



Revised

NOTICE OF PUBLIC MEETING

CITY OF ALBANY
CITY COUNCIL WORK SESSION
City Hall, Council Chambers
333 Broadalbin Street SW
Monday, May 23, 2011
4:00 p.m.

AGENDA

- 4:00 p.m. **CALL TO ORDER**
- 4:00 p.m. **ROLL CALL**
- 4:00 p.m. **ARSON INVESTIGATION REPORT** – John Bradner, Ed Boyd
Action Requested: Information.
- 4:10 p.m. **ALLIED WASTE RATE PROPOSAL** – Mike Huycke, Kevin Hines
Action Requested: Information, discussion, direction.
- 4:40 p.m. **BUSINESS FROM THE PUBLIC**
- 4:50 p.m. **AIRPORT MASTER PLAN UPDATE** – Chris Bailey
Action Requested: Information, discussion, direction.
- 5:00 p.m. **COPIER CONTRACT** – Jorge Salinas
Action Requested: Information, discussion, direction; scheduled for adoption at May 25, 2011, meeting.
- 5:10 p.m. **COUNCILOR COMMENTS**
- 5:15 p.m. **CITY MANAGER REPORT**
- 5:30 p.m. **ADJOURNMENT**

Rules of Conduct for Public Meetings

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

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 Department at 917-7500.



May 9, 2011

City of Albany
P O Box 940
Albany, OR 97321

Dear Mayor Konopa and Members of the Council:

Enclosed is a request for a rate adjustment for the waste collection services provided by Allied Waste (AW) in the City of Albany. The proposed rates represent a 9% increase per customer, equating to a \$1.40 per month increase to residential customers. To move toward the implementation of a CPI, a secondary price increase of 4% is proposed in 2012, followed by CPI in 2013.

We are requesting an effective date of July 1, 2011.

Included in the attached information is the following:

- Financial statements showing actual results for 2009 and 2010 and projected results for 2011 if there were to be no rate adjustment illustrating an eroding rate of return
- Financial statements showing actual results for 2009 and 2010 and projected results for 2011 with our proposed rate adjustment
- A schedule of direct expenses showing actual results for 2009 and 2010 and projected results for 2011 and 2012 with our proposed rate adjustments.
- A table comparing a sample of AW of Albany-Lebanon's proposed rates with those in other Oregon cities
- Tables showing current and proposed rates for all services
- Draft CPI language

Reasons for this proposed rate increase include:

- Since our last rate increase in 2009 of 4%, margins have been steadily eroding due to rising costs, most notably, fuel costs.
- A landfill disposal increase of 4% took effect January 1st mostly due to rising environmental costs, leachate expense, and the development of a new cell.
- The deferral of a rate adjustment from 2009 and 2010.

As a result of customer demand and Council interest, we propose offering a food waste recycling service on a subscription basis to commercial customers.

We appreciate your consideration of our request and look forward to your questions and comments.

Best regards,

Mike Huycke
General Manager
Allied Waste of Albany-Lebanon

Allied Waste of Albany
City of Albany
Proforma Statement of Income
For the twelve months ended December 31, 2009, 2010, and projected 2011 and 2012

	2009	2010	2011 Projected w/0% PI	% Change	2012 Projected w/0% PI	% Change
<i>Revenue</i>	6,927,938	6,999,423	6,999,423	0.0%	6,999,423	0.0%
<i>Cost of Operations *</i>	5,228,868	5,343,171	5,700,341	6.7%	5,814,347	2.0%
<i>Gross Profit</i>	1,699,071	1,656,252	1,299,082	-21.6%	1,185,075	-8.8%
<i>Salaries, General and Administrative *</i>	891,905	899,054	915,734	1.9%	934,049	2.0%
<i>Operating Income</i>	807,165	757,198	383,348	-49.4%	251,026	-34.5%
<i>Provision for Income Taxes</i>	343,852	363,455	184,007	-49.4%	120,493	-34.5%
<i>Income</i>	463,313	393,743	199,341	-49.4%	130,534	-34.5%
<i>Income as a Percentage of Revenue</i>	6.7%	5.6%	2.8%		1.9%	

* See Schedule of Direct Costs for detail.

Allied Waste of Albany
 City of Albany
 Proforma Statement of Income
 For the twelve months ended December 31, 2009, 2010, and projected 2011 and 2012

	2009	2010	2011 Projected w/9% PI in July	% Change	2012 Projected w/4% PI in July	% Change
Revenue	6,927,938	6,999,423	7,291,529	4.2%	7,781,958	6.7%
Cost of Operations *	5,228,868	5,343,171	5,684,843	6.4%	5,798,539	2.0%
Gross Profit	1,699,071	1,656,252	1,606,687	-3.0%	1,983,419	23.4%
Salaries, General and Administrative *	891,905	899,054	915,734	1.9%	934,049	2.0%
Operating Income	* 807,165	757,198	690,952	-8.7%	1,049,370	51.9%
Provision for Income Taxes	343,852	363,455	331,657	-8.7%	503,697	51.9%
Income	463,313	393,743	359,295	-8.7%	545,672	51.9%
Income as a Percentage of Revenue	6.7%	5.6%	4.9%		7.0%	

* See Schedule of Direct Costs for detail.

Allied Waste of Albany
 City of Albany
 Proforma Schedule of Direct Expenses
 For the twelve months ended December 31, 2009, 2010, and projected 2011 and 2012

	2009	2010	2011 Projected	% Change	2012 Projected	% Change
COST OF OPERATIONS						
Labor	1,406,043	1,423,090	1,458,667	2%	1,487,840	2%
Repairs and Maintenance	436,605	438,254	444,828	1%	453,725	2%
Vehicle Operating Costs	331,028	416,259	600,947	44%	612,966	2%
Facility	222,701	227,100	230,507	1%	235,117	2%
Insurance	194,108	177,611	180,275	1%	183,881	2%
Disposal	1,334,009	1,260,875	1,311,310	4%	1,337,536	2%
Recycling Purchases	295,835	353,023	358,318	1%	365,485	2%
Franchise Fees	398,172	394,250	437,492	11%	446,242	2%
Other Operating Costs	75,883	74,784	75,905	1%	77,424	2%
Depreciation	534,483	577,924	586,593	2%	598,325	2%
TOTAL COST OF OPERATIONS	5,228,868	5,343,171	5,684,843	6%	5,798,539	2%
SALARIES, GENERAL & ADMINISTRATIVE						
Customer Service Salaries	68,735	184,760	189,379	2%	193,166	2%
General & Administrative Salaries	274,940	134,721	138,089	2%	140,850	2%
Sales, General & Administrative Expenses	548,230	579,574	588,267	1%	600,032	2%
TOTAL SALARIES, GENERAL & ADMINISTRATIVE	891,905	899,054	915,734	2%	934,049	2%

2011 Cost:

- ~ Labor is increasing at 2%, mostly due to rising benefit costs.
- ~ Vehicle Operating expenses increasing 44% due to fuel (Ultra Low Sulfur Diesel) price at \$4.00 per gallon.
- ~ Disposal price at Coffin Butte increased 4%, effective January 1st. The increase is mostly related to rising environmental costs, leachate expense and the development of a new cell.
- ~ Franchise fees percentage increased 10% due to the price increase and fewer uncollectable accounts in 2011.
- ~ All other inflation is assumed to be 1.5%.

Rate Comparison

Company	Allied Waste	Allied Waste	Allied Waste	Allied Waste	Sweet Home Sanitation	Bend Garbage and Recycling	Rogue Waste Systems	Sanipac	Allied Waste	Allied Waste	Brandt's Sanitary
City served	Albany	Albany	Tangent	Millersburg	Sweet Home	Bend	Medford	Springfield	Lebanon	Corvallis	Monmouth
	Proposed*	Current*									
32 gal cart	\$ 16.60	\$ 15.20	\$ 17.45	\$ 15.70	\$20.75	\$ 16.00	\$ 15.63	\$ 19.80	\$15.70	\$17.45	\$ 19.03
90 gal cart 2 cu. Yd container emptied once weekly	\$ 26.05	\$ 23.95	\$ 29.35	\$ 24.50	\$25.56	\$ 30.05	\$ 36.76	\$ 44.40	\$24.50	\$29.00	\$ 32.32
	\$ 128.30	\$ 117.75	\$ 143.70	\$ 124.90	\$160.00	\$ 144.46	\$ 136.38	\$ 127.20	\$124.90	\$149.50	\$84.75 (1.5yd only)

*Albany's residential rates include \$0.21 per month for leaf removal services

Allied Waste of Albany-Lebanon

Proposed Monthly Residential Service Rates for Albany

	Current	Proposed	Monthly Increase
20 gal cart	\$ 13.11	\$ 14.25	\$ 1.14
32 gal cart	\$ 15.20	\$ 16.60	\$ 1.40
90 gal cart	\$ 23.95	\$ 26.05	\$ 2.10
1 Can	\$ 18.15	\$ 19.80	\$ 1.65
Each add can	\$ 13.40	\$ 14.60	
2 can special/On Call	\$ 10.70	\$ 11.65	
Up-drive fee	\$ 15.60	\$ 17.00	
Enclosure fee	\$ 20.80	\$ 22.70	
On Call service	\$ 10.70	\$ 11.65	
Yard Debris/Composter only or additional cart	\$ 7.30	\$ 7.80	
Recycle Cart only or additional cart	n/a	\$ 7.80	

Yard waste cart or composter available at no extra charge when receiving weekly garbage service.

Curbside recycling carts available at not extra charge when receiving weekly garbage service.

Temporary Containers

	Current	Proposed
Temporary Use Containers - 3 cubic yards (includes delivery, pickup, and seven days use)	\$ 69.00	\$ 75.20
Rent per day beyond seven days	\$ 3.00	\$ 3.30
Maximum rent per month	\$ 28.10	\$ 30.60

Yard Debris Tubs

	Current	Proposed
Temporary Use Yard Waste Containers - 300 gallons (includes delivery, pickup, and seven days use)	\$ 30.70	\$ 33.50
Maximum rent per month	\$ 21.00	\$ 22.90

Allied Waste of Albany-Lebanon

Proposed Commercial Manual Container Rates for Albany

Size	Current 1/week	Proposed 1/Week	Current 2/week	Proposed 2/Week	Current 3/Week	Proposed 3/Week	Current 4/week	Proposed 4/Week	Current 5/week	Proposed 5/Week
1.5 yd	\$ 114.80	\$ 125.10	\$ 217.80	\$ 237.40	\$ 320.75	\$ 349.60	\$ 423.60	\$ 461.70	\$ 526.45	\$ 573.80
2 yd	\$ 140.60	\$ 153.30	\$ 267.60	\$ 291.70	\$ 394.60	\$ 430.10	\$ 521.55	\$ 568.50	\$ 648.45	\$ 706.80
3 yd	\$ 179.40	\$ 195.50	\$ 341.55	\$ 372.30	\$ 510.10	\$ 556.00	\$ 667.15	\$ 727.20	\$ 832.75	\$ 907.70
4 yd	\$ 214.25	\$ 233.50	\$ 408.60	\$ 445.40	\$ 601.55	\$ 655.70	\$ 795.40	\$ 867.00	\$ 988.30	\$ 1,077.20
5 yd	\$ 255.95	\$ 279.00	\$ 490.05	\$ 534.15	\$ 721.95	\$ 786.95	\$ 954.45	\$ 1,040.35	\$ 1,186.35	\$ 1,293.10
6 yd	\$ 297.65	\$ 324.40	\$ 571.50	\$ 622.90	\$ 842.40	\$ 918.20	\$ 1,113.55	\$ 1,213.80	\$ 1,384.35	\$ 1,508.90
8 yd	\$ 360.80	\$ 393.30	\$ 689.00	\$ 751.00	\$ 1,011.10	\$ 1,102.10	\$ 1,333.05	\$ 1,453.00	\$ 1,648.90	\$ 1,797.30

Proposed Commercial Stab Container Rates for Albany

Size	Current 1/week	Proposed 1/Week	Current 2/week	Proposed 2/Week	Current 3/Week	Proposed 3/Week	Current 4/week	Proposed 4/Week	Current 5/week	Proposed 5/Week
1.5 yd	\$ 96.95	\$ 105.70	\$ 180.35	\$ 196.60	\$ 263.65	\$ 287.40	\$ 347.15	\$ 378.40	\$ 430.55	\$ 469.30
2 yd	\$ 117.75	\$ 128.30	\$ 220.50	\$ 240.30	\$ 313.55	\$ 341.80	\$ 426.00	\$ 464.30	\$ 528.75	\$ 576.30
3 yd	\$ 146.65	\$ 159.80	\$ 275.60	\$ 300.40	\$ 404.55	\$ 441.00	\$ 533.50	\$ 581.50	\$ 662.40	\$ 722.00
4 yd	\$ 174.70	\$ 190.40	\$ 329.80	\$ 359.50	\$ 484.85	\$ 528.50	\$ 639.90	\$ 697.50	\$ 795.00	\$ 866.60
6 yd	\$ 240.65	\$ 262.30	\$ 458.55	\$ 499.80	\$ 676.50	\$ 737.40	\$ 894.40	\$ 974.90	\$ 1,112.30	\$ 1,212.40
8 yd	\$ 293.80	\$ 320.20	\$ 559.40	\$ 609.70	\$ 825.15	\$ 899.40	\$ 1,090.85	\$ 1,189.00	\$ 1,382.60	\$ 1,507.00

On Call Containers:

Size	Current Dump fee	Proposed Dump Fee	Current Rent	Proposed Rent
1.5 yd	\$ 32.55	\$ 35.50	\$ 23.90	\$ 26.10
2 yd	\$ 39.10	\$ 42.60	\$ 26.00	\$ 28.30
3 yd	\$ 48.80	\$ 53.20	\$ 28.10	\$ 30.60
4 yd	\$ 61.15	\$ 66.70	\$ 30.20	\$ 32.90
6 yd	\$ 88.00	\$ 95.90	\$ 32.20	\$ 35.10
8 yd	\$ 113.35	\$ 123.60	\$ 34.30	\$ 37.40

Food Waste Recycling -Subscription Service
 90 Gal Cart emptied weekly: \$48.00 per month
 Each additional cart is \$7.00 per month

Commercial Compactor Rates

Size	Current 1/week	Proposed 1/Week	Current 2/week	Proposed 2/Week	Current 3/Week	Proposed 3/Week	Current 4/week	Proposed 4/Week	Current 5/week	Proposed 5/Week
2 yd	\$ 281.20	\$ 306.60	\$ 535.20	\$ 583.40	\$ 789.20	\$ 860.20	\$ 1,043.10	\$ 1,137.00	\$ 1,296.90	\$ 1,413.60
3 yd	\$ 358.80	\$ 391.00	\$ 683.10	\$ 744.60	\$ 1,020.20	\$ 1,112.00	\$ 1,334.30	\$ 1,454.40	\$ 1,665.50	\$ 1,815.40
4 yd	\$ 428.50	\$ 467.00	\$ 817.20	\$ 890.80	\$ 1,203.10	\$ 1,311.40	\$ 1,590.80	\$ 1,734.00	\$ 1,976.60	\$ 2,154.40
5 yd	\$ 511.90	\$ 558.00	\$ 980.10	\$ 1,068.30	\$ 1,443.90	\$ 1,573.90	\$ 1,908.90	\$ 2,080.70	\$ 2,372.70	\$ 2,586.20
6 yd	\$ 595.30	\$ 648.80	\$ 1,143.00	\$ 1,245.80	\$ 1,684.80	\$ 1,836.40	\$ 2,227.10	\$ 2,427.60	\$ 2,768.70	\$ 3,017.80
8 yd	\$ 721.60	\$ 786.60	\$ 1,378.00	\$ 1,502.00	\$ 2,022.20	\$ 2,204.20	\$ 2,666.10	\$ 2,906.00	\$ 3,297.80	\$ 3,594.60

Allied Waste of Albany-Lebanon

Proposed Industrial Drop Box Rates for Albany

Drop Box Charges

Size	Current Haul Fee	Proposed Haul Fee	Current Delivery Fee	Proposed Delivery Fee
10	\$ 166.00	\$ 180.90	\$ 36.40	\$ 39.70
20	\$ 166.00	\$ 180.90	\$ 36.40	\$ 39.70
30	\$ 176.00	\$ 191.80	\$ 36.40	\$ 39.70
40	\$ 186.00	\$ 202.70	\$ 36.40	\$ 39.70

Rental Rates for Temporary Use Drop Boxes-All Sizes

Current Daily Rent All Sizes	Proposed Daily Rent	Current Monthly Rent	Proposed Monthly Rent
\$ 13.50	\$ 10.00	\$ 121.70	Daily rent multiplied by the number of days on site

Rental Rates for Permanent Use Drop Boxes-All Sizes

Current Monthly Rental	Proposed Monthly Rental
\$ 97.75	\$ 106.50

Hourly Rates

	Current Hourly	Proposed Hourly
Truck Time	\$ 100.00	\$ 109.00

Rental Rates for Lidded Rolloff Boxes

Roll Lidded Boxes	Current Monthly Rental	Proposed Monthly Rental	Crank Lidded Boxes	Current Monthly Rental	Proposed Monthly Rental
10, 20, 30 Cu Yd	\$ 132.00	\$ 143.90	10, 20, 30 Cu Yd	\$ 109.50	\$ 119.40
40	\$ 137.00	\$ 149.30	40	\$ 114.50	\$ 124.80

Compactors

Size Compactor	Current Haul Fee	Proposed Haul Fee
Less than 30 Cy Yd	\$ 214.00	\$ 233.30
30 Cy Yd or greater	\$ 231.00	\$ 251.80

Notes

- Drop box disposal charge is current disposal fee and environmental fee at Coffin Butte Landfill. Items delivered to a recycling facility are charged a pass through rate from the appropriate facility
- Haul rate to recycling facilities will be charged at the hourly rate
- Asbestos Haul \$100.00 additional haul charge per box plus current disposal rate

Compactor pullout rate is the same as an open top haul fee

Miscellaneous Charges

	Current	Proposed
T-special/not on regular route day	\$ 21.85	\$ 23.80
Extra 32 gal can/garbage	\$ 7.30	\$ 8.00
Extra can larger than 32 gal can	\$ 9.35	\$ 10.20
Heavy can/dirt/rock/cement	\$ 7.30	\$ 8.00
Extra box/garbage (no larger than a 32 gal can)	\$ 7.30	\$ 8.00
Extra loose garbage per yard	\$ 18.75	\$ 20.40
Labor rate per minute	\$ 1.25	\$ 1.40
Wash Cart	\$ 18.75	\$ 20.40
Wash Container	\$ 34.85	\$ 38.00
Cart exchange (service change one time per year free)	\$ 16.65	\$ 18.10
Lock & Key Deposit for container	\$ 19.75	\$ 21.50
Locking cart setup	n/a	\$ 25.00
Late Fee	1.5% or a minimum charge of \$5.00, whichever is greater	
Service Interrupt Fee(fee assessed for non-payment)	\$ 30.00	\$ 30.00
Payments returned for nonsufficient funds	n/a	\$ 25.00
Account Origination Fee	\$ 10.00	\$ 10.00

Single Items

Bathtub	\$ 30.15	\$ 32.90
Chair – recliner or large chair	\$ 19.75	\$ 21.50
Dishwasher	\$ 19.75	\$ 21.50
Dryer	\$ 19.75	\$ 21.50
Mattress or boxspring – twin or double	\$ 19.75	\$ 21.50
Water Heater	\$ 19.75	\$ 21.50
Couch	\$ 26.00	\$ 28.30
Couch (Hide-a-bed)	\$ 29.10	\$ 31.70
Refrigerator	\$ 31.20	\$ 34.00
Freezer	\$ 32.25	\$ 35.20
Mattress or boxspring – queen or king	\$ 22.90	\$ 25.00
Treadmill	n/a	\$ 21.10
A/C unit	n/a	\$ 21.10
Stove or Range (electric or gas)	\$ 27.05	\$ 29.50
Car Tires	\$ 10.40	\$ 11.30
Car tire with rim	\$ 15.60	\$ 17.00
Truck Tires	\$ 22.90	\$ 25.00
Truck tire with rim	\$ 33.30	\$ 36.30
TV – console	\$ 23.90	\$ 26.10
Washing Machine	\$ 26.00	\$ 28.30

Items not listed will be priced like items of similar weight/size

Miscellaneous Commercial Charges

Locking Containers One time setup fee	\$ 62.40	\$ 65.00
Excessive Weight -Material weighing more than 500lbs/yard	\$ 16.50	\$ 20.00
Off route service fee	\$ 26.00	\$ 27.00

Draft CPI language for the City of Albany:

Rate Modification

Annual modification of the Contractor’s collection service charges will be based on the “Refuse Rate Index” (RRI) as described below. The Refuse Rate Index will be a weighted index based on the following three indices:

- The annual Consumer Price Index for Urban Wage Earners and Clerical Workers for the Portland-Salem Area, all items, not seasonally adjusted, or successor indices, which will have a weight of 65%.
- The annual adjustment for disposal fees and yard waste processing fees will have a weight of 25%. This fee increase shall not exceed 4% annually.
- The Energy Information Agency annual West Coast Retail Prices Series for Number 2 Ultra Low Sulfur Diesel Fuel, which will have a weight of 10%.

The Refuse Rate Index, for the contract year beginning in January 1, 2013, and for each subsequent contract year, will be calculated by taking the weighted average, based on the weights above, of the percentage difference between the three indices most recent year end values and the corresponding values for the prior year, and adding the result to 1.0. The resulting amount shall be termed the “adjustment factor”. At no time shall the total adjustment factor be less than 1.0. All rates in the rate schedule shall then be multiplied by the approved adjustment factor.

Example:

	Index: June 30, 2011	Index: June 30, 2012	% Change	Weight	RRI
Consumer Price Index - Portland/Salem	220	222	0.9%	65%	0.6%
Average Disposal Rate	\$ 35.00	\$ 36.00	2.9%	25%	0.7%
Consumer Price Index - West Coast Ultra Low Sulfur Diesel	155	170	9.7%	10%	1.0%
Rate Adjustment %					2.3%
					100.0%
Adjustment Factor					102.3%

If in a given year, the Contractor’s rate of return (Net Income as a % of total revenue) exceeds 10%, the RRI adjustment factor will be deferred to the following year. Adjustments to the Contractor’s collection service charge shall be made in units of one cent (\$0.01). Fractions less than one cent (\$0.01) shall not be considered when making adjustments.

The Contractor shall submit to the City for review and approval a rate adjustment statement, calculating the new rates for the next year, on or by September 1 of each year, starting September 1, 2012. The City shall have thirty (30) days to approve or disapprove the new rates; provided, however, that the City may not disapprove an RRI increase unless the Rate Adjustment Statement contains

errors of calculations. On City approval, the new rates shall take effect annually on January 1, beginning 2013. Customers shall be notified by December 1st, thirty (30) days prior to the new rate. Should ratepayers not receive notification by December 1st, due to missed deadlines by the Contractor or rate disapproval by the City, implementation of the new rates shall be delayed by one month without opportunity for recovery of lost revenue.

Other Modifications

The Contractor may propose additional adjustments in rates due to significant changes in the value or recyclables, shifts in garbage collection service levels, required environmental or regulatory compliance measures, or other changes affecting collection system costs. The City and Contractor agree to negotiate in good faith any changes to the rates to offset these costs or savings.



TO: Albany City Council

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

FROM: Chris Bailey, Airport and Transit Manager

DATE: May 18, 2011, for the May 23, 2011, City Council Work Session

SUBJECT: Airport Improvements and Airport Master Plan Update

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

Action Requested:

This is to update Council on the opportunity to develop and to plan for additional instrument approaches for the Albany Airport with the Federal Aviation Agency (FAA). Staff and the Airport Commission recommend sending a letter to FAA to indicate the City's interest.

Discussion:

The Airport Advisory Commission would like the City Council to consider asking the Federal Aviation Administration to develop a non-precision instrument (NPI) approach for the Albany Municipal Airport. An instrument approach would make it easier for aircraft to fly in and out of the airport during inclement weather, and may have a positive impact on airport revenue and the local economy. However, since these approaches are used when pilots cannot physically see the runway until they are much closer to the ground, they carry greater requirements for protecting additional space in the air and on the ground.

In 1996 the FAA was developing a GPS approach to the airport when they received a letter from the Albany City Manager (attached) requesting the FAA not develop an instrument approach until further notice. According to the FAA, there are currently two instrument approaches that deliver pilots to the vicinity of the Albany airport at an altitude of 617 feet above ground level. In order to have the FAA begin working on additional approaches that would guide pilots more precisely to the airport, the City would need to rescind the 1996 letter and inform the FAA that the City would like to pursue development of additional approaches. Staff and the Airport Commission recommend the City proceed with sending FAA the letter to pursue the development of additional approaches with Council concurrence.

Staff has discussed an NPI approach for the Albany airport with the FAA Airports Division representative and the FAA airport planner for Oregon. While they believe it may be possible to develop a more precise approach, they are concerned about the surrounding terrain and geographic constraints. The current Airport Master Plan does not address development of an instrument approach. The FAA will not begin to develop the approach or fund local projects associated with it, such as a survey of obstructions, until the Airport Master Plan has been updated to show that such an approach is feasible.

Neither this project nor several others can move forward until the Airport Master Plan is updated. The most recent update was adopted by the City Council in 2002. The FAA generally recommends master plans be updated every eight to ten years. Our next master plan revision is scheduled for fiscal year 2016 on the FAA-approved Airport Capital Improvement Project list; however, staff will work with the Airport Advisory Commission to better define the timing of the Master Plan update given this information from the FAA.

An update to the Airport Master Plan would include work by consultants to establish the desired future development of the airport. It would determine the feasibility of a more precise instrument approach, as well as the possibility of extending the runway, taking into consideration current regulations, land use considerations, and technology. A master plan update would be eligible for FAA grant funding at 95 percent federal and five percent local with a total project cost of \$150,000 – \$175,000.

Budget Impact:

Updating the Airport Master Plan is eligible for federal grant funds. Federal funds would pay for 95 percent or \$142,500 – \$166,250. The Airport Capital Projects fund would pay the remaining five percent, \$7,500 - \$8,750.

CB:prj



MAY 1996
RECEIVED

April 29, 1996

CITY HALL
333 BROADALBIN SW
P.O. BOX 490
Albany, OR 97321-0144

(541) 917-7500

**CITY MANAGER/
HUMAN RESOURCES**
(541) 917-7501
FAX (541) 917-7511

**COMMUNITY
DEVELOPMENT
Planning**
(541) 917-7550
FAX (541) 917-7573

Building Inspection
(541) 917-7553
FAX (541) 917-7573

FINANCE/RECORDER
(541) 917-7520
FAX (541) 917-7511

FIRE ADMINISTRATION
(541) 917-7700
FAX (541) 917-7716

**PARKS & RECREATION
ADMINISTRATION**
(541) 917-7777
FAX (541) 917-7776

**PUBLIC WORKS
Engineering**
(541) 917-7676
FAX (541) 917-7573

Transit
(541) 917-7667
FAX (541) 917-7573
TDD (541) 917-7678

WATER/SEWER BILLING
(541) 917-7547
FAX (541) 917-7511

Don Larson
Federal Aviation Administration
Seattle ADO
1601 Lind Ave SW
Renton, WA 98055

Dear Mr. Larson:

The City of Albany, Oregon hereby requests that its municipal airport continue to be published in the federal registrar as a visual approach only, and not published as an instrument approach. The City may reconsider this position and notify the FAA in writing once we have evaluated the implications from such a change, the impacts to future hangar development at the airport, and the existing structures surrounding the airport.

Sincerely,

Steve Bryant
City Manager

cmr



TO: Albany City Council
VIA: Wes Hare, City Manager
FROM: Jorge Salinas, Information Technology Director *Jorge*
DATE: May 19, 2011, for the May 23, 2011, City Council Work Session
SUBJECT: Contract Award: Associated Business Systems a Ricoh Company
RELATES TO: ● An Effective Government

Action Requested:

Approval to adopt a resolution to award Associated Business Systems, a Ricoh Company, a four-year contract, beginning June 3, 2011, with an option to extend the contract up to two additional, one-year terms will be presented during the May 25, 2011, council meeting.

Discussion:

The City of Albany contracted for approximately four years with Associated Business Systems a Ricoh Company, to provide copier services. The initial order was for 12 machines and 10 were added later for a total of 22 copiers with a yearly lease cost of \$44,098.64. The current contract expired April 15, 2011, and City Council granted a month-to-month extension in order for the IT Department to conduct a formal competitive Request for Proposals (RFP) for copier services, which closed on March 31, 2011.

Proposals were received from six qualified copier vendors. While all vendors were measured in six areas (general requirements, technical requirements, quality, cost, references, and interviews), Associated Business Systems, a Ricoh Company, was determined to be best suited for the City. The new order will be for 28 copiers.

Once the new copiers are deployed, Associated Business Systems, a Ricoh Company, will be responsible for the maintenance, support, and toners of these machines. The yearly lease cost will be \$45,435.72.

Budget Impact:

These 28 copiers will be allocated throughout the City and funded by the department that requested the unit. The yearly lease contract based on 28 multifunction copiers with requested options will be for \$45,435.72.

JS:de

Attachment: RFP analysis summary

	GENERAL Requirements	Technical Requirements	QUALITY	COST	REFERENCES	INTERVIEWS	TOTAL	Rank
max points>>	20	30	10	30	10	10	110	
Vendors								
ABS	14.0000000	22.1965548	7.928571	29.1732194	10.0000000	9.3567251	92.6550708	1
CBS	13.7500000	20.8754417	6.638095	20.5061011	7.6666667	8.0994152	77.5357199	4
OCE	0.0000000	0.0000000	0	0.0000000	0.0000000	0.0000000	0.0000000	non-compliant
POA	13.8125000	21.0490283	7.928571	30.0000000	10.0000000	9.0350877	91.8251874	2
KMBS	13.6875000	21.3577739	8.380952	24.2414880	9.3333333	8.6549708	85.6560183	3
XC	12.7500000	20.7972615	N/A (1)	11.8300878	N/A (2)	N/A (3)	45.3773493	6
Witt	12.7500000	20.8396643	6.780952	16.1484381	N/A (2)	N/A (3)	56.5190548	5

N/A (1)

Could not evaluate due to lack of information (Vendor did not provide BLI reports).

N/A (2)

Only top 4 vendors based on scores were evaluated in this area.

N/A (3)

Only top 4 vendors based on scores were invited to interviews.