



NOTICE OF PUBLIC MEETING

CITY OF ALBANY
CITY COUNCIL WORK SESSION
City Hall, Municipal Court Room
333 Broadalbin Street SW
Monday, March 21, 2011
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. **AMERICAN LEGION REQUEST FOR PUBLIC WATER LINE** – Mark Shepard
Action Requested: Information, discussion, direction.
- 4:25 p.m. **COPIER CONTRACT EXTENSION** – Jorge Salinas
Action Requested: Information, discussion.
- 4:35 p.m. **FACILITIES FUNDING PROPOSAL** -- Councilor Jeff Christman
Action Requested: Information, discussion, direction.
- 5:20 p.m. **TRANSIENT ROOM TAX TASK FORCE REPORT** – Mayor Sharon Konopa
Action Requested: Information, discussion, direction.
- 5:50 p.m. **COUNCILOR COMMENTS**
- 5:55 p.m. **CITY MANAGER PRO-TEM REPORT**
- 6:00 p.m. **ADJOURNMENT**

City of Albany Web site: www.cityofalbany.net

The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, advance notice is requested by notifying the Human Resources Director at 917-7500.



TO: Albany City Council

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

FROM: Mark Shepard, P.E., Assistant Public Works Director / City Engineer *MWS*

DATE: March 14, 2011, for the March 21, 2011, City Council Work Session

SUBJECT: American Legion Request for Public Water Line

RELATES TO: • Great Neighborhoods
• An Effective Government

Action Requested:

Staff is seeking direction regarding the funding of a water line improvement on Sherman Street between Seventh Avenue and Pacific Boulevard in association with redevelopment of the American Legion building recently lost to fire. If Council directs staff to proceed with the project, a funding Resolution will be presented for Council consideration at the March 9, 2011, City Council Meeting.

Discussion:

Water Line Request

On July 4, 2010, the Albany American Legion Hall located at 1215 Pacific Boulevard SE (see attached map) was destroyed in a fire. The fire resulted in a total loss of the building and the American Legion is pursuing redevelopment of the site. City staff has had several meetings with the American Legion to help them navigate the process of redevelopment.

One of the challenges the Legion faces is that redevelopment of the site requires all aspects of their development meet existing codes and requirements. Redevelopment of the site will require the construction of a new water main along the property's frontage on Sherman between Seventh Avenue and Pacific Boulevard. This waterline is required to provide adequate fire protection for the proposed redevelopment. The American Legion has requested assistance from the City of Albany for the construction of this water line.

The American Legion has retained Reece and Associates, Inc., as their project engineer for the redevelopment of their site. In the attached letter dated February 1, 2011, Mr. Reece requests, on behalf of the American Legion, that the City use Water Connection Fees to construct the required public water main in Sherman Street between Seventh Avenue and Pacific Boulevard. As part of their request to the City, the American Legion has proposed they would contribute to the water line project by paying a Connection Fee based on the length of their property's frontage adjacent to the waterline; similar to what the fees would be if the waterline was already in place and they were proposing to connect to it.

Connection Fees are collected from properties connecting to City infrastructure where those properties did not participate in installation. These funds are collected and reserved for use by the City in completing other missing infrastructure improvements to support the City's infrastructure and to facilitate infill development.

It is estimated the waterline construction project would have a total project cost of approximately \$55,000. The American Legion's Connection Fee payment of \$8,064 would partially off-set this cost. City staff supports the American Legion's request and is seeking Council direction.

Easement Coordination

In addition to the water line installation, the City has been working with the Legion to resolve an access issue related to the pending extension of Oak Street for the Lowe's development.

A driveway into 1225 Pacific Boulevard (Albany Guns, Coins, and Jewelry) currently exists on the north side of the highway in the middle of what will become the Pacific/Oak intersection. While the gun shop's driveway will remain with construction of the Oak Street extension, once the intersection is improved and controlled by a traffic signal, exiting movements from the site out onto Pacific Boulevard will no longer be possible. To accommodate traffic leaving the gun shop, an easement is needed for the gun shop over the American Legion property out to Seventh Avenue.

Conversely, the Legion is in need of additional parking after business hours to facilitate functions at their site. The gun shop has parking spaces that could be used by the American Legion after business hours. Therefore, the two properties can grant each other reciprocal easements for their needed use.

Staff has been working with the gun shop owner and the American Legion regarding this access/parking agreement and a tentative agreement has been reached. As part of the Oak Street project, the City will pay both the gun shop and the American Legion to create and implement reciprocal access and parking easements that will facilitate the Oak Street intersection work at Pacific Boulevard.

Budget Impact:

The current Water Connection Fee Reserve is \$596,200. If Council directs staff to proceed with the proposed project, this Reserve will be reduced by approximately \$47,000. The payment for easements will be part of the Oak Street LID project costs.

JJB:prj

Attachments

c: Greg Byrne, Community Development Director (via e-mail)

7th Ave.

Sherman St.

1204

1222

1234

1240

1260

1136

750



1215

1225

1241

1121

1235

Highway 99E

1130

1200

1230

1237

1208



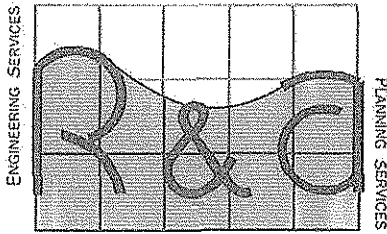
1 inch = 50 feet

American Legion Site

10/25/2007 12:31:35 PM

Geographic Information Services

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 assessments 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.



Reece & associates, inc.

February 1, 2011

Diane Dennis, Director
Public Works Department
City of Albany
PO Box 490
Albany, OR 97321

Subject: **Sherman Street Water Line**

Reference: **American Legion Building Replacement**
1215 Pacific Boulevard SE (Map 11S03W07AA, Tax Lot 1700)
R&A Project No. DJA1002

Dear Ms. Dennis,

On behalf of the American Legion, I would request the City of Albany use Connection Fee dollars to construct a new water line in Sherman Street between 7th Avenue and Pacific Boulevard.

The American Legion is willing to pay connection fees proportionate to the frontage of new water line.

These terms are part of an agreement that allows the American Legion to rebuild at this location following the devastating loss to fire. The American Legion appreciates their partnership with the City.

Please contact myself or Don Johnson if you have any questions.

Sincerely,

Reece & Associates, inc.

David J. Reece, PE
Principal

c: Don Johnson, DJ Architecture
Stan Clayton, Clayton Construction
James McCanlas, American Legion



TO: Albany City Council
VIA: Wes Hare, City Manager
FROM: Jorge Salinas, Information Technology Director *JS*
DATE: March 10, 2011, for the March 21, 2011, City Council Work Session
SUBJECT: Extend the Contract for Leasing the Copiers throughout the City
RELATES TO:

- An Effective Government

Action Requested:

Your approval for this extension is scheduled for the March 23 council agenda. According to the RFP schedule, we are expecting to have the new contract signed in June.

Discussion:

As of April 15, 2011, the current copier contract will have been in place for four years. In order to continue this service under contract and allow us time to complete the RFP process, we need to extend the current copier contract on a month-to-month basis until a new contract can be signed.

A Request for Proposal was released as of March 2, 2011. We are expecting vendor proposals to arrive during the month of March. We will analyze the proposals and interview vendors during April. We will select a vendor in May and award the contract in June. All leased copiers will be replaced once the vendor has been selected.

Below please find a complete schedule for the RFP process:

City Advertise RFP	March 2, 2011
Final Date to Submit Changes/Solicitation Protests	March 21, 2011, 4:00 p.m.
Last Date for Addenda	March 24, 2011
Proposal Submittal Date	Thursday, March 31, 2011, 4:00 p.m.
Vendor Selection Process (top 3)	April 18, 2011
Vendor Interviews	May 2, 2011 through May 5, 2011
Vendor Selection Process (final)	May 9, 2011
Notice of Intent to Award	May 26, 2011
Protest Period	May 27, 2011 through June 2, 2011
Award Contract to Vendor	June 3, 2011


Budget Impact:

Monthly lease cost will remain the same during the contract extension.

JS

Feb 23, 2011

Resources	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Settlement Proceeds	18,500,000										
Internal Loan		1,000,000	1,000,000	1,000,000							
CARA Funds		1,000,000	1,000,000	1,000,000							
Loan Payments		564,000	564,000	564,000	564,000	564,000	564,000	564,000	564,000	564,000	564,000
Carry Forward		10,460,000	5,184,000	618,000	802,000	486,000	(80,000)	(146,000)	(82,000)	(18,000)	46,000
Totals	18,500,000	13,024,000	7,748,000	3,182,000	1,366,000	1,050,000	484,000	418,000	482,000	546,000	610,000
City Funds Reimbursement											
Water Reimbursement	640,000 *										
Sewer Reimbursement	510,000 *										
Risk Management Reimbursement	1,000,000 *										
Sewer Rate Credits	840,000	(840,000)									
Loans											
Timber Ridge North LID Loan	1,650,000 *										
Timber Ridge South LID Loan	2,450,000 *										
CARA Loan											
Debt											
Limited Tax Pension Debt	790,000 *										
Public Facilities											
Public Facilities Expenditures											
Public Facilities Balance	4,620,000	(6,000,000)	(6,000,000)	(1,250,000)							
E. Thornton Lake Natural Area	1,000,000 *										
Economic Development	5,000,000	(1,000,000)	(1,000,000)	(1,000,000)	(750,000)	(500,000)					
Total Project Costs	18,500,000	5,184,000	748,000	932,000	616,000	550,000	484,000	418,000	482,000	546,000	610,000
Funds Spent in 2010	8,040,000 *										
Parks ETLNA Internal Loan Payment			130,000	130,000	130,000	130,000	130,000				
Internal Loan Payback						500,000	500,000	500,000	500,000	500,000	500,000
Balance Carried Forward	10,460,000	5,184,000	618,000	802,000	486,000	(80,000)	(146,000)	(82,000)	(18,000)	46,000	110,000

	<p>City of Albany Finance Policy Policy #: F-12-11-001 Title: Transient Lodging Tax</p>	<p>Final Draft</p>
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I. POLICY STATEMENT

The Transient Lodging Tax (TLT) Policy is established to allocate transient lodging tax dollars in compliance with ORS Sections 320.300 to 320.350 and Albany Municipal Code Chapter 3.14 and in consideration of new and ongoing programs.

II. COMMITTEE

1. A seven-member Transient Lodging Tax Committee is hereby formed. Representation on the committee will include: the Mayor and one other member of the Albany City Council, the Albany City Manager, the Albany Visitors Association Director, the Albany Downtown Association Director, the Linn County Fair and Expo Director, and the Albany Parks & Recreation Director.
2. The TLT Committee will meet every six months to review this policy and recommend changes to the City Council.

III. EXISTING PROGRAMS

Existing programs include: Personnel Services; Other; Albany Downtown Association (ADA); Albany Visitors Association (AVA); Albany-Millersburg Economic Development Corporation (AMEDC); and Albany Airport Capital Reserve.

IV. NEW PROGRAMS

1. New programs include: Collaborative Tourism Promotion; Albany Main Street Program Development; Northwest Art & Air Festival; Public Safety Reimbursement; Veterans' Day Parade/Public Works Reimbursement; Monteith House Museum Capital Reserve; and City Trolley Maintenance & Operations.
2. The purposes of the new programs are established as follows:
 - a. Collaborative Tourism Promotion: This fund is jointly managed by the Albany Visitors Association, Albany Downtown Association, Linn County Fair & Expo, and the City of Albany Parks & Recreation Department. Funding requests may come from or through any of the four partners. Funding requests must be supported by a majority of the partners. Funds are used for modest matching grants for event start-up costs to outside agencies, new marketing campaigns, or expanded advertising for a new element of an existing event; travel expenses to submit proposals to host events, conferences, and trade shows. The funds shall not be used for wages or benefits.
 - b. Albany Main Street Program Development: Funds are used for the Albany Downtown Association's Main Street Program in the areas of design, promotions, economic development, and organization as defined by the National Main Street Program — a downtown marketing program, targeted business recruitment, interpretive historic signage, technical improvements for the website, computers and software, event development, a downtown maintenance program, seminars, speakers, and educational opportunities for downtown business owners.

- c. Northwest Art & Air Festival: Funds are used for reimbursement to the Albany Parks & Recreation Department for expenditures not recovered from event sponsors.
- d. Public Safety Reimbursement: Funds are used for reimbursement to the Albany Police and Fire Departments for personnel costs associated with support for community events.
- e. Veterans' Day Parade/Public Works Reimbursement: Funds are used for continued funding for the parade at \$3,000 and future reimbursement to the Albany Public Works Department for costs associated with the parade and other events.
- f. Monteith House Museum Capital Reserve: The Monteith Historical Society will use funds to make capital improvements to the Monteith House Museum for building maintenance, exhibit development, ADA improvements, preservation materials, and artifact acquisition. Ending balances will be carried forward from one budget year to the next.
- g. City Trolley Maintenance & Operations: Funds are used for ongoing maintenance, operations, and capital needs in support of tourism-related events of the Albany Visitors' Association, Albany Downtown Association, Linn County Fair and Expo, and Albany Parks & Recreation Department.

V. GUIDELINES FOR RESERVE ACCOUNT

1. A reserve account will be established and maintained at a target balance of \$100,000. The reserve account will only be used to offset actual fluctuations in TLT revenues and is not a contingency account for unforeseen changes in individual programs.
2. Existing programs will maintain current funding levels or will grow at a maximum three percent (3%) each year.
3. Decreases in revenues will be offset from the reserve account.
4. If the decrease in revenues is greater than the funds in the reserve account, then all new programs will be decreased proportionately in order to keep existing programs fully funded.
5. Decreased revenues for more than one year will be reviewed by the TLT Committee before the next budget cycle in order to establish a plan to replenish the reserve account.
6. Increased revenues will be directed first to existing programs, secondly to the reserve account, and thirdly to new programs on a proportionate basis.

Supersedes:	Created/Amended by/date:	Effective Date:

Maintain existing programs and allocate remaining dollars to new programs.
 (Include airport capital reserve with existing programs)

211 Economic Development
 11 City Manager/City Council
 1101 Economic Development Activities

	Current Budget 2010-2011	Requested 2011-2012	Proposed 2011-2012	Estimated 2012-2013
Revenues				
40105 Transient Room Tax	507,800		592,250	610,018
48010 Interest	2,500		2,575	2,652
49025 From CARA Program	103,900		107,017	110,228
49905 Beginning Balance	(50,000)		128,358	100,000
Total Revenues	564,200		830,200	822,898
Expenditures				
Personnel Services	116,800		116,800	3.0% 120,304
Other	46,000		46,000	3.0% 47,380
60304 Albany Downtown Association	38,400		38,400	3.0% 39,552
60310 Albany Visitors Association	320,300		320,300	3.0% 329,909
60311 AMEDC	42,700		42,700	3.0% 43,981
Albany Airport Capital Reserve			60,000	3.0% 61,800
Total	564,200		624,200	642,926
Collaborative Tourism Promotion		30,000	20,000	18.9% 15,091
Albany Main Street Program Development		39,500	20,000	18.9% 15,091
NWAAF		50,000	30,000	28.3% 22,632
Public Safety Reimbursement		30,000	20,000	18.9% 15,091
Veterans' Day Parade/Public Works Reimbursement		3,000	3,000	2.8% 2,263
Monteith House Museum Capital Reserve		5,000	5,000	4.7% 3,775
City Trolley Maintenance & Operations		10,000	8,000	7.6% 6,038
Total		167,500	106,000	79,981
Reserve		40,000	100,000	100,000
Total Expenditures	564,200	207,500	830,200	822,907
Revenues - Expenditures*				(9)

*Negative balance is due to rounding.