



NOTICE OF PUBLIC MEETING

CITY OF ALBANY
CITY COUNCIL WORK SESSION
Municipal Court Room
Monday, November 10, 2008
4:00 p.m.

AGENDA

- 4:00 p.m. **CALL TO ORDER**
- 4:00 p.m. **ROLL CALL**
- 4:00 p.m. **BUSINESS FROM THE PUBLIC**
- 4:05 p.m. **CENSUS 2010** – Gladys Romero
Action Requested: Information.
- 4:10 p.m. **DISABILITY ACCESS PROGRAM OVERVIEW** – Lisa Bennett
Action Requested: Information.
- 4:20 p.m. **AMC TITLE 18 UPDATE** – Melanie Adams
Action Requested: Information.
- 4:30 p.m. **TRANSPORTATION SYSTEM DEVELOPMENT CHARGES** – Jeni Richardson
Action Requested: Discussion, direction.
- 5:00 p.m. **BUILDING INSPECTION FEES INCREASE PROPOSAL** – Greg Byrne, Melanie Adams
Action Requested: Information, discussion, direction.
- 5:20 p.m. **SUSTAINABILITY REPORT** – Greg Byrne, Craig Carnagey
Action Requested: Information, discussion, direction.
- 5:40 p.m. **REQUEST TO RESTRICT TURNING MOVEMENTS, OAK STREET AT 11TH AVENUE** –
Ron Irish
Action Requested: Information, discussion, decision.
- 5:55 p.m. **COUNCIL COMPENSATION RESOLUTION** – Stewart Taylor, Laura Hyde
Action Requested: Discussion, direction.
- 6:05 p.m. **COUNCILOR COMMENTS**
- 6:15 p.m. **CITY MANAGER REPORT**
- 6:25 p.m. **ADJOURNMENT**

City of Albany Web site: www.cityofalbany.net

The location of the meeting/hearing is accessible to the disabled. If special accommodations to attend or participate in the meeting/hearing are needed, advance notice is requested by notifying the Human Resources Director at 917-7500.



TO: Albany City Council

VIA: Wes Hare, City Manager
Greg Byrne, Community Development Director
Melanie Adams, Building Official *MA*

FROM: Lisa Bennett, Disability Access Coordinator *LB*

DATE: November 6, 2008, for the November 10, 2008, City Council Work Session

SUBJECT: New Disability Access Program Update

RELATES TO STRATEGIC PLAN THEME: ● Great Neighborhoods
● A Safe City
● An Effective Government

Action Requested:

None. Informational only.

Discussion:

In the last budget session, Council approved the creation of the position of Disability Access Coordinator. Since that time, staff has been working to design and implement plans to improve disability access around the City.

Here are a couple of examples of what staff has been working on:

- A thorough review of City bus stops has been conducted to determine barriers to accessibility. Each of the stops listed on the City Transit schedule has been evaluated. Several deficiencies were identified through this review. Many of these deficiencies translate to impassable barriers; the bus stops cannot be used by people with mobility impairments. Currently, staff is in the process of assigning priority for upgrades to mitigate some of these barriers.
- Several parking lots of area businesses have been evaluated for compliance with accessible parking maintenance standards. Staff has been working with business owners, managers, and contractors to ensure that people with disabilities have a clearly marked, safe, and accessible place to park when they patronize local stores and restaurants.

City of Bend's Experience

These projects and others, along with increased public outreach, are becoming increasingly vital for local governments for a number of reasons. In the past few years, the Federal Department of Justice (DOJ) has made comprehensive efforts to draw municipalities' attention to disability access. This concerted plan includes seeking out cities to analyze for compliance with the Federal Americans with Disabilities Act requirements. We have recently seen an illustration of this in the City of Bend. After a review of Bend's facilities and services, the DOJ brought suit against the City of Bend, finding that the City was in violation of the ADA in many areas, including lack of accessible curb ramps on sidewalks, inaccessible buildings and facilities, and noncompliant parking lots. A settlement agreement was arrived upon between Bend and the DOJ, mandating that deficiencies be corrected within certain timeframes. The City of Bend,

which is struggling financially to achieve compliance with this settlement, could possibly have avoided such an outcome through proactive efforts in ensuring access for the disabled.

Bend entered into a second settlement agreement with the courts in 2007. This completely separate suit was brought about by an independent non-profit organization, the Oregon Advocacy Center (now Disability Rights Oregon), which provides legal advocacy services for people with disabilities anywhere in Oregon. The suit was filed specifically and solely because of the lack of access in the City's transit system; none of the bus stops were accessible.

Further Goals

Beyond avoiding the liability and vulnerability to litigation as experienced by the City of Bend, Albany has the ever-present and important duty of service to citizens. Deficiencies in the way sidewalks, bus stops, and parks are designed can lead to fewer people with disabilities being able to access services. Through diligent research, planning, education, and implementation we can do a better job of ensuring equal access.

Staff recommends that the City look to steadily improve facilities and services in order to provide greater access for disabled citizens. Staff would like to soon take a comprehensive, strategic approach to improve disability access and better meet the needs of our citizens. Thus far, we have determined that we would like to begin with the following:

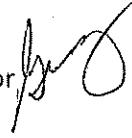
- Review the Development Code in order to identify ways to require developers to address disability access as part of development projects; research and propose changes;
- Review City Street Construction Standards; develop supplements/alterations to ensure that all standards clearly and thoroughly comply with the ADA;
- Train City staff and educate contractors to ensure that all new work meets ADA standards;
- Develop a project list which would analyze specific areas in the City (downtown sidewalks, for example) for compliance and would recommend upgrades – this would include a plan to place more curb ramps on already-existing sidewalks around the City, a plan that is required by the ADA;
- Seek outside sources of funding in order to finance improvements to infrastructure;
- Address access-related citizen complaints in a timely and productive manner.


Conclusions

At budget meetings earlier this year, the City dedicated resources to improving accessibility City-wide. Over the next budget cycle, staff will be presenting some ideas as how to best utilize capital improvement funds to maximize the benefit to citizens with disabilities. Staff is excited to be working to make the City a friendlier one for people with disabilities.



TO: Albany City Council

VIA: Wes Hare, City Manager
Greg Byrne, Community Development Director 

FROM: Melanie Adams, Building Official 

DATE: November 6, 2008, for the November 10, 2008, City Council Work Session

SUBJECT: AMC Title 18 Update

RELATES TO STRATEGIC PLAN THEME:

- Great Neighborhoods
- A Safe City
- An Effective Government

Action Requested:

None. Informational only.

Discussion:

Since last reporting to Council on June 9, 2008, Compliance staff has received 58 new complaints and has closed 44 cases. Overall, staff has worked toward resolution of 92 total cases during this reporting period. Although complaint numbers continue to be fairly consistent throughout each reporting period, these past few months have been especially busy due to several staffing changes in the compliance program. The program is currently at full staff, consisting of two compliance inspectors. As the compliance program looks ahead to its third anniversary in May, staff is considering the many lessons learned since the creation of the program in 2006, and is developing strategies to improve the City's response to community concerns while maximizing limited resources.

Part of this effort to improve compliance services includes formally establishing priority levels for different types of complaints, focusing the greatest staff effort on those problems that impact the greatest portion of the community. At present, staff spends a large percentage of time on small complaints involving fences, setbacks, and accessory structures in residential neighborhoods. Although these issues are important and deserving of attention, staff is also faced with a growing number of complaints regarding dangerous properties. We believe that it is in the best interests of the community to address these hazards to health, safety, and welfare first, and then work on non-hazardous complaints as time and resources allow. Staff will be working on developing these prioritization policies in the coming weeks, and would value input from Council as to where the compliance program's efforts should be focused to provide the greatest benefit to the community as a whole.

At a recent Work Session, Council expressed a desire for more collaboration between City staff and citizens in cleaning up problem areas of the community. Recent successful community clean-up efforts illustrate the benefit of neighborhood involvement as part of the City's overall enforcement approach. Compliance staff is aware of the value of neighborhood involvement, having worked closely with the local neighborhood watch group during the Cottage Court Apartments rehabilitation

at 301 Main Street. We are currently developing strategies to improve the lines of communication between citizens and compliance staff, such as regularly attending neighborhood watch meetings and improving our website to provide clearer guidance on common code issues such as the height of fences or setback requirements. Although neighborhood involvement will undoubtedly make a positive impact on the overall safety and appearance of Albany's neighborhoods, there are still a number of dilapidated or dangerous properties that are owned by absentee landlords who may choose not to have any involvement in community efforts. It is these properties that consume the greatest amount of staff resources, but which deliver considerable benefit to the community when rehabilitated. Compliance staff hopes that increased communication with neighborhood groups will empower homeowners to resolve smaller, localized problems such as fences and sheds, thus allowing staff more time to work on abating dangerous conditions that impact the entire community's health, safety, and welfare.

As staff continues to refine the compliance program, we will be asking for Council's guidance on various policy issues. The topic of temporary signs is one such issue that staff will be bringing to Council in the coming months in hopes of bringing greater clarity, consistency, and efficiency to enforcement efforts. Staff is also working closely with the Code Enforcement Team to consolidate our efforts and develop a more cohesive response to community concerns.

Summary of Cases

Dangerous Buildings, Structures, and Premises cases:

CC-0051-08	6th Ave, 131	Concerns that house is possibly abandoned and could present a fire hazard. House is a victim of deferred maintenance, but it is inhabited and does not appear to be hazardous.	Status: Closed Active Dates: 06/12/08 - 06/25/08
CC-0053-08	NW Gibson Hill Rd, 2737	Neighbor concerns about abandoned house heavily overgrown with vegetation and with a basement flooded with "black water." During our site visit, we learned that house had recently been purchased by an investor and repairs and clean-up were in process. No violations found.	Status: Closed Active Dates: 06/23/08 - 06/26/08
CC-0055-08	Harder Ln NW, 1540	House was severely damaged by fire. Neighbor concerned that repairs were not being made. Investigation showed that actions were being taken to resolve fire damage.	Status: Closed Active Dates: 06/24/08 - 06/26/08
CC-0100-07	Madison St NE, 200	Demolition was incomplete after Inland Quick Freeze Fire and site was not secured. Notice & Order posted and send to owner in January 2008. Demolition now complete.	Status: Closed Active Dates: 11/13/07 - 07/16/08
CC-0018-08	6th Ave SE, 337	Complaints of dilapidated and filthy conditions in apartment; concerns over faulty electrical wiring and plumbing and possible structural issues due to lack of maintenance. APD may declare this a "specified crime property." Pursuing inspection warrant to abate continuing unsafe conditions on property.	Status: Open Active Dates: 02/07/08 - current
CC-0019-08	6th Ave SE, 338	Garage converted to apartment in historic district without permits or review. Complaints of filthy conditions and inadequate wiring, insulation, and plumbing. Pursuing inspection warrant to abate continuing unsafe conditions on property.	Status: Open Active Dates: 02/08/08 - current

C-0044-06	Thurston St SE, 2020	Contaminated drug lab property. Notice and Order posted on 8/9/06. Sampling complete. Work plan approved. Clean-up performed, but re-sampling revealed contamination is still present.	Status: Open Active Dates: 06/01/06 - current
CC-0052-08	4th Ave SE, 926	Tenant complaints regarding stairways and walkways serving second-story units that are in poor condition and potentially unsafe to use. Owner has repaired one set of stairs and is working on the second one. Owner given until 11/15/08 to complete the work and call for an inspection.	Status: Open Active Dates: 06/20/08 - current
CC-0064-08	15th Ave SE, 335	Tenant complaints of inadequate wiring and electrical outlets. Some rooms have no working outlets, and extension cords are run from room to room or from detached garage into house. Breakers in outside electrical panel reported to spark when reset. House in foreclosure and reported to be vacant. If owner doesn't agree to make repairs or show that repairs have been made by 11/26/08, will begin process of filing Notice & Order.	Status: Open Active Dates: 07/02/08 - current
CC-0070-08	Lyon St SE, 417	Windows of two dwelling units in apartment building are approximately 8" from wall on neighboring property. Concerns about adequate egress in case of fire or panic. Statute of limitations on construction work done by previous owner of neighboring building has expired; insufficient evidence to pursue. This is a civil matter, and current owners will work together towards resolution. If a suit is filed by the apartment owner and a meeting with the City is requested, it is possible that the Fire Marshal may declare the building dangerous and demand that the conditions be remedied. No actions being taken at this point; monitoring case.	Status: Open Active Dates: 07/21/08 - current
CC-0078-08	6th Ave SE, 228	Rental property with all windows broken out, front door kicked in, and garbage and litter everywhere. Toilet demolished and much of bathroom vandalized. Owner has made electrical repairs that passed inspection and will soon have plumbing repairs inspected. If plumbing work is not inspected by 11/12/08, owner has been notified that we will file a Notice of Substandard and/or Nonconforming Conditions on property title.	Status: Open Active Dates: 08/04/08 - current
CC-0081-08	Salem Ave SE, 2618	Fire Department responded to leak from water heater where water flowed for over 6 hours, reportedly causing severe damage to apartment unit and leakage into next door unit. Water heater later replaced without permit. Three letters sent to owners and property manager. Notice of Substandard and/or Nonconforming Conditions will be filed if there is no response by 11/06/08.	Status: Open Active Dates: 08/14/08 - current

New Construction cases:

CC-0002-08	Queen Ave SE, 2009	Enclosure of patio/porch to create living space without permits. Owner converted back to non-habitable space.	Status: Closed Active Dates: 01/03/08 - 09/24/08
CC-0005-08	Oak Street SE, 2315	Porch converted to bedrooms by tenants without permits or owner approval. Tenants moved and owner converted bedrooms back to non-habitable space.	Status: Closed Active Dates: 01/16/08 - 10/02/08

CC-0015-08	Three Lakes Rd SE, 2151 #71	Newly placed manufactured home in park, possibly occupied without final building inspection approval. Letter sent on 3/14/08. Permits obtained, inspection performed and installation approved.	Status: Closed Active Dates: 02/04/08 - 09/09/08
CC-0016-08	Three Lakes Rd SE, 2151 #94	Newly placed manufactured home in park, possibly occupied without final building inspection approval. Letter sent on 3/14/08. Permits obtained, inspection performed and installation approved.	Status: Closed Active Dates: 02/04/08 - 09/09/08
CC-0021-08	Water Ave NE, 1442	Electrical permit BE-0574-07 expired without final inspection approval. Owner contacted. Inspection performed and work approved.	Status: Closed Active Dates: 03/05/08 - 08/12/08
CC-0018-07	3rd Ave SW, 225	Sidewalk canopy in extreme disrepair. Engineering required. Repairs made and work approved.	Status: Closed Active Dates: 03/16/07 - 05/16/08
C-0021-06	4th Ave SE, 1015	Garage converted to apartment without permits No response from owners after repeated attempts at contact. Filed Notice of Substandard and/or Nonconforming Conditions on property title.	Status: Closed Active Dates: 05/01/06 - 06/18/08
CC-0057-08	Pacific Blvd SW, 2115	Report of restaurant remodel without required permits. Owner and contractors contacted and permits obtained. Awaiting final inspections.	Status: Closed Active Dates: 06/20/08 - current
CC-0063-08	Oak St SE, 3527	Report of large structure constructed and attached to garage without permits. Investigation revealed that structure had been in existence for over 4 years. Insufficient evidence to proceed.	Status: Closed Active Dates: 07/02/08 - 07/13/08
CC-0067-08	15th Ave SW, 1739	Report of large carport and attached accessory building constructed without permits. All structures were below size limit, so no permits were required.	Status: Closed Active Dates: 07/15/08 - 10/20/08
CC-0075-08	Harrison St NE, 219	Complaints of earth-moving and grading near waterway without permits. Investigation revealed that work was permitted by Public Works and was not a hazard to nearby creek.	Status: Closed Active Dates: 07/25/08 - 07/31/08
CC-0080-08	15th Ave SW, 1919	Anonymous complaint concerning 3 trailers on lot, people living in two of them. No evidence of this found upon inspection.	Status: Closed Active Dates: 08/07/08 - 08/26/08
CC-0083-08	4th Ave SW, 640	Renovation of second accessory house on two-dwelling lot without permits. Note: House was a former drug lab that received certificate of fitness, 8-03-06. Investigation revealed that this is a project funded by CARA. Permits were obtained upon request.	Status: Closed Active Dates: 08/25/08 - 08/29/08
CC-0091-08	Dian Ave NE, 3421	Report from neighbor that remodel work was being done in rental apartments without permits. Several site visits resulted in no evidence that work was being done.	Status: Closed Active Dates: 09/16/08 - current
CC-0095-08	Marten Ave SW, 2224	Report of possible second floor balcony construction without permit. Investigation showed no evidence of balcony construction.	Status: Closed Active Dates: 09/18/08 - 09/19/08

CC-0004-08	9th Ave SE, 919	Commercial remodeling work without permits. Permits applied for and work approved. Case will be closed when required ADA improvements to parking lot are complete.	Status: Open Active Dates: 01/03/08 - current
CC-0005-07	Jackson St SE, 1630	Front porch remodel and electrical work without permits. Permits obtained. Front enclosure signed off by inspector, working toward final.	Status: Open Active Dates: 02/07/07 - current
CC-0041-07	4th Ave SE, 704	Extensive interior remodel and exterior alterations to historic home. Application submitted to and approved by LAC. Building permits obtained. Exterior alterations performed do not conform to what was approved by LAC. House is for sale. Letter sent to owner 12-31-07. Owner has not met deadline to perform required alterations. Three-year approval window for historic alterations may delay enforcement efforts.	Status: Open Active Dates: 05/10/07 - current
CC-0050-08	Howard Dr SE, 1519	Electrical work performed, no final inspection. May have suffered damage from vandals. Ownership has recently changed. New owner will be given until 11/17/08 to have new electrical contractor request an electrical inspection or we will begin the process of filing a Notice & Order demanding the repairs be made.	Status: Open Active Dates: 06/09/08 - current
CC-0062-07	12th Ave SW, 1141	New plumbing, electrical, mechanical, and structural work without permits. Permits obtained but no inspections thus far. Sent certified letters to owner's two known addresses on 10/30/08; both were returned by post office. If attempts to call owner do not result in an inspection by 11/13/08, we will pursue a Notice & Order demanding that repairs be completed, inspected and approved.	Status: Open Active Dates: 06/25/07 - current
CC-0059-08	7th Ave SW, 615	Remodel including structural, electrical, plumbing without permits. Plans submitted; permits obtained. Monitor work for completion.	Status: Open Active Dates: 06/26/08 - current
CC-0064-07	Washington St SW, 1210	Garage in historic district too close to property line and built without permit or historical review. Project received Landmarks Advisory Committee approval. Awaiting final inspection on garage.	Status: Open Active Dates: 07/02/07 - current
CC-0073-08	Salem Ave SE, 1529	Complaint of remodel being done by owner, including plumbing and electrical, without benefit of a licensed contractor. Electrical permit issued to licensed electrician on 11/04/08. Continue to monitor.	Status: Open Active Dates: 07/22/08 - current
CC-0071-07	20th Ave SW, 520	Second story addition without permits. Appears to be structurally unsound. Owner came in to apply for permits. Will need engineering. Owner has not responded to several contact attempts. Will begin process of recording a Notice of Substandard and/or Nonconforming conditions on title if no action from owner by 12/1/08.	Status: Open Active Dates: 08/02/07 - current
CC-0087-08	Airport Rd SE, 950	Complaints of trailers and motor homes being lived in without proper sanitary hookups; no permits obtained for connections. Tenants are doing work themselves with no inspections performed by city inspectors or facility managers. Certified letter sent to owner on 10/01/08 requesting that permits be obtained for all recent installations. Owner agreed to obtain	Status: Open Active Dates: 09/04/08 - current

permits but has not done so to date. Second letter will be sent to owner giving him until 12/05/08 to obtain all needed installation permits or the City will record a Notice of Substandard and/or Nonconforming Conditions.

CC-0090-07	Echo Springs Pl SE, 3388	Covered patio being converted to sunroom/living space without permits. Posted Stop Work Order. Owner applied for building and electrical permits, which are pending, but needs to furnish engineering calculations. Letter sent 9/22/08 regarding notice on title being filed. Owner responded with intent to move forward, yet has since been non-responsive for phone calls requesting update.	Status: Open Active Dates: 10/24/07 - current
C-0260-06	4th Ave SE, 703	Construction of new exterior stairs on historic home w/o building permit or historic review. Owner submitted applications and received approval. Work being done is not in accordance with historic criteria. Owner has not responded to requests for inspection. Three-year approval window for historic alterations may delay enforcement efforts.	Status: Open Active Dates: 11/29/06 - current

New Construction cases with Development Code issues:

CC-0031-08	Center St SE, 1340	Neighbor complaints of a "car lot" in neighborhood. Two or more cars with signs in them and signs in window of house with contact numbers. Letter sent to owner who reduced activity to meet ADC requirements.	Status: Closed Active Dates: 03/24/08 - 07/25/08
CC-0098-08	Front Ave NE, 2238	Possible conversion of shed to habitable shelter; remodeling done without permit. Inspection showed no evidence of work requiring permits or Planning review.	Status: Closed Active Dates: 09/25/08 - 10/03/08
CC-0104-07	Fairmont Dr NE, 647	A large covered structure constructed without permits or proper setbacks. Issued Stop Work Order, staff worked with owner on needed corrections, corrections were made, and work was approved.	Status: Closed Active Dates: 12/07/07 - 07/09/08
CC-0003-08	4th Ave SE, 807	Reactivation of apartment space in basement (being used as a rental unit), which requires adherence to applicable building and zoning codes. Not pursuing ADC violation due to length of time apartment has been in existence. Monitoring case for resolution of Fire/Life/Safety Inspection concerns including possible egress issue and smoke detector installation.	Status: Open Active Dates: 01/03/08 - current
CC-0058-08	Hancock Court SE, 2833	Roof covering/awning constructed that is over 200 sq ft and extends into the required interior setback of 3 feet. Setback met. Owner working towards size reduction by 11/7/08.	Status: Open Active Dates: 06/24/08 - current
CC-0054-08	Santiam Rd SE, 1935	Garage converted to tri-plex living units without permits. Conversion made years ago. Working with Planning on whether compliance action is warranted.	Status: Open Active Dates: 07/02/08 - current
CC-0062-08	6th Ave SE, 230	Concerns about tarped structures that people may be living in. Structures appear to be used for storage. Additional investigation needed to determine if permits required.	Status: Open Active Dates: 07/02/08 - current

CC-0099-08	25th Ave SE 3300	Large patio cover with electrical wiring exposed, no permits, may be too close to property line. Site visit revealed no shed or electrical wiring, but patio cover is in violation of setback requirements. Letter sent 11/07/08.	Status: Open Active Dates: 09/30/08 - current
CC-0100-08	25th Ave SE 3380	Complaint of large shed being built, fence possibly over 6'. Investigation revealed that shed is not being built. Investigation pending on height of fence.	Status: Open Active Dates: 10/01/08 - current
Development Code cases:			
CC-0022-08	Pacific Blvd SE, 2780	Abandoned sign for Hereford Steer restaurant. Initial response from property owners indicated sign would be removed by 4/30/08. After transfer of ownership, sign removed per request on 10/17/08.	Status: Closed Active Dates: 03/05/08 - 10/20/08
CC-0034-08	22nd Ave SE, 3303	Complaints about 2 outbuildings housing birds erected in violation of setback requirements. Insufficient evidence of violation.	Status: Closed Active Dates: 03/28/08 - 10/03/08
CC-0035-08	Hill St SE, 930	Business has installed a very large banner reading "Furniture and Mattress Sale" without permit. Owner cited (due to repeated violations) and banner removed.	Status: Closed Active Dates: 04/03/08 - 10/07/08
CC-0049-08	9th Ave SW, 1188	Large evergreen hedge running between house and alley blocking clear vision area. Sent letter to owner 9/29/08. Referred to Public Works because hedge is in ROW.	Status: Closed Active Dates: 05/28/08 - 06/10/08
CC-0065-08	Century Dr NE, 1650	Complaint about large amounts of debris and fill dirt brought in by neighbor, raising grade by 4-6 feet. Runoff concerns; reports of water draining onto surrounding properties. No code violations observed.	Status: Closed Active Dates: 07/07/08 - 07/21/08
CC-0066-08	North Albany Rd NW, 2471	Neighbor concerns about a swimming pool that is in violation of setbacks and noise made by the teenagers who use that pool. Pool moved outside of setback.	Status: Closed Active Dates: 07/07/08 - 09/29/08
CC-0068-08	14th Ave SE, 1970	Changing electronic message sign advertising Willamette Valley Bank not in compliance with ADC. Letter sent and sign re-programmed to be in compliance.	Status: Closed Active Dates: 07/16/08 - 08/29/08
CC-0072-08	14th Ave SW, 1655	Neighbor concerns about a giant blackberry bramble that is devouring outbuildings in other yards and is now spreading into Clear Vision Area. Inspection showed that it is not a Clear Vision concern. Referred to AFD for weed abatement.	Status: Closed Active Dates: 07/22/08 - 08/07/08
CC-0076-08	Hill St SE, 2809	Complaint of front yard fence that may be a clear vision issue. Inspection showed fence to be in compliance with Clear Vision Area requirements.	Status: Closed Active Dates: 07/25/08 - 07/28/08
CC-0077-08	Brookside Ave SE, 2754	Complaint of construction business being run out of residence in violation of home occupation standards. Many workers/contractors and their trucks plus tools and materials there every day. Business moved to industrial site, and issues have been resolved.	Status: Closed Active Dates: 08/01/08 - 10/12/08
CC-0079-08	Fir Oaks Dr SW, 3234	Fence addition by neighbor does not meet ADC fence standards; taller than 6 ft. Owner contacted and fence lowered.	Status: Closed Active Dates: 08/07/08 - 09/18/08

CC-0082-08	29th Ave SE, 1208	Reports of paint contracting business being operated out of residence and paint being stored on premises in violation of home occupation standards. Letter sent 9/30/08. Paint removed or stored out of sight, and driveway area cleaned up.	Status: Closed Active Dates: 08/15/08 - 10/23/08
CC-0084-08	Tudor Way SE, 2040	Possible home occupation violation. Received complaints concerning ongoing auto repairs at residence. After investigation, it was found that all cars belong to owner. This is a hobby shop.	Status: Closed Active Dates: 08/27/08 - 08/27/08
CC-0085-08	22nd St NW, 1213	Pool waste drain connected to French drain. Drainage from pool flows through neighbors storage shed into adjoining green space. No violation.	Status: Closed Active Dates: 08/29/08 - 08/29/08
CC-0086-08	Main St SE, 1845	Accessory structure in front yard setback and too close to property line. Letter sent 9/11/08. Owner promptly removed structure.	Status: Closed Active Dates: 09/02/08 - 10/01/08
CC-0090-08	Thornton Lake Pl NW, 1670	Storage shed construction that may not be in accordance with ADC setback and size requirements. Site visit confirmed no setback issue, permits obtained and approved, and no violation.	Status: Closed Active Dates: 09/15/08 - 10/01/08
CC-0094-08	Weldon Pl, SW 6140	Possible animal containment structure in violation of setback. No evidence of animals. Letter sent 9/26/08. Structure removed from setback.	Status: Closed Active Dates: 09/18/08 - 10/30/08
CC-0096-08	25th Ave SE , 3350	Temporary car cover erected in violation of setback requirements. Letter sent 9/26/08. Owner relocated structure.	Status: Closed Active Dates: 09/22/08 - 10/21/08
CC-0102-08	Walnut St SW, 2500	Large dust catcher appears to be emitting loud droning noise 7am-5pm. Did test w/ sound meter. Informed complainant no detectable sound violation.	Status: Closed Active Dates: 10/08/08 - 10/23/08
CC-0093-07	Ravenwood Ct NW, 2000	Shed not in compliance with interior setback requirements; possible building code violations. Setback corrected. Owner called for inspection and received approval.	Status: Closed Active Dates: 10/29/07 - 10/31/08
CC-0001-08	Broadalbin SW, 333	New general sign case opened to deal with ongoing signs, city-wide, that are out of compliance. Non-compliant signs are addressed as they are seen, letters are sent, phone calls made and if voluntary compliance is not achieved, the signs are removed.	Status: Open Active Dates: 01/02/08 - current
C-0009-07	Highway 99E, 34685	Auto repair shop doing business without approval. Unapproved signs and junk/trash. Signs removed, screening fence placed. Significant electrical hazards present. Permit obtained, corrections performed. Fire is addressing access issues. Notice issued by Fire on 10/8/08 giving owner 30 days to make corrections.	Status: Open Active Dates: 01/17/07 - current

CC-0025-08	7th Ave SE, 118	A community service and transitional housing program are being operated out of a residence without "conditional use" approval. Concerns over potential impact to neighborhood when neighboring mission/shelter closes. Met with owner on 4/29/08; determined that conditional use approval would not be required. Neighboring mission currently working on securing alternate location in order to remain open; conceptual development in progress. Monitor progress.	Status: Open Active Dates: 03/12/08 - current
CC-0032-08	Highway 20 NW, 2613	Complaint of painting business operating in violation of zoning regulations. Letter sent 9/25/08 giving 120 days for relocation. Owner is in process of building a new facility and will move business when complete. Until then, he will work to reduce impact on neighbors.	Status: Open Active Dates: 03/27/08 - current
CC-0060-08	Pine St SE, 330	Neighbor concerned that a raised driveway being installed next door will drain onto his lot and flood his garage. The new fence between the lots is over 6 ft and blocks views in the CVA. Fence corrected and corrections made to driveway. Waiting for final inspection.	Status: Open Active Dates: 06/18/08 - current
CC-0061-08	9th Ave SW, 1134	Covered storage newly attached to garage does not meet minimum setback. Owner agreed to remove setback by 11/3/08. Monitor case for completion.	Status: Open Active Dates: 06/27/08 - current
CC-0069-08	14th Ave SE, 2700	Changing electronic message sign in violation of ADC. Sent letter 8/28/08. Sign re-programmed but still not in compliance. Sending second letter.	Status: Open Active Dates: 07/16/08 - current
CC-0071-08	Jefferson St SE, 422	HM-District. Two original wood windows have been replaced with vinyl windows without LAC approval. The replacement request was reviewed by LAC and denied. Windows were never removed, and it appears that owner may be preparing to replace other windows. Stop Work Order issued; requested contact within 10 days. No contact from owner; will file Notice of Substandard and/or Nonconforming Conditions.	Status: Open Active Dates: 07/21/08 - current
CC-0074-08	Goldfish Farm Rd NE, 1355	Large electronic sign with message changing every few seconds in violation of ADC. Sign re-programmed but not yet in compliance. Working with business to correct.	Status: Open Active Dates: 07/24/08 - current
CC-0084-07	Ferry St SW, 3001	Very tall electric fence constructed inside city limits. Property owner ordered to keep disconnected from power source. Vendor seeking exception to code to allow this type of fence.	Status: Open Active Dates: 08/27/07 - current
CC-0093-08	Twins Ln NW, 1387	Five or more trees greater than 8" in diameter felled on private property next to Albany Middle School. Owners claim that trees were a hazard and are working with Planning to gain approval for cutting.	Status: Open Active Dates: 09/17/08 - current
CC-0097-08	Del Monte Pl 4158	Accessory structure recently constructed too close to fence in violation of setback standards. Requested relocation, or meet setback standards by reducing size. Owner given 30 days to comply. Monitor case.	Status: Open Active Dates: 09/24/08 - current
CC-0101-08	4th Ave SE, 2150	3'-4' fence built too close to road; impeding parked cars and pedestrians. Fence built in public right-of-way and clear vision area. Owner agrees to comply by 11/14/08.	Status: Open Active Dates: 10/08/08 - current

CC-0103-08	Clover Ridge Rd NE, 104	Sign for Hayden Homes out of compliance with sign code for real estate subdivision signs. Signs in ROW have been removed.	Status: Open Active Dates: 10/10/08 - current
CC-0104-08	16th Ave SE, 3005	Fence in disrepair, has encroached on neighboring property and in clear vision area. Met owner 10/30 to verify clear vision standards for fence. Owners also need to clarify who owns fence. Given until 11/21/08 to resolve.	Status: Open Active Dates: 10/14/08 - current
CC-0106-08	Dunlap Ave SE, 2747	Possible cutting of over 5 trees greater than 8" in diameter without site plan review. Gathering evidence of how many trees and what size were removed.	Status: Open Active Dates: 10/28/08 - current
CC-0099-07	Maple Dr SW, 1840	Two signs advertising a non-home occupation type business are displayed in yard without permits. Second letter, signs remained. Owner claims that signs are real estate signs and therefore allowed by sign code. Ownership transferred to bank on 9/11/08 and signs removed.	Status: Open Active Dates: 11/15/07 - current
C-0264-06	Maier Lane	Tree cutting occurred without site plan review; Stop Work Order issued. Site Plan Review submitted. Planning Commission denied application. Appeal to City Council was approved. Decision was appealed to LUBA. Awaiting LUBA's decision. City Attorney in discussion with Planning as to possible fine or mitigation.	Status: Open Active Dates: 12/08/06 - current
Code Squad cases:			
C-0155-06	Main St SE, 301	Multiple habitability/life safety violations reported by Fire. Transfer of ownership resulted in remodel of complex. All permits have received final inspection approval.	Status: Closed Active Dates: 08/11/06 - 06/23/08
C-0263-06	20th Ave SE, 2500	City Manager's office forwarded complaint of partially-constructed house. Project had been abandoned and was foreclosed upon. Notice was recorded on title on 1/08/08. Site cleaned up and construction completed after transfer of ownership. New owner obtained permits; received inspection approval. Notice removed.	Status: Closed Active Dates: 11/30/06 - 09/30/08
CC-0004-07	Baker St SE, 532	Historic home damaged by fire in 1996 and never repaired. Notice and Order issued June 22, 2007. New owner has acquired the property and obtained structural, electrical, and plumbing permits in Nov and Dec 2007. Nearing completion. Continue to monitor.	Status: Open Active Dates: 02/01/07 - current
C-0008-07	Shortridge St SE, 1250	Property owner living in shop; no sanitation; electrical hazards; expired permits; many junk items. Performed inspection; identified numerous dangerous conditions. Notice & Order issued 5/15/07. Owner failed to make progress. New Notice & Order issued 10/10/08 to vacate premise by 10/20. Pursuing confirmation he has vacated.	Status: Open Active Dates: 02/13/07 - current
CC-0037-08	Montgomery St SE, 725	Abandoned sign for Skating Rink. Sign removed but pole remains. Letter sent 10/30/08 requesting contact within 5 days for plan to complete pole removal for file conditional use application.	Status: Open Active Dates: 04/11/08 - current

CC-0086-07	Oak St SE, 2225	Burned out house is unsecured and has become attractive nuisance. Notice & Order posted. Ownership transfer to Linn County which is pursuing removal plan. Demolition permit has been obtained and work should soon be complete.	Status: Open Active Dates: 10/01/07 - current
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TO: Albany City Council

VIA: Wes Hare, City Manager
Diane Taniguchi-Dennis, P.E., Public Works Director *diane taniguchi-dennis*

FROM: Jeni Richardson, P.E., Civil Engineer III *Jeni Richardson*
Ronald G. Irish, Transportation Systems Analyst

DATE: November 5, 2008, for the November 10, 2008, City Council Work Session

SUBJECT: TSP Update – Transportation SDC

RELATES TO STRATEGIC PLAN THEME: ● Great Neighborhoods

Action Requested:

No action required; for Council information.

Discussion:

This meeting will continue the transportation system development charge (TSDC) discussion and respond to your questions from the October 20 work session.

The following is the schedule of events for presentations to the community to receive public comments:

- October 21 - Neighborhood meeting
- October 30 - Homebuilding Association
- November 5 - Open House
- November 6 - Chamber of Commerce
- January 20 - Senior citizens

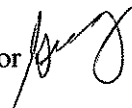
Budget Impact:


None

JMR:kw



TO: Albany City Council

VIA: Wes Hare, City Manager
Greg Byrne, Community Development Director 

FROM: Melanie Adams, Building Official 

DATE: November 6, 2008, for the November 10, 2008, City Council Work Session

SUBJECT: Proposed fee change for the Building Division

RELATES TO STRATEGIC PLAN THEME: ● An Effective Government
● A Safe City

Action Requested:

Align Building Division fee methodologies to comply with new Oregon Administrative Rules and to recover the costs of providing building and electrical inspection and plan review services. Staff recommends that City Council pass a resolution on December 8, 2008, adjusting Building fees as proposed on the attached fee schedule, with an effective date of January 1, 2009.

Discussion:

It has become necessary to adjust the Building Division's fee schedule for two primary reasons:

1. Comply with State Administrative Rules; and
2. Cost Recovery.

New Administrative Rules

Effective January 1, 2009, all building inspection programs in Oregon will be required to comply with new Consistent Form & Fee Methodology rules promulgated by the State Building Codes Division. These new rules, modeled after fee methodologies used by the jurisdictions in the Tri-County metro area, are intended to provide consistency and uniformity in both residential and commercial permitting. The rules, located in OAR 918-50-0000 through 918-50-0170, impact fee methodologies for the following program areas: structural, electrical, mechanical, plumbing, residential fire sprinklers, manufactured dwellings, and medical gas. In addition, the rules also provide a required methodology for phased development and deferred submittal fees.

These rules do not dictate what a jurisdiction charges in permit fees; rather, they provide a required methodology for calculating those fees. The new required methodologies, however, are quite different from Building's current fee structure, and thus several fee amounts needed to be changed in order to conform to the rule. For example, residential plumbing permits are currently charged on a per-fixture basis, with additional fees charged for water, sewer, and storm drain line. Under the new requirements, residential plumbing fees will be charged per bathroom plus one kitchen, with no additional charge for individual fixtures or the first 100 feet of water, sewer, and storm drain line. This "bundling" of services occurs in several areas of the new uniform fee methodology, and is intended to provide convenience for the customer. Every attempt has been made to calculate these "bundled" services based on actual cost of inspection services for those items.

Although not required by the new OAR, Building has also added a few items in the "Miscellaneous" category of fees in an effort to recoup some of the costs of doing business. These proposed miscellaneous fees attempt to capture a number of services that are of

considerable value to the customer and which can be extremely time-consuming for staff, but for which Building currently charges no fee. For example, businesses occupying a new building typically request temporary occupancy so the business is able to open while landscaping and other finish work is being done. This temporary occupancy procedure requires at least two additional inspections by staff, as well as various administrative support to document and track the temporary occupancy. Building is proposing to recover actual costs for this service.

Cost Recovery

The Building Division is largely self-supporting, receiving General Fund monies only for non-Building-related compliance activities and for digitizing services provided to the Finance Department. Annual cost-of-living increases for personnel and yearly increases to "Central Services"-type charges assessed to the Building Division by the City must, therefore, be offset by increased permit revenue.

The last time the Building Division proposed a fee adjustment was October, 2001. Since that last fee change, the costs of operating the Building Division have increased significantly. The average wages-plus-benefits personnel cost to the building inspection program to support one full-time employee in 2001 was \$49,018, whereas that same average per-employee cost in 2008 is \$70,600; an increase of 44%. The electrical program has experienced similar personnel cost increases: the average cost per employee in 2001 was \$67,760 versus the average 2008 cost of \$96,867 per employee; an increase of 43%.

During that same time period, overhead costs for the operation of the Building Division have also increased, especially those assessed by the City as "Central Services"-type charges. In 2001, the building inspection program was assessed an average of \$17,297 per full-time employee in City charges; those costs per employee are now \$24,512 per employee in 2008; a 42% increase. The Central Services-type charges assessed to the electrical program have not sustained a significant increase due to the method the City uses to assess Central Services charges. In addition to these increased personnel and overhead costs, there have been regular increases in the cost of other necessary items for the daily operation of the Building Division such as code books, required continuing education, credit card processing fees, etc.

Through efficiency of operations and use of multi-certified inspectors, the Building Division has kept costs down to a minimum over the years, thereby minimizing the impact of regular cost increases on the overall level of service provided. As long as construction in Albany was robust, this method of operation worked well and allowed Building to generate a comfortable level of reserves. In the current economic downturn, however, these 40-plus% increases in expenses are not so easily absorbed.

From June 2007 to June 2008, building inspection program permit revenue decreased by 46%, due almost entirely to the severe downturn in residential construction. In order to make up for this decrease in revenue, Building trimmed its budget by 30% for FY 2008-2009, but has still needed to supplement monthly expenditures with reserve funds due to continuing shortfalls in revenue. With the advent of the rainy season, Building can expect to see further decreases in revenue throughout the months to come.

In addition, significant increases to both administrative and inspection program requirements resulting from State Building Codes Division rulemaking and local Construction Excise Tax implementation are having an impact on Building's ability to reduce expenses. Several positions remain unfilled this fiscal year in an effort to conserve resources, while current staff struggles to

keep up with myriad requirements being placed on building programs at an ever-increasing pace. For these reasons, the Building Division is no longer able to absorb administrative and personnel cost increases and must rely on an increase in fees to maintain services.

In order to recoup the actual costs of operating Albany's building inspection program, a nearly 50% increase in fees would need to be assessed. However, a near doubling of fees would be untenable to Building Division customers in these difficult economic times, and so the Building Division is proposing a fee change that will lessen, to a degree, the impact on customers while preserving the Division's ability to continue providing a consistent level of customer service. In an effort to compromise between needing to cover all actual costs to continue basic operations, and also acknowledging the hardship that increased fees will place on our customers, the Building Division is proposing an increase of 20% on all fees. Although Building is likely to need to increase fees again in the next one to two years in order to keep up with the yearly cost increases in personnel and Central Services-type charges, the Building Division is currently adopting more efficient internal practices in order to maximize resources and reduce the amount of any future fee increase to the extent practicable.

Budget Impact:

The estimated total revenue in FY 2008-2009 for both the Building Inspection and Electrical Inspection programs, not including reserve funds, is \$1,219,400.00. If the proposed fees had been in place July 1 for the current fiscal year, the estimated total revenue for FY 08-09 would be \$1,224,920. This represents a \$187,620, or 18%, overall increase in revenue.

Any additional revenue generated by these fee changes would be offset by the 40-45% of current personnel and overhead expenditures not being covered by permit fees, as described above.

MMA

Attachments: 1-Bold-and-strike version of fee schedule
2-Clean copy of proposed fee schedule

CITY OF ALBANY BUILDING PERMIT FEES

1. CONSTRUCTION BUILDING PERMITS:

1. Non-Residential & Residential

Total Valuation**	Fee
\$0 to \$25,000	\$60.00* for the first \$2,000 plus \$8.90 for each additional \$1,000 or fraction
\$25,001 to \$50,000	\$264.70 for the first \$25,000 plus \$6.60 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$429.70 for the first \$50,000 plus \$5.20 for each additional \$1,000 or fraction
\$100,001 and up	\$689.70 for the first \$100,000 plus \$3.80 for each additional \$1,000 or fraction

*Maximum of one inspection.

**See Valuation Table located on previous page.

~~Total Valuation Fee (value of construction is determined by the Building Official)~~

~~\$0 to \$25,000 ————— \$50.00* for the first \$2,000 plus \$7.40 for each additional \$1,000 or fraction~~

~~\$25,001 to \$50,000 ————— \$220.00 for the first \$25,000 plus \$5.50 for each additional \$1,000 or fraction~~

~~\$50,001 to \$100,000 ————— \$360.00 for the first \$50,000 plus \$4.30 for each additional \$1,000 or fraction~~

~~\$100,001 and up ————— \$575.00 \$687.70 for the first \$100,000 plus \$3.20 for each additional \$1,000 or fraction~~

~~*Maximum of one inspection. See No. 8, MISCELLANEOUS INSPECTIONS, for required additional inspections and plan review fees.~~

Plus 12% state surcharge

Plus \$1.00 per square foot residential and \$.50 per square foot commercial School Construction Excise Tax.

Plus Document Imaging Charge of \$1.00 per page

2. PLUMBING PERMITS:

New 1 & 2 Family Dwelling

Fee includes the first 100 ft of water and sewer service, hose bibbs, icemakers, underfloor low-point drains and rain drain packages that include the piping, gutters, downspouts and perimeter system.

Note: A half bath is equivalent to a single bathroom.

One Bathroom & Kitchen	\$190.00
Two Bathrooms & Kitchen	250.00
Three Bathrooms & Kitchen	300.00
Each additional Bath/Kitchen	50.00

**Commercial, Multifamily, Manufactured Dwellings, 1 & 2 Family Dwelling
New*, Additions, Alterations, Repairs, & Accessory Structures**

*Excludes 1 & 2 Family Dwelling, see fee schedule above.

Backflow preventer (water)	\$60.00
Backwater valve (storm sewer)	60.00

Base permit fee	\$60.00
plus Plumbing fixture or items (per fixture or item).....	12.00
Includes: Absorption valve, clothes washer, dishwasher, drinking fountain, ejectors/sump, expansion tank, floor drain/sink/hub, garbage disposal, hose bibb, icemaker, primer, sewer cap, sink/basin/lavatory, tub/shower/shower pan, urinal, water closet, water heater (new/replacement), other fixtures or items not named above.	

Sewer:	
First 50/100 feet.....	\$33.40/00
For each additional 100 feet or portion.....	28.00/34.00

Water service:	
First 50/100 feet.....	\$33.00/40.00
For each additional 100 feet or portion.....	28.00/34.00

Storm and rain drain:	
First 50/100 feet.....	\$33.00/40.00
For each additional 100 feet or portion.....	28.00/34.00

Manufactured home space	\$34.00
Plumbing Plan Review – When required or requested.....	25% of the permit fee
Minimum permit fee	60.00

Manufactured home space	28.00
Minor labels (10)	110.00
Gas Water Heater	7.00
Medical gas (per outlet)	10.00
plus: medical gas piping	22.00/floor
medical vacuum system	22.00/floor

Medical Gas Installation

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Fees based on valuation of installation costs and system equipment, including but not limited to, inlets, outlets, fixtures and appliances (rounded up to the nearest dollar).

Total Valuation	Fee
\$0 to \$25,000	\$60.00* for the first \$2,000 plus \$8.90 for each additional \$1,000 or fraction

\$25,001 to \$50,000	\$264.70 for the first \$25,000 plus \$6.60 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$429.70 for the first \$50,000 plus \$5.20 for each additional \$1,000 or fraction
\$100,001 and up	\$689.70 for the first \$100,000 plus \$3.80 for each additional \$1,000 or fraction

*Maximum of one inspection.

Minimum permit fee \$60.00

Plumbing plan review** 25 % of the permit fee

**Plan review is required on all Medical Gas Installations

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

3. **MECHANICAL PERMITS:**

1 & 2 Family Dwelling/ Manufactured Dwellings:

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New, Additions, Alterations, Repairs, & Accessory Structures

Base permit fee \$50.00-\$60.00

Fee per appliance/equipment

Gas Connections (includes relocation):

Each gas line extension, connection or outlet \$8.50 ea

HVAC

For the installation, replacement, or relocation of each: Air handling, Air Conditioner, Boiler, Heat Pump, Furnace, Heater (permit includes ducts and vents for the appliance) \$20.00 ea

Other mechanical equipment:

Vents or ducts (dryer, kitchen hood, exhaust fan) \$4.00 ea

Decorative fireplace, fireplace insert, or woodstove 20.00 ea

Other appliance or equipment not named above 20.00 ea

Minimum permit fee 60.00

Other appliance or piece of equipment not named above 0.00

Wood stove—freestanding/insert (pellet stove) \$17.00

Gas stoves—freestanding/insert 39.00

Additional gas appliances 7.00

Air conditioner/compressor or forced air or gravity type furnace or burner, including ducts and vents

to and including 100,000 Btu/h \$7.00

over 100,000 Btu/h 8.50

Each ventilation fan connected to a single duct 5.00

Other equipment 7.00 each

Remodel:

Each duct line extension \$7.00

Each gas line extension or outlet 7.00

Commercial & Multifamily: New, Alterations, Additions, Repairs, & Accessory Structures

The valuation used to determine the commercial mechanical permit fee shall include the value (rounded up to the nearest dollar) of all mechanical materials, equipment, labor, overhead and profit.

Total Valuation	Fee
\$0 to \$25,000	\$60.00* for the first \$2,000 plus \$8.90 for each additional \$1,000 or fraction
\$25,001 to \$50,000	\$264.70 for the first \$25,000 plus \$6.60 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$429.70 for the first \$50,000 plus \$5.20 for each additional \$1,000 or fraction
\$100,001 and up	\$689.70 for the first \$100,000 plus \$3.80 for each additional \$1,000 or fraction

*Maximum of one inspection.

Minimum permit fee \$60.00

Mechanical Plan Review – When required or requested 25% of the permit fee

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

4. PLAN REVIEW:

Non-Residential & Residential

65% of building permit fee PLUS 25% of plumbing when required and mechanical permit fees for the review of applicable requirements such as limit controls, storm drainage, fixture clearances, ventilation, combustion air, etc. Hourly rate for additional or predevelopment consultation plan review/research is \$50.00-\$60.00 per hour. 40% of building permit fee for fire/life safety on commercial permits.

Plus land use plan review for building permits:

Minimum \$50-\$60/hr (1/2 hr. min.)[†]

Plus floodplain/flood hazard zone review:

5% of building permit fee when project is within flood hazard zone.

Third-party plan review \$60/hr (\$100.00-2 hr min.)

Application for alternate materials and methods; or
 Or Review of non-code state-approved items.....60/hr (\$100-2 hr min.)

5. PARKING LOT PERMITS:

1 - 25,000 square feet \$0.04/sq. ft.
 25,001 - 99,999 square feet 0.025/sq. ft.
 100,000 and more square feet..... 0.01/sq. ft.
 Remodel/review 0.02/sq. ft.
 plus \$5060/hr review (\$100-2 hour min.)

Restriping Only \$125.00

Plus Document Imaging Charge of \$1.00 per page

6. MANUFACTURED HOME PERMITS:

Manufactured home setup.....
\$167.00\$268.00

plus 12% state surcharge.....11.6932.16
 State fee 30.00

NOTE: See plumbing, electrical and mechanical sections for additional fees.

\$167268.00 installation fee allows three inspections total. These include the stand and lot preparation, all support blocking, Earthquake-Resistant Bracing System (ERBS), flood and wind anchoring devices, perimeter skirting, underfloor access and ventilation, mechanical crossovers and terminations and temporary steps. (this fee does not include plumbing or electrical connection permit fees). This fee also includes electrical feeder, plumbing connections, and all cross-over connections. Accessory structures, utility connections beyond 30 lineal feet and/or new or additional electrical services or plumbing may require additional permits. This permit does not include an electrical service.

Plus Document Imaging Charge of \$1.00

7. MISCELLANEOUS PERMITS/FEEES:

Moving a building \$5660.00
 Demolition..... 4060.00

plus plumbing fee also assessed if sewer is to be capped

Change of occupancy100.00120.00
 plus research fee above 2 hours\$5060.00/hr

Temporary Certificate of Occupancy
 Commercial, each 30 days..... 180.00
 plus reinspection fee 60.00

Residential, each 30 days.....	60.00
plus reinspection fee	60.00
Address reassignment or change for one to three lots.....	35.00
Subdivision address assignments four or more lots	120.00
Deferred Submittal*	60.00 minimum
*10% of permit fee calculated using value of deferred portion(s) of project.	
Phased Project.....	In addition to regular permit fees, 10% of total
.....	project building permit fee for each phase.
.....	\$60.00 minimum, not to exceed \$1,500 for each phase.
Additional Plan Review due to amendments to the construction documents.....	60.00/ hr (1 hr min.)
Reinspection Fee	60.00/ hr (1 hr min.)
Inspections for which no fee is specifically indicated.....	60.00/ hr (1 hr min.)
Safety Inspection	120.00
Investigation Fee for work done without permits = Equal to and in addition to the permit fee.	

Additional Research Fees: Costs for additional inspections/review/engineering required for investigations needed by the Building Official shall be recovered at cost plus 30% overhead. These activities may include, but are not limited to, actions necessary to issue a new or revised Certificate of Occupancy, costs associated with third-party review, complaint investigation, additional inspections, annual reviews, etc.

Expedited Services: Fees are *in addition* to regular permit fees

Plan review	\$75.00 hr/ (2 hr min.)
After Hours inspections	75.00 hr/ (2 hr min.)
Minor on-site plan review	75.00 hr/ (2 hr min.)

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

8. SIGN PERMITS:

Base (Minimum).....	\$28.00
Structural inspection and review covered under Construction Permits/Plan Review.	
Freestanding and projecting signs (per sq. ft.)	0.50
All other signs (per sq. ft.)	0.40
Temporary Signs (initial cost).....	11.00

Plus Document Imaging Charge of \$1.00 per page

9.

MISCELLANEOUS INSPECTIONS:

Minimum	\$500.00
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~~Investigation Fees: Costs for additional inspections/review/engineering required for investigations needed by the Building Official shall be recovered at cost plus 30% overhead. These activities may include, but are not limited to, actions necessary to issue a new or revised Certificate of Occupancy, costs associated with third party review, complaint~~

investigation, additional inspections, annual reviews, etc.

Plus 12% state surcharge

9. **ELECTRICAL PERMITS:**

RESIDENTIAL PER UNIT:

1000 sq. ft. or less.....	\$94.50	113.50
Each additional 500 sq. ft. or portion.....	16.50	20.00
Limited energy (in conjunction with above or other permit only).....	25	30.00
Each manufactured home/modular service/feeder	44.50	53.50

SERVICES OR FEEDERS:

Installation, Alterations or Relocation – no circuits included

200 amps or less	\$55.50	66.50
201 to 400 amps.....	66.50	80.00
401 to 600 amps.....	89.00	107.00
601 to 1000 amps.....	144.50	173.50
Over 600 amps or 1000 volts.....	333.50	400.00
Reconnect only	39.00	47.00*

TEMPORARY SERVICES OR FEEDERS:

Installation, Alterations, or Relocation

200 amps or less	\$ 39.00	47.00
201 to 400 amps.....	44.50	53.50
401 to 600 amps.....	89.00	107.00
Over 600 amps or 1000 volts.....	333.50	400.00

BRANCH CIRCUITS:

New, alteration, or extension per panel

Branch circuits with purchase of service or feeder fee.....	\$ 2.25	3.00 each
Branch circuits without purchase of service or feeder fee.....	39.00	47.00
Each additional	2.25	3.00

MISCELLANEOUS:

Service or feeder NOT included

Minor labels (10).....	\$110.00	
Pump or irrigation circle	40.00	\$48.00
Sign or outline lighting	40.00	48.00
Signal circuits or limited energy panel, alteration/extensions	40.00	48.00
Fire alarm panel, see Section 11		

ADDITIONAL INSPECTION FEES OVER THE ALLOWABLE IN ANY OF THE ABOVE:

Per inspection	\$39.00	47.00
Miscellaneous hourly fee for inspections and industrial plant inspections.....	65.00	78.00
Master Label Permit	120.00	
*Each Master Label inspection	78.00/ hr	(1 hr/ min.)

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

PLAN REVIEW FEE:

25% of electrical permit, if required (see application).

10. FIRE SPRINKLER PERMITS:

Residential Fire Suppression Systems

Fee includes plan review*SYSTEMS AND DEVICES:**

Add/replace valves, attachments or devices.....	\$ 42.50 each
Fire pump installation or replacement (less than 1000 gpm).....	100.00 each
Fire pump installation or replacement (1000 gpm or more).....	200.00 each
Hood suppression systems (per hood).....	80.00

Hydrants (including PIVs)

1 to 3.....	\$180.00
More than 3	60.00 each

New, lower/raise, and relocate fire sprinkler heads

1 to 25.....	75.00
26 to 50.....	125.00
51 to 100.....	200.00
101 to 200.....	285.00
201 to 300.....	325.00
301 to 500.....	480.00
501 to 1000.....	1000.00
1001 to 2000.....	1740.00
2001 to 3000.....	2250.00
3001 to 4000.....	2680.00
4001 to 5000.....	2850.00
5001 to 6000.....	3000.00
over 6000 fire sprinkler heads, for the first 6000.....	2000.00
each 100 heads or fraction thereof over 6000.....	20.00

Each riser..... 50.00

Hydrostatic test (per riser)..... 40.00

Flush test (per test/per riser)..... 40.00

Storage tank (in addition to separate building permit)..... 150.00

Plus 12% state surcharge

Square Footage	Fee
0 to 2,000 SF	\$180.00
2,001 to 3,600 SF	\$240.00
3,601 to 7,200 SF	\$330.00
7,201 SF +	\$432.00

Note: WIRSBO systems require licensed plumber to perform work.

Separate plumbing permit may be required for all systems.

Commercial Fire Suppression Systems

Add/replace valves, attachments or devices.....	\$ 51.00 each
Fire pump installation or replacement (less than 1000 gpm).....	120.00 each
Fire pump installation or replacement (1000 gpm or more).....	240.00 each
Hood suppression systems (per hood).....	96.00
Hydrants (including PIVs)	
1 to 3.....	\$216.00
More than 3	72.00 each
New, lower/raise, and relocate fire sprinkler heads	
1 to 25.....	\$90.00
26 to 50.....	150.00
51 to 100.....	240.00
101 to 200.....	342.00
201 to 300.....	390.00
301 to 500.....	576.00
501 to 1000.....	1200.00
1001 to 2000.....	2088.00
2001 to 3000.....	2700.00
3001 to 4000.....	3216.00
4001 to 5000.....	3420.00
5001 to 6000.....	3600.00
over 6000 fire sprinkler heads, for the first 6000.....	2400.00
each 100 heads or fraction thereof over 6000.....	24.00
Each riser.....	\$60.00
Hydrostatic test (per riser).....	48.00
Flush test (per test/per riser).....	48.00
Storage tank (in addition to separate building permit).....	180.00

PLAN REVIEW FEE:

40% of fire sprinkler permit (\$5060.00 minimum).

Revisions \$5060.00/ hr. (1+ hr min.)

Additional inspections/plan review as required by Building Official 5060.00/hr

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

11. FIRE ALARM PERMITS:

****Separate electrical permit required in addition:**

Each riser ~~\$50.00~~60.00

Fire alarm control panel..... ~~50.00~~60.00

SIGNAL INITIATING AND NOTIFICATION TYPES:

Signal initiating devices: detectors, manual pull stations, water flow, tamper switches

 1-10 ~~\$50.00~~60.00

 11-20 ~~75.00~~90.00

 Each additional 30 (or fraction thereof)..... ~~25.00~~30.00

Notification devices: bells, chimes, strobes, horns, annunciators, etc.

1-10	\$50.0060.00
11-20	75.0090.00
Each additional 30 (or fraction thereof).....	25.0030.00

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

PLAN REVIEW:

40 % of fire alarm permit, \$50.0060.00 minimum.

Each permit receives up to 3 rough and up to 2 final inspections, 1 hour each, at no additional charge. Permit fees are based on one hour per inspection. ~~Permit fees are based on one hour per inspection.~~

CITY OF ALBANY BUILDING PERMIT FEES

1. CONSTRUCTION BUILDING PERMITS:

Non-Residential & Residential

Total Valuation**	Fee
\$0 to \$25,000	\$60.00* for the first \$2,000 plus \$8.90 for each additional \$1,000 or fraction
\$25,001 to \$50,000	\$264.70 for the first \$25,000 plus \$6.60 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$429.70 for the first \$50,000 plus \$5.20 for each additional \$1,000 or fraction
\$100,001 and up	\$689.70 for the first \$100,000 plus \$3.80 for each additional \$1,000 or fraction

*Maximum of one inspection.

**See Valuation Table located on previous page.

Plus 12% state surcharge

Plus \$1.00 per square foot residential and \$.50 per square foot commercial School Construction Excise Tax.

Plus Document Imaging Charge of \$1.00 per page

2. PLUMBING PERMITS:

New 1 & 2 Family Dwelling

Fee includes the first 100 ft of water and sewer service, hose bibbs, icemakers, underfloor low-point drains and rain drain packages that include the piping, gutters, downspouts and perimeter system.

Note: A half bath is equivalent to a single bathroom.

One Bathroom & Kitchen.....	\$190.00
Two Bathrooms & Kitchen.....	250.00
Three Bathrooms & Kitchen.....	300.00
Each additional Bath/Kitchen.....	50.00

Commercial, Multifamily, Manufactured Dwellings, 1 & 2 Family Dwelling New*, Additions, Alterations, Repairs, & Accessory Structures

*Excludes 1 & 2 Family Dwelling, see fee schedule above.

Backflow preventer (water).....	\$60.00
Backwater valve (storm sewer)	60.00

Base permit fee	\$60.00
plus Plumbing fixture or items (per fixture or item)	12.00
Includes: Absorption valve, clothes washer, dishwasher, drinking fountain, ejectors/sump, expansion tank, floor drain/sink/hub, garbage disposal, hose bibb, icemaker, primer, sewer cap, sink/basin/lavatory, tub/shower/shower pan, urinal, water closet, water heater (new/replacement), other fixtures or items not named above.	
Sewer:	
First 100 feet.....	\$40.00
For each additional 100 feet or portion	34.00
Water service:	
First 100 feet.....	\$40.00
For each additional 100 feet or portion	34.00
Storm and rain drain:	
First 100 feet.....	\$40.00
For each additional 100 feet or portion	34.00
Manufactured home space	\$34.00
Plumbing Plan Review – When required or requested.....	25% of the permit fee
Minimum permit fee	60.00

Medical Gas Installation

Fees based on valuation of installation costs and system equipment, including but not limited to, inlets, outlets, fixtures and appliances (rounded up to the nearest dollar).

Total Valuation	Fee
\$0 to \$25,000	\$60.00* for the first \$2,000 plus \$8.90 for each additional \$1,000 or fraction
\$25,001 to \$50,000	\$264.70 for the first \$25,000 plus \$6.60 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$429.70 for the first \$50,000 plus \$5.20 for each additional \$1,000 or fraction
\$100,001 and up	\$689.70 for the first \$100,000 plus \$3.80 for each additional \$1,000 or fraction

*Maximum of one inspection.

Minimum permit fee\$60.00

Plumbing plan review**25 % of the permit fee

**Plan review is required on all Medical Gas Installations

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

3. **MECHANICAL PERMITS:**

**1 & 2 Family Dwelling/ Manufactured Dwellings:
New, Additions, Alterations, Repairs, & Accessory Structures**

Base permit fee \$60.00

Fee per appliance/equipment

Gas Connections (includes relocation):

Each gas line extension, connection or outlet \$8.50 ea

HVAC

For the installation, replacement, or relocation of each: Air handling, Air Conditioner, Boiler, Heat Pump, Furnace, Heater (permit includes ducts and vents for the appliance) \$20.00 ea

Other mechanical equipment:

Vents or ducts (dryer, kitchen hood, exhaust fan)..... \$4.00 ea

Decorative fireplace, fireplace insert, or woodstove 20.00 ea

Other appliance or equipment not named above 20.00 ea

Minimum permit fee..... 60.00

Commercial & Multifamily: New, Alterations, Additions, Repairs, & Accessory Structures

The valuation used to determine the commercial mechanical permit fee shall include the value (rounded up to the nearest dollar) of all mechanical materials, equipment, labor, overhead and profit.

Total Valuation	Fee
\$0 to \$25,000	\$60.00* for the first \$2,000 plus \$8.90 for each additional \$1,000 or fraction
\$25,001 to \$50,000	\$264.70 for the first \$25,000 plus \$6.60 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$429.70 for the first \$50,000 plus \$5.20 for each additional \$1,000 or fraction
\$100,001 and up	\$689.70 for the first \$100,000 plus \$3.80 for each additional \$1,000 or fraction

*Maximum of one inspection.

Minimum permit fee..... \$60.00

Mechanical Plan Review – When required or requested..... 25% of the permit fee

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

4. **PLAN REVIEW:**

Non-Residential & Residential

65% of building permit fee PLUS 25% of plumbing when required and mechanical permit fees for the review of applicable requirements such as limit controls, storm drainage, fixture clearances, ventilation, combustion air, etc. Hourly rate for additional or predevelopment consultation plan review/research is \$60.00 per hour. 40% of building permit fee for fire/life safety on commercial permits.

Plus land use plan review for building permits:

Minimum \$60/hr (1/2 hr min.)

Plus floodplain/flood hazard zone review:

5% of building permit fee when project is within flood hazard zone.

Third-party plan review 60/hr (2 hr min.)

Application for alternate materials and methods; or

Review of non-code state-approved items 60/hr (2 hr min.)

5. **PARKING LOT PERMITS:**

1 - 25,000 square feet \$0.04/sq. ft.

25,001 - 99,999 square feet 0.025/sq. ft.

100,000 and more square feet 0.01/sq. ft.

Remodel/review 0.02/sq. ft.

plus \$60/hr review (2 hour min.)

Restriping Only \$125.00

Plus Document Imaging Charge of \$1.00 per page

6. **MANUFACTURED HOME PERMITS:**

Manufactured home setup \$268.00

plus 12% state surcharge 32.16

State fee 30.00

\$268.00 installation fee allows three inspections total. These include the stand and lot preparation, all support blocking, Earthquake-Resistant Bracing System (ERBS), flood and wind anchoring devices, perimeter skirting, underfloor access and ventilation, mechanical crossovers and terminations and temporary steps. This fee also includes electrical feeder, plumbing connections, and all cross-over connections. Accessory structures, utility connections beyond 30 lineal feet and/or new or additional electrical services or plumbing may require additional permits. This permit does not include an electrical service.

Plus Document Imaging Charge of \$1.00

7. **MISCELLANEOUS PERMITS/FEES:**

Moving a building	\$60.00
Demolition.....	60.00
plus plumbing fee also assessed if sewer is to be capped	
Change of occupancy	120.00
plus research fee above 2 hours	60.00/hr
Temporary Certificate of Occupancy	
Commercial, each 30 days.....	180.00
plus reinspection fee	60.00
Residential, each 30 days	60.00
plus reinspection fee	60.00
Address assignment or change for one to three lots	35.00
Subdivision address assignments four or more lots	120.00
Deferred Submittal*	60.00 minimum
*10% of permit fee calculated using value of deferred portion(s) of project.	
Phased Project	In addition to regular permit fees, 10% of total
.....	project building permit fee for each phase.
.....	\$60.00 minimum, not to exceed \$1,500 for each phase.
Additional Plan Review due to amendments to the construction documents.....	60.00/ hr (1 hr min.)
Reinspection Fee	60.00/ hr (1 hr min.)
Inspections for which no fee is specifically indicated.....	60.00/ hr (1 hr min.)
Safety Inspection.....	120.00
Investigation Fee for work done without permits = Equal to and in addition to the permit fee.	

Additional Research Fees: Costs for additional inspections/review/engineering required for investigations needed by the Building Official shall be recovered at cost plus 30% overhead. These activities may include, but are not limited to, actions necessary to issue a new or revised Certificate of Occupancy, costs associated with third-party review, complaint investigation, additional inspections, annual reviews, etc.

Expedited Services: Fees are *in addition* to regular permit fees

Plan review	\$75.00 hr/ (2 hr min.)
After Hours inspections	75.00 hr/ (2 hr min.)
Minor on-site plan review	75.00 hr/ (2 hr min.)

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

8. **SIGN PERMITS:**

Base (Minimum).....	\$28.00
Structural inspection and review covered under Construction Permits/Plan Review.	
Freestanding and projecting signs (per sq. ft.).....	0.50
All other signs (per sq. ft.).....	0.40
Temporary Signs (initial cost).....	11.00

Plus Document Imaging Charge of \$1.00 per page

9. **ELECTRICAL PERMITS:**

RESIDENTIAL PER UNIT:

1000 sq. ft. or less.....	\$113.50
Each additional 500 sq. ft. or portion	20.00
Limited energy (in conjunction with above or other permit only)	30.00
Each manufactured home/modular service/feeder.....	53.50

SERVICES OR FEEDERS:

Installation, Alterations or Relocation – no circuits included

200 amps or less	\$66.50
201 to 400 amps	80.00
401 to 600 amps	107.00
601 to 1000 amps	173.50
Over 600 amps or 1000 volts.....	400.00
Reconnect only	47.00

TEMPORARY SERVICES OR FEEDERS:

Installation, Alterations, or Relocation

200 amps or less	\$ 47.00
201 to 400 amps	53.50
401 to 600 amps	107.00
Over 600 amps or 1000 volts.....	400.00

BRANCH CIRCUITS:

New, alteration, or extension per panel

Branch circuits with purchase of service or feeder fee.....	\$3.00 each
Branch circuits without purchase of service or feeder fee.....	47.00
Each additional	3.00

MISCELLANEOUS:

Service or feeder NOT included

Pump or irrigation circle.....	\$48.00
Sign or outline lighting.....	48.00
Signal circuits or limited energy panel, alteration/extensions	48.00
Fire alarm panel, see Section 11	

ADDITIONAL INSPECTION FEES OVER THE ALLOWABLE IN ANY OF THE ABOVE:

Per inspection	\$47.00
Miscellaneous hourly fee for inspections and industrial plant inspections	78.00
Master Label Permit	120.00
*Each Master Label inspection.....	78.00/ hr (1 hr/ min.)

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

PLAN REVIEW FEE:

25% of electrical permit, if required (see application).

10. FIRE SPRINKLER PERMITS:

Residential Fire Suppression Systems

**Fee includes plan review*

Square Footage	Fee
0 to 2,000 SF	\$180.00
2,001 to 3,600 SF	\$240.00
3,601 to 7,200 SF	\$330.00
7,201 SF +	\$432.00

Note: WIRSBO systems require licensed plumber to perform work.

Separate plumbing permit may be required for all systems.

Commercial Fire Suppression Systems

Add/replace valves, attachments or devices \$ 51.00 each
 Fire pump installation or replacement (less than 1000 gpm) 120.00 each
 Fire pump installation or replacement (1000 gpm or more)..... 240.00 each
 Hood suppression systems (per hood)..... 96.00

Hydrants (including PIVs)

1 to 3..... \$216.00
 More than 3 72.00 each

New, lower/raise, and relocate fire sprinkler heads

1 to 25..... \$90.00
 26 to 50..... 150.00
 51 to 100..... 240.00
 101 to 200..... 342.00
 201 to 300..... 390.00
 301 to 500..... 576.00
 501 to 1000..... 1200.00
 1001 to 2000..... 2088.00
 2001 to 3000..... 2700.00
 3001 to 4000..... 3216.00
 4001 to 5000..... 3420.00
 5001 to 6000..... 3600.00
 over 6000 fire sprinkler heads, for the first 6000 2400.00
 each 100 heads or fraction thereof over 6000 24.00

Each riser \$60.00
 Hydrostatic test (per riser) 48.00
 Flush test (per test/per riser) 48.00
 Storage tank (in addition to separate building permit) 180.00

PLAN REVIEW FEE:

40% of fire sprinkler permit (\$60.00 minimum).

Revisions \$60.00/ hr (1 hr min.)

Additional inspections/plan review as required by Building Official 60.00/hr

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

11. FIRE ALARM PERMITS:

****Separate electrical permit required in addition:**

Each riser	\$60.00
Fire alarm control panel.....	60.00

SIGNAL INITIATING AND NOTIFICATION TYPES:

Signal initiating devices: detectors, manual pull stations, water flow, tamper switches

1-10.....	\$60.00
11-20.....	90.00
Each additional 30 (or fraction thereof)	30.00

Notification devices: bells, chimes, strobes, horns, annunciators, etc.

1-10.....	\$60.00
11-20.....	90.00
Each additional 30 (or fraction thereof)	30.00

Plus 12% state surcharge

Plus Document Imaging Charge of \$1.00 per page

PLAN REVIEW:

40 % of fire alarm permit, \$60.00 minimum.

Each permit receives up to 3 rough and up to 2 final inspections, 1 hour each, at no additional charge. Permit fees are based on one hour per inspection.



TO: Albany City Council

VIA: Wes Hare, City Manager

FROM: Chris Bailey, Water Quality Control Supervisor
Jeff Blaine, Assistant City Engineer *JB*
Greg Byrne, Community Development Director
Craig Carnagey, Parks & Facilities Maintenance Manager
Heather Hansen, Planner III *HAW*
Marilyn Smith, Management Assistant/Public Information Officer *MMS*
Bob Woods, Management Systems Director *BW*

DATE: November 6, 2008, for the November 10, 2008, City Council Work Session

SUBJECT: Sustainability Efforts

RELATES TO STRATEGIC PLAN THEME:

- Effective Government
- A Healthy Economy
- Great Neighborhoods

Action Requested:

Staff requests Council direction on efforts to promote sustainability throughout the community and internally in City operations and Council consideration of a resolution recognizing those and encouraging more sustainable practices.

Discussion:

Sustainability provides a way of thinking about how to solve issues related to environmental stewardship, social desirability, and economic prosperity in a way that meets the needs of today without compromising future generations. This includes thinking about sustainability in strategic planning, policy, and program development, as well as the day-to-day decisions and actions of individuals.

The City influences sustainability through its internal operations and through its community and economic development policies and programs. City staff self-selected a volunteer task force in March 2008 to create a sustainability plan. Tasks included defining sustainability in a way that is useful for the staff, developing a framework for action areas, establishing baseline indicators to measure the sustainability of current City practices, and setting goals for more sustainable actions.

The Sustainability Task Force defined four action areas that directly affect how sustainable City practices are and could become. These are:

1. Resource Conservation: Areas of consumption should be evaluated and reduced where possible. Local, renewable, and recycled products should be evaluated for potential use and encouraged where feasible.
2. Environmental and Public Health: Minimize exposure to and use of hazardous or toxic materials.
3. Transportation: Create a multimodal transportation system that minimizes, and where possible, eliminates pollution.
4. Economic and Community Development: Encourage a diverse, stable local economy that supports a high quality of life for residents; encourage development patterns that serve the environment, the economy, and the community.

For each action area, the Task Force developed a list of current programs and practices that already include or express some degree of “sustainability”:

<p><u>Resource Conservation</u></p> <ul style="list-style-type: none"> • Reduce the use of paper by increasing electronic documents and information sharing • Recycle paper, plastic, metals, oils, cardboard, and electronic equipment • Increase use of recycled products • Recycling facilities at public events • Reuse wood chips for park paths and tree mulch • Pretreatment program protects water quality and local watershed health • Erosion and sediment control program • Water conservation management plan and leak detection program • Reuse biosolids on local farms • Energy conservation audits of City facilities • Energy-efficient lighting installed at City facilities • Water-efficient planting and irrigation controls in parks • Wetland protection and enhancement on public property • Tree preservation measures • Annual tree planting • Open space zoning 	<p><u>Environmental and Public Health</u></p> <ul style="list-style-type: none"> • New wastewater treatment plant will reduce and prevent sewer overflows into the Willamette River • Sewer lateral replacement program to curtail wastewater leaks • Downspout disconnect program to reduce treated stormwater • Construction equipment monitored for leaks • Hazardous waste disposal and reporting program • Integrated pest management in parks • Constructed wetlands for cooling treated water • Purchase of green cleaning products • Floodplain management and participation in FEMA’s insurance discount program • Annual river cleanups
<p><u>Transportation</u></p> <ul style="list-style-type: none"> • Alternative transportation plan • City Bicycle and Pedestrian Advisory Commission • Bike and pedestrian path improvements along streets • Police nonemergency hybrid vehicle 	<p><u>Economic and Community Development</u></p> <ul style="list-style-type: none"> • Well-maintained parks and facilities • Acquisition of land for future park development • Parks and Recreation Master Plan • Development Code that includes some Smart Growth principles such as village centers, cluster development, and design guidelines • Urban renewal programs • CARA housing rehabilitation program • Participation in Albany Partnership for Housing and Community Development • Historic preservation program • Accessibility program

Sustainability represents both a responsibility and opportunity. This list of programs and projects demonstrates how the City organization has already begun to move toward sustainable practices. We anticipate that we will soon be required to show greater progress toward becoming sustainable.

The task force is asking the Council to consider the attached resolution that states the importance of sustainability and proclaims the City's support for sustainability efforts. Staff will follow-up with a more detailed sustainability plan to include measurement of current practices and goals to become more sustainable.

Budget Impact:

Dependent upon direction.

CC:mms:de

Attachment

U:\Administrative Services\City Manager's Office\Resolution\Sustainability CCWS memo.mcc.doc

RESOLUTION NO. _____

A RESOLUTION STATING INTENT TO APPLY SUSTAINABILITY PRINCIPLES IN THE CITY OF ALBANY.

WHEREAS, the Albany City Council and City staff are guided by the City's Strategic Plan, which outlines how to achieve great neighborhoods, a health economy, a safe city, and effective government; and

WHEREAS, those strategic goals can and should be based on the City's responsibility to support a stable, diverse and equitable economy; protect the quality of the air, water, land and other natural resources; conserve native vegetation, fish, wildlife habitat and other ecosystems; and minimize human impacts on local, regional and worldwide ecosystems; and

WHEREAS, these responsibilities can be further defined as a commitment to sustainability principles; and

WHEREAS, the City of Albany will lead by example for other organizations by operating its facilities and services in a sustainable manner; developing strategies for implementing sustainable practices through purchasing of products and services, maintenance, facility design and municipal operations; and

WHEREAS, community awareness and education are fundamentally important to successful implementation of sustainability policies and programs, the City will assume a leadership role in creating, sponsoring and promoting sustainability awareness and education, focusing on solutions and facilitating citizens participation in developing those solutions; and

WHEREAS, the City recognizes the relationship between local, regional, national and global issues in its policy and program development and will take a lead role in development model environmental programs and new approaches to economic development that reflect this linkage.

NOW, THEREFORE, BE IT RESOLVED, that the Albany City Council supports the adoption of sustainability principles for City practices and encourages their adoption and practice throughout the greater Albany community.

DATED AND EFFECTIVE THIS 12TH DAY OF NOVEMBER 2008.

Mayor

ATTEST:

City Clerk



TO: Albany City Council
VIA: Wes Hare, City Manager
Diane Taniguchi-Dennis, P.E., Public Works Director *Diane Dennis*
FROM: Mark Shepard, P.E., Assistant Public Works Director/City Engineer *MWS*
Ron Irish, Transportation Systems Analyst *R.I.*
DATE: October 27, 2008, for the November 10, 2008, City Council Work Session

SUBJECT: Neighborhood Request for Turn Restriction– Oak/11th Intersection

RELATES TO STRATEGIC PLAN THEME: • A Safe City

Action Requested:

Staff recommends Council approve, by motion, a restriction on turn movements from Oak Street onto 11th Avenue.

Discussion:

Residents along 11th Avenue west of Oak Street have submitted a petition (attached) requesting implementation of turn restrictions at the Oak Street/11th Avenue intersection. The petition was signed by all residents along 11th Avenue between Oak Street and Main Street, as well as all residents on the dead end portion of Sherman Street to the south of 11th Avenue. The restriction would prohibit turn movements from Oak Street onto 11th Avenue and allow only eastbound exiting movements at the intersection. 11th Avenue would remain a narrow two-way road west of the intersection.

The right-of-way on 11th Avenue west of Oak Street is 20 feet wide, with a pavement width of about 14 feet. Homes are setback 20 feet from the right-of-way line, and preclude the acquisition of additional right-of-way to widen the road.

Due to the narrowness of the road, residents have been concerned about cut-through traffic for some time. When the Pacific Boulevard/9th Avenue couplet was constructed in the 1990's, residents of an apartment complex on the east side of Oak Street began to use 11th when exiting the complex and heading west in order to avoid out of direction travel on either 9th Avenue or Queen Avenue. When public hearings were held for the construction of ball fields on Oak Avenue by the Boy's and Girl's Club, residents voiced similar concerns. Recent interest by Lowe's in development of a site at the southeast corner of the Oak Street/9th Avenue intersection has increased the desire of residents along 11th Avenue that something be done to restrict cut through trips.

The treatment favored by city staff is to implement turn restrictions that prohibit all westbound movements at the Oak Street/11th Avenue intersection. Movements at the intersection would be limited to eastbound left and right turns; no inbound movements would be allowed from Oak Street. West of the intersection, Oak Street would remain a narrow two-way road. The change could be accomplished through installation of pavement markings (stop bar and turn arrows) and installation of "Do Not Enter" signs on Oak Street.

Budget Impact:

None.

RGI:prj

Attachments

G:\Engineer\Trans\MCC 11thOak.rgi.docx

Oct. 3, 2008

The residents of the neighborhood of 11th ave, Sherman st. and Oak st. are petitioning the city to make 11th ave. a one-way street going east from Main st. to Oak st. A petition has been circulated that 100% of the property owners have signed in favor of the proposal. Ever since Ninth ave. was extended and made one-way we have had a big increase in traffic using 11th ave. as a shortcut to go west. As you know, 11th ave is a narrow, un-improved street that is not wide enough for two cars to pass.

Thank you for your consideration,
Gari and Chris Fickenscher
1110 Oak St. S.E.

c.c. Sharon Konopa

Petition to make 11th Ave a one-way
street going east from Main St. to Oak st.

Gari + Chris Fickenscher 1110 S.E. Oak
Gari Fickenscher, Chris Fickenscher

Martin + Chris Allard 1035 SE main
Martin Allard Chris Allard

Dwain / Streckland 1110 Sherman St SE
~~Dwain~~

Merle + Judy Hiddleson 1045 SE main +
Judy Hiddleson 1205 SE 11th

Stella D. Merchant 1110 11th Ave SE
Stella D Merchant

Ruth Loring 11335 Summer SE
Nancy + Patricia Frier 1130 Sherman SE

Richard L. Ground 1106 Sherman St SE
Richard L. Ground

Artemia E. Elmoe - Jeggli 1245 11th Ave SE
Artemia E. Elmoe - Jeggli

David + Karen Sprague 1235 11th Ave SE
David + Karen Sprague

Deborah + Wolfgang Dyner
1105 11th Ave SE.

Deborah Dyner

Wolfgang Dyner

John + Susie Nowak
1285 11th Av. SE

John Nowak Jr.

Bruce LESLEY

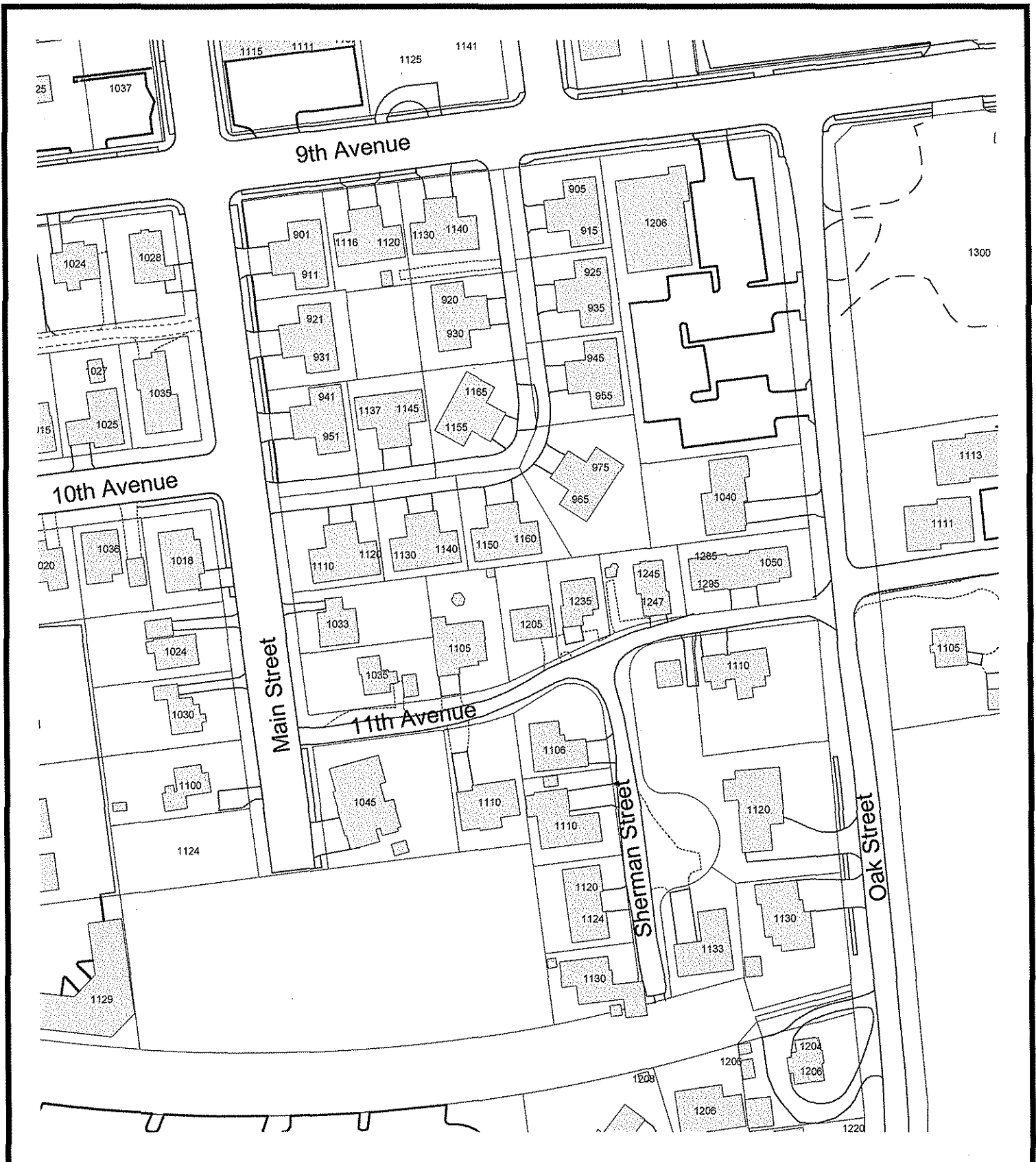
1295 11th Ave SE

Bruce Lesley

Robert Rorer

1120 Oak SE also 1120⁻¹¹²⁴ Sherman SE

Robert E. Rorer



11th Avenue



Engineering	Ron Irish
roni nil	Oct 20, 2008

The City of Albany's Infrastructure records, drawings, and other documents have been gathered over many decades, using differing standards for quality control, documentation, and verification. All the information provided represents current information in a readily available format. While the information provided is generally believed to be accurate, occasionally this information proves to be incorrect, and thus its accuracy is not warranted. Prior to making any property purchases or other investments based in full or in part upon the information provided, it is specifically advised that you independently field verify the information contained within our records.





11th - Oak Intersection



Engineering

Ron Irish

roni nil

Oct 20, 2008

The City of Albany's Infrastructure records, drawings, and other documents have been gathered over many decades, using differing standards for quality control, documentation, and verification. All the information provided represents current information in a readily available format. While the information provided is generally believed to be accurate, occasionally this information proves to be incorrect, and thus its accuracy is not warranted. Prior to making any property purchases or other investments based in full or in part upon the information provided, it is specifically advised that you independently field verify the information contained within our records.





TO: Albany City Council

VIA: Wes Hare, City Manager
Stewart Taylor, Finance Director

FROM: Laura Hyde, Executive Assistant to the City Manager *Laura*

DATE: October 28, 2008, for the November 10, 2008, City Council Work Session

SUBJECT: Proposed Revisions to Resolution No. 3328, Setting Forth Compensation and Reimbursement Policy for the Mayor and Council

RELATES TO STRATEGIC PLAN THEME: • An Effective Government

Action Requested:

Review and discuss proposed revisions and provide direction to consider adopting proposed resolution at the November 24 City Council meeting.

Discussion:

It's time to make needed revisions to this resolution to reflect actual practice. See attachment for proposed revisions.

Budget Impact:

None.

Attachments 2

U:\Administrative Services\City Manager's Office\CCouncil\Revisions to Resolution #3328-mlh.doc

RESOLUTION NO. _____

RESOLUTION SETTING FORTH THE COMPENSATION AND REIMBURSEMENT POLICY FOR THE MAYOR AND CITY COUNCIL AND REPEALING RESOLUTION NO. ~~3328 2780~~

WHEREAS, an explanation of the purpose of the Mayor and City Council's monthly compensation is not currently documented; and

WHEREAS, a policy describing when it is appropriate for the Mayor or a City Councilor to seek reimbursement of expense also has not been set forth and approved; and

WHEREAS, to provide a guideline for elected officials to follow as they carry out City business, the Mayor and City Council deemed it necessary to designate the purpose of their monthly compensation and to set forth a policy on the reimbursement of their out-of-pocket expenses.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that City Councilors shall be compensated at a rate to be determined during the budget process in lieu of ordinary incurred expenses for conduct of in-city municipal business. Due to IRS regulations, this reimbursement is considered as salary; and

BE IT FURTHER RESOLVED that out-of-city municipal business may be reimbursed at actual cost upon Council approval (either before or after incurring the expense). ~~The exception to this policy is that expenses for in-state travel to activities sponsored by City member agencies (LOC, COG, etc.) shall, upon request, be reimbursed without Council approval. Other extraordinary expenses incurred by the Mayor or Council members in the conduct of their duty may be submitted to the Council for reimbursement consideration.~~ Requests for reimbursement shall be made in writing in the same manner and subject to the same documentation as required for requests for employee expense reimbursements (current **Finance Policy F-02-2008, Mileage Reimbursement; and F-03-08-002, Travel Reimbursement** ~~Employee Expense Reimbursement Policy ERP No. 1.9 attached~~). ~~Requests for reimbursement that require Council authorization shall be submitted to the City Manager for inclusion on the next available City Council agenda as a Consent Calendar item.~~ **Reimbursements may be a taxable fringe benefit under IRS regulations.**

BE IT FURTHER RESOLVED that spouse expenses are not reimbursable by the City; and

BE IT FURTHER RESOLVED that Resolution Number ~~3328 2780~~ is hereby repealed.

DATED AND EFFECTIVE THIS ____ DAY OF _____ 2008.

Mayor

ATTEST:

City Clerk



City of Albany
 Finance Policy
 Policy #: F-02-2008
 Title: Mileage Reimbursement

Purpose To outline reimbursement procedures for use of a personal vehicle in the performance of City business.

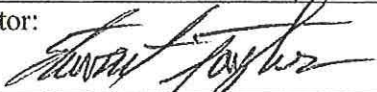

Scope This policy applies to all City employees except as otherwise provided through a business expense allowance.

Policy Employees will be reimbursed for authorized use of personal vehicles in the performance of City business. Employees will not be reimbursed for normal commutes to and from work.

The use of personal vehicles will be reimbursed on a mileage basis at the current IRS rate. The current IRS rate is available at www.gsa.gov. All other costs related to use of a personal vehicle including insurance and gasoline are the responsibility of the employee.

Reimbursements of up to \$100.00 are made through department petty cash custodians. Reimbursements of greater than \$100.00 are submitted to accounts payable. In either case, an employee must submit a signed copy of a mileage log within one month of the travel showing the purpose of travel, date, and mileage.

City vehicles should not be driven home. There may be exceptions for those in public works, fire protection and law enforcement that are assigned to take home a City vehicle in order to respond to emergency situations. Any non-work related travel in a City vehicle must be documented on a monthly basis and submitted to Payroll. Take home privileges and other personal use of a City vehicle may be a taxable benefit under IRS regulations.

Supercedes: NA	Created/Amended by/date: ST; 3/24/08	Effective Date: 3/24/08
Finance Director: 	City Manager: 	



City of Albany
Finance Policy
Policy #: F-03-08-002
Title: Travel Reimbursement

Purpose To outline procedures for payment of expenses related to travel.

Scope This policy applies to all City employees.

Policy The City encourages fiscally responsible participation in professional development and training opportunities that enable employees to better implement the City's vision, mission, and values. Supervisors and department directors have discretion to approve appropriate travel and training to meet operational needs and further employee development.

Preference should be given to training opportunities in Oregon and Washington. The most economical method of travel should be used and should consider such factors as compensable travel time, direct cost of a particular mode of travel, number of people that should attend, and number of people that could travel together.

Guidelines The City will follow the Oregon Administrative Rules and regulations as described by the Bureau of Labor and Industries as follows:

1. Normal travel between home and work is not work time.
2. Travel during work hours to a location for work related purposes, including training, is work time.
3. Overnight travel that falls within the employee's regular work hours or the corresponding hours on days off is work time.
4. Time spent in overnight travel outside of regular work hours as a passenger on an airplane, train, boat, bus, or automobile is not work time.
5. An employee who regularly works at a fixed official workstation and who is assigned to work for a day in another city that is more than thirty (30) miles away, must be paid for travel time. OAR 839-020-0045.
6. If public transportation is available but the employee requests to drive his/her own car, the employer may count as hours worked either the time spent driving the car or the hours that would have been spent on public transportation, whichever is less, provided the travel meets the other requirements to be compensable.



Procedures

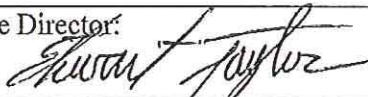

1. Travel in the Salem, Corvallis, and Eugene metro areas is considered local and not eligible for overnight lodging expenses.
2. Travel outside of the Salem, Corvallis, and Eugene metro areas that includes overnight lodging must be pre-approved by the supervisor or department director on a Travel Authorization Form. Out of state travel must also be approved by the City Manager.
3. An individually assigned WellsOne Commercial Card should be used to pay for all eligible expenses related to the travel including conference or meeting registration, meals, lodging, and airfare. If the conference sponsor does not accept credit cards for registration, then a check may be requested from Accounts Payable (AP).
4. If an individually assigned WellsOne Commercial Card is not available, a travel packet may be reserved at least one week in advance of the travel by submitting a completed Travel Authorization Form and copy of the training agenda to the AP Accountant in the Finance Department. Each travel packet includes a WellsOne Commercial Card to pay for eligible expenses related to the travel including registration, meals, lodging, and airfare. WellsOne Commercial Cards assigned to an operating department and petty cash shall not be used for expenses requiring a travel packet.
5. Multiple employees attending the same training should share a travel packet and are encouraged to share transportation.
6. Travel expenses shall be documented with itemized receipts consistent with IRS requirements for an accountable plan. **Expenses shall generally be limited** to the per diem rates for the destination city as listed at www.gsa.gov. Exceptions that exceed the per diem rates may be approved by department directors and may be a taxable fringe benefit under IRS regulations.
7. Expenses for meals (and tips) will be paid on **actual itemized receipts** up to the current per diem rate for the destination city. If there is a non-paid meal associated with the conference such as an awards dinner that exceeds the per diem rate, the full amount of the meal and tips up to 20% of the meal cost will be reimbursed with appropriate verification of expenses. Expenses for meals included in the registration will not otherwise be paid.
8. Expenses for lodging will be paid on actual **itemized** receipts up to the current per diem rate for the destination city. If the conference room rates exceed the per diem rate, the full conference room rate may be paid with appropriate verification of expenses. Expenses for early or extended lodging and upgrades to a room are the responsibility of the employee. The City will only reimburse lodging expenses for employees.
9. Mileage expenses for use of a personal vehicle will be paid at the current mileage rate. The current mileage rate is available on the Travel Authorization Form and at www.gsa.gov. All other costs related to use of



City of Albany
Finance Policy
Policy #: F-03-08-002
Title: Travel Reimbursement

a personal vehicle including insurance and gasoline are the responsibility of the employee. Mileage should be documented on a mileage log sheet. If a City vehicle is available and the employee chooses to use their personal vehicle, part or all of the mileage reimbursement may be a taxable fringe benefit under IRS regulations.

10. Examples of expenses that are not eligible travel expenses include alcoholic beverages, in-room movies, honor bars, gasoline for personal vehicles, extended lodging stays, and any expenses for non City employees who may also be traveling.
11. Travel packets must be returned to AP within one week of the travel together with the completed Travel Authorization Form and all **itemized** receipts. If charges have been made to an individually assigned WellsOne Commercial Card, **itemized** receipts must be turned in with the monthly statement. Failure to provide itemized receipts will lead to the charges not being covered by the City and will subject the employee to being required to reimburse the City for expenses, and/or disciplinary action.

Supersedes: ST; 3/24/08	Created/Amended by/date: ST;7/10/08	Effective Date: 3/24/08 7/10/08
Finance Director: 	City Manager: 	

RESOLUTION NO. 3328

A RESOLUTION SETTING FORTH THE COMPENSATION AND REIMBURSEMENT POLICY FOR THE MAYOR AND CITY COUNCIL AND REPEALING RESOLUTION NO. 2780.

WHEREAS, an explanation of the purpose of the Mayor and City Council's monthly compensation is not currently documented; and

WHEREAS, a policy describing when it is appropriate for the Mayor or a City Councilor to seek reimbursement of expenses also has not been set forth and approved; and

WHEREAS, to provide a guideline for elected officials to follow as they carry out City business, the Mayor and City Council deemed it necessary to designate the purpose of their monthly compensation and to set forth a policy on the reimbursement of their out-of-pocket expenses.

NOW, THEREFORE, BE IT RESOLVED BY THE ALBANY CITY COUNCIL that City Councilors shall be compensated at a rate to be determined during the budget process in lieu of ordinary incurred expenses for conduct of in-city municipal business. Due to IRS regulations, this reimbursement is considered as salary. Out-of-city municipal business may be reimbursed at actual cost upon Council approval (either before or after incurring the expense). The exception to this policy is that expenses for in-state travel to activities sponsored by City member agencies (LOC, COG, etc.) shall, upon request, be reimbursed without Council approval. Spouse expenses are not reimbursable by the City. Other extraordinary expenses incurred by the Mayor or Council members in the conduct of their duty may be submitted to the Council for reimbursement consideration.

Requests for reimbursement shall be made in writing in the same manner and subject to the same documentation, as required for requests for employee expense reimbursements (current Employee Expense Reimbursement Policy ERP No. 1.9 attached).

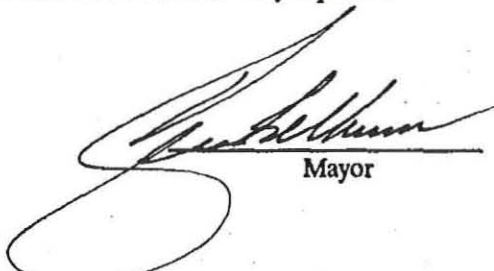
Requests for reimbursement that require Council authorization shall be submitted to the City Manager for inclusion on the next available City Council Agenda as a Consent Calendar item.

BE IT FURTHER RESOLVED that Resolution No. 2780 is hereby repealed.

DATED this 9th day of February 1994.

ATTEST:


Norm C. Withner
Deputy City Recorder


Mayor