-12-02 Broadway Trans Main Ph II     |
| -                                 | -                          | 250,000                                | -                                     | -   | -                                      | WL-12-04 North Ranch Drive Area WLs    |
| -                                 | -                          | 499,100                                | -                                     | -   | -                                      | WL-13-01 Hill St:Queen to 24th Ave WL  |
| -                                 | -                          | 260,000                                | -                                     | -   | -                                      | WL-13-02 E Thornton Lake Dr WL Repl    |
| -                                 | -                          | 220,000                                | -                                     | -   | -                                      | WL-13-03 36th Ave WL                   |
| -                                 | -                          | 181,000                                | -                                     | -   | -                                      | WL-13-04 Vine St & 14th Ave WL Repl    |
| -                                 | -                          | 40,000                                 | -                                     | -   | -                                      | WL-13-05 Broadalbin:2nd to 3rd WL Repl |
| -                                 | -                          | 233,000                                | -                                     | -   | -                                      | WC-13-01 Canal Diversion Structures    |
| -                                 | -                          | 680,000                                | -                                     | -   | -                                      | WTP-13-01 Vine St WTP Filter Media     |
| -                                 | -                          | 252,000                                | -                                     | -   | -                                      | W-12-02 AM WTP Sand Removal            |
| 1,479,500                         | -                          | 5,467,500                              | -                                     | -   | -                                      | Project Totals                         |
| -                                 | -                          | -                                      | -                                     | -   | -                                      | Reserve: Pipe Over-sizing              |
| -                                 | 72,200                     | -                                      | -                                     | -   | -                                      | Reserve: Canal Capital                 |
| -                                 | -                          | 308,100                                | -                                     | -   | -                                      | Reserve: Connection Fees               |
| -                                 | -                          | -                                      | -                                     | -   | 730,500                                | Reserve: Equipment Replacement         |
| -                                 | -                          | 1,195,400                              | 500,000                               | 462,400   | -                                      | Reserve: Capital Projects              |
| -                                 | 72,200                     | 1,503,500                              | 500,000                               | 462,400   | 730,500                                | Total Reserves                         |
| \$ 1,479,500                      | \$ 72,200                  | \$ 6,971,000                           | \$ 500,000                            | \$ 462,400                                      | \$ 730,500                             | 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 PW Internal Services fund, which includes charges for PW Administration, Operations Administration, PW Engineering Services, Water Quality Control Services, and Facilities Engineering.
- Pays In-Lieu-of-Franchise fees for the water utility.
- Holds 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 2011 -2012      |                    |               |   |
| Effective Government        | 06/12              | Completed     | <ul style="list-style-type: none"> <li>• Continue participation in Benton County Project to develop a water resource plan.</li> </ul>               |
|                             | 06/12              | Suspended     | <ul style="list-style-type: none"> <li>• Continue discussions with the City of Adair Village on joint water planning.</li> </ul>                    |
| Safe City                   | 06/12              | In Progress   | <ul style="list-style-type: none"> <li>• Prepare an Asset Management Plan for water pump stations and Vine Street Water Treatment Plant.</li> </ul> |
|                             | 06/12              | In Progress   | <ul style="list-style-type: none"> <li>• Develop level of service and performance measures for the Water Utility.</li> </ul>                        |
|                             | 06/12              | Completed     | <ul style="list-style-type: none"> <li>• Negotiate new capital and maintenance agreement with Lebanon.</li> </ul>                                   |
| Budget Year 2012-2013       |                    |               |   |
| Effective Government        | 06/13              |               | <ul style="list-style-type: none"> <li>• Identify and evaluate opportunities to reduce non-revenue water consumption.</li> </ul>                    |
| Effective Government        | 06/13              |               | <ul style="list-style-type: none"> <li>• Maintain a sustainable funding plan for the utility.</li> </ul>  |

**STAFFING SUMMARY**

|               | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---------------|------------------|------------------|------------------|------------------|
| Budgeted FTEs | 1                | 1                | 1.5              | 1                |

**PROG 2202: Water Administration**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 83,668.20                   | 94,642.99                   | 167,500                      | 167,500                      | 104,700                      | -37.49%             |
| Materials & Services      | 2,638,602.85                | 2,080,592.29                | 2,458,700                    | 2,458,700                    | 2,179,200                    | -11.37%             |
| Capital                   | 3,362.83                    | -                           | -                            | -                            | -                            | - %                 |
| Transfers Out             | 122,200.00                  | 447,976.81                  | 430,000                      | 450,000                      | 448,800                      | -0.27%              |
| Contingencies             | -                           | -                           | 415,300                      | 395,300                      | 400,000                      | 1.19%               |
| <b>TOTAL EXPENDITURES</b> | <b>2,847,833.88</b>         | <b>2,623,212.09</b>         | <b>3,471,500</b>             | <b>3,471,500</b>             | <b>3,132,700</b>             | <b>-9.76%</b>       |

## PROGRAM NARRATIVE

### WATER FUND: CANAL MAINTENANCE (615-50-2204)

**Responsible Manager/Title:** Chris Bailey, Operations Manager

Developed By: Jeff Kinney, Water Superintendent

### 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 as required.
- 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 2011-2012 |             |             |  |
| Safe City             | 10/11       | In Progress | <ul style="list-style-type: none"> <li>• Maintenance dredging Queen Avenue and Vine Street.</li> </ul>                 |
| Great Neighborhoods   |             |             |  |
| Safe City             | 10/11       | Deferred    | <ul style="list-style-type: none"> <li>• Install three grade control structures at various canal locations.</li> </ul> |
| Budget Year 2012-2013 |             |             |  |
| Safe City             | 06/13       |             | <ul style="list-style-type: none"> <li>• Complete maintenance dredging Queen Avenue and Vine Street.</li> </ul>        |
| Safe City             | 06/13       |             | <ul style="list-style-type: none"> <li>• Brush clearing for line of sight.</li> </ul>                                  |

### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</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%             |

### STAFFING SUMMARY

|               |   |   |   |   |
|---------------|---|---|---|---|
| Budgeted FTEs | 3 | 3 | 3 | 3 |
|---------------|---|---|---|---|

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2204: Water Canal Maintenance**

| <u>Acct# Description</u>  | <b>2009-2010</b><br><b>Actual</b> | <b>2010-2011</b><br><b>Actual</b> | <b>2011-2012</b><br><b>Adopted</b> | <b>2011-2012</b><br><b>Revised</b> | <b>2012-2013</b><br><b>Adopted</b> | <b>%</b><br><b>Change</b> |
|---------------------------|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|---------------------------|
| <b>EXPENDITURES</b>       |                                   |                                   |                                    |                                    |                                    |                           |
| Personnel Services        | 269,219.57                        | 287,514.49                        | 319,700                            | 319,700                            | 331,000                            | 3.53%                     |
| Materials & Services      | 529,163.47                        | 551,423.94                        | 422,700                            | 422,700                            | 449,800                            | 6.41%                     |
| Capital                   | 7,803.00                          | -                                 | 110,000                            | 110,000                            | 70,000                             | -36.36%                   |
| <b>TOTAL EXPENDITURES</b> | <b>806,186.04</b>                 | <b>838,938.43</b>                 | <b>852,400</b>                     | <b>852,400</b>                     | <b>850,800</b>                     | <b>-0.19%</b>             |

## PROGRAM NARRATIVE

### WATER FUND: VINE STREET WATER TREATMENT PLANT (615-50-2205)

Responsible Manager/Title: Chris Bailey, Operations Manager

Developed by: Jeff Kinney, Water Superintendent

#### 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 Joint Water Project Water Treatment Plant 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 2011-2012 |             |             |   |
| Safe City             | 10/11       | Completed   | <ul style="list-style-type: none"> <li>• Improve security and safety standards for the Water Treatment Plant.</li> </ul>  |
| Effective Government  | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Upgrade current equipment for the Water Treatment Plant to improve efficiency.</li> </ul>  |
| Safe City             | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Upgrade of the filtration process and accelerators, which includes replacing media within the filters, replacing damaged accelerator tubes, and providing cover over the large filters and accelerators for UV ray protection.</li> </ul>          |
| Budget Year 2012-2013 |             |             |   |
| Effective Government  | 06/13       |             | <ul style="list-style-type: none"> <li>• Develop a power management strategy to reduce power use at the plant.</li> </ul>   |
| Safe City             | 06/13       |             | <ul style="list-style-type: none"> <li>• Upgrade plant to meet new water quality rules.</li> </ul>  |
| Effective Government  | 06/13       |             | <ul style="list-style-type: none"> <li>• Complete upgrade current equipment for the Water Treatment Plant to improve efficiency.</li> </ul>   |
| Safe City             | 06/13       |             | <ul style="list-style-type: none"> <li>• Complete upgrade of the filtration process and accelerators, which includes replacing media within the filters, replacing damaged accelerator tubes, and providing cover over the large filters and accelerators for UV ray protection.</li> </ul> |

#### PERFORMANCE MEASURES

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Water treated annually (millions of gallons).                              | 275              | 210              | 250              | 200              |
| Peak daily demand in million gallons per day.                              | 4.91             | 3.7              | 4                | 4                |
| 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 | 2.71 | 3.21 | 3.21 | 2.75 |
|---------------|------|------|------|------|

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2205: Vine Street Water Treatment Plant**

| <u>Acct# Description</u>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 210,779.79                  | 263,556.91                  | 302,000                      | 302,000                      | 258,300                      | -14.47%             |
| Materials & Services      | 573,189.42                  | 540,520.48                  | 569,700                      | 569,700                      | 607,100                      | 6.56%               |
| Capital                   | 66,978.48                   | -                           | 55,000                       | 55,000                       | -                            | -100.00%            |
| <b>TOTAL EXPENDITURES</b> | <b>850,947.69</b>           | <b>804,077.39</b>           | <b>926,700</b>               | <b>926,700</b>               | <b>865,400</b>               | <b>-6.61%</b>       |

## PROGRAM NARRATIVE

### WATER FUND: WATER DISTRIBUTION (615-50-2206)

Responsible Manager/Title: Chris Bailey, Operations Manager

Developed By: Jeff Kinney, Water Superintendent

#### 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 2011-2012 |             |             |  |
| Safe City             | 10/11       | Completed   | <ul style="list-style-type: none"> <li>• Establish a program for large main taps for water system to improve efficiency.</li> </ul>  |
|                       | 06/12       | In Progress | <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> |
|                       | 06/12       | Completed   | <ul style="list-style-type: none"> <li>• Establish Cross-Connection Testing Program starting with City-owned devices.</li> </ul>   |
| Budget Year 2012-2013 |             |             |  |
| Safe City             | 06/13       |             | <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> |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Number of miles of pipe maintained.                  | 265              | 282              | 299              | 282.5            |
| Number of leaks reported.                            | 194              | 148              | 120              | 91               |
| Percent of reported leaks repaired.                  | 100%             | 100%             | 100%             | 100%             |
| Percent of leaks (unaccounted for water production). | NA               | 22%              | 18%              | 19%              |
| Percent of fire hydrants maintained.                 | 100%             | 100%             | 100%             | 100%             |
| Percent of large meters tested annually.             | 100%             | 100%             | 100%             | 100%             |

#### STAFFING SUMMARY

|               |    |    |      |      |
|---------------|----|----|------|------|
| Budgeted FTEs | 11 | 10 | 10.5 | 10.5 |
|---------------|----|----|------|------|



CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2206: Water Distribution**

| <u>Acct# Description</u>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 780,773.23                  | 835,836.56                  | 975,900                      | 975,900                      | 980,600                      | 0.48%               |
| Materials & Services      | 878,283.93                  | 900,890.54                  | 902,400                      | 902,400                      | 1,026,000                    | 13.70%              |
| Capital                   | -                           | 69,800.00                   | 40,000                       | 40,000                       | -                            | -100.00%            |
| <b>TOTAL EXPENDITURES</b> | <b>1,659,057.16</b>         | <b>1,806,527.10</b>         | <b>1,918,300</b>             | <b>1,918,300</b>             | <b>2,006,600</b>             | <b>4.60%</b>        |

## PROGRAM NARRATIVE

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

**Responsible Manager/Title:** Chris Bailey, 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 2011-2012 |             |             |   |
| Safe City             | 06/12       | Deferred    | <ul style="list-style-type: none"> <li>• Complete soda ash at Water Treatment Plant for pH buffering to improve aesthetic quality of the finished water.</li> </ul> |
| Safe City             | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Continue to monitor membrane performance and implement Siemens recommendations.</li> </ul>                                 |
| Effective Government  | 06/12       | Deferred    | <ul style="list-style-type: none"> <li>• Install sludge drying beds at Water Treatment Plant to enhance efficiency.</li> </ul>                                      |
| Effective Government  | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Create an equipment replacement reserve for future membrane cartridge replacements.</li> </ul>                             |
| Budget Year 2012-2013 |             |             |   |
| Safe City             | 06/13       |             | <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       |             | <ul style="list-style-type: none"> <li>• Create an equipment replacement reserve for future membrane cartridge replacements.</li> </ul>                             |
| Effective Government  | 06/13       |             | <ul style="list-style-type: none"> <li>• Develop a power management strategy to reduce power use at the plant.</li> </ul>   |

#### PERFORMANCE MEASURES

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Water treated annually (millions of gallons).                                  | 2,635            | 2,713            | 2,750            | 2,500            |
| Peak demand in million gallons per day.  | 9.89             | 11               | 11               | 12.5             |
| 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 | 5.79 | 5.29 | 5.29 | 5.25 |
|---------------|------|------|------|------|

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

**PROG 2207: Albany-Millersburg WTP**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 565,401.04                  | 498,854.45                  | 613,400                      | 613,400                      | 583,400                      | -4.89%              |
| Materials & Services      | 811,430.31                  | 785,286.71                  | 957,000                      | 957,000                      | 960,800                      | 0.40%               |
| <b>TOTAL EXPENDITURES</b> | <b>1,376,831.35</b>         | <b>1,284,141.16</b>         | <b>1,570,400</b>             | <b>1,570,400</b>             | <b>1,544,200</b>             | <b>-1.67%</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).
- 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.
- Provide over-sizing component funding for City projects constructed by development projects.
- The current System Development Charge for the water system is \$2,050 for a single-family residence with a 3/4-inch meter (effective August 2011). This program receives \$1,756 of the fee.
- Maintain a \$100,000 minimum reserve for future participation in funding appropriate capital projects and associated debt service.

#### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| Budget Year 2011-2012       |                    |               |  |
| Safe City                   | 06/12              | Completed     | <ul style="list-style-type: none"> <li>• Provide funding for SDC component of debt service.</li> </ul>                                 |
|                             | 06/12              | In Progress   | <ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul>  |
|                             | 06/12              | Completed     | <ul style="list-style-type: none"> <li>• Provide funding of the oversized portion of the Lochner Road water line extension.</li> </ul> |
| Budget Year 2012-2013       |                    |               |  |
| Safe City                   | 06/13              |               | <ul style="list-style-type: none"> <li>• Provide funding for SDC component of debt service.</li> </ul>                                 |
|                             | 06/13              |               | <ul style="list-style-type: none"> <li>• Build reserves for future projects.</li> </ul>  |
|                             | 06/13              |               | <ul style="list-style-type: none"> <li>• Provide funding for the oversized portion of the Hill Street project, WL-13-01.</li> </ul>    |

**PROG 2300: Water SDC Improvement Fee Projects**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | 241,289.02                  | 180,008.06                  | 123,400                      | 123,400                      | 220,600                      | 78.77%              |
| Investment Earnings       | 26,575.63                   | 12,741.52                   | 20,000                       | 20,000                       | 3,500                        | -82.50%             |
| Beginning Balance         | 1,615,210.64                | 1,550,075.29                | 1,572,200                    | 1,572,200                    | 962,400                      | -38.79%             |
| <b>TOTAL REVENUES</b>     | <b>1,883,075.29</b>         | <b>1,742,824.87</b>         | <b>1,715,600</b>             | <b>1,715,600</b>             | <b>1,186,500</b>             | <b>-30.84%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | -                           | 93,000.00                   | 1,362,600                    | 1,362,600                    | 829,500                      | -39.12%             |
| Transfers Out             | 333,000.00                  | 338,000.00                  | 353,000                      | 353,000                      | 357,000                      | 1.13%               |
| <b>TOTAL EXPENDITURES</b> | <b>333,000.00</b>           | <b>431,000.00</b>           | <b>1,715,600</b>             | <b>1,715,600</b>             | <b>1,186,500</b>             | <b>-30.84%</b>      |

**PROG 2300 Water SDC Improvement Fee Projects**

|                                   |                     |                     |          |          |          |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>1,550,075.29</b> | <b>1,311,824.87</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|

**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

**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.
- 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 SDC effective July 1, 1991. This budget was created in order to comply with that legislation.
- Maintain a \$100,000 minimum reserve for future participation in funding of appropriate capital projects and associated debt service.
- The current System Development Charge for the water system is \$2,050 for a single-family residence with a 3/4-inch meter (effective August 2011). This program receives \$294 of the fee.

**STRATEGIES/ACTIONS**

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| Budget Year 2011-2012       |                    |               |  |
| Safe City                   | 06/12              | Completed     | • Build reserves for future projects.  |
|                             | 06/12              | In Progress   | • Replace the water line in Maier Lane.  |
|                             | 06/12              | Completed     | • Provide funding of the oversized portion of the Lochner Road water line extension. |
| Budget Year 2012-2013       |                    |               |  |
| Safe City                   | 06/13              |               | • Build reserves for future projects.  |

**PROG 2301: Water SDC Reimbursement Fee Projects**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | 57,656.91                   | 55,798.81                   | 24,300                       | 24,300                       | 41,000                       | 68.72%              |
| Charges for Services      | 11,255.68                   | 9,010.62                    | 12,000                       | 12,000                       | 12,000                       | - %                 |
| Investment Earnings       | 17,709.55                   | 8,886.85                    | 10,000                       | 10,000                       | 4,000                        | -60.00%             |
| Beginning Balance         | 948,498.58                  | 1,028,073.87                | 1,092,800                    | 1,092,800                    | 1,059,500                    | -3.05%              |
| <b>TOTAL REVENUES</b>     | <b>1,035,120.72</b>         | <b>1,101,770.15</b>         | <b>1,139,100</b>             | <b>1,139,100</b>             | <b>1,116,500</b>             | <b>-1.98%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | 7,046.85                    | 2,462.07                    | 1,139,100                    | 1,139,100                    | 1,116,500                    | -1.98%              |
| <b>TOTAL EXPENDITURES</b> | <b>7,046.85</b>             | <b>2,462.07</b>             | <b>1,139,100</b>             | <b>1,139,100</b>             | <b>1,116,500</b>             | <b>-1.98%</b>       |

**PROG 2301 Water SDC Reimbursement Fee Projects**

|                                   |                     |                     |   |   |   |
|-----------------------------------|---------------------|---------------------|---|---|---|
| <b>Revenues less Expenditures</b> | <b>1,028,073.87</b> | <b>1,099,308.08</b> | - | - | - |
|-----------------------------------|---------------------|---------------------|---|---|---|

## PROGRAM NARRATIVE

### WATER FUND: 2003 WATER BOND PROJECTS (615-50-2302)

Responsible Manager/Title: Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- This program receives funding for capital improvement projects for the Albany water system.
  - Funding comes primarily from proceeds of a 2003 Water Revenue Bond, though staff continues to apply for applicable federal and state 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 2011-2012       |                    |               |   |
| Safe City                   | 12/12              | In Progress   | <ul style="list-style-type: none"><li>• WL-11-01, Broadway Reservoir Transmission Main.</li></ul>           |
| Budget Year 2012-2013       |                    |               |   |
| Safe City                   | 09/12              |               | <ul style="list-style-type: none"><li>• Construct WL-11-01, Broadway Reservoir Transmission Main.</li></ul> |

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CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2302: 2003 Water Bond Projects**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Investment Earnings       | 76,160.01                   | 26,887.21                   | 25,000                       | 25,000                       | 700                          | -97.20%             |
| Beginning Balance         | 4,268,009.34                | 3,865,401.72                | 2,519,300                    | 2,519,300                    | 1,478,800                    | -41.30%             |
| <b>TOTAL REVENUES</b>     | <b>4,344,169.35</b>         | <b>3,892,288.93</b>         | <b>2,544,300</b>             | <b>2,544,300</b>             | <b>1,479,500</b>             | <b>-41.85%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 124,781.83                  | 98,294.37                   | 78,000                       | 78,000                       | -                            | -100.00%            |
| Capital                   | 353,985.80                  | 1,339,586.33                | 2,466,300                    | 2,466,300                    | 1,479,500                    | -40.01%             |
| <b>TOTAL EXPENDITURES</b> | <b>478,767.63</b>           | <b>1,437,880.70</b>         | <b>2,544,300</b>             | <b>2,544,300</b>             | <b>1,479,500</b>             | <b>-41.85%</b>      |

|   |                     |                     |          |          |          |  |
|---|---------------------|---------------------|----------|----------|----------|--|
| <b>PROG 2302 2003 Water Bond Projects</b> |                     |                     |          |          |          |  |
| <b>Revenues less Expenditures</b>         | <b>3,865,401.72</b> | <b>2,454,408.23</b> | <b>-</b> | <b>-</b> | <b>-</b> |  |

## 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>  |
|--------------------|------------------|-----------------|---------------|
| 2012-2013          | 830,000          | 1,455,557       | 2,285,557     |
| 2013-2014          | 865,000          | 1,422,694       | 2,287,694     |
| 2014-2015          | 900,000          | 1,387,394       | 2,287,394     |
| 2015-2016          | 940,000          | 1,350,594       | 2,290,594     |
| 2016-2017          | 980,000          | 1,311,581       | 2,291,581     |
| 2017-2018          | 1,025,000        | 1,269,587       | 2,294,587     |
| 2018-2019          | 1,070,000        | 1,221,056       | 2,291,056     |
| 2019-2020          | 1,120,000        | 1,166,306       | 2,286,306     |
| 2020-2021          | 1,170,000        | 1,109,056       | 2,279,056     |
| 2021-2022          | 1,230,000        | 1,049,056       | 2,279,056     |
| 2022-2023          | 1,290,000        | 986,056         | 2,276,056     |
| 2023-2024          | 1,355,000        | 921,625         | 2,276,625     |
| 2024-2025          | 1,420,000        | 855,719         | 2,275,719     |
| 2025-2026          | 1,495,000        | 786,488         | 2,281,488     |
| 2026-2027          | 1,575,000        | 710,622         | 2,285,622     |
| 2027-2028          | 1,655,000        | 630,956         | 2,285,956     |
| 2028-2029          | 1,740,000        | 550,325         | 2,290,325     |
| 2029-2030          | 1,835,000        | 463,125         | 2,298,125     |
| 2030-2031          | 1,930,000        | 369,000         | 2,299,000     |
| 2031-2032          | 2,030,000        | 270,000         | 2,300,000     |
| 2032-2033          | 2,135,000        | 165,875         | 2,300,875     |
| 2033-2034          | 2,250,000        | 56,250          | 2,306,250     |
| Totals             | \$ 30,840,000    | \$ 19,508,922   | \$ 50,348,922 |

#### DEBT SUMMARY

| <u>Issue</u> | <u>Original Amount</u> | <u>Principal Balance</u> | <u>Required Reserve</u> |
|--------------|------------------------|--------------------------|-------------------------|
| 2003         | \$ 40,485,000          | \$ 30,840,000            | None Required           |
| Totals       | \$ 40,485,000          | \$ 30,840,000            |                         |

**PROG 2305: Water Debt Service**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Property Taxes            | -                           | -                           | -                            | -                            | -                            | - %                 |
| Intergovernmental Revenue | 351,415.00                  | -                           | -                            | -                            | -                            | - %                 |
| Charges for Services      | 2,486,808.39                | 1,922,579.06                | 1,730,200                    | 1,730,200                    | 1,943,500                    | 12.33%              |
| Investment Earnings       | 30,751.88                   | 11,097.16                   | 10,000                       | 10,000                       | 20,000                       | 100.00%             |
| Transfers In              | 445,584.15                  | 338,000.00                  | 353,000                      | 402,600                      | 357,000                      | -11.33%             |
| Beginning Balance         | 1,613,790.44                | 1,941,470.24                | 1,579,500                    | 1,579,500                    | 1,138,900                    | -27.89%             |
| <b>TOTAL REVENUES</b>     | <b>4,928,349.86</b>         | <b>4,213,146.46</b>         | <b>3,672,700</b>             | <b>3,722,300</b>             | <b>3,459,400</b>             | <b>-7.06%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 530.00                      | 912.50                      | 600                          | 600                          | 600                          | - %                 |
| Debt Service              | 2,981,691.63                | 2,655,032.26                | 3,672,100                    | 3,672,100                    | 3,458,800                    | -5.81%              |
| <b>TOTAL EXPENDITURES</b> | <b>2,982,221.63</b>         | <b>2,655,944.76</b>         | <b>3,672,700</b>             | <b>3,672,700</b>             | <b>3,459,400</b>             | <b>-5.81%</b>       |

**PROG 2305 Water Debt Service**

|                                   |                     |                     |          |               |          |
|-----------------------------------|---------------------|---------------------|----------|---------------|----------|
| <b>Revenues less Expenditures</b> | <b>1,946,128.23</b> | <b>1,557,201.70</b> | <b>-</b> | <b>49,600</b> | <b>-</b> |
|-----------------------------------|---------------------|---------------------|----------|---------------|----------|

## PROGRAM NARRATIVE

### WATER FUND: WATER CAPITAL – CANAL (615-50-2307)

Responsible Manager/Title: Jeff Blaine, P.E., Assistant Public Works Director/City Engineer

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#### FUNCTIONS AND RESPONSIBILITIES

- Lebanon makes a contribution towards capital projects on the Canal.
- This program provides funding for capital expenditures related to the Santiam-Albany Canal. The Canal provides raw water for treatment at plants in Lebanon and Albany.

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#### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>   |
|-----------------------------|--------------------|---------------|---|
| Budget Year 2011-2012       |                    |               |   |
| Safe City                   | 06/12              | In Progress   | <ul style="list-style-type: none"><li>• Build reserves for future capital projects on the Canal.</li></ul>      |
|                             | 06/12              | Completed     | <ul style="list-style-type: none"><li>• Negotiate new capital and maintenance agreement with Lebanon.</li></ul> |
| Budget Year 2012-2013       |                    |               |   |
| Safe City                   | 06/13              |               | <ul style="list-style-type: none"><li>• Build reserves for future capital projects on the Canal.</li></ul>      |

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CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 2307: Water Capital: Canal**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Intergovernmental Revenue | 8,000.00                    | 8,000.00                    | -                            | -                            | -                            | - %                 |
| Investment Earnings       | 1,506.41                    | 472.11                      | 800                          | 800                          | 400                          | -50.00%             |
| Beginning Balance         | 102,788.52                  | 62,941.27                   | 71,400                       | 71,400                       | 71,800                       | 0.56%               |
| <b>TOTAL REVENUES</b>     | <b>112,294.93</b>           | <b>71,413.38</b>            | <b>72,200</b>                | <b>72,200</b>                | <b>72,200</b>                | <b>- %</b>          |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | 49,353.66                   | -                           | 72,200                       | 72,200                       | 72,200                       | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>49,353.66</b>            | <b>-</b>                    | <b>72,200</b>                | <b>72,200</b>                | <b>72,200</b>                | <b>- %</b>          |

|                                       |           |           |   |   |   |  |
|---------------------------------------|-----------|-----------|---|---|---|--|
| <b>PROG 2307 Water Capital: Canal</b> |           |           |   |   |   |  |
| Revenues less Expenditures            | 62,941.27 | 71,413.38 | - | - | - |  |

## 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.
- 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 2011-2012 |             |             |   |
| Safe City             | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Build reserves for future capital water improvements.</li> </ul>   |
|                       | 08/12       | In Progress | <ul style="list-style-type: none"> <li>• WL-12-01, Shady Lane Water Line.</li> </ul>  |
|                       | 11/12       | In Progress | <ul style="list-style-type: none"> <li>• WL-12-02, Broadway Transmission Main Phase II.</li> </ul>  |
|                       | 08/12       | Completed   | <ul style="list-style-type: none"> <li>• WL-12-03, Jackson Street Water Line.</li> </ul>  |
|                       | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• WL-12-04, North Ranch Drive Area Water Line.</li> </ul>  |
|                       | 10/12       | Deleted     | <ul style="list-style-type: none"> <li>• WC-12-01, Canal Sediment Control Structures.</li> </ul>  |
|                       | 06/12       | Completed   | <ul style="list-style-type: none"> <li>• W-12-01, 34<sup>th</sup> Avenue Reservoir Coating.</li> </ul>  |
|                       | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• W-12-02, A-M Water Treatment Plant Sand Removal.</li> </ul>  |
| Budget Year 2012-2013 |             |             |   |
| Safe City             | 09/12       |             | <ul style="list-style-type: none"> <li>• Construct WL-11-01, Broadway Reservoir Transmission Main.</li> </ul>   |
|                       | 06/13       |             | <ul style="list-style-type: none"> <li>• Construct WL-13-01, Hill Street: Queen to 24<sup>th</sup> Avenue Waterline.</li> </ul>                       |
|                       | 06/13       |             | <ul style="list-style-type: none"> <li>• Design WL-13-02, East Thornton Lake Drive Waterline Replacement.</li> </ul>                                  |
|                       | 09/12       |             | <ul style="list-style-type: none"> <li>• Construct WL-13-03, 36<sup>th</sup> Avenue Waterline.</li> </ul>   |
|                       | 06/13       |             | <ul style="list-style-type: none"> <li>• Construct WL-13-05, Broadalbin St: 2<sup>nd</sup> to 3<sup>rd</sup> Avenue Waterline Replacement.</li> </ul> |
|                       | 06/13       |             | <ul style="list-style-type: none"> <li>• Design WC-13-01, Canal Diversion Structures.</li> </ul>  |

**PROG 2308: Water System Capital Projects**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Licenses & Fees           | 80,863.16                   | 38,968.20                   | 20,000                       | 20,000                       | 20,000                       | - %                 |
| Intergovernmental Revenue | 297,698.92                  | 161,219.55                  | 75,000                       | 75,000                       | -                            | -100.00%            |
| Charges for Services      | 1,538,600.00                | 1,525,062.66                | 1,831,200                    | 1,831,200                    | 1,249,700                    | -31.76%             |
| Investment Earnings       | 87,693.29                   | 36,348.45                   | 30,000                       | 30,000                       | 20,000                       | -33.33%             |
| Transfers In              | -                           | 1,955,926.26                | -                            | -                            | -                            | - %                 |
| Beginning Balance         | 5,472,214.82                | 2,821,404.98                | 5,194,900                    | 5,194,900                    | 6,237,800                    | 20.08%              |
| <b>TOTAL REVENUES</b>     | <b>7,477,070.19</b>         | <b>6,538,930.10</b>         | <b>7,151,100</b>             | <b>7,151,100</b>             | <b>7,527,500</b>             | <b>5.26%</b>        |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 32,649.04                   | 182,588.51                  | 1,031,500                    | 1,031,500                    | 556,500                      | -46.05%             |
| Capital                   | 2,622,883.29                | 661,212.19                  | 6,119,600                    | 5,872,600                    | 6,971,000                    | 18.70%              |
| Transfers Out             | 2,000,132.88                | -                           | -                            | 247,000                      | -                            | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>4,655,665.21</b>         | <b>843,800.70</b>           | <b>7,151,100</b>             | <b>7,151,100</b>             | <b>7,527,500</b>             | <b>5.26%</b>        |

**PROG 2308 Water System Capital Projects**

|                                   |                     |                     |          |          |          |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>2,821,404.98</b> | <b>5,695,129.40</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|---------------------|---------------------|----------|----------|----------|

## 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 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 2011-2012       |                    |               |   |
| Safe City                   | 10/11              | Completed     | <ul style="list-style-type: none"><li>• Complete WL-10-06, Lochner Road Water Line Extension.</li></ul> |
|                             | 06/12              | Completed     | <ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>                   |
| Budget Year 2012-2013       |                    |               |   |
| Safe City                   | 06/13              |               | <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>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | -                           | 84,900.00                   | 51,600                       | 51,600                       | 43,600                       | -15.50%             |
| Investment Earnings       | 11,589.68                   | 5,310.17                    | 5,600                        | 5,600                        | 2,000                        | -64.29%             |
| Transfers In              | 49,192.36                   | -                           | -                            | -                            | -                            | - %                 |
| Beginning Balance         | 618,869.84                  | 622,340.56                  | 650,300                      | 650,300                      | 506,900                      | -22.05%             |
| <b>TOTAL REVENUES</b>     | <b>679,651.88</b>           | <b>712,550.73</b>           | <b>707,500</b>               | <b>707,500</b>               | <b>552,500</b>               | <b>-21.91%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | -                           | -                           | 645,000                      | 645,000                      | 500,000                      | -22.48%             |
| Transfers Out             | 57,311.32                   | 62,500.00                   | 62,500                       | 62,500                       | 52,500                       | -16.00%             |
| <b>TOTAL EXPENDITURES</b> | <b>57,311.32</b>            | <b>62,500.00</b>            | <b>707,500</b>               | <b>707,500</b>               | <b>552,500</b>               | <b>-21.91%</b>      |

**PROG 2309 Water Economic Development**

|                                   |                   |                   |          |          |          |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>622,340.56</b> | <b>650,050.73</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|

## 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 (\$20.93 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.
- 

#### STRATEGIES/ACTIONS

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| Budget Year 2011-2012       |                    |               |  |
| Safe City                   | 06/12              | Completed     | <ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>                      |
|                             | 06/12              | Completed     | <ul style="list-style-type: none"><li>• Complete WL-11-02, Shannon Drive Water Line Replacement.</li></ul> |
| Budget Year 2012-2013       |                    |               |  |
| Safe City                   | 06/13              |               | <ul style="list-style-type: none"><li>• Build reserves for future projects.</li></ul>                      |

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**PROG 2310: N. Albany Water Capital Projects**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 69,300.00                   | 98,200.00                   | 98,200                       | 98,200                       | 99,700                       | 1.53%               |
| Investment Earnings       | 6,540.94                    | 3,686.10                    | 1,000                        | 1,000                        | 1,000                        | - %                 |
| Beginning Balance         | 329,125.90                  | 404,966.84                  | 439,000                      | 439,000                      | 361,700                      | -17.61%             |
| <b>TOTAL REVENUES</b>     | <b>404,966.84</b>           | <b>506,852.94</b>           | <b>538,200</b>               | <b>538,200</b>               | <b>462,400</b>               | <b>-14.08%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Capital                   | -                           | 30,777.40                   | 538,200                      | 538,200                      | 462,400                      | -14.08%             |
| <b>TOTAL EXPENDITURES</b> | <b>-</b>                    | <b>30,777.40</b>            | <b>538,200</b>               | <b>538,200</b>               | <b>462,400</b>               | <b>-14.08%</b>      |

**PROG 2310 N. Albany Water Capital Projects**

|                                   |                   |                   |          |          |          |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>404,966.84</b> | <b>476,075.54</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|

## PROGRAM NARRATIVE

### WATER FUND: PUBLIC WORKS, WATER EQUIPMENT REPLACEMENT (615-50-2311)

Responsible Manager/Title: Mark Shepard, P.E., Public Works Director

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#### 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 2011-2012       |                    |               |   |
| Effective Government        | 06/12              | Completed     | <ul style="list-style-type: none"><li>• Receives revenues from other water fund budgets to fund future equipment replacement.</li></ul> |
| Budget Year 2012-2013       |                    |               |   |
| Effective Government        | 06/13              |               | <ul style="list-style-type: none"><li>• Receives revenues from other water fund budgets to fund future equipment replacement.</li></ul> |

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**PROG 2311: Water Equipment Replacement**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 55,500.00                   | 52,800.00                   | 130,500                      | 130,500                      | 132,300                      | 1.38%               |
| Miscellaneous Revenue     | 3,234.00                    | 2,777.00                    | -                            | -                            | -                            | - %                 |
| Investment Earnings       | 10,197.06                   | 4,624.72                    | 6,000                        | 6,000                        | 2,000                        | -66.67%             |
| Beginning Balance         | 564,896.70                  | 572,852.48                  | 600,600                      | 600,600                      | 597,500                      | -0.52%              |
| <b>TOTAL REVENUES</b>     | <b>633,827.76</b>           | <b>633,054.20</b>           | <b>737,100</b>               | <b>737,100</b>               | <b>731,800</b>               | <b>-0.72%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Materials & Services      | 1,103.50                    | -                           | -                            | -                            | 1,300                        | - %                 |
| Capital                   | 59,871.78                   | 113,959.37                  | 737,100                      | 737,100                      | 730,500                      | -0.90%              |
| Transfers Out             | -                           | 54,287.15                   | -                            | -                            | -                            | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>60,975.28</b>            | <b>168,246.52</b>           | <b>737,100</b>               | <b>737,100</b>               | <b>731,800</b>               | <b>-0.72%</b>       |

**PROG 2311 Water Equipment Replacement**

|                                   |                   |                   |          |          |          |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>572,852.48</b> | <b>464,807.68</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|-------------------|----------|----------|----------|



CITY OF  
*Albany*

O R E G O N

## **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   | \$ 12,176,400        |
| Other Revenues         | 40,000               |
| Investment Earnings    | 4,000                |
| Beginning Balance      | 354,900              |
| <b>Total Resources</b> | <b>\$ 12,575,300</b> |

#### **REQUIREMENTS**

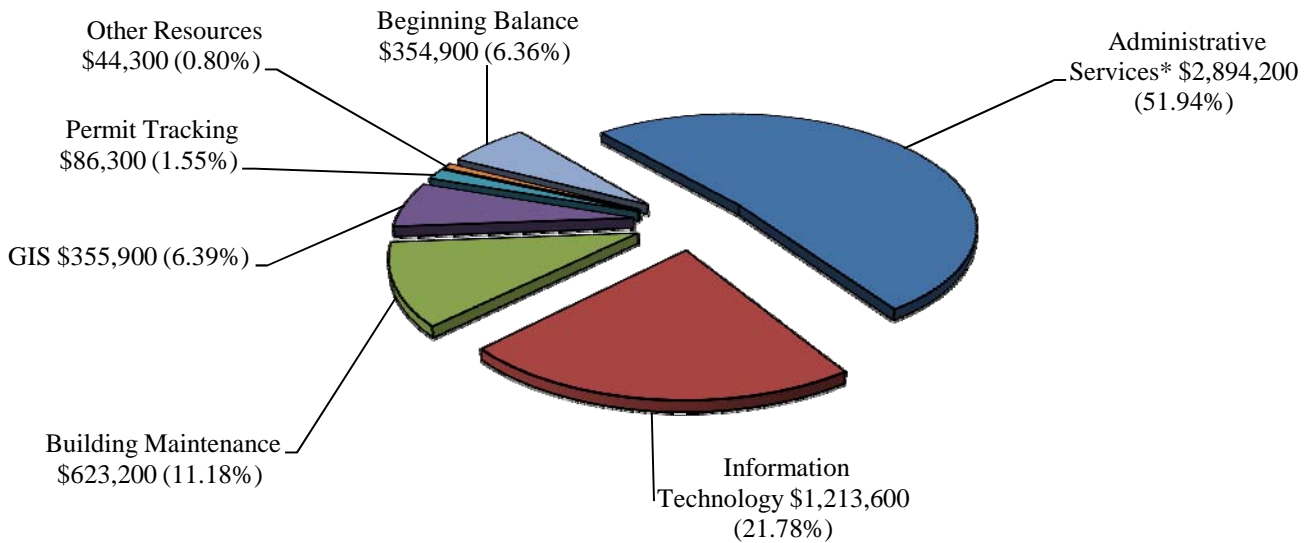
|                           |                      |
|---------------------------|----------------------|
| Personnel                 | \$ 9,358,100         |
| Materials & Services      | 3,217,200            |
| <b>Total Requirements</b> | <b>\$ 12,575,300</b> |

**CENTRAL SERVICES FUND  
RESOURCE DETAIL**

| Resources                       | 2009-10<br>Actual  | 2010-11<br>Actual  | .....2011-12.....  |                    | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of<br>Fund<br>Budget |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------------|-----------------------------|------------------------|
|                                 |                    |                    | Adopted<br>Budget  | Revised<br>Budget  |                              |                             |                        |
| GIS Information Sales Revenue   | \$ 175             | \$ 196             | \$ 500             | \$ 500             | \$ 300                       | (40.00%)                    | 0.01%                  |
| Building Maintenance Charges    | 669,600            | 636,100            | 642,100            | 642,100            | 623,200                      | (2.94%)                     | 11.18%                 |
| Administrative Services Charges | 3,456,500          | 3,087,067          | 3,026,400          | 3,026,400          | 2,894,200                    | (4.37%)                     | 51.94%                 |
| IT Services Charge              | 1,266,506          | 1,178,574          | 1,199,500          | 1,199,500          | 1,213,600                    | 1.18%                       | 21.78%                 |
| GIS Services Charge             | 550,700            | 349,484            | 394,900            | 394,900            | 355,900                      | (9.88%)                     | 6.39%                  |
| Permit Tracking Services Charge | 94,700             | 90,017             | 96,900             | 96,900             | 86,300                       | (10.94%)                    | 1.55%                  |
| Miscellaneous Revenue           | 76,458             | 56,695             | 40,000             | 40,000             | 40,000                       | -                           | 0.72%                  |
| Interest                        | 10,713             | 4,691              | 4,200              | 4,200              | 4,000                        | (4.76%)                     | 0.07%                  |
| <b>Total Current Resources</b>  | <b>6,125,352</b>   | <b>5,402,824</b>   | <b>5,404,500</b>   | <b>5,404,500</b>   | <b>5,217,500</b>             | <b>(3.46%)</b>              | <b>93.64%</b>          |
| Beginning Balance               | 369,498            | 614,485            | 457,900            | 457,900            | 354,900                      | (22.49%)                    | 6.36%                  |
| <b>Total Resources</b>          | <b>\$6,494,850</b> | <b>\$6,017,309</b> | <b>\$5,862,400</b> | <b>\$5,862,400</b> | <b>\$5,572,400</b>           | <b>(4.95%)</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> | 2009-10            | 2010-11            | .....2011-12.....  |                    | .....2012-13.....  |                    |                    |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                             | Actual             | Actual             | Adopted            | Revised            | Proposed           | Approved           | Adopted            |
| Finance                     | \$1,501,262        | \$1,316,754        | \$1,392,100        | \$1,392,100        | \$1,291,100        | \$1,291,100        | \$1,291,100        |
| Council & Nondepartmental   | 251,945            | 245,008            | 272,600            | 272,600            | 252,700            | 252,700            | 252,700            |
| City Manager's Office       | 1,074,254          | 1,043,628          | 1,149,500          | 1,149,500          | 1,074,000          | 1,074,000          | 1,074,000          |
| IT Services                 | 1,212,612          | 1,170,299          | 1,254,500          | 1,254,500          | 1,253,600          | 1,253,600          | 1,253,600          |
| Human Resources             | 594,503            | 542,347            | 616,300            | 616,300            | 596,300            | 596,300            | 596,300            |
| Facilities Maintenance      | 654,813            | 625,621            | 642,100            | 642,100            | 623,200            | 623,200            | 623,200            |
| GIS Services                | 502,417            | 447,364            | 438,400            | 438,400            | 395,200            | 395,200            | 395,200            |
| Permit Tracking             | 88,560             | 89,263             | 96,900             | 96,900             | 86,300             | 86,300             | 86,300             |
| <b>Total Requirements</b>   | <b>\$5,880,365</b> | <b>\$5,480,285</b> | <b>\$5,862,400</b> | <b>\$5,862,400</b> | <b>\$5,572,400</b> | <b>\$5,572,400</b> | <b>\$5,572,400</b> |

| <b>Requirements by Type</b> | 2009-10            | 2010-11            | .....2011-12.....  |                    | .....2012-13.....  |                    |                    |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                             | Actual             | Actual             | Adopted            | Revised            | Proposed           | Approved           | Adopted            |
| Personnel                   | \$4,028,236        | \$3,925,443        | \$4,192,800        | \$4,192,800        | \$3,975,600        | \$3,975,600        | \$3,975,600        |
| Materials & Services        | 1,852,129          | 1,554,842          | 1,669,600          | 1,669,600          | 1,596,800          | 1,596,800          | 1,596,800          |
| Capital                     | -                  | -                  | -                  | -                  | -                  | -                  | -                  |
| <b>Total Requirements</b>   | <b>\$5,880,365</b> | <b>\$5,480,285</b> | <b>\$5,862,400</b> | <b>\$5,862,400</b> | <b>\$5,572,400</b> | <b>\$5,572,400</b> | <b>\$5,572,400</b> |

| <b>Adopted Requirements<br/>by Program and Type</b> |           |                    | Materials  |                    | Adopted<br>Budget  | % of Fund<br>Budget |
|---|-----------|--------------------|------------|--------------------|--------------------|---------------------|
|   | Personnel |                    | & Services |                    |                    |                     |
| Finance   |           | \$1,056,900        | \$         | 234,200            | \$1,291,100        | 23.18%              |
| Council & Nondepartmental                           |           | 15,900             |            | 236,800            | 252,700            | 4.53%               |
| City Manager's Office                               |           | 770,200            |            | 303,800            | 1,074,000          | 19.27%              |
| IT Services   |           | 1,015,700          |            | 237,900            | 1,253,600          | 22.50%              |
| Human Resources                                     |           | 478,500            |            | 117,800            | 596,300            | 10.70%              |
| Facilities Maintenance                              |           | 306,300            |            | 316,900            | 623,200            | 11.18%              |
| GIS Services  |           | 282,800            |            | 112,400            | 395,200            | 7.09%               |
| Permit Tracking                                     |           | 49,300             |            | 37,000             | 86,300             | 1.55%               |
| <b>Total Requirements</b>                           |           | <b>\$3,975,600</b> |            | <b>\$1,596,800</b> | <b>\$5,572,400</b> | <b>100.00%</b>      |
| <b>Percent of Fund Budget</b>                       |           | <b>71.34%</b>      |            | <b>28.66%</b>      | <b>100.00%</b>     |                     |

| <b>Staffing Summary (FTE)</b> | 2009-10       | 2010-11       | .....2011-12..... |               | .....2012-13..... |               |               |
|-------------------------------|---------------|---------------|-------------------|---------------|-------------------|---------------|---------------|
|                               | 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         | 6.600         | 6.600             | 6.600         | 5.600             | 5.600         | 5.600         |
| IT Services                   | 9.000         | 9.000         | 9.000             | 9.000         | 8.500             | 8.500         | 8.500         |
| Human Resources               | 5.000         | 5.000         | 4.000             | 4.000         | 4.000             | 4.000         | 4.000         |
| Facilities Maintenance        | -             | -             | -                 | -             | -                 | -             | -             |
| Finance                       | 12.000        | 11.000        | 10.500            | 10.500        | 9.750             | 9.750         | 9.750         |
| GIS Services                  | 3.500         | 3.000         | 2.500             | 2.500         | 2.000             | 2.000         | 2.000         |
| Permit Tracking               | 0.500         | 0.500         | 0.500             | 0.500         | 0.500             | 0.500         | 0.500         |
| <b>Total FTE</b>              | <b>43.600</b> | <b>42.100</b> | <b>40.100</b>     | <b>40.100</b> | <b>37.350</b>     | <b>37.350</b> | <b>37.350</b> |



CITY OF  
*Albany*

O R E G O N

## **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 2012-13, the net budget to allocate is \$2,894,200, and the operating budget allocation basis is \$72,604,700, making the administrative central service charge average \$0.0399 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 2012-13, the net budget to allocate is \$1,213,600 and the total number of pieces of equipment in the allocation basis is 422, making the information technology charge \$2,876 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 2012-13, the GIS charges to using programs will be \$355,900.

### **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 2012-13, 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 2012-13, the Building Maintenance charges to using programs will be \$623,200.

### **FISCAL YEAR SURPLUS/DEFICIT**

At fiscal year end, a 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.

## 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.
- Prepare a Comprehensive Annual Financial Report (CAFR) and annual budget document. Submit both to the Government Finance Officers Association (GFOA) to be considered for their annual awards of excellence.
- Maintain official records and legal documents of the City and provide for the recording of necessary records with Linn County, Benton County, and the state of Oregon.
- Administer risk management and franchise functions for the City.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme  | Target Date | Status    | Strategies/Actions  |
|-----------------------|-------------|-----------|---|
| Budget Year 2011-2012 |             |           |   |
| Effective Government  | 07/11       | Ongoing   | <ul style="list-style-type: none"> <li>• Develop and implement a sustainable work plan to reduce staffing and maintain high performance.</li> </ul>                 |
|                       | 12/11       | Completed | <ul style="list-style-type: none"> <li>• Document arbitrage compliance and file continuing disclosure through Electronic Municipal Market Access (EMMA).</li> </ul> |
|                       | 12/11       | Completed | <ul style="list-style-type: none"> <li>• Implement GASB 54, the new fund balance, in financial reporting.</li> </ul>  |
| Budget Year 2012-2013 |             |           |   |
| Effective Government  | 07/12       |           | <ul style="list-style-type: none"> <li>• Develop and implement a sustainable work plan to reduce staffing and maintain high performance.</li> </ul>                 |
|                       | 09/12       |           | <ul style="list-style-type: none"> <li>• Develop a plan to comply with state safety rules and procedures.</li> </ul>  |
|                       | 02/13       |           | <ul style="list-style-type: none"> <li>• Negotiate renewal of franchise agreements.</li> </ul>  |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012*</u> | <u>2012-2013</u> |
|---|------------------|------------------|-------------------|------------------|
| Number of consecutive years - GFOA Distinguished Budget Presentation Award. | 19               | 20               | 21                | 22               |
| Number of consecutive years - GFOA Excellence in Financial Reporting Award. | 26               | 27               | 28                | 29               |
| Number of Accounts Payable checks issued.                                   | 8,831            | 8,171            | 5,466             | 7,900            |
| Average number of active assessments.                                       | 400              | 360              | 350               | 340              |
| Average number of monthly paychecks issued.                                 | 486              | 474              | 455               | 443              |
| Number of RFPs, RFQs, and other formal purchasing processes.                | 27               | 18               | 11                | 15               |
| Average number of documents recorded and filed each month.                  | 88               | 95               | 146               | 90               |

\*Year to Date

#### STAFFING SUMMARY

|               |    |    |      |      |
|---------------|----|----|------|------|
| Budgeted FTEs | 12 | 11 | 10.5 | 9.75 |
|---------------|----|----|------|------|

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

**PROG 1035: Finance Department**

| <u>Acct# Description</u>  | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change   |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |               |
| Personnel Services        | 1,183,640.38        | 1,101,442.01        | 1,128,100            | 1,128,100            | 1,056,900            | -6.31%        |
| Materials & Services      | 317,621.72          | 215,311.93          | 264,000              | 264,000              | 234,200              | -11.29%       |
| <b>TOTAL EXPENDITURES</b> | <b>1,501,262.10</b> | <b>1,316,753.94</b> | <b>1,392,100</b>     | <b>1,392,100</b>     | <b>1,291,100</b>     | <b>-7.26%</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.
- Work with CARA to promote waterfront and downtown redevelopment.

**STRATEGIES/ACTIONS**

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| Budget Year 2011-2012       |                    |               |  |
| Healthy Economy             | 06/12              | Canceled      | • Form Oak Creek Urban Renewal Agency.   |
| Budget Year 2012-2013       |                    |               |  |
| Healthy Economy             | 06/13              |               | • Work with Mayor’s Business-Ready Task Force to reduce obstacles to job creation. |

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Lead and support Mayor’s Business-Ready Task Force. | N/A              | N/A              | N/A              | Yes              |
| Update the City’s Strategic Plan annually.          | Yes              | Yes              | No               | Yes              |

**STAFFING SUMMARY**

|               |   |   |   |   |
|---------------|---|---|---|---|
| Budgeted FTEs | 7 | 7 | 7 | 7 |
|---------------|---|---|---|---|

**PROG 1027: Council & Nondepartmental**

| <u>Acct# Description</u>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 14,215.25                   | 14,734.04                   | 15,900                       | 15,900                       | 15,900                       | -                   |
| Materials & Services      | 237,729.95                  | 230,273.67                  | 256,700                      | 256,700                      | 236,800                      | -7.75%              |
| <b>TOTAL EXPENDITURES</b> | <b>251,945.20</b>           | <b>245,007.71</b>           | <b>272,600</b>               | <b>272,600</b>               | <b>252,700</b>               | <b>-7.30%</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**

| <u>Strategic Plan Theme</u>                   | <u>Target Date</u> | <u>Status</u>         | <u>Strategies/Actions</u>   |
|---|--------------------|-----------------------|---|
| Budget Year 2011-2012<br>Effective Government | 06/12              | Completed One Project | • Complete a minimum of three Six Sigma process improvement projects.   |
|   | 06/12              | Completed             | • Improve quality of decision-making data through continued participation in ICMA Consortium and internal upgrades. |
|   | 06/12              | Completed             | • Implement fleet management system.  |
| Budget Year 2012-2013<br>Effective Government | 06/13              |                       | • Continue improvement of decision-making data.   |
|   | 06-13              |                       | • Participate with Portland State University in improving facility management.                                      |

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Percent of departments that rate legal services as satisfactory or better.         | 100%             | 100%             | 80%              | 100%             |
| Percent of departments that rate graphic & web services as satisfactory or better. | 95%              | 95%              | 90%              | 100%             |
| Total citywide cost avoidance or cost reduction attained per year (BEST).          | <\$1,000         | \$0              | \$107,700        | \$25,000         |
| National Benchmark Performance submissions (BEST).                                 | 12               | 14               | 15               | 16               |

**STAFFING SUMMARY**

|               |     |     |     |     |
|---------------|-----|-----|-----|-----|
| Budgeted FTEs | 6.6 | 6.6 | 6.6 | 5.6 |
|---------------|-----|-----|-----|-----|



**PROG 1028: City Manager's Office**

| <u>Acct# Description</u>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 732,031.83                  | 749,399.56                  | 810,500                      | 810,500                      | 770,200                      | -4.97%              |
| Materials & Services      | 342,222.07                  | 294,228.37                  | 339,000                      | 339,000                      | 303,800                      | -10.38%             |
| <b>TOTAL EXPENDITURES</b> | <b>1,074,253.90</b>         | <b>1,043,627.93</b>         | <b>1,149,500</b>             | <b>1,149,500</b>             | <b>1,074,000</b>             | <b>-6.57%</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**

| <u>Strategic Plan Theme</u>                   | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|---|--------------------|---------------|--|
| Budget Year 2011-2012<br>Effective Government | 07/11              | In Progress   | <ul style="list-style-type: none"> <li>• Achieve Payment Card Industry Data Security Standard (PCI DSS) compliance for affected workstations.</li> <li>• Deploy Wireless Backup Network.</li> <li>• Distribute IT customer satisfaction survey.</li> <li>• Upgrade City Databases to SQL 2008.</li> <li>• Upgrade domain controllers to Windows Server 2008.</li> <li>• Deploy new city domain.</li> </ul> |
|   | 08/11              | In Progress   |  |
|   | 09/11              | Postponed     |  |
|   | 02/12              | Postponed     |  |
|   | 03/12              | In Progress   |  |
|   | 05/12              | In Progress   |  |
| Budget Year 2012-2013<br>Effective Government | 09/12              |               | <ul style="list-style-type: none"> <li>• Distribute IT customer satisfaction survey.</li> <li>• Upgrade domain controllers to Windows Server 2008.</li> <li>• Deploy new city domain.</li> </ul>   |
|   | 03/13              |               |  |
|   | 05/13              |               |  |

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Number of IT service requests per year.       | 6,011            | 5,640            | 5,871            | 5,900            |
| Monthly average closed calls.                 | 501              | 470              | 489              | 491              |
| IT Help Desk calls closed within 8 hours.     | 74.4%            | 76%              | 76.4%            | 76%              |
| System availability.                          | 99.0%            | 99.0%            | 99.99%           | 99.99%           |
| Number of servers and workstations supported. | 495              | 533              | 533              | 533              |

**STAFFING SUMMARY**

|               |   |   |   |     |
|---------------|---|---|---|-----|
| Budgeted FTEs | 9 | 9 | 9 | 8.5 |
|---------------|---|---|---|-----|

**PROG 1030: Information Technology Services**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 1,266,505.63                | 1,178,574.12                | 1,199,500                    | 1,199,500                    | 1,213,600                    | 1.18%               |
| Miscellaneous Revenue     | -                           | 715.00                      | -                            | -                            | -                            | - %                 |
| Beginning Balance         | -                           | 53,894.08                   | 55,000                       | 55,000                       | 40,000                       | -27.27%             |
| <b>TOTAL REVENUES</b>     | <b>1,266,505.63</b>         | <b>1,233,183.20</b>         | <b>1,254,500</b>             | <b>1,254,500</b>             | <b>1,253,600</b>             | <b>-0.07%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 904,923.64                  | 936,833.92                  | 1,033,300                    | 1,033,300                    | 1,015,700                    | -1.70%              |
| Materials & Services      | 307,687.91                  | 233,465.22                  | 221,200                      | 221,200                      | 237,900                      | 7.55%               |
| <b>TOTAL EXPENDITURES</b> | <b>1,212,611.55</b>         | <b>1,170,299.14</b>         | <b>1,254,500</b>             | <b>1,254,500</b>             | <b>1,253,600</b>             | <b>-0.07%</b>       |

**PROG 1030 Information Technology Services**

|                                   |                  |                  |          |          |          |
|-----------------------------------|------------------|------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>53,894.08</b> | <b>62,884.06</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|------------------|------------------|----------|----------|----------|

**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**

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| Budget Year 2011-2012       |                    |               |  |
| Effective Government        | 09/11              | In Progress   | <ul style="list-style-type: none"> <li>• Restructure and consolidate GIS data.</li> <li>• Implement Bus Routing Tool (Google Transit).</li> <li>• Assist Parks &amp; Recreation Department with developing GIS-based park management tools.</li> </ul> |
|                             | 12/11              | In Progress   |  |
|                             | 06/12              | In Progress   |  |
| Budget Year 2012-2013       |                    |               |  |
| Effective Government        | 10/12              |               | <ul style="list-style-type: none"> <li>• Develop Emergency Operations Center application.</li> <li>• Develop on-line customer service application.</li> </ul>  |
|                             | 06/13              |               |  |

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</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 | 3.5 | 2.5 | 2.5 | 2.0 |
|---------------|-----|-----|-----|-----|

**PROG 2010: GIS Services**

| <b>Acct# Description</b>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 550,875.00                  | 349,679.50                  | 395,400                      | 395,400                      | 356,200                      | -9.91%              |
| Miscellaneous Revenue     | -                           | 4,034.97                    | -                            | -                            | -                            | - %                 |
| Investment Earnings       | 2,742.90                    | 959.85                      | 1,000                        | 1,000                        | 1,000                        | - %                 |
| Beginning Balance         | 90,154.78                   | 141,355.31                  | 42,000                       | 42,000                       | 38,000                       | -9.52%              |
| <b>TOTAL REVENUES</b>     | <b>643,772.68</b>           | <b>496,029.63</b>           | <b>438,400</b>               | <b>438,400</b>               | <b>395,200</b>               | <b>-9.85%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 319,290.08                  | 309,322.93                  | 326,000                      | 326,000                      | 282,800                      | -13.25%             |
| Materials & Services      | 183,127.29                  | 138,041.53                  | 112,400                      | 112,400                      | 112,400                      | - %                 |
| <b>TOTAL EXPENDITURES</b> | <b>502,417.37</b>           | <b>447,364.46</b>           | <b>438,400</b>               | <b>438,400</b>               | <b>395,200</b>               | <b>-9.85%</b>       |

**PROG 2010 GIS Services**

|                                   |                   |                  |          |          |          |
|-----------------------------------|-------------------|------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>141,355.31</b> | <b>48,665.17</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-------------------|------------------|----------|----------|----------|

**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>                    |
|------------------------------|--------------------|---------------|--|
| <u>Budget Year 2011-2012</u> |                    |               |  |
| Effective Government         | 09/11              | Completed     | • Implementation of Special Permits.         |
|                              | 02/12              | Canceled      | • Support implementation of Storm Water SDC. |
|                              | 04/12              | Completed     | • Overhaul Planning applications.            |
| <u>Budget Year 2012-2013</u> |                    |               |  |
| Effective Government         | 04/13              |               | • Upgrade core software.                     |
|                              | 06/13              |               | • Evaluate Accela Automation.                |

**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</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 | 0.5 | 0.5 | 0.5 | 0.5 |
|---------------|-----|-----|-----|-----|

**PROG 2011: Permit Tracking**

| <u>Acct# Description</u>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 94,700.00                   | 90,016.85                   | 96,900                       | 96,900                       | 86,300                       | -10.94%             |
| Investment Earnings       | (264.71)                    | (63.81)                     | -                            | -                            | -                            | - %                 |
| Beginning Balance         | 13.48                       | 5,889.15                    | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | <b>94,448.77</b>            | <b>95,842.19</b>            | <b>96,900</b>                | <b>96,900</b>                | <b>86,300</b>                | <b>-10.94%</b>      |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 48,135.13                   | 50,239.22                   | 54,300                       | 54,300                       | 49,300                       | -9.21%              |
| Materials & Services      | 40,424.49                   | 39,024.05                   | 42,600                       | 42,600                       | 37,000                       | -13.15%             |
| <b>TOTAL EXPENDITURES</b> | <b>88,559.62</b>            | <b>89,263.27</b>            | <b>96,900</b>                | <b>96,900</b>                | <b>86,300</b>                | <b>-10.94%</b>      |

**PROG 2011 Permit Tracking**

|                                   |                 |                 |          |          |          |
|-----------------------------------|-----------------|-----------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>5,889.15</b> | <b>6,578.92</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-----------------|-----------------|----------|----------|----------|

**PROGRAM NARRATIVE**

**CENTRAL SERVICES: HUMAN RESOURCES (701-14-1032)**  
**Responsible Manager/Title:** David Shaw, Human Resources Director

**FUNCTIONS AND RESPONSIBILITIES**

- Provide leadership and expertise in attracting, retaining, and sustaining an effective and high-quality workforce committed to providing quality public 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 2011-2012 |             |             |   |
| Effective Government  | 08/11       | In Progress | <ul style="list-style-type: none"> <li>• Complete negotiations with Albany Police Association for a collective bargaining agreement that is fiscally responsible given the current economic condition of the City.</li> </ul> |
|                       | 11/11       | Completed   | <ul style="list-style-type: none"> <li>• Research and, if feasible, implement a plan to generate OSHA 300 reports from EDEN.</li> </ul>   |
|                       | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Negotiate a collective bargaining agreement with the AFSCME Union (two contracts) that is fiscally responsible given the current economic condition of the City.</li> </ul>          |
| Budget Year 2012-2013 |             |             |   |
| Effective Government  | 07/12       |             | <ul style="list-style-type: none"> <li>• Complete negotiations with Albany Police Association for a collective bargaining agreement that is fiscally responsible given the current economic condition of the City.</li> </ul> |
|                       | 10/12       |             | <ul style="list-style-type: none"> <li>• Negotiate a collective bargaining agreement with the AFSCME Union (two contracts) that is fiscally responsible given the current economic condition of the City.</li> </ul>          |
|                       | 10/12       |             | <ul style="list-style-type: none"> <li>• Negotiate wages with the IAFF Local 845 Union that is fiscally responsible given the current economic condition of the City.</li> </ul>  |



**PROGRAM NARRATIVE**

**CENTRAL SERVICES: HUMAN RESOURCES (701-14-1032)**  
**Responsible Manager/Title:** David Shaw, Human Resources Director

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**PERFORMANCE MEASURES AND WORKLOAD INDICATORS**

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Percent of new employee benefits enrollments occurring within thirty days of employment. | 100%             | 100%             | 100%             | 100%             |
| Percent of COBRA and retiree letters mailed within required time frames.                 | 100%             | 100%             | 100%             | 100%             |
| Percent of new hires attending New Employee Orientation.                                 | 100%             | 100%             | 100%             | 100%             |
| Percent of Personnel Action forms processed by monthly deadline.                         | n/a              | 100%             | 100%             | 100%             |

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**STAFFING SUMMARY**

|               |     |     |     |     |
|---------------|-----|-----|-----|-----|
| Budgeted FTEs | 5.0 | 5.0 | 4.0 | 4.0 |
|---------------|-----|-----|-----|-----|



CITY OF  
*Albany*

O R E G O N

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 1032: Human Resources**

| <u>Acct# Description</u>  | <b>2009-2010</b><br><b>Actual</b> | <b>2010-2011</b><br><b>Actual</b> | <b>2011-2012</b><br><b>Adopted</b> | <b>2011-2012</b><br><b>Revised</b> | <b>2012-2013</b><br><b>Adopted</b> | <b>%</b><br><b>Change</b> |
|---------------------------|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|---------------------------|
| <b>EXPENDITURES</b>       |                                   |                                   |                                    |                                    |                                    |                           |
| Personnel Services        | 511,071.78                        | 446,345.76                        | 485,300                            | 485,300                            | 478,500                            | -1.40%                    |
| Materials & Services      | 83,431.10                         | 96,001.57                         | 131,000                            | 131,000                            | 117,800                            | -10.08%                   |
| <b>TOTAL EXPENDITURES</b> | <b>594,502.88</b>                 | <b>542,347.33</b>                 | <b>616,300</b>                     | <b>616,300</b>                     | <b>596,300</b>                     | <b>-3.25%</b>             |

## PROGRAM NARRATIVE

**General Fund: Parks and Recreation Department,  
Facilities Maintenance (701-35-1033)**  
**Responsible Manager/Title:** Craig Carnagey, Parks and Facilities Manager

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### 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

| <u>Strategic Plan Theme</u> | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>  |
|-----------------------------|--------------------|---------------|--|
| 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              |               | <ul style="list-style-type: none"><li>• Develop cost-saving strategies for landscape and custodial maintenance.</li><li>• Continue to research energy savings initiatives.</li></ul> |

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### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Number of work requests completed.         | 2,480            | 2,228            | 2,200            | 2,311            |
| FTE per 50,000 sq. ft. of facilities.      | .75              | .75              | .75              | .50              |
| Avg. cost per unit of service, contracted. | \$69/hr          | \$69.5/hr        | \$69.5/hr        | \$70/hr          |
| Avg. cost per unit of service, in-house.   | \$2.29 sq. ft.   | \$2.18 sq. ft.   | \$2.20 sq. ft.   | \$2.23 sq. ft.   |

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### STAFFING SUMMARY

|               |     |     |     |     |
|---------------|-----|-----|-----|-----|
| Budgeted FTEs | 3.5 | 3.5 | 3.5 | 2.5 |
|---------------|-----|-----|-----|-----|

CITY OF ALBANY, OREGON  
Adopted Budget Summary

**PROG 1033: Facilities Maintenance**

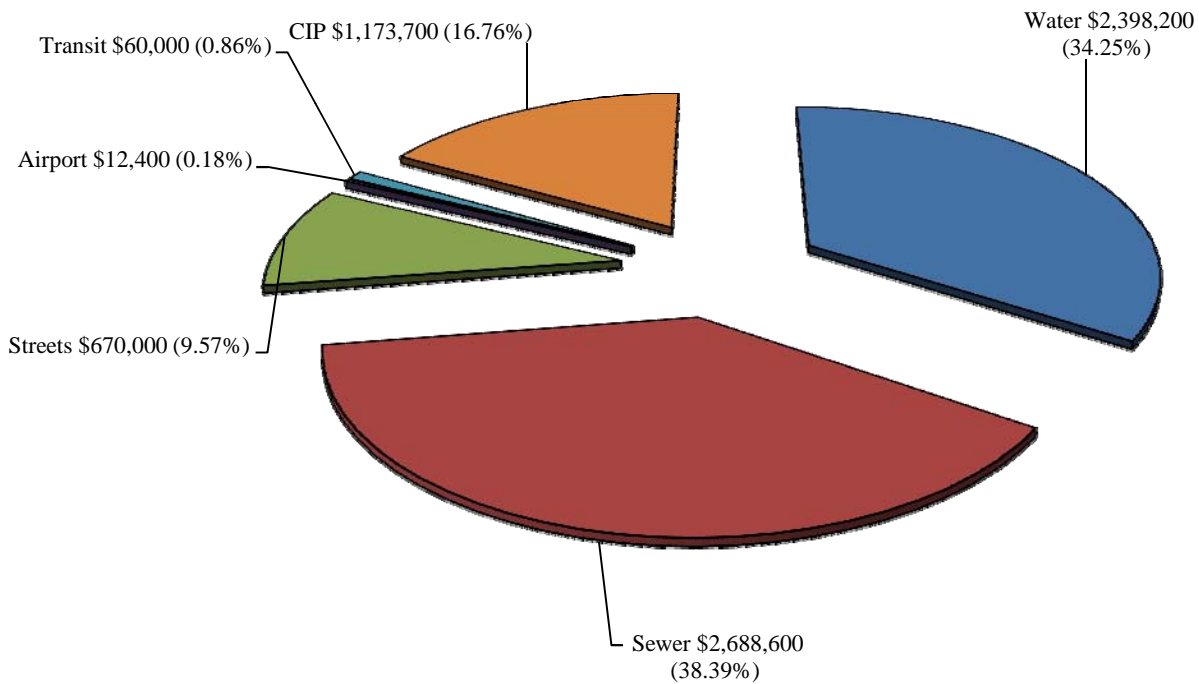
| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | 669,600.00                  | 636,100.00                  | 642,100                      | 642,100                      | 623,200                      | -2.94%              |
| Beginning Balance         | -                           | 14,787.16                   | -                            | -                            | -                            | - %                 |
| <b>TOTAL REVENUES</b>     | <b>669,600.00</b>           | <b>650,887.16</b>           | <b>642,100</b>               | <b>642,100</b>               | <b>623,200</b>               | <b>-2.94%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 314,927.91                  | 317,126.04                  | 339,400                      | 339,400                      | 306,300                      | -9.75%              |
| Materials & Services      | 339,884.93                  | 308,495.32                  | 302,700                      | 302,700                      | 316,900                      | 4.69%               |
| <b>TOTAL EXPENDITURES</b> | <b>654,812.84</b>           | <b>625,621.36</b>           | <b>642,100</b>               | <b>642,100</b>               | <b>623,200</b>               | <b>-2.94%</b>       |

|   |           |           |   |   |   |  |
|---|-----------|-----------|---|---|---|--|
| <b>PROG 1033 Facilities Maintenance</b> |           |           |   |   |   |  |
| Revenues less Expenditures              | 14,787.16 | 25,265.80 | - | - | - |  |

**PUBLIC WORKS SERVICES FUND  
RESOURCE DETAIL**

| Resources                      | 2009-10<br>Actual   | 2010-11<br>Actual   | .....2011-12.....   |                     | 2012-13<br>Adopted<br>Budget | % Change<br>from<br>2011-12 | % of<br>Fund<br>Budget |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------------|-----------------------------|------------------------|
|                                |                     |                     | Adopted<br>Budget   | Revised<br>Budget   |                              |                             |                        |
| WComp Wage Subsidy Reimb       | \$ 2,423            | \$ -                | \$ -                | \$ -                | \$ -                         | -                           | -                      |
| Departmental Charges           | 6,964,452           | -                   | -                   | -                   | -                            | -                           | -                      |
| Dept Charges - Water           | -                   | 2,190,528           | 2,457,400           | 2,457,400           | 2,398,200                    | (2.41%)                     | 34.25%                 |
| Dept Charges - Sewer           | -                   | 2,562,285           | 2,720,400           | 2,720,400           | 2,688,600                    | (1.17%)                     | 38.39%                 |
| Dept Charges - Streets         | -                   | 760,208             | 775,100             | 775,100             | 670,000                      | (13.56%)                    | 9.57%                  |
| Dept Charges - Airport         | -                   | 14,457              | 10,600              | 10,600              | 12,400                       | 16.98%                      | 0.18%                  |
| Dept Charges - Transit         | -                   | 30,693              | 40,800              | 40,800              | 60,000                       | 47.06%                      | 0.86%                  |
| Dept Charges - CIP             | -                   | 1,166,783           | 1,324,800           | 1,324,800           | 1,173,700                    | (11.41%)                    | 16.76%                 |
| Miscellaneous Revenue          | 899                 | 7,775               | -                   | -                   | -                            | -                           | -                      |
| Interest                       | (1,827)             | 3,774               | -                   | -                   | -                            | -                           | -                      |
| <b>Total Current Resources</b> | <b>6,965,946</b>    | <b>6,736,502</b>    | <b>7,329,100</b>    | <b>7,329,100</b>    | <b>7,002,900</b>             | <b>(4.45%)</b>              | <b>100.00%</b>         |
| Beginning Balance              | 63,559              | 164,374             | -                   | -                   | -                            | -                           | -                      |
| <b>Total Resources</b>         | <b>\$ 7,029,505</b> | <b>\$ 6,900,875</b> | <b>\$ 7,329,100</b> | <b>\$ 7,329,100</b> | <b>\$ 7,002,900</b>          | <b>(4.45%)</b>              | <b>100.00%</b>         |

**SOURCE OF REVENUE - DEPARTMENTAL CHARGES FOR SERVICES**



**PUBLIC WORKS SERVICES FUND  
REQUIREMENT/STAFFING SUMMARIES**

| <b>Program Requirements</b>             | 2009-10            | 2010-11            | .....2011-12.....  |                    | .....2012-13.....  |                    |                    |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | Actual             | Actual             | Adopted            | Revised            | Proposed           | Approved           | Adopted            |
| PW Administration                       | \$ 531,996         | \$ 584,498         | \$ 608,100         | \$ 608,100         | \$ 694,900         | \$ 694,900         | \$ 694,900         |
| Engineering Services                    | 2,649,118          | 2,514,057          | 2,643,700          | 2,643,700          | 2,486,400          | 2,486,400          | 2,486,400          |
| Operations Administration               | 1,116,620          | 1,071,722          | 1,348,700          | 1,348,700          | 844,900            | 844,900            | 844,900            |
| Water Quality Control Services          | 419,774            | 345,030            | 367,900            | 367,900            | 358,900            | 358,900            | 358,900            |
| PW Customer Services                    | 910,909            | 946,964            | 1,124,100          | 1,124,100          | 1,145,900          | 1,145,900          | 1,145,900          |
| Facilities & Maintenance<br>Engineering | 1,236,715          | 1,170,066          | 1,236,600          | 1,236,600          | 1,471,900          | 1,471,900          | 1,471,900          |
| <b>Total Requirements</b>               | <b>\$6,865,132</b> | <b>\$6,632,337</b> | <b>\$7,329,100</b> | <b>\$7,329,100</b> | <b>\$7,002,900</b> | <b>\$7,002,900</b> | <b>\$7,002,900</b> |

**PW-Public Works**

| <b>Requirements by Type</b> | 2009-10            | 2010-11            | .....2011-12.....  |                    | .....2012-13.....  |                    |                    |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                             | Actual             | Actual             | Adopted            | Revised            | Proposed           | Approved           | Adopted            |
| Personnel                   | \$5,176,270        | \$5,112,238        | \$5,680,200        | \$5,680,200        | \$5,382,500        | \$5,382,500        | \$5,382,500        |
| Materials & Services        | 1,688,862          | 1,520,099          | 1,648,900          | 1,648,900          | 1,620,400          | 1,620,400          | 1,620,400          |
| Capital                     | -                  | -                  | -                  | -                  | -                  | -                  | -                  |
| Contingency                 | -                  | -                  | -                  | -                  | -                  | -                  | -                  |
| <b>Total Requirements</b>   | <b>\$6,865,132</b> | <b>\$6,632,337</b> | <b>\$7,329,100</b> | <b>\$7,329,100</b> | <b>\$7,002,900</b> | <b>\$7,002,900</b> | <b>\$7,002,900</b> |

| <b>Adopted Requirements<br/>by Program and Type</b> |                  |                         |                  | Adopted<br>Budget  | % of Fund<br>Budget |
|---|------------------|-------------------------|------------------|--------------------|---------------------|
|   | Personnel        | Materials<br>& Services | Contin-<br>gency |                    |                     |
| PW Administration                                   | \$ 499,400       | \$ 195,500              | \$ -             | \$ 694,900         | 9.91%               |
| Engineering Services                                | 2,155,400        | 331,000                 | -                | 2,486,400          | 35.51%              |
| Operations Administration                           | 458,400          | 386,500                 | -                | 844,900            | 12.07%              |
| Water Quality Control Services                      | 290,200          | 68,700                  | -                | 358,900            | 5.13%               |
| PW Customer Services                                | 705,500          | 440,400                 | -                | 1,145,900          | 16.36%              |
| Facilities & Maintenance<br>Engineering             | 1,273,600        | 198,300                 | -                | 1,471,900          | 21.02%              |
| <b>Total Requirements</b>                           | <b>5,382,500</b> | <b>1,620,400</b>        | <b>-</b>         | <b>\$7,002,900</b> | <b>100.00%</b>      |
| <b>Percent of Fund Budget</b>                       | <b>76.86%</b>    | <b>23.14%</b>           | <b>-</b>         | <b>100.00%</b>     |                     |

| <b>Staffing Summary (FTE)</b>           | 2009-10       | 2010-11       | .....2011-12..... |               | .....2012-13..... |               |               |
|---|---------------|---------------|-------------------|---------------|-------------------|---------------|---------------|
|   | Actual        | Actual        | Adopted           | Revised       | Proposed          | Approved      | Adopted       |
| PW Administration                       | 3.000         | 3.000         | 3.000             | 3.000         | 4.000             | 4.000         | 4.000         |
| Engineering Services                    | 21.000        | 19.000        | 19.000            | 19.000        | 18.000            | 18.000        | 18.000        |
| Operations Administration               | 8.000         | 8.000         | 9.000             | 9.000         | 5.000             | 5.000         | 5.000         |
| Water Quality Control Services          | 4.000         | 3.000         | 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<br>Engineering | 11.000        | 11.000        | 10.000            | 10.000        | 11.000            | 11.000        | 11.000        |
| <b>Total FTE</b>                        | <b>56.000</b> | <b>53.000</b> | <b>53.000</b>     | <b>53.000</b> | <b>50.000</b>     | <b>50.000</b> | <b>50.000</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 Water, Sewer, and Street Funds.
- Provides administrative support for all operations functions.
- Provides process improvements in the administration of operation functions for the Department programs.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme  | Target Date | Status             | Strategies/Actions  |
|-----------------------|-------------|--------------------|---|
| Budget Year 2011-2012 |             |                    |   |
| Effective Government  | 6/12        | Efforts Redirected | <ul style="list-style-type: none"> <li>• Continue to train staff in use of Six Sigma tools for process improvement.</li> </ul>                              |
|                       | 6/12        | Efforts Redirected | <ul style="list-style-type: none"> <li>• Develop performance measures within the Department programs.</li> </ul>  |
|                       | 6/12        | In Progress        | <ul style="list-style-type: none"> <li>• Maintain American Public Works Association Self Assessment and Accreditation Best Management Practices.</li> </ul> |
| Budget Year 2012-2013 |             |                    |   |
| Effective Government  | 6/13        |                    | <ul style="list-style-type: none"> <li>• Standardize administrative processes across the Public Works Department.</li> </ul>                                |
|                       | 6/13        |                    | <ul style="list-style-type: none"> <li>• Improve efficiencies in the administrative functions of the Operations Division.</li> </ul>                        |
|                       | 6/13        |                    | <ul style="list-style-type: none"> <li>• Maintain American Public Works Association Self Assessment and Accreditation Best Management Practices.</li> </ul> |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Number of Street staff reports submitted annually. | 38               | 39               | 40               | 40               |
| Number of Sewer staff reports submitted annually.  | 39               | 8                | 40               | 30               |
| Number of Water staff reports submitted annually.  | 22               | 11               | 30               | 30               |
| Number of Misc. staff reports submitted annually.  | 47               | 37               | 40               | 40               |

#### STAFFING SUMMARY

|               |   |   |   |   |
|---------------|---|---|---|---|
| Budgeted FTEs | 3 | 3 | 3 | 4 |
|---------------|---|---|---|---|



**PROG 2802: PW Administration**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change   |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |               |
| Charges for Services      | -                   | 539,329.21          | 608,100              | 608,100              | 694,900              | 14.27%        |
| Investment Earnings       | -                   | 20.95               | -                    | -                    | -                    | - %           |
| <b>TOTAL REVENUES</b>     | <b>-</b>            | <b>539,350.16</b>   | <b>608,100</b>       | <b>608,100</b>       | <b>694,900</b>       | <b>14.27%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |               |
| Personnel Services        | 302,881.14          | 393,851.30          | 406,700              | 406,700              | 499,400              | 22.79%        |
| Materials & Services      | 229,114.76          | 190,646.59          | 201,400              | 201,400              | 195,500              | -2.93%        |
| <b>TOTAL EXPENDITURES</b> | <b>531,995.90</b>   | <b>584,497.89</b>   | <b>608,100</b>       | <b>608,100</b>       | <b>694,900</b>       | <b>14.27%</b> |

|                                    |              |             |   |   |   |  |
|------------------------------------|--------------|-------------|---|---|---|--|
| <b>PROG 2802 PW Administration</b> |              |             |   |   |   |  |
| Revenues less Expenditures         | (531,995.90) | (45,147.73) | - | - | - |  |

## 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, storm water, 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 NPDES permit for the Water Reclamation Facility, 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.
- Provide administrative support to Public Works Engineering and Director's workgroups.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme             | Target Date | Status      | Strategies/Actions  |
|----------------------------------|-------------|-------------|---|
| Budget Year 2011-2012            |             |             |   |
| Great Neighborhoods<br>Safe City | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Update the Sanitary Sewer model to reflect existing conditions.</li> </ul>   |
|                                  | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Initiate construction of the Oak Street LID.</li> </ul>  |
|                                  | 06/12       | Deferred    | <ul style="list-style-type: none"> <li>• Submit the Claim of Beneficial Use for partial perfection for municipal water rights (coordinated effort with Millersburg).</li> </ul> |
|                                  | 10/12       | In Progress | <ul style="list-style-type: none"> <li>• Update Albany Municipal Code language for public improvements.</li> </ul>  |
| Budget Year 2012-2013            |             |             |   |
| Great Neighborhoods<br>Safe City | 01/13       |             | <ul style="list-style-type: none"> <li>• Complete Sanitary Sewer model update and identify existing system and build-out deficiencies.</li> </ul>                               |
|                                  | 06/13       |             | <ul style="list-style-type: none"> <li>• Develop post-construction stormwater quality facility design standards for Council consideration.</li> </ul>                           |
|                                  | 09/12       |             | <ul style="list-style-type: none"> <li>• Complete construction of the Oak Street LID.</li> </ul>  |
|                                  | 12/12       |             | <ul style="list-style-type: none"> <li>• Secure new NPDES discharge permit for the A-M Water Reclamation Facility.</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>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Number of new site improvement (SI) projects.                     | 15               | 7                | 7                | 7                |
| Number of capital projects in design or construction phase.       | 26               | 35               | 36               | 30               |
| Number of local improvement district (LID) projects.              | 4                | 3                | 2                | 1                |
| Number of sewer lateral replacement projects completed.           | 65               | 40               | 45               | 35               |
| Number of development reviews performed annually.                 | 70               | 70               | 70               | 70               |
| Number of permits issued annually.                                | 750              | 750              | 1,000            | 750              |
| Update master plan every 10 to 15 years. Age of the current plan: |                  |                  |                  |                  |
| Water master plan   | 5 yr             | 6 yr             | 7 yr             | 8 yr             |
| Water financial plan  | 5 yr             | 6 yr             | 7yr              | 8 yr             |
| Wastewater master plan  | 11 yr            | 12 yr            | 13 yr            | 14 yr            |
| Wastewater financial plan   | 9 yr             | 10 yr            | 11 yr            | 12 yr            |
| Transportation master plan  | New              | 1 yr             | 2 yr             | 3 yr             |
| Transportation financial plan                                     | n/a              | New              | New              | New              |
| Storm drain master plan   | 21 yr            | 22 yr            | 23 yr            | 24 yr            |

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**STAFFING SUMMARY**

|               |    |    |    |    |
|---------------|----|----|----|----|
| Budgeted FTEs | 21 | 19 | 19 | 18 |
|---------------|----|----|----|----|



CITY OF  
*Albany*

O R E G O N

**PROG 2803: Engineering Services**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change   |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |               |
| Charges for Services      | -                   | 2,514,378.61        | 2,643,700            | 2,643,700            | 2,486,400            | -5.95%        |
| <b>TOTAL REVENUES</b>     | <b>-</b>            | <b>2,514,378.61</b> | <b>2,643,700</b>     | <b>2,643,700</b>     | <b>2,486,400</b>     | <b>-5.95%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |               |
| Personnel Services        | 2,295,242.41        | 2,194,188.23        | 2,301,300            | 2,301,300            | 2,155,400            | -6.34%        |
| Materials & Services      | 353,875.68          | 319,869.01          | 342,400              | 342,400              | 331,000              | -3.33%        |
| <b>TOTAL EXPENDITURES</b> | <b>2,649,118.09</b> | <b>2,514,057.24</b> | <b>2,643,700</b>     | <b>2,643,700</b>     | <b>2,486,400</b>     | <b>-5.95%</b> |

|                                       |                |        |   |   |   |  |
|---------------------------------------|----------------|--------|---|---|---|--|
| <b>PROG 2803 Engineering Services</b> |                |        |   |   |   |  |
| Revenues less Expenditures            | (2,649,118.09) | 321.37 | - | - | - |  |

## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICE FUND: OPERATIONS ADMINISTRATION SERVICES (705-50-2805)

**Responsible Manager/Title:** Chris Bailey, 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 2011-2012 |             |             |  |
| Effective Government  | 10/11       | Completed   | <ul style="list-style-type: none"> <li>• Maintain American Public Works Association Self Assessment program for excellence in Public Works through continual improvement.</li> </ul> |
|                       | 12/11       | In Progress | <ul style="list-style-type: none"> <li>• Implement inventory asset management system. Research bar coding system.</li> </ul>   |
|                       | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Continue implementation of Cartégraph maintenance management system.</li> </ul>   |
| Budget Year 2012-2013 |             |             |  |
| Effective Government  | 6/13        |             | <ul style="list-style-type: none"> <li>• Improve accuracy of asset information and reporting.</li> </ul>   |
|                       | 6/13        |             | <ul style="list-style-type: none"> <li>• Improve administrative support processes to meet Department guidelines and needs.</li> </ul>  |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Percent complete of asset management development.              | 75%              | 85%              | 85%              | 85%              |
| Customer satisfaction survey – percent of satisfied customers. | 88%              | 89%              | 89%              | 90%              |

#### STAFFING SUMMARY

|               |      |      |      |      |
|---------------|------|------|------|------|
| Budgeted FTEs | 8.00 | 8.00 | 9.00 | 5.00 |
|---------------|------|------|------|------|

**PROG 2805: Operations Admin**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change    |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |                |
| Charges for Services      | -                   | 1,129,295.79        | 1,348,700            | 1,348,700            | 844,900              | -37.35%        |
| <b>TOTAL REVENUES</b>     | <b>-</b>            | <b>1,129,295.79</b> | <b>1,348,700</b>     | <b>1,348,700</b>     | <b>844,900</b>       | <b>-37.35%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |                |
| Personnel Services        | 697,632.41          | 642,180.50          | 916,500              | 916,500              | 458,400              | -49.98%        |
| Materials & Services      | 418,988.07          | 429,541.12          | 432,200              | 432,200              | 386,500              | -10.57%        |
| <b>TOTAL EXPENDITURES</b> | <b>1,116,620.48</b> | <b>1,071,721.62</b> | <b>1,348,700</b>     | <b>1,348,700</b>     | <b>844,900</b>       | <b>-37.35%</b> |

|                                   |                |           |   |   |   |  |
|-----------------------------------|----------------|-----------|---|---|---|--|
| <b>PROG 2805 Operations Admin</b> |                |           |   |   |   |  |
| Revenues less Expenditures        | (1,116,620.48) | 57,574.17 | - | - | - |  |

## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: WATER QUALITY CONTROL SERVICES (705-50-2806)

**Responsible Manager/Title:** Chris Bailey, Operations Manager

**Developed By:** Herb Hoffer, Environmental Services Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Provides water audits for Albany residents, identifying water conservation opportunities.
- 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.
- Assists in developing City response to regulatory requirements relating to water quality, including federal and state storm water, TMDL, and pretreatment requirements.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme                                     | Target Date | Status    | Strategies/Actions   |
|--|-------------|-----------|--|
| Budget Year 2011-2012                                    |             |           |  |
| Safe City<br>Effective Government                        | 12/11       | Completed | <ul style="list-style-type: none"> <li>• Complete the initial five-year progress report as required by the Water Management Plan.</li> </ul>                               |
| Safe City<br>Effective Government                        | 06/12       | Completed | <ul style="list-style-type: none"> <li>• Continue implementation of Albany's Total Maximum Daily Load (TMDL) program including working with City departments.</li> </ul>   |
| Safe City<br>Great Neighborhoods<br>Effective Government | 06/12       | Ongoing   | <ul style="list-style-type: none"> <li>• Participate in development of a pollution prevention program for toxic reduction.</li> </ul>                                      |
| Budget Year 2012-2013                                    |             |           |  |
| Safe City<br>Effective Government                        | 08/12       |           | <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<br>Effective Government                        | 03/13       |           | <ul style="list-style-type: none"> <li>• Continue implementation of Albany's Total Maximum Daily Load (TMDL) program including follow-up with City departments.</li> </ul> |
| Safe City<br>Effective Government                        | 05/13       |           | <ul style="list-style-type: none"> <li>• Continue clean water outreach programs including streams cleanup and resource contacts with community groups.</li> </ul>          |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| Number of residential water conservation audits performed. | 64               | 9                | 15               | 20               |
| Tons of trash removed from local streams annually.         | 5.6              | 4                | 3                | 3                |
| Number of laboratory tests performed in-house annually.    | 1,893            | 1,800            | 1,700            | 2,050            |
| Number of area students receiving outreach programs.       | 277              | 500              | 550              | 550              |
| Number of public storm system inlets marked.               | 880              | 766              | 800              | 50               |

#### STAFFING SUMMARY

|               |   |   |   |   |
|---------------|---|---|---|---|
| Budgeted FTEs | 4 | 3 | 3 | 3 |
|---------------|---|---|---|---|



**PROG 2806: Water Quality Control Service**

| <u>Acct# Description</u>  | <u>2009-2010<br/>Actual</u> | <u>2010-2011<br/>Actual</u> | <u>2011-2012<br/>Adopted</u> | <u>2011-2012<br/>Revised</u> | <u>2012-2013<br/>Adopted</u> | <u>%<br/>Change</u> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | -                           | 366,302.17                  | 367,900                      | 367,900                      | 358,900                      | -2.45%              |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>366,302.17</b>           | <b>367,900</b>               | <b>367,900</b>               | <b>358,900</b>               | <b>-2.45%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 321,227.96                  | 255,767.12                  | 288,100                      | 288,100                      | 290,200                      | 0.73%               |
| Materials & Services      | 98,545.91                   | 89,263.10                   | 79,800                       | 79,800                       | 68,700                       | -13.91%             |
| <b>TOTAL EXPENDITURES</b> | <b>419,773.87</b>           | <b>345,030.22</b>           | <b>367,900</b>               | <b>367,900</b>               | <b>358,900</b>               | <b>-2.45%</b>       |

|  |              |           |   |   |   |  |
|--|--------------|-----------|---|---|---|--|
| <b>PROG 2806 Water Quality Control Service</b> |              |           |   |   |   |  |
| Revenues less Expenditures                     | (419,773.87) | 21,271.95 | - | - | - |  |

## 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**

| <u>Strategic Plan Theme</u>  | <u>Target Date</u> | <u>Status</u> | <u>Strategies/Actions</u>   |
|------------------------------|--------------------|---------------|---|
| <b>Budget Year 2011-2012</b> |                    |               |   |
| Effective Government         | 09/11              | Completed     | <ul style="list-style-type: none"> <li>• Solicit proposals from vendor for bill printing and mailing services.</li> </ul>   |
|                              | 01/12              | Completed     | <ul style="list-style-type: none"> <li>• Conduct internal audit of accounts to ensure accurate billing and account status.</li> </ul>                                       |
|                              | 01/12              | Completed     | <ul style="list-style-type: none"> <li>• Formalize in-house collection procedures for the recovery of delinquent account revenues.</li> </ul>                               |
|                              | 06/12              | Completed     | <ul style="list-style-type: none"> <li>• Implement paperless billing option for Utility Billing customers.</li> </ul>   |
| <b>Budget Year 2012-2013</b> |                    |               |   |
| Effective Government         | 12/12              |               | <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> |
|                              | 9/12               |               | <ul style="list-style-type: none"> <li>• Execute a vendor agreement for third-party delinquent bill collection services.</li> </ul>   |
|                              | 9/12               |               | <ul style="list-style-type: none"> <li>• Complete development of detailed procedure manuals for Utility Billing job duties.</li> </ul>                                      |
|                              | 6/13               |               | <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>      |

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

|   | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|---|------------------|------------------|------------------|------------------|
| Maintain the dollar amount of Utility Billing write-offs of uncollectible accounts at less than 0.5% of monthly billings. | 0.5%             | 0.5%             | 0.5%             | 0.5%             |

#### **STAFFING SUMMARY**

|               |   |   |   |   |
|---------------|---|---|---|---|
| Budgeted FTEs | 9 | 9 | 9 | 9 |
|---------------|---|---|---|---|

**PROG 2807: PW Customer Services**

| Acct# Description         | 2009-2010<br>Actual | 2010-2011<br>Actual | 2011-2012<br>Adopted | 2011-2012<br>Revised | 2012-2013<br>Adopted | %<br>Change  |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|--------------|
| <b>REVENUES</b>           |                     |                     |                      |                      |                      |              |
| Charges for Services      | -                   | 992,331.16          | 1,124,100            | 1,124,100            | 1,145,900            | 1.94%        |
| <b>TOTAL REVENUES</b>     | <b>-</b>            | <b>992,331.16</b>   | <b>1,124,100</b>     | <b>1,124,100</b>     | <b>1,145,900</b>     | <b>1.94%</b> |
| <b>EXPENDITURES</b>       |                     |                     |                      |                      |                      |              |
| Personnel Services        | 496,001.75          | 604,025.47          | 685,600              | 685,600              | 705,500              | 2.90%        |
| Materials & Services      | 414,906.75          | 342,938.37          | 438,500              | 438,500              | 440,400              | 0.43%        |
| <b>TOTAL EXPENDITURES</b> | <b>910,908.50</b>   | <b>946,963.84</b>   | <b>1,124,100</b>     | <b>1,124,100</b>     | <b>1,145,900</b>     | <b>1.94%</b> |

|                                       |              |           |   |   |   |  |
|---------------------------------------|--------------|-----------|---|---|---|--|
| <b>PROG 2807 PW Customer Services</b> |              |           |   |   |   |  |
| Revenues less Expenditures            | (910,908.50) | 45,367.32 | - | - | - |  |

## PROGRAM NARRATIVE

### PUBLIC WORKS SERVICES FUND: FACILITIES & MAINTENANCE ENGINEERING (705-50-2809)

**Responsible Manager/Title:** Chris Bailey, Operations Manager  
 Developed by: Ted Mikowski, P.E., Facilities Engineering Manager

#### FUNCTIONS AND RESPONSIBILITIES

- Management of Public Works infrastructure asset data through the CarteGraph Maintenance Management Software system.
- Oversight and development of the Bridge Maintenance Program. Providing interaction with the state highway department and subcontractor for National Bridge Inventory (NBI) bridge inspections.
- Assist in the review of existing infrastructure condition reports, and assist in developing plans for future rehabilitation/replacement work.
- Perform weekly inspections of eight reservoirs, four water pump stations, and 18 sewer lift stations.
- Management of preventive, predictive, and corrective maintenance management tasks including repairs and replacement of various process mechanical equipment at both the WTP and WWTP.
- Oversight and development of Supervisory Control and Data Acquisition (SCADA) automated process control and monitoring systems for both the WTP and WWTP and associated systems outside the plants.

#### STRATEGIES/ACTIONS

| Strategic Plan Theme  | Target Date | Status      | Strategies/Actions   |
|-----------------------|-------------|-------------|--|
| Budget Year 2011-2012 |             |             |  |
| Safe City             | 02/12       | In Progress | <ul style="list-style-type: none"> <li>• Continue security upgrades for SCADA.</li> </ul>  |
|                       | 04/12       | In Progress | <ul style="list-style-type: none"> <li>• Establish schedule for building repair and replacement for public works facilities.</li> </ul>  |
|                       | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Complete public works facilities assessment report – plan for repair and maintenance of buildings for all Public Works facilities.</li> </ul> |
|                       | 06/12       | In Progress | <ul style="list-style-type: none"> <li>• Install permanent flow monitoring sites for sanitary sewer basins.</li> </ul>   |
| Budget Year 2012-2013 |             |             |  |
| Safe City             | 4/13        |             | <ul style="list-style-type: none"> <li>• Continue security upgrades for SCADA.</li> </ul>  |
|                       | 6/13        |             | <ul style="list-style-type: none"> <li>• Install permanent flow monitoring sites for sanitary sewer basins.</li> </ul>   |
|                       | 6/13        |             | <ul style="list-style-type: none"> <li>• Improve quality and quantity of asset data in the CarteGraph maintenance management system.</li> </ul>  |

#### PERFORMANCE MEASURES AND WORKLOAD INDICATORS

|  | <u>2009-2010</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|--|------------------|------------------|------------------|------------------|
| <b>Bridge/Culvert Program:</b>                                   |                  |                  |                  |                  |
| Number of bridges/Percent of bridges inspected biennially.       | 23/30%           | 24/0%            | 24/100%          | 24/0%            |
| Number of culverts/Percent of culverts inspected every 5 years.  | 15/60%           | 18/0%            | 18/20%           | 18/20%           |
| <b>SCADA:</b>  |                  |                  |                  |                  |
| Number of major facilities/Percent of monitor data captured.     | 3/100%           | 3/98.7%          | 3/99.6%          | 3/100%           |
| Number of secondary facilities/Percent of monitor data captured. | 28/95%           | 30/97.8%         | 30/98.7%         | 30/100%          |

#### STAFFING SUMMARY

|               |    |    |    |    |
|---------------|----|----|----|----|
| Budgeted FTEs | 11 | 11 | 10 | 11 |
|---------------|----|----|----|----|

**PROG 2809: Facilities & Maintenance Engineering**

| <u>Acct# Description</u>  | <b>2009-2010<br/>Actual</b> | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Adopted</b> | <b>2011-2012<br/>Revised</b> | <b>2012-2013<br/>Adopted</b> | <b>%<br/>Change</b> |
|---------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|---------------------|
| <b>REVENUES</b>           |                             |                             |                              |                              |                              |                     |
| Charges for Services      | -                           | 1,183,316.28                | 1,236,600                    | 1,236,600                    | 1,471,900                    | 19.03%              |
| <b>TOTAL REVENUES</b>     | <b>-</b>                    | <b>1,183,316.28</b>         | <b>1,236,600</b>             | <b>1,236,600</b>             | <b>1,471,900</b>             | <b>19.03%</b>       |
| <b>EXPENDITURES</b>       |                             |                             |                              |                              |                              |                     |
| Personnel Services        | 1,063,284.80                | 1,022,225.33                | 1,082,000                    | 1,082,000                    | 1,273,600                    | 17.71%              |
| Materials & Services      | 173,430.60                  | 147,840.40                  | 154,600                      | 154,600                      | 198,300                      | 28.27%              |
| <b>TOTAL EXPENDITURES</b> | <b>1,236,715.40</b>         | <b>1,170,065.73</b>         | <b>1,236,600</b>             | <b>1,236,600</b>             | <b>1,471,900</b>             | <b>19.03%</b>       |

**PROG 2809 Facilities & Maintenance Engineering**

|                                   |                       |                  |          |          |          |
|-----------------------------------|-----------------------|------------------|----------|----------|----------|
| <b>Revenues less Expenditures</b> | <b>(1,236,715.40)</b> | <b>13,250.55</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|-----------------------------------|-----------------------|------------------|----------|----------|----------|



CITY OF  
*Albany*

O R E G O N

**SCHEDULE OF CAPITAL EQUIPMENT**  
**Fiscal Year 2012-2013**

| <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 Department:</b>                        |  |  |                           |                         |
| Grants Fund<br>(203-25-5080)                   | Fire Station #12 Seismic Rehab<br>Lexington Park Picnic Shelters   |  | 20,000                    | 20,000                  |
| GF Facilities Maintenance<br>(217-10-2002)     | Fire Station #12 Roof Replacement<br>Fire Station #14 Roof Replacement<br>Fire Station #13 Water Reclamation |  | 8,400<br>14,300<br>15,000 | 37,700                  |
| <b>Total Fire Department</b>                   |  |  |                           | <b>\$57,700</b>         |
| <b>Parks &amp; Recreation Department:</b>      |  |  |                           |                         |
| Parks Maintenance<br>(202-35-1407)             | Bryant Park Lights Replacement   |  | 8,000                     | 8,000                   |
| Parks Admin<br>(202-35-1408)                   | Senior Center Folding Door Replacement   |  | 30,000                    | 30,000                  |
| Aquatics<br>(202-35-1410)                      | ADA Plan – Automatic Front Door<br>ADA Plan – Restroom Rehab   |  | 5,000<br>10,000           | 15,000                  |
| Parks Capital Improvement<br>(202-35-1507)     | Gibson Hill Picnic Shelters<br>Lexington Park Picnic Shelters  |  | 30,000<br>30,000          | 60,000                  |
| <b>Total Parks &amp; Recreation Department</b> |  |  |                           | <b>\$113,000</b>        |
| <b>Public Works Department:</b>                |  |  |                           |                         |
| Albany Transit System<br>(213-50-1106)         | Engine Rebuild<br>Bus Location Software<br>ADA Improvements  |  | 25,000<br>10,000<br>5,000 |                         |
| Linn-Benton Loop<br>(213-50-1107)              | 40 Foot Gillig Bus   |  | 380,000                   |                         |
| Paratransit System<br>(213-50-1108)            | 23-Passenger Cutaway Bus   |  | 90,000                    | 510,000                 |
| Equipment Replacement<br>(217-10-1010)         | Replace Dump Truck 529-94  |  | 75,000                    | 75,000                  |
| Water Canal Maintenance<br>(615-50-2204)       | New Dump Truck   |  | 70,000                    | 70,000                  |
| <b>Total Public Works Department</b>           |  |  |                           | <b>\$667,000</b>        |
| <b>TOTAL CAPITAL EQUIPMENT</b>                 |  |  |                           | <b><u>\$837,000</u></b> |

**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2012-2013**

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 2012-2013 budget. The projects may also be included in the City's five-year Capital Improvements Program (CIP) for 2012-2017.

| Project Description                      | Total             | Parks & Recreation | Grants        | Risk Management | Economic Development | Public Transit |
|--|-------------------|--------------------|---------------|-----------------|----------------------|----------------|
| <b>CAPITAL PROJECTS</b>                  |                   |                    |               |                 |                      |                |
| Capital Equipment                        | \$ 824,000        | \$ 34,000          | \$ -          | \$ -            | \$ -                 | \$ 470,000     |
| Building Improvements                    | 47,600            | -                  | 47,600        | -               | -                    | -              |
| ADA Curb Ramp & Sidewalk Repair          | 20,000            | -                  | -             | -               | -                    | -              |
| Project Construction                     | 625,500           | -                  | -             | -               | -                    | -              |
| Gibson Hill Picnic Shelters              | 30,000            | 30,000             | -             | -               | -                    | -              |
| Lexington Park Picnic Shelters           | 30,000            | 30,000             | -             | -               | -                    | -              |
| E Thornton Lake Natural Area             | 75,000            | 75,000             | -             | -               | -                    | -              |
| City Gymnasium                           | 400,000           | 400,000            | -             | -               | -                    | -              |
| Wetlands Fencing                         | 12,000            | -                  | -             | -               | -                    | -              |
| Bus Engine Rebuild                       | 25,000            | -                  | -             | -               | -                    | 25,000         |
| Bus Location Software - Hardware         | 10,000            | -                  | -             | -               | -                    | 10,000         |
| ADA Improvements                         | 5,000             | -                  | -             | -               | -                    | 5,000          |
| Fire Station #12 Seismic Upgrade         | 20,000            | -                  | 20,000        | -               | -                    | -              |
| Sidewalk Infill Program                  | 15,000            | -                  | -             | -               | -                    | -              |
| Oak Creek Pump Stn/Force Main            | 4,750,000         | -                  | -             | -               | -                    | -              |
| BR-11-01 Belmont Ave Culvert Replacement | 250,000           | -                  | -             | -               | -                    | -              |
| BR-12-01 Bridge Scour Repairs            | 157,000           | -                  | -             | -               | -                    | -              |
| SS-13-01 Cured-In-Place Pipe Projects    | 210,000           | -                  | -             | -               | -                    | -              |
| SS-13-02 Pipe Bursting Projects          | 265,000           | -                  | -             | -               | -                    | -              |
| SS-13-03 Sewer Main Replacements         | 120,000           | -                  | -             | -               | -                    | -              |
| SS-13-04 Wetlands Int w/AMWRF Outfalls   | 150,000           | -                  | -             | -               | -                    | -              |
| ST-09-03 Oak Street LID                  | 2,250,000         | -                  | -             | -               | -                    | -              |
| ST-12-01 Jackson Street Reconstruction   | 1,200,000         | -                  | -             | -               | -                    | -              |
| ST-12-02 Gibson Hill Rd Sidewalks PH A   | 305,000           | -                  | -             | -               | -                    | -              |
| ST-12-03 Heritage Mall Traffic Signals   | 49,000            | -                  | -             | -               | -                    | -              |
| ST-13-02 Madison St ADA Imp-28th to 34th | 41,000            | -                  | -             | -               | -                    | -              |
| ST-13-03 N Albany Rd-Quarry to RR Tracks | 2,984,000         | -                  | -             | -               | -                    | -              |
| ST-13-04 Main Street Rehab               | 1,593,000         | -                  | -             | -               | -                    | -              |
| WL-08-04 Maier Lane WL                   | 185,800           | -                  | -             | -               | -                    | -              |
| WL-11-01 B'way Reservoir T. Main Ph-I    | 2,100,000         | -                  | -             | -               | -                    | -              |
| WL-12-01 Shady Ln WL                     | 124,000           | -                  | -             | -               | -                    | -              |
| WL-12-02 Broadway Trans Main Ph II       | 1,980,000         | -                  | -             | -               | -                    | -              |
| WL-12-04 North Ranch Drive Area WLs      | 250,000           | -                  | -             | -               | -                    | -              |
| WL-13-01 Hill St:Queen to 24th Ave WL    | 987,000           | -                  | -             | -               | -                    | -              |
| WL-13-02 E Thornton Lake Dr WL Repl      | 260,000           | -                  | -             | -               | -                    | -              |
| WL-13-03 36th Ave WL                     | 220,000           | -                  | -             | -               | -                    | -              |
| WL-13-04 Vine St & 14th Ave WL Repl      | 181,000           | -                  | -             | -               | -                    | -              |
| WL-13-05 Broadalbin:2nd to 3rd WL Repl   | 40,000            | -                  | -             | -               | -                    | -              |
| WC-13-01 Canal Diversion Structures      | 233,000           | -                  | -             | -               | -                    | -              |
| WTP-13-01 Vine St WTP Filter Media       | 680,000           | -                  | -             | -               | -                    | -              |
| W-12-02 AM WTP Sand Removal              | 252,000           | -                  | -             | -               | -                    | -              |
| <b>Capital Project Totals</b>            | <b>23,955,900</b> | <b>569,000</b>     | <b>67,600</b> | <b>-</b>        | <b>-</b>             | <b>510,000</b> |



| Capital Replacement     | Street    | Capital Projects | Sewer     | Water     | Project Description                        |
|-------------------------|-----------|------------------|-----------|-----------|--|
| <b>CAPITAL PROJECTS</b> |           |                  |           |           |  |
| \$ 250,000              | \$ -      | \$ -             | \$ -      | \$ 70,000 | Capital Equipment                          |
| -                       | -         | -                | -         | -         | - Building Improvements                    |
| -                       | 20,000    | -                | -         | -         | - ADA Curb Ramp & Sidewalk Repair          |
| -                       | -         | 625,500          | -         | -         | - Project Construction                     |
| -                       | -         | -                | -         | -         | - Gibson Hill Picnic Shelters              |
| -                       | -         | -                | -         | -         | - Lexington Park Picnic Shelters           |
| -                       | -         | -                | -         | -         | - E Thornton Lake Natural Area             |
| -                       | -         | -                | -         | -         | - City Gymnasium                           |
| -                       | -         | -                | 12,000    | -         | - Wetlands Fencing                         |
| -                       | -         | -                | -         | -         | - Bus Engine Rebuild                       |
| -                       | -         | -                | -         | -         | - Bus Location Software - Hardware         |
| -                       | -         | -                | -         | -         | - ADA Improvements                         |
| -                       | -         | -                | -         | -         | - Fire Station #12 Seismic Upgrade         |
| -                       | 15,000    | -                | -         | -         | - Sidewalk Infill Program                  |
| -                       | -         | -                | 4,750,000 | -         | - Oak Creek Pump Stn/Force Main            |
| -                       | 250,000   | -                | -         | -         | - BR-11-01 Belmont Ave Culvert Replacement |
| -                       | 157,000   | -                | -         | -         | - BR-12-01 Bridge Scour Repairs            |
| -                       | -         | -                | 210,000   | -         | - SS-13-01 Cured-In-Place Pipe Projects    |
| -                       | -         | -                | 265,000   | -         | - SS-13-02 Pipe Bursting Projects          |
| -                       | -         | -                | 120,000   | -         | - SS-13-03 Sewer Main Replacements         |
| -                       | -         | -                | 150,000   | -         | - SS-13-04 Wetlands Int w/AMWRF Outfalls   |
| -                       | -         | 2,250,000        | -         | -         | - ST-09-03 Oak Street LID                  |
| -                       | 1,200,000 | -                | -         | -         | - ST-12-01 Jackson Street Reconstruction   |
| -                       | 305,000   | -                | -         | -         | - ST-12-02 Gibson Hill Rd Sidewalks PH A   |
| -                       | 49,000    | -                | -         | -         | - ST-12-03 Heritage Mall Traffic Signals   |
| -                       | 41,000    | -                | -         | -         | - ST-13-02 Madison St ADA Imp-28th to 34th |
| -                       | 2,984,000 | -                | -         | -         | - ST-13-03 N Albany Rd-Quarry to RR Tracks |
| -                       | 1,593,000 | -                | -         | -         | - ST-13-04 Main Street Rehab               |
| -                       | -         | -                | -         | 185,800   | WL-08-04 Maier Lane WL                     |
| -                       | -         | -                | -         | 2,100,000 | WL-11-01 B'way Reservoir T. Main Ph-I      |
| -                       | -         | -                | -         | 124,000   | WL-12-01 Shady Ln WL                       |
| -                       | -         | -                | -         | 1,980,000 | WL-12-02 Broadway Trans Main Ph II         |
| -                       | -         | -                | -         | 250,000   | WL-12-04 North Ranch Drive Area WLs        |
| -                       | -         | -                | -         | 987,000   | WL-13-01 Hill St:Queen to 24th Ave WL      |
| -                       | -         | -                | -         | 260,000   | WL-13-02 E Thornton Lake Dr WL Repl        |
| -                       | -         | -                | -         | 220,000   | WL-13-03 36th Ave WL                       |
| -                       | -         | -                | -         | 181,000   | WL-13-04 Vine St & 14th Ave WL Repl        |
| -                       | -         | -                | -         | 40,000    | WL-13-05 Broadalbin:2nd to 3rd WL Repl     |
| -                       | -         | -                | -         | 233,000   | WC-13-01 Canal Diversion Structures        |
| -                       | -         | -                | -         | 680,000   | WTP-13-01 Vine St WTP Filter Media         |
| -                       | -         | -                | -         | 252,000   | W-12-02 AM WTP Sand Removal                |
| 250,000                 | 6,614,000 | 2,875,500        | 5,507,000 | 7,562,800 | Capital Project Totals                     |

continued

**SUMMARY OF CAPITAL REQUIREMENTS AND CAPITAL RESERVES - FISCAL YEAR 2012-2013, continued**

| Project Description                   | Total                | Parks & Recreation | Grants           | Risk Management      | Economic Development | Public Transit    |
|---------------------------------------|----------------------|--------------------|------------------|----------------------|----------------------|-------------------|
| <b>CAPITAL RESERVES</b>               |                      |                    |                  |                      |                      |                   |
| Reserve: Pipe Over-sizing             | 20,000               | -                  | -                | -                    | -                    | -                 |
| Reserve: Canal Capital                | 72,200               | -                  | -                | -                    | -                    | -                 |
| Reserve: Connection Fees              | 921,900              | -                  | -                | -                    | -                    | -                 |
| Reserve: Replacement                  | 4,439,700            | -                  | -                | -                    | -                    | -                 |
| Reserve: Equipment Replacement        | 1,795,300            | -                  | -                | -                    | -                    | -                 |
| Reserve: Building Replacement         | 316,400              | -                  | -                | -                    | -                    | -                 |
| Reserve: Street Connection Fees       | 139,600              | -                  | -                | -                    | -                    | -                 |
| Reserve: Building Maintenance         | 227,900              | -                  | -                | -                    | -                    | -                 |
| Reserve: Storm Drain Collection Fees  | 83,300               | -                  | -                | -                    | -                    | -                 |
| Reserve: Capital Projects             | 8,967,000            | 202,700            | -                | -                    | 118,500              | -                 |
| Reserve: Parks Capital Projects       | 12,400               | 12,400             | -                | -                    | -                    | -                 |
| Reserve: PepsiCo Settlement           | 11,208,800           | -                  | -                | 11,208,800           | -                    | -                 |
| Reserve: Facilities Maintenance       | 159,900              | -                  | -                | -                    | 159,900              | -                 |
| Reserve: Street Mitigation Fees       | 673,000              | -                  | -                | -                    | -                    | -                 |
| Reserve: Monteith House               | 13,400               | -                  | -                | -                    | -                    | -                 |
| Reserve: Waverly RH Land Mod Dep - WM | 203,300              | -                  | -                | -                    | -                    | -                 |
| <b>Total Capital Reserves</b>         | <b>29,254,100</b>    | <b>215,100</b>     | <b>-</b>         | <b>11,208,800</b>    | <b>278,400</b>       | <b>-</b>          |
| <b>Grand Totals</b>                   | <b>\$ 53,210,000</b> | <b>\$ 784,100</b>  | <b>\$ 67,600</b> | <b>\$ 11,208,800</b> | <b>\$ 278,400</b>    | <b>\$ 510,000</b> |

| Capital Replacement     | Street              | Capital Projects    | Sewer               | Water                | Project Description                   |
|-------------------------|---------------------|---------------------|---------------------|----------------------|---------------------------------------|
| <b>CAPITAL RESERVES</b> |                     |                     |                     |                      |                                       |
| -                       | -                   | -                   | 10,000              | 10,000               | Reserve: Pipe Over-sizing             |
| -                       | -                   | -                   | -                   | 72,200               | Reserve: Canal Capital                |
| -                       | -                   | -                   | 613,800             | 308,100              | Reserve: Connection Fees              |
| 4,439,700               | -                   | -                   | -                   | -                    | Reserve: Replacement                  |
| -                       | -                   | -                   | 1,064,800           | 730,500              | Reserve: Equipment Replacement        |
| 316,400                 | -                   | -                   | -                   | -                    | Reserve: Building Replacement         |
| -                       | 139,600             | -                   | -                   | -                    | Reserve: Street Connection Fees       |
| 227,900                 | -                   | -                   | -                   | -                    | Reserve: Building Maintenance         |
| -                       | -                   | -                   | 83,300              | -                    | Reserve: Storm Drain Collection Fees  |
| -                       | 2,720,900           | 51,800              | 2,325,100           | 3,548,000            | Reserve: Capital Projects             |
| -                       | -                   | -                   | -                   | -                    | Reserve: Parks Capital Projects       |
| -                       | -                   | -                   | -                   | -                    | Reserve: PepsiCo Settlement           |
| -                       | -                   | -                   | -                   | -                    | Reserve: Facilities Maintenance       |
| 638,000                 | 35,000              | -                   | -                   | -                    | Reserve: Street Mitigation Fees       |
| 13,400                  | -                   | -                   | -                   | -                    | Reserve: Monteith House               |
| -                       | 203,300             | -                   | -                   | -                    | Reserve: Waverly RH Land Mod Dep - WM |
| 5,635,400               | 3,098,800           | 51,800              | 4,097,000           | 4,668,800            | Total Capital Reserves                |
| <b>\$ 5,885,400</b>     | <b>\$ 9,712,800</b> | <b>\$ 2,927,300</b> | <b>\$ 9,604,000</b> | <b>\$ 12,231,600</b> | <b>Grand Totals</b>                   |

## **CAPITAL IMPROVEMENT PROGRAM PROJECTS - OVERVIEW**

### **FY 2012-2013 Budget**

Each year the City of Albany updates its Capital Improvement Program (CIP) document. The document, as adopted by the City Council, is a five-year program. As a planning tool, it identifies needs, establishes priorities, and forecasts the expenditures for all projects in the plan. It is not considered a “capital budget.” Adoption of the City of Albany’s CIP is merely approving the projects included, not the dollar estimates given.

#### **CIP Process**

|              |  |
|--------------|--|
| July         | City departments begin compiling projects to assist in the fulfillment of established goals.   |
| July - March | City departments submit project lists to the Engineering Department. Engineering staff compiles projects and develops a preliminary CIP plan. Discussion is held with the City Council in order to integrate City Council recommendations. Factors considered are staffing, current workload, and funding sources. |
| April        | Preliminary CIP is submitted to the City Council, Budget Committee, and Planning Commission in a joint session hosted by the Engineering Department.   |
| April - June | Recommendations are incorporated, funding sources are finalized, and the Council adopts the five-year CIP.   |

#### **What is a CIP project?**

For purposes of the Capital Improvement Program, a capital project is defined as a one-time project that results in a permanent addition to the City’s fixed assets. These projects involve nonrecurring expenditures, or capital outlays, which are funded from a wide variety of sources. Periodic or one-time-only maintenance that is contracted out is a capital improvement; however, annual contracted maintenance is not a capital improvement.

In addition, public facility master plans are considered capital projects; however, computer equipment and vehicles are not.

#### **Fiscal Year 2012-2013 Budget**

Following this overview is the portion of the five-year Capital Improvement Program that impacts the City of Albany’s Fiscal Year 2012-2013 Budget. The projects in the operating budget will differ from the first year in the CIP because minor fixed assets will not appear in the CIP and once a project is listed in the first year of the CIP, it will not appear in it again. The project costs in the CIP may vary from the budgeted project costs due to the time span between the budget process and the CIP. The actual project cost will be determined based on the bids received during the bid process.

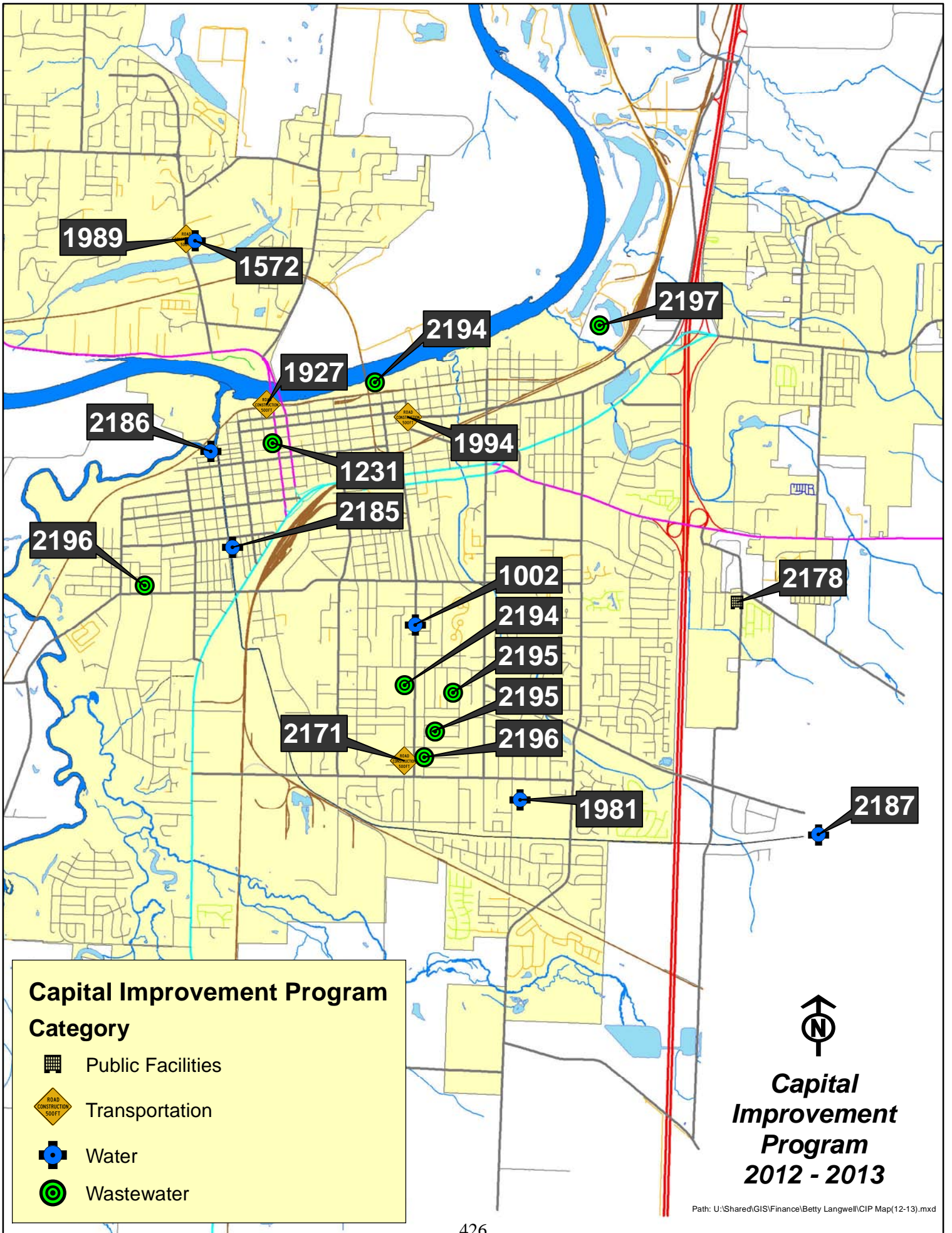
## Capital Improvement Program Budget Year 2012-2013

### Funded Summary By Funding Source - Projected Cost Totals

| FUNDING SOURCES                              | 2012-2013          |
|--|--------------------|
| General Fund Facilities Maintenance Projects | 15,000             |
| North Albany Street Improvement              | 400,000            |
| SDC Improvement - Transportation             | 2,023,500          |
| SDC Improvement - Water                      | 488,000            |
| SDC Reimbursement - Transportation           | 100,000            |
| Sewer Rates/Operating Revenues               | 915,000            |
| State of Oregon                              | 2,053,500          |
| Street Capital Reserves                      | 81,000             |
| Water Connection Fees                        | 150,000            |
| Water Rates/Operating Revenues               | 1,923,000          |
| <b>Grand Total:</b>                          | <b>\$8,149,000</b> |

### Funded Projects Summary

| CATEGORY            | 2012-2013          |
|---------------------|--------------------|
| Accessibility       | \$ 41,000          |
| Public Facilities   | 15,000             |
| Transportation      | 4,617,000          |
| Wastewater          | 915,000            |
| Water               | 2,561,000          |
| <b>Grand Total:</b> | <b>\$8,149,000</b> |



1989

1572

2194

2197

1927

2186

1994

1231

2185

2196

1002

2194

2195

2195

2196

2171

1981

2178

2187



**Plan FY: 2012-2013 MADISON STREET ADA IMPROVEMENTS – 28TH AVENUE TO 34TH AVENUE**

CIP Project #: 2171

**Master Plan:** **Plan Element:**  
**Category:** Accessibility **Classification:**  
**Department:** Public Works Department

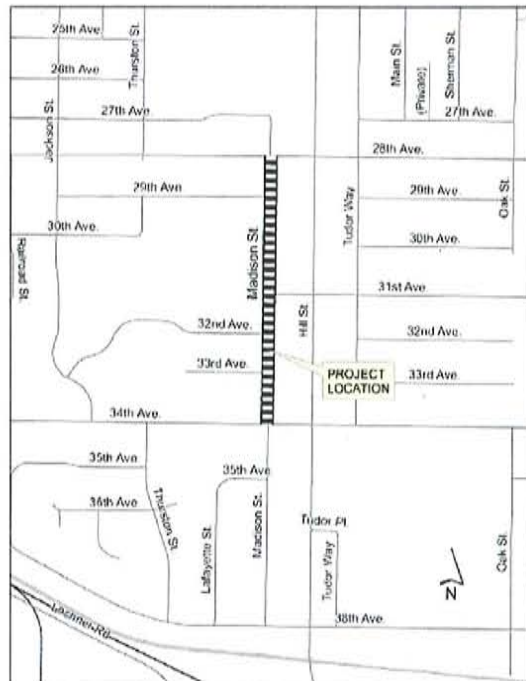
**Total Cost: \$42,000**

This project will replace 10 curb ramps and make repairs to heaved up and broken sidewalks on Madison Street between 28th Avenue and 34th Avenue. This segment of street fronts Lafayette Elementary School. The existing street corners either do not have ramps or the ramps do not meet current ADA standards.

Operating Budget Impact: None.

**Funding Sources For This Project:**

| <u>Activity</u> | <u>Funding Source</u> | <u>Projected Amount</u> |
|-----------------|-----------------------|-------------------------|
| 250-50-2700     | STATE OF OREGON       | \$42,000                |
| Total:          |                       | \$42,000                |







Plan FY: 2012-2013 MAIN STREET REHABILITATION

CIP Project #: 1994

**Master Plan:** Transportation Master Plan  
**Category:** Transportation  
**Department:** Public Works Department

**Plan Element:** I1, I2  
**Classification:** Street Reconstruction/Improvements

SDC

**Total Cost:** \$1,584,000

This project will reconstruct Main Street between 1st Avenue and 4th Avenue and includes a new roundabout at the intersection of Main Street and Salem Avenue.

Operating Budget Impact: None.

**Funding Sources For This Project:**

| Activity    | Funding Source                     | Projected Amount |
|-------------|------------------------------------|------------------|
| 250-50-2700 | STATE OF OREGON                    | \$269,000        |
| 250-50-2702 | SDC - IMPROVEMENT - TRANSPORTATION | \$1,315,000      |
| Total:      |                                    | \$1,584,000      |



**Plan FY: 2012-2013 LATERAL REPLACEMENT & BASEMENT PROTECTION**

**CIP Project #: 1231**

**Master Plan:** Sanitary Sewer Master Plan      **Plan Element:**  
**Category:** Wastewater      **Classification:** Miscellaneous - Wastewater  
**Department:** Public Works Department

**Total Cost: \$220,000**

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 sanitary sewer service laterals on private property. The program reimburses qualifying property owners for the cost of replacing failing sanitary sewer service laterals. Replacement of these laterals reduces the amount of infiltration entering the sanitary sewer system through cracks and breaks in older, deteriorated service lines.

**Funding Sources For This Project:**

| <u>Activity</u> <u>Funding Source</u>     | <u>Projected Amount</u> |
|---|-------------------------|
| 601-50-2500SEWER RATES/OPERATING REVENUES | \$220,000               |
| Total:                                    | \$220,000               |

**Capital Improvement Program 2012-2016**

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Plan FY: 2012-2013    **INFLOW REDUCTION PROGRAM**

CIP Project #: 1756

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**Master Plan:** Sanitary Sewer Master Plan  
**Category:** Wastewater  
**Department:** Public Works Department

**Plan Element:**  
**Classification:** Miscellaneous - Wastewater

**Total Cost:     \$150,000**

This ongoing series of projects provides funding for reducing infiltration and inflow (I & I) into the sanitary sewer system by disconnecting parking lot catch basins and other surface drainage systems that drain into the sewer. While current codes prohibit such connections, many older facilities may still be connected. Other improvements within the public system that reduce I & I may also be completed under this program.

Operating Budget Impact: This project will reduce maintenance costs over the long term because the removal of extraneous flow reduces the overall flow through the collection system and treatment plant. It also preserves capacity in the long run.

**Funding Sources For This Project:**

| <u>Activity</u> | <u>Funding Source</u>          | <u>Projected Amount</u> |
|-----------------|--------------------------------|-------------------------|
| 601-50-2500     | SEWER RATES/OPERATING REVENUES | \$150,000               |
|                 | Total:                         | \$150,000               |

Plan FY: 2012-2013 RAIN DRAIN SEPARATION PROJECTS

CIP Project #: 1984

**Master Plan:** Sanitary Sewer Master Plan      **Plan Element:**  
**Category:** Wastewater      **Classification:** Miscellaneous - Wastewater  
**Department:** Public Works Department

**Total Cost: \$150,000**

This ongoing series of projects provides funding for reducing infiltration and inflow into the sanitary sewer system by disconnecting gutter systems that drain into the sewer. While current codes prohibit such connections, many older residences may still be connected.

Operating Budget Impact: This project will reduce maintenance costs over the long term because the removal of extraneous flow reduces the overall flow through the collection system and treatment plant. It also preserves capacity in the long run.

**Funding Sources For This Project:**

| <u>Activity</u> <u>Funding Source</u>     | <u>Projected Amount</u> |
|---|-------------------------|
| 601-50-2500SEWER RATES/OPERATING REVENUES | \$150,000               |
| Total:                                    | \$150,000               |

Plan FY: 2012-2013 HILL STREET: QUEEN TO 24TH AVENUE

CIP Project #: 1002 Phase: 1

**Master Plan:** Water Supply Master Plan  
**Category:** Water  
**Department:** Public Works Department

**Plan Element:** P26  
**Classification:** Water Mains

SDC

**Total Cost:** \$982,000

This project will replace approximately 2,400 feet of deteriorated distribution lines with 24-inch ductile iron transmission lines. The near term benefit of upsizing this line will be better service to southeast Albany. However, as future improvements are completed, this large diameter line will help move large quantities of water from the new water treatment plant to all of south Albany.

**Operating Budget Impact:** This project will reduce maintenance costs over the long term. Replacement of these water mains will reduce the amount of water loss from the system and the number of emergency responses required to fix leaks.



**Funding Sources For This Project:**

| Activity    | Funding Source                 | Projected Amount |
|-------------|--------------------------------|------------------|
|             |                                | \$0              |
| 615-50-2300 | SDC - IMPROVEMENT - WATER      | \$638,000        |
| 615-50-2308 | WATER RATES/OPERATING REVENUES | \$344,000        |
| Total:      |                                | \$982,000        |

**Related Projects:**

| Phase                               | Year | Title                             | Category | Projected Total |
|-------------------------------------|------|-----------------------------------|----------|-----------------|
| 1                                   | 2013 | HILL STREET: QUEEN TO 24TH AVENUE | Water    | \$982,000       |
| 2                                   | 2014 | HILL STREET: 24TH TO 28TH AVENUE  | Water    | \$492,000       |
| 3                                   | 2014 | HILL STREET: 28TH TO 34TH AVENUE  | Water    | \$608,000       |
| Grand Total - All Related Projects: |      |                                   |          | \$2,082,000     |

**Capital Improvement Program 2012-2016**

**Plan FY: 2012-2013 ZONE 1 DISTRIBUTION PROJECTS (PHASE 1)**

**CIP Project #: 1638 Phase: 1**

**Master Plan:** Water Supply Master Plan  
**Category:** Water  
**Department:** Public Works Department

**Plan Element:** P17, P18, P19, P23  
**Classification:** Water Mains

**SDC**

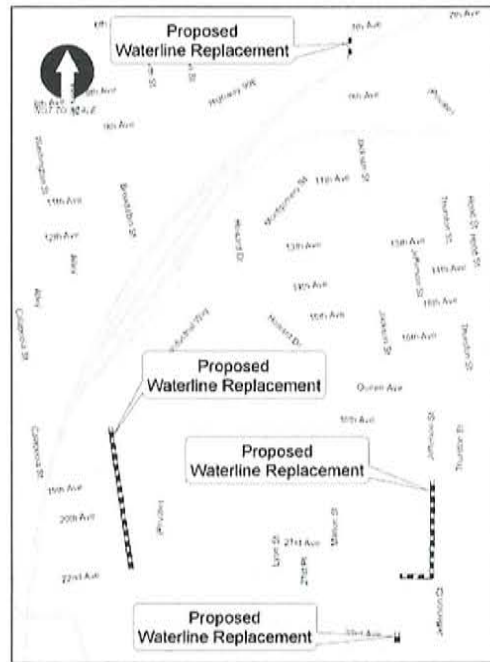
**Total Cost: \$536,000**

This project includes approximately 1,400 feet of water lines necessary to meet fire flow requirements and approximately 1,500 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 200 feet of 24-inch ductile iron water line on Jackson Street under the Union Pacific Railroad tracks, 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      | \$304,000               |
| 615-50-2308     | WATER RATES/OPERATING REVENUES | \$232,000               |
| Total:          |                                | \$536,000               |



**Related Projects:**

| <u>Phase</u>                        | <u>Year</u> | <u>Title</u>                           | <u>Category</u> | <u>Projected Total</u> |
|-------------------------------------|-------------|--|-----------------|------------------------|
| 1                                   | 2013        | ZONE 1 DISTRIBUTION PROJECTS (PHASE 1) | Water           | \$536,000              |
| 2                                   | 2014        | ZONE 1 DISTRIBUTION PROJECTS (PHASE 2) | Water           | \$191,000              |
| Grand Total - All Related Projects: |             |  |                 | \$727,000              |

**Water - Project Information**





**Capital Improvement Program 2012-2016**

**Plan FY: 2012-2013 36TH AVENUE WATER LINE**

**CIP Project #: 1981**

**Master Plan:** Water Supply Master Plan  
**Category:** Water  
**Department:** Public Works Department

**Plan Element:**  
**Classification:** Water Mains

**Total Cost: \$220,000**

This project includes the construction of approximately 1,100 lineal feet of new 12-inch water line in 36th Avenue between Columbus Street and Ermine Street. Currently there is no water main on this segment of street, which fronts South Albany High School. Construction of this water line will greatly improve fire protection for the high school and provide service to properties not currently served by water.

**Operating Budget Impact:** This project will increase maintenance costs over the long term by adding additional water mains 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          | \$150,000               |
| 615-50-2308     | WATER RATES/OPERATING REVENUES | \$70,000                |
| Total:          |                                | \$220,000               |





CITY OF  
*Albany*

O R E G O N

BE IT RESOLVED that the Albany City Council hereby adopts the approved 2012-2013 budget in the total sum of \$155,830,600 now on file at the Albany City Hall.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2012, and for the purposes shown below are hereby appropriated as follows:

**GENERAL FUND**

|                            |                      |
|----------------------------|----------------------|
| Nondepartmental            |                      |
| Materials & Services       | \$ 275,500           |
| Municipal Court            | 641,700              |
| Code Enforcement           | 16,900               |
| Fire Suppression           | 8,167,200            |
| Public Safety Levy: Fire   | 1,000,700            |
| Fire & Life Safety         | 797,400              |
| Police                     | 11,583,200           |
| Public Safety Levy: Police | 960,000              |
| Planning                   | 1,032,100            |
| Housing                    | 120,800              |
| Library                    | 2,403,900            |
| Transfers Out              | 941,000              |
| Contingency                | 1,232,000            |
| <b>Total GENERAL FUND</b>  | <b>\$ 29,172,400</b> |

**SPECIAL REVENUE FUNDS**

**PARKS & RECREATION**

|   |                     |
|---|---------------------|
| Sports Services                         | \$ 250,700          |
| Children/Youth/Family Rec Services      | 271,100             |
| Resource Development/Marketing Services | 320,900             |
| Park Maintenance Services               | 1,741,900           |
| Parks & Recreation Administration       | 1,154,200           |
| Aquatic Services                        | 771,900             |
| Adult Recreation Services               | 423,900             |
| Performance and Cultural Arts           | 437,300             |
| Park SDC Projects                       | 316,400             |
| Senior Center Foundation                | 18,000              |
| Parks Capital Improvement Program       | 547,400             |
| Transfers Out                           | 746,600             |
| Contingency                             | 304,000             |
| <b>Total PARKS &amp; RECREATION</b>     | <b>\$ 7,304,300</b> |

SPECIAL REVENUE FUNDS, continued

|                                    |                      |
|------------------------------------|----------------------|
| <b>GRANTS</b>                      |                      |
| Personnel                          | \$ 90,700            |
| Materials & Services               | 1,011,400            |
| Capital                            | 657,600              |
| <b>Total GRANTS</b>                | <b>\$ 1,759,700</b>  |
| <b>BUILDING INSPECTION</b>         |                      |
| Building Inspection                | \$ 932,600           |
| Electrical Permit Program          | 121,100              |
| ADA Code Enforcement               | 59,600               |
| Transfers Out                      | 12,500               |
| <b>Total BUILDING INSPECTION</b>   | <b>\$ 1,125,800</b>  |
| <b>RISK MANAGEMENT</b>             |                      |
| Risk Management                    | \$ 1,552,300         |
| PepsiCo Settlement Projects        | \$ 11,256,800        |
| HARP                               | 24,000               |
| <b>Total RISK MANAGEMENT</b>       | <b>\$ 12,833,100</b> |
| <b>ECONOMIC DEVELOPMENT</b>        |                      |
| Target Utilities                   | \$ 37,900            |
| Economic Development Activities    | 786,900              |
| Albany Municipal Airport           | 414,100              |
| Municipal Airport Capital Projects | 118,500              |
| Transfers Out                      | 206,900              |
| <b>Total ECONOMIC DEVELOPMENT</b>  | <b>\$ 1,564,300</b>  |
| <b>AMBULANCE</b>                   |                      |
| Personnel                          | \$ 1,939,600         |
| Materials & Services               | 360,100              |
| <b>Total AMBULANCE</b>             | <b>\$ 2,299,700</b>  |
| <b>PUBLIC TRANSIT</b>              |                      |
| Albany Transit System              | \$ 631,600           |
| Linn-Benton Loop                   | 898,800              |
| Paratransit System                 | 490,900              |
| <b>Total PUBLIC TRANSIT</b>        | <b>\$ 2,021,300</b>  |
| <b>PUBLIC SAFETY LEVY</b>          |                      |
| Transfers Out                      | \$ 2,049,900         |
| <b>Total PUBLIC SAFETY LEVY</b>    | <b>\$ 2,049,900</b>  |
| <b>CAPITAL REPLACEMENT</b>         |                      |
| Equipment Replacement              | \$ 3,279,200         |
| City Facilities Replacement        | 316,400              |
| GF Facilities Maintenance Projects | 348,300              |
| IT Equipment Replacement           | 1,962,500            |
| Facilities Replacement             | 638,000              |
| Transfers Out                      | 381,000              |
| <b>Total CAPITAL REPLACEMENT</b>   | <b>\$ 6,925,400</b>  |

SPECIAL REVENUE FUNDS, continued

**STREET**

|                      |                      |
|----------------------|----------------------|
| Personnel            | \$ 775,400           |
| Materials & Services | 2,746,000            |
| Capital              | 9,572,800            |
| Transfers Out        | 220,000              |
| Contingency          | 88,900               |
| <b>Total STREET</b>  | <b>\$ 13,403,100</b> |

DEBT SERVICE FUND

**DEBT SERVICE**

|                            |                     |
|----------------------------|---------------------|
| 2002 LTD Tax Pension Bonds | 753,700             |
| 2004 Revenue Obligations   | 423,900             |
| 2007 GO Refunding Bonds    | 1,475,700           |
| <b>Total DEBT SERVICE</b>  | <b>\$ 2,653,300</b> |

CAPITAL PROJECT FUND

**CAPITAL PROJECTS**

|                                 |                     |
|---------------------------------|---------------------|
| Albany Data Integration Project | \$ 10,000           |
| LID Construction Projects       | 2,250,000           |
| Albany Station REA Building     | 51,800              |
| Albany Station Pathway          | 125,500             |
| North Albany Park & Ride        | 500,000             |
| Transfers Out                   | 918,500             |
| <b>Total CAPITAL PROJECTS</b>   | <b>\$ 3,855,800</b> |

PERMANENT FUNDS

**SENIOR CENTER ENDOWMENT**

|                                      |                  |
|--------------------------------------|------------------|
| Materials & Services                 | \$ 200           |
| Unappropriated                       | 50,900           |
| <b>Total SENIOR CENTER ENDOWMENT</b> | <b>\$ 51,100</b> |

**LIBRARY TRUST**

|                            |                  |
|----------------------------|------------------|
| V. O. Tomey Trust          | \$ 13,100        |
| Manela Trust               | 71,000           |
| <b>Total LIBRARY TRUST</b> | <b>\$ 84,100</b> |

ENTERPRISE FUNDS

**SEWER**

|                      |                      |
|----------------------|----------------------|
| Personnel            | \$ 2,205,700         |
| Materials & Services | 6,084,100            |
| Capital              | 9,604,000            |
| Transfers Out        | 511,500              |
| Debt Service         | 12,339,600           |
| Contingency          | 419,100              |
| <b>Total SEWER</b>   | <b>\$ 31,164,000</b> |

**WATER**

|                      |                      |
|----------------------|----------------------|
| Personnel            | \$ 2,258,000         |
| Materials & Services | 5,781,300            |
| Capital              | 12,231,600           |
| Transfers Out        | 858,300              |
| Debt Service         | 3,458,800            |
| Contingency          | 400,000              |
| <b>Total WATER</b>   | <b>\$ 24,988,000</b> |

INTERNAL SERVICE FUNDS

**CENTRAL SERVICES**

|                                 |                     |
|---------------------------------|---------------------|
| Finance                         | \$ 1,291,100        |
| Council & Nondepartmental       | 252,700             |
| City Manager's Office           | 1,074,000           |
| Information Technology Services | 1,253,600           |
| GIS Services                    | 395,200             |
| Permit Tracking                 | 86,300              |
| Human Resources                 | 596,300             |
| Facilities Maintenance          | 623,200             |
| <b>Total CENTRAL SERVICES</b>   | <b>\$ 5,572,400</b> |

**PUBLIC WORKS SERVICES**

|                                      |                     |
|--------------------------------------|---------------------|
| PW Administration                    | \$ 694,900          |
| Engineering Services                 | 2,486,400           |
| Operations Administration            | 844,900             |
| Water Quality Control Services       | 358,900             |
| PW Customer Services                 | 1,145,900           |
| Facilities & Maintenance Engineering | 1,471,900           |
| <b>Total PUBLIC WORKS SERVICES</b>   | <b>\$ 7,002,900</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 \$0.95 per one thousand of assessed value, and bonded debt service in the amount of \$1,412,646, 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, 2012. The following allocations and categorizations, subject to the limits of SECTION IIIB, Article XI, of the Oregon Constitution, make the aggregate levy.

|                                 | Subject<br>to the<br>General<br>Government<br>Limitation | Excluded<br>from the<br>Limitation |
|---------------------------------|--|------------------------------------|
| Gross tax levy                  | \$6.3984 per<br>\$1,000 of<br>Assessed<br>Value          |                                    |
| Public Safety Levy              | \$0.95 per<br>\$1,000 of<br>Assessed<br>Value            |                                    |
| Debt Service                    |  | \$1,412,646                        |
| Linn/Benton Sewer Certification |  | \$ 58,000                          |

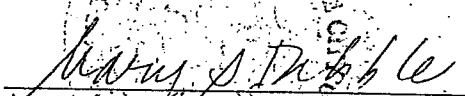
Passed by the Council: June 27, 2012

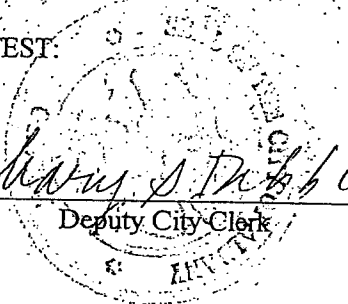
Approved by the Mayor: June 27, 2012

Effective Date: June 27, 2012

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Deputy City Clerk



# AFFIDAVIT OF PUBLICATION

## CITY OF ALBANY NOTICE OF BUDGET HEARING

The City of Albany will hold a PUBLIC HEARING on Wednesday, June 27, 2012, 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, 2012, as approved by the City of Albany Budget Committee on May 17, 2012. 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. in the City Clerk's Office, 333 Broadalbin SW or at either City Library.

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 \$436,000 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

|                                 | 2010-11<br>Actual     | 2011-12<br>Adopted    | 2012-13<br>Approved   |
|---------------------------------|-----------------------|-----------------------|-----------------------|
| Property taxes                  | \$ 24,504,571         | \$ 24,640,700         | \$ 23,643,900         |
| Other taxes                     | 4,435,929             | 4,609,500             | 4,591,800             |
| Licenses & fees                 | 3,424,075             | 1,993,000             | 2,234,700             |
| Intergovernmental resources     | 20,014,867            | 10,808,800            | 12,479,100            |
| Charges for service             | 40,229,518            | 41,562,900            | 41,391,800            |
| Fines & forfeitures             | 776,948               | 679,400               | 701,100               |
| Assessment payments             | 74,966                | 2,209,300             | 981,900               |
| Other resources                 | 573,845               | 668,800               | 533,500               |
| Investment earnings             | 600,929               | 458,300               | 324,800               |
| <b>Total Current Resources</b>  | <b>\$ 94,635,647</b>  | <b>\$ 87,630,700</b>  | <b>\$ 86,882,600</b>  |
| Transfers in                    | 19,210,888            | 10,125,200            | 6,958,100             |
| Beginning balance               | 68,238,015            | 64,885,600            | 60,298,500            |
| Reserved beginning balance      | 2,178,727             | 2,245,700             | 1,612,400             |
| Beginning balance held in trust | 79,427                | 79,000                | 79,000                |
| <b>Total Resources</b>          | <b>\$ 184,342,705</b> | <b>\$ 164,966,200</b> | <b>\$ 155,830,600</b> |

### FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

|                           | 2010-11<br>Actual     | 2011-12<br>Adopted    | 2012-13<br>Approved   |
|---------------------------|-----------------------|-----------------------|-----------------------|
| Personnel Services        | \$ 40,084,925         | \$ 43,755,800         | \$ 42,547,700         |
| Materials and Services    | 28,099,610            | 33,203,300            | 31,666,800            |
| Capital Projects          | 14,709,503            | 55,068,600            | 53,660,000            |
| Transfers Out             | 19,106,988            | 10,015,500            | 6,894,200             |
| Debt Service              | 11,853,102            | 20,130,000            | 18,487,500            |
| Contingencies             | -                     | 2,663,200             | 2,444,000             |
| Unappropriated            | -                     | 129,800               | 130,400               |
| <b>Total Requirements</b> | <b>\$ 113,854,129</b> | <b>\$ 164,966,200</b> | <b>\$ 155,830,600</b> |

### FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT

|                             | 2010-11<br>Actual     | 2011-12<br>Adopted    | 2012-13<br>Approved   |
|-----------------------------|-----------------------|-----------------------|-----------------------|
| 10 - Finance                | \$ 24,998,815         | \$ 32,604,400         | \$ 29,705,000         |
| FTE                         | 15,375                | 14,875                | 14,125                |
| 11 - City Manager's Office  | 1,850,554             | 2,351,600             | 2,329,900             |
| FTE                         | 14,600                | 14,600                | 13,600                |
| 13 - Information Technology | 1,840,186             | 3,663,900             | 3,697,600             |
| FTE                         | 12,500                | 12,000                | 11,000                |
| 14 - Human Resources        | 542,347               | 616,300               | 596,300               |
| FTE                         | 5,000                 | 4,000                 | 4,000                 |
| 25 - Fire                   | 11,422,182            | 12,753,700            | 12,345,100            |
| FTE                         | 76,600                | 76,600                | 73,600                |
| 30 - Police                 | 12,078,291            | 13,078,900            | 12,608,100            |
| FTE                         | 91,250                | 91,250                | 87,750                |
| 35 - Parks & Recreation     | 7,421,883             | 10,684,700            | 8,180,200             |
| FTE                         | 30,000                | 30,675                | 28,925                |
| 40 - Community Development  | 2,780,825             | 3,128,200             | 2,493,200             |
| FTE                         | 17,843                | 16,843                | 15,750                |
| 45 - Library                | 2,549,486             | 2,706,400             | 2,652,600             |
| FTE                         | 21,725                | 21,525                | 20,900                |
| 50 - Public Works           | 48,369,559            | 83,378,100            | 81,222,600            |
| FTE                         | 114,175               | 116,175               | 113,175               |
| <b>Total Requirements</b>   | <b>\$ 113,854,129</b> | <b>\$ 164,966,200</b> | <b>\$ 155,830,600</b> |
| <b>Total FTE</b>            | <b>399,068</b>        | <b>398,543</b>        | <b>382,825</b>        |

#### Prominent Changes

Budget estimates are based on the continued slowed growth of the assessed values and also the effects of compression on the Public Safety Levy.

The total number of Full-Time Employees (FTE's) was reduced 15,718 from Fiscal

State of Oregon

SS )

County of Linn

I, Pam M. Burrigh, 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 3232719, 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: 06-18-12

Stop Date: 06-18-12

Insertions: 1

*Pam Burrigh*

*Cyndi N. Sprinkel-Hart*

Subscribed and sworn to before me on Tuesday, Jul 17, 2012.



5930



# 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 3232719, 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: 06-18-12

Stop Date: 06-18-12

Insertions: 1

*See just pdf*

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Subscribed and sworn to before me on **Tuesday, Jul 17, 2012.**

Year 2011-12 to reduce expenditures and to remain within anticipated resources.

#### Statement of Indebtedness (Debt Service)

The City has a General Obligation Bond rating of "A" 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 \$79,922.

As of July 1, 2012, the City will have a number of debt issues outstanding:

#### Total Debt Outstanding

|                                 |                     |
|---------------------------------|---------------------|
| General Obligation              | \$ 3,682,000        |
| Water Revenue                   | 30,840,000          |
| Limited Tax Pension Obligation  | 6,283,556           |
| Revenue Obligations             | 1,660,000           |
| <b>TOTAL</b>                    | <b>\$42,465,556</b> |
| Other Debt:                     |                     |
| State Revolving Fund (SRF) Loan | \$63,632,619        |
| 2010 Wetlands                   | 3,429,702           |
| 2011 SRF ARRA Loan              | 1,950,000           |
|                                 | <b>\$69,012,321</b> |

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, the City's net General Obligation Bonded debt will be well below the estimated limit of \$121 million.

#### Summary of Property Tax Levies

The Budget Committee approved a total gross tax levy of \$6.3984/\$1,000 of the assessed valuation as of May 17, 2012.

The estimated assessed valuation for Fiscal Year 2012-2013 is \$4,037,634,672.

#### Gross tax levy:

|  |                                   |
|--|-----------------------------------|
| Subject to the General Government Limitation | \$6.3984/\$1000 of Assessed Value |
| Public Safety Levy                           | \$.95/\$1,000 of Assessed Value   |
|  | 2011-2012      2012-2013          |

# AFFIDAVIT OF PUBLICATION

State of Oregon

ss )

County of Linn

I, Pam M. Burrigh, 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 3232719, 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: 06-18-12

Stop Date: 06-18-12

Insertions: 1

*See first page*

Subscribed and sworn to before me on **Tuesday, Jul 17, 2012.**

Debt Service:  
Excluded from the Limitation

| Current Year | Budget Year |
|--------------|-------------|
| \$1,379,266  | \$1,412,646 |

Stewart Taylor  
Budget Officer  
PUBLISH: 06/18/2012

#3232719

-1 co

## GLOSSARY

City of Albany

FY 2012-2013

**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.

**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 limits future tax increases to not more than 3 percent per year. It places limits on the kinds of purchases that can be made with general obligation bonds. It imposed a double

## GLOSSARY

City of Albany

FY 2012-2013

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, or 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.  |

**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.

**CALUTS** - Central Albany Land Use Transportation Study

**Capital Assets** - Non-consumable assets of significant value (\$5,000 or more) and having a

## GLOSSARY

City of Albany

FY 2012-2013

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 the acquisition, construction, expansion, or rehabilitation for improving an element of the government's physical plant and/or infrastructure.

**Capital Improvement Program** - 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.

**Contingencies** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for. Formal Council action is required for transfers from Contingency to an expenditure appropriation.

**Contract** - An agreement 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.

## GLOSSARY

City of Albany

FY 2012-2013

**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 by 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 that 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 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.

**ESD** – Educational Service District

**Expenditure** - If accounts are kept on the *accrual basis* the total charge incurred, whether paid or unpaid, including expense, provision for retirement of unreported debt, as a liability of a fund from which retained and capital outlay, or the modified accrual basis, decreases in net financial resources and may include encumbrances.

If accounts are 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.

## GLOSSARY

City of Albany

FY 2012-2013

**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 of 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

**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 in 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

## GLOSSARY

City of Albany

FY 2012-2013

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.

**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



## GLOSSARY

City of Albany

FY 2012-2013

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

**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

## GLOSSARY

City of Albany

FY 2012-2013

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.

**REIL** - Runway End Identifier Lights

**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 there are Resources and Requirements. Resources turn into revenues when the money is received. Requirements turn into expenditures when the money is spent. Requirements define what is needed to perform the functions of the City (fire, police, library, sewer, water, etc.)

**Revenues** - The gross receipts and receivables that a governmental unit receives, such as: tax payments, licenses, fees for specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income. Excluded from revenues are appropriations, allotments, and return of principal from investment of surplus funds.

**Revenue Bonds** - Bonds issued pledging future revenues, usually water, sewer, or storm drainage charges, to make debt service payments.

**Risk Management** - An organized attempt to protect a government's assets against accidental loss in the most economical manner by identifying loss exposure, evaluating the risk, and treating the loss through risk control and financing.

**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

## GLOSSARY

City of Albany

FY 2012-2013

**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 a direct receipt of a public service by the one that benefits from the service.

**WTP** - Water Treatment Plant

**WWTP** - Wastewater Treatment Plant

GLOSSARY  
ACRONYMS

City of Albany

FY 2012-2013

**ADA** - Albany Downtown Association

**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

**APD** - Albany Police Department

**ARA** – Albany Redevelopment Agency

**ATS** – Albany Transit System

**AVA** - Albany Visitors Association

**BLM** – Bureau of Land Management

**CAFR** - Comprehensive Annual Financial Report

**CALUTS** – Central Albany Land Use Transportation Study

**CARA** – Central Albany Revitalization Area

**CDBG** - Community Development Block Grant

**CIP** - Capital Improvement Program

**CLG** – Certified Local Government

**COG** – Oregon Cascades West Council of Governments

**COLA** - Cost of Living Adjustment

**COP** - Certificate of Participation

**COPS** – Community Oriented Policing Services

**CYF** – Children, Youth, and Families

**DARE** - Drug Abuse Resistance Education

**DOJ** – Department of Justice

**DUII** – Driving Under the Influence of Intoxicants

**ELA** – Engineering, Legal & Administrative Fees  
**EMS** - Emergency Medical Services

**EMT** - Emergency Medical Technician

**EPA** – Environmental Protection Agency

**ESD** – Educational Service District

**FAA** – Federal Aviation Administration

**FEMA** – Federal Emergency Management Agency

**FTA** – Federal Transit Administration

**FTE** - Full-Time Equivalent position

**GAAP** - Generally Accepted Accounting Principles

**GAPS** – Greater Albany Public Schools

**GASB** - Governmental Accounting Standards Board

**GFOA** - Government Finance Officers Association

**HBRR** – Highway Bridge Replacement and Rehabilitation

**HPF** – Historic Preservation Fund

**HUD** – Housing and Urban Development

**IAC** – Information Access Corporation

**IAF** – Improvement Assurance Fee

**IOF** – Immediate Opportunity Fund

**ISTEA** - Intermodal Surface Transportation Efficiency Act

**JWP** – Joint Water Project

**LCDC** – Land Conservation and Development Commission

**LEML** – Law Enforcement Medical Liability

Assessment

Program

**LID** - Local Improvement District**TIC** – True Interest Costs**OAR** - Oregon Administrative Rules**UGM** – Urban Growth Management**ODOT** – Oregon Department of Transportation**WTP** - Water Treatment Plant**OECD** - Oregon Economic and Community Development**WWTP** - Wastewater Treatment Plant**OEDD** – Oregon Economic Development Department**OEM** – Oregon Emergency Management**OHSU** – Oregon Health Sciences University**OLCC** – Oregon Liquor Control Commission**ORS** - Oregon Revised Statutes**OTIA** – Oregon Transportation Investment Act**OWEB** – Oregon Water Enhancement Board**PERS** - Public Employees Retirement System**REIL** – Runway End Identifier Lights**RMTC** – Regional Multimodal Transportation Center**RMV** – Real Market Value**RRP** – Rental Rehabilitation Program**SDCs** - System Development Charges**SHPO** – State Historic Preservation Office**SIU** – Significant Industrial User**SRF** – State Revolving Fund**STF** - Special Transportation Fund**TCV** – True Cash Value**TEA** – Transportation Equity Act**TGM** – Transportation and Growth Management



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