

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

Agenda Date: June 7, 2021
Reviewed by: NA

SUBJECT: Biennial Budget for Fiscal Years 2021-22 and 2022-23

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

SUMMARY

This report details the City Manager's proposed operating budget for fiscal years 2021-22 and 2022-23.

STAFF RECOMMENDATION

That the Council:

1. Adopt Resolution No. 2021-57, adopting the two-year City of Albany Operating Budget and specific Special Revenue Fund allocations for fiscal years 2021-22 and 2022-23;
2. Adopt Resolution No. 2021-58, establishing the 2021-22 Appropriations Limit at \$25,058,246;
3. Adopt Resolution No. 2021-59, amending the City of Albany Master Fee Schedule;
4. Adopt Resolution No. 2021-60, approving the updated Salary Schedule for City Employees;
5. Adopt Resolution No. 2021-61, adopting the FY2021-22 (July 1, 2021-June 30, 2021) tax rate for the pension override tax to fund City of Albany pension obligations;
6. Adopt Resolution No. 2021-62, confirming Fiscal Year 2021-22 rates applied to the City of Albany Special Taxes and fees collected on the annual property tax bill.

BACKGROUND

In odd numbered years the City Council adopts a biennial operating budget, appropriating funds for the next two fiscal years. Staff have prepared a proposed budget for fiscal years 2021-22 and 2022-23, beginning July 1, 2021. The proposed budget was prepared based on what staff consider the appropriate staffing and supply levels to maintain services deemed essential core city services, or services directed by Council policy.

DISCUSSION

The attached budget package provides the following detail:

Section 1, Introduction: General items associated with the budget process and creation including the resolution appropriating funds, Council policies, discussion of the Appropriations (GANN) Limit, and the Master Fee Schedule.

Section 2, Staffing: Discussion of the City's organization, a summary of staffing levels for the last five years, and a summary of upcoming bargaining unit changes, including any changes to the salary schedule required by these changes or requested by staff.

Section 3, Biennial Operating Budget: Comprehensive discussion of the City's biennial operating budget including a breakdown by department. A listing of each department's accomplishments from the previous biennial budget years and goals for the upcoming two fiscal years is included.

Section 4, Special Revenue and Enterprise Funds: Comprehensive discussion of the City's special revenue and enterprise (business type) funds, including historical information and updates to the tax rates. This section includes funds associated with both Albany special taxes and any ongoing revenue received from other agencies.

Section 5, Debt Service: Discussion of the City's outstanding debt issuances.

Section 6, Police and Fire Pension Fund: Discussion of the City's closed Police and Fire Pension Fund including beneficiary information and future considerations.

Section 7, Future Funding Needs: Discussion of upcoming fiscal issues for consideration by the Council. No action is being requested, this information is for planning purposes only.

ANALYSIS

Each section referenced above contains detail helpful in understanding the City's finances. This staff report identifies specific items to assist Council in understanding the budget as a whole and how each section relates to the City's overall financial position.

Section 1, Introduction

Several steps go into preparing the biennial operating budget. An important analysis is reviewing fiscal policies adopted by Council. Two policies specific to the budgeting process are the General Fund Reserve Policy and the Capital Reserve Fund Policy. The

General Fund Reserve Policy, adopted to ensure the City has sufficient resources in case of emergencies, limits the amount of fund balance that can be used from the general fund to offset operational deficits. At the end of fiscal year 2019-20 the audited general fund balance was \$7,181,183. The City's fund balance policy calls for a reserve of 25% of the most recently adopted budget's expenditures. The proposed fiscal year 2021-22 general fund operating budget includes \$26,204,429 in expenses. Approximately \$6,551,100 is needed to maintain the 25% fund balance required by Council policy.

While at first glance it seems that the City is exceeding the 25% fund balance, it is important to note that any operational deficits will reduce that balance. The fiscal year 2020-21 budget called for use of approximately \$1,508,000. While it is not anticipated that the City will realize the full budgeted deficit (due to salary savings from both an administrative hiring freeze and unfilled positions, as well as diligence by staff to keep other costs down), as the City moves closer to full staffing and is able to complete projects that have been held off due to staff turnover, it is much more likely that a budgeted deficit will be realized. Assuming the City ends fiscal year 2020-21 without adding to or using any fund balance, leaving the general fund balance at the 2019-20 audited level, the proposed fiscal year 2021-22 budget calls for a budgeted deficit of approximately \$1,807,000, which would reduce fund balance. If realized, the general fund balance would drop to approximately \$5,374,000, over \$1,000,000 below the 25% required by Council policy.

Some of this reduction is due to the reduction in revenue caused by the COVID-19 pandemic. While the City is anticipating some of this revenue to be replaced by federal stimulus money, the exact amount the City can use to replenish fund balance is unknown at this time. The 25% fund balance policy was set specifically to help the City weather economic downturns, like the downturn associated with the pandemic, however it calls for a plan to rebuild that balance. The City has also seen increases in operational expenses exceeding increases in revenues for the past several years. This is a structural issue not related to the pandemic and should be addressed as soon as possible.

The second policy that is important to review is the Capital Reserve Fund Policy. While the Capital Reserve Fund Policy does not currently have a direct impact on the biennial operating budget, a plan for funding these reserves must be addressed. In the future, it will become increasingly important to program reserve funding into the operating budget to save for larger purchases. In many cases, the City may borrow (through loans, notes, or bonds) to fund larger projects; however, a balance between borrowing and saving is important for financial stability over the long term. Reserves are discussed in more detail in Section 7 of the budget package. Staff will be presenting a Debt Service Policy for Council consideration in the upcoming fiscal year.

In previous years, several staff reports relating to the budget have been presented to Council at different times, one of which authorized updates to the Master Fee Schedule. As the Master Fee Schedule raises revenue to reimburse certain costs directly related to services provided by the City, it is important to include any updated revenue projections in the biennial budget. The proposed Master Fee Schedule is detailed in Section 1.5 of the

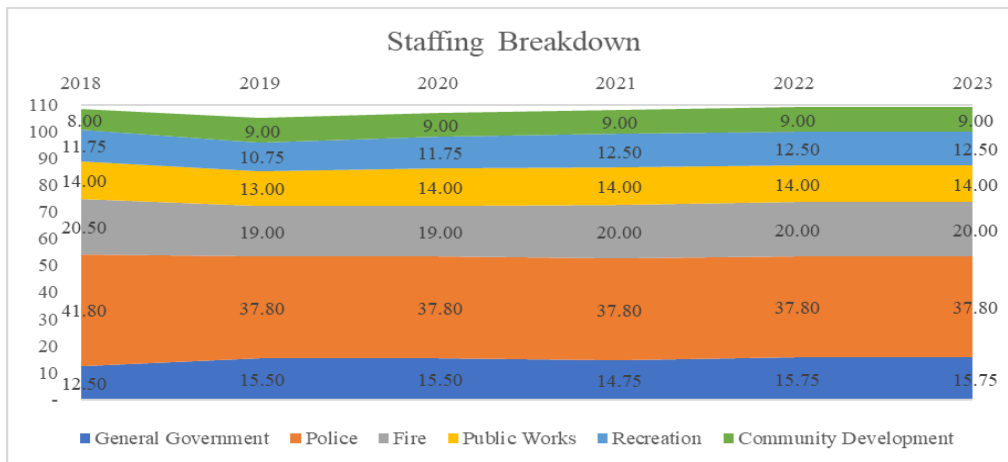
budget package. Minimal changes are being proposed for the upcoming fiscal year, none of which effect the amount of revenue the City will collect.

Also presented separately was the City’s Appropriation Limit, also known as the Gann Limit. State law restricts the amount that local governments may appropriate from proceeds of tax. This amount is increased each year based on a specific formula detailed in state law. Detail on the appropriations limit proposed for fiscal year 2021-22 is presented in Section 1.4 of the budget package. Due to the nature of the calculations, amendments to the appropriations limit must come each year so the limit for fiscal year 2022-23 will be presented in June 2022.

Section 2, Staffing

Additional detail has been added to the staffing section of the budget report compared to previous years. In addition to summarizing the changes outlined in the City’s various union contracts, five years’ worth of staffing levels has been provided in addition to including the updated salary schedule that would be effective July 1, 2021, should all budget proposals be approved.

As seen in section 2.2, authorized staffing levels city-wide have ranged from 105.05 full time equivalents (FTEs) to 108.05 FTEs. A breakdown of authorized FTEs by category from fiscal year 2017-18 through 2020-21, as well as proposed staffing levels for fiscal years 2021-22 and 2022-23 is as follows:



Starting with fiscal year 2021-22, in addition to various restructuring, staff have proposed adding an additional position within the General Government section for a Deputy City Clerk. Along with other reclassification, the additional position is expected to increase overall City salaries by approximately \$35,000. Additional staffing detail by department is included in section 3.3 of the budget packet.

Section 3, Biennial Operating Budget

Section 3 of the budget package includes both summary and detail for all operating expenses. Operating expenses are included in four funds:

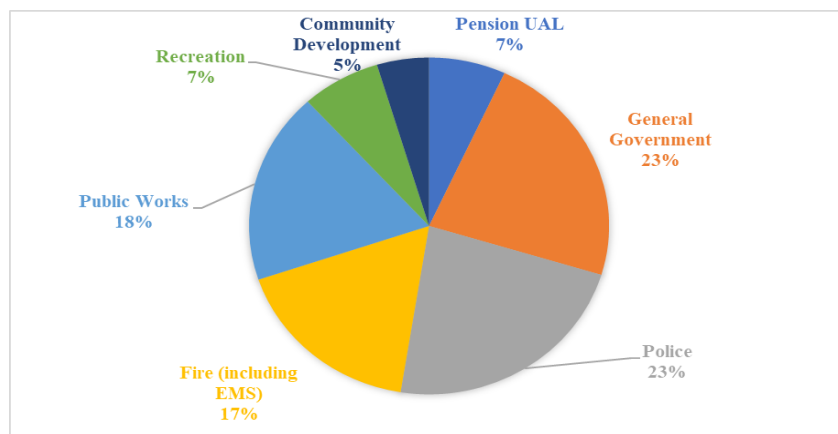
General Fund (0001): The City’s general fund records all general fund revenues (general taxes, most fees, and other miscellaneous revenues). General city operating expense are also recorded in the general fund. This includes all expenses that cover core City services and are not directly related to special revenue sources. This includes most reoccurring programs that the City would continue, regardless of funding source.

EMS Fund (1002): The Emergency Medical Services (EMS) Fund, while identified as a special revenue fund as it records revenues from two parcel taxes specifically for EMS and Advanced Life Saving services support, includes operating expenses associated with providing ambulance response and transport services. Operational expenses are detailed in Section 3.3.7 while the fund’s history, fund balance, and tax rates are discussed in Section 4.8.

Storm Drain Fund (1601): Historically, Albany’s Storm Drain/National Pollutant Discharge Elimination System (NPDES) fund has been treated as a special revenue fund, however a review by staff and the City’s auditors has revealed that this fund should be an enterprise fund, similar to the City’s Sewer fund. As such, operating expenses associated with this program must be recorded directly in the fund. To ensure that Section 3 encompasses all city-wide operating expenses, Fund 1601 details have been included in this section. Fund balance details and anticipated CIP spending is discussed in Section 4.7.

Sewer Operating Fund (4001): The City’s sewer operations are considered enterprise, or business type, operations. This causes them to be treated differently for accounting purposes than most other funds. As described above, the sewer operations are being detailed in Section 3.3.8, while fund balance and anticipated CIP spending is discussed in Section 4.13.

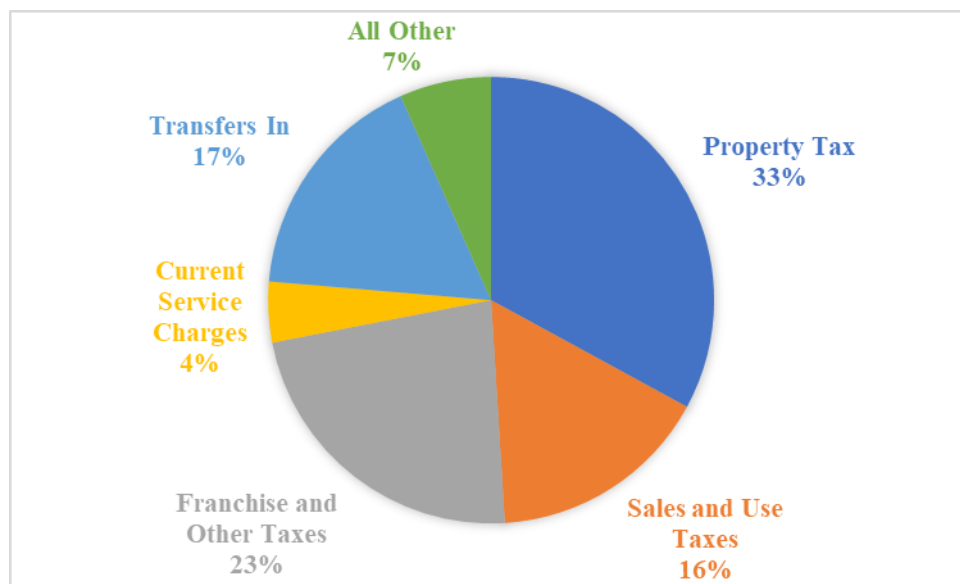
Overall, City operating expenses are expected to increase \$615,107 in the General Fund, \$86,610 in the EMS fund, \$554,166 in the Storm Drain Fund, and \$892,417 in the Sewer Operations Fund. The overall operational expenditure breakdown by functional area is as follows:



General Fund revenues are anticipated to increase just over \$737,000. This is a combination of the increase in real property transfer and utility users' taxes that were passed in November, in addition to a small increase in projected real property tax collections. There is a small decrease in unsecured property tax anticipated based on the closure of some businesses due to the pandemic.

No change in budgeted sales tax revenue is anticipated from the current fiscal year, 2020-21, to fiscal year 2021-22. Sales tax collections decreased from their high of \$4.5 million in fiscal year 2018-19 due to the pandemic. At this point, while the economy is recovering, it is still unclear how quickly sales tax revenues will recover. As the City's second largest individual source of revenue, the economic recovery will have a substantial impact on any projected deficits.

Overall revenue collections are broken down as follows:



Sugar Sweetened Beverage Taxes

In November 2016 the City of Albany voters approved Measure O1, a tax on sugar sweetened beverages. The tax is outlined in Albany municipal code §4-13. As passed, the tax has no restrictions on spending and is a general tax. While this is a general tax, a study session is required by municipal code §4-13.10, to allow certain groups to provide input and recommendations regarding the expenditure of proceeds from the tax.

A study session was held on May 17, 2021 to allow advisory bodies, medical professionals, and the public to provide input on spending related to the tax. The draft expenditure plan, detailed below, provides information including cost estimates for proposed programs identified by Council at the study session to be implemented with sugar sweetened beverage tax proceeds during fiscal year 2021-2022.

Expenditures include continued funding for the crossing guard program which alleviates demands on the police department, Healthy Me Music & Movement program which teaches preschool, transition kindergarten and kindergarten students, the importance of good nutrition, drinking water, fitness, hygiene, and social skills, Bike Safety Program which teaches 4th & 5th grade students street riding. New programs include funding Gardening Talks in collaboration with the Berkeley Garden Club, AUSD’s All-bany Swims, a pilot program which teaches 1st, 2nd & 3rd grade students basic swimming skills, elements of an education campaign in association with existing funded programs and partial funding for a Walk’n Roll to Shore event to promote outdoor exercise and mental wellness.

Projects and programs approved for fiscal Year 2021-2022:

Description	Cost	Budget Section
Crossing Guard Program - The crossing guard program has been provided by All City Management Services (ACMS) since FY2018/19 school year and funded by sugar sweetened beverage tax proceeds. Contracting for the service has helped to lessen workload and demand placed on the police department allowing staff to focus on law enforcement duties and internal matters related to the operations of the police department rather than the management of an ancillary program.	\$160,000	3.3.6 – Police
Healthy Me Music & Movement program - Program implemented virtually through weekly classes via Zoom and weekly videos created by Healthy Me Kids in English and Spanish and provided to Albany Unified School District Preschool, Transitional Kindergarten and Kindergarten classrooms, as well as Albany Preschool, and Kids Speaking Spanish preschool. Each week all teachers, principals, and registered Zoom participants receive a new video lesson via email that includes a puppet skit, original songs and dances, and other interactive elements to teach healthy habits. The program will be taught in person as soon as it is possible based on safety guidelines.	\$12,500	3.3.2 – Non-Departmental
Bike Safety Program - The “Drive Your Bike” program provides intensive education and training courses for bicycling to 4 th and 5 th grade students, typically during PE class. Students first learn street riding safety on school grounds, and the program culminates in an on-street ride field trip. Students learn how to perform a bike safety check, adjust helmets, communicate with traffic, abide by the rules of the road, communicate at intersections, and safely navigate their school’s neighborhood by bike. The program is offered through	\$15,000	3.3.2 – Non-Departmental

the non-profit Cycles of Change. The program will be taught in person as soon as it is possible based on safety guidelines.		
Gardening Talks - The Recreation & Community Services Department will coordinate with the Berkeley Garden Club to provide eight free garden talks on topics of interest presented by professionals in the field.	\$1,600	3.3.9 – Recreation
All-bany Swims - The Albany Unified School District All-bany Swims is a pilot program to teach young children to swim targeting primary grades (1 st , 2 nd & 3 rd graders) with a comprehensive program to improve water safety and fitness in children that are most at-risk for drowning. The swim lessons would be offered to 147 low socioeconomic level students who qualify for free or reduced-price lunch.	\$24,108	3.3.2 – Non-Departmental
Education Campaign - Education campaign on reducing soda consumption to be incorporated into funded projects to promote public health and encourage healthy habits. Components of the campaign could include posters, banners, magnets and bulk mailing of postcards, service announcements through KALB to inform the public of programs funded with SSB.	\$10,000	3.3.2 – City Manager
Walk'n Roll to the Shore event - This one day event provides free outdoor exercise and music to promote physical wellness and mental health, and to show Albany residents how easy it is to walk and ride bikes to the Albany waterfront.	\$6,000	3.3.2 – Non-Departmental
Total	\$229,208	

At the study session, questions arose regarding the accounting of this tax. As stated previously, this is a general fund tax and, without Council action, staff is required to account for these funds within the General Fund. Since implementation of the tax, staff has tracked revenues in a special account, combined within the sales tax revenue presented in budget and audit reports, and has tracked expenditures through project accounting, even though they are combined with other departmental expenses for budget and audit reports.

In previous years an accounting has been provided at the study session detailing the amount of tax collected compared to expenditures directly related to the program since inception. This has given the impression that these funds are handled separately, which has never been the case. The balance presented in past years has always been a subset of the General Fund fund balance, and any revenues not spent have been returned to fund balance each year. This is not a decision made by staff, it is a function of the accounting rules around general taxes. To increase understanding of how the City's finances work, staff updated the presentation to better explain the relationship the tax has to the general fund.

If Council would like to set these funds aside as a special revenue, Council may set aside general revenues as reserve funds, such as in the Capital Reserve Fund Policy previously discussed. To set these funds aside, a Resolution would need to be passed by Council specifying the amount of the reserve as well as any specific funding sources and uses. As with all other general revenues, money set aside in reserve funds may be redirected to other uses at any time (such as a funding emergency) by a vote of the Council.

Prior to action, it is important to discuss the affects of removing these funds from the general fund. A discussion of the City's General Fund fund balance was made earlier in this staff report. While the City is currently above the 25% fund balance set by Council policy, removing sugar sweetened beverage taxes from the General Fund will further reduce the General Fund fund balance. Using the proposed budget for fiscal year 2021-22, a reduction of \$262,000 is a 1% drop in fund balance. The General Fund fund balance as of June 30, 2020 is just over 27%, however the City has continued to budget deficits that it is more likely to realize as time goes on.

Section 4, Special Revenue and Enterprise Funds

Special revenue funds support City operations and capital improvements in specific ways. Section 4 of the budget package provides historical detail for all special revenues, as well as identifying what each revenue source can be used for, and has been used for historically. This section details any expenses coded directly to the funds. These are non-operating expenses, generally either one-time projects, or projects/services that would not continue if the funding source were removed. Anticipated CIP expenses, appropriated in November 2020 with the CIP budget, are provided for illustrative purposes. No changes to CIP appropriations are being requested at this time.

Enterprise funds, while also mentioned in Section 3 of this report in the discussion of operating expenses, are included in Section 4 as well to show how they affect fund balances and anticipated CIP expenses.

Section 5, Debt Service Funds

Debt service is accounted for in separate funds than operating and capital expenses. The City's debit issues, including history on what the debt funded and how it is paid, is described in Section 5 of the budget package.

Section 6, Albany Police and Fire Pension Fund

The City acts as trustee for the closed Police and Fire Pension Plan (the plan). The plan has been closed to new participants since 1971, when all active employees were switched to CalPERS (California Public Employees' Retirement System). While the plan's operations are generally directed by the City Charter, updates on the plan should be provided to the Council on an annual basis. Most importantly, Council should discuss future funding of the plan.

As of the most recent actuarial valuation, dated June 30, 2020, the plan's total pension liability is estimated at \$14,218,991. At the time, the plan had investments worth \$3,703,012, meaning the plan was 26.04% funded. The unfunded actuarial liability (UAL)

for the plan was determined to be \$844,500. This amount is fully funded by the City's pension tax override.

More plan details are provided in Section 6 of the budget package and the proposed UAL payment is discussed in Section 4.1.

Section 7, Future Funding Needs

Section 7 is for discussion purposes only; no appropriations are being requested. The City's two major funding needs that will need to be addressed in the coming years are increasing pension obligations and the funding of reserves. As seen in section 7.1, the City's CalPERS UAL, separate from the closed Police and Fire Pension Plan UAL, is anticipated to increase to \$5.36 million in 2032, an increase of \$2.8 million annually over current levels. The City is currently using the max value of the pension tax override to fund applicable annual pension costs (both active participate contributions based on payroll and UAL payments) so no additional funding can be derived from this tax.

While this tax can increase annually based on the increase in assessed value, there are two things to think about. First, the tax cannot be used to fund 100% of the City's pension obligations (restrictions detailed in Section 4.1). Second, while Albany has historically seen a yearly increase in taxable property values, the amount of the change is highly variable, and in no way keeps up with the anticipated cost in pension obligations.

Reserve funds, established to fund asset repair and replacement, and larger projects that happen cyclically, but not on an annual basis, are discussed in Section 7.2. While staff have not suggested funding the reserves as part of the operating budget at this time, it is something that the City will need to do in the near future. As mentioned in the overview of Section 5, Debt Services, a comprehensive asset replacement strategy, including leveraging debt service with savings, should be discussed and implemented within the next few years.

Conclusion

As previously expressed, the City has budgeted deficits for the last three fiscal years, relying on fund balance to cover any proposed deficit. With a combination of staff diligence in keeping expenses low, chronic understaffing in the Police Department, and other staff turnover causing planned projects to be delayed, the City has recognized year end surpluses even while budgeting deficits. These savings cannot be relied upon for much longer.

In addition to budgeted programs and services reaching optimum capacity, other expenses are increasing year over year. As mentioned in this staff report, pension payments, both for active employees and the City's UALs, are projected to increase through the mid-2030's when the unfunded liability annual payment will exceed \$5 million. In addition, other annual expenses such as insurance, software and other IT related costs, and equipment repairs continue to increase.

Staff continue to pursue additional revenue streams; however, funding cuts may be necessary in future years if additional revenue is not realized.

While this staff report summarizes the overall effects of the proposed budget, and items to think about in the City's fiscal future, additional detail to assist in understanding the City's overall budget can be found throughout the budget package.

SUSTAINABILITY CONSIDERATIONS

The City strives to ensure sustainable purchasing habits are followed, whenever possible.

SOCIAL EQUITY AND INCLUSIVITY CONSIDERATIONS

City services are provided to all residents in a socially equitable and inclusive manner. Programs and services are administered with Council priorities, including social equity and inclusivity, in mind.

CITY COUNCIL STRATEGIC PLAN INITIATIVES

The biennial budget is drafted with the City Council's strategic plan initiatives in mind for each department. All resources are allocated to providing essential City services, as well as achieving goals and implementing policies as set forth by the Council.

Goal 5, Initiative 1: Sound and Transparent Management of City Financial Resources.

FINANCIAL CONSIDERATIONS

This budget sets spending priorities for the next two fiscal years. While amendments are generally made prior to the second fiscal year, these are smaller changes with specific programing changes in mind, not large, sweeping changes.

NEXT STEPS

Once adopted, changes can be made at any time by Resolution of the City Council.

CITY OF ALBANY BIENNIAL BUDGET



Fiscal Years
2021-22 and 2022-23

CITY OF ALBANY BIENNIAL BUDGET (FYs 2021-22/2022-23)

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General Fund Reserve Policy, adopted to ensure the City has sufficient resources in case of emergencies, limits the amount of fund balance that can be used from the general fund to offset operational deficits. At the end of fiscal year 2019-20 the audited general fund balance was \$7,181,183. The City's fund balance policy calls for a reserve of 25% of the most recently adopted budget's expenditures. The proposed fiscal year 2021-22 general fund operating budget includes \$26,204,429 in expenses. Approximately \$6,551,100 is needed to maintain the 25% fund balance required by Council policy.

While at first glance it seems that the City is exceeding the 25% fund balance, it is important to note that any operational deficits will reduce that balance. The fiscal year 2020-21 budget called for use of approximately \$1,508,000. While it is not anticipated that the City will realize the full budgeted deficit (due to salary savings from both an administrative hiring freeze and unfilled positions, as well as diligence by staff to keep other costs down), as the City moves closer to full staffing and is able to complete projects that have been held off due to staff turnover, it is much more likely that a budgeted deficit will be realized. Assuming the City ends fiscal year 2020-21 without adding to or using any fund balance, leaving the general fund balance at the 2019-20 audited level, the proposed fiscal year 2021-22 budget calls for a budgeted deficit of approximately \$1,807,000, which would reduce fund balance. If realized, the general fund balance would drop to approximately \$5,374,000, over \$1,000,000 below the 25% required by Council policy.

Some of this reduction is due to the reduction in revenue caused by the COVID-19 pandemic. While the City is anticipating some of this revenue to be replaced by federal stimulus money, the exact amount the City can use to replenish fund balance is unknown at this time. The 25% fund balance policy was set specifically to help the City weather economic downturns, like the downturn associated with the pandemic, however it calls for a plan to rebuild that balance. The City has also seen increases in operational expenses exceeding increases in revenues for the past several years. This is a structural issue not related to the pandemic and should be addressed as soon as possible.

The second policy that is important to review is the Capital Reserve Fund Policy. While the Capital Reserve Fund Policy does not currently have a direct impact on the biennial operating budget, a plan for funding these reserves must be addressed. In the future, it will become increasingly important to program reserve funding into the operating budget to save for larger purchases. In many cases, the City may borrow (through loans, notes, or bonds) to fund larger projects; however, a balance between borrowing and saving is important for financial stability over the long term. Reserves are discussed in more detail in Section 7 of the budget package. Staff will be presenting a Debt Service Policy for Council consideration in the upcoming fiscal year.

In previous years, several staff reports relating to the budget have been presented to Council at different times, one of which authorized updates to the Master Fee Schedule. As the Master Fee Schedule raises revenue to reimburse certain costs directly related to services provided by the City, it is important to include any updated revenue projections in the biennial budget. The proposed Master Fee Schedule is detailed in Section 1.5 of the

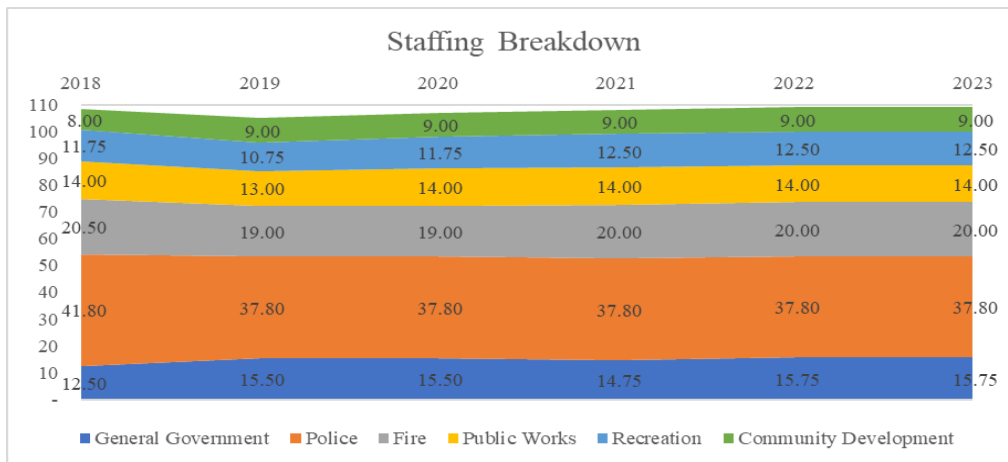
budget package. Minimal changes are being proposed for the upcoming fiscal year, none of which effect the amount of revenue the City will collect.

Also presented separately was the City’s Appropriation Limit, also known as the Gann Limit. State law restricts the amount that local governments may appropriate from proceeds of tax. This amount is increased each year based on a specific formula detailed in state law. Detail on the appropriations limit proposed for fiscal year 2021-22 is presented in Section 1.4 of the budget package. Due to the nature of the calculations, amendments to the appropriations limit must come each year so the limit for fiscal year 2022-23 will be presented in June 2022.

Section 2, Staffing

Additional detail has been added to the staffing section of the budget report compared to previous years. In addition to summarizing the changes outlined in the City’s various union contracts, five years’ worth of staffing levels has been provided in addition to including the updated salary schedule that would be effective July 1, 2021, should all budget proposals be approved.

As seen in section 2.2, authorized staffing levels city-wide have ranged from 105.05 full time equivalents (FTEs) to 108.05 FTEs. A breakdown of authorized FTEs by category from fiscal year 2017-18 through 2020-21, as well as proposed staffing levels for fiscal years 2021-22 and 2022-23 is as follows:



Starting with fiscal year 2021-22, in addition to various restructuring, staff have proposed adding an additional position within the General Government section for a Deputy City Clerk. Along with other reclassification, the additional position is expected to increase overall City salaries by approximately \$35,000. Additional staffing detail by department is included in section 3.3 of the budget packet.

Section 3, Biennial Operating Budget

Section 3 of the budget package includes both summary and detail for all operating expenses. Operating expenses are included in four funds:

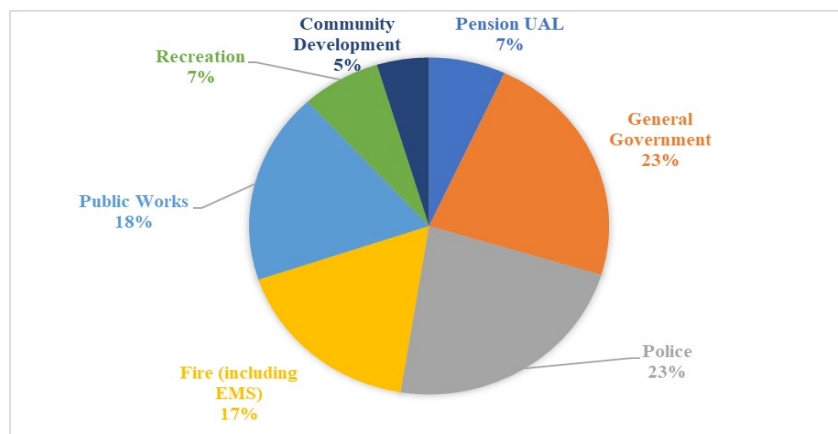
General Fund (0001): The City’s general fund records all general fund revenues (general taxes, most fees, and other miscellaneous revenues). General city operating expense are also recorded in the general fund. This includes all expenses that cover core City services and are not directly related to special revenue sources. This includes most reoccurring programs that the City would continue, regardless of funding source.

EMS Fund (1002): The Emergency Medical Services (EMS) Fund, while identified as a special revenue fund as it records revenues from two parcel taxes specifically for EMS and Advanced Life Saving services support, includes operating expenses associated with providing ambulance response and transport services. Operational expenses are detailed in Section 3.3.7 while the fund’s history, fund balance, and tax rates are discussed in Section 4.8.

Storm Drain Fund (1601): Historically, Albany’s Storm Drain/National Pollutant Discharge Elimination System (NPDES) fund has been treated as a special revenue fund, however a review by staff and the City’s auditors has revealed that this fund should be an enterprise fund, similar to the City’s Sewer fund. As such, operating expenses associated with this program must be recorded directly in the fund. To ensure that Section 3 encompasses all city-wide operating expenses, Fund 1601 details have been included in this section. Fund balance details and anticipated CIP spending is discussed in Section 4.7.

Sewer Operating Fund (4001): The City’s sewer operations are considered enterprise, or business type, operations. This causes them to be treated differently for accounting purposes than most other funds. As described above, the sewer operations are being detailed in Section 3.3.8, while fund balance and anticipated CIP spending is discussed in Section 4.13.

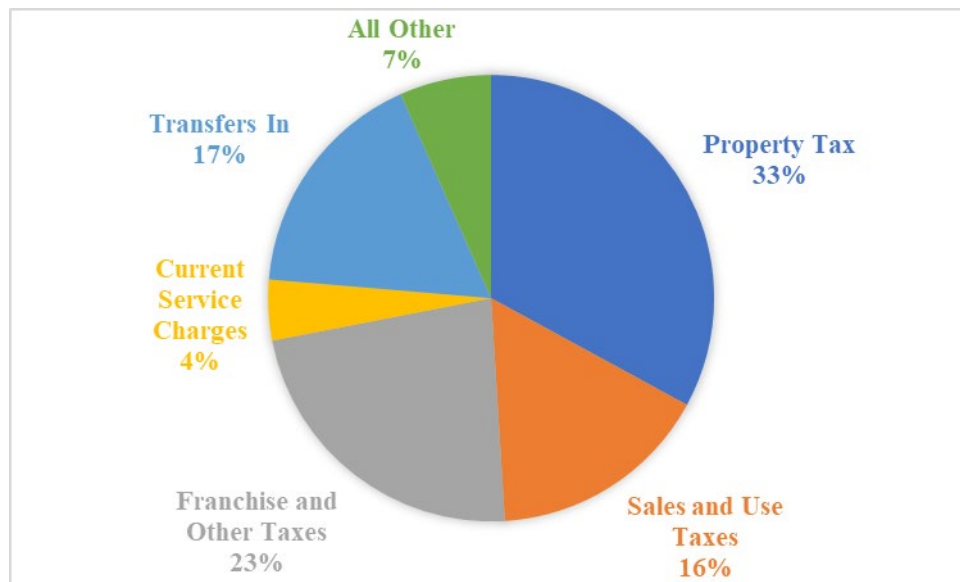
Overall, City operating expenses are expected to increase \$615,107 in the General Fund, \$86,610 in the EMS fund, \$554,166 in the Storm Drain Fund, and \$892,417 in the Sewer Operations Fund. The overall operational expenditure breakdown by functional area is as follows:



General Fund revenues are anticipated to increase just over \$737,000. This is a combination of the increase in real property transfer and utility users' taxes that were passed in November, in addition to a small increase in projected real property tax collections. There is a small decrease in unsecured property tax anticipated based on the closure of some businesses due to the pandemic.

No change in budgeted sales tax revenue is anticipated from the current fiscal year, 2020-21, to fiscal year 2021-22. Sales tax collections decreased from their high of \$4.5 million in fiscal year 2018-19 due to the pandemic. At this point, while the economy is recovering, it is still unclear how quickly sales tax revenues will recover. As the City's second largest individual source of revenue, the economic recovery will have a substantial impact on any projected deficits.

Overall revenue collections are broken down as follows:



Sugar Sweetened Beverage Taxes

In November 2016 the City of Albany voters approved Measure O1, a tax on sugar sweetened beverages. The tax is outlined in Albany municipal code §4-13. As passed, the tax has no restrictions on spending and is a general tax. While this is a general tax, a study session is required by municipal code §4-13.10, to allow certain groups to provide input and recommendations regarding the expenditure of proceeds from the tax.

A study session was held on May 17, 2021 to allow advisory bodies, medical professionals, and the public to provide input on spending related to the tax. The draft expenditure plan, detailed below, provides information including cost estimates for proposed programs identified by Council at the study session to be implemented with sugar sweetened beverage tax proceeds during fiscal year 2021-2022.

Expenditures include continued funding for the crossing guard program which alleviates demands on the police department, Healthy Me Music & Movement program which teaches preschool, transition kindergarten and kindergarten students, the importance of good nutrition, drinking water, fitness, hygiene, and social skills, Bike Safety Program which teaches 4th & 5th grade students street riding. New programs include funding Gardening Talks in collaboration with the Berkeley Garden Club, AUSD’s All-bany Swims, a pilot program which teaches 1st, 2nd & 3rd grade students basic swimming skills, elements of an education campaign in association with existing funded programs and partial funding for a Walk’n Roll to Shore event to promote outdoor exercise and mental wellness.

Projects and programs approved for fiscal Year 2021-2022:

Description	Cost	Budget Section
Crossing Guard Program - The crossing guard program has been provided by All City Management Services (ACMS) since FY2018/19 school year and funded by sugar sweetened beverage tax proceeds. Contracting for the service has helped to lessen workload and demand placed on the police department allowing staff to focus on law enforcement duties and internal matters related to the operations of the police department rather than the management of an ancillary program.	\$160,000	3.3.6 – Police
Healthy Me Music & Movement program - Program implemented virtually through weekly classes via Zoom and weekly videos created by Healthy Me Kids in English and Spanish and provided to Albany Unified School District Preschool, Transitional Kindergarten and Kindergarten classrooms, as well as Albany Preschool, and Kids Speaking Spanish preschool. Each week all teachers, principals, and registered Zoom participants receive a new video lesson via email that includes a puppet skit, original songs and dances, and other interactive elements to teach healthy habits. The program will be taught in person as soon as it is possible based on safety guidelines.	\$12,500	3.3.2 – Non-Departmental
Bike Safety Program - The “Drive Your Bike” program provides intensive education and training courses for bicycling to 4 th and 5 th grade students, typically during PE class. Students first learn street riding safety on school grounds, and the program culminates in an on-street ride field trip. Students learn how to perform a bike safety check, adjust helmets, communicate with traffic, abide by the rules of the road, communicate at intersections, and safely navigate their school’s neighborhood by bike. The program is offered through	\$15,000	3.3.2 – Non-Departmental

the non-profit Cycles of Change. The program will be taught in person as soon as it is possible based on safety guidelines.		
Gardening Talks - The Recreation & Community Services Department will coordinate with the Berkeley Garden Club to provide eight free garden talks on topics of interest presented by professionals in the field.	\$1,600	3.3.9 – Recreation
All-bany Swims - The Albany Unified School District All-bany Swims is a pilot program to teach young children to swim targeting primary grades (1 st , 2 nd & 3 rd graders) with a comprehensive program to improve water safety and fitness in children that are most at-risk for drowning. The swim lessons would be offered to 147 low socioeconomic level students who qualify for free or reduced-price lunch.	\$24,108	3.3.2 – Non-Departmental
Education Campaign - Education campaign on reducing soda consumption to be incorporated into funded projects to promote public health and encourage healthy habits. Components of the campaign could include posters, banners, magnets and bulk mailing of postcards, service announcements through KALB to inform the public of programs funded with SSB.	\$10,000	3.3.2 – City Manager
Walk’n Roll to the Shore event - This one day event provides free outdoor exercise and music to promote physical wellness and mental health, and to show Albany residents how easy it is to walk and ride bikes to the Albany waterfront.	\$6,000	3.3.2 – Non-Departmental
Total	\$229,208	

At the study session, questions arose regarding the accounting of this tax. As stated previously, this is a general fund tax and, without Council action, staff is required to account for these funds within the General Fund. Since implementation of the tax, staff has tracked revenues in a special account, combined within the sales tax revenue presented in budget and audit reports, and has tracked expenditures through project accounting, even though they are combined with other departmental expenses for budget and audit reports.

In previous years an accounting has been provided at the study session detailing the amount of tax collected compared to expenditures directly related to the program since inception. This has given the impression that these funds are handled separately, which has never been the case. The balance presented in past years has always been a subset of the General Fund fund balance, and any revenues not spent have been returned to fund balance each year. This is not a decision made by staff, it is a function of the accounting rules around general taxes. To increase understanding of how the City’s finances work, staff updated the presentation to better explain the relationship the tax has to the general fund.

If Council would like to set these funds aside as a special revenue, Council may set aside general revenues as reserve funds, such as in the Capital Reserve Fund Policy previously discussed. To set these funds aside, a Resolution would need to be passed by Council specifying the amount of the reserve as well as any specific funding sources and uses. As with all other general revenues, money set aside in reserve funds may be redirected to other uses at any time (such as a funding emergency) by a vote of the Council.

Prior to action, it is important to discuss the affects of removing these funds from the general fund. A discussion of the City's General Fund fund balance was made earlier in this staff report. While the City is currently above the 25% fund balance set by Council policy, removing sugar sweetened beverage taxes from the General Fund will further reduce the General Fund fund balance. Using the proposed budget for fiscal year 2021-22, a reduction of \$262,000 is a 1% drop in fund balance. The General Fund fund balance as of June 30, 2020 is just over 27%, however the City has continued to budget deficits that it is more likely to realize as time goes on.

Section 4, Special Revenue and Enterprise Funds

Special revenue funds support City operations and capital improvements in specific ways. Section 4 of the budget package provides historical detail for all special revenues, as well as identifying what each revenue source can be used for, and has been used for historically. This section details any expenses coded directly to the funds. These are non-operating expenses, generally either one-time projects, or projects/services that would not continue if the funding source were removed. Anticipated CIP expenses, appropriated in November 2020 with the CIP budget, are provided for illustrative purposes. No changes to CIP appropriations are being requested at this time.

Enterprise funds, while also mentioned in Section 3 of this report in the discussion of operating expenses, are included in Section 4 as well to show how they affect fund balances and anticipated CIP expenses.

Section 5, Debt Service Funds

Debt service is accounted for in separate funds than operating and capital expenses. The City's debit issues, including history on what the debt funded and how it is paid, is described in Section 5 of the budget package.

Section 6, Albany Police and Fire Pension Fund

The City acts as trustee for the closed Police and Fire Pension Plan (the plan). The plan has been closed to new participants since 1971, when all active employees were switched to CalPERS (California Public Employees' Retirement System). While the plan's operations are generally directed by the City Charter, updates on the plan should be provided to the Council on an annual basis. Most importantly, Council should discuss future funding of the plan.

As of the most recent actuarial valuation, dated June 30, 2020, the plan's total pension liability is estimated at \$14,218,991. At the time, the plan had investments worth \$3,703,012, meaning the plan was 26.04% funded. The unfunded actuarial liability (UAL)

for the plan was determined to be \$844,500. This amount is fully funded by the City's pension tax override.

More plan details are provided in Section 6 of the budget package and the proposed UAL payment is discussed in Section 4.1.

Section 7, Future Funding Needs

Section 7 is for discussion purposes only; no appropriations are being requested. The City's two major funding needs that will need to be addressed in the coming years are increasing pension obligations and the funding of reserves. As seen in section 7.1, the City's CalPERS UAL, separate from the closed Police and Fire Pension Plan UAL, is anticipated to increase to \$5.36 million in 2032, an increase of \$2.8 million annually over current levels. The City is currently using the max value of the pension tax override to fund applicable annual pension costs (both active participate contributions based on payroll and UAL payments) so no additional funding can be derived from this tax.

While this tax can increase annually based on the increase in assessed value, there are two things to think about. First, the tax cannot be used to fund 100% of the City's pension obligations (restrictions detailed in Section 4.1). Second, while Albany has historically seen a yearly increase in taxable property values, the amount of the change is highly variable, and in no way keeps up with the anticipated cost in pension obligations.

Reserve funds, established to fund asset repair and replacement, and larger projects that happen cyclically, but not on an annual basis, are discussed in Section 7.2. While staff have not suggested funding the reserves as part of the operating budget at this time, it is something that the City will need to do in the near future. As mentioned in the overview of Section 5, Debt Services, a comprehensive asset replacement strategy, including leveraging debt service with savings, should be discussed and implemented within the next few years.

Conclusion

As previously expressed, the City has budgeted deficits for the last three fiscal years, relying on fund balance to cover any proposed deficit. With a combination of staff diligence in keeping expenses low, chronic understaffing in the Police Department, and other staff turnover causing planned projects to be delayed, the City has recognized year end surpluses even while budgeting deficits. These savings cannot be relied upon for much longer.

In addition to budgeted programs and services reaching optimum capacity, other expenses are increasing year over year. As mentioned in this staff report, pension payments, both for active employees and the City's UALs, are projected to increase through the mid-2030's when the unfunded liability annual payment will exceed \$5 million. In addition, other annual expenses such as insurance, software and other IT related costs, and equipment repairs continue to increase.

Staff continue to pursue additional revenue streams; however, funding cuts may be necessary in future years if additional revenue is not realized.

While this staff report summarizes the overall effects of the proposed budget, and items to think about in the City's fiscal future, additional detail to assist in understanding the City's overall budget can be found throughout the budget package.

SUSTAINABILITY CONSIDERATIONS

The City strives to ensure sustainable purchasing habits are followed, whenever possible.

SOCIAL EQUITY AND INCLUSIVITY CONSIDERATIONS

City services are provided to all residents in a socially equitable and inclusive manner. Programs and services are administered with Council priorities, including social equity and inclusivity, in mind.

CITY COUNCIL STRATEGIC PLAN INITIATIVES

The biennial budget is drafted with the City Council's strategic plan initiatives in mind for each department. All resources are allocated to providing essential City services, as well as achieving goals and implementing policies as set forth by the Council.

Goal 5, Initiative 1: Sound and Transparent Management of City Financial Resources.

FINANCIAL CONSIDERATIONS

This budget sets spending priorities for the next two fiscal years. While amendments are generally made prior to the second fiscal year, these are smaller changes with specific programing changes in mind, not large, sweeping changes.

NEXT STEPS

Once adopted, changes can be made at any time by Resolution of the City Council.

RESOLUTION NO. 2021-XX

**A RESOLUTION OF THE ALBANY CITY COUNCIL ADOPTING THE
TWO-YEAR CITY OF ALBANY OPERATING BUDGET
FOR FISCAL YEARS 2021-2022 AND 2022-2023**

WHEREAS, the City Fiscal Year concludes on June 30th of each year; and

WHEREAS, the City Council desires to adopt a two-year operating budget authorizing appropriations for Fiscal Year 2021-2022 beginning July 1, 2021 and Fiscal Year 2022-2023 beginning July 1, 2022: and

WHEREAS, the Operating Budget is a financial plan that accounts for all funds used for City operations including the General Fund; and

WHEREAS, the proposed budget was reviewed by the City Council at a public meeting held by the Albany City Council on May 17, 2021, at which time all interested persons were afforded an opportunity to be heard on matters pertaining to the proposed budget.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the Two-Year Operating Budget for fiscal years 2021-22 and 2022-23 shall be approved for the following funds:

Fund	Fiscal Year 2021-22	Fiscal Year 2022-23
0001 – General Fund	\$26,159,003	\$27,182,910
1001 – Pension Property Tax	\$3,564,191	\$3,064,191
1002 – Emergency Medical Services Fund	\$2,699,524	\$2,814,671

1101 – Measure B Streets and Roads	\$5,000	\$5,000
1103 – Measure B Paratransit	\$28,533	\$28,533
1105 – HUTA Gas Taxes	\$400,000	\$400,000
1201 – Measure BB Streets and Roads	\$5,000	\$5,000
1203 – Measure BB Paratransit	\$15,636	\$17,236
1301 – LLD 1996-1 Open Space	\$100,000	\$100,000
1302 – LLD 1996-1 Recreation & Playfield	\$25,000	\$25,000
1303 – LLD 1996-1 Creek Maintenance	\$50,000	\$50,000
1304 – LLD 1988-1 Lighting and Landscaping	\$366,000	\$366,000
1305 – Sidewalk Parcel Tax	\$21,481	\$21,481
1306 – Parks and Open Space Parcel Tax	\$324,663	\$324,663
1401 – Library Operations	\$861,557	\$866,577
1402 – PEG Funds	\$28,500	\$22,000
1601 – Storm Drain / NPDES	\$808,228	\$761,570
2006 – Street and Storm Drain Parcel Tax	\$141,220	\$141,220
3004 – Storm Drain Parcel Note	\$195,691	-
3005 – 2016 General Obligation Refunding Bond	\$982,612	\$981,862
4001 – Sewer Operations	\$2,152,994	\$2,160,192
4003 – Sewer Debt Service	\$597,100	\$595,002

BE IT FURTHER RESOLVED that, except for Fund 0001 – General Fund, these appropriations are in addition to any appropriations previously allocated for specific projects or programs; and

BE IT FURTHER RESOLVED that the City Manager shall be authorized to administratively do the following without further action by the City Council the City Manager shall be authorized to transfer budgeted amounts between line items, provided that the transfer is within the same department activity and fund.

GE'NELL GARY, MAYOR

City of Albany

GENERAL FUND RESERVE POLICY



1000 San Pablo Avenue
Albany, CA 94706
510.528.5710

www.albanyca.org
cityhall@albanyca.org

Resolution No. 2019-47, Exhibit A
Adopted June 17, 2019

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SECTION 1: PURPOSE

The purpose of this policy is to establish adequate financial reserves in order to prepare for the impact of economic cycles, natural disasters, and other events that may influence essential City services. For purposes of this Policy, the definition of “reserves” is limited to the portion of fund balance that is unreserved. Unreserved is to mean not set aside for existing legal obligations of the City, or other Council directed purposes (capital/equipment reserve accounts, special projects, etc.).

SECTION 2: TARGET RESERVE LEVELS

The target level for total General Fund Reserves shall be at a minimum level of 25% of the adopted expenses.

SECTION 3: FUNDING TARGET BALANCE

As of June 30, 2018, the City has enough reserve to cover the reserve amounts outlined in Section 2. However, if the City’s reserves should fall below that amount, the City will strive to restore these balances within a three-year period. Actions that may be considered to restore the balance include:

- Strategically reducing general fund operating budgets;
- Conduct a revenue study to update General Fund revenue sources which may have fallen behind;
- Conduct an analysis of general fund cost allocation to plan and ensure other City funds are paying the appropriate fees for administration.

SECTION 4: CONDITIONS FOR USE OF RESERVES

The use of reserves shall be limited to unanticipated, non-recurring needs, or anticipated future obligations. Fund balances shall not be used for normal or recurring annual operating expenditures. Uses may include, but are not limited to:

- Interrupted cash flows;
- Emergencies/disaster;
- Capital and infrastructure needs which lack other funding sources.

The City Manager is authorized to make recommendations to the City Council for use of reserves. Any recommendation shall be accompanied by a proposal for the replenishment of the reserves to the City Council.

SECTION 5: USE OF BALANCES EXCEEDING THE MINIMUM BALANCE

Amounts in excess of the reserve amount set in Section 2, including year-end surplus, should not be relied on in future budget periods and should only be used to stabilize existing revenues in times of economic downturn and for nonrecurring expenditures. The City Manager is authorized to make recommendations to the City Council to use any funds exceeding the minimum balance at any time to fund nonrecurring expenditures such as:

- Unfunded pension liabilities;
- Capital improvements;
- Equipment purchases;
- Other, one-time expenditures that are non-recurring in nature and which will not require additional future expense outlay for maintenance, additional staffing or other recurring expenditures.

SECTION 6: REVIEW

This policy shall be reviewed by the Finance Director each year during the preparation of the operating budget, and at least every 5 years by the City Council.

City of Albany

CAPITAL RESERVE FUND POLICY



1000 San Pablo Avenue
Albany, CA 94706
510.528.5710

www.albanyca.org
cityhall@albanyca.org

**Adopted by
Resolution No.
2020-38**

May 4, 2020

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SECTION 1: PURPOSE

The purpose of this policy is to establish adequate financial reserves to appropriately repair and replace City assets such as vehicles, equipment, and buildings. These funds are reserved specifically for capital needs and are not to be used for generally operating purchases. Capital Reserves are restricted funds that are not part of the City's unreserved fund balance as dictated in the City's Fund Balance Reserve Fund Policy.

SECTION 2: TYPE OF RESERVES

The following Reserve Funds are established by this Policy:

- Community Development Reserve Fund
- Emergency Medical Services (EMS) Reserve Fund
- Fire Department Reserve Fund
- General City Building Reserve Fund
- IT Equipment Reserve Fund
- KALB Equipment Reserve Fund
- Police Department Reserve Fund
- Public Works Reserve Fund
- Recreation Reserve Fund

SECTION 3: RESERVE FUNDING LEVELS

Reserve funding levels are directly tied to planned capital needs, with an estimated allowance for emergency repairs and replacement. Annually, in conjunction with the adoption of the operating budget, staff will provide the Council with a report including an asset replacement schedule. The report will include estimated repair and replacement costs for a five-year period as well as the annual reserve funding amounts required to meet these obligations.

To ensure funds are available in the case of a maintenance emergency, reserve fund levels may only fall below the amounts indicated below due to an emergency and with approval by the City Council:

Reserve Fund	Minimum Funding Level
Community Development Reserve Fund	\$100,000
Emergency Medical Services (EMS) Reserve Fund	\$100,000
Fire Department Reserve Fund	\$100,000
General City Building Reserve Fund	\$250,000
IT Equipment Reserve Fund	\$50,000
KALB Equipment Reserve Fund	\$50,000
Police Department Reserve Fund	\$100,000
Public Works Reserve Fund	\$100,000
Recreation Reserve Fund	\$100,000

SECTION 4: FUNDING OF RESERVES

Reserves may be funded in numerous ways, including, but not limited to:

- Council appropriation during adoption of the annual operating budget;
- Proceeds from the sale of City assets;
- Council appropriation of unreserved General Fund balances in excess of the City's Fund Balance Policy; and
- Interest on the portion of City investments associated with each reserve fund.

Special funding sources include:

- Community Development Reserve Fund
 - Reserve fund fees included as part of permit fees
- EMS Reserve Fund
 - EMS and Advanced Life Support parcel taxes
- Recreation Reserve Fund
 - Reserve Fund Fees associated with facility rentals and set by the Master Fee Schedule

SECTION 5: CONDITIONS FOR USE OF RESERVES

Capital Reserve balances are to be used for the repair and replacement of vehicles, equipment, building repair and land improvements as approved by the City Council. Reserve funds may also be used to repair or replace items deemed necessary for continued public health and safety. The Community Development funds are used primarily for funding to assist with the completion of mandated planning documents including but not limited to the City's General Plan and associated Housing Element as well as funds to implement particular programs or projects outlined in planning documents. Funds may also be applied towards implementation of essential environmental projects or to assist with environmentally preferable purchasing for particular assets when appropriate.

Council appropriation of reserve funds is required and City purchasing procedures must be followed when using reserve funds. In conjunction with the annual review of the asset replacement schedule, the City Manager will request appropriation of required funding for routine repair and replacement. Unplanned expenditures will be brought to Council for appropriation on an as needed basis.

In the event of an emergency, per Albany Municipal Code § 2-27.5, purchases of equipment, materials, supplies, or services determined by the City Manager to be necessary to meet an emergency which threatens the public health, safety or welfare, may be made without prior Council approval, however the purchases will be provided to the City Council at the earliest practicable meeting time.

SECTION 6: REVIEW

This policy shall be reviewed by the Finance Director each year during the preparation of the report required by Section 3, and at least every 5 years by the City Council.

1.4 – APPROPRIATIONS (GANN) LIMIT

The State Constitution includes a restriction on the amount that local governments may appropriate from “proceeds of taxes.” The Appropriations Limit (the Limit) was established based on appropriations during fiscal year 1978-79, and it is increased each year based on specified factors. The Limit may also be referred to as the Gann Limit or Proposition 4 Limit.

Adoption of the adjustment must be done at a noticed meeting and there must be a recorded vote of the City Council regarding the selection of optional factors selected for the adjustment calculation. As part of the annual external audit, the City Auditors review the computation of the adjustment to the limit and report any findings. California Government Code section 7910(a) requires the documentation used to determine the appropriations limit to be available for fifteen days prior to adoption.

2021-2022 Formula Used to Make Adjustments

The annual adjustment is based on a formula which includes two categories of adjustment factors. The City has the discretion to choose one factor from each of the categories as noted below:

CATEGORY A – CHANGE IN POPULATION

- Change in City of Albany population, (-9.62%); or
- Change in population for Alameda County, (-0.37%).

CATEGORY B – CHANGE IN STATE INCOME OR NON-RESIDENTIAL VALUATION

- Change in State Per Capita Income, (5.73%); or
- Change in City of Albany non-residential assessed valuation, (.598%).

Staff prepared the calculations necessary to adopt the Limit for Fiscal Year 2021-2022 in accordance with State Law and the Uniform Guidelines of the League of California Cities. The discretionary factors selected in calculating the 2021-2022 Limit are: (1) the change in the Alameda County Population; and (2) the change in State Per Capita Income. A Public Notice was posted more than 15 days prior to the City Council meeting announcing that the factors used to compute the adjustment to the limit were available.

The new Fiscal Year 2021-2022 limit is proposed to be adopted as \$25,058,246. The following summarizes the key calculation factors:

SUMMARY OF CALCULATION FACTORS (Prepared by Albany Finance Department)

Fiscal Year 2020-2021 Limit as Adopted (Resolution No. 2020-58) \$23,789,125

Selected 2021-2022 Adjustment Factors:

Change in Population – County	$(-0.37 + 100) / 100 =$	0.9960
Change in State Per Capita Income	$(5.73 + 100) / 100 =$	<u>1.0573</u>
Fiscal Year 2020-2021 Adjustment Factor	$=$	1.0533%

Calculated Increase In Limit \$ 1,269,121

Fiscal Year 2021-2022 Appropriations Limit

\$25,058,246

As shown above, the percentage increase in the limit is 5.33% which is then applied to the Limit established for the previous Fiscal Year (2020-2021).

Staff separately calculated the 2021-2022 appropriations that are subject to the Appropriations Limit. The proposed City of Albany Fiscal Year 2021-2022 Budget included \$11,934,096 of appropriations that would be categorized as “Proceeds of Taxes” and subject to the Limit. Therefore, appropriations for the Fiscal Year are \$13,124,149 below the Limit.

RESOLUTION NO. 2021-58

**A RESOLUTION OF THE ALBANY CITY COUNCIL ESTABLISHING
THE APPROPRIATIONS LIMIT FOR THE 2021-22 FISCAL YEAR**

WHEREAS, annually State law requires that an Appropriations Limit be adopted by the City Council; and

WHEREAS, Article XIII B of the California Constitution places certain restrictions on appropriations made by local governments; and

WHEREAS, the restrictions are applicable to appropriations that meet the definition of “Proceeds of Taxes”; and

WHEREAS, the law allows the option to select the factors to be used to calculate the annual Appropriations Limit; and

WHEREAS, for one of the adjustment factors the City must select between: (A) the change in the City of Albany population, or (B) the change in the Alameda County population, and the City has selected the change in the Alameda County population; and

WHEREAS, for the second adjustment factor the City must select between: (1) the change in the State per capita income, or (2) the change in the assessed valuation of local non-residential construction, and the City has selected the change in the State per capita income; and

WHEREAS, the calculation of the Appropriations Limit for Fiscal Year 2021-2022 is described in Attachment 1, attached hereto and by reference made a part hereof.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council, does hereby establish the appropriations limit for fiscal year 2021-2022 as \$25,058,246; and

BE IT FURTHER RESOLVED that the Limit has been calculated in accordance with State Law as shown in Attachment 1, attached hereto.

BE IT FURTHER RESOLVED that said appropriation limit herein established may be changed, as deemed necessary, by resolution of the Albany City Council.

GE'NELL GARY, MAYOR

**ATTACHMENT 1
CITY OF ALBANY RESOLUTION No. 2021-XX
ADOPTION OF FISCAL YEAR 2021-22 APPROPRIATIONS LIMIT**

A. Selection of Optional Factors

1. Change In Population – City of Albany or Alameda County

Population	1/1/2020	1/1/2021	% Increase
a. City of Albany	18,871	17,055	-9.62%
b. County of Alameda	1,661,183	1,654,975	-0.37%

The selected factor is 1(b). County of Alameda growth of -0.37%

2. Change in State Per Capita Personal Income vs. Change In City Non-Residential Building Construction

Factors	% Change
a. Change in State Per Capita Personal Income	5.73%
b. Change in Albany New Non-Residential Assessed Valuation	0.598%

The selected factor is 2(a). Change in State Per Capita Income 5.73%

B. Fiscal Year 2021-2022 Growth Adjustment Factor

Calculation of the adjustment factor = X * Y

Where :

$$X = \frac{\text{Selected Factor \#1} + 100}{100} = \frac{-0.37 + 100}{100} = 0.00996$$

$$Y = \frac{\text{Selected Factor \#2} + 100}{100} = \frac{5.73 + 100}{100} = 1.0573$$

FY 2020-2021 ADJUSTMENT FACTOR (X * Y) = 1.0411

C. Fiscal Year 2021-2022 Calculation of Appropriations Limit

Fiscal Year 2020/2021 Limit (<i>Reso. 2020-58</i>)	\$23,789,125
Fiscal Year 2021/2022 Adjustment Factor	x 1.0573
FISCAL YEAR 2021-2022 Appropriations Limit	\$25,058,246

**Appropriations Subject To Limit : \$11,934,096
Fiscal Year 2021/2022 is \$13,124,149 below the limit**

1.5 – MASTER FEE SCHEDULE

The master fee schedule is a single document that consolidates various user and services fees, regulatory and permit fees, development impact fees, infrastructure connection fees, and fines and penalties associated with violations of the Municipal Code. The Master Fee Schedule is generally updated annually; however, it can be updated at any time with proper notice. Unlike taxes, which must be approved by voters, fees are directly related to the reimbursement of services provided by the City and can be approved by the Council at a noticed public hearing.

In conjunction with annual budget planning and review, each City department, in coordination with the Finance Department, uses appropriate methodology to set fees that correspond to their operations. In certain cases, a third-party vendor may be brought in to conduct a fee study, assisting staff in the analysis of service level costs.

Aside from general formatting changes, the following changes are proposed and highlighted in Section 1.5.1, the proposed Master Fee Schedule:

1. Fire: Updates to the wording associated with inspection fees. Per State law, non-voter approved fees may only be assessed for services provided directly to a customer. While the City historically has only charged fees sufficient to cover the cost of providing inspections, wording relating to the fee covering other services is being removed to avoid confusion.
2. Recreation: In addition to miscellaneous wording updates, two fee changes are being proposed. Memorial Park Event Area fees and the fees for curtains in the Community Room are being removed.

Staff continue to review potential revenue sources and may bring fee updates to Council at a later date if necessary.

CITY OF ALBANY MASTER FEE SCHEDULE



Effective July 1, 2021

1. ADMINISTRATIVE FEES	Fiscal Year 20-21	Fiscal Year 21-22
Unless otherwise noted, electronic copies of records are provided at no cost		
COPIES PUBLIC RECORDS/INFORMATION		
Printed Copies of Public Records (Letter sized/black and white)	\$0.10	\$0.10
Other sizes or color copies/prints at City cost		
Commercial Business License Listing	\$72.00	\$72.00
Rental Business License Listing	\$72.00	\$72.00
New Licenses Issued During Prior Month	\$16.20	\$16.20
STAFF TIME (per hour)		
City Manager	\$166.70	\$166.70
City Attorney	\$295.00	\$295.00
Dept. Heads & Senior Management	\$146.12	\$146.12
Supervisory/Professional/Technical Staff	\$100.33	\$100.33
Administrative Staff	\$70.23	\$70.23
Fire & Police Staff	\$138.40	\$138.40
Maintenance Worker	\$78.98	\$78.98
MISCELLANEOUS		
Returned Checks	\$30.00	\$30.00
Candidate's Statement – printing fee	Entire fee, as set by the County of Alameda	Entire fee, as set by the County of Alameda
Notice of Intent to circulate a petition	Entire fee, as set by the County of Alameda of State of CA	Entire fee, as set by the County of Alameda of State of CA
FRANCHISE RENEWAL AGREEMENTS		
Staff time – per above rates	Deposit \$20,000.00	Deposit \$20,000.00
Consultant & Attorney fees	City's cost	City's cost
MEDIA FEES:		
Basic Audio Package per event	\$150.00	\$150.00
(incl: 2 Speakers, 1 Mixer, 1 Microphone, cables)	(\$1,500 deposit. Must pick up equip.)	(\$1,500 deposit. Must pick up equip.)
Basic Lights Package per event	\$100.00	\$100.00
(incl: 2 Lighting Stands, up to 20 Lights, cables)	(\$1,500 deposit. Must pick up equip.)	(\$1,500 deposit. Must pick up equip.)
Advanced Audio Package (incl: On-Site Staff)	\$300 per event + \$25 per hour	\$300 per event + \$25 per hour
On-Site public meeting broadcast for outside agency	\$125/hr - \$150/hr. after 3 hrs. billed on the 1/4 hr.	\$125/hr - \$150/hr. after 3 hrs. billed on the 1/4 hr.
Off-Site public meeting 1 camera recording for outside agency	\$150/hr - \$175/hr. after 3 hrs. billed on the 1/4 hr.	\$150/hr - \$175/hr. after 3 hrs. billed on the 1/4 hr.
Remote event livestream - includes all equipment	\$275/hr - \$300/hr. after 3 hrs. billed on the 1/4 hr.	\$275/hr - \$300/hr. after 3 hrs. billed on the 1/4 hr.
KALB video pre & post production	\$125/hr.	\$125/hr.
KALB Consulting Services	\$150/hr.	\$150/hr.
KALB 1 camera shoot - includes all equipment	\$225/hr.	\$225/hr.
KALB multi-camera shoot	quote provided upon request	quote provided upon request
DVD Copying/Writing per disk	\$21.75	\$21.75
Thumb Drive Copying/Writing per drive	\$10.25	\$10.25
RENT REVIEW ORDINANCE:		
Annual per rental unit fee	\$15.00	\$15.00
Rent Review Request Application fee *	\$15.00	\$15.00
*Fee waiver available - if tenant is receiving any public benefits including, but not limited to Medi-Cal, CalFresh (food stamps), CalWorks, General Assistance, SSI, SSP, Tribal TANF, IHSS or CAPI.		

2. GENERAL LICENSE AND BUSINESS FEES	Fiscal Year 20-21	Fiscal Year 21-22
BINGO FEE	\$80.93	\$80.93
LICENSE FEES		
Issuance of First License (plus regular tax from Exhibit B)	\$16.21	\$16.21
Lost License Replacement	\$16.21	\$16.21
Transfer of License (Apartment Rental Property License exempt from transfer fee)	\$39.72	\$39.72
Business License Taxes. Business Tax rates are established separately in accordance with Albany Municipal Code, Section 5-2.2. The code provides for an annual adjustment that is effective for the calendar year. The current Business Tax Rates are maintained in a separate document.		
DOG LICENSE: (Service Dogs Exempt)		
Resident:		
Regular:		
1 year	\$19.19	\$19.19
2 year	\$36.74	\$36.74
3 year	\$45.79	\$45.79
Spayed or Neutered:		
1 year	\$9.57	\$9.57
2 year	\$18.37	\$18.37
3 year	\$22.90	\$22.90
Senior Citizen (62 years old) :		
Regular:		
1 year	\$4.01	\$4.01
2 year	\$7.72	\$7.72
3 year	\$11.47	\$11.47
Spayed or Neutered:		
1 year	\$2.01	\$2.01
2 year	\$3.86	\$3.86
3 year	\$5.76	\$5.76
Replacement Tag Fee	\$7.82	\$7.82
TOBACCO RETAILER LICENSE (AMC 5-24 Initial fee and annual renewal)	\$250.00	\$250.00
CHRISTMAS TREE/PUMPKIN LOT PERMIT (\$56.15 refundable)	\$404.71	\$404.71
FILM PERMIT (per day not including city out of pocket cost)	\$385.50	\$385.50
GARAGE SALE PERMIT (valid for 60 days)	\$12.09	\$12.09
BUSINESS LICENSE INVESTIGATION FEE: (not including staff investigation costs)		
Individual	\$100.64	\$100.64
Business Establishment	\$139.53	\$139.53
SALES (Going Out of Business Sale)	\$50.83	\$50.83
TAXI CAB:		
Application (Per Vehicle)	\$169.53	\$169.53
Inspection	\$91.84	\$91.84
New Driver Permit	\$70.66	\$70.66
Renew Driver Permit	\$35.19	\$35.19
Operator's License Reinstatement Fee (Per Reinstatement, Per Vehicle)	\$34.42	\$34.42
RELEASE OF LIEN FEE	An amount equal to the amount charged by the Alameda County Recorder's Office	An amount equal to the amount charged by the Alameda County Recorder's Office

3. COMMUNITY DEVELOPMENT	Fiscal Year 20-21	Fiscal Year 21-22
PLANNING & ZONING		
DOCUMENTS (See Administration Fees on Page 1)		
Special printing & scanning	Sent to vendor of choice at no cost	Sent to vendor of choice at no cost
Informational Handouts and forms	No Cost	No Cost
Planning applications under active consideration	No Cost	No Cost
Property History	\$0.10	\$0.10
GENERAL PLAN AMENDMENT, ZONING ORDINANCE OR MAP AMENDMENT, DEVELOPMENT AGREEMENT, OR SPECIFIC PLAN	Actual Cost per written agreement	Actual Cost per written agreement
USE PERMITS:		
Minor Use Permit *	\$1,187.00	\$1,187.00
Major Use Permit *	\$2,571.00	\$2,571.00
Seasonal Use Permit	\$396.00	\$396.00
Temporary Use Permit	\$1,187.00	\$1,187.00
DESIGN REVIEW		
Administrative Hearing *	\$1,385.00	\$1,385.00
Planning & Zoning Commission		
Residential	\$3,165.00	\$3,165.00
Residential (Complicated)	\$8,109.00	\$8,109.00
Commercial/Mixed Use	\$3,165.00	\$3,165.00
Commercial/Mixed Use (Complicated)	\$8,109.00	\$8,109.00
Signs		
Signs (administrative) *	\$198.00	\$198.00
Signs (requiring P&Z action) *	\$791.00	\$791.00
Master Sign Program *	\$2,373.00	\$2,373.00
ACCESSORY RESIDENTIAL UNIT		
Secondary Residential Unit *	\$1,123.00	\$1,123.00
AFFORDABLE HOUSING		
Planning and zoning fees are to be reduced by an amount equal to the proportion of the building area allocated to affordable housing units.		
VARIANCE OR PLANNED UNIT DEVELOPMENT*	\$4,747.00	\$4,747.00
PARKING EXCEPTIONS:		
Residential & Commercial *	\$1,385.00	\$1,385.00
Parking Survey if required	\$2,176.00	\$2,176.00
* MULTIPLE APPLICATIONS	When simultaneously applying for more than one planning approval, the full amount for the highest fee will apply and one half fee will be charged for any other planning approval(s) marked with an asterisk.	0
MISCELLANEOUS PERMITS		
Beekeeping Permit	\$396.00	\$396.00
Chicken (Hens)/Rabbit Permit	\$396.00	\$396.00
Goat Permit	\$396.00	\$396.00
Animal Breeding	\$396.00	\$396.00
Permit for Tree Removal on unimproved private property (HD and H: zones only)	\$593.00	\$593.00
Large Family Home Day Care	\$1,187.00	\$1,187.00
Zoning Clearance/Zoning Permit Letter (staff approval)	\$593.00	\$593.00
Zoning Clearance/Planning and Zoning Commission	\$1,187.00	\$1,187.00
EXTENSION OF APPROVALS:		
No Changes to Project within two years of original approval	\$198.00	\$198.00
Minor Changes to Project within two years of original approval	\$1,187.00	\$1,187.00
Significant changes to project or more than two years from original approval	\$1,187.00	\$1,187.00
APPEALS:		
Appeal of Staff Decision to Planning and Zoning Commission	\$1,187.00	\$1,187.00
Appeal of Planning & Zoning Commission Decision to City Council	\$2,769.00	\$2,769.00
CALIFORNIA ENVIRONMENTAL QUALITY ACT		
Categorical Exemption (written Notice of Exemption)	\$989.00	\$989.00
Negative Declaration or Environmental Impact Report	Actual Cost + Consultant Fee	Actual Cost + Consultant Fee
SUBDIVISION MAP ACT (Note: Civil engineering plans also subject to plan check review fees)		
Certificate of Compliance	\$989.00	\$989.00
Parcel Map Waiver	\$989.00	\$989.00
Lot Line Adjustment or Lot merger	\$2,373.00	\$2,373.00
Parcel Map	\$2,373.00	\$2,373.00
Tentative Subdivision map	\$2,373.00	\$2,373.00
Final Subdivision Map	\$2,967.00	\$2,967.00
Extension of Tentative Map	\$989.00	\$989.00
Condominium Conversion	\$3,956.00	\$3,956.00
CONNECTION FEES, IMPACT FEES, AND EXACTIONS		
SCHOOL IMPACT FEE		
a. Residential (applicable to all new square footage over 500 SF)	As adopted by AUSD	As adopted by AUSD
b. Commercial (applicable to all new square footage over 500 SF)	As adopted by AUSD	As adopted by AUSD

3. COMMUNITY DEVELOPMENT	Fiscal Year 20-21	Fiscal Year 21-22
CAPITAL FACILITIES IMPACT FEE		
Residential additions and conversions per square foot	\$0.65	\$0.65
Industrial or other non-residential development per square foot	\$0.65	\$0.65
New Residential unit:		
600 square feet or less	\$375.00	\$375.00
601 square feet to 1,000 square feet	\$840.00	\$840.00
1,001 square feet or over	\$1,365.00	\$1,365.00
SEWER CONNECTION FEE		
New Construction/New Service	\$1,166.00	\$1,166.00
Per New Plumbing Fixture (existing service)	\$187.50	\$187.50
Commercial & Industrial Grease Trap per gallon per minute	\$7.20	\$7.20
STORM DRAIN IMPACT FEE		
	\$0.10 per square foot	\$0.10 per square foot
ART IN PUBLIC PLACES	1.75% of project valuation on qualifying projects	1.75% of project valuation on qualifying projects
PARKLAND DEDICATION	See Section 22-8 of AMC	See Section 22-8 of AMC
I BUILDING PERMITS & PLAN CHECK FEES:		
APPLICATION FEE	\$74.00	\$74.00
BUILDING PERMIT FEE		
Single Family Residential		
Permit Valuation of up to \$2000	\$111.00	\$111.00
Per each additional \$1000 or fraction thereof up to \$25,000	\$9.65	\$9.65
Permit Valuation at \$25,000	\$333.00	\$333.00
Per each additional \$1000 or fraction thereof up to \$50,000	\$4.44	\$4.44
Permit Valuation at \$50,000	\$444.00	\$444.00
Per each additional \$1000 or fraction thereof up to \$100,000	\$17.76	\$17.76

3. COMMUNITY DEVELOPMENT	Fiscal Year 20-21	Fiscal Year 21-22
Permit Valuation at \$100,000	\$1,332.00	\$1,332.00
Per each additional \$1000 or fraction thereof up to \$500,000	\$1.11	\$1.11
Permit Valuation at \$500,000	\$1,776.00	\$1,776.00
Per each additional \$1000 or fraction thereof up to \$1,000,000	\$0.89	\$0.89
Permit Valuation at \$1,000,000	\$2,221.00	\$2,221.00
Per each additional \$1000 or fraction thereof	\$2.22	\$2.22
Commercial/Multi-Family/Industrial		
Permit Valuation of up to \$2000	\$222.00	\$222.00
Per each additional \$1000 or fraction thereof up to \$25,000	\$4.83	\$4.83
Permit Valuation at \$25,000	\$333.00	\$333.00
Per each additional \$1000 or fraction thereof up to \$50,000	\$13.32	\$13.32
Permit Valuation at \$50,000	\$666.00	\$666.00
Per each additional \$1000 or fraction thereof up to \$100,000	\$13.32	\$13.32
Permit Valuation at \$100,000	\$1,332.00	\$1,332.00
Per each additional \$1000 or fraction thereof up to \$500,000	\$1.11	\$1.11
Permit Valuation at \$500,000	\$1,776.00	\$1,776.00
Per each additional \$1000 or fraction thereof up to \$1,000,000	\$0.89	\$0.89
Permit Valuation at \$1,000,000	\$2,221.00	\$2,221.00
Per each additional \$1000 or fraction thereof	\$2.22	\$2.22
Building Plan Check		
City Processing Fee		
Up to \$100,000	\$222	\$222
\$100,001-\$500,000	\$444	\$444
\$501,000-\$1,000,000	\$666	\$666
Over \$1,000,000	\$888	\$888
Consultant Fee	Actual Cost	Actual Cost
Additional Plan Review Required by Changes, Additions, or Revisions to plans.	\$444	\$444
II Miscellaneous Fees- Flat Rate Permits		
Demolition		
Residential	\$222	\$222
Commercial	\$222	\$222
Encroachment Permits		
Sewer Lateral	\$222	\$222
On-street Parking	\$222	\$222
Photovoltaic Systems (Solar Systems)		
Solar-Residential (Up to 15 kW)	\$444	\$444
Solar-Commercial (Up to 50 kW)	\$666	\$666
Solar- Commercial- Ground Mount (Up to 30 kW)	\$888	\$888
Remodel/Repair/Windows & Dorrs		
Residential		
Up to \$10,000	\$222	\$222
\$11,000-\$25,000	\$333	\$333
\$26,000-\$50,000	\$444	\$444
\$51,000-\$100,000	\$555	\$555
Over \$100,000	\$666	\$666
Commercial/Multi-Family/Industrial		
Up to \$10,000	\$222	\$222
\$11,000-\$25,000	\$333	\$333
\$26,000-\$50,000	\$444	\$444
\$51,000-\$100,000	\$555	\$555
Over \$100,000	\$666	\$666

3. COMMUNITY DEVELOPMENT	Fiscal Year 20-21	Fiscal Year 21-22
Re-Roof		
Residential	\$222	\$222
Commercial	\$222	\$222
Signage		
Illuminated	\$444	\$444
Non-Illuminated	\$222	\$222
Monument	\$666	\$666
III Mechanical, Electrical, Plumbing Permit and Plan Check Fees		
For the Issuance of each permit	\$74	\$74
Water Heater	\$111	\$111
Residential/Simple Standalone MEP Permit (Fee includes up to 3 from the lists below.)	\$222.00	\$222.00
Simple Mechanical Items		
Addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system.	1 of 3 included in MEP fee	1 of 3 included in MEP fee
HVAC Change out- Existing Dwelling	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Evaporative Cooler	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Ventilation fan connected to a single duct	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Hood and Duct system	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Duct systems	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Miscellaneous mechanical (Wall furnace, condensing units, gas outlet/gas test,etc.)	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Simple Electrical Items		
Receptacle, switch, and lighting outlets	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Lighting fixtures	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Pole or platform-mounted lighting fixtures	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Residential appliances	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Appliances not exceeding one horsepower, kilowatt, or kilovolt-ampere, in rating	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Busways	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Trolley and plug-in-type busways - each 100 feet or fraction thereof	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Signs, outline lighting, and Marquees	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Services of 600 volts or less and not over 400 amperes in rating	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Miscellaneous apparatus, conduits, and conductors	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Residential swimming pools	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Portable generators less than 10,000 W	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Temporary power panel/service	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Temporary power pole	1 of 3 included in MEP fee	1 of 3 included in MEP fee
other simple electrical	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Simple Plumbing Items		
Plumbing Fixtures	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Building Sewer	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Rainwater systems	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Water piping and/or water treating equipment	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Repair or alteration of drainage or vent piping	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Backflow devices	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Gas test	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Gas outlets	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Residential remodel/repairs - bathrooms	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Solar water systems	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Other simple plumbing	1 of 3 included in MEP fee	1 of 3 included in MEP fee
CONSTRUCTION TRADES FEES		
Mechanical Minimum Flat Fee	\$74.00	\$74.00
Alternative Fee per Sq. Foot if Total Improvement Area Greater than 750 Sq. Feet	\$0.06	\$0.06
Electrical	See Above MEP Fees	See Above MEP Fees
Plumbing	See Above MEP Fees	See Above MEP Fees
Minimum Fee	\$163.00	\$163.00
If greater than 50 cubic yards	Minimum fee plus 5% of estimated cost	Minimum fee plus 5% of estimated cost
CONSTRUCTION DEPOSIT	1% of project value if project valuation > \$1,000,000.	1% of project value if project valuation > \$1,000,000.
STATE OF CALIFORNIA REQUIREMENTS		
Building Standards Administration Fee	.01% of Valuation	.01% of Valuation
Strong Motion Instrumentation Program	.021% of Valuation	.021% of Valuation
IV Additional Plan Review/Inspection Services		
Voluntary seismic upgrade of residential structures (not applicable to remodeling and conversion applications)	No fee	No fee
Building permit extension	No fee	No fee
Building permit transfer	No fee	No fee
Partial Permit Processing Fee	\$356.00	\$356.00
Re-Inspection Fee	\$222.00	\$222.00
Temporary Certificate of Occupancy	\$333.00	\$333.00
Appeal of Building Official decision to Board of Appeals	\$2,221.00	\$2,221.00
Inspections outside of normal business hours	\$246.00	\$246.00
Sewer video inspections	Not applicable - EBMUD responsibility	Not applicable - EBMUD responsibility
AFFORDABLE HOUSING PROJECT ADJUSTMENT	Construction permit fees are to be reduced by an amount equal to the proportion of the building area allocated to affordable housing units.	Construction permit fees are to be reduced by an amount equal to the proportion of the building area allocated to affordable housing units.

3. COMMUNITY DEVELOPMENT	Fiscal Year 20-21	Fiscal Year 21-22
CONSTRUCTION VALUATION PER SQUARE FOOT		
A-1 Assembly, theaters, with stage	\$282.00	\$282.00
A-1 Assembly, theaters, without stage	\$255.00	\$255.00
A-2 Assembly, nightclubs	\$222.00	\$222.00
A-2 Assembly, restaurants, bars, banquet halls	\$221.00	\$221.00
A-3 Assembly, churches	\$257.00	\$257.00
A-3 Assembly, general, community halls, libraries, museums	\$209.00	\$209.00
A-4 Assembly, arenas	\$253.00	\$253.00
B Business (e.g., banks, offices, professional offices)	\$219.00	\$219.00
E Educational	\$228.00	\$228.00
F-1 Factory and industrial, moderate hazard	\$125.00	\$125.00
F-2 Factory and industrial, low hazard	\$124.00	\$124.00
H-1 High Hazard, explosives	\$106.00	\$106.00
H-2,3,4 High Hazard	\$115.00	\$115.00
H-5 HPM	\$219.00	\$219.00
I-1 Institutional, supervised environment	\$223.00	\$223.00
I-2 Institutional, hospitals	\$312.00	\$312.00
I-2 Institutional, nursing homes (16+ residents)	\$209.00	\$209.00
I-3 Institutional, restrained	\$254.00	\$254.00
I-4 Institutional, day care facilities	\$223.00	\$223.00
M Mercantile (e.g., retail)	\$158.00	\$158.00
R-1 Residential, hotels	\$225.00	\$225.00
R-2 Residential, multiple family	\$184.00	\$184.00
R-3 Residential, one- and two-family	\$183.00	\$183.00
R-4 Residential, care/assisted living facilities (5 - 15 residents)	\$223.00	\$223.00
S-1 Storage, moderate hazard	\$114.00	\$114.00
S-2 Storage, low hazard	\$113.00	\$113.00
U Utility, miscellaneous	\$89.00	\$89.00

3. COMMUNITY DEVELOPMENT	Fiscal Year 20-21	Fiscal Year 21-22
1. Remodel valuation	75% of new construction	75% of new construction.
2. Porches and decks valuation	35% of new construction	35% of new construction.
3. Conversion of non-occupiable space to occupiable space (e.g., habitable space plus bathrooms, hallways, closets, utility areas, etc.)	85% of new construction	85% of new construction.
4. Demolition cost estimated (applicable to stand-alone demolition permits only).	10% of new construction	10% of new construction
PERMITS FOR ENCROACHMENTS INTO PUBLIC RIGHT-OF-WAY		
Reconstruction of curb, gutter, sidewalk, driveway, landscaping, storm drain, lower sewer lateral in street r-o-w or easement	\$222.00	\$222.00
Minor utility encroachment (up to 2 hours of Staff time)	\$222.00	\$222.00
Major utility encroachment (fee estimate to be provided at acceptance of application)	\$222.00 Plus Staff time billed at applicable rate.	\$222.00 Plus Staff time billed at applicable rate.
Special activities in City right-of-way. Note: Permit and/or waiver of fee requires Council approval	\$222.00	\$222.00
Temporary storage or placement of materials in r-o-w, including construction parking permit (up to seven days)	\$222.00	\$222.00
OTHER FEES AND CHARGES		
Notary Services (for City documents only)	\$15.00 per signature (or maximum per State law)	\$15.00 per signature (or maximum per State law)
Address Change	\$320.00	\$320.00
Special assessment fee on delinquent Waste Management accounts	\$50.00	\$50.00
CITY-OWNED ELECTRIC VEHICLE CHARGING STATION		
Per hour for the first 3 hours while vehicle is charging	\$1.50	\$1.50
Per hour after first 3 hours or 30 minutes after the vehicle is fully charged	\$5.00	\$5.00
Overnight period of 9:00 PM to 7:00 AM whether vehicle charging or not	\$10.00	\$10.00
CODE ENFORCEMENT		
Construction without Required Permits	Double building and/or encroachment fee portion of total permit cost	Double building and/or encroachment fee portion of total permit cost
Violation of Planning & Zoning Code requirements, nuisance abatement, or Building & Housing Code violations, not otherwise specified by ordinance or set forth herein.	\$100.00 per violation, per day for first violation; \$250.00 per violation, per day for second citation of same provision within a 24 consecutive month period; \$500.00 per violation, per day for third citation of same provision within a 24 consecutive month period.	\$100.00 per violation, per day for first violation; \$250.00 per violation, per day for second citation of same provision within a 24 consecutive month period; \$500.00 per violation, per day for third citation of same provision within a 24 consecutive month period.
1. Tier One fines shall be imposed for Code violations other than those specifically listed below under Tier Two fines and shall be as follows:	A. First Citation--\$250.00 for the first violation; B. Second Citation--\$500.00 for the second violation of the same provision of this Code within any 24 consecutive month period;	A. First Citation--\$250.00 for the first violation; B. Second Citation--\$500.00 for the second violation of the same provision of this Code within any 24 consecutive month period;
2. Tier Two fines shall be imposed for the following Code violations only: Albany Municipal Code §12-6.1; the State Housing Code codified in the Health and Safety Code including §17920.3 et al (substandard dwelling structures); and, the Uniform code of Abatement of Dangerous Buildings, which are adopted by reference in Section 12-6.1 of the Albany Municipal Code. Tier Two fines shall be set as follows:	A. First Citation--\$1,000.00 for the first violation; B. Second Citation--\$2,500.00 for the second violation of the same provision of this Code within any 24 consecutive month period; C. Third and Additional Citations--\$5,000.00 for the third and any additional violations of the same provision of this Code within any 24 consecutive month period.	A. First Citation--\$1,000.00 for the first violation; B. Second Citation--\$2,500.00 for the second violation of the same provision of this Code within any 24 consecutive month period; C. Third and Additional Citations--\$5,000.00 for the third and any additional violations of the same provision of this Code within any 24 consecutive month period.
Appeal of Building Official decision to Board of Appeals	\$614.31	\$614.31
Appeal of Notice & Order	\$614.31	\$614.31
Appeal of Administrative Citation	\$614.31	\$614.31

4. FIRE	Fiscal Year 20-21	Fiscal Year 21-22
EMERGENCY RESPONSE		
First Responder	\$300.00 (Standard charge of \$100.00 for engine and \$100.00 each for firefighter/paramedic) per hour	\$300.00 (Standard charge of \$100.00 for engine and \$100.00 each for firefighter/paramedic) per hour
Ambulance	Current composite rate for paramedic services, as approved by the Alameda County Board of Supervisors	Current composite rate for paramedic services, as approved by the Alameda County Board of Supervisors
Ambulance Treatment without Transport not covered by ALCO BOS	\$300	\$300
FALSE ALARM		
Up to two calls in a 90 day period	\$200.00 per call, per hour	\$200.00 per call, per hour
Three or more calls in a 90 day period	\$300.00 per call, beginning with third call, per hour	\$300.00 per call, beginning with third call, per hour
DOCUMENT FEE (See also Administrative Fees)		
Medical Records Supoena	\$25.00	\$25.00
FIRE PREVENTION AND LIFE SAFETY PROGRAM		
Businesses per unit uncrement	\$30.97	\$30.97
<p>(Unit increment determined by the Fire Chief. Fees recapture the costs associated with: Fire & Life Safety inspections, administrative functions, public education, and code review/development). If a business location is vacant, the property owner will be charged. In situations where multiple business license holders share the same workspace, unit increments may be modified. Fees will be collected from either the primary business owner or the tenant.</p>		
<p>Apartments: All apartment complexes will be charged base fee plus the listed fee below. (Fees recapture costs associated with Fire & Life Safety inspections, administrative functions, public education, and code review/development)</p>		
3 - 5 units	\$123.89	\$123.89
6 -10 units	\$185.84	\$185.84
11 - 15 units	\$247.78	\$247.78
16 - 20 units	\$309.73	\$309.73
21 - 25 units	\$371.68	\$371.68
26 - 30 units	\$433.62	\$433.62
31 - 35 units	\$495.57	\$495.57
36 - 40 units	\$557.51	\$557.51
41 - 45 units	\$619.46	\$619.46
46 - 50 units	\$681.41	\$681.41
51 - 55 units	\$743.35	\$743.35
56 - 60 units	\$805.30	\$805.30
61 - 65 units	\$867.24	\$867.24
66 - 70 units	\$929.19	\$929.19
71 - 75 units	\$991.14	\$991.14
76 - 100 units	\$1,053.08	\$1,053.08
101 - 150 units	\$1,115.03	\$1,115.03
151 - 200 units	\$1,238.92	\$1,238.92
201+ units	\$1,858.38	\$1,858.38
Call-back by Fire Marshal	\$148.78	\$148.78
Code Violation Compliance Inspection	\$148.78	\$148.78
PERMITS		
Operational Permit Fees for Businesses are included as part of the "unit increments"		
Miscellaneous Fire Permits not listed below	\$58.63	\$58.63
* additional plan review/inspection time, or additional inspections are charged per hour	\$148.79	\$148.79
Fumigation permit	\$29.87	\$29.87
Compressed Gases:		
Storage, handling or use	\$58.63	\$58.63
Installation or modification of system	\$119.47	\$119.47
Cutting and welding	\$58.63	\$58.63
Automatic Fire Suppression System:		
Residential: includes one plan review, hydrostatic test, & final inspection *	\$596.44	\$596.44
Commercial: includes plan review, hydrostatic test, & final inspection *		

4. FIRE	Fiscal Year 20-21	Fiscal Year 21-22
0 – 100 sprinklers	\$579.64	\$579.64
101-200 sprinklers	\$745.56	\$745.56
201-400 sprinklers	\$898.22	\$898.22
401 + sprinklers	\$1,036.49	\$1,036.49
Hood and Duct Kitchen System: includes plan review, test, & final inspection.	\$1,191.36	\$1,191.36
Hood and Duct Kitchen System: additional plan review/inspection time, or additional inspections are charged per hour	\$148.78	\$148.78
Explosive permit (manufacture, selling, disposal, purchase, storage, use, or transport)	\$122.79	\$122.79
FIRE ALARM SYSTEM		
Commercial: includes first hour for plan review, & first hour for final inspection,. Additional plan review/inspection time, or additional inspections are charged @ \$143.25 per hour	\$614.93	\$614.93
Fire pump and related equipment permit: includes first hour for plan review, & first hour for final inspection. (installation of or modification of fire related fuel tanks, jockey pump, controllers and generators) * additional plan review/inspection time, or additional inspections are charged @ \$143.25 per hour	\$596.24	\$596.24
Flammable and combustible liquids permit: (storage use, handling or transportation of Class I, Class II, or Class IIIA flammable or combustible liquids)	\$59.73	\$59.73
Liquid Petroleum Gas Systems/Storage:		
Storage and use	\$122.79	\$122.79
Installation or modification of LP system. Additional plan review/inspection time, or additional & inspections are charged @ \$143.25 per hour	\$611.80	\$611.80
Tar Kettles permits	\$122.59	\$122.59
Open flame permit	\$122.59	\$122.59
Flammable finish application permit	\$60.15	\$60.15
Standpipe Systems: includes first hour for plan review, & first hour for final inspection. Additional plan review/inspection time, or additional inspections are charged @ \$143.25 per hour	\$611.72	\$611.72
HAZARDOUS MATERIALS, FIRE ENGINE RESPONSE, URBAN WATER RUNOFF		
Engine (Per Hour)	\$0.00	\$0.00
Per Person	\$112.88	\$112.88
Per Vehicle	\$112.88	\$112.88
Fire Personnel (Per Hour)	\$112.88	\$112.88
Outside agencies, contractors and materials	Actual staff cost plus 18% administrative fee	Actual staff cost plus 18% administrative fee
Weed abatement administrative fee	\$148.78	\$148.78

5. POLICE	Fiscal Year 20-21	Fiscal Year 21-22
FALSE ALARMS:		
First excess false alarm response	\$60.00	\$60.00
Second and subsequent excess false alarm responses	\$86.00	\$86.00
CLEARANCE LETTER or LETTER OF GOOD CONDUCT	Resident: No Cost Non-Resident: \$45.00	Resident: No Cost Non-Resident: \$45.00
POLICE REPORTS	\$.10 per page	\$.10 per page
PHOTOGRAPHS	Actual cost	Actual cost
ELECTRONIC RECORDS	\$ 69.00 (each data source)	\$ 69.00 (each data source)
SECOND HAND DEALERS APPLICATION	\$84.00	\$84.00
IMPOUND RELEASE	\$175.00	\$175.00
VIOLATION FINES:		
(All sections are from the Albany Municipal Code unless otherwise specified)		
8-18.2 Possession of Dangerous Weapon	\$186.00	\$186.00
8-18.3 Fighting by Possessor	\$313.00	\$313.00
8-18.4 Discharge of Firearms Prohibited	\$313.00	\$313.00
8-18.5 Bows and Arrows	\$313.00	\$313.00
8-18.6 Hunting, Trapping or Harassing Animals	\$313.00	\$313.00
8-19.3 Firearms Dealer Permit Required	\$624.00	\$624.00
9-3.3 Obedience to Police and Fire Officials	\$129.00	\$129.00
9-4.3 Obedience to Traffic Control Devices	\$129.00	\$129.00
9-5.3 Obedience to No-Turn Signs	\$43.00	\$43.00
9-8.2 Roller Skates, Skateboards and Toy Vehicles	\$26.00	\$26.00
9-10.2 Standing in Parkways Prohibited	\$50.00	\$50.00
9-10.3 Parking for Certain Purposes Prohibited	\$50.00	\$50.00
9-10.4 Parking Parallel with Curb	\$45.00	\$45.00
9-10.5(b) Angle Parking (within markings)	\$45.00	\$45.00
9-10.6(b) Parking Adjacent to Schools	\$45.00	\$45.00
9-10.7 Parking Prohibited on Narrow Streets	\$50.00	\$50.00
9-10.8 Parking on Hills	\$50.00	\$50.00
9-10.9 Unauthorized Parking on Private Property	\$45.00	\$45.00
9-10.10 Parking on City Property	\$42.00	\$42.00
9-10.11 No Parking Zones to Prevent Flooding	\$45.00	\$45.00
9-10.12 Vehicles Not to Interfere with Work on Streets	\$50.00	\$50.00
9-10.13 Stopping or Parking at Hazardous Places	\$50.00	\$50.00
9-10.15 Emergency Parking Signs	\$50.00	\$50.00
9-10.17 a. 1-4 Curb Marking to Indicate No Stopping	\$50.00	\$50.00
9-10.17a.5 Curb Marking to Indicate No Stopping-Blue	\$356.00	\$356.00
9-10.18 Parking Time Limited in Business District	\$45.00	\$45.00
9-10.19 Parking Time Limited on Certain Streets	\$45.00	\$45.00
9-10.20 Parking Prohibited at All Times on Certain Streets	\$45.00	\$45.00
9-10.21 Parking of Oversized Vehicles Prohibited	\$50.00	\$50.00
9-10.2 Parking Prohibited Outside of Spaces	\$45.00	\$45.00
9-10.2 Interference with Officers in Enforcement	\$90.00	\$90.00
9-11.5 Standing in Any Alley	\$50.00	\$50.00
9-11.6 Bus Zones	\$313.00	\$313.00
9-11.7 Funeral Zones	\$50.00	\$50.00
9-12.6 Parking Permits	\$45.00	\$45.00
9-13.2 General Authority of Police	\$45.00	\$45.00
DRUGS/ALCOHOL RELATED ARRESTS (when conviction is obtained):	Actual Staff Cost	Actual Staff Cost
HAZARDOUS MATERIALS RESPONSE	Actual Staff Cost	Actual Staff Cost
ANIMAL CONTROL VIOLATIONS:		
(All sections are from the Albany Municipal Code unless otherwise specified)		
10-2 Inhumane Treatment	\$178.00	\$178.00
10-3.2 Defecation	\$122.00	\$122.00
10-3.4 Rabies	\$122.00	\$122.00

5. POLICE	Fiscal Year 20-21	Fiscal Year 21-22
10-3.5 Disposition of Dead Animals	\$122 + staff time	\$122 + staff time
10-3.6 10-4.1 Public Nuisance	\$178.00	\$178.00
10-4.2 Animals At-large	\$178.00	\$178.00
10-4.3 Vicious/Dangerous Animal	\$178.00	\$178.00
10-5 Animal Licensing – See General License Fees		
10-7 Watchdog or Vicious Animal	\$178.00	\$178.00
PARK, OPEN SPACE, WATERFRONT AND ALBANY HILL AREAS		
(All sections are from the Albany Municipal Code unless otherwise specified)		
8-4.3 Hours of Operation		
First violation	\$100.00	\$100.00
Second violation (within any twelve month period)	\$200.00	\$200.00
Third violation (within any twelve month period)	\$300.00	\$300.00
8-4.4 Camping		
First violation	\$100.00	\$100.00
Second violation (within any twelve month period)	\$200.00	\$200.00
Third violation (within any twelve month period)	\$500.00	\$500.00
8-4.5 Fires		
First violation	\$100.00	\$100.00
Second violation (within any twelve month period)	\$200.00	\$200.00
Third violation (within any twelve month period)	\$500.00	\$500.00
8-4.6 Alcoholic Beverages		
First violation	\$100.00	\$100.00
Second violation (within any twelve month period)	\$200.00	\$200.00
Third violation (within any twelve month period)	\$500.00	\$500.00
8-4.7 Unauthorized Activities		
First violation	\$100.00	\$100.00
Second violation (within any twelve month period)	\$200.00	\$200.00
Third violation (within any twelve month period)	\$500.00	\$500.00

5. POLICE	Fiscal Year 20-21	Fiscal Year 21-22
ANTI-SCAVENGER ORDINANCE		
15-3.3 Unauthorized Collection Prohibited		
First violation	\$100.00	\$100.00
Second violation (within any twelve month period)	\$200.00	\$200.00
Third violation (within any twelve month period)	\$500.00	\$500.00
15-3.4 Destroying, Scattering or Collection Without Consent		
First violation	\$100.00	\$100.00
Second violation (within any twelve month period)	\$200.00	\$200.00
Third violation (within any twelve month period)	\$500.00	\$500.00
15-3.5 Unauthorized Removal of Container		
First violation	\$100.00	\$100.00
Second violation (within any twelve month period)	\$200.00	\$200.00
Third violation (within any twelve month period)	\$500.00	\$500.00

6. PUBLIC WORKS	Fiscal Year 20-21	Fiscal Year 21-22
Copy of Standard Construction Specifications	available on-line no cost	available on-line no cost
Watershed Management Plan (Technical Appendices)	available on-line no cost	available on-line no cost
Transportation Permit:		
Oversized and overweight vehicles	\$18.17	\$18.17
b. House Moving permit	\$342.01	\$342.01
TREES:		
Concrete removal (\$10.50/SF, Min. 12 SF)	\$129.00/site or \$8.45/sq. ft. for partial removal	\$129.00/site or \$8.45/sq. ft. for partial removal
Cost to plant tree in City R-O-W (Adopt-a-Tree fee)	\$218.03	\$218.03
Tree replacement in City Right of Way	\$109.01	\$109.01
Tree Removal Application fee in City Right of Way	\$218.03	\$218.03
Replant City maintained street tree when removed by City initiated action	No fee	No fee
Tree Maintenance fee	\$45.96	\$45.96
Appeal of Parks & Recreation Commission decision to City Council	\$200.00	\$200.00
BICYCLE AND VEHICLE PARKING:		
Installation of bike rack in public right-of-way (if required as condition of approval)	\$585.94	\$585.94
Accessible Parking (residential zones only; requires prior City approval)		
a. Initial application	\$45.58	\$45.58
b. Accessible parking installation		
1. Blue curb and T-bars	\$131.83	\$131.83
2. Disabled parking sign	\$396.46	\$396.46
3. Disabled parking logo (if needed)	\$65.94	\$65.94
Curb painting for parking space (cost per space)	\$78.67	\$78.67
FLOOD HAZARD LETTER: (determination from Flood Insurance Rate Maps only)	\$464.92	\$464.92
USE OF PUBLIC WORKS VEHICLE AND EQUIPMENT:		
Car, pickup truck, SUV per hour	\$17.31	\$17.31
Light utility vehicle (electric) per hour	\$17.31	\$17.31
Dump truck, 2 axle per hour	\$34.63	\$34.63
Flat bed truck per hour	\$28.86	\$28.86
Loader/backhoe per hour	\$46.17	\$46.17
Street sweeper per hour	\$75.03	\$75.03
High pressure flushing/vacuum truck (Vactor) per hour	\$86.57	\$86.57
Sewer rodding truck per hour	\$52.00	\$52.00
Street barrier rental fee per week	\$35.27	\$35.27
STREET AND TRASH VIOLATIONS		
14-1.2 Damage to public property	\$130.53 + hourly cost of maintenance worker	\$130.53 + hourly cost of maintenance worker
14-1.3 Obstruction of streets and sidewalks	\$ 98.10 + hourly cost of maintenance worker	\$ 98.10 + hourly cost of maintenance worker
15-2.2 Dumping garbage on public property	\$130.53 + hourly cost of maintenance worker	\$130.53 + hourly cost of maintenance worker
15-2.13 Household garbage in City trash can	\$ 98.10 + hourly cost of maintenance worker	\$ 98.10 + hourly cost of maintenance worker

7. RECREATION & COMMUNITY SERVICES	Fiscal Year 20-21		Fiscal Year 21-22	
ATHLETIC FIELDS: Ocean View Park, Memorial Park				
	Resident	Non-resident	Resident	Non-resident
- Youth Teams, Leagues, Groups per hour	\$13.25	\$20.75	\$13.25	\$20.75
- Adult Teams, Leagues, Groups per hour	\$19.75	\$30.50	\$19.75	\$30.50
- Business Teams, Leagues, Groups per hour	\$26.25	\$37.00	\$26.25	\$37.00
Albany Unified School District (subject to joint use agreement) Field Use Only - No Lights	No Charge		No Charge	
Field Lights Fee (Added to hourly rental rate) per hour	\$12.25	\$12.25	\$12.25	\$12.25
PICNIC/BBQ AREAS:				
	Resident	Non-resident	Resident	Non-resident
Memorial Park: (4 hour min.): 9:30 am-1:30 pm; or 2:30 pm-6:30 pm				
- East Side (4 Tables Max 24 people) per time block	\$71.25	\$82.00	\$71.25	\$82.00
- West Side (5 Tables Max 30 people) per time block	\$88.50	\$99.25	\$88.50	\$99.25
- Entire Picnic Area (9 Tables Max 54 people) per time block	\$157.75	\$168.50	\$157.75	\$168.50
Plus a Security/Cleaning Deposit (Refundable) flat fee	\$54.00	\$54.00	\$54.00	\$54.00
Jewel's Terrace Park: (4 hour min.): 9 am-1 pm; 2 pm-6 pm				
- Entire Picnic Area (5 Tables Max 30 people) per time block	\$88.50	\$99.25	\$88.50	\$99.25
Plus a Security/Cleaning Deposit (Refundable) flat fee	\$50.00	\$50.00	\$50.00	\$50.00
Ocean View Park: (4 hour min.): 10 am-2 pm; 3 pm-7 pm				
- Cedar Area (3 Tables Max 18 people) per time block	\$54.00	\$64.75	\$54.00	\$64.75
- Maple, Pine, Oak & Spruce Areas (2 Tables each Max 12 people) per time block	\$36.75	\$47.50	\$36.75	\$47.50
- Ponderosa Area (1 Table Max 6 people) per time block	\$21.50	\$32.50	\$21.50	\$32.50
- Entire Park (Picnic Area 12 Tables Max 144 people) per time block	\$209.50	\$220.25	\$209.50	\$220.25
Plus a Security/Cleaning Deposit (Refundable) per time block	\$50.00	\$50.00	\$50.00	\$50.00
MEMORIAL PARK EVENT AREA:				
- West Side Grass & Stage: Community Based Organizations Only (Permit Required) per hour	\$43.25	\$54.00	\$43.25	\$54.00
- East Side Grass; Community Based Organizations Only (Permit Required) per hour	\$32.50	\$43.25	\$32.50	\$43.25
- Entire Park; Albany Community Based Organizations Only (Permit Required) per hour	\$118.75	\$129.50	\$118.75	\$129.50
- Stage Power (Must Rent West Grass & Stage; Permit Required) per hour	\$52.50	\$55.00	\$52.50	\$55.00
- Stage Power Deposit (Refundable) flat	\$108.00	\$108.00	\$108.00	\$108.00
SENIOR/YOUTH ANNEX				
- Garden Event Area Behind Senior/Youth Annex per hour	\$43.25	\$54.00	\$43.25	\$54.00
TENNIS COURTS:				
	Resident	Non-resident	Resident	Non-resident
Ocean View Park, Memorial Park, Terrace Park per hour/per court	\$8.75	\$10.75	\$8.75	\$10.75
Commercial Use - Instructor Fee per hour/per court (Ocean View Courts Only/Day Rental Only)	\$21.50	\$21.50	\$21.50	\$21.50
Pickleball Rental per hour (Ocean View Courts Only/Fee is for both courts)	\$17.25	\$21.50	\$17.25	\$21.50
Albany Unified School District (subject to joint use agreement) Courts only - No lights	No Charge		No Charge	
Single Use Light Access Code (Must reserve court for key code) per hour	\$4.00	\$4.00	\$4.00	\$4.00
Tennis Light Access Code:				
- Full-Year: (July 1- June 30) per key	\$65.00	\$75.00	\$65.00	\$75.00
- Half-Year: (January 1-June 30) per key	\$33.00	\$38.00	\$33.00	\$38.00
*Must have light access code to reserve courts after 5:30 pm (Nov-Mar), after 7:00 pm (April-Oct)				
COMMUNITY ROOM: Albany Community Center				
	Resident	Non-resident	Resident	Non-resident
- Community Based Organization (Not for Profit) per hour	\$64.75	\$70.25	\$64.75	\$70.25
- Private Rental for Social or Fundraising per hour	\$91.75	\$102.50	\$91.75	\$102.50
- Commercial and Business per hour	\$108.00	\$118.75	\$108.00	\$118.75
Albany Unified School District (subject to joint use agreement)	No Charge		No Charge	
Weekend Reservations (Friday-Sunday) Added to hourly rate per hour	\$27.00	\$29.25	\$27.00	\$29.25
Security/Cleaning Deposit (Refundable) flat fee		\$500.00		\$0.00

7. RECREATION & COMMUNITY SERVICES		Fiscal Year 20-21		Fiscal Year 21-22	
MULTI-USE ROOM: Albany Senior Center					
	Resident	Non-resident	Resident	Non-resident	
- Community Based Organization (Not for Profit) per hour	\$48.50	\$54.00	\$48.50	\$54.00	
- Private Rental for Social or Fundraising per hour	\$57.25	\$68.00	\$57.25	\$68.00	
- Commercial and Business per hour	\$73.50	\$84.25	\$73.50	\$84.25	
Albany Unified School District (subject to joint use agreement)	No Charge		No Charge		
Security/Cleaning Deposit (Refundable) flat fee		\$250.00		\$0.00	
MEETING ROOMS: Community Center (EOC, Room 1, Room 2, Craft, Edith Stone), Senior Center (South Room), The Senior Annex					
	Resident	Non-resident	Resident	Non-resident	
- Community Based Organization (Not for Profit) per hour	\$32.50	\$37.75	\$32.50	\$37.75	
- Private Rental for Social or Fundraising per hour	\$41.00	\$51.75	\$41.00	\$51.75	
- Commercial and Business per hour	\$57.25	\$68.00	\$57.25	\$68.00	
Albany Unified School District (subject to joint use agreement)	No Charge		No Charge		
Security/Cleaning Deposit (Refundable) flat fee		\$250.00		\$0.00	
MEMORIAL PARK FACILITY					
	Resident	Non-resident	Resident	Non-resident	
- Community Based Organization (Not for Profit) per hour	\$43.25	\$48.50	\$43.25	\$48.50	
- Private Rental for Social or Fundraising per hour	\$51.75	\$62.75	\$51.75	\$62.75	
- Commercial and Business per hour	\$68.00	\$78.75	\$68.00	\$78.75	
Albany Unified School District (subject to joint use agreement)	No Charge		No Charge		
Security/Cleaning Deposit (Refundable) flat fee		\$500.00		\$0.00	
BLOCK PARTY:					
- Block Party Package: Includes Application Processing; Barrier Delivery & Pick-up flat fee		\$43.25		\$43.25	
- Event Insurance (Required)	Quote by Insurance Company		Quote by Insurance Company		
MISCELLANEOUS FACILITY RENTAL FEES:					
1. Event Insurance (Includes processing fee)	Quote by Insurance Company		Quote by Insurance Company		
2. City Alcohol Permit Fee (Exclusive of ABC Fee) per application		\$25.00		\$25.00	
3. Additional Security Required	Cost of service		Cost of service		
4. Late Payment Fee	Late payment fee: 20% of balance of fees due		Late payment fee: 20% of balance of fees due		
5. Audio/Visual system (Projector/Screen/PA System(Community Center and Senior Center) flat fee		\$50.00		\$50.00	
6. Transfer fee for Room Reservation fee per change		\$25.00		\$25.00	
7. Transfer/Cancellation fee for Field / Tennis Reservation fee per change		\$5.00		\$5.00	
8. Table Rental Fee per table		\$15.00		\$15.00	
9. Stage (6 pieces available; Each 2' x 4' + Wheel Chair Ramp) per stage piece		\$20.00		\$20.00	
10. Curtains (Black formal curtains that line the walls of the Community Room)					
- Front Wall		\$50.00		\$50.00	
- Full Room		\$200.00		\$200.00	
11. Tall Cocktail Tables (6 available) Community Center Only per table		\$10.00		\$10.00	
12. Podium (Community Center & Senior Center flat fee		\$15.00		\$15.00	
13. 10' x 10' Event Tent Rental (Includes Stakes) (5 available) per tent		\$25.00		\$25.00	
14. 10' x 10' Event Tent Deposit (Refundable) flat fee		\$50.00		\$50.00	
15. Ongoing <u>Indoor</u> Rental Discount (6 Dates or More on Application) % off base rate		10%		10%	
All event rental fees include an 8% CIP charge contributed to the Building Reserve Fund					

7. RECREATION & COMMUNITY SERVICES

Exhibit A - CLASSIFICATION FOR PRIORITY USE OF CITY PARK & RECREATION FACILITIES

1. Department Sponsored Activities

Recreation and Community Service programs and activities directly sponsored by the Recreation & Community services Department; other City of Albany activities as approved by the Director of Recreation & Community Services.

2. School Sponsored Activities (Senior Center for adult activities)

Adult or youth programs sponsored by the Albany Unified School District and Saint Mary's College High School.
Adult or youth programs sponsored by Peralta Community College or by the University of California, Berkeley.

3. Community Youth Groups and Leagues (At all facilities except Senior Center)

Any organized youth group or league having the following qualifications:

Non profit.

A majority of the members are 17 years or younger and Albany residents.

Has voluntary adult leaders, coaches or chaperones.

Is recreational in nature.

Shall have no membership restrictions other than age and gender.

Has definite organizational structure.

Its primary interest is in community school age youth.

4. Community Disabled/Senior Citizens Groups

An organized youth or adult group having the following qualifications:

Non profit.

Organized to serve a specific group of Albany residents who either suffer from a specific disability or are above the age of 55 years of age. Is primarily recreational in nature, but may also serve some social service need or educational needs for their group.

Has a specific organizational structure.

5. Community Service Clubs & Other Community Groups

Any organized youth or adult service group having the following qualifications:

Non profit.

A majority of members live, work, or own businesses in Albany.

Has officers, a definite organizational structure, meets regularly.

Senior Center Only: (School activities for young people and Community Youth Groups are next in priority order here)

6. Private Rental for Social Activities

All groups in #2 - 6 above who wish to conduct a special activity not open to the general public.

City of Albany business firms and associations conducting official company or group activities.

City of Albany residents conducting private family or individual parties, receptions, picnics, etc.

7. Fund Raising Activities

All fund raising activities by groups in #2 - 7.

8. Commercial Use or Non Resident Recreational Use

Commercial for-profit activities.

Non-resident reservations for recreational activities.

RESOLUTION NO. 2021-59

**A RESOLUTION OF THE ALBANY CITY COUNCIL AMENDING THE
CITY OF ALBANY MASTER FEE SCHEDULE**

WHEREAS, the master fee schedule is a single document that consolidates various user and service fees, regulatory and permit fees, development impact fees, infrastructure connection fees, and fines and penalties associated with violations of the Municipal Code; and

WHEREAS, each City department uses appropriate methodology to set fees that correspond to their operations; and

WHEREAS, in general, fees are set at a level intended to recover some or all of the costs of providing City services, programs, or facilities; and

WHEREAS, the Master Fee Schedule is updated annually; and

WHEREAS, on Friday, May 21, 2021 and Wednesday, May 26, 2021, public notice was published in the West County Times.

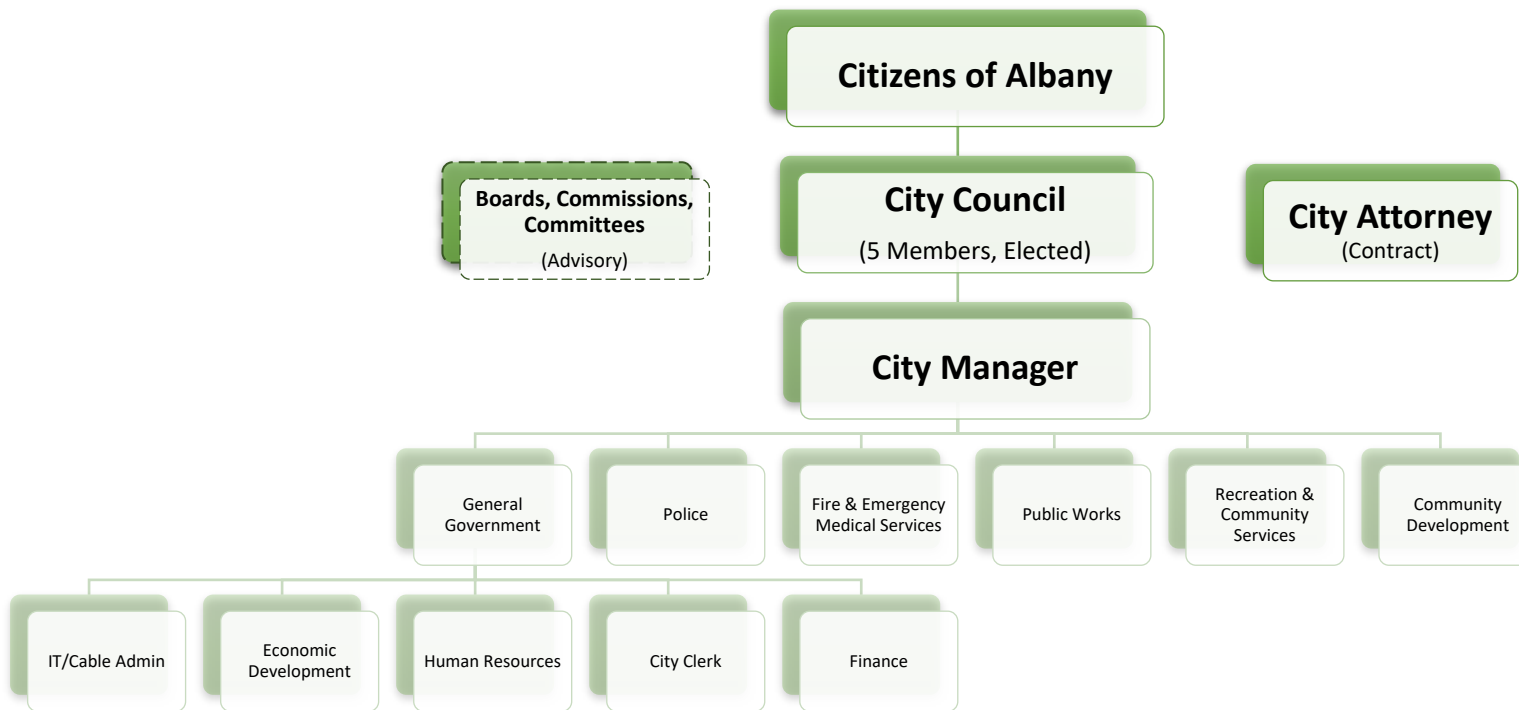
NOW, THEREFORE, BE IT RESOLVED, that the Albany City Council hereby fill in the blank.

BE IT FURTHER RESOLVED, that the Albany City Council hereby approves the amended Master Fee Schedule (incorporated by reference as Exhibit A), effective July 1, 2021.

GE'NELL GARY, MAYOR

2. STAFFING OVERVIEW

2.1 – ALBANY BUDGETARY ORGANIZATIONAL STRUCTURE



2.2 – STAFFING SCHEDULE

Department/Classification	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020 21 Current	FY 2021-22 Proposed	FY 2022-23 Proposed	Inc./Dec. from Current Budget
City Manager/Administration							
Assistant City Manager	1.00	1.00	1.00	0.25	0.25	0.25	-
Assistant City Manager/City Clerk	1.00	-	-	-	-	-	-
Assistant to the City Manager	-	1.00	1.00	1.00	-	-	(1.00)
City Clerk	-	1.00	1.00	1.00	1.00	1.00	-
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	-
Deputy City Clerk	-	-	-	-	1.00	1.00	1.00
Information Technology Analyst	1.00	-	-	-	-	-	-
Information Technology Manager	-	1.00	1.00	1.00	1.00	1.00	-
Management Analyst	-	-	-	-	1.00	1.00	1.00
Media & Communications Manager	1.00	1.00	1.00	1.00	1.00	1.00	-
Neighborhood Services Manager	-	1.00	1.00	-	-	-	-
Sub-Total	5.00	7.00	7.00	5.25	6.25	6.25	1.00
Human Resources							
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00	-
Human Resources Technician	-	1.00	1.00	1.00	1.00	1.00	-
Sub-Total	1.00	2.00	2.00	2.00	2.00	2.00	-
Finance							
Accounting Technician I	0.50	-	-	-	-	-	-
Accounting Technician II	2.00	2.00	2.00	2.00	2.00	2.00	-
Accounting Supervisor	1.00	1.00	-	-	-	-	-
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	-
Finance Manager	-	-	-	1.00	1.00	1.00	-
Financial Analyst	1.00	1.00	-	-	-	-	-
Finance Supervisor	-	-	1.00	-	-	-	-
Financial Coordinator	-	-	1.00	2.00	2.00	2.00	-
Office Assistant II	-	0.50	0.50	0.50	0.50	0.50	-
Payroll Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
Sub-Total	6.50	6.50	6.50	7.50	7.50	7.50	-
Police							
Community Engagement Specialist	1.00	-	-	-	-	-	-
Crossing Guard	6.00	-	-	-	-	-	-
Police Administrative Specialist	-	1.00	1.00	1.00	1.00	1.00	-
Police Records Assistant	-	-	1.00	1.00	1.00	1.00	-
Police Records Specialist	0.80	0.80	0.80	0.80	0.80	0.80	-
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	-
Police Lieutenant	2.00	2.00	2.00	2.00	2.00	2.00	-
Police Officer	18.00	18.00	18.00	17.00	17.00	17.00	-
Police Sergeant	6.00	6.00	6.00	6.00	6.00	6.00	-
Police Services Technician I	1.00	1.00	-	-	-	-	-
Public Safety Dispatcher	6.00	7.00	7.00	8.00	8.00	8.00	-
Public Safety Dispatcher (Police Services Technician II/IT Technician)	-	1.00	1.00	1.00	1.00	1.00	-
Sub-Total	41.80	37.80	37.80	37.80	37.80	37.80	-
Fire / EMS							
Fire Captain	3.00	3.00	3.00	3.00	3.00	3.00	-
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	-
Fire Engineer	6.00	6.00	6.00	6.00	6.00	6.00	-
Fire Fighter / Paramedic	6.00	6.00	6.00	6.00	6.00	6.00	-
Fire Inspector	1.50	-	-	1.00	1.00	1.00	-
Fire Lieutenant	3.00	3.00	3.00	3.00	3.00	3.00	-
Sub-Total	20.50	19.00	19.00	20.00	20.00	20.00	-

Department/Classification	FY	FY	FY	FY 2020	FY	FY	Inc./Dec.
	2017-18	2018-19	2019-20	21	2021-22	2022-23	from Current Budget
Public Works							
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	-
Assistant Engineer	2.00	2.00	2.00	-	-	-	-
Associate Engineer	-	-	-	2.00	2.00	2.00	-
Associate Transportation Planner	1.00	-	-	-	-	-	-
Capital Improvement Program Manager	1.00	1.00	1.00	1.00	1.00	1.00	-
Lead Maintenance Worker	1.00	1.00	1.00	1.00	3.00	3.00	2.00
Maintenance Worker I	1.00	-	-	-	-	-	-
Maintenance Worker II	4.00	5.00	5.00	5.00	3.00	3.00	(2.00)
Management Analyst	-	-	1.00	1.00	1.00	1.00	-
Public Works Director/City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	-
Public Works Manager	1.00	1.00	1.00	1.00	1.00	1.00	-
Urban Forestry Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	-
Sub-Total	14.00	13.00	14.00	14.00	14.00	14.00	-
Recreation & Community Services							
Management Analyst	1.00	-	-	1.00	1.00	1.00	-
Recreation & Community Services Director	1.00	1.00	1.00	0.75	0.75	0.75	-
Recreation & Community Services Manager	1.00	-	2.00	1.00	1.00	1.00	-
Recreation Coordinator I	1.00	2.00	2.00	1.00	1.00	1.00	-
Recreation Coordinator II	5.00	3.00	4.00	6.00	6.00	6.00	-
Recreation Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	-
Senior Recreation Supervisor	-	2.00	-	-	-	-	-
Senior Van Driver	0.75	0.75	0.75	0.75	0.75	0.75	-
Sub-Total	11.75	10.75	11.75	12.50	12.50	12.50	-
Community Development							
Administrative Assistant	-	1.00	1.00	1.00	1.00	1.00	-
Assistant Planner	2.00	-	1.00	1.00	1.00	1.00	-
Associate Planner	1.00	1.00	1.00	2.00	2.00	2.00	-
Associate Transportation Planner	-	1.00	-	-	-	-	-
Building Inspector II	1.00	1.00	1.00	1.00	1.00	1.00	-
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00	-
Community Development Technician	1.00	1.00	1.00	1.00	1.00	1.00	-
Office Assistant II	1.00	1.00	-	-	-	-	-
Planning Manager	1.00	1.00	1.00	2.00	2.00	2.00	-
Program Manager (Sustainability)	-	1.00	1.00	-	-	-	-
Senior Planner (Transportation)	-	-	1.00	-	-	-	-
Sub-Total	8.00	9.00	9.00	9.00	9.00	9.00	-
GRAND TOTAL - ALL POSITIONS	108.55	105.05	107.05	108.05	109.05	109.05	1.00

2.3 - BARGAINING UNIT CHANGES FOR FISCAL YEARS 2021-22/2022-23

Albany Fire Fighters' Association, I.A.F.F. Local 5130 (AFFA)

Term of Agreement: January 1, 2019 through December 31, 2023

Upcoming Changes:

- Add Longevity Pay level at fourteen (14) years of service, to two and one-half per cent (2.5%) of step seven (7) Fire Engineer, effective the first full pay period following December 21, 2021.
- Base salary increase of three and one-half percent (3.5%), effective the first full pay period following January 1, 2022.
- Base salary increase of three and one-half percent (3.5%), effective the first full pay period following January 1, 2023.

Albany Peace Officers' Association (APOA)

Term of Agreement: November 1, 2019 through October 31, 2024

Upcoming Changes:

- Base salary increase of three percent (3%), effective the first full pay period following November 1, 2021.
- Add Longevity Pay of 2.5% for employees who have completed 10 years of service
- Base salary increase of three percent (3%), effective the first full pay period following November 1, 2022.

Service Employees International Union, Local 1021 (SEIU)

Term of Agreement: October 1, 2018 through September 30, 2021

Upcoming Changes:

- Addition of a sixth (6th) step to the salary schedule effective July 1, 2021

2.4 – UPDATED SALARY SCHEDULE FOR CITY EMPLOYEES

The updated Salary Schedule reflects the following changes to provide uniformity of the salary ranges for various City classifications and to ensure equity and fairness:

- The Recreation & Community Services Manager classification has been benchmarked to the Finance Manager classification. Both of these positions require the independent use of tact, discretion, judgment, and extensive knowledge of departmental, technical, and City activities in addition to supervising and directing the work of paraprofessional and technical staff.
- The Information Technology Manager and the Media & Communications Manager classifications has been benchmarked to the previous salary range of the Recreation & Community Services Manager classification (the salary range in effect prior to the change listed above). Both of these positions require the independent use of tact, discretion, judgment, and extensive knowledge of departmental, technical, and City activities, but without the additional duties of supervising and directing the work of paraprofessional and technical staff.
- The newly created Deputy City Clerk classification has been benchmarked to the Financial Coordinator classification due to the similarity in the knowledge, skills, and abilities required for each position.
- The City Clerk classification has been benchmarked to align with the salary range of other department directors within the City.
- The City Treasurer salary range has been deleted.

The updated Salary Schedule also reflects the addition of a sixth step for all Service Employees International Union, Local 1021 (SEIU) Employees effective July 12, 2021, in accordance with the ratified SEIU Memorandum of Understanding, effective October 1, 2018 – September 30, 2021.

CITY OF ALBANY SALARY SCHEDULE
FY 2021-22 and FY 2022-23

Regular Full-Time and Part-Time Classifications

CLASSIFICATION	Unit	Effective	Pay Basis	STEPS WITHIN RANGE						
				1	2	3	4	5	6	7
Accountant	MGMT	02-10-2020	Hourly	\$ 35.9654	\$ 37.7654	\$ 39.6519	\$ 41.6365	\$ 43.7192		
			Monthly	\$ 6,234	\$ 6,546	\$ 6,873	\$ 7,217	\$ 7,578		
			Annual	\$ 74,808	\$ 78,552	\$ 82,476	\$ 86,604	\$ 90,936		
Accounting Supervisor	MGMT	02-10-2020	Hourly	\$ 41.5500	\$ 43.6269	\$ 45.8078	\$ 48.0981	\$ 50.5039		
			Monthly	\$ 7,202	\$ 7,562	\$ 7,940	\$ 8,337	\$ 8,754		
			Annual	\$ 86,424	\$ 90,744	\$ 95,280	\$ 100,044	\$ 105,048		
<u>Accounting Technician I</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 22.6096	\$ 23.7404	\$ 24.9289	\$ 26.1750	\$ 27.4846	<u>\$ 28.8578</u>	
			Monthly	\$ 3,919	\$ 4,115	\$ 4,321	\$ 4,537	\$ 4,764	<u>\$ 5,002</u>	
			Annual	\$ 47,028	\$ 49,380	\$ 51,852	\$ 54,444	\$ 57,168	<u>\$ 60,024</u>	
<u>Accounting Technician II</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 24.9289	\$ 26.1750	\$ 27.4846	\$ 28.8578	\$ 30.3000	<u>\$ 31.8173</u>	
			Monthly	\$ 4,321	\$ 4,537	\$ 4,764	\$ 5,002	\$ 5,252	<u>\$ 5,515</u>	
			Annual	\$ 51,852	\$ 54,444	\$ 57,168	\$ 60,024	\$ 63,024	<u>\$ 66,180</u>	
<u>Administrative Assistant</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 27.4904	\$ 28.8635	\$ 30.3058	\$ 31.8231	\$ 33.4154	<u>\$ 35.0885</u>	
			Monthly	\$ 4,765	\$ 5,003	\$ 5,253	\$ 5,516	\$ 5,792	<u>\$ 6,082</u>	
			Annual	\$ 57,180	\$ 60,036	\$ 63,036	\$ 66,192	\$ 69,504	<u>\$ 72,984</u>	
Assistant City Manager	MGMT	02-10-2020	Hourly	\$ 71.9135	\$ 75.5078	\$ 79.2808	\$ 83.2443	\$ 87.4039		
			Monthly	\$ 12,465	\$ 13,088	\$ 13,742	\$ 14,429	\$ 15,150		
			Annual	\$ 149,580	\$ 157,056	\$ 164,904	\$ 173,148	\$ 181,800		
Assistant Engineer	MGMT	02-10-2020	Hourly	\$ 38.4289	\$ 40.3500	\$ 42.3693	\$ 44.4865	\$ 46.7135		
			Monthly	\$ 6,661	\$ 6,994	\$ 7,344	\$ 7,711	\$ 8,097		
			Annual	\$ 79,932	\$ 83,928	\$ 88,128	\$ 92,532	\$ 97,164		
<u>Assistant Planner</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 31.6615	\$ 33.2423	\$ 34.9039	\$ 36.6519	\$ 38.4865	<u>\$ 40.4135</u>	
			Monthly	\$ 5,488	\$ 5,762	\$ 6,050	\$ 6,353	\$ 6,671	<u>\$ 7,005</u>	
			Annual	\$ 65,856	\$ 69,144	\$ 72,600	\$ 76,236	\$ 80,052	<u>\$ 84,060</u>	
Assistant to the City Manager	MGMT	02-10-2020	Hourly	\$ 49.3558	\$ 51.8250	\$ 54.4154	\$ 57.1385	\$ 59.9943		
			Monthly	\$ 8,555	\$ 8,983	\$ 9,432	\$ 9,904	\$ 10,399		
			Annual	\$ 102,660	\$ 107,796	\$ 113,184	\$ 118,848	\$ 124,788		
<u>Assistant Transportation Planner</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 31.6615	\$ 33.2423	\$ 34.9039	\$ 36.6519	\$ 38.4865	<u>\$ 40.4135</u>	
			Monthly	\$ 5,488	\$ 5,762	\$ 6,050	\$ 6,353	\$ 6,671	<u>\$ 7,005</u>	
			Annual	\$ 65,856	\$ 69,144	\$ 72,600	\$ 76,236	\$ 80,052	<u>\$ 84,060</u>	
Associate Engineer	MGMT	02-10-2020	Hourly	\$ 43.6443	\$ 45.8250	\$ 48.1154	\$ 50.5211	\$ 53.0481		
			Monthly	\$ 7,565	\$ 7,943	\$ 8,340	\$ 8,757	\$ 9,195		
			Annual	\$ 90,780	\$ 95,316	\$ 100,080	\$ 105,084	\$ 110,340		

CITY OF ALBANY SALARY SCHEDULE
FY 2021-22 and FY 2022-23

Regular Full-Time and Part-Time Classifications

CLASSIFICATION	Unit	Effective	Pay Basis	STEPS WITHIN RANGE						
				1	2	3	4	5	6	7
Associate Planner	MGMT	02-10-2020	Hourly	\$ 38.3308	\$ 40.2461	\$ 42.2596	\$ 44.3711	\$ 46.5923		
			Monthly	\$ 6,644	\$ 6,976	\$ 7,325	\$ 7,691	\$ 8,076		
			Annual	\$ 79,728	\$ 83,712	\$ 87,900	\$ 92,292	\$ 96,912		
Associate Transportation Planner	MGMT	02-10-2020	Hourly	\$ 38.3308	\$ 40.2461	\$ 42.2596	\$ 44.3711	\$ 46.5923		
			Monthly	\$ 6,644	\$ 6,976	\$ 7,325	\$ 7,691	\$ 8,076		
			Annual	\$ 79,728	\$ 83,712	\$ 87,900	\$ 92,292	\$ 96,912		
<u>Building Inspector I</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 31.6615	\$ 33.2423	\$ 34.9039	\$ 36.6519	\$ 38.4865	<u>\$ 40.4135</u>	
			Monthly	\$ 5,488	\$ 5,762	\$ 6,050	\$ 6,353	\$ 6,671	<u>\$ 7,005</u>	
			Annual	\$ 65,856	\$ 69,144	\$ 72,600	\$ 76,236	\$ 80,052	<u>\$ 84,060</u>	
<u>Building Inspector II</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 34.9096	\$ 36.6578	\$ 38.4923	\$ 40.4193	\$ 42.4385	<u>\$ 44.5615</u>	
			Monthly	\$ 6,051	\$ 6,354	\$ 6,672	\$ 7,006	\$ 7,356	<u>\$ 7,724</u>	
			Annual	\$ 72,612	\$ 76,248	\$ 80,064	\$ 84,072	\$ 88,272	<u>\$ 92,688</u>	
Building Plans Examiner	MGMT	02-10-2020	Hourly	\$ 37.1596	\$ 39.0173	\$ 40.9673	\$ 43.0154	\$ 45.1673		
			Monthly	\$ 6,441	\$ 6,763	\$ 7,101	\$ 7,456	\$ 7,829		
			Annual	\$ 77,292	\$ 81,156	\$ 85,212	\$ 89,472	\$ 93,948		
CIP Program Manager	MGMT	02-10-2020	Hourly	\$ 54.0808	\$ 56.7865	\$ 59.6250	\$ 62.6078	\$ 65.7404		
			Monthly	\$ 9,374	\$ 9,843	\$ 10,335	\$ 10,852	\$ 11,395		
			Annual	\$ 112,488	\$ 118,116	\$ 124,020	\$ 130,224	\$ 136,740		
<u>City Clerk</u>	<u>MGMT</u>	<u>07-12-2021</u>	Hourly	<u>\$ 68.4865</u>	<u>\$ 71.9135</u>	<u>\$ 75.5078</u>	<u>\$ 79.2808</u>	<u>\$ 83.2443</u>		
			Monthly	<u>\$ 11,871</u>	<u>\$ 12,465</u>	<u>\$ 13,088</u>	<u>\$ 13,742</u>	<u>\$ 14,429</u>		
			Annual	<u>\$ 142,452</u>	<u>\$ 149,580</u>	<u>\$ 157,056</u>	<u>\$ 164,904</u>	<u>\$ 173,148</u>		
City Clerk/Assistant City Manager	MGMT	02-10-2020	Hourly	\$ 68.4865	\$ 71.9135	\$ 75.5078	\$ 79.2808	\$ 83.2443		
			Monthly	\$ 11,871	\$ 12,465	\$ 13,088	\$ 13,742	\$ 14,429		
			Annual	\$ 142,452	\$ 149,580	\$ 157,056	\$ 164,904	\$ 173,148		
City Manager	MGMT	02-10-2020	Hourly					\$ 99,7269		
			Monthly					\$ 17,286		
			Annual					\$ 207,432		
<u>City Treasurer (0.4FTE – 832 hours/year)</u>	<u>ELECT</u>	<u>04-19-2018</u>	Hourly					<u>\$ 48,0000</u>		
			Monthly					<u>\$ 3,328</u>		
			Annual					<u>\$ 39,936</u>		
Community Development Director	MGMT	02-10-2020	Hourly	\$ 68.4865	\$ 71.9135	\$ 75.5078	\$ 79.2808	\$ 83.2443		
			Monthly	\$ 11,871	\$ 12,465	\$ 13,088	\$ 13,742	\$ 14,429		
			Annual	\$ 142,452	\$ 149,580	\$ 157,056	\$ 164,904	\$ 173,148		

CITY OF ALBANY SALARY SCHEDULE
FY 2021-22 and FY 2022-23

Regular Full-Time and Part-Time Classifications

CLASSIFICATION	Unit	Effective	Pay Basis	STEPS WITHIN RANGE							
				1	2	3	4	5	6	7	
Community Development Technician	SEIU	07-12-2021	Hourly	\$ 28.5058	\$ 29.9308	\$ 31.4250	\$ 32.9943	\$ 34.6443	\$ 36.3750		
			Monthly	\$ 4,941	\$ 5,188	\$ 5,447	\$ 5,719	\$ 6,005	\$ 6,305		
			Annual	\$ 59,292	\$ 62,256	\$ 65,364	\$ 68,628	\$ 72,060	\$ 75,660		
Community Engagement Specialist	MGMT	02-10-2020	Hourly	\$ 28.0039	\$ 29.4058	\$ 30.8769	\$ 32.4231	\$ 34.0443			
			Monthly	\$ 4,854	\$ 5,097	\$ 5,352	\$ 5,620	\$ 5,901			
			Annual	\$ 58,248	\$ 61,164	\$ 64,224	\$ 67,440	\$ 70,812			
Council Member	ELECT	12-15-2010	Monthly	\$300.00							
Deputy City Clerk	MGMT	07-01-2021	Hourly	\$ 32.6193	\$ 34.2519	\$ 35.9654	\$ 37.7654	\$ 39.6519			
			Monthly	\$ 5,654	\$ 5,937	\$ 6,234	\$ 6,546	\$ 6,873			
			Annual	\$ 67,848	\$ 71,244	\$ 74,808	\$ 78,552	\$ 82,476			
Executive Assistant	MGMT	02-10-2020	Hourly	\$ 28.8461	\$ 30.2885	\$ 31.8058	\$ 33.3981	\$ 35.0654			
			Monthly	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,789	\$ 6,078			
			Annual	\$ 60,000	\$ 63,000	\$ 66,156	\$ 69,468	\$ 72,936			
Finance Director	MGMT	02-10-2020	Hourly	\$ 68.4865	\$ 71.9135	\$ 75.5078	\$ 79.2808	\$ 83.2443			
			Monthly	\$ 11,871	\$ 12,465	\$ 13,088	\$ 13,742	\$ 14,429			
			Annual	\$ 142,452	\$ 149,580	\$ 157,056	\$ 164,904	\$ 173,148			
Financial Analyst	MGMT	02-10-2020	Hourly	\$ 35.9654	\$ 37.7654	\$ 39.6519	\$ 41.6365	\$ 43.7193			
			Monthly	\$ 6,234	\$ 6,546	\$ 6,873	\$ 7,217	\$ 7,578			
			Annual	\$ 74,808	\$ 78,552	\$ 82,476	\$ 86,604	\$ 90,936			
Financial Coordinator	MGMT	02-10-2020	Hourly	\$ 32.6193	\$ 34.2519	\$ 35.9654	\$ 37.7654	\$ 39.6519			
			Monthly	\$ 5,654	\$ 5,937	\$ 6,234	\$ 6,546	\$ 6,873			
			Annual	\$ 67,848	\$ 71,244	\$ 74,808	\$ 78,552	\$ 82,476			
Finance Manager	MGMT	07-01-2020	Hourly	\$ 54.1269	\$ 56.8328	\$ 59.6769	\$ 62.6596	\$ 65.7923			
			Monthly	\$ 9,382	\$ 9,851	\$ 10,344	\$ 10,861	\$ 11,404			
			Annual	\$ 112,584	\$ 118,212	\$ 124,128	\$ 130,332	\$ 136,848			
Finance Supervisor	MGMT	02-10-2020	Hourly	\$ 41.5500	\$ 43.6269	\$ 45.8078	\$ 48.0981	\$ 50.5039			
			Monthly	\$ 7,202	\$ 7,562	\$ 7,940	\$ 8,337	\$ 8,754			
			Annual	\$ 86,424	\$ 90,744	\$ 95,280	\$ 100,044	\$ 105,048			
Fire Captain	AFFA	01-14-2019	Hourly	\$ 38.2665	\$ 40.1786	\$ 42.1896	\$ 44.2995	\$ 46.5165	\$ 48.8406	\$ 51.2844	
			Monthly	\$ 9,286	\$ 9,750	\$ 10,238	\$ 10,750	\$ 11,288	\$ 11,852	\$ 12,445	
			Annual	\$ 111,432	\$ 117,000	\$ 122,856	\$ 129,000	\$ 135,456	\$ 142,224	\$ 149,340	
Fire Chief	UNSFT	02-10-2020	Hourly	\$ 77.7058	\$ 81.5885	\$ 85.6673	\$ 89.9481	\$ 94.4481			
			Monthly	\$ 13,469	\$ 14,142	\$ 14,849	\$ 15,591	\$ 16,371			
			Annual	\$ 161,628	\$ 169,704	\$ 178,188	\$ 187,092	\$ 196,452			
Fire Engineer	AFFA	01-14-2019	Hourly	\$ 31.4794	\$ 33.0536	\$ 34.7102	\$ 36.4451	\$ 38.2665	\$ 40.1786	\$ 42.1896	
			Monthly	\$ 7,639	\$ 8,021	\$ 8,423	\$ 8,844	\$ 9,286	\$ 9,750	\$ 10,238	
			Annual	\$ 91,668	\$ 96,252	\$ 101,076	\$ 106,128	\$ 111,432	\$ 117,000	\$ 122,856	

CITY OF ALBANY SALARY SCHEDULE
FY 2021-22 and FY 2022-23

Regular Full-Time and Part-Time Classifications

CLASSIFICATION	Unit	Effective	Pay Basis	STEPS WITHIN RANGE						
				1	2	3	4	5	6	7
Fire Fighter	AFFA	01-14-2019	Hourly	\$ 28.5495	\$ 29.9794	\$ 31.4794	\$ 33.0536	\$ 34.7102	\$ 36.4451	\$ 38.2665
			Monthly	\$ 6,928	\$ 7,275	\$ 7,639	\$ 8,021	\$ 8,423	\$ 8,844	\$ 9,286
			Annual	\$ 83,136	\$ 87,300	\$ 91,668	\$ 96,252	\$ 101,076	\$ 106,128	\$ 111,432
Fire Inspector	MGMT	07-01-2020	Hourly	\$ 35.5904	\$ 37.3673	\$ 39.2365	\$ 41.1981	\$ 43.2578		
			Monthly	\$ 6,169	\$ 6,477	\$ 6,801	\$ 7,141	\$ 7,498		
			Annual	\$ 74,028	\$ 77,724	\$ 81,612	\$ 85,692	\$ 89,976		
Fire Lieutenant	AFFA	01-14-2019	Hourly	\$ 34.7102	\$ 36.4451	\$ 38.2665	\$ 40.1786	\$ 42.1896	\$ 44.2995	\$ 46.5165
			Monthly	\$ 8,423	\$ 8,844	\$ 9,286	\$ 9,750	\$ 10,238	\$ 10,750	\$ 11,288
			Annual	\$ 101,076	\$ 106,128	\$ 111,432	\$ 117,000	\$ 122,856	\$ 129,000	\$ 135,456
Human Resources Analyst	MGMT	02-10-2020	Hourly	\$ 37.1596	\$ 39.0173	\$ 40.9673	\$ 43.0154	\$ 45.1673		
			Monthly	\$ 6,441	\$ 6,763	\$ 7,101	\$ 7,456	\$ 7,829		
			Annual	\$ 77,292	\$ 81,156	\$ 85,212	\$ 89,472	\$ 93,948		
Human Resources Director	MGMT	02-10-2020	Hourly	\$ 68.4865	\$ 71.9135	\$ 75.5078	\$ 79.2808	\$ 83.2443		
			Monthly	\$ 11,871	\$ 12,465	\$ 13,088	\$ 13,742	\$ 14,429		
			Annual	\$ 142,452	\$ 149,580	\$ 157,056	\$ 164,904	\$ 173,148		
Human Resources Technician	MGMT	02-10-2020	Hourly	\$ 26.6885	\$ 28.0211	\$ 29.4231	\$ 30.8943	\$ 32.4404		
			Monthly	\$ 4,626	\$ 4,857	\$ 5,100	\$ 5,355	\$ 5,623		
			Annual	\$ 55,512	\$ 58,284	\$ 61,200	\$ 64,260	\$ 67,476		
Information Technology Analyst	MGMT	02-10-2020	Hourly	\$ 35.9193	\$ 37.7135	\$ 39.6000	\$ 41.5789	\$ 43.6558		
			Monthly	\$ 6,226	\$ 6,537	\$ 6,864	\$ 7,207	\$ 7,567		
			Annual	\$ 74,712	\$ 78,444	\$ 82,368	\$ 86,484	\$ 90,804		
<u>Information Technology Manager</u>	<u>MGMT</u>	<u>07-12-2021</u>	<u>Hourly</u>	<u>\$ 50.4578</u>	<u>\$ 52.9789</u>	<u>\$ 55.6269</u>	<u>\$ 58.4078</u>	<u>\$ 61.3269</u>		
			<u>Monthly</u>	<u>\$ 8,746</u>	<u>\$ 9,183</u>	<u>\$ 9,642</u>	<u>\$ 10,124</u>	<u>\$ 10,630</u>		
			<u>Annual</u>	<u>\$ 104,952</u>	<u>\$ 110,196</u>	<u>\$ 115,704</u>	<u>\$ 121,488</u>	<u>\$ 127,560</u>		
<u>Lead Maintenance Worker</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 26.3539	\$ 27.6693	\$ 29.0539	\$ 30.5078	\$ 32.0308	<u>\$ 33.6346</u>	
			Monthly	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288	\$ 5,552	<u>\$ 5,830</u>	
			Annual	\$ 54,816	\$ 57,552	\$ 60,432	\$ 63,456	\$ 66,624	<u>\$ 69,960</u>	
<u>Maintenance Worker I</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 22.5693	\$ 23.7000	\$ 24.8828	\$ 26.1289	\$ 27.4328	<u>\$ 28.8058</u>	
			Monthly	\$ 3,912	\$ 4,108	\$ 4,313	\$ 4,529	\$ 4,755	<u>\$ 4,993</u>	
			Annual	\$ 46,944	\$ 49,296	\$ 51,756	\$ 54,348	\$ 57,060	<u>\$ 59,916</u>	
<u>Maintenance Worker II</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 24.6173	\$ 25.8461	\$ 27.1385	\$ 28.4943	\$ 29.9193	<u>\$ 31.4135</u>	
			Monthly	\$ 4,267	\$ 4,480	\$ 4,704	\$ 4,939	\$ 5,186	<u>\$ 5,445</u>	
			Annual	\$ 51,204	\$ 53,760	\$ 56,448	\$ 59,268	\$ 62,232	<u>\$ 65,340</u>	

CITY OF ALBANY SALARY SCHEDULE
FY 2021-22 and FY 2022-23

Regular Full-Time and Part-Time Classifications

CLASSIFICATION	Unit	Effective	Pay Basis	STEPS WITHIN RANGE						
				1	2	3	4	5	6	7
Management Analyst	MGMT	02-10-2020	Hourly	\$ 37.1596	\$ 39.0173	\$ 40.9673	\$ 43.0154	\$ 45.1673		
			Monthly	\$ 6,441	\$ 6,763	\$ 7,101	\$ 7,456	\$ 7,829		
			Annual	\$ 77,292	\$ 81,156	\$ 85,212	\$ 89,472	\$ 93,948		
Media & Communications Administrator <u>Media & Communications Manager</u>	<u>MGMT</u>	<u>07-12-2021</u>	<u>Hourly</u>	<u>\$ 50.4578</u>	<u>\$ 52.9789</u>	<u>\$ 55.6269</u>	<u>\$ 58.4078</u>	<u>\$ 61.3269</u>		
			<u>Monthly</u>	<u>\$ 8,746</u>	<u>\$ 9,183</u>	<u>\$ 9,642</u>	<u>\$ 10,124</u>	<u>\$ 10,630</u>		
			<u>Annual</u>	<u>\$ 104,952</u>	<u>\$ 110,196</u>	<u>\$ 115,704</u>	<u>\$ 121,488</u>	<u>\$ 127,560</u>		
Neighborhood Services Manager	MGMT	02-10-2020	Hourly	\$ 48.5828	\$ 51.0115	\$ 53.5615	\$ 56.2385	\$ 59.0481		
			Monthly	\$ 8,421	\$ 8,842	\$ 9,284	\$ 9,748	\$ 10,235		
			Annual	\$ 101,052	\$ 106,104	\$ 111,408	\$ 116,976	\$ 122,820		
<u>Office Assistant I</u>	<u>SEIU</u>	<u>07-12-2021</u>	<u>Hourly</u>	<u>\$ 18.5711</u>	<u>\$ 19.5000</u>	<u>\$ 20.4750</u>	<u>\$ 21.4961</u>	<u>\$ 22.5693</u>	<u>\$ 23.7000</u>	
			<u>Monthly</u>	<u>\$ 3,219</u>	<u>\$ 3,380</u>	<u>\$ 3,549</u>	<u>\$ 3,726</u>	<u>\$ 3,912</u>	<u>\$ 4,108</u>	
			<u>Annual</u>	<u>\$ 38,628</u>	<u>\$ 40,560</u>	<u>\$ 42,588</u>	<u>\$ 44,712</u>	<u>\$ 46,944</u>	<u>\$ 49,296</u>	
<u>Office Assistant II</u>	<u>SEIU</u>	<u>07-12-2021</u>	<u>Hourly</u>	<u>\$ 20.4865</u>	<u>\$ 21.5135</u>	<u>\$ 22.5865</u>	<u>\$ 23.7173</u>	<u>\$ 24.9058</u>	<u>\$ 26.1519</u>	
			<u>Monthly</u>	<u>\$ 3,551</u>	<u>\$ 3,729</u>	<u>\$ 3,915</u>	<u>\$ 4,111</u>	<u>\$ 4,317</u>	<u>\$ 4,533</u>	
			<u>Annual</u>	<u>\$ 42,612</u>	<u>\$ 44,748</u>	<u>\$ 46,980</u>	<u>\$ 49,332</u>	<u>\$ 51,804</u>	<u>\$ 54,396</u>	
<u>Payroll Technician</u>	<u>SEIU</u>	<u>07-12-2021</u>	<u>Hourly</u>	<u>\$ 27.4904</u>	<u>\$ 28.8635</u>	<u>\$ 30.3058</u>	<u>\$ 31.8231</u>	<u>\$ 33.4154</u>	<u>\$ 35.0885</u>	
			<u>Monthly</u>	<u>\$ 4,765</u>	<u>\$ 5,003</u>	<u>\$ 5,253</u>	<u>\$ 5,516</u>	<u>\$ 5,792</u>	<u>\$ 6,082</u>	
			<u>Annual</u>	<u>\$ 57,180</u>	<u>\$ 60,036</u>	<u>\$ 63,036</u>	<u>\$ 66,192</u>	<u>\$ 69,504</u>	<u>\$ 72,984</u>	
Planning Manager	MGMT	02-10-2020	Hourly	\$ 52.4711	\$ 55.0961	\$ 57.8539	\$ 60.7443	\$ 63.7789		
			Monthly	\$ 9,095	\$ 9,550	\$ 10,028	\$ 10,529	\$ 11,055		
			Annual	\$ 109,140	\$ 114,600	\$ 120,336	\$ 126,348	\$ 132,660		
<u>Police Administrative Specialist</u>	<u>SEIU</u>	<u>07-12-2021</u>	<u>Hourly</u>	<u>\$ 29.6769</u>	<u>\$ 31.1596</u>	<u>\$ 32.7173</u>	<u>\$ 34.3558</u>	<u>\$ 36.0750</u>	<u>\$ 37.8808</u>	
			<u>Monthly</u>	<u>\$ 5,144</u>	<u>\$ 5,401</u>	<u>\$ 5,671</u>	<u>\$ 5,955</u>	<u>\$ 6,253</u>	<u>\$ 6,566</u>	
			<u>Annual</u>	<u>\$ 61,728</u>	<u>\$ 64,812</u>	<u>\$ 68,052</u>	<u>\$ 71,460</u>	<u>\$ 75,036</u>	<u>\$ 78,792</u>	
Police Chief	UNSFT	02-10-2020	Hourly	\$ 77.7058	\$ 81.5885	\$ 85.6673	\$ 89.9481	\$ 94.4481		
			Monthly	\$ 13,469	\$ 14,142	\$ 14,849	\$ 15,591	\$ 16,371		
			Annual	\$ 161,628	\$ 169,704	\$ 178,188	\$ 187,092	\$ 196,452		
Police Lieutenant	APOA	11-02-2020	Hourly	\$ 65.0308	\$ 68.2846	\$ 71.7000	\$ 75.2828	\$ 79.0443	\$ 82.9961	\$ 87.1443
			Monthly	\$ 11,272	\$ 11,836	\$ 12,428	\$ 13,049	\$ 13,701	\$ 14,386	\$ 15,105
			Annual	\$ 135,264	\$ 142,032	\$ 149,136	\$ 156,588	\$ 164,412	\$ 172,632	\$ 181,260
Police Officer	APOA	11-02-2020	Hourly	\$ 43.6846	\$ 45.8711	\$ 48.1673	\$ 50.5731	\$ 53.1000	\$ 55.7539	\$ 58.5404
			Monthly	\$ 7,572	\$ 7,951	\$ 8,349	\$ 8,766	\$ 9,204	\$ 9,664	\$ 10,147
			Annual	\$ 90,864	\$ 95,412	\$ 100,188	\$ 105,192	\$ 110,448	\$ 115,968	\$ 121,764

CITY OF ALBANY SALARY SCHEDULE
FY 2021-22 and FY 2022-23

Regular Full-Time and Part-Time Classifications

CLASSIFICATION	Unit	Effective	Pay Basis	STEPS WITHIN RANGE						
				1	2	3	4	5	6	7
<u>Police Records Assistant</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 24.9289	\$ 26.1750	\$ 27.4846	\$ 28.8578	\$ 30.3000	<u>\$ 31.8173</u>	
			Monthly	\$ 4,321	\$ 4,537	\$ 4,764	\$ 5,002	\$ 5,252	<u>\$ 5,515</u>	
			Annual	\$ 51,852	\$ 54,444	\$ 57,168	\$ 60,024	\$ 63,024	<u>\$ 66,180</u>	
<u>Police Records Specialist</u>	<u>SEIU</u>	<u>07-12-2021</u>	Hourly	\$ 27.4211	\$ 28.7943	\$ 30.2365	\$ 31.7481	\$ 33.3346	<u>\$ 35.0019</u>	
			Monthly	\$ 4,753	\$ 4,991	\$ 5,241	\$ 5,503	\$ 5,778	<u>\$ 6,067</u>	
			Annual	\$ 57,036	\$ 59,892	\$ 62,892	\$ 66,036	\$ 69,336	<u>\$ 72,804</u>	
Police Sergeant	APOA	11-02-2020	Hourly	\$ 51.5654	\$ 54.1443	\$ 56.8500	\$ 59.6943	\$ 62.6769	\$ 65.8096	\$ 69.0981
			Monthly	\$ 8,938	\$ 9,385	\$ 9,854	\$ 10,347	\$ 10,864	\$ 11,407	\$ 11,977
			Annual	\$ 107,256	\$ 112,620	\$ 118,248	\$ 124,164	\$ 130,368	\$ 136,884	\$ 143,724
Police Services Technician I	APOA	11-02-2020	Hourly	\$ 26.3885	\$ 27.7096	\$ 29.0943	\$ 30.5481	\$ 32.0769	\$ 33.6808	\$ 35.3654
			Monthly	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295	\$ 5,560	\$ 5,838	\$ 6,130
			Annual	\$ 54,888	\$ 57,636	\$ 60,516	\$ 63,540	\$ 66,720	\$ 70,056	\$ 73,560
Police Services Technician II	APOA	11-02-2020	Hourly	\$ 29.2846	\$ 30.7500	\$ 32.2904	\$ 33.9058	\$ 35.6019	\$ 37.3846	\$ 39.2539
			Monthly	\$ 5,076	\$ 5,330	\$ 5,597	\$ 5,877	\$ 6,171	\$ 6,480	\$ 6,804
			Annual	\$ 60,912	\$ 63,960	\$ 67,164	\$ 70,524	\$ 74,052	\$ 77,760	\$ 81,648
Program Manager	MGMT	02-10-2020	Hourly	\$ 48.5828	\$ 51.0115	\$ 53.5615	\$ 56.2385	\$ 59.0481		
			Monthly	\$ 8,421	\$ 8,842	\$ 9,284	\$ 9,748	\$ 10,235		
			Annual	\$ 101,052	\$ 106,104	\$ 111,408	\$ 116,976	\$ 122,820		
Project Manager	MGMT	02-10-2020	Hourly	\$ 48.5828	\$ 51.0115	\$ 53.5615	\$ 56.2385	\$ 59.0481		
			Monthly	\$ 8,421	\$ 8,842	\$ 9,284	\$ 9,748	\$ 10,235		
			Annual	\$ 101,052	\$ 106,104	\$ 111,408	\$ 116,976	\$ 122,820		
Public Safety Dispatcher	APOA	11-02-2020	Hourly	\$ 32.4981	\$ 34.1250	\$ 35.8328	\$ 37.6269	\$ 39.5078	\$ 41.4808	\$ 43.5578
			Monthly	\$ 5,633	\$ 5,915	\$ 6,211	\$ 6,522	\$ 6,848	\$ 7,190	\$ 7,550
			Annual	\$ 67,596	\$ 70,980	\$ 74,532	\$ 78,264	\$ 82,176	\$ 86,280	\$ 90,600
Public Works Director/City Engineer	MGMT	02-10-2020	Hourly	\$ 71.3769	\$ 74.9481	\$ 78.6981	\$ 82.6328	\$ 86.7635		
			Monthly	\$ 12,372	\$ 12,991	\$ 13,641	\$ 14,323	\$ 15,039		
			Annual	\$ 148,464	\$ 155,892	\$ 163,692	\$ 171,876	\$ 180,468		
Public Works Manager	MGMT	02-10-2020	Hourly	\$ 54.1269	\$ 56.8328	\$ 59.6769	\$ 62.6596	\$ 65.7923		
			Monthly	\$ 9,382	\$ 9,851	\$ 10,344	\$ 10,861	\$ 11,404		
			Annual	\$ 112,584	\$ 118,212	\$ 124,128	\$ 130,332	\$ 136,848		
Recreation & Community Services Director	MGMT	02-10-2020	Hourly	\$ 68.4865	\$ 71.9135	\$ 75.5078	\$ 79.2808	\$ 83.2443		
			Monthly	\$ 11,871	\$ 12,465	\$ 13,088	\$ 13,742	\$ 14,429		
			Annual	\$ 142,452	\$ 149,580	\$ 157,056	\$ 164,904	\$ 173,148		

CITY OF ALBANY SALARY SCHEDULE
FY 2021-22 and FY 2022-23

Regular Full-Time and Part-Time Classifications

CLASSIFICATION	Unit	Effective	Pay Basis	STEPS WITHIN RANGE						
				1	2	3	4	5	6	7
Recreation & Community Services Manager	MGMT	07-12-2021	Hourly	\$ 54,1269	\$ 56,8328	\$ 59,6769	\$ 62,6596	\$ 65,7923		
			Monthly	\$ 9,382	\$ 9,851	\$ 10,344	\$ 10,861	\$ 11,404		
			Annual	\$ 112,584	\$ 118,212	\$ 124,128	\$ 130,332	\$ 136,848		
Recreation Coordinator I	SEIU	07-12-2021	Hourly	\$ 19,7769	\$ 20,7635	\$ 21,8019	\$ 22,8923	\$ 24,0346	\$ 25,2346	
			Monthly	\$ 3,428	\$ 3,599	\$ 3,779	\$ 3,968	\$ 4,166	\$ 4,374	
			Annual	\$ 41,136	\$ 43,188	\$ 45,348	\$ 47,616	\$ 49,992	\$ 52,488	
Recreation Coordinator II	SEIU	07-12-2021	Hourly	\$ 23,2846	\$ 24,4500	\$ 25,6731	\$ 26,9596	\$ 28,3096	\$ 29,7231	
			Monthly	\$ 4,036	\$ 4,238	\$ 4,450	\$ 4,673	\$ 4,907	\$ 5,152	
			Annual	\$ 48,432	\$ 50,856	\$ 53,400	\$ 56,076	\$ 58,884	\$ 61,824	
Recreation Supervisor	MGMT	02-10-2020	Hourly	\$ 33,9058	\$ 35,6019	\$ 37,3846	\$ 39,2539	\$ 41,2154		
			Monthly	\$ 5,877	\$ 6,171	\$ 6,480	\$ 6,804	\$ 7,144		
			Annual	\$ 70,524	\$ 74,052	\$ 77,760	\$ 81,648	\$ 85,728		
Senior & Human Services Director	MGMT	02-10-2020	Hourly	\$ 68,4865	\$ 71,9135	\$ 75,5078	\$ 79,2808	\$ 83,2443		
			Monthly	\$ 11,871	\$ 12,465	\$ 13,088	\$ 13,742	\$ 14,429		
			Annual	\$ 142,452	\$ 149,580	\$ 157,056	\$ 164,904	\$ 173,148		
Senior Accountant	MGMT	02-10-2020	Hourly	\$ 41,5500	\$ 43,6269	\$ 45,8078	\$ 48,0981	\$ 50,5039		
			Monthly	\$ 7,202	\$ 7,562	\$ 7,940	\$ 8,337	\$ 8,754		
			Annual	\$ 86,424	\$ 90,744	\$ 95,280	\$ 100,044	\$ 105,048		
Senior Engineer	MGMT	02-10-2020	Hourly	\$ 54,0808	\$ 56,7865	\$ 59,6250	\$ 62,6078	\$ 65,7404		
			Monthly	\$ 9,374	\$ 9,843	\$ 10,335	\$ 10,852	\$ 11,395		
			Annual	\$ 112,488	\$ 118,116	\$ 124,020	\$ 130,224	\$ 136,740		
Senior Planner	MGMT	02-10-2020	Hourly	\$ 44,3828	\$ 46,6039	\$ 48,9346	\$ 51,3808	\$ 53,9481		
			Monthly	\$ 7,693	\$ 8,078	\$ 8,482	\$ 8,906	\$ 9,351		
			Annual	\$ 92,316	\$ 96,936	\$ 101,784	\$ 106,872	\$ 112,212		
Senior Recreation Supervisor	MGMT	02-10-2020	Hourly	\$ 41,5500	\$ 43,6269	\$ 45,8078	\$ 48,0981	\$ 50,5039		
			Monthly	\$ 7,202	\$ 7,562	\$ 7,940	\$ 8,337	\$ 8,754		
			Annual	\$ 86,424	\$ 90,744	\$ 95,280	\$ 100,044	\$ 105,048		
Senior Van Driver	SEIU	07-12-2021	Hourly	\$ 15,7673	\$ 16,5578	\$ 17,3885	\$ 18,2596	\$ 19,1711	\$ 20,1289	
			Monthly	\$ 2,733	\$ 2,870	\$ 3,014	\$ 3,165	\$ 3,323	\$ 3,489	
			Annual	\$ 32,796	\$ 34,440	\$ 36,168	\$ 37,980	\$ 39,876	\$ 41,868	
Urban Forestry Coordinator	MGMT	02-10-2020	Hourly	\$ 36,4500	\$ 38,2731	\$ 40,1885	\$ 42,1961	\$ 44,3078		
			Monthly	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,314	\$ 7,680		
			Annual	\$ 75,816	\$ 79,608	\$ 83,592	\$ 87,768	\$ 92,160		

CITY OF ALBANY SALARY SCHEDULE
FY 2021-22 and FY 2022-23

Hourly Classifications

CLASSIFICATION	Unit	Effective	Pay Basis	STEPS WITHIN RANGE						
				1	2	3	4	5	6	7
On-Call Fire Inspector	HRLY	11-18-2013	Hourly	\$ 30.0000	\$ 31.5000	\$ 33.0800	\$ 34.7300	\$ 36.4700		
Intern	HRLY	01-01-2021	Hourly	\$ 15.0765	\$ 15.8303	\$ 16.6218	\$ 17.4529	\$ 18.3255		
Library Board Liaison	HRLY	08-21-2013	Hourly	\$ 37.0300	\$ 38.8800	\$ 40.8200	\$ 42.8600	\$ 45.0000		
Neighborhood Services Coordinator	HRLY	07-03-2017	Hourly	\$ 25.0000	\$ 26.2500	\$ 27.5600	\$ 28.9400	\$ 30.3900		
On-Call Public Safety Dispatcher	HRLY	08-21-2013	Hourly	\$ 26.9400	\$ 28.2900	\$ 29.7000	\$ 31.1900	\$ 32.7500		
Parking Enforcement & Traffic Control Technician	HRLY	10-07-2019	Hourly	\$ 25.0000	\$ 26.2500	\$ 27.5600	\$ 28.9400	\$ 30.3900		
Part-Time, On-Call Police Records Assistant	HRLY	01-01-2020	Hourly	\$ 14.6769	\$ 15.4096	\$ 16.1828	\$ 16.9904	\$ 17.8385		
Police Cadet	HRLY	11-06-2017	Hourly	\$ 16.3600	\$ 17.1800	\$ 18.0400	\$ 18.9400	\$ 19.8900		
Police Officer Recruit	HRLY	11-06-2017	Hourly	\$ 27.4300						
Recreation Aide	HRLY	01-01-2021	Hourly	\$ 14.0000	\$ 14.7000	\$ 15.4350	\$ 16.2068	\$ 17.0171		
Recreation Assistant	HRLY	01-01-2021	Hourly	\$ 14.3500	\$ 15.0675	\$ 15.8209	\$ 16.6119	\$ 17.4425		
Recreation Leader I	HRLY	01-01-2021	Hourly	\$ 14.0000	\$ 14.7000	\$ 15.4350	\$ 16.2068	\$ 17.0171		
Recreation Leader II	HRLY	01-01-2021	Hourly	\$ 15.0700	\$ 15.8235	\$ 16.6147	\$ 17.4454	\$ 18.3177		
Recreation Leader III	HRLY	01-01-2021	Hourly	\$ 16.2200	\$ 17.0310	\$ 17.8826	\$ 18.7767	\$ 19.7155		

Notes to the Salary Schedule

Annual rate is based on 2,912 hours worked per year for AFFA employees. Unless indicated otherwise, annual rate is based on 2,080 hours worked per year for all other employee groups.

RESOLUTION NO. 2021-60

**A RESOLUTION OF THE ALBANY CITY COUNCIL APPROVING THE UPDATED
SALARY SCHEDULE FOR CITY EMPLOYEES**

WHEREAS, Section 9 of the Personnel Rules and Regulations as adopted by Resolution 01-59 establishes that the City Council shall adopt salary ranges for each classification; and

WHEREAS, an updated Salary Schedule has been prepared that incorporates the establishment of a salary range for new classification of Deputy City Clerk; and

WHEREAS, the salary ranges for the positions of Recreation & Community Services Manager, Information Technology Manager, Media & Communications Manager, and City Clerk have been updated to provide uniformity of salary to similarly situated City classifications and to ensure equity and fairness; and

WHEREAS, the salary range for the City Treasurer position has been deleted; and

WHEREAS, the ratified City of Albany and Service Employees International Union, Local 1021 (SEIU) Memorandum of Understanding (MOU) effective October 1, 2018 – September 30, 2021 provides for scheduled salary increases throughout the term of the MOU; and

WHEREAS, the updated salary schedule also reflects the addition of a sixth step for all SEIU employees, in accordance with the ratified MOU.

NOW, THEREFORE, BE IT RESOLVED, that the Albany City Council hereby adopts and confirms the Salary Schedule contained in Exhibit A and by reference made part of this Resolution.

GENELL GARY, MAYOR

3. ALBANY BINNIAL OPERATING BUDGET

3.1 – AUDIT OVERVIEW

0001 - GENERAL FUND					
	Fiscal Year 2019-20	Fiscal Year 2020-21 Amended Budget	FY 2020-21 Year to Date	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget
Revenues					
Property Tax	8,114,776	7,960,000	8,183,001	8,035,000	8,173,750
Sales and Use Taxes	4,212,841	3,925,000	3,598,092	3,925,000	4,075,000
Franchise and Other Taxes	4,924,729	4,988,280	4,362,723	5,592,800	5,652,800
Licenses and Permits	446,121	455,200	540,089	455,200	455,200
Fines and Forfeitures	161,115	270,000	99,639	270,000	270,000
Earnings on Investments	593,270	490,000	187,559	490,000	490,000
Revenues from Other Agencies	366,434	235,000	196,024	135,000	135,000
Current Service Charges	1,148,879	1,087,650	866,670	1,072,550	1,081,692
Other Revenue	219,627	227,130	342,247	271,130	271,130
Transfers In	2,453,183	4,484,509	1,088,643	4,163,206	4,214,393
Total Revenues	22,640,974	24,122,769	19,464,687	24,409,886	24,818,965
Expenditures					
General Government	6,380,426	7,183,634	6,759,512	7,965,454	8,335,762
Police	5,919,166	8,161,559	5,773,663	7,628,381	7,933,603
Fire	3,101,040	3,633,682	2,597,968	3,922,371	4,111,837
Public Works	1,022,185	3,357,019	2,153,642	3,049,305	3,075,512
Recreation	2,344,605	1,918,711	1,566,508	2,042,133	2,079,090
Community Development	1,334,328	1,376,425	1,224,097	1,563,860	1,659,606
Total Expenditures	20,101,750	25,631,030	20,075,391	26,171,503	27,195,410
Excess (Deficiency) of Revenues Over Expenditures	2,539,224	(1,508,261)	(610,705)	(1,761,617)	(2,376,445)

3.2 – BY DEPARTMENT SUMMARY

	2019 Actuals	2020 Actuals	2021 Amended Budget	FY 2020-21 Year to Date	2022 Proposed Budget	\$ Change	% Change	2023 Proposed Budget
0001 - GENERAL FUND	(704,262)	2,539,224	(1,508,261)	(610,705)	(1,761,617)	(253,356)	16.80%	(2,376,445)
Expenses	21,073,054	20,101,750	25,631,030	20,075,391	26,171,503	540,473	2.11%	27,195,410
Salaries and Benefits	14,467,548	14,487,107	18,260,092	15,285,259	18,053,129	(206,963)	-1.13%	18,941,040
Other Expenses	6,605,506	5,614,643	7,370,938	4,790,132	8,118,374	747,436	10.14%	8,254,370
Revenues	20,368,792	22,640,974	24,122,769	19,464,687	24,409,886	287,117	1.19%	24,818,965
11 - CITY COUNCIL	77,427	71,772	86,596	55,018	87,075	479	0.55%	89,106
Expenses	77,427	71,772	86,596	55,018	87,075	479	0.55%	89,106
Salaries and Benefits	66,072	57,983	59,591	49,920	60,070	479	0.80%	62,101
Other Expenses	11,356	13,789	27,005	5,099	27,005	0	0.00%	27,005
14 - CITY TREASURER	75,118	77,041	57,033	56,809	0	(57,033)	-100.00%	0
Expenses	75,118	77,041	57,033	56,809	0	(57,033)	-100.00%	0
Salaries and Benefits	75,073	76,383	56,938	56,714	0	(56,938)	-100.00%	0
Other Expenses	45	657	95	95	0	(95)	-100.00%	0
12 - ADMINISTRATION	(13,064,747)	(16,062,787)	(15,071,735)	(11,474,191)	(15,183,287)	(111,553)	0.74%	(15,298,697)
Expenses	4,810,483	4,575,711	5,242,026	5,018,684	5,909,332	667,306	12.73%	6,189,713
Salaries and Benefits	2,378,477	2,494,456	3,194,430	3,005,672	3,512,153	317,723	9.95%	3,792,534
Other Expenses	2,432,006	2,081,256	2,047,596	2,013,012	2,397,179	349,583	17.07%	2,397,179
Revenues	17,875,230	20,638,499	20,313,761	16,492,875	21,092,620	778,859	3.83%	21,488,410
122 - HUMAN RESOURCES	490,879	434,832	447,171	424,319	457,731	10,560	2.36%	469,339
Expenses	490,879	434,832	447,171	424,319	457,731	10,560	2.36%	469,339
Salaries and Benefits	268,228	288,947	309,351	313,038	320,276	10,925	3.53%	329,884
Citywide Benefits	55,689	61,887	65,000	67,622	78,000	13,000	20.00%	80,000
Other Expenses	166,962	83,998	72,820	43,660	59,455	(13,365)	-18.35%	59,455

13 - CITY CLERK	233,247	202,002	221,038	258,862	372,374	151,336	68.47%	414,986
Expenses	261,075	202,263	239,188	278,200	375,524	136,336	57.00%	425,136
Salaries and Benefits	185,552	172,717	179,688	177,851	320,399	140,711	78.31%	330,011
Other Expenses	75,523	29,547	59,500	100,349	55,125	(4,375)	-7.35%	95,125
Revenues	27,828	261	18,150	19,338	3,150	(15,000)	-82.64%	10,150
17 - FINANCE	1,060,908	1,016,332	1,096,820	917,801	1,120,991	24,171	2.20%	1,147,669
Expenses	1,063,450	1,018,807	1,111,620	926,481	1,135,791	24,171	2.17%	1,162,469
Salaries and Benefits	613,827	701,183	863,770	708,215	889,741	25,971	3.01%	916,419
Other Expenses	449,623	317,624	247,850	218,266	246,050	(1,800)	-0.73%	246,050
Revenues	2,542	2,475	14,800	8,680	14,800	0	0.00%	14,800
19 - POLICE	5,901,006	5,631,789	7,782,959	5,565,264	7,242,681	(540,279)	-6.94%	7,545,761
Expenses	6,137,881	5,919,166	8,161,559	5,773,663	7,628,381	(533,179)	-6.53%	7,933,603
Salaries and Benefits	5,465,863	5,334,393	7,327,959	5,339,098	6,844,381	(483,579)	-6.60%	7,149,603
Other Expenses	672,018	584,773	833,600	434,565	784,000	(49,600)	-5.95%	784,000
Revenues	236,875	287,377	378,600	208,398	385,700	7,100	1.88%	387,842
20 - FIRE	2,959,884	2,901,404	3,375,432	2,150,993	3,624,121	248,689	7.37%	3,813,587
Expenses	3,349,418	3,101,040	3,633,682	2,597,968	3,922,371	288,689	7.94%	4,111,837
Salaries and Benefits	2,502,469	2,387,329	2,499,185	2,425,982	2,804,286	305,101	12.21%	2,964,756
Other Expenses	846,949	713,711	1,134,497	171,986	1,118,085	(16,412)	-1.45%	1,147,081
Revenues	389,534	199,636	258,250	446,976	298,250	40,000	15.49%	298,250
21 - PUBLIC WORKS	1,097,008	1,014,116	1,541,791	1,056,286	1,669,719	127,928	8.30%	1,691,779
Expenses	1,133,402	1,022,185	3,357,019	2,153,642	3,049,305	(307,714)	-9.17%	3,075,512
Salaries and Benefits	385,274	350,799	1,322,804	957,260	905,590	(417,214)	-31.54%	931,797
Other Expenses	748,128	671,386	2,034,215	1,196,382	2,143,715	109,500	5.38%	2,143,715
Revenues	36,394	8,068	1,815,228	1,097,357	1,379,586	(435,642)	-24.00%	1,383,733
22 - RECREATION	1,419,793	1,433,837	1,275,031	1,126,825	1,486,653	211,622	16.60%	1,523,610
Expenses	2,498,600	2,344,605	1,918,711	1,566,508	2,042,133	123,422	6.43%	2,079,090
Salaries and Benefits	1,538,435	1,538,843	1,319,601	1,172,566	1,360,023	40,422	3.06%	1,396,980
Other Expenses	960,165	805,762	599,110	393,943	682,110	83,000	13.85%	682,110
Revenues	1,078,807	910,768	643,680	439,683	555,480	(88,200)	-13.70%	555,480

23 - COMMUNITY DEV	453,737	740,438	696,125	472,717	883,560	187,435	26.93%	979,306
Expenses	1,175,320	1,334,328	1,376,425	1,224,097	1,563,860	187,435	13.62%	1,659,606
Salaries and Benefits	932,590	1,022,188	1,061,775	1,011,322	958,210	(103,565)	-9.75%	986,956
Other Expenses	242,730	312,141	314,650	212,775	605,650	291,000	92.48%	672,650
Revenues	721,582	593,890	680,300	751,380	680,300	0	0.00%	680,300
1002 - EMS Fund	0	(70,267)	0	762,013	0	0		(0)
Expenses	2,436,288	2,300,061	2,612,914	2,272,776	2,699,524	86,610	3.31%	2,814,671
Salaries and Benefits	2,132,450	2,043,587	2,296,104	2,080,475	2,393,014	96,910	4.22%	2,506,111
Other Expenses	303,838	256,474	316,810	192,301	306,510	(10,300)	-3.25%	308,560
Revenues	2,436,288	2,370,328	2,612,914	1,510,762	2,699,524	86,610	3.31%	2,814,671
1601 - STORM DRAINAGE	(19,173)	(1,370)	(71,008)	306,729	233,458	304,466		186,800
Expenses	421,044	457,506	384,062	706,852	808,228	424,166	110.44%	761,570
Salaries and Benefits	143,423	141,295	0	5,864	444,728	48,008		458,070
Other Expenses	277,621	316,211	384,062	700,988	363,500	105,952	27.59%	303,500
Revenues	440,217	458,876	455,070	400,123	574,770	3,092	0.68%	574,770
4001 - ENT-SEWER OPERATIONS	(3,088,602)	(3,071,451)	(2,164,507)	(3,584,489)	(1,645,161)	519,346		(1,637,963)
Expenses	639,506	770,807	1,259,318	531,429	2,152,994	893,676	70.97%	2,160,192
Salaries and Benefits	423,345	372,868	0	147,027	622,994	(423,345)	-100.00%	637,292
Other Expenses	216,161	397,939	1,259,318	384,402	1,530,000	1,043,157	482.58%	1,522,900
Revenues	3,728,108	3,842,257	3,423,825	4,115,918	3,798,155	(304,283)	-8.16%	3,798,155

3.3.1 ELECTED OFFICIALS



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. The Mayor and Vice Mayor are appointed annually by the City Council and have the responsibility of representing the City at various functions and chairing Council meetings. The City Council members also select among themselves representatives to various local and regional bodies.

The City Council appoints the City Manager, who is the City's Chief Administrative Officer and is responsible for all City operations.

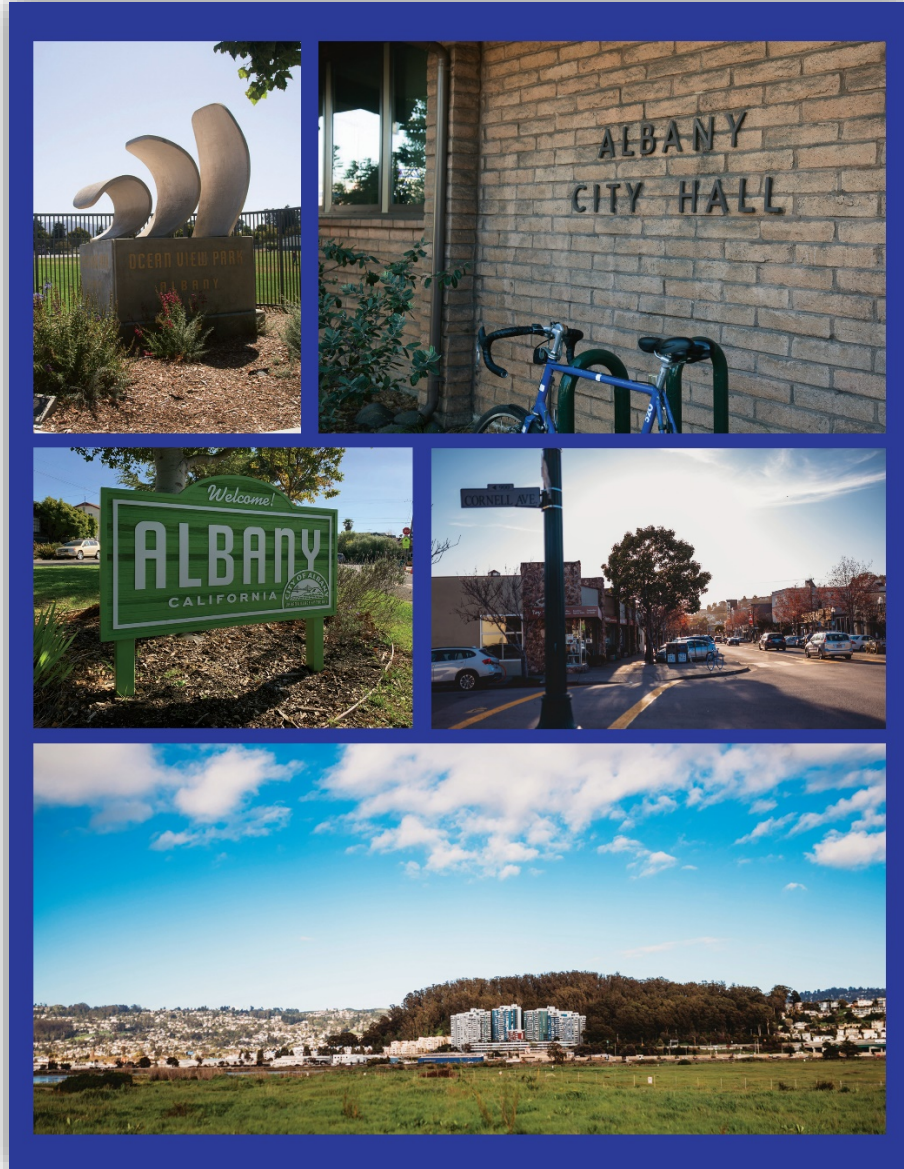
The City Council utilizes the formulation of a Strategic Plan to identify key issues, develop City Council direction and establish priorities to best focus use of the City's limited resources and capacity. The City budget includes funding allocations to accomplish the City Council Strategic Plan, as well as the ongoing mandated obligations of local government which remain the core services of the City including but not limited to: public infrastructure, public safety, governmental transparency, financial accountability, and implementation of regulations.

TREASURER

In 2018 voters approved the transition of an elected City Treasurer to an appointed Treasurer. The transition was effective December 10, 2020 with the Finance Director assuming the position of City Treasurer. As seen on the following pages, funding for the City Treasurer is being removed from the upcoming biennial budget.

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
11 - CITY COUNCIL	77,427	71,772	86,596	55,018	87,075	479	0.55%	89,106
EXPENSES	77,427	71,772	86,596	55,018	87,075	479	0.55%	89,106
Salaries and Wages	18,554	18,810	19,200	17,100	18,000	(1,200)	-100.00%	18,000
Benefits	47,517	39,174	40,391	32,820	42,070	1,679	8.42%	44,101
Insurance	45,604	37,320	38,377	30,895	40,037	1,660	5.00%	42,039
Retirement	489	425	556	626	575	19	3.42%	604
Taxes	1,425	1,429	1,458	1,298	1,458	0	0.00%	1,458
Other Expenses	11,356	13,789	27,005	5,099	27,005	0	0.00%	27,005
Dues, Memberships, Publications, and Trainings	9,592	6,339	5,405	3,315	5,405	0	0.00%	5,405
Administrative and Office Expenses	1,076	490	1,100	161	1,100	0	0.00%	1,100
Professional Services	0	0	0	1,622	0	0		0
Misc Expenses	688	6,960	20,500	0	20,500	0	0.00%	20,500
14 - CITY TREASURER	75,118	77,041	57,033	56,809	0	(57,033)	-100.00%	0
EXPENSES	75,118	77,041	57,033	56,809	0	(57,033)	-100.00%	0
Salaries and Wages	44,988	48,940	41,835	41,835	0	(41,835)	-100.00%	0
Benefits	30,086	27,443	15,103	14,880	0	(15,103)	-100.00%	0
Insurance	23,195	20,045	9,967	9,743	0	(9,967)	-100.00%	0
Retirement	3,980	4,348	2,285	2,285	0	(2,285)	-100.00%	0
Taxes	2,910	3,050	2,851	2,851	0	(2,851)	-100.00%	0
Other Expenses	45	657	95	95	0	(95)	-100.00%	0
Dues, Memberships, Publications, and Trainings	0	95	95	95		(95)	-100.00%	0
Administrative and Office Expenses	45	562	0	0		0		0

3.3.2 CITY MANAGER/ ADMINISTRATION



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 is responsible for the administrative leadership of City staff and for the implementation of policies and guidelines established by the City Council. 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, Economic Development, Information Technology, Media & Communications, and Risk Management.

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. The Division also conducts outreach to businesses related to business attraction, retention, and identification of new ideas for supporting local business growth.

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 has completed an Information Technology Strategic Plan that identifies the City's short-term and long-term Information Technology needs and outlines how to further enhance the reliability and continuity of the City's Information Technology systems. The Division has enhanced Helpdesk coverage and general IT support and implemented network security monitoring with Artificial Intelligence analysis.

MEDIA & COMMUNICATIONS DIVISION

The Media, Communications & Special Events 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 channel 33 and AT&T channel 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.

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 and 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 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.

Significant Accomplishments FY 2019-20 and FY 2020-21

- Activated the Emergency Operations Center (EOC) and worked closely with Alameda County Public Health to monitor and mitigate the spread of COVID-19
- Provided strong leadership and took the necessary steps to modify the delivery of non-essential City services, ensure continuity of essential services, and set up of VPN access and remote support for employees to help ensure the safety of staff and the public
- Retained a consultant to complete an Information Technology Strategic Plan
- Retained consultants to conduct a voter polling survey for a statistically reliable evaluation of Albany voter's interest in supporting local revenue measures – Measures CC & DD approved by voters in November 2020
- Prepared ballot measures for the November 2020 election as directed by the City Council
- Oversaw transition of City Treasurer duties to Finance Department
- Managed implementation of City Council Strategic Plan
- Established a training series on the topics of equity and inclusivity for City staff
- Ensured responsible financial management that is detailed to the City Council through quarterly budget reports and the Comprehensive Annual Financial Report
- Successfully shifted to broadcasting all City Advisory Body meetings provided virtually during the pandemic

Goals for FY 2021-22 and FY 2022-23

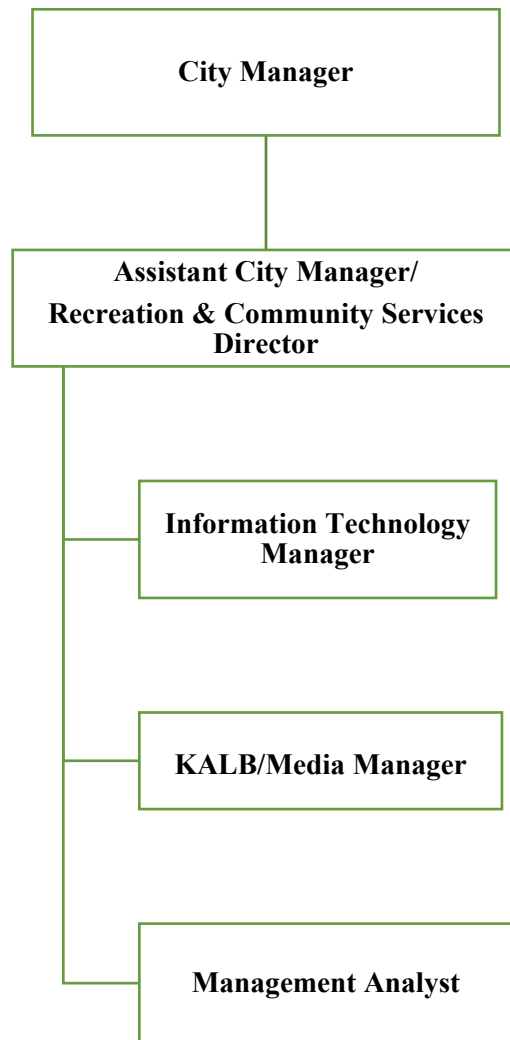
1. Provide increased focus on business recovery, retention and implementation of the Economic Development Strategic Plan FY 2021-22
2. Direct the provision of additional city services as public health directives are modified FY 2021-22
3. Direct the completion and implementation of initiatives of the City's Racial and Equity Impact Plan FY 2021-22
4. Ensure collaboration with Alameda County and other agencies for ongoing access and delivery of mental health services FY 2021-22
5. Continue to support and enhance disaster preparedness including training of staff FY 2022-23
6. Implement priority projects identified in the IT Strategic Plan including upgrades to the Hyper Converge Infrastructure, Office 365, phone system, WIFI Access Point and set up of back up internet Continuous
7. Work to ensure effective organizational and operational capacity of City Departments and further analyze opportunities for competitive compensation in line with comparable agencies Continuous
8. Assist Council with an update to the City Council Strategic Plan and manage the implementation of goals and objectives Continuous
9. Provide ongoing outreach support through the distribution of public information/marketing, promotional materials, social media outlets, and website.

Notes to the Budget

Several changes to functions within departments have been made and are represented in this budget package. Neighborhood Services, the division encompassing Albany CARES, has been moved under the Recreation & Community Services Department. This move has been made for managerial efficiency as several staff members service both the Albany CARES and Senior Center

programs. Economic Development is moving to the City Manager/Administration Department from Community Development.

With the retirement of the Assistant to the City Manager, staff have had the opportunity to analyze the work being done by the Administration Department. The proposed budget reclassifies the Assistant to the City Manager position to a Management Analyst. In addition to covering Economic Development functions, Public Information Officer duties, disaster preparedness outreach and other special projects as assigned. Combined with the request to add a Deputy City Clerk, discussed in Section 3.3.4, the total increase in salaries is just under \$35,000.



CORE SERVICES

- Policy implementation and management of the day-to-day operations of the City.
- Preparation of the recommended budget for consideration and adoption by the City Council.
- Keeping the City Council advised of the current and long-term financial condition of the City.
- Management implementation of the Strategic Plan adopted by the City Council.
- Risk management and disaster preparedness.
- Administration of public information and engagement on citywide matters.
- Promotion of vital and inviting business areas and economic development.
- Operation and delivery of Information Technology services and support.
- Operation of full media services for the City of Albany including KALB, Albany’s Public, Educational, and Government (PEG) access channel; overall management of the City of Albany website; and management of the City YouTube channel.

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
12 - ADMINISTRATION	(13,064,747)	(16,062,787)	(15,071,735)	(11,474,191)	(15,183,287)	(125,740)	-30.98%	(15,298,697)
12 - CITY MANAGER	533,968	612,903	548,735	518,803	358,265	(190,470)	-34.71%	370,803
EXPENSES	591,092	646,013	614,735	518,803	424,265	(190,470)	-30.98%	436,803
Salaries and Wages	450,624	455,679	467,196	393,864	309,850	(157,346)	-33.68%	320,006
Benefits	101,719	100,812	124,539	87,379	79,415	(45,124)	-36.23%	81,797
Insurance	14,694	22,428	29,165	15,482	18,911	(10,254)	-35.16%	19,478
Retirement	58,959	52,612	66,284	49,571	36,800	(29,484)	-44.48%	37,904
Taxes	28,066	25,772	29,090	22,326	23,704	(5,386)	-18.52%	24,415
Other Expenses	38,748	89,523	23,000	37,560	35,000	12,000	52.17%	35,000
Dues, Memberships, Publications, and Trainings	4,485	2,937	3,000	1,959	5,000	2,000	66.67%	5,000
Administrative and Office Expenses	1,561	3,191	4,000	8	4,000	0	0.00%	4,000
Advertising & Promotions	4,281	0	4,500	0	4,500	0	0.00%	4,500
Professional Services	18,469	71,150	0	27,039	10,000	10,000		10,000
Utilities	9,488	12,231	11,000	8,554	11,000	0	0.00%	11,000
Misc Expenses	464	14	500	0	500	0	0.00%	500
REVENUES	57,124	33,110	66,000	0	66,000	0	0.00%	66,000
Current Service Charges	57,124	33,110	66,000	0	66,000	0	0.00%	66,000
161 - INFORMATION SERVICES	322,953	443,631	464,507	401,784	577,651	113,144	24.36%	577,651
EXPENSES	322,953	443,631	464,507	401,784	577,651	113,144	24.36%	577,651
Salaries and Wages	127,546	132,015	133,879	114,943	140,950	7,071	5.28%	140,950
Benefits	53,012	47,942	40,628	46,884	59,701	19,073	46.95%	59,701
Insurance	30,260	25,170	18,411	24,388	31,730	13,319	72.34%	31,730
Retirement	13,411	13,021	13,594	13,985	17,188	3,594	26.44%	17,188
Taxes	9,341	9,751	8,623	8,511	10,783	2,160	25.05%	10,783
Other Expenses	142,396	263,674	290,000	239,957	377,000	87,000	0.00%	377,000
Dues, Memberships, Publications, and Trainings	2,854	2,026	2,500	130	2,500	0	0.00%	2,500
Administrative and Office Expenses	104,662	171,403	205,500	193,617	243,500	38,000	18.49%	243,500
Professional Services	13,459	44,686	52,000	45,672	81,000	29,000	55.77%	81,000
Misc Expenses	0	0	0	0	0	0		0
Equipment	21,421	45,560	30,000	538	50,000	20,000	66.67%	50,000
	13,957							

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
162 - COMMUNICATIONS/MEDIA ADMIN	226,048	182,708	176,116	159,307	296,796	101,493	57.63%	283,807
EXPENSES	246,526	231,178	211,116	172,812	311,796	81,493	38.60%	298,807
Salaries and Wages	122,654	105,289	108,553	103,025	167,847	40,107	36.95%	152,880
Benefits	44,114	41,405	42,788	41,863	65,924	23,136	54.07%	67,902
Insurance	21,222	20,458	21,091	19,678	35,815	14,724	69.81%	36,889
Retirement	13,742	13,126	14,048	14,511	18,737	4,689	33.38%	19,299
Taxes	9,150	7,821	7,649	7,674	11,372	3,723	48.68%	11,714
Other Expenses	79,758	84,484	59,775	27,924	78,025	18,250	30.53%	78,025
Dues, Memberships, Publications, and Trainings	7,957	24,104	13,925	13,430	16,925	3,000	21.54%	16,925
Administrative and Office Expenses	3,438	724	1,150	833	10,650	9,500	826.09%	10,650
Advertising & Promotions	12,399	12,139	1,500	0	1,500	0	0.00%	1,500
Professional Services	44,886	37,587	32,000	8,126	36,300	4,300	13.44%	36,300
Rental Expense	2,548	100	0	0	0	0		0
Utilities	3,262	4,769	3,800	4,886	5,250	1,450	38.16%	5,250
Misc Expenses	968	50	100	0	100	0	0.00%	100
Equipment	4,300	5,011	7,300	649	7,300	0	0.00%	7,300
REVENUES	20,478	48,471	35,000	13,505	15,000	(20,000)	-57.14%	15,000
Current Service Charges	3,268	33,834	23,000	13,481	15,000	(8,000)	-34.78%	15,000
Other Revenue	17,211	14,636	12,000	24	0	(12,000)	-100.00%	0
15 - CITY ATTORNEY	232,056	227,305	290,000	150,420	290,000	0	0.00%	290,000
EXPENSES	232,056	227,305	290,000	150,420	290,000	0	0.00%	290,000
Other Expenses	232,056	227,305	290,000	150,420	290,000	0	0.00%	290,000
Professional Services	232,056	227,305	290,000	150,420	290,000	0	0.00%	290,000
18 - RISK MANAGEMENT	738,219	1,098,506	1,225,821	1,378,807	1,388,546	162,725	13.27%	1,388,546
EXPENSES	738,219	1,098,506	1,225,821	1,378,807	1,388,546	162,725	13.27%	1,388,546
Other Expenses	738,219	1,098,506	1,225,821	1,378,807	1,388,546	162,725	13.27%	1,388,546
Dues, Memberships, Publications, and Trainings	19,500	0	0	0	0	0		0
Administrative and Office Expenses	0	234	3,000	4,479	3,000	0	0.00%	3,000
Insurance	718,719	1,098,272	1,222,821	1,374,328	1,385,546	162,725	13.31%	1,385,546

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
235 - ECONOMIC DEV	43,988	108,344	105,848	85,899	156,142	55,294	52.24%	161,899
EXPENSES	43,988	108,344	105,848	85,899	156,142	55,294	52.24%	161,899
Salaries and Wages	0	66,548	74,746	70,052	86,916	12,170	16.28%	91,262
Benefits	0	13,708	17,102	15,497	28,225	11,124	65.04%	29,637
Insurance	0	3,269	3,405	3,177	13,740	10,335	303.57%	14,427
Retirement	0	5,862	8,303	7,477	7,836	(467)	-5.62%	8,228
Taxes	0	4,578	5,394	4,843	6,649	1,255	23.27%	6,982
Other Expenses	43,988	28,088	14,000	350	41,000	32,000	228.57%	41,000
Dues, Memberships, Publications, and Trainings	0	795	3,000	350	3,000	0	0.00%	3,000
Administrative and Office Expenses	0	277	0	0	10,000	10,000		10,000
Advertising & Promotions	0	0	0	0	0	0		0
Professional Services	0	23,000	5,000	0	25,000	25,000	500.00%	25,000
Misc Expenses	3,300	4,016	5,000	0	2,000	(3,000)	-60.00%	2,000
Equipment	40,688	0	1,000	0	1,000	0	0.00%	1,000
80 - NON-DEPARTMENTAL	(15,161,979)	(18,736,184)	(17,882,761)	(14,169,211)	(18,250,687)	(367,926)	2.06%	(18,371,402)
EXPENSES	2,635,649	1,820,734	2,330,000	2,310,159	2,760,933	430,933	18.49%	3,036,008
Benefits	1,478,808	1,531,058	2,185,000	2,132,165	2,573,325	388,325	17.77%	2,848,400
Insurance	19,644	32,670	35,000	55,239	35,000	0	0.00%	35,000
Retirement	1,459,164	1,498,388	2,150,000	2,076,926	2,538,325	388,325	18.06%	2,813,400
Other Expenses	1,156,841	289,676	145,000	177,994	187,608	42,608	29.38%	187,608
Dues, Memberships, Publications, and Trainings	14,549	19,581	17,000	16,366	17,000	0	0.00%	17,000
Administrative and Office Expenses	162,541	215,585	67,000	63,184	67,000	0	0.00%	67,000
Advertising & Promotions	5,524	5,000	5,000	0	5,000	0	0	5,000
Professional Services	8,300	15,292	15,000	68,637	57,608	42,608	284.05%	57,608
Utilities	35,138	32,477	37,000	29,808	37,000	0	0.00%	37,000
Misc Expenses	21,445	1,740	4,000	0	4,000	0	0.00%	4,000
Vehicle/Equipment	16,820	0	0	0	0	0		0
Transfers Out	892,525	0	0	0	0	0		0
REVENUES	17,797,628	20,556,918	20,212,761	16,479,370	21,011,620	798,859	3.95%	21,407,410
Property Tax	7,740,253	8,114,776	7,960,000	8,183,001	8,035,000	75,000	0.94%	8,173,750
Sales and Use Taxes	4,501,322	4,212,841	3,925,000	3,598,092	3,925,000	0	0.00%	4,075,000
Franchise and Other Taxes	4,845,496	4,924,729	4,988,280	4,362,723	5,592,800	604,520	12.12%	5,652,800
Licenses and Permits	2,234	1,047	1,200	621	1,200	0	0.00%	1,200
Earnings on Investments	483,174	593,270	490,000	187,559	490,000	0	0.00%	490,000
Revenues from Other Agencies	140,178	144,520	130,000	129,971	130,000	0	0.00%	130,000
Current Service Charges	6,258	7,084	6,000	3,712	6,000	0	0.00%	6,000
Other Revenue	78,712	105,469	73,000	13,691	73,000	0	0.00%	73,000
Transfers In	0	2,453,183	2,639,281	0	2,758,620	119,339	4.52%	2,805,660
Transfer In from Pension Tax Fund	0	2,453,183	2,280,281	0	2,351,993	71,712	3.14%	2,399,033
Transfer In from Other Revenue for Admin Costs	0		359,000	0	406,627	47,627	13.27%	406,627

3.3.3 HUMAN RESOURCES



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 activities to facilitate retention and recognition of employees and works towards innovative methods to recruit a diverse pool of 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, California Family Rights Act, Mandated Reporter requirements, Harassment, Discrimination and Retaliation, Equal Employment Opportunities (EEO), Workers Compensation, etc. The Department also monitors available benefit programs and regularly researches opportunities to ensure quality benefits at competitive rates.

Significant Accomplishments FY2019-20 and FY2020-21

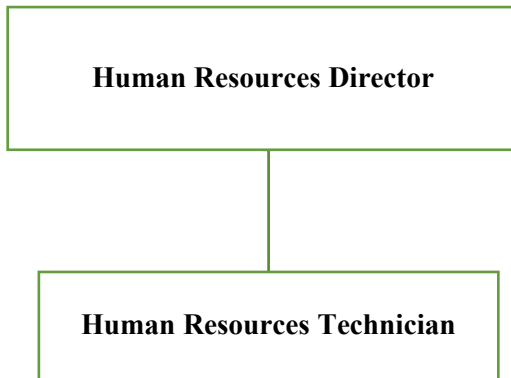
- Held good faith labor negotiations with two labor unions resulting in multi-year contracts for the Albany Fire Fighters' Association (AFFA) and Albany Peace Officers' Association (APOA)
- Created an employee Safety & Wellness Committee; established bylaws, held meetings, and voted to appoint positions of Chair and Vice Chair
- Conducted a market analysis review and implementation of a new dental trust administrator and life and disability carriers and implemented new employee-paid supplemental life and short-term disability plans
- COVID-19 Response: Quickly developed new internal procedures for safe and effective continuance of all essential HR Functions; Enhanced safety procedures for all in-person services that cannot be completed remotely; Developed leave plans incorporating new federal legislation under the Families First Coronavirus Response Act and the Emergency Paid Sick Leave Act; developed new tracking guidelines for COVID-19 reporting to comply with Senate Bill 1159 and Assembly Bill 685; and successfully created a Coronavirus Prevention Program (CPP) in accordance with Cal/OSHA Standards
- Facilitated the training of all employees in the prevention of harassment, discrimination, and retaliation in accordance with Senate Bill (SB) 1343 and Assembly Bill (AB) 1825
- Successfully completed transition to NeoGov for recruitment and onboarding

Goals FY 2021-22 and FY 2022-23

- | | |
|---|------------|
| 1. Create and implement a Citywide Remote Work Policy and Procedure, building upon the Temporary COVID-19 Policy and Procedure. Provide support to employees and managers on the policy | FY 2021-22 |
| 2. Assist with the implementation of Safe Reopening Plans for City facilities | FY 2021-22 |
| 3. Update City of Albany Personnel Rules and Regulations | FY 2022-23 |
| 4. Continue to monitor legal updates to ensure regulatory compliance and quality personnel services | Continuous |
| 5. Continue to support the City’s Safety & Wellness Committee’s activities | Continuous |
| 6. Continue to foster positive labor relations through good faith bargaining, quality customer service and open communications | Continuous |
| 7. Continue to work in coordination with City Manager to facilitate retention and recognition of employees, and work towards innovative methods to recruit a diverse pool of qualified candidates | Continuous |

Notes to the Budget

The increase in City Wide Benefits is associated with increasing costs for the retiree health care mandated by the CalPERS system.



CORE SERVICES

- Benefits administration
- Classification and compensation
- Labor and employee relations
- Recruitment, selection, and retention
- Organizational development and training
- Workers compensation administration
- Business partner and resource for the City
- Safety & Wellness Committee
- Employee Engagement
- Employee Recognition
- Equal Employment Opportunity (EEO)
- ADA Disability Coordinator (for employees)
- Policy Development

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
122 - HUMAN RESOURCES	490,879	434,832	447,171	424,319	457,731	10,560	2.36%	469,339
EXPENSES	490,879	434,832	447,171	424,319	457,731	10,560	2.36%	469,339
Salaries and Wages	210,633	231,928	245,517	252,879	245,000	(517)	-0.21%	252,350
Benefits	57,594	57,019	63,834	60,159	75,276	11,442	17.92%	77,534
Insurance	27,508	26,053	27,197	25,520	38,290	11,093	40.79%	39,439
Retirement	14,408	15,270	20,576	18,830	18,243	(2,333)	-11.34%	18,790
Taxes	15,679	15,697	16,061	15,809	18,743	2,682	16.70%	19,305
Citywide Benefits	55,689	61,887	65,000	67,622	78,000	13,000	20.00%	80,000
Other Expenses	166,962	83,998	72,820	43,660	59,455	(13,365)	-18.35%	59,455
Dues, Memberships, Publications, and Trainings	4,023	10,251	8,100	2,933	4,100	(4,000)	-49.38%	4,100
Administrative and Office Expenses	9,137	23,555	18,220	13,383	16,805	(1,415)	-7.77%	16,805
Advertising & Promotions	1,013	237	1,000	130	250	(750)	-75.00%	250
Professional Services	152,466	49,438	45,000	26,833	37,800	(7,200)	-16.00%	37,800
Misc Expenses	324	517	500	380	500	0	0.00%	500

3.3.4 CITY CLERK



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/appointed 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.

Significant Accomplishments FY 2019-20 and FY 2020-21

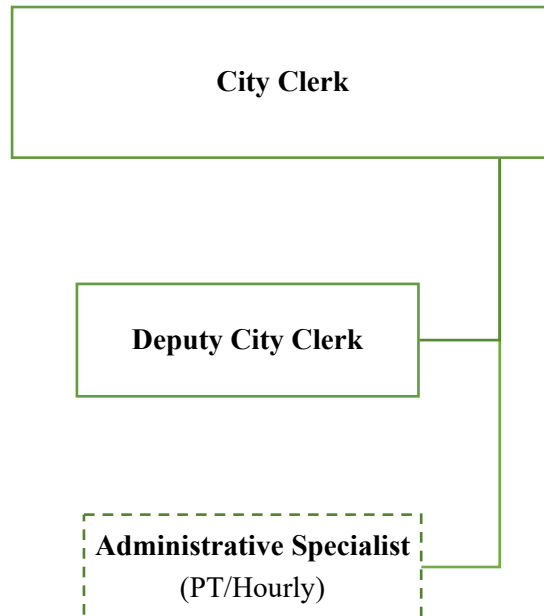
- Coordinated the 2020 General Municipal Election (Vote by Mail ballots, two Accessible Voting Locations instead of polling locations in Albany, outreach for election information and methods to return ballots, and several Early Voting Ballot Drop Stop events), which included four measures, four candidates for City Council, and three candidates for Board of Education
- Worked with City Attorney's office in the filing of an initiative for Ranked Choice Voting
- Worked with Community Development Department in finalizing the Sign Ordinance which included the removal of Political Signs regulations and replaced it with regulations for Temporary Non-Commercial Signs
- Converted from paper filings to the implementation of electronic filings for FPPC Form 700 Conflict of Interest
- Updated the Advisory Body Handbook
- Coordinated the bi-annual Advisory Body & Brown Act Training for all Advisory Body Members and staff liaisons
- Worked with consultant to provide back-up support for Information Technology Services
- Updated the Donation Acceptance Policy and the Flag Display Policy
- Worked with Media Manager to implement Zoom virtual meetings for all City public meetings during the pandemic
- Attended all City virtual public meetings and managed public comment periods
- Provided guidance to all Advisory Body Members and staff liaisons on best practices for virtual meetings
- Achieved and received certifications and designations of CMC (Certified Municipal Clerk) and CPMC (California Professional Municipal Clerk)

Goals for FY 2021-22 and FY 2022-23

- | | |
|--|--------------------------|
| 1. Implement new agenda automation and meeting management applications for City public meetings | FY 2021-22 |
| 2. Implement electronic filing of FPPC Campaign Disclosure Statements | FY 2021-22 |
| 3. Coordinate the 2022 election | FY 2021-22
FY 2022-23 |
| 4. Assist Media Manager in seeking/implementing new web hosting vendor | FY 2021-22
FY 2022-23 |
| 5. Assist with review and update of City administrative policies and procedures | Continuous |
| 6. Further the availability of electronic records | Continuous |
| 7. Obtain further training regarding City Clerk Administration and Election Law to obtain specialized certifications | Continuous |
| 8. Continue reviewing City website and related documents to replace to non-gender specific pronouns | Continuous |

Notes to the Budget

As mentioned previously, staff are requesting the addition of a Deputy City Clerk. Over the past several years, demands on the City Clerk's Office have increased dramatically. As detailed in Section 3.3.2, City Manager/Administration, with the retirement of the Assistant to the City Manager, a reallocation of duties has allowed staff to propose the addition of this position with an increase of \$35,000 in salaries city-wide.



CORE SERVICES

- Official record keeper for the City and manages record keeping system.
- 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.
- Maintains the legislative history.
- Certifies copies of records, documents, resolutions and ordinances; receives and opens bids; publishes legal notices; administers oaths; receives claims and lawsuits against the City; and prepares proclamations.
- Administers the application process and provides support to City Council Advisory Bodies.
- Serves as the Official Elections Officer.
- Staff liaison to the Charter Review Committee, Social & Economic Justice Commission, Community Task Force on Policing and serves as a Board Member of the Board of Police & Fire Pension Fund.

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
13 - CITY CLERK	233,247	202,002	221,038	258,862	372,374	151,336	68.47%	414,986
131 - City Clerk - Administration	193,573	201,641	198,838	210,613	362,049	163,211	82.08%	361,661
EXPENSES	201,650	201,902	201,988	217,613	362,199	160,211	79.32%	361,811
Salaries and Wages	136,610	125,650	128,808	130,102	225,000	96,192	74.68%	231,750
Benefits	48,941	47,066	50,880	47,749	95,399	44,519	87.50%	98,261
Insurance	26,322	25,465	26,146	24,568	55,089	28,943	110.70%	56,742
Retirement	12,796	11,590	15,019	13,356	23,098	8,079	53.79%	23,791
Taxes	9,824	10,012	9,715	9,825	17,213	7,498	77.17%	17,729
Other Expenses	16,098	29,185	22,300	39,762	41,800	19,500	87.44%	31,800
Dues, Memberships, Publications, and Trainings	5,159	6,312	5,800	253	5,300	(500)	-8.62%	5,300
Administrative and Office Expenses	1,678	445	500	16	500	0	0.00%	500
Advertising & Promotions	455	151	500	0	500	0	0.00%	500
Professional Services	8,356	22,278	15,000	39,494	35,000	20,000	133.33%	25,000
Misc Expenses	450	0	500	0	500	0	0.00%	500
REVENUES	8,077	261	3,150	7,000	150	(3,000)	-95.24%	150
Current Service Charges	8,077	261	3,150	7,000	150	(3,000)	-95.24%	150
132 - City Clerk - Elections	39,674	361	22,200	48,250	10,325	(11,875)	-53.49%	53,325
EXPENSES	59,425	361	37,200	60,587	13,325	(23,875)	-64.18%	63,325
Other Expenses	59,425	361	37,200	60,587	13,325	(23,875)	-64.18%	63,325
Dues, Memberships, Publications, and Trainings	0	440	600	0	750	150	25.00%	750
Administrative and Office Expenses	51,779	(100)	25,100	60,368	50	(25,050)	-99.80%	50,050
Professional Services	7,646	0	11,500	207	12,500	1,000	8.70%	12,500
Misc Expenses	0	22	0	13	25	25		25
REVENUES	19,751	0	15,000	12,338	3,000	(12,000)	-80.00%	10,000
Current Service Charges	19,751	0	15,000	12,338	3,000	(12,000)	-80.00%	10,000

3.3.5 FINANCE



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.

Significant Accomplishments FY 2019-20 and FY 2020-21

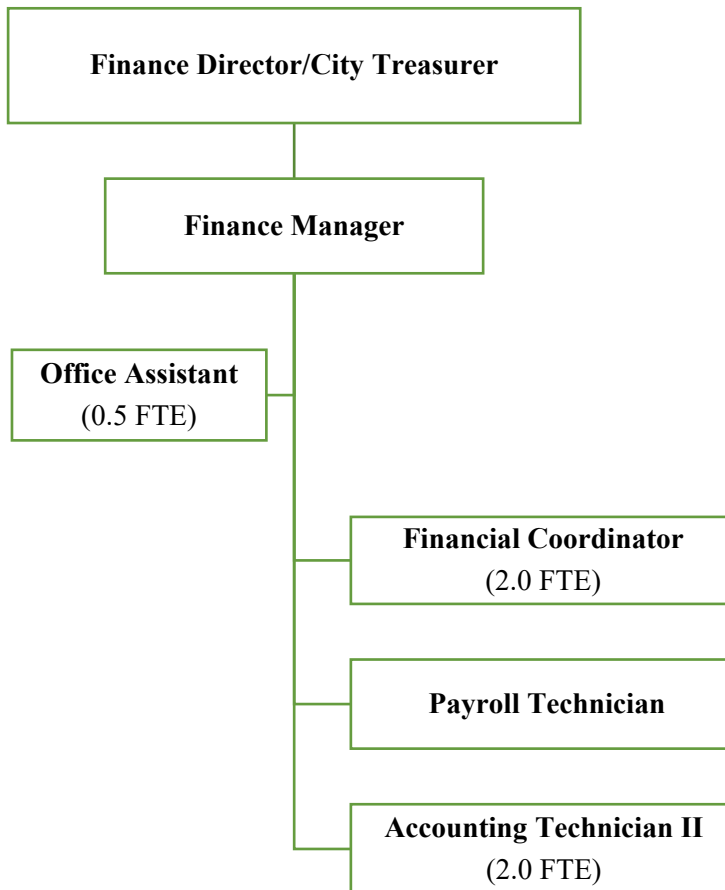
- Completion of all outstanding audits
- Successful transition from an elected to appointed Treasurer with implementation of the Financial Advisory Committee
- Assisted with financial estimates for creation of two tax measures for the November 2020 election:
 - Measure CC – Increasing the City's Real Property Transfer Tax
 - Measure DD – Increasing the City's Utility Users' Tax on Gas and Electric and extending the tax to Water service

Goals for FY 2021-22 and FY 2022-23

- | | |
|--|------------|
| 1. Implement a comprehensive, citywide timekeeping software | FY 2021-22 |
| 2. Complete a review of Business License taxes and bring a proposal to Council for a potential ballot measure updating the municipal code | FY 2021-22 |
| 3. Create and implement an investment strategy, including retaining a broker/investment advisor | FY 2021-22 |
| 4. Retain a third party to administer business license applications, renewals and audits based on updated code | FY 2022-23 |
| 5. Assist with identification of additional revenue measures for City Services | FY 2022-23 |
| 6. Work with the City's independent auditors to complete the City's Comprehensive Annual Financial Statement (CAFR) before December 31 each year | Continuous |
| 7. Address audit findings | Continuous |

Notes to the Budget

None.



CORE SERVICES
<ul style="list-style-type: none"> • Biennial operating budget • Master fee schedule • Financial statements • Assists with biennial update of the five-year Capital Improvement Plan • Comprehensive Annual Financial Report (CAFR) • Cash receipts • Accounts payable • Payroll • Revenue invoicing • Administration of bonded debt • Financial reporting for special revenues, grants, and investments • Bank reconciliations • Quarterly financial reports • Staff Liaison to Financial Advisory Committee

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
17 - FINANCE & ADMINISTRATIVE SVCS	1,060,908	1,016,332	1,096,820	917,801	1,120,991	24,171	2.20%	1,147,669
EXPENSES	1,063,450	1,018,807	1,111,620	926,481	1,135,791	24,171	2.17%	1,162,469
Salaries and Wages	453,962	546,855	659,109	548,311	671,040	11,931	1.81%	691,156
Benefits	159,865	154,328	204,661	159,904	218,701	14,040	6.86%	225,263
Insurance	95,979	85,399	106,977	84,468	122,170	15,193	14.20%	125,835
Retirement	29,652	29,801	50,294	36,909	45,197	(5,097)	-10.13%	46,553
Taxes	34,234	39,128	47,390	38,527	51,335	3,945	8.32%	52,875
Other Expenses	449,623	317,624	247,850	218,266	246,050	(1,800)	-0.73%	246,050
Dues, Memberships, Publications, and Trainings	17,272	26,949	3,000	9,435	3,750	750	25.00%	3,750
Administrative and Office Expenses	43,760	31,684	31,100	38,552	33,300	2,200	7.07%	33,300
Advertising & Promotions	0	0	0	0	0	0		0
Professional Services	356,137	223,594	180,000	139,641	180,000	0	0.00%	180,000
Rental Expense	5,974	5,994	6,000	3,671	1,500	(4,500)	-75.00%	1,500
Utilities	25,202	29,403	27,250	22,777	27,250	0	0.00%	27,250
Misc Expenses	710	0	500	2,677	250	(250)	-50.00%	250
Equipment	567	0	0	1,513	0	0		0
REVENUES	2,542	2,475	14,800	8,680	14,800	0	0.00%	14,800
Current Service Charges	2,542	2,475	14,800	8,680	14,800	0	0.00%	14,800

3.3.6 POLICE



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. Authorized full and part-time staffing currently consists of twenty-six sworn peace officers, eight dispatchers, and support staff.

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 is a partner in blighted property mitigation and code enforcement. The department works closely with Albany Cares to assist those experiencing homelessness connect with services.

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.

Significant Accomplishments FY 2019-20 and FY 2020-21

- Purchased first Hybrid patrol vehicle
- Initiated the collection of Racial and Identity Profiling Act (RIPA) Data
- Researched and initiated implementation of a new “Bola-Wrap” restraint device
- Deployed new body camera system
- Maintained high level of police services during Global Pandemic
- Actively engaged with the community regarding concerns raised about policing, developed a comprehensive FAQ regarding policy and procedures
- Attended numerous community meetings regarding concerns on policing
- Furthered strong working relationships with local agency partners including the Albany Unified School District

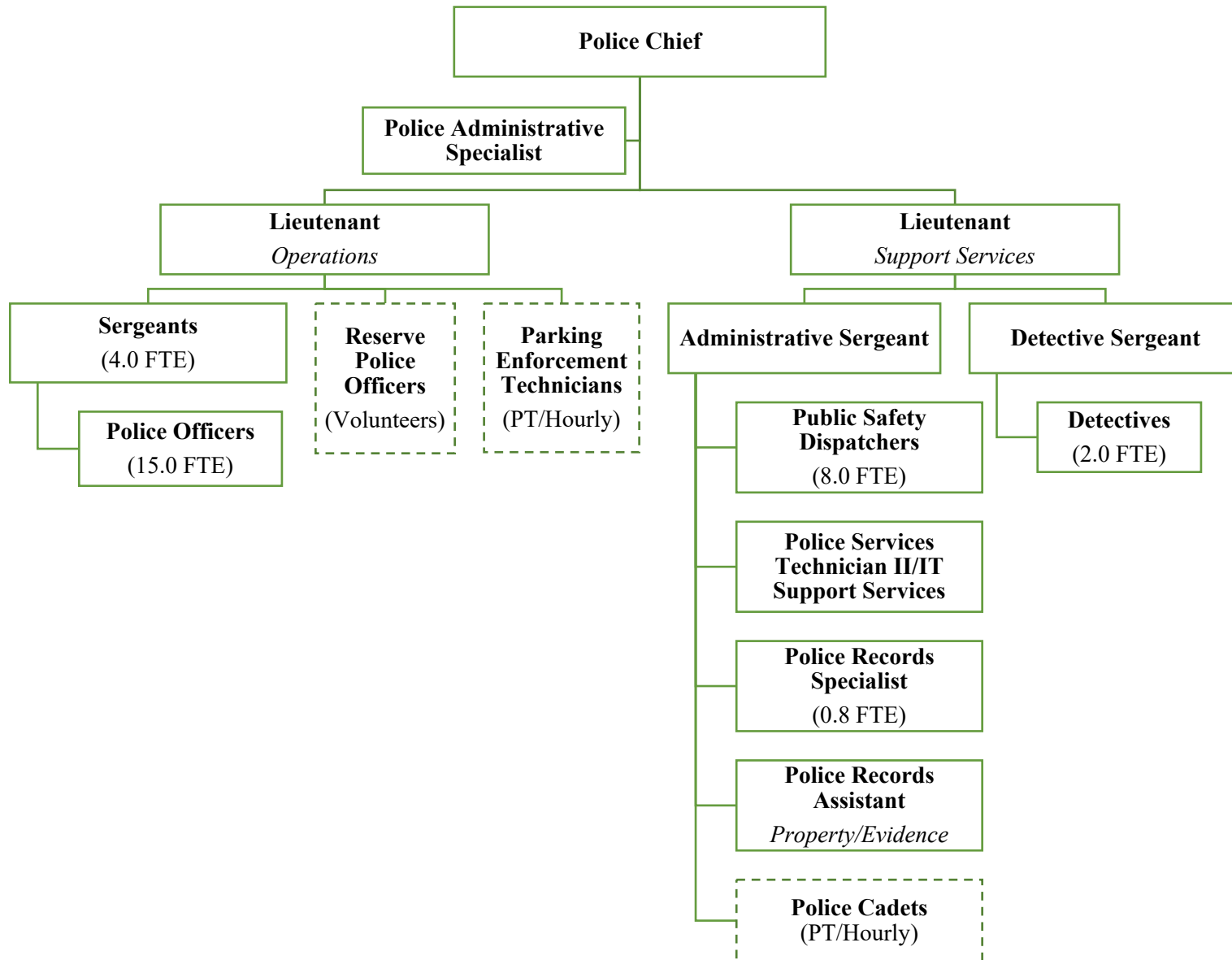
- Sought out and implemented diversity, equity and inclusivity training programs to help to ensure equality in our services and department culture

Goals for FY 2021-22 and FY 2022-23

- | | | |
|-----|---|------------|
| 1. | Start reporting RIPA Data to the Department of Justice | FY 2021-22 |
| 2. | Adjust operations to meet changing Global Pandemic restrictions and guidelines | FY 2021-22 |
| 3. | Begin accepting Text-to-911 | FY 2021-22 |
| 4. | Coordinate with Human Resources to fill vacant police officer, dispatch and parking enforcement positions | FY 2021-22 |
| 5. | Develop new educational/outreach programs to further enhance existing community outreach and engage the community, including creating a Community Academy | FY 2021-22 |
| 6. | Evaluate capabilities and resources needed to replace expiring Department strategic plan | FY 2021-22 |
| 7. | Continue seeking alternative support services to meet the needs of persons in mental health crisis and/or experiencing homelessness | FY 2021-22 |
| 8. | Continue training and enrichment programs focused on diversity, equity and inclusivity to help to ensure equality in our services and department culture | Continuous |
| 9. | Further expand on a variety of communication tools to connect with the community | Continuous |
| 10. | Explore new technology options to improve police services provided to the community and increase public safety | Continuous |

Notes to the Budget

During fiscal year 2020-21, 1.0 full time equivalent (FTE) Police Officer position was reclassified to 1.0 FTE Public Safety Dispatcher. Salary savings associated with this change are reflected in the proposed budget.



MISSION

THE MISSION OF THE ALBANY POLICE DEPARTMENT IS TO PROVIDE THE HIGHEST QUALITY POLICE SERVICES THROUGH EFFICIENT AND PROFESSIONAL POLICING.

VISION

WE WORK IN PARTNERSHIP WITH OUR COMMUNITY TO MAINTAIN A FOUNDATION OF TRUST AND COOPERATION TO ENHANCE SAFETY AND QUALITY OF LIFE.

VALUES

SERVICE	We are committed to protecting our community and responding to the needs of its citizens.
PROFESSIONALISM	We value our integrity, honesty, and compassion, and we embrace accountability, continuous learning and personal improvement.
PRIDE	We are driven by a desire to strive for excellence, and focus on results.
TEAMWORK	We pledge cooperation, flexibility, open mindedness, and respect for one another.
DEDICATION	We are committed to our mission, our community, our profession and ourselves.

CORE SERVICES

- Preservation of public peace, enforcement of laws, protection of life and property, and providing police related services to the community.
- Proactive police patrol, traffic enforcement, criminal investigation, and administrative support services.
- 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.
- Assist with blighted property mitigation and code enforcement.
- Assist Albany CARES program
- 24-hour Public Safety Answering Point (PSAP) for 911 emergency police, fire and medical dispatch.
- Receiving, classifying, recording, and storing evidence and property
- Administration and Management of the Police Department's computerized Records Information Management System (RIMS)
- Coordinate with the District Attorney's office to manage case outcomes
- Parking Enforcement

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
19 - POLICE	5,901,006	5,631,789	7,782,959	5,565,264	7,242,681	(540,279)	-6.94%	7,545,761
191 - POLICE/ADMINISTRATION	913,489	865,673	942,364	878,801	1,097,903	155,539	16.51%	1,141,882
EXPENSES	1,150,364	1,153,050	1,320,964	1,087,200	1,483,603	162,639	12.31%	1,529,724
Salaries and Wages	669,396	606,210	668,273	592,154	801,710	133,437	19.97%	836,887
Benefits	86,120	177,982	222,491	189,210	243,193	20,702	9.30%	254,137
Insurance	84,851	75,941	82,608	68,357	69,460	(13,148)	-15.92%	72,586
Retirement	(9,456)	92,843	129,332	112,186	162,108	32,776	25.34%	169,403
Taxes	10,726	9,198	10,551	8,667	11,625	1,074	10.18%	12,148
Other Expenses	394,847	368,859	430,200	305,836	438,700	8,500	1.98%	438,700
Dues, Memberships, Publications, and Trainings	100,008	103,387	152,000	83,278	154,000	2,000	1.32%	154,000
Administrative and Office Expenses	44,297	32,016	51,500	17,545	51,500	0	0.00%	51,500
Supplies	56,752	41,681	4,800	29,419	4,800	0	0.00%	4,800
Professional Services	118,390	114,745	125,500	109,791	131,000	5,500	4.38%	131,000
Rental Expense	0	0	1,000	0	1,000	0	0.00%	1,000
Utilities	43,199	52,212	46,200	39,141	46,200	0	0.00%	46,200
Safety Supplies	23,704	25,739	29,200	26,662	30,200	1,000	3.42%	30,200
Equipment	8,124	(920)	20,000	0	20,000	0	0.00%	20,000
Vehicle/Equipment Maintenance	0	0	0	0	0	0		0
Misc Expenses	373	0	0	0	0	0		0
REVENUES	236,875	287,377	378,600	208,398	385,700	7,100	1.88%	387,842
Licenses and Permits	2,250	2,000	3,000	2,500	3,000	0	0.00%	3,000
Fines and Forfeitures	203,199	161,115	270,000	99,639	270,000	0	0.00%	270,000
Revenues from Other Agencies	29,541	24,342	5,000	553	5,000	0	0.00%	5,000
Current Service Charges	0	98,940	100,500	105,275	107,600	7,100	7.06%	109,742
Other Revenue	1,886	980	100	431	100	0	0.00%	100

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
192 - POLICE/OPERATIONS	3,998,268	3,887,856	5,286,102	3,767,950	4,628,036	(658,066)	-12.45%	4,821,678
EXPENSES	3,998,268	3,887,856	5,286,102	3,767,950	4,628,036	(658,066)	-12.45%	4,821,678
Salaries and Wages	2,946,620	2,984,762	3,880,209	2,919,001	3,333,033	(547,176)	-14.10%	3,483,169
Benefits	786,297	687,994	1,019,093	729,432	966,803	(52,290)	-5.13%	1,010,309
Insurance	339,090	275,065	389,788	272,890	400,590	10,802	2.77%	418,617
Retirement	403,700	368,726	572,798	410,733	517,884	(54,914)	-9.59%	541,188
Taxes	43,507	44,202	56,507	45,809	48,329	(8,178)	-14.47%	50,504
Other Expenses	265,351	215,100	386,800	119,517	328,200	(58,600)	-15.15%	328,200
Dues, Memberships, Publications, and Trainings	0	695	0	0	0	0		0
Administrative and Office Expenses	0	0	0	0	0	0		0
Supplies	0	4,197	27,600	17,741	30,000	2,400	8.70%	30,000
Professional Services	175,026	126,916	247,000	58,927	220,000	(27,000)	-10.93%	220,000
Rental Expense	22,714	17,201	30,000	2,240	14,000	(16,000)	-53.33%	14,000
Utilities	2,373	2,706	2,200	2,443	2,200	0	0.00%	2,200
Safety Supplies	0	0	0	0	0	0		0
Equipment	15,539	602	0	0	2,000	2,000		2,000
Vehicle/Equipment Maintenance	49,698	62,783	80,000	38,166	60,000	(20,000)	-25.00%	60,000
Misc Expenses	0	0	0	0	0	0		0
REVENUES	0	0	0	0	0	0		0
Current Service Charges	0	0	0	0	0	0		0
193 - POLICE/SUPPORT SERVICES	989,250	878,261	1,554,493	918,513	1,516,742	(37,751)	-2.43%	1,582,201
EXPENSES	989,250	878,261	1,554,493	918,513	1,516,742	(37,751)	-2.43%	1,582,201
Salaries and Wages	769,206	692,969	1,165,303	688,960	1,112,676	(52,628)	-4.52%	1,160,721
Benefits	208,224	184,477	372,590	220,341	386,967	14,376	3.86%	404,380
Insurance	101,318	89,467	207,974	111,607	196,680	(11,294)	-5.43%	205,531
Retirement	48,563	42,079	87,701	56,134	102,942	15,241	17.38%	107,574
Taxes	58,344	52,931	76,915	52,600	87,345	10,430	13.56%	91,276
Other Expenses	11,819	814	16,600	9,212	17,100	500	3.01%	17,100
Dues, Memberships, Publications, and Trainings	0	0	0	2,000	0	0		0
Administrative and Office Expenses	0	0	0	0	0	0		0
Supplies	0	345	9,600	969	9,600	0	0.00%	9,600
Professional Services	0	0	0	0	0	0		0
Rental Expense	11,819	469	7,000	6,242	7,500	500	7.14%	7,500
Utilities	0	0	0	0	0	0		0
Safety Supplies	0	0	0	0	0	0		0
Misc Expenses	0	0	0	0	0	0		0

3.3.7 FIRE



FIRE DEPARTMENT

The Albany Fire Department is an ISO Class 2 agency providing 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 ADMINISTRATION DIVISION

The Administration Division is responsible for planning and tracking the financial, organizational, and developmental aspects of the Department, which are essential for operational readiness. These include fleet and equipment management, facilities, personnel, budgeting, operational programs, community relations, public education, and fire prevention. Fire Prevention provides fire and life safety consultation on new projects and reviews plans for construction projects to ensure compliance with City and State Fire Codes. Fire Prevention Inspectors inspect all multi-family residential building with 3 or more units, all businesses that are not home based, all public and private schools, senior living, large family daycare as well as the storm water runoff program. The Fire Chief assigned to the Fire Administration Division provides vision and leadership to the department and a healthy environment for employee development and moral. It is the responsibility of the Fire Chief to provide direction to the organization and evaluate the effectiveness of the services provided to the community.

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 Albany Fire engines, and Automatic Aid from Berkeley Fire, to meet the NFPA 1710 Standard, if necessary, mutual aid assistance from other 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 1,872 incidents in Fiscal Year 19/20 and estimated 1,750 incidents in Fiscal year 20/21, 3 of which were major wildland fires in the State, including the LNU Lightning Complex located in Napa and Sonoma Counties. 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 33 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 5 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 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 Years 19/20 and 20/21(estimated) the Department responded to 3,622 total 911 incidents, of which 2,589 were medical emergencies, this represents 71.5% of responses.

Significant Accomplishments FY 2019-20 and FY 2020-21

- Community Connect launched (January of 2021) to assist with secure portal for residents to give the Fire Department vital pre-incident information
- Inspected 100% of businesses, apartments, and state inspections
- Established First Due pre-fire planning software to provide immediate building construction and infrastructure information to fire response personnel
- Fire suppression units outperformed the National Fire Protection Association (NFPA) response standard of 9 minutes and 20 seconds 90% of the time

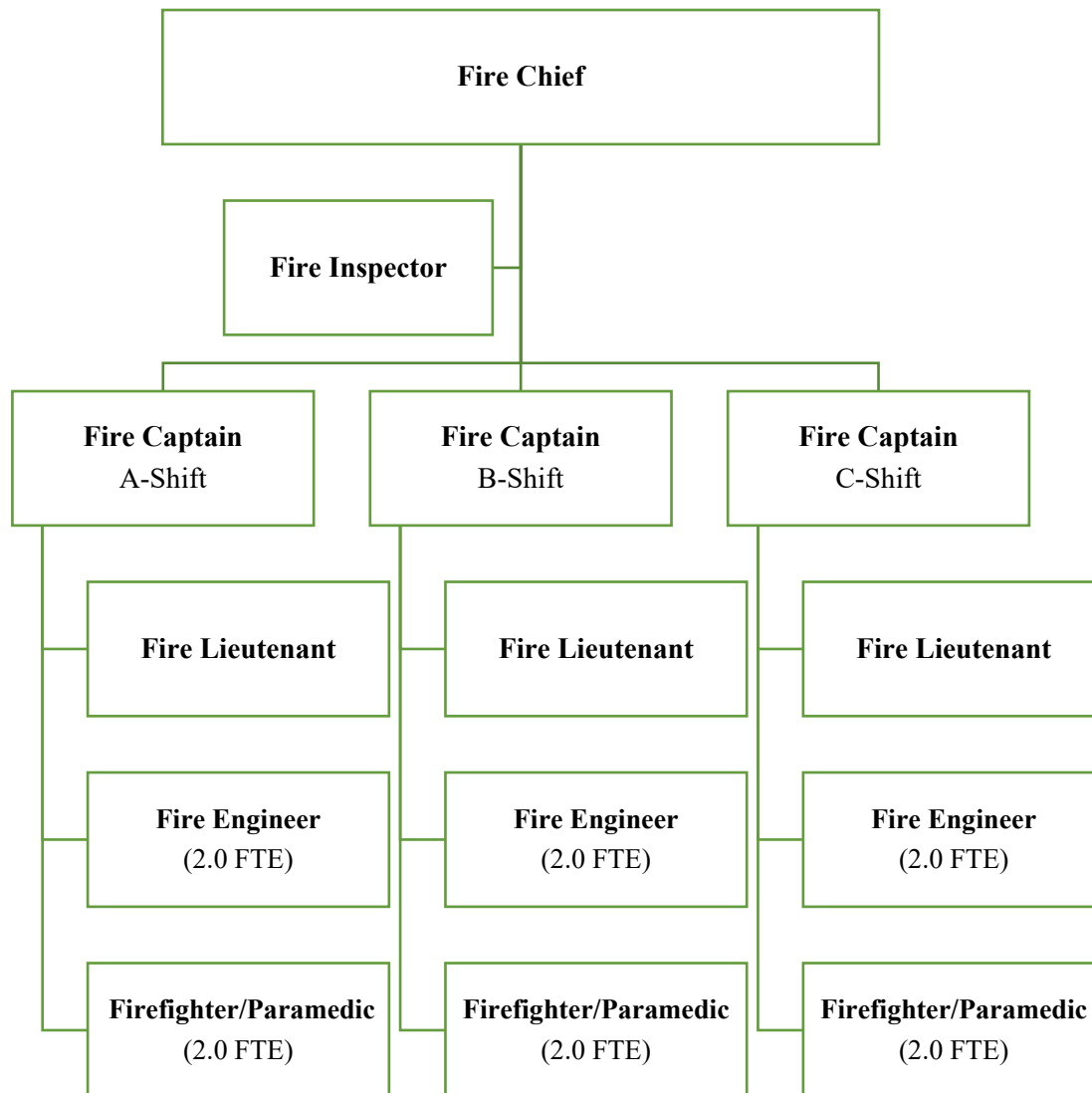
- The City of Albany Fire Department is part of the California Office of Emergency Services (OES) resource ordering and status system (ROSS). Incidents included, LNU Complex, Creek Fire and Glass Fire
- Maintained an average median response time for all medical calls of 3.18 minutes
- Purchased and implemented FirstPass CQI software that allows a clinical review to 100% of all Patient Care Reports, helping to assure the highest level of care is being provided by Albany FD paramedics
- Adopted a new Emergency Operations Plan (EOP) and Annexes, a Local Hazard Mitigation Plan (LHMP), & Debris Removal Plan certified by CalOES.
- All fulltime City Staff trained & certified as Disaster Service Workers. Managers and certain staff trained to work in the Emergency Operations Center.
- Worked with American Red Cross on certifying multiple emergency shelter sites in Albany. Also trained volunteer staff for deployment and staffing.
- Executed an Emergency Evacuation Drill for the Albany Hill. Neighboring public safety agencies were involved and the Albany EOC was opened to support the event.

Goals for FY 2021-22 and FY 2022-23

- | | | |
|----|--|------------|
| 1. | Design and Purchase new Type-1 Engine to replace 25-year-old reserve engine, and place 2008 Type-1 engine into reserve status | FY 2021-22 |
| 2. | Initiate agreement with the Berkeley Fire Department to provide annual specialized training for fire and EMS through their Training Division | FY 2021-22 |
| 3. | Evaluate opportunities to establish a cooperative regional training center in the East Bay that can be utilized by Albany, Berkeley, El Cerrito, Richmond, and Oakland Fire Departments as a result of the new California State Fire Marshal training mandates | FY 2021-22 |
| 4. | Convert from a paper plan review to computerized | FY 2022-23 |
| 5. | Maintain an average median response time for all medical calls of 3.18 minutes | Continuous |
| 6. | Continue to conduct robust disaster preparedness awareness and training program for City staff and community | Continuous |

Notes to the Budget

None.



CORE SERVICES

- Responding to a variety of emergency and non-emergency calls for service directly impacting Public Safety and Public Health.
- Fire suppression, emergency medical incidents, hazardous materials threats, and various technical and water rescue incidents.
- Manage EOC and train City Disaster Service Worker training
- Managing, and enhancing, the Emergency Operations Plan and Disaster Preparedness, to increase community resilience.
- Major wildland fire response
- Water rescue
- Ambulance transport via Advanced Life Support (ALS) transporting rights under 1797.201 and 1797.224 of the California Health and Safety Code.
- Fire Prevention inspection, consultation, and plan review.
- Vegetation management on Albany Hill to prevent wildfires.

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
20 - FIRE General Fund and EMS Fund Combined	2,959,884	2,831,137	3,375,190	2,913,006	3,624,121	248,931	8.55%	3,813,587
EXPENSES	5,275,985	4,982,309	5,351,204	4,870,744	5,778,140	426,936	7.98%	6,054,157
REVENUES	2,316,101	2,151,172	1,976,014	1,957,738	2,154,019	178,005	9.01%	2,240,570
0001 - General Fund	2,959,884	2,901,404	3,375,432	2,150,993	3,624,121	248,689	7.37%	3,813,587
Expenses	2,839,697	2,682,248	2,738,290	2,597,968	3,078,616	340,326	12.43%	3,239,486
Transfer to EMS (Expense)	509,721	418,792	895,392	0	843,755	(51,637)	-5.77%	872,351
Revenue	389,534	199,636	258,250	446,976	298,250	40,000	15.49%	298,250
201 - FIRE ADMINISTRATION	(296,285)	(84,616)	(95,177)	(352,250)	(130,201)	(35,024)	36.80%	(98,193)
EXPENSES	93,249	115,020	163,073	94,725	168,049	4,976	3.05%	200,057
Salaries and Wages	102,084	64,299	90,976	64,058	112,668	21,692	23.84%	143,936
Benefits	(99,663)	4,919	39,897	10,052	24,681	(15,216)	-38.14%	25,422
Insurance	0	0	26,074	1,393	9,347	(16,727)	-64.15%	9,628
Retirement	(107,472)	0	6,957	3,764	6,490	(467)	-6.72%	6,685
Taxes	7,809	4,919	6,866	4,896	8,844	1,978	28.81%	9,110
Other Expenses	90,828	45,803	32,200	20,615	30,700	(1,500)	-4.66%	30,700
Dues, Memberships, Publications, and Trainings	0	11,387	2,000	350	2,000	0	0.00%	2,000
Administrative and Office Expenses	19,669	21,145	10,600	13,181	11,700	1,100	10.38%	11,700
Advertising & Promotions	466	639	600	0	1,000	400	66.67%	1,000
Supplies	0	1,991	2,000	0	2,000	0	0.00%	2,000
Professional Services	65,109	9,713	15,000	5,303	12,000	(3,000)	-20.00%	12,000
Utilities	915	928	0	0	0	0		0
Equipment	4,669	0	2,000	1,782	2,000	0	0.00%	2,000
REVENUES	389,534	199,636	258,250	446,976	298,250	40,000	15.49%	298,250
Licenses and Permits	40,893	30,050	31,000	31,100	31,000	0	0.00%	31,000
Revenues from Other Agencies	7,000	0	0	0	0	0		0
Current Service Charges	162,334	166,013	167,100	160,472	167,100	0	0.00%	167,100
Other Revenue	179,307	3,573	60,150	255,405	100,150	40,000	66.50%	100,150

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
202 - FIRE/SUPPRESSION	2,746,448	2,567,228	2,575,217	2,503,243	2,910,567	335,350	13.02%	3,039,429
EXPENSES	2,746,448	2,567,228	2,575,217	2,503,243	2,910,567	335,350	13.02%	3,039,429
Salaries and Wages	2,028,033	1,888,607	1,866,463	1,879,951	2,103,308	236,845	12.69%	2,206,406
Benefits	472,016	429,504	501,849	471,921	563,629	61,780	12.31%	588,993
Insurance	193,056	185,997	206,948	197,661	233,310	26,362	12.74%	243,809
Retirement	249,936	216,455	273,553	247,208	299,821	26,268	9.60%	313,313
Taxes	29,024	27,053	21,348	27,051	30,498	9,150	42.86%	31,870
Other Expenses	246,400	249,117	206,905	151,371	243,630	36,725	17.75%	244,030
Dues, Memberships, Publications, and Trainings	16,290	16,554	19,700	9,156	19,700	0	0.00%	19,700
Administrative and Office Expenses	10,939	11,556	9,675	9,092	14,000	4,325	44.70%	14,000
Supplies	41,445	23,531	31,000	23,577	41,400	10,400	33.55%	41,400
Professional Services	4,382	8,857	4,000	2,533	21,000	17,000	425.00%	21,000
Rental Expense	8,470	8,168	8,480	3,750	8,480	0	0.00%	8,480
Utilities	35,401	51,880	46,400	35,297	46,400	0	0.00%	46,400
Misc Expenses	9,137	7,797	6,400	8,456	6,400	0	0.00%	6,400
Equipment	59,641	53,129	20,000	9,028	20,000	0	0.00%	20,000
Vehicle/Equipment Maintenance	60,695	67,644	61,250	50,482	66,250	5,000	8.16%	66,650
203 - FIRE/EMS	509,721	418,792	895,392	0	843,755	(51,637)	-5.77%	872,351
EXPENSES	509,721	418,792	895,392	0	843,755	(51,637)	-5.77%	872,351
Other Expenses	509,721	418,792	895,392	0	843,755	(51,637)	-5.77%	872,351
Transfer to EMS	509,721	418,792	895,392	0	843,755	(51,637)	-5.77%	872,351
1002 - EMS Fund - Deficit (Surplus)	0	(70,267)	0	762,013	0	0		(0)
Expenses	2,436,288	2,300,061	2,612,914	2,272,776	2,699,524	86,610	3.31%	2,814,671
Revenue	1,926,567	1,951,536	1,717,764	1,510,762	1,855,769	138,005	8.03%	1,942,320
Transfer from GF (Revenue)	509,721	418,792	895,150	0	843,755	(51,395)	-5.74%	872,351
201 - FIRE ADMINISTRATION	(1,806,102)	(1,751,525)	(1,532,500)	(1,491,195)	(1,628,071)	(95,571)	6.24%	(1,685,162)
EXPENSES	13,917	21,918	15,500	19,567	15,500	0	0.00%	15,500
Other Expenses	13,917	21,918	15,500	19,567	15,500	0	0.00%	15,500
Administrative and Office Expenses	13,917	21,918	15,500	19,567	15,500	0	0.00%	15,500
REVENUES	1,820,019	1,773,444	1,548,000	1,510,762	1,643,571	95,571	6.17%	1,700,662
EMS Property Tax	850,090	867,650	830,000	886,881	925,571	95,571	11.51%	982,662
EMS Revenues from Other Agencies	0	0	0	0	0	0		0
EMS Grants	0	7,250	0	0	0	0		0
EMS Current Service Charges	969,929	898,543	718,000	623,882	718,000	0	0.00%	718,000

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
203 - FIRE/EMS	1,806,102	1,681,259	1,532,500	2,253,209	1,628,071	93,383	6.09%	1,685,162
EXPENSES	2,422,371	2,278,143	2,597,414	2,253,209	2,684,024	86,610	3.33%	2,799,171
Salaries and Wages	1,684,241	1,625,666	1,826,744	1,648,274	1,860,760	34,016	1.86%	1,949,905
Benefits	448,209	417,921	469,360	432,201	532,254	62,894	13.40%	556,206
Insurance	206,774	189,695	211,105	194,792	245,440	34,335	16.26%	256,485
Retirement	217,206	204,887	238,425	213,641	259,833	21,408	8.98%	271,526
Taxes	24,229	23,339	19,830	23,768	26,981	7,151	36.06%	28,195
Other Expenses	289,921	234,556	301,310	172,734	291,010	(10,300)	-3.42%	293,060
Dues, Memberships, Publications, and Trainings	13,061	4,106	13,550	(4,333)	13,650	100	0.74%	15,700
Administrative and Office Expenses	43,493	9,992	42,500	7,736	11,000	(31,500)	-74.12%	11,000
Supplies	41,031	36,944	44,500	38,770	44,500	0	0.00%	44,500
Professional Services	100,766	98,495	107,460	76,743	115,060	7,600	7.07%	115,060
Rental Expense	0	0	0	0	0	0		0
Utilities	35,273	31,721	33,100	25,263	33,100	0	0.00%	33,100
Misc Expenses	0	0	0	0	0	0		0
Equipment	7,550	29,505	24,000	7,620	36,000	12,000	50.00%	36,000
Vehicle/Equipment Maintenance	48,746	23,793	36,200	20,935	37,700	1,500	4.14%	37,700
REVENUES	616,269	596,884	1,064,914	0	1,055,953	(6,773)	-0.64%	1,114,009
Transfer In from Pension Tax Fund	106,548	178,092	169,764	0	212,198	42,434	25.00%	241,658
Transfer In from GF	509,721	418,792	895,150	0	843,755	(49,207)	-5.50%	872,351

3.3.8 PUBLIC WORKS



PUBLIC WORKS DEPARTMENT

The Public Works Department oversees the City's Capital Improvement Program, provides maintenance services citywide, and maintains regulatory compliance for the City's major infrastructure systems. The Department works in close coordination with multiple other Departments to facilitate major improvement projects throughout the City and maintain ongoing coordination efforts with local, regional, and state regulatory agencies.

The City's Capital Improvement Program begins with a five-year plan adopted by the City Council that sets the City's priorities for capital improvements. The Public Works Department, in partnership with other City Departments as appropriate, is responsible for implementation of these projects, which include rehabilitation to aging City infrastructure (streets, sewers, storm drains, and sidewalks) and transportation improvements, as well as park and building renovations. Many of these major projects are contracted out to specialized firms (e.g., repaving, sewer replacement), with project management conducted by the Department. The Department also partners with Finance in order to organize and implement the Capital Improvement Program budget.

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 also oversees the Urban Forestry program, which is responsible for maintaining and enhancing Albany's arboreal landscape. The Department oversees contract work for maintenance activities including but not limited to citywide landscaping along the Ohlone Greenway and street medians, janitorial services for City facilities, and citywide street sweeping. Recently, the City implemented a systematic program for vegetation management and restoration on Albany Hill and in Cerrito and Codornices Creeks, with the intention of restoring habitat while also managing potential fire fuel loads in those areas.

The Department is responsible for regulatory reporting and compliance for the City's infrastructure systems. Since 2006, the City has been required to comply with the Statewide Waste Discharge Requirements (SWDR) of the State Water Board, in relation to the approximately 32 miles of sewer main and 14 miles of lower laterals that are owned by the City and maintained by the Department. The Department adopted and now manages 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 performs maintenance and rehabilitative capital work in order to remain in compliance. 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 monitors Citywide pavement condition index (PCI) and updates the City's Pavement Management Plan, which informs the City's annual planned capital

improvements to City streets. Lastly, the City entered into an ADA settlement in December of 2019, requiring an accelerated and committed schedule of work to improve the City's compliance with ADA requirements regarding accessibility in the Public Right-Of-Way; the Department manages this schedule and the accompanying projects.

The Department remains responsive to the needs of the community, and has implemented an online reporting tool for "Service Requests," found on the Public Works webpage. This portal 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. The Department partners with the Community Development Department to understand ongoing maintenance needs within our business district, and to mitigate impacts of major Capital Improvement Projects that may occur within commercial areas.

Significant Accomplishments FY 2019-20 and FY 2020-21

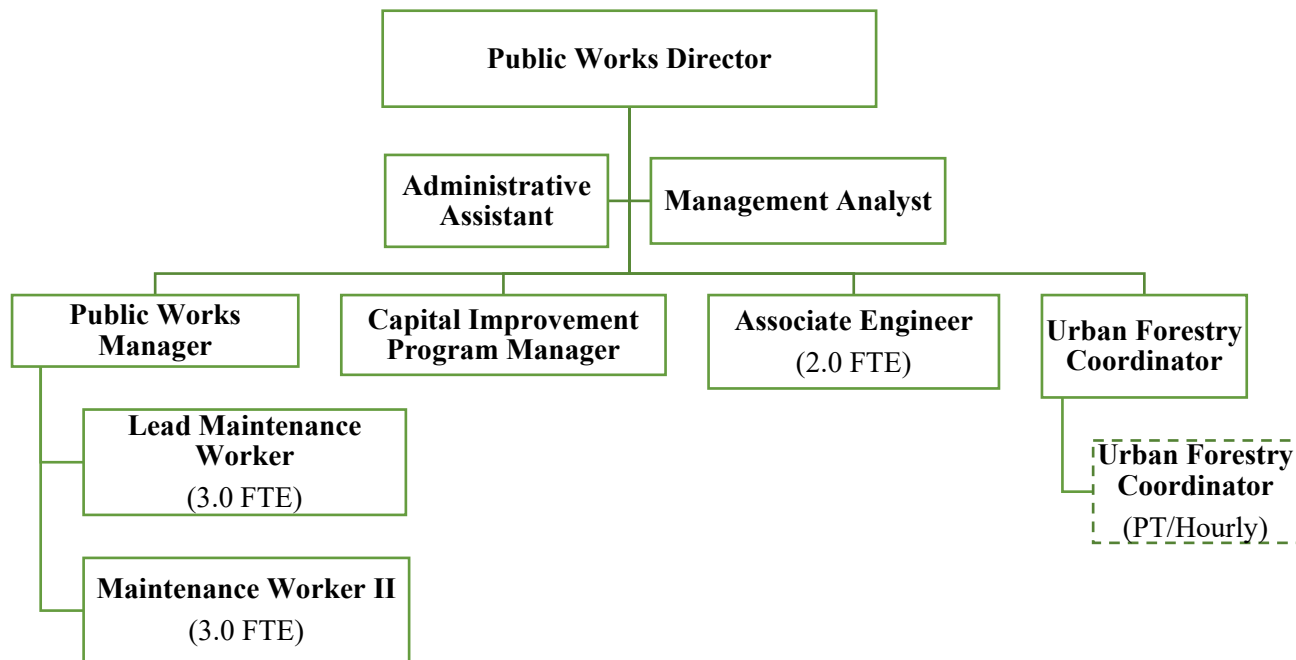
- Brought the City's sewer system into compliance with the USEPA Consent Decree through a combination of capital rehabilitation and maintenance, including a record 11,385 linear feet of new sewer line in calendar year 2020
- COVID-19 Response: Developed new safety procedures and practices for safe and effective continuance of City services and facilities
- Overhauled departmental budget for better transparency and ease of program cost analysis
- Completed the Albany Hill Access Improvements capital project, funded by local Measure R, and programmed the remainder of that Measure in the updated five-year CIP and the Public Works operating budget
- Constructed three phases of the Sidewalk Repair Program, funded by local tax dollars
- Implemented ADA accessibility improvements on Lower Solano, including rehabilitation of curb ramps previously out of compliance with ADA standards
- Improved graffiti abatement efforts in downtown business districts
- Maintained compliance with the City's ADA litigation settlement
- Developed and implemented a maintenance program for vegetation management at Codornices and Cerrito Creeks and on Albany Hill
- Planted over 250 street trees in a diverse variety of species

Goals for FY 2021-22 and FY 2022-23

- | | | |
|-----|---|------------|
| 1. | Implement pedestrian safety improvements at the Marin/Masonic and Solano/Masonic intersections | FY 2021-22 |
| 2. | Continue to fine-tune prioritization criteria for Sidewalk Repair Program and implement future phases | FY 2021-22 |
| 3. | Diversify and increase landscape maintenance contracts | FY 2021-22 |
| 4. | Implement new software to improve internal processes for maintenance programs | FY 2021-22 |
| 5. | Develop program for compliance with State SB1383 | FY 2022-23 |
| 6. | Further develop plans for mitigation of erosion on the Albany Bulb with Alameda County Environmental Health and Cal Recycle | FY 2022-23 |
| 7. | Maintain current compliance with the USEPA Consent Decree for sewer rehabilitation work | Continuous |
| 8. | Continue to evaluate City infrastructure and develop projects in support of Active and Zero Emission Transportation methods | Continuous |
| 9. | Continue to maintain compliance with local, state, and federal stormwater and water quality regulations | Continuous |
| 10. | Continue to design and implement annual street rehabilitation projects in service of increasing Citywide PCI | Continuous |
| 11. | Perform wildland fire risk assessment and associated maintenance | Continuous |

Notes to the Budget

In addition to operating expense reclassifications mentioned in Section 1.1 of the budget package, staff are recommending the reclassification of 2.0 FTE Maintenance Worker II positions to 2.0 FTE Lead Maintenance Worker.



CORE SERVICES

- Planning and implementation of the City's Capital Improvement Program, including rehabilitation to aging City infrastructure (streets, sewers, storm drains, and sidewalks) and transportation improvements, as well as park and building renovations.
- Citywide maintenance of the City's sewer system, storm drain system, streets, parks, public right-of way, and public buildings.
- 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.
- Management of citywide landscaping along the Ohlone Greenway and street medians, janitorial services for City facilities, and citywide street sweeping.
- Implementation of the City's sewer program in compliance with the 2009 US EPA Consent Decree, and the City's stormwater program in compliance with the City's National Pollutant Discharge Elimination System Permit (NPDES Permit)

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
20 - PW - Combined GF, Sewer, Stormdrain	(1,990,836)	(1,987,048)	637,796	(1,622,171)	1,753,821	1,116,025	0	1,740,569
EXPENSES	2,232,542	2,318,348	4,461,744	2,912,991	6,010,526	1,548,782	34.71%	5,997,274
REVENUES	4,223,378	4,305,396	3,823,948	4,535,163	4,256,705	432,757	11.32%	4,256,705
0001 - General Fund	36,394	8,068	0	8,714	5,000	5,000		5,000
1601 - SR-STORM DRAINAGE / NPDES	458,876	455,070	400,123	410,531	453,550	53,427	13.35%	453,550
4001 - ENT-SEWER OPERATIONS	3,728,108	3,842,257	3,423,825	4,115,918	3,798,155	374,330	10.93%	3,798,155
0001 - General Fund	1,097,008	1,014,116	1,541,791	1,056,286	1,669,719	127,928	8.30%	1,691,779
Expenses	1,133,402	1,022,185	3,357,019	2,153,642	3,049,305	(307,714)	-9.17%	3,075,512
Revenues	36,394	8,068	0	8,714	5,000	5,000		5,000
Transfers in from Other Funds	0	0	1,815,228	1,088,643	1,374,586	(440,642)	-24.27%	1,378,733
211 - PUBLIC WORKS/ADMINISTRATION	326,638	338,073	460,495	428,477	484,573	24,078	5.23%	487,221
EXPENSES	339,803	346,141	460,495	437,190	489,573	29,078	6.31%	492,221
Salaries and Wages	125,439	129,544	68,584	83,173	70,030	1,446	2.11%	72,131
Benefits	36,185	28,184	18,111	19,139	18,243	132	0.73%	18,790
Insurance	18,616	12,683	7,147	7,977	7,908	761	10.65%	8,145
Retirement	8,163	6,077	6,279	5,772	4,978	(1,301)	-20.72%	5,127
Taxes	9,406	9,424	4,685	5,390	5,357	672	14.35%	5,518
Other Expenses	178,179	188,413	373,800	334,878	401,300	27,500	7.36%	401,300
Dues, Memberships, Publications, and Trainings	26,343	21,313	55,000	19,008	57,500	2,500	4.55%	57,500
Administrative and Office Expenses	7,669	9,709	14,600	5,152	29,600	15,000	102.74%	29,600
Supplies	0	140	0	0	0	0		0
Professional Services	4,873	16,785	10,000	67,881	20,000	10,000	100.00%	20,000
Rental Expense	117,505	118,094	260,000	220,738	260,000	0	0.00%	260,000
Utilities	21,589	22,230	34,000	21,967	34,000	0	0.00%	34,000
Misc Expenses	200	142	200	132	200	0	0.00%	200
REVENUES	13,164	8,068	0	8,714	5,000	5,000		5,000
Current Service Charges	13,164	5,053	0	8,714	5,000	5,000		5,000
Other Revenue	0	3,015	0	0	0	0		0
Transfers In	0	0	0	0	0	0		0

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
2121 - PW / MAINT / BLDG & FACILITIES	489,756	467,956	615,097	365,396	667,233	52,136	8.48%	672,380
EXPENSES	489,756	467,956	615,097	365,396	667,233	52,136	8.48%	672,380
Salaries and Wages	102,962	79,108	124,877	82,923	155,275	30,398	24.34%	158,973
Benefits	41,260	27,555	46,555	27,977	48,293	1,738	3.73%	49,742
Insurance	26,048	16,647	24,291	15,328	24,291	0	0.00%	25,020
Retirement	7,489	5,040	10,517	6,743	12,124	1,607	15.28%	12,487
Taxes	7,723	5,867	11,747	5,907	11,879	132	1.12%	12,235
Other Expenses	345,534	361,294	443,665	254,496	463,665	20,000	4.51%	463,665
Dues, Memberships, Publications, and Trainings	0	51	0	0	0	0		0
Administrative and Office Expenses	2,376	31	1,000	979	1,000	0	0.00%	1,000
Supplies	47,865	48,616	75,750	29,933	75,750	0	0.00%	75,750
Professional Services	261,527	270,098	328,340	208,788	348,340	20,000	6.09%	348,340
Rental Expense	2,237	0	4,000	369	4,000	0	0.00%	4,000
Utilities	2,542	30,537	5,000	4,072	5,000	0	0.00%	5,000
Equipment	19,846	0	15,000	0	15,000	0	0.00%	15,000
Vehicle/Equipment Maintenance	9,142	11,960	14,575	10,354	14,575	0	0.00%	14,575
REVENUES	0	0	0	0	0	0		0
Other Revenue	0	0	0	0	0	0		0
2122 - PW / MAINT / PARKS	276,633	188,454	286,278	150,332	323,637	37,359	13.05%	329,330
EXPENSES	299,863	188,454	672,410	353,100	709,769	37,359	5.56%	715,462
Salaries and Wages	57,749	60,305	145,470	97,779	141,055	(4,415)	-3.03%	145,287
Benefits	21,679	23,766	48,940	33,488	48,714	(226)	-0.46%	50,176
Insurance	12,697	15,031	25,578	17,614	25,578	0	0.00%	26,345
Retirement	4,680	4,326	12,632	8,856	12,346	(286)	-2.27%	12,716
Taxes	4,302	4,410	10,730	7,018	10,791	61	0.57%	11,114
Other Expenses	220,435	104,382	478,000	221,834	520,000	42,000	8.79%	520,000
Dues, Memberships, Publications, and Trainings	0	0	57,000	40,008	57,000	0	0.00%	57,000
Administrative and Office Expenses	33,014	29,751	0	0	0	0		0
Supplies	76,600	16,906	40,000	12,642	70,000	30,000	75.00%	70,000
Professional Services	79,200	30,254	320,000	125,666	320,000	0	0.00%	320,000
Rental Expense	7,842	755	3,000	1,292	15,000	12,000	400.00%	15,000
Utilities	15,132	13,865	42,000	33,188	42,000	0	0.00%	42,000
Vehicle/Equipment Maintenance	8,646	12,851	16,000	9,038	16,000	0	0.00%	16,000
REVENUES	23,230	0	386,132	202,768	386,132	0	0.00%	386,132
Other Revenue	23,230	0	0	0	0	0		0
Transfers In	0	0	386,132	202,768	386,132	0	0.00%	386,132
LLAD 1988-1	0	0	265,132	139,228	265,132	0	0.00%	265,132
Measure R - Playfields	0	0	25,000	13,128	25,000	0	0.00%	25,000
Measure M - Parks and Open Space	0	0	96,000	50,412	96,000	0	0.00%	96,000
	0	0		0				

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
2124 - PW / MAINT / PUBLIC RIGHT OF WAY	3,478	17,383	179,921	112,081	194,276	14,355	7.98%	202,848
EXPENSES	3,478	17,383	720,136	448,605	734,491	14,355	1.99%	743,063
Salaries and Wages	0	886	220,692	158,399	216,185	(4,507)	-2.04%	222,671
Benefits	0	281	70,694	48,640	69,556	(1,138)	-1.61%	71,642
Insurance	0	154	36,536	24,840	36,536	0	0.00%	37,632
Retirement	0	60	17,704	12,224	16,481	(1,223)	-6.91%	16,976
Taxes	0	67	16,454	11,576	16,538	84	0.51%	17,034
Other Expenses	3,478	16,216	428,750	241,566	448,750	20,000	4.66%	448,750
Dues, Memberships, Publications, and Trainings	0	0	3,000	1,500	3,000	0	0.00%	3,000
Supplies	0	1,333	43,000	20,359	43,000	0	0.00%	43,000
Professional Services	0	11,780	198,000	100,959	218,000	20,000	10.10%	218,000
Utilities	0	0	145,750	103,417	145,750	0	0.00%	145,750
Vehicle/Equipment Maintenance	3,478	3,103	15,000	4,119	15,000	0	0.00%	15,000
Debt Service	0	0	24,000	11,211	24,000	0	0.00%	24,000
REVENUES	0	0	540,215	336,524	540,215	0	0.00%	540,215
Other Revenue	0	0	0	0	0	0		0
Transfers In	0	0	540,215	336,524	540,215	0	0.00%	540,215
Measure F Street & Storm Drain	0	0	121,215	75,510	121,215	0	0.00%	121,215
HUTA Gas Tax	0	0	394,000	245,440	394,000	0	0.00%	394,000
LLAD 1988-1	0	0	25,000	15,574	25,000	0	0.00%	25,000
2125 - PW / MAINT / STREET TREES	502	2,250	0	0	(0)	(0)		(0)
EXPENSES	502	2,250	275,868	217,511	288,239	12,371	4.48%	292,386
Salaries and Wages	0	1,000	97,309	95,104	100,098	2,789	2.87%	103,101
Benefits	0	168	28,559	27,166	38,140	9,581	33.55%	39,285
Insurance	0	61	10,611	11,222	20,397	9,786	92.22%	21,009
Retirement	0	51	10,744	9,334	10,086	(658)	-6.12%	10,389
Taxes	0	56	7,204	6,610	7,658	454	6.30%	7,887
Other Expenses	502	1,081	150,000	95,242	150,000	0	0.00%	150,000
Dues, Memberships, Publications, and Trainings	265	617	500	82	500	0	0.00%	500
Administrative and Office Expenses	0	0	0	0	0	0		0
Supplies	237	464	2,500	186	2,500	0	0.00%	2,500
Professional Services	0	0	147,000	94,974	147,000	0	0.00%	147,000
REVENUES	0	0	275,868	217,511	288,239	12,371	4.48%	292,386
Other Revenue	0	0	0	0	0	0		0
Transfers In	0	0	275,868	217,511	288,239	12,371	4.48%	292,386
LLAD 1988-1	0	0	75,868	59,819	88,239	12,371	16.31%	92,386
Measure M - Parks and Open Space	0	0	200,000	157,692	200,000	0	0.00%	200,000

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
2127 - PW / MAINT / CREEKS & OS	0	0	0	0	0	0		0
EXPENSES	0	0	160,000	48,366	160,000	0	0.00%	160,000
Other Expenses	0	0	160,000	48,366	160,000	0	0.00%	160,000
Administrative and Office Expenses	0	0	10,000	9,188	10,000	0	0.00%	10,000
Supplies	0	0	5,000	3,457	5,000	0	0.00%	5,000
Professional Services	0	0	145,000	35,721	145,000	0	0.00%	145,000
REVENUES	0	0	160,000	48,366	160,000	0	0.00%	160,000
Transfers In	0	0	160,000	48,366	160,000	0	0.00%	160,000
Measure R - Creeks	0	0	50,000	15,115	50,000	0	0.00%	50,000
Measure R - Open Space	0	0	100,000	30,229	100,000	0	0.00%	100,000
Measure M - Parks and Open Space	0	0	10,000	3,023	10,000	0	0.00%	10,000
215 - PW / STORM DRAIN	0	0	0	0	0	0		0
EXPENSES	0	0	453,013	283,474	0	(453,013)	-100.00%	0
Salaries and Wages	0	0	343,366	217,655	0	(343,366)	-100.00%	0
Benefits	0	0	109,647	65,819	0	(109,647)	-100.00%	0
REVENUES	0	0	453,013	283,474	0	(453,013)	-100.00%	0
Transfers In	0	0	453,013	283,474	0	0	0.00%	0
Measure F Street & Storm Drain			121,220	75,854			0.00%	0
NPDES Storm Drain Fee			331,793	207,620			0.00%	0
1601 - SR-STORM DRAINAGE / NPDES - Deficit (Surplus)	757	70,287	300,865	(182,611)	233,458	(67,407)	-22.40%	186,800
Expenses	459,634	525,357	369,195	227,920	808,228	439,033	118.92%	761,570
Transfers Out (Expense)	0	0	331,793	0	0	(331,793)	-100.00%	0
Revenues	458,876	455,070	400,123	410,531	453,550	53,427	13.35%	453,550
Transfers In (Revenue)	0	0	0	0	121,220	121,220		121,220
211 - PUBLIC WORKS/ADMINISTRATION	159,466	158,470	158,600	3,956	45,000	(113,600)	-71.63%	45,000
EXPENSES	159,466	158,470	158,600	3,956	45,000	(113,600)	-71.63%	45,000
Salaries and Wages	18,128	18,921	0	0	0	0		0
Benefits	5,929	6,007	0	0	0	0		0
Insurance	3,313	3,257	0	0	0	0		0
Retirement	1,221	1,310	0	0	0	0		0
Taxes	1,394	1,441	0	0	0	0		0
Other Expenses	135,410	133,542	158,600	3,956	45,000	(113,600)	-71.63%	45,000
Administrative and Office Expenses	4,877	0	5,000	0	5,000	0	0.00%	5,000
Professional Services	4,299	6,771	6,000	3,956	6,000	0	0.00%	6,000
Rental Expense	117,505	117,195	130,000	0	0	0	0.00%	0
Utilities	8,728	9,576	17,600	0	34,000	34,000	193.18%	34,000

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
215 - PUBLIC WORKS/STORM DRAIN	(158,709)	(88,183)	142,265	(186,567)	188,458	46,193	32.47%	141,800
EXPENSES	300,168	366,886	542,388	223,964	763,228	220,840	40.72%	716,570
Salaries and Wages	90,747	89,053	0	4,413	336,840	336,840		346,945
Benefits	28,619	27,314	0	1,451	107,888	107,888		111,125
Insurance	16,317	14,814	0	738	58,009	58,009		59,749
Retirement	5,806	6,303	0	380	24,111	24,111		24,834
Taxes	6,497	6,197	0	334	25,768	25,768		26,541
					1,856			
Other Expenses	180,801	250,520	542,388	218,099	318,500	(223,888)	-41.28%	258,500
Dues, Memberships, Publications, and Trainings			2,575					
Administrative and Office Expenses	65,406	86,199	61,950	69,471	60,000	0	0.00%	0
Advertising & Promotions	8,702	2,790	0	5,347	14,000	14,000	0	14,000
Professional Services	97,730	145,209	125,470	134,178	213,900	88,430	70.48%	213,900
Supplies	0	2,155		2,603	4,300	4,300		4,300
Rental Expense	0	0	0	0	0	0		0
Utilities	4,859	4,920		3,859	6,300	6,300		6,300
Vehicle/Equipment Maintenance	4,104	9,247	20,600	2,642	20,000	20,000	97.09%	20,000
Transfers Out			331,793		0	(331,793)		0
REVENUES	458,876	455,070	400,123	410,531	574,770	174,647	43.65%	574,770
Storm Drain Service Charges	458,876	455,070	400,123	410,531	453,550	53,427	13.35%	453,550
Transfers In - Storm Drain		0	0	0	121,220	121,220		121,220
Measure F Street & Storm Drain			0	0	121,220	121,220		121,220
4001 - ENT-SEWER OPERATIONS - Deficit (Surplus)	(3,088,602)	(3,071,451)	(2,164,507)	(3,584,489)	(1,048,061)	1,116,446	-51.58%	(1,042,963)
Expenses	639,506	770,807	735,530	531,429	2,152,994	1,417,464	192.71%	2,160,192
Transfers Out (Expense)	0	0	523,788	0	597,100	73,312	14.00%	595,000
Revenues	3,728,108	3,842,257	3,423,825	4,115,918	3,798,155	374,330	10.93%	3,798,155
211 - PUBLIC WORKS/ADMINISTRATION	27,289	55,946	238,750	186,428	399,064	160,314	67.15%	396,161
EXPENSES	27,289	55,946	238,750	186,428	399,064	160,314	67.15%	396,161
Salaries and Wages	3,607	0	0	0	82,755	82,755		85,238
Benefits	1,662	0	0	0	90,309	89,109		89,923
Insurance	1,158	0	0	0	70,215	70,215		72,321
Retirement	244	0	0	0	12,563	12,563		11,081
Taxes	261	0	0	0	7,531	6,331		6,521
Other Expenses	22,020	55,946	238,750	186,428	226,000	(12,750)	-5.34%	221,000
Dues, Memberships, Publications, and Trainings	1,194	1,194	25,750	0	13,000	(12,750)		8,000
Administrative and Office Expenses	4,877	0	65,000	69,180	65,000	0	0.00%	65,000
Professional Services	2,865	4,514	4,000	2,638	4,000	0	0.00%	4,000
Rental Expense	1,827	37,761	130,000	107,429	130,000	0	0.00%	130,000
Utilities	11,256	12,478	14,000	7,182	14,000	0	0.00%	14,000

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
213 - PUBLIC WORKS/SEWER	(3,115,890)	(3,127,397)	(2,403,257)	(3,770,917)	(2,044,225)	359,032	-14.94%	(2,034,123)
EXPENSES	612,217	714,861	1,020,568	345,001	1,753,930	733,362	71.86%	1,764,032
Salaries and Wages	309,182	283,011	0	109,520	350,865	350,865		361,391
Benefits	108,893	89,856	0	37,507	99,065	99,065		100,741
Insurance	62,999	47,623	0	20,020	42,442	42,442		43,716
Retirement	23,456	21,979	0	9,497	29,781	29,781		29,379
Taxes	22,439	20,254	0	7,991	26,841	26,841		27,646
Other Expenses	194,142	341,993	1,020,568	197,974	1,304,000	283,432	27.77%	1,301,900
Dues, Memberships, Publications, and Trainings	1,194	2,336	20,750	566	42,000			42,000
Administrative and Office Expenses	68,378	72,614	14,825	14,601	20,000	5,175	34.91%	20,000
Advertising & Promotions	0	0	0	0	0	0	0	0
Professional Services	37,556	131,540	204,320	124,463	343,000	138,680	67.87%	343,000
Supplies	9,794	6,454	51,500	878	50,000	50,000	97.09%	50,000
Rental Expense	693	38	51,500	0	25,000	25,000	48.54%	25,000
Utilities	4,502	4,059	4,535	7,275	8,900	4,900	108.05%	8,900
Vehicle/Equipment Maintenance	6,133	10,197	20,600	2,842	68,000	68,000	330.10%	68,000
NonCapital Sewer Improvements	65,892	114,755	128,750	47,350	150,000	21,250	16.50%	150,000
Transfer Out	0	0	523,788	0	597,100	73,312	14.00%	595,000
REVENUES	3,728,108	3,842,257	3,423,825	4,115,918	3,798,155	374,330	10.93%	3,798,155
Sewer Service Charges	3,728,108	3,842,257	3,423,825	4,115,918	3,798,155	374,330	10.93%	3,798,155

3.3.9 RECREATION & COMMUNITY SERVICES



RECREATION & COMMUNITY SERVICES DEPARTMENT

The Recreation & Community Services Department provides a vast array of recreational opportunities, direct community services and programs, 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 and will be updated in 2021, 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, facility and field 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, Senior Annex, Ocean View and Memorial Park buildings, Preschool Facility at 850 Masonic, Ocean View Park, Memorial Park, Jewel's Terrace Park, Peggy Thompson Pierce Street Park, Dartmouth Street Tot lot, Ohlone Greenway, and Albany Hill. City parks contain eight tennis courts, two athletic fields, and nine 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 and Arts Committee.

RECREATION DIVISION

The Recreation Division administers a diverse line-up of year-round classes and camps, including Adult Sports programming, to provide interesting, inclusive, educational and fun programs for youth, teens, and adults that keep up with community trends and interests.

The Recreation Division also plans and implements events, often in collaboration with local businesses and community organizations. 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 implements programs and projects approved in the Public Arts Project Plan (PAPP).

The Division also administers the AV Apprentice and Albany Tool Pool programs and provides opportunities for high school students to volunteer in support programs offered. The division recently created the Park Steward program in response to an increase in park usage during COVID-19 and to assist in general maintenance at Albany parks and open spaces.

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 located at Ocean View Park 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. During the summer, Mid-Winter and Spring Breaks, Friendship Club offers week long camps. During the pandemic Friendship Club successfully offered safe and engaging summer and afterschool programming while adhering to State and County Public Health guidelines.

COMMUNITY SERVICES DIVISION

Community Services provides direct services and enrichment to the community with a particular focus on seniors and most vulnerable residents.

Senior Services

Senior Services provide 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, entertainment, information and assistance. In response to the pandemic services shifted to providing essential services by delivering meals, grocery bags, and essential items to seniors in their homes and offering virtual programs via Zoom. Senior Services manages the Albany Senior Center & Annex, 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. 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. Other services include the Mercy Brown Bag program, free AARP tax filing assistance, Health Insurance Counseling and podiatry.

Senior Services also hosts several special events such as the Senior Resource Expo, Senior Open House, monthly birthday events and a series of events for Older Americans Month (May). 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.

Neighborhood Services

Neighborhood Services 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.

Neighborhood Services 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. Neighborhood Services 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. Neighborhood Services oversees a contract with Berkeley Food & Housing Project for the provision of services for Albany Project HOPE, that includes outreach, engagement, housing navigation and prevention services for people experiencing homelessness or at risk of becoming homeless. Neighborhood Services 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, Neighborhood Services 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.

Significant Accomplishments FY 2019-20 and FY 2020-21

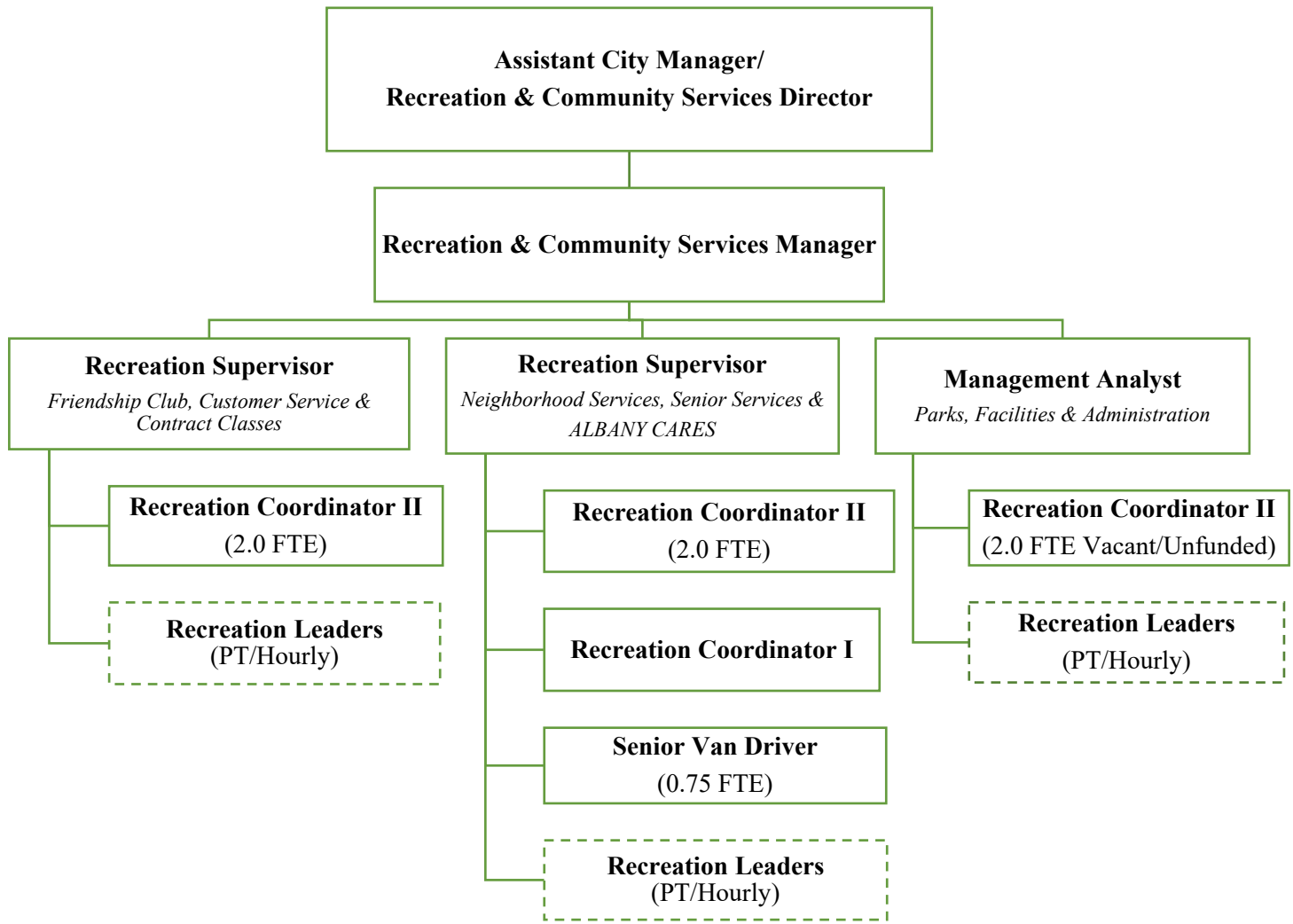
- Shifted to providing essential services by delivering meals, grocery bags, and essential items to seniors in their homes, serving 10,5301 seniors and delivering 13,104 meals and 659 bags of groceries and 280 essential items in calendar year 2020
- Shifted to providing over 100 virtual programs to help seniors sheltering in place stay connected to one another by engaging them in programs in the areas of education, enrichment, health, creative arts and most importantly socialization through using the Zoom Virtual Platform
- Created the Park Steward program in response to an increase in park usage during COVID-19 and to assist in general maintenance at Albany parks and open spaces
- Provided services to 323 individuals and worked in partnership with Berkeley Food & Housing Project to provide temporary shelter to 28 individuals experiencing homelessness
- Successfully offered safe and engaging summer and afterschool programming, ensuring the welfare of 79 children while adhering to State and County Health guidelines

Goals for FY 2021-22 and FY 2022-23

1. Complete update to the Parks, Recreation and Open Space Master Plan FY 2021-22
2. Resume offering Neighborhood Safety and Preparedness meetings and trainings in partnership with AFD and APD FY 2021-22
3. Reopen all recreation facilities safely in accordance with County and State guidelines to provide a wide array of in-person services and programs FY 2021-22
4. Organize and implement in-person special events to support Citywide programs and initiatives FY 2022-23
5. Distribute program information through social media outlets, website, and production of the Recreation Activity Guide. Continuous
6. Conduct extensive outreach for the Albany CARES and Albany Project HOPE programs. Continuous
7. Implement and promote art programs such as sculpture loan, community center foyer art gallery and projects approved in Public Art Projects Plan. Continuous

Notes to the Budget

As mentioned in Section 3.3.2, City Manager/Administration, Neighborhood Services was moved from City Manager/Administration to Recreation & Community Services due to the overlap of certain staff between the Albany CARES program and the Senior Center. Staff are recommending the following staffing changes to streamline Recreation operations: Reclassification of 1.0 FTE Recreation & Community Services Manager to 1.0 FTE Management Analyst; Fund 1.0 FTE Recreation Coordinator (Albany CARES); Continue to unfund 2.0 FTE Recreation Coordinator II.



CORE SERVICES

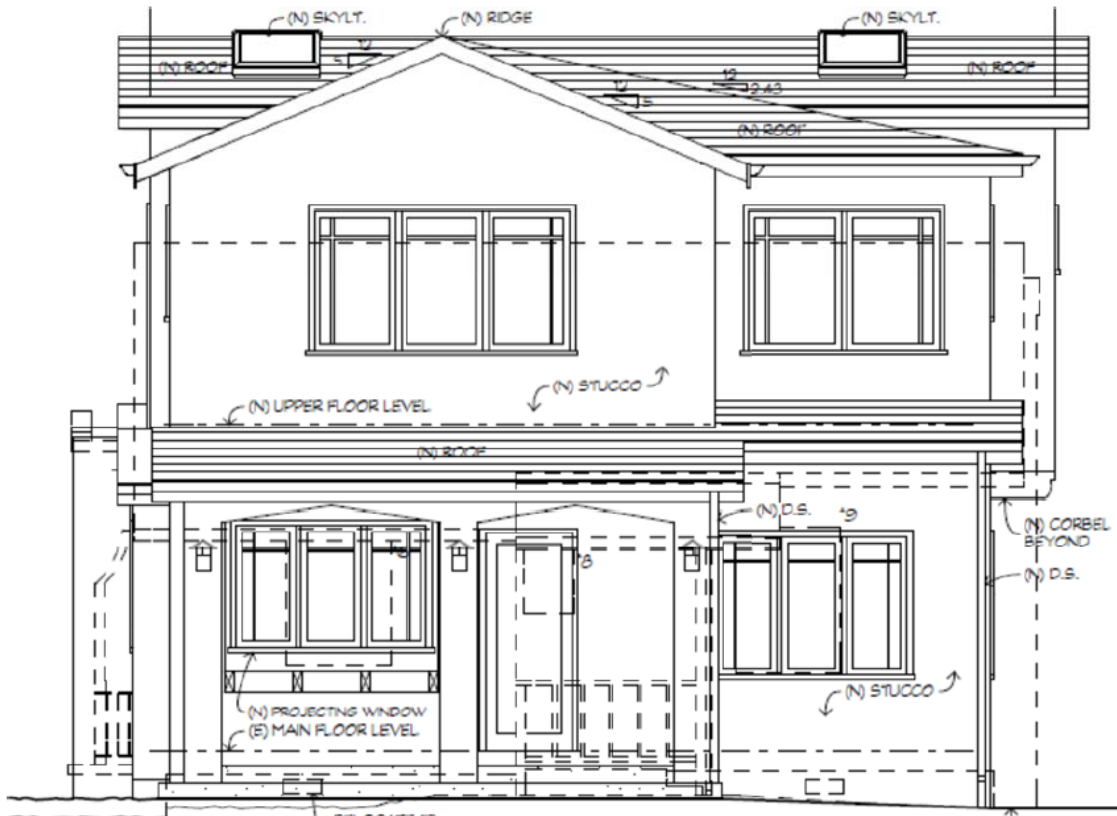
- Administration and registration of programs, classes and camps for youth, teens, and adults
- Administration of facility, field and picnic rentals
- Implementation of Park Steward program
- Planning, implementation and Coordination of Citywide Special Events
- Administration of Albany Senior Center activities, services and special events
- Administration of Paratransit program including taxi subsidies, transportation for senior recreational and walking trips, and weekly shopping trip
- Administration of Meals on Wheels and congregate meals programs
- Administration of the Albany CARES program
- Administration of the Albany Project HOPE program
- Administration of outreach and engagement to the community, with focus on public safety and human services programs
- Distribution of programming information on social media outlets, website and production of the Recreation Activity Guide
- Management of Joint Use Agreements for City Parks & Facilities
- Staff support to the Parks, Recreation and Open Space Commission and Arts Committee

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
22 - RECREATION	1,419,793	1,433,837	1,275,031	1,126,825	1,486,653	211,622	40.07%	1,523,610
221 - REC & COMMUNITY SVCS ADMIN DIV	394,241	392,911	236,827	348,305	331,713	94,886	40.07%	341,116
EXPENSES	410,371	405,474	371,507	360,455	349,393	(22,114)	-5.95%	358,796
Salaries and Wages	238,362	244,795	191,165	236,929	187,895	(3,270)	-1.71%	195,632
Benefits	67,795	68,730	61,832	73,392	55,538	(6,294)	-10.18%	57,204
Insurance	28,696	28,863	25,605	30,195	20,723	(4,882)	-19.07%	21,345
Retirement	24,255	25,480	25,666	29,793	20,441	(5,225)	-20.36%	21,055
Taxes	14,844	14,388	10,561	13,403	14,374	3,813	36.10%	14,805
Other Expenses	104,215	91,949	118,510	50,135	105,960	(12,550)	-10.59%	105,960
Dues, Memberships, Publications, and Trainings	6,800	2,659	5,000	60	4,100	(900)	-18.00%	4,100
Administrative and Office Expenses	57,320	64,247	59,825	16,194	49,200	(34,450)	-57.58%	49,200
Advertising & Promotions	0	0	0	0	0	0		0
Supplies	1,104	61	500	8,082	3,500	3,000	600.00%	3,500
Professional Services	6,671	9,652	11,400	7,525	31,200	19,800	173.68%	31,200
Rental Expense	9,000	8,250	9,000	8,250	9,000	0	0.00%	9,000
Equipment	0	0	0	0	0	0		0
Utilities	23,320	7,080	8,960	10,024	8,960	0	0.00%	8,960
REVENUES	16,130	12,562	134,680	12,150	17,680	(117,000)	-86.87%	17,680
Current Service Charges	0	0	117,000	0	0	(117,000)	-100.00%	0
Other Revenue	16,130	12,562	17,680	12,150	17,680	0	0.00%	17,680
222 - REC/RECREATION DIV	471,593	509,459	483,541	373,787	277,367	(206,174)	-42.64%	286,255
EXPENSES	1,057,155	905,780	689,541	512,988	480,667	(208,874)	-30.29%	489,555
Salaries and Wages	418,276	398,592	369,966	317,450	250,590	(119,376)	-32.27%	256,128
Benefits	153,619	142,815	154,275	142,815	111,677	(42,598)	-27.61%	115,027
Insurance	91,840	92,900	99,086	92,900	75,729	(23,357)	-23.57%	78,001
Retirement	30,045	25,986	28,716	25,986	16,778	(11,938)	-41.57%	17,281
Taxes	31,734	23,928	26,473	23,928	19,170	(7,303)	-27.59%	19,745
Other Expenses	485,260	364,373	165,300	52,723	118,400	(46,900)	-28.37%	118,400
Dues, Memberships, Publications, and Trainings	0	0	0	0	0	0		0
Administrative and Office Expenses	18,552	6,687	2,000	3,169	4,500	2,500	125.00%	4,500
Advertising & Promotions	38,549	17,353	4,500	15	12,500	8,000	177.78%	12,500
Supplies	31,913	20,385	12,500	927	5,500	(7,000)	-56.00%	5,500
Professional Services	291,997	256,523	70,000	8,440	20,600	(49,400)	-70.57%	20,600
Rental Expense	25,540	7,107	1,000	0	0	(1,000)	-100.00%	0
Utilities	49,250	51,132	71,800	37,538	71,800	0	0.00%	71,800
Equipment	28,976	4,586	2,000	0	1,500	(500)	-25.00%	1,500
Vehicle/Equipment Maintenance	483	600	1,500	2,633	2,000	500	33.33%	2,000
REVENUES	585,562	396,321	206,000	139,201	203,300	(2,700)	-1.31%	203,300
Revenues from Other Agencies	0	0	0	0	0	0		0
Current Service Charges	570,095	394,121	206,000	139,201	188,300	(17,700)	-8.59%	188,300
Other Revenue	15,466	2,200	0	0	15,000	15,000		15,000

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
223 - NEIGHBORHOOD SERVICES	231,119	143,857	290,854	289,072	500,123	209,269	71.95%	506,697
EXPENSES	320,868	376,353	416,854	388,966	530,123	113,269	27.17%	536,697
Salaries and Wages	140,134	184,294	181,860	166,738	190,970	9,110	5.01%	196,699
Benefits	44,859	49,364	50,894	50,687	28,153	(22,741)	-44.68%	28,998
Insurance	24,053	24,381	26,169	24,588	0	(26,169)	-100.00%	0
Retirement	10,123	10,907	14,966	13,418	13,544	(1,422)	-9.50%	13,950
Taxes	10,683	14,076	9,759	12,682	14,609	4,850	49.70%	15,047
Other Expenses	135,875	142,694	184,100	171,541	311,000	126,900	68.93%	311,000
Administrative and Office Expenses	21	0	100	0	0	(100)	-100.00%	0
Advertising & Promotions	17,307	1,301	2,000	2,999	2,000	0	0.00%	2,000
Supplies	8,187	3,667	2,000	0	2,000	0	0.00%	2,000
Professional Services	57,884	99,290	130,000	67,419	210,000	80,000	61.54%	210,000
Rental Expense	33,666	38,436	50,000	101,123	97,000	47,000	94.00%	97,000
Equipment Purchases	18,812	0	0	0	0	0		0
REVENUES	89,749	232,496	126,000	99,895	30,000	(96,000)	-76.19%	30,000
Revenues from Other Agencies	58,326	197,572	100,000	65,500	0	(100,000)	-100.00%	0
Current Service Charges	31,423	34,924	26,000	34,395	30,000	4,000	15.38%	30,000
2242 - REC / YOUTH SERVICES	(35,427)	87,265	76,373	12,620	55,258	(21,115)	-27.65%	58,910
EXPENSES	251,372	262,655	204,373	123,241	275,258	70,885	34.68%	278,910
Salaries and Wages	150,517	158,865	122,990	60,059	181,715	58,725	47.75%	185,366
Benefits	34,014	43,370	28,033	26,955	43,143	15,110	53.90%	43,143
Insurance	15,949	26,915	19,887	18,681	19,887	0	0.00%	19,887
Retirement	6,784	4,403	4,097	3,684	9,355	5,258	128.34%	9,355
Taxes	11,281	12,053	4,049	4,590	13,901	9,852	243.32%	13,901
Other Expenses	66,841	60,419	53,350	36,226	50,400	(2,950)	-5.53%	50,400
Dues, Memberships, Publications, and Trainings	1,111	703	0	0	0	0		0
Administrative and Office Expenses	17,681	11,888	2,500	3,663	5,000	2,500	100.00%	5,000
Advertising & Promotions	824	1,468	500	0	500	0	0.00%	500
Supplies	2,967	8,415	6,000	0	6,000	0	0.00%	6,000
Professional Services	20,721	4,539	3,600	0	1,000	(2,600)	-72.22%	1,000
Rental Expense	8,472	11,819	18,000	13,740	18,000	0	0.00%	18,000
Utilities	11,275	20,221	17,350	18,580	17,350	0	0.00%	17,350
Equipment	536	0	1,000	0	1,000	0	0.00%	1,000
Vehicle/Equipment Maintenance	3,254	1,366	4,400	244	1,550	(2,850)	-64.77%	1,550
REVENUES	286,799	175,390	128,000	110,621	220,000	92,000	71.88%	220,000
Current Service Charges	286,799	175,390	128,000	110,621	220,000	92,000	71.88%	220,000

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
2244 - REC / SENIOR SERVICES	345,790	281,351	164,147	77,476	288,279	124,132	75.62%	295,701
EXPENSES	445,711	374,562	213,147	155,149	372,279	159,132	74.66%	379,701
Salaries and Wages	235,672	181,208	109,795	52,472	223,900	114,105	103.93%	229,747
Benefits	42,984	48,022	25,502	19,359	52,529	27,027	105.98%	54,104
Insurance	15,204	24,031	11,336	9,686	11,336	0	0.00%	11,676
Retirement	9,914	10,105	8,122	5,697	24,064	15,942	196.28%	24,786
Taxes	17,866	13,887	6,044	3,977	17,128	11,084	183.39%	17,642
Other Expenses	167,055	145,333	77,850	83,318	95,850	18,000	23.12%	95,850
Dues, Memberships, Publications, and Trainings	130	75	0	75	0	0		0
Administrative and Office Expenses	12,056	998	2,150	0	2,150	0	0.00%	2,150
Advertising & Promotions	37	1,105	0	0	0	0		0
Supplies	13,313	6,227	9,000	901	9,000	0	0.00%	9,000
Professional Services	111,724	87,869	28,100	47,283	46,100	18,000	64.06%	46,100
Rental Expense	0	690	0	0	0	0		0
Utilities	23,715	38,717	28,600	30,936	28,600	0	0.00%	28,600
Vehicle/Equipment Maintenance	6,080	9,652	10,000	4,122	10,000	0	0.00%	10,000
REVENUES	99,921	93,211	49,000	77,673	84,000	35,000	71.43%	84,000
Revenues from Other Agencies	0	0	0	0	0	0		0
Current Service Charges	81,976	70,027	39,000	71,272	73,000	34,000	87.18%	73,000
Other Revenue	17,945	23,184	10,000	6,401	11,000	1,000	10.00%	11,000
225 - REC / ARTS DIV	12,478	18,994	23,289	25,565	33,913	10,624	45.62%	34,931
EXPENSES	13,124	19,782	23,289	25,709	34,413	11,124	47.77%	35,431
Salaries and Wages	9,809	13,135	15,815	18,703	25,280	9,465	59.85%	26,038
Benefits	2,395	5,653	7,474	7,007	8,633	1,159	15.51%	8,892
Insurance	706	3,390	3,920	3,842	3,920	0	0.00%	4,038
Retirement	959	1,309	2,403	1,791	2,779	376	15.66%	2,863
Taxes	731	954	1,151	1,374	1,934	783	68.02%	1,992
Other Expenses	920	994	0	0	500	500		500
Administrative and Office Expenses	35	0	0	0	0	0		0
Advertising & Promotions	845	74	0	0	250	250		250
Supplies	40	0	0	0	250	250		250
Professional Services	0	920	0	0	0	0		0
REVENUES	646	788	0	144	500	500		500
Current Service Charges	646	788	0	144	500	500		500

3.3.10 COMMUNITY DEVELOPMENT



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 Planning & Building Division and the Transportation and Sustainability Division. In addition to its established programs, department staff often are called on to address unique and complex interdisciplinary policies and programs.

PLANNING & BUILDING DIVISION

The Planning & Building Division is responsible for administering State and local land use regulations and formulating policy recommendations related to the physical development of the City. Responsibilities include the evaluation and processing of development applications through the Planning and Zoning Commission, evaluating construction documents for code compliance, and conducting field inspections. The Division processes approximately 75 planning applications per year and provides staff support to the Planning & Zoning Commission. The Division is also responsible for Planning and Zoning Code amendments in response to changes in State and Federal law as well as implementation of the Albany 2035 General Plan, the 2015-2023 Housing Element, Residential Design Guidelines and other policy documents. The Planning & Building Division also takes the lead in developing and implementing programs that will lead to the creation of affordable housing in the City.

The Planning & Building Division also is responsible for administering the California Building Standards Code. Activities include review construction documents for compliance with building codes, issuance of building permits, and inspections to verify construction compliance. Annually, the division processes approximately 1,000 building and encroachment permit applications, and inspections are regularly scheduled within 24 hours of the request. There is regular coordination with the Fire Department on Fire Code compliance coordination with related inspections.

TRANSPORTATION & SUSTAINABILITY DIVISION

The Transportation & Sustainability Division is responsible for the planning and implementation of transportation mobility related pedestrian, bicycle, traffic calming, and roadway safety projects and programs. The Division works closely with the Public Works Department on the planning, design, and implementation of transportation-related projects identified in the Capital Improvement Plan. Division staff also takes the lead in coordination with external transportation agencies including AC Transit regarding bus service, Alameda County Transportation Commission and MTC for regional transportation initiatives, and Caltrans for improvements to the state highway system. The Division also provides staff support to the Transportation Commission.

The Transportation & Sustainability Division also manages the City's programs and projects to reduce the generation of greenhouse gases and adapt to climate change. This includes collaboration

with partner organizations such as East Bay Clean Energy, Stopwaste.org, and BayRen. The division also takes the lead oversight of the solid waste management franchise agreements and local waste reduction programs. The Division provides staff support to the City’s Climate Action Committee.

OTHER PROGRAMS & RESPONSIBILITIES

Community Development Department staff collaborate to address a wide variety of complex resilience and environmental planning issues that extend beyond its core responsibilities. Department staff take the lead for the City in addressing Albany waterfront protection and creek restoration planning and design. In addition, there is collaboration with the City’s Fire Department and other Departments with regard to disaster preparedness and hazard mitigation, including management roles in the City’s Emergency Operations Center and support to the Community Emergency Response Team (CERT) program to encourage community resiliency in the event of a disaster.

Significant Accomplishments FY 2019-20 and FY 2020-21

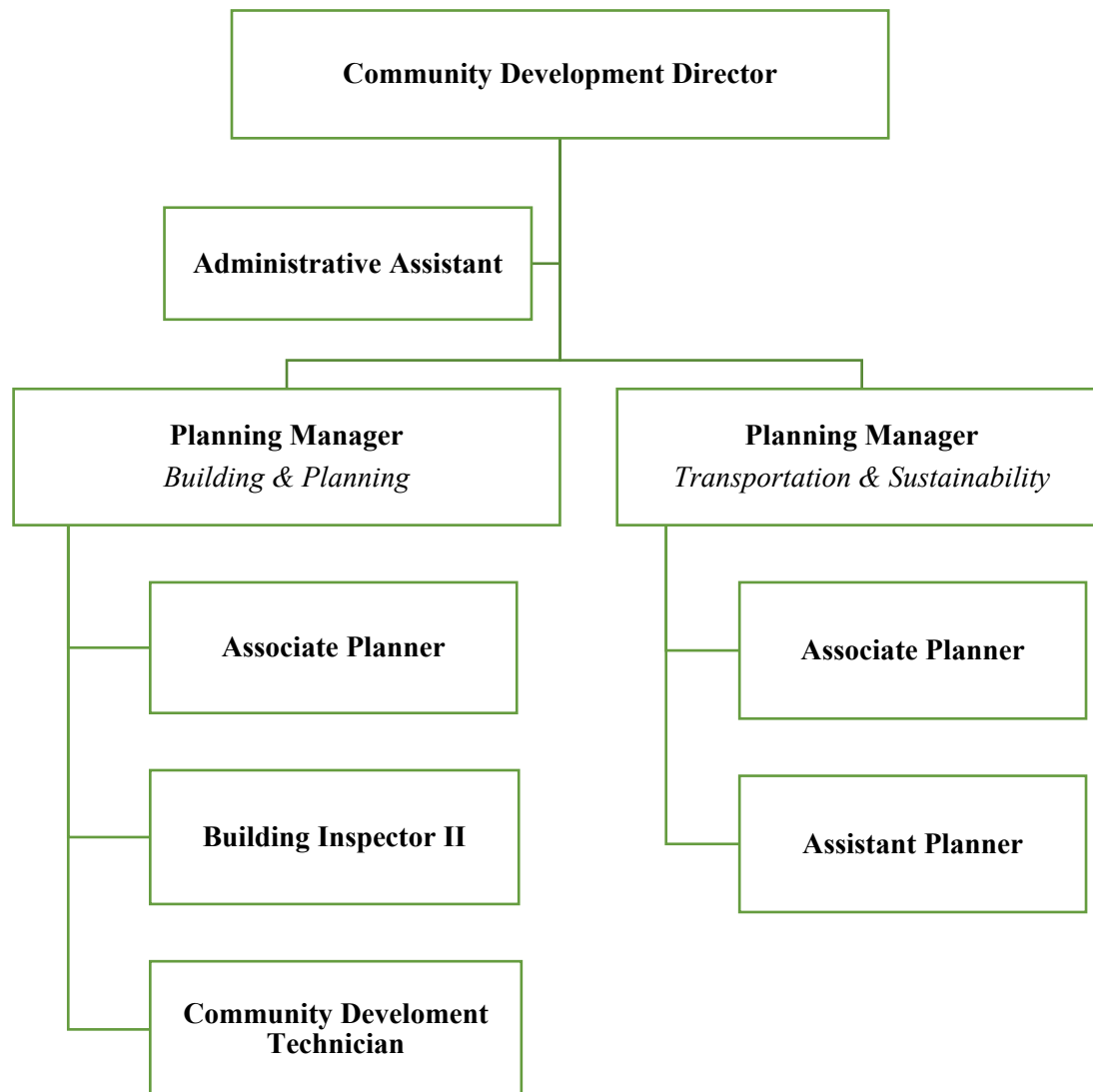
- Completion of the Climate Action and Adaptation Plan.
- Completion of amendments to the Planning and Zoning Code related to signage regulations and preparation of a new accessory dwelling unit ordinance.
- Planning entitlements and completion of negotiation of a Disposition and Development Agreement for the development of a 62-unit affordable housing project on City property.

Goals for FY 2021-22 and FY 2022-23

- | | | |
|----|---|------------|
| 1. | Completion of the San Pablo Avenue Specific Plan | FY 2021-22 |
| 2. | Completion/Implementation of the Green Building Ordinance | FY 2021-22 |
| 3. | Completion of the 2023-2031 Housing Element | FY 2021-22 |
| 4. | Initiation of the Active Transportation Plan | FY 2022-23 |
| 5. | Initiation of the Street Tree Master Plan | FY 2022-23 |
| 6. | Refinement of online permitting | Continuous |

Notes to the Budget

Reclassified 1.0 FTE Program Manager (Sustainability) to 1.0 FTE Assistant Planner. Reclassified 1.0 FTE Senior Planner (Transportation) to 1.0 FTE Planning Manager (Transportation & Sustainability). Reclassified 1.0 FTE Assistant Planner to 1.0 FTE Associate Planner.



CORE SERVICES

- Administration of the California Building Standards Code.
- Checking building plans for compliance with building codes, issuing building permits, and inspecting construction for compliance.
- Building-related code enforcement.
- Administration of state and local land use and building regulations and formulating policy recommendations related to the physical development of the City.
- Evaluating and processing development applications through the Planning and Zoning Commission.
- Updating the Planning and Zoning Code, the Albany General Plan, and the Housing Element.
- Management of 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.
- Planning and implementation of projects related to pedestrian, bicycle and traffic safety.
- Coordination with AC Transit, the Alameda County Transportation Commission, and Caltrans regarding implementation of improvements to the City's mobility network.
- Safe Routes to School Program at school sites.
- Development and implementation of affordable housing programs and projects within the City.

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
23 - COMMUNITY DEVELOPMENT	467,626	740,438	696,125	472,717	883,560	187,435	26.93%	979,306
231 - COMMUNITY DEV/ ADMINISTRATION	(300,463)	(322,468)	(400,287)	(438,008)	(405,801)	(5,514)	1.38%	(400,979)
EXPENSES	367,119	217,422	196,013	259,372	190,499	(5,514)	-2.81%	195,321
Salaries and Wages	280,358	153,842	131,618	190,226	128,735	(2,883)	-2.19%	132,597
Benefits	65,715	32,557	34,645	38,272	32,014	(2,631)	-7.59%	32,974
Insurance	21,963	8,808	8,974	9,469	8,974	0	0.00%	9,243
Retirement	23,776	13,870	17,508	16,821	13,192	(4,316)	-24.65%	13,587
Taxes	19,976	9,878	8,163	11,981	9,848	1,685	20.64%	10,144
Other Expenses	21,046	31,024	29,750	30,874	29,750	0	0.00%	29,750
Dues, Memberships, Publications, and Trainings	1,637	5,407	7,000	2,649	7,000	0	0.00%	7,000
Administrative and Office Expenses	8,978	9,299	9,250	4,445	9,250	0	0.00%	9,250
Advertising & Promotions	0	0	0	0	0	0		0
Professional Services	2,170	5,338	5,000	16,170	5,000	0	0.00%	5,000
Utilities	8,208	10,568	8,050	7,340	8,050	0	0.00%	8,050
Misc Expenses	53	362	250	269	250	0	0.00%	250
Equipment	0	0	0	0	0	0		0
Vehicle/Equipment Maintenance	0	50	200	0	200	0	0.00%	200
REVENUES	667,582	539,890	596,300	697,380	596,300	0	0.00%	596,300
Licenses and Permits	472,105	413,024	420,000	505,868	420,000	0	0.00%	420,000
Current Service Charges	194,718	126,859	176,100	191,367	176,100	0	0.00%	176,100
Other Revenue	759	7	200	145	200	0	0.00%	200
232 - COMMUNITY DEV/ BUILDING DIV	673,145	457,627	462,461	435,099	435,349	(27,112)	-5.86%	444,589
EXPENSES	673,145	457,627	462,461	435,099	435,349	(27,112)	-5.86%	444,589
Salaries and Wages	422,722	218,215	224,411	214,014	210,415	(13,996)	-6.24%	216,727
Benefits	141,277	92,415	100,700	93,694	97,584	(3,116)	-3.09%	100,511
Insurance	66,783	58,553	60,133	56,468	60,133	0	0.00%	61,937
Retirement	43,991	17,810	23,776	21,552	21,354	(2,422)	-10.19%	21,995
Taxes	30,503	16,052	16,791	15,675	16,097	(694)	-4.13%	16,580
Other Expenses	109,146	146,996	137,350	127,390	127,350	(10,000)	-7.28%	127,350
Dues, Memberships, Publications, and Trainings	3,782	3,829	4,500	1,185	4,500	0	0.00%	4,500
Administrative and Office Expenses	706	1,159	1,850	627	1,850	0	0.00%	1,850
Advertising & Promotions	0	0	0	0	0	0		0
Professional Services	104,167	141,791	130,000	125,477	120,000	(10,000)	-7.69%	120,000
Utilities	19	0	0	0	0	0		0
Misc Expenses	0	0	500	0	500	0	0.00%	500
Vehicle/Equipment Maintenance	473	218	500	101	500	0	0.00%	500
REVENUES	0	0	0	0	0	0		0
Transfers In	0	0	0	0	0	0		0

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
233 - COMMUNITY DEV/ PLANNING DIV	32,711	359,381	328,136	263,814	260,554	(67,582)	-20.60%	205,528
EXPENSES	32,711	359,381	328,136	263,814	260,554	(67,582)	-20.60%	205,528
Salaries and Wages	0	240,045	189,899	182,906	123,905	(65,994)	-34.75%	127,622
Benefits	0	55,174	53,487	49,296	41,899	(11,588)	-21.67%	43,155
Insurance	0	14,802	13,926	13,022	13,926	0	0.00%	14,344
Retirement	0	22,837	25,366	23,286	18,494	(6,872)	-27.09%	19,049
Taxes	0	17,535	14,195	12,987	9,479	(4,716)	-33.22%	9,763
Other Expenses	32,711	64,161	84,750	31,612	94,750	10,000	11.80%	34,750
Dues, Memberships, Publications, and Trainings	4,635	2,310	3,000	0	3,000	0	0.00%	3,000
Administrative and Office Expenses	740	713	1,750	572	1,750	0	0.00%	1,750
Advertising & Promotions	0	0	0	0	0	0		0
Professional Services	27,336	61,138	80,000	30,409	90,000	10,000	12.50%	30,000
Utilities	0	0	0	631	0	0		0
REVENUES	0	0	0	0	0	0		0
Other Revenue	0	0	0	0	0	0		0
234 - COMMUNITY DEV/ TRANSPORTATION	54,058	144,320	226,887	174,982	368,022	141,135	62.21%	448,729
EXPENSES	54,058	144,320	226,887	174,982	368,022	141,135	62.21%	448,729
Salaries and Wages	0	88,313	153,087	128,829	158,155	5,068	3.31%	162,900
Benefits	0	17,480	31,000	25,824	32,067	1,067	3.44%	33,029
Insurance	0	3,921	5,190	4,553	5,190	0	0.00%	5,346
Retirement	0	7,668	14,741	12,196	14,778	37	0.25%	15,222
Taxes	0	5,891	11,069	9,075	12,099	1,030	9.30%	12,462
Other Expenses	54,058	38,527	42,800	20,329	177,800	135,000	315.42%	252,800
Dues, Memberships, Publications, and Trainings	1,473	773	1,700	745	1,700	0	0.00%	1,700
Administrative and Office Expenses	841	28	1,100	0	1,100	0	0.00%	1,100
Advertising & Promotions	0	0	0	0	0	0		0
Professional Services	51,744	37,727	40,000	19,584	175,000	135,000	337.50%	250,000

	2019 Actual	2020 Actual	2021 Amended Budget	2021 YTD	Department Request 2022	\$ Change	% Change	Department Request 2023
236 - COM DV/ENVIRONMENTAL RESOURCES	(5,713)	101,578	78,929	36,830	225,437	146,508	185.62%	281,440
EXPENSES	48,287	155,578	162,929	90,830	309,437	146,508	89.92%	365,440
Salaries and Wages	18,717	97,458	111,042	69,925	102,735	(8,307)	-7.48%	105,817
Benefits	3,801	26,688	31,887	18,335	30,702	(1,185)	-3.72%	31,623
Insurance	252	12,392	13,190	6,672	13,190	0	0.00%	13,586
Retirement	2,436	7,368	10,623	6,746	9,652	(971)	-9.14%	9,942
Taxes	1,114	6,928	8,074	4,918	7,859	(215)	-2.66%	8,095
Other Expenses	25,769	31,433	20,000	2,570	176,000	156,000	780.00%	228,000
Dues, Memberships, Publications, and Trainings	783	50	1,000	775	1,000	0	0.00%	1,000
Administrative and Office Expenses	0	0	0	0	0	0		0
Advertising & Promotions	0	0	0	0	0	0		0
Professional Services	24,986	31,383	19,000	1,795	175,000	156,000	821.05%	227,000
REVENUES	54,000	54,000	84,000	54,000	84,000	0	0.00%	84,000
Other Revenue	54,000	54,000	54,000	54,000	54,000	0	0.00%	54,000
Transfers In	0	0	30,000	0	30,000	0	0.00%	30,000
Transfer in from STOP Waste	0	0	30,000	0		(30,000)	-100.00%	

4. SPECIAL REVENUE & ENTERPRISE FUNDS

SPECIAL REVENUE FUNDS

Special revenue funds account for and report the proceeds of specific revenue sources that are committed or assigned to specific purposes other than debt service or capital projects. The City has several special revenue funds, mostly comprised of parcel taxes in addition to some sources from the State of California and the County of Alameda. Special revenue funds are used for several purposes including supporting operating expenses, planned capital improvements, and emergency repairs and maintenance.

ENTERPRISE FUNDS

Enterprise funds, sometimes called business-type funds, are fully supported by charges paid by users based on the amount of services they use. The City currently only lists sewer funds (4001 – 4003) as enterprise funds; however, a review has determined that the City’s storm drain operations fund (1601) should also be treated as enterprise funds. This will show in the City’s audit for fiscal year 2020-21. The operating portions of these funds are detailed in Section 3.3.8 of this document. The detail provided in this section shows account balances and planned capital improvement spending.

Planned CIP (Capital Improvement Plan) expenses listed in the following detail are for illustrative purposes only. This document is to assist in the appropriation of operating expenditures, included in Resolution 2021-57, and staff are not requesting reallocation or reappropriation of planned CIP amounts.

Individual appropriations from these funds can be made at any time throughout the year by resolution. This often happens in cases where unexpected maintenance expenses require more funding than anticipated.

4.1 - 1001 - PENSION TAX OVERRIDE FUND

The City of Albany imposed an *ad valorem* property tax in fiscal year 1982-83 to pay the City's pension liability for Police and Fire retirees. The initial tax rate was set at 0.0993% of full value. This was the estimated rate required to fund the unfunded liability of the, now closed, Police and Fire Relief and Pension Fund, which was closed to new participants. Funds generated by this tax are also used to partially fund required contributions to CalPERS police and fire retirement plans based on the level of benefits in effect when the pension override was approved.

Annually the City Council adopts by resolution the Tax Rate for the ensuing Fiscal Year. The rate is capped at the rate set in 1982, 0.0993%. As previously noted the revenue collected in this fund is held to meet obligations in two primary areas: 1) The Albany Police and Fire Relief Pension Fund, which is closed to new members and funds retirement obligations earned by pensioners prior to the City Public Safety employees being covered by CalPERS; and 2) Partial funding of required contributions to the open CalPERS police and fire retirement plans. The funds can be used to cover City pension costs that do not exceed the benefits offered at the time the tax was implemented.

Over the years the funding needs for the Albany Police and Fire Pension Trust Fund have fluctuated based on the plan funding status calculated by the plan actuaries. The last actuarial valuation, conducted as of June 30, 2020, established the annual contribution rate at \$844,500. Funding of the Albany Police and Fire Pension Trust Fund is discussed in further detail in Section 6 of the biennial budget document.

The contribution towards applicable current Police and Fire Safety PERS costs is estimated to be \$2,564,191 based on the most recent CalPERS actuarial valuations, dated June 30, 2019. The estimate was adjusted to ensure the tax only covers the level of benefit provided when the tax was first enacted.

In addition to the two annual costs mentioned above, staff recommend using \$500,000 of the remaining fund balance in the pension property tax fund to make an additional payment to CalPERS, spread proportionally over the City's five CalPERS safety plans. Making this payment will decrease the City's overall outstanding pension liability and decrease the amount of liability CalPERS charges interest on. A similar payment was made during fiscal year 2020-21.

As shown below, the estimated fund balance in the restricted special revenue fund is projected to be \$475,436 as of July 1, 2021. The preliminary estimated results for Fiscal Year 2021-2022 are summarized on the following page:

**PENSION PROPERTY TAX ESTIMATED SOURCE / (USE) OF
FUNDS FISCAL YEAR 2021-22**

Beginning Balance July 1, 2021		\$475,436
Source of Funds – FY 2021-22 Taxes		\$3,088,755
Use of Funds		
Annual Contribution Albany Pension Trust Fund	(\$500,000)	
Annual Payment of Partial Current Safety PERS	(\$2,564,191)	
Additional PERS Payment	(\$500,000)	
TOTAL USES		(\$3,564,191)
Estimated Ending Balance June 30, 2022		-

As seen above, the proposed uses of the pension tax override fund will deplete the fund until additional tax is collected in future years. While this reduces the fund balance to zero for the upcoming fiscal year, these funds can be used only for pension obligations and paying down the City's current unfunded liability will save interest costs going forward.

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	1,703,989	1,500,437	1,112,121	649,405	173,969
1001 - SR-PENSION PROPERTY TAX	203,552	388,316	462,716	475,436	(86,339)
EXPENSES	1,428,130	2,849,998	3,505,803	3,564,191	3,064,191
Pension Payments	0	0	500,000	500,000	0
Transfers Out	1,428,130	2,849,998	3,005,803	3,064,191	3,064,191
REVENUES	1,224,578	2,461,682	3,043,087	3,088,755	3,150,530
Earnings on Investments	0	0	0	0	0
Property Tax	1,224,578	2,461,682	3,043,087	3,088,755	3,150,530
Balance End of Year	1,500,437	1,112,121	649,405	173,969	260,308

RESOLUTION NO. 2021-61
A RESOLUTION OF THE ALBANY CITY COUNCIL ADOPTING THE FISCAL
YEAR 2021-2022 TAX RATE FOR THE PENSION OVERRIDE TAX TO FUND
CITY OF ALBANY POLICE AND FIRE PENSION OBLIGATIONS

WHEREAS, each fiscal year for the period 1982-1983 through 2021-2022, the City of Albany has had the authority to levy a pension override tax collected as part of the property tax bill; and

WHEREAS, prior to setting the rate for Fiscal Year 2021-2022, estimates have been made of the balance of taxes collected and unspent and the projected expenditures for Fiscal Year 2021-2022; and

WHEREAS, the City Council desires to set a tax rate that shall be applied for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022 (Fiscal Year 2021-2022).

NOW, THEREFORE BE IT RESOLVED, that the Albany City Council resolve as follows:

- A) Listed below is the tax rate (expressed as a percentage of full assessed value), which has been calculated by estimating the revenue and tax amounts required to be raised by property taxes to meet certain City pension obligations.
- B) These commitments were created by Chapter IX, Section 9.01 and Chapter IV, Section 4.10 of the voter-approved City Charter.
- C) In accordance with the Charter sections listed above, the figure listed below is hereby adopted as the annual tax rate for Fiscal Year 2021-2022.

Fund: Pension Fund **Rate:** .0993 % (*point zero nine nine three percent*) of full value.

BE IT FUTHER RESOLVED, that the amount set forth above is appropriated in accordance with applicable State and local laws.

BE IT FUTHER RESOLVED, that the *point zero nine nine three percent* rate shall only be applicable to the Fiscal Year as stated in this resolution and that this action does not permanently reduce, repeal or eliminate the pension override tax. Subject to the historical maximum rate and calculation methodology, the City Council expressly reserves its right to levy a different rate in future fiscal years as necessary and appropriate in order to meet Pension obligations funded by the tax.

GE'NELL GARY, MBA - MAYOR

4.2 – ALAMEDA COUNTY TRANSPORTATION COMMISSION (ACTC) FUNDS

Measures B, BB, and Vehicle Registrations Funds (1101, 1102, 1103, 1104, 1201, 1202, 1203)

Measure B is a County direct local distribution funded through a half-cent sales tax to deliver transportation improvements and services. Regional priorities are to:

- Expand mass transit
- Improve highway infrastructure
- Improve local streets and roads
- Improve bicycle and pedestrian safety, and
- Expand special transportation for seniors and people with disabilities.

Albany receives funding for local street and road improvements, including projects under the Annual Street Rehabilitation Program, as well as implementation of projects with active transportation & bike/pedestrian safety elements, including but not limited to the Masonic Intersections (Ohlone Greenway Trail Safety Improvements) Project, San Pablo Avenue Pedestrian Improvements, and the Street Lighting Evaluation Project. Measure B also supports the City's paratransit program administered by the Recreation Department. Measure B expires in 2022.

Alameda County voters later approved Measure BB, authorizing an extension and augmentation of Measure B. The 2014 Transportation Expenditure Plan (2014 TEP) guides the investments of Measure BB revenues toward capital projects and programs that improve the countywide transportation system. As part of the 2014 TEP, local agencies including Albany receive Measure BB direct local distributions to support these transportation investments.

Projects funded through Measure BB include the City's Annual Street Rehabilitation Program, traffic calming projects throughout the City, Active Transportation Plan elements of larger projects, construction of the San Pablo Pedestrian Improvements Project Phase I, and the City's paratransit program. Measure BB expires in 2045.

Vehicle Registration Fee revenue is collected by the state and distributed to public agencies to plan, design, and construct improvements to public streets. Albany's allocation is distributed by ACTC. This funding source is currently used to fund projects under the Annual Street Rehabilitation Program, and recently completed projects include construction of Rectangular Rapid Flashing Beacons at Marin and Talbot.

The ACTC-administered funds are used mainly for CIP purposes; however, the paratransit portions of these funds fully support the operation of the City's paratransit program. Public Works has ACTC dues, generally considered operating expenses, allocated to these funds under the streets and roads funding allocation.

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	917,885	1,353,474	1,664,043	1,434,230	955,018
1101 - SR-MSR B-LCL STRTS & RDS (ACTC)	(435,589)	(310,569)	229,813	(374,170)	(380,000)
EXPENSES	97,580	214,878	564,860	5,000	5,000
Other Expenses	97,580	214,878	564,860	5,000	5,000
Dues, Memberships, Publications, and Trainings	0	0	4,954	5,000	5,000
Professional Services	1,078	70,171	426,530	0	0
Misc Expenses	4,598	4,809	0	0	0
Capital Expenditures	91,904	139,898	133,377	0	0
REVENUES	533,169	525,447	335,047	379,170	385,000
Earnings on Investments	0	38,660	0	35,000	35,000
Other Revenue	533,169	486,787	335,047	344,170	350,000
November 2020 Budgeted CIP	-	-	-	853,382	0
Planned CIP Expenditures Remaining				853,382	0
Balance End of Year	1,353,474	1,664,043	1,434,230	955,018	1,335,018
Balance Beginning of Year	89,608	152,020	194,646	181,933	33,183
1102 - SR-MSR B-BYCYCL & PDSTRN (ACTC)	(62,412)	(42,626)	12,713	(51,250)	(54,000)
EXPENSES	4,598	24,809	60,000	0	0
Other Expenses	4,598	24,809	60,000	0	0
Misc Expenses	4,598	4,809	0	0	0
Capital Expenditures	0	20,000	60,000	0	0
REVENUES	67,009	67,435	47,287	51,250	54,000
Earnings on Investments	0	4,411	4,000	4,000	4,000
Other Revenue	67,009	63,024	43,287	47,250	50,000

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
November 2020 Budgeted CIP	-	-	-	200,000	0
Planned CIP Expenditures Remaining				200,000	0
Balance End of Year	152,020	194,646	181,933	33,183	87,183
Balance Beginning of Year	(2,970)	(23,302)	10,698	6,382	2,484
1103 - SR-MSR B-PARATRANSIT (ACTC)	20,332	(34,000)	4,316	3,898	683
EXPENSES	57,330	22,959	27,549	28,533	28,533
Salaries and Wages	41,965	18,664	22,834	24,000	24,000
Benefits	5,978	3,914	4,418	4,533	4,533
Insurance	2,122	881	932	850	850
Retirement	671	1,449	1,757	1,847	1,847
Taxes	3,184	1,584	1,729	1,836	1,836
Other Expenses	9,387	381	297	0	0
Administrative and Office Expenses	49	0	0	0	0
Professional Services	4,084	0	0	0	0
Vehicle/Equipment	5,255	34	0	0	0
Utilities	0	346	297	0	0
REVENUES	36,998	56,959	23,234	24,635	27,850
Earnings on Investments	0	385	350	350	350
Other Revenue	36,998	56,574	22,884	24,285	27,500
Balance End of Year	(23,302)	10,698	6,382	2,484	1,802

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	151,528	192,237	254,541	298,863	258,720
1104 - SR-MSR F - VEHICLE REG (ACTC)	(40,709)	(62,304)	(44,322)	(70,000)	(75,000)
EXPENSES	36,865	19,537	10,320	0	0
Other Expenses	36,865	19,537	10,320	0	0
Professional Services	36,865	2,910	0	0	0
Capital Expenditures	0	16,627	10,320	0	0
REVENUES	77,574	81,841	54,642	70,000	75,000
Earnings on Investments	0	5,580	5,000	5,000	5,000
Other Revenue	77,574	76,261	49,642	65,000	70,000
November 2020 Budgeted CIP	-	-	-	110,143	40,000
Planned CIP Expenditures Remaining				110,143	40,000
Balance End of Year	192,237	254,541	298,863	258,720	293,720
Balance Beginning of Year	1,176,276	1,676,223	1,940,139	1,905,918	231,458
1201 - SR-MSR BB-LCL STRTS & RDS (ACTC)	(499,947)	(263,916)	34,221	(567,790)	(587,000)
EXPENSES	550	239,483	392,267	5,000	5,000
Other Expenses	550	239,483	392,267	5,000	5,000
Dues, Memberships, Publications, and Trainings	0	0	4,954	5,000	5,000
Capital Expenditures	550	239,483	387,314	0	0
REVENUES	500,497	503,399	358,046	572,790	592,000
Earnings on Investments	0	46,606	42,000	42,000	42,000
Other Revenue	500,497	456,793	316,046	530,790	550,000
November 2020 Budgeted CIP	-	-	-	2,242,250	825,000
Planned CIP Expenditures Remaining				2,242,250	825,000
Balance End of Year	1,676,223	1,940,139	1,905,918	231,458	(6,542)

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	73,635	128,211	183,208	222,634	172,884
1202 - SR-MSR BB-BYCYCL & PDSTRN (ACTC)	(54,576)	(54,997)	(39,426)	(51,250)	(54,000)
EXPENSES	0	0	0	0	0
Other Expenses	0	0	0	0	0
REVENUES	54,576	54,997	39,426	51,250	54,000
Earnings on Investments	0	3,685	4,000	4,000	4,000
Other Revenue	54,576	51,312	35,426	47,250	50,000
November 2020 Budgeted CIP	-	-	-	101,000	50,000
Planned CIP Expenditures Remaining				101,000	50,000
Balance End of Year	128,211	183,208	222,634	172,884	176,884
Balance Beginning of Year	45,363	59,234	57,873	78,939	89,088
1203 - SR-MSR BB-PARATRANSIT (ACTC)	(13,871)	1,361	(21,066)	(10,149)	(11,764)
EXPENSES	24,257	36,780	3,429	15,636	17,236
Salaries and Wages	0	5,097	0	8,000	8,000
Benefits	0	317	0	1,236	1,236
Retirement	0	0	0	624	624
Taxes	0	317	0	612	612
Other Expenses	24,257	31,366	3,429	6,400	8,000
Administrative and Office Expenses	0	0	0	400	0
Professional Services	24,257	8,062	3,429	6,000	8,000
Transfers Out	0	23,304	0	0	0
REVENUES	38,128	35,418	24,495	25,785	29,000
Earnings on Investments	0	1,669	1,500	1,500	1,500
Other Revenue	38,128	33,750	22,995	24,285	27,500
Balance End of Year	59,234	57,873	78,939	89,088	100,852

4.3 – HUTA GAS TAX FUND (1105)

Highway Users Tax Account (HUTA) gas tax revenue is collected by the state and distributed to public agencies and cities to plan, design, and construct improvements to public streets and highways as well as maintenance and operation of public streets and highways. Albany receives approximately \$300,000 each year for local streets and roads. It is of note that HUTA Gas Tax revenue has historically supported both operating and capital expenditures and was included in previous CIP budgets as a funding source. For FY21 and on, this revenue stream has been directed primarily towards supporting the City’s maintenance and operations programs in the public right-of-way through transfers to the General Fund.

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	624,607	606,017	678,027	632,312	729,527
1105 - SR-GAS TAXES	18,590	(72,010)	45,715	(97,215)	(121,870)
EXPENSES	390,842	369,482	394,000	400,000	400,000
Salaries and Wages	83,691	67,670	0	0	0
Benefits	32,077	25,540	0	0	0
Insurance	18,558	14,736	0	0	0
Retirement	7,234	5,812	0	0	0
Taxes	6,286	4,992	0	0	0
Other Expenses	275,074	276,272	394,000	400,000	400,000
Administrative and Office Expenses	22,422	22,422	0	6,000	6,000
Supplies	41,999	32,741	0	0	0
Professional Services	94,402	127,598	0	0	0
Vehicle/Equipment	10,278	10,264	0	0	0
Utilities	66,461	67,203	0	0	0
Capital Expenditures	39,511	16,043	0	0	0
Transfers Out	0	0	394,000	394,000	394,000
Public Right of Way Maintenance				394,000	394,000
REVENUES	372,252	441,492	348,285	497,215	521,870
Earnings on Investments	0	17,876	0	0	0
Other Revenue	372,252	423,617	348,285	497,215	521,870
Balance End of Year	606,017	678,027	632,312	729,527	851,397

4.4 – LIGHTING AND LANDSCAPING DISTRICT FUNDS

Open Space (1301), Recreation and Playfields (1302), Creek Maintenance (1303), and Lighting and Landscaping (1304)

In 1988, pursuant to the Landscaping and Lighting Act of 1972, Albany formed a Lighting and Landscaping Assessment District (LLAD). The assessments levied and collected provide for the installation and maintenance of public landscaping, park, and recreational improvements within the district. Proceeds from this assessment district are allocated to fund 1304, which currently supports the City's operating expenditures for parks and landscaping maintenance, as well as supporting the Urban Forestry program. This assessment district does not expire, and a public hearing is scheduled annually in tandem with the published Engineer's Report and budget for use of the proceeds.

In 1996, Albany formed another Lighting and Landscaping Assessment District (LLAD), to fund acquisition, improvement and maintenance of open space on Albany Hill, recreational playfields throughout the City, and creek restoration. Also, in 1996, the voters approved Measure R, an advisory measure which expressed support for the LLAD and called for allocation of the proceeds as follows: (1) 50% for the acquisition, improvement and maintenance of open space on Albany Hill; (2) 25% for the acquisition, improvement, and maintenance of recreational playfields; and (3) 25% for creek restoration and maintenance.

In 1999, the City issued \$6.23 million in improvement bonds secured by the LLAD revenues. These bonds were repaid in 2019. Projects recently completed using Measure R funding included Ocean View Park Drainage, Memorial Park Tennis Court LED Light Conversion, construction of Peggy Thomsen Pierce Street Park, and the Albany Hill Access Improvements Project. Projects currently planned and funded by Measure R include Codornices Creek Phase IV Improvements, a cost analysis for a playfield at Peggy Thomsen Park and Memorial Park Path Lighting. In recent years Measure R has provided supplemental funding for vegetation management on Albany Hill and along the bank of Cerrito Creek.

Revenues from the 1996-1 assessment district were allocated to six funds: three for operating programs and three for capital projects. The operating funds are Fund 1301 – Open Space, Fund 1302 – Playfields, and Fund 1303 – Creek Restoration. The capital funds are Fund 2302 - Open Space, Fund 2303 - Playfields and Fund 2304 - Creek Restoration. Projects outlined in the recently adopted CIP as noted above, along with open space, playfields, and creek maintenance costs will substantially use the remaining Measure R fund balances. Future program costs will be funded through other parks and creeks/open space special revenue, including fund 1304 – LLAD 1988-1 (as noted above), and the recently established fund 1306 - Parks and Open Space Parcel Tax (2018 Measure M). Fund 1306 is described in section 4.10 of the budget packet.

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	193,271	165,560	149,471	157,730	62,730
1301 - SR-LLD 1996-1 OPEN SPACE	27,712	16,089	(8,259)	95,000	95,000
EXPENSES	51,995	41,006	0	100,000	100,000
Salaries and Wages	0	25	0	0	0
Other Expenses	51,995	40,982	0	100,000	100,000
Professional Services	51,995	40,982	0	0	0
Transfers Out	0	0	0	100,000	100,000
Creeks and Open Space Maintenance				100,000	100,000
REVENUES	24,284	24,918	8,259	5,000	5,000
Earnings on Investments	24,284	24,918	8,259	5,000	5,000
Balance End of Year	165,560	149,471	157,730	62,730	(32,270)
Balance Beginning of Year	25,970	38,112	50,993	55,122	32,622
1302 - SR-LLD 1996-1 RCREATN PLAYFLD	(12,142)	(12,881)	(4,129)	22,500	22,500
EXPENSES	0	0	0	25,000	25,000
Other Expenses	0	0	0	25,000	25,000
Transfers Out	0	0	0	25,000	25,000
Parks Maintenance				25,000	25,000
REVENUES	12,142	12,881	4,129	2,500	2,500
Earnings on Investments	12,142	12,881	4,129	2,500	2,500
Balance End of Year	38,112	50,993	55,122	32,622	10,122

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	259,827	244,069	229,246	233,375	185,875
1303 - SR-LLD 1996-1 CREEK MNTENANCE	15,758	14,823	(4,129)	47,500	47,500
EXPENSES	27,900	27,705	0	50,000	50,000
Other Expenses	27,900	27,705	0	50,000	50,000
Supplies	3,465	3,689	0	0	0
Professional Services	24,435	24,016	0	0	0
Transfers Out	0	0	0	50,000	50,000
Creeks Maintenance				50,000	50,000
REVENUES	12,142	12,881	4,129	2,500	2,500
Earnings on Investments	12,142	12,881	4,129	2,500	2,500
Balance End of Year	244,069	229,246	233,375	185,875	138,375
Balance Beginning of Year	155,715	93,622	21,412	164,267	333,767
1304 - SR-LLD 1988-1 LGHTNG&LNDSCPNG	62,093	72,210	(142,855)	(169,500)	(180,210)
EXPENSES	601,511	607,328	379,932	366,000	366,000
Salaries and Wages	208,976	212,308	0	0	0
Benefits	72,530	66,090	0	0	0
Insurance	36,901	32,379	0	0	0
Retirement	19,915	17,909	0	0	0
Taxes	15,714	15,802	0	0	0
Other Expenses	320,005	328,931	379,932	366,000	366,000
Administrative and Office Expenses	14,346	17,680	13,932	0	0
Supplies	2,710	132	0	0	0
Professional Services	258,504	279,754	0	0	0
Vehicle/Equipment	0	4,155	0	0	0
Utilities	24,713	27,210	0	0	0
Misc Expenses	0	0	0	0	0
Capital Expenditures	19,731	0	0	0	0

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Transfers Out	0	0	366,000	366,000	366,000
Parks Maintenance			265,132	265,132	265,132
Public Right of Way Maintenance			25,000	25,000	25,000
Street Tree Maintenance			75,868	75,868	75,868
REVENUES	539,418	535,118	522,787	535,500	546,210
Property Taxes	539,418	535,118	522,787	535,500	546,210
Earnings on Investments	0	0	0	0	0
Balance End of Year	93,622	21,412	164,267	333,767	513,977

4.5 – PUBLIC, EDUCATIONAL, AND GOVERNMENTAL ACCESS (PEG) FUNDS (1402)

The City receives Public, Educational, and Governmental Access (PEG) funds from cable providers to help support the local cable access channel administered by the City, KALB. Collection of these funds are allowed by federal law and expenses are restricted to capital costs such as equipment and facility upgrades.

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	39,207	47,393	58,537	79,354	80,854
1402 - SR-CABLE TV (PEG)	(8,186)	(11,144)	(20,817)	(1,500)	(8,000)
EXPENSES	20,672	15,466	3,730	28,500	22,000
Other Expenses	20,672	15,466	3,730	28,500	22,000
Administrative and Office Expenses	1,253	2,563	0	0	0
Vehicle/Equipment	19,419	12,903	3,730	28,500	22,000
REVENUES	28,858	26,610	24,547	30,000	30,000
Other Revenue	28,858	26,610	24,547	30,000	30,000
Balance End of Year	47,393	58,537	79,354	80,854	88,854

4.6 – PUBLIC ART FUND (1403)

Albany municipal code §20.58 (Art in Public Places Program), enacted in 2007, establishes a requirement that new development projects include a Public Art feature valued at 1.75% of construction. In lieu of including the feature themselves, certain projects may pay a fee to the City, as laid out in municipal code §20.58.050. Revenue from these fees is maintained solely for the acquisition, installation, improvement, and maintenance of Public Art Features.

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	102,227	142,352	122,129	187,392	187,392
1403 - SR-PUBLIC ART	(40,125)	20,223	(65,263)	0	0
EXPENSES	8,000	20,223	0	0	0
Other Expenses	8,000	20,223	0	0	0
Administrative and Office Expenses	0	20,223	0	0	0
Capital Expenditures	8,000	0	0	0	0
REVENUES	48,125	0	65,263	0	0
Other Revenue	48,125	0	65,263	0	0
Balance End of Year	142,352	122,129	187,392	187,392	187,392

4.7 – STORM DRAIN FUND (1601)

The Storm Drain/National Pollutant Discharge Elimination System (NPDES) fund is funded by a fee established in 1992 and updated periodically. The fund is used to track revenues and expenditures for programs and activities used to prevent non-point source pollution including storm drain system improvement projects along with operational maintenance. In accordance with the City's Sewer and Storm Water Code (Chapter 15-4.9) the funds available shall be used for enforcement, implementation, and administrative overhead associated with the Urban Runoff Clean Water Program or associated documents including the Watershed Master Plan.

As seen in the detail to follow, if spending continues at the current rate, expenses will exceed revenues beginning in fiscal year 2022-23. A fee study is planned within the next biennium to ensure the rate assessed is sufficient to support ongoing operations as well as planned infrastructure repair and replacement.

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	955,331	954,574	884,287	583,422	199,964
1601 - SR-STORM DRAINAGE / NPDES	757	70,287	300,865	233,458	186,800
EXPENSES from Section 3.3.8	459,634	525,357	700,988	808,228	761,570
REVENUES from Section 3.3.8	458,876	455,070	400,123	574,770	574,770
November 2020 Budgeted CIP	-	-	-	150,000	0
Planned CIP Expenditures Remaining				150,000	
Balance End of Year	954,574	884,287	583,422	199,964	13,164

4.8 – EMERGENCY MEDICAL SERVICES (EMS) FUND (1002)

The Emergency Medical Services (EMS) Fund contains revenue from two parcel taxes: the Emergency Medical Services Special Tax; and the Paramedic Advanced Life Support (ALS) Fire Engines and Ambulance Special Tax. While the EMS Fund budget was discussed as part of the operating budget in section 3.3.6 of this document, the tax rate for the two parcel taxes is set annually by the Council so additional information is being provided as part of Section 4 Special Revenue Funds.

Emergency Medical Services Special Tax

The Emergency Medical Services (EMS) Special Tax can be found in the City’s municipal code §4-7. The tax was established by voters in 1997 and amended in 2002. The tax imposed was intended solely for the purpose of raising revenue for the City’s operation of paramedic and ambulance transport services. The EMS tax replaced another source of funding that expired in July 1997. It was determined that the loss of that revenue would have a significant impact on the services the City would have been able to provide and so the EMS tax was established at a rate similar to the expiring tax.

Paramedic Advanced Life Support Fire Engines and Ambulance Special Tax

Section 4-8 of the municipal charter sets out collection of the Paramedic Advanced Life Support (ALS) Fire Engines and Ambulance Special Tax. This tax was established by voters in 2000 with amendments in 2004 and 2010. The tax is intended to provide funding for the City’s EMS program and the code stipulates that it should be used for the exclusive purpose of providing ALS fire engines and ambulance transport services.

Tax Rate Adjustments

Both the EMS and ALS taxes provide for increases in the maximum tax rate imposed by the City. The increases are determined by applying the cost of living adjustment for the San Francisco Bay Area, as published in the Consumer Price Index by the US Bureau of Labor and Statistics, to the previously determined maximum rate. The increases are capped at 4% for the ALS tax and 5% for the EMS tax.

As seen in the operating budget located in section 3, the annual cost of Emergency Medical Services exceeds the revenues generated from these taxes and the collection of service charges. The EMS Fund typically has zero net assets at the close of the Fiscal Year and is used entirely for support of operating expenses. Staff is recommending the full adjustment of the EMS Tax and the Advanced Life Support Tax as outlined below and explained in further detail in section 4.14 of the budget report.

	Annual 2020-2021 Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change

Emergency Medical Services Program (EMS)	\$ 87.93	\$ 89.45	\$ 89.45	\$ 1.52
Paramedic Advanced Life Support (ALS)	\$ 23.66	\$ 24.07	\$ 24.07	\$ 0.41

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	(114,911)	(114,911)	(44,644)	(44,644)	(44,644)
1002 - SR-EMERGENCY MEDICAL SERVICES	0	(70,267)	0	0	(0)
EXPENSES from Section 3.3.7	2,436,288	2,300,061	2,612,914	2,699,524	2,814,671
REVENUES from Section 3.3.7	2,436,288	2,370,328	2,612,914	2,699,524	2,814,671
Balance End of Year	(114,911)	(44,644)	(44,644)	(44,644)	(44,644)

4.9 – SIDEWALK PARCEL TAX (1305)

The City of Albany Safe and Accessible Sidewalks Special Parcel Tax, Measure P1, was approved by voters in November 2016. The tax rate and purpose are set forth in municipal code §4-14. The funds generated are used to repair and upgrade aging and deteriorating public sidewalks and remove obstructions so that Albany sidewalks are safe and accessible by pedestrians, including people with disabilities that affect mobility. This parcel tax will sunset in 2026.

Tax Rate Adjustments

The code provides for increases in the tax rate imposed by the City. The increases are determined by applying the cost of living adjustment for the San Francisco Bay Area, as published in the Consumer Price Index by the US Bureau of Labor and Statistics, to the previously determined maximum rate. The increase is capped at 2%. The code specifies that the rate cannot decrease, except by voter action.

Staff is recommending the full adjustment of tax as outlined below and explained in further detail in section 4.14 of the budget report.

	Annual 2020-2021 Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change
1305 – Sidewalk Parcel Tax	\$ 40.65	\$ 41.47	\$ 41.47	\$ 0.82

* Rate for a 2,501-5,000 square foot SRF parcel – all rates are listed in the resolution in section 4.14.1

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	381,100	414,999	619,062	680,146	240,184
1305 - SR-SIDEWALK PARCEL TAX	(33,899)	(204,063)	(61,084)	(206,963)	(211,282)
EXPENSES	171,171	16,299	162,776	21,481	21,481
Other Expenses	171,171	16,299	162,776	21,481	21,481
Administrative and Office Expenses	7,492	8,785	6,773	9,000	9,000
Professional Services	1,399	0	779	0	0
Capital Expenditures	162,280	7,514	143,805	0	0
Transfers Out	0	0	11,419	12,481	12,481
REVENUES	205,070	220,363	223,860	228,444	232,763
Property Taxes	205,070	207,777	211,360	215,944	220,263
Earnings on Investments	0	12,585	12,500	12,500	12,500
November 2020 Budgeted CIP	-	-	-	646,925	223,000
Planned CIP Expenditures Remaining				646,925	223,000
Balance End of Year	414,999	619,062	680,146	240,184	228,466

4.10 – PARKS AND OPEN SPACE FUND (MEASURE M) (1306)

Established by voters in 2018, the Parks and Open Space Special Parcel Tax is described in §4-15 of the Albany municipal code. The tax was proposed as a way to fund ongoing maintenance and park improvements as Lighting and Landscaping District 1996-1 (Measure R) funding that had been used to fund the acquisition, improvement, and maintenance of several parks and open spaces in the City was expiring. The Parks and Open Space tax was first collected on property tax bills in fiscal year 2019-20 and has so far been used to support operating expenses associated with parks maintenance.

As part of section 3.3.8 of the budget report, operational parks maintenance overseen by the Public Works department is partially funded by transfers from this fund. Other non-operational expenses, such as future capital projects, may be coded directly to this funding source. The budget presented reserves a portion of the tax proceeds each year for future capital projects associated with the replacement or improvement of park and open space areas.

Tax Rate Adjustments

The code provides for increases in the tax rate imposed by the City. The increases are determined by applying the cost of living adjustment for the San Francisco Bay Area, as published in the Consumer Price Index by the US Bureau of Labor and Statistics, to the previously determined maximum rate. The increase is capped at 2%. The code specifies that the rate cannot decrease, except by voter action.

Staff is recommending the full adjustment of tax as outlined below and explained in further detail in section 4.14 of the budget report.

	Annual 2020-2021 Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change
2018 – Parks and Open Space	\$ 71.28	\$ 72.51	\$ 72.51	\$ 1.23

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	0	(3,203)	459,215	628,690	791,256
1306 - SR-PARKS/OPEN SPACE	3,203	(462,418)	(169,475)	(162,567)	(172,171)
EXPENSES	3,203	4,347	308,339	324,663	324,663
Other Expenses	3,203	4,347	308,339	324,663	324,663
Administrative and Office Expenses	3,203	4,347	2,339	0	0
Transfers Out	0	0	306,000	324,663	324,663
Parks Maintenance			96,000	96,000	96,000
Street Tree Maintenance			200,000	200,000	200,000
Creeks Maintenance			10,000	10,000	10,000
Administration				18,663	18,663
REVENUES	0	466,765	477,814	487,230	496,834
Property Taxes	0	461,547	470,814	480,230	489,834
Earnings on Investments	0	5,218	7,000	7,000	7,000
Balance End of Year	(3,203)	459,215	628,690	791,256	963,428

4.11 – LIBRARY OPERATIONS FUND (1401)

The Library Operations Fund records revenue from two voter approved parcel taxes: the Library Services Act of 1994 and the Supplemental Library Services Act 2006. These special taxes support additional library services for Albany residents. The taxes are outlined in the Albany Municipal Code: Chapter 5-22 (Library Services Act of 1994) and Chapter 5-23 (Supplemental Library Services Act 2006).

Tax Rate Adjustments

Both code sections provide for increases in the tax rate imposed by the City. The increases are determined by applying the cost of living adjustment for the San Francisco Bay Area, as published in the Consumer Price Index by the US Bureau of Labor and Statistics, to the previously determined maximum rate. The increase for both taxes is capped at 5%.

As seen in the following detail, the current revenue rate is projected to produce expenses in excess of revenues; however, there is sufficient fund balance to cover these amounts as well as maintain sufficient fund balance for unexpected expenses. Due to the COVID-19 pandemic, the County closed the library to the public, therefore eliminating the additional hours the City pays for. This reduced the amount paid to the County, significantly increasing the fund's balance. The Library Fund will have accumulated a balance of approximately \$805,357 as of June 30, 2021.

While this is a large fund balance, keeping the tax rate at the current level will allow the City to maintain this rate for several years while slowly drawing down the balance in the fund. Staff recommend no change to the applied tax rate for fiscal year 2021-22.

	Annual 2020-2021 Maximum Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change
Library Services Act of 1994	\$ 84.38	\$ 85.83	\$ 69.22	Zero
Supplemental Library Services Act of 2006	\$ 34.92	\$ 35.53	\$ 28.36	Zero

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	311,758	327,763	452,011	840,547	796,862
1401 - SR-LIBRARY OPERATIONS	(16,005)	(124,248)	(388,536)	43,686	28,728
EXPENSES	788,148	687,553	391,943	861,577	866,577
Salaries and Wages	1,260	0	0	0	0
Benefits	96	0	0	0	0
Taxes	96	0	0	0	0
Other Expenses	786,792	687,553	391,943	861,577	866,577
Administrative and Office Expenses	19,440	21,500	18,079	22,500	22,500
Professional Services	767,351	666,052	306,717	775,440	780,440
Transfers Out	0	0	67,147	63,637	63,637
REVENUES	804,153	811,801	780,479	817,891	837,849
Property Taxes	764,404	753,535	731,714	747,891	762,849
Earnings on Investments	0	12,067	15,000	20,000	20,000
Miscellaneous Reimbursements	39,750	46,198	33,765	50,000	55,000
Balance End of Year	327,763	452,011	840,547	796,862	768,134

**4.12 – STREET PAVING AND STORM DRAIN IMPROVEMENT TAX
FUND (2006)**

The Albany Street Paving and Storm Drain Facility Improvement tax was authorized by 2006 Measure F. The tax is detailed in municipal code §4-10 which states the tax revenue shall be used for the repair, rehabilitation, and other improvements needed for streets and storm drains. The fund supports projects including the Annual Storm Drain Rehabilitation Program, The Watershed Management Plan, and Annual Street Rehabilitation Projects.

Tax Rate Adjustments

The code provides for increases in the tax rate imposed by the City. The increases are determined by applying the cost of living adjustment for the San Francisco Bay Area, as published in the Consumer Price Index by the US Bureau of Labor and Statistics, to the previously determined maximum rate. The increase is capped at 5%.

Staff is recommending the full adjustment of tax as outlined below and explained in further detail in section 4.14 of the budget report.

	Annual 2020-2021 Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change
St. & Storm Drain Improvement	\$ 139.71	\$ 142.12	\$ 142.12	\$ 2.41

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	4,120,873	4,074,253	4,552,525	4,827,670	331,892
2006 - CIP-MSR F-STRT&STRM DRN PRJS	46,621	(478,272)	(275,145)	(1,029,381)	(1,052,793)
EXPENSES	1,181,600	681,107	872,503	141,220	141,220
Salaries and Wages	201,487	168,849	6,875	0	0
Benefits	68,505	50,539	2,117	0	0
Insurance	39,593	26,219	1,045	0	0
Retirement	14,419	12,206	554	0	0
Taxes	14,493	12,114	518	0	0
Other Expenses	911,607	461,719	863,511	141,220	141,220
Administrative and Office Expenses	21,702	19,339	20,755	20,000	20,000
Professional Services	90,427	8,678	99,874	0	0
Capital Expenditures	407,644	41,967	398,902	0	0
Transfers Out	391,834	391,735	343,979	121,220	121,220
Debt Service (3004)	391,834	391,735	222,764	0	0
General Fund (0001)	0	0	121,215	0	0
Storm Drain (1601)	0	0	0	121,220	121,220
REVENUES	1,134,979	1,159,379	1,147,648	1,170,601	1,194,013
Property Taxes	1,134,979	1,159,379	1,147,648	1,170,601	1,194,013
Other Revenue	0	0	0	0	0
November 2020 Budgeted CIP	-	-	-	5,525,159	1,300,000
Planned CIP Expenditures Remaining				5,525,159	1,300,000
Balance End of Year	4,074,253	4,552,525	4,827,670	331,892	84,684

4.11 – SEWER FUNDS

Operations, Capital, and Debt Service Funds (4001, 4002, 4003)

Albany’s Sewer Enterprise Fund

The City’s sewer service funds are considered enterprise funds, fully funded by fees charged to the end user (AMC §15-1). Sewer fees are used to pay for: annual maintenance and operating costs (4001); contributions to capital project and replacement reserves (4002); and annual debt service payments for capital improvements installed in prior years (4003). The Sewer Master Plan has identified projects that are needed to meet compliance requirements and to maintain the sanitary sewer system in a manner that protects the public health and safety.

As these funds are presented in the audit with one balance, the beginning and ending balance associated with sewer operations is listed as a whole for all three funds, not individually.

Sewer Operations (4001)

Sewer operations are detailed in section 3.3.8 of this report with the Public Works operating budget. The budget is presented in summary again here to show how it interacts with the Sewer Funds’ fund balance.

Sewer Capital Projects (4002)

Capital projects are tracked separately from both the operations and debt service. When appropriated through the CIP process, funds are transferred from the sewer operations fund to the capital fund to hold in reserve for the approved projects.

Debt Service (4003)

In 2016, the City issued \$4,810,000 in Wastewater Refunding Bonds. The bonds were issued to refinance a 2004 bond issue at a lower interest rate. The previous bond had been issued to finance various sewer improvements. The refunding bond will be fully paid in fiscal year 2025. The below table shows payment details through the end of the bond payment period:

Fiscal Year	Payment Date	Interest Due	Principal Due	Total Debt Service Payment	Balance After Payment
2021-22	8/1/2021	21,917	305,000	326,917	1,715,000
	2/1/2022	18,608	250,000	268,608	1,465,000
2022-23	8/1/2022	15,895	310,000	325,895	1,155,000
	2/1/2023	12,532	255,000	267,532	900,000
2023-24	8/1/2023	9,765	315,000	324,765	585,000
	2/1/2024	6,347	260,000	266,347	325,000
2024-25	8/1/2024	3,526	325,000	328,526	0

The bond is paid through the collection of sewer fees by a transfer from the Sewer Operations Fund (4001).

Fee Rate Adjustments

The city updated its analysis of the sewer service charge in July 2017 and adopted Resolution 2017-69 mandating annual increases by the CPI to the sewer rate until 2022. Staff plan on conducting another fee study in the coming biennium to adjust fees for future operation and capital needs. The below adjustment is discussed again in section 4.14 of this report.

	Annual 2020-2021 Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change
Annual Sewer Service Charge	\$ 576.72	\$ 602.73	\$ 602.73	\$ 26.01

	2019 Actual	2020 Actual	2021 Year to Date	2022 Proposed	2023 Proposed
Balance Beginning of Year	11,175,211	8,179,180	5,825,724	6,668,734	(1,454,180)
4001 - ENT-SEWER OPERATIONS	(3,088,602)	(3,071,451)	(3,584,489)	(1,645,161)	(1,637,963)
EXPENSES from Section 3.3.8	639,506	770,807	531,429	2,152,994	2,160,192
REVENUES from Section 3.3.8	3,728,108	3,842,257	4,115,918	3,798,155	3,798,155
4002 - ENT-SEWER CAPITAL PROJECTS	(56,558)	652,795	2,741,479	9,768,076	4,347,000
EXPENSES	(0)	694,438	2,797,487	0	0
Other Expenses	(0)	694,438	2,797,487	0	0
Administrative and Office Expenses	0	0	0	0	0
Professional Services	(0)	694,438	575,372	0	0
Capital Expenditures	0	(0)	2,222,115	0	0
REVENUES	56,558	41,643	56,008	40,000	40,000
Charges for Services	56,558	41,643	56,008	40,000	40,000
November 2020 Budgeted CIP	-	-	-	9,808,076	4,387,000
Planned CIP Expenditures Remaining				9,808,076	4,387,000
4003 - ENT-SEWER DEBT SERVICE	149,128	65,200	(0)	0	0
EXPENSES	149,128	65,200	593,523	597,100	595,002
Other Expenses	149,128	65,200	593,523	597,100	595,002
Administrative and Office Expenses	1,575	1,575	1,575	1,575	1,575
Debt Service Payments	147,553	63,625	591,948	595,525	593,427
REVENUES	0	0	593,523	597,100	595,002
Transfers In	0	0	593,523	597,100	595,002
Balance End of Year	8,179,180	5,825,724	6,668,734	(1,454,180)	(4,163,217)

4.14 – PARCEL TAX RATE ADJUSTMENTS FY 2021-22

The City of Albany has several approved special taxes and fees that are collected annually on the Alameda County Property Tax Roll. These taxes and fees are different than the Special Assessments under Landscaping and Lighting District laws. The Assessment Districts have a prescribed process under State law for the preparation of an annual report and levy of the assessment. For the local taxes and fees, because they were adopted at different times, the language providing for an adjustment also varies.

The following are the local taxes and fees being addressed by this item:

- 1) Library Services Act of 1994
- 2) Supplemental Library Services Act of 2006
- 3) Emergency Medical Services Program (EMS)
- 4) Paramedic Advanced Life Support (ALS)
- 5) 2006 Street Paving and Storm Drain Improvement Tax
- 6) 2018 Parks and Open Space Parcel Tax
- 7) Sidewalk Parcel Tax
- 8) Sewer Service Charges

The City also collects from property owners an annual Storm Drain / Urban Run-off (National Pollution Discharge Elimination System – NPDES) Fee. This fee was implemented without a provision for an annual adjustment and therefore the fee remains unchanged since implementation in 1992. Changes in laws regulating property related fees would impose new requirements for a change in the amount of the Storm Drain / Urban Run-off fee. Staff are working on getting this fee updated to cover increasing costs in the near future and will bring additional information to Council at a later date.

NBS has advised Staff that the 2021-2022 potential annual adjustment for taxes and fees that contain an annual adjustment provision would increase 1.722% for taxes with a December CPI adjustment and 3.806% for sewer fees which provided for an April CPI adjustment. These are below any of the maximum adjustment levels stated in the authorizing measures. As a municipal finance best practice, it is appropriate for the City Council to take a formal action on both the Maximum Fee or Tax, and the Proposed Fee or Tax.

The “maximum” is derived by multiplying the maximum fee approved in the previous fiscal year (Fiscal Year 2020-2021) by the “annual adjustment factor” (1.722% or 3.806%). Because the County collects property tax payments in two equal installments the rate levied must be an even number. Therefore, when NBS prepares the tax roll, in some cases the actual amount levied will be one cent less than the calculated maximum.

These fees and taxes are accounted for in separate funds to ensure the proper use and accounting for the revenue generated. Staff has analyzed funding required in Fiscal Year 2021-22 based on projected revenue and expenses and presented these estimates in the biennial budget package. This requires an analysis of estimated revenue, estimated expenditures, and any deficit or surplus funds collected in previous years. The purpose of this analysis is to determine whether an adjustment to the maximum rate is recommended at this time. If less than the “Maximum Adjustment” is required for the upcoming year, future increase(s) will still be available. For example, if no increase is required for the current year and the change in the CPI next year is 1.0% – at that time the rate could increase the equivalent of 2.722% (1.722% FY 2021-2022 plus 1.0% in FY 2022-2023).

The information provided in sections 4.8 through 4.13 of the budget packet summarize, for each of the taxes and fees, key data as well as whether an adjustment is recommended. The rates described is the base rate for a single residential unit. Each of the fees/taxes has a conversion factor for other land use types. Most of the current rates are being levied at the maximum rate based on the application of previous authorized cost of living adjustments, unless otherwise noted.

Staff recommends that the City Council confirm the proposed Fiscal Year 2021-2022 rates as presented. The Exhibit attached to the Resolution contains a column for the adjusted rate. Tax rates must be adopted by Council and submitted to Alameda County by August 10 of each year. The proposed rates are consistent with past Council direction and tax requirements.

RESOLUTION NO. 2021-62

**ADJUSTING THE FISCAL YEAR 2021-2022 RATES TO BE APPLIED TO
CITY OF ALBANY SPECIAL TAXES AND FEES COLLECTED ON THE
ANNUAL PROPERTY TAX BILL**

WHEREAS, the City of Albany collects certain local approved special taxes and fees on the County Property Tax Bill; and

WHEREAS, the authorizing measures and actions imposing these fees in some cases allow for an annual adjustment based on the change in the Consumer Price Index; and

WHEREAS, the City's Property Tax Assessment Consultant (NBS Government Services) has calculated the maximum rate of adjustment for each of the subject fees based on a 1.722% percent change in the Consumer Price Index for December 2020 and a 3.806% percent change for April 2021; and

WHEREAS, staff analyzed the projected revenues and expenses for each of the subject fees and presented the biennial budget at the City Council meeting on June 7, 2021; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Albany does hereby adopt the attached schedule of Approved Rates, which shall be used to calculate the subject fees and taxes on the Fiscal Year 2021 / 2022 tax roll.

GE'NELL GARY, MAYOR

Exhibit A

Maximum and Proposed 2020/21 Rates

FUND 1401	Annual 2020-2021 Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change
Library Services Act of 1994	\$ 84.38	\$ 85.83	\$ 69.22	Zero
Supplemental Library Services Act of 2006	\$ 34.92	\$ 35.53	\$ 28.36	Zero

FUND 1002	Annual 2020-2021 Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change
Emergency Medical Services Program (EMS)	\$ 87.93	\$ 89.45	\$ 89.45	\$ 1.52
Paramedic Advanced Life Support (ALS)	\$ 23.66	\$ 24.07	\$ 24.07	\$ 0.41

FUND 2006	Annual 2020-2021 Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change
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2006 – St. & Storm Drain Improvement	\$ 139.71	\$ 142.12	\$ 142.12	\$ 2.41
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FUND 1306	Annual 2020-2021 Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change
2018 – Parks and Open Space	\$ 71.28	\$ 72.51	\$ 72.51	\$ 1.23

FUND 1305	Parcel Size (Square Feet)	Annual 2020-2021 Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change
2016 Sidewalk Parcel Tax					
Single-family Residential	0-2,500	\$ 29.03	\$ 29.61	\$ 29.61	\$ 0.58
	2,501-5,000	\$ 40.65	\$ 41.47	\$ 41.47	\$ 0.82
	Over 5,000	\$ 52.27	\$ 53.31	\$ 53.31	\$ 1.04
Condominium / Townhome	Per Unit	\$ 16.26	\$ 16.58	\$ 16.58	\$ 0.32
Multi-Family Residential	Per Unit	\$ 16.26	\$ 16.58	\$ 16.58	\$ 0.21
Non-Residential	0-5,000	\$ 52.27	\$ 53.31	\$ 53.31	\$ 1.04
	5,001-10,000	\$ 75.61	\$ 77.12	\$ 77.12	\$ 1.51
	10,001-20,000	\$ 81.30	\$ 82.93	\$ 82.93	\$ 11.63

	20,000 and above	\$ 93.09	\$ 94.95	\$ 94.95	\$ 1.86
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FUND 4001	Annual 2020-2021 Rate	Annual 2021-2022 Maximum Rate	Annual 2021-2022 Adjusted Rate	Approximate Change
Annual Sewer Service Charge	\$ 576.72	\$ 602.73	\$ 602.73	\$ 26.01

5. DEBT SERVICE FUNDS

Debt service funds account for the accumulation of resources for, and payment on, long-term debt principal and interest.

5.1 – 2009 STORM DRAIN DEBT FUND (3004)

In 2006, voters approved a debt issue in the amount of \$3,465,155.81 to fund storm drain repair and replacement. As the amount was not large enough for a public bond issuance, a parcel tax note was issued by Capital One Public Funding, LLC in 2009. The note will be fully paid in fiscal year 2021-22. The below table shows payment details for the coming fiscal year:

Fiscal Year	Payment Date	Interest Due	Principal Due	Total Debt Service Payment	Balance After Payment
2021-22	8/1/2021	4,399	191,292	195,692	0.00

This bond has historically been paid through a transfer from income received from the Street Paving and Storm Drain Improvement Tax (Fund 2006). Due to the amount remaining in escrow, no transfer will be necessary for fiscal year 2021-22.

	2018 Actual	2019 Actual	2020 Actual	2021 Estimated	2022 Proposed	2023 Proposed
Balance Beginning of Year	743,103	351,269	358,740	364,268	195,691	0
3004 - DS-2009 STRM DRN PARCEL NOTE	391,834	(7,471)	(5,528)	168,577	195,691	0
EXPENSES	391,834	391,834	391,734	391,384	195,691	0
Other Expenses	391,834	391,834	391,734	391,384	195,691	0
Administrative and Office Expenses	450	450	350	0	0	0
Debt Service Payments	391,384	391,384	391,384	391,384	195,691	0
REVENUES	0	399,305	397,262	222,807	0	0
Transfers In	0	391,834	391,735	222,764	0	0
Earnings on Investments	0	7,471	5,527	43	0	0
Balance End of Year	351,269	358,740	364,268	195,691	0	0

5.2 – 2016 GENERAL OBLIGATION BOND FUND (3005)

In 2016, the City issued \$14,750,000 in General Obligation Refunding Bonds. The bonds were issued to refinance several the City’s outstanding General Obligation Bonds at a lower interest rate. The previous bonds had been issued to finance various capital improvements. The refunding bond will be fully paid in fiscal year 2038. The below table shows payment details for the next five years:

Fiscal Year	Payment Date	Interest Due	Principal Due	Total Debt Service Payment	Balance After Payment
2021-22	8/1/2021	198,806	600,000	798,806	11,770,000
	2/1/2022	183,806	0	183,806	11,770,000
2022-23	8/1/2022	183,806	630,000	813,806	11,140,000
	2/1/2023	168,056	0	168,056	11,140,000
2023-24	8/1/2023	168,056	665,000	833,056	10,475,000
	2/1/2024	151,431	0	151,431	10,475,000
2024-25	8/1/2024	151,431	700,000	851,431	9,775,000
	2/1/2025	133,931	0	133,931	9,775,000
2025-26	8/1/2025	133,931	735,000	868,931	9,040,000
	2/1/2026	115,556	0	115,556	9,040,000

Each year, the Finance Director calculates the tax rate needed to collect the total debt service payment for the following fiscal year by dividing the total debt service payment by the City’s estimated taxable valuation. For fiscal year 2021-22 the total debt service payment is \$982,612. As of March 28, 2021, the County Assessor’s Office estimated the City’s total taxable valuation at \$3,167,886,245. As such, the tax rate for fiscal year 2021-22 will be set at .0310% of assessed value.

	2018 Actual	2019 Actual	2020 Actual	2021 Estimated	2022 Proposed	2023 Proposed
Balance Beginning of Year	54,527	(110,725)	(8,425)	77,146	90,059	90,059
3005 - DS - 2016 GO RFDG BONDS	165,252	(102,300)	(85,571)	(12,913)	0	(750)
EXPENSES	1,233,193	983,646	980,363	982,612	982,612	981,862
Other Expenses	1,233,193	983,646	980,363	982,612	982,612	981,862
Administrative and Office Expenses	750	750	750	750	0	0
Debt Service Payments	1,232,443	982,896	979,613	981,862	982,612	981,862
REVENUES	1,067,942	1,085,946	1,065,933	995,525	982,612	982,612
Property Taxes	1,067,942	1,085,946	1,065,933	995,525	982,612	982,612
Earnings on Investments	0	0	0	0	0	0
Balance End of Year	(110,725)	(8,425)	77,146	90,059	90,059	90,809

6. ALBANY POLICE AND FIRE PENSION PLAN

6.1 – ALBANY POLICE AND FIRE PENSION FUND (6001)

The Albany Police and Fire Pension Plan (the Plan) is a fiduciary fund maintained by the City for the benefit of members of the plan. The plan closed to new participants in 1971 when active service members were transitioned to CalPERS. The plan is governed per City Charter Chapter IX and monitored by the Board of Police and Fire Pension Fund Commissioners (the Board) as laid out in said Chapter. Benefits are paid out as set forth in the City Charter and adjustments to benefits paid are made to service retirees on an annual basis, while disability retiree payments are adjusted in conjunction with current City union contracts.

Per the City Charter, the Board shall have charge of and administer the fund and report on the condition of the Plan, with a full and complete list of the beneficiaries and amounts paid to them, in June of each year. As of June 1, 2021, the plan is paying benefits to 14 retirees and 4 beneficiaries. Beneficiaries and amounts paid in fiscal year 2020-21 are listed in Section 6.2 of this report. Annual adjustments for service retirees were approved by the Board at the April 27, 2021 meeting and are effective July 1, 2021. Adjustments for disability retirees will be made throughout the year when AFFA and APOA adjustments are made and presented to the board at that time. Estimated amounts are included in the following budget detail.

The Plan currently has investments in both the Local Agency Investment Fund (LAIF) administered by the State of California as well as private investments administered by CIBC. Investment updates are provided to the City Council on a quarterly basis with the Finance Director's quarterly update.

	2018 Actual	2019 Actual	2020 Actual	2021 YTD	2022 Estimated	2023 Estimated
6001 - TRST-POLICE & FIRE PENSION	833,279	838,431	1,183,898	121,158	106,485	160,572
EXPENSES	1,370,032	1,299,753	1,300,016	1,097,338	1,250,985	1,305,072
Pension Payments	1,279,564	1,257,130	1,279,094	1,074,294	1,201,940	1,256,027
Other Expenses	90,468	42,623	20,922	23,044	49,045	49,045
Administrative and Office Expenses	65,881	0	0	127	19,045	19,045
Professional Services	24,587	42,623	20,922	22,917	30,000	30,000
REVENUES	536,753	461,322	116,118	976,180	1,144,500	1,144,500
Earnings on Investments	318,030	242,599	(102,605)	553,930	300,000	300,000
Transfers In	218,723	218,723	218,723	422,250	844,500	844,500
Transfer In from Pension Tax Fund	218,723	218,723	218,723	422,250	844,500	844,500

**6.2 – ALBANY POLICE AND FIRE PENSION FUND
BENEFICIARY PAYMENTS**

Plan Member	Active/Inactive/ Spouse	Amount Paid (Estimated)	Retroactive Payments
Birkhofer, Carl	Active	\$84,276.81	\$10,556.19
Boyd, Judith	Spouse	\$48,202.32	
Clemons, Arthur	Active	\$79,702.60	\$774.74
Cochran, Rose	Spouse	\$39,585.12	
Ford, John	Active	\$64,630.44	\$627.49
Gonzalves, Raymond	Active	\$87,281.64	\$465.23
Harris, Raoul	Active	\$96,147.71	\$3,819.01
Heaney, Frank	Inactive	\$19,898.05	
Herrera, Frank	Active	\$91,996.50	\$9,954.78
Hertzog, Carla	Inactive	\$24,940.30	
Jensen, Shirley	Spouse	\$31,759.92	
Megonnigil, John	Active	\$76,883.80	\$747.13
Patton, Ronald	Active	\$102,889.93	\$4,161.83
Rose, Carol	Active	\$41,514.13	\$4,799.99
Simmons, Lee	Spouse	\$25,948.32	
Stirling, Archie	Active	\$76,883.80	\$747.13
Vittitow, Gerald	Active	\$59,366.64	\$315.63
Watkins, Thomas	Active	\$111,504.12	\$11,821.80
Westphal, Frank	Active	\$51,211.08	\$5,976.96

7. FUTURE FUNDING NEEDS

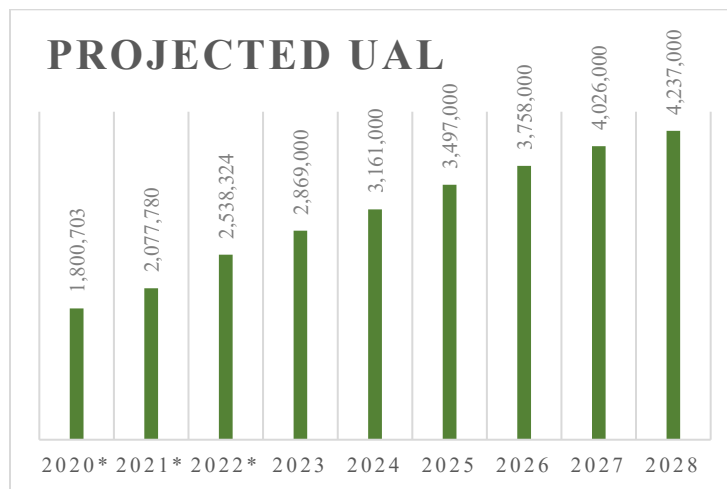
While the biennial budget covers two fiscal years, it is important to be aware of more distant obligations. In the coming years, the largest funding needs for City operations are increasing pension obligations and asset repair and replacement. This section is to assist in the planning process, no appropriations are being requested in this section.

7.1 – FUTURE PENSION COSTS

Over the next decade, pension costs are anticipated to rise year over year. In addition to increases in operating costs associated with active employee salaries, included in Section 3 of the budget report, the required unfunded actuarial liability (UAL) payments associated with the City’s CalPERS (California Public Employees’ Retirement System) plans are anticipated to increase substantially through 2035. A detailed presentation on the City’s pension obligations was provided at the May 4, 2020 Council meeting.

As of the 2019 actuarial valuations (the most recent available as of the date of publication of this report) the City’s total pension liability was just over \$136,400,000. Pension plan assets totaled approximately \$96,725,000, meaning the City’s pensions are 70.9% funded overall. Changes to the CalPERS system now require UAL payments that assume 100% funding within 20 years. Very simply, this means that actuaries take the unfunded portion of the City’s plans, \$39,675,000, apply an assumed interest rate based on historical and current trends, add in increased benefits costs and anticipated additional employees, then calculate what the annual payment would need to be to pay off the unfunded liability in 20 years. Again, this is a simplification of the numerous factors that go into UAL calculations.

Staff have worked with Bartel and Associates, actuarial consultants, to project contributions through fiscal year 2031-32, past the years provided by CalPERS. That projection is listed at the end of this section. Below is a graph showing the last two years of payments, the actual 2021-22 UAL amount due, and the anticipated payments for fiscal years 2022-23 through 2026-27:



*Actual Expenses, all others’ projections from City Actuarial Valuations

The following chart identifies the anticipated payments through 2031-32. The next two columns show the difference year to year, followed by the increase in the annual payment from the fiscal year 2021-22 payment. As shown, the annual payment will go from \$2,538,325 in fiscal year 2021-22 to \$5,360,000 in fiscal year 2031-32, causing an increase to the annual operating budget of \$2,821,676 over current year.

Fiscal Year	Unfunded Liability Payment	Difference from Previous Fiscal Year	Difference from FY 2021-22
2021-22	2,538,325	-	-
2022-23	2,869,000	330,676	330,676
2023-24	3,161,000	292,000	622,676
2024-25	3,497,000	336,000	958,676
2025-26	3,758,000	261,000	1,219,676
2026-27	4,026,000	268,000	1,487,676
2027-28	4,237,000	211,000	1,698,676
2028-29	4,434,000	197,000	1,895,676
2029-30	4,741,000	307,000	2,202,676
2030-31	5,087,000	346,000	2,548,676
2031-32	5,360,000	273,000	2,821,676

7.2 – RESERVE FUND USAGE AND FUNDING

In May 2020, fiscal year 2019-20, the Albany City Council adopted the Capital Reserve Fund Policy, included as section 1.3.2 of the budget booklet. The policy established reserve funds to save for larger items that are not purchased or repaired on an annual basis such as vehicles, equipment, building maintenance, and larger professional services projects such as master plans. Each fund has a minimum funding level to ensure sufficient funds available in case of a maintenance emergency. The minimum funding levels are laid out in Section 3 of the Policy as follows:

Reserve Fund	Minimum Funding Level
Community Development Reserve Fund	\$100,000
Emergency Medical Services (EMS) Reserve Fund	\$100,000
Fire Department Reserve Fund	\$100,000
General City Building Reserve Fund	\$250,000
IT Equipment Reserve Fund	\$50,000
KALB Equipment Reserve Fund	\$50,000
Police Department Reserve Fund	\$100,000
Public Works Reserve Fund	\$100,000
Recreation Reserve Fund	\$100,000

At this point in time there is no dedicated funding strategy for equipment repair and replacement. The establishment of reserves was the first step in a comprehensive, city-wide asset repair and replacement strategy. The following detail gives examples of some of the important and/or larger projects staff expect will need to be addressed over the next five years. Funding of larger projects most often involves savings in the form of reserve funds as well as debt issuance.

As noted previously, funding appropriations are not being requested at this time. Appropriations from reserve funds will generally come to Council on a project by project basis as the need arises. When appropriations are requested, reserve fund balances will be provided to assist with decision making. An update to reserve funding status will be presented along with budget updates each year.

7.2.1 – POLICE EQUIPMENT RESERVE FUND (2202)

Replacement of the following items are anticipated within the next five fiscal years:

Repair or Replacement	Approximate Cost
Upgrades to the current CCTV system in both the Police Department and portions of City Hall	\$50,000
Five patrol cars (\$65,000 per vehicle with equipment)	\$325,000
Replacement of one Police dirt bike/motorcycle	\$12,000
Replacement of the patrol utility truck	\$30,000
Replacement of one parking enforcement vehicle	\$45,000
Replacement of mobile computers and CradlePoint modems for patrol vehicles	\$36,000
Radio encryption	\$100,000
Total	\$598,000

The following table shows the balance of the fund at the end of fiscal year 2019-20, anticipated expenditures in fiscal year 2020-21 (items previously appropriated by Council), and the estimated June 30, 2021 balance:

Audited FY 2019-20 Ending Balance	Anticipated FY 2020-21 Expenditures/Appropriations	Estimated FY 2020-21 Year End Balance
\$260,419	\$241,937	\$18,482

7.2.2 – FIRE EQUIPMENT RESERVE FUND (2203)

Replacement of the following items are anticipated within the next five fiscal years:

Repair or Replacement	Approximate Cost
Replacement of a Type 1 Fire Engine	\$850,000
Fire station altering system	\$20,000
Replacement of mobile and portable radios	\$190,000
Replacement of command staff vehicle	\$80,000
New 100' aerial ladder truck – current vehicle ineffective for all proposed 4+ story buildings	\$1,500,000
Total	\$2,640,000

The following table shows the balance of the fund at the end of fiscal year 2019-20, anticipated expenditures in fiscal year 2020-21 (items previously appropriated by Council), and the estimated June 30, 2021 balance:

Audited FY 2019-20 Ending Balance	Anticipated FY 2020-21 Expenditures/Appropriations	Estimated FY 2020-21 Year End Balance
\$425,000	\$97,915	\$327,085

7.2.3 – EMS EQUIPMENT RESERVE FUND (2204)

Replacement of the following items are anticipated within the next five fiscal years:

Repair or Replacement	Approximate Cost
Three heart monitors/2 LUCAS CPR devices	\$125,000
Ambulance with gurney	\$225,000
Total	\$350,000

The following table shows the balance of the fund at the end of fiscal year 2019-20, anticipated expenditures in fiscal year 2020-21 (items previously appropriated by Council), and the estimated June 30, 2021 balance:

Audited FY 2019-20 Ending Balance	Anticipated FY 2020-21 Expenditures/Appropriations	Estimated FY 2020-21 Year End Balance
\$220,000	\$0	\$220,000

7.2.4 – IT RESERVE FUND (2207)

Replacement of the following items are anticipated within the next five fiscal years:

Repair or Replacement	Approximate Cost
Firewall Replacement	\$25,000
VMWare Upgrade	\$75,000
Storage area network upgrade	\$75,000
Wireless network upgrade	\$85,000
Internet bandwidth/backup internet	\$5,000
GIS assessment plan	\$60,000
RIMS improvement (Public Safety software)	\$150,000
Computer room improvements	\$100,000
Disaster Recovery Planning	\$60,000
Electronic content management system	\$150,000
Land management system replacement	\$475,000
Agenda management software (Clerk)	\$30,000
Enterprise asset management system	\$250,000
Technology support for EOC	\$20,000
Phone system upgrade	\$100,000
Total	\$1,760,000

Replacements and upgrades were outlined in the IT Strategic Plan completed in calendar year 2019.

The following table shows the balance of the fund at the end of fiscal year 2019-20, anticipated expenditures in fiscal year 2020-21 (items previously appropriated by Council), and the estimated June 30, 2021 balance:

Audited FY 2019-20 Ending Balance	Anticipated FY 2020-21 Expenditures/Appropriations	Estimated FY 2020-21 Year End Balance
\$365,000	\$100,000	\$265,000

7.2.5 – KALB RESERVE FUND (2209)

Replacement of the following items are anticipated within the next five fiscal years:

Repair or Replacement	Approximate Cost
Council Chambers Audio Visual Improvements	\$50,000
Projector, switch, computer, audio system to coordinate with virtual conferencing replacement	\$50,000
Audio speaker system in Community Room	\$25,000
Screens replacement	\$15,000
Update projector and screen in Community Room	\$25,000
Website upgrade	\$35,000
Total	\$200,000

The following table shows the balance of the fund at the end of fiscal year 2019-20, anticipated expenditures in fiscal year 2020-21 (items previously appropriated by Council), and the estimated June 30, 2021 balance:

Audited FY 2019-20 Ending Balance	Anticipated FY 2020-21 Expenditures/Appropriations	Estimated FY 2020-21 Year End Balance
\$50,000	\$0	\$50,000

7.2.6 – PUBLIC WORKS EQUIPMENT RESERVE FUND (2210)

Replacement of the following items are anticipated within the next five fiscal years:

Repair or Replacement	Approximate Cost
Emergency reserve for Vac-con Sewer Truck and related equipment	\$400,000
Public Works Center system and facilities upgrade projects	\$300,000
Vehicle replacement	\$35,000
Total	\$735,000

The following table shows the balance of the fund at the end of fiscal year 2019-20, anticipated expenditures in fiscal year 2020-21 (items previously appropriated by Council), and the estimated June 30, 2021 balance:

Audited FY 2019-20 Ending Balance	Anticipated FY 2020-21 Expenditures/Appropriations	Estimated FY 2020-21 Year End Balance
\$250,000	\$0	\$250,000

7.2.7 – RECREATION RESERVE FUND (2211)

Replacement of the following items are anticipated within the next five fiscal years:

Repair or Replacement	Approximate Cost
Improvements to outdoor patio	\$150,000
Senior Center garden improvements	\$25,000
Improvements to Community Center security system	\$22,000
Automatic door upgrades	\$35,000
Community Center kitchen appliance upgrade	\$35,000
Improvements to office area	\$50,000
Community Room lighting improvements	\$15,000
Vehicle replacement	\$175,000
Distributed audio or PA system/phone intercom	\$100,000
Total	\$607,000

The following table shows the balance of the fund at the end of fiscal year 2019-20, anticipated expenditures in fiscal year 2020-21 (items previously appropriated by Council), and the estimated June 30, 2021 balance:

Audited FY 2019-20 Ending Balance	Anticipated FY 2020-21 Expenditures/Appropriations	Estimated FY 2020-21 Year End Balance
\$220,418	\$0	\$220,418

**7.2.8 – COMMUNITY DEVELOPMENT RESERVE FUNDS
(0004/2208/2401)**

Replacement of the following items are anticipated within the next five fiscal years:

Repair or Replacement	Approximate Cost
Update to Hazard Mitigation Plan	\$100,000
Plans and Permits for State Approval of Erosion Control at Albany Bulb	\$200,000
Site Investigations and Negotiation of Agreements for State Approval to Leave Albany Bulb Uncapped	\$200,000
Specific Plan for Albany Hill	\$100,000
City General Plan	\$600,000
Specific Plan for Albany Waterfront	\$600,000
Total	\$1,800,000

The following table shows the balance of the fund at the end of fiscal year 2019-20, anticipated expenditures in fiscal year 2020-21 (items previously appropriated by Council), and the estimated June 30, 2021 balance:

Audited FY 2019-20 Ending Balance	Anticipated FY 2020-21 Expenditures/Appropriations	Estimated FY 2020-21 Year End Balance
\$466,920	\$0	\$466,920

7.2.9 – GENERAL CITY BUILDING RESERVE FUND (2007)

Replacement of the following items are anticipated within the next five fiscal years:

Repair or Replacement	Approximate Cost
Repairs and upgrades of all City buildings and facilities	\$1,000,000
Civic Center HVAC Project	\$150,000
Total	\$1,150,000

The following table shows the balance of the fund at the end of fiscal year 2019-20, anticipated expenditures in fiscal year 2020-21 (items previously appropriated by Council), and the estimated June 30, 2021 balance:

Audited FY 2019-20 Ending Balance	Anticipated FY 2020-21 Expenditures/Appropriations	Estimated FY 2020-21 Year End Balance
\$465,000	\$0	\$465,000