



NOTICE OF PUBLIC MEETING
CITY OF ALBANY
CITY COUNCIL
 Council Chambers
 333 Broadalbin Street SW
 Wednesday, July 23, 2014
 7:15 p.m.

OUR MISSION IS
*"Providing quality public services
 for a better Albany community."*

OUR VISION IS
*"A vital and diversified community
 that promotes a high quality of life,
 great neighborhoods, balanced
 economic growth, and quality public
 services."*

AGENDA

Rules of Conduct for Public Meetings

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the meeting.
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 meeting.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL
4. SPECIAL PRESENTATION
 - a. GFOA Awards of Excellence. [verbal]
 Action: _____

5. SCHEDULED BUSINESS
 - a. Business from the Public
 - b. First Reading of Ordinance
 - 1) Amending the Albany Municipal Code Title 7 by amending Chapter 7.90 previously entitled buying and selling used jewelry, gem stones, and silverware and retitling it to secondhand dealers and transient merchants and declaring an emergency. [Pages 3-15]
 Action: _____ ORD. NO. _____

- c. Adoption of Consent Calendar
 - 1) Approval of Minutes
 - a) May 28, 2014, City Council Regular Session. [Pages 16-25]
 - b) June 9, 2014, City Council Work Session. [Pages 26-29]
 - 2) Appointing City Manager Pro Tems and repealing Resolution No. 5661. [Page 30] RES. NO. _____
 - 3) Extending City of Albany's workers' compensation coverage provided by City/County Insurance Services (CIS) to volunteers for policy year 2014-2015. [Pages 31-35] RES. NO. _____

Action: _____

- d. Appointment
 - 1) Reappointing Rosemary Bennett to the Library Board. [Pages 36-39]
 Action: _____

- e. Reports
 - 1) New Police Building property. [Page 40]
 Action: _____
 - 2) November and December 2014 Council meeting dates. [Page 41]
 Action: _____

6. BUSINESS FROM THE COUNCIL

7. NEXT MEETING DATE: Work Session August 11, 2014
Regular Session August 13, 2014
8. ADJOURNMENT

City of Albany Web site: www.cityofalbany.net

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE ALBANY MUNICIPAL CODE TITLE 7 BY AMENDING CHAPTER 7.90 PREVIOUSLY ENTITLED BUYING AND SELLING USED JEWELRY, GEM STONES, AND SILVERWARE AND RETITLING IT TO SECONDHAND DEALERS AND TRANSIENT MERCHANTS AND DECLARING AN EMERGENCY.

WHEREAS, the City of Albany is amending Albany Municipal Code Section 7.90, previously entitled Buying and Selling Used Jewelry, Gem Stones, and Silverware, and retitling it to Secondhand Dealers and Transient Merchants, to update the ordinance and reduce property crime in Albany; and

WHEREAS, adopting the requirement for an electronic property management reporting system, and operations will be improved; and

WHEREAS, electronic reporting will ensure quality investigations and will identify repeat offenders for enhanced prosecution; and

WHEREAS, it is in the best interest of public safety to identify regulated properties and prohibit activities that promote increased property crimes.

NOW THEREFORE, THE PEOPLE OF THE CITY OF ALBANY DO ORDAIN AS FOLLOWS:

Section 1. Amending Albany Municipal Code Title 7. The Albany Municipal Code Title 7 is hereby amended by expanding Chapter 7.9 formerly entitled Buying and Selling Used Jewelry, Gem Stones, and Silverware and retitling to Secondhand Dealers and Transient Merchants as follows:

Sections:

- 7.90.010 Purpose.
- 7.90.020 Definitions.
- 7.90.030 Special License Required.
- 7.90.035 Minimum Standards.
- 7.90.040 Application for Special License.
- 7.90.045 Transient Merchants-Surety Bond Required.**
- 7.90.050 Issuance and Renewal of Special License.
- 7.90.070 Subsequent Locations.
- 7.90.080 Reporting of Secondhand Dealer Transactions.
- 7.90.090 Regulated Property Sale Limitations.
- 7.90.100 Tagging Regulated Property for Identification.
- 7.90.110 Inspection of Property and Records.
- 7.90.120 Prohibited Acts.
- 7.90.130 Penalties.
- 7.90.140 Revocation or Suspension of License.
- 7.90.150 Appeals.
- 7.90.155 Administrative Policies and Procedures.

2012 List of Regulated Property

7.90.010 Purpose.

The purpose of adopting this Chapter is to regulate certain business activities that present an extraordinary risk of being used by criminals to dispose of stolen property. Despite the best efforts of legitimate secondhand dealer businesses, this risk is present because these businesses process large volumes of goods and materials **that can be the subject** of theft. This Chapter is intended to reduce this type of

criminal activity by providing timely police awareness of such property transactions and by regulating the conduct of persons engaged in this business activity. These regulations are necessary and the need for the regulations outweighs the regulatory effect that may result from their adoption.

7.90.020 Definitions.

As used in this Chapter, unless the context requires otherwise:

1. “Acceptable identification” means either a current driver’s license, a State of Oregon Identification Card issued by the Department of Motor Vehicles, an **Oregon Concealed Handgun License** or two current United States, state- or local government-issued identification cards, one of which has a photograph of the seller. **The City of Albany will create and distribute a poster listing the acceptable identification for display within the regulated businesses.**
2. “Acquire” means to take or transfer any interest in personal property in a voluntary transaction, including but not limited to: sales; consignments; memoranda between a Dealer and a private party seller; leases; trade-ins; loans; and abandonments. Any acquisition of regulated property by a Dealer will be presumed to be an acquisition on behalf of the Secondhand Dealer business. Notwithstanding the foregoing, “acquire” does not include:
 - a. Any loans made in compliance with state laws by persons licensed as pawnbrokers by the State of Oregon; or
 - b. Memoranda between a Secondhand Dealer and a person engaged in the business of selling regulated property.
3. “Business Location” means any physical location where the Dealer conducts business.
4. “Chief of Police” means the Chief of the Albany Police Department or his/her designee.
5. “Criminal conviction” refers to any offense defined by the statutes of the State of Oregon or ordinances of the City of Albany, unless otherwise specified. Any conviction for conduct other than that denoted by the statutes of the State of Oregon or ordinances of the City of Albany, as specified herein, will be considered to be equivalent to one of such offenses if the elements of such offense for which the person convicted would have constituted one of the above offenses under the applicable Oregon statutes or City of Albany ordinance provisions.
6. “Dealer” or “Secondhand Dealer”
 - a. Means any:
 - (1) Sole Proprietorship, partner-ship, limited partnership, family limited partnership, joint venture, association, cooperative, trust, estate, corporation, personal holding company, limited liability company, limited liability partnership or any other form of organization for doing business and that either:
 - (i) Acquires regulated property at or from business locations within the City of Albany, or on behalf of such a business regardless of where the acquisition occurs, or
 - (ii) Offers for sale regulated property.
 - (2) Pawnbroker licensed under the Oregon Pawnbroker’s Act, ORS 726.020, 726.990.

- b. Dealers that acquire or offer for sale not more than 50 items of regulated property in any one-year period will be categorized as an "Occasional Secondhand Dealer." The term "Dealer" in this Chapter and all regulations herein refer to Secondhand Dealers, Occasional Secondhand Dealers and Pawnbrokers unless specifically stated otherwise.
- c. "Dealer" does not include:
- (1) A business whose acquisitions of regulated property consist exclusively of donated items and/or purchases from 501(C) 3 organizations; or
 - (2) A person whose only business transactions with regulated property in the City of Albany consist of the sale of personal property acquired for household or other personal use; or
 - (3) A person whose only business transactions with regulated property in the City of Albany consist of a display space, booth, or table maintained for displaying or selling merchandise at any trade show, convention, festival, fair, circus, market, flea market, swap meet or similar event for less than 14 days in any calendar year.
7. "Held Property" means any regulated property that cannot be sold, dismantled or otherwise disposed of for a prescribed period of time as more specifically enumerated in Section 7.90.090.
8. "Investment purposes" means the purchase of personal property by businesses and the retention of that property in the same form as purchased, for resale to persons who are purchasing the property primarily as an investment.
9. "Medication" means any substance or preparation, prescription or over-the-counter, used in treating or caring for ailments and/or conditions in humans or animals.
10. "New" means anything conspicuously not used.
11. "Pawnbroker" means any business required by Oregon Revised Statute 726.040 to hold an Oregon pawnbroker's license. Pawnbrokers are required by Chapter 7.90 to have a Secondhand Dealer License. As a Dealer, all transactions occurring within their business (loans, buys, or consignments) are subject to all requirements within this Chapter unless otherwise stated.
12. "Person" means a natural person.
13. "Precious Metals" means an item that consists of or incorporates gold in eight karat or greater purity, silver, platinum or palladium. Item of precious metal does not include dental gold, unrefined metal ore, an electronic product, any part of a mechanical system on a motor vehicle, gold or silver coins or bullion in any form. Refer to Oregon Revised Statute 646A.064.
14. "Principal" means any person who will be directly engaged or employed in the management of the Secondhand Dealer business, including any owners and any shareholders with a five percent or greater interest in the company.
15. "Receive" means to take property into the inventory, possession, or control of a Dealer.
16. "Regulated property" means property of a type that has been defined in this Chapter that is frequently the subject of theft, including new items as defined in this section as well as used items such as precious metals, precious gems, watches, sterling silver, electronic equipment,

photography equipment, tools, musical instruments and cases, firearms, sporting equipment, and household appliances. In order to enhance the Police Department's ability to reduce property crimes and recover stolen goods, a list of regulated property has been established and may be updated by June 30th of each year by the Chief of Police or designee. A copy will be kept on file in the Police Department.

17. "Remanufactured" means that an item has been altered to the degree that the main components are no longer identifiable as the original item.
18. "Seller" means any person who:
 - a. Offers items of regulated property in exchange for money or other property; or as collateral for a loan; or
 - b. Donates or abandons items of regulated property.
19. "Trade Show" means an event open to the public, held in a venue other than a Dealer's business location, at which vendors of a specific type of merchandise may exhibit, buy, sell, or trade items that may include regulated property.

Events commonly known as flea markets or swap meets, in which goods of many types are exhibited, sold or traded, are not considered trade shows for the purpose of this Chapter.
20. "Transaction Report" means the record of the information required by Section 7.90.080, transmitted to the Albany Police Department by the means required in Section 7.90.080.
21. "Transient Merchant" means any person:
 - a. Engaged in the business of purchasing or acquiring regulated property from business locations within the City of Albany;
 - b. Engaged as an itinerant or temporary business under the provisions of the Albany Municipal Code, Chapter 5.10; and
22. "Used" means anything that has been put into action or service.
23. "Electronic database" means the computerized record keeping system the Albany Police Department utilizes to manage data, including, but not limited to, Secondhand Dealers' transaction reports.

7.90.030 Special License Required.

1. No person or business shall engage in, conduct or carry on a secondhand dealer business in the City of Albany without a valid Secondhand Dealer Special License issued by the City of Albany.
2. Upon acquiring or offering for sale more than 50 items or over a total of over \$500.00, of regulated property during any one-year period, an Occasional Secondhand Dealer shall apply for and obtain a Secondhand Dealer Special License before acquiring any more items of regulated property.
3. Any person or business that advertises or otherwise holds him/her out to be acquiring or offering for sale regulated property within the City of Albany will be presumed to be operating as a Dealer subject to the terms of Chapter 7.90.

4. The sale and or purchase of regulated property at events commonly known as “garage sales,” “yard sales,” or “estate sales” and online purchases are exempt from these regulations if all of the following are present:
 - a. No sale exceeds a period of 72 consecutive hours; and
 - b. No more than three sales are held at the same location in any 12-month period.

7.90.035 Minimum Standards.

1. No person or business may operate as a Dealer within the City of Albany unless the person or business maintains a fixed physical business location.
2. Dealers shall comply with all applicable federal, state and local regulations.

7.90.040 Application for Special License.

1. An applicant for a Secondhand Dealer Special License shall complete and submit an application that sets forth the following information:
 - a. The name, address, telephone number, birth date and principle occupation of all principles that will be directly engaged or employed in the management or operation of the business or the proposed business;
 - b. The name, address and telephone number of the business or proposed business and a description of the exact nature of the business to be operated;
 - c. Written proof that all principals are at least 18 years of age;
 - d. A brief summary of the applicant’s business history in any jurisdiction including:
 - (1) The license history of the applicant, and
 - (2) Whether the applicant or any principal has ever had any business-related license or permit revoked or suspended, the reasons therefore, and the business activity or occupation of the applicant or principal subsequent to the suspension or revocation;
 - e. Whether the applicant will be a sole proprietorship, partnership, limited partnership, family limited partnership, joint venture, association, cooperative, trust, estate, corporation, personal holding company, Limited Liability Company, Limited Liability Partnership or any other form of organization for doing business.
 - (1) If a partnership, the application must set forth the names, birth dates, addresses, telephone numbers, and principle occupations, along with all other information required of any individual applicant, of each partner, whether general, limited, or silent, and the respective ownership shares owned by each.
 - (2) If a corporation, or limited liability company, the application must set forth the corporate or company name, copies of the articles of incorporation or organization and the corporate by-laws or operating agreement, and the names, addresses, birth dates, telephone numbers, and principle occupations, along with all other information required of any individual applicant, of every officer, director, members or managers, and shareholder (owning more than five percent of the outstanding shares) and the number of shares held by each;

- f. If the applicant does not own the business premises, a true and complete copy of the executed lease (and the legal description of the premises to be permitted) must be attached to the application;
- 2. The Secondhand Dealer shall notify the Chief of Police or designee of any changes in the information required in Subsection 1 of this Section within 10 business days.
- 3. The personal and business information contained in the application forms required pursuant to Section 7.90.040 are subject to the requirements of the Oregon Public Records Law, ORS 192.410 et seq.

7.90.045 Transient Merchants-Surety Bond Required.

No person shall engage in business as a transient merchant until such merchant has filed with the City Recorder of the City a **25,000.00 dollar bond**, with a surety company licensed to do business in the State of Oregon as surety, for the benefit of any person damaged by false, fraudulent, or misleading representations of the transient merchant in the conduct of his/her business.

Any person, business or corporation operating as a transient merchant in the City of Albany shall maintain any purchases within the City of Albany for a period of 14 days and have it available for inspection during regular business hours.

7.90.050 Issuance and Renewal of Special License.

- 1. Upon the filing of an application for a Secondhand Dealer Special License, the Chief of Police or designee shall conduct an investigation of the applicant and all principals according to the requirements in Section 7.90.040. The Chief of Police or designee shall issue the license within 30 days of receiving the application if no cause for denial exists.
- 2. Except as provided in Section 7.90.050 the Chief of Police shall deny an application for a Secondhand Dealer Special License if any of the following apply:
 - a. The applicant, or any person who will be directly engaged in the management or operation of the business, or any person who owns a five percent or more interest in the business, has previously owned or operated a business regulated by Chapter 7.90, and
 - (1) The license or permit for the business has been revoked and not reinstated for cause that would be grounds for revocation pursuant to Chapter 7.90, or
 - (2) The business has been found to constitute a public nuisance and abatement has been ordered;
 - b. Any person listed on the initial application or renewal application has been convicted of one or more crimes involving either bribery, deception, dishonesty, forgery, fraud, theft, or any attempt or conspiracy to commit any of the listed offenses;
 - c. Any statement in the application is false or any required information is withheld.
- 3. Notwithstanding Section 7.90.050, the Chief of Police may grant a permit after consulting with the City Council despite the presence of one or more of the enumerated factors if the applicant establishes to the Chief of Police's reasonable satisfaction that:
 - a. The behavior evidenced by such factor is not likely to recur; or
 - b. The behavior evidenced by such factor is remote in time; or

- c. The behavior evidenced by such factor occurred under circumstances that diminish the seriousness of the factor as it relates to the purpose of Chapter 7.90.
4. Secondhand Dealer Special Licenses are valid yearly and will automatically renew at 12:00 a.m. on January 15th of each year unless the Special License is revoked or surrendered. The licenses are nontransferable and are valid only for a single business location. When the business location is to be changed, the license holder shall provide the address of the new location in writing to the Chief of Police or designee for approval at least 14 days prior to the change.
5. Secondhand Dealer Special Licenses must be displayed at the business location in a manner readily visible to patrons.
6. Upon denial of an application for a Secondhand Dealers Special License, the Chief of Police or designee shall give the applicant written notice of the denial.
 - a. Service of the notice will be accomplished by mailing the notice to the applicant by certified mail, return receipt requested.
 - b. Mailing of the notice will be prima facie evidence of receipt of the notice.
 - c. The denial will be effective three days after the notice is sent.
7. Denial of a license may be appealed to the Albany Municipal Court by filing written notice of an appeal within 10 days of the date of denial in accordance with Section 7.90.150.

7.90.070 Subsequent Locations.

1. Dealers must file an application for a permit for a subsequent or additional business location with the Albany Police Department; provided the information required for the subsequent or additional business location is identical to that provided in the application for the prior location with the exception of that required by Section 7.90.040.
2. Secondhand Dealer Special Licenses issued for subsequent or additional business locations will be subject to all the requirements of this Chapter, and the term of the permit issued for a subsequent or additional location will expire on the same date as the initial permit.

7.90.080 Reporting of Secondhand Dealer Transactions.

1. Dealers shall provide to the Albany Police Department all required information as set forth by the Albany Police Department for each regulated property transaction (not including sales). The Chief of Police may designate the format for the transfer of this information and may direct that it be communicated to the Criminal Investigations Unit by means of mail, the Internet, or other computer media.
 - a. In any such case that the Chief directs that the information be transmitted via computer media, the Chief may also direct the system that will be utilized in order to ensure conformity among all Secondhand Dealers.
 - b. If, after establishing the format and requirements for the transmission of computerized reports of transactions, the Chief of Police alters the required format, Dealers will be given at least 60 days to comply with the new format requirements. If unable to implement the reporting system before the deadline, a Dealer must submit a written request for additional time to the Chief of Police before the deadline.

- c. **Secondhand Dealers are required to report only new transactions with a dollar amount of 20.00 dollars or more. Multiple transactions by an individual in a single day will be aggregated for an overall dollar amount. Loan renewals do not need to be reported.**
 - d. Within three days of a purchase, a secondhand dealer shall report the transaction to the Police Department.
2. The Chief of Police may specify the format of the transaction report form. The Chief of Police may require that the transaction report form include any information relating to the regulations of this Chapter. Dealers may utilize their own forms, in lieu of those supplied by the Albany Police Department, if the Chief of Police has approved such forms. The Declaration of Proof of Ownership will be considered to be included in references in this Chapter to the transaction report form, as appropriate.

7.90.090 Regulated Property Sale Limitations.

- 1. Regulated property is subject to the following limitations:
 - a. Holding Period. Regulated property acquired by any Secondhand Dealer must be held for a period of 14 full days from the date of acquisition. **Firearm transactions conducted by Federal Firearm Licensed dealers are exempt from the 14 day hold.** Pawnbroker loan transactions are exempt from the 14-day hold requirements of Section 7.90.090 because of the redeemable nature of the loans and the holding requirements in ORS 726. However, if the loan is converted to a buy by the pawnbroker within 14 days from the date of the pawn transaction, the difference between the original date of the pawn and the buy will count toward the 14-day hold requirement. All other provisions of Section 7.90.090 remain in effect.
 - b. Requirements of Held Property: All held property must remain in the same form as when received, must not be sold, dismantled or otherwise disposed **of to allow for identification and examination by the Albany Police Department.** Held property must be kept at the business location during this holding period so that it can be inspected during normal business hours (as provided in Section 7.90.110). Held property, other than property on Police Hold, may be held in a place within public view, as long as the other requirements of Section 7.90.090, Subsection 1.b, are met.
 - c. **Consignment Sales: Items consigned to a Secondhand Dealer, must be reported as purchases when accepted. Consigned items may be displayed for sale; however, the hold period of 14 days still applies.**
 - d. Held property requirements do not apply if:
 - (1) The property is received from a Secondhand Dealer regulated by the City of Albany who has already satisfied the holding requirements of this Chapter and the Dealer records the original transaction report number on the transaction report completed for the new transaction; or
 - (2) If a customer, who originally purchased property from a Secondhand Dealer, returns it to that Dealer with the original receipt.
- 2. Notwithstanding Section 7.90.090, the Chief of Police may determine that certain types of transactions pose a reduced risk of being an outlet for the sale of stolen property and therefore may modify the hold period and/or reporting requirements for those types of transactions. Those transactions and the modified requirements are described in Section 7.90.120.

3. Upon reasonable belief that an item of regulated property is the subject of a crime, any peace officer may provide notice to any Dealer that a specifically described item of regulated property must be held in a separate Police Hold area for a period not to exceed 30 days from the date of notification, and is subject to the requirements of Section 7.90.090, Subsection 1.b, above. The hold may be extended an additional 30 days upon notice provided to the Dealer that additional time is needed to determine whether a specific item of regulated property is the subject of a crime. The Dealer shall comply with the hold notice and notify the Albany Police Department Detective Unit of the hold notice no later than five calendar days from the day the notice was received, either by telephone, fax, e-mail or in person. A Dealer must notify the Detective Unit of his/her intent to dispose of any item of regulated property under Police Hold at least 10 days prior to doing so.
 - a. A Police Hold area must meet the following criteria:
 - (1) Located out of public view and access, and
 - (2) Marked "Police Hold," and
 - (3) Contain only items that have been put on Police Hold.
 - b. If it is not possible or practical to move an item to or store an item in the Police Hold area, a Dealer may submit a written request to the Chief of Police or his/her designee for approval to keep the item with other held property. Approval may be granted with the understanding that the item will be clearly marked as being on Police Hold and kept from public view and access.
4. Upon probable cause that an item of property is the subject of a crime, the Chief of Police or his/her designee may take physical custody of the item or provide written notice to any Dealer to hold such property for a period of time as determined by the Chief of Police, not to exceed the statute of limitations for the crime being investigated. Any property placed on hold pursuant to this subsection is subject to the requirements found in Section 7.90.090, Subsection 1.b, and will be maintained in the Police Hold area unless seized or released by the Police. Seizure of property will be carried out in accordance with Oregon Revised Statutes.
5. If a Dealer acquires regulated property with serial numbers, personalized inscriptions or initials, or other identifying marks which have been destroyed or are illegible due to obvious normal use, the Dealer shall continue to hold the property at the business location for a period of 90 full days after acquisition. The Dealer must notify the Albany Police Department by writing "90 day hold" next to the item on the transaction report or by an electronic means approved by the Albany Police Department. The held property must conform to all the requirements found in Section 7.90.090, Subsection 1.b.
6. If a Dealer receives information that leads to an objectively reasonable basis to believe that any property already at his/her business location has been previously lost or stolen, he/she must report that belief to the Albany Police Department by day's end. The notice must include the transaction report number and any additional information regarding the name of the owner, if known.
7. If a peace officer seizes any property from a Dealer, the Dealer must notify the Albany Police Department of the seizure no later than five calendar days from the day the seizure occurs. The Dealer must provide the name of the agency, the name of the peace officer, the number of the receipt left for the seizure, and the seized property information. Notification to the Albany Police Department may be given by telephone, fax, email, or in person.

7.90.100 Tagging Regulated Property for Identification.

Dealers shall affix a tag to every item of regulated property, which must contain a unique, legible number. That unique number must either be the same as the transaction report number for that item or be referenced to the transaction report required by the Albany Police Department. After the holding period has expired, the transaction number must remain identifiable on the property until the sale of the property.

1. After the applicable holding period has expired, hand tools, or items that are sold with other like items and have no identifiable numbers or markings need not remain tagged.
2. After the applicable holding period has expired, items that are remanufactured need not remain tagged.

7.90.110 Inspection of Property and Records.

Upon presentation of official identification, a Dealer shall allow any representative of the Albany Police Department to enter the business location to ensure compliance with the provisions of Chapter 7.90. The inspection will be for the limited purpose of inspecting the business location, regulated property, and related records as provided in this Chapter. Except by mutual agreement with the Dealer or by court order, any inspection under this Section may occur only during the Dealer's normal business hours.

7.90.120 Prohibited Acts.

1. It is unlawful for any person regulated by Chapter 7.90:
 - a. To receive any property from any person or other act:
 - (1) Known to the principal, employee or Dealer to be prohibited from selling by a court order,
 - (2) Under the age of 18 years unless the person's parent or guardian completes the applicable information on the Declaration of Proof of Ownership,
 - (3) **Consignment sales: To consign an item, provide customer with a cash advance and agree or contract to have the customer buy back the item with a fee after a specified time. This is a loan transaction falling under the Oregon Pawnbroker Act, ORS 726.**
 - b. To receive property prohibited by this Chapter, including:
 - (1) Medications,
 - (2) Gift cards, in-store credit cards, or activated phone cards,
 - (3) Property with serial numbers, personalized inscriptions or initials or other identifying marks that appear to have been intentionally altered or rendered illegible;
2. Any violation of Chapter 7.90 is punishable, upon conviction, by a fine of not more than \$2,500.00 and a jail sentence of up to one year.

7.90.130 General Penalties

Any violation of Chapter 7.90 shall be deemed a misdemeanor as provided under Chapter 1.04, subsection 010 through 020, unless the City requests it to be treated as a violation.

1. Violation- a civil penalty of not more than \$1,000.00 or such sum as may be provided in the ordinance defining the offense.
2. Misdemeanor- a fine of not more than \$2,500.00 or imprisonment not to exceed one year, or both such fine and imprisonment.

7.90.140 Revocation or Suspension of License.

1. Along with the other regulatory enforcement authority granted under this Chapter, the Chief of Police may, after consulting with the City Council, revoke or suspend any license issued pursuant to this Chapter:
 - a. For any cause that would be grounds for denial of a license; or
 - b. Upon finding that any violation of the provisions of this Chapter, federal, state or other local law has been committed and the violation is connected with the operation of the permitted business location so that the person in charge of the business location knew, or should reasonably have known, that violations or offenses were permitted to occur at the location by the Dealer or any principal or employee engaged or employed in the management or operation of the business location; or
 - c. A lawful inspection has been refused; or
 - d. If payment of civil penalties has not been received by the City of Albany within 10 business days after the penalty becomes final; or
 - e. If any statement contained in the application for the License is false.
2. The Chief of Police, upon revocation or suspension of any License issued pursuant to this Chapter, shall give the Dealer written notice of the revocation or suspension.
 - a. Service of the notice will be accomplished by mailing the notice by regular and certified mail, return receipt requested.
 - b. Mailing of the notice by regular mail will be prima facie evidence of receipt of the notice.
3. Revocation will be effective and final 15 days after the giving of notice unless the revocation is appealed in accordance with Section 7.90.150.
4. Suspension will be effective immediately upon the giving of notice, for the period of time set in the notice not to exceed 30 days.

7.90.150 Appeals.

1. Any Dealer or person whose initial application or renewal application for a Secondhand Dealer Special License has been denied, or whose license has been revoked or suspended, may appeal the action of the Chief of Police or his designee to the Albany Municipal Court.
2. The filing of a notice of appeal of revocation or suspension of a permit, or of a civil penalty imposed by the Chief of Police under this Chapter, will stay the effective date of the action until the Albany Municipal Court Judge has issued an opinion.

7.90.155 Administrative Policies and Procedures.

1. Any proposed amendments or changes to the Second Hand Dealer Ordinance will be approved by

the City Council.

2. The Chief of Police may make available and publish a new Regulated Property List and by June 30th of each year. If no modifications are made, the previous year's Regulated Property list will remain in effect.

2014 List of Regulated Property

1. **Used Items-only transactions greater than \$20.00 in a single or aggregate transaction are required to be reported.**
 - a. Precious metals, refer to definition under Section 7.90.020
 - b. Precious gems;
 - c. Watches of any type and jewelry containing precious metals or precious gems;
 - d. Sterling Silver including, but not limited to, flatware, candleholders, salt and pepper shakers, coffee and tea sets or ornamental objects;
 - e. Audio equipment;
 - f. Video equipment;
 - g. Other electronic equipment including, but not limited to: global positioning systems (GPS), electronic navigation devices or radar detectors;
 - h. Photographic and optical equipment;
 - i. Electrical office equipment;
 - j. Power equipment and tools;
 - k. Automotive and hand tools;
 - l. Telephones, telephone equipment or cellular telephones;
 - m. Power yard and garden tools;
 - n. Musical instrument and related equipment;
 - o. Firearms including, but not limited to, rifles, handguns, shotguns, pellet guns or BB guns. **Firearm transactions conducted by a Federal Firearm Licensed dealer are exempt from the 14 day hold;**
 - p. Sporting equipment: e.g. bicycles, kayaks, golf clubs;
 - q. Outboard motors, and boating accessories;
 - r. Household appliances, valued over \$50.00 retail value;
 - s. Entertainment media such as DVD boxed sets, Video Game Cartridges, etc;
 - t. Computers and computer related software and equipment;
2. New items
 - a. New items purchased from a licensed business shall be exempt from regulation under Chapter 7.90 if the Dealer has a bill of lading, receipt, invoice or the equivalent for the new items.
 - b. Items acquired from a manufacturer, manufacturer's representative or distributor that are discontinued or have been used for display or demonstration but not previously sold are new and exempt from regulation under Chapter 7.90.

Section 2. Emergency Clause. Inasmuch as this ordinance is necessary for the immediate preservation of the peace, health, and safety of the citizens of the city of Albany, Oregon, an emergency is hereby declared to exist; and this ordinance shall be in full force and effect immediately upon its passage by the Council.

Passed by Council: _____

Approved by Mayor: _____

Effective Date: _____

Mayor

ATTEST:

City Recorder

CITY OF ALBANY
CITY COUNCIL
Council Chambers
Wednesday, May 28, 2014
7:15 p.m.

MINUTES

CALL TO ORDER

Mayor Sharon Konopa called the meeting to order at 7:15 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

Konopa led the pledge of allegiance to the flag.

ROLL CALL

Councilors present: Councilors Rich Kellum, Bill Coburn, Bessie Johnson, Ray Kopczynski, Dick Olsen, and Floyd Collins.

Councilors absent: None.

SPECIAL PRESENTATIONS

Police Department Lifesaving Award.

Chief Mario Lattanzio introduced Police Officer John Beckwith. Lattanzio described that on February 27, 2014, during a suspicious-circumstances call, Beckwith seized a handgun from a male. The male became agitated, grabbed a large butcher knife from the kitchen, and attempted to stab himself in the chest. Beckwith quickly grabbed the male and the knife, cutting himself in the struggle, but ultimately preventing the male from an attempted suicide. Lattanzio presented Beckwith with a Lifesaving Award plaque, a medal, and Life Saving Award certificate (see agenda file).

Konopa said this was an intense situation. Most people in the community don't realize what the police do to protect citizens. She said, it is a very challenging job and we greatly appreciate our law enforcement. She thanked Beckwith for his service.

2014 Historic Preservation Awards.

Planner II Anne Catlin gave a PowerPoint presentation (see agenda file). Catlin said that May is Preservation Month. They end the month by giving out Preservation Awards for projects in the community that have added value.

Catlin awarded a "2014 Albany Historic Preservation Award" for each of the following projects:

- United Presbyterian Church: For restoring the Povey Brother windows in the sanctuary. The Povey Brothers are famous for their stained glass. Catlin said it was a labor intensive project and thanked the volunteers and Jeff Senders, who worked on the glass.
- Melinda Sorte, 915 Maple Street SW: For rehabilitating a Bungalow fully on the interior and exterior due to water damage.
- Kenneth and Cherie Armstrong, 222 Forth SE: For extensive front porch repairs and new paint colors appropriate for the Queen Anne house that was painted white. They went above and beyond on their grant project. The house is in the Hackleman district and Catlin said it makes a big difference.
- Thad and Shannon Olivetti, 409 First Avenue W: For removing incompatible alterations and restoring integrity to the front façade and interior. It is now a usable space in the downtown.
- Ryan Schumann and Dylan Williams of Althaus LLC: For removing incompatible alterations and rehabilitating one of the oldest houses in Albany, from the 1860-1870s; Catlin said they think it is a Hackleman house. The project is not quite done but when it is, it will be a huge improvement for this block.
- Jomell and Gerald Fritz, 627 Fifth Avenue SE: For saving the fire-damaged Paschal Donley house. The house sat vacant for a few years, gutted, charred inside, and in need of new trusses. Catlin said Landmarks Commissioner Larry Preston pulled together a volunteer team to help the new owners get this project going and to make it affordable. She thanked the Albany Fire Department for their quick response to the fire.

Catlin thanked the Landmarks Advisory Commission (LAC) members and volunteers. The LAC is an important aspect to keeping Albany unique and special.

Konopa thanked the LAC members; they put in a lot of hours reviewing applications for modifications and historic preservation policies. She also thanked Catlin for her hard work with the LAC and all her historic preservation efforts.

Konopa said Jeff Senders is very talented at restoring stained glass. He is a skilled craftsman. She said, we are fortunate to have him in Albany.

SCHEDULED BUSINESS

Business from the Public

Konopa said staff will give a report on Valley View, Crocker Lane, and Bloom Lane and then she will call for business from the public on that agenda item.

Konopa asked if there was anyone in the audience that had an item to discuss other than Bloom Lane. There was none.

Adoption of Resolutions

Directing an Engineer's Report and a Financial Investigation Report be prepared for construction of storm system and full street improvements on Valley View Drive NW from Crocker Lane to 870 Feet west, on Crocker Lane NW from Valley View Drive south 2,150 feet to Meadow Wood Drive, and on Bloom Lane NW from Crocker Lane East 1,015 feet.

Civil Engineer III Gordon Steffensmeier said this resolution directs that an engineering report and financial investigation report be prepared to see what the cost is and what possible assessments the properties might have. He said the Council could still decide to do nothing. This resolution simply gives staff the go ahead to come up with numbers. He described the location.

Councilor Rich Kellum asked if there is an issue with drainage now. Steffensmeier said no, there is nothing wrong with the sewer. The water line is old but not falling apart. A stormdrain is in place and drains a couple subdivisions to the north so it would be easy to tie Bloom Lane into it. Kellum asked, is there something about to fail that requires repair? He said, if not, based on the number of people in the audience and the petition that was included in the agenda packet, he does not support this action.

Councilor Bill Coburn said he does not have a problem with staff putting together the report, but he agrees with Kellum. Coburn would have to see a compelling reason to improve a dead end street that the residents are not interested having improved or paying for.

Councilor Dick Olsen asked staff to review how streets in Albany get paid for. Steffensmeier said the normal process is that a developer wants to build a subdivision; the City approves the plans, which includes streets and utilities; the developer sells the lots; and part of the cost to the new owner is the street, water, and sewer lines. That is the normal process; but if it is an old street it is a little more difficult. Olsen said that in the 1970s they did Local Improvement Districts (LIDs). He said, they are a pain for homeowners, City staff, and the City Council. He asked Steffensmeier to explain how LIDs work. Steffensmeier said staff comes up with an overall cost, which can be paid for partially or wholly with assessments to the property owners, or can use other money if it is identified. Property owners are assessed and there are various payment plans available to pay their share. Olsen said that in the case of residential streets, it is the benefited property owners that pay for their portion versus arterial streets, in which case the City picks up the extra cost, but the benefited property owners still pay their fair share. Olsen said, all the property owners in Albany have paid their fair share for streets.

Councilor Floyd Collins asked if this is a Benton County road. Steffensmeier thinks it is a City street. Public Works Director Mark Shepard said there are different classes, public, private, and a third. It depends on the classification at the time of the annexation. Some of those did transfer to the City; he thinks Bloom Lane is under the City's jurisdiction. Collins asked who converted the street from gravel to oil mat. Steffensmeier thinks the City did the work or paid to have it done.

Shepard gave some history on Bloom Lane. The properties have partitioned off and developed. As those applications come to the City, there are two options: the City can say they can't develop until the street is brought up to urban standards, which would be an extreme burden to one property owner; or, as they did with Bloom Lane, the property owner can sign a petition and waiver so that when the City Council determines that it is timely to make the improvement, those owners have signed away their right to remonstrate against the project. Shepard said that of the 15 properties on Bloom Lane, eight signed petition of waivers so they can't legally remonstrate. If the Council decides they don't want to improve Bloom Lane because they don't want to make the property owners pay, then when another property develops, the City can require that developer to upgrade the road or sign a waiver. However, Shepard asked, if the waivers aren't going to be enforced, then what is the point of obtaining them? There could be a large road improvement that doesn't get paid for. He said, that is the tension and the challenge.

City Manager Wes Hare said he has seen this happen over and over, where a city allows development so people

realize greater value for their property but it means that someone down the road pays for it. But inevitably when the time comes to pay for the road, the people don't recall signing the waivers or they don't think they should have to pay for it. It becomes very difficult to get the road improved. Bloom Lane is a dead end now, but at some point someone will want it fixed and will want the City to explain why it wasn't fixed yet. Hare said, that as Olsen was explaining, most citizens have in one way or another paid for an improved street in front of their house. He said that ultimately it is a City Council policy decision, but to bear in mind that this is a common struggle in other cities as well.

Collins said he walked down Bloom Lane and looked at the proximity of the houses to the mature trees. He said, if we do move ahead with Bloom Lane, we need to do something other than urban standard because of the maximum loading; the Transportation Systems Program (TSP) doesn't call for it to connect to Broadway Street; the landscaping is mature; and the houses are close to the right-of-way (ROW) line. The ROW may be close to their front door. If Bloom Lane is improved he doesn't think it should be urban standard. There are elements of North Albany that are unique because of topography, drainage, and soils. Collins said he agrees with Coburn about moving forward with the engineer's report because it simply defines the scope and cost, but doesn't commit the City Council or property owners at this time. Collins said if the project does move forward, he requests that it be a local street, rural design, not urban design.

Kellum said it appears that the people that live on the street don't want it done. It is a dead end and won't be a through street. If they are going to move forward to see what the project might look like, he thinks an option is to resurface the road. The cost to just resurface should be identified in case the neighborhood wants it.

Olsen said the reason for improved streets is they stand up to the punishment that streets take. Garbage trucks are getting bigger and are highway-type vehicles. There are 2-3 every week using the road. He doesn't think it will last another 50 years with just another layer on it. Olsen said at his house most of road has original paving. The improved road is made to not break up over time. He realizes people don't like change, but he really thinks folks should think twice before saying they don't want to improve the street. The City did this before, on Marion Street, and they worked with trees and were able to keep it close to the original street. If they do the study and find out the cost, they could also consider how to retain the flavor of the street but build it so that it will hold up to heavy vehicles. He supports including Bloom Lane in the engineers report.

City Attorney Jim Delapoer clarified that the decision tonight is simply to go forward with getting the data. Collins asked staff to consider alternative designs for rural streets and to not take out the landscaping. If the City Council approves the engineer's report, then they will study appropriate boundaries, costs, and assessments. It gives the City Council alternatives on how to apportion the cost. A public hearing is then scheduled and folks will be mailed a notice of the hearing. Then they address if the methodology and boundaries are appropriate. If the improvement is made, there would be another public hearing before any assessments are done to determine if the apportionment of the cost is fair. He said, tonight's decision is just to study the feasibility. This action is just to gather data.

Councilor Bessie Johnson said she noticed some of the petition and waivers will expire in 2016. She asked when the Bloom Lane waivers will expire. Steffensmeier said in 2025. Johnson wonders if the people know that they signed the waivers. Steffensmeier said the document shows up in the title report when people sign closing documents. Johnson said, if we wait and do not improve it, then another City Council down the road will have to make the decision and it will cost more.

Councilor Ray Kopczynski said the only reason Bloom Lane is being considered as part of this larger project is because of the potential for savings now versus in 2025. Delapoer said Kopczynski is correct; Bloom Lane is included solely for economy of scale to get a lower price. Also if there is underdeveloped land further down on Bloom Lane and that owner wants a subdivision, they would likely ask the City Council to make the improvements so that those homes would qualify for conventional financing. If that happens there might be a push to do just Bloom Lane with the new addition and there may not be the same economy of scale.

Olsen said it is his understanding that Bloom Lane was originally a gravel road and the City at some point made an agreement with Benton County to trade some paving for Benton County turning the streets over to the City. He thinks Lochner Road also got a partial oil mat. He said now Lochner Road is breaking up and the City is in a quandary about what to do. Shepard said that the Lochner Road and Ellingson Road transfer was part of the Pepsi project. He said, Linn County gave City of Albany \$1 million and in return we took over Ellingson Road and Lochner Road. It did not include Benton County. Benton County did some oil mat for the City as an in-kind service.

Olsen said if conditions get worse and Bloom Lane is breaking up, the City could just do it and then make the people pay for it. He doesn't think the current City Council or City Manager would do that but he can't say what a future Council might do. Shepard said if the improvement is not done now and additional properties partition, there could be more owners with waivers against it. Whereas there are 15-18 properties now, there could be 25 or so for a future Council to deal with.

Collins said he counted three fire hydrants on Bloom Lane. He discussed the topography with ROW and power lines, and wonders how a fire engine would turn around. He thinks it is a public safety issue and needs to be evaluated in terms of existing topography and ROW.

Collins agrees with Delapoer, that they need to consider if there is economy of scale, what is the scope, and if it is deferred to another time what will happen. He thinks the current City Council would consider improving it to less than urban standards, whereas a future Council may not. There are other parts of North Albany with unique characteristics, where the standard cookie-cutter approach doesn't fit. That was part of the public agreement when the annexations occurred. He discussed natural feature offsets and density transfers. He thinks Bloom Lane is representative of an area with natural features and they need to know how to address that for all of North Albany.

Konopa asked Finance Director Stewart Taylor to discuss the financing mechanisms. Taylor said it is a public process involving two public hearings, and results in review of methodology and the assessments. Property owners then have options for methods of payment which is typically a lump sum, or payments over 10 years. State law does allow payments to be extended longer than 10 years but Albany typically finances for 10 years. Payments can be monthly, semiannually, or annually. Collins said there is a provision for seniors for no payment until the property changes owners.

Brian Frazzini, 1904 Bloom Lane, thanked the Council for their time. He said he understands the process and was able to talk to Transportation Systems Analyst Ron Irish. He said Irish did a great job explaining how the process works. Frazzini's concern is if they spend money on the engineer's report, then the Council should be clear on how the property owners on Bloom Lane feel. He put together a letter to the neighbors and went door to door handing them out. He said he was overwhelmed with the response from the neighbors. It was very clear to him that out of all 15 property owners, including those on the corners, no one wants this. The money is an issue, but he was surprised by the number of people that told him the reason they moved to the street is because it had a rural feel. They are concerned about losing the character of the neighborhood. He has been there since 2007; the road is not cracking and there are no pot holes. The seal is in good shape with no significant cracks. It was put down in 2005 and he thinks it will hold up longer. He said it is true that garbage trucks use it but it is a dead end road. There have been emergency vehicles that travel to the end of the road that didn't appear to have issues. He realizes the City Council has a tough decision. He said that if he lived on Gibson Hill and he didn't want to pay to have his road improved, but Council said it benefits the citizens of Albany because it would help everyone, he would understand. But this road only benefits the 15 people that live on it. It doesn't go anywhere, and it works just fine. He said it is hard to justify forcing making people pay for something they don't want and destroying the landscape.

Frazzini said that people have talked about an additional subdivision on Bloom Lane. He said, if you haven't had an opportunity to drive out there, please do. There are 15 houses, two flag lots that are not developed, and a field approved for three houses. There will not be 10-12 home subdivisions going in there. There may be more houses, but likely only 3-5.

Frazzini said he understands Olsen's comment that someone has to pay sometime. He bought his house and the petition and waiver was on the deed, but it was one of 42 papers he signed during closing. This is true for others, too. He said, for families like mine, a \$150-250 for assessment would present a difficult choice. There are a lot of families on the street that would have to make similar choices. His concerns are for the character and feel of the neighborhood and financial concerns. The road is working right now and they don't want it done.

Johnson asked how the storm drainage works. Frazzini said on the north side of the street there is a large storm drain system that gets full during a hard rain. He doesn't have issues with drainage and he didn't hear complaints about it from neighbors when he went door to door.

Konopa said that it is common for folks to not notice the waiver of remonstrance while they are signing closing papers. She has been hearing that same complaint for many years. She said in the late 1990s, 600 folks didn't know they had waivers either when they did the 53rd Avenue improvements. Frazzini said he realizes it is his fault. Konopa said in the homeowner's defense, lots of title companies do not point it out. It is a difficult quandary.

Bill Root, 2634 NW Valley View said that on his street, there is a piece of property on Valley View that the owner wants to donate to Benton County and allow it to be tied into Benton County Park, with the intent of putting trails through. Root said that Jeff Powers, who is head of the trails commission through Benton County, have agreed to put trails through that would tie Valley View to the park; Crocker Lane to the park; and tie Valley View to Crocker Lane. Root said there are lots of people that walk, bicycle, walk dogs, etc. and would like to have a meandering trail through the woods rather than walk on the street.

Root said, if this property on Valley View gets donated to Benton County, one owner would be involved with the LID, which would be Benton County. Root said they have stated to him that that they are skeptical about what will happen with the piece of property. If it is developed to urban standard they could likely refuse to have it donated to them. At that point the developer would have to develop it. Root said the people on Valley View do not want it developed. He spoke to the speeding on Valley View, and if it was developed to urban standard it would encourage more speeding rather than deter it. Also, the rest of Valley View is fully developed and there are not other spots to develop. So if that property would be the only piece on Valley View improved to urban standard and it would not fit the character. Root said that regarding the piece on Crocker Lane, people don't walk on the sidewalks so it would not be a benefit to folks that live there to require sidewalks. Benton County is willing to do trails. Root discussed the sentiments of the neighbors and the intent of Benton County.

Shepard said that staff is proposing Valley View to be a rural section, not an urban section. Crocker Lane would be an urban section. He is not sure the disposition of the Benton County Parks Department, though he knows they have to make a business decision. There have been several iterations to what might happen to the property that abuts Valley View. Initially the owner was going to sell it to Benton County. After discussions about potential costs for improvements, it may be donated. They will need to decide if the cost of the LID outweighs the benefit of getting the property and adding it to their existing parks. Shepard thinks the engineers report would help to answer that question for Benton County. Shepard clarified that a boundary has not been determined; it is possible the properties along the north side of Valley View, along the frontage improvements, could be included in the LID even though they are currently developed. That will be answered in the engineers report.

Kellum asked if there is anything on Crocker Lane or Valley View that is failing. Shepard said the sewer line is fairly new and they have done some work on the water lines. There are no projects listed in the five year CIP.

Olsen said that every street fails eventually. He asked if Shepard had given any thought to how the cost of repairing unimproved streets will be born over time. Shepard said that currently Crocker Lane and Valley View are under Benton County's jurisdiction so if there was a failure it would be their responsibility. They do not have the financial ability to do overlays throughout the entire county, so their response will probably be to just patch it and the condition will likely continue to deteriorate. Discussion followed.

Coburn said they need to have the engineer's report done. He supports the resolution.

Fran Beck, 3230 NW Kingston Way, said their neighborhood is basically at the edge of town. To the north is forest, and to the east is a steep slope. Even though the City will grow it is unlikely it will grow north and east. Kingston Way is a dead end, and there is potential to go through to north if the City annexed in the forest to become more City streets. The other end of Kingston Way is a top of a hill with an escarpment so cannot be made into a sidewalk. The folks that live on Crest Loop wouldn't need a sidewalk on the back side of their properties. Konopa said that none of those streets would be part of the LID.

Beck said that Shepard mentioned the potential for improving the other side of Valley View. Shepard said the properties that front Valley View Drive could be included in the LID to pay for improvements across their frontage. As a homeowner and a dog owner in that corner of the city, Beck said a lot of people value the park. The park is getting encroached on by a family who owns the property to the west who are developing it right now, along with other development. She would be very happy if they could expand North Albany Park since so many of her neighbors use that park. Konopa said they are looking at an off-leash area for dogs at that park.

Jim Clausen, 1403 15th Avenue, said that Hasso Hering wrote in his blog about how Albany's budget didn't include the costs to repair a road that needs to be repaired in south Albany. He said he finds it interesting that a road that needs repair isn't getting it, while they are considering forcing a road to be done by people who don't want it improved, just to make it more urban. He thinks it is collectivist thinking.

MOTION: Coburn moved to adopt the resolution and Kopczynski seconded the motion.

Kellum said he lives on Commercial Way. Bloom Lane is in better shape on the surface. He thinks Commercial Way should be fixed.

VOTE: A vote was taken on the motion and it passed 6-0 and was designated Resolution No. 6325.

Directing the use of litigation settlement proceeds for development of a Request for Proposals to prepare a conceptual design for a police station.

Konopa pointed out that there is a replacement page for the agenda packet on the dais (see agenda file).

Public Safety Facilities Review Committee (PSFRC) Co-chairs Dave Burright and Frank Morse gave an update about the RFP for the police facility.

Morse said he appreciates City staff and the opportunity to work on this project. He said when he talked to Collins he had no appreciation of the time, depth, and effort it would entail, but it has been rewarding due to the support of staff and the dedication of the Committee members. He said they have tried not to leave stones unturned and have gone into depth on issues.

Morse said the direction they are proposing is different than the original plan to put the police facility on Pacific Boulevard. He said, the question posed to the Police Chief and his staff was, all things being equal, where would you prefer to reside? Morse said, the response was, where we are now, if we could expand. So they explored it further and looked at a cost analysis based on the best estimate staff had of the market values. The three adjacent parcels would provide marginally greater acreage than the Pacific Boulevard site. The result of the cost analysis was that if all three parcels were developed it would cost an additional \$1 million. The general consensus of the Committee was that over time, if there is a way to make it happen, it is the preferred location. There is some mitigation that could occur and that is why they are requesting that this RFP first goes through a needs assessment and program review, to see if for a 20 year horizon they would have the ability to expand if

they could secure all three parcels. The question is, would 3.19 acres be sufficient, and could they leave the third parcel undeveloped to save roughly \$600,000 of the \$1 million by not doing some demolition and leaving those houses on the tax roll.

Morse said that at the last PSFRC they asked staff to bring back RFPs so the Committee could look at them and see if they are consistent with their recommendations to the City Council. They are working on the Fire facility RFP and spent some time on the Police facility RFP, and from that discussion came an idea that is different than what was originally considered. Rather than going through the screening process and selecting an architect or design firm to fulfill the requirements of the RFP, they thought about opening it up, doing the screening, selecting three firms, and then all three would be required to perform the tasks identified in the RFP. Morse said, we would pay for that service, for \$40,000 each. The RFP fixed cost would be \$120,000 compared to negotiating with one firm, which is an unknown cost. The Committee thought it was a creative way to come up with better ideas at less cost, so they are pursuing that with staff. It is a work in progress. At the June 10, 2014, PSFRC meeting they will look at the details of the language and revisit the wisdom of that concept.

Burright said that no one on the Committee has a crystal ball but when they discussed some things that may have lead to defeat of the proposal in November 2013: one of the things that many of them heard over and over was why the Police Station was moving and why can't they stay where they are at. That is one of the reasons for this other idea. Also, he said, the Police Chief was asked, everything else being equal, where would you prefer to be? Burright said, he understands that idea as well; there is a benefit to having the Police Department immediately adjacent to the jail and the Sheriff. The question is, can they can make it work. So they delved deeper to find out. The concept of staying at the present site has lots of unknowns, but the recommendation before the Council is that the Committee believes it is important that the Council make an effort to negotiate with the property owners on those three parcels and see if they can reach an agreement that is fair for everyone and stays within a reasonable budget. If that can't happen, then they are thankful to have the Pacific Boulevard site, because it provides an excellent fallback position. If they stay at the present site, their proposal is that the Pacific Boulevard site be sold to help offset some of the costs. They need to proceed with the negotiations with the property owners rapidly because they need to know what the site is before RFP responders can do design development. Burright said, if it works, great; if not, then the fallback is Pacific Boulevard.

Burright said another important piece of the recommendation is to apply to ODOT for access on the Pacific Boulevard site. Even if they sell it later it is an advantage to have that worked out with ODOT. He also pointed out that it has been suggested that if they need more land at the current location to use the vacant land behind the jail; that is railroad property and they are not interested in selling.

Burright said the credit for the concept of using the RFP for competition between three firms goes to PSFRC member Bill Ryals. Burright said that personally he was initially skeptical, but the more they talked about it, the more intrigued he became. The RFP is still a work in process but he thinks the possible benefits are well worth it. They would have the opportunity to have three firms present their best idea for Phase 1 of the RFP and it would include their costs estimates. It would be work products that the City would own; the City could negotiate a price for their first choice and if that doesn't work, the City could go to number two. It is not a traditional RFP but has a lot of possibilities and the costs savings to taxpayers could be significant, because it forces the firms to be competitive on costs.

Collins asked, when negotiating with the property owners, if they do not have willing sellers, have you discussed the potential of eminent domain; and if the property exceeded \$2.1 million for all three options, would it be deemed no longer "all things equal"? Morse said there was some discussion about that and one comment was that if it came to that, they would let the Council decide. Morse said his preference is that as this information develops and they understand what all the costs are, if it is close or looks reasonable, that the Committee have a chance to evaluate that in light of all the work they have done. They have put a lot of effort into this and if they can tie up the property, they have the opportunity to look at the true costs that will come out of the RFPs. Ultimately, the options to hold the property shouldn't be excessive. If things fall apart then they have a backup with Pacific Boulevard. Morse doesn't think the Committee would not recommend using eminent domain. Burright said he asked the PSFRC that question and they said they wouldn't take it off the table; they would leave it to the Council as part of the negotiating process.

Collins said this recommendation is slightly different than what they did for the Fire facility, in which they used the programming document to define the functions in the building, and what they are asking for here is to reevaluate the size of the facility. Burright said yes; the programming document talks about spaces and sizes, and there have been changes that impact that, particularly with APD. Lattanzio and Hinrichs have been working with the Committee on that. The percentage of population increase in the City that was used to formulate those plans and estimate the number of employees may be lower than was anticipated. They recognize there are some spaces that may not need to be there. They decided it needed to be updated and staff is working on it. They are going back to the firm that prepared it and for a low fee are having them update it. It would be done prior to the RFPs going out and would not be part of the RFP.

Collins thanked Burright and Morse for their work. He has confidence in the efforts of two co-chairs in pulling together the variety of people on the Committee for input to bring a lot of good ideas to the table. The long-term objective is to have proper public safety facilities in this community. Morse said they are very committed to that.

Morse said that as the RFPs take shape the Committee wants to stay engaged in that process. When the designs are put out to the community they want to participate as advocates for this process for the public input. When the RFP is completed they will reconvene and consider all the data and make a final recommendation to the Council. They will stay with this project until it is complete. They have not yet considered the funding equation; they will discuss it at their June 10, 2014, meeting. The final recommendation for funding will come after the costs have been estimated through the RFP process.

Kellum asked, in deliberating the pros and cons, did you consider the cost savings of not driving back and forth to the jail? Burrignt said there was no dollar figure assigned, but the point was made that it is different having the jail separate from the courts, because every prisoner is moved back and forth in that scenario and it is a huge issue. Ideally, the jail should be across the street from the courts. There is a similar connection with APD but it is nowhere as large since most of the arrests come from the streets.

Kellum said, regarding the acquisition of properties, in his opinion at least, there is a difference in taking away someone's house where they have raised their kids and taking away someone's investment property. He does think the condemnation possibility should be left open, especially for investment property. Morse said they are also sensitive to the relocation of those being displaced. They don't have a specific recommendation other than asking the Council to be sensitive and to provide some measure of assistance to those people. The timing could also be addressed in negotiations; for example people that live on the third parcel could be allowed to stay in their homes for some period of time. Sensitivity to relocation issues is important to the Committee.

Olsen agrees with Kellum; he does not support condemnation for homeowners, though rental property is a different issue. Also, he said it seems that they are switching plans midstream, and he is concerned. He thinks it is premature to be asking for design money. Morse said the concept is a sequence, in that they explore the possibility of acquiring the properties at a price in a fairly short period of time. Morse asked Delapoe what the time frame was. Discussion followed about the RFP and property acquisition dates, which are on parallel tracks and should both come together by mid-August. If the property acquisition is not solid by then, they would know to focus on Pacific Boulevard. Delapoe said the first step involves the vendor selection based on their qualifications; choosing the site would be the second step. So there is time, but there would be an issue if they have to use eminent domain. They are hoping to have willing sellers at reasonable prices.

Olsen thinks this might drag on. He asked if the Committee has considered splitting the two facilities since the Fire Station location is set and the Police Station location is not. They could take the two facilities to the voters separately. Morse said they do not have plans for that. If it can't be done fairly rapidly, then they may have to switch to the Pacific Boulevard site. They are also aware that the cost of construction continues to rise so they can't delay for very long. The Committee has not recommended protracted development of the Police Station. They have a short window; if it doesn't happen in that amount of time, then they would focus on Pacific Boulevard. Discussion followed.

Burrignt said that assuming they have to go out for a General Obligation (GO) bond, they won't make the November election anyway. The next opportunity is May, but that might be tight. Discussion followed about the best time to go to the voters and if the facilities should be presented separately or together. Konopa said that in her experience of managing the public safety levy campaigns for many years, if they separate them, the Police Department won't pass on its own. The Fire Department is the sellable part for the Police Station. Unfortunately, too many people in the community don't support a Police Station. If they go next May, it will likely be a low voter turnout. She suggested they also look at when the bond will be retiring, since the property taxes would decrease. The timing is important because how a new bond would impact taxes is key to making it sellable to the voters.

Morse said the Committee has not discussed it, but his preference is to send the two facilities together because they can use one financing mechanism. He said this Committee can be the bridge to the community. He said that APD looks fine on the outside but when you go inside and look around, it is woefully inadequate for today's needs and extremely inadequate for the future; something has to be done. There is no question as to the need for a new Police facility by any Committee member.

Burrignt said that there are a lot of misconceptions in the public about the building itself, like suggesting the addition of a second or third story. They talked with the architect that designed the building and learned that the existing foundation and walls are not designed to go up. It could be gutted, remodeled, and added onto, though. He thinks getting the designs will answer the public's questions about the options.

Konopa said that there are many who don't value public services and law enforcement like they should. It will be a challenge to reach those people.

Coburn said he understands that the process is that the RFP responses will be evaluated to determine the qualifications of the responders; they will select three, and pay them \$40,000 each to develop conceptual drawings. He asked if that is correct, because that is not what the resolution says. Concurrently, they will be seeing if there are property owners willing to sell; and if not, then they will default to the Pacific Boulevard site. The resolution speaks to spending the litigation settlement funds and the step for seeking qualifications, but not for picking the design; he asked if his understanding is that is correct. Hare said the original thought was that the Council would authorize funds to issue the RFP and the funds would be used to pay for that work they are

asking for in the RFP. The language in the resolution still works but the process has morphed into a two-step process where they will first look at the qualifications, and select three. The money being authorized in the resolution is to do that work. Coburn thinks the \$120,000 number and any other costs should be in the resolution.

Delapoer said, you are simply asking if you can use settlement funds to secure the conceptual designs for the Police Station. He said, you could add the \$120,000 to the resolution if you are willing to go through that process, but if not you can't put in a dollar amount because in the ordinary process you select a qualified architect and then you negotiate the price. The current system under state law gives the architect no incentive to be particularly cost effective. The alternative proposal picks a finite amount of money and seeks to get three good proposals for that amount of money. They can add the \$120,000 to the resolution so long as they are willing to go with the new process. Hare noted that the Council has already approved using settlement funds for the Fire Department RFP; this would be a similar authorization. Discussion followed. Hare verified that the Committee decided to spend \$120,000 each for Police and Fire. Delapoer said that money buys six renderings total for the two facilities. The Fire Department expenditure was already approved.

Coburn says the resolution is not clear. It should include more information that states the intent to send out an RFP; that they will select three they think are qualified; and that those three will be paid \$40,000 each to develop and prepare a conceptual plan for APD. He said there are too many loose ends and he feels like he is being asked to write a blank check. Taylor gave background on the two resolutions prepared for the RFPs; the Fire Station resolution was previously adopted by the City Council and the Police is before the Council tonight. Engineering is currently incurring staff time costs in preparation of the RFPs. Typically they will capture those costs as part of the project. It has been at Taylor's insistence that when they are applying or dedicating litigation funds for any purpose, that they have direction from the Council to do so. They came to the City Council at his initiative because they are using City staff time to develop the RFPs. In order for him to establish the line item project costs in the Budget, he prefers that the City Council approve the funding source. As Coburn is describing, from the discussion the Committee had last night, the direction that is being proposed for the Police Station has expanded beyond the scope of the resolution. Taylor said that maybe they do need a separate resolution if they are going to talk about a dollar amount for specific purposes.

Delapoer suggests that to resolve Coburn's concern they could have an understanding that the RFPs would be reviewed and approved by the Council before they go out, since while they are being reviewed by Committee, the Committee has no legal standing to issue RFPs. He said, this way you get to see the RFPs; you decide the money; and if you are comfortable, you can direct staff to send them out or make changes. The Committee makes the recommendations but the Council makes the decision. The only clear way to issue the RFPs is if the Council is comfortable with them and will include the amount. Coburn is comfortable with Delapoer's recommendation. He thinks Taylor made a good point that the concept presented tonight to pick three architects for the Police facility was not part of the Fire Station process. Delapoer said there is no question that the Council should be the body to issue the RFP. He said, you will be making the decision about how much to spend at a later date; all this resolution does is to give Taylor the ability to start charging a line item for the staff time that is being incurred. He said, if you don't go this route you will go the traditional route where you select an architect and then negotiate what a proposed design will cost.

Johnson doesn't want to tie the hands of the Committee, for example having a discussion about the timing of the election. She doesn't want the public to have the perception that the Council is stepping in too soon. Burright thanked Johnson for her comments and said to not worry about that. They appreciate the Council's hands-off approach. They know they are making the recommendation and the Council will make the final decision.

Kopczynski is concerned that the process being proposed means that two of the three firms will walk away with \$40,000; he is not sure why that is an advantage. He asked, why spend the extra \$80,000? Burright said that a traditional RFP process has three phases. At the end of first phase they would have schematic drawings and other documents that voters would need in order to make a decision. The next two phases would be construction, etc. Burright said, the traditional way means they send a representative to pitch their firm and all we end up with is really just our best guess about whether it is the right firm or not; after we pick them, then we decide how much we will pay them and if we don't like what we get, it is too late. He said, it is hard to un-ring the bell because they are assured to do Phase 2 and 3. Kopczynski said, this proposed process gets us three Phase I products for the price we would have paid using the traditional way. Burright said yes. Morse pointed out that the \$40,000 won't pay for the cost of drawings so the responder will need to decide if they want to risk investing time and money by responding.

Hare said, to Morse's comment about risk, this would be a great scheme where architects are hungry for projects. He has heard that architects are busy right now so there may not be any willing to do it, and if there were, they may or may not have the experience. It may or may not work. Morse said there is debate about how hungry architectural firms are right now. He said, on the flipside, they might end up with smaller firms that would do a tremendous job, whereas if they were competing with the bigger firms in a traditional RFPs process they may not even try. For example, the firm that did the Scio Fire Station was a very small firm from Eugene and it was very impressive. This design competition could also see a smaller architect partner working with a large construction firm.

Collins likes this approach. It provides flexibility and will have a better deliverable to the public. As to Coburn's concern about the resolution, since the resolution for the Fire Department was similar and parallel, he supports the Council's approval of this one for Police. He said, when they come back after reviewing the draft RFP, they could do another resolution that incorporates the authorization for the funding. That keeps it parallel and simple.

Delapoer cautioned the Council. He said it is a creative way to do this but it is outside the statutory box. The statutory box says they select someone based on qualifications, and then after the selection they negotiate the price. Many of the virtues they have been discussing tonight are not what the architects' lobby had in mind when they got the laws passed. He was asked at the Committee if he thought it was legal and defensible. He doesn't think it will be challenged, but he is informing the Council of the possibility of challenge because it is not the established path and there is no case law. They aren't taking that step tonight, but because it has been discussed so much Delapoer said he needs to caution them that it is still legally uncertain. Collins said he is willing to take that risk.

MOTION: Collins moved to adopt the resolution and Kopczynski seconded the motion. The motion passed 6-0 and was designated Resolution No. 6326.

Authorizing the Finance Director to sign a contract with Government Portfolio Advisors, LLC, for professional investment advisory services for five years beginning in June 2014.

Taylor said that the City went through an RFP process for investment advisory services. The City has had a contract for the last six years with Davidson Fixed Income Management. They have had some internal changes so the City went through a competitive process and received two proposals from very qualified firms. Taylor said, the city of Corvallis participated in the review of the RFPs and selection process and intends to use the cooperative purchasing language in our contract to negotiate a similar contract for Corvallis.

MOTION: Kopczynski moved to adopt the resolution and Collins seconded it. The motion passed 6-0 and was designated Resolution No. 6327.

Adoption of Consent Calendar

- 1) Approval of Minutes
- 2) March 26, 2014, City Council Regular Session.
- 3) Approving liquor licenses for:
 - a) Misty Meadows Winery, Inc., 2031 Meadow Wood Drive NW.
 - b) Albany Historic Carousel and Museum, 503 First Avenue NW.
 - c) The Flinn Steakhouse, 222 First Avenue West.
- 4) Approving annual liquor license renewals.

Kellum asked that item 3) b) be removed for discussion.

MOTION: Johnson moved to adopt the Consent Calendar as presented with Item 3) b) removed for discussion. Kellum seconded the motion and it passed 6-0.

Regarding item 3) b), Kellum asked if it is a one-time fundraising event, or ongoing. Coburn said that a vineyard offered to label their wine with the Carousel theme so the Carousel could sell the wine as a fundraiser. They had an auction so two people could buy the privilege, and one person bought both because they have two animals. The bottles will be sold at the Carousel as an ongoing fundraiser.

MOTION: Kellum moved to adopt Item 3) b). Johnson seconded the motion and it passed 6-0.

Award of Bid

SS-14-02, 2014 Pipe Bursting Projects.

Shepard said this involves two projects, pipe bursting and open trench replacement. Pipe bursting is less expensive and less intrusive to the streets and backyards. They do the open trench in places that do not lend themselves to lining or pipe bursting. The two projects were combined into one project for economy of scale. They are slightly over budget by \$25,000, though if the contingency is removed they are over by about \$7,000. The overage is driven by a change in the scope of the open trench; rather than replace it where it exists now, they moved it to the street because of the impact to backyards during construction and for continued access for maintenance purposes.

MOTION: Collins moved to award the contract in the amount of \$176,975 to Canby excavating. Kopczynski seconded the motion and it passed 6-0.

BUSINESS FROM THE COUNCIL

Collins said he ran the numbers on the bid and it comes out to about \$240 a foot. He recalls that it used to be \$3 in his days, which shows how construction costs have changed. It reflects the cost of sewers and the backlog of sewer systems in Albany. It is a financial burden for infrastructure. Kellum said there are also changing sets of rules that they have to deal with.

Discussion followed about the meetings on Monday, June 2, 2014, at 5:15 p.m. and 7:00 p.m.

To the discussion about construction costs going up, Coburn thinks it is more seasonal than economic recovery, though it is both. As evidence, the number of hours electricians are working in this area are down from last year. In the Portland area, the work at Intel has been driving that whole economy. Now that Intel has finished their buildings there is concern about the ripple effect. Late fall or early winter usually produces better bids. While it is true that construction costs are increasing, he doesn't think that the projects should be rushed to get to the voters.

Olsen said ODOT presented information about the I-5 Environmental Assessment. He thought ODOT's plan for Airport Road was awful. He asked if they have to get final approval on the plan. Shepard said the Council would have to agree to amend the TSP to be consistent with the plan that ODOT puts forward with their Environmental Assessment (EA). If the Council does not approve an amendment of the TSP, then ODOT's EA cannot be adopted through their process because the TSP and their plan must line up and currently they do not. Discussion followed about using pork chops and cul-de-sacs on Airport Road.

NEXT MEETING DATE: Work Session June 9, 2014
 Regular Session June 11, 2014

ADJOURNMENT

There being no other business, the meeting was adjourned at 9:47 p.m.

Respectfully submitted,

Reviewed by,

Mary A. Dibble, MMC
City Clerk

Wes Hare
City Manager

CITY OF ALBANY
CITY COUNCIL WORK SESSION
Municipal Court Room
Monday, June 9, 2014
4:00 p.m.

MINUTES

CALL TO ORDER

Mayor Sharon Konopa called the meeting to order at 4:00 p.m.

ROLL CALL

Councilors present: Councilors Bill Coburn, Floyd Collins, Bessie Johnson, Rich Kellum, and Ray Kopczynski.

Councilors absent: Dick Olsen (excused)

BUSINESS FROM THE PUBLIC

None.

TRANSPORTATION SYSTEM DEVELOPMENT CHARGE (TSDC) ADJUSTMENT

Transportation Systems Analyst Ron Irish said staff is requesting direction regarding the TSDC fee. He said water, sewer, and transportation fees have an increase each year based on the *Engineering News Record* (ENR) Construction Cost Index. There is an extra component to TSDC fees. He said in 2010, the Council adopted a TSDC fee increase using a five-year ramping schedule so that the increase would be gradual and go from \$1,750 to \$3,000. The TSDC fees are linked to the funded amount of the projects list. He said if Council reduced the TSDC amount, staff will need to reduce some of the funding on the projects list.

Councilor Rich Kellum asked what all of the fee increases this year would amount to. City Manager Wes Hare said that the different fees don't apply to all things. He said most citizens won't pay SDC charges, and adding the increases doesn't give an accurate picture of what most will be paying. He said it would be better to look at the overall permitting costs for a single-family home. Kellum said he would like to have that information. Hare said studies have been done to look at how Albany compares to other cities, and every comparison has shown Albany to be on the lower end of fee costs.

Public Works and Community Development Director Mark Shepard said Albany is below the midpoint for SDC fees when compared to other cities. He said when staff brings the request forward for Council action, there will be a table that shows what the fees are now and what the increase will be. Kellum said he gets calls from constituents and they are concerned with rising costs. Hare said he gets those calls, too. He said there were a lot of complaints when building permit fees were raised a few years ago. He understands there can be sticker shock when costs are increased.

Councilor Bill Coburn said he is fine with bringing this back for Council's consideration. He said Council came up with a policy for this structure, and staff is following that direction.

Councilor Floyd Collins said the fee increase is tied to economic indicators, so fee increases only occur when the economy is improving. This process is supported by the industry and the Albany Chamber of Commerce (ACC). He said the ramp approach is an input-driven process. If sufficient revenue isn't generated, the projects that benefit the community go away. He said nobody likes to pay fees; but if they aren't paid, there isn't funding to pay for community projects.

Council requested it move forward for action.

PLANNING FEES

Shepard said in 2000, Council adopted a resolution to annually review and adjust the planning fees based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). He said the increase this year is two percent. There are three changes staff is proposing – adding one new fee, reinstating a fee, and dropping a fee.

Shepard said the new fee request stemmed from the Business Ready Task Force. He said there are two tiers for home-based businesses. The first tier is if the business can meet clear and objective standards, they are allowed outright. The second tier is if the business doesn't meet the standards, the owner can go through the conditional-use process. He said staff is proposing a \$500 fee for the process. He said this won't recoup all of the costs, but it will offset some staff time.

Shepard said staff is recommending reinstating the Development Code amendment fee. The fee was removed in 2010. He said Development Code amendments are labor intensive and require two public hearings. He said if a code change benefits one user or a group of users, it seems appropriate that they should incur a portion of the expense. He said there have only been four Development Code amendment requests since 2010.

Shepard said staff is proposing to remove the temporary sign permit fee because the Business Ready Task Force code revisions eliminated the permits. Instead, property owners can register their temporary signs and no cost is associated with the process.

Shepard said Planning fees cover approximately ten percent of the cost of running the Planning Division. The General Fund subsidizes the rest of the cost supporting economic development in the community.

Councilor Ray Kopczynski said that if the developer doesn't pay the fees for a development code amendment, then the City and taxpayers pay for it. He stated that it's not fair for everyone else to pick up the costs. He said the people benefiting from the amendment should have to pay a fee, instead of everyone else, so he is in favor of reinstating it. Konopa said there have been a few items that have come forward that needed to be changed, so the Council waived the fee for the process. Shepard said that will still be an option. He said if someone finds an error in the Code, staff can initiate the change without charging the developer.

Kellum spoke to the home business conditional use fee. He said \$500 is a good way to kill a small business and is not business-friendly. Hare said a conditional use permit allows a small business to be able to do something they hadn't been able to do before. He said it only applies to businesses that can't meet the objective standards. Kellum said he is opposed to this.

Coburn asked what types of businesses the conditional use process might apply to. Shepard said there are multiple conditions that staff look at including the numbers of employees, outside storage or displays, deliveries made to the address, and the number of parking spaces. He said if a business meets the objective criteria, then there are no other steps to complete. However, if a business doesn't meet the criteria, they can go through the conditional use process. He said in the past, if a business couldn't meet the standards, they couldn't have a home-based business. Coburn said certain home businesses could push the limit on traffic and noise. He said neighborhoods are where people live, and residents want those areas to be quiet. He said he doesn't have a problem with the fee.

Shepard said he doesn't anticipate a lot of conditional use permits. Kopczynski asked if this would override a Homeowners' Association. Konopa said no. Hare said a critical issue is trying to ensure that neighbors have an opportunity to give input about things that may affect them. Kellum said he sees this as discriminatory because a business can only have 60 decibels at a property line, while a property owner can use a weed-eater which is 125 decibels. Konopa said it is about where you draw the line and neighborhood livability. She said we want to keep neighborhoods livable. She said the rules have been loosened up for home-based businesses.

Coburn asked Kellum if he disagrees with the conditional use process or the dollar amount. Kellum said he disagrees with the idea that there are two sets of rules. Coburn asked if Kellum disagrees with the entire process of a conditional use permit for a home business even if it's free. Kellum said no. He said his opinion is that Albany is discriminating against small businesses.

Konopa asked about bringing this item forward. The item will be considered at the June 25, 2014, City Council meeting.

LEAGUE OF OREGON CITIES (LOC): LEGISLATIVE PRIORITIES

Hare said the LOC will focus on two issues critical to cities: advocating for a constitutional amendment that gives local voters the opportunity to pass local option levies outside of compression, and a constitutional amendment that will improve the fairness of the property tax system by recalibrating taxes at the time a property is sold. In addition, the LOC has identified 22 legislative objectives and would like cities to indicate the top four issues for their community. Hare said, looking at the ballot, he thinks Items B – industrial site readiness loan program, and K – price comparison when procuring architects and engineers, would be good choices for Albany. He said another top issue is Item I – improving clarity and certainty around the Transient Lodging Tax statute. Konopa asked if it is possible to write-in an item. She said Restore Oregon is considering lobbying for a state historical tax credit and other states have started establishing a state historical tax credit. Hare said most of the things the LOC will focus on have already been decided. Konopa said it is too bad the LOC already had the list prepared. Collins said it is important to keep our focus on the bigger policy questions for the state and then focus on that as a region. Kopczynski asked if Item A – tools for brownfield remediation, would be a good choice.

Councilor Bessie Johnson said Items D – reform the Post Acknowledgement Plan Amendment process, I – improving clarity and certainty around TLT statute, P – require earlier submission of last best offer, and V – loan opportunities to address failing residential septic systems, are all important. She asked if there is a loan program for failed septic systems. Shepard said the City doesn't have a loan program. He said there are people outside of the city limits who have overfilled septic systems and the City allows them to connect and then they sign an

irrevocable letter to be annexed. Collins said Item V could apply to all of the property owners in the Springhill Road area. He thinks the program would help with that area.

Konopa asked the Council to look at Item S -- pass a comprehensive transportation funding and policy package. She said she met with Alliance Oregon which wants to increase funding for the state highway system. She thinks there will be a lot of effort for transportation funding, but funding is needed locally as well. She said having a good transportation system statewide is vital to economic development. Collins said a representative from Alliance Oregon talked to the Metropolitan Planning Organization (MPO). The MPO chose not to endorse the specific organization because they have their own agenda. He said the MPO believes discussion needs to happen with the congressional delegation about the federal transportation fund since it's projected to run out of money before the end of the fiscal year. He thinks this will be a big issue because transportation funding is dependent on what happens on the federal level.

Konopa asked if there were any thoughts on Item T -- continued or enhanced funding for *ConnectOregon*. ACC President Janet Steele is on the Transportation Commission and said there is never enough money to do all of the different projects. She said transportation for moving goods, services, and people are important to all of Oregon. She said another thing to consider is the trail between Albany and Corvallis.

The Council chose the following Items:

- B -- Support capitalization of the industrial site readiness loan program at \$10 million and the industrial site readiness assessment program at \$200,000.
- I -- Improve clarity and certainty around the TLT statute.
- S -- Pass a comprehensive transportation funding and policy package.
- V -- Support efforts to establish a program that would provide low-interest loan opportunities to address failing residential onsite septic systems.

COUNCILOR COMMENTS

Johnson said she heard on the radio about a Bay Area \$20 billion bond to regenerate their junior colleges. She was surprised by the amount.

Kellum said a number of years ago the hoteliers asked the Council to have money reallocated to the Albany Visitor's Association (AVA) to promote a marketing director. He said the hoteliers are now thinking that they aren't seeing a return on that. Kellum said he spoke to the Linn County Commissioners, and there seems to be a consensus that the County needs funds for marketing more than they need funds for building maintenance. He asked the Commissioners if they would they be willing to make a commitment to have a fund available for maintenance if the City allocates funds for promoting a system to increase hotel stays. He said two of the three Commissioners said yes, and he still needs to talk to the third Commissioner. He said if the City came up with money for a marketing position based upon base salary plus commission, it would show our commitment to marketing. He suggested taking one percent out of what is available now and putting together a committee to review the Transient Lodging system.

Konopa suggested waiting to see what the AVA, Albany Downtown Association (ADA), Parks & Recreation, hoteliers, and Linn County come up with. She said they will be meeting soon to talk about how to promote Albany better. She said there is a TLT Committee already in place to review the policy.

Kellum said he is opposed to using the TLT Committee already in place because they receive a portion of the funds. Kellum said it is important to put a good faith effort in place. He thinks the ad hoc Expo committee believes it is necessary for the City to participate. He said the process isn't working; the hoteliers said their numbers are down and the amount of money available for marketing isn't there. He said Albany will be the one losing because the TLT is going down. Konopa said some hoteliers are saying the numbers are down, but it's not a reflection of all the hoteliers. She said some hoteliers aren't happy with what other hoteliers are stating. Kellum said the numbers for the entire City are down.

Hare said the revenue for year-to-date TLT is at an all time high. He said the City will receive more money from TLT than in previous years. Hare said a bigger concern is what will happen when a new hotel in Lebanon and Corvallis open. He said it is unfair and misleading to say revenues are down when they aren't. He said the Expo revenues are higher than they have ever been.

Collins said we are looking at dollar values and those are up. He said it is important to look behind the numbers. He would like to know the numbers of people staying at hotels for Expo related events and the numbers for business from I-5 and the general public. He said after looking at that information, we can look at ways to increase the gross number of nights. The Council is in a position to make sure there is adequate marketing for the Expo. He said there are some other issues to look at such as knowing what the City is investing, what the County is investing, and how much money is being invested in the facility. He said making the Expo as operable as possible will help drive the TLT. Johnson said the marketing of the Expo isn't happening and that is a concern. Hare said this is a subject that requires a separate Work Session so staff can get direction from the City Council.

Albany City Council Work Session
June 9, 2014

Economic Development and Urban Renewal Director Kate Porsche said she will be meeting with the hoteliers and will gather the data from them. Konopa asked to include data from the RV parks as well.

CITY MANAGER REPORT

None.

ADJOURNMENT

There being no other business, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Reviewed by,

Diana Eilers
Administrative Assistant

Wes Hare
City Manager

RESOLUTION NO. _____

A RESOLUTION APPOINTING CITY MANAGER PRO TEMS AND REPEALING RESOLUTION NO. 5661

BE IT RESOLVED that in the absence or inability of City Manager Wes Hare to perform the duties of City Manager, the Albany City Council authorizes Mark Shepard, Assistant City Manager/Public Works and Community Development Director, to assume the position of City Manager Pro Tem; and

BE IT FUTHER RESOLVED that in the absence or inability of Wes Hare to perform the duties of City Manager and in the absence or inability of Mark Shepard to perform the duties of City Manager Pro Tem, the Albany City Council authorizes the following individuals to assume the position of City Manager Pro Tem with Wes Hare making the specific assignment as needed:

Hodney, Ed – Parks & Recreation Director
Taylor, Stewart – Finance Director

BE IT FURTHER RESOLVED that Resolution No. 5661 is hereby repealed.

DATED AND EFFECTIVE THIS 23RD DAY OF JULY 2014.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

A RESOLUTION EXTENDING CITY OF ALBANY'S WORKERS' COMPENSATION COVERAGE PROVIDED BY CITY/COUNTY INSURANCE SERVICES (CIS) TO VOLUNTEERS FOR POLICY YEAR 2014-2015

WHEREAS, the City of Albany elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the attached Volunteer Renewal Summary Form as follows:

1. An assumed monthly wage of \$1,200 per month will be used for public safety volunteers; and
2. An aggregate assumed annual wage of \$2,500 will be used for public officials and per volunteer board, commission, and committee for the performance of administrative duties; and
3. Nonpublic safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
4. Court-mandated community service workers/inmates on work release may be covered for workers' compensation benefits by the sentencing court. Coverage will be determined prior to work inception and stipulated to in writing between City of Albany and the respective sentencing court. Court-mandated volunteers will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage; and
5. A roster of active volunteers (public safety, nonpublic safety, and community service workers/inmates on work release) will be kept monthly for reporting purposes. It is acknowledged that City/County Insurance Services may request copies of these rosters during year-end audit; and
6. Unanticipated volunteer projects or exposure not addressed herein will be added onto City of Albany's coverage agreement (a) by endorsement, (b) with advance notice to CIS, and (c) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council to provide workers' compensation insurance coverage through City/County Insurance Services as indicated above. This resolution will be updated annually.

DATED AND EFFECTIVE THIS 23RD DAY OF JULY 2014.

Mayor

ATTEST:

City Clerk

VOLUNTEER ELECTION FORM

Entity Name: City of Albany

Coverage Year: FY2014-2015

CIS' ability to provide workers' compensation coverage for volunteers is directly related to each entity's ability to keep verifiable records of the names and hours worked by participants. Claims adjusters will verify coverage at the time a claim is filed.

(A) Public Safety Volunteers (Code 8411, 8411F, 8411FC)

*Column (1) - Using last year's rosters, estimate the number of volunteer months for each position and enter the total on the appropriate line in *Column (1). Some volunteers are not active every month, i.e., one volunteer firefighter may be active five months out of the year, two volunteer firefighters may be active 12 months out of the year, and five volunteer firefighters may be active only one month out of the year. Thus, the number of volunteer firefighter months would be 34 (1 x 5 + 2 x 12 + 5 x 1).*

Column (2) - Refer to your Volunteer Resolution before filling out the amounts in Column No. 2 below. Use an assumed monthly wage of no less than \$800 per volunteer per month (regardless if one day or 30 are worked) for contribution payment and calculation of benefits. This assumed monthly wage may be increased at the entity's discretion in increments of \$100.

Multiply (1) x (2) = Estimated Assumed Payroll				
Volunteer Category	Class Code	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage	(1) x (2) = (3) FY 2013-2014 Estimated Assumed Payroll
		*No commas in these fields		
Ambulance Driver	8411			0
Ambulance Technician	8411			0
Crime Prevention Unit	8411			0
Sheriff	8411			0
Emergency Med Technician	8411			0
Explorer Scout	8411			0
Fire Chief/Asst. Fire Chief	8411FC			0
Firefighter	8411F			0
Police Officer	8411			0
Police Reserve	8411	38	1200	45600
Probation Officer	8411			0
Search and Rescue	8411			0
Sheriff's Posse	8411			0
CERT/Quick Response	8411			0
Other (please specify)	8411			0
				0
				0
				0
				0
				0
				0

(B) Public officials on unpaid boards, commissions, and councils (Code 8742V)

CIS has designated Class Code 8742V for this type of exposure, if functions performed are strictly administrative, clerical, no manual labor, reimbursed for expenses only and receive no remuneration. If you wish to provide workers' compensation benefits, you may do so using an aggregate \$2,500 assumed annual payroll amount for each Board, Commission, and Council you elect to cover, regardless of how many officials are on each Board, Commission, or Council.

Type (City Council or Planning Commission or Budget Committee, etc.) If additional space is needed, please attach another sheet.	Estimated Assumed Payroll (\$2,500) <small>*No commas</small>
See attachment (next page)	
TOTAL:	60000

(C) Public officials performing manual labor (Code 8742V)

CIS has designated Class Code 8742V for this type of exposure as well. Coverage for this exposure is available based on an assumed monthly wage of \$800 per month per public official.

Multiply (1) x (2) = Estimated Assumed Payroll			
Position (Mayor, etc.) If additional space is needed, please attach another sheet.	(1) No. of Months per year	(2) Assumed Monthly Wage (\$800)	(3) 2012-13 Estimated Assumed Payroll
	<small>*No commas when entering numbers in these fields</small>		
NOT APPLICABLE			0
			0
			0
			TOTAL:

(D) Court-Mandated Community Service Workers/Inmates (Code 7720V)

If your entity uses workers from the correctional system (i.e. community service workers, inmates on work release, peer review crews, etc.), it is important to clarify in writing who will provide workers' compensation coverage for these workers prior to work inception. CIS recommends you obtain a Certificate of Coverage for Workers' Compensation from the sentencing court or make arrangements to provide coverage through you own entity. If you are responsible for providing the workers' compensation coverage, be sure to keep monthly time records for these workers and report them using **current Oregon minimum wage**. CIS has designated Class Code 7720V for this type of exposure.

CITY VOLUNTEER BOARDS/COMMISSIONS/COMMITTEES/TASK FORCES
Fiscal Year 2014-2015

<u>Board/Commission/Committee/Task Force Name</u>	<u>Assumed Annual Wage</u>
Airport Advisory Commission	\$2,500
Albany Arts Commission	2,500
Albany Bicycle and Pedestrian Advisory Commission	2,500
Albany Budget Committee	2,500
Albany City Council (including Mayor)	2,500
Albany-Millersburg Joint Water/Wastewater Management Committee	2,500
Albany Revitalization Agency (ARA)	2,500
Albany Revitalization Agency (ARA) Budget Committee	2,500
Audit Committee	2,500
Building Board of Appeals	2,500
Central Albany Revitalization Area (CARA) Advisory Board	2,500
City Tree Commission	2,500
Community Development Commission	2,500
Hospital Facility Authority	2,500
Human Relations Commission	2,500
Landmarks Advisory Commission	2,500
Library Board	2,500
Parks & Recreation Commission	2,500
Planning Commission	2,500
Planning Commission Hearings Board	2,500
Public Safety Commission	2,500
Senior Center Endowment Committee	2,500
Traffic Safety Commission	2,500
Transient Lodging Tax Advisory Committee	<u>2,500</u>
	TOTAL <u>\$60,000</u>

(E) All other volunteers (Codes - see below)

Assumed payroll for all other volunteer elections should be computed at **current Oregon minimum hourly wage** times actual hours worked and reported in the appropriate NCCI classification code with a suffix "V". Unanticipated volunteer projects or exposure can be added throughout the coverage year (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. Coverage of this type cannot be backdated.

Multiply (1) x (2) x (3) x (4) = Estimated Assumed Payroll						
Volunteer Category	NCCI Code	(1) Est. No. of Volunteers per month	(2) No. of Hours per month	(3) No. of Months per year	(4) Current Oregon Minimum Wage	(5) FY _____ Estimated Assumed Payroll
		<small>*No commas when entering numbers in these fields</small>				
Building Maintenance	9015V					0
Clerical	8810V					0
Community Center	9102V	14	7	12	9.10	10701.6
Court-Mandated Community Service Workers	7720V	6	36	12	9.10	23587.2
Emergency Call Center	8810V					0
Garbage/Refuse	9403V					0
Interpreters	8810V					0
Janitorial	9015V					0
Library	8810V	93	7	12	9.10	71089.2
Lifeguards (pools)	9015V					0
Lifeguards (beaches & rivers)	9102V					0
Meal Site Volunteers	9079V					0
Parks & Drivers	9102V					0
Public Health (please call CIS for proper class code)						0
RV Park	9015V					0
Senior Center	9061V	56	25	12	9.10	152880
Sewer & Drivers	7580V					0
Sewer/Street Cleaning	9402V					0
Snow Removal	9402V					0
Street/Road Maintenance	5506V					0
Waterworks & Drivers	7520V					0
Other (please specify)						0
Economic Development - 141.00 hours	8810V				0	0
Fire - 1.00 hours	8810V				0	0
IT - 82.25 hours	8810V					0
Total Other	8810V	2	7	12	9.10	1528.8
Foster Grandparents	9061V	63	25	12	9.10	171990
						0
						0
						0



TO: Albany City Council
FROM: Sharon Konopa, Mayor *Sharon Konopa*
DATE: July 14, 2014, for July 23, 2014, City Council Meeting
SUBJECT: Appointment to the Library Board

RELATES TO STRATEGIC PLAN THEME: • An Effective Government

Action Requested:

Council approval of the following appointment:

Library Board

Rosemary Bennett

(Reappointment)

Discussion:

Rosemary's first 4-year term expired June 30, 2014. I'm recommending her reappointment to another term.

Budget Impact:

None.

SK:ldh

c: Ed Gallagher, Library Director
Sheena Dickerman, Administrative Assistant I

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BOARD, COMMISSION, AND COMMITTEE APPLICATION

(Please print legibly or type)

RECEIVED

JUL 10 2014

CITY HALL
333 Broadalbin Street SW
P.O. Box 490
Albany, OR 97321-0144
www.cityofalbany.net

City of Albany
City Manager's Office

Board, Commission, and/or Committee Preference:

Albany Public Library Board of Directors
(list all for which you are applying)

(541) 917-7500

Name: Rosemary Bennett

Preferred First Name: Rosemary

Residential Information:

Home Address: 1077 13th Ave SW
Albany, OR 97321

Phone: 541-928-1568

Cellular: _____

E-mail: bennett@paxis.com

Fax: _____
(Optional)

Employment Information:

Employer's Name: Retired from Linn-Benton

Work Address: Community College, Albany, OR
in 2007

Phone: _____

Cellular: _____

E-mail: _____

Fax: _____
(Optional)

Please provide information as requested below to describe your qualifications to serve on this City of Albany Board, Commission, or Committee. Feel free to provide additional information that you may wish to share with the City.

- List current or most recent occupation, business, trade, or profession: _____

Faculty, Linn-Benton Community College. Worked as a counselor
and taught human development courses

For City use only: Ward: I II III or Lives Outside City Limits *(Circle One)*

If lives outside city limits, does applicant meet special definition for the specific b/c/c for which applying?

Yes No If yes, how? _____



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM

Page 2

- List community/civic activities. Indicate activities in which you are or have been active:

Serve on the foundation board for Kinn-Benton Community College. Member of Friends of the Library (Albany) and volunteer for various events. Serve on the Board of Directors for Albany Public Library and as liaison from the board to the Albany Public Library Foundation.

- Indicate why you are interested in serving on this board, commission, or committee and what other qualifications apply to this position.

I have served on the Library Board of Directors for the past four years and am seeking a second four year appointment. I joined the board because I want to serve my community.

- What contributions do you hope to make?

I hope to make a contribution to the long term planning in which the library is currently engaged. I also plan to continue volunteering at local elementary schools to keep the school library open for summer reading as part of the Friends of the library.

Rosemary Bennett
Signature of Applicant

7-11-2014
Date



BOARD/COMMISSION/COMMITTEE SUPPLEMENTAL FORM

Your Name Rosemary Bennett

Board/Commission/Committee Name Library Board

Sometimes, the City receives requests for contact information for members serving on City boards, commissions, and committees. Under Oregon law, as a public body volunteer serving the City, your addresses and telephone numbers are generally exempt from public disclosure.

To help City staff members, could you please check "yes," "no," or "not applicable" below as to whether or not you authorize this information being available to the public:

Home Address	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Telephone Number	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Fax Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Personal Cellular Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Home E-mail Address	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work Telephone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work Fax Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work Cellular Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work E-mail Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable

Generally, only information for which you have checked "yes" will be released. If you have chosen "no" to all and a citizen wants to communicate with you, the City will suggest that s/he either:

- send a letter to you c/o the liaison City department, P.O. Box 490, Albany, OR 97321; then that department will forward it to you; or
- leave a phone message or E-mail message with the applicable staff liaison who will then give the message to you.

Signature Rosemary Bennett

Date 7-11-2014



TO: Albany City Council
VIA: Wes Hare, City Manager
FROM: Mario Lattanzio, Chief of Police ✓
DATE: July 16, 2014, for July 23, 2014, City Council Meeting
SUBJECT: New Police Building Property

The Albany Public Safety Facilities Review Committee recommended the Albany Police Department remain at the current site, 1117 SE Jackson Street, and to secure additional properties surrounding the site for future expansion as long as the costs were similar to moving to Pacific Blvd. In looking at the possible expansion of the current site, three options were considered.

Option 1 - .45-Acre addition consisting of three buildings on one property, one owner.

Option 2 – 1.5-Acre addition consisting of seven buildings on three properties, two owners.

Option 3 – 2.2-Acre addition consisting of ten buildings on six properties, five owners.

Our initial estimates to purchase properties for the three options were: \$725,000, \$1,748,480, and \$2,179,780 respectively, making the comparison to Pacific Blvd similar. The recommendation from the committee was to make every effort to consolidate the Department's needs for the next 20 years to fit onto Option 2 (3.19 total acres with current police property) site and move forward to secure those properties. The committee also recommended securing Option 3 properties for future growth.

Initially both property owners in Option 2 expressed an interest to sell their properties. One gave a price with a desire to move quickly and the other provided a rough estimate of a sales price. Our estimate two weeks ago to likely purchase all of the properties in Option 2 was \$1,850,000.

This week the second property owner from Option 2 sent us an email indicating a quarter of a million dollar increase in the purchase price of their property from our initial estimate. The cost for acquiring that property is almost double the assessed property value. The cost for acquiring the properties in Option 2 would now be around \$2,100,000.

Option 2 provides us enough growth for 20 years and possibly 50 years depending on what types of facilities are built. Without taking cost into consideration, the ideal scenario would be to purchase the properties in Option 3, but two of the three additional property owners in Option 3 are unwilling to sell at this time and the third owner wants 40% more than assessed value. The Pacific Blvd site is 3.69 acres, which gives the police department enough room for growth to the 50 year projection.

The cost to stay at our current location is continuing to increase. Even though the police department would prefer to be located adjacent to the Linn County Sheriff's Office for a number of benefits, the increase costs associated with staying at this location is too high. I recommend we vacate the idea of building at our current location and continue with the process to build on the Pacific Blvd site.



TO: Albany City Council
FROM: Marilyn Smith, Management Assistant/^{mms}Public Information Officer
DATE: July 15, 2014, for the July 23, 2014, City Council Meeting
SUBJECT: November and December 2014 Council Meeting Dates

RELATES TO STRATEGIC PLAN THEME: • An Effective Government

Action Requested:

Council's direction for changes in the meeting schedule for November and December.

Discussion:

Staff recommends the following meeting schedule for November and December.

November

- Monday, November 3 Work Session @ 4:00 p.m.
- Wednesday, November 5 Council Meeting @ 7:15 p.m.
- Monday, November 10 Work Session @ 4:00 p.m.
- Tuesday, November 11 *City Holiday: Veterans' Day*
- Wednesday, November 12 Council Meeting @ 7:15 p.m.
- Monday, November 17 Potential date for Work Session or Meeting
- Wednesday, November 19 CARA & ARA Meetings @ 5:15 p.m.
- Monday, November 24 No Work Session or Meeting
- Wednesday, November 26 No Work Session or Meeting
- November 27 & 28 *City Holidays: Thanksgiving & day after Thanksgiving*

December

- Monday, December 1 No Work Session or Meeting;
- Wednesday, December 3 Council Meeting @ 7:15 p.m.
- Monday, December 8 Work Session @ 4:00 p.m.
- Wednesday, December 10 Council Meeting @ 7:15 p.m.
- Monday, December 15 Potential date for Work Session or Meeting
- Wednesday, December 17 CARA & ARA Meetings @ 5:15 p.m.
- Monday, December 22 No Work Session or Meeting
- Wednesday, December 24 No Work Session or Meeting
- Thursday, December 25 *City Holiday: Christmas*
- Monday, December 29 No Work Session or Meeting
- Wednesday, December 31 No Work Session or Meeting
- Thursday, January 1, 2015 *City Holiday: New Year's Day*

Budget Impact:

None.

MMS:ldh

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