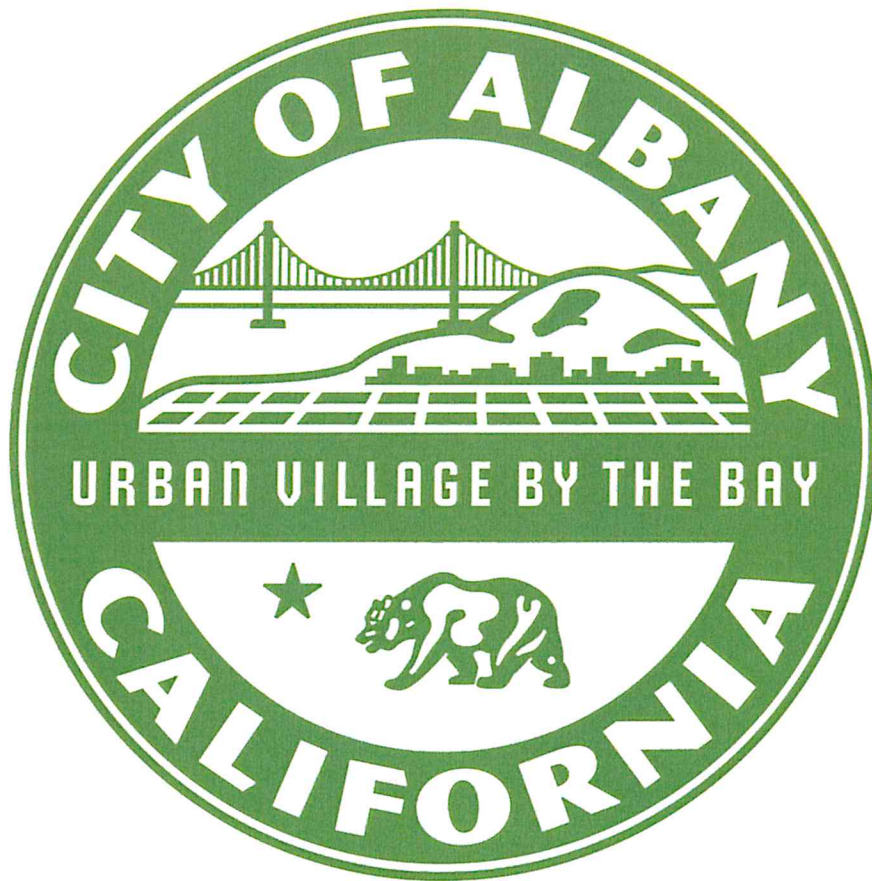


City of Albany
Biennial Budget



Fiscal Years
2019-20 and 2020-21

**CITY OF ALBANY
CITY COUNCIL AGENDA
STAFF REPORT**

Agenda Date: June 17, 2019
Reviewed by: NA

SUBJECT: City of Albany Biennial Operating Budget Covering Fiscal Years
2019-20 to 2020-21

REPORT BY: Heather Rowden, Finance Director
Nicole Almaguer, City Manager

SUMMARY

The action before the City Council is the adoption of the Proposed Operating Budget for fiscal years 2019-20 and 2020-21.

STAFF RECOMMENDATION

That the Council adopt Resolution No. 2019-49, adopting the two-year City of Albany Operating Budget for fiscal years 2019-20 and 2020-21.

BACKGROUND/DISCUSSION

On June 3, 2019, the Council held a study session and received a presentation on the proposed budget, and no changes to the proposed budget were directed.

As presented at the study session on June 3, 2019, the City operates on a two-year budget cycle for preparation and adoption of the Operating Budget. July 1, 2019 is the first day in the next cycle covering Fiscal Years 2019-20 and 2020-21. Historically, the biennial budget is updated at the start of the second fiscal year.

The proposed biennial budget contains a summary of all City Revenues and Expenses, followed by detailed spending by Department. An overview of each Department is included, as well as the City Council Strategic Plan items the Department is responsible for serving as the lead to implement. The budget detail is organized similar to the Quarterly Reports Council has received throughout FY 2018-19 and includes both the expenses and revenues associated with that department.

General Fund

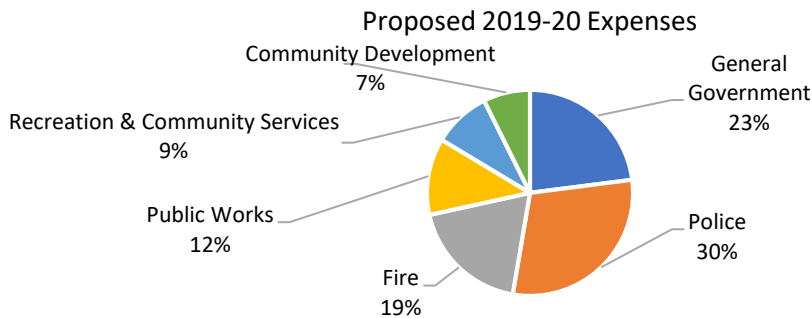
To streamline the City's accounting processes and maintain a comprehensive view of what essential City services cost, certain expenses previously budgeted to special revenue funds have been moved to the general fund. Corresponding revenues have been added to reimburse the general fund for these costs. These revenues are recorded as "Transfer In" and allocated

to the applicable department. The City had historically budgeted in this fashion up until changing its process to charge directly to Special Revenue funds in FY 2014-15.

Expenses

For FY 2019-20 staff has prepared a budget proposing a 12.3% increase in overall general fund expenses. This year’s increase is slightly inflated due to the previously mentioned restructuring of the City’s accounting. Taking the restructuring into account, general fund expenses are proposed to increase 5.26%. Historically, budgeted general fund expenditures have increased just over 6% a year.

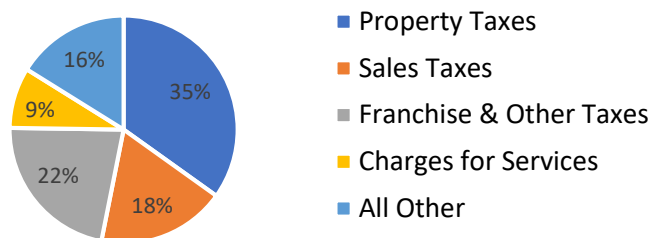
As included in the chart below, 61% of the City’s general fund expenses are budgeted for Public Safety and Public Works expenses. The General Government category includes expenses associated with all Elected Officials (City Council and the City Treasurer), City Administration (the City Manager’s office, IT, KALB, Neighborhood Services, and all non-departmental or City-wide benefits), the City Clerk, Human Resources, and Finance.



Revenues

The City derives revenue from multiple sources, categorized in the chart below. Over 50% of the City’s General Fund revenues come from Property and Sales Taxes. All Other revenues consist of miscellaneous items such as grants, donations and reimbursements that are not a sufficient source of revenue to list separately.

2018 Revenues



As identified within the Council’s Strategic Plan, staff is currently doing a thorough review of revenue sources. This review includes identifying potential new revenue sources for Council consideration, to help ensure diversification of the City’s funding and consistent funding during economic downturns.

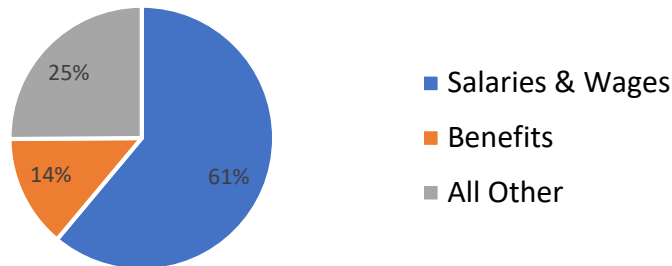
Summary

The proposed budget decreases the budgeted deficit in the general fund from \$1.85 million in FY 2018-19 to just over \$894,000 for FY 2019-20. Over the past 5-7 years the gap between budgeted revenue and expenses has been decreasing. Staff continuously work to find ways to provide service effectively and efficiently, however increases to anticipated expenses have outpaced increases to revenue. As mentioned above, Staff are reviewing revenue sources to help offset this trend. In addition, Management plan to review historical budget to actuals in FY 2020-21 to ensure budgeted expenses are as close to actual as possible.

Staffing/Personnel

City-wide, salaries and benefits make up most general fund costs. As shown below, in 2018, 75% of the City’s general fund operating expenses funded salaries and benefits. In general, salaries and benefits are dictated by union contracts, approved by Council separately from the operating budget.

2018 Expenses



A listing of all Council Authorized positions for FY 2018-19 is included as an attachment to the budget, as well as the requests for the upcoming biennial budget. To new positions are recommended, which are incorporated into the recommended budget including a Management Analyst position in the Public Works Department, responsible for managing the department’s budget, tracking regulatory deadlines, grant management, contract administration, and assistance with project management, among other duties. As this position would support special revenue funds, only a portion of the cost of this position would be funded from general fund revenues.

The second position is a full time Recreation Coordinator II position in the Youth Services division of the Recreation Department to provide support within the City’s Youth programs including the Childcare program and Teen Center program. The Recreation Department has been utilizing part time staff for Youth/Childcare programs and have

found it difficult to sustain these positions. The full time Coordinator will replace two part-time positions.

There are no updates to the Salary Schedule at this time.

Special Revenue Funds

The Biennial Operating Budget also contains anticipated funding and expenses for certain special revenue accounts. These accounts are the EMS Fund, Measure B, BB, and Vehicle Registration Funds, and Library Operations. While the City maintains additional Special Revenue funds, those are generally associated with the Capital Improvement Plan and are not presented as part of the Operating Budget.

SUSTAINABILITY IMPACT

Several of the projects and programs included in the biennial budget aim to accomplish City Council Strategic Plan goals and other policy initiatives adopted by the City Council to further environmental sustainability.

FINANCIAL IMPACT

The biennial budget includes all expenses and revenues associated with general City operations for the two-year period from July 1, 2019 through June 30, 2021. Historically, the biennial budget is updated at the start of the second fiscal year.

It is anticipated that the Capital Improvement Plan update and accompanying budget will be presented to the Council in Fall 2019.

Attachments

1. Resolution No. 2019-49, Adopting the Biennial Operating Budget for Fiscal Years 2019-20 to 2020-21
2. Proposed Biennial Operating Budget for Fiscal Years 2019-20 to 2020-21



**City of Albany
Biennial Budget
2019-20 2020-21**

	Approved General Fund 2018-19	Recommended General Fund 2019-2020	\$ Change	Process Change	% Change	Recommended EMS 2019-2020	Total Recommended 2019-2020
Revenues							
Property Tax	\$7,205,901	\$7,205,901	\$0		0.00%	\$785,000	\$7,990,901
Sales and Use Taxes	\$4,330,100	\$4,330,100	\$0		0.00%	\$0	\$4,330,100
Franchise and Other Taxes	\$4,557,480	\$4,632,480	\$75,000		1.65%	\$0	\$4,632,480
Licenses and Permits	\$455,200	\$450,200	(\$5,000)		-1.10%	\$0	\$450,200
Fines and Forfeitures	\$270,000	\$270,000	\$0		0.00%	\$0	\$270,000
Earnings on Investments	\$14,485	\$300,000	\$285,515		1971.11%	\$0	\$300,000
Revenues from Other Agencies	\$256,800	\$235,000	(\$21,800)		-8.49%	\$0	\$235,000
Current Service Charges	\$1,502,920	\$1,567,000	\$64,080		4.26%	\$718,232	\$2,285,232
Other Revenue	\$337,560	\$350,665	\$13,105		3.88%	\$0	\$350,665
Transfers In	\$891,100	\$4,066,066	\$3,174,966	\$1,980,066	356.30%	\$708,057	\$4,774,123
Total Revenues	\$19,821,546	\$23,407,412	\$3,585,866		18.09%	\$2,211,289	\$25,618,701
Expenditures							
General Government	\$6,152,486	\$6,091,755	(\$60,731)		-0.99%		\$6,091,755
Police	\$7,416,556	\$7,878,148	\$461,592		6.22%		\$7,878,148
Fire	\$2,678,549	\$2,792,792	\$114,243		4.27%	\$2,211,289	\$5,004,081
Public Works	\$1,570,647	\$3,193,916	\$1,623,269	\$1,366,132	16.37%		\$3,193,916
Recreation & Community Services	\$2,173,360	\$2,397,370	\$224,010		10.31%		\$2,397,370
Community Development	\$1,645,781	\$1,947,664	\$301,883	\$61,471	14.61%		\$1,947,664
Total Expenditures	\$21,637,379	\$24,301,645	\$2,664,266	\$1,427,603	5.72%	\$2,211,289	\$26,512,934
Excess (Deficiency) of Revenues Over Expenditures	(\$1,815,833)	(\$894,233)				\$0	(\$894,233)

CITY COUNCIL

The Albany City Council is the legislative body responsible for setting City policy and adopting the City budget. The Council consists of five (5) members elected at-large by the Albany electorate for four-year staggered terms. Elections are held in even-numbered years, with three Council members elected in one cycle and two Council members elected in the alternate cycle. Annually, the five City Council members select a Mayor and Vice-Mayor.

The City Council members also select among themselves representatives to various local and regional bodies.

City Council Strategic Plan

The City Council adopted a Strategic Plan for the period of July 1, 2019 – June 30, 2021 to identify key issues, develop City Council direction, establish priorities, and set goals and objectives to best focus changes to the use of the City's limited resources and capacity over the course of the 2-year plan period. The City budget includes funding allocations to accomplish the City Council Strategic Plan, as well as the ongoing mandated obligations of local government which remain the core function of the City including but not limited to: public infrastructure, public safety, governmental transparency, financial accountability, and implementation of regulations.

Through City Council direction, the City Manager is responsible for ensuring effective implementation of the City Council Strategic Plan, and assigning particular City Departments to serve as the lead Department to implement the Strategic Plan items that fall within the discipline area of a given City Department. The following departmental budget sections include reference to the City Council Strategic Plan items assigned to particular Departments.

Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
111 - CITY COUNCIL/ADMINISTRATION						
Expenses	\$249,751	\$118,571	\$98,155	(\$20,416)	-20.80%	\$98,155
Salaries and Wages	\$20,800	\$18,100	\$20,400	\$2,300	11.27%	\$20,400
Benefits	\$285,996	\$62,571	\$39,855	(\$22,716)	-57.00%	\$39,855
Insurance	\$65,325	\$60,784	\$37,896	(\$22,888)	-60.40%	\$37,896
Retirement	\$219,233	\$472	\$494	\$22	4.45%	\$494
Taxes	\$1,438	\$1,315	\$1,465	\$150	10.24%	\$1,465
Other Expenses	(\$57,045)	\$37,900	\$37,900	\$0	0.00%	\$37,900
Dues, Memberships, Publications, and Trainings	\$7,090	\$13,400	\$13,400	\$0	0.00%	\$13,400
Administrative and Office Expenses	\$1,208	\$1,000	\$1,000	\$0	0.00%	\$1,000
Professional Services	\$381	\$2,500	\$2,500	\$0	0.00%	\$2,500
Misc Expense	(\$65,724)	\$21,000	\$21,000	\$0	0.00%	\$21,000



CITY TREASURER

The City Treasurer is an elected, part-time position with the responsibility of receiving and safely keeping the City funds and securities pursuant to the City Charter. In addition, the City Treasurer disburses funds as prescribed by City ordinances and resolutions, invests surplus funds and advises the City Council on treasury issues. The City Treasurer accomplishes these responsibilities by undertaking the following duties:

1. Reviewing the accounts payable and payroll check registers and conducting spot audits on payee records.
2. Making and monitoring the transfers of City funds to and from the Local Agency Investment Fund (“LAIF”) and CalTrust, as well as between bank accounts and other investments.
3. Working in concert with the Finance & Administrative Services Department to follow procedures for preparing and signing checks and for the handling of petty cash accounts, plus assisting in the monitoring of those procedures.

The City Treasurer is responsible for the City’s investments. The majority of the City’s surplus funds are invested in the State Treasurer’s investment pool (Local Agency Investment Fund or LAIF), and a small portion in CalTrust, a joint powers authority that administers pooled investments for local agencies. When investment rates are higher, the City also invests a portion of surplus funds in Certificates of Deposits at insured banks and savings and loans, and in Government Treasuries and Agencies. Any investments outside LAIF and CalTrust require the City having a Trustee to hold the investments. Investments in securities other than LAIF are reviewed and approved by the City Manager and/or Finance Director prior to purchase as per the City’s investment policy.

The City Treasurer is responsible for and oversees the administration of business licensing. The City Treasurer conducts business license audits to ensure that all businesses are properly licensed, informs businesses of the need to obtain a business license, and resolves business license problems through telephone and direct contact with business owners. The City Treasurer also oversees the collection of the City Real Property Transfer Tax and handles inquiries related to this tax as well as reviewing property sales, looking for errors in tax collection and potential rental business licenses.

Pursuant to City Charter, the City Treasurer also sits on the Board of Police & Fire Pension Fund Commissioners. As the Board Chairperson, the City Treasurer is responsible for overseeing the preparation of the Board’s meeting agendas and running the meetings. The City Treasurer oversees this pension system and tracks the investment activity of the pension fund’s \$4.6 million portfolio (as of 12/31/18).

Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
141 - TREASURER/ADMINISTRATION						
Expenses	\$80,958	\$70,555	\$77,416	\$6,861	8.86%	\$77,416
Salaries and Wages	\$47,989	\$39,949	\$46,807	\$6,858	14.65%	\$46,807
Benefits	\$32,762	\$26,985	\$26,988	\$3	0.01%	\$26,988
Insurance	\$25,257	\$20,218	\$19,942	(\$276)	-1.38%	\$19,942
Retirement	\$3,976	\$3,810	\$4,109	\$299	7.28%	\$4,109
Employee Benefits	\$18	\$25	\$25	\$0	0.00%	\$25
Taxes	\$3,511	\$2,932	\$2,912	(\$20)	-0.69%	\$2,912
Other Expenses	\$208	\$3,621	\$3,621	\$0	0.00%	\$3,621
Dues, Memberships, Publications, and Trainings	\$0	\$3,000	\$3,000	\$0	0.00%	\$3,000
Administrative and Office Expenses	\$208	\$621	\$621	\$0	0.00%	\$621



CITY MANAGER - ADMINISTRATION

The City Manager is appointed by the City Council as the administrative head of the City of Albany municipal government. The City Manager is responsible for policy implementation and management of the day-to-day operations of the City. The City Manager advises and makes recommendations to the City Council concerning any conditions or situations that require Council direction or policy determination, and prepares the recommended budget for consideration and adoption by the City Council. The City Manager keeps the City Council advised of the current and long-term financial condition of the City, ensures that ordinances and applicable laws are enforced, and oversees the operation of City departments. The City Manager also manages implementation of the Strategic Plan adopted by the City Council, and administers special projects based on the policy direction of the Council.

The City Manager's Office includes the following Divisions: Administration, Information Technology, KALB Media Services, and Neighborhood Services and Risk Management.

INFORMATION TECHNOLOGY DIVISION

The Information Technology Division is responsible for the operation and delivery of Information Technology services and support, working towards ensuring City staff have reliable, current and efficient information technology to perform necessary work on a day to day basis.

The Division seeks to continuously improve available technology and capabilities including establishing more online services when possible. The Division is initiating an Information Technology Strategic Plan to identify the City's short-term and long-term Information Technology needs and outline how to further enhance the reliability and continuity of the City's Information Technology systems. The Division is also working to ensure the ability for disaster recovery site setup for all servers in the event of a single server failure or loss of the entire data site.

KALB MEDIA SERVICES DIVISION

The KALB Media Services Division is responsible for the development and operation of media services for the City of Albany including KALB, Albany's Public, Educational, and Government (PEG) access channel; all City special event audio-visual production; management of City audio-visual systems and production facilities; management of the City of Albany website, including Granicus web content for City Council and City advisory bodies; management of the City

YouTube channel; ongoing operation and development of the Albany Film Festival; content creation for communications related to social media and City newsletters and provides staff support to the Community Media Access Committee.

KALB continues to broaden its ability to create and share relevant content and information with the Albany public, be it through local television broadcast of public meetings on Comcast ch. 33 and AT&T ch. 99, livestream web events or web archive programming on the City website. The City supports community access to media content to further community engagement and to facilitate transparency in governmental operations.

KALB records and broadcasts Albany public meetings, as well as other important media content. The Division also provides programs to encourage community media, helping community members make their own programming, offering technical support through events, classes and workshops, and air time for original content created by members of our community.

NEIGHBORHOOD SERVICES DIVISION

The Neighborhood Services Division is a newer division that was authorized by the City Council in June 2018. The Division coordinates and implements strategic outreach and community engagement efforts to assist community members navigate City and community services. Building upon existing, and creating new partnerships between the City and individuals, neighborhood groups, community organizations, and other public agencies, Neighborhood Services brings together knowledge, skills, and resources to support and foster a resilient and engaged community.

The Division works in coordination with several City Departments to further outreach and engagement to the community, with particular focus on public safety, including Fire and Police Department programs, as well as human services programs. The Division is responsible for the implementation and evaluation of the Albany CARES program and associated outreach strategies to connect with households in need including but not limited to seniors and any resident at risk of or already experiencing homelessness. The Division also collaborates with the Fire Department to further the City's Access Functional Needs (AFN) program to address the needs of residents who may be homebound during an emergency. In addition, the Division facilitates Neighborhood Safety and Neighborhood Preparedness meetings and trainings in coordination with the City's Fire and Police Departments, and provides support to the City's Block Captain Program in coordination with other Departments.

RISK MANAGEMENT DIVISION

The Risk Management Division comprises all City functions that relate to reducing or addressing risk. This includes all insurance payments (general liability and workers' compensation), as well as City preparations for emergencies, both internally and for the Albany community.

Albany is a member of the Bay Cities Joint Powers Insurance Authority (BCJPIA), which is a public agency insurance pool. Through BCJPIA, the City purchases general liability, workers' compensation, automobile damage, and employment practices insurance. BCJPIA contracts with an administrator, who is responsible for managing these insurance programs, investigating claims and overseeing any required legal defense for claims and lawsuits against the City. The City Manager or designee, serves as the City's Risk Manager, represents Albany on the BCJPIA Board of Directors. The City Attorney is also consulted on matters related to the BCJPIA and general liability.

The Division also includes the City's Disaster Preparedness program. Disaster Preparedness is headed by the Albany Fire Department in coordination with the City Manager's Office and is comprised of a team of representative staff from multiple departments. The Disaster Preparedness Program, also referenced as the Office of Emergency Services (OES), coordinates a collection of programs to build disaster resilience in Albany. These programs support disaster preparedness, community connections, and local government efforts to help the City respond to and recover from our next earthquake, fire, or other disaster.

Disaster preparedness includes training of all full-time staff in the incident management system and compliance with FEMA for SEMS/NIMS mandates; coordination with Department Heads and other key staff on their roles and expectations in the Emergency Operations Center (EOC); administration of the Emergency Operations Plan (EOP) and supporting annexes; and Community Emergency Response Team (CERT) classes to engage and empower our community with regard to disaster preparedness and response. There is also close coordination with staff in the Community Development Department who are responsible for implementing the City's Local Hazard Mitigation Plan. Disaster preparedness programming also includes the City's Block Captain program, and additional disaster preparedness training/outreach including care and shelter trainings, engagement with the business community, and support in implementing an Access and Functional needs opt-in program in coordination with Neighborhood Services to assist those who may be most vulnerable in our city before, during and after a disaster.

City Council Strategic Plan Work Plan Items

Goal 1: Foster a Healthy and Sustainable Urban Village

Objective 2. Promote Housing Availability & Quality

- Annually monitor and evaluate rent review program starting in 2019

Objective 4. Support Public Health & Safety

- Complete consideration of prohibition of the sale of Flavored Tobacco Products begun in 2018.

Goal 2: Engage our Diverse Community

Objective 1. Connect with and Engage Community

- Continue outreach and service referrals through the “Albany CARES” program to households in need including but not limited to seniors and any resident at risk of or already experiencing homelessness. Evaluate outreach outcomes and efficiency in annual report to the City Council.
- Identify opportunities to conduct additional outreach to promote the utilization of available low income/senior tax exemptions and other programs; evaluate effectiveness.

Objective 3. Continue to Promote Inclusivity

- Adapt programs and services to support inclusivity to reflect input received.

Objective 4. Promote Health & Wellness

- Develop health & wellness programs in coordination with community input by conducting an annual City Council study session regarding use of sugar sweetened beverage tax revenues.

Goal 5: Facilitate Government Accountability

Objective 2. Enhance Communication and Transparency Programs

- Continue to create and utilize a variety of communication strategies by ongoing expanding and evaluation of portfolio of communication outlets.

Also note: as included in above narrative, the City Manager is responsible for managing implementation of the Strategic Plan adopted by the City Council, which includes oversight of Departments assigned as lead to other City Council Strategic Plan Work Items.

Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
121 - CITY MANAGER/ADMINISTRATION						
Expenses	\$549,375	\$670,625	\$751,541	\$80,916	10.77%	\$751,541
Salaries and Wages	\$378,723	\$487,912	\$511,258	\$23,346	4.57%	\$511,258
Benefits	\$89,544	\$110,113	\$116,518	\$6,405	14.86%	\$116,518
Insurance	\$18,776	\$15,207	\$15,865	\$658	4.15%	\$15,865
Retirement	\$46,735	\$64,246	\$69,370	\$5,124	7.39%	\$69,370
Employee Benefits	\$45	\$74	\$75	\$1	1.33%	\$75
Taxes	\$23,988	\$30,586	\$31,209	\$623	2.00%	\$31,209
Other Expenses	\$81,108	\$72,600	\$123,765	\$51,165	127.35%	\$123,765
Dues, Memberships, Publications, and Trainings	\$360	\$6,100	\$6,100	\$0	0.00%	\$6,100
Administrative and Office Expenses	\$4,524	\$3,000	\$5,500	\$2,500	45.45%	\$5,500
Advertising and Promotions	\$0	\$4,500	\$4,500	\$0	0.00%	\$4,500
Supplies	\$35	\$0				\$0
Professional Services	\$66,045	\$40,000	\$80,000	\$40,000	50.00%	\$80,000
Utilities	\$9,595	\$18,500	\$27,165	\$8,665	31.90%	\$27,165
Misc Expense	\$550	\$500	\$500	\$0	0.00%	\$500
Revenues	\$51,120	\$66,000	\$66,000	\$0	0.00%	\$66,000
Current Service Charges	\$51,120	\$66,000	\$66,000	\$0	0.00%	\$66,000



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
161 - INFORMATION SERVICES/I.T.ADMIN						
Expenses	\$328,331	\$472,241	\$445,436	(\$26,805)	-6.02%	\$731,382
Salaries and Wages	\$121,536	\$139,877	\$124,446	(\$15,431)	-12.40%	\$124,446
Benefits	\$52,916	\$56,164	\$53,190	(\$2,974)	-5.59%	\$197,828
Insurance	\$31,338	\$30,480	\$30,070	(\$410)	-1.36%	\$161,500
Retirement	\$12,629	\$15,276	\$13,983	(\$1,293)	-9.25%	\$6,300
Employee Benefits	\$21	\$28	\$28	\$0	0.00%	\$28
Taxes	\$8,929	\$10,380	\$9,109	(\$1,271)	-13.95%	\$30,000
Other Expenses	\$153,879	\$276,200	\$267,800	(\$8,400)	-3.14%	\$409,108
Dues, Memberships, Publications, and Trainings	\$6,449	\$6,300	\$6,300	\$0	0.00%	\$30,070
Administrative and Office Expenses	\$135,812	\$189,900	\$161,500	(\$28,400)	-17.59%	\$161,500
Professional Services	\$7,445	\$30,000	\$70,000	\$40,000	57.14%	\$70,000
Misc Expense	\$38	\$0				\$13,983
Transfer Out	\$4,135	\$50,000	\$30,000	(\$20,000)	-66.67%	\$124,446
Utilities	\$0	\$0				\$9,109



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
162 - KALB						
Expenses	\$202,559	\$238,939	\$264,193	\$25,254	9.56%	\$260,393
Salaries and Wages	\$101,178	\$110,112	\$115,560	\$5,448	4.71%	\$115,560
Benefits	\$44,402	\$42,002	\$42,808	\$806	1.88%	\$42,808
Insurance	\$21,978	\$21,376	\$21,091	(\$285)	-1.35%	\$21,091
Retirement	\$13,506	\$13,172	\$14,048	\$876	6.24%	\$14,048
Employee Benefits	\$14	\$20	\$20	\$0	0.00%	\$20
Taxes	\$8,903	\$7,434	\$7,649	\$215	2.81%	\$7,649
Other Expenses	\$56,980	\$86,825	\$105,825	\$19,000	17.95%	\$102,025
Dues, Memberships, Publications, and Trainings	\$4,119	\$19,775	\$19,775	\$0	0.00%	\$19,775
Administrative and Office Expenses	\$3,203	\$3,875	\$3,875	\$0	0.00%	\$3,875
Advertising and Promotions	\$6,469	\$27,075	\$27,075	\$0	0.00%	\$27,075
Professional Services	\$25,817	\$16,000	\$35,000	\$19,000	54.29%	\$35,000
Rental Expense	\$2,439	\$6,950	\$6,950	\$0	0.00%	\$6,950
Misc Expense	\$82	\$250	\$250	\$0	0.00%	\$250
Equipment	\$11,035	\$9,100	\$9,100	\$0	0.00%	\$9,100
Utilities	\$3,817	\$3,800	\$3,800	\$0	0.00%	\$3,800
Revenues	\$32,994	\$35,000	\$35,000	\$0	0.00%	\$35,000
Current Service Charges	\$20,797	\$23,000	\$23,000	\$0	0.00%	\$23,000
Other Revenue	\$12,197	\$12,000	\$12,000	\$0	0.00%	\$12,000



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
123 - NEIGHBORHOOD SERVICES PRGM						
Expenses	\$413,267	\$390,930	\$424,106	\$33,176	7.82%	\$424,106
Salaries and Wages	\$135,195	\$166,596	\$157,517	(\$9,079)	-5.76%	\$157,517
Benefits	\$25,111	\$17,534	\$68,789	\$51,255	74.51%	\$68,789
Insurance	\$7,172	\$286	\$39,705	\$39,419	99.28%	\$39,705
Retirement	\$11,121	\$7,945	\$17,030	\$9,085	53.35%	\$17,030
Employee Benefits	\$18	\$0	\$38	\$38	100.00%	\$38
Taxes	\$6,799	\$9,303	\$12,016	\$2,713	22.58%	\$12,016
Other Expenses	\$252,962	\$206,800	\$197,800	(\$9,000)	-4.55%	\$197,800
Administrative and Office Expenses	\$157	\$800	\$800	\$0	0.00%	\$800
Advertising and Promotions	\$17,838	\$16,000	\$9,000	(\$7,000)	-77.78%	\$9,000
Supplies	\$11,519	\$10,000	\$8,000	(\$2,000)	-25.00%	\$8,000
Professional Services	\$142,738	\$130,000	\$130,000	\$0	0.00%	\$130,000
Rental Expense	\$80,710	\$50,000	\$50,000	\$0	0.00%	\$50,000
Revenues	\$64,000	\$100,000	\$125,000	\$25,000	20.00%	\$125,000
Current Service Charges	\$0	\$0	\$25,000	\$25,000	100.00%	\$25,000
Revenues from Other Agencies	\$64,000	\$100,000	\$100,000	\$0	0.00%	\$100,000



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
182 - RISK MANAGEMENT/GENERAL LIAB						
Expenses	\$401,670	\$654,739	\$657,739	\$3,000	0.46%	\$654,739
Dues, Memberships, Publications, and Trainings	\$0	\$20,000	\$20,000	\$0	0.00%	\$20,000
City Insurance	\$401,670	\$634,739	\$634,739	\$0	0.00%	\$634,739
Misc Expense	\$0	\$0	\$3,000	\$3,000	100.00%	\$0
183 - RISK MANAGEMENT/WORKER'S COMP						
Expenses	\$548,168	\$414,863	\$494,863	\$80,000	16.17%	\$494,863
City Insurance	\$548,168	\$414,863	\$414,863	\$0	0.00%	\$414,863
Misc Expense	\$0	\$0	\$80,000	\$80,000	100.00%	\$80,000
151 - CITY ATTORNEY/ADMINISTRATION						
Expenses	\$305,695	\$340,000	\$340,000	\$0	0.00%	\$340,000
Professional Services	\$305,695	\$340,000	\$340,000	\$0	0.00%	\$340,000
Utilities	\$0	\$0	\$0	\$0		\$0



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
801 - NON-DEPARTMENTAL/NON-DPRTMNTL						
Expenses	\$144,269	\$1,019,146	\$889,702	(\$129,444)	-14.55%	\$889,702
Insurance	(\$63)	\$21,000	\$21,000	\$0	0.00%	\$21,000
Employee Benefits	\$6,659	\$5,800	\$5,800	\$0	0.00%	\$5,800
Dues, Memberships, Publications, and Trainings	\$11,936	\$16,000	\$16,000	\$0	0.00%	\$16,000
Administrative and Office Expenses	\$63,006	\$71,770	\$71,770	\$0	0.00%	\$71,770
Advertising and Promotions	\$8,368	\$5,000	\$5,000	\$0	0.00%	\$5,000
Supplies	\$0	\$0				\$0
Professional Services	\$15,705	\$20,000	\$20,000	\$0	0.00%	\$20,000
Utilities	\$38,296	\$25,000	\$37,075	\$12,075	32.57%	\$37,075
Misc Expense	\$362	\$3,000	\$3,000	\$0	0.00%	\$3,000
Equipment	\$0	\$0				\$0
Vehicle/Equipment Maintenance	\$0	\$2,000	\$2,000	\$0	0.00%	\$2,000
City Insurance	\$0	\$0				\$0
Transfers Out	\$0	\$849,576	\$708,057	(\$141,519)	-19.99%	\$708,057
Revenues	\$17,346,510	\$17,148,676	\$19,256,554	\$2,107,878	10.95%	\$19,256,554
Property Tax	\$7,254,857	\$7,205,901	\$7,205,901	\$0	0.00%	\$7,205,901
Sales and Use Taxes	\$3,798,743	\$4,330,100	\$4,330,100	\$0	0.00%	\$4,330,100
Franchise and Other Taxes	\$4,596,697	\$4,557,480	\$4,632,480	\$75,000	1.62%	\$4,632,480
Licenses and Permits	\$2,035	\$1,200	\$1,200	\$0	0.00%	\$1,200
Fines and Forfeitures	\$0	\$0				\$0
Earnings on Investments	\$277,354	\$14,485	\$300,000	\$285,515	95.17%	\$300,000
Revenues from Other Agencies	\$138,259	\$130,000	\$130,000	\$0	0.00%	\$130,000
Current Service Charges	\$5,958	\$5,000	\$5,000	\$0	0.00%	\$5,000
Other Revenue	\$9,722	\$13,410	\$13,410	\$0	0.00%	\$13,410
Transfers In	\$1,262,885	\$891,100	\$2,638,463	\$1,747,363	66.23%	\$2,638,463



HUMAN RESOURCES DEPARTMENT

The Human Resources Department strives to provide a safe, healthy and positive working environment for City of Albany employees. The Department's primary responsibilities include benefits administration, classification and compensation, labor and employee relations including good faith negotiations with labor unions, recruitment and selection, organizational development and training, workers compensation administration and serving as a business partner and resource for the City. Human Resources also provides responsible services to former City of Albany employees, potential new employees through the recruitment and selection process, and other agencies.

The Human Resources Department works in coordination with the City Manager to promote the wellbeing of City staff through the provision of programs for employees including a health and wellness fair, employee newsletter, and other employee recognition to facilitate retention and recognition of employees, and works towards innovative methods to recruit qualified candidates.

The Department also coordinates with the City Manager on development of policy and procedures to ensure the City is compliant with labor rules including but not limited to the Family Medical Leave Act, Mandated Reporter requirements, Harassment, Discrimination and Retaliation rules, Workers Compensation, etc. The Department also monitors available benefit programs and regularly researches opportunities to ensure quality benefits at competitive rates.

City Council Strategic Plan Work Plan Items

Currently, the City Council Strategic Plan does not have any work items in which the Human Resources Department will serve as the lead Department, however, the Department will coordinate with other Departments on particular City Council Strategic Plan items as needed.

Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
122 - HUMAN RESOURCES						
Expenses	\$258,622	\$440,907	\$444,903	\$3,996	0.90%	\$444,903
Salaries and Wages	\$102,480	\$238,266	\$225,146	(\$13,120)	-5.83%	\$225,146
Benefits	\$36,963	\$59,291	\$67,107	\$7,816	11.65%	\$67,107
Insurance	\$22,040	\$27,033	\$27,482	\$449	1.63%	\$27,482
Retirement	\$7,198	\$16,701	\$16,432	(\$269)	-1.64%	\$16,432
Employee Benefits	\$0	\$0	\$8,323	\$8,323	100.00%	\$8,323
Taxes	\$7,725	\$15,557	\$14,870	(\$687)	-4.62%	\$14,870
Other Expenses	\$119,179	\$143,350	\$152,650	\$9,300	6.09%	\$152,650
Dues, Memberships, Publications, and Trainings	\$1,367	\$3,250	\$12,000	\$8,750	72.92%	\$12,000
Administrative and Office Expenses	\$9,491	\$8,300	\$8,600	\$300	3.49%	\$8,600
Advertising and Promotions	\$975	\$1,000	\$1,000	\$0	0.00%	\$1,000
Professional Services	\$106,182	\$130,300	\$130,550	\$250	0.19%	\$130,550
Misc Expense	\$1,164	\$500	\$500	\$0	0.00%	\$500



CITY CLERK DEPARTMENT

The City Clerk is the keeper of the official records of the City and manages the Records System. The City Clerk prepares the agenda packet for City Council meetings, records and maintains the proceedings, and processes and distributes all official documents enacted by the City Council. In addition, the City Clerk maintains the legislative history; certifies copies of records, documents, resolutions and ordinances; receives and open bids; publishes legal notices; administers oaths; receives claims and lawsuits against the City; and prepares proclamations. The City Clerk also administers the application process to City Council Advisory Bodies, develops a Handbook for Advisory Bodies, organizes trainings for Advisory Bodies and performs additional duties associated with various City Boards/Commissions/Committees. The City Clerk delivers the Oath of Office for all employees and elected officials. The City Clerk also conducts special projects, as requested by the City Manager. The City Clerk also works in coordination with the City Manager to review and update City policy and procedures on an ongoing basis.

The City Clerk serves as the Elections Officer, which involves coordinating municipal elections every two years and special elections as they are called. The City Clerk is also the Fair Political Practices Commission filing officer, the clerk to the City Council, staff liaison to the Charter Review Committee, and serves as a Board Member of the Board of Police & Fire Pension Fund Commissioners. The City Clerk seeks to modernize records management by utilizing available technology and online tools, and strives to ensure governmental transparency. In addition, the City Clerk serves as a Passport Agent.

City Council Strategic Plan Work Plan Items

Currently, the City Council Strategic Plan does not have any work items in which the City Clerk Department will serve as the lead Department, however, the Department will coordinate with other Departments on particular City Council Strategic Plan items as needed.

Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
131 - CITY CLERK/ADMINISTRATION						
Expenses	\$220,145	\$209,892	\$184,761	(\$25,131)	-13.60%	\$184,761
Salaries and Wages	\$159,246	\$128,370	\$105,558	(\$22,812)	-21.61%	\$105,558
Benefits	\$38,792	\$46,822	\$44,503	(\$2,319)	-5.21%	\$44,503
Insurance	\$12,574	\$26,001	\$25,982	(\$19)	-0.07%	\$25,982
Retirement	\$16,249	\$11,545	\$10,489	(\$1,056)	-10.07%	\$10,489
Employee Benefits	\$17	\$23	\$25	\$2	8.00%	\$25
Taxes	\$9,952	\$9,253	\$8,007	(\$1,246)	-15.56%	\$8,007
Other Expenses	\$22,107	\$34,700	\$34,700	\$0	0.00%	\$34,700
Dues, Memberships, Publications, and Trainings	\$4,765	\$3,400	\$11,600	\$8,200	70.69%	\$11,600
Administrative and Office Expenses	\$1,714	\$2,300	\$2,300	\$0	0.00%	\$2,300
Advertising and Promotions	\$580	\$4,000	\$1,000	(\$3,000)	-300.00%	\$1,000
Professional Services	\$15,048	\$25,000	\$18,800	(\$6,200)	-32.98%	\$18,800
Misc Expense	\$0	\$0	\$1,000	\$1,000	100.00%	\$1,000
Revenues	\$238	\$13,150	\$3,150	\$10,000	317.46%	\$3,150
Current Service Charges	\$0	\$3,000	\$3,000	\$0	0.00%	\$3,000
Other Revenue	\$238	\$10,150	\$150	(\$10,000)	-6666.67%	\$150
132 - CITY CLERK/ELECTIONS						
Expenses	\$5,092	\$68,100	\$0	(\$68,100)		\$68,100
Dues, Memberships, Publications, and Trainings	\$1,081	\$1,300	\$0	(\$1,300)		\$1,300
Administrative and Office Expenses	\$0	\$55,100	\$0	(\$55,100)		\$55,100
Professional Services	\$4,012	\$11,500	\$0	(\$11,500)		\$11,500
Misc Expense	\$0	\$200	\$0	(\$200)		\$200
Revenues	\$50	\$10,000	\$10,000	\$0	0.00%	\$10,000
Other Revenue	\$50	\$10,000	\$10,000	\$0	0.00%	\$10,000



FINANCE DEPARTMENT

The Finance Department coordinates the preparation and publication of the biennial operating budget, annual update of the master fee schedule, annual financial statements, and, in conjunction with the Public Works Department, the biennial update of the five-year capital improvement plan. The Department works with an outside auditing firm to conduct a Comprehensive Annual Financial Report (CAFR) that is produced to the City Council annually each December. The Department performs operating functions of cash receipts, accounts payable, payroll, revenue invoicing, administration of bonded debt, and financial reporting for special revenues, grants, and investments. The Department conducts monthly bank reconciliations and monitors the City's budget on an ongoing basis. Additionally, the Department maintains the formal accounting records for the City, and issues quarterly financial reports to the City Council. Special projects related to finance and accounting are performed as needed.

The Department also oversees the administration of certain assessments and taxes and provides technical analysis of funding mechanisms to the City Manager and City Council. In coordination with the City Manager, the Department develops policy and procedures to ensure compliance with current accounting and financial standards, and seeks to plan for long-range budgeting including development and review of several policies including: reserve fund, asset management, debt management and cash management. The Department works towards streamlining processes for customers to the maximum extent practicable by utilizing available technology and online tools. The Department assists both internal and external customers. Staff supports other City departments in budget analysis, billing and collections, and contracts and vendor payments.

City Council Strategic Plan Work Plan Items

Goal 5: Facilitate Government Accountability

Objective 1: Sound and Transparent Management of City Financial Resources

- Produce accurate comprehensive annual financial reports audited to the Council (and submitted to required agencies) by December 31st each year.
- Adopt a format for the presentation of budgets and budget-to actual reports that is transparent to the City Council and the public at large, and assure these documents are accurate and timely produced.
- Implement a smooth transition pursuant to Measure N (2018) from the elected City Treasurer model to a professionalized system of revenue collection and financial management, with citizen oversight by a Committee on Budget and Finance.
- Assure the City Manager has the capacity to timely respond to reasonable requests for financial information from the City Council.
- Produce a long-term financial plan, including a long-term municipal asset management

plan, that takes into account foreseeable needs, including but not limited to retirement benefits and infrastructure maintenance and replacement, to reduce the risk of financial problems over time and across economic cycles.

Objective 3. Assure Rates of Revenue Sources are Kept Current, that Revenues are Collected, and Albany is Informed of Funding Mechanisms In Use In Other California Cities

- Monitor existing funding mechanisms to assure rates are kept up to date and revenues are collected. Research funding mechanisms used in other California cities to stabilize budgets and invest appropriately in municipal infrastructure.

Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
171 - FINANCE/ADMINISTRATION						
Expenses	\$2,072,229	\$1,042,978	\$1,018,939	(\$24,039)	-2.36%	\$1,502,848
Salaries and Wages	\$1,502,244	\$556,250	\$535,030	(\$21,220)	-3.97%	\$535,030
Benefits	\$199,513	\$158,453	\$162,459	\$4,006	2.47%	\$162,459
Insurance	\$119,883	\$79,173	\$88,926	\$9,753	10.97%	\$88,926
Retirement	\$42,352	\$40,057	\$35,857	(\$4,200)	-11.71%	\$35,857
Employee Benefits	\$71	\$69	\$140	\$71	50.71%	\$140
Taxes	\$37,208	\$39,154	\$37,536	(\$1,618)	-4.31%	\$37,536
Other Expenses	\$370,472	\$328,275	\$321,450	(\$6,825)	-2.12%	\$321,450
Dues, Memberships, Publications, and Trainings	\$12,500	\$10,500	\$10,500	\$0	0.00%	\$10,500
Administrative and Office Expenses	\$77,523	\$75,325	\$75,500	\$175	0.23%	\$75,500
Advertising and Promotions	\$0	\$3,000	\$0	(\$3,000)		\$0
Professional Services	\$246,492	\$205,000	\$200,000	(\$5,000)	-2.50%	\$200,000
Rental Expense	\$6,622	\$4,400	\$6,000	\$1,600	26.67%	\$6,000
Misc Expense	\$1,102	\$1,300	\$500	(\$800)	-160.00%	\$500
Equipment	\$0	\$1,500	\$1,500	\$0	0.00%	\$1,500
Utilities	\$26,233	\$27,250	\$27,450	\$200	0.73%	\$27,450
Revenues	\$1,958	\$19,220	\$14,800	\$4,420	29.86%	\$14,800
Current Service Charges	\$1,958	\$19,220	\$14,800	(\$4,420)	-29.86%	\$14,800



POLICE DEPARTMENT

The Albany Police Department is responsible for the preservation of public peace, enforcement of laws, protection of life and property, and providing police related services to the community. These responsibilities are accomplished through proactive police patrol, traffic enforcement, criminal investigation, and administrative support services.

The Albany Police Department focuses on crime prevention through active community outreach, including Neighborhood Educational Presentations, Coffee with a Cop, School Presentations, National Night Out, and Albany Police Activities League youth services programs. The Department also utilizes a variety of social media tools to further outreach to the community and share information. The Department is a partner in blighted property mitigation, code enforcement, and homeless services outreach efforts.

The Police Department maintains a 24-hour Public Safety Answering Point (PSAP) for 911 emergency police, fire and medical dispatch, as well as routine telecommunications services for these three professional disciplines. Contract dispatch services are also provided to the Kensington Police Protection and Community Services District. The PSAP utilizes a modern Computer Aided Dispatch and Records Management System which is integrated with mobile computers in each police patrol vehicle. In 2018 Albany's PSAP logged over 28,000 incidents, including over 4,800 9-1-1 calls, approx. 14,000 calls for service and approx. 14,400 officer initiated incidents.

Police department activity and administrative responsibilities include: Commercial district timed parking enforcement and residential district street sweeping enforcement (6,000+ citations/year); registration of specified offenders (sex, narcotic and arson); responding to approximately 1,100 annual public records requests; processing 2,100+ annual police reports; coordination with other agencies such as DMV, Parole, Probation, Juvenile Court, District Attorney and other Law Enforcement organizations.

The Department is the first Agency in the State of California to complete P.O.S.T. LGBTQ training, continues to conduct Crisis Intervention Training, and is committed to conducting Fair and Impartial Policing Training for the entire Department as well as other training opportunities to further the Department's capabilities in serving our community.

Select activity during 2018:

Felony arrests	118
Misdemeanor arrests	421
Prisoners booked into county jail (3 yr. average)	125
Business/building checks	2291
Vehicle/pedestrian checks	1758
Officer initiated incidents	14,466
Traffic stops	2215
Traffic citations (Moving)	686
Parking citations	6506

Report activity during 2018:

Missing persons	10
Traffic Collision and Criminal Accident	112
Miscellaneous (Utility/Other)	803
Crime	1189
Report total	2114

* The data from which these statistics are prepared could be updated, therefore the data provided represents a particular point in time and may not reflect the current status of the database.

City Council Strategic Plan Work Plan Items

Goal 1: Foster a Healthy and Sustainable Urban Village

Objective 4: Support Public Health & Safety

- Consider implementing “Social Host Laws”: conduct a study session regarding options for social host laws such as development of an ordinance.

Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
191 - POLICE/ADMINISTRATION						
Expenses	\$1,692,139	\$1,623,442	\$1,508,094	(\$115,348)	-7.65%	\$1,508,094
Salaries and Wages	\$948,530	\$797,490	\$785,668	(\$11,822)	-1.50%	\$785,668
Benefits	\$274,042	\$259,250	\$202,224	(\$57,026)	-28.20%	\$202,224
Insurance	\$113,086	\$108,406	\$80,096	(\$28,310)	-35.34%	\$80,096
Retirement	\$146,209	\$135,589	\$111,274	(\$24,315)	-21.85%	\$111,274
Employee Benefits	\$76	\$186	\$91	(\$95)	-104.04%	\$91
Taxes	\$14,672	\$15,069	\$10,762	(\$4,307)	-40.02%	\$10,762
Other Expenses	\$469,567	\$566,702	\$520,202	(\$46,500)	-8.94%	\$520,202
Dues, Memberships, Publications, and Trainings	\$77,600	\$148,000	\$148,000	\$0	0.00%	\$148,000
Administrative and Office Expenses	\$98,617	\$51,500	\$51,500	\$0	0.00%	\$51,500
Advertising and Promotions	\$0	\$0	\$5,000	\$5,000	100.00%	\$5,000
Supplies	\$69,019	\$22,200	\$4,500	(\$17,700)	-393.33%	\$4,500
Professional Services	\$86,498	\$151,302	\$151,302	\$0	0.00%	\$151,302
Rental Expense	\$0	\$1,000	\$1,000	\$0	0.00%	\$1,000
Utilities	\$78,444	\$80,000	\$46,200	(\$33,800)	-73.16%	\$46,200
Misc Expense	\$1,828	\$0				\$0
Equipment	\$16,441	\$66,000	\$66,000	\$0	0.00%	\$66,000
Vehicle/Equipment Maintenance	\$7,252	\$4,500	\$4,500	\$0	0.00%	\$4,500
Safety Supplies	\$32,431	\$39,200	\$39,200	\$0	0.00%	\$39,200
Building Maintenance	\$1,438	\$3,000	\$3,000	\$0	0.00%	\$3,000
Revenues	\$296,440	\$279,100	\$279,100	\$0	0.00%	\$279,100
Licenses and Permits	\$2,750	\$3,000	\$3,000	\$0	0.00%	\$3,000
Fines and Forfeitures	\$189,426	\$270,000	\$270,000	\$0	0.00%	\$270,000
Revenues from Other Agencies	\$5,755	\$5,000	\$5,000	\$0	0.00%	\$5,000
Current Service Charges	\$97,289	\$500	\$500	\$0	0.00%	\$500
Other Revenue	\$1,221	\$600	\$600	\$0	0.00%	\$600



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
192 - POLICE/OPERATIONS						
Expenses	\$4,106,658	\$4,615,850	\$5,114,861	\$499,011	9.76%	\$5,111,361
Salaries and Wages	\$3,094,131	\$3,393,127	\$3,804,188	\$411,061	10.81%	\$3,804,188
Benefits	\$812,686	\$842,545	\$857,295	\$14,750	1.72%	\$857,295
Insurance	\$368,402	\$360,401	\$322,754	(\$37,647)	-11.66%	\$322,754
Retirement	\$394,972	\$438,467	\$479,426	\$40,959	8.54%	\$479,426
Employee Benefits	\$352	\$498	\$573	\$75	13.08%	\$573
Taxes	\$48,961	\$43,179	\$54,542	\$11,363	20.83%	\$54,542
Other Expenses	\$199,840	\$380,178	\$453,378	\$73,200	16.15%	\$449,878
Dues, Memberships, Publications, and Trainings	(\$549)	\$0	\$0	\$0		\$0
Supplies	\$202	\$0	\$67,500	\$67,500	100.00%	\$67,500
Professional Services	\$96,815	\$252,328	\$252,328	\$0	0.00%	\$252,328
Rental Expense	\$34,166	\$37,850	\$39,350	\$1,500	3.81%	\$37,850
Utilities	\$2,541	\$0	\$2,200	\$2,200	100.00%	\$2,200
Vehicle/Equipment Maintenance	\$66,665	\$90,000	\$92,000	\$2,000	2.17%	\$90,000



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
193 - POLICE/SUPPORT SERVICES						
Expenses	\$956,027	\$1,177,264	\$1,255,194	\$77,930	6.21%	\$1,255,194
Salaries and Wages	\$759,325	\$940,170	\$1,021,387	\$81,217	7.95%	\$1,021,387
Benefits	\$191,014	\$231,094	\$223,807	(\$7,287)	-3.26%	\$223,807
Insurance	\$90,895	\$106,030	\$95,560	(\$10,470)	-10.96%	\$95,560
Retirement	\$42,726	\$53,863	\$63,043	\$9,180	14.56%	\$63,043
Employee Benefits	\$145	\$223	\$221	(\$2)	-0.74%	\$221
Taxes	\$57,249	\$70,978	\$64,982	(\$5,996)	-9.23%	\$64,982
Other Expenses	\$5,688	\$6,000	\$10,000	\$4,000	40.00%	\$10,000
Rental Expense	\$5,688	\$6,000	\$7,000	\$1,000	14.29%	\$7,000
Safety Supplies	\$0	\$0	\$3,000	\$3,000	100.00%	\$3,000



FIRE DEPARTMENT

The Albany Fire Department provides fire prevention, and fire and emergency medical response services for the community. The Department's primary divisions include Administration/Fire Prevention, Fire Emergency Operations and Emergency Medical Services. The Department also serves as lead in coordination with the City Manager regarding the City's Disaster Preparedness Programs.

FIRE PREVENTION DIVISION

The Department's Fire Prevention Services provide fire and life safety consultation on new development projects and review of plans for construction projects to ensure compliance with City and State Fire Codes. Fire Prevention Inspectors inspect all multi-family residential buildings with three or more units, all businesses that are not home-based, all public and private schools, senior living facilities, large family daycare operations, as well as inspections required to comply with the City's National Pollution Discharge Elimination System Permit (NPDES Permit) as regulated by the Regional Water Quality Control Board. The Department has established a comprehensive fire inspection database to effectively maintain inspection records.

FIRE EMERGENCY OPERATIONS DIVISION

The Fire Emergency Operations Division responds to a variety of emergency and non-emergency calls for service. Emergency responses include fire suppression, emergency medical incidents, hazardous materials threats, and various technical and water rescue incidents. The Division is comprised of 2 engines (1 is a reserve), 1 75-foot Quint, 3 ambulances (2 are reserves), 2 brush trucks (1 is a reserve), and 2 administrative staff vehicles.

Structure fire suppression is achieved by responding with two engines, and if necessary, mutual aid assistance from neighboring agencies. In the event of a wildfire, these fires are suppressed with one engine and a four-wheel drive brush truck, along with mutual aid engines. The Department responded to 1,967 incidents in Fiscal Year 17/18, 3 of which were major wildland fires in the State, including the Camp Fire located in Butte County. The Department is part of the California Office of Emergency Services (OES) resource ordering and status system (ROSS). Over the last decade the Department has responded to over 30 requests for major wildfires throughout the state.

Hazardous materials incidents are mitigated with at least one advanced life support (ALS) engine and if necessary, specifically equipped hazardous material units from Berkeley, Oakland and Alameda County Fire Departments. All freeway incident responses include our ALS ambulance and two ALS engines.

The Department has 4 certified rescue swimmers who can be deployed from the Albany Beach. The Department also coordinates with the US Coast Guard, Berkeley, Oakland and Alameda County rescue boats.

EMERGENCY MEDICAL SERVICES DIVISION

The Emergency Medical Services (EMS) Division is responsible for ambulance transport, quality assurance and quality control. This includes training, license verification, and certification of emergency medical technicians and paramedics. Personnel follow guidelines developed by Alameda County Emergency Medical Services for the delivery of emergency medical and transport services, including specialized treatment and transport to definitive care. The City retains Advanced Life Support (ALS) transporting rights under 1797.201 and 1797.224 of the California Health and Safety Code. The Division aims to provide ALS care and transport that exceeds Alameda County EMS requirements. During Fiscal Year 17/18 the Department responded to 1,967 total 911 incidents, of which 1,441 were medical emergencies, this represents 73.2% of responses.

City Council Strategic Plan Work Plan Items

Goal 2: Engage Our Diverse Community

Objective 2. Promote Disaster Preparedness & Resiliency

- Implement Disaster Preparedness and Local Hazard Mitigation Plans and engage with all sectors of community, especially the most vulnerable, to encourage resiliency (*in coordination with Community Development and other Departments*).
- Conduct a study session to consider development of an ordinance regarding residential defensible space and fire mitigation measures on Albany Hill (*provide support to Community Development as lead Department*).

Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
General Fund						
201 - FIRE ADMINISTRATION						
Expenses	\$157,982	\$147,872	\$161,601	\$13,729	8.50%	\$164,241
Salaries and Wages	\$80,555	\$80,000	\$94,000	\$14,000	14.89%	\$94,000
Benefits	\$2,290	\$0	\$7,191	\$7,191	100.00%	\$7,191
Taxes	\$2,290	\$0	\$7,191	\$7,191	100.00%	\$7,191
Other Expenses	\$75,136	\$67,872	\$60,410	(\$7,462)	-12.35%	\$63,050
Dues, Memberships, Publications, and Trainings	\$0	\$3,500	\$0	(\$3,500)		\$0
Administrative and Office Expenses	\$16,986	\$18,672	\$12,810	(\$5,862)	-45.76%	\$13,450
Advertising and Promotions	\$840	\$500	\$600	\$100	16.67%	\$600
Professional Services	\$52,226	\$41,500	\$43,000	\$1,500	3.49%	\$45,000
Utilities	\$585	\$700	\$0	(\$700)		\$0
Equipment	\$4,499	\$3,000	\$2,000	(\$1,000)	-50.00%	\$2,000
Safety Supplies	\$0	\$0	\$2,000	\$2,000	100.00%	\$2,000
Revenues	\$592,237	\$262,700	\$257,725	(\$4,975)	-1.93%	\$257,750
Licenses and Permits	\$34,887	\$36,000	\$31,000	(\$5,000)	-16.13%	\$31,500
Revenues from Other Agencies	\$74,964	\$0	\$0	\$0		\$0
Current Service Charges	\$176,823	\$166,600	\$166,600	\$0	0.00%	\$166,100
Other Revenue	\$305,563	\$60,100	\$60,125	\$25	0.04%	\$60,150



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
202 - FIRE/SUPPRESSION						
Expenses	\$2,598,441	\$2,530,677	\$2,631,191	\$100,514	3.82%	\$2,614,788
Salaries and Wages	\$1,916,149	\$1,860,714	\$1,863,958	\$3,244	0.17%	\$1,863,958
Benefits	\$490,431	\$452,598	\$511,450	\$58,852	11.51%	\$511,450
Insurance	\$198,396	\$195,233	\$194,702	(\$531)	-0.27%	\$194,702
Retirement	\$264,290	\$235,707	\$291,328	\$55,621	19.09%	\$291,328
Employee Benefits	\$163	\$221	\$229	\$8	3.49%	\$229
Taxes	\$27,581	\$21,437	\$25,191	\$3,754	14.90%	\$25,191
Other Expenses	\$191,861	\$217,365	\$255,783	\$38,418	15.02%	\$239,380
Dues, Memberships, Publications, and Trainings	\$11,808	\$16,162	\$21,700	\$5,538	25.52%	\$24,700
Administrative and Office Expenses	\$6,572	\$9,475	\$14,675	\$5,200	35.43%	\$12,800
Supplies	\$25,956	\$35,700	\$40,700	\$5,000	12.29%	\$37,600
Professional Services	\$9,121	\$4,000	\$4,000	\$0	0.00%	\$4,200
Rental Expense	\$8,969	\$8,480	\$8,480	\$0	0.00%	\$8,480
Utilities	\$37,237	\$44,048	\$44,578	\$530	1.19%	\$46,400
Misc Expense	\$15,490	\$26,000	\$26,400	\$400	1.52%	\$26,800
Equipment	\$20,310	\$17,000	\$28,000	\$11,000	39.29%	\$21,000
Vehicle/Equipment Maintenance	\$48,031	\$50,500	\$56,250	\$5,750	10.22%	\$48,400
Safety Supplies	\$1,522	\$1,000	\$1,000	\$0	0.00%	\$1,000
Building Maintenance	\$6,847	\$5,000	\$10,000	\$5,000	50.00%	\$8,000





Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
EMS Fund						
201 - FIRE ADMINISTRATION						
Expenses	\$13,455	\$17,426	\$17,426	\$0	0.00%	\$17,426
Administrative and Office Expenses	\$13,455	\$17,426	\$17,426	\$0	0.00%	\$17,426
Revenues	\$1,412,312	\$1,503,232	\$1,503,232	\$0	0.00%	\$1,503,232
Current Service Charges	\$532,293	\$718,232	\$718,232	\$0	0.00%	\$718,232
Property Tax	\$813,754	\$785,000	\$785,000	\$0	0.00%	\$785,000
Revenues from Other Agencies	\$63,877	\$0	\$0	\$0		\$0
Transfers In	\$2,388	\$0	\$0	\$0		\$0
203 - FIRE/EMS						
Expenses	\$2,483,278	\$2,500,989	\$2,193,863	(\$307,126)	-14.00%	\$2,208,863
Salaries and Wages	\$1,802,530	\$1,774,068	\$1,437,043	(\$337,025)	-23.45%	\$1,437,043
Benefits	\$448,755	\$417,572	\$437,310	\$19,738	4.51%	\$437,310
Insurance	\$187,592	\$183,013	\$207,676	\$24,663	11.88%	\$207,676
Retirement	\$235,265	\$214,273	\$210,102	(\$4,171)	-1.99%	\$210,102
Employee Benefits	\$155	\$204	\$242	\$38	15.70%	\$242
Taxes	\$25,743	\$20,082	\$19,290	(\$792)	-4.11%	\$19,290
Other Expense	\$231,993	\$309,349	\$319,510	\$10,161	3.18%	\$334,510
Dues, Memberships, Publications, and Trainings	\$13,546	\$13,678	\$15,550	\$1,872	12.04%	\$16,150
Administrative and Office Expenses	\$1,917	\$5,550	\$10,500	\$4,950	47.14%	\$8,800
Supplies	\$1,391	\$1,500	\$1,500	\$0	0.00%	\$1,600
Professional Services	\$57,420	\$111,160	\$107,360	(\$3,800)	-3.54%	\$107,460
Utilities	\$36,457	\$37,700	\$32,900	(\$4,800)	-14.59%	\$34,000
Equipment	\$26,092	\$28,500	\$36,000	\$7,500	20.83%	\$38,000
Vehicle/Equipment Maintenance	\$18,152	\$30,261	\$36,200	\$5,939	16.41%	\$41,500
Safety Supplies	\$37,513	\$44,000	\$44,500	\$500	1.12%	\$45,000
Building Maintenance	\$4,223	\$3,000	\$1,000	(\$2,000)	-200.00%	\$8,000
City Insurance	\$35,281	\$34,000	\$34,000	\$0	0.00%	\$34,000
Revenues	\$278,010	\$1,015,183	\$708,057	(\$307,126)	-43.38%	\$723,057
Transfers In	\$278,010	\$1,015,183	\$708,057	(\$307,126)	-43.38%	\$723,057

PUBLIC WORKS DEPARTMENT

The Public Works Department oversees the City's Capital Improvement Projects and provides maintenance services citywide. The Department works in close coordination with multiple other Departments to facilitate major improvement projects throughout the City.

The Department is responsible for implementation of the City's Capital Improvement Projects Program which includes planning and implementing major projects involving street paving, transportation projects, sewer and storm drain repair and replacement within the public right-of-way, park renovations and building renovations. Many of the major projects, which constitute a capital improvement project, are contracted out to specialized firms (e.g., repaving, sewer replacement), with project management conducted by the Department.

The Department also administers citywide maintenance for the City's sewer system, storm drain system, streets, parks, and public buildings. Maintenance functions include clearing clogged city sewer lines, cleaning storm drains, repainting crosswalks and street curbs, installing or replacing street signage, painting/repairing building interiors, collecting trash in park areas, graffiti removal, etc. The Department oversees contract work for maintenance activities including citywide landscaping along the Ohlone Greenway and street medians, janitorial services for City facilities, and citywide street sweeping.

The City owns approximately 32 miles of sewer main and 14 miles of lower laterals that are maintained by the Department. Since 2006, the City has been required to comply with the Statewide Waste Discharge Requirements (SWDR) of the Water Board and has adopted a Sewer System Management Plan (SSMP) for rehabilitation and replacement of the sanitary sewer collection system. In May of 2009, the USEPA issued an Administrative Order (AO) to East Bay Municipal Utility District (EBMUD), the City of Albany, and six other East Bay cities, and a Consent Decree agreement was executed in 2014. The Consent Decree mandates that the City rehabilitate 28,530 linear feet of sewer mains by 2018, and 5,706 linear feet per fiscal year thereafter until year 2030. The Department is also responsible for implementing the City's stormwater program in compliance with the City's National Pollutant Discharge Elimination System Permit (NPDES Permit) regulated by the Regional Water Quality Control Board. The program is intended to minimize pollutants entering the City's storm drain system which flows to local waterways and the bay.

The Department has implemented an online reporting tool for "Service Requests" which provides an online platform for community members to report maintenance matters within the City that require attention. The Department also works closely with the community regarding construction projects to try to minimize impacts on day to day travel whenever possible and with the business community regarding ongoing maintenance needs within our business district as well as major Capital Improvement Projects that may occur within commercial areas to improve City infrastructure.

City Council Strategic Plan Work Plan Items

Goal 1: Foster a Healthy and Sustainable Urban Village

Objective 3. Promote Active Transportation & Safety

- Develop a timeline and funding plan to support scheduling CIP projects to achieve street-safety-related infrastructure goals including (1) street paving quality (PCI), (2) appropriate night lighting of streets, sidewalks, and parks, and (3) safety features at intersections and other crossings of roadways.

Goal 3: Maximize and Improve Parks and Open Space

Objective 1. Enhance Parks

- Conduct analysis for turf/grass field opportunities and enhanced landscaping at Peggy Thomsen Pierce Street Park.

Objective 2: Enhance Open Space

- Develop a forest management plan for Albany Hill including fuel load analysis
- Program and implement final Measure R projects and provide final accounting for that Measure.
- Begin implementation of CIP and maintenance projects on creeks, with annual meeting through the City's Parks, Recreation & Open Space Commission to review status and assure momentum is maintained.
- Provide maintenance schedule and develop plans for enhancement through programming of Measure M funds.

Goal 4: Advance Economic Development and the Arts

Objective 3. Maintain an attractive atmosphere in Business Districts

- Improve maintenance of business districts by scheduling regular maintenance of San Pablo & Solano Avenues with regard to graffiti abatement, and ensure quality of fixtures such as garbage cans and benches.

Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
211 - PUBLIC WORKS/ADMINISTRATION						
Expenses	\$344,373	\$343,195	\$666,811	\$323,616	48.53%	\$666,811
Salaries and Wages	\$125,727	\$107,622	\$301,118	\$193,496	64.26%	\$301,118
Benefits	\$34,836	\$28,658	\$93,227	\$64,569	69.26%	\$93,227
Insurance	\$17,395	\$12,878	\$49,118	\$36,240	73.78%	\$45,737
Retirement	\$8,404	\$7,602	\$21,217	\$13,615	64.17%	\$19,931
Employee Benefits	\$26	\$29	\$37	\$8	21.62%	\$26
Taxes	\$9,011	\$8,149	\$22,855	\$14,706	64.34%	\$21,417
Other Expenses	\$183,810	\$206,915	\$272,466	\$65,551	24.06%	\$272,466
Dues, Memberships, Publications, and Trainings	\$16,913	\$38,850	\$85,450	\$46,600	54.53%	\$85,450
Administrative and Office Expenses	\$14,543	\$14,950	\$14,950	\$0	0.00%	\$14,950
Professional Services	\$10,848	\$0	\$19,200	\$19,200	100.00%	\$19,200
Rental Expense	\$112,920	\$130,000	\$130,000	\$0	0.00%	\$130,000
Utilities	\$28,586	\$23,115	\$22,866	(\$249)	-1.09%	\$22,866
Revenues	\$6,960	\$0	\$25,001	\$25,001	100.00%	\$25,001
Licenses and Permits	\$0	\$0	\$0	\$0		\$0
Current Service Charges	\$6,960	\$0	\$0	\$0		\$0
Other Revenue	\$0	\$0	\$0	\$0		\$0
Transfers In	\$0	\$0	\$25,001	\$25,001	100.00%	\$25,001



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
212 - PUBLIC WORKS/MAINTENANCE						
Expenses	\$890,695	\$1,227,452	\$1,681,254	\$453,802	26.99%	\$1,681,254
Salaries and Wages	\$220,344	\$371,495	\$691,805	\$320,310	46.30%	\$691,805
Benefits	\$81,049	\$106,777	\$209,002	\$102,225	48.91%	\$209,002
Insurance	\$47,929	\$61,665	\$100,064	\$38,399	38.37%	\$52,824
Retirement	\$16,696	\$17,572	\$57,516	\$39,944	69.45%	\$18,378
Employee Benefits	\$46	\$73	\$119	\$46	38.66%	\$45
Taxes	\$16,378	\$27,467	\$51,303	\$23,836	46.46%	\$23,014
Other Expenses	\$589,302	\$749,180	\$780,447	\$31,267	4.01%	\$780,447
Dues, Memberships, Publications, and Trainings	\$390	\$1,545	\$1,545	\$0	0.00%	\$1,545
Administrative and Office Expenses	\$49,888	\$14,935	\$14,935	\$0	0.00%	\$14,935
Supplies	\$116,584	\$202,930	\$202,930	\$0	0.00%	\$202,930
Professional Services	\$179,951	\$268,620	\$287,820	\$19,200	6.67%	\$287,820
Rental Expense	\$7,840	\$6,180	\$6,180	\$0	0.00%	\$6,180
Utilities	\$66,124	\$38,480	\$50,547	\$12,067	23.87%	\$50,547
Equipment	\$0	\$38,300	\$38,300	\$0	0.00%	\$38,300
Vehicle/Equipment Maintenance	\$32,763	\$28,325	\$28,325	\$0	0.00%	\$28,325
Building Maintenance	\$135,762	\$149,865	\$149,865	\$0	0.00%	\$149,865
Revenues	\$131	\$0	\$495,280	\$495,280	100.00%	\$495,280
Other Revenue	\$11	\$0	\$0	\$0		\$0
Transfers In	\$0	\$0	\$495,280	\$495,280	100.00%	\$495,280
Debt Service	\$120	\$0	\$0	\$0		\$0



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
213 - PUBLIC WORKS/SEWER						
Expenses	\$0	\$0	\$475,955	\$475,955	100.00%	\$475,955
Salaries and Wages	\$0	\$0	\$358,558	\$358,558	100.00%	\$358,558
Benefits	\$0	\$0	\$117,397	\$117,397	100.00%	\$117,397
Insurance	\$0	\$0	\$65,076	\$65,076	100.00%	\$65,076
Retirement	\$0	\$0	\$26,606	\$26,606	100.00%	\$26,606
Employee Benefits	\$0	\$0	\$74	\$74	100.00%	\$74
Taxes	\$0	\$0	\$25,641	\$25,641	100.00%	\$25,641
Revenues	\$0	\$0	\$475,955	\$475,955	100.00%	\$475,955
Transfers In	\$0	\$0	\$475,955	\$475,955	100.00%	\$475,955



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
215 - PUBLIC WORKS/STORM DRAIN						
Expenses	\$0	\$0	\$369,896	\$369,896	100.00%	\$369,896
Salaries and Wages	\$0	\$0	\$279,382	\$279,382	100.00%	\$279,382
Benefits	\$0	\$0	\$90,514	\$90,514	100.00%	\$90,514
Insurance	\$0	\$0	\$49,037	\$49,037	100.00%	\$49,037
Retirement	\$0	\$0	\$21,816	\$21,816	100.00%	\$21,816
Employee Benefits	\$0	\$0	\$51	\$51	100.00%	\$51
Taxes	\$0	\$0	\$19,610	\$19,610	100.00%	\$19,610
Revenues	\$0	\$0	\$369,896	\$369,896	100.00%	\$369,896
Transfers In	\$0	\$0	\$369,896	\$369,896	100.00%	\$369,896



RECREATION & COMMUNITY SERVICES DEPARTMENT

The Recreation & Community Services Department provides a vast array of recreational opportunities and events for all age groups and works to meet the goals set forth in the Parks, Recreation and Open Space Master Plan that was adopted in 2004, the updated Albany Hill Creekside Master Plan adopted in 2012, the Public Arts Master Plan revised in 2016 and the City's General Plan adopted in 2016. The Department manages the registration for programs, classes and activities and facility rentals, distribution of public information/marketing and promotional materials and social media outlets, and production of the Recreation Activity Guide (3x/year).

The Department manages six buildings and six parks including: Albany Community Center, Albany Senior Center, Ocean View Park Child Care, Memorial Park Child Care, Preschool Facility at 850 Masonic, Senior/Youth Annex, Ocean View Park, Memorial Park, Terrace Park, Peggy Thompson Pierce Street Park and Dartmouth Street Tot lot and Albany Hill. City parks contain eight tennis courts, three athletic fields, and 10 picnic areas. The Department coordinates with Public Works on the maintenance, safety and repair, including Capital Improvements of all facilities and parks, and seeks opportunities to enhance parks and open space. The Department also implements the Joint Use Agreement with the Albany Unified School District, and provides staff support to the City's Parks, Recreation and Open Space Commission.

RECREATION DIVISION

The Recreation Division administers a diverse line-up of year-round classes and camps, providing interesting, inclusive, educational and fun programs to youth, teens, and adults. The Division hosted a total of 542 youth classes/camps and 362 adult classes per year for the past two years, and seeks opportunities to provide camps and classes to keep up with community trends and interests. In addition, Adult Sports programming serves over 2,800 adults per year including a growing year-round Pickleball program. In 2018, the Albany Peer Assistance, Leadership and Support (PALS) program for children with adaptive needs was established. The school year classes are specially designed to address various special needs, while the goal of the summer program is to integrate children into our mainstream camps.

The Recreation Division also plans and implements, often in collaboration with local businesses and community organizations, approximately 45 special events yearly, such as: 4th of July, Albany Local Week, Music in the Park, Dinner with Albany (biennially), monthly @theCenter, Chinese New Year, Clothing and Toy Swaps, Halloween Carnival, Bike About Town, Play Like a Girl and Noon Year's Eve

The Division provides staff support to the City's Arts Committee and programs included in the Public Art Master Plan such as the Albany Community Center Foyer Art Gallery, Haiku, Sculpture Loan, Poet Laureate, mural program and Public Arts Project Plan (PAPP).

The Division also administers a Volunteer Program that provides volunteers with hands-on experience, including the AV Apprentice Program. The Friends of Albany Parks Program host community clean ups and galas at each of the city parks during the year with a total attendance of more than 230 volunteers. . The Volunteer program also runs the Albany Tool Pool, a tool lending library and a Volunteer appreciation event. An average of 60 Albany High School students volunteer each year.

COMMUNITY SERVICES DIVISION

Community Services provides direct services and enrichment to the community with a particular focus on youth/teens and seniors.

YOUTH SERVICES

Youth Services programs aim to create meaningful learning opportunities for children during “out-of-school” time programs.

“Friendship Club”, the City’s after-school program is a non-licensed entity providing an enriching environment for children after release from school serving children six to twelve years of age (1st-5th grade) and operates during the school year (September-mid-June). The program aims to provide children with hands-on, inquiry-based curriculum, as well as providing a nurturing and safe environment for children to play, make friends, take risks and tackle some of their homework.

Currently, Friendship Club transports children for the three elementary schools to the Memorial Park and Ocean Park facilities. For the 2019/20 school year all after-school participants will attend the Ocean View site. The childcare facility is structured to care for a maximum of 55 children per day at the Ocean View site. Although there is planned construction at Ocean View Elementary School, we will continue to transport children from Marin and Cornell and add pick-ups at the alternative sites during construction.

During the summer, Mid-Winter and Spring Breaks, Friendship Club offers week long camps including a STEAM (Science, Technology, Engineering, Art, Mathematics) curriculum with a focus on innovation, inquiry and problem solving.

The Department intends to pilot an outdoor education program for young children. This program is a non-licensed entity providing developmentally appropriate nature-based curriculum for young children. The “One Square Smile School” program serves children ages two-years, nine months to five-years-old and takes place primarily outdoors at Albany’s parks including: Ocean View Park, Albany Hill and Creekside Park, and the Albany Bulb. The goal of this program is to create

foundational learning experiences for children that instill a lifetime love of nature and connection to the City's parks.

The Department also provides Teen Services for middle school age youth and internship opportunities for high school youth. Programs currently take place at the Senior/Youth Annex but will be moving to the Memorial Park facility for of 2019/20 school year. This program offers parents a smooth transition in terms of care as their children grow and can provide younger teens with a support system.

SENIOR SERVICES

Senior Services provides a welcoming environment and offer programs and services to help older adults in the community stay healthy and active by contributing to their physical, emotional, and social wellbeing. Programs are designed to help the senior community stay engaged by providing them with physical exercise, opportunities to socialize, learn, travel games, entertainment, information and assistance. A total of 135 classes and socials are held each year, serving over 1300 seniors. Senior Services manages the Albany Senior Center, Albany's Paratransit Program and food service programs.

The City receives funding assistance from the Friends of Albany Seniors. Funding from Measures B and BB helps to provide transportation for recreational and walking trips, weekly shopping trips and offers a subsidy on taxi and TNC rides. A total of 100 rides were provided per month, helping 20 seniors make needed shopping trips. In partnership with the City of Berkeley's Aging Division, Older Americans Act funding is used to provide the Meals on Wheels and congregate meals program. A total of 400 Meals on Wheels are provided each month for 20 participants, and the Senior Center served 400 congregate meals each month at the Senior Center, with an average of 22 daily meals. Other services include the Mercy Brown Bag program, free AARP tax filing assistance and Health Insurance Counseling.

Senior Services also hosts several special events such as the Senior Resource Fair, Senior Open House, monthly birthday events and a series of events for Older Americans Month (May). An average of 2,250 visitors participate in Senior Center programs each month. The Department also seeks to enhance Senior Services and further expand health information and services provided at the Senior Center and the increased demand for information and referral on aging issues for both older adults and their family caregivers.

City Council Strategic Plan Work Plan Items

Goal 3: Maximize and Improve Parks and Open Space

Objective 1. Enhance Parks

- Assure that benches are available as needed to seniors and others who may be in need to have opportunities to sit while using park.

Objective 2. Enhance Open Space

- Develop a prioritized list of projects on Albany Hill and include in the CIP program (*In coordination with the Public Works Department*).
- Investigate potential for open space use of Caltrans Right-of-Way by inventorying existing Caltrans right-of-way and discussing opportunities with Caltrans.
- Identify funding to update Parks & Recreation Master Plan.

Objective 3. Create Cultural Facilities & Opportunities

- Review existing public and private memorials, honors, and other installations on public land; plan and implement relocations and improvements as appropriate.
- Create policies concerning private memorials and honors on public lands.

Goal 4: Advance Economic Development and the Arts

Objective 1. Encourage Economic Development with a Variety of Businesses and Development Models.

- Update and continue to implement Public Arts Master Plan

Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
221 - REC & COMMUNITY SVCS ADMIN DIV						
Expenses	\$387,342	\$395,234	\$452,255	\$57,021	12.61%	\$468,716
Salaries and Wages	\$221,278	\$250,000	\$251,317	\$1,317	0.52%	\$263,883
Benefits	\$62,916	\$62,234	\$77,908	\$15,674	20.12%	\$81,803
Insurance	\$25,516	\$28,367	\$36,282	\$7,915	21.82%	\$38,096
Retirement	\$23,175	\$22,731	\$28,266	\$5,535	19.58%	\$29,679
Employee Benefits	\$18	\$22	\$29	\$7	24.14%	\$30
Taxes	\$14,207	\$11,115	\$13,331	\$2,216	16.63%	\$13,998
Other Expenses	\$103,148	\$83,000	\$123,030	\$40,030	32.54%	\$123,030
Dues, Memberships, Publications, and Trainings	\$5,668	\$9,000	\$9,000	\$0	0.00%	\$9,000
Administrative and Office Expenses	\$62,047	\$59,500	\$94,350	\$34,850	36.94%	\$94,350
Supplies	\$3,210	\$2,500	\$2,000	(\$500)	-25.00%	\$2,000
Rental Expense	\$8,125	\$9,000	\$9,000	\$0	0.00%	\$9,000
Utilities	\$21,906	\$0	\$8,680	\$8,680	100.00%	\$8,680
Equipment	\$2,192	\$3,000	\$0	(\$3,000)		\$0
Revenues	\$8,168	\$17,100	\$17,680	\$580	3.28%	\$20,080
Other Revenue	\$8,168	\$17,100	\$17,680	\$580	3.28%	\$20,080



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
222 - REC & CMTY SVC/RECREATION DIV						
Expenses	\$1,041,349	\$1,062,357	\$1,073,720	\$11,363	1.06%	\$1,138,075
Salaries and Wages	\$368,597	\$420,224	\$396,037	(\$24,187)	-6.11%	\$412,444
Benefits	\$127,508	\$143,908	\$170,833	\$26,925	15.76%	\$179,281
Insurance	\$78,827	\$85,559	\$109,327	\$23,768	21.74%	\$114,793
Retirement	\$23,391	\$30,339	\$32,083	\$1,744	5.44%	\$33,687
Employee Benefits	\$71	\$103	\$101	(\$2)	-2.22%	\$101
Taxes	\$25,220	\$27,907	\$29,322	\$1,415	4.83%	\$30,700
Other Expenses	\$545,244	\$498,225	\$506,850	\$8,625	1.70%	\$546,350
Administrative and Office Expenses	\$15,870	\$22,400	\$15,500	(\$6,900)	-44.52%	\$16,000
Advertising and Promotions	\$17,213	\$44,475	\$40,100	(\$4,375)	-10.91%	\$50,100
Supplies	\$54,780	\$35,000	\$37,000	\$2,000	5.41%	\$41,000
Professional Services	\$373,512	\$343,000	\$320,000	(\$23,000)	-7.19%	\$320,000
Rental Expense	\$20,270	\$34,250	\$10,250	(\$24,000)	-234.15%	\$35,250
Utilities	\$51,375	\$0	\$68,900	\$68,900	100.00%	\$68,900
Equipment	\$11,212	\$17,000	\$13,000	(\$4,000)	-30.77%	\$13,000
Vehicle/Equipment Maintenance	\$1,012	\$2,100	\$2,100	\$0	0.00%	\$2,100
Revenues	\$950,566	\$657,500	\$646,500	\$11,000	1.70%	\$680,500
Revenues from Other Agencies	\$25,000	\$0				
Current Service Charges	\$741,413	\$533,500	\$504,000	(\$29,500)	-5.85%	\$526,000
Other Revenue	\$184,153	\$124,000	\$142,500	\$18,500	12.98%	\$154,500



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
224 - REC & CMTY SVCS/YTH&SNR SVCS						
Expenses	\$861,359	\$706,427	\$848,514	\$142,087	16.75%	\$864,016
Salaries and Wages	\$511,196	\$409,652	\$455,180	\$45,528	10.00%	\$467,839
Benefits	\$126,486	\$75,750	\$104,859	\$29,109	27.76%	\$110,102
Insurance	\$60,805	\$27,414	\$51,926	\$24,512	47.21%	\$54,522
Retirement	\$34,031	\$19,309	\$22,502	\$3,193	14.19%	\$23,627
Employee Benefits	\$70	\$50	\$116	\$66	56.67%	\$122
Taxes	\$31,580	\$28,977	\$30,315	\$1,338	4.41%	\$31,831
Other Expenses	\$223,677	\$221,025	\$288,475	\$67,450	23.38%	\$286,075
Dues, Memberships, Publications, and Trainings	\$164	\$4,400	\$6,100	\$1,700	27.87%	\$6,100
Administrative and Office Expenses	\$29,393	\$25,800	\$16,450	(\$9,350)	-56.84%	\$19,450
Advertising and Promotions	\$750	\$1,000	\$8,250	\$7,250	87.88%	\$8,250
Supplies	\$19,387	\$18,000	\$30,000	\$12,000	40.00%	\$30,000
Professional Services	\$129,254	\$141,100	\$133,500	(\$7,600)	-5.69%	\$133,500
Rental Expense	\$7,435	\$9,000	\$25,500	\$16,500	64.71%	\$19,000
Utilities	\$31,786	\$5,125	\$42,575	\$37,450	87.96%	\$42,575
Equipment	\$776	\$5,000	\$8,000	\$3,000	37.50%	\$8,000
Vehicle/Equipment Maintenance	\$4,734	\$10,600	\$18,100	\$7,500	41.44%	\$19,200
Safety Supplies	\$0	\$1,000	\$0	(\$1,000)		\$0
Revenues	\$552,426	\$542,800	\$598,000	\$55,200	9.23%	\$637,750
Revenues from Other Agencies	\$21,079	\$21,800	\$0	(\$21,800)		\$0
Current Service Charges	\$513,624	\$485,000	\$558,000	\$73,000	13.08%	\$597,750
Other Revenue	\$17,724	\$36,000	\$40,000	\$4,000	10.00%	\$40,000



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
225 - REC & CMTY SVCS/ARTS DIV						
Expenses	\$8,704	\$9,341	\$22,880	\$13,539	59.17%	\$20,880
Salaries and Wages	\$5,106	\$5,490	\$13,949	\$8,459	60.64%	\$13,949
Benefits	\$3,343	\$3,351	\$6,431	\$3,080	47.89%	\$6,431
Insurance	\$2,628	\$2,583	\$3,914	\$1,331	34.01%	\$3,914
Retirement	\$330	\$352	\$1,506	\$1,154	76.63%	\$1,506
Employee Benefits	\$2	\$3	\$4	\$1	25.00%	\$4
Taxes	\$383	\$413	\$1,007	\$594	58.99%	\$1,007
Other Expenses	\$255	\$500	\$2,500	\$2,000	80.00%	\$500
Administrative and Office Expenses	\$185	\$250	\$250	\$0	0.00%	\$250
Advertising and Promotions	\$35	\$250	\$250	\$0	0.00%	\$250
Professional Services	\$35	\$0	\$2,000	\$2,000	100.00%	\$0
Revenues	\$218	\$500	\$500	\$0	0.00%	\$500
Current Service Charges	\$218	\$500	\$500	\$0	0.00%	\$500



COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is a multi-disciplinary department responsible for developing policies and implementing regulations related to the physical environment within the City of Albany. The Department is comprised of the following Divisions: Building, Economic Development, Planning, Sustainability and Transportation.

BUILDING DIVISION

The Building Division is responsible for administering the California Building Standards Code. Building Division activities include checking building plans for compliance with building codes, issuing building permits, and inspecting construction for compliance. The Building Division also is responsible for building-related code enforcement. Annually, the division processes approximately 1,000 building and encroachment permit applications, and inspections are regularly scheduled within 24 hours of the request. A focus on improving timeliness of building permit plan-checks is ongoing, as well as coordination with the Fire Department to identify best practices and organizational structure for code enforcement and related inspections.

ECONOMIC DEVELOPMENT DIVISION

The Economic Development Division aims to promote vital and inviting business areas and to assist with the retention of existing businesses and attraction of new businesses to the City's commercial areas. The Division leads implementation of the Economic Development Strategic Plan that was adopted by the City Council in 2017, and provides staff support to the City's Economic Development Committee. The Division also works closely with developers to assist with locating new businesses in the City, and also works within the Department to assist with expedited planning approvals and permits for local businesses whenever possible. The Division also conducts outreach to businesses including a periodic survey to evaluate efforts related to business attraction, retention, and permit/customer service issues, and discover new ideas for supporting local business growth

PLANNING DIVISION

The Planning Division is responsible for administering state and local land use and building regulations and formulating policy recommendations related to the physical development of the City. The Planning and Building Division responsibilities include evaluating and processing development applications through the Planning and Zoning Commission, checking building plans for code compliance, and inspecting construction. The Division processes approximately 90 planning applications per year, and provides staff support to the Planning & Zoning Commission. The Division is also responsible for ensuring accurate and updated Planning and Zoning Code in response to on-going changes to State and Federal law, the Albany 2035 General Plan, and the 2015-2023 Housing Element among other City planning guidelines and policy documents.

SUSTAINABILITY DIVISION

The Sustainability Division manages the City's urban and natural environment, including climate action and adaptation planning and implementation; hazard mitigation and disaster resilience; resource reduction, recycling, and solid waste management; creek and open space planning, and more. The Division works closely with community groups and nonprofits and strives to protect critical habitat from the effects of climate change, while also ensuring social equity, a resilient community, and a thriving local economy. The Division also coordinates with the City's Fire Department and other Departments with regard to disaster preparedness/resiliency, including support to the Community Emergency Response Team (CERT) program to encourage community resiliency in the event of a disaster. The Division also provides staff support to the City's Climate Action Committee.

TRANSPORTATION DIVISION

The Transportation Division is responsible for the planning and implementation of projects related to pedestrian, bicycle and traffic safety. The Division works closely with the Public Works Department on the planning and design of transportation-related projects in the Capital Improvement Plan, intended to improve pedestrian, bicycle and traffic safety throughout the City. The Division also coordinates with AC Transit regarding bus service, and the Alameda County Transportation Commission and Caltrans regarding implementation of bicycle/pedestrian programs and improvements to the state highway system. Staff coordinates with TransForm to provide the Safe Routes to School Program at school sites, and works with the school community to promote walking to school and bicycle and pedestrian safety. The Division also prepares and manages a number of major grant projects and programs. The Division also provides staff support to the City's Transportation Commission.

City Council Strategic Plan Work Plan Items

Goal 1: Foster a Healthy and Sustainable Urban Village

Objective 1: Advance Climate Action

- Develop new Climate Action Plan in 2019 including an electrification measure requirement.
- Provide implementation updates to the Council annually beginning in 2020.

Objective 2: Promote Housing Availability & Quality

- Implement Housing Element.
- Development of affordable housing project at Cleveland & Washington Avenues in partnership with SAHA.
- Compile list and annually monitor number, size, and usage of accessory dwelling units, and other types of units or rooms used for short term occupancy.

Objective 3: Promote Active Transportation & Safety

- Implement and continue reporting on and updating the Active Transportation Plan and related portions of the City's Capital Improvement Program.
- Implement Complete Streets Plans on San Pablo & Solano Avenues.

Objective 4: Support Public Health & Safety

- Consider adoption of a seismic safety program including an update to current policies and the adoption of a soft-story retrofit ordinance.
- Review status of current Cannabis ordinance in Fall 2019, consider any needed policy changes (refer to Planning & Zoning Commission).

Goal 2: Engage our Diverse Community

Objective 2: Promote Disaster Preparedness & Resiliency

- Implement Disaster Preparedness and Local Hazard Mitigation Plans and engage with all sectors of community, especially the most vulnerable, to encourage resiliency (*in coordination with Fire Department and other Departments*).
- Conduct a study session to consider development of an ordinance regarding residential defensible space and fire mitigation measures on Albany Hill.

Goal 3: Maximize and Improve Parks and Open Space

Objective 1: Enhance Parks

- Prepare a plan for improvements to the Albany Waterfront Park (Bulb).

Goal 4: Advance Economic Development and the Arts

Objective 1: Encourage Economic Development with a Variety of Businesses and Development Models

- Implement Economic Development Strategic Plan with annual implementation status provided to the City Council.
- Look for innovative ways to promote Economic Development by engaging with prospective businesses to help facilitate business variety and engaging with existing businesses to support retention via a survey of the business community every two years.
- Consider other strategies for encouraging growth of business including consideration of a specific plan or other zoning changes consistent with the General Plan.

Objective 3: Maintain an Attractive Atmosphere in Business Districts

- Develop a policy and consider adoption of an ordinance and/or program regarding maintenance of news racks.
- Update sign ordinance including curb painting ordinance.
- Update ordinance on encroachments is public rights of way.

Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
231 - COMMUNITY DEV/ ADMINISTRATION						
Expenses	\$525,728	\$604,813	\$312,877	(\$291,936)	-93.31%	\$312,877
Salaries and Wages	\$283,027	\$355,693	\$148,192	(\$207,501)	-140.02%	\$148,192
Benefits	\$98,094	\$76,910	\$36,342	(\$40,568)	-111.63%	\$36,342
Insurance	\$49,577	\$27,360	\$15,026	(\$12,334)	-82.08%	\$15,026
Retirement	\$28,393	\$23,150	\$11,383	(\$11,767)	-103.37%	\$11,383
Employee Benefits	\$41	\$33	\$18	(\$15)	-79.92%	\$18
Taxes	\$20,082	\$26,367	\$9,915	(\$16,452)	-165.93%	\$9,915
Other Expenses	\$23,257	\$47,650	\$46,000	(\$1,650)	-3.59%	\$46,000
Dues, Memberships, Publications, and Trainings	\$1,458	\$19,500	\$19,500	\$0	0.00%	\$19,500
Administrative and Office Expenses	\$8,455	\$12,850	\$12,750	(\$100)	-0.78%	\$12,750
Advertising and Promotions	\$146	\$0	\$0	\$0		\$0
Professional Services	\$4,489	\$0	\$5,000	\$5,000	100.00%	\$5,000
Utilities	\$8,457	\$15,000	\$8,050	(\$6,950)	-86.34%	\$8,050
Misc Expense	\$92	\$100	\$500	\$400	80.00%	\$500
Vehicle/Equipment Maintenance	\$160	\$200	\$200	\$0	0.00%	\$200
Revenues	\$852,619	\$615,800	\$615,800	\$0	0.00%	\$615,800
Licenses and Permits	\$420,603	\$415,000	\$415,000	\$0	0.00%	\$415,000
Current Service Charges	\$177,620	\$200,600	\$200,600	\$0	0.00%	\$200,600
Other Revenue	\$254,395	\$200	\$200	\$0	0.00%	\$200



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
232 - COMMUNITY DEV/ BUILDING DIV						
Expenses	\$695,852	\$871,546	\$550,752	(\$320,794)	-58.25%	\$680,752
Salaries and Wages	\$427,783	\$433,338	\$316,117	(\$117,221)	-37.08%	\$316,117
Benefits	\$125,820	\$122,158	\$84,785	(\$37,373)	-44.08%	\$84,785
Insurance	\$55,438	\$50,988	\$37,802	(\$13,186)	-34.88%	\$37,802
Retirement	\$40,490	\$40,117	\$24,561	(\$15,556)	-63.33%	\$24,561
Employee Benefits	\$66	\$83	\$37	(\$46)	-126.27%	\$37
Taxes	\$29,826	\$30,970	\$22,385	(\$8,585)	-38.35%	\$22,385
Other Expenses	\$142,249	\$316,050	\$149,850	(\$166,200)	-110.91%	\$279,850
Dues, Memberships, Publications, and Trainings	\$3,420	\$5,000	\$8,000	\$3,000	37.50%	\$8,000
Administrative and Office Expenses	\$469	\$11,850	\$1,350	(\$10,500)	-777.78%	\$1,350
Advertising and Promotions	\$105	\$3,700	\$0	(\$3,700)		\$0
Professional Services	\$137,743	\$290,000	\$135,000	(\$155,000)	-114.81%	\$265,000
Misc Expense	\$0	\$3,700	\$3,700	\$0	0.00%	\$3,700
Utilities	\$165	\$1,300	\$1,300	\$0	0.00%	\$1,300
Vehicle/Equipment Maintenance	\$347	\$500	\$500	\$0	0.00%	\$500
Revenues	\$0	\$0	\$47,833	\$47,833	100.00%	\$47,833
Transfers In	\$0	\$0	\$47,833	\$47,833	100.00%	\$47,833



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
233 - COMMUNITY DEV/ PLANNING DIV						
Expenses	\$19,421	\$27,750	\$406,233	\$378,483	93.17%	\$452,768
Salaries and Wages	\$0	\$0	\$204,873	\$204,873	100.00%	\$204,873
Benefits	\$0	\$0	\$53,110	\$53,110	100.00%	\$49,645
Insurance	\$0	\$0	\$21,959	\$21,959	100.00%	\$21,959
Retirement	\$0	\$0	\$16,635	\$16,635	100.00%	\$13,170
Employee Benefits	\$0	\$0	\$27	\$27	100.00%	\$27
Taxes	\$0	\$0	\$14,489	\$14,489	100.00%	\$14,489
Other Expenses	\$19,421	\$27,750	\$148,250	\$120,500	81.28%	\$198,250
Dues, Memberships, Publications, and Trainings	\$2,010	\$4,000	\$6,000	\$2,000	33.33%	\$6,000
Administrative and Office Expenses	\$449	\$6,250	\$11,250	\$5,000	44.44%	\$11,250
Advertising and Promotions	\$271	\$0	\$1,000	\$1,000	100.00%	\$1,000
Professional Services	\$16,605	\$17,500	\$130,000	\$112,500	86.54%	\$180,000
Utilities	\$86	\$0	\$0	\$0		\$0



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
234 - COMMUNITY DEV/ TRANSPORTATION						
Expenses	\$38,936	\$39,450	\$312,933	\$273,483	87.39%	\$312,933
Salaries and Wages	\$15,051	\$0	\$204,873	\$204,873	100.00%	\$204,873
Benefits	\$1,236	\$0	\$53,110	\$53,110	100.00%	\$53,110
Insurance	\$85	\$0	\$21,959	\$21,959	100.00%	\$21,959
Retirement	\$0	\$0	\$16,635	\$16,635	100.00%	\$16,635
Employee Benefits	\$0	\$0	\$27	\$27	100.00%	\$27
Taxes	\$1,151	\$0	\$14,489	\$14,489	100.00%	\$14,489
Other Expenses	\$22,649	\$39,450	\$54,950	\$15,500	28.21%	\$54,950
Dues, Memberships, Publications, and Trainings	(\$19)	\$2,000	\$2,700	\$700	25.93%	\$2,700
Administrative and Office Expenses	\$1,973	\$2,450	\$2,250	(\$200)	-8.89%	\$2,250
Advertising and Promotions	\$417	\$0				
Professional Services	\$20,278	\$35,000	\$50,000	\$15,000	30.00%	\$50,000



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
235 - COMMUNITY DEV/ ECONOMIC DEV						
Expenses	\$30,954	\$54,000	\$108,299	\$54,299	50.14%	\$93,299
Salaries and Wages	\$0	\$0	\$43,121	\$43,121	100.00%	\$43,121
Benefits	\$0	\$0	\$11,178	\$11,178	100.00%	\$11,178
Insurance	\$0	\$0	\$4,622	\$4,622	100.00%	\$4,622
Retirement	\$0	\$0	\$3,501	\$3,501	100.00%	\$3,501
Employee Benefits	\$0	\$0	\$6	\$6	100.00%	\$6
Taxes	\$0	\$0	\$3,050	\$3,050	100.00%	\$3,050
Other Expenses	\$30,954	\$54,000	\$54,000	\$0	0.00%	\$39,000
Dues, Memberships, Publications, and Trainings	\$5,515	\$3,000	\$3,000	\$0	0.00%	\$3,000
Professional Services	\$15,439	\$20,000	\$20,000	\$0	0.00%	\$5,000
Equipment	\$0	\$1,000	\$1,000	\$0	0.00%	\$1,000
Misc Expense	\$10,000	\$30,000	\$30,000	\$0	0.00%	\$30,000



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
236 - COM DV/ENVIRONMENTAL RESOURCES						
Expenses	\$32,531	\$48,222	\$256,571	\$208,349	81.21%	\$186,571
Salaries and Wages	\$18,826	\$17,184	\$118,857	\$101,673	85.54%	\$118,857
Benefits	\$3,798	\$3,538	\$30,714	\$27,176	88.48%	\$30,714
Insurance	\$267	\$253	\$12,558	\$12,305	97.99%	\$12,558
Retirement	\$2,379	\$2,235	\$9,760	\$7,525	77.10%	\$9,760
Employee Benefits	\$2	\$3	\$16	\$13	80.79%	\$16
Taxes	\$1,150	\$1,047	\$8,381	\$7,334	87.51%	\$8,381
Other Expenses	\$9,907	\$27,500	\$107,000	\$79,500	74.30%	\$37,000
Dues, Memberships, Publications, and Trainings	\$113	\$2,500	\$2,000	(\$500)	-25.00%	\$2,000
Administrative and Office Expenses	\$70	\$0	\$0	\$0		\$0
Advertising and Promotions	\$639	\$0	\$0	\$0		\$0
Professional Services	\$9,086	\$25,000	\$105,000	\$80,000	76.19%	\$35,000
Revenues	\$55,600	\$54,000	\$67,638	\$13,638	20.16%	\$67,638
Other Revenue	\$55,600	\$54,000	\$54,000	\$0	0.00%	\$54,000
Transfers In	\$0	\$0	\$13,638	\$13,638	100.00%	\$13,638





City of Albany Biennial Budget Staffing Schedule

Department/Classification	FY 2018-19	FY 2019-20
	Current	Proposed
General Government		
City Manager	1.00	1.00
Assistant City Manager	1.00	1.00
Assistant to the City Manager	1.00	1.00
City Clerk	1.00	1.00
Human Resources Director	1.00	1.00
Human Resources Technician	1.00	1.00
Information Systems Project Manager	1.00	1.00
KALB/Media Project Manager	1.00	1.00
Neighborhood Services Manager	1.00	1.00
Accounting Technician II	2.00	2.00
Accounting Technician III	1.00	1.00
Finance & Administrative Services Director	1.00	1.00
Financial Analyst	1.00	1.00
Office Assistant II	0.50	0.50
Senior Accountant	1.00	1.00
Sub-Total	15.50	15.50
Police		
Clerk Typist II	0.80	0.80
Communications Clerk (Dispatcher)	7.00	7.00
Communications Clerk (Information Technician)	1.00	1.00
Police Administrative Specialist	1.00	1.00
Police Chief	1.00	1.00
Police Lieutenant	2.00	2.00
Police Officer	18.00	18.00
Police Sergeant	6.00	6.00
Police Services Technician I	1.00	1.00
Sub-Total	37.80	37.80
Fire / EMS		
Fire Captain	3.00	3.00
Fire Chief	1.00	1.00
Fire Engineer	6.00	6.00
Fire Fighter / Paramedic	6.00	6.00
Fire Lieutenant	3.00	3.00
Sub-Total	19.00	19.00



City of Albany
Biennial Budget Staffing Schedule

Department/Classification	FY 2018-19	FY 2019-20
	Current	Proposed
Public Works		
Administrative Secretary	1.00	1.00
Assistant Engineer	2.00	2.00
Associate Engineer	0.00	0.00
Capital Improvements Program Manager/Senior Engineer	1.00	1.00
Facilities & Maintenance Manager	1.00	1.00
Lead Maintenance Worker	1.00	1.00
Maintenance Worker II	5.00	5.00
<i>Management Analyst</i>	-	1.00
Public Works Director/City Engineer	1.00	1.00
Urban Forestry Coordinator	1.00	1.00
Sub-Total	13.00	14.00
Recreation		
Recreation and Community Services Director	1.00	1.00
Recreation Coordinator I	2.00	2.00
<i>Recreation Coordinator II</i>	3.00	4.00
Recreation Supervisor	2.00	2.00
Senior Recreation Supervisor	2.00	2.00
Senior Van Driver	0.75	0.75
Sub-Total	10.75	11.75
Community Development		
Administrative Secretary	1.00	1.00
Building Inspector II	1.00	1.00
Community Development Assistant (Sustainability)	-	1.00
Community Development Associate (Associate Planner)	1.00	1.00
Community Development Associate (Transportation Coordinator)	1.00	1.00
Community Development Director	1.00	1.00
Community Development Technician	1.00	1.00
Office Assistant II	1.00	-
Planning Manager	1.00	1.00
Program Manager (Sustainability)	1.00	1.00
Sub-Total	9.00	9.00
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GRAND TOTAL - ALL POSITIONS	105.05	107.05
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City of Albany
Biennial Budget
2019-20 2020-21

	Approved All Other Funds 2018-19	Recommended All Other Funds 2019-2020	\$ Change	% Change
Starting Balance		\$24,538,287		
Revenues				
Property Tax	\$3,751,545	\$5,933,924	\$2,182,379	58.17%
Franchise and Other Taxes	\$36,040	\$36,040	\$0	0.00%
Earnings on Investments	\$27,940	\$27,540	(\$400)	-1.43%
Revenues from Other Agencies	\$1,561,285	\$1,561,285	\$0	0.00%
Current Service Charges	\$3,634,220	\$3,661,220	\$27,000	0.74%
Other Revenue	\$31,328	\$40,828	\$9,500	30.32%
Transfer In	\$0	\$983,681	\$983,681	0.00%
Total Revenues	\$9,042,358	\$12,244,518	\$3,202,160	35.41%
Expenditures				
General Government	\$54,000	\$1,047,113	\$993,113	1839.10%
Police	\$929,245	\$1,618,799	\$689,554	74.21%
Fire	\$706,750	\$1,231,199	\$524,449	74.21%
Public Works	\$2,654,398	\$4,162,734	\$1,508,336	56.82%
Recreation & Community Services	\$998,794	\$1,177,203	\$178,409	17.86%
Community Development	\$91,900	\$103,338	\$11,438	12.45%
Total Expenditures	\$5,435,087	\$9,340,386	\$3,905,299	71.85%
Ending Balance		\$27,442,418.97		

Account	2018 Actual	2019 Budget	2020 City		% Change	2021 Proposed
			Manager Proposed	\$ Change		
0002 - GF-RECREATION PROGRAM RESERVE	Starting Balance			\$658,540		\$520,540
Other Expenses	24,077	83,000	255,000	172,000	207%	255,000
Supplies	5,075	0	0	0		0
Professional Services	3,550	8,000	110,000	102,000	1275%	110,000
Building Maintenance	15,452	50,000	120,000	70,000	140%	120,000
Equipment	0	25,000	25,000	0		25,000
Revenues	221,795	90,000	117,000	27,000	30%	117,000
Current Service Charges	145,595	90,000	117,000	27,000	30%	117,000
transfer in	76,200	0	0	0		0
	Ending Balance			\$520,540		\$382,540
0003 - GF-SR CENTER PROGRAM RESERVE	Starting Balance			\$130,253		\$130,253
Other Expenses	1,030	15,000	15,000	0		15,000
Equipment	1,030	15,000	15,000	0		15,000
Revenues	37,154	15,000	15,000	0		15,000
Current Service Charges	37,154	15,000	15,000	0		15,000
	Ending Balance			\$130,253		\$130,253
0004 - GF-GENERAL PLAN	Starting Balance			\$159,980		\$164,980
Revenues	5,808	5,000	5,000	0		5,000
Current Service Charges	5,808	5,000	5,000	0		5,000
	Ending Balance			\$164,980		\$169,980
1001 - SR-PENSION PROPERTY TAX	Starting Balance			\$2,602,128		\$2,088,528
Other Expenses	1,635,995	1,635,995	2,849,998	1,214,003	74%	1,184,807
Transfers Out	1,635,995	1,635,995	2,849,998	1,214,003	74%	1,184,807
Revenues	1,204,275	1,151,395	2,336,398	1,185,003	103%	1,116,400
Earnings on Investments	0	11,400	11,400	0		11,400
Property Tax	1,204,275	1,139,995	2,324,998	1,185,003	104%	1,105,000
	Ending Balance			\$2,088,528		\$2,020,121



Account	2018 Actual	2019 Budget	2020 City		% Change	2021 Proposed
			Manager Proposed	\$ Change		
1101 - SR-MSR B-LCL STRTS & RDS(ACTC)	Starting Balance			\$1,337,659		\$1,733,639
Other Expenses	232,281	2,350	0	(2,350)	-100%	0
Professional Services	2,082	2,350	0	(2,350)	-100%	0
Misc Expense	4,464	0	0	0		0
Building Maintenance	225,736	0	0	0		0
Revenues	482,496	395,980	395,980	0		395,980
Earnings on Investments	0	130	130	0		130
Revenues from Other Agencies	482,496	395,850	395,850	0		395,850
	Ending Balance			\$1,733,639		\$2,129,619
1102 - SR-MSR B-BYCYCL & PDSTRN(ACTC)	Starting Balance			\$168,937		\$224,922
Other Expenses	128,414	2,200	0	(2,200)	-100%	0
Professional Services	0	2,200	0	(2,200)	-100%	0
Misc Expense	4,464	0	0	0		0
Building Maintenance	123,950	0	0	0		0
Revenues	62,252	55,985	55,985	0		55,985
Earnings on Investments	0	160	160	0		160
Revenues from Other Agencies	62,252	55,825	55,825	0		55,825
	Ending Balance			\$224,922		\$280,907
1103 - SR-MSR B-PARATRANSIT (ACTC)	Starting Balance			(\$63,014)		(\$64,580)
Salaries and Wages	26,982	37,471	30,844	(6,627)	-18%	30,844
Salaries and Wages	25,889	35,000	27,000	(8,000)	-23%	27,000
Employee Benefits	0	0	21	21		21
Insurance	1,093	1,930	3,688	1,758	91%	3,688
Retirement	0	540	135	(405)	-75%	135
Other Expenses	8,433	22,767	2,437	(20,330)	-89%	17,210
Taxes	1,742	3,357	2,077	(1,280)	-38%	0
Utilities	0	360	360	0		360
Vehicle/Equipment Maintenance	4,548	11,500	0	(11,500)	-100%	11,500
Professional Services	2,018	7,300	0	(7,300)	-100%	5,100
Administrative and Office Expenses	125	250	0	(250)	-100%	250
Revenues	34,387	31,716	31,716	0		31,716
Revenues from Other Agencies	34,387	31,716	31,716	0		31,716
	Ending Balance			(\$64,580)		(\$80,918)



Account	2018 Actual	2019 Budget	2020 City		% Change	2021 Proposed
			Manager Proposed	\$ Change		
1104 - SR-MSR F - VEHICLE REG (ACTC)	Starting Balance		\$175,346			\$250,726
Other Expenses	15,883	8,000	4,000	(4,000)	-50%	4,000
Professional Services	2,453	8,000	4,000	(4,000)	-50%	4,000
Building Maintenance	13,430	0	0	0		0
Revenues	79,595	79,380	79,380	0		79,380
Earnings on Investments	0	50	50	0		50
Revenues from Other Agencies	79,595	79,330	79,330	0		79,330
	Ending Balance		\$250,726			\$326,106
1105 - SR-GAS TAXES	Starting Balance		\$549,356			\$569,547
Salaries and Wages	131,146	120,043	0	(120,043)	-100%	0
Salaries and Wages	98,069	91,073	0	(91,073)	-100%	0
Insurance	18,582	14,721	0	(14,721)	-100%	0
Employee Benefits	20	24	0	(24)	-100%	0
Retirement	7,760	7,810	0	(7,810)	-100%	0
Taxes	6,714	6,415	0	(6,415)	-100%	0
Other Expenses	505,119	268,655	381,799	113,144	42%	381,799
Supplies	42,902	25,750	25,750	0		25,750
Professional Services	95,305	144,200	144,200	0		144,200
Utilities	59,919	62,830	55,837	(6,993)	-11%	55,837
Vehicle/Equipment Maintenance	8,829	12,875	12,875	0		12,875
Building Maintenance	275,742	0	0	0		0
Debt Service	22,422	23,000	23,000	0		23,000
Transfers Out	0	0	120,137	120,137		120,137
Revenues	383,354	401,990	401,990	0		401,990
Earnings on Investments	0	1,800	1,800	0		1,800
Revenues from Other Agencies	383,298	400,190	400,190	0		400,190
	Ending Balance		\$569,547			\$589,738
1201 - SR-MSR BB-LCL STRTS & RDS(ACTC)	Starting Balance		\$1,740,572			\$2,116,122
Other Expenses	44,973	0	0	0		0
Building Maintenance	32,230	0	0	0		0
Professional Services	12,743	0	0	0		0
Revenues	451,174	375,550	375,550	0		375,550
Revenues from Other Agencies	451,174	375,550	375,550	0		375,550
	Ending Balance		\$2,116,122			\$2,491,672



Account	2018 Actual	2019 Budget	2020 City		% Change	2021 Proposed
			Manager Proposed	\$ Change		
1202 - SR-MSR BB-BYCYCL & PDSTRN(ACTC)	Starting Balance			\$145,195		\$187,825
Other Expenses	82,680	0	0	0		0
Professional Services	7,080	0	0	0		0
Building Maintenance	75,600	0	0	0		0
Revenues	50,505	42,630	42,630	0		42,630
Revenues from Other Agencies	50,505	42,630	42,630	0		42,630
	Ending Balance			\$187,825		\$230,455
1203 - SR-MSR BB-PARATRANSIT (ACTC)	Starting Balance			\$34,588		\$54,594
Salaries and Wages	19,602	28,496	4,988	(23,508)	-82%	4,988
Salaries and Wages	19,585	28,500	4,769	(23,731)	-83%	4,769
Taxes	16	(4)	219	223	-5563%	219
Other Expenses	14,728	0	8,000	8,000		8,000
Professional Services	6,538	0	8,000	8,000		8,000
Rental Expense	8,189	0	0	0		0
Revenues	35,187	32,994	32,994	0		32,994
Revenues from Other Agencies	35,187	32,994	32,994	0		32,994
	Ending Balance			\$54,594		\$74,601
1301 - SR-LLD 1996-1 OPEN SPACE	Starting Balance			(\$45,626)		(\$47,626)
Salaries and Wages	2,037	0	0	0		0
Salaries and Wages	2,010	0	0	0		0
Taxes	27	0	0	0		0
Other Expenses	84,835	2,000	2,000	0		2,000
Professional Services	84,835	2,000	2,000	0		2,000
	Ending Balance			(\$47,626)		(\$49,626)
1302 - SR-LLD 1996-1 RCREATN PLAYFLD	Starting Balance			(\$83,957)		(\$115,957)
Other Expenses	60,000	32,000	32,000	0		32,000
Professional Services	0	2,000	2,000	0		2,000
Building Maintenance	60,000	30,000	30,000	0		30,000
	Ending Balance			(\$115,957)		(\$147,957)



Account	2018 Actual	2019 Budget	2020 City		% Change	2021 Proposed
			Manager Proposed	\$ Change		
1304 - SR-LLD 1988-1 LGHTNG&LNDSCPNG	Starting Balance			(\$70,317)		(\$189,836)
Salaries and Wages	302,330	302,507		(302,507)	-100%	
Salaries and Wages	229,231	230,573		(230,573)	-100%	
Insurance	37,292	32,937		(32,937)	-100%	
Retirement	19,970	22,018		(22,018)	-100%	
Employee Benefits	46	67		(67)	-100%	
Taxes	15,791	16,912		(16,912)	-100%	
Other Expenses	239,021	307,790	654,669	346,879	113%	449,519
Dues, Memberships, Publications, and Trainings	865	0	0	0		0
Administrative and Office Expenses	8,890	5,000	5,000	0		5,000
Professional Services	64,760	179,440	179,440	0		179,440
Supplies	368	5,150	5,150	0		5,150
Building Maintenance	124,010	79,060	79,060	0		79,060
Utilities	29,929	39,140	22,530	(16,610)	-42%	22,530
Misc Expense	10,200	0	0	0		0
Transfers Out	0	0	363,489	363,489		158,339
Revenues	537,682	535,150	535,150	0		535,150
Property Tax	537,682	530,500	530,500	0		530,500
Earnings on Investments	0	4,650	4,650	0		4,650
	Ending Balance			(\$189,836)		(\$189,836)
1305 - SR-SIDEWALK PARCEL TAX	Starting Balance			\$519,391		\$518,391
Other Expenses	7,304	1,000	1,000	0		1,000
Administrative and Office Expenses	4,316	1,000	1,000	0		1,000
Professional Services	2,988	0	0	0		0
Revenues	198,889	0	0	0		0
Property Tax	198,889	0	0	0		0
	Ending Balance			\$518,391		\$517,391
1401 - SR-LIBRARY OPERATIONS	Starting Balance			\$268,928		\$234,757
Salaries and Wages	2,425	2,700	0	(2,700)	-100%	2,700
Salaries and Wages	2,360	2,700	0	(2,700)	-100%	2,700
Taxes	65	0	0	0		0
Other Expenses	777,676	777,360	828,934	51,574	7%	744,360
Administrative and Office Expenses	12,589	12,500	51,162	38,662	309%	12,500
Professional Services	765,087	764,860	777,772	12,912	2%	731,860



Account	2018 Actual	2019 Budget	2020 City		% Change	2021 Proposed
			Manager Proposed	\$ Change		
Revenues	792,072	781,400	794,763	13,363	2%	781,400
Property Tax	761,282	750,500	754,763	4,263	1%	750,500
Earnings on Investments	0	400		(400)	-100%	400
Other Revenue	30,790	30,500	40,000	9,500	31%	30,500
Ending Balance			\$234,757			\$269,097
1402 - SR-CABLE TV (PEG)	Starting Balance		\$162,110			\$186,150
Other expenses	22,270	12,000	12,000	0		12,000
Administrative and Office Expenses	3,054	3,500	3,500	0		3,500
Equipment	19,216	8,500	8,500	0		8,500
Revenues	54,747	36,040	36,040	0		36,040
Franchise and Other Taxes	54,747	36,040	36,040	0		36,040
Ending Balance			\$186,150			\$210,190
1405 - SR-CDBG -CMNTY DVELPMNT BLCK G	Starting Balance		(\$25,981)			\$29,219
Other Expenses	151,000	42,000	42,000	0		42,000
Professional Services	151,000	42,000	42,000	0		42,000
Revenues	0	97,200	97,200	0		97,200
Revenues from Other Agencies	0	97,200	97,200	0		97,200
Ending Balance			\$29,219			\$84,419
1601 - SR-STORM DRAINAGE / NPDES	Starting Balance		\$700,754			\$553,412
Salaries and Wages	146,175	145,078	0	(145,078)	-100%	0
Salaries and Wages	112,395	112,390	0	(112,390)	-100%	0
Insurance	17,880	15,470	0	(15,470)	-100%	0
Employee Benefits	25	30	0	(30)	-100%	0
Retirement	8,425	9,388	0	(9,388)	-100%	0
Taxes	7,450	7,800	0	(7,800)	-100%	0
Other Expenses	280,925	363,690	547,465	183,775	51%	394,197
Dues, Memberships, Publications, and Trainings	0	2,575	2,575	0		2,575
Administrative and Office Expenses	55,330	66,950	66,950	0		66,950
Advertising and Promotions	5,015	0	0	0		0
Professional Services	99,315	112,270	131,470	19,200	17%	131,470
Rental Expense	112,894	130,000	130,000	0		130,000
Utilities	4,640	31,295	17,600	(13,695)	-44%	17,600
Vehicle/Equipment Maintenance	3,731	20,600	20,600	0		20,600
Transfers Out	0	0	178,270	178,270		25,002



Account	2018 Actual	2019 Budget	2020 City			2021 Proposed
			Manager Proposed	\$ Change	% Change	
Revenues	440,217	400,123	400,123	0		400,123
Property Tax	301,712	297,550	297,550	0		297,550
Earnings on Investments	0	1,350	1,350	0		1,350
Other Revenue	606	828	828	0		828
Current Service Charges	137,900	100,395	100,395	0		100,395
Ending Balance			\$553,412			\$559,338
1602 - SR-STOPWASTE - COUNTY MSR D			Starting Balance	\$101,840		\$53,702
Other Expenses	9,768	84,700	98,338	13,638	16%	98,338
Dues, Memberships, Publications, and Trainings	535	1,000	1,000	0		1,000
Administrative and Office Expenses	706	5,000	5,000	0		5,000
Advertising and Promotions	49	0	0	0		0
Professional Services	7,329	55,000	55,000	0		55,000
Utilities	1,149	1,200	1,200	0		1,200
Building Maintenance	0	22,500	22,500	0		22,500
Transfers Out	0	0	13,638	13,638		13,638
Revenues	44,840	50,200	50,200	0		50,200
Revenues from Other Agencies	44,840	50,000	50,000	0		50,000
Earnings on Investments	0	200	200	0		200
Ending Balance			\$53,702			\$5,564
2006 - CIP-MSR F-STRT&STRM DRN PRJS			Starting Balance	\$4,588,663		
Salaries and Wages	259,045	292,543	0	(292,543)	-100%	0
Salaries and Wages	195,745	221,620	0	(221,620)	-100%	0
Insurance	37,480	38,650	0	(38,650)	-100%	0
Employee Benefits	25	40	0	(40)	-100%	0
Retirement	12,900	16,330	0	(16,330)	-100%	0
Taxes	12,895	15,903	0	(15,903)	-100%	0
Other Expenses	460,170	34,090	323,802	289,712	850%	323,802
Administrative and Office Expenses	18,051	10,000	10,000	0		10,000
Advertising and Promotions	589	0	0	0		0
Professional Services	180,130	3,090	3,090	0		3,090
Building Maintenance	240,400	0	0	0		0
Transfers Out	21,000	21,000	310,712	289,712	1380%	310,712



Account	2018 Actual	2019 Budget	2020 City		% Change	2021 Proposed
			Manager Proposed	\$ Change		
Revenues	1,118,745	1,040,800	1,040,800	0		0
Property Tax	1,089,145	1,033,000	1,033,000	0		1,033,000
Revenues from Other Agencies	29,600	0	0	0		0
Earnings on Investments	0	7,800	7,800	0		7,800
Ending Balance			\$5,305,661			(8,323,802)
4001 - ENT-SEWER OPERATIONS	Starting Balance		\$10,782,942			\$12,942,449
Salaries and Wages	444,696	473,992	0	(473,992)	-100%	0
Salaries and Wages	334,805	359,990	0	(359,990)	-100%	0
Insurance	64,170	61,102	0	(61,102)	-100%	0
Retirement	23,525	27,417	0	(27,417)	-100%	0
Employee Benefits	55	80	0	(80)	-100%	0
Taxes	22,141	25,403	0	(25,403)	-100%	0
Other Expenses	454,082	755,210	1,264,318	509,108	67%	1,264,318
Dues, Memberships, Publications, and Trainings	3,062	25,750	25,750	0		25,750
Administrative and Office Expenses	68,246	79,825	79,825	0		79,825
Professional Services	130,703	210,120	208,320	(1,800)	-1%	208,320
Supplies	11,578	51,500	51,500	0		51,500
Equipment	0	25,750	25,750	0		25,750
Rental Expense	112,894	181,500	181,500	0		181,500
Utilities	12,480	31,415	18,535	(12,880)	-41%	18,535
Vehicle/Equipment Maintenance	9,649	20,600	20,600	0		20,600
Sewer Maintenance	105,471	128,750	128,750	0		128,750
Transfers Out	0	0	523,788	523,788		523,788
Revenues	3,488,365	3,423,825	3,423,825	0		3,423,825
Current Service Charges	3,488,365	3,423,825	3,423,825	0		3,423,825
Ending Balance			\$12,942,449			\$15,101,956



Account	2018 Actual	2019 Budget	2020 City Manager Proposed	\$ Change	% Change	2021 City Manager Proposed
3004 - DS-2009 STRM DRN PARCEL NOTE	Starting Balance		\$0			\$0
Salaries and Wages	0	0	0	0		0
Other Expenses	391,834	0	391,384	391,384		391,384
Debt Service	391,834	0	391,384	391,384		391,384
Revenues	391,834	0	391,384	391,384		391,384
Transfer In	391,834	0	391,384	391,384		391,384
Ending Balance			\$0			\$0
3005 - DS - 2016 GO RFDG BONDS	Starting Balance		\$263,951			\$263,951
Salaries and Wages	0	0	0			
Other Expenses	1,233,193	0	993,113	993,113		981,863
Debt Service	1,233,193	0	993,113	993,113		981,863
Revenues	1,067,942	0	993,113	993,113		981,863
Property Tax	1,067,942	0	993,113	993,113		981,863
Ending Balance			\$263,951			\$263,951
4003 - ENT-SEWER DEBT SERVICE	Starting Balance		\$0			\$0
Salaries and Wages	0	0	0	0		0
Other Expenses	87,672	0	592,297	592,297		592,297
Debt Service	87,672	0	592,297	592,297		592,297
Revenues	0	0	592,297	592,297		592,297
Transfer In	0	0	592,297	592,297		592,297
Ending Balance			\$0			\$0

